

REFEREE EDUCATION OFFICER (REO) ROLE

2021



REFEREE MANAGEMENT TEAM (RMT)

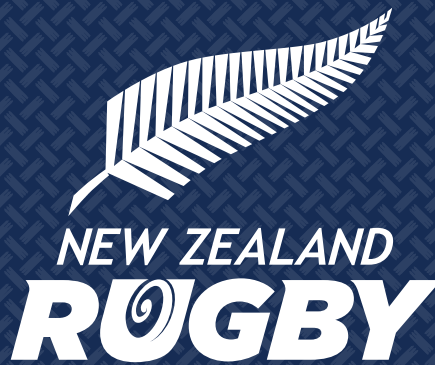
CORE ROLE AND RESPONSIBILITIES:

BRYCE LAWRENCE
High Performance Manager
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- HP Referee leadership
- HP referee strategy
- World Rugby Contact – Referees
- Manager of the Full Time Referees
- Super Rugby
- NZR Referee Selector
- NZR National Referee Squad Management (shared)
- Domestic Test matches
- Talent ID and Selection
- Domestic Competitions (shared)

MATT PETERS
Game Development Manager
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- Game Development Manager – Referees
- REO leadership
- Laws
- Resource Development
- NZR Domestic 7s
- HSBC 7s
- Domestic Competition (shared)
- NZR Referee Selector
- NZR National Referee Squad Management (shared)
- Oceania Selector



CONTENTS

1. Operating Guidelines	2	11. NZR Database	23
2. Job Description – General.....	7	12. REO Role During Super Rugby	23
3. Role Clarity	9	13. REO Role During NZR Domestic Rugby Competitions	23
4. Annual Plan	11	14. REO Role During All Other Representative Rugby	23
5. Operations Reports.....	12	15. Courses.....	24
6. Abuse Incident Reporting	15	16. Best Practice Initiatives.....	25
7. New Referee Reporting	19	17. Appendix 1	26
8. The Online Law Test.....	20	18. Appendix 2	28
9. NZR Service Certificates.....	21	19. Appendix 3	29
10. Insurances.....	21		

1 – REO PROGRAMME OPERATING GUIDELINES

The following is a broad overview of the roles, responsibilities and scope of the REO. Further information relating to the role of the REO is provided throughout this document.

INTRODUCTION

Purpose

The Referee Education Officer (REO) Programme was implemented in 2001. The purpose of these Operating Guidelines is to provide Provincial Unions employing an REO with a common understanding of the purpose, activities and operating parameters of the REO Programme.

The REO Programme was established on the basis that New Zealand Rugby (NZR) would provide the base funding to ensure the core services expected of the position will be delivered. It is anticipated that the position will 'add value' to all areas of the business and the Provincial Unions serviced by a position will contribute to the funding.

These Operating Guidelines set out the obligations, management and reporting requirements of the Employing Provincial Union and the expectations of the NZR in providing ongoing funding support for the REO Position.

Interpretation

For the purpose of these Operating Guidelines:

Employing Provincial Union means the Provincial Union at which the REO position is domiciled.

Operations Report means a report by the REO submitted to NZR.

Sharing Provincial Union means a Provincial Union (that is not an Employing Provincial Union) that is sharing the services of an REO with another Provincial Union.

ROLES, RESPONSIBILITIES AND REPORTING

The REO reports directly to the Chief Executive Officer (CEO) of the Employing Provincial Union, or to the representative nominated by the CEO.

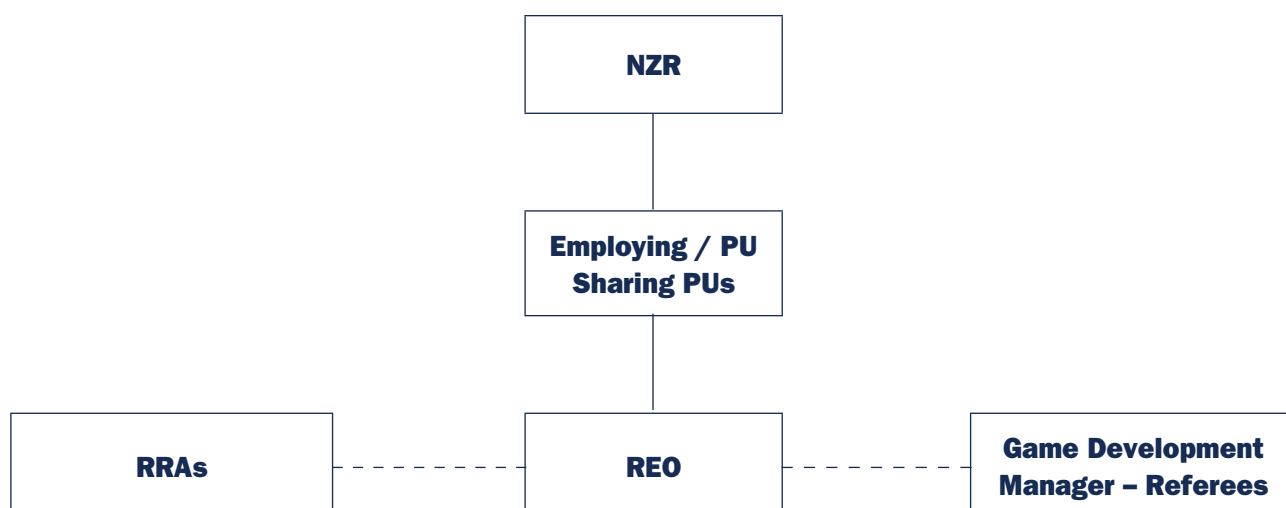
The Employing Provincial Union is responsible for all employment issues and employee related costs.

The Employing Provincial Union is accountable to NZR for delivery of programmes and the achievement of goals in the support of national refereeing objectives.

Additionally, for Provincial Unions sharing the services of an REO, the Employing Provincial Union is accountable to the Sharing Provincial Union's CEOs.

The REO will liaise with the respective Provincial Union Referee Executive Body and provide updates on progress towards the achievement of agreed goals in support of the national refereeing objectives through the provision of relevant reports.

The relationships are illustrated below:



Key Performance Indicators

NZR and the CEO (or nominated representative) of the Employing Provincial Union will set the Key Performance Indicators (KPIs) for the REO annually. Sharing Provincial Unions may contribute to this process in the manner agreed in the relevant Service Level Agreement. Employing Provincial Unions will submit an annual REO plan to NZR for approval by 31 October annually. NZR will review the KPI's, and the KPI's for the following year will be agreed to by 30 November. To assist in this process NZR will advise annually the key national activities the REO Programme is to focus on in the following year.

