



THE LONDON SOCIETY OF RUGBY FOOTBALL UNION REFEREES (L.S.R.F.U.R.)
Proposed changes for November 2023 General Meeting

CONSTITUTION AND RULES

1. Name and Composition

- 1.1. The Society shall be known as 'The London Society of Rugby Football Union Referees' and membership shall consist of active and former referees of matches played under the Laws of the game as framed by World Rugby (or its successor) and other persons elected to membership at the absolute discretion of the Regional Committee for the Region to which those persons are assigned.
- 1.2. The Society will affiliate to the Rugby Football Union and **te-will** affiliate to the Constituent Body (or Bodies) designated to it by the Rugby Football Union. The Society will comply with and uphold the bye-laws, rules and regulations of the Constituent Body, the Rugby Football Union and World Rugby as amended from time to time, and the rules and regulations of anybody to which the Rugby Football Union is affiliated.

Commented [PTC1]: Correction of a typo/grammar

2. Purpose

- 2.1. The purpose of the Society shall be: 'To promote the game of Rugby Union by providing competent, well trained and knowledgeable match officials to all affiliated Clubs and Unions'.

3. Membership

- 3.1. There shall be the following classes of membership:
 - 3.1.1. Members - Members shall be active and former referees who have paid such membership fees as may be determined by the Society from time to time.
 - 3.1.2. Associate Members - At the absolute discretion of the Regional Committee to which the person is to be assigned, a suitable person who may not fulfil normal membership requirements but who has strong connections with the activities and purpose of the Society may be elected to Associate Membership. Such members may participate fully in meetings and events as organised by the Regional Committee.
 - 3.1.3. Life Vice Presidents - For outstanding service to the Society, a General Meeting may, upon recommendation from the Management Committee, elect to Life Vice-Presidency a member who has retired from refereeing.
 - 3.1.4. Life Members - For special services to the Society, a General Meeting may, upon recommendation from the Management Committee, elect to Life Membership a member who has retired from refereeing.
- 3.2. All classes of membership are entitled to purchase and wear the Society's insignia.

4. Management Committee

- 4.1. The Society shall be administered by the Management Committee, which shall assume office on 1st June annually and shall be constituted as follows:
 - (i) President **(who shall ordinarily act as Chair of the Committee)**
 - (ii) Deputy President
 - (iii) General Secretary
 - (iv) Treasurer
 - (v) Chair of the Match Officials' Development Committee
 - (vi) Recruitment Manager

Commented [PTC2]: Clarifying that the President should ordinarily chair Management Committee



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- (vii) Four Regional Managers
- (viii) Midweek Manager
- (ix) IT/Communications Manager
- (x) Assistant Secretary (General)

4.2. The Immediate Past President shall be an ex-officio member of the Committee for the two years immediately following his term in office.

4.2.4.3. Other Officers of the Society, or other individuals, may be invited to attend and contribute to meetings as non-voting observers where necessary and relevant, at the discretion of the Committee.

4.3.4.4. Election to all posts on the Management Committee shall be annual at the April General Meeting, with the exception of the President and the Deputy President. The Deputy President shall be elected to office for a term of two years commencing with the date on when the President starts their third year of office. At the end of that period, the Deputy President shall automatically take office as President for a term of four years. The Deputy President election shall take place at the April General Meeting in the second year of the President's term.

Commented [PTC3]: To facilitate the inviting of officers or others to meetings of Management Committee to report and discuss matters

5. Regional Committees

- 5.1. The Society shall be divided into four geographical Regions. There shall be a Regional Committee for each geographical Region of the Society.
- 5.2. The Regional Committee shall include the following core positions:
 - (i) Regional Manager
 - (ii) Regional Appointments Manager
 - (iii) Regional Training Co-Ordinator
 - (iv) Regional Match Observers Co-Ordinator
 - (v) Regional Re-appointments Managers
 - (vi) Regional Recruitment Co-Ordinator
 - (vii) Two active referees
 - (viii) Social Secretary
- 5.3. Election for the post of Regional Manager shall be annual.
- 5.4. Additional positions may be created in Regional Committees at the discretion of the Regional Manager and with the agreement of the members of the Society assigned to that Region.
- 5.5. Elections for all core positions and additional positions deemed necessary within a Regional Committee shall be conducted by the Regional Manager who shall ensure the outcome of such elections are registered with the General Secretary prior to the first Management Committee meeting following the April General Meeting. The electorate shall consist of the members of the Society assigned to that Region.

