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   (To be detached, completed, signed and returned)
Hi, I’m Pat Rae, Referee Manager for Bay of Plenty Rugby and if you’re reading this induction manual, then chances are, you’ve just become a rugby union referee. Kia ora and welcome!!!

Refereeing is very rewarding, a great way to stay fit, meet new people and give something back to the game you love.

There are over 2,500 referees in New Zealand of all ages, backgrounds and occupations. The only prerequisite is a love of the game and a pair of boots. You will be fully equipped and given specialised training both on and off the field.

As a referee, you will be required to attend a RugbySmart Injury Prevention presentation facilitated by your Provincial Union each rugby season. RugbySmart is an injury management programme developed jointly by the New Zealand Rugby Union and ACC to improve the safety of the game and prevent injuries.

You’ve arrived through one of three potential pathways:

- YOU MAKE THE CALL
- ASSOCIATE REFEREE
- ASSISTANT REFEREE
- INTRODUCTION TO RUGBY REFEREEING

2. APPOINTMENTS PROCESS

In the Bay of Plenty we have three highly experienced volunteers and one employee of the rugby union who take care of appointing referees to games.

They are: **SENIOR APPOINTMENTS MANAGER: IAN CROWE**  
027-573-8650 croweijcm@orcon.net.nz

The Senior Appointments Manager is responsible for appointing referees to the following level of games:

- Age Group Representative Matches including Under 19’s, 18’s, 16’s, 15’s (Sub Union 14’s, 13’s)
- Premier
- Division 1
- Division 2
- Sub Union Senior reserve
- Development
- Colts
• Women’s
• School 1st XV (Chiefs Cup & Chiefs Trophy)

**COLLEGE APPOINTMENTS MANAGER: SHANE FORWARD**  
021-355-070 shanef@envisage.net.nz

The College Appointments Manager is responsible for appointing referees to the following games:

• 1st XV (Div 1-3)  
• 1st XV Girls  
• Development Girls  
• 2nd XV  
• Under 15 (Premiership, Championship, Development)  
• Under 14 (Premiership, Championship, Development)

**JUNIOR APPOINTMENTS MANAGER: MALCOLM LANGDON**  
021-324-546 malcolm.langdon@clear.net.nz

The Junior Appointments Manager is responsible for appointing referees to the following games:

• Under 13  
• Under 12  
• Under 11 (2018)  
• Champion of Champions  
• Ellis Shield  
• Aims Games  
• Tai Mitchell

**REPRESENTATIVE/TOURNAMENT APPOINTMENTS MANAGER: PAT RAE**  
029-487-8429 pat@boprugby.co.nz

The Representative/Tournaments Appointments Manager is responsible for appointing referees to the following games:

• Mitre 10 Cup AR/TMO/Sideline Management Team  
• Summer Season of Sevens Tournaments

**Junior Rugby (Under 6-10)** do not have registered referees formally appointed to their fixtures by the BOPRU. Instead, all teams are required to provide associate referees and the home team is initially responsible for appointing a referee. If they can’t provide a referee, the visiting team is asked and if they can’t provide an associate referee, then anyone can referee the game but the kids go to uncontested scrums.

As a registered referee, you’re allowed to referee junior rugby so long as it doesn’t interfere with your BOPRU appointments. Just be sure that you’re not standing on anyone’s toes first. If a coach from the home team asks, then by all means go for it.
If you’re ever contacted directly from a club or school OR anyone to referee a match other than Under 6-10 (under 11 from 2018), please direct them to the Bay of Plenty Rugby Referees website, Forms and Information tab. There they will find a link to an online form titled, “Referee Request Form”.  
http://www.boprugby.co.nz/referee-request/

It is vital to the appointment process that all requests for referees come through the correct channel; that is the submission of the online Referee Request form.

**Appointments Structure**

All referees are organised into panels, based on their skills, abilities, level of fitness, level of law knowledge, experience and level of commitment. All first year referees are automatically placed in the 1st Year Panel, unless they transfer into the area from another referee association, in which case, you will need to provide some documentary evidence from your previous association on your skills, abilities, level of fitness, level of law knowledge, experience and level of commitment.

