

INTERNATIONAL FIXTURES HOSTED BY SARU (WORLD RUGBY/AFRICA RUGBY)

DESCRIPTION	Tick Off once completed	COMMENTS
1. RULES & REGULATIONS		
a. Concussion Protocol (HIA) ¹	<input type="checkbox"/>	
b. Technical Zone Protocol ²	<input type="checkbox"/>	
i. Confirm team sheet process – (Footprint or Manual)	<input type="checkbox"/>	FootPrint
c. Heat Guideline ³	<input type="checkbox"/>	
d. Lightening detector (Yes/No) – if No follow BokSmart Guideline ⁴	<input type="checkbox"/>	
i. Contact details for SA Weather Service (http://www.weathersa.co.za/ or 012 367 6000)		
2. MATCH FIELD & VENUE		
a. Field adherence to BokSmart ⁵	<input type="checkbox"/>	
i. Safety in the Playing Environment ⁶	<input type="checkbox"/>	
b. Technical Zone ²		
i. Technical Zone marked out as per protocol	<input type="checkbox"/>	
c. Side-Line Management		
i. Sin-bin dedicated area marked out (min 2 chairs)	<input type="checkbox"/>	
ii. Side-Line Management dedicated area identified	<input type="checkbox"/>	
iii. SARU Support staff seating – with Sound Crew or TZM	<input type="checkbox"/>	As per agreement with SARU – Referees Department
d. Reserve Bench Area		
i. Reserve Bench area marked out	<input type="checkbox"/>	Not exceed ten (10) meters in length and two (2) meters in width.
• 11 Seating for 8 Reserves & 3 Management	<input type="checkbox"/>	
ii. Dedicated warm-up area for teams or not	<input type="checkbox"/>	

¹ World Rugby Head Injury Assessment (HIA) Protocol

² SA RUGBY Document Applicable: Side Line Management – Fifteens

³ World Rugby Document Applicable: Heat Guideline

⁴ BokSmart Document Applicable: Guidelines for Dealing with Lightning

⁵ BokSmart Document Applicable: Field Safety Standard Requirements for Rugby Played in SA

⁶ BokSmart Documents Applicable: Safety in the Playing Environment

REFEREES OPERATIONS CHECKLIST

DESCRIPTION	Tick Off once completed	COMMENTS
e. Match Officials Sound Technicians dedicated area within playing enclosure	<input type="checkbox"/>	2 seating's – usually behind the TZM
i. Parking x1 near Main stand	<input type="checkbox"/>	Access to expensive equipment & ability to exit quickly to be operational
ii. Confirm radio Links for both Teams (Ref/AR/TMO)	<input type="checkbox"/>	SARU – Referees Department
iii. SARU Support Staff separate radio coms – if applicable	<input type="checkbox"/>	SARU – Referees Department
iv. TMO Room - equipment setup	<input type="checkbox"/>	
v. Accreditation x3	<input type="checkbox"/>	SARU – Referees Department
f. Match Official changing rooms for officials (Both Genders)	<input type="checkbox"/>	
i. Clock	<input type="checkbox"/>	
ii. Energy drinks, Still Water, Platter (as per sponsor)	<input type="checkbox"/>	24 x Energy drinks and 24 x Water Drinks
g. Ball Retrievers changing rooms	<input type="checkbox"/>	8/10 people – includes Ball Retriever liaison officer
h. Seating arrangements for: (Usually behind the TZM)		
i. 2 Seats for the Match Official sound technicians	<input type="checkbox"/>	
ii. 1 seat for the Referee Side-line Manager (SARU)	<input type="checkbox"/>	
iii. 1 seat for the Ball Retrievers liaison officer	<input type="checkbox"/>	
iv. 1 set for the Match & Operations Manager (SARU)	<input type="checkbox"/>	
3. LOCAL SOCIETY		
a. Society Liaison Officer x1	<input type="checkbox"/>	As per agreement with SARU – Referees Department
i. Confirm Bomb Sweep of said vehicles	<input type="checkbox"/>	
ii. Confirm match officials escort arrangements to venue	<input type="checkbox"/>	
• A4 size SARU ID Poster x2	<input type="checkbox"/>	SARU will provide
• Soft drinks – if applicable	<input type="checkbox"/>	
iii. Confirm VIP parking at venue	<input type="checkbox"/>	
iv. TIE - if applicable	<input type="checkbox"/>	SARU will provide
v. Accreditation/Collection - Include Parking where applicable	<input type="checkbox"/>	As per agreement with SARU – Referees Department
b. Touch Judging Flags (x3) – 1 for hosting referee society.	<input type="checkbox"/>	SARU will provide the Flags
i. Tool to remove flag from handle – post match	<input type="checkbox"/>	
c. Side line Management Personnel:		All to Arrive 1½ Hour prior to Kick-off
i. Replacement - Controllers (x2)	<input type="checkbox"/>	As per agreement with SARU – Referees Department
• WR Jersey/Short/Socks/Tracksuit	<input type="checkbox"/>	SARU will provide – Return after Match
ii. TZ Manager – miked up and roams (x1)	<input type="checkbox"/>	As per agreement with SARU – Referees Department
• Jacket - #TakeUptheWhistle	<input type="checkbox"/>	SARU will provide
• TIE - if applicable	<input type="checkbox"/>	SARU will provide
iii. TZ Recorder (x1)	<input type="checkbox"/>	As per agreement with SARU – Referees Department

