



# Potomac Society of Rugby Football Referees - Allocations Policy

The purpose of this document is to provide transparency to all parties on how Allocations are made, and on how Teams and the Society can best work together to support the game of rugby.

Teams should note that the Society is perennially short of Referees and this does on occasion mean that matches go uncovered. Any efforts to encourage Team members to become active Society Referees, or at least become qualified so that they can Referee a match in case no Society Referee is available, will go a long way to helping the mutual goal of ensuring safe refereeing at every match.

## **Level of Match**

The first consideration when making Assignments is the Level of the Match. Assignments will start with the highest-level matrix matches and work down. Not all matrix matches are comparable, and comparing matches in different age categories e.g. Adult, Youth, is not directly possible, but the Society understands the relative importance of matches across categories.

## **Referee Experience / Qualification**

We will generally assign our more qualified and experienced Referees to the higher-level matches, dependent upon Referee Availability. However, as Referees develop we will offer them matches that will challenge them, but always as part of our Development Program and with support from our Referee Coaches. This should not happen in play-offs or Tournament Finals, but a lack of resources may necessitate it.

## **Scheduling priorities**

It is imperative that teams ensure that their schedule is in the Society's allocation system (currently WhosTheRef – [www.whosthref.com](http://www.whosthref.com) ).

Matrix matches – D2, D3, D4, Rugby Maryland and Rugby Virginia are entered by the Society. Nevertheless, it is the Team's responsibility to check that all their matrix and friendly their matches

All other Fixtures must be entered by the Team a minimum of 14 clear calendar days in advance. Failure to enter matches in advance will result in additional match fees being applied:

- 13-8 calendar days in advance                      \$25
- 7 or fewer calendar days in advance              \$100

It should also be noted, that if there are two equal level matches with only one referee available, the decision to allocate the referee will be based on:

1. Number of referee abuse incidents by the Team;
2. Date the match was scheduled;
3. All match fees have been paid within 30 days;
4. Average debtor days for match fee payments in the last invoicing cycle.

If a Team has problems requesting a Referee please contact [allocations@potomacreferees.org](mailto:allocations@potomacreferees.org). This will not negate any late request fees.

## **Scheduling – how to get it right**

Here are some things to be aware of when requesting Referees:

- Early requests are good – key appointments are often made months in advance;
- Every match must have a request – requesting a referee for three hours does not cover two matches;
- Do not ask referees to cover a 'B' match before or after an 'A' match – request a second referee;
- Please do not contact referees directly to cover a match;
- Our allocations system uses the 24-hour clock;
- If your opponent is not listed (we can't list every possible opponent) then use 'PRR – TBA' as the Away team and enter the opponent's name in the Notes section of the Fixture;
- Do not request CRB approved officials;
- If you need to request changes to match details, when you email please include ALL the original match details and ALL the new match details;
- If your match also has a Referee Coach allocated, do not expect them to comment or intervene during the match.

Please remember, Respect for Match Officials is a Core Value of the Game of Rugby.  
Failure to abide by this may result in sanctions for individuals and teams / clubs.