The five panels are as follows:

```
Coaching Co-Ordinator
  /\   /
//  \  
Premier Manager  B Panel Manager  C Panel Manager  Junior Panel Manager  1st Year Manager
  |   |   |   |   |
Personal Coaches  Personal and Panel Coaches  Personal and Panel Coaches  Personal and Panel Coaches  Personal and Panel Coaches
```

**APPOINTMENTS**

Once the schools and clubs competitions have finalised the draws for the season, the games are entered into an online Referee Appointment System called, “Who’s The Ref”.  http://www.whosthereref.com

Once you are registered as a referee and complete all the necessary steps your personal details are entered into this system. You will be sent an email from the computer system to set up your username and a password.

As a referee, you have two primary functions within the system:

1. To accept or decline your appointment in a timely fashion and  
2. To log your availability to officiate games within the system

In order to access the system, you will be required to create for yourself a password. Your username is the email address that you provided when you registered with us.
A number of Video Tutorials have been created and can be found on the Bay of Plenty Rugby Referees YouTube Channel. More are made every week and added.

- How To Create A Password: https://www.youtube.com/watch?v=N5qqU5VPwlg
- How to Log Your Availability: https://www.youtube.com/watch?v=xwA7b2f7ASQ
- How To Update Your Contact Details: https://www.youtube.com/watch?v=UPOzR1bIYM
- How to Use The Fixtures Search: https://www.youtube.com/watch?v=8y0491NpZOI

When you’re appointed to a fixture, you will receive an email from Whos The Ref that looks something like this:

```
Dear Pat,

You have 1 notification.

Sun 14-06-2015 (13:00)
Baywide Womens: Waimana Women vs Waikite Women as Referee
VENUE: Waimana RC, Waimana Rd, Waimana Domain, Waimana
Club tel: 07 3123310

Please click on either Accept or Decline links as soon as possible. By doing this you’ll advise the appropriate Appointments Manager of your decision. If you decline it, then that person has plenty of time to find another referee to fill that game. If you wait till Thursday or Friday to DECLINE the fixture then there’s a high probability that that game will miss out on having a referee appointed because of your delay in declining the game.
```

### 3. ASSISTANT REFEREE EXPECTATIONS

All Baywide Premier matches and Division 1 1st XV games are required to have Assistant Referees appointed by BOPRU. These match officials are usually the referees that referee the earlier games at these locations. It is an expectation that if you’re appointed to the two games on prior to the main game (Premier and Division 1 1st XV) you will remain after your game to act as Assistant Referee. If you cannot oblige, please ensure you advise the relevant Appointments Manager that you cannot fulfil this obligation when you receive your appointment.

To assist you with performing the role of assistant referee we have “Assistant Referee” courses held during the season. Please check with the courses calendar to see when the next course is being held.
4. BAY OF PLENTY RUGBY STRATEGIC PLAN

The 2015-2017 BOPRU Strategic Plan’s Mission is, “To Foster, Administer And Encourage Rugby and Supporters of Rugby throughout the district at all levels, with four major strategies.”

Our Strategies

Our Strategies are the initiatives needed to fulfill our Mission and achieve our Vision. They are connected and interdependent; we can’t have one without the others.

- **Grow Sustainable Income**
  - Retention of income from existing sources and relationships
  - Growth in revenue from existing sources and relationships
  - New revenue from new relationships
  - New revenue from new sources

- **Strengthen the Community Game**
  - Retention and attraction of players
  - Retention and attraction of coaches
  - Retention and attraction of referees

- **Improve Representative Team Success**
  - Improving competition rankings

- **Expand the Game**
  - Growing participation in new codes and formats of the game from new markets and new channels

Our Measures

Our Measures tell us how effectively we are implementing our Strategies. They help us determine progress towards our Vision. We will be accountable for the specific targets we set.
**Our Mission**
Collectively provide excellent rugby refereeing services to all forms of the game across the Bay of Plenty.

**Our Vision**
“Baywide Baypride”
To Unify and Inspire the Bay Of Plenty

**Our Values**
- Passion for the game
- Always Learning
- Honesty
- Performance-Excellence
- Respect
- Teamwork

**Our Strategies**
Our strategies are the initiatives needed to fulfil our Mission and achieve our Vision.

<table>
<thead>
<tr>
<th>The Club</th>
<th>Governance</th>
<th>The Game (referees)</th>
<th>Coaching / Development</th>
<th>Resources / Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Story</td>
<td>Structure</td>
<td>Technical</td>
<td>Technology</td>
</tr>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td>Workshops</td>
<td>Funding</td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td>Referee Coaching</td>
<td>Competencies Assessment</td>
<td>Outcomes</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td>Development Plans</td>
<td>Management</td>
<td>Management</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
<td>Positioning</td>
<td>Communication</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td>Video Setup</td>
<td>Outcomes</td>
<td></td>
</tr>
</tbody>
</table>

**Our Measures**
Our measures tell us how effectively we are implementing our strategies. They help us determine progress towards our Vision. We will be accountable for the specific targets we set.

