

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

**Match Secretary's
Edition**



Match Secretary

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 Confirmation/Contact Procedures

Every Club utilizing EPRRS Referees is obligated to follow the Procedures for Confirming the Match Day Referee. The EPRRS makes every attempt to assign the weekend’s matches by Wednesday at the latest. Clubs should check the assignments grid for the Referee Assignments early in the week. Referee Assignments can be found on the EPRRS website (www.eastpenrugby.org) by selecting Match Assignments from the Assignment Information menu.

It is the responsibility of the Home Club to contact the referee preferably by the Wednesday night prior to the match but no later than Friday at noon for Saturday or Sunday matches. Contact is defined as a two way conversation by either phone or email. If a Club is having trouble contacting the assigned referee, they should contact their Assignment Secretary. The Assignment Secretary for the East is Matt Bluske (matt.bluske@gmail.com) and the West is Sherri Magnuson (oschist@hotmail.com).

Clubs that fail to contact their referee risk losing their assigned referee and may also be dropped to the bottom of the EPRRS priority list.

The referee contact policy is subject to change and the latest policy is posted on the EPRRS website. See here for the latest policy: (<http://eastpenrugby.org/index.php/assignments/match-assignments>).

As part of the referee contact, Clubs should confirm the time and location of the match and provide any other necessary information about the day (B side, potential delays, etc.).

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We Are Not Responsible to Contact You

While the EPRRS does maintain a master list of all Club Contacts, that information is not readily available to our referees. As a Match Secretary, this means if you do not contact your referee, you may not have a referee appear at your match. Our referees are instructed to find another way to be useful if they are not contacted by a Club. Chasing down Clubs is not a practice we follow. The same can be said for obtaining your match schedule. We will reach out to the various Division Coordinators for schedule information. If yours is not included in that initial submission, we will not be chasing you down to add matches to our already full schedule.

Schedule Verification

Clubs are responsible to make sure that their schedule is accurately reflected on the EPRRS Website. Match Schedules are communicated to the EPRRS by the respective Division Coordinators. Clubs should assure that their division's schedule has been forwarded and added to the Match Assignment page prior to the start of each season. Missing matches should be reported to both a Club's division coordinator and the EPRRS Assignment Secretaries. Matches that have not been added to the schedule a week prior to the match could result in the match not having an assigned referee.

Matches are listed on the EPRRS website (www.eastpennrugby.org) and can be found by selecting **Match Assignments** from the **Assignment Information** menu. The Matches are sorted by Date, then by Time, then by Division, and finally by the name of the Home Club.

Schedule Changes

Any changes required to the published matches should be reported to the EPRRS Assignment Secretaries as soon as the discrepancy is identified. Changes include dates, times, and locations. Please let us know these things right away so that we can provide adequate coverage. Changes made the week of the match may result in the match not having an assigned referee or the assigned referee being reassigned to another match. In the event a match is canceled for any reason, please contact your Assignment Secretary immediately.

IMPORTANT! Do **NOT** use the Request a Referee form to inform us of Schedule changes – send an email to your Assignment Secretary – East is Matt Bluske (matt.bluske@gmail.com) and West is Sherri Magnuson (oschist@hotmail.com).

Non Traditional Kick Off Times

The EPRRS strongly encourages clubs to attempt to kick off matches outside of the traditional 11:00 a.m. - 3:30 p.m. window. We will have little trouble getting a referee to a match outside this busy timeframe and may even voluntarily get a team of three at no cost to the Club. Teams should look for opportunities and alert the EPRRS to the off time as soon as possible.

Match Secretary

Request a Referee Form

The EPRRS Website has a form to request a referee for a match that pops up after the initial schedule has been submitted and loaded into the master schedule shown on the EPRRS website. The typical use for this form is a newly created, non-division match. EPRRS will fit all of these matches into the regular schedule so long as they are submitted more than a week prior to kickoff. While we may still have a referee for late-submitted matches, matches submitted at the last minute will receive lowest priority.

