

**2018 Procedure
Manual for Clubs
Utilizing the
East Penn Rugby
Referee Society**

Treasurer's Edition



Treasurer

Purpose of the Manual

The Eastern Penn Rugby Referee Society (EPRRS) annually publishes and makes available the following manual to more effectively communicate all of our policies and procedures to the Clubs and Club Personnel that utilize our services.

We have done our best to communicate everything “rugby refereeing” to our Clubs each year at the Mandatory Meeting, but find ourselves running into the same questions each year. Our hope is that this manual will provide all of our Policies and Procedures in a form that can be digested by the individuals requiring the information especially as officers change within the Clubs. This also provides a vehicle to distribute the USA Rugby Refereeing Game Management Guidelines that have been introduced for the calendar year.

This manual is designed to get the information out to the persons associated with your Club that perform tasks relative to the Referee Society. This manual provides information to the officers that need it. We in the EPRRS are attempting to remove many of the awkward interactions that have transpired between us and the Clubs. It is the responsibility of the receiver of this manual to treat it as it is intended.

This manual continues to reduce the number of mishaps within the clubs and the intent of the EPRRS is to continue to publish some version of this annually to continue that momentum. If there are items that continue to puzzle you at the Club level, reach out and we will not only address, but integrate into next year’s version.

No More Excuses

The primary objective of placing all of this in writing is to remove the Club’s excuse that “We didn’t know!” Now you know. Now we know we have told you. These manuals have been referenced at the annual meeting, a version for each officer has been loaded to the EPRRS website, and a copy of all has been sent to the officers we have on file for you. In any case, the onus is now clearly on the Clubs – NOT the Referee Society.

Referee Payment Procedures

The EPRRS changed the referee reimbursement policy in 2016. Referees are paid at the end of the season for the matches they covered as well as all mileage and tolls. All referees are paid the same match fee.

IMPORTANT - Clubs no longer pay referees at the field, but pay EPRRS directly for all assignments. Clubs and Referees that fall outside of this process risk double payment and repercussions from the EPRRS.

Match fees for an individual match are \$100. All referees will receive the same amount per match, regardless of their grade. A team may request an assigned referee for B side matches. If available, the EPRRS will send an additional referee for the full \$100 match fee. If an additional referee cannot be found, the A side referee may be assigned at a rate of \$75, if available.

As this process is still relatively new, we are continually evaluating how and when we bill the clubs. Regardless of the billing mechanism, the Clubs can be assured they will be billed \$100 per match covered with the information in the paragraph above notwithstanding. If a Club wishes to pay prior to, or during, any given season, they can remit that payment and we will reconcile accordingly. Each club has its own account in the EPRRS accounting system, so we can accommodate the schedule in which you choose to pay.

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Tournament Rates will be \$150 per full-day referee, and \$100 per a half-day referee. The full-day/half-day tournament will be determined by the number of matches per referee and/or the length of time a referee is required at the field(s). Tournament rates are negotiable on a case-by-case basis based on other amenities and in-kind payment as approved prior to the tournament by the EPRRS Executive Board.

TIN Information

If your organization requires the EPRRS TIN to complete payment, please contact the EPRRS Treasurer, Don McAlpine.

Advance Payment Plan Information

With the new Referee Payment Procedure in place, there is no longer a need for a formal Advance Payment Plan. Clubs may pay or deposit money at any time prior to billing. The EPRRS Treasurer will credit the clubs as matches happen. At the end of each season, clubs may inquire about their balances and determine what should be done with any remaining funds.

EPRRS Remittance Address

The address to submit payment to the EPRRS for referee reimbursement, whether before or after the season is listed below. All checks should be paid to "EPRRS"

EPRRS Treasurer

PO Box 7324

Wilmington, DE 19803

How Tournaments Work from an EPRRS Perspective

Tournaments fall below individual matches in the assignment priority unless it is a tournament leading to a National Championship (i.e., playoffs or qualifiers). For this reason, Clubs need to be sure to be in constant communication with the EPRRS about their needs for the tournament and should also be preparing members of their Club to possibly pick up the whistle to cover matches. The EPRRS Assignment Secretaries are well aware of how many referees will be needed for the number of matches and fields anticipated. It is the job of the Club to give us a reasonable estimate of what we will be experiencing. The earlier we can get this information, the better we can determine our resources for the day.