- A strong referee coaching base, (1:5 ratio);
- Utilisation of technology that supports the philosophy that “distance is dead”;
- Our people operating successfully at all levels across the game in New Zealand;
- A successful talent identification and development programme;
- Quality resources applied to all levels of the game;
- Broader rugby community recognition that refereeing is an integral part of the game.

**Our Tactics**
Our tactics are the specific projects and programmes we are putting in place within each strategy to achieve the targets we have set.

<table>
<thead>
<tr>
<th>The Club</th>
<th>The Game</th>
<th>Coaching and Development</th>
<th>Governance</th>
<th>Resources/Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build a learning engaged and united culture aligned to our Mission.</td>
<td>Develop programmes that reflect the national framework, based on the five pillars of development (technical, tactical, physical, mental and management) utilising modern technology.</td>
<td>Attract wide range of people from across the community and create well educated and skilled referee coaches that are equipped to develop the right people into successful talent identification and development programmes.</td>
<td>Develop the “Referees Club” leadership structure that is representative of both the regional and development needs and clear to all that it represents a new phase in the future of refereeing in the Bay.</td>
<td>Use modern technology to communicate and learn collaboratively and remove distance, time and cost as being barriers to growth and development. (Distance Is Dead)</td>
</tr>
</tbody>
</table>
5. BLUE CARD CONCUSSION INITIATIVE

INTRODUCTION:

The Blue Card Concussion Initiative is the result of a trial conducted by the Northland Rugby Union in 2014. With player welfare being a major priority, the Northland Rugby Union was concerned that players who had sustained a knock to the head, were continuing to play rugby without obtaining the appropriate medical clearances. As a result they initiated a process to improve player welfare in relation to head knocks and/or concussion. The Northland Rugby Union were instrumental in initiating and implementing a very thorough and robust set of protocols and practices to be adopted in addressing this important player welfare issue.

As a result of this very successful trial, New Zealand Rugby has approved the introduction of the Blue Card Initiative in other provinces in New Zealand, and from 2017, the Bay of Plenty Rugby Union will be introducing the Blue Card Concussion Initiative to the following levels of rugby:

- All senior men’s and women’s rugby
- Any secondary school or junior rugby match where a “blue card” trained referee officiates the fixture. (Only referees that possess a “blue card” will be “blue card” trained.)

REFEREES POWERS:

The 2017 Laws of the Game of Rugby Union 3.9 states that if the referee believes a player has been concussed or suspects a player has been concussed, the referee must order that player to leave the playing area. That player must not return and play in that match. (Law 3.9) The Domestic Safety Law Variation 3.9B further adds, the referee must show a Blue Card to that player, and that player will be required to leave the playing area, and not return and play in that match. Further the player shown a Blue Card may not return to play in any future match without first meeting the requirements of the return to play protocol, as set out in the Blue Card Concussion Initiative.

REFEREE TRAINING:

All registered referees officiating the grades of rugby the Blue Card is being applied in, must undertake a specific training and development session focussing on identifying the symptoms of concussion. This training session must be conducted by an appropriate medical professional, approved by New Zealand Rugby. Dates for these training sessions can be found on our Calendar Of Events.

ON FIELD PROCESS: (Referee)

Issuing of Blue Card by Referee initiates:

a. Identification of concussed player on official team sheet,
c. BOPRU will forward a letter to the Club and player confirming that the player has been stood down from playing rugby because of concussion. This letter will outline the procedure to facilitate the player’s return to training and playing.
d. BOPRU will enter player and incident details into the Blue Card Concussion Initiative player register and note the projected return to train and return to play dates.

6. CALENDAR OF EVENTS

The Bay of Plenty Rugby Referees hold a large number of gatherings, some social, some educational, some fitness related. We also hold courses, some online, some that require your attendance. In order to find out when something is on, where it is being held and how to find out more information about it, we have a publicly accessible calendar called, “Bay of Plenty Rugby Referees Calendar”. It’s a Google calendar meaning it provides us with a number of distinct advantages:

1. It can be located in various different places at the same time.
2. An entry to one version automatically updated to all of the other locations.
3. You can link entries to addresses
4. You can link entries to days and dates.
5. Entries can be repeatable, meaning they can occur on multiple times.
6. Webpage links with online registration forms for courses etc can be embedded in the calendar event meaning you can be directed straight to more information about a course, FROM THE CALENDAR.

