

Disciplinary Secretary – Role description



(appointed by the Management Committee)

1 Purpose

The purpose of the Disciplinary Secretary is to arrange Constituent Body (CB) Discipline Panel (DP) hearing dates, notify players and clubs and liaise with the Chair and panel members to form a panel and identify a Chair, reporting the outcomes to Twickenham, maintaining the written records of the Discipline Panel, and preparing reports to the Leicestershire Rugby Union (LRU). The role also acts as the secretary to the LRU Discipline and Governance Sub-Committee and line-manager to the Age Grade Rugby Discipline Secretary (AGRDS).

2 Accountability

The Disciplinary Secretary is accountable to and works under the authority of the Discipline Chair.

3 Tasks

3. 1	To liaise with the Leicestershire Society of Rugby Union Referees (LSRUR), and other societies from time to time, to receive all reports of sendings-off made by referees.
3. 2	To receive citing reports submitted by the officers of LRU member clubs and to follow the citing process, if appropriate, to a hearing; as well as liaising with other CBs over the arrangements for cross-border citings.
3. 3	To receive and process reports of alleged infringements of RFU Rule 5.12.
3. 4	To investigate any allegations of foul play and misconduct and to ensure they are dealt with fairly, consistently, and expeditiously.
3. 5	To programme discipline panel hearings.
3. 6	To forward Reports, Plea Form and Notice of Hearing to the officers of an alleged offender's club.
3. 7	To advise a referee of the date of any hearing and invite the referee to attend where the referee has either submitted a sending-off report or officiated at a match in respect of which a citing has been received.
3. 8	To circulate all relevant reports, evidence etc. to members of the DP prior to the

	hearing.
3. 9	To monitor the prompt return of completed Plea Forms.
3. 10	To make arrangements for and record proceedings at Disciplinary Hearings.
3. 11	To attend all CB Disciplinary hearings and RFU hearings when required
3.12	To liaise with the Chair to provide a written judgement as soon as possible following any hearing to the officers of the club of any player or other person who has appeared before a hearing or who has pleaded guilty by letter.
3. 13	To share relevant information and co-operate with the RFU Discipline Manager, CB Safeguarding Manager and the RFU Safeguarding team as and when required.
3. 14	To seek advice from the RFU Discipline Manager and the CB Discipline Legal Advisor/Prosecutor where necessary
3.15	To report all judgements to the RFU Disciplinary Secretary in accordance with the RFU's requirements.
3.16	To liaise with, line manage and ensure, through the AGRDS, that all LRU Clubs and schools deal promptly and appropriately with all disciplinary cases involving children under the age of seventeen and that the AGRDS forwards copies of completed reports concerning LRU Clubs' discipline cases involving schoolchildren to the Leicestershire Schools RFU Honorary Secretary and to the head teacher of the player's school.
3.17	To ensure all Clubs pay fines and administrative fees by the due date.
3.18	To submit a report setting out a cumulative analysis of all cases to each member of the Discipline and Governance Sub-Committee prior to each meeting of that sub-committee and to the Honorary secretary of the CB prior to each meeting of the Operating Committee.
3. 19	To keep CB Executive and Operating Committees and members informed of any changes to disciplinary regulations or procedure as notified by the RFU.
3. 20	To achieve and maintain own RFU Discipline accreditation and to ensure that all members of the panel are similarly accredited.

Person Specification

Serial	Description	Essential	Desirable
1	Good IT skills	X	
2	Excellent organisational and administrative skills	X	
3	A thorough understanding of the RFU Discipline Regulations		X
4	A thorough understanding of the Laws of the Game		X
5	No longer playing the game on a regular basis		X
6	Good people skills	X	
7	Excellent communication skills	X	
8	Pragmatic, fair, of good judgment with the ability to exercise common sense.	X	

What will you get out of the role?

This is a very important role within the CB and bears directly on its integrity and reputation, as well as being very important for the Game in general. It is a rewarding role and, at the same time, challenging role directly at the interface between players and the CB judiciary.

You will have the full support of the CB Discipline Chair, the CB Discipline Advisor/Prosecutor and the RFU Discipline Department who are always on hand to offer advice and guidance.

How much time it will take up?

This will really depend on how many sendings off there are and how many hearings become necessary. There will be a degree of organisational work to carry out at home and by telephone as well as approximately 15 panel meetings each season and a weekend conference to attend bi-annually.

Please apply by email addressing your suitability, how you meet the person specification for the role and with accompanying CV to admin@leicestershirerugbyunion.co.uk

Closing date for all applications is 28th May 2018.

All applications will be acknowledged followed by a shortlisting and interview process