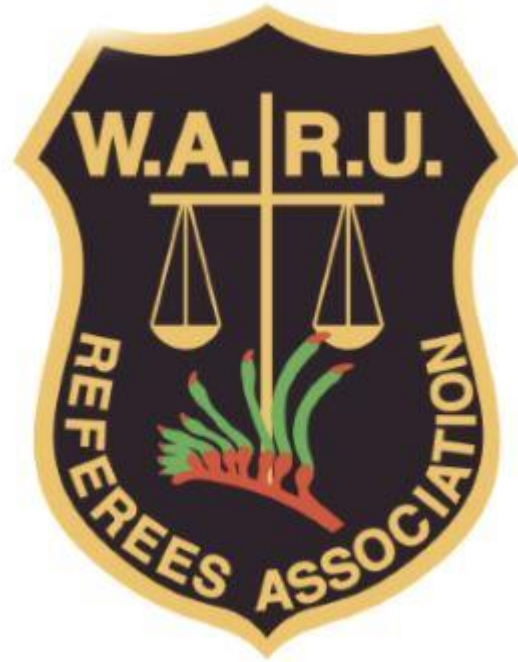




**WESTERN AUSTRALIAN RUGBY UNION
REFEREES ASSOCIATION
(WARURA)**



WELCOME PACK



WESTERN AUSTRALIAN RUGBY UNION REFEREES ASSOCIATION WELCOME PACK



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OVERVIEW

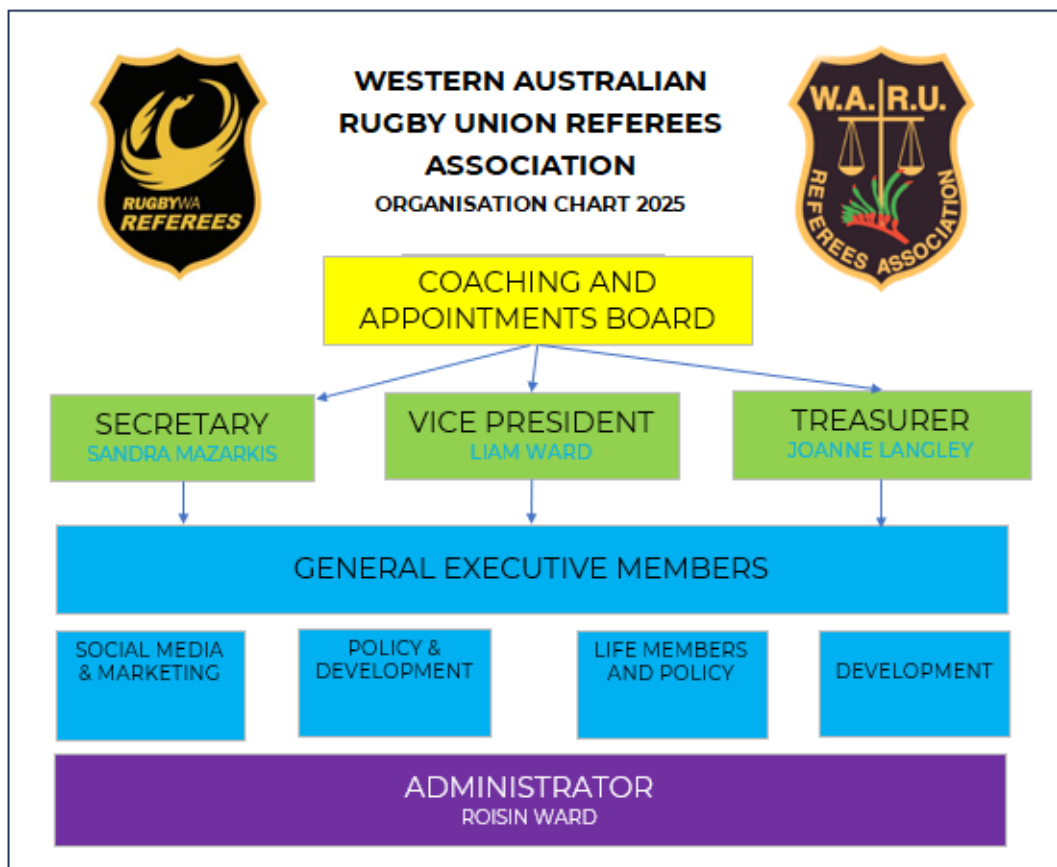
The purpose of this document is to assist new referees to get started and as an ongoing reference for all referees. This document will be updated regularly as necessary.

