

# **MAKING RUGBY WORK**



## **WRRS HANDBOOK**

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## **MAKING RUGBY WORK**

### **Welcome to the West of Scotland Rugby Referees' Society (WRRS).**

We are the biggest Society in Scotland covering Glasgow North and South which is a large area from Fort William to Dumfries. We are linked through the SRRA (Scottish Rugby Referees' Association), directly to the SRU at Murrayfield. Our remit covers Allocations, Coaching, Training, Discipline, Kit Distribution and Funding whilst giving you a doorway to all aspects of Match Officiating in Rugby Union throughout Scotland and the UK. It can also be used as your club to gain ticket purchases for Murrayfield or Scotstoun.

As a society, we endeavour to give you the best experience and support which we can to make your time with a whistle as enjoyable and rewarding as possible. We have a Management Committee which works tirelessly in the background ensuring that you have the right opportunities to use your skills on the pitches leading the development of rugby in Scotland. Without you there is no game.

Every week of the season we can fulfil in excess of 60 fixtures of all ages and levels plus we act as a stepping board to National panel games for those who want to move towards the top level. We offer coaching and mentoring support and monthly, seasonal, meetings where we can meet up and enjoy presentations and discussions around any challenges which may present themselves.

I hope that you find this document useful and that it answers any questions which you have. We look forward to meeting up with you both on and off the pitch.

Yours in Rugby

Craig Clark, President WRRS

### **Committee and Official Details**

The Management Committee consists of

- President, Vice President, Secretary, Treasurer, Director of Coaching
- Ordinary members.

### **Other officials**

Allocations Team, Discipline, Safeguarding and Child Protection Officer, SRRA Representative.

A separate contacts list will be available as the committee changes on an annual basis.

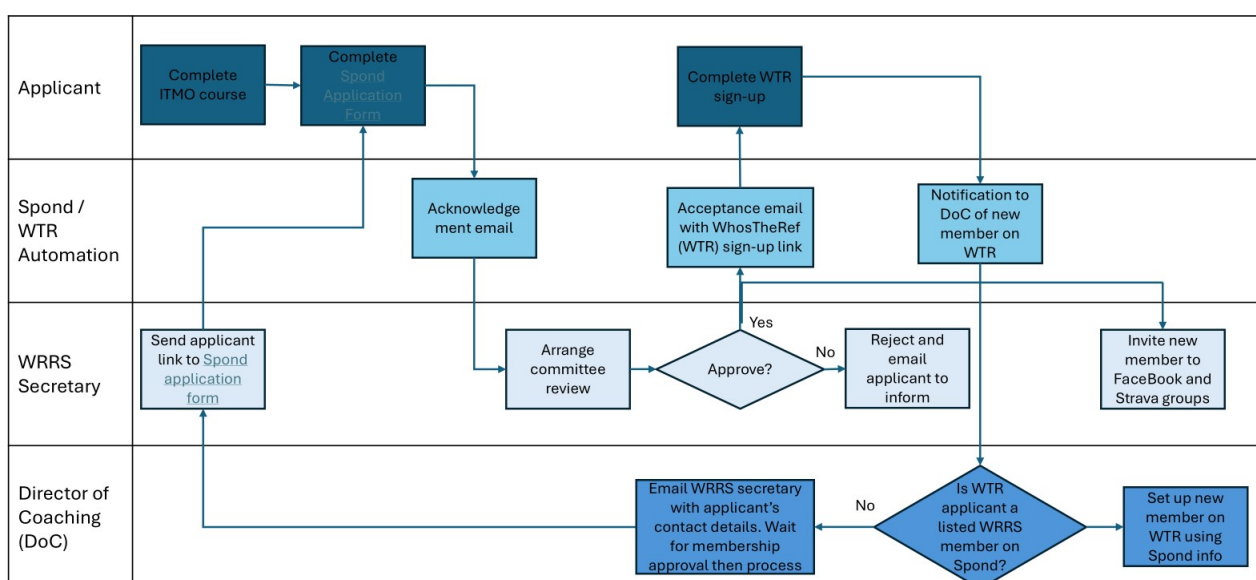
**Edition 3      August 2025      correct at time of publication**

## Becoming a referee and joining the society

The application and onboarding process is summarised in the diagram below. Some key points

- Sign-up for the Introduction to Match Officiating (ITMO) course is via the SRU's SCRUMS system, accessible online.
- Society membership application will be managed via Spond
- Membership requires acceptance of the Society Privacy Policy
- Following approval of membership, subscription fee will be requested
- At that point new member should sign-up to WhosTheRef system where availability and match allocation are managed (see sections below)

WRRS New Member Application and Onboarding



If you have no or limited experience as a referee it is likely you will be allocated to the WRRS Academy.

Once you have been set up on WTR, the Allocations Team will look to assign you to your first games. Best efforts will be made to assign a Referee Coach to support you.

