

whostheref.com

---



**North Midland Society of Rugby Football  
Referees**

**Appointment Guidelines  
and Charging Structure  
Season 2017/18**

## Background

WhosTheRef.com (WTR) is an all-round appointments system covering all aspects of managing match officials which North Midlands Society of Rugby Football Referees commenced using in season 2014/15 and during season 2017/18 it was adopted by the RFU. It applies to all games the Society appoints to including representative (i.e. North Midlands CB and affiliated Counties) clubs, universities, colleges, schools, and separate club sections such as juniors and ladies.

Following its launch, the Society introduced a standard match fee for all the games where the referees and AR's are appointed by the Society. These arrangements also apply to internal Exchange Appointments (i.e. Referees appointed to the game by the North Midlands but who come from other Societies). The Society also took over the payment of all Referees travel expenses.

### **Invoicing and Fees applicable for season 2017/18.**

Each club or club section (i.e. juniors / woman's), university, college and school will be invoiced by email. **Invoices will be issued: -**

**November** – covering all appointments for August / September / October

**January** – covering all appointments for November / December

**March** – covering all appointments for January / February

**May** – covering all appointments for March / April

Invoices for matches played in May will be issued around the 20<sup>th</sup> of the month.

It is the club, club section, university, college or school's responsibility to check the accuracy of the invoice and ensure payment in full.

A match fee of £20.00 will apply to all games. No differential will be made between the standard of the game. The fee levied will be per match so if a referee officiates at two games at the same club in one day two fees will be charged.

If the Society is asked to provide a 'Team of Three' a total match fee of £50.00 will be levied – referee £20.00 A/R's £15.00 each. In cases where the Society feel that a game warrants the appointment of a 'Team of Three,' only the basic match fee (£20.00) will be charged to the club. If the Society provides **only** A/R's they will be charged out at £15.00 each.

### **Seven's and Ten's Tournaments:-**

A fee of £17.50 will be apply to each referee appointed.

The match fee invoice will be sent **by email** to the club treasure and fixture secretary or nominated contact of the club section / university / college / school who will be responsible for payment. **The Society will expect payment within 21 days of receipt.**

**Failure to pay the invoice on time may result in the society with holding referees.**

## How the system will operate

All **Club 1<sup>st</sup> XV home league games** will automatically appear on the system as these will be normally be loaded by **'WhosTheRef'**. If possible most other Club Reserve League and North Midlands / Staffordshire Merit Table games will also be added before the season starts however you need to check that this has taken place. All other **home fixtures** including university / college / school / club friendly's, cup, junior and 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> team for which you would like a referee, should be entered onto 'WhosTheRef' by the nominated fixture secretary.

Once entered on the system you will be **UNABLE TO AMEND OR DELETE** any fixture. **If you have a problem when adding a fixture or need to change / delete / cancel the fixture that is already on the system you should email either the relevant appointments/re-appointments officer (see below) or the Club Administration Manager as soon as possible in order that the fixture data base can be updated.**

If an appointment to the game has been made you should also contact the referee and if appropriate A/R'S and notify them of the change. This is particularly so if for any reason the game is cancelled.

When creating fixtures, only a list of the teams registered for your own club will appear in the drop-down list for Home teams. However **ALL** English sides will appear in the away team, **please be very careful when choosing the away team, in particular select the correct level, 2nd, 3rd team etc.** If the away team does not appear in the menu, for example it is a touring side from an area that does not use 'WhoTheRef,' then you will need to email the appropriate Saturday / mid-week or Sunday Appointments / Re –Appointments Officer and /or the Club Administration Manager who will arrange for the team to be added to the system. If the correct name of your home team (i.e. Vets /Development) does not appear in the Home Team box you will need to email the Club Administration Manager who will add the team

Appointments are made by the society in advance of the game. Once the appointed referee and /or A/R's accepts the fixture an email is sent to the nominated **CLUB FIXTURE SECRETARY / REFEREE CONTACT**. This contains the referees and if applicable the A/R's name and contact details. They will also appear on the Society's website. Saturday's appointments are usually made on the Sunday / Monday before the game however certain appointments, particularly for Exchange Referees, may be made several weeks in advance. Appointments for Sundays and midweek are often done on an ad hoc basis but will generally be no later than then 5 days before the game.

**It remains the club's / university / college / school's responsibility to confirm the appointment direct with the referee and to notify him of any changes to the game such as K/O times or venue.**

**In some instances, it is necessary to change an appointment sometimes up to as late as the day before or even on the day of the game. If a referee changes at short notice the club/ club section / university/ college /school will receive a revised email. It still remains the club/ club section / university / college / school's responsibility to contact the referee to confirm the revised appointment. However wherever possible the reappointments officer will generally have advised the new referee of the change.**

The correct method is to telephone the referee and to speak to him. If you leave a message, use text messaging or email then it is the club, university, college or school's responsibility to follow it up if the referee does not reply to confirm receipt. For league games, the RFU and Midlands Leagues Organising Committee have issued rules and guidance.

The Society will do its utmost to provide a referee for any game which appears on WTR. However, there are occasions where this may not be possible. This is particularly so when the number of games exceeds the number of referee available referee to the society.