WESTERN AUSTRALIAN RUGBY UNION REFEREES ASSOCIATION (WARURA)

WARURA is an association registered under the WA Associations Incorporations Act. The WARURA and is the peak body for rugby union match officials servicing all competitions within the Perth area. Each week during the season we provide match officials to over 150 RugbyWA Senior and Junior matches. Our members include current and former international referees.

ABOUT THE ASSOCIATION THE STRUCTURE

The Following is guideline to the WARURA Organisation Structure. Members shown in Yellow and Green are elected at the Annual AGM





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The following roles and positions are nominated roles for various sub committees within the association.



CONTACTING THE COMMITTEE

Contacting the committee can be undertaken by referring the Contact register attached as an appendix to this document.

APPOINTMENTS BOARD

- Match Officials (MOs) and Match Official Developers (MODs) – overall strategy and performance. Grading & Appointments:



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- MOD – Contact for sighting requests and as part of the referee regrading process.

REFEREE DEVELOPMENT AND PATHWAYS:

- MO – Education & development information, interchanges, tournament opportunities, Development Squad information, and general guidance.
- MOD – Assistance with Development Squad education program, reports on individual members, and referee development opportunities including budget requests and tournaments. All coaches can also provide talent ID feedback.

REFEREE COACH DEVELOPMENT AND PATHWAYS:

- MO – Assistance on the pathway to transition from MO to MOD.
- MOD – Personal development as a referee coach, overall coach education program, and coaching development opportunities including interchanges and tournaments.

JUNIORS DEVELOPMENT AND PATHWAYS:

- MO – Opportunities for Junior referees including assistance with transitioning to Senior Rugby.

WOMEN'S DEVELOPMENT AND MEMBERSHIP:

- MO – Opportunities and support for female referees

GETTING STARTED

ACCREDITATION AND EDUCATION

As a minimum, both MOs and MODs are required to complete Smart Rugby, which requires renewal every two years. Similarly, you are required to complete Season Ready every year to ensure your underlying accreditations remain current. In each case, the expiry date of these accreditations is 1st April in the relevant year. These courses can be found in the Learning Centre of RX:



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Step 1

1. Using your PC go to the link: <https://myaccount.rugbyexplorer.com.au/>

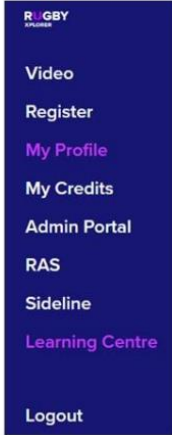
NOTE: We recommend using Google Chrome.

Some government and business emails and devices are stopping Rugby Explorer from opening. We suggest using a device not connected to the firewall, complete on a mobile with wi-fi turned off. Your business can also mark Rugby Explorer as a safe domain



Step 2

2. On the left hand side, click on Learning Centre




Step 3

3. Select the Profile for the person who will be completing the learning.

NOTE: You only need to click once, and a new webpage will open. Multiple clicks will log you out and redirect you back to the Rugby Portal


Select Profile for the Learning Centre

It is very important you choose the correct person as this education will be recorded against their member profile.