Mandatory Reporting Requirements

The REO is required to report to NZR the following information on a regular basis.

- Operations Report as at, 28 February, 31 March, 30 April, 31 May, 30 June, 31 July, 31 August, 30 September and 30 November each year.
- New Referee Numbers by province (monthly, March – July)
- Referee Abuse Incident Reporting (monthly)

NB: Incidents of serious abuse must be reported to the Game Development Manager – Referees as soon as practicable once the Provincial Union becomes aware of such an incident. This is to ensure key NZR staff can be briefed prior to any media or other queries.

- Other reports as requested.

Activities to be undertaken on behalf of NZR

In order to ensure overall consistency in national strategy, direction and service each REO will be required to undertake activities on behalf of NZR including planning, seminars and training.

Specifically, the REO will be required to:

- Participate in nationally organised REO Workshops.
- Undertake referee liaison and substitution control duties in conjunction with Super Rugby and International fixtures played in their region.
- Manage the NZR People Management System (National Rugby Database) ensuring referee information is accurate and regularly updated and maintained.

FUNDING

NZR provides approximately 75% of the base funding for the REO position. This funding however is no longer tagged as it has been in the past. Employing provincial unions (including any contribution from the sharing provincial union, if applicable) provide the balance of funding, approximately 25%.

NZR funding is provided on the basis the REO role continues to meet the NZR key requirements of the position, these being to:

- Promote and implement initiatives that increase recruitment, retention, training and education of referees.
- Promote and implement initiatives that increase recruitment, retention, training and education of referee coaches.
- Deliver referee training services and programmes to the Referees Association, Provincial Union, schools and clubs.
- Educate players, coaches, media and fans in the Laws of The Game and the role of the referee.
- Provide specified services for Internationals, Super Rugby and other NZR specified fixtures.

Eligibility for NZR funding will cease during periods that the position is vacant for one month or more. On such occasions the quarterly distributions will be paid on a proportionate basis.

The NZR funding is to provide a contribution to the salary of the REO plus the agreed operational costs for the region the position services.

BUDGET MANAGEMENT

The REO is provided with full details of the NZR funding provided for the position. REOs should be provided with the autonomy to manage, in consultation with their CEO/s, the agreed operational budget in the best interests of delivering referee and education and development services.

Agreed operational costs associated with the position include:

- Motor Vehicle Lease/Petrol
- Telephone
- Accommodation
- General Expenses
- Referee Education and Development Workshops and Meetings
- Activities on behalf of NZR
- Computer hardware/software

The following employee related costs will need to be met by the Employing Provincial Union:

- Fringe Benefit Tax
- ACC levies
- Office accommodation, furniture and equipment

It is expected these costs will form part of the normal staff overheads budget of the Employing Provincial Union. In cases where the REO position services more than one Provincial Union these staff related costs should be shared by the Employing Provincial Union and the Sharing Provincial Union/s.

NZR will as available, provide REOs with a limited supply of apparel and footwear for use when undertaking activities on behalf of NZR. Any other outfitting is the responsibility of the Employing Provincial Union or Sharing Provincial Union.

SERVICE LEVEL AGREEMENT

In order to ensure that the objectives of the REO Programme are met and that the expectations of all parties are met, a formal service level agreement must be executed by the Employing Provincial Union and Sharing Provincial Unions that provides for, at a minimum, the following matters:

- Funding
- Management and review process
- Provincial Union specific objectives
- Performance measures
- Time/service allocation

REO INVOLVEMENT/COMMITMENT TO WORLD RUGBY DUTIES

WORLD RUGBY operates a worldwide programme to provide modern and up to date training and upskilling of coaches, players and referees. WORLD RUGBY often utilises the services of skilled personnel from Tier 1 rugby playing nations to conduct training courses in Tier 2 nations.

WORLD RUGBY requires personnel to undertake a training course in order to become accredited trainers / educators. A limited number of REOs are accredited trainers/ educators. WORLD RUGBY accredited trainers/ educators based in New Zealand are normally assigned to the Asia and Oceania regions and each trainer / educator is normally assigned to a maximum of two countries.

WORLD RUGBY Trainer/Educator Availability and Release:

Current NZR policy is to assist WORLD RUGBY with such initiatives. Accordingly identified personnel with the appropriate skills are often provided for these roles.

Where possible these personnel are made available provided the time commitment is not unreasonable and adequate notice is received of the trainer's services being required. WORLD RUGBY normally approaches the trainer / educator direct and it is the individual's responsibility to seek release from their Employing Provincial Union. Availability and release for any assignment is entirely at the discretion and convenience of the Employing Provincial Union.

Time Commitment:

There is a verbal agreement that generally WORLD RUGBY will not call on the services of a trainer / educator for more than 7-10 working days per annum.

Cost:

All travel, accommodation and incidental costs are met by WORLD RUGBY. In most cases WORLD RUGBY also provides a daily allowance.

JOB DESCRIPTION

NZR has developed a standard Job Description for the REO role (following).

It is acknowledged that there may be a need to vary the standard Job Description in accordance with the specific requirements of a Provincial Union.

Provincial Unions may amend the standard Job Description to best fit respective needs. Any changes to the standard Job Description must be communicated to NZR to ensure that the Job Description continues to meet the NZR key requirements of the REO role as set out in these Operating Guidelines.

REO APPOINTMENTS

In the event of an REO position becoming vacant, the position will be advertised, and the appointment committee must include the Provincial Union CEO (or a representative) and a nominated NZR representative.

Upon appointment an appropriate orientation programme, set by the Employing Provincial Union in consultation with NZR, will be undertaken.

2 – JOB DESCRIPTION: GENERAL

Job Title: Referee Education Officer	Department/Unit:
Current Position Holder:	Reports to: Provincial CEO/Rugby Manager
	Accountable to: Provincial Union's Sharing Resource

PURPOSE OF THE POSITION:

Promote and implement initiatives that increase recruitment, retention, training and education of referees. Instigation and progression of training and development resources and responsibility for the delivery of services to referee association/s, provincial union/s, schools, and clubs, in a manner which exemplifies best practice, and which enhances game development. Education of players, coaches, media and fans in the Laws of the Game and the role of the referee.

