

DANSK RUGBY UNION REFEREE'S HANDBOOK



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1. Welcome to Danish rugby

On behalf of the Danish Rugby Union, we welcome you as a referee. You are an important figure on the pitch - without you, there is no rugby.

With this little handbook, we hope to be able to prepare you for your future assignments, knowing full well, that the most important learning comes from doing. You will no doubt be able to draw on your fellow referees' experiences and you are always welcome to contact the DRU, should you have any questions or need for advice/guidance (see section 12). You are also welcome to send us suggestions for this handbook. We aim to update it every year before the start of the season.

We thank you for your commitment and wish you all the best on the pitches!

2. Values

Passion, Unity, Respect, Discipline, Fair-play!

We are our values and they should be present in everything we do in Danish rugby.

Having said that, you will, no doubt, find that not everyone remembers this during the matches.

Players, coaches and leaders can be sanctioned according to World Rugby Laws of the Game and the DRU tournament regulations. Clubs should address any bad behaviour from spectators themselves.

Always remember the values yourself and report any indiscretions to the DRU. Nothing good rarely comes from too much debate on the pitch. In connection with the DRU age grade tournament, DRU has extra focus on good behaviour on the touch line. "Ambassadors" are nominated to help during the tournaments.

We would like to prepare you for difficult situations, but Danish rugby is no different from rugby worldwide. It is a family and a network. You are a part of this and we trust that you will be made to feel welcome in Rugby Denmark.



3. Kit and equipment

As a trained level 1 referee, you will receive a whistle and a set of cards (yellow/red). World Rugby's "Laws of the Game" can be downloaded as an app and has a dedicated website. If you need a hard cover version, we can normally help you (English version only).

Once you start refereeing, you will receive a kit (jersey, shorts and socks). Should the DRU not be able to deliver this straight away, you can, of course, referee in your own kit. It is recommended that you always have a spare jersey in your bag, in case of an unforeseen colour clash.

As a referee you represent the DRU. You are only allowed to promote DRU sponsors – and those we need more of. If you have any suggestions or contacts, we are eager to hear from you (contact Mikael Lai Rasmussen).

A certain level of fitness is necessary to referee. There are no requirements, but if you have ambitions to referee at top level and abroad, you need to be fit.

4. Before the match

We recommend that you arrive 60-90 minutes before a match/tournament. This will give you time to familiarise yourself with the set-up, to meet the teams/clubs, to change and to warm up.

This is also when you must receive the match reports from the teams (not applicable for Danish Sevens Championship tournaments nor age grade rugby). It is not your job to chase the reports from the teams, but you must understand, that DRU regulations state, that a match cannot be played before the two teams have filled in the reports and handed them to you. This is amongst other things to make sure, that all players have a license, which again tells us that they have their own accident insurance.

If a team wishes to observe a minute's silence in connection with the loss of a member this is, of course, okay. It must, however, be agreed with you and the other team well before kick-off.

Other observations must be agreed with the DRU before a match – and not made on your own initiative.

5. Match reports

There is a separate guide to the procedures concerning the match reports. See section 13.

As an extra service to the clubs, you can print a few match reports and bring them with you, but it is the responsibility of the clubs to have it ready for you.



6. After the match

You must fill in the score on the match report (incl. number of tries) as well as any misconduct (cards).

Yellow cards just need to be registered with player's name, license number and which sanction (e.g. H. Hansen, 5454, high tackle).

Red cards require a separate report with a description of the incident (link in section 12).

The match reports must be signed by the team manager or another responsible person from each of the two teams.

The match report is then sent to the DRU at info@rugby.dk (photo or pdf) as soon as possible after the match. No later than Monday morning for Saturday matches and for week day matches, the report must be sent in the following day.

The home club will most likely offer you something to eat/drink after the match and we hope that you feel like staying. This is also a good opportunity to answer questions from the teams, but you are not obliged to stay after the match.

7. Assessment

As a part of your development as a referee, the clubs can fill out an assessment card after the match. They can give this to you after the match – or send it to you or the DRU at a later stage. This is meant as constructive feedback and as a tool, which can help you to focus on areas of development – and for the DRU to support you in your efforts. Not many clubs take the opportunity to assess referees, so please feel free to remind them (se link in section 12).

