



Club Information and Using 'Who'sTheRef (WTR).

Background (WTR)

This document contains basic information on how clubs apply for referees and what you need to do when your nominated referee club contacts change.

'Who'sTheRef.'(WTR) is the system used nationally by the RFU / Rugby Football Referees Union for the appointment of all referees. North Midlands have been using this for many years and your registered club referee contact should be familiar with its workings.

The key to its success is the society being made aware of any changes to both the club's referee contact/fixture secretary and treasurer/person responsible for paying our match fee invoices. We only need to be notified when there **is a change of personnel** and preferably before the start of the season. If the information we hold is incorrect, then emails with the name of the referee appointed to any game associated with your club/school/university/college may go missing and potentially no referee for your game.

Therefore, if you have or are in the process of making changes to these key positions **we need to know.**

If you are a club coach or other club official, please check with your nominated club contact before applying for a referee. The club contact is the only person who can add referee requests to the WTR database.

Action.

When a change is necessary the following procedure should be adopted: -

1. The new person should go to the 'Who'sTheRef' website and register (www.whostheref.com)
2. In the comments box please provide the name of the club and position within i.e. referee contact/treasurer.
3. The incumbent should email NMadmin@northmidsrefs.co.uk to say they are standing down and provide the name of their replacement.

Registering the club finance contact is not essential. It's requested to ensure that Match Fee invoices are sent to the correct person. If you prefer these can be sent to the referee contact instead. If it's to go to the club treasurer or other club member, they will also need to register with WTR.

The society's club administrator will confirm by email when the change has been completed. Comprehensive information on how to use WTR can be found in the Support Hub available after logging into the site. This is appropriate to the referee club contact more so than the treasurer / other club officials.

In the first instance if you have any technical problems with WTR send an email to the address above.

Fixtures and Referee Appointments

Once a fixture appears on WTR you are not able to make changes. If you need to do so, follow the guidance provided in the next section.

All club league and games are added centrally and some junior games via the RFU Game Management System (GMS), but you need to make sure the details of the game appear correctly on WTR. PLEASE DON'T ADD GAMES TO BOTH GMS AND WTR

BUCS games are also added centrally or by the society and it should only be necessary to make changes when the date, venue or KO time needs altering. Again, please do not duplicate requests for referees. If changes are necessary, see the instructions in the section 'Amending Fixtures.'

School games should be added by the referee contact, however, in some instances National Cup games are added centrally. Please keep an eye out for these as the dates of the games are often incorrect and can cause confusion when it comes to appointing referees.

Any other CLUB game where you need a referee, both senior and junior should initially be added via GMS. This will ensure that games are recorded in accordance with RFU requirements. Fixtures appearing on GMS automatically filter down to WTR for the appointment of referees.

However, we recommend that you always check WTR to make sure the game is on the referee's system.

When a referee is appointed to your game and accepts the appointment the nominated club contact will receive an email with their contact details. You must confirm the game with the referee preferably by speaking to them directly at least 72 hours beforehand.

Referees are instructed not to attend appointments unless the game has been confirmed.

If your club coach or any other interested party wishes to establish if a referee has been appointed to a specific game, you can do so by going to the Society Web page (www.northmidsrefs.co.uk) and selecting 'Clubs' and then following the link 'Latest Appointments.'

Cancelled Matches

Please refer to the RFU notice dated August 2022 on Clarification of Regulation 6 (appears on the Society's Website). This provides guidance on the decision making when it comes to the procedure for cancelling matches. It applies mainly to League games, but the basic procedure is still relevant to all games.

If after confirming the referee the game is cancelled due to the weather or some other reason the referee contact MUST: -

1. Immediately notify the referee.
2. Email the appropriate appointments officer (see below) so they can update WTR and copy in the society Administration Officer (NMadmin@northmidsrefs.co.uk)

WTR is an integrated system and if the game is not showing as cancelled on the society WTR database it will appear on the Match Fee invoice and a fee will be charged.

If you do not inform the referee that the game has been called off and they travel to the match to find no game, you will be charged a Match Fee as the society will need to reimburse the referee his travel expenses.

Amending Fixtures appearing on WTR

If a club needs to make changes to league games in the first instance, contact your league secretary. They should authorise the alteration and make the change centrally via GMS.

In the case of all other club, BUCS, school, Sunday or midweek fixtures contact the appropriate Appointments Officer below who will update WTR.

Administration Support and Appointments Team (2024/25)

This coming season will see a change to the way the society have previously operated with the introduction of an Administration Support Officer, and they can be contacted by emailing NMadmin@nirthmidsrefs.co.uk. Any questions you might have and changes you might wish to make to your WTR account/fixtures/appointments, should be directed to Administration Support using the email above. Answers to most WTR queries can be found in the Support Hub.

The society lead appointments team is as follows and can be contacted if you have any issues: -

Saturday Appointments - Mike Jones – telephone 07887 354916
Email – appointments@northmidsrefs.co.uk or bridgnorth93@gmail.com

Saturday Re Appointments / Summer Rugby – Vince Minto - telephone 07898 329471
Email reappoint@northmidsrefs.co.uk

Exchange Appointments – Mike Spencer – telephone 0121 6803415
Email exchange@northmidsrefs.co.uk

Sunday Appointments – Alex Nock – telephone 07736 051752
Email sundays@northmidsrefs.co.uk

Mid-Week Appointments – Phil Monaghan – telephone 07999 444930
Email midweek@northmidsrefs.co.uk

Young Match Officials Support (YMO) – Trish Bertrum-Clarke – telephone 07719 174081
Email -ymo@northmidsrefs.co.uk

Match Fees, Referee Expenses and the Training of New Match Officials

Between the **1st September and the 30th April**, the society is responsible for reimbursing referees' travel expenses.

For summer rugby (**1st May to the 31st August**) all appointments, including pre-season friendlies, clubs will need to reimburse any travel costs incurred by the referee directly to the official (allowance 45p/mile). No Match Fees will be levied in this period.

The Society is a not-for-profit organisation. We charge only sufficient to cover the referee's travel expenses and administration costs. However, this season will see a need for the society to

increase its referee match fee by £2.50. This remains very competitive when compared with other rugby referee societies.

The Match Fees for season 2024/25 will be as follows: -

Referee Fee - £27.50

Assistant Referees - £15.00 when requested.

There will be no charge for YMO training matches or when the society appoints a YMO as an Assistant Referee.

The society recognises the importance of training new officials and in some instances will be looking to appoint new referees and YMOs to suitable junior club / and U14/U13 school matches. As such you will be contacted by the society and in such instances, all match fees for these appointments will be waived.

Invoices are normally issued to both the referee contact and/or club Treasurer if known soon after the following dates: -

30th November 2024

28th February 2025

30th April plus a final mop up towards the end of May 2025.

Please pay these promptly as failure to do so may impact on the appointment of referees to your club.

For the coming season the Society Administration Support Officer (Tracy Pettingale) (NMadmin@northmidsrefs.co.uk) will be responsible for overseeing the procedure and collection of these fees and all questions should be directed to her

Ian Moreton
Finance Director
North Midlands Society of Rugby Football Referees.