

**THE WESTERN PROVINCE RUGBY FOOTBALL  
REFEREES' SOCIETY  
BYE-LAWS**

<b>1. APPLICATION FOR MEMBERSHIP</b>	<b>2</b>
<b>2. APPOINTMENTS</b>	<b>3</b>
<b>3. ATTENDANCE REGISTER</b>	<b>4</b>
<b>4. CLUB OFFICIALS</b>	<b>5</b>
<b>5. CLUBHOUSE</b>	<b>6</b>
<b>6. COLOURS</b>	<b>7</b>
<b>7. CROWD CONTROL</b>	<b>9</b>
<b>8. DISCIPLINE</b>	<b>10</b>
<b>9. GRADING</b>	<b>11</b>
<b>10. LATE START AND POSTPONEMENT OF MATCHES</b>	<b>13</b>
<b>11. MATCH REPORTS</b>	<b>14</b>
<b>12. MEDIA</b>	<b>15</b>
<b>13. PLAYER'S CARDS AND TEAM LISTS AND BOKSMART</b>	<b>16</b>
<b>14. RECORDS</b>	<b>18</b>
<b>15. REFEREE'S MERIT AWARD</b>	<b>20</b>
<b>16. RULINGS</b>	<b>22</b>
<b>17. SCHOOLS' CATEGORY</b>	<b>23</b>
<b>18. SPORTSMANSHIP SHIELD</b>	<b>24</b>
<b>19. SPONSORS</b>	<b>25</b>
<b>20. INTERPRETATION OF BYE – LAWS</b>	<b>26</b>

## **1. APPLICATION FOR MEMBERSHIP**

- 1.1 An application for membership as a referee or non-active member is made on the prescribed application form, which, after completion thereof, is handed to the Manager together with the first subscription.
- 1.2 The Manager must table the application at the next meeting of the Committee which may decide about the application. The Committee is not obliged to give any reason for its decision.
- 1.3 The Manager must advise the candidate of the Committee's decision as soon as possible.
- 1.4 When doing so, the Manager must forward a membership card and an electronic copy of the constitution and bye-laws to the candidate if the candidate is accepted, or repay the first subscription if the candidate is not accepted.

## **2. APPOINTMENTS**

- 2.1. It is the responsibility of each referee, who has not received an appointment for a Saturday by the preceding Thursday, to get in touch with the match secretary to ascertain their appointment. A referee's failure to officiate in a fixture is not excused by their failure to receive notice for their appointment to a fixture on a particular date.
  
- 2.2. Any fixture that is for any reason postponed, shall, from the date of the postponement be viewed as a new fixture in the appointments schedule of the Society.

### **3. ATTENDANCE REGISTER**

- 3.1. The Manager must provide and keep an attendance register in respect of all general meetings of the Society, in which the names of members of the Society must be listed in order as close to alphabetical order as reasonably possible. The register must be made available at each general meeting. It is the responsibility of each member so attending to ensure that their presence at the meeting is recorded in the register, by placing their signature opposite their name.

#### **4. CLUB OFFICIALS**

- 4.1. A referee must inform the Committee when they become a coach at any rugby club registered with the Union and must inform the Committee of their position when called upon to do so at any time thereafter, as per 10.3.4 of the Constitution.
  
- 4.2. A general committee member or coach of a club may not officiate in a match involving that club unless no other referee is available.

## **5. CLUBHOUSE**

- 5.1. The Committee may require a member wishing to make use of the clubhouse to submit proof of their membership by showing their membership card. The Committee may also restrict entrance to the clubhouse to members only or to members and a limited number of guests.
  
- 5.2. Persons under the age of 18 years are not permitted in the clubhouse.

## 6. COLOURS

- 6.1. The Society's colours may be worn only by members of the Society.
- 6.2. The Society's referee jerseys may be worn only with other official attire of the Society. No referee may wear with either rugby jersey, shorts or socks of a colour different from the Society's official colours.
- 6.3. The alternative referee jersey may be worn only by a referee currently graded in Division 1 to Division 7, who is currently an active referee in club matches, and who has been a member of the Society for two full seasons.
- 6.4. The badge may be worn only by a member of the Society elsewhere than on their referee jersey, prescribed tracksuit or windbreaker if:
  - 6.4.1. they have been a referee of the Society for one full rugby season and has officiated as referee or assistant referee a minimum of six times in matches for which they were officially appointed, or
  - 6.4.2. the Committee has granted them the right to wear the Society's badge.
- 6.5. The merit tie may be worn only by a member of the Society to whom it has been awarded in terms of paragraph 24.2.15 of the Constitution.
- 6.6. When officiating in a match for which they have been officially appointed by the Society, a referee must wear the Society's colours unless the colours of the Society's referee jersey clash with the colours of one of the teams participating in the match, in which event the referee may wear a different referee's jersey, or the referee's "bib" provided by the Society, but may not wear the Society's badge on such jersey.