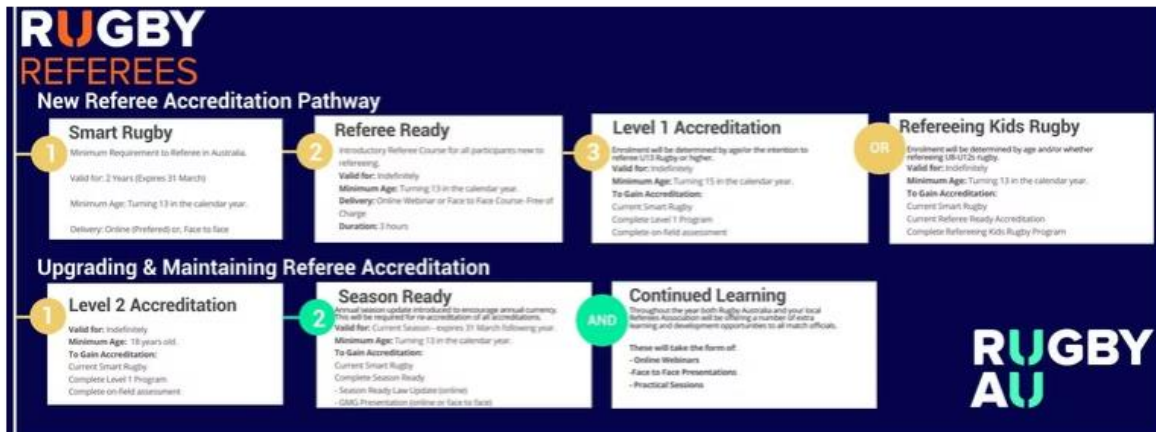
Step 4

4. Click **Browse Learning** up the top left and search for the course you would like to complete. E.g. "Referee Ready"



You should also complete the Referee Ready course which leads to accreditation as a Level 1 Referee. This can also be found in the Learning Centre. Once you have completed the course, the associated online components, and the Law exam, you will be ready to be field tested.

RugbyAU Referee Pathway





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GEAR

GEAR POLICY

We will support our members with appropriate kit to fulfill activities on behalf of our Association.

We are proud of the reputation that is associated with match officials wearing our kit and expect all wearing our colours to deliver on expectations that external stakeholders have on those that wear our kit.

There is no cost to our members for the kit entitlement, however members should be aware it represents one of the largest expenses of the Association. Members will wear the current active kit when representing WARURA and any older versions will only be worn in an emergency.

The kit is provided to fulfill activities on behalf of WARURA so only wear the kit when representing WARURA. Free replacement of kit due to wear and tear may otherwise be denied.

In return for the free entitlement, Members will support WARURA by fulfilling a reasonable level of activities.

Members should endeavour to take only what they need to fulfill their level of activity.

GEAR DISTRIBUTION

WARURA manages the ordering and replacement of gear through our online shop located here <https://belgraviaapparelshop.com/collections/wa-rugby-union-referees-association>

The shop indicates a cost for items, but if they fall within an entitlement then coupon codes will be issued to members for the appropriate discounts.

Collection of any orders is available by appointment at WARURA Education events. Should you be unable to attend in person, a flat rate shipping option is available at members' expense.



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WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Socks - Unisex
\$20.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Polo - Unisex
\$50.00



WA Rugby Union Referees | PRE-ORDER | NB DIAB Referee Rugby Polo - Unisex
\$50.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Coaches Polo - Unisex
\$50.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Spray Jacket - Unisex
\$95.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Wind Pants - Unisex
\$70.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Travel Shorts - Unisex
\$45.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby SS Tee - Unisex
\$45.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby LS Tee - Unisex
\$50.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Hoodie - Unisex
\$80.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Puffer Vest - Unisex
\$85.00



WA Rugby Union Referees | PRE-ORDER | NB Referee Rugby Backpack
\$80.00

FITNESS AND TRAINING

FIELD TESTING

You are now ready to step onto the field for the first time. You will be appointed to a match that suits your age, fitness, and experience and a match official developer (MOD) will be appointed to assess you.

This may involve meeting the MOD before the match, wearing communications equipment so the MOD can hear you, and then a post-match debriefs with the MOD.



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The MOD will then report to the Development and Appointments Board (AB), who will provide you with a grading. This grading will then determine the level of your future appointments.

Gradings are reviewed regularly, with an updated list published once or twice per year. Like referees, matches are graded, so when appointments are made, the AB will attempt to match referee gradings with match gradings. However, there is some flexibility in this process to accommodate referee logistics, coaching, learning opportunities, and weekly availabilities.

TRAINING

As part of your membership subscription, WARURA provides free fitness training to all members. The program is tailored to suit all levels of fitness and age, assists preparation for fitness testing, and provides an informal forum for mixing with your refereeing colleagues.

