

SRUSR APPOINTMENTS AND RE-APPOINTMENTS PROCEDURE

All appointments and most re-appointments are made through Who's the Ref (www.whostheref.com), to which clubs and referees have access. Guidance on using WtR is available separately on the SRUSR website. **If you are no longer the fixtures/referee contact for your club, please forward this to your successor and inform Steve Barr.** Any changes to the fixture secretary or treasurer/finance officer, including contact details, must also be notified, preferably by e mail to appointments@srusr.co.uk. SRUSR appoints referees to as many games as referee availability allows but demand can exceed supply. First team league/cup matches and Colts/school first team games are the main priorities and **all clubs (including schools and universities) should be prepared to supply their own referee(s) for other teams/fixtures - possibly at short notice.** Club referees should be encouraged to take an RFU course (<http://www.englandrugby.com/participation/refereeing> or <https://gms.rfu.com/GMS/coursefinder>) and to join SRUSR; clubs may wish to pay their subscription for them. CRefCs will be kept informed during the season of law updates and details of training courses. We do not normally appoint to the lower/lowest side where clubs run more than one team and clubs should aim to appoint their own referee for these matches and not request a Society referee.

All matches which are on GMS (the RFU's Game Management System) should transfer automatically to WhostheRef (WtR), and this acts as a request for a referee. However, it is the club's responsibility (including schools, universities and representative sides) to check this well in advance, and some "non-routine" fixtures (e.g. pre-season, other friendlies, Staffs cup) may have to be entered manually by the club. Clubs should also look for any games on WtR for which they intend to provide their own referee, and inform SRUSR as soon as possible that no referee is required. All changes up to and including the Wednesday of match week should be notified in an e mail to appointments@srusr.co.uk even if the change is showing on WtR. After the Wednesday of match week, changes/additions **MUST go to re-appointments (see below) at the earliest opportunity as well as being posted on WtR.**

Appointments are usually made a week at a time, around two weeks ahead of the date. Clubs should confirm **directly and in person** with the referee **by the Tuesday** for a Saturday match **and no later than the Monday** for midweek fixtures – **text, e mail or voicemail messages do NOT count as confirmation.** We aim, but cannot guarantee, to inform clubs of late changes, and clubs will normally receive a message from WtR, but **clubs should in any case always check the website at the end of the week.** Referees should keep the appointments secretary informed about (un)availability at least two weeks in advance if at all possible. This is best done by keeping availability up to date on WtR, although late changes should be notified by e mail or telephone as well. Incoming and outgoing **exchanges** are arranged in conjunction with N Midlands and should generate automatic email notification from WtR, although the appointment will also be posted on the website in the usual way.

Re-appointments cover all late changes to fixtures and/or referees and operate through a **voicemail** facility (**NB texts will not be picked up**), but WtR needs to be updated as well in all cases. There are separate re-appointments numbers for Saturdays and for Sundays/midweek. In exceptional circumstances, clubs may contact the re-appointments secretary direct, and referees should do so if their game is cancelled or they become available for any other reason on the Thursday, Friday or Saturday. Saturday re-appointments will generally be completed by early Friday evening but SRUSR endeavours to operate a limited service on Saturday mornings when possible. Referees who become either available or unavailable unexpectedly at short notice should normally use email, text or the re-appointments number (**voicemail only, not text**) - but see above for Thursday/Friday/Saturday.

When matches are cancelled for any reason, clubs must notify both the referee and the appointments secretary immediately (re-appointments from Thursday on) and should not delay in the hope of re-arranging the fixture. Clubs which fail to do this are likely to find that they are given a low priority when referees are appointed and will in any case be invoiced for the match fee. All clubs are expected to observe the Staffordshire Referee-Club Protocol, available on the Society website, and any club which does not will also be given a low priority when referees are appointed

Re-appointments: 07511 953684 (Saturday matches only) and 07511 953685 (Sunday/midweek)

August 2022