CUSTOMER	ACCOUNTABILITY STATEMENT:
PU/s and RRA/s	<ul style="list-style-type: none"> Promote and implement NZR and provincial policies to enhance referee, coach, player and fan education. Liaise with provincial rugby development officials to identify issues and establish education and training needs. Manage the provision of refereeing services at provincial competitions and tournaments and assist at regional events. Represents provincial unions at identified rugby and sporting symposiums. Manage special projects implemented by provincial union/s Assist with the development of the provincial union referee business plan, including budgets Advocate best practice and manage strategic planning and implementation of refereeing services Develop and deliver Training and Development material to active referees, referee coaches, referee evaluators, associate referees and trainers. Promotion and implementation of provincial recruitment and retention programmes Develop, deliver and implement NZR Safety Programmes Coordinate and manage provincial referee squad programmes and activities. Develop and implement activities to educate players, coaches, media and supporters in the Laws of the Game and the role of the referee. Provide refereeing services and support to provincial representative teams

AUTHORITIES:

HUMAN RESOURCES	BUDGETARY	CONTRACTUAL
Nil	Responsible for an expenditure budget	Signs letters on behalf of the organisation

RELATIONSHIPS:

EXTERNAL	INTERNAL	COMMITTEES/GROUPS
Players Coaches Referees Administrators Provincial Unions (other) RDO's NZR GD Team RRAs (other) Fans Associate Referees Media (local) Suppliers	Rugby Development Provincial Union Administration Provincial Governance	

QUALIFICATIONS, EXPERIENCE, SPECIAL SKILLS, AND ATTRIBUTES:

	ESSENTIAL	PREFERRED
Education/Achievements		Tertiary qualifications relevant to current position
Experience/Knowledge	Knowledge of the Principles of Rugby Knowledge of the Laws of the Game	Five years refereeing experience. Experience and success in the delivery of training courses.
Special Skills/Attributes	Ability to train referees, coaches, and referee evaluators Communication skills Time management skills Coordination Delegation Presentation Problem solving Facilitation	Financial accountability Administer/facilitate meetings and courses

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

3 – REO ROLE CLARIFICATION: RUGBY UNION/ REO RESPONSIBILITY/RRA RESPONSIBILITY

ACTIVITY	RUGBY UNION / REO RESPONSIBILITY	RRA RESPONSIBILITY
New Referee Recruitment	<ul style="list-style-type: none"> Funding Develop Referee Recruitment Campaign/Programme Immediate follow up with potential new referees <p>Coordinate planned activities/events</p>	<ul style="list-style-type: none"> Assist with/provide funding by agreement Assist with implementation of Recruitment Campaign/Programme Assist with follow up of potential new referees Assist with all activities/events
National Rugby Database	<ul style="list-style-type: none"> Overall responsibility for entering and maintaining accurate information/data Annual reconciliation 	<ul style="list-style-type: none"> Trained administrator able to update individual information Entering/updating of RRA/Referee specific information
Training Programme	<ul style="list-style-type: none"> Consult with RRA and assist/coordinate development and publication of programme. Coordinates delivery 	<ul style="list-style-type: none"> Consult with REO re development and delivery of programme. Assists with delivery as required.
RRA Annual Plan	<ul style="list-style-type: none"> In consultation with RRA, REO assists in coordinating development and production of RRA Annual Plan 	<ul style="list-style-type: none"> RRA responsibility. In consultation with REO, RRA develops, produces and submits Annual Plan to Rugby Union
Squad Nominations	<ul style="list-style-type: none"> Notification, coordination and submission Provides guidance and assists with selection 	<ul style="list-style-type: none"> Selections
Appointments	<ul style="list-style-type: none"> By mutual agreement between Union/RRA REO is an advisor re representative appointments 	<ul style="list-style-type: none"> By mutual agreement between Union/RRA
You Make the Call	<ul style="list-style-type: none"> Organises, promotes and conducts YMTC Programme 	<ul style="list-style-type: none"> Assists with undertaking of delivery and practical assessments
Associate Referees	<ul style="list-style-type: none"> Organises, promotes and conducts programme 	<ul style="list-style-type: none"> Assists with facilitation as required
RugbySmart	<ul style="list-style-type: none"> Organises, promotes and conducts programme 	<ul style="list-style-type: none"> Assists with facilitation as required

Referee Development Exchange	<ul style="list-style-type: none"> Facilitates with organisation/ coordination of development exchanges 	<ul style="list-style-type: none"> Assists with organisation/ coordination of development exchanges
Reward & Recognition (Social) Exchanges	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Facilitates, organises and coordinates
Coaching Courses/ Program	<ul style="list-style-type: none"> Administers, organises, promotes and coordinates, assists with delivery 	<ul style="list-style-type: none"> Assists with identification of needs
NZ Rugby Service Certificate Requests	<ul style="list-style-type: none"> Notification and assistance 	<ul style="list-style-type: none"> Coordination, checking and submission of requests
RRA Social Events	<ul style="list-style-type: none"> Nil responsibility/involvement but may assist by arrangement 	<ul style="list-style-type: none"> Totally responsible for organisation/coordination
NZR Match Analysis Portal (if applicable)	<ul style="list-style-type: none"> Manages system and users 	<ul style="list-style-type: none"> May appoint 'Super User' to assist with management and use
NZR On-Line Law Exam	<ul style="list-style-type: none"> REO administers, manages Users and promotes Exam 	<ul style="list-style-type: none"> Promotes Exam
Mitre 10 Cup/ Heartland/ Farah Palmer Cup	<ul style="list-style-type: none"> Responsible for coordination of Match Official services 	<ul style="list-style-type: none"> Appoint appropriate personnel in consultation with NZR (where required) and REO
Super Rugby Sideline Manager	<ul style="list-style-type: none"> REO responsibility/duty 	<ul style="list-style-type: none"> Assistance as required
Mitre 10 Cup Sideline Manager	<ul style="list-style-type: none"> PU/REO responsibility 	<ul style="list-style-type: none"> PU appointment
Heartland/Farah Palmer Cup Sideline Manager	<ul style="list-style-type: none"> PU/REO responsibility 	<ul style="list-style-type: none"> PU appointment
Mitre 10 Cup TMO	<ul style="list-style-type: none"> PU/REO responsibility 	<ul style="list-style-type: none"> PU appointment (endorsed by NZR)

4 – REO ANNUAL PLAN: TEMPLATE

Referee Training and Development Programme Delivery

Module Delivery:

Field Days/Workshops:

Other Activities:

Referee Coach Training Programme Delivery

Field Days/Workshops:

Other Activities:

Academy/Development Squad Programme Delivery

Module Delivery:

Field Days/Workshops:

Other Activities:

Associate Referee Programme Delivery

You Make the Call Programme Delivery

Recruitment Programme/Activities

Focus:

Theme:

Activities:

Referee Retention Programme/Activities:

Focus:

Theme:

Activities:

Sevens Referee Training and Development Programme Delivery

Module Delivery:

Field Days/Workshops:

Other Activities:

AR Training & Development Programme Delivery

Module Delivery:

Field Days/Workshops:

Other Activities:

Team Coaches and Players Education Programme Delivery

Focus:

Activities:

Referee Executive Group Development & Activities

5 – REO OPERATIONS REPORT: TEMPLATE

Name:

Province:

Period Ended:

1. MAJOR PROJECTS / ACTIVITIES

2. SUCCESSES / ACHIEVEMENTS

3. CHALLENGES

4. NEW INITIATIVES

5. NEW REFEREE STATISTICS

No. at beginning of Month/Period	This Period/Month	Total This Year
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6. REFEREE ABUSE INCIDENTS

No. at beginning of Month/Period	This Period/Month	Total This Year
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Refer to attached report for details

7. OTHER MATTERS OF NOTE

REO OPERATIONS REPORT – EXAMPLE

Name: Toni Iommi

Province: Wellington

Period Ended: 31 August 2018

1. MAJOR PROJECTS / ACTIVITIES

- Participated in National REO Conference – Wellington 7-9 August.
- Coordinated and facilitated Education session to upskill local personnel selected for AR, TMO and Side-line Management roles in Mitre 10 and Farah Palmer Cup competitions.
- Managed provision of referee and other match official services at 2018 Provincial Union Sevens tournament – Mount Maunganui
- Manage provision of referee and other match official services at 2 home Mitre 10 Cup matches and 6 local representative matches
- Planned and co-ordinated delivery of three NZR training and development modules
- Initiated and managed support services for referee following serious incident of referee abuse. Managed associated media enquiries.
- Managed pre-tournament activities, coordination and provision of match official services for South Island Under 18 tournament in Hokitika
- Prepared and submitted 2019 REO Budget

2. SUCCESSES / ACHIEVEMENTS

- NZR Service Certificates presented at Annual Awards Dinner – major milestones reached by Bill Smith (60 years), George Howard and Brian Johnston (50 years), Mary Jones (40 years)
- In conjunction with key RRA personnel, developed draft 2019 Training & Development Plan
- In conjunction with key RRA personnel, developed 2019 RRA Annual Plan which has been submitted to Provincial Union CEO
- Three referees awarded their Provincial Union Blazer for achievement of refereeing 50 Premier Club game

3. CHALLENGES

- Transfer of 6 referees to other provinces and disappointing recruitment intake has created ongoing difficulty in providing referees for matches below Secondary School 2nd XV fixtures.
- Providing referees for Secondary Schoolgirls rugby played midweek is proving difficult.
- Referees have been disappointed in leniency of sanctions imposed by Judiciary for recent Ordering Off offences and are perceiving this as a lack of support for their role

4. NEW INITIATIVES

- Have commenced a Club Referee support initiative. Players from adult teams with byes are refereeing Small Blacks and Under 15 rugby on a Saturday morning.
- Provincial Union has introduced hosting of Referee Executive dinner to recognise Executive for contribution to rugby in the province.
- RRA introduced awarding of a RRA Blazer for Executive members providing 15 years continuous service to Executive

5. NEW REFEREE STATISTICS

No. at beginning of Month/Period	This Period/Month	Total This Year
6	3	9

6. REFEREE ABUSE INCIDENTS

No. at beginning of Month/Period	This Period/Month	Total This Year
0	2	2

Refer to attached report for details

7. OTHER MATTERS OF NOTE

RRA Annual General Meeting held on 14 August. Chairman did not seek re-election.
New RRA Chairman is..... The other members of the Executive remain unchanged.

6 – REFEREE ABUSE INCIDENT REPORT: TEMPLATE

PROVINCIAL UNION	INCIDENTS OF PHYSICAL ABUSE	INCIDENTS OF ON-FIELD VERBAL ABUSE RED CARD ISSUES	REFEREE ABUSE INCIDENT REPORTS FILED OFF FIELD/AFTER FULL TIME/SPECTATOR/PLAYER/ COACH/MANAGER OFFENCE
EXAMPLE	<p>1 – Player Touch Judge assaulted by spectator</p> <p><i>Suspension: 12 months</i></p> <p>1 – Player shouldered referee – Ordered Off</p> <p><i>Suspension: - 10 weeks</i></p> <p>1 – Referee punched by a player.</p> <p><i>Suspension: Lifetime ban. Can apply for reinstatement in 10 years. Civil proceedings resulted in player being convicted of assault and sentenced to 200 hours community work.</i></p> <p>1 – Coach abuse and assault of referee.</p> <p><i>Police action pending. Judicial hearing delayed pending conclusion to police proceedings Coach has been stood down from any involvement in rugby pending conclusion of Police and Judicial activities.</i></p>	<p>2 - Suspension: 4 weeks</p> <p>1 – Suspension: 3 weeks</p> <p>1 – Suspension: 5 weeks</p>	<p>1. Coach – Verbal Abuse of referee during game.</p> <p><i>Suspension: 2 weeks</i></p> <p>1. Coach – Verbal Abuse of referee during game.</p> <p><i>Suspension: 2 weeks</i></p> <p>1. Player verbally abused referee during match and after match.</p> <p><i>Suspension: 18 months</i></p>

REFEREE ABUSE INCIDENT REPORT: TEMPLATE

PROVINCIAL UNION	INCIDENTS OF PHYSICAL ABUSE	INCIDENTS OF ON-FIELD VERBAL ABUSE RED CARD ISSUES	REFEREE ABUSE INCIDENT REPORTS FILED OFF FIELD/AFTER FULL TIME/SPECTATOR/PLAYER/COACH/MANAGER OFFENCE
AUCKLAND	<p>1 – Spectator (parent) grabbed referee by the throat in an Under 10 match <i>Suspension: Police charges pending.</i></p> <p>1 – Player verbally abused referee and struck the referee on chest with forearm. <i>Suspension: 19 weeks</i></p>	<p>1 – Suspension: 2 weeks</p> <p>1 – Suspension: 2 weeks</p>	<p>1 – Coach verbally abused referee. <i>Suspension: Coach issued with letter of reprimand/warning</i></p> <p>1 – Manager verbally abused referee. <i>Suspension: 2 weeks. Letter of apology written by Club.</i></p> <p>1 – Coach verbally abused referee. <i>Suspension: Coach censured by club and referee services to team withdrawn for remainder of the season</i></p>
NORTHLAND	<p>1 – Spectator aggressively grabbed assistant referee from behind and verbally abused him. <i>Suspension: 12 months</i></p> <p>1 – Player forcefully whacked hand of referee as referee was shaking hand of another player after full-time <i>Suspension: 11 months</i></p> <p>1 – As referee issued a red card the player forcefully slapped the card out of the referee's grasp <i>Suspension: 26 weeks commencing 1 March 2013</i></p>	<p>1 – Suspension: 6 weeks</p>	
NORTH HARBOUR		<p>1 – Suspension: 2 weeks</p> <p>1 – Suspension: 2 weeks</p>	<p>1 – Spectator verbally abused referee. <i>Suspension: Admonished by club and is no longer involved with team.</i></p>