~~5.6.~~ The two active referee members of the Regional Committee shall hold no other position on the Regional Committee or other official position within the Society.

~~5.7.5.6.~~

6. Match Officials' Development Committee (MODC)



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6.1. The Match Officials' Development Committee shall be a standing sub-committee of the Management Committee and shall be constituted as follows:

- (i) Chair of Match Officials' Development
- (ii) Four Regional Appointments Managers or their alternates
- (iii) ~~Premier List~~ Development Squad Appointments Manager
- (iv) ~~Premier List Manager~~ Referee Development Manager
- (v) ~~SEG-London~~ Representative(s) on Level 5 Committee
- (vi) Society Match Observer Development Officer (SMODO)
- (vii) Assistant Secretary (Match Observers)
- (viii) Education, Training and Development Manager
- (ix) Assistant Secretary (Match Officials' Development Committee)

6.2. The President, Deputy President, General Secretary, Treasurer and Midweek Manager are ex-officio members of the Committee.

6.3. Other Officers of the Society, or other individuals, may be invited to attend and contribute to meetings as non-voting observers where necessary and relevant, at the discretion of the Committee.

6.2-6.4. The positions of Education, Training and Development Manager, Assistant Secretary (Match Observers) and Assistant Secretary (Match Officials' Development Committee) shall be elected annually at the April General Meeting. The ~~SEG-London~~ Representatives on Level 5 Committee, ~~Premier List~~ Referee Development Manager, Society Match Observer Development Officer (SMODO), Assistant Secretary (Match Observers) and ~~Premier List~~ Development Squad Appointments Manager shall be appointed by the Management Committee.

6.3-6.5. The ~~Premier List~~ Development Squad shall have criteria determined by the Match Officials' Development Committee, and shall be selected and managed by ~~the that Match Officials' Development~~ Committee. They and shall be appointed to such fixtures of the Society as the Match Officials' Development Committee shall determine.

7. ~~Operations Committee~~ Other Officers of the Society

7.1. ~~The Operations Committee shall be a standing ad hoc sub-committee of the Management Committee and shall be constituted as follows~~ following roles shall be Officers of the Society, who shall attend meetings of the Management Committee or the Match Officials' Development Committee where requested:

- ~~(i)~~ (i) ~~General Secretary (as Chair of the Committee)~~
- ~~(ii)~~ (i) Assistant Secretary (Domestic Exchanges)
- ~~(iii)~~ (ii) Assistant Secretary (International Exchanges)
- ~~(iv)~~ (iii) Assistant Treasurer
- ~~(v)~~ (iv) Assistant Secretary (Tournaments)
- ~~(vi)~~ (v) Discipline Secretary
- ~~(vii)~~ (vi) Regional Social Secretaries
- ~~(viii)~~ (vii) Assistant Secretary (General)
- ~~(ix)~~ (viii) Assistant Secretary (Match Officials' Development Committee)

7.2. The positions of ~~Assistant Secretary (Domestic Exchanges), Assistant Secretary (International Exchanges), and~~ Assistant Treasurer shall be elected annually at the April General Meeting.

Commented [PTC4]: This formalises the abolition of the Premier List, with a Development Squad to replace it as determined by MODC

Commented [PTC5]: This role would be responsible for the Development Squad and also working with the individuals on MODC around referee (as opposed to Coach/MO) development.

Commented [PTC6]: To reflect the ever changing nomenclature of the RFU, this has been revised to make it more generic

Commented [PTC7]: To confirm if we think this role (which is more appointments focused) needs to sit on MODC

Commented [PTC8]: Assistant Secretary (Match Observers) is a role involved predominantly in the appointing of MOs. On this basis, and aligned to other such roles, it is to be an appointed role. As with other appointed roles, the MC should seek expressions of interest as appropriate to obtain the best candidate for the role.