Our Calendar of Events is located in two distinct places,

OUR WEBSITE
http://www.boprugby.co.nz/community-rugby/referees/referee-courses-and-events/
OUR FACEBOOK PAGE
https://www.facebook.com/BOPRugbyReferees
7. CODE OF RESPONSIBILITY, CLUB COMPETITION RULES & POSITIVE RUGBY ENVIRONMENT

The Code of Responsibility, the Club Competition Rules and the Positive Rugby Environment webpage are three very important pieces of information that govern the way in which our competitions operate and the manner in which our stakeholders are to behave and perform their roles. To read more on these, follow the links below:


All of these place certain obligations on referees such as:

1. **Games are NOT to start until:**
   - completed team sheets are shown to the match referee that include a first and last name of the player, no nick names and no initials.
   - Barriers/ropes/safety pads are in place.
   - Event manager(s) is/are present and have made themselves known to the referee and each other’s counterpart.
   - The home team has 5 mins from the scheduled kick off time to rectify any deficiencies and the visiting team has 15 mins from the scheduled kick off time.

2. **The Referee is required to stop the game if:**
   - Coaches, managers, reserves, medics and/or water carriers venture outside their technical zones whilst the game is underway
   - Unauthorised persons remain inside the ropes
   - Any referee abuse or general disorderly behaviour of spectators is not being addressed by the appropriate Event Manager(s).
   - Any abusive/disruptive spectator or team member does not abide by any requests made of them by the appropriate Event Manager(s)
   - Any player ordered from the field who does not immediately leave the playing enclosure.

3. **If a fixture is called off prior to its completion due to behavioural issues, the referee is required to complete a REFEREE REPORT ON MATCH CALLED OFF report.**

4. **On every team sheet, the referee is to indicate whether the club has met its obligations in terms of fixture management.** The following questions appear on the team sheets:
   - (a) Was the field setup complete? Yes No
   - (b) Was the side-line manager present/effective?
     - Home team Yes No
• Visiting team Yes No
(c) Was the spirit of the fixture acceptable Yes No

5. Referees are to adhere to the match day protocol and report any breaches to the BOPRU, via the BOPRU Match Report. The referee is not permitted to waive the procedures contained in this policy. If they do so they accept responsibility as the Bay of Plenty Rugby Union Code of Conduct 2017 match official for the consequences that occur and realise they could have taken measures to rectify the situation.

8. EDUCATION

The Bay of Plenty rugby region is spread over a large area, from Katikati in the north, to Cape Runaway in the East and Murupara in the south. As a result of this, the Bay of Plenty is divided into three sub unions or regions:

Once a month, all three sub unions come together to meet as one group. These Baywide Meetings are held on the 1st Tuesday of each month.

For an updated schedule of the Baywide Meetings, please check our website http://www.boprugby.co.nz/community-rugby/referees/referee-courses-and-events/
Outside of the Baywide Meetings, the three sub unions meet within their own regions to continue the momentum generated from the monthly Baywide Meetings.

- **Western Bay of Plenty** – BNZ Cameron Road TAURANGA. Meeting room co-ordinator is Graeme Meyrick. Mobile: 027-271-5908

- **Central Bay of Plenty**- Referees Room Rotorua International Stadium Westbrook ROTORUA. Meeting room co-ordinator is Malcolm Fluker. Mobile 027-245-1411

- **Eastern Bay of Plenty**- Referees Room, Rugby Park WHAKATANE. Meeting room co-ordinator is Tony Dunlop. Mobile 021-933-879.

ALL THREE MEETINGS take place on Tuesday nights commencing at 7.00pm. Check the calendar of events to see when these start. The reason why all three meetings are on at the same time on the same night is because at 7.30pm all three meetings connect to each other using live streaming technology so that the education component can be delivered to all referees in attendance.

### 7. FIELD SET UP AND TECHNICAL ZONES

Technical Zones came into force for all club rugby matches from Under 11 upwards in 2015. Their purpose is to place the coaches, managers, medics, water carriers and reserves for both teams within a very confined and defined area as close as possible to the half way line ON ONE SIDE OF THE FIELD. The reason being is that when these people are removed from roaming up and down the sideline yelling and screaming at their players, the teams supporters are less likely to also yell and scream. By placing both technical zones side by side on the same side of the field, the supporters from both teams are more likely to stand in close proximity to each other and as a result, their behaviour, not only towards each other but also towards the match officials improves.

