



NLD RFU

NOTTINGHAMSHIRE, LINCOLNSHIRE & DERBYSHIRE
RUGBY FOOTBALL UNION

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

Role description

1. Purpose

The purpose of the Youth Disciplinary Secretary is to:

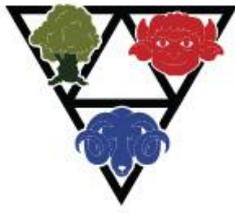
- arrange NLD Discipline Panel (DP) hearing dates for hearings involving those under the age of eighteen.
- notify players, schools and clubs
- liaise with the Discipline Committee Chair and panel members to form a panel
- identify a panel Chair,
- report the outcomes to Twickenham,
- maintain the written records of the Discipline Panel
- act as assistant to the NLD Discipline Secretary in supporting adult discipline

2. Accountability

- 2.1. The Youth 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, NLD Discipline Secretary and NLD Safeguarding Manager.

3. Tasks

- 3.1. To liaise with the NLD Safeguarding Manager to ensure the wellbeing of the player is paramount.
- 3.2. To liaise with the NLD Rugby Union Referees Society and other societies from time to time, to receive all reports of sendings-off of those under the age of eighteen made by NLD referees.
- 3.3. To receive citing reports concerning those under the age of eighteen 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.
- 3.4. To investigate any allegations of foul play and misconduct by those under the age of eighteen and to ensure they are dealt with fairly, consistently, and expeditiously.
- 3.5. Together with the NLD Discipline Chair appoint each Youth Discipline Panel.
- 3.6. To organise Youth 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 or Headmaster of their school



NLD RFU

NOTTINGHAMSHIRE, LINCOLNSHIRE & DERBYSHIRE
RUGBY FOOTBALL UNION

- 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.
- 3.11. To make arrangements for and record proceedings at Youth Disciplinary Hearings
- 3.12. To attend all NLD Youth 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 and Headmaster of the school of any player or other person who has appeared before a hearing or who has pleaded guilty by letter
- 3.14. To share relevant information and co-operate with the RFU Discipline Manager, NLD Safeguarding Manager and the RFU Safeguarding team as and when required
- 3.15. To seek advice from the RFU Discipline Manager and the CB Discipline Legal Advisor/Prosecutor where necessary
- 3.16. To report all judgements to the RFU Youth Disciplinary Secretary in accordance with the RFU's requirements.
- 3.17. To liaise with and ensure that all NLD Clubs and schools deal promptly and appropriately with all disciplinary cases involving children under the age of eighteen and that completed reports concerning the NLD's Clubs' discipline cases involving schoolchildren are sent to the Schools RFU Honorary Secretary and to the head teacher of the player's school.
- 3.18. To attend regular Discipline training events provided by the NLD and RFU

Note:

Where a 17 or 18 year-old is playing in an U19 match, or is 17 or over and playing in an U20 match or an adult match, where permitted by RFU Regulations, he/she shall be dealt with as an adult in accordance with RFU Regulation 19.

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
- A thorough understanding of safeguarding in a rugby context

Desirable

- A thorough understanding of the RFU Discipline Regulations



NLD RFU

NOTTINGHAMSHIRE, LINCOLNSHIRE & DERBYSHIRE
RUGBY FOOTBALL UNION

- 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?

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.