

LIVERPOOL & DISTRICT RUGBY UNION REFEREES' SOCIETY

Members' Handbook
Season 2018-2019



(Founded 1907)



Welcome to the 2018-2019 Season Members' Handbook

President: D. Edmunds

Name: _____

Contents

Roll of Honour	2
Past Presidents	2
International Honours	2
Honorary Life Members	2
Twenty Five Year Members	2
RFU Officials	2
Northern Group Officials	2
Executive Committee 2018-19	3
Other Officers	4
Society Match Observers	5
Appointments Procedure	6
Society Appointment Officers' Contact Details	6
Match Confirmation Procedure	6
Clubs/Schools & Universities Confirmation Procedure	6
Saturday Fixtures	7
Sunday Fixtures	7
Midweek Fixtures	7
Allocation of Referees	7
Society Meetings	8
Diary of Meetings 2018/19	8
Mid Monthly Meetings	8
Courses	9
Level 1/2 Referee Award	9
Continuous Referee Development Award (CRDA)	9
Honours List	10
The David Yorke Club of the Year Winners & The Ian Robinson School of the Year Winners	10
The David Yorke Cup	10
Team Gradings	11
Ladies Team Gradings	12
Raging Bull North West Colts Leagues	12
Lancashire County League	12
North West Intermediate League	13
Rules of the Society & other Key Information	14
Reportable Events	14
Referee Abuse	18
Legal Actions/Police Inquiries	18
General Dissatisfaction	18
Non-Contested Scrummages	19
Guidance Note/Protocol for Referees in the event of a Reportable Injury	19
Travelling Expenses	20
Isle of Man Arrangements	20
Members' Directory	21
Club Contacts	30
Schools Contacts	34
Universities Contacts	35
Useful Addresses	36

Roll of Honour

Past Presidents

W.N.C. GILMORE	1973-75	C. CHRISTY	1996-98
E.V. HOWARD	1975-76	C. PARKER	1998-00
G.A. MacINTOSH	1976-78	D.A. YORKE	2000-02
D. PEMBERTON	1978-80	G. DAVIES	2002-04
C. HOOLE	1980-82	A.A. WORTHINGTON	2004-06
K. BLACKMORE	1982-84	A.C. ROSSALL	2006-08
W.R.S. WATTS	1984-86	L. GALEY	2008-10
W.E. BUCKLAND	1986-88	J.E. HEANEY	2010-12
H.G. BECKETT	1988-90	J. TOMKINS	2012-14
D.I. ADAMS	1990-92	T. CLARKE	2014-16
J.G. SAUNDERS	1992-94	C. KERSHAW	2016-18
J.T. TURNER	1994-96		

International Honours

R.A. LLOYD	W.N.C. GILMORE	S. LANDER
J. BAXTER	F.A. HOWARD	I. TEMPEST
S.S.C. MEILKE	D.W. MATTHEWS	

Honorary Life Members

D.I. ADAMS	G. DAVIES	L. GALEY
J.T. TURNER		

Twenty Five Year Members

(Awarded to those members who have actively served the Society)

D.I. ADAMS	M. BUCK	D. CHAMBERLAIN
A. CLARKE	T. CLARKE	B. DAVIS
G. DAVIES	J. DUNN	D. EDMUNDS
J. EDWARDS	L. GALEY	D. GIBB
D. GRUNDY	B. HARRIS	J. HEANEY
G. HOGBEN	F. HOWARD	R. JOHNSON
C. KERSHAW	D. MATTHEWS	R. SAVILL
P. PURLAND	A.C. ROSSALL	J. THELWELL
D. SIXSMITH	R. SMITH	J. TURNER
J. TOMKINS	M. TOOLE	P. WARRINGTON
R.I. WILKINSON	F. WILLIAMS	

RFU Officials

REFEREES	B. DAVIS, J. O'BRIEN, I. TEMPEST
ASSISTANT REFEREES	C. BURRELL, T. BROWN, S. WOOLLEY
PANEL MENTORS	G. DAVIES, R. JOHNSON

Northern Group Officials

REFEREES: B. DAVIS, J O'BRIEN
ADVISORS:
COACHES: R. JOHNSON, P. WARRINGTON
SELECTOR: G.DAVIES

Executive Committee 2018-19

PRESIDENT Dave Edmunds
Woburn, 114 Brookhurst Road, Bromborough, Wirral, CH63 0LH
t: 0151 334 3792 **m:** 07711 509721
e: daveedmunds@ntlworld.com

SOCIETY CHAIRMAN Colin Kershaw
24, Hesketh Road, Southport, Lancashire, PR9 9PD
t: 0151 236 0083 **m:** 07770 440345
e: colin.kershaw@brookesbell.com

