

Kommissorium for Seniorturneringsudvalget

Udvalg:

Turneringsudvalg (seniorrugby)

Ansvarlig:

RUGBY DANMARKs bestyrelse

Referencer:

Udvalget udpeges af RUGBY DANMARK's bestyrelse for 1 år ad gangen (august bestyrelsesmøde). Udvalget består af 5 medlemmer: formand, en repræsentant fra mændenes øverste division, mindst en repræsentant fra 2. division/udviklingsligaen, samt mindst en repræsentant for kvindeturneringen. Bestyrelsen udpeger alle medlemmer for udvalget incl. formanden.

Kriterier for sammensætningen af udvalget:

- Udvalget skal repræsentere så stor klubdiversitet som muligt, ift. både at indeholde store, små, veletablerede og nye klubber.
- Fordelingen mellem medlemmer skal være nogenlunde ligelig fordelt mellem øst og vest-klubber.
- Medlemmerne har solid erfaring med og forståelse for herrer og kvinde senior rugby.
- Kendskab til RUGBY DANMARK's turneringsreglement og gerne administrativ erfaring.

Ansvarsområder:

Formand:

- Har det overordnede ansvar for udvalget.
- Ansvarlig for behandling af advarsler/udvisninger i seniorrugby samt idømmelse af karantænestraffe.
- Ansvarlig for behandling af advarsler/udvisninger i seniorrugby samt idømmelse af karantænestraffe.

Kvinderepræsentant:

- Skal sammen med formanden koordinere kvindeturneringen.

Repræsentant for mændenes øverste division:

- Skal sammen med formanden koordinere mændenes øverste division.

Repræsentant for mændenes udviklingsliga:

- Skal sammen med formanden koordinere udviklingsaktiviteter for mændenes udviklingsliga.

Mødevirksomhed:

- Der afholdes min. 1 årligt møde i udvalget. Yderligere møder kan forekomme (afholdes digitalt).
- RUGBY DANMARKs bestyrelsesrepræsentant samt formanden for udvalget afholder koordineringsmøderne for de enkelte turneringer.
- Der afholdes koordineringsmøder med for alle rækker i seniorturneringerne.
- Koordineringsmøderne afholdes i perioden november – januar
- Udvalgets formand repræsenterer udvalget ved andre relevante møder i RUGBY DANMARK-regi.

Administration:

- Udvalgsmedlemmer skal have adgang til e-mail og må forventes at have adgang til denne dagligt (specielt i sæsonen).
- Al kommunikation til/fra udvalget foregår via RUGBY DANMARKs administration. Udvalgets formand har den daglige og direkte kommunikation med RUGBY DANMARKs administration (single point of contact).
- Udvalgets medlemmer skal informere RUGBY DANMARKs administration om perioder, hvor man er forhindret i at deltage i det daglige arbejde (ferier m.m.)

RUGBY DANMARK afholder udgifter til mødedeltagelse og yder telefongodtgørelse efter ansøgning og i henhold til statens takster.

Kommissorium:

- Planlægning af seniorturneringer
- Behandling af henvendelser fra klubber/hold i forbindelse med turneringsafvikling (af ikke-administrativ karakter)
- Koordinering af aktiviteter med RUGBY DANMARKs sekretariatschef og udviklingskonsulenter.
- Varetagelse af RUGBY DANMARKs turneringsreglement herunder udarbejdelse af forslag til bestyrelsen (i samarbejde med administrationen).
- Samarbejde med RUGBY DANMARKs paragrafudvalg, dommeransvarlige, Amatør- og Ordensudvalg samt andre relevante parter.
- Afholde årlige koordineringsmøder for de enkelte senior turneringer der afvikles i RUGBY DANMARK
- Udvalget skal være repræsenteret på RUGBY DANMARKs ordinære repræsentantskabsmøde.

Opgaver der indgår i den daglige drift (varetages af RUGBY DANMARKs administration)

- Løbende licensbehandling og opfølgning på kamprapporter
- Flytning af kampe i henhold til gældende reglement
- Behandling af advarsler/udvisninger i seniorrygby samt idømmelse af karantænestraffe. Ved karantænestraffe anvendes World Rugby regulativ 17 som udgangspunkt og udvalget orienteres om idømte karantæner.
- Besvarelse af henvendelser fra klubber/hold i forbindelse med turneringsafvikling (af administrativ karakter)
- Varetagelse af RUGBY DANMARKs turneringsreglement herunder udarbejdelse af forslag til bestyrelsen (i samarbejde med udvalgets formand).
- Administration af dommerpåsatning til kampe i samarbejde med den dommeransvarlige

Godkendt af Rugby Danmarks bestyrelse, januar 2021

Opdateret marts 2024 – sportschef er opdateret til sekretariatschefen
Opdateret april 2024 – bestyrelsen udpeger medlemmer til udvalget ændret fra april til august
Opdateret juni 2024 – tilføjelse af kriterier for udvælgelse til udvalget samt proces for nedsættelse af udvalget.