REFEREE EDUCATION OFFICER (REO) ROLE

PROVINCIAL UNION	INCIDENTS OF PHYSICAL ABUSE	INCIDENTS OF ON-FIELD VERBAL ABUSE RED CARD ISSUES	REFEREE ABUSE INCIDENT REPORTS FILED OFF FIELD/AFTER FULL TIME/SPECTATOR/PLAYER/COACH/MANAGER OFFENCE
COUNTIES MANUKAU		1 – Suspension: 2 weeks 1 – Suspension: 2 weeks	1 – Spectator verbally abused referee. <i>Suspension: Letter of reprimand.</i> 1 – Spectator verbally abused referee. <i>Suspension: Offender unable to be identified. Letter of reprimand sent to school</i>
BAY OF PLENTY	1 – Player pushed referee in chest (Judicial ruled action by player was accidental but careless). <i>Suspension: 2 weeks</i>	1 – Suspension: 3 weeks 1 – Suspension: 3 weeks 1 – Suspension: 3 weeks 1 – Suspension: 4 weeks 1 – Suspension: 2 weeks 1 – Suspension: 3 months 1 – Suspension: 2 weeks 1 – Suspension: 6 weeks 1 – Suspension: 3 weeks	1 – Assistant Coach, Captain and spectator verbally abused referee after the match. <i>Suspension: Coach – 6 weeks Captain – 3 weeks Spectator – 1 year</i> 1 – Player verbally abused and threatened referee and assistant referee. <i>Suspension: 8 months</i> 1 – Coach and 2 spectators verbally abused referee and AR during the match. <i>Suspension: No further action – letters of apology to be sent.</i> 1 – Coach, team official and spectators verbally abused AR during the match. <i>Suspension: No further action – letters of apology to be sent.</i> 1 – Assistant coach verbally abused referee. <i>Suspension: 3 weeks.</i>

PROVINCIAL UNION	INCIDENTS OF PHYSICAL ABUSE	INCIDENTS OF ON-FIELD VERBAL ABUSE RED CARD ISSUES	REFEREE ABUSE INCIDENT REPORTS FILED OFF FIELD/AFTER FULL TIME/SPECTATOR/PLAYER/COACH/MANAGER OFFENCE
HAWKES BAY	1 – Player punched referee in the chest. Red card issued <i>Suspension: 5 weeks</i>		1 – Spectator (parent) verbally abused referee during school match. Matter dealt with by the school <i>Suspension: Parent has written letter of apology to school and referee.</i>
TARANAKI		1 – Suspension: 1 week	
MANAWATU			1 – Spectator (parent) verbally abused referee during junior match. Matter dealt with by the club <i>Suspension: Individual on final notice of expulsion from the club. Junior team parents issued a general warning.</i>

7 – NEW REFEREE REPORTING

New referees are those referees who are new to rugby refereeing as a sport or who have refereed before, been away from the sport for a year or more and have come back. A referee who changes provinces between calendar years is not a new referee. They simply register as a referee in their new province but are not considered new.

It is very important the database reflects only those referees that meet the criteria for new referees to be counted as new referees.

Following is a table showing how to report new referees to NZR when completing monthly reports.

NEW REFEREES BY PROVINCE	APR	TTD	MAY	TTD	JUN	TTD	JUL	TTD	AUG	TOTAL
Norhland	3	3								
North Harbour	16	16	2	18						
Auckland	0	0	10	10						
Counties Manukau	2	2	7	9						
Waikato	12	12	5	17						
Thames Valley	4	4	1	5						
Bay of Plenty	23	23								
King Country	2	2	1	3						
East Coast										
Poverty Bay	3	3	0	3						
Hawkes Bay	9	9	3	12						
Taranaki	5	5	0	5						
Wanganui	0	0								
Manawatu	2	2								
Horo-Kapiti		2	2							
Wairarapa Bush										
Wellington	5	5								
Tasman										
Buller										
West Coast										
Canterbury	42	42	1	43						
Mid Canterbury	4	4	1	5						
South Canterbury	7	7								
North Otago										
Otago	3	3								
Southland										
TOTAL	144	144	31							

TTD = Total to Date

8 – THE ONLINE LAW TEST*

*Note: This is on hold

The referee law test is now on-line. Referees have the opportunity to sit the test 3 times every 6 months. There are 4 levels of pass:

91% +	Honours
80% - 90%	Excellence
75% - 79%	Merit
70% - 74%	Achieved

The process for sitting the law test is outlined in Appendix 1.

NZR require REOs to report the number of candidates who attempt the law test, and report test outcomes as per the following table.

PROVINCE	CANDIDATES	2 ATTEMPTS	3 ATTEMPTS	TOTAL ATTEMPTS	-50	50-59	60-69	ACHIEVED	MERIT	EXCELLENCE	HONOURS
Norland											
North Harbour											
Auckland											
Counties Manukau											
Waikato											
Thames Valley											
Bay of Plenty											
King Country											
East Coast											
Poverty Bay											
Hawkes Bay											
Taranaki											
Wanganui											
Manawatu											
Horo-Kapiti											
Wairarapa Bush											
Wellington											
Tasman											
Buller											
West Coast											
Canterbury											
Mid Canterbury											
South Canterbury											
North Otago											
Otago											
Southland											
TOTAL											

9 – NZR SERVICE CERTIFICATES

NZR provides long service certificates signed by the CEO when requested. These certificates are supplied for every 10 years of service i.e. 10 years, 20 years, 30 years, 40 years, 50 years, 60 years.

In order to receive them on time for Annual Dinners and awards evenings, requests should be submitted to the NZR Game Development Manager – Referees by 31 May in each calendar year.

10 – INSURANCES

1. NZR Referee Indemnity Insurance:

Covers all RRA members and NZR Registered Associate Referees appointed to fixtures within New Zealand, against claims for exemplary or punitive damages.

2. NZR Rugby Injury Insurance

In addition to players etc, covers the referee and two touch judges on match day and on some other rugby occasions only for:

Accidental death

Permanent Disablement.