SOCIETY VICE CHAIR Colin Burrell
49A, Moss Lane, Burscough, Lancashire, L40 4AL
t: 01704 896737 **m:** 07961 837366
e: burrellcol@hotmail.com

SOCIETY VICE CHAIR Paul Warrington
10, Burton Avenue, Wallasey, Wirral, CH45 8QH
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e: paulwrefl@hotmail.com

HONORARY SECRETARY Conal Scholes
Kentmere, Meols Drive, West Kirby, Wirral, CH48 5DE
m: 07767 327 042
e: scholes.conal@gmail.com

HONORARY TREASURER & CHAIRMAN OF FINANCE Dave Edmunds
Woburn, 114 Brookhurst Road, Bromborough, Wirral, CH63 0LH
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HONORARY CHAIRMAN OF TRAINING & DEVELOPMENT Ben Davis
127, Victoria Court, Canterbury Close, Birkdale, Southport, PR8 2DW
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e: benrugby_401@hotmail.com

HONORARY APPOINTMENTS & GRADINGS SECRETARY Gary Spengler
62, St. Helens Road, Ormskirk, Lancashire, L38 4QT
t: 01695 572624 **m:** 07976 644 906
e: gary@bsig.co.uk

HONORARY RECRUITMENT & RETENTION SECRETARY Peter Barnett
1 Ardmore Road, Liverpool, L18 4PJ
m: 07976 885318
e: peterbarnettrugby@gmail.com

Other Officers

HONORARY SECRETARY FOR EXCHANGES Mark Walsh

M: 07877 038145

E: Mark.walsh51@gmail.com

HONORARY SECRETARY FOR APPOINTMENTS & GRADINGS Gary Spengler

62, St. Helens Road, Ormskirk, Lancashire, L39 4QT

T: 01695 572624 **M:** 07976 644906

E: gary@bsig.co.uk or gspengler@bsig.co.uk

ASSISTANT HONORARY SECRETARIES FOR APPOINTMENTS

Ben Moore **M:** 07718171216 **E:** ben9moore@hotmail.co.uk

Mark Walsh **M:** 07877 038145 **E:** mark.walsh51@gmail.com

Gary Williams **M:** 07816 632244 **E:** gary.williams@hotmail.co.uk

SUNDAY APPOINTMENTS SECRETARY Martin Calcutt

T: 0151 608 3073 **M:** 07976 655232

E: mlcalcutt@gmail.com

MIDWEEK APPOINTMENTS SECRETARY Ralph Savill

T: 01244 533272 **M:** 07923 910351

E: ralphsavill@fsmail.net

CHESHIRE REPRESENTATIVE Paul Warrington

10, Burton Avenue, Wallasey, Wirral, CH45 8QH

T: 0151 639 4366 **M:** 07929 634228

E: paulwrefl@hotmail.com

LANCASHIRE REPRESENTATIVE Colin Burrell

49A, Moss Lane, Burscough, Lancashire, L40 4AL

T: 01704 896737 **M:** 07961 837366

E: burrellcol@hotmail.com

ISLE OF MAN SUB COMMITTEE REPRESENTATIVE Joe Phelan

T: 01624834103 **M:** 07624317592

E: pewtermug48@gmail.com

DISCIPLINE OFFICER Colin Burrell

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E: burrellcol@hotmail.com

REFEREE LEVEL 1/2 CO-ORDINATOR Peter Barnett

1 Ardmere Road, Mosley Hill, Liverpool, L18 4PJ

T: 0151 721 3838 **M:** 07976 885318

E: peterbarnettrugby@gmail.com

HONORARY AUDITOR

Martin Calcutt

HONORARY SOLICITOR

Brian Lawlor, Morecroft Urquhart Solicitors

TRUSTEES

D. Adams, D. Edmunds and J. Turner

SOCIETY MATCH OBSERVERS

A. Aldwinckle, A. Clarke, B. Davies, G. Davies, L. Galey, G. Hogben, M. Irving, M. Knight, P. Purland, J. Tomkins, F. Williams

SAFEGUARDING OFFICER Dave Edmunds

Woburn, 114 Brookhurst Road, Bromborough, Wirral, CH63 0LH

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E: daveedmunds@ntlworld.com

MATCH OBSERVER & COACH CO-ORDINATOR Bryan Davies

T: 01829 752050 **M:** 044 7770 596717

E: daviesbw@aol.com

Appointments Procedure Society

Appointment Officers' Contact Details

Gary Spengler: 07976 644906 (Answerphone after 20:00 hours)

Martin Calcutt: Sunday Appointments: **0151 608 3073** or **07976 655232**

Ralph Savill: Midweek Appointments: **01244 533272** or **07923 910351**

or **email:** liverpoolrugbyrefs@gmail.com (one of the appointment team will respond).