Commented [PTC9]: To focus that MODC need to determine the criteria for the Development Squad.

Commented [PTC10]: To appoint other Officers of the Society while abolishing the Operations Committee as it does not meet.



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The Assistant Secretary (Domestic Exchanges), Assistant Secretary (International Exchanges), Assistant Secretary (Tournaments) and Discipline Secretary shall be appointed by the Management Committee.

Commented [PTC11]: As with the Assistant Secretary (Match Observers) role

8. Powers of Management Committee

- 8.1. The Management Committee, without prejudice to the generality of the Rules and Constitution, shall be responsible for the overall management of the Society and in particular shall have the following powers, namely:
- 8.1.1. To appoint sub-committees to deal with any particular affair of the Society as may be decided by the Management Committee.
 - 8.1.2. To invite members and other individuals who are not members of the Management Committee to attend its meetings and those of its other committees and subcommittees on a co-opted basis, without voting powers.
 - 8.1.3. To expel from membership of the Society any member or affiliated club for the infringement of any of the Rules and Constitution of the Society or for any conduct which in the opinion of the Management Committee is detrimental to the interests of the Society or of the Game.
 - 8.1.4. Authorise expenditure, including expenditure recommended by other committees of the Society. The Management Committee shall not have power to authorise payment (other than reimbursement of reasonable out of pocket expenses) to any person for his-their services in administration of the Society.

Commented [PTC12]: Language tidy up to make gender neutral

9. Powers of the Match Officials' Development Committee

- 9.1. The Match Officials' Development Committee shall:
- 9.1.1. Formulate appointments and grading policy for the Society.
 - 9.1.2. Make arrangements for uniform standards of grading across the Society at playing level 8 and below.
 - 9.1.3. Effect grading at playing level 7 and above.
 - 9.1.4. Supervise the appointments to the exchange programme of the Society.
 - 9.1.5. Supervise the appointments to the major tournaments of the Society.
 - 9.1.6. Make arrangements in conjunction with the Education, Training and Development Manager for the development and training of referees, referee match observers and referee coaches.

~~10. Powers of the Operations Committee~~

~~10.1. The Operations Committee shall:~~

- ~~10.1.1. Oversee arrangements relating to the exchange programme of the Society~~
- ~~10.1.2. Oversee arrangements relating to the major tournaments of the Society~~
- ~~10.1.3. Oversee arrangements relating to the support of match officials at matches~~
- ~~10.1.4. Consider matters relating to discipline, and report to the Management Committee and MODC as necessary~~
- ~~10.1.5. Oversee the social arrangements of the Society~~



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11.10. Proceedings of Committees

~~11.1.10.1.~~ The Management Committee, each Regional Committee and the Match Officials' Development Committee shall meet at least three times every year. The schedule of meetings for all committees shall be published annually. Each Regional Manager shall appoint an alternate to attend any Management Committee meeting which they are unable to attend so as to ensure that each Region is represented at each such meeting.

~~11.2.10.2.~~ Minutes shall be taken of meetings of the Management Committee and the Match Officials' Development Committee and these shall be made available to the Regional Committees. In addition, the Communications Manager will make available to all members of the Society by means of the Society's website information concerning the activities of the Management Committee and the Match Officials' Development Committee as appropriate.

~~11.3.~~ ~~The Operations Committee shall be an ad hoc committee that shall meet as and when required to coordinate and exercise the matters within its remit, as determined by the General Secretary and its members.~~

~~11.4.~~ ~~Minutes shall be taken of meetings of the Operations Committee and these shall be made available to the Management Committee and the Match Officials' Development Committee.~~

~~11.5.10.3.~~ Minutes shall be taken of each Regional Committee meeting and these shall be communicated to members of that Region in such manner as may be agreed by the members of that Region. A Regional Committee shall review the grading of each of the active referees assigned to its Region at least twice in each season.

