

TRRA



2019

MATCH OFFICIAL HANDBOOK



presented by

RefAudio Pro

MATCH OFFICIAL COMMUNICATIONS



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For more information visit:
www.TexasRugbyRef.com

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TRRA Vision Statement

The Texas Rugby Referee Association strives to be the leading Rugby Referee Organization by training and developing Match Officials to become the best possible in the state of Texas and across the United States.



Membership

TRRA Inc membership dues for the 2018 -19 competitive season are \$200.00. To be assigned a match by the TRRA, referees must be a TRRA Inc Member in good standing.

Membership benefits include:

- Monthly Training and Development meetings in Dallas, Austin, and Houston (Sep-May)
- Monthly Law testing (Sep-May)
- Online webinar each month (Sep- May)
- Regional outdoor referee athlete training by team of CMO's (Sep-May)
- Referee coaching and evaluations
- USARR approved fitness testing twice a year (Fall & Spring)
- Match Scheduling services with "Who's the Ref" match official scheduling software
- Match and Disciplinary reporting service with "Who's the Ref" match official scheduling software
- Match fee payment services
- Referee uniforms for new referee Members
- Access to RefAudio Pro Match Official Communication Systems
- Access to Solo Shot Cameras
- Free membership to Advantage Referee Development System



Match Official Compensation

To receive compensation, Referees must be fully paid Members of TRRA in good standing, complete the attached W9 form and sign the TRRA Referee Code of Conduct and return both to the TRRA at: info@texasrugbyref.com by September 30th, each year.

Match Reports must be submitted in Who's The Ref within 48 hours of match including all disciplinary reports.

Compensation:

TRU Men's Division 1: \$150

D1A Men's College: \$100

All other Competitions: \$70

At Large non-member: \$40

Assistant Referees: \$25 per day

Sevens Tournaments: \$100 per day

Performance Reviewers: \$50/assigned report including video

Referee Coaches: \$25 per coaching report

Payment Schedule:

Match fees are processed at the end of the month, and payment should be received no later than the 15th of the following month.



Match Compensation Structure

Match Official covers expenses associated with parking, tolls, the first 100 miles of car travel, and meals.

A Travel Bonus of \$100 is added for matches that required Members to drive more than seven hours. Travel times are based on your home address on file with "Who's the Ref" and travel time calculations based on 70 mph average.

Maximum payment for a single match including mileage reimbursement and travel bonus is \$300.00



Booking Standards / Reimbursement

All expenses submitted for reimbursement must include an itemized receipt. Expense reports must be filed using the TRRA expense form within 14 days of the completion of the event.

Under *no circumstances* will late expense reports be processed.

Flights:

All flights must be pre-approved by the TRRA Treasurer (treasurer@texasrugbyref.com) before booking. SouthWest Airlines is the preferred provider of flights.

Hotel:

All Hotels must be pre-approved by the TRRA Treasurer before booking. All match officials will be expected to share rooms (booked as doubles).

Rental Car:

All Rental Cars must be pre-approved by the TRRA Treasurer before booking. Match officials renting cars must have current drivers license and automobile insurance.

Mileage:

Match compensation covers the first 100 miles of travel in personal vehicle. Reimbursed rate is \$0.35 per mile for travel over 100 miles.

Meals:

Meals or stipends will be provided for TRRA tournaments and events that do not include match compensation.



Human Resources

W9 Form and Contracts

All match officials must file a W9 form to report miscellaneous income (IRS). This can be found in Appendix A.

Code of Conduct

All Participants must sign the TRRA Code of Conduct. Appendix B
The Code of Conduct must be signed annually and will be kept on file with the TRRA Treasurer.

Registration

Match Officials must be Cipp registered with USA Rugby and a Member of the TRRA Inc.

Must renew annual membership before accepting TRRA assignments.
Membership runs September through August each year.

Contact Information

Individuals are responsible to maintain accurate contact information on Who's the Ref.

Individuals are responsible to upload a recent headshot to contact information on Who's the Ref.



Disciplinary Reporting

Members must submit online Discipline Report form within 48 hours of event completion.

All Yellow Cards issued must be reported no exceptions. Form can be found on your fixtures page in Who's the Ref.

Red Cards *must* be submitted immediately following the conclusion of the match.



Other Expectations

Members should be proactive and involved with community level Referee development.

Elite - C1 and B grade Referees must present at a minimum of one Regional Referee Meeting (RRM), Local Referee Organization (LRO), State Rugby Organization (SRO), Geographic Union (GU), or College Conference meeting per year.

Please contact your RRO or REO to schedule this.

