

# **RUGBY OREGON LOCAL REFEREE ORGANIZATION TERMS OF REFERENCE**

## **PURPOSE**

The Local Referee Organization ("LRO") is responsible for the following areas:

The LRO is a volunteer organization serving the Rugby Oregon community. It provides referee support, development, as well as referee allocation for all Rugby Oregon youth and high school matches. The LRO ensures that all national officiating policies, regulations and procedures are implemented in the Rugby Oregon referee society. It provides ongoing development through training and mentorship opportunities for all Rugby Oregon referees regardless of level of experience. The LRO works alongside Rugby Oregon administration and coaching staff to foster a positive game day experience.

The LRO will establish any regulations specific to the needs of the Rugby Oregon community that are not outlined by the national office, or where the national guideline(s) are not applicable/appropriate for the Rugby Oregon community. It will ensure that these additions/changes are implemented in Rugby Oregon, communicated to the Rugby Oregon community and that all necessary existing documentation incorporates additions and changes.

The LRO will partner with Rugby Oregon and the Rugby Oregon Disciplinary Committee to examine all incidents where a red card was issued, or where the referee abandoned a match.

The LRO will host USA Rugby sponsored officiating courses locally as needed.

The committee will maintain a repository of its updates and changes to policies, regulations and procedures that emerge and will provide an annual update at the Annual Coaches Meeting(s).

## **AUTHORITY & RESPONSIBILITIES**

The LRO shall meet as often as necessary to fulfil its PURPOSES as described in the Terms of Reference. Meetings are typically voice or video calls to encourage committee representation regardless of geography.

The LRO shall keep detailed and accurate minutes of its proceedings on the cases it hears, but such minutes do not need to detail any deliberations of the committee, only its eventual ruling(s) on the matter at hand.

The LRO will exist in parallel and partnership with the Pacific Northwest Rugby Referee Society.

Any LRO committee member will recuse him or herself should any incident directly involve a team or referee they are affiliated with. A temporary committee member shall be appointed by the Chairperson in their place.

## **MEMBERSHIP**

The Chairperson of the Local Referee Organization shall be appointed by the Rugby Oregon President/CEO/Executive Director to a term of two (2) years, after which time Rugby Oregon shall consider the performance of the Chairperson and either re-appoint the Chairperson for another two (2) year term, or allow the term to lapse, and appoint another individual as Chairperson. If, during the two (2) year term, Rugby Oregon determines that the Chairperson is not fulfilling the duties of the position, he/she may be removed and replaced by the Rugby Oregon President/CEO/Executive Director. Mid-term removal of a Chairperson would be based on insufficient engagement barring just cause.

There shall be additional members of the committee, representing the following key areas. Committee members may represent more than one of these key areas.:

- Referee education
- Referee allocation
- Contact rugby league
- Non-contact rugby league
- Women's referee growth and development
- PNRRS liaison

The Chairperson and above committee members, shall be in a current or retired Rugby Oregon staff position, and must remain a USA Rugby member in good standing during his/her tenure. Staff positions are limited to current and former center referees and assistant referees.

The non-Chairperson representatives shall be selected by the LRO prior to the Annual Coaches Meeting(s). Candidates for these positions will be nominated by the current LRO members and Rugby Oregon administration. Below is a suggested schedule for nomination, vetting and election.

6 weeks prior to annual coach meeting – formal request for nominations

4 weeks prior to annual coach meeting – close of nominations window, allowing for vetting

2 weeks prior to annual coach meeting – distribution of vetted nominees

Annual Coaches Meeting(s) – announcement of elected members

Non-Chairperson members shall serve a term of two (2) years, and will be eligible for re-election. Re-election candidates will follow the same vetting and election process as new candidates. There is no limitation on the number of terms. Lack of participation or in cases where a member resigns, the Chairperson shall notify Rugby Oregon. The committee member position may be filled by appointment by the Rugby Oregon President/CEO/Executive Director until the nomination cycle.

In order to ensure smooth running and transition when new members are elected to the committee, the LRO will attempt to have only one-third of existing positions for election/re-election each year.