~~11.6.10.4.~~ A Quorum for any committee (other than the Operations Committee) shall be one half its appointed membership plus either half (where there are an odd number of members), or one (where there are an even number of members). ~~The Operations Committee shall have a Quorum of 3.~~

~~11.7.10.5.~~ All members of the Management Committee, the Match Officials' Development Committee, ~~the Operations Committee~~ those fulfilling roles as Other Officers of the Society and the Regional Committees are officers of the Society.

12.11. Affiliated Clubs

~~12.1.11.1.~~ Any club which is a full member of the Rugby Football Union or of the England Schools Rugby Football Union shall be eligible to apply for affiliation to the Society. A club which is affiliated must undertake:

12.1.1. To nominate to the Society one or more of its members who are willing and competent to referee unless specifically given exemption from this requirement upon application to the Society;

12.1.2. To pay the appropriate ~~subscription charges~~ on or before 1st September each year or upon election. To the extent that ~~subscriptions charges~~ remain outstanding as at 1st September of the season following which such ~~subscriptions charges~~ were due, the Society reserves the right to suspend the services of referees without notice, until ~~subscriptions charges~~ for ~~the prior that~~ and ~~current the following~~ season have been paid in full;

12.1.3. Not to seek the services of a Society referee except formally through the Society;

Commented [PTC13]: To reflect per match charging which now applied – note that 1 September used to be on payment in advance but is now used for payments in arrears.

Commented [PTC14]: This amendment effectively means if a club is 12 months in arrears, they have to pay that season and the following (which currently means the last 2 seasons, but gives us flexibility if we go to advanced invoicing at some point in the future).



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- 12.1.4. To forward or upload by the required date set by the Society by the method set out by the Society, its home fixtures for the ensuing season in the form prescribed;
- 12.1.5. Whenever possible to give no less than 14 days' notice to the appropriate Regional Manager of any additional fixture, which shall be in writing and shall state the name of the opposing club, the date, the time and the venue;
- 12.1.6. Being the home club, to refund the appointed referee on-field match official(s) his their out-of-pocket expenses which must be offered and paid on the day of the match. (NOTE: In no case shall a referee on-field match official(s) be paid more than a reasonable amount of out-of-pocket expenses, which he they must detail and which must not include any sum in respect of loss of earnings. Any application for or acceptance of more than the expenses detailed above must be reported to the General Secretary of the Society).
- 12.1.7. In all cases where the Affiliated Club reports in writing its dissatisfaction with the appointed referee, the said referee shall not officiate in any match wherein the dissatisfied club is playing, pending an inquiry by the Society.

Commented [PTC15]: To make it clear that the home club should pay expenses for all match officials on-field (as opposed to off-field) who are formally appointed to the game (as opposed to who attend the game in an unappointed manner).

Commented [PTC16]: Language tidy up to make gender neutral

Commented [PTC17]: Clarification that they must be paid on the day to avoid doubt

Commented [PTC18]: Language tidy up to make gender neutral

Commented [PTC19]: To make reporting channels clearer to affiliated clubs

13.12. General Meetings

13.1.12.1. There shall be two General Meetings in each year as follows:

- 13.1.1. In November: To receive the accounts of the preceding season. To conduct other relevant business.
- 13.1.2. In April: To elect those persons required by sections 4, 5, 6 and 7 to be elected or to ratify the election of those persons whose election requires to be ratified. To conduct other relevant business.

14.13. Nominations for Posts and Elections

14.1.13.1. Nominations for posts to be elected/ratified at the April General Meeting shall be in writing (by post or email), signed/confirmed by the nominee, the proposer and seconder, and must reach the General Secretary by the last day of February. In respect of the Regional Manager posts, the proposer and seconder must be assigned to that Region. The General Secretary will remind all members of this deadline by January 31st.