REFEREES OPERATIONS CHECKLIST

DESCRIPTION	Tick Off once completed	COMMENTS
iv. Time Keeper (x1/2)	<input type="checkbox"/>	As per agreement with SARU – Referees Department
• Main Stand – dedicated area	<input type="checkbox"/>	
• TIE - if applicable	<input type="checkbox"/>	SARU will provide
v. All completed the TZM World Rugby Online learning module:	<input type="checkbox"/>	Awareness Certificates provided to SARU – Referees Department
• Technical Zone Programme		
• Match Commissioner Programme		
• Keep Rugby Onside online programme		
vi. Accreditation/Collection for RC 4/5, TZM, TZR & Timekeeper	<input type="checkbox"/>	5 As per agreement with SARU – Referees Department
vii. Pre Test Workshop for Side-line Personnel:	<input type="checkbox"/>	
• Arrange a venue a day before the test		
• RC 4/5, TZM and Timekeeper to attend		
viii. Side line management documents and equipment:		
• Table and Chairs	<input type="checkbox"/>	1 Table (1m x 2m) & 6 chairs
• Branded Table cloth and Chairs covers	<input type="checkbox"/>	
• Sin Bin Documents (WR version)	<input type="checkbox"/>	8 of each
• Player Movement Summary Form (WR version)	<input type="checkbox"/>	3
• Substitutions cards (WR version)	<input type="checkbox"/>	15 per team – SARU – Referees Department to provide
• Replacement boards – according to sponsorship logo	<input type="checkbox"/>	
• Stop Watches and or other electronic equipment	<input type="checkbox"/>	
d. Ball Retrievers ⁷		
i. Ball Retriever Liaison Officer	<input type="checkbox"/>	1 seating – usually behind the TZM
ii. Ball Retrievers	<input type="checkbox"/>	X8
iii. Kitting		
• Jersey/Shorts/Socks	<input type="checkbox"/>	SARU will provide
• Warm Jacket/Track Suit	<input type="checkbox"/>	SARU will provide
• Green Towels x2	<input type="checkbox"/>	SARU will provide as per sponsor
iv. Ball Retrievers Course presented	<input type="checkbox"/>	Attendance list provided to SARU – Referees Department
v. Indemnity Forms signed off by parents	<input type="checkbox"/>	Copy provided to SARU – Referees Department
vi. Accreditation registration on FootPrint	<input type="checkbox"/>	Capturing by SARU – Referees Department
• Collection	<input type="checkbox"/>	8+1

⁷ SA RUGBY Document Applicable: BALL RETRIEVERS GUIDELINE

REFEREES OPERATIONS CHECKLIST

DESCRIPTION	Tick Off once completed	COMMENTS
e. Flag Bearers – (1 or 2 required)	<input type="checkbox"/>	As per agreement with SARU – Referees Department
i. Kit	<input type="checkbox"/>	As per agreement with SARU – Referees Department
• Jacket - #TakeUptheWhistle	<input type="checkbox"/>	SARU will provide
ii. Profile – Photo & short bibliography	<input type="checkbox"/>	Profile documents provided to SARU – Referees Department
iii. Confirm pole for big FLAGS and length required – if applicable	<input type="checkbox"/>	Profile documents provided to SARU – Referees Department
f. Water Carriers – one of the above flag bearers fulfil this role	<input type="checkbox"/>	As per agreement with SARU – Referees Department
i. Kit – SARU Society Kit as per sponsor	<input type="checkbox"/>	As per agreement with SARU – Referees Department
ii. Accreditation/Collection	<input type="checkbox"/>	1 / 2 As per agreement with SARU – Referees Department
4. Other		
a. 16Gig USB Flash Drive – x 2 (Referee & Springbok Team)	<input type="checkbox"/>	SARU – Referees Department will provide flash drive • Arrange copy of match prior to kick-off with SuperSport
b. Test Tickets	<input type="checkbox"/>	As per agreement with SARU – Referees Department 1 per side-line appointee, including flag bearer & liaison officer
c. Memorabilia		
i. Referee, AR 1/2, TMO	<input type="checkbox"/>	SARU – Referees Department will provide a memorabilia (x4) The memorabilia must refer to the official appointment
ii. RC 4/5, TZM, Timekeeper	<input type="checkbox"/>	Provided by Society: The memorabilia must refer to the official appointment (x4)