It is the host club or school’s responsibility to ensure that the fields are set up in accordance with the union’s rules, bylaws and code of responsibility.

Field and technical zones set up is one of a number of strategies introduced to improve the behaviour of crowds and spectators at all levels of rugby games.

These technical zones are to be marked with either control barriers, ropes, painted lines or cones.

These technical zones are to consist of 2 x 7.5 m x 1.5 m rectangular boxes located on ONE side of the field, one for each team. They are to be situated at least 7 metres back from the touch line (IF THERE IS SUFFICIENT ROOM) with one of it’s edges in line with the 10 metre line and the other near the half way line. (See diagram)
Where grounds have insufficient room to cater for the 7 metre clearance, common sense is to prevail and they are to be set back as far as practically possible from the touch line.

Where clubs have two fields operating side by side and where the space between the fields prevent 10 metres of clear distance between the touch lines and the control barriers, the two technical zones are to be erected on the outside edges of the fields and the area between the two fields is to be roped off to ensure NO PERSONS can access this area to watch the games. (See diagram)
Clubs MUST erect control barriers across both touch lines of each field in operation. This barrier must be **AT LEAST** 5 metres from the touch in goal line and dead ball line intersection and 7 metres from the half way line. (See diagram)

All team reserves, coaches, managers and water carriers must remain within the confines of the technical zone during the match. Medics and water carriers must be clearly identified (ie fluro bibs provided to the Clubs by the BOPRU in 2014) and are the only personnel permitted to enter onto the field of play during stoppages (tries, injuries, other stoppages).

**No bibs, no entry to field of play allowed by referee.**

It is the responsibility of Sub Unions to ensure that all grounds under the jurisdiction meet the required standards as prescribed in the International Rugby Board Laws of the game, and the competition rules prior to the commencement of the season.

Failure of clubs to fulfil requirements of above shall result in the home team venue being reviewed. Home games may be reallocated to a neutral venue at the discretion of the BOPRU Baywide Competition and Emergency Committee.
Referees are to conduct an inspection of their venue’s prior to the commencement of their match. Any field that is not set up in accordance with the competition rules should be brought to the attention of the home team’s management or ground Event Manager with sufficient time to remedy any deficiencies.

If these deficiencies are not rectified before the scheduled kick off, the referee has the authority to NOT start the match. A Referee Match Report must be submitted where a game does not go ahead.

8. Financial Membership

As a 1st year referee, (1st year referee, not first year to the bay) you’re exempt from paying subscriptions. From your 2nd year onwards, you’ll need to pay $40.00, unless you’re still at high school in which case it’s only $20.00. Subs are required to be paid by the 1st May every year. If they’re not paid by this date, you will not receive an appointment.

Payment can be made:
- Cash or cheque at a referee meeting
- Cash, cheque or EFTPOS at the Bay of Plenty Rugby Union office during office hours
- Internet Banking: A/C Number: BNZ 02-0466-0329270-00, A/C Name: Bay of Plenty Rugby Union Inc Reference: Your surname, First Name REFEREE SUBS

9. Fitness Training

Fitness training is an important component in refereeing and here in the Bay of Plenty our premier referees have access to one of the finest high performance sports training centres not only in New Zealand, but also in the world.

The University of Waikato Adams Centre for High Performance located at 52 Miro Street Mount Maunganui was opened officially on Thursday 28 April 2016. Bay of Plenty Rugby is one of a number of major tenants at this world class facility, including New Zealand Rugby 7’s (Mens and Womens) Body in Motion Physiotherapy, and Waikato University.

At the community level, the Western Bay Referees train as a group every Wednesday from 6.00pm – 7.00pm. During the summer months and while daylight saving is in operation, these sessions take place at Tauranga Boys College from January – April. Once daylight saving ends, these sessions occur at the University of Waikato Adams Centre for High Performance located at 52 Miro Street Mount Maunganui on Tuesdays and Thursday nights 6-7pm.

Eastern Bay Referees also hold their own fitness training sessions. During the summer months and while daylight saving is in operation, these sessions take place at Rugby park on Tuesday’s from 5.30pm – 6.30pm.