REFEREE ETIQUETTE AND TIPS & TRICKS

KNOW YOUR COMPETITION RULES.

Each competition has its rules which deal with issues such as match duration, subs, time out for injury, and related issues.

ALWAYS FINISH YOUR MATCH ON TIME.

The trickle-down effect of matches running behind can be significant, especially with an increasing number of games being broadcast. Shorten up the halves, shorten halftime, and adjust. The match following yours **MUST** start on time.

NEVER “NO-SHOW”.

A “no-show” is where a referee is appointed but does not turn up and there is no advice to the contrary. If you cannot make it to your match, you **MUST** let the AB know.

UNAPPOINTED MATCHES.

If you step in to referee a match to which you are not appointed, notify the Appointments Board. This will cover you for insurance and ensure you are reimbursed.



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BE POSITIVE.

If you think you should be refereeing the World Cup Final, but instead find yourself refereeing a 4th grade match, look for the positives (easier travel and you finish earlier in the day).

ARRIVE EARLY.

Absolutely no later than halftime of the match before yours, but ideally, before that. Weekend traffic is only getting worse, and parking at some grounds is scarce. Better to be early and hang out with referees from earlier games, than run onto the field frazzled and agitated. Allow even more time if you are being coached, or in a team of three with communications equipment.

Know Your Grounds. Some grounds have annoyingly similar names or multiple fields with different parking and access issues. Do not be caught out!

Back Up. If there is a match after yours, and you, or anyone else, is not appointed to AR that match, hang around in case the following referee is injured. It is also a good opportunity to mix with others – you never know whom you may meet or what you may learn!

COMMS KITS.

Rule of thumb, AR2 in a match with “team of three” communications equipment will be responsible for setting it up, as AR1 will be going straight from refereeing to AR, and the match referee will be involved in pre-match and warm-ups. Know how the kit works, and how to set it up and put it on. If you are not sure, just ask.

JUST ASK.

There is a lot to learn, but plenty of resources to help with that too. Find a face you know, talk to your colleagues on match day, or contact any of those listed here, and you will be pointed in the right direction.



APPOINTMENTS

WARURA is responsible for appointing to the following competitions:

- RugbyWA Rugby Union Premiership
- RugbyWA Women's Rugby Union
- RugbyWA Junior Rugby Union

Appointments are made by the AB, considering referee gradings, match gradings, referee coach feedback, availability, logistics, and other factors.

During the winter season, these appointments will usually be sent to members on the Tuesday before the weekend's matches, by the Appointments Board.

For summer, 7s, tournaments, representative matches, and other fixtures, appointments are made on an ad hoc basis but also in consultation with the AB.

AVAILABILITY

Although appointments are only advised the week of the match, planning of appointments has at least a two-week lead time. Therefore, as a courtesy to the volunteers planning appointments, please block out any unavailability at least a fortnight in advance.

If something comes up within that fortnight window, please contact the AB immediately. To block out unavailable dates, log in to RX, scroll down the menu on the lefthand side (if on a computer), click on "Availability" and follow the prompts. A good habit is to review this weekly as your diary and commitments change.

The Availability portal can be found here:

<https://myaccount.rugbyexplorer.com.au/referee>

SEASON PLANNING

Contact should be made with the CAB and Developer Captain as the start of the season to develop your own season plan. The CAB can then utilise this to assist you in your development and undertake assessments.

DEVELOPERS

Developers can be utilised upon request and should be organised through the Club Developer captain.



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REFREVIEW

RefReview, formerly RefLIVE, is the tool used for referee coaching. Referees being coached will be advised at the time of their appointment and will be expected to complete a “Community Referee Self Review”. After the match, the referee coach can provide feedback.

To access RefReview, log in to RX. It is the menu item above “Availability”.

Ideally, have your “Self Review” completed no later than close of business the day before your match, to provide your RC with time to read it and prepare.

RefReview can also be used to provide Match Feedback – please do so. This provides data about the behaviour of teams and clubs.

SEND-OFFS

Send-offs (red cards) and blue cards need to be reported to the appointing officer. In most cases, this will be the Appointments Board or the Liaison Officer.