3. Overseas Referee Indemnity Insurance

Subject to completion and submission of the required form (following), NZR covers provincial referees travelling overseas on an approved provincial exchange for which the primary purpose is refereeing, against claims for exemplary or punitive damages



**NOTIFICATION OF REQUEST
FOR
PUBLIC LIABILITY COVER FOR
PROVINCIAL REFEREE TRAVELLING OVERSEAS**

(Please print clearly)

NAME: PROVINCE:

COUNTRY/COUNTRIES
TRAVELLING TO:

OVERSEAS REFEREE ASSN/
SOCIETY HOSTING EXCHANGE:

DURATION OF VISIT (NO. OF DAYS):

From: To:

NAME OF REPRESENTATIVE OF PROVINCE
AUTHORISING THE EXCHANGE:

Signature: Date:

This form must be completed and forwarded to the NZRU at least 7 days prior to referee departure.

Please forward to:

Matt Peters
Game Development Manager – Referees
NZ Rugby
PO Box 2172
Wellington
Email: matt.peters@nzrugby.co.nz

11 – NZR DATABASE

Referee Educators are responsible for ensuring referees are registered in the NZR database annually. It is important that referee members are categorised correctly. Those referees that are available for appointment to active on-field refereeing must be categorised as such as opposed to referee coaches and social members who are not categorised as on-field referees.

12 – REO ROLE DURING SUPER RUGBY

Where a Super Rugby match is being played, the residing REO is expected to be the Side-line Manager for the match. In cases where the current REO has no experience in the role, he/she would be expected to have in assistance, an experienced REO to help and guide in the process in order to build capability. Roles and responsibilities of the Side-line Manager are outlined in the Tournament Handbook and will be available from the host union Match Manager.

13 – REO ROLE DURING NZR DOMESTIC RUGBY COMPETITIONS

REOs are responsible for ensuring all support personnel for NZR National Competition games are appointed according to NZR guidelines and criteria, if they exist. If a RRA appoints outside the guidelines/criteria the REO is expected to work with the RRA in order to ensure the integrity of the competitions is maintained regarding match officials. NZR will announce any relevant guidelines and criteria which match officials must meet in order to service these competitions well in advance of the competition start dates.

When a female referee/s is/are appointed to National Competition games, the REO is expected to ensure where possible, there is the option of a separate changing facility for female match officials. Where this is not possible, the REO is expected to ensure the changing environment is kept as safe as possible for the safety and integrity of these match officials.

14 – REO ROLE DURING ALL OTHER REPRESENTATIVE RUGBY OTHER THAN THE ABOVE

It is acknowledged the REO does not have a formal role in the appointment of match officials, however they have a role in ensuring the “right referee for the right match” is appointed. REOs should take an active role in overseeing representative rugby appointments in terms of this philosophy. There needs to be a balance between development opportunity relative to the grade of representative rugby and that of pure performance. It should also be acknowledged this rugby plays an important role in the Talent ID and Selection process for higher honours.

15 – COURSES

Rugby Smart

Rugby Smart is compulsory for all Referees and Rugby Coaches every year. It is very important that all on-field active referees complete the course, so they are insured in case of serious injury on-field. It is a course with a primary focus on keeping players, coaches and players safe during training and games. The course has evolved significantly since it was first implemented and is now a combination of on-line learning and in-situ practical work. The process for completing Rugby Smart is outlined in Appendix 2.

Small Blacks

Small Blacks is a development programme for rugby players between the ages of U6 to U13. U12 – U13 players play in the “Playing Rugby” grades where contested scrums are introduced. For this reason, when this part of the programme is delivered to the coaches of these teams, a REO or a suitably experienced referee or RDO must deliver the Game Management section of the course. This is important for insurance purposes. The outline of this part of the course is in the Small Blacks Handbook

Blue Card Accreditation

The Blue Card system designed for concussion management has been in place since 2016. It is a system which formalises the rehabilitation monitoring programme for players who have been deemed to be concussed during a match.

All referees must complete the on-line Blue Card Accreditation course in order to be able to issue an on-field Blue Card. Periodically there is a compulsory practical training facilitated by an approved medical practitioner. The Provincial Union will advise of this.

Associate Referee Course

The Associate Referee Course (ARC) is a long established course which is designed to build numbers and capability of rugby volunteers who wish to be a match official resource for their club or school and help out with refereeing duties when and where an official referee cannot make a game or cannot be appointed due to numbers.

It is a course which takes between 2 and 3 hours depending on attendee numbers and is based on the Introduction Refereeing Handbook. A compulsory component of the ARC is Rugby Smart which must be completed for participants to be registered as Associate Referees. Once completed, Associate Referees can referee any rugby up to and including U19 rugby with contested scrums and any higher-level rugby with uncontested scrums.

You Make the Call

You Make the Call (YMTC) is a 3-day long course designed to introduce secondary school students to the sport of Rugby Refereeing. The associated Handbook is based on the Introduction to Refereeing Handbook. At the completion of the course, if participants complete the required work at the required standard they are eligible for NZQA credits at Level 3 on the NZQA Framework. Further information related to the YMTC course is available in the course material.

16 – BEST PRACTICE INITIATIVES

REOs are constantly looking for new and improved ways to enhance training and development of referees, referee coaches and other key rugby stakeholders. They are encouraged to be bold and vulnerable in order to keep training and development fresh, fun and contemporary. New initiatives are developed and tried constantly. In order to help REOs try new initiatives, Appendix 3 has a number of these described and available for use.

APPENDIX 1 – LAWS OF THE GAME

THEORY EXAMINATION INFORMATION

FOR EXAM COORDINATORS

1. Sitting the Exam – 3 Attempts per six-month period

Candidates are provided with 3 attempts to sit the Exam in a six-month period. A six-month period commences on the date the candidate logs in and first opens Attempt 1. Candidates must be able to complete the Attempt in one session. Any event causing a candidate to be unable to complete the Attempt in one session, is not retrievable. **Once an Attempt is opened, it must be completed in one session (maximum 100 minutes).**

2. Sitting the Exam – Questions and Time Limit

There are 100 questions in each Exam paper, these questions are randomly selected. Candidates have a maximum of 100 minutes to answer all questions. There is a maximum of one minute to answer each question.

3. Not Answering or Skipping a Question

A question not answered within the one minute allowed, will automatically drop to the end of the Exam. Candidates may also choose to skip a question. An unanswered or skipped question will automatically drop to the end of the Exam and provided the 100-minute maximum time limit has not expired the candidate will receive one final attempt to answer it. On this second attempt, should an answer not be submitted within the one minute allowed, the question will be marked unanswered.

4. Internet Connection

Candidates logging in to sit the Exam, should ensure they are in an area that provides a strong internet connection. Loss of internet connection is not retrievable as per 1. above.

5. Introduction

It is **extremely important candidates open and read all information in the Introduction section of the Exam.** This section contains helpful tips that will assist the candidate in sitting the Exam.