Clubs must also understand that tournaments are the ideal vehicle for the EPRRS to conduct referee training. Your attending Clubs must come in with an understanding that we are not going to be staffing a tournament with all high-level referees. We are going to maximize our ability to get the most out of the tournament setting. If you have individuals in your Club who have thought of refereeing, you want them to get matches! Our top priority is to work with each other at a tournament.

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All tournaments are assigned by EPRRS. This is an insurance consideration for all participants. We will assign and bill for the referees assigned. If there is a shortage, it will be on the host club to determine how to fill and reimburse the bodies that referee. The EPRRS can only assign certified individuals. Referee payment for all tournaments will be based on the EPRRS payment procedures, however, adjustment to cash payouts may be made to accommodate tournaments for charity or other “in-kind” compensation. Please contact the EPRRS to make an adjustment to your billed rate.

If your club has identified referees that you would like assigned based on mutual agreement, please let the EPRRS Assignment Secretary know as soon as you can. Working outside of the process will not be looked on kindly and that will apply to the referee as well as the host club.

The EPRRS Executive Board continues to speak to our referees about the maximum number of matches that they can cover on a day. Referees will not be paid for going over that maximum due to the risk of injury and obvious loss of quality as the day progresses. We cap referees at four 15s matches and seven 7s matches. If we know we are going to be short, we ask the tournament organizers to identify matches early in the day that are less critical so the referees have not exceeded the maximums as the knockout rounds are played. It is much more desirable to have a 1v4 pool match without a referee than have the referees over capacity for the Final.

EPRRS Officer List

Below is the list of current EPRRS Officers and their email addresses:

Title	Name	Email
President	Jim Rogers	presidenteprrs@gmail.com
Vice President	Chris Rubinate	CRubinate@gmail.com
Treasurer	Don McAlpine	treasurereprsr@gmail.com
Assignment Secretary – East	Matt Bluske	matt.bluske@gmail.com
Assignment Secretary – West	Sherri Magnuson	oschist@hotmail.com
Recording Secretary	Lance Orndorf	lJORndorf@verizon.net
Training Officer	Len Borcky	lennyb06@gmail.com

This information is updated as necessary and can be found on the EPRRS website (www.eastpennrugby.org) by selecting **Executive Committee** from the **Referee Information** menu.

Clubs can also contact the EPRRS at our generic email address (eastpennrefs@gmail.com).

EPRRS Outward Communication

The EPRRS Communicates to all of you throughout the year three separate ways. The more you take advantage of, the more you assure that you will not miss an important announcement.

1. EPRRS Website – All meeting notices and important information is posted on the Home Page of our website (www.eastpennrugby.org)
2. EPRRS Facebook – We have managed a Facebook account this year to blast out to all who Like and Follow us. Conveniently, many of the Facebook posts will direct you to the relevant article on our website. The EPRRS Facebook address is <https://www.facebook.com/EPRRS>
3. EPRRS Email Blasts – We have created an email list that sends information to whomever you wish. There is no limit to the names we can add for your Club. We have traditionally looked to capture the President, Coach, Treasurer, and Match Secretary. It is up to you to keep your information current.
 - The EPRRS suggests creating generic email addresses (eastpennrefs@gmail.com; presidenteprrs@gmail.com; treasurereprrs@gmail.com; etc.) for your Club and providing that email address to us for the sake of continuity.

Club Contact List

It is the responsibility of the club to supply the EPRRS with updated contact information for our email blast list. We have traditionally looked to capture the President, Coach, Treasurer, and Match Secretary, but will take as many email addresses as the Club is interested in providing. If your club is not receiving emails from the EPRRS (EPRRS Boss), we do not have correct contact information from your Club. We highly recommend creating generic email addresses (eastpennrefs@gmail.com; presidenteprrs@gmail.com; treasurereprrs@gmail.com; etc.) for your Club and providing that email address to us for the sake of continuity.

The EPRRS has only this method of communicating directly with the Clubs. We desperately need your help in keeping this information current. Please let us know if you elect new officers and provide us with the current information.

State of the EPRRS

Currently, the EPRRS has, at most, 40 full-time referees. We regularly have 20 referees available on any given day. On Saturdays, we typically cover 30-35 matches with referees doing multiple matches. Sundays, we have upward of 40 matches that we are sometimes able to cover with the additional help of referees who either play or coach on Saturday.

The lesson in the mathematics presented in the first paragraph is that we may very well be unable to cover all of the matches on a given day. As we mention every year, Clubs that do not play nice with the Referee Society will find themselves on the bottom of the Assignment priority.