8. Remuneration

DRU referees are not paid as such, but the DRU does offer remuneration and mileage. For the 2021 season, these are the amounts:

- 250 kr. for a local match (less than 25 km. travel to and from your home address). This amount includes the cost of your transport.
- 400 kr. for a tournament or several local matches (less than 25 km. travel to and from your home address). This amount includes the cost of your transport.
- 400 kr. added if you referee both Saturday and Sunday in the same weekend.
- Mileage + 250 kr. for a tournament or several matches (more than 25 km. travel to and from your home address)

State tariff for mileage in connection with tournaments and matches incl. age grad (more than 25 km. travel to and from your home address). State tariff for 2021 is kr. 3,44 pr. km.

Important: In order for you to receive the above remuneration, you must send in a DRU expense claim with receipts (see section 12) and your must have sent in the match report (or results from tournaments) as well as any reports on sending offs and/or sin-bins.

Remuneration and mileage are tax free according to Danish law. But please note, that you must have driven in **your own car** and mileage only covers the return distance from your home address to the pitch. If you travel by public transport, then this amount can be reimbursed if you send in the receipt with the expense claim form.

9. Education/development

Education is key for the DRU – and for you as an active referee. DRU has developed a referee’s pathway (section 13.1). As a referee, you are responsible for your own development in terms of e.g. match diary/self-reflection, sparring, training and education. DRU, of course, supports your development, but you are responsible. DRU’s referee education is managed by a World Rugby educator and when you pass referee’s courses, you will receive a World Rugby certificate, which is valid worldwide.



Course fees are normally covered by your club, but if you are not a club member, then you can contact the DRU for a financial agreement.

DRU offers level 1 referee courses in the Spring and level 2 courses in the Autumn (as a general guideline). Furthermore, there are Sevens referee courses approximately every 2nd year.

DRU also offers referee courses specifically aimed at age grade leaders and coaches (Kids First). At these courses, the instructors are experienced DRU referees.

Further education is managed at European level and requires nomination from DRU. There are good opportunities within international rugby, if you have such ambitions. International development is planned with the DRU Technical Director.

The DRU has a good network with several other unions, both in terms of exchanges, development and education.

10. Laws and regulations

All rugby in Denmark is played according to World Rugby Laws of the Game. There are exceptions, and these are defined in the DRU tournament regulations. At senior level, this is mainly to do with the managing of games/tournaments (and not in terms of the actual laws of the game). At age grade level the regulations are very specific and designed to support player development. It is very important to know the age grade variations before you referee at this level (links in section 12).



The DRU regulations also contains procedures for clubs, in case they want to make formal reports or complaints. Always refer to the regulations (or the DRU) if you are asked about this. In case DRU need further information from you as a referee, you will be contacted directly by the DRU administration.

As a referee, we expect you to pass the online World Rugby law exam each year before the start of the season.

11. Social Media

We are all connected – not least on social media platforms. You may experience public comments on your own or a colleague's refereeing. It can be positive and harmless, but never the less, you are not to engage in any public debate. Difficult situations may arise, where a club complains and includes yours or other referees' comments.

You are, of course, welcome to share your referee experiences (#RUGBYdk) as it may inspire others to start refereeing, but you cannot comment on matches, referees etc. This is both to protect you as a referee and to avoid influencing possible reviews and disciplinary actions.

DRU referees have a secret group on Facebook, where you can discuss matches, write reports of games, ask questions, seek advice etc. You are invited to join this group as soon as you start refereeing.

12. Contact/links

You are always welcome to contact us!

Please see contact information below as well as links to regulations, forms etc.

It is necessary for the DRU, always to have your active mail address and phone number, as well as your date of birth (for development purposes only).

