

HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

Regulation, Advice and Guidance Note 14

Sponsor Game Development Committee

Approved 12 July 2012

Last updated April 2020



SERVICES PROVIDED BY THE HAMPSHIRE RUGBY REFEREES - HRR

- 1401 Each Member or Associate Club, each Associate School and any School affiliated to the Hampshire Schools Rugby Football Union shall have call, for home matches, on the services of referees arranged by the Hampshire Rugby Referees (HRR), subject to a fixed charge per match, and to the following conditions.
- 1 The Club shall have at least one Club member who is an active referee with the Hampshire Rugby Referees. At the discretion of the Committee of the Hampshire Rugby Referees, a Club may be exempted from this condition.
 - 2 The Club shall send the Fixture List for its adult and junior XV's (from Under 16 upwards only) to the Society Appointments' Secretary by 31 July preceding the season to which it relates. Failure to submit a Fixture List in July will result in referee appointments being omitted from the monthly appointment lists with the resultant aggravation that entails.
 - 3 The Club **shall have paid its annual subscription to the Union by 31 October each year.** Match fees shall be payable on request and will be set and invoiced by the Society each season.
 - 4 The Club shall give the Appointments' Secretary not less than six weeks notice in writing of any match not on its Fixture List for which a referee is required. For rearranged fixtures, where six weeks notice is not possible, the Hampshire Rugby Referees Re-Appointments' Secretary must be informed as soon as possible. Every application for the appointment of a referee shall be by e-mail and must state the name of the opposing Club, the date, time and venue.
- 1402 Hampshire Rugby Referees may also appoint Assistant Referees under RFU Regulation 12.1.1 (d) and arrange for a referee advisor or coach to attend.
- 1403 Referees for matches on Sundays will be appointed in the order of priority at 1414 below.
- 1404 On receiving notification of the appointment of a referee, and having confirmed the match arrangements with the visiting Club the Club shall communicate directly with the appointed referee by telephone (but not by leaving an answer machine message, nor by e-mail) the following information, not later than 2100 on the Thursday before a weekend match or at least forty-eight hours before the scheduled kick-off time for a mid-week match
- 1 The teams involved.
 - 2 The time of kick-off.
 - 3 The shirt colours of both teams, and the home team's alternative colours.
 - 4 Directions to the ground and car parking arrangements.
 - 5 Point of contact.
 - 6 That separate changing and showering arrangements are in place for Under 18, or female match officials.
- 1405 The appointed Referee shall confirm with any Assistant Referees appointed by Hampshire Rugby Referees.
- 1406 Clubs are advised that match officials are under no obligation to attend if they have not had verbal confirmation.
- 1407 Clubs are required to provide, whenever possible, the following.
- 1 **Every match** should have a trained first aider or more qualified help (e.g. physiotherapist) readily available
 - 2 Readily accessible, preferably pitch-side, first-aid equipment including a stretcher.
 - 3 Ready access to a telephone, ideally a mobile at pitch-side.

4 Easy entry for an ambulance to the pitch.

1408 Absence of such cover will not preclude a referee from officiating at a match. However all referees have been instructed to inform the Hampshire Rugby Referees Secretary when Clubs do not meet the requirements so that the standards of safety precautions within the County may be monitored.

1409 Clubs must not engage, nor seek to engage, the services of the Hampshire Rugby Referees, referees for matches, except through the Appointments' or Re-Appointments' Secretaries. Any Club found by the Hampshire Rugby Referees Committee to have broken this agreement shall be liable to disciplinary action.

1410 Cancellations

1 A Cancellation Charge of not more than £50, plus any travelling expenses incurred by the appointed referee and any assistant referees/referee assessor/coach, shall be payable.

1 By the home Club if it fails to inform, or informs at less than forty-eight hours notice prior to the scheduled kick off time, the appointed referee that a game has been cancelled. The referee will inform the Re-Appointments' Secretary and the Assessments and Grading Manager.

2 By the away Club, if that Club is a Member Club, if it is the cause of a cancellation at less than forty-eight hours notice.

3 By the home Club if it fails to inform the referee that a kick off time has been changed from that previously advised.

2 If the cancellation is caused by a Club not in membership of the Union then it is up to the home Club to take whatever action is necessary to recover any cancellation charge levied by the Hampshire Rugby Referees.

3 Failure to pay a Cancellation Charge by the date stated may result in withdrawal of referees.

1411 Any incident of referee abuse before, during or after the game will be reported by the referee in writing on a Match Official Abuse Incident Form to the RFU Disciplinary Manager, Hampshire Rugby Referees Honorary Secretary and the Union's Disciplinary Secretary. The Hampshire Rugby Referees Safeguarding Officer is to be consulted if the referee is aged under 18.

1412 If a Club reports, in writing to the Hampshire Rugby Referees Secretary, dissatisfaction with a referee, then that referee shall not be appointed to officiate in any match in which the Club is playing, pending an enquiry by the Hampshire Rugby Referees Committee.

