

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

Captain's Edition



Captain

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 Abuse from the Captain’s Chair

Referee Abuse is one of the largest obstacles for the Society as we attempt to retain referees. Clubs must be mindful that newer referees may be assigned to their match and that abusing the referee is not a productive way to vent frustration. Tournament situations will almost always offer any number of inexperienced referees. Club Leaders should be mindful not to create a culture that tolerates the abuse of referees or opponents by their Club, their staff, or their spectators.

It is the responsibility of every Club in the Union to curb referee abuse. This is a responsibility of players, coaches, and spectators. The individual Clubs are responsible for the actions of all persons associated with them. Referees are continually instructed to aggressively report all instances of referee abuse.

The EPRRS is happy to report that we have done an exceptional job as a rugby community in cleaning up referee abuse in our area. It becomes more evident as referees travel to other parts of the country or when Clubs from the outside come here to play. That said, the battle continues. We have, in the past, sent warnings to individuals, Clubs, and entire divisions explaining that if the abuse did not stop, referees would no longer be assigned to the Home or Away matches of the trouble Club(s). This is a policy that will continue for any Clubs unable to police themselves.

Captain

The Captain is the on the field general for a Club. It is the Captain's example that the players will follow. An unruly or excessively chatty Captain will not make a good partner for the referee on the day. Remember, the ability for the Captain to ask questions of a referee is a courtesy by, not an obligation of, the referee. Referees are coached to manage situations with and through the Captains. If the Captains are unable to reciprocate, there is no harm in asking for a replacement.

If you wish to ask questions of the referee, find a break in action to do so. Quick Penalties by the other Club should not be held up by questioning. Always approach the referee respectfully. Yelling at the referee will not elicit the response you are seeking.

Game Management Guidelines

The current version of the Game Management Guidelines can be found on the EPRRS Website (www.eastpennrugby.org) by selecting **Published Documents** from the **Documents** menu.

This documents is of critical importance to the clubs as it explains the direction given to the referees by USA Rugby concerning how to officiate the Laws.

Pre-Match Toss for the Captain

We have added this heading to the manual due to the amount of confusion that we get with the Toss week to week. While the choices may not make the most sense, here are the two choices that the Club that wins the toss has:

1. To Kick
2. To Defend either side of the pitch

Please understand that the second option also includes that the Club will receive the ball on that side of the pitch. So thinking of it logically, Option #2 in essence allows the winning Club to pick both aspects. It may seem odd, but that is the Law.

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).

Captain

Referee Review Report Form

The EPRRS strongly urges all Clubs to get into the habit of submitting Referee Review Reports so that we can hear how our referees are performing. We do not have any ability to see all of our referees – you do. Below is the procedure for utilizing the site to submit a report on the referee’s performance through the EPRRS website (www.eastpennrugby.org).

Please know that we will take these seriously if they are submitted in a thoughtful way. Submissions that list every aspect of the Referee as Excellent or Poor are not as informative to us as you would think. Take the time to consider each of the items. As you submit more, we are obviously going to get a sense of your reliability and will take your comments as a fair assessment. Sending the one off very poor review after losing a close match will obviously not carry the same weight.

Click the **Your Voice (Use our Referee Review Report)** button located on the upper right of most pages of the EPRRS website. You can also select **Referee Review Report** from the **Referee Information** menu.



There are four “parts” of this feedback form that are completed. The first part provides us the information on the referee and the match as shown below.

Captain

EPRRS: Referee Feedback Form

* Required

Referee Name *

Match Date *

Home Team *

Home Team Score

Away Team *

Away Team Score

The next part asks you to evaluate the referee in the many aspects of refereeing. We do this on a five grade scale ranging from Excellent to Poor. Again, please give these real thought.

Please grade the referee's performance in the following categories:

Restart Kicks

Excellent
Above Average
Adequate
Below Average
Poor
Excellent

Captain

The aspects that we ask you to evaluate are as follows:

- Restart Kicks
- Scrums
- Lineouts
- Tackle
- Ruck/Maul
- Advantage
- General Play
- Communication
- Control
- Fitness
- Overall

After the grading on the individual aspects, we have provided an additional comment section for you to give us free form comment. Feel free to tell us any and everything. We will read these.

Additional Comments

Finally, we ask for some basic information on the submitter. This allows us to reach back to you if needed. It also helps us in determining what your frame of mind may be when writing. We understand that the losing Club is often not fond of the refereeing performance and have to frame your feedback appropriately.

Captain

Your details

We will contact you if the EPRRS Referee Educator needs additional information to help advise the referee.

Your Name *

Your Club Affiliation *

Your Email Address *

After completing all of the fields, click .

Just to reiterate, we really and truly hope that every Club submits one of these each week. As you build up your “street cred,” we will take your feedback increasingly seriously.

EPRRS Monthly Meetings

The EPRRS conducts meetings the first Wednesday of every month during the Fall and Spring seasons. Each meeting involves a training session that covers Laws, Law Interpretations, Refereeing Techniques, and/or Tricky Situations.

All of these meetings begin at 7:30 p.m. and have food and drink available. We aim to meet in a centralized location and currently meet at Dave & Busters in the Plymouth Meeting Mall. Everyone is invited to attend the meeting and bring up questions about topics being presented and anything on your mind from a Rugby Refereeing perspective. Please refer to the EPRRS Website (www.eastpennrugby.org) for more 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.

Captain

Problem Refs

As you can imagine, the EPRRS does not have the human resources to keep an eye on all of our referees. We have created the Referee Review Report Form to identify any issues that our referees may have on the field. We continue to urge Clubs to use this form every week to tell us the good and bad as well as establishing your Club's credibility in assessing the performance of our referees.

In addition to that tool, we also recognize that there is the ability for referees to act untoward in arenas not directly tied to the on-field performance. If such an issue was to arise, we ask that you contact any of our officers immediately for reconciliation. We do take these matters and the referee's responsibility for professionalism very seriously. We will listen to what you have to say and address it with the individuals involved.