Prior to submitting a Referee Request form, assure that your match is not listed on the Match Assignments page. If your match is listed but shows TBD as the assigned referee, we are working on obtaining a referee for your match. We do not need to see another submission of the same match.

The EPRRS does experience Clubs submitting Request a Referee form without having first checked the schedule. This ongoing annoyance could result in the EPRRS reaching out to assure you are following procedure.

Division Coordinators

See the list of Division Coordinators below. A current list is kept up to date on the EPRRS website (www.eastpennrugby.org). This list can be found by selecting **Division Coordinator Contact Info** from the **Assignment Information** menu.

Division	Coordinator	Email Address
MAC Men Club Divisions 1 & 2	Bryan Dewease	bdewease@gmail.com
MAC Men Club Divisions 3 & 4	Larry Lamaina	larry0310@aol.com
MAC Women Club	Erin Strelec	erinstrelec@gmail.com
Keystone Division 1 Men College	Daniel Yarusso	dyarusso@sju.edu
MARC Division 2 Men College	Bill Gregory	bgregory@eccogregory.com
EPRU Division 3 Men College	Jonathan Niles	niles@susqu.edu
MARC Women College	Sean Cobb	kuwrfc.coach@gmail.com
EPRU Women College	Scott Stratton	sstrattonrugby@gmail.com
Rugby PA High School	Mike McCandless	mccandless2m@gmail.com
Rugby PA Boys U15	Kevin Lynott	klynott@verizon.net
Rugby PA Boys U13	Kevin Lynott	klynott@verizon.net

All others should contact the EPRRS directly.

Match Secretary

Website Training for Match Secretary

Aside from simply registering on the site to get information blasted by the EPRRS, the Match Secretary should also know how to navigate certain sections of the website (www.eastpenrugby.org) to do the tasks performed by a Club's Match Secretary.

DETERMINING THE ASSIGNED REFEREE

Below is the procedure for Match Secretaries to identify the name of the referees assigned for matches in the upcoming week. Matches are typically assigned by Wednesday. For historical match assignments, please contact Matt Bluske (matt.bluske@gmail.com) for the information.

Select **Match Assignments** from the **Assignment Information** menu to bring up the schedule of all upcoming matches in the season.



Find your match and identify the assigned referee. If TBD is listed, the Assignment Secretaries will still be looking for a body to cover the match. Feel free to reach out to them for information.

OBTAINING CONTACT INFORMATION FOR THE ASSIGNED REFEREE

Below is the procedure for utilizing the site to obtain the contact information for the assigned referee.

After determining the name of the assigned referee, select **Referee Contact Information** from the **Referee Information** menu.

Match Secretary






The image shows the header and navigation menu of the Eastern Pennsylvania Rugby Referees Society (EPRRS) website. The header features the EPRRS logo on the left, which includes a shield with a bell and the text "EASTERN PENN RUGBY REFEREES SOCIETY". To the right of the logo, the text "Eastern Pennsylvania Rugby Referees Society" is displayed in a large, white, serif font, with "EPRRS" in a large, light purple, sans-serif font behind it. Below the header is a dark purple navigation bar with white text and dropdown arrows for the following categories: HOME, ASSIGNMENT INFORMATION, DOCUMENTS, REFEREE INFORMATION, and MEMBERS. A dropdown menu is open under "REFEREE INFORMATION", listing several options: REFEREE CONTACT INFORMATION (highlighted with a green border), EXECUTIVE COMMITTEE, JOIN EPRRS, YELLOW & RED CARD REPORTING, REFEREE REVIEW REPORT, CLUB COMPLIANCE FEEDBACK FORM, and OTHER REFEREE SOCIETY WEBSITES.

This will bring you to a list of the EPRRS referees listed alphabetically by last name. Not all referees are listed on the first page, so you may be required to go to later pages to find referees whose last names are found later in the alphabet (yes, people have been stumped by this).