14.2.13.2. Elections for Management Committee posts iii to x inclusive (excluding the election for Regional Manager), Match Officials' Development Committee posts vii to ix inclusive and ~~Operations Committee posts ii to iv inclusive~~ the Assistant Treasurer shall be conducted each year by the General Secretary at the April General Meeting. Election for the post of Deputy President shall be conducted by the General Secretary. ~~Notwithstanding this, Any necessary election to the post of General Secretary (or any election in which the incumbent General Secretary is a candidate) will be conducted by the President.~~

Commented [PTC20]: Changed to address the actual issue (being an incumbent General Secretary standing) – otherwise the President has to do every election for General Secretary, even if the incumbent is standing down.

14.3.13.3. Where a post (excluding the Regional Manager post) has more than one candidate seeking election, a paper ballot will be conducted at the April General Meeting. Voting shall be in person only, and no proxy voting shall be allowed. The candidate securing the largest number of votes will be deemed elected.

14.4.13.4. In the event that there is more than one valid nomination for the position of Regional Manager in a Region, the General Secretary shall be authorised to conduct a postal/electronic ballot of the members of the Society assigned to that Region and shall



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announce the outcome of the election to the Region by the last day of March. Elections of Regional Managers shall always be subject to ratification by the Society at the April General Meeting.

14.5.13.5. To the extent that it is determined by the Management Committee that the process for undertaking the ballot is not feasible, they shall be authorised to make alternative arrangements so long as such arrangements are communicated to all members no later than 30 days prior to the meeting (unless such circumstances arise subsequent to this date, in which case as soon as reasonably practicable).

14.6.13.6. If, for whatever reason, any elected Management Committee, Match Officials' Development Committee or Operations Committee post other than the post of Deputy President falls vacant before the April General Meeting, the President will nominate a replacement who will hold office for the remainder of the term. In respect of the Deputy President, an election shall be held at the next General Meeting to fall at least 30 days after the post becoming vacant.

14.7.13.7. If, for whatever reason, any Regional Committee post falls vacant during the year, the Regional Manager will nominate a replacement who will hold office for the remainder of the term.

15.14. Special General Meeting

15.1.14.1. A Special General Meeting, for which one month's notice shall be given, is to be called by the General Secretary on receipt of instructions to that effect from the Management Committee which must be minuted or on receipt of a written request, signed by not less than 30 members. The notice calling such a meeting shall contain an agenda of the items to be discussed together with a statement giving the purpose(s) for which the meeting has been called.

16.15. Trustees

16.1.15.1. The Management Committee shall have full control of the funds and property of the Society. The Management Committee will also appoint two Trustees drawn from senior retired referees. In the event of the winding up of the Society for any purpose whatsoever as approved at a General Meeting, any surplus funds shall be refunded to the Affiliated Clubs in the same proportions as their subscription for the previous season provided it was paid.

17.16. Changes to these Rules and Constitution

17.1.16.1. Notice of any proposal to add to, amend or alter these Rules and Constitution, together with the terms of such proposal, amendment or alteration, shall be given in writing to the General Secretary not less than ~~two calendar months~~ 45 days before the date of the next April or November General Meeting at which the proposal is to be put. The General Secretary shall give at least 28 days' notice to the members of the terms of the proposed additions, amendments or alterations and the reasoning behind them. No alteration or addition to these Rules and Constitution shall be made, except by a two thirds majority of all voters present at that General Meeting and entitled to vote.

18.17. Disputes

Commented [PTC21]: Changed to make it clearer on days required – this would still allow a Management Committee to be convened within 14 days prior to it having to be published to the Society more broadly.



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[18.1.17.1.](#) In the event of any dispute regarding the interpretation of these Rules and Constitution or any question on matters not therein provided for, the Management Committee's decision shall be final and binding.



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NOTES (Revised ~~April 2021~~ November 2023)

1. TRANSPORT

- 1.1. Members are advised to check public transport timetables mentioned in directions to grounds since these are subject to seasonal and weekend variations, and to be aware of road alterations and closures caused by events held at weekends.