Proces for nedsættelse af udvalg:

Step 1 - Kontakt til nuværende medlemmer

De nuværende medlemmer kontaktes i juni måneden af RUGBY DANMARK's administration og bedes tilkendegive deres interesse i fortsat at være en del af turneringsudvalget. Dette skridt skal sikre en vis kontinuitet og erfaring blandt turneringsudvalgets medlemmer.

Step 2 – Alle klubber tilbydes at deltage i udvalget

Alle klubber kontaktes af RUGBY DANMARK's administration første uge i juni, med en invitation til at deltage i turneringsudvalget. Klubberne gives mulighed for at tilkendegive deres interesse i at bidrage til udvalgets arbejde, hvilket skal fremme en bred repræsentation og engagement fra forskellige klubber.

Step 3 – Deadline for tilkendegivelse af interesse

Der er en deadline for tilkendegivelse af interesse for deltagelse i turneringsudvalget, som alle klubber kender til. Senest d. 30. juni skal klubber og nuværende medlemmer tilkendegive deres interesse for deltagelse i turneringsudvalget. Dette sikrer klarhed og muliggør en rettidig dannelse af udvalget.

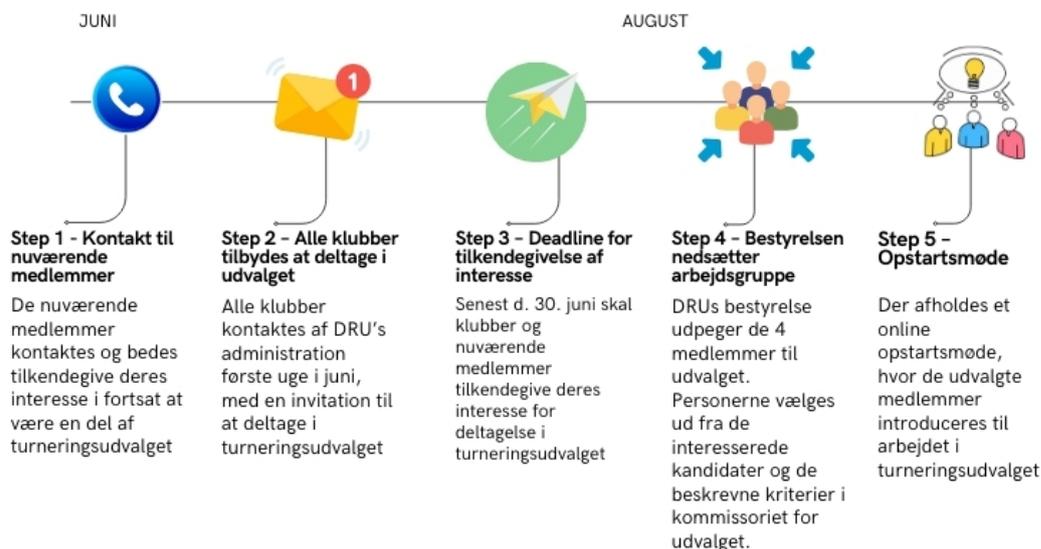
Step 4 – Bestyrelsen nedsætter arbejdsgruppe

I august nedsætter RUGBY DANMARK's bestyrelse turneringsudvalget blandt de interesserede kandidater. Udvælgelsen sker i overensstemmelse med de specificerede kriterier i udvalgets kommissorium for at sikre kompetence og diversitet alsidighed.

Step 5 – Opstartsmøde

Der afholdes et online opstartsmøde, hvor de udvalgte medlemmer introduceres til arbejdet i turneringsudvalget. Dette møde markerer officielt udvalgets igangsætning og giver medlemmerne en forståelse af deres roller og ansvarsområder.

TIDSLINJE



English version(Chatgpt version)

Committee: Tournament Committee (senior rugby)

Responsible: RUGBY DANMARK Board

References:

The committee is appointed by the RUGBY DANMARK Board for 1 year at a time (August Board meeting). The committee consists of 5 members: chairman, a representative from the men's top division, at least one representative from the 2nd division/development league, and at least one representative for the women's tournament. The board appoints all members of the committee including the chairman.