Contacts:

DRU referee manager (appointments and technical sparring):

Mike Hawkins Tel. 50 84 57 89 / mail: lostohawk@live.com

DRU's administration (match reports, remuneration and disciplinary reports):

DRU Tel. 43 26 28 00 / mail: info@rugby.dk

DRU Technical Director (training and development):

Mikael Lai Rasmussen Tel. 60 13 82 25 / mail: mlr@rugby.dk

Links:

Dansk Rugby Union

www.rugby.dk

Download match reports, assessment cards, forms for disciplinary reports etc:

<https://www.rugby.dk/dansk-rugby-union/hent-dokumenter/category/18-kamprapporter-mm>

Download expense claim:

<https://www.rugby.dk/dansk-rugby-union/hent-dokumenter/category/19-udgiftsbilag>

Download tournament regulations:

<https://www.rugby.dk/dansk-rugby-union/hent-dokumenter/category/11-turneringsreglementer>

DRU Privacy Policy:

<https://www.rugby.dk/dansk-rugby-union/privatlivspolitik>

World Rugby's Laws of the Game (incl. law exam, download and links to app):

www.laws.worldrugby.org

13. Appendixes (on the following pages):

13.1 DRU referee's pathway

13.2 DRU guide to match reports

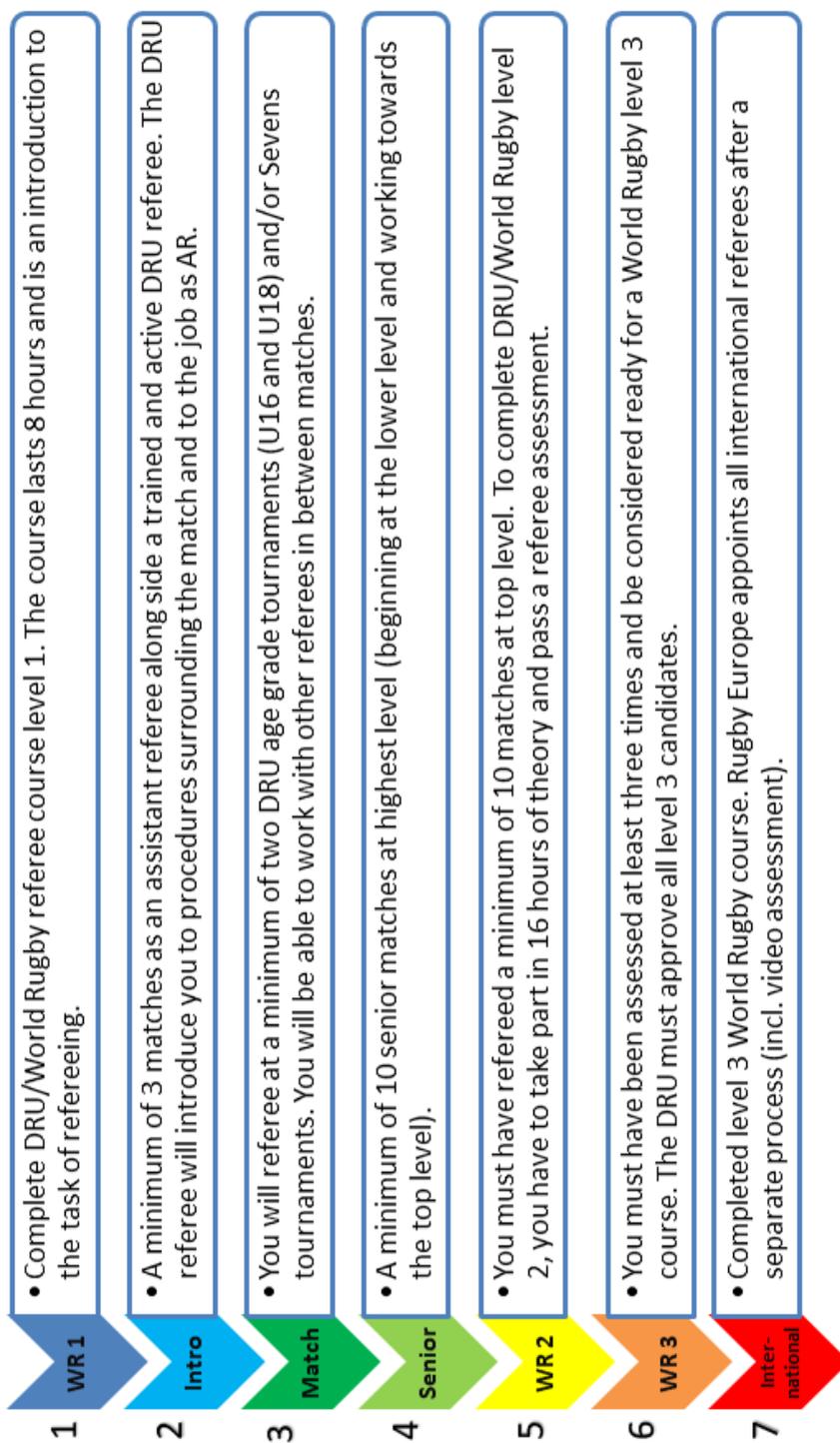
13.3 DRU match report with instructions

13.4 DRU expense claim with instructions



Dansk Rugby Union | Referee Pathway

This is a description of the pathway (and requirements) that we follow in connection with training and development of referees in Denmark. You enter the pathway at the level, that suits the individual referee. If you do not wish to referee, but would like to know more about the laws of the game see: laws.worldrugby.org or passport.worldrugby.org



Passion • Sammenhold • Respekt • Disciplin • Fairplay

SENIOR TOURNAMENTS 2021

Procedure for match reports

1. Match report can be downloaded as pdf at www.rugby.dk (download/kamprapporter mm.)
2. Well in advance of the match, the home team will complete their part of the report.
3. The match report is then handed to the away team upon arrival. Match report must be filled out in capital letters.
4. The away team fill out their part of the report and hands it to the referee **no later than half an hour before kick-off**. In case of no match report, the match will be considered as not having been played.
5. For divisions below the top division, the DRU accept the use of players from other clubs as long as these have a DRU license. These players must be included on the report (name, clubs and license number). Use of players from other clubs can result in a warning, but only if the opposition write a protest on the match report.