## Allocations Team

| Name           | Role   |
|----------------|--|
| Euan McQuarrie | Initial Allocations and until Monday before the game   |
| Allan Wilson   | Input membership detail and games into Who'sTheRef (WTR) and late changes to fixtures (Monday before game until Friday ) |
| Jake Wilson    | Emergency Allocations 07749 030108<br>(from 1600hrs on Friday until 1200hrs on Saturday)                                 |

Whilst the team have the above roles these may overlap or interchange to allow for other commitments. The first point of contact with the allocations team should normally be by email to: [wrrs.allocations@gmail.com](mailto:wrrs.allocations@gmail.com)

The Allocations Team attempt to service the game of rugby directed by the Coaching Group and the referees themselves, in providing them with appointments to best assist progression in the game and where possible match the referee's ambitions.

### How are allocations made, changed and amended?

- These are made via WTR and are allocated based on the availability of each individual. It is therefore important to please keep your Availability Calendar up to date as this helps the Allocations Team's workload.
- Normally they are made within three weeks before the fixture.
- Higher level games will usually be allocated before lower level games
- They may be updated several times right up to the morning of the game.
- Changes will occur when referees are not available, game postponements or referees have to be shuffled to ensure all games are covered with a suitably experienced/qualified referee that matches the level of the game. Referees can be allocated one grade higher if required.

Outwith the times of the Emergency Number/ email may not be appropriate, e.g. urgency of assistance/ short notice. Please feel free to call any of the team on their mobile number available on WTR. Under no circumstances should any referee make contact with the WTR staff as they cannot help with any allocations matter.

### Advise allocations when officiating club games -

When games are logged on WTR this makes Allocations and Coaching Team aware of a referee's experiences and if the referee is available for other matches. Games on WTR also attract insurance cover for the referee themselves and allows the input of the score, Referee Self Reviews (RSR), Self-Assessments (SA), any Match Official Abuse Forms (MOAF), Yellow Cards or Red Cards issued, as well as the facility to claim incurred travel expenses. It is therefore important that referees inform Allocations if they are asked to officiate by clubs and where appropriate have the game placed on the system. An email with all details of the game should be sent to the Allocations email address.

## Appointments

Email received from WTR with details of game, date, time, location, home club contact details

Click link to Accept or Decline the appointment as soon as possible. Give reason if declining and mark yourself as Unavailable if appropriate.

Home club should contact you around 5 days before the match to confirm the details. If no contact from club contact them 2-3 days before.

If concerns over travel or weather and thus whether the match will go ahead, discuss with the home club.

If the match is cancelled or abandoned then email allocations Immediately.

## Contact details and Availability Calendar (on [www.whostheref.com](http://www.whostheref.com))

### Making your details visible

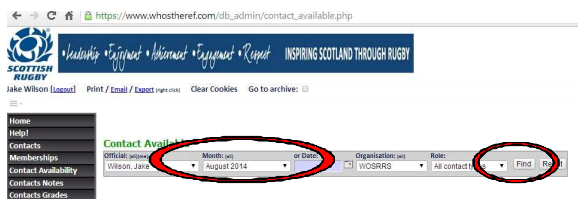
- 1: Log in to WTR and enter your profile by clicking your name below the SRU logo
- 2: From this screen select the edit icon
- 3: Ensure that the details required for emergency communication is not hidden. To do this make sure the **Hide All** or hide phone or email are not selected. If they are please de-select and continue to the bottom of the page and **SAVE**. There is no issue with hiding your home address.

## Contact details and Availability Calendar - continued

Please keep Availability Calendar up to date. If you are unavailable, change to a red cross.



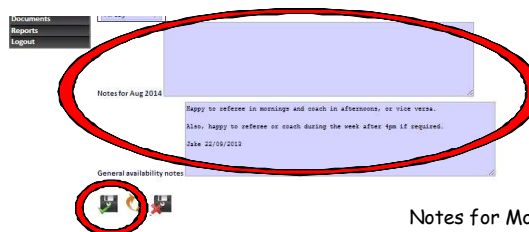
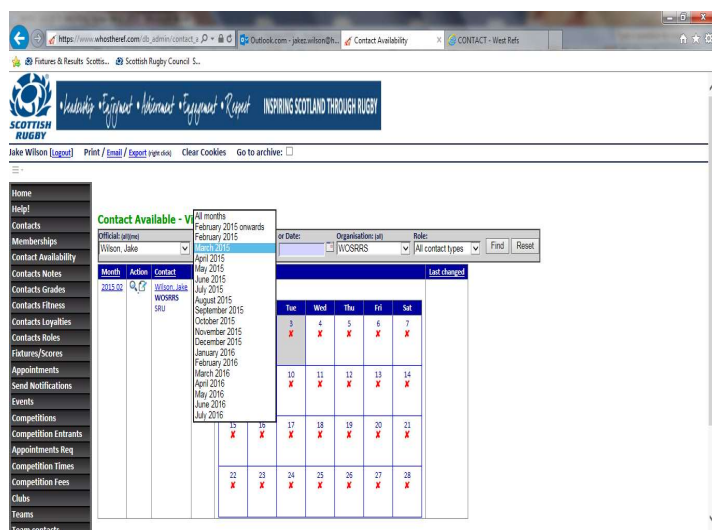
Click on  
'Contact Availability'



## Updating Availability Calendars

Select Month(s) the  
Click 'Find'

## Updating Availability Calendars



Notes for Month and  
General Availability Notes  
then Click Save Icon

## Updating Availability Calendars

## Coaching

Development of referees within WRRS is driven by the group of Referee Coaches under the leadership of the Director of Referee Coaching.