Certifications

- C1 and B grade Match Officials must be CMO1 Certified by May 1st, 2019.
- CMO must complete designated number of coaching reports.
- TRRA Referees must be Touch Judge and Assistant Referee Certified by January 1st, 2019.
- Courses are available to be taken online at USA Rugby.

Law Exam

- All TRRA Match Officials are encouraged to complete the monthly Law Exams to be considered for higher level appointments and exchanges. Law Exams will be distributed on the 1st of each month and are expected to be completed by the 14th of that month.



Other Expectations Continued

Fitness Requirements

- All TRRA Match Officials are encouraged to complete fitness testing to be considered for higher level appointments.
- Fitness testing will be made available to all TRRA Members at regional referee meeting once in September and February. Additional test dates can be scheduled by contacting info@texasrugbyref.com.
- **Target fitness scores for Match Officials:**
 - C3-C2 16 Yo Yo
 - C1-B Panel 17 YoYo
 - USA Rugby National Panel 18 YoYo
 - International and Pro Rugby Appointments. 18.5 YoYo

Dress Code

- All TRRA Inc. Match Officials must own and wear the official TRRA Rugby Referees BLK Kit, which consists of the following: Navy Blue Shorts, Socks, Green & Yellow Jersey; for all TRRA Inc. appointments in order to claim match fees and reimbursements.
- Additional BLK Referee Kit, including supplemental jerseys are available for purchase at:
<https://rugbyathletic.myshopify.com/collections/texas-rugby-referee>
- Wearing non approved kit is grounds to have match fees forfeited.
- Note: Fifteen Brand TRRA Kit is no longer considered official TRRA after August 2018.



Other Expectations Continued

TRRA Referee Development Fund

The TRRA Referee Development Fund was set up to offer up and coming referees International training opportunities and raise the standard of Match Officials in Texas. Through the generous donations of the Texas rugby community, the TRRA funds scholarships for selected Member Referees to attend the SAREf Academy in Stellenbosch, South Africa between March and May each year. Referees can donate their match fees to the Referee Development Fund by checking the donate box on their match report. All donations go directly to funding the training and development of TRRA Match Officials.



Stellenbosch Program Requirements and Procedures

Consideration is given to individuals that meet and have completed the following requirements. More information can be requested at academy@texasrugbyref.com

- Must be at least 18 years old
- Pass Pro level fitness testing
- Full Time Referee with the TRRA
- Minimum of one season as Referee
- Commitment to continue refereeing for the TRRA upon return for two full seasons
- Attend all regional TRRA Training & Development meetings
- Have the ability to travel internationally for up to 3 months
- Fund airfare to and from Johannesburg, South Africa
- Complete and submit application form by the end of the year.
- Present at least one training session/webinar upon return

2019 TRRA Inc. Officers

Chair - Scott Green

Vice Chair - Tim O'Gara

REO - Derek Summers

RATO HoD - Butch Neuenschwander

SCMO - John Stevens, Cesar Herrera, Steve Jarvis

RRO - Shawn Martin, Andrew Low, Ozzie Bayazitoglu

NRO - Cole Jones

Seven's Referee Manager - Kat Roche

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) * <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) *		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number																				
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person *	Date *
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

The purpose of this Code of Conduct is to set out clearly what conduct is expected of TRRA Inc. Match Officials.

Match Officials appointed by the TRRA Inc. to matches, need to maintain integrity for the success of the game, and it is imperative that Match Officials conduct themselves with the highest standards of honesty, discipline and fairness at all relevant times.

Making comments, including on social networking platforms, that attack, disparage or criticize the TRRA Inc, its members or any Match Official that represents the TRRA Inc. or any sponsor or commercial partner of the TRRA Inc. will be considered a breach of this Code of Conduct.

No TRRA Match Official may accept an appointment to a TRRA Inc. assigned match unless they have accepted and agreed to be bound and to abide by:

TRRA Inc. Match Official Code of Conduct 2017-18

- To be a positive role model for Rugby and its players, coaches, and spectators
- To operate within the spirit of the game, the laws of Rugby, and the policies of its governing bodies
- To provide only those services for which they are qualified by education, training, certification or experience.
- To seek to promote integrity in the practice of refereeing
- To be honest, fair, and respectful of others
- To uphold professional standards of conduct, clarify their professional roles and obligations and accept appropriate responsibility for their behavior.
- To respect the rights, dignity and worth of every player within the context of their involvement in Rugby
- To refrain from any form of harassment of players or colleagues
- To provide a safe environment for training and competition
- To act out of concern and caution towards sick and injured players

I, _____, agree to abide by the following standards in order to ensure the optimum rugby environment for all rugby members that are serviced by the TRRA Inc.

Signature _____

Date _____