1413 If a referee reports, in writing to the Hampshire Rugby Referees Secretary, dissatisfaction with a Member or Associate Club of the Union for any reason other than abuse, the Hampshire Rugby Referees Committee shall hold an enquiry into the allegations. A copy of the referee's report shall be sent to the Club to enable the Club to offer an explanation. The Hampshire Rugby Referees Committee shall have the power to refer the findings of its enquiry to the Disciplinary Subcommittee as a "Rule 5.12" case. The Hampshire Rugby Referees Committee may not withdraw referees unless authorised by the disciplinary procedure – see RFU Regulation 12.1.1 (f).

1414 Sunday Referees

1 There is a shortage of referees available to officiate on a Sunday particularly those prepared to officiate in Junior rugby. To alleviate this and to enable everyone to know how the resource will be utilised a prioritized list of appointments has been agreed.

2 Hampshire Rugby Referees will endeavour to appoint appropriately graded match officials to matches on Sundays as directed by the RFU priorities.

Regulation, Advice and Guidance Note 14 (ADDENDUM)

Sponsor Governance Committee

Approved 12 July 2012

Last updated April 2020

HAMPSHIRE RUGBY REFEREES (HRR)

Referee - Club Protocol

The purpose of this document is to layout the protocol that HRR expect Clubs and their Coaches to follow for the season. Referee abuse is becoming a major problem in the game of rugby, particularly at the mini/midi and junior level; there is also an increase in the level of abuse from Coaches, Club Officials and Spectators.

Clubs should be aware that the Hampshire Rugby Referees, conscious of its duty of care to its members, is now asking its members to highlight issues of Referee abuse they experience at all HRFU affiliated Clubs, be it from Players, Coaches, Club Official or Spectators.

Referees, the same as players, do make mistakes in the game. The numbers of incidents where Referees have had to abandon matches due to poor Player discipline and/or abuse, or Coach/Club Official/Spectator abuse are also increasing. Clubs should be aware that the RFU recommended sanction for an abandoned game is a 25-point deduction. (A League club 2nd team could get its first team that sort of deduction.)

The following is guidelines and what the HRR and the HRFU expect from each of the categories listed:

Hampshire Rugby Referees (HRR) Referee

- Referees should, where possible, arrive at the ground no later than 60minutes prior to kick off. This is to ensure that all the safety checks required can be done in time. They should, on arrival, make contact with the Captains/Coaches/Home Club Official to enable these checks to be carried out in good time prior to kick off.
- Referees will referee the game according to the Laws of the game and will expect the Players and Coaches of the teams involved to have an understanding of the Laws of the game.
- Referees will engage with the Team Captains/Coaches and mutually agree a suitable time in which the referee can carry out his pre-match brief and stud check. At the pre-match brief the Referee will check the studs of all players, including replacements, brief the half backs, and go through the scrum engagement sequence with the respective front rows.
- Referees will insist that all replacements from both teams are on the same side of the playing enclosure due to the regulation re rolling replacements (if applicable). Replacements will only be allowed to come on from the halfway line with the permission of the referee.
- Referees will brief the touch judges on what they expect from them (touch and conversion/penalty kicks).
- Referees will be available to coaches up to 15mins prior to kick off for questions on the game but it is up to each individual referee as to whether he/she wishes to answer any of them.
- Referees may, if they wish, speak to the Captains of each side at half time as part of their game management strategy.
- Referees will not be available to Coaches/Club Officials from 15mins before the game until 30mins after the end of the game including half time.

Coaches

- Coaches should not approach the referee from a period of 15mins prior to the start of the game until 30mins after the final whistle. (They may during the game indicate to the referee that they want to make a replacement.)
- Any dialogue with the referee during the game should be made via the Captain. In mini/midi and junior matches (under 14 and below) where this is not applicable then the Coach may be allowed, at the discretion of the referee, to discuss playing matters at half time.
- Coaches should restrict themselves to the technical area, if there is no Technical Area then to a point between the halfway line and the 10-metre line.
- Coaches should at all times be well beyond the touchline and **should not walk or run up and down the touchline**.
- Coaches who stand behind the posts may do so provided they are well outside the playing area and where a barrier is provided behind that barrier.
- Coaches should be encouraged to give positive playing instructions to their own players but should not shout at the referee. Continual shouting at the referee can be considered abuse/harassment and as such can be reported to the appropriate disciplinary authority.
- Referees appreciate the time and effort put into the game by the coaches and they will of course not always see decisions the same way. Referees are encouraged to speak to coaches, and there is no reason why a discussion cannot take place in the clubhouse after the game after the 30-minute period.
- Coaches can also contact the referee Society's training or development officers to discuss the referee's performance. If a match observer is in attendance s/he may also be approached.