Referees

Referees are always assumed to be available for Saturday afternoon matches, unless they have clearly communicated their unavailability by updating WTR. You will receive your appointments in advance, via WTR.

Referees with no appointments on a Saturday are assumed to be available until MIDDAY on a stand-by basis. If Referees do have to cry off, they are encouraged to give as much notice as possible to the Appointments team. If you do have any doubts you are encouraged to cry off in the week before, to facilitate re-appointments.

A) CRY-OFF PROCEDURE - if you need to cry-off ring 07885 691350

Your call should default to one of the following, if it doesn't please ring one

of the following: Gary Spengler: 07976 644906 Ben Moore: 07718171216

Mark Walsh: 07877 038145 Gary Williams: 07816 632244 NO TEXTS PLEASE

(they do not transfer)

B) MATCH CONFIRMATION PROCEDURE

i) Referees Responsibilities/obligations

IT IS THE REFEREES RESPONSIBILITY TO ACCEPT AN APPOINTMENT ON WTR

When you get a referee email appointing you to a game it is **your responsibility** as a referee and member of Liverpool & District Referees Society to accept or decline (providing a reason) the fixture **WITHOUT** delay. Until you as the referee appointed by the appointment team have accepted the fixture the **CLUB CAN NOT SEE YOUR DETAILS** and thus can not contact you.

IT IS THEN THE CLUBS' RESPONSIBILITY TO CONTACT THE REFEREE ONCE YOU HAVE ACCEPTED THE APPOINTMENT ON WTR

If you have accepted an appointment BUT have not received confirmation from the club of a Saturday fixture by **TUESDAY** prior to the fixture, you must contact the Appointments Team. You may then be re-appointed or made available to a suitable level game. If you don't ring you may not be able to be re-appointed to another fixture.

ii) Clubs, Schools, University Responsibilities/obligations

It is important to note that **ALL** the Society appointments will be posted on WTR system including Saturday, Sunday and Midweek, and that all Clubs, Schools and Universities, as well as referees, will reference the site to view all the relevant fixtures.

Saturday Fixtures

 (Answer phone after 20:00 hours)

Gary Spengler: 07976 644906, Mark Walsh: 07877 038145

Gary Williams: 07816 6322446.

All Schools, Clubs and Universities are expected to confirm their fixtures with the listed Referees by **TUESDAY** of each week. Failure to do so will mean the allocated Referee **MAY BE** transferred to another fixture. If a Referee has been re-allocated the Club/School/University will be given a list of up to THREE Referees to contact and it will be their responsibility to confirm the appointment of the replacement Referee. Once this is arranged it is also the responsibility of the Club/School/ University to confirm with the Appointments Team which Referee they have confirmed for their fixture. Clubs/Schools/Universities **MUST** inform the Society by **TUESDAY** if their opposition cannot fulfil a fixture and they must not retain a referee in the expectation of fulfilling an alternative fixture.

Sunday Fixtures

Martin Calcutt on 0151 608 3073 or 07976 655232 or Ben Moore: 07718171216.

All Schools, Clubs and Universities are expected to confirm their fixtures with the listed Referees by **THURSDAY** of each week. Failure to do so will mean the allocated Referee **MAY BE** transferred to another fixture. If a Referee has been re-allocated the Club/School/University will be given a list of up to THREE Referees to contact and it will be their responsibility to confirm the appointment of the replacement Referee. Once this is arranged it is also the responsibility of the Club/School/University to confirm with the Appointments Team which Referee they have confirmed for their fixture. Clubs/Schools/Universities **MUST** also inform the Society by **THURSDAY** if their opposition cannot fulfil a fixture and they must not retain a referee in the expectation of fulfilling an alternative fixture.

Midweek Fixtures

Ralph Savill on 01244 533272 or 07923 910351

All Schools, Clubs and Universities are expected to confirm their fixtures with the listed Referees by **MONDAY** of each week. Failure to do so will mean the allocated Referee **MAY BE** transferred to another fixture. If a Referee has been re-allocated the Club/School/University will be given a list of up to THREE Referees to contact and it will be their responsibility to confirm the appointment of the replacement Referee. Once this is arranged it is also the responsibility of the Club/School/University to confirm with the Appointments Team which Referee they have confirmed for their fixture. Clubs/Schools/Universities **MUST** also inform the Society by **MONDAY** if their opposition cannot fulfil a fixture and they must not retain a referee in the expectation of fulfilling an alternative fixture.

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN A FINE TO THE CLUB/SCHOOL/ UNIVERSITY AND THE LOSS OF THAT REFEREE FOR THE FIXTURE, REPEAT OFFENCES MAY RESULT IN THE SOCIETY NOT APPOINTING REFEREES TO FURTHER FIXTURES.