The Referee Coaches attend games, mainly on Saturdays although also occasionally on Sundays and midweek. There are around 15 - 22 referee coaches active within WRRS. However, there are over 50 fixtures most weekends. The aim is to watch each referee at least once a seasons.

Coaching of referees is therefore relatively limited and subject to priorities:

- We aim to watch every referee at least once in a season;
- We aim to support every new referee in their first 2/3 games;
- We need to support referees who are having difficulties in games;
- We need to provide support to referees who show obvious talent and who might be able to progress to the SRU National Panels in the near future

Referee Coaches appointed to a game will normally contact the referee of the game to ensure that the game is scheduled to be played. The Referee Coach will then attend the game, makes notes, as required, on the referee's performance and then provide feedback after the game.

Soon after, the coach will lodge a report on the game and the referee's performance on Who'sTheRef (WTR) and adding any elements to be worked on. The referee will be able to access the report and there will be an opportunity for the referee to comment on what has been included in the report. The referee should grade (A-E) each of the five competencies in the Coach Report.

### WRRS REFEREE COACH REPORT - Explained

|                            |   |
|----------------------------|---|
| Challenges for the Referee | Outline the key challenges to referee including ground conditions, weather, what was on the game, league positions etc.   |
| Strengths                  |   |
| Competencies               | 1) Communication, 2) Game Management, 3) Fitness, 4) Positioning, 5) Technical Knowledge  |
| Competency gradings        | "A" - Consistently exceeding requirements of the level of game, across all aspects of the competence - capable of refereeing at a higher level.<br>"B" - Meets the requirements of the level of the game on all occasions and occasionally exceeds the requirements of the competence.<br>"C" - Meets the requirements of the level of the game on all occasions.<br>"D" - While generally meeting the requirements of the level of the game, on occasion fails to meet an acceptable standard for the competence.<br>"E" - Fails to attain an acceptable standard throughout all phases of the game. |



## Discipline



### DISCIPLINE MATTERS & REPORTING MATCH OFFICIAL ABUSE *Notes for the guidance of match officials*

### REFEREE REQUIREMENTS

- Report all on field discipline matters using appropriate reports
  - Concise, chronological, matter of fact & timeously
- Uphold the values of the game at all times

For discipline matters you are a witness only but also an important impartial witness.

### Red & Yellow Cards

- Red cards must be submitted as soon as possible
- Consider players position in relation to when next they play?
- All yellow cards must be submitted
  - Toting up process / team discipline issues/
  - yellow cards are part of the review for Club of the Month award

Concise, chronological, matter of fact & timeously  
Timeous = i.e., submit by the Monday morning following the Saturday game

### WHAT IS MATCH OFFICIAL ABUSE?

Is a verbal comment directed personally at the referee?

- “that was \*\*\*\*\* awful ref”
  - as compared with
- “you are a \*\*\*\*\* awful ref”, with the latter being more offensive

The former is a general comment and not abuse as compared to the latter.

### WHAT IS MATCH OFFICIAL ABUSE? CONTINUED

- You feel threatened in any way
  - Anyone ‘squaring’ up to you: in your face shouting
  - Aggressive posturing
  - being continually berated by spectators or club officials i.e. coaches
  - Others?

### DEALING WITH ABUSE FROM THE TOUCH LINE

- Spectators
- Club officials i.e. coaches
  - Use commonsense, it depends on the circumstances, so there is no one way of going about this.

## Discipline - continued

### WHAT DO YOU DO IF YOU CONSIDER YOU HAVE BEEN SUBJECT TO ABUSE?

- involves a player but is committed after the final whistle, or
- involves a club official or spectator

Contact your society discipline officer

- **Any incidents must be discussed with the Society Discipline Officer before a MOAF is finally submitted**

- there is a separate form to submit. It can be found by clicking on the + sign next to your fixture on WTR.
- depending on circumstances you will be asked to submit a draft version of events to your society discipline officer, by email, for discussion.

### WHAT HAPPENS NEXT

- RED CARD Equivalence – see next slide
- Yellow Card Equivalence

### DISCIPLINARY HEARING

If a player/club challenges a Red card or Match official abuse report, you may be called to a Disciplinary Meeting at Murrayfield – there can be an opportunity to do this via a video link if you are unable to make the meeting.