Match Secretary

104 User(s):

<< Start < Prev [1] 2 3 Next > End >>

Image	Name	Contact Info	Affiliation
	Name: Jay Abom Referee Grade: B - \$90 Referee Certification: -	Phone Number: 717-514-4639 Email: [REDACTED]	Society Member -
	Name: Danielle Alexander Referee Grade: Not Certified Referee Certification: Cert. Level I	Phone Number: Inactive Email: [REDACTED]@gmail.com	Society Member Lehigh Valley Women
	Name: Bradley Allen Referee Grade: C3 - \$55 Referee Certification: -	Phone Number: 6102465550 Email: [REDACTED]@comcast.net	Society Member West Chester High School

REQUEST A REFEREE

Please read the section on the Request a Referee form prior to submitting. Below are the procedures for requesting a referee for a match that either was not submitted along with the initial schedule for the Club or has recently been created. **This is not the vehicle to request a referee for a match that already appears on the website or make a change to an already scheduled match!**

Click the **Request an EPRRS Referee** button located on the upper right of most pages of the EPRRS website.



Eastern Pennsylvania EPRRS Rugby Referees Society

- HOME
- ASSIGNMENT INFORMATION
- DOCUMENTS
- REFEREE INFORMATION
- MEMBERS

Request an EPRRS Referee

Match Secretary

Complete all fields listed on the page that appears:

IMPORTANT! Prior to submitting, please review the Assignments page to see if the match is already listed!

EPRRS: Request a Referee

* Required

Contact Information

Your name *

Your phone number *

Your email address *

Match Secretary

Match Information

Club Affiliation *

Date of Match *

Kick-off Time *

Match Location *

Opponent *

Playing Level *

- Men's Club
- Women's Club
- Men's College
- Women's College
- High School Boys
- High School Girls
- Youth

Click when complete.

Match Secretary

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.

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.

“In Bad Standing”

If your Club is in bad standing, your Club’s name will appear on the EPRRS website on the **Teams Not in Good Standing** page found in the **Assignment Information** menu. It is now your job to get your name off of that list. The EPRRS will not spend much time reaching out to restore the status of a Club. It is your job to resurrect your standing with us. If you see your name on the list, contact the EPRRS President straight away to identify how to get out of the doghouse.

For the Match Secretary, you need to know that your Club resides at the bottom of the assignment priority for the EPRRS. If we are short referees, which we often are, you will be among the last Clubs to have a referee assigned.

Match Secretary

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	treasurereprrs@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.

Referee Assignment Procedures (Referee & Club Priorities)

As mentioned in this document, there is no guarantee that the EPRRS will have enough referees to cover a day's slate of matches. As such, we are required to follow a priority scale in assignments. We assign referees based on consideration of referee level, match level, match location, and whether or not the match leads to a championship.

Referees are assigned loosely using the following priority scale based on the match and request:

- Individual matches leading to National Championship
- Tournaments leading to National Championship
- Individual matches
- Tournaments
- Assistant Referee Requests (this includes referee for any Championship events)

In addition, we use the following other considerations to determine which Clubs may be left without a referee on a given day.

- **Standing with Club's Union/Division/Conference**
- **Club's Ability to pay Referee**
- **Club's Propensity for Referee Abuse**
- Attendance by Club at EPRRS Clinic
- Club's Ability to Contact Assigned Referee in Timely Fashion
- Club's Ability to properly Prepare Field
- Club's Submission of Referee Feedback Forms

While some of the above could be overlooked, those in bold are taken most seriously and are most likely to result in a lack of an assigned referee.

Match Secretary

Teams of Three

If requested by the Clubs or League, the EPRRS will attempt to supply Assistant Referees (ARs) along with the assigned referee if availability allows. The rate for an AR is typically \$50 per match or \$80 a day to be paid by the home Club/division. We may also assign individuals to referee and AR at which point the rate will be \$150 for a referee full day.

For championship events, teams of three can be easily accomplished by placing several matches at the same venue. The EPRRS can find ways to staff creatively to allow for teams of three at the more important matches as determined by the match organizer.