CLUBS ARE REMINDED THAT THE REFEREE MILEAGE ALLOWANCE IS A MAXIMUM OF 45p/MILE WITH A MAXIMUM OF 100 MILES TRAVEL BEING CLAIMED AND IT IS EXPECTED TO BE OFFERED BEFORE A FIXTURE COMMENCES. REFEREES SHALL PRESENT A PRO-FORMA TO THE CLUB FOR THEIR RECORDS.

C) ALLOCATION OF REFEREES

The Society will endeavour to supply referees to clubs and schools in the following order on receipt of subscriptions, Clubs 1st XV, Schools 1st XV, North West Intermediate RU leagues Premier - Div.1 - Div.2 - Div.3. Teams in Div.4 & 5 and any other friendly matches can apply to the Society on a match by match basis but will be charged accordingly.

Society Meetings

All members, referees and advisers/assessors have a responsibility to the players, the Society and, not least, to themselves, to ensure they remain up-to-date with developments in the game, the Laws of the Game and player and game management. We hope you will avail yourself of the opportunities provided through the season's programme. We look forward to seeing you at the events.

If there is a topic you would like discussed, please inform Ben Davis, the Hon Chairman of Training and Development.

Club, School and trainee referees, players and coaches are welcome to attend all meetings.

Meetings organiser: Ben Davis

Mid monthly meetings will generally be held on the third Monday of every month. All meetings will take place at Liverpool Collegiate RUFC. The AGM will be held at Wirral RUFC.

DIARY OF MEETINGS 2018/19

2018-19 Season Initial Meeting + SGM

Tue 28th August 2018 at 7:15pm - Liverpool Collegiate

Mid Monthly Meeting

Mon 17th September 2018 at 7:15pm - Liverpool Collegiate

Mid Monthly Meeting

Mon 22nd October 2018 at 7:15pm - Liverpool Collegiate

Mid Monthly Meeting

Mon 19th November 2018 at 7:15pm - Liverpool Collegiate

Joint Meeting with MAD Refs @ LSH

Tue 4th December 2018 at 7:15pm - Details to follow

Mid Monthly Meeting

Mon 21st January 2019 at 7:15pm - Liverpool Collegiate

Mid Monthly Meeting

Mon 18th February 2019 at 7:15pm - Liverpool Collegiate

Mid Monthly Meeting

Mon 18th March 2019 at 7:15pm - Liverpool Collegiate

Mid Monthly Meeting

Mon 15th April 2019 at 7:15pm - Liverpool Collegiate

Annual Society Dinner

Sat 20th April 2019 at 12am - TBC

AGM

Mon 13th May 2019 at 7:15pm - Wirral RUFC

Agenda of meetings are on Pitchero.

Courses

Recently, the course programme has been organised on a Federation basis and therefore open to members of both Liverpool and Manchester Societies.

Level 1 and Level 2 Courses (P. Barnett)

These are delivered across the NW by our three regional trainers. Details of all courses nationally can be found on the RFU website www.englandrugby.com

If you are aware of anyone who wants to take up refereeing please get them to contact Peter Barnett **0151 721 3838** or **07976 885318** or peterbarnettrugby@gmail.com or direct them to the website.

CONTINUOUS REFEREE DEVELOPMENT AWARD (CRDA)

This course has been designed to meet the needs of the majority of Society Referees in England. It is modular in design and will be delivered as part of the Area Team meetings throughout the season. The course is about "development" and improvement. The course has been developed from the Entry Level Referee Award and a number of themes and approaches are common. The course may form the springboard to the Development Referee Award. However, it should be stressed that it is not intended that all modules have to be completed before progressing to the Development Referee Award. Equally completion of all of the modules does not mean automatic entry to the Development Referee Award. The Referee Development Manager along with the NW Development Squad Co-ordinator will weigh "Potential" versus "Performance" in making these decisions.

Honours List

THE DAVID YORKE CLUB OF THE YEAR WINNERS & THE IAN ROBINSON SCHOOL OF THE YEAR WINNERS

AWARDED ANNUALLY

Chosen by the Referees for their administrative competence and hospitality

YEAR	CLUB	SCHOOL/COLLEGE
1990/91	Orrell	Not awarded
1991/92	Wallasey	Not awarded
1992/93	New Brighton	Not awarded
1993/94	South Liverpool	St. Edward's College
1994/95	Orrell	St. David's College/Merchant Taylors'
1995/96	Widnes	Liverpool College
1996/97	Waterloo	Rydal School
1997/98	West Park (St. Helens)	St. Anselm's College
1998/99	Liverpool St. Helens	Bishop Heber High School
1999/2000	Sefton	Merchant Taylors' School
2000/01	Hoylake	Merchant Taylors' School
2001/02	Burtonwood	Merchant Taylors' School
2002/03	Wirral	Rydal Penrhos School
2003/04	Orrell	St. Anselm's College
2004/05	Widnes	Merchant Taylors' School
2005/06	Sefton	St. Anselm's College
2006/07	Chester	St. Anselm's College
2007/08	Hoylake	Birkenhead School
2008/09	Tarleton	Bishop Heber High School
2009/10	Anselmians	Liverpool College
2010/11	Not Awarded	Not Awarded
2011/12	Anselmians	Liverpool College
2012/13	Oswestry	St. Anselms College
2013/14	Wirral	Wirral Grammar School
2014/15	Anselmians	Merchant Taylors' School
2015/16	Anselmians	Merchant Taylors' School
2016/17	Anselmians	Wirral Grammar School
2017/18	Anselmians	Merchant Taylors' School