Remember

- You are a WITNESS not the victim
- You are not on trial
- If unfamiliar with legal proceedings seek aid and guidance from your society Discipline Officer

### COMMUNICATION

- Who's The Ref
- SRU Website
  - Rules and Regulations
  - Discipline
  - Disciplinary Procedures

### Summary

Abuse

During the game (80mins) – **Red Card Report**  
Otherwise use the **MOAF**

All reports

- Clear & concise
- Necessary Information
- Reference to Law breached
- Facts not opinions
- Submitted timeously

See also on SRU discipline section - MOA Memorandum 2024-25-Final 21-6-24 which is valid from 1st August 2024.

## Exchanges

To increase a referee's experiences and development, referees may be offered Exchange Games with other Referee Societies. In short, a WRRS Referee may have the opportunity to referee for another society whilst their counterpart will do so for WRRS. These can be with Scottish societies, Edinburgh, Caledonian or Borders, or may go further afield. In general exchanges within Scotland are for individuals, whereas, when going further afield groups of three have been the tradition. Referees are asked to travel and take accommodation together to save on Society costs. Each referee will be assessed on exchange and that assessment passed to the Coaching Team.

## Finance

WRRSTreasurer@outlook.com

### Subscriptions

These are currently £25 and for students/ unemployed £15 and are due on 1st August every year. Please to set up an annual standing order.

|                |  |
|----------------|--|
| Bank name      | Bank of Scotland                       |
| Account name   | West of Scotland Rugby Referee Society |
| Sort code      | 80-08-53                               |
| Account number | 00899718                               |

### Travel Expenses Claims Procedure for Games - WRRS

\*N.B. SRU Panel games are different to the below and are managed by the SRU.

#### *Stage 1 (after every match)*

From the within WTR website - once you have applied all your Scores and Cards check the default mileage applied for each match within in the "Appointments" option. This may be accessed via "My Profile" and then "My Appointments". Beside each fixture there would be 0.00 EDIT. Click on this.

WTR uses Google Maps guide based on the Postcodes inherent in WTR. If you are changing the default mileage, please add details in the text – otherwise **do not add text**. In some instances, Postcodes aren't being maintained in WTR – please add the mileage accordingly.

If you are not claiming mileage – please tick the relevant box

If you would like to donate your claim to the WRRS - please tick and fill in the necessary fields

If you have travelled by bus, ferry (as a foot passenger and can be collected from the terminal) or train this would be added under Other Expenses using drop down menu. Remove or amend the mileage distance as necessary.

Click "Save" once completed.

*Stage two (once a month or at least towards the end of December and March each year)*

Within in the “Submit Expenses” option of WTR please submit your WRRS Expenses (**maximum once a month**) before the 15th of the month to allow the data to be processed and paid by the end of the month into your designated bank account.



The screenshot shows the Scottish Rugby WRRS portal. At the top is the Scottish Rugby logo and a banner with the text "Leadership • Enjoyment • Achievement • Engagement • Respect" and "INSPIRING SCOTLAND THROUGH RUGBY". On the left is a vertical menu with links: Home, Support Hub, Contacts, Contact Availability, Fixtures, Appointments, Events, Competitions, Clubs, Teams, Venues, Submit expenses (highlighted in blue), Reports, and Logout. In the center, there is a "Choose organisation:" label, a dropdown menu showing "WOSRRS", and a "Submit" button.

Claims for games must be submitted within 6 weeks of completion or they risk not being compensated.

Regional and Cross-Border exchange games, and WRRS events may be different, please contact [wrrstreasurer@outlook.com](mailto:wrrstreasurer@outlook.com) for any issues and queries

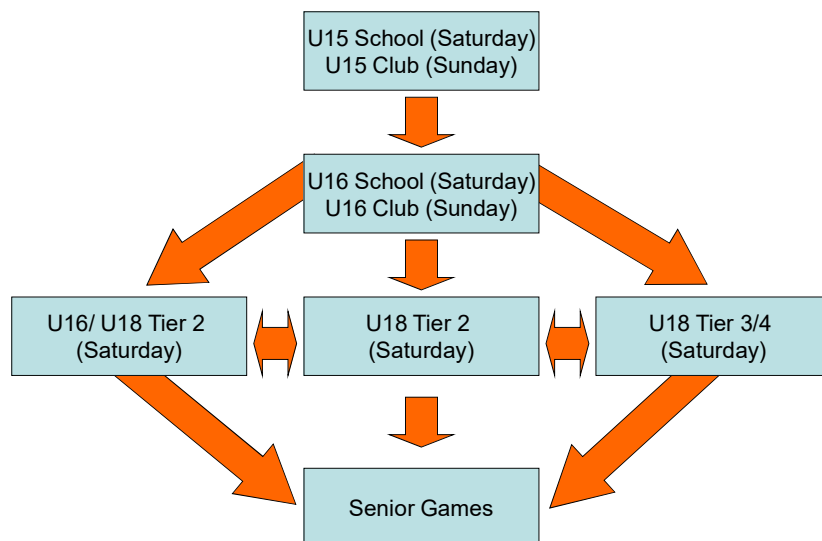
## Gradings and Progression

Fixtures in WRRS from West Region League Division One (Men's) down are rated at Level 5 to Level 11. Accordingly, our referees are rated at Grade 5 to Grade 11. Broadly, referees will be allocated to fixtures of the Level in line with their Grade. The referee grades are set by the referee coaching group at their meetings approximately every two months. In between times, referees who are performing at a certain level may be allocated a higher-level game(s) before the new grade is officially ratified.