- 6.7. Except in competitions arranged by SARU, a member of the Society may not wear the colours of the Society in a match which takes place outside the area of jurisdiction of the Union, unless he has obtained the Chairperson's prior consent. The purpose of this provision is to ensure that members of the Society do not accept appointments to matches for which they are not qualified.
- 6.8. No member of the Society may wear on or in conjunction with the Society's sporting attire, any advertising or sponsor's material other than;
- 6.8.1. bona fide trade marks and/or trade names of articles of clothing being worn; and
  - 6.8.2. advertising or sponsor's material approved by the Committee as a result of a sponsorship agreement entered into by the Society.
- 6.9. A member must wear the Society's colours when officiating in a schools match within the jurisdiction of the Union.



## 7. CROWD CONTROL

- 7.1. A referee *must* not commence or continue a match for which they were officially appointed by the Society, if they consider or feel that a spectator or spectators will endanger or are endangering their own safety or the safety of either of the assistant referees or of the players, or will encroach or are encroaching on the field of play.
- 7.2. If the match has already commenced, the referee must suspend play until they are satisfied that the spectator or spectators have been brought under control so that the danger has been removed and/or the encroachment has ceased.
- 7.3. If the referee is unable, by suspending play for short periods, to obtain the co-operation of the spectators, and if they are satisfied that further play would endanger themselves or either assistant referee or any player, they must abandon the match.

## **8. DISCIPLINE**

- 8.1. If a referee fails to officiate either as referee or assistant referee in a match for which they were officially appointed by the Society, the Chairperson may request the referee to furnish written reasons for their failure.
- 8.2. Until such reasons have been furnished, the Appointments Subcommittee may decline to appoint the referee for matches under its jurisdiction and the Committee may withhold any match fees owing to the referee.
- 8.3. Upon receipt of such reasons, the Chairperson may:
  - 8.3.1. accept the reasons; or
  - 8.3.2. request the referee for further explanation; or
  - 8.3.3. refer the matter to the Disciplinary Committee.
- 8.4. If the Chairperson acts in terms of 8.3.1. or 8.3.2, the provisions of 8.1 shall continue to apply until the matter has been fully disposed of.

## 9. GRADING

- 9.1. The Performance Review Sub-committee must convene from time to time to make recommendations to the Committee, provided that the Sub-committee must convene each season at least once during or before June and once during September in order to make recommendations.
- 9.2. The Performance Review Sub-committee in making their recommendations as to the grading of referees shall take into account, in addition to the on-field reviews of that referee's performance, *inter alia* the following: the referee's knowledge of the laws (including performance in any examinations for this purpose), their physical abilities (including performance in any fitness tests) and attendance of meetings and training courses (which may be deemed pre-requisites for classification at a specific grade).
- 9.3. Referees who fail to run the required fitness test, or who do not meet the fitness test level required for a particular grading, and who, as a result are DOWNGRADED by the Performance Review Sub-committee and/or the Committee; will have two (2) weeks from the date of receipt of a letter informing them of a possible downgrading because of their non-compliance, to rerun and pass the required fitness test. Referees who reach the level of the test required of the initial grading will immediately be reconfirmed at their original grade. Referees who fail to run, or fail to meet the required fitness level of the initial grade, within the two (2) weeks provided for must accept a lower grade as their new grading.
- 9.4. During the period between the official end of a season and the official start of the next season, the Committee must communicate to the members the latest grading of all referees. Publication of the grading list on the Society's website will be deemed sufficient communication.
- 9.5. Subject to the provisions of paragraph 26 of the Constitution, any referee may at any time request the Committee to arrange for him to be

reviewed. No such request may be entertained more than once in any given season, and unless it is in writing.

- 9.6. If a referee is injured for a period of three months or longer, they will be removed from the grading list. The Committee reserves the right to reintroduce the returning referee one division lower than the division they were refereeing at the time they were injured on their return to active refereeing, provided that they meet all of the grading requirements to referee at that division.

