



Berkshire Rugby

Referees:

New referee guide

Welcome to Berkshire Rugby Referees

Nick Curtin – Chair



Welcome to Berkshire Rugby Referees!

We might be a small county, but I am proud of the quality and influence we have on rugby in the area and nationally.

Our aim is to provide quality referees to support the club, school and representative clubs in our area.

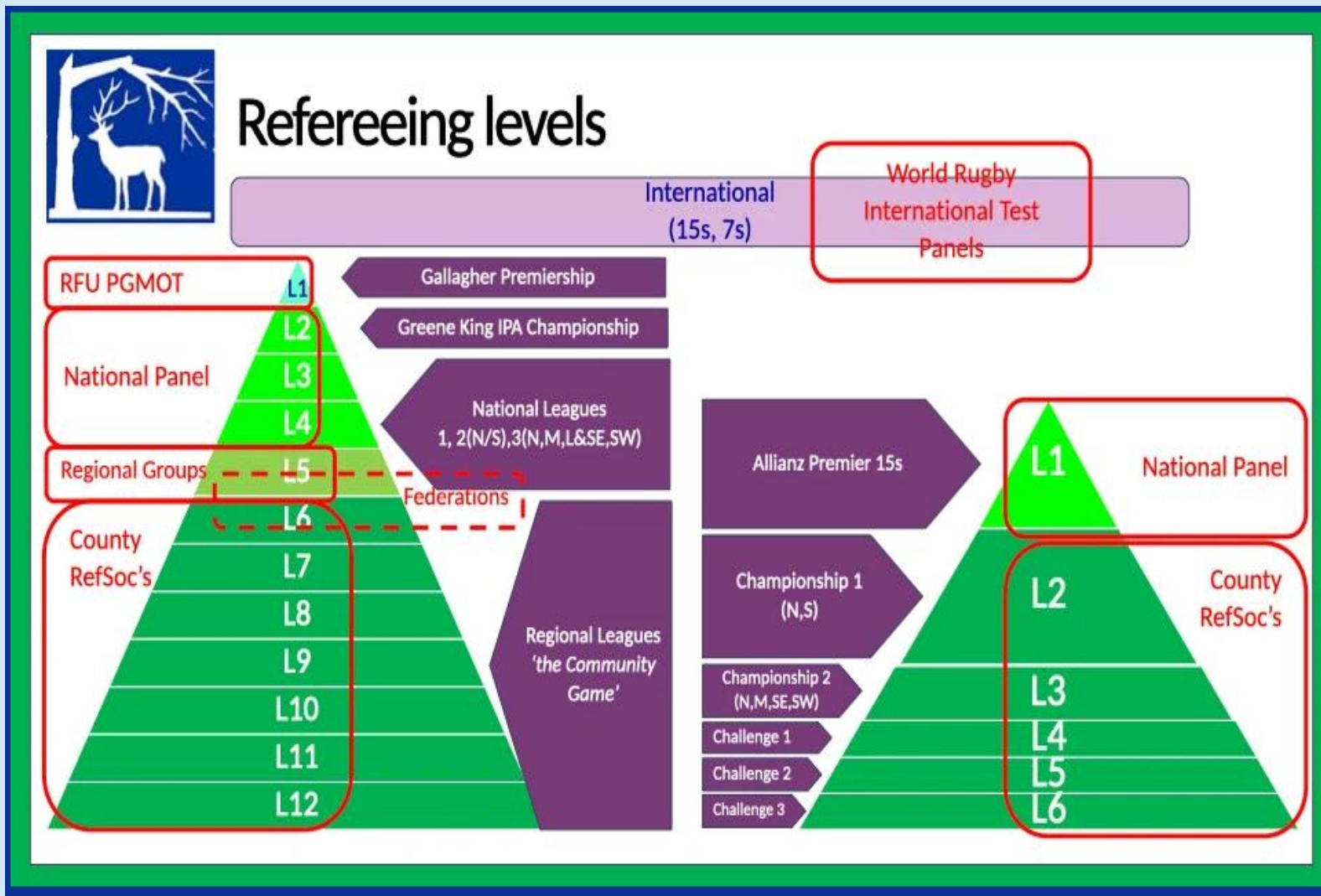
We know that every referee has a different background, different ambition and different skills.