New referees are graded at 11 when joining the WRRS Referee Academy until they have been appointed to an appropriate game. Depending on performance, they could be moved out of grade 11 very quickly.

Changes to referee gradings are dependent on a number of factors including information on reports. Performance is rated A to E over five competencies and there is the opportunity for the referee to rate their own performance on the completed report. However, there is also the opportunity for Self Assessment on WTR. Decisions are also guided by the rugby knowledge/experience of the Referee Coaches.

## WRRS Academy Progression Pathway



### Inclusion, Diversity and Wellbeing

Everyone is treated with dignity, respect and an inclusive mindset. It is everyone's responsibility.

It is important that we look after ourselves and those around us. There are many different supports available. Here are a few suggestions:

<https://www.breathingspace.scot/>

<https://toughenoughtocare.help/>

<https://www.samh.org.uk/>

<https://www.samaritans.org/scotland/how-we-can-help/contact-samaritan/>

### Insurance

Limited insurance is provided via the SRU on an annual basis (Scottish Rugby Union Ltd Match Officials' Personal Accident Insurance). Insurance is provided to those referees holding a current referee licence and are members of societies. We would strongly advise referees not to rely on this as a sole source of income in the event of an accident.

There are 2 parts to this:

- The personal accident policy covers from 15 years of age until the day a Match Official turns 66.
- The public liability covers on presumption of competence to officiate at level assigned, for all ages.

In order to comply you are required to complete RugbyRight each season which you will find on the "SCRUMS" website.

## Kit

It would be a usual requirement to wear SRU kit for matches. Society officials should wear a jersey issued by Scottish Rugby that includes the Scottish Rugby Badge, avoids clashes with the playing teams and does not display any out-of-date sponsors. Some kit is usually provided every year by the SRU and it is distributed at the WRRS annual conference in August. It may consist of a refereeing shirt, shorts, socks.

The society has a small supply for new academy referees who may join during the season after completing the ITMO course.

There is also a society range for match and leisure wear which is hosted by Macron. See the website for more details on what's available.

<https://clubshop.macron.com/aberdeen/west-of-scotland-rugby-referee-society>

## Match day processes

### 1. Pre-game

- a. Distance to the ground and travel time
- b. Home and away shirt colour (consider colour clashes)
- c. Referee strip, 2 x boots (consider playing surface), 2 x whistles, score cards/ watch app, pencils, yellow & red cards, 2 x watches, flags
- d. Home team contact number if you have a problem
- e. Arrive early enough to settle – at least an hour before the game
- f. Introduce yourself, in the bar if no one else is about
- g. Find your changing room, find home and away team changing rooms
- h. If the club is new to you – check which pitch your playing on, walk around the pitch, check flags/post protectors/ lines.

### 2. Warm up

It's important to both physically warm up and be mentally ready for the match.

You also need to undertake the following

- a. Introduce yourself to Coach & Captain of each team –
  - Ask number of players – and for a team sheet
  - Number of replacement front rows
  - Are they going back to the changing rooms immediately prior to the game – if so, you will knock/ open the changing room door and tell them there is 5 minutes to go – you then go out to the pitch
  - Advise that the coin toss will be held early on (perhaps 30 minutes or so before kickoff)
  - Ask them for a touch judge and give them a flag – tell them to send the touch judge to you - ask for a match ball
  - Look for and ask about first aid support (physio) – who has a mobile in case of injury.
  - Stud check (consider nails and piercings)

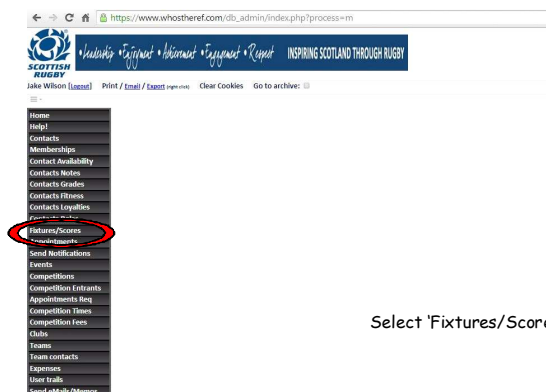
- Talk to teams (at an agreed time with coaches), including front rows about safety and mention chat through the captain only.
- Tell the captain you will tell them when there is 20/15/10/5 minutes to kick off (select one from options)

b. Do the coin toss (make a note of who kicks off & side of pitch) – talk to both Captains about discipline