## 10. LATE START AND POSTPONEMENT OF MATCHES

- 10.1. If a team fails to take the field within fifteen (15) minutes after the scheduled start time of the match, the referee may abandon the match. An assistant referee must not leave in these circumstances until the referee abandons the match. If he decides to referee the match, he must report to the Union by what period the match started late and specify the team at fault.
  
- 10.2. When the Union has arranged for a match to take place on a particular date and at a particular time, the referee must require the match to be played, unless he considers that it would be dangerous for the match to be played or that there is inadequate crowd control or that the ground is unfit for play. He must not agree to a postponement at the request of either or both of the teams. If either or both teams refuse to play, the referee must report this to the Union.
  
- 10.3. No match will commence without the required medical staff and equipment, as per the BokSmart safety guidelines, being in place at the venue of the fixture. This necessarily includes, *inter alia*, a neck brace and spine board.

## **11. MATCH REPORTS**

- 11.1. Within seventy two (72) hours after completion of a club match in which he has refereed, a member must transmit to the Union a properly completed match report in the form prescribed from time to time by the Society.
  
- 11.2. In addition to the above, each member who referees a match involving club first teams in the Super Leagues must telephone the Manager or other person appointed to receive the result by 19h00 of the same day.

## **12. MEDIA**

12.1. No member except the Chairperson may criticise in the media a decision during a match, or the handling of a rugby match by a member referee/s or assistant referee/s. No member other than the Chairperson may issue a press statement purporting to be a statement by the Society.

### **13. PLAYER'S CARDS AND TEAM LISTS AND BOKSMART**

- 13.1. Before every club match for which he was officially appointed, the referee must request each team to furnish him with:
  - 13.1.1. a list of the initials and surnames of the players who will represent that team in the match; and
  - 13.1.2. a valid player's registration card issued by the Union for each player on the list; and
  - 13.1.3. a valid coach's BokSmart card issued by the relevant authority.
- 13.2. Any player who is not listed on the list of players for the match, or for whom there is no player registration card, shall be prohibited from playing in the match by the referee.
- 13.3. The match shall not commence unless a coach from both teams are able to furnish to the referee a valid coach's Boksmart card.
- 13.4. Any coach, assistant coach or substitute coach without a valid BokSmart card shall be prohibited from being present in his team's technical area.
- 13.5. The referee must report any inaccuracies or failure to furnish the playing list, player registration cards, or BokSmart cards by either team to the Union in their match report.
- 13.6. If the referee sends a player off the field during the match (RED CARD), he must retain that player's registration card at the end of the match and must deliver or post it to the Union with their match report and report on the ordering off of a player.



13.7. If a match is abandoned, the referee must complete the relevant form prescribed and forward it to the Society's administration office.

## 14. RECORDS

14.1. The Manager must keep proper up to date records of the Society, including the following documents:

14.1.1. A list of names, addresses, and telephone numbers of each member.

14.1.2. A grading list.

14.1.3. Performance Review reports submitted during the previous two seasons and the current season.

14.1.4. An attendance register of monthly meetings and the AGM.

14.2. The Manager must retain the following documents permanently:

14.2.1. Copies of all Chairperson's reports and the annexures thereto.

14.2.2. Financial statements as approved by members in general meeting.

14.2.3. Minutes of every AGM or SGM (which must be submitted for approval to the next AGM).

14.2.4. Minutes of every general meeting (which must be submitted for approval to the next general meeting).

14.2.5. Minutes of every committee meeting (which must be submitted for approval to the next committee meeting).

14.3. Except for a member whose subscription is in arrears, any member shall be entitled, on reasonable notice, to inspect the documents

referred to in 14.1, 14.1.1, 14.1.3, 14.2, 14.2.1, 14.2.2 and 14.2.3, and to make copies thereof. A copy of the latest grading list must be communicated from time to time to every member of the Performance review Sub-committee.

## 15. REFEREE'S MERIT AWARD

15.1. At the end of each season a Referees Merit Award must be made to the referee in each grade who obtains the highest number of points scored in the merit points award system. In addition, an overall merit award must be made to the referee who obtains the highest number of points in the Society. In the event of a tie, the award must be made by the Committee to one of the referees involved in the tie. In considering its decision, the Committee must take into account:

15.1.1. whether the referee has won the award before, it being the intention that the award should be made to as many different referees as possible; and

15.1.2. the marks obtained by the referee in the preceding examination; and

15.1.3. whether the referee was promoted or demoted during the preceding twelve months and, if so, the grades from which and to which he/she was promoted/demoted; and

15.1.4. any other factor which the Committee deems fit.