THE DAVID YORKE CUP

AWARDED ANNUALLY FOR SERVICE TO THE SOCIETY

2006	Geraint Davies
2007	Colin Kershaw
2008	John Munn
2009	Len Galey
2010	Len Galey
2011	John Tomkins
2012	John Turner
2013	Tony Rossall
2014	Paul Warrington
2015	Dave Edmunds
2016	Kevin Toole
2017	Martin Calcutt
2018	Ralph Saville

Team Gradings

CLUB LEAGUES (1st XV Levels in Brackets)

CLUB	1ST XV	2ND XV	3RD XV
Anselmians	North One West (6)	NWL Div.4 W (10)	NWL Div.5 W (12)
Birchfield	S Lancs/Cheshire 2 (8)		
Birkenhead Park	North West 1 (5)	NWL Div.1 (8)	NWL Div.5 W (12)
Caldy	National 2 North (3)	NWL Premier (6)	NWL Div.2 S (9)
Capenhurst	NWL Div.2 S (9)		
Chester	National 2 North (4)	NWL Premier (6)	NWL Div.2 S (9)
Chester Uni.	BUCS		
Christleton	S Lancs/Cheshire 3 (9)		
Crosby St. Marys	NWL Div.3 W (10)		
Douglas (Isle of Man)	North One West (6)		
Edge Hill Uni.	BUCS		
Ellesmere Port	S Lancs/Cheshire 3 (9)	NWL Div.5 W (12)	
Firwood Waterloo	North One West (6)	NWL Premier (6)	NWL Div.4 W (11)
Helsby	NWL Div.3 S (10)	NWL Div.5 S (12)	
Hoylake	S Lancs/Cheshire 1 (7)	NWL Div.4 N (11)	
Isle of Man Vagabonds	S Lancs/Cheshire 2 (8)		
Liverpool Collegiate	S Lancs/Cheshire 1 (7)	NWL Div.1 (8)	NWL Div.4 W (11)
Liverpool JMU	BUCS		
Liverpool St. Helens	S Lancs/Cheshire 1 (7)	NWL Div.3 S (10)	NWL Div.4 W (11)
Liverpool Uni.	BUCS		
Liverpool Uni. Medics	S Lancs/Cheshire 3 (9)		
Liverpool Uni. Vets	NWL Div.1 (8)		
Merseyside Police	NWL Div.4 W (11)		
Moore	NWL Div.4 S (11)	NWL Div.5 S (12)	
Mossley Hill	S Lancs/Cheshire 3 (9)	NWL Div.5 W (12)	
New Brighton	S Lancs/Cheshire 2 (8)	NWL Div.3 S (9)	NWL Div.4 W (11)
Oldershaw	S Lancs/Cheshire 3 (9)	NWL Div.4 W (11)	
Ormskirk	Lancashire North 3 (8)	NWL Div.3 N (10)	NWL Div.5 W (12)
Orrell	S Lancs/Cheshire 2 (8)	NWL Div.4 N (11)	
Orrell St. James	NWL Div.4 W (11)		
Oswestry	S Lancs/Cheshire 2 (8)	NWL Div.4 S (11)	
Oxton Parkonians	S Lancs/Cheshire 3 (9)	NWL Div.5 W (12)	
Port Sunlight	S Lancs/Cheshire 2 (8)	NWL Div.5 W (12)	
Prenton	S Lancs/Cheshire 3 (9)	NWL Div.4 W (11)	
Ramsey	S Lancs/Cheshire 3 (9)		
Ruskin Park	NWL Div.4 W (11)		
Sefton	S Lancs/Cheshire 1 (7)	NWL Div.2 S (9)	NWL Div.4 W (11)
Southport	S Lancs/Cheshire 1 (7)	NWL Div.2 N (9)	NWL Div.3 W (11)
St. Edwards OB	NWL Div.5 W (12)		
Tarleton	Lancashire North (7)	NWL Div.2 N (9)	NWL Div.5 W (12)
Wallasey	S Lancs/Cheshire 3 (9)		
West Park St. Helens	S Lancs/Cheshire 1 (7)	NWL Div.2 N (9)	
Widnes	S Lancs/Cheshire 1 (7)	NWL Div.3 S (9)	NWL Div.4 W (11)
Wirral	National 3 North (5)	Championship (7)	NWL Div.3 S (10)
			4th NWL Div.5 W (11)