Therefore, we work with all our referees to help them achieve their refereeing potential and have some fun along the way.

I look forward to seeing you on the pitch and if I can be of any help, please let me know.

Who/Where we referee

BRR's coverage / pyramid overview



BRR coverage?

We referee the community game throughout Berkshire (and even beyond into games close to the Berkshire border)

What?

BRR covers age grade (school's and club's), as well as Men's and Women's games

Beyond L6?

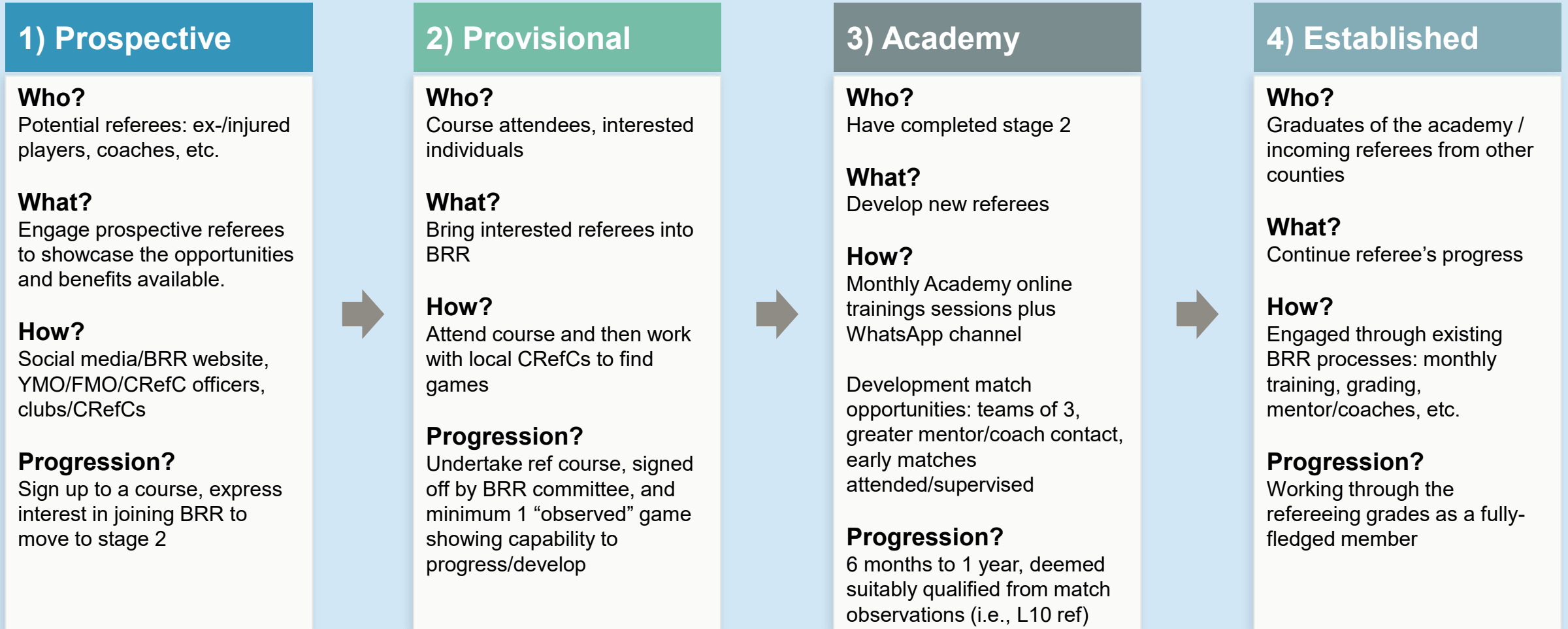
BRR referees progressing further up the pyramid will join Southern Federation (Berks, Bucks, Hamps., and Oxon) at L6/7, then the regional South West group (L5), before progressing into National and Professional Panels (L4+)



How do I join?