2. CLUBS, PLEASE NOTE

- 2.1. In no case shall a Referee be paid more than out of pocket expenses and any application for, or offer of, more than such expenses must be reported by the person receiving the application or offer to the General Secretary.
- 2.2. Referees should not claim for taxi fares in their expenses unless this has been agreed with the home club. Where taxis are agreed and claimed, such amount should be in addition to the limit set out in Note 3.2 below. Referees should not charge clubs for meals.
- 2.3. The attention of clubs is drawn to the Society's Rule 10.1.6 concerning the payment of referees' expenses. Clubs are requested to ensure that expenses are offered to referees at each home game as early as possible, so that referees are spared the embarrassment of asking for their expenses.

3. MATCH RELATED EXPENSES, PLEASE NOTE

- 3.1. General - Claims will be reimbursed by the Society by direct payment to bank accounts (payments by clubs should be in cash or by other such methods as agreed by both the appointed on-field match official and the club). Therefore, bank account details must be provided with claims to enable payment to be made. The standard reimbursement is 45 pence per mile for ~~referees-match officials~~ travelling by car or the cost of standard class public transport. Taxi fares should only be claimed where this has been agreed with the home club. Referees should not claim for meals. ~~Referees~~ Appointed on-field match officials should claim the whole amount of their expenses from the home club unless any of the following apply. Match Observers and Coaches should send their claims to the Assistant Secretary (Match Observers) twice a season.
- 3.2. Claims in excess of ~~£30-40~~ - Where expenses exceed ~~£30-40~~, a maximum of ~~£30-40~~ should be claimed from the club (except for agreed taxi fares as set out in Note 2.2 above) and the excess claimed by application to the Regional Manager twice a season. Special arrangements apply to certain schools in the west and south-west of England. Details of these arrangements will be made available at the start of each season.
- 3.3. Inter Society Exchanges - Where referees travel together in one car to an exchange, the standard reimbursement is 45 pence per mile for the entire journey. Where referees travel individually by car to an exchange, the standard reimbursement is 45 pence per mile for the first ~~100-200~~ miles and 10 pence per mile for the remainder of the journey. Where referees use public transport, the standard reimbursement is the cost of standard class public transport plus, exceptionally, any taxi fares necessary where the host club or society is unable to provide transport for the referee between the club and the connection for public transport.

Commented [PTC22]: Makes it clearer the method by which officials must be paid expenses.

Commented [PTC23]: To match change to on-field match officials in the Constitution itself.

Commented [PTC24]: Reflects slightly longer distances higher level referees may end up claiming currently.

Commented [PTC25]: As previously agreed by Management Committee, to extend exchange reimbursement.



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- 3.4. One night's overnight accommodation will be provided when the driving journey time exceeds 3.5 hours (using [the AA Route Planner](#) [Google Maps](#)). The maximum claim for overnight accommodation is [£65-100](#) including VAT and claims must be accompanied by a VAT invoice to ensure full payment. Details must be agreed with the Assistant Secretary ([Domestic Exchanges](#)) in advance. Claims for exchange expenses should be submitted to the Assistant Secretary ([Domestic Exchanges](#)) within two weeks of the exchange.
- 3.5. International Exchanges - The travel and insurance arrangements should be discussed, well beforehand, with the [Assistant Secretary \(International Exchanges\), who shall consult with the](#) General Secretary. Those hosting incoming referees should also discuss, in advance, the financial arrangements with the [Assistant Secretary \(International Exchanges\), who shall consult with the](#) General Secretary.

Commented [PTC26]: Proposed to reflect increased hotel costs.

Commented [PTC27]: Clarification that discussions should first be with the Assistant Secretary (International Exchanges) who will then consult with the General Secretary.

4. REIMBURSEMENT OF OTHER EXPENDITURE

- 4.1. Those carrying out activities on behalf of the Society are entitled to reimbursement of all out-of-pocket expenses. Except where stated below, all claims should be approved by the Regional Manager before being submitted to the Treasurer.
- 4.2. Receipts, including VAT invoices, are required for all expenditure other than travel. The following matters, although not exhaustive, should cover most eventualities. If in doubt, the General Secretary or Treasurer should be contacted before any expenses are incurred on behalf of the Society.
- 4.3. Claims will be reimbursed by direct payment to bank accounts. Therefore, bank account details must be provided with claims to enable payment to be made.