Criteria for the composition of the committee:

- The committee should represent as much club diversity as possible, including both large, small, well-established, and new clubs.
- The distribution of members should be roughly evenly distributed between east and west clubs.
- Members have solid experience and understanding of men's and women's senior rugby.
- Familiarity with RUGBY DANMARK's tournament regulations and preferably administrative experience.

Responsibilities:

Chairman:

- Has overall responsibility for the committee.
- Responsible for handling warnings/expulsions in senior rugby and imposing suspension penalties.

Women's representative:

- Must coordinate the women's tournament along with the chairman.

Representative for the men's top division:

- Must coordinate the men's top division along with the chairman.

Representative for the men's development league:

- Must coordinate development activities for the men's development league along with the chairman.

Meeting activities:

- A minimum of 1 annual meeting is held by the committee. Additional meetings may occur (held digitally).
- RUGBY DANMARK's board representative and the committee chairman hold coordination meetings for the individual tournaments.
- Coordination meetings are held for all senior tournament divisions.
- Coordination meetings are held from November to January.
- The chairman of the committee represents the committee at other relevant meetings within RUGBY DANMARK.

Administration:

- Committee members must have access to email and are expected to have access to it daily (especially during the season).
 - All communication to/from the committee is conducted via RUGBY DANMARK's administration. The committee chairman has daily and direct communication with RUGBY DANMARK's administration (single point of contact).
 - Committee members must inform RUGBY DANMARK's administration of periods when they are unable to participate in daily work (such as vacations, etc.).
- RUGBY DANMARK covers expenses for meeting participation and provides telephone allowances upon application and in accordance with state rates.

Terms of Reference:

- Planning of senior tournaments

- Handling inquiries from clubs/teams regarding tournament organization (of a non-administrative nature)
- Coordination of activities with RUGBY DANMARK's secretariat manager and development consultants.
- Management of RUGBY DANMARK's tournament regulations including the preparation of proposals to the board (in collaboration with the administration).
- Collaboration with RUGBY DANMARK's disciplinary committee, referee officials, Amateur and Discipline Committee, and other relevant parties.
- Conducting annual coordination meetings for the individual senior tournaments held within RUGBY DANMARK.
- The committee must be represented at RUGBY DANMARK's regular general assembly meeting.

Tasks included in daily operations (handled by RUGBY DANMARK's administration):

- Ongoing license processing and follow-up on match reports
- Rescheduling matches according to applicable regulations
- Handling warnings/expulsions in senior rugby and imposing suspension penalties. World Rugby Regulation 17 is used as a basis for suspension penalties and the committee is informed of imposed suspensions.
- Responding to inquiries from clubs/teams regarding tournament organization (of an administrative nature)
- Management of RUGBY DANMARK's tournament regulations including the preparation of proposals to the board (in collaboration with the committee chairman).
- Administration of referee assignments for matches in collaboration with the referee official.

Approved by the Danish Rugby Union's board, January 2021

Updated March 2024 – sports manager updated to secretariat manager

Updated April 2024 – the board appoints members to the committee changed from April to August

Updated June 2024 – addition of selection criteria for the committee and the process for forming the committee.

Process for forming the committee:

Step 1 - Contact with current members

The current members are contacted in the month of June by RUGBY DANMARK's administration and asked to indicate their interest in continuing to be part of the tournament committee. This step ensures a certain continuity and experience among the members of the tournament committee.

Step 2 – All clubs offered to participate in the committee

All clubs are contacted by RUGBY DANMARK's administration in the first week of June, with an invitation to participate in the tournament committee. Clubs are given the opportunity to indicate their interest in contributing to the work of the committee, which should promote a broad representation and engagement from different clubs.

Step 3 – Deadline for expressing interest

There is a deadline for expressing interest in participating in the tournament committee, which all clubs are aware of. By June 30th at the latest, clubs and current members must express their interest in participating in the tournament committee. This ensures clarity and enables timely formation of the committee.

Step 4 – Board establishes a working group

In August, RUGBY DANMARK's board establishes the tournament committee among the interested candidates. The selection is made in accordance with the specified criteria in the committee's terms of reference to ensure competence and diversity.

Step 5 – Startup meeting

An online startup meeting is held where the selected members are introduced to the work of the tournament committee. This meeting officially marks the start of the committee and provides members with an understanding of their roles and responsibilities.

TIDSLINJE