### 3. Post Match

- Warm down before leaving the pitch (helps prevent stiffness)
- Visit the clubhouse and speak with coaches and captains
- Eat and hydrate, especially if you have a distance to travel
- Add scores, cards & MOA forms to WTR
- Contact discipline officer if red cards and/ or MOA
- Complete self assessment or self reflection

## Scores, cards and forms - adding to whostheref.com



|            |         |       |   |                         |                       |                   |                     |
|------------|---------|-------|---|-------------------------|-----------------------|-------------------|---------------------|
| 16-08-2014 | Q, O, S | 15:00 | 7 | West Of Scotland        | Greenock Wands        | AB 1              | Ref: Res. Eddie     |
| 16-08-2014 | Q, O, S | 15:00 | 7 | West Of Scotland 2nd XV | Greenock Wands 2nd XV | AB 2              | Ref: Logan, John    |
| 16-08-2014 | Q, O, S | 15:00 | 7 | Whiterocks U18          | Peebles U18           | AB 3              | Ref: Ramsay, Darren |
| 16-08-2014 | Q, O, S | 12:00 | 7 | Invited                 | Tournament            | Ref: Logan, John  | Ref: Steven, Ali    |
|            |         |       |   |                         |                       | Ref: Wilson, Alan | Ref: Wilson, Alan   |

Click on 'O-O' to Add score  
Add details the click Save Icon  
(Green Tick at bottom of page)

Select 'Fixtures/Scores'

## Adding Scores After Each Game

**Adding Scores After Each Game** You need to add in tries, conversions, penalties and drop goals. Do this as soon as you can.

## Yellow and Red cards and Match Official Abuse forms

On the right-hand side of the fixture there is a yellow and red card. Click on these to add your report.

During a match if you give out a card you need to note the details of the offence - time in match, score, offence, position on pitch, number of meters from incident, player number and name.

*If you are filling out a red card and/ or a Match official abuse form, please discuss with the Society disciplinary officer who can provide further support and guidance*



## Meetings

| Type                   | Details   | Location                      | Frequency   |
|------------------------|---|-------------------------------|---|
| Annual General Meeting | Review of past year and election of committee officials           | Scotstoun Stadium             | April or May  |
| Coaches                | Discuss referee performances/ grade changes                       | Scotstoun Stadium             | Held prior to Members' Meetings                         |
| Committee              |   | Cartha Queens Park Rugby Club | 1st Monday of the month (apart from January and June)   |
| Conference             | Update on Law variations, networking, new kit and fitness session | High School of Glasgow        | 2nd Sunday in August                                    |
| Dinner                 | Speaker and awards  |                               | April or May  |
| Fitness                |   |                               | Pre and mid season                                      |
| Members                | Discuss on areas of Law and networking                            | Scotstoun Stadium             | September, October, November, December, February, March |

## Events Management



- Society events are available via the Events tab in Spond
- You can look ahead at all events entered
- Only Group admin can add events



## Events Management

HTSWOOD  
Anniesland Rd  
Crow Rd  
Great Western Rd  
KELVINDALE

**West Refs Annual Conference**  
Host: You

Send reminder to unanswered Invite Edit ...

Answer by: Saturday at 09:00

Accepted Decline

Sunday, 17 Aug at 09:00 - 15:00

GHK RFC  
The Pavilion Old Anniesland, Crow Road, Glasgow

WRRS (WestRefs) Members

Ref education, fitness advice, kit distribution and more. Breakfast roll and lunch provided.

Please send message to Host with any dietary requirements rather than use comments

53 attending  
11 unanswered  
11 declined  
Send message to the invitees  
1 of 1 host attending



- Invite will be programmed to be issued in advance of any event
- Appreciated if you can advise if you are coming via the App
  - Especially important if the attendance impacts costs e.g. food at annual conference. We'll try and indicate this in the invite.
- Expect to use for conference, AGM, members dinner, fitness sessions, monthly meets.
- **Not for assigning games**

## National Panel

Traditionally every year referees are nominated for the Transition Panel by the Director of Coaching. They may then join the National panel. This is organised by the Scottish Rugby Union (SRU). There is currently a review of the Match Official pathway

## Opportunities

In order to further advance your progression as a referee you may consider undertaking other courses

- Aspiring Match Official
- Assistant Match Official (Assistant Referee)
- Match Official Coach

These are promoted on SCRUMS, via Societies and Social media.

## Privacy Policy

We may collect, hold and use the following personal information:

- Personal details: your name, telephone number, email address, dietary requirements and clothing sizes you provide to us for specific occasions.
- Financial information: you provide your bank account details in order to pay expenses
- Images: your image (if filmed or photographed when attending our events for example);

We may share your personal information to third parties in order to provide our services to you, who may be working on our behalf or collaborating with. For example, your name to obtain a discount.

Personal information is only held for specific and limited agreed purposes.