Once daylight saving ends, these sessions occur at 5.30pm on Wednesday’s at Sunnygymz, 9/11 Peace St, Whakatane 3120. We have a limited number of spin bikes reserved for our members to participate in a Spin Class.
10. **INTRODUCTION TO REFEREEING**

There are four forms of introductory referee courses available for 1st year referees to undergo, prior to commencing the referee career. They are:

“**You Make The Call**” is the course that high school students can undergo and it has 10 NCEA Level 3 credits attached.

“**Associate Referee**” course that all Associate Referees must undertake. All Junior rugby teams in the Bay of Plenty (under 6 – under 13) are required to provide 1 Associate Referee because the BOP Referees do not appoint referees to those games.

“**Assistant Referee**” course is designed for anyone wishing to be able to act as an assistant referee at school or club games.

“**An Introduction to Rugby Refereeing**”. In the Bay of Plenty, we’ve converted NZR’s resource workbook, “Introduction to Rugby Refereeing” taken this one step further and have created an Online Training Program for all 1st year referees that wish to undergo this. The NZRU workbook has a series of 14 modules and each module has been turned into a short video for you to watch and then complete a short self-assessment. The web address for the online training program is:

http://www.boprugby.co.nz/community-rugby/referees/online-training/introduction-to-rugby-refereeing/

As a first year referee it is highly advisable for you to undergo this self-paced online training program at your leisure. All the resources required can be downloaded from the website.

11. **LAW/DSLV**

World Rugby produce a law book every year and it can be downloaded from our website at: http://www.boprugby.co.nz/community-rugby/referees/forms-and-information/

World Rugby also created apps for:


New Zealand Rugby also produce a New Zealand Domestic Safety Law Variations and Small Blacks Laws booklet and a copy can be downloaded from our website here:

http://www.boprugby.co.nz/community-rugby/referees/forms-and-information/
12. **MOUTH GUARDS**

The wearing of a mouth guard in an approved manner is compulsory for all players at all levels of New Zealand Domestic Rugby.

Three minutes prior to the scheduled kick off of a fixture, both teams are to line up on each side of the half way line and show their mouth guards to the referee for inspection. Anyone found to not be in possession of a mouth guard at that time is NOT permitted to enter onto the field of play. If the game kicks off before they have retrieved their mouth guard, they may not re-join the match until the next stoppage in play.

Sanctions Once A Fixture Kicks Off:

On the first occasion that a referee observes a player not wearing a mouth guard, the player shall be ordered to leave the field and not be permitted to return until such time as the player is wearing a mouth guard in the approved manner. The team of the offending player shall not be permitted a replacement during the period the offending player is off the field. The player may return to the field of play at the next stoppage, once they have a mouth guard. If the offending player is unable to return wearing a mouth guard in the approved manner, then that player may be replaced after a period of 10 minutes (playing time) has elapsed.

This will be deemed to be a permanent replacement and the offending player will not be permitted to return to the field of play under any circumstances, except in accordance with Law 3.13, but then only if that player is wearing a mouth guard in the approved manner.

On any subsequent occasion that a referee observes a different player not wearing a mouth guard, that player is to be penalised and temporarily suspended (repeated infringement by a team)

Any player penalised for the 2nd time shall be sent off for a second yellow card offence.

NOTE: If a player produces a medical certificate stating they should not wear a mouthguard that player will be exempt from the requirement.
13. **Pathway To The Top**

**Referee Pathway**

**Pathway**
- WR Panel
- SANZAAR Panel
- NZR Panel
- NZR WTG

**International Rugby**
- Premier
- Development Div 1, Women’s Colts Super 8

**Senior Rugby**
- 1ST XV Under 14
- AIMS Games Tai Mitchell

**Secondary School Rugby**
- Under 11-13
- Bay of Plenty Rugby Referees
  - WBOP
  - CBOP
  - EBOP

**Junior Rugby**
- Under 6-10
- Introduction to Refereeing
- Associate Referee Course
- You Make the Call Course
- Former Player
- Parent/Coach of Junior Player
- High School Student

**Opportunities**
- RWC, 6N, RC
- S/R U20 RWC
- WR 7’s
- Nat 7’s U19’s
- Rep “B” Under 18-19
- Rep Under 13-16

High Performance Centre, 52 Miro Street, Mount Maunganui
**P:** 07 574 2037  **F:** 07 574 2046  **W:** www.boprugby.co.nz

Facebook: @boprugby  Instagram: @boprugby  YouTube: BOPRugbyUnion
14. **Referee Management Executive (RME)**