In each case, message the above **as soon as you can**. For red cards, complete a Send-Off Report by close of business Sunday. The Send-Off Report can be found in RX, under “Appointments”. Find the match you were refereeing, click on the “Send-Off Report” button, and fill in the fields.

HOT TIP: Before you leave the ground, you will need the following:

- Player’s name (red and blue card)
- Player’s number (red and blue card)
- Score in the match (red only)
- The signs and symptoms observed (blue card only – also ensure the player’s manager has been told the signs and symptoms)
- Where on the field the incident occurred (red only); and the time during the match when it occurred (red only).



TECHNOLOGY

COMMUNICATIONS TECHNOLOGY

The use of communications equipment for our match officials has transformed match official development. WARURA has invested heavily in this area, and we now have a fleet of many sets of Team of 3 (To3) equipment and all Referee Coaches have a coaching kit to listen in to the Referee. As a result, most Senior Matches will have To3 equipment.

EXPECTATIONS OF MEMBERS

The Referee is primarily responsible for sourcing obtaining communications gear for their To3.

If WARURA ARs are appointed, you should be using comms kits if available.

The referee is responsible for each kit and should note they have a value of either \$6,000 or \$2,000 to replace.

Holders of the kit will update the logistics management sheet in a timely manner and as a courtesy to all.

Holders of the kit will promptly advise RefOps of any issues with the equipment.

Failure by a member to take these expectations seriously will cause the use of comms kits by that member to be reconsidered by the Executive.

GAME REVIEW TECHNOLOGY

A significant part of our focus on continuous improvement is for our match officials to own their own development.

WARURA seeks to strongly support this with the provision of, and access, to tools and technology for match officials to review their performance.

This is provided in addition to the people-based coaching and squad structures that are in place.

Should you have any questions or issues with respect to accessing the available tools, please contact admin@rugbywarefs.com.au.

Where some match footage is stored on the Hudl platform members will be provided with access to review their games.

A significant number of Seniors fixtures are streamed via Hudl and available to review.



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If no coach is on ground, some Referee only Comms kits are available to allow comms to be heard with vision. Please contact Ref Ops should you wish to use these kits.

CONTINUING EDUCATION

In addition to the initial education requirements, WARURA runs regular Education Nights throughout the season.

The locations rotate between our home at RugbyWA HQ and other rugby venues around Perth such as schools and clubs.

Members are strongly encouraged to attend as many meetings as possible, and those with aspirations to improve should make the utmost effort to do so.

THE THIRD HALF

Rugby would not be rugby without the “third half”. Just as it is for the players, the social fabric of the game is an integral part of match officiating.

With matches across the Perth basin, connecting with each other can be a challenge. Therefore, in addition to our Education Nights, we organise regular social events throughout the year, such as:

- Season Launch – the season kick-off! Watch some rugby, talk some rugby, review some rugby, all in a social setting.
- Test Referee function. We host the incoming international referees for the Perth Test matches.
- An all-member function with mingling, nibbles, a Q&A and a catch-up.
- Annual Presentation Evening. Our night of nights, celebrating all that was good about our year.

If you would like to be involved with our social activities, please contact Ben Jones from the Executive Committee.



RESPECT RUGBY AND REFEREE WELFARE

Fortunately, rugby has a particular culture, and crowds are generally well behaved. However, that is not always the case and everyone in the rugby world wants to stamp out negative behaviours.

The first step in doing so is to report it. This serves three purposes:

- It deals with the immediate perpetrators;
- It paints a picture and pattern of where the behaviour exists; and
- It increases the chance of preventing it from happening to one of your colleagues.

If you are not sure whether to report an incident, speak with a colleague, your referee coach, or anyone from our executive, and they will help you through the process. Referee welfare is paramount, so to support that, there is welfare protection and behavioural policies to protect both our referees and our game. These can be found on our website under the Resources page. Please ensure you are familiar with these policies.

If you need further support, please contact the Executive Committee.



EXPENSE REIMBURSEMENTS

REIMBURSEMENT AMOUNTS

WARURA has negotiated rates for the match official services that we provide across all our competitions. All income collected for the provision of referee services from regular and ad hoc fixtures is distributed to our members.