We collect your personal information

- to manage, understand and respect your preferences;
- to keep you informed of events, products and services offered by us
- to obtain feedback on our website or on our events, products and services;
- for record keeping, research, monitoring and analysis purposes;

We are permitted to use your personal information when you consent to us using your personal information by providing it.

Your personal information will be held within the United Kingdom or in the European Economic Area on a secure server. We will use reasonable security measures to seek to prevent unauthorised access to your personal information.

Your personal information will be held for no longer than is reasonably necessary for the purpose for which it was obtained. We will carry out periodic reviews of the personal information that we hold about you to ensure that this is the case.

We follow SRU guidance and policies such as

<https://scottishrugby.org/wp-content/uploads/2022/10/GDPR-Guidance.pdf>

## Resources

Get the free app for

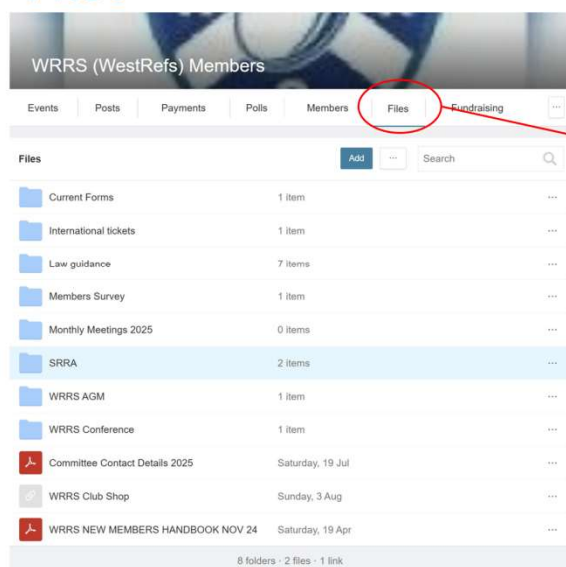


| Name                                    | Details   | Link   |
|---|---|--|
| Age Grade Law variations                | There are differences for age and boys & girls                                    | <a href="https://scottishrugby.org/age-grade-law-variations-aglvs/">https://scottishrugby.org/age-grade-law-variations-aglvs/</a>  |
| British Universities and Colleges Sport | League regulations and fixtures   | <a href="https://www.bucs.org.uk/rules-and-regulations/sport/rugby-union.html">https://www.bucs.org.uk/rules-and-regulations/sport/rugby-union.html</a><br><a href="https://www.bucs.org.uk/premier-sports/super-rugby/bsr-fixtures-and-results.html">https://www.bucs.org.uk/premier-sports/super-rugby/bsr-fixtures-and-results.html</a> |
| Competition rules                       | For national, regional, youth and cups  | <a href="https://scottishrugby.org/rules-and-regulations/competition-rules/">https://scottishrugby.org/rules-and-regulations/competition-rules/</a>  |
| Data protection and GDPR                | General Data Protection Regulation  | <a href="https://scottishrugby.org/wp-content/uploads/2022/10/GDPR-Guidance.pdf">https://scottishrugby.org/wp-content/uploads/2022/10/GDPR-Guidance.pdf</a>  |
| Disciplinary guides                     | Guide to disciplinary hearings; Match Official Abuse disciplinary guide           | <a href="https://scottishrugby.org/rules-and-regulations/discipline/disciplinary-procedures/">https://scottishrugby.org/rules-and-regulations/discipline/disciplinary-procedures/</a>  |
| Gainline                                | Scottish Rugby's digital learning hub with a specific section for match officials | <a href="https://gainline.scottishrugby.org/login">https://gainline.scottishrugby.org/login</a>  |
| Inclusion, Diversity and Wellbeing      | Scottish rugby policy   | <a href="https://scottishrugby.org/wp-content/uploads/2023/02/Inclusion-Diversity-Policy-1.pdf">https://scottishrugby.org/wp-content/uploads/2023/02/Inclusion-Diversity-Policy-1.pdf</a>  |
| Mental wellbeing                        | There is an E learning course   | <a href="https://scottishrugby.org/rules-and-regulations/player-welfare/medical/mental-wellbeing/">https://scottishrugby.org/rules-and-regulations/player-welfare/medical/mental-wellbeing/</a>  |
| Safeguarding                            | Scottish rugby  | <a href="https://scottishrugby.org/clubs-and-schools/safeguarding/">https://scottishrugby.org/clubs-and-schools/safeguarding/</a>  |
| SCRUMS                                  | Referee registrations, courses - RugbyRight, etc.                                 | <a href="https://scrums.scottishrugby.org/login">https://scrums.scottishrugby.org/login</a>  |
| SRU learning                            | Gainline  | <a href="https://gainline.scottishrugby.org/login">https://gainline.scottishrugby.org/login</a>  |