## What you must do to gain access to WTR.

Each club, club section, university, college or school requiring a Society Referees should follow the guild lines below: -

1. If you are a new club / club section / college / school or University seeking referees for the first time you will need to complete two application forms – Club Application Form and one covering WTR Appointments. These will then need to be email Mick Fielding (Club Administration Manager) [mick.fielding@gmx.com](mailto:mick.fielding@gmx.com) with a copy Ian Moreton the Treasurer of the Society at [ianm.xfrontrow@btinternet.com](mailto:ianm.xfrontrow@btinternet.com). See below for the WTR Application Form or download a document from the Society web page.
2. If you are already registered with the society you only need to advise us of changes to your club Fixture Secretary or Club Treasure. This ensures that society hold the correct information and referee appointments and match fee invoices are sent to the right club members.
3. If you are using WTR for the first time once registration has been acknowledged by the Society follow the link to the WhosTheRef from the existing North Midlands Society web page. First time log in will require authorisation. Use the email address you provided to the Society as your 'User Name.' and follow the 'New User Sign Up' link. Authorisation will be sent via email to the address recorded in the 'User Name.' box. 'WhosTheRef' is a secure system and has detailed procedures regarding who can see what information, hence the need for the authorisation process.
4. Existing users need only to insert into 'User Name' the email address that is already held by WTR. and then log in code, unless their email address has changed in which case you will need to advise Mick Fielding (Club Administration Manager) of the change of email address and wait until WTR has been updated with the new address before you can obtain access.
5. As soon as you can access 'Who's the Ref' you must ensure that your club/ club section / university / college / school data records such as the address, postcode, website, and directions are correct. Club officials will be allowed to change this information and input fixtures but not to change any other details.
6. The Society will be responsible for maintaining and updating the club contact data. The club, club section, university, college or school must ensure that the details of at least one club official such as the Fixture Secretary / Referee Contact are known to the society. Without this information clubs will not be able to access 'Who'sTheRef.' This individual will be responsible for entering the club's fixtures onto the system and will receive details of the appointed referees.
7. In the case of most clubs/ club sections / universities / colleges / schools, the Society will require the name and email address of the Treasurer or the person to whom the invoices are to be sent. It is recognised that in some instances this person may be the same as the Fixture Secretary / Principal Club contact; however, with the larger clubs this information will be required.
8. For audit and control purposes the Society intend to allow only limited access for clubs to 'WhoThe Ref.' (i.e. Referee Club Contact / Fixture Secretary).
9. Each club, club section, university, college and school must ensure that the Society are kept up to date with any changes in personnel (i.e Club Contact / Fixture Secretary / Treasurer). When new officials are appointed a completed application, form will need to be sent to the Club Administrator who will authorise the access changes. Failure to notify the Society of any changes could result in referees failing to turn up for appointed games.

## Cancelled Matches

If the game is in doubt due to bad weather or is cancelled for any other reason, it is the home club's responsibility to ensure that the Referee is immediately advised BY TELEPHONE. If the referee turns up the club who requested the referee will still be charged the match fee. In the case of bad weather in the first instance it remains the responsibility of the club to decide if the pitch is fit for play. On arrival if the referee in his opinion considers it to dangerous and the game is then called off the club will be expected to pay the Society match fee as the Society will have to meet the Referees travel expenses

For the purposes of invoicing it should be noted that if a game is CANCELLED and the Society have not been notified and the appointments data base updated to reflect the change, the club, club section, university, college or school will be invoiced and may be responsible for paying the match fee even if the game did not take place. It is important therefore that as soon as a game is cancelled (including on the day for such things as for bad weather or late cancelation by the away team) you must first notify the referee then the appropriate appointments / re appointments officer and email the Club Administration Manager. Please note that if you do not advise the referee that the game has been cancelled and he/she travels, you will be charged a match fee irrespective of the game taking place or not.

## Contact List

### Adding / Changes to any fixture:-

Mike Spencer – Director of Appointments email - [mike.spencer@blueyonder.co.uk](mailto:mike.spencer@blueyonder.co.uk).

Telephone 0121680 3415 mobile 07816 429038

Fraser Colley – Saturday Re Appointments Manager email - [fraziercolley@aol.com](mailto:fraziercolley@aol.com)

Telephone 01386 871032 mobile 07824 564645

Paul Scott – Sunday Appointments Manager email - [zombofullback@aol.com](mailto:zombofullback@aol.com)

Telephone mobile 07865 074282

Damian Hampton – Mid Week Appointments Manager email - [damianhampton528@hotmail.com](mailto:damianhampton528@hotmail.com)

Telephone mobile 07901 673682

### Changes to Club Records

Mick Fielding – Club Administration Manager email – [mick.fielding@gmx.com](mailto:mick.fielding@gmx.com)

### The Payment of Invoices

Ian Moreton – Society Treasurer email – [ianm.xfrontrow@btinternet.com](mailto:ianm.xfrontrow@btinternet.com).

# Application Form to 'Who's the Ref' Appointments System

You need only complete the section that needs changing

<b>Name of Club / University / College School</b>	
<b>Name</b>	
<b>Address</b>	
<b>Position in Club</b> (Normally expected to be Club Referee Contact / Fixture Sec or Treasurer)	
<b>Email Address</b>	
<b>Name</b>	
<b>Address</b>	
<b>Position in Club</b> (Normally expected to be Club Referee Contact Fixture Sec or Treasurer)	
<b>Email Address</b>	

When complete this should be emailed to Mick Fielding [mick.fielding@gmx.com](mailto:mick.fielding@gmx.com) and Ian Moreton  
Treasurer North Midlands Society of Rugby Football Referees at [ianm.xfrontrow@btinternet.com](mailto:ianm.xfrontrow@btinternet.com)