Clubs

- Clubs where possible should provide a barrier between the playing enclosure and spectators for the safety of both the players and the spectators. This will also restrict access to the playing enclosure.
- If this is not possible the Club must ensure that spectators and/or parents are aware that they must not come onto the playing enclosure.
- Clubs at level 5, 6 and 7 must ensure that a Technical Area is clearly marked on the side of the pitch.
- Clubs have all signed up to the HRFU Good Conduct Code and have a responsibility to ensure that players, coaches and spectators are all fully aware of its contents and how to behave.
- Clubs should have a process by which they can deal with members who regularly have behaviour problems with match officials or who verbally abuse referees.
- Clubs should bear in mind that some referees are under 17 years of age and verbal abuse is treated very seriously by the RFU/HRFU and the Referees Society.
- Clubs should be aware the Referees Society will actively back and support club referees who are subject to abuse/ behaviour problems when refereeing games.
- Clubs shall adhere to HRR Society Rules Para 5.

Appointments

The Society will endeavour to appoint to all adult men, ladies and colts matches. Club Fixture Secretaries should inform the Appointments Secretary of the season's fixtures by 1 Jul proceeding each season. Clubs should inform Appointments Secretary of all additional fixtures at the earliest opportunity to allow all the requisite planning of appointments.

The Society does not always have the required resources to cover all matches in this case it will make a priority call as to which matches should be appointed a referee, these decisions are not taken lightly. If you match does not have an appointed referee by 3 days prior to the fixture the club should take steps to appoint a referee from within the club. Referee appointments are constantly changing right up to the day of the fixture and the Reappointments Secretary will take action as and when referees become available from postponed fixtures to reappoint to fixtures without referees. It is encouraged that clubs liaise with the Reappointments Secretary to ensure that he is aware of all changes of circumstances.

The Society will inform the Clubs of referees and referee changes through the appointing system [Who's the Ref](#) and the HRR Website - <https://hantsrefs.co.uk/>

HRR RULES

Para 3 States:

Any Club affiliated to the Hampshire Rugby Football Union, or School affiliated to the Hampshire Schools Rugby Football Union, shall have call on the services of the HRR Match Officials for home matches, upon a fixed charge per match and subject to the following conditions:

- Ideally the Club shall have at least one Club member who is an active Referee with the HRR.
- Where possible the Club shall give the Appointments Secretary not less than six weeks' notice of any match for which a referee is required. The Executive Committee shall have discretion to reduce the notice of period required.
- Every application for the appointment of a referee shall be in via email as the primary method and must state the name of the opposing Club, the date, time and place of the match.

Fixture Generation.

Pre-Season. All Club Fixtures, including League and Friendly fixtures, must be sent to the Appointments Secretary by no later than the 31st July. Failure to send such lists may result in the HRR not appointing a referee to that Club until such time as the Fixtures are sent to the Appointments Secretary.

In Season any fixture requests are to be passed to the Appointments Secretary by the 2nd Monday of the preceding month where possible.

Match Fees shall be payable on request and will be reviewed each season details are at Annex B.

An additional charge plus any expenses incurred by the Match Official(s), (including mileage expenses) on top of the Match Fee, shall be payable, on the 1st occurrence, if:

- Any Club (including age group), School, College or University fails to inform; the Appointments Secretary/Re-Appointments Secretary and the Match Official(s), that a game has been cancelled by 5pm on the night prior to the day before a fixture is due to be played.
- A Club fails to inform the Match Official(s) of a change of kick-off time, and/or venue.
- An 'Out of County' Club fails to fulfil a fixture, by cancelling after the 5pm deadline on the Friday before a Fixture is due to be played. The Home (Hampshire affiliated) Club will be responsible for 'Claiming' any charges from the 'Out of County' Club for any cancellation charges incurred.

For all subsequent 'Late Cancellations' the Club responsible for the cancellation will incur an additional charge, plus Match Official(s) expenses.

For the purpose of this 'Rule' the Term 'Match Official' refers to any, or all, of the following:

- Match Referee
- Assistant Referees (where appointed by HRR)
- Match Observer
- Referee Coach

Late cancellation charges will not be invoked if cancellation(s) is due to abnormal weather conditions.

On receiving notification of the appointment of a Match Official(s), the Club shall communicate to him/her no later than 5pm on the Friday before the fixture:

- The teams involved
- The time of kick-off and venue
- The colours of the teams, including the home team's change colours
- Directions to the ground

Any Club failing to contact the Match Official(s) by 5pm on the Friday before the Fixture will have the services of that Match Official(s) removed, and the Match Official(s) will be re-appointed to another Fixture.

Members of HRR shall not accept appointments, or approach Clubs, to officiate in a match unless it is through the Appointments/Re-Appointments Secretary. A referee may officiate at a Club, should he be approached to officiate in a match involving a team from the Club, if he is an 'Affiliated' member of that Club. The Appointments/Re-Appointments

Secretary is to be informed of all such requests by the referee involved for all matches that involve colts or adult matches.

Clubs shall not engage, or seek to engage, the services of the HRR referees for all matches, except through the Appointments Secretary/Re-Appointments Secretary. Any Club found, to the satisfaction of the Executive Committee, to have broken this rule shall be liable to have referees withdrawn from officiating at their Club for a period not exceeding 28 days.

ISSUED BY HAMPSHIRE RUGBY FOOTBALL UNION LIMITED
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