4 stage journey – taking a prospective referee from interested to established in BRR



“Actively seek out and engage refs, bring them in-house early, and always have supported development at the heart of progression”

How do I get a game?

Our appointments process



Whos The Ref™

All our Appointments, Re-Appointments and Mid-Week Appoints are created, notified and re-arranged for the membership via the Who's The Ref online system.

Getting a log in?

Once you have joined the Academy, the recruitment and appointments team will work with you to provide you with a log in. This will allow you to access Who's The Ref, provide availability and view your appointments.

Providing availability?

To ensure the system work as smoothly as possible, **ALL** members are required to log in regularly and ensure their "Availability" is kept-up-to-date. The default setting of the system is "Not Available" so if you want to be appointed to games you **MUST** make sure the system shows an accurate record of when you are or are not available. Failure to do this simple task will result in you not being appointed to any games.

Towards the end of each month, an email will be sent to your nominated email account notifying you of your appointments for the following month. You will be required to **IMMEDIATELY** click the "Accept" or "Decline" instruction included for each fixture on your list of Appointments.

First game?

How to prepare well



**Most importantly,
enjoy the game!**



Confirmation/preparation

- By Thursday evening the home club should have confirmed game including KO time
 - They might text/email or even call - please make sure you reply and confirm you have received
 - If no contact made – contact BRR reappointments ASAP, they will be able to assist you
- Confirm shirt colours don't clash with each other or you
- Make sure you know where the game is, if/where changing facilities are
- Consider safeguarding needs and whether you need to go changed.
 - For example, if reffing an underage match or one of the opposite gender, appropriate changing room provision might not be possible
- Look at league regulations/positions, this helps you understand how the teams might behave and shows you have prepared when speaking with coaches

Plan journey to arrive 1 hour before KO.

Things to pack

- Rugby shirt, shorts with pockets, long socks (where possible in BRR kit), and boots
- 2 whistles and watches, you absolutely want a back up of both
- TJ flags – helps with getting “volunteers” from each team 😊
- Red/yellow cards, 2 pens/pencils, and something to write on to keep score/game info
- Other items to consider: Coin for the toss, towel, water bottle, snacks, waterproofs, thermal base layers, post match clothing

On arrival

- Make yourself known to both teams (captains and/or coaches)
- Agree when/where for your briefing, always check studs and cover scrum engagement
- Check pitch for safety/flags/post pads etc
- Make sure to give yourself time to warm up

Post match



How to complete admin (important!)

Directly post match

Match admin

- Agree final scores with captains/managers
- Speak to coaches/players, when/if you feel comfortable to do so. For example, Front Rowers love talking scrummaging and can be really helpful explaining what actually happened (*in their view...* 😊)

Post match hospitality

- Change if you can and accept hospitality offered
- Most clubs will provide food and drink free
- Often folks will strike up conversation, it's a good way to get to know people involved with local Berkshire clubs

Self reflect

- What went well?
- How can you improve?
- Debrief with a fellow referee/coach, useful for contextualising new experiences
- **Don't dwell on errors!**

Within 48 hours

If a red card has been issued

- At the time of the incident, make notes to help fill in the form (what did you see/name of player/other details)
- Do not discuss with anyone at the club, but note a player apology if it happens
- Let BRR Discipline know (Chris Parker)
- Complete the online form available on the BRR within 48 hours. Chris can help.
- Delay causes issues with the disciplinary process. Players cannot play until there has been a suitable hearing
- Remember if a red card is issued, even if you later think it shouldn't have been, you cannot take it back and must fill in the forms