At the commencement of each year the Appointments Panel (formerly the Referee Advisory Group), made up of an area representative from each sub union, a BOPRU representative and a BOPRU Board representative meet to select the Referee Management Executive for the 12 month season. The current Appointments Panel is:

- **Western** – David Hodgson
- **Eastern** – Oloff Arnold
- **BOPRU** – Pat Rae
- **BOPRU Board** – John Dowling

**Eastern** - Geoff Kaye

The Referee Management Executive is a skill based selection panel charged with driving the strategic direction of the Bay of Plenty Rugby Referees. The Referee Management Executive (RME) consists of:

**Governance**
- Finance Portfolio – Stephen Wheeler
- Judiciary Portfolio – Geoff Kaye
- Statistics and Records – Malcolm Langdon
- Workplace Health and Safety – Sam Fellows

**Game Management**
- Senior Appointments Manager – Ian Crowe
- Schools Appointments Manager – Shane Forward
- Junior Appointments Manager – Malcolm Langdon
- Interchange Manager – Vacant
- Education & Training Co-Ordinator – Roland Bolton

**Resources**
- Gear Steward – Grant Wilson
- Recruitment/Retention – Pat Rae
- Communications (Social and mainstream media) – Thomas Bowater
- Social organiser – Vacant

**Match Officials Coaching/Support**
- Coaching Co-Ordinator – Craig Reilly
  1. Premier Panel Manager – Tony Dunlop
  2. “B” Panel Manager – Kelly Greer
  3. “C” Panel Manager – Pat Rae
  4. Junior Panel Manager – Stephen Wheeler
  5. 1st Year Referee Panel Manager – Sam Fellows
- Strength and Conditioning Coach – Cameron Hodgson
- Law Programmer – Grant Wilson
15. Referee Reporting of Foul Play, Abuse, Match Called Off and Serious Injury

Both referees and assistant referees have a responsibility to report all instances of all temporary suspensions (yellow cards), send offs (red cards), serious abuse, games that have to be called off and any injury that requires an ambulance being called.

In the case of temporary suspensions (yellow cards), send offs (red cards), serious abuse and where games have to be called off, a Judicial Hearing may take place and in the interests of natural justice, the New Zealand Rugby Judicial Book places all match officials and anyone who wishes to instigate proceedings a maximum time of 48 hours from the completion of the match that the incident occurs in to submit their report to the provincial union having jurisdiction over the match.

**STEP ONE:**

As soon as possible after the completion of the match, all referees and assistant referees involved in the incident must ensure you have positively identified all players involved in the incident. This includes their full name, the team they played for, the number on their jersey and the position they played during the game.

**STEP TWO:**

All match officials must then call either their sub union Judiciary representative or the Referee Manager as soon as possible after the game and **BEFORE you submit your report** to discuss the circumstances surrounding of the incident and the appropriate reports to be completed. Those people and their contact numbers are as follows:

- Western Bay of Plenty Judicial Rep: Graeme Meyrick Mobile: 027-271-5908
- Central Bay of Plenty Judicial Rep: Geoff Kaye Mobile: 021-192-0184
- Eastern Bay of Plenty Judicial Rep: Tony Dunlop Mobile: 021-933-879
- Referee Manager: Pat Rae Mobile: 029-487-8429
STEP THREE:

Once you’ve discussed the circumstances surrounding the incident relating to your report, you MUST then fill out the particular report. This can now only be done ONLINE.

ONLINE FORMS

- Referee Report on Send Off
- Referee Report on Temporary Suspension
- Assistant Referee Report on Send Off
- Assistant Referee Report on Temporary Suspension
- Referee Abuse Report
- Referee Report on Match Called Off
- Referee Match Report
- Serious Injury Report

There is the possibility that you may be required to attend any judiciary hearing, either in person, or by telephone connectivity. Simply indicate on the online report what your preference is. You can elect NOT to be involved in the hearing if you don’t wish to be.

16. **WHAT IS REGISTRATION?**

At the beginning of each rugby season your Provincial Union Referee Education Officer (Referee Manager) will ask you to complete a NZRU Referee Registration Form. These forms are usually issued at your local RugbySmart Injury Prevention presentation.

By completing the registration form you will be registered as a rugby referee in New Zealand for that rugby season.