15.2. All members of the Society are eligible for the award except the following:

15.2.1. Members of the Committee who have held office during that year; and

15.2.2. Members found guilty by the Disciplinary Committee of the Society or the Union during that year, or suspended pending appearance before the Disciplinary Committee.

15.3. The merit points shall be awarded as follows:

- 15.3.1. Attendance at AGM;
- 15.3.2. Subscription paid by AGM;
- 15.3.3. Attendance at general (monthly) meeting, per meeting;
- 15.3.4. Performance in examination;
- 15.3.5. Performance in any required fitness tests;
- 15.3.6. Appointments;
- 15.3.7. Failure to officiate;
- 15.3.8. Withdrawals in excess of two.

## 16. RULINGS

16.1. If a difference of opinion arises between members at any general meeting as to the interpretation of a law and if it appears that the SARU has not yet interpreted that aspect of the law, the Chairperson of the meeting may give a ruling as to the interpretation of the law and all members shall be bound by such interpretation; provided that the Manager must advise the Union as soon as possible of such an interpretation and must request the Union to obtain an interpretation by SARU. On receipt of such interpretation, it must be advised to members either verbally or by way of circular and such interpretation replaces or confirms the Chairperson's ruling.

## 17. SCHOOLS' CATEGORY

- 17.1. A referee does not have a right to be placed in the schools' category. His acceptance into the category is entirely within the Committee's discretion and the Committee is not required to give reasons for a decision not to accept a referee. A referee may be required by the Committee to furnish reasons why he/she cannot or does not wish to referee club matches.
- 17.2. To qualify for entry to the schools' category, a referee must have been graded as a division 1 referee during their refereeing career.
- 17.3. Each school's category referee must write the examinations regularly, unless the Committee exempts them.
- 17.4. A schools' category referee must maintain a standard of fitness sufficient to enable them to referee properly. Schools' category referees will be required to undergo the same fitness test as other referees at the start of each season for admission to the schools' category.
- 17.5. The fact that a referee is in the schools' category does not absolve them from complying with the other obligations applicable to active referees, such as attending meetings.
- 17.6. In the appointment of referees for schools' matches, preference must always be given to fully active referees. Schools category referees must only be used in a supplementary role.
- 17.7. A non-active member may accept an invitation from a school to referee a match but they may not referee in the Society's colours.

## **18. SPORTSMANSHIP SHIELD**

- 18.1. The Sportsmanship Shield will be awarded according to the Unions points system.
- 18.2. All clubs are eligible for the award except a club where one of whose teams has been suspended during the preceding season.



## **19. SPONSORS**

19.1. No member may communicate with any of the Society's sponsors in order to obtain for themselves or any person or corporate body whom they represent any advantage whether monetary or otherwise, if in such communication they rely on their membership of the Society.

## 20. INTERPRETATION OF BYE-LAWS

20.1. Clause headings are for convenience only and shall not be used in its interpretation.

20.2. Unless the context clearly indicates a contrary intention:

20.2.1. An expression which denotes any gender includes the other gender, a natural person includes an artificial person and vice versa and the singular includes the plural and vice versa;

20.2.2. The following expressions bear the meanings assigned to them below and related expressions bear corresponding meanings:

20.2.2.1. “Committee” means the Executive Committee of the Society.

20.2.2.2. “Constitution” means the Constitution of the Western Province Rugby Football Referees’ Society.

20.2.2.3. “day/s” means calendar days, except where an alternative is expressly stipulated.

20.2.2.4. “General meeting” means the monthly meetings of the Society as referred to in clause 21.1 of the Constitution.

20.2.2.5. “Manager” means the Manager of the Western Province Rugby Football Referees’ Society.

20.2.2.6. “Society” means the Western Province Rugby Football Referees’ Society.

20.2.2.7. “Union” means the Western Province Rugby Football Union.

20.3. Any term or provision of these Bye-Laws which is inconsistent with the Constitution shall be considered invalid to the extent of the inconsistency.

20.4. As per paragraph 29.4 of the Constitution, in the event of doubt as to the meaning of any portion of these Bye-Laws, the Chairperson's interpretation shall be final and binding on all members provided that it shall be subject to review and rescission, as contemplated in the Constitution.