



# Game Week Procedures

## Match week – Home team responsibility:

1. **Monday**– Contact the referee assigned to your match using the schedule and google doc link. When confirming the match it is generally advised to include the match date, KO time, pitch location, a contact phone number (a member of the team) and any other pertinent details (color of both teams kits if known, where to park, etc.)

Contact the oppositions Match Secretary can be found on the google doc with all the clubs contacts and confirm they will be travelling with a full squad. When confirming the match it is generally advised to include the match date, KO time, pitch location, a contact phone number (a member of the team) and any other pertinent details, such as but not limited to (bathroom facility availability, water availability, pets allowed or not, where to park, if there is a social afterwards, type of playing surface, main color of kit- especially if you only have one kit, and any other pertinent rules that your school may have and be helpful to know for the visiting team and their spectators, construction going on in which they may have to navigate around, etc. etc. etc.).

If by **Wednesday** evening you have not received a response from the referee that you was listed and you tried to contact on Monday, let Randy Campbell and myself know. Likewise, if a referee has not heard from a team by Monday at 5 p.m. the week of the match, they have been instructed to **NOT** go to the match.

## Both teams

2. Day before game, fill out Competition Management System (CMS) Roster and print 3 copies (1 for referee, 1 for opposition, 1 for yourself). CMS is located at [usarugbystats.com](http://usarugbystats.com) each club has a unique sign-on associated to their club. It is a wise idea to have more than one person know this sign-on for various reasons (person is sick or can't get to a computer to fill out CMS, player or coach leaves and is no longer associated with the school, etc). If a player is not showing up as a drop down player, it probably means they have not CIPP'd or CIPP'd for a wrong club. If it happens to be the latter, I would notify USA Rugby and they can switch the player.

## **Game Day – Home team:**

1. Pick up referee if required.
2. Have a pre-match conversation with the referee and indicate if changing and restroom facilities are available.
3. Invite the referee to the after-match function (if there is one).
4. Assist the referee with transportation if needed

## **Game Day – Both teams:**

1. Have Front Row Waiver form completed and signed and presented to the referee along with CIPP roster with all players clearly marked – jersey number and Front-row eligibility. Front Row Waiver form (attached in this email.)
2. Prior to kick-off, exchange completed and signed CIPP roster with the opposition and conduct a team check-in against roster and school ID card, and if everything is OK, sign the opposition's roster. If there is a question on eligible student, it is at this time **BEFORE** the game starts that you notify the referee that you are playing the game under protest due to the certain questionable player.
3. It can be helpful to use the running score form and the player movement form during the game as this information will be needed after the game when you are to fill out the CMS Match Results. The forms are attached to this email.
3. Confirm scores and discipline issues with referee before the referee leaves the venue.

## **League Match Post Game Responsibilities – Both teams:**

It is a requirement that a Referee Assessment be completed by the coach of each team by Monday following a game and a copy of the received assessment sent to Randy Campbell via email. It is imperative that good positive or negative constructive feedback be given about the referees ability, so that it can be used to help better the referees in our Referee Society and is also used for promotion and referee necessary observing purposes. (Just saying the referee was horrible, is not valuable information. However, saying that the referee was constantly out of position at the breakdown or scrums, is much more valuable.) If you film your games, let Randy know where he can see it at, so he can also evaluate the referees and their positioning, etc, which will only be used for referee purposes and not given to other teams for scouting purposes, etc. Video is a great asset to a referee, just as it is to your players. If we want better referees, we need to get them game film, so they can watch themselves and see their strengths and weaknesses. Please send any and all game film to Randy Campbell or send him the links

to your game so that he can assess the referees as well. He will not share the film with other clubs, it is only for referee developmental purposes.

As stated earlier, CMS Match Results (trys, subs and cards) must be completed by Monday after a game week. Make sure to choose FINISHED at the bottom of the game page.