6. Answering a Question

Candidates should carefully consider their answer. Once an answer has been submitted, the question cannot be retrieved and the submitted answer cannot be amended.

7. Notification of Result

Candidates receive notification of their result immediately upon completion of an Attempt.

A list of the questions incorrectly answered, and the relevant Law Book

Reference, is provided and able to be printed immediately upon completion of an Attempt.

8. Attaining a Pass

There are four levels of pass.

90% +	Honours
80-89%	Excellence
75-79%	Merit
70-74%	Achieved

9. Certificates

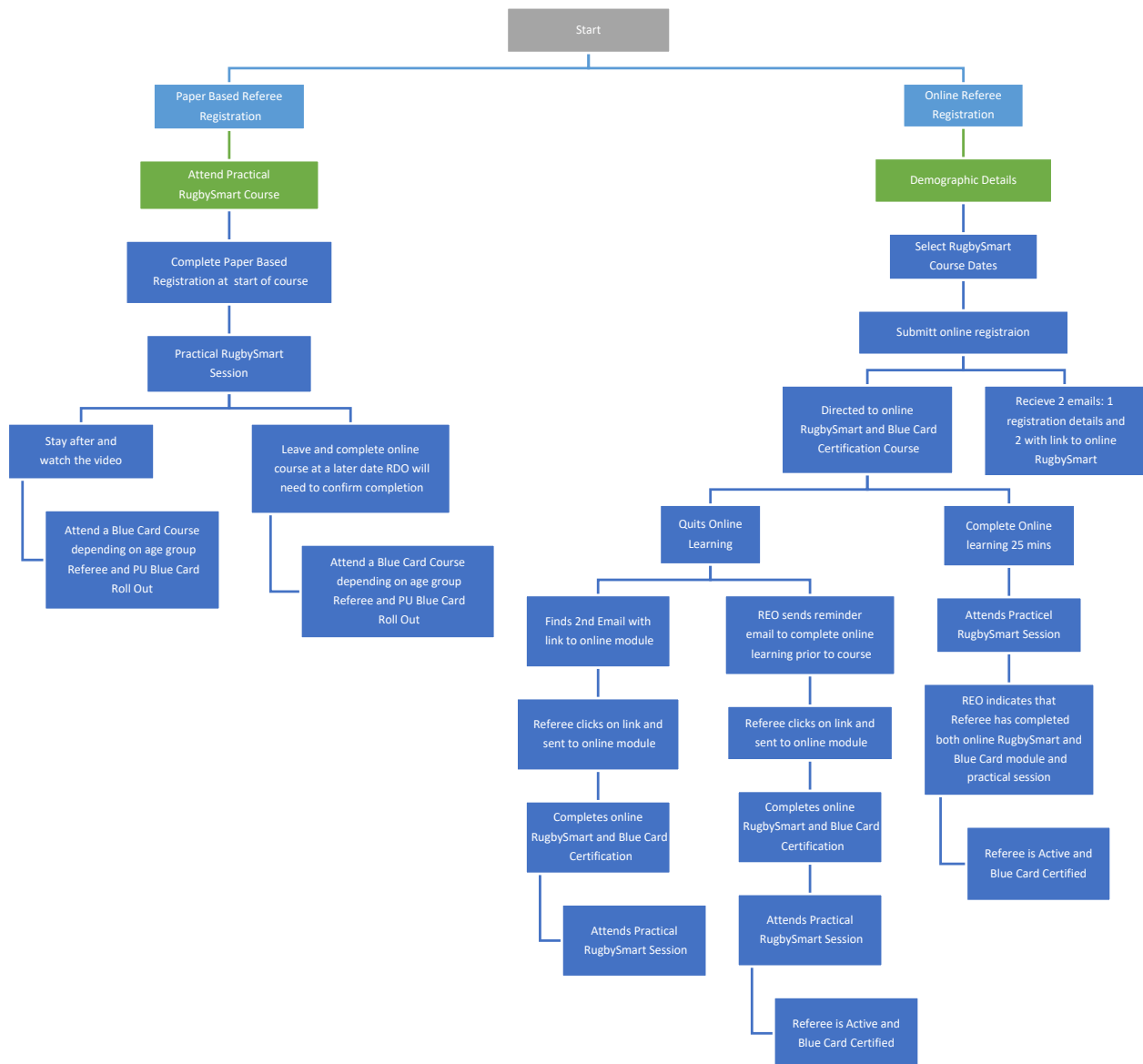
Candidates achieving a mark of 70% or above will be able to immediately print the relevant Certificate. Candidates who do not have access to a printer should save the Certificate and forward to their REO to print.

10. Accessing the Exam

To access the law exam please go to the URL: <https://sporttutor.nz/nzrugby>

It is recommended you use Google Chrome as your web browser

APPENDIX 2 – RUGBY SMART REGISTRATION AND COMPLETION PROCESS



APPENDIX 3 – BEST PRACTICE INITIATIVES

Referees Making Decisions Under Fatigue

Firstly, the aim of the session was to make referees make decisions under fatigue as I believe this is why we as referees make a lot of mistakes near the end of games.

What I did was design 4 workstations which incorporated fitness, fun and learning and dependent on numbers, split the referees into 2/3/4 groups.

1st station; Whistle decisions under fatigue. I had 3 coaches in this station holding up different decisions we have to make as referees EG: tackler not rolling away, knock on etc of which I had 30 different offences. The referee would then blow the whistle and signal the offence. The coach would then change the offense for the next person. The refs would then run shuttles and at the furthest point away from the coach there was a paper on the ground saying they would do either 10x lunges/squats/star jumps and then repeat.

2nd station; game of touch rugby (fun)

3rd station; verbal decisions under fatigue. I had 3 coaches in this station holding up different law questions (keeping it simple, yes/no PK/FK/Scrum/Play on answers etc) of which I had 30 different offences. The referee would then verbalise what they would rule based on the question with the aim being to make the decision right away without hesitation (as per a game of rugby). The coach would then say whether they were right or wrong (answer was on the back of the paper) and then change the offense for the next person. The refs would then run shuttles and at the furthest point away from the coach they just saw they would do either 10x burpees/push ups/sit ups and then repeat.

4th station; Law exam. I put together a written 40 question law exam which they had to try and complete.

Each station was 6 minutes long with a 30 second rest in between and we repeated it twice, so it was a tough 52min session.

Happy to explain this further for anyone.

