



# Changing Room Directive

## 1. Match Officials

Only the following match officials (Referee, TMO, AR1 and AR 2) may be in the change rooms before or after the match, including the halftime period:

- a. Match referee - may have a mentor accompany them, however that person must vacate the change room 30 min prior to kick-off.
- b. Television Match Official (TMO)
- c. Assistant Referees
- d. Water Boy or Individuals identified for the "Follow the Referee" campaign, if applicable
- e. No Spouse/partner/family member may accompany the appointed match officials to the change rooms before or after the match, including the halftime period.

## 2. Side-Line Personnel

The following side-line personnel may enter the change room:

- a. Timekeeper
  - i. Purpose is to determine referee time alert preference.
  - ii. They must vacate the change rooms once done.
- b. Technical Zone Manager (TzM)
  - i. Confirm applicable protocol regarding HIA/Concussion with the referee.
  - ii. Confirm uncontested scrum application with the referee.
  - iii. After the match to have the relevant sanction forms completed/signed off.
  - iv. They must vacate the change rooms once done.

The following side-line personnel may **NOT** enter the change room, before or after the match, including the halftime period:

- c. Substitution controllers
  - i. Except if they are required to be set up by the sound technicians.
  - ii. They must vacate the change rooms once done.
- d. Ball Retrievers and their liaison officer.

## 3. Sound

Before Kick-off:

- a. 35 min – applicable Side-line personnel set up with sound technicians whilst the Team of 3 are warming up.
- b. 25 min – AR's set up with sound technicians
- c. 20 min - Referee set up with sound technicians
- d. Once the sound is tested, **ALL** to switch off and switch on again once you leave the changing room.
  - i. During the half-time interval, **ALL** sound to be switched off.
  - ii. Shortly after fulltime, **ALL** sound to be switched off.

## 4. Society

- a. No one (apart from above mentioned) may engage with the match officials in the change rooms before or after the match, including the halftime period.
- b. The society to please ensure that the change rooms are securely locked during the match.
- c. All beverages in the change rooms are solely for the appointed match officials.

The above must be managed by the local referee side-line manager taking into consideration the different match officials appointed to the same venue for different fixtures.

# Changing Room Run Sheet

## Before Kick-Off

<b>Time:</b>	<b>Event</b>
<b>60</b>	<b>Referee discuss preference &amp; protocols with:</b> <ul style="list-style-type: none"><li>• TZM</li><li>• Time Keeper</li></ul>
<b>55</b>	<b>Teams change room visits</b>
<b>50</b>	<b>Coin Toss</b>
<b>40</b>	<b>Match Officials Warm Up</b>
<b>35</b>	<b>Side-line set up with sound technicians</b>
<b>25</b>	<b>AR's set up with sound technicians</b>
<b>20</b>	<b>Referee set up with sound technicians</b>
<b>5</b>	<b>Match Officials in tunnel - waiting for teams</b>