Key:

BUCS = British Universities & Colleges

Ladies

CLUB	1ST XV
Birkenhead Park Panthers	Championship North 2 (8)
Chester Devas	National Challenge NW 1 (9)
Firwood Waterloo	Premiership (5)
Liverpool Collegiate	National Challenge N 2 W (9)
Oldershaw Diamonds	Touch Rugby & 7's only
Ormskirk	National Challenge N 2 W (9)
Seffon	Championship North 2 (8)
Southport	National Challenge N 2 (8)
Vagabonds	National Challenge N 2 W (9)

Raging Bull North West Colts Leagues

	SENIOR	JUNIOR
Birkenhead Park	A (7)	
Caldy	A (7)	C (10)
Chester	A (7)	A (8)
Ellesmere Port	C (10)	
Firwood Waterloo		A (10)
Liverpool Collegiate		B (9)
New Brighton		B (9)
Ormskirk	C (9)	C (10)
Seffon		A (8)
Southport	A (7)	
Tarleton		D (11)
West Park St Helens	D (10)	
Wigan	D (10)	
Widnes		B (9)
Wirral	C (9)	B (9)

Lancashire County League

ADM Prem Division	(7)
ADM 1st Division	(9)

North West intermediate League

Cotton Traders Premiership	6
Cotton Traders Chamionship	7
Sale Sharks Division 2 North	9
Sale Sharks Division 4 East	11
Sale Sharks Division 4 South	11
Howell & Co Division 4 South	11
Independent E-nrg Division 4 West	11
Sale Sharks Division 5 East	11
Sale Sharks Division 5 North	11

N.B. There is one Division 4 in without a region but it is at level 12

Sale Sharks Division 1	8
Sale Sharks Division 2 South	9
Sale Sharks Division 3 North	10
Sale Sharks Division 3 South	10
Sale Sharks Division 5 West	11

Rules and Constitution of the Society

Now found on pitchero, see link below.

www.liverpoolrugbyref.pitchero.com/page/rules-and-regs/society-rules-and-constitution/society-rules-and-constitution-14825/

Reportable Events

Note: where an electronic version of a form exists, a copy may be found on the Society Website.

SENDING - OFF

The Referee concerned must report any and all players sent off as soon as is practicable after the match. A copy of the disciplinary form will normally suffice. However, in some circumstances, it may be prudent to seek further advice from the Society's Discipline Officer (Colin Burrell) before the disciplinary form is completed.

1. Caution & Sending off Procedure During the Game - Guidance

Caution:

Show the player the Yellow Card, advise him/her concisely of the offence and indicate where you want him/her to go.

Do not engage in conversation with the player.

Make a note of his/her number, indicate where the penalty will be and restart the match without delay: N.B. the whistle should be blown for a second time, the secondary signal shown, and the penalty awarded to the non-offending team.

Sending Off:

Immediately the incident occurs, stop the game and separate the two teams. Show the player the Red Card, advise him/her concisely of the offence and tell him/her to leave the playing enclosure.

Do not engage in conversation with the player.

After ensuring that any injured player receives immediate medical attention, succinctly tell the captain why you have sent the player from the field of play:

Do not enter in to a debate.

Restart the match at the earliest reasonable opportunity. N.B. the whistle should be blown for a second time, the secondary signal shown, and the penalty awarded to the non-offending team.

After the Game:

Do not discuss the sending-off with any player, official, spectator or member of the Media after the game. Advise that it will be in your written report.

Note: The purpose of this approach is to remove the offending player from the field as quickly as possible, with little fuss, thereby and more importantly, reducing the possibility of further conflict. Avoiding engaging in conversations with players and /or captains, which will not change the decision made, will also assist in achieving this aim. All clubs are instructed to ensure that you have the player's name(s) before you leave the club. Do not spend any time tracking down someone to find out the player's name.

2. Writing the Report

Note: It may be prudent to seek further advice from Society's Discipline Officer (Colin Burrell).

Caution:

In level 1 - 4 games, it is necessary to complete the necessary Caution Form and to submit it to the RFU Disciplinary Secretary at Twickenham within 48 hours.

At level 5 and below, there is no requirement to report the caution, **unless** the player is contracted to a level 1 - 4 club.

Sending off:

All reports must be submitted by email, within 48 hours, to

1) To the Disciplinary Secretary of the CB of the player's Club (or the RFU If the player is contracted to a level 1 - 4 club).

Local CBs are listed below, for CBs outside the local area, details can be found in RFU Handbook (Online), or in cases of real difficulty, consult the Hon Secretary.