Antony Petrie

Referee Education Officer

Counties Manukau Rugby Football Union

THAMES VALLEY RUGBY FOOTBALL UNION

21 Stadium Drive, Pukekohe 2120 | PO Box 175, Pukekohe 2340

P (09) 237 0033 | M (027) 439 0456

E antony.petrie@steelers.co.nz | www.steelers.co.nz

Roll the Dice

The idea is that it is an interactive way to start the meeting, getting different guys to contribute rather than the 'same old voices'. It also directs the conversation. So, put 6 bullet points on the whiteboard or chart on the wall. You can change these through the season depending on what theme you want to push. Get a member to roll the dice, then speak about

Ideas could include:

1. I enjoyed about my game
2. I found challenging
3. A decision I was pleased about was.....
4. My GROW next step is to.....
5. The funniest thing in my game was.....
6. If I could change one thing from Saturdays game it would be.....

Dave Paterson

Referee Education Officer | Tasman and Buller Rugby Unions

Lansdowne Park, Blenheim | PO Box 7157 | Nelson 7010

P 021 058 6559 | E reo@tasmanrugby.co.nz | W www.tasmanrugby.co.nz

Tandem Refereeing (or Shadow Refereeing)

This is a practice that has proven very successful over several years. It involves having an experienced referee running around the field 'shadowing' a novice referee. The collaboration between the two participants includes pre-match where observation and assistance can be provided during the pre-match discussions, partly to ensure that all necessary aspects are discussed. Right from the kick-off, the **shadow** referee can encourage and direct the novice in numerous ways, the most obvious being verbal direction.

Ultimately, the best outcome is that the novice makes all the decisions that they can and that they are allowed to stick to those decisions. A lot of decisions will be incorrect (or certainly different to that which the **shadow** would have made), but I believe it is important that they are allowed to referee as per their understanding of what occurs in front of them. Being on the field with the novice affords the **shadow** the instant opportunity to provide guidance and feedback, if that is appropriate for the time and circumstance.

Importantly, the shadow should be prepared to use their own whistle to stop play or decide, particularly when participant safety is compromised!! Award a penalty! Stop play if it is a shambles! The novice can restart play with a clean set-piece!

Direct them into better positions at both set-piece and dynamic phases. Encourage them to use better running lines. Urge them to blow the whistle and display signals more effectively.

Each novice will have a different degree of aptitude to the task. Some may benefit from the presence of a **shadow** for more than one game. Some will be able to be left to their own devices within minutes of starting their refereeing career. The **shadow** can often drift into the background and let the novice continue 'single handed'. Sometimes the **shadow** can drift all the way to the sideline and provide support from there!

Happy to expand on any of this if further explanation might help.

David Walsh David.walsh@wrfu.co.nz
Referee Education Officer (Wairarapa-Bush and Wellington)
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PO Box 7201 Wellington 6242
Level 2, 191 Thorndon Quay, Pipitea, Wellington 6011

Associate Referee Training

For the second year, these were combined with Small Blacks courses run with RDO's: Engagement & Participation, Good Sports, Rugby Smart.

When team coaches went outside for practical stations, Associate refs had only 10 - 12 minutes of key elements of Associate Refs PowerPoint

Refs into four groups: whistle and signals, lineout, scrum, breakdown; facilitated by Ref coach/es, ref/s, myself

Aim for approximately 12mins per rotation

Followed up with:

- visits to clubs (ref coach, myself) on JRC training night to follow-up: extra module info, observe
- scenarios or hit-outs by teams/refs, answer questions, positive encouragement, and/or Saturday mornings to encourage Assoc Refs, give pointers, answer questions

Paul Greenstreet paul@harbourrugby.co.nz
Rugby Manager - Referees & Match Officials
North Harbour Rugby Union
DDI: (09) 447 2111 | Mob: (021) 585-238 | www.harbourrugby.co.nz

Introduction Using Video

Every week a premier referee would get up and go through three clips from their game (a decision they nailed, a decision they didn't and something up for discussion – point of law etc). This has made all premier referees review relevant footage and makes others watch rugby they're involved in every weekend. On top of this, it has ensured there is more accountability around referee performances as well as getting them to take over their own review process. I created a roster system, so they referee knew when they needed to prepare their clips. Next year, I am looking at getting a referee-coach to present trends etc in the same way.

Will Johnston

Referee Coaching Using Tablets

We purchased tablets that our referee coaches can use with their referees. It has meant that they can take short clips of things the referee is working on and then use the clips when having their post-match conversations.

It has helped with our younger referees as they are able to see what the referee coach is talking about instead of trying to picture it for themselves.

Tablets were the chosen device with a big enough screen and the footage readily available to be viewed on rather than a video camera.

Brittany Andrew BrittanyA@manawaturugby.co.nz

Referee Education Officer

M: 027 213 8394 P: +64 6 357 2633 ext. 713

Use of Contracted Players as Referees

With the support of the PU we used 3 contracted players each Saturday to referee lower grade secondary school games. The contracted players had to do this as part of their promotional hours' requirement in their contracts. They only had to do 1 game each over the season.

For a bit of fun at a T&D night I broke the members up into groups of 4-5 and then they had a Speed Law Exam race. I had printed out one of the law exams we were sent earlier this year. One player from each team had to walk up and answer 1 question, any unanswered question on their team's sheets. The next one from their team couldn't come up until they got back to their team. Once all teams finished there was a prize for that team. It didn't take long for the competitiveness to come out with power walking, shoulder barging and throwing others pens away.

Everyone enjoyed it and it was a good way to cover some laws. I will start it earlier this coming season.

Keith Groube

Referee Manager keith.groub@hbrugby.co.nz

Hawke's Bay Rugby Union

06 835 7617

021 285 5001

3 Orotu drive, Napier 4182 | PO Box 201, Napier 4140

Law Exam Incentive

Our gold nugget was to incentivise the law exam. We got new jersey's this year and instead of just handing them out, we made it, to get a new jersey they had to sit and pass their law exam.

Boris Jurlina

REO Northland Rugby 021 2564464

Boris.j@northlandrugby.co.nz

Dice Nite

6 Groups (all members split into 6 groups preferably around a round table each ensuring a mixture of levels) – number each table.

6 Subjects (select 6 different topics e.g. game management, T/R/M, positioning etc) – number each subject.

6 Experts (6 Premier refs or a Selector, Panel Head etc) – number each Expert.

Put pen & paper on each table & ask each of the 6 groups to write a question for each of the 6 topics – give them approximately 10 minutes.

Once completed roll the dice (many free apps available for your phone with noise for better effect) for the table. Roll again for the subject then again for the Expert. A member of that table will read out the question & the Expert will answer it. The REO moderates & generally other Experts join in with an alternate/variation to the answer.

At the end open to the floor & ask if any burning questions have not yet been answered & the Expert panel can answer. It becomes quite interactive.

Smudge McNeilage

027 5299-244