6. After the match, the report is completed by the referee. This includes any reports of players (cards). Yellow cards are noted with name of player, license number and the offence. Red cards must be noted on the report and a further report must be made separately. Final score incl. half-time score and number of tries are also filled in by the referee. The referee sends the report to the DRU (along with any player reports) using info@rugby.dk. If a team wants a copy of the report, they can contact the DRU administration.
7. For one day tournaments each team will fill out one report pr. team. The referee of the tournament manager will send in these reports to the DRU along with any player reports (see procedure above). The tournament manager, the home club or the referee will send in all results to the DRU info@rugby.dk (as defined in the guides for the tournament in question).
8. Referees will not receive remunerations for matches/tournaments without match reports. However, it is not the referee's responsibility to make sure that the clubs adhere to the above instructions..

RESULTS:

Results are updated at the DRU website as soon as the match report has been received from the referee – normally the first weekday after the match has been played.

Appendix 13.4 DRU expense claim - see yellow markings as guidance – do not write in red markings

A	B	C	D	E	F	G
DOMMER: Transportgodtgørelse & udlæg						
For aktiviteter i Dansk Rugby Union. Skal indsendes senest 30 dage efter aktiviteten						
Navn:	J. Hansen					
Bank	Bankens navn					
Reg. nr.	4 cifre					
Konto nr.	op til 10 cifre					
Transport:						
Dato	Fra (adresse og postnr.)	Til (adresse og postnr.)	Formål og evt. hvem kørte med	Kørte km.	Udfyldes af DRU Konto	
12-apr	Din hjemmeadresse til banens adresse	FRK v HRK		100		
27-apr	Din hjemmeadresse til banens adresse	B&U		100		
Kilometer i alt				200		
Transportgodtgørelse				kr. 3,44	688	
Udlæg (vedhæft bilag)						
Dato	Beløbsstørrelse	Formål	Udfyldes af DRU Konto			
19-apr	kr. 250,00	CSR v CBS (lokal kamp)				
25-apr	kr. 400,00	DM Sevens Serie kvinder, Speed				
27-apr	kr. 250,00	B&U flere kampe				
I alt	kr. 900,00					
I alt beløb til udbetaling:		kr. 1.588,00				
			Dato	Beløbsmodtagers underskrift		
			Dato	Godkenders underskrift		