2) The Society - email to:

burrellcol@hotmail.com AND scholes.conal@gmail.com AND send to the appropriate county disciplinary secretary (see below)

OR IF on Exchange send to Mark Walsh - Mark.walsh51@gmail.com

Retain a copy of the report for your own records and/or use at the disciplinary hearing.

Guidance:

The actual sending off incident should be recorded in detail. Reports should be concise, precise and factual, and opinion or perceived intentions must **not** be expressed.

It is important to ensure that the front of the form is completed accurately in every respect. In particular the facts: the nature of the offence, i.e., correct Law reference, the time in the half (not real time), proximity to the incident, view obstructed/unobstructed and the score at the time.

The back of the form is, of course, the most crucial aspect of the report. After noting the weather, ground conditions and the temper of the game ensure that details of any injury sustained to person(s) involved in the incident is recorded - this is important evidence. It may be that this information can only be confirmed in the clubhouse after the game. Where the issue of cautions has to be recorded, please note that 'Individual player concerned' means to any individual player and not just the player sent off.

A detailed report of the incident is the evidence of an expert witness - the referee. Whilst it is not necessary to give a full report of the game prior to the incident, do supply a context. It is necessary to record the incidents of foul play that had already occurred and as to whether or not the sent off player had been involved in any of them. If the sent off player had previously been cautioned in the game, it is important to give a detailed account of that incident.

The actual sending off incident should be recorded in detail. The location of play on the field, how play was developing and what actually happened to make you decide that the player had to leave the field. What did s/he do? If s/he punched - was it with clenched fist? How many times did s/he hit him/her? On which part of the body did s/he hit him/her? What damage did s/he do? How far did s/he travel to do it? Were they powerful punches? If you send him/her off for illegal use of the boot, be specific - was it a kick or a stamp? If it was a kick, where on the body did s/he kick him/her and how many times? Was it a tap or a full-blooded kick? How far did s/he travel to commit the offence? What injury was caused? If it was a stamp, the same sort of criteria apply but make sure it was a stamp. It is accepted that to stamp one is stood still so players rucking over could be guilty of trampling but not stamping. **Get your facts right.** Players often claim that they were only going for the ball so state where the ball was at the time of the incident.

Important Note:

If you send off a player (or club official) you have a responsibility to:

- ensure that your report is submitted as soon as possible, and within 48 hours.
- attend the Disciplinary Hearing if requested.

Your failure to meet the responsibilities tarnishes the reputation of the Society and will be considered accordingly. In some cases CBs themselves have suspended referees for the failure to fulfil their responsibilities.

- you may attend the hearing should you so wish. In all cases, you may request support from the Society: please contact the Hon Secretary
- all reports are checked by the Society's Discipline Officer (Colin Burrell) AND The Hon Secretary whom may contact you seeking clarification and/or to provide advice.

Send the original to the appropriate County Official as follows:

LANCASHIRE CLUBS

Brian Stott
8, Barlea Avenue, New Moston, Manchester, M40 3WL
H: 0161 682 0541
M: 07974 141122
E: discipline@lancashirerugby.com

CHESHIRE WEST

Sarah Pratt
8, Popular Close, Whitby, Ellesmere Port, CH65 9LW
M: 07760 780528
E: spratt20@gmail.com

CHESHIRE EAST

Clare Hayes
Malbank, 47 Croxton Lane, Middlewich, CW10 9EZ
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E: clareowensmith@gmail.com

CHESHIRE DISCIPLINARY SECRETARY

John Downham
216, London Road, Northwich, Ches. CW9 8AQ
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M: 07989 443075
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NLD Disciplinary Secretary

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CUMBRIA

Brian Mitchel
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H: 01900 825366
E: brian.mitchelhill@sky.com

Referee Abuse

All incidents of personal abuse from players, officials, club members and spectators, before, during or after a game, including in the Club House MUST be reported to the Society.

The Match Official Abuse form is available on this website in this section and must be returned as soon as possible.

These will in turn be forwarded to Twickenham no later than 7 days after the incident.

A copy will be forwarded to the County Secretary of the offending club.

Anybody who needs assistance please contact the society Disciplinary Officer (Colin Burrell):
01704 896737 or 07961 873366 or burrellcol@hotmail.com and/or Ben Davies at benrugby_401@hotmail.com

Legal Actions/Police Inquiries

A referee who may have witnessed an alleged criminal incident is in the same position as any other civilian witness, and may be approached by the Police with a view to providing a statement with regard to that incident. The Referee should not in the first instance make any comment or statement before he has approached the Honorary Secretary who can then advise Twickenham.

The advice of the Society's Hon. Solicitor is imperative, if there is any suggestion of proceedings against the referee. More likely though is a legal action against a player.