## Resources - Continued

| Name                     | Details  | Link  |
|--------------------------|--|---|
| SRU Match Officials on X | Scottish Rugby Refs  | @Scotlandrefs   |
| SPOND                    | An App for membership, events and important files to be shared | See Files screenshot below  |
| Society Website          |  | <a href="http://www.westrefs.com">www.westrefs.com</a>  |
| Society Facebook Group   | West of Scotland Rugby Refs Society                            | <a href="https://m.facebook.com/groups/496279051575336/?ref=share">https://m.facebook.com/groups/496279051575336/?ref=share</a> |
| Society Instagram        | West of Scotland Rugby Refs Society                            | @westscotrefs   |
| Society X                | West of Scotland Rugby Referee                                 | @WestRefs   |
| Whos the Ref             | Appointments administration system                             | <a href="http://www.whostheref.com/db_admin">www.whostheref.com/db_admin</a>  |
| World rugby              | Laws   | <a href="https://www.world.rugby/the-game/laws/home">https://www.world.rugby/the-game/laws/home</a>                             |
| World rugby              | App  | See below - contains sections on laws, variations, definitions, signals, guidelines   |

## Files



**The West of Scotland  
Rugby Referees Society**

- Useful files, links, materials from AGM are stored in the Files section of the WRRS WestRefs Group on Spond

## Safeguarding and Child Protection

There is no requirement to undergo the PVG disclosure process to referee age group games in Scotland however if you are regularly working with the same young person or group of young people PVG disclosure is likely to be required. Please contact the WRRS Child Protection Officer (CPO) if you think this may be the case.

Please note a child or young person is recognised as someone under the age 18. Make yourself familiar with the safeguarding policy. We have a duty as referees to report any harassment or abuse of a child that we suspect. This could for example include abuse from the sidelines by a coach or parent during the game. In the 1<sup>st</sup> instance any concerns should be reported both to the club CPO and the WRRS CPO. The SRU safeguarding policy will guide you on how to report a concern.

It is WRRS policy that any personal relationship between society members where a potential imbalance of power exists (active referee – coach, active referee - allocations team for example) must be disclosed to a WRRS committee.

## Self Assessment and Reflection

To aid your development as a referee these are a couple of useful tools for yourself, and they may also be views by allocation and coaching.

Under fixtures at the right-hand side are symbols

- SA (Self Assessment) where you can grade your performance
- RSR (Referee Self Review) where you can write in your words to describe the game and areas to work on

N.B. You can only complete either of these per game.

If they have been completed recently, they can be accessed from the home page.



## Training

This is provided through society and specific Scottish Rugby events. It can be in person or online. It can be theoretical and practical in nature.

Online training via SCRUMS includes:

Rugbyright - undertaken on an annual/ biennial basis and completed ideally before the new season starts

Safeguarding: Child wellbeing & protection in Sport

Concussion Management for Scottish Rugby

First Responder Course

SCRUMCAPS First Aid

## UNCONTESTED SCRUMS – GAME DETAILS

|   |   |
|---|---|
| <b>REFEREE</b>  |   |
| <b>DATE</b>   |   |
| <b>FIXTURE</b>  |   |
| <b>SOCIETY</b>  |   |
| <b>WHY WERE<br/>SCRUMS<br/>UNCONTESTED<br/>BEFORE GAME<br/>STARTED?</b> | If Yes, then there is no need to complete the boxes below.                |
| <b>WHY<br/>UNCONTESTED<br/>SCRUMS<br/>OCCURRED</b>                      |   |
| <b>WHAT STAGE<br/>IN MATCH THIS<br/>OCCURRED</b>                        | 1 <sup>st</sup> Half/ 2 <sup>nd</sup> Half<br>Time elapsed in half: _____ |
| <b>SCORE AT<br/>TIME</b>  |   |
| <b>FINAL<br/>SCORE</b>  |   |

Completed form should be sent, within 48 hours of the end of the match, to Neil Crooks at Scottish Rugby ([Neil.Crooks@sru.org.uk](mailto:Neil.Crooks@sru.org.uk))

## Values

### The Scottish Rugby Core Values are:

**Leadership** All successful rugby teams are led by a great captain. A great captain can provide not only encouraging words, but also acts. Lead from the front, provide direction and information, and identify when your team needs help.

**Engagement** This includes the need to be pro-active in reaching out to people and participating in society and Scottish rugby events for match officials.

**Achievement** This is about being proud of what we contribute as match officials and as part of the rugby community.

**Enjoyment** This about enjoying being a match official and being part of the rugby community.

**Respect** Be courteous, mindful, and polite to fellow volunteers and members of the rugby community. Be approachable, welcoming, and considerate to the needs of every individual.

## Whostheref <https://www.whostheref.com/>

In addition to the website there are mobile and watch apps which have an additional cost.



The mobile app is a mobile version of the website. It can be downloaded from App Store (under WhosTheRef), Google play (under WTR). (Note: App does not have full functionality of website)



### <https://watchapp.whostheref.com/>

The watch app has a stop watch, yellow and red cards, notifications (end of half or end of yellow card), score tracker and customisable for the match. It can be downloaded from App Store (under Rugby Watch), Google play (under Rugby Ref Watch) and Garmin (under Rugby Ref Watch).