5. VAT

- 5.1. The Society is VAT registered. Therefore, any claims for expenses which contain a VAT element must be accompanied by a valid VAT invoice, showing the name of the supplier, their VAT number and the rate and amount of VAT. This is of particular importance in the case of fixed line and mobile telephone expenditure and broadband, since VAT invoices need to be specifically requested from suppliers. If no VAT invoice is provided, the reimbursement of the VAT element of a claim may be withheld.

6. COMMITTEE MEETINGS

- 6.1. Those attending Management Committee Meetings, Appointment & Grading Committee and Regional Committee Meetings may claim travelling expenses. The standard reimbursement is 45 pence per mile travelling by car or the cost of standard class public transport. Claims should be submitted to the Treasurer twice a year.

7. SOCIAL ENGAGEMENTS AND DISCIPLINARY HEARINGS

- 7.1. Members of the Society may be asked by the General Secretary to represent the Society at one of the above. Those doing so may claim travelling expenses. The standard reimbursement is 45 pence per mile travelling by car or the cost of standard class public transport. Claims should be submitted to the Treasurer twice a year.

8. MEETING EXPENSES - GUEST SPEAKERS



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- 8.1. Guest speakers are entitled to claim travelling expenses. The standard reimbursement is 45 pence per mile travelling by car or the cost of standard class public transport. Hotel accommodation may also be agreed in exceptional circumstances where determined appropriate by the Treasurer and General Secretary. Claims should be submitted to the Treasurer on behalf of the Guest Speaker by the member of the Society acting as host. It may be considered appropriate to offer hospitality to Guest Speakers. The Society will reimburse a host for a Guest Speaker to a maximum of ~~£75-100~~ in total, but this should be agreed with the Treasurer in advance.

Commented [PTC28]: Noting where speakers travel a significant distance, to formalise that this should be allowed where needed.

Commented [PTC29]: Reflecting increased costs.

9. TRAINING COURSES AND TRAINING MEETINGS

- 9.1. Members of the Society who act as tutors at training courses or speakers at meetings may claim travelling expenses. The standard reimbursement is 45 pence per mile travelling by car or the cost of standard class public transport. Claims should be submitted to the Treasurer twice a year. The Society will also pay each tutor for a training course the sum of £100 (or pro-rated share thereof) towards the cost of preparing for each day of a training course. The Training and Development Manager will submit a claim once a year to the Treasurer on behalf of all tutors.

10. POSTAGE

- 10.1. Postage costs should be submitted in the normal way to the Treasurer.

11. STATIONERY AND PRINTING

- 11.1. The Society will provide letterhead paper and compliment slips.
11.2. Other expenditure will be reimbursed by the Treasurer.
11.3. Ideally, claims should be submitted to the Treasurer twice a year.

12. TELEPHONE

- 12.1. The Society will reimburse fixed-line and mobile telephone expenditure specifically incurred on behalf of the Society. Dedicated numbers, lines and/or connections should be obtained for Society use. In the case of all claims, VAT invoices should be obtained from the supplier to support the claim. If amounts warrant it, claims may be submitted to the Treasurer on receipt of telephone invoices. Otherwise, claims should be submitted to the Treasurer twice a year.

13. EQUIPMENT, IT HARDWARE AND SOFTWARE

- 13.1. The Society will supply appropriate equipment and IT hardware or software to those within the Society who have a need for them.
13.2. If additional IT hardware or software is needed, the IT/Communications Manager should be consulted. In some limited cases, such as anti-virus software, this may be obtained without input from the IT/Communications Manager.
13.3. If other equipment such as communication devices, is needed, the Treasurer should be consulted. Expenditure will be reimbursed by the Treasurer.
13.4. Claims should be submitted to the Treasurer as soon as possible after expenditure is incurred.



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14. SOCIETY'S INSIGNIA

14.1. Insignia shall be available to all classes of membership (see 3.2).

KICK-OFF TIMES

Kick-off times will be as follows unless otherwise notified.

3 p.m. September, October
2.30 p.m. November
2.00 p.m. December, January
2.30 p.m. February
3 p.m. March, April