



1st October 2011

Confirmation of Referee Appointments

The use of modern communications allows several methods of making contact between Referee and club. However if unconfirmed voice messages, text messages or emails are left this may lead to misunderstandings and result in no Referee at the match. Please find below a protocol when using e-mail, text and voice messages.

Referee Responsibilities

If you are contacted by a club using text or e-mail, please confirm that you have received their message and state that you are available or are not available within 24 hours of receipt of the message.

If a voice message has been left for you, please phone the club back to confirm that you have received the message and confirm that you are available or clearly state you are not available. Please ensure you speak to the person who called, and do not leave a message other than to say you called and leave a time when you can be contacted.

Club Responsibilities

RFU Game Regulation 8.1.3 applies. It is the responsibility of the **home club** to confirm, **at least 48 hours** before the match with (as appropriate), the RFU, its Referees Society, or the Federated Society of which the home club's Referees Society is a member, that a Referee (and in National Leagues, the touch judges) has been appointed. The most secure method of confirming a game is to speak directly to the Referee.

It is the home club's responsibility to liaise with the appointed match official(s) **directly** (not involving a third party) to ensure that the match official(s) is (are) aware of the arrangements (confirmation of appointment, time of kick-off, colours of teams etc.) and have the appropriate directions to the venue for the match (or any change of venue).

Leaving a message on a telephone answering machine, with a family member or indeed with any other person who may answer the call, is **not** regarded as making direct contact with the official(s), and a further call within the appropriate time scale is required in order to make direct contact.

If **direct** contact cannot be made with the match official(s) within the time scales provided for in 8.1.3, then the **home club** should make **direct** contact with their Referees Society Appointments Officer (see below) to seek a replacement official for the game.

Advice

If clubs can phone Referees on Sunday, Monday or Tuesday evenings, then if the Referee is unavailable it makes it easier to find a suitable replacement. The very latest time to confirm a Referee for Saturday is by 19.00 on the Thursday preceding the game. However if the Referee is then unavailable there may be no replacement Referee available.

If a club contact has sent an e-mail or text and has received no reply within 24 hours, then please try to phone the Referee, as the message may not have been received. If you have not been able to make contact within 48 hours please contact the Referee Society Appointments Officer and inform him of the situation and an alternative Referee may be re-appointed.

Referee Society Appointments Officer: John Bradwell ☎ (01529) 460040 or 📱 (07949) 631111