PRIOR TO MATCH DAY

- Check Markings and placing of Technical Zone
- Provide Managers handbook (x4) to Match Officials
- Confirm Time for Match officials to meet Team management

MATCH DAY

- Obtain Team sheets: 1½ Hour prior to kick-off
- Confirm HIA Start Time – Law 3.26
 - In elite adult matches, which have been approved in advance by World Rugby (pursuant to Regulations 10.1.4 and 10.1.5) for use of the HIA process, a player who requires an HIA:
 - Leaves the field of play; and
 - Is temporarily replaced (even if all the replacements have been used). If the player is not available to return to the field of play after 10 minutes (actual time) of leaving the playing area, the replacement becomes permanent.

Venue: _____

REFEREES OPERATIONS CHECKLIST

- Side-line:
 - Be mindful of external operators delaying replacements process. The replacements *Must First Be Confirmed By The TZM* and once done then the information may be provided to SuperSport as an example while the RC gets the player onto the field as quick as possible.

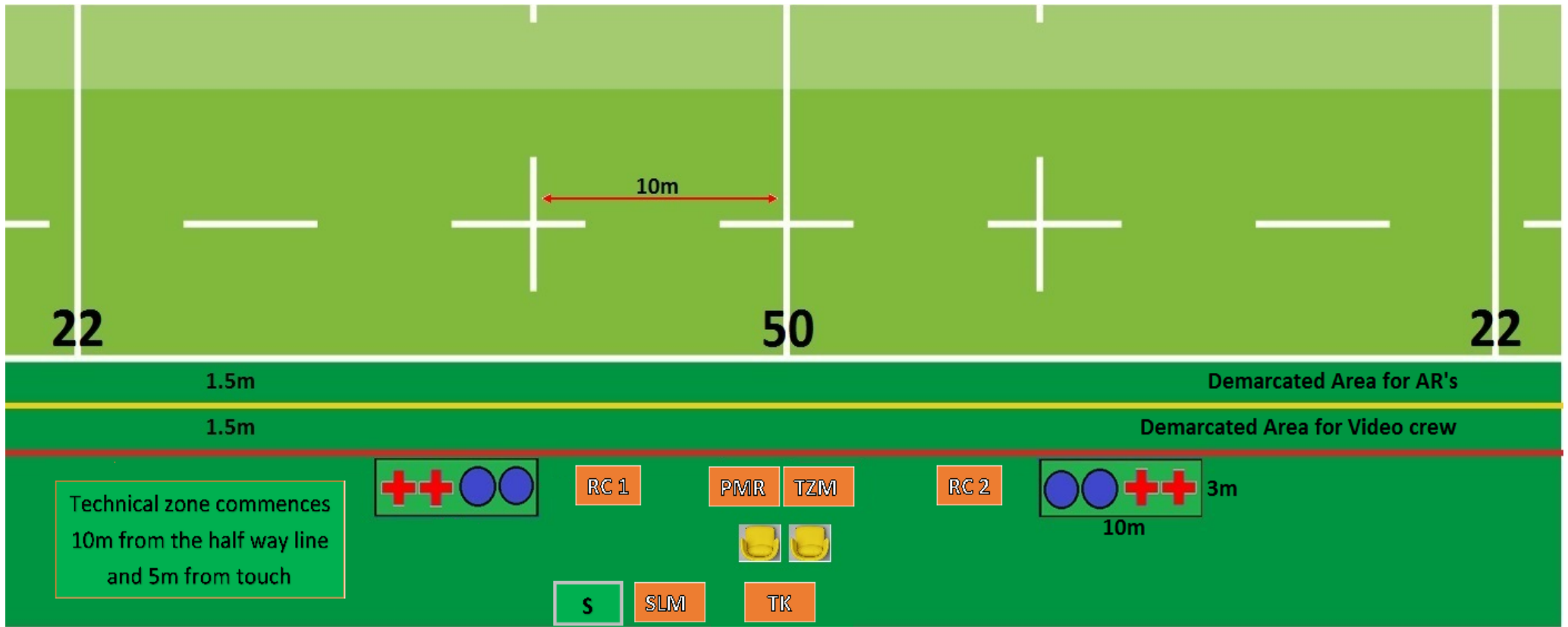
POST-MATCH

- Collect Player Movement Form, Sinbin/Send off reports and replacement cards.
- Collect all WR and Ball retrievers' kit that needs to be returned.
- Provide sound people with flash disk to obtain a copy of the match, including all sounds.

Notes:

Venue:

REFEREES OPERATIONS CHECKLIST



	Replacement Controller		Side-Line Manager (SARU)		Medically trained persons: Either a team doctor or physiotherapist
	Replacement Controller		Technical Zone Manager		Water Carriers
	Player Movement Recorder		Time Keeper		Temporary Suspension chair
	Match Officials Sound Technicians				