The negotiations with each competition differ with respect to their requirements but the intent is that, with just a few exceptions, all our match officials are equitably reimbursed for their effort and cost.

WARURA underwrites the base amount in the table below as the minimum for the upcoming season..



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| 2025 Referee Reimbursements | | |
|--|-----------|-----------|
| Juniors | | |
| XV's | Referee | Ref Coach |
| Under 11's | \$ 55.00 | \$ 27.50 |
| Under 12's | \$ 55.00 | |
| Under 13's | \$ 60.00 | |
| Under 14's | \$ 65.00 | |
| Under 15's | \$ 70.00 | |
| Under 16's | \$ 70.00 | |
| Under 17's | \$ 70.00 | |
| Under 18's | \$ 80.00 | |
| Finals (4/5 Appointments) | \$ 30.00 | |
| AR's - Finals & 4/5 | \$ 30.00 | |
| Seniors | | |
| Colts | \$ 80.00 | \$ 27.50 |
| Championship / Community Grade (35min Halfs) | \$ 90.00 | |
| 3rd Grade / Community / 4th Grade (30mins) | \$ 80.00 | |
| 2nd Grade | \$ 90.00 | |
| Premier | \$ 110.00 | |
| Women Premiership | \$ 90.00 | |
| Womens Community Grade (Includes 10s) | \$ 60.00 | |
| Assistant Referees (Appointed Roles only) | \$ 30.00 | |
| AR's - Finals & 4/5 | \$ 30.00 | |
| 7's Competition Event Reimbursements alter based on Games and how long the event goes for. It may result in a flat rate but you will be advised prior to the event. | | |
| Juniors | \$ 30.00 | Day Rate |
| Seniors Social | \$ 30.00 | |
| Seniors Women | \$ 30.00 | |
| Seniors Open | \$ 30.00 | |
| AR's - Finals & Premier each x 2 | \$ 20.00 | |
| PSA COMPETITION | | |
| 1st XV | \$ 85.00 | \$ 27.50 |
| 2nd XV | \$ 80.00 | |
| Shield (Y10/11) | \$ 75.00 | |
| AR's - Finals & Premier each x 2 | \$ 30.00 | |
| SPECIAL GAMES | | |
| XV's | Referee | Ref Coach |
| Defense Forces | \$ 80.00 | |

REIMBURSEMENT PAYMENTS

WARURA reimbursements are calculated and paid into the bank account nominated on the Referees RugbyXplorer account.

Members must upload their bank details to their RugbyXplorer account in order to be reimbursed. The Executive has decided for 2025 that they will reinstate manual payments being processed every fortnight for Junior Members and Students and twice per year for Seniors. Deductions for Registrations and the



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Annual Dinner will be made by the Association in each pay run. As per tradition, if you do not inform the Association that you cannot attend the Annual Dinner you will be charged. Partners and other guests are welcome as approved by the Executive and can be taken from your reimbursements or paid to the Association.



RESOURCES & LINKS

Where to find information

WARURA website <https://www.rugbywarefs.com.au/about> The source of all truth, this provides many resources and links including:

- Latest Appointments
- Wet weather information
- RX login
- Laws
- Game Management Guidelines (GMGs)
- Competition Rules (Premiership/Suburban/Schools/Women)
- Webinars

Facebook: Private group, so you will need to request to join: RugbyWA Referees

Instagram: @rugbywarefs

Reporting a Concern: <https://australia.rugby/about/codes-andpolicies/reporting-a-concern>

Respect Rugby (Match Official Abuse): <https://australia.rugby/about/codes-and-policies/reporting-aconcern/rugby-case?n=moa>

National Webinar Series:

<https://australia.rugby/participate/referee/videos/webinars>

GLOSSARY

- AR – Assistant Referee
- CAB – Coaching and Appointments Board
- GPR – Game Plan Review
- AB –Appointments Board
- MO – Match Official (referee)
- MOD – Match Official Developer (referee Developer, old Referee Coach)
- WARURA – Western Australian Rugby Union Referees Association
- RA – Rugby Australia
- RX – Rugby Xplorer