

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"/>	
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 (2 x (min of 3m x 2m))	<input type="checkbox"/>	
ii. Sin-bin dedicated area marked out (min 2 chairs)	<input type="checkbox"/>	
iii. Side-Line Management dedicated area marked out	<input type="checkbox"/>	
c. Reserve Bench Area		
i. Reserve Bench area marked out	<input type="checkbox"/>	
ii. Dedicated warm-up area for teams or not	<input type="checkbox"/>	
d. Changing rooms for officials (Both Genders)	<input type="checkbox"/>	
i. Energy drinks, Still Water, Platter	<input type="checkbox"/>	
e. Changing rooms for Ball Retrievers	<input type="checkbox"/>	
f. TMO Room with equipment	<input type="checkbox"/>	
g. 16Gig USB Flash Drive	<input type="checkbox"/>	SARU – Referees Department will provide flash drive • Arrange copy of match prior to kick-off with SuperSport

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
3. LOCAL SOCIETY		
a. Society Liaison Officer	<input type="checkbox"/>	As per agreement with SARU – Referees Department
i. Confirm Bomb Sweep of said vehicles	<input type="checkbox"/>	As per agreement with SARU – Referees Department
ii. Confirm match officials escort arrangements to venue	<input type="checkbox"/>	
iii. Confirm VIP parking at venue	<input type="checkbox"/>	
b. Touch Judging Flags (x3) – 1 for hosting referee society.	<input type="checkbox"/>	SARU will provide the Flags
c. Side line management – number required and where situated:		
i. Side-Line Management area		
• Sub-Controllers (x2)	<input type="checkbox"/>	As per agreement with SARU – Referees Department
• TZ Manager (x1)	<input type="checkbox"/>	As per agreement with SARU – Referees Department
○ Jacket - #TakeUptheWhistle	<input type="checkbox"/>	As per agreement with SARU – Referees Department
ii. Main Stand – dedicated area		
• Time Keeper (x1/2)	<input type="checkbox"/>	As per agreement with SARU – Referees Department
iii. 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		
iv. Test Tickets (as per par 3.a, 3.c.i,3.c.ii and 3.f)	<input type="checkbox"/>	As per agreement with SARU – Referees Department 1 per side-line appointee, including flag bearer & liaison officer
v. Pre Test Workshop for Side-line Personnel:	<input type="checkbox"/>	
• Arrange a venue a day before the test		
• SC 4/5, TZM and Timekeeper to attend		
d. Side line management documents and equipment:		
i. Table and Chairs	<input type="checkbox"/>	1 Table (1m x 2m) & 6 chairs
ii. Branded Table cloth and Chairs covers	<input type="checkbox"/>	
iii. Sin Bin Documents (WR version)	<input type="checkbox"/>	10 of each
iv. Player Movement Summary Form (WR version)	<input type="checkbox"/>	2
v. Substitutions cards (WR version)	<input type="checkbox"/>	15 per team – SARU – Referees Department to provide
vi. Replacement boards – according to sponsorship logo	<input type="checkbox"/>	
vii. Stop Watches and or other electronic equipment	<input type="checkbox"/>	

Venue:

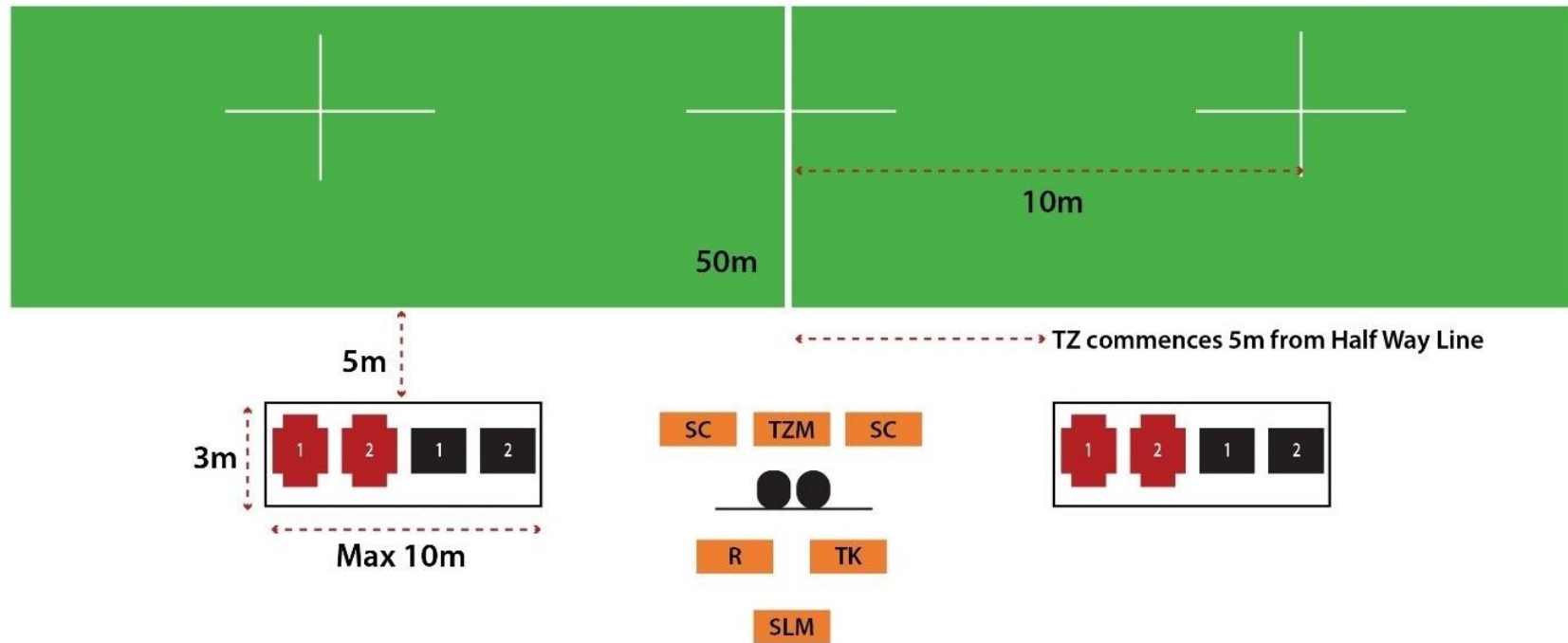
REFEREES OPERATIONS CHECKLIST

DESCRIPTION	Tick Off once completed	COMMENTS
e. Ball Retrievers ⁷		
i. Kitting	<input type="checkbox"/>	SARU will provide the Kitting
ii. Ball Retrievers Course presented	<input type="checkbox"/>	Attendance list provided to SARU – Referees Department
iii. Indemnity Forms signed off by parents	<input type="checkbox"/>	Copy provided to SARU – Referees Department
f. 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
ii. Profile – Photo & short bibliography	<input type="checkbox"/>	Profile documents provided to SARU – Referees Department
g. Water Carriers – one of the above flