

PROCEDURE FOR ORGANIZING A REFEREE FOR YOUR GAME

Introduction

This brief explanation is designed to help new Match/Fixture Secretaries get into the system and make sure that they do not have to make urgent calls and emails to organize a referee. If you have questions about this procedure, please email Alex Sharland at sharland.associates@gmail.com.

Fixtures

Match Secretaries have to organize the schedule for their Club. Very often, many games are organized for them because of matrix play. However, even though this is the case, the Match Secretary should still inform the referees' society (DSRRS) of all games the Club has organized. This information should be sent in an email to the DSRRS Coordinating Referee (at present Alex Sharland) as early as possible.

If you do not give the DSRRS more than 3 weeks notice of a particular fixture, there is the possibility that your Club will not be able to get a referee for your game. This is not meant as punishment – just we don't have many referees and they have lives (work and family) that require them to organize as well.

Procedure

- 1) Inform the Coordinating Referee of the fixtures you have arranged as soon as possible – but no later than 1 month in advance of any particular game.
- 2) Make sure that you read your emails regularly during the rugby season.
- 3) When informed of the referee assignment (usually on late Monday or early Tuesday), contact the referee via email or telephone and coordinate with respect to time of match, location of match, and the number of games (1 or 2) involved.
- 4) If your Club intends to have more than 2 games on that date, you must inform the Coordinating Referee in advance. It is possible that you may need more than one referee to cover the matches planned.
- 5) Any change to the fixture details (including cancellation) should be communicated to the referee as soon as possible. If a referee leaves his/her house to travel to the match location, the Club is required to pay the referee. If the cancellation is not your Club's fault (i.e. your opposition cancelled at the last minute) your Club must still pay the referee and seek compensation from the visiting Club.

6) The Treasurer of your Club should have the payment available for the referee before the game takes place. Very often referees have to leave the field and go to another engagement. Your Club has the responsibility to pay him/her immediately. So avoid needless delay and have the payment ready in advance of the games.