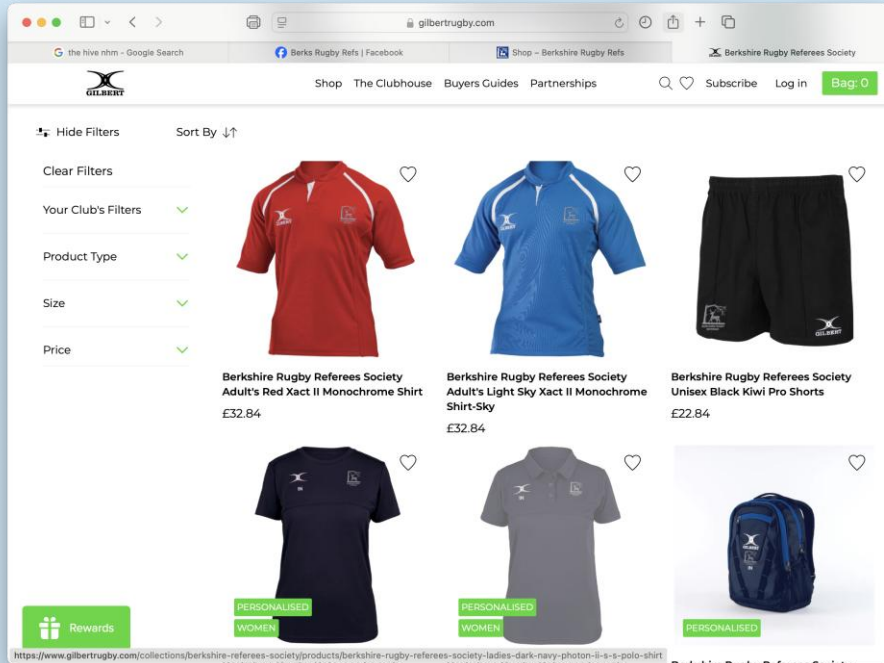
If there has been a significant injury

- Make notes to help fill in the form (what did you see/name of player/other details)
- Complete the online form available on the BRR within 48 hours.
- This information helps the RFU support injured players, so

Kit, recognition, and expenses



BRR's processes



Kit

- You will need a log in to the BRR website, provided by the website owner
- Kit store can then be accessed through the members area
- From here you should be able to purchase BRR kit directly from our supplier

Recognition

- 1 shirt can be expensed after the first game
- After 10 games, the following can be expensed: 2 more shirts, 2 x shorts/socks, and polo shirt
- ¼ zip jumper can also be part expensed (check with treasurer to confirm latest)
- 50 Games – kit bag
- 100 games – golden whistle

Expenses

- Claims should be submitted within one month to the Treasurer, using the official Claims Form
- The claims form can be found on the BRR website, under the “Expenses” section
- For all travel, members are entitled to claim from the Society all reasonable public transport fares incurred.
- Where a private car is used, the HMRC mile rate may be claimed from their Home or the County Boundary and return.
- When a member is appointed to an Exchange Fixture in another County, mileage to and from his/her Home address can be claimed regardless of County boundaries
- Members considering making an overnight stay when on a long distance Exchange should discuss their intentions with the Appointments Secretary and/or Treasurer.
- Expenses claimed for any given month must be submitted no later than the end of the following month. Failure to do so will result in the expenses NOT being paid.

Grading

How BRR approaches progression



Grading process

- BRR is responsible for grading referees between levels 6-10
- Beyond that, referees will be graded through the federation / regional group / national panel
- Grading committees take place at the mid point and end of the season
- The committee assess competence of referees against the grading criteria through assessment reports, captain/coach feedback and other sources
- Criteria for progression are set out in “referee development” section of the BRR website
- Grades can be adjusted up or down
- New referees are graded as “provisional” until their first grading committee, where they will generally proceed to L10
- Transfers from other referee groups may come in higher

Assessment process

- BRR’s target is to formally assess each referee twice a year with a written report
- The assessment will look at the following areas:
 - Safety
 - Law and its application
 - Advantage/materiality
 - Regulations
 - Communication (whistle/voice/signals)
 - Positioning
 - Discipline and escalation
 - Fitness
 - Commitment to improvement