If the Police are involved then Twickenham must be advised. If the referee detected foul play and it resulted in an ordering off or caution (yellow card), the report form should be released to the Police representatives.

If it is felt appropriate for the referee to make a statement then it is advisable that the Society's solicitor is present and if he is not present then the referee should NOT sign any statement until the Solicitor has vetted it. The referee should only refer to the incident, which was witnessed, and not make any assumptions of what might have happened in the match prior to the incident.

Recent experience in these situations suggests that the Police representatives will attempt to lead a referee to make statements about perceived intentions of players and to make suggestions on what could have happened, given what happened before an incident.

General Dissatisfaction

Where the standard of communication, organization or attitude of a Club Official disappoints a referee s/he may contact the Honorary Secretary who may offer to deal with the situation informally.

If the matter is with an Adviser, Society Officer or a fellow referee, in the first instance the referee should attempt to resolve the issue with the individual. If this proves to be unacceptable the Honorary Secretary can often deal with the matter informally. More serious matters should be made known to the Executive Committee in writing with full details

Non-Contested Scrummages

A referee should be fully conversant with any rules of the various competitions. The Law Book & Society Handbook together with RugbyFirst & Society Websites are useful references. In respect of replacements, it is good practice to establish with the Captains, before the match, how many players there are their names and positions. In League and Cup matches teams are obliged to present their match cards to the referee before kick off and to list clearly (using the notation FR) the recognised Front row players.

The following extract is from the RFU memo and is a minimum standard requirement guideline for Serious Injuries

Guidance Note/Protocol For Referees In The Event Of A Reportable Injury

Introduction

Reportable injury is defined as follows:-

1. An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there).
2. Deaths which occur during or within 6 hours of a game finishing.

The following is intended to be procedure to be followed in the event of a serious injury on the pitch, and to provide guidance on some of the issues which may arise following such an injury.

Reporting the Incident

1. The referee should ensure that a report is submitted to the RFU Serious Injuries Administrator (sportsinjuriesadmin@rfu.com; 0800 298 0102). Report forms are available at www.rfu.com/health and should be submitted as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session
2. The referee should complete a Reportable Injury Event Report Form. The report should :-
 - i) Include a short factual summary of what happened
 - ii) Record details of the teams, team captains, touch judges, referee, coaches, any medical staff and, if possible, relevant spectators
 - iii) **Not** contain any speculation, opinion or guess work
 - iv) Be in the referee's own words and should reflect the language used by the referee
 - v) Record if the captains' score cards were submitted to the Referees Society
3. When complete, the report should be submitted to the Referees' Society.
4. It is important that the referee records the event whilst it is clear in his/her mind. The report should be signed and dated by the referee, who should keep a copy and forward it to his/her Society, where it should be retained for 6 years. If the referee has any concerns about completing the report or requires assistance, he/she should not hesitate to contact either the local Society secretary or the Sports Injury Administrator.
5. If the referee receives any communications from third party lawyers, these should be sent directly to his/her local society, for onward transmission to the RFU Legal Officer. The injured party's advisors will often approach various sources seeking to obtain information such as the Club, individuals, the Referees' Society and/or the referee, and therefore any correspondence or telephone calls received from lawyers representing injured parties should be referred to the RFU's Legal Officer.

Travelling Expenses

Listed below are the details for claiming travel expenses both within the Society and on exchanges. Please study carefully and ensure that, if you are on exchange, you fill you claim form in correctly and promptly

EXPENSES

Forms can be downloaded from the Society's website

Within the Liverpool Society: All referees will be given pro forma to use on local Society appointments. These should be submitted to the Home Club on arrival or soon after to avoid embarrassment. Society rates are 45p per mile **and you may only claim for mileage up to 100 miles round trip.** Referees are encouraged to keep costs to a minimum and therefore charge clubs accordingly.

Exchanges to the Manchester Society area are 45p/mile (to be claimed from the Liverpool Society)

All other Society exchanges 45p/mile- ONE car only by the shortest route, to be claimed from the Liverpool Society.

RFU appointments as directed.

Advisers/Trainers or any legitimate Society business, 45p/mile.

SUBSISTENCE

£40.00 for one night (bed & breakfast) per referee - not for unnecessary nights in the Isle of Man.

Overnight accommodation must be approved in advance by the Hon. Chairman of Finance or the Honorary Secretary of Exchanges.

£10.00 per referee for meals/snacks per trip (over 300 miles in total).

Isle Of Man Arrangements

All referees to book their own flights as soon as the appointment is known. The bill should be sent to Dave Edmunds

Referees are requested when using the car parks at John Lennon Airport to try and minimise to car parking fees they claim for by using the longer stay parks and claim a receipt and sending it to the Honorary Chair of Finance. Overnight accommodation on the island will be at the referee's own expense.

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