



# NLD RFU

NOTTINGHAMSHIRE, LINCOLNSHIRE & DERBYSHIRE  
RUGBY FOOTBALL UNION

## Nottinghamshire, Lincolnshire and Derbyshire RFU (NLD) Disciplinary Secretary

### Role description

#### 1. Purpose

The purpose of the Disciplinary Secretary is to:

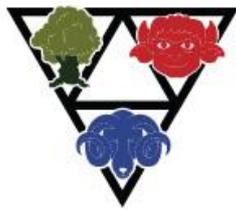
- arrange NLD Discipline Panel (DP) hearing dates
- notify players and clubs
- liaise with the Discipline Committee Chair and panel members to form a panel
- identify a panel Chair,
- report the outcomes to Twickenham,
- maintain the written records of the Discipline Panel
- prepare half and full season reports to the NLD board

#### 2. Accountability

- 2.1. The Disciplinary Secretary is accountable to and works under the authority of the Head of Discipline, RFU.
- 2.2. The role holder works closely with the NLD Disciplinary Committee Chair and also the Disciplinary Committee as a whole.

#### 3. Tasks

- 3.1. To liaise with the NLD Rugby Union Referees Society and other societies from time to time, to receive all reports of sendings-off made by NLD referees.
- 3.2. To receive citing reports submitted by the officers of the NLD 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. Together with the NLD Discipline Chair appoint each Discipline Panel.
- 3.6. To organise discipline panel hearings whether they are to be held on line or face to face
- 3.7. To forward Red Card Reports, Plea Form and Notice of Hearing to the officers of an alleged offender's club
- 3.8. 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
- 3.9. To circulate all relevant reports, evidence etc. to members of the DP prior to the hearing.
- 3.10. To monitor the prompt return of completed Plea Forms.



# NLD RFU

NOTTINGHAMSHIRE, LINCOLNSHIRE & DERBYSHIRE  
RUGBY FOOTBALL UNION

- 3.11. To make arrangements for and record proceedings at Disciplinary Hearings
- 3.12. To attend all NLD Disciplinary hearings and RFU hearings when required
- 3.13. 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
- 3.14. 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 ensure all Clubs pay fines and administrative fees by the due date.
- 3.17. To keep NLD Executive and Operating Committees and members informed of any changes to disciplinary regulations or procedure as notified by the RFU.
- 3.18. To attend regular Discipline training events provided by the NLD and RF

## Person Specification:

### Essential

- Good IT skills
- Excellent organisational and administrative skills
- Good people skills
- Excellent communication skills
- Pragmatic, fair, of good judgment with the ability to exercise common sense

### Desirable

- A thorough understanding of the RFU Discipline Regulations
- A thorough understanding of the Laws of the Game
- No longer playing or officiating the game on a regular basis

### What will you get out of the role?

- This is a very important role within the CB and bears directly on our 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 NLD judiciary.
- You will have the full support of the NLD 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?



# NLD RFU

NOTTINGHAMSHIRE, LINCOLNSHIRE & DERBYSHIRE  
RUGBY FOOTBALL UNION

This will really depend on how many sendings off there are and how many hearings become necessary bearing in mind that the majority of hearings can and should be held on line.