To read more on the registration process follow the link below:


**Benefits of being registered:**

Being registered ensures that you are recognised for your efforts and are supported by your local Provincial Rugby Union and the New Zealand Rugby Union. The New Zealand Rugby Union often show their appreciation to registered volunteers by sending special offers such as priority access to tickets for All Blacks test matches. Bay of Plenty Rugby Union offers Match passes for all club rugby and ITM Cup fixtures.

Registered rugby members are also covered under the **New Zealand Rugby Union Personal Accident Insurance Policy**.
17. **RugbySmart**

RugbySmart is an annual injury prevention course held at the beginning of every season to remind all coaches and referees of their responsibilities when it comes to minimising risk and injury to the players. Such is the importance of this yearly training is that you cannot referee until you have undertaken it. If you’ve come to us during the season, you will be provided with access to the presentation to undertake in your own time.

Rugbysmart course dates can be found on our calendar.

18. **Travel Claims**

Due to the extensive size of the Bay of Plenty, referees who travel are able to claim a small reimbursement from the union. Payments will be paid to all referees who travel to appointed fixtures under the jurisdiction of the BOPRU, Baywide meetings, and attendance at Judicial and Disciplinary hearings.

Travel is paid based on town centre to town centre charge out rate, not the actual distance you travel. Please refer to the mileage grid sheet.

Members must carpool to attend Baywide meetings and with other referees and coaches to get to games whenever possible.

Referee coaches will only be paid for travel to matches if a RRIMS report/Advantage4Me is filed for the referee/s. Travel on Interchange is at a pre-set Fixed Rate of 35c per kilometre.

In exceptional circumstances, travel to attend other meetings may be paid at the discretion of the BOPRU Operations Manager. It is not expected that referees will make claims for using company vehicles when they are not required to reimburse for private use of that vehicle.

In order to claim, please complete a Travel Claim Form on a monthly basis, listing all of the reasons for travel and submit this to the Referee Manager. All forms relating to travel claims can be found on our website: [http://www.boprugby.co.nz/community-rugby/referees/forms-and-information/](http://www.boprugby.co.nz/community-rugby/referees/forms-and-information/)

19. **Uniform**

1st year referees are entitled to receive a pair of socks, shorts and a polo shirt, green 1st year referee tee shirt, whistle, red and yellow cards and score cards upon completion of their registration.

In your second year, you become entitled to a white referee’s jersey, track suit and gear bag.

The gear steward is Grant Wilson. For all gear requests, please contact him on 027-321-5030 or reffright2u@gmail.com
20. **WORKPLACE HEALTH AND SAFETY**

The Bay of Plenty Rugby Referees comes under the Bay of Plenty Rugby Union and as a result, are subject to the latest Workplace Health and Safety Legislation. The union takes workplace health and safety very seriously hence the reason why so much effort is put into minimising risks for you at clubs and schools when performing your volunteer duties.

In saying this though, the BOPRU need your help in identifying potential risks or hazards that you may encounter during your travels. If you come across something during your travels, please contact our Workplace Health and Safety Manager, Sam Fellows sbfellows@hotmail.com for further assistance.

21. **WHERE TO FROM HERE**

Now that you’ve been inducted into the BOPRU Referees group, you’re now in a position to referee for us on a Saturday. Whether to start at Under 11 or Premier, the sport of refereeing provides many opportunities.

To make the most of these opportunities, consider the following important questions as you begin your career:

- Are you physically fit?
- Do you understand the game?
- Can you control your emotions?
- Are you able to commit to becoming a better referee?
- Do you have the right attitude?

Enjoyment is the key, if you’re not enjoying your role as a referee then there will be thirty players who are not enjoying your refereeing.
22. **NEW REFEREE CHECKLIST**

<table>
<thead>
<tr>
<th>Item</th>
<th>Person Responsible</th>
<th>Date Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Form Completed (online or paper)</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workplace Health and Safety Form Signed</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant Entry Course Completed</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Intro To Rugby Referee Course</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 You Make The Call Course</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Associate Referee Course</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rugby Smart Completed</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details added/forwarded to sub union area rep</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue Card Concussion Training Completed</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details provided to sub union education co-ordinator</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Induction Manual Sign off</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details Added To Who’s The Ref</td>
<td>Referee Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginners Uniform Issued</td>
<td>Gear Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned to PANEL OF REFEREES and 1st Year Referee Mentor Assigned</td>
<td>Coaching Co-Ordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. **DECLARATION**

I ______________________________ hereby declare that I have read this manual and I understand its contents.

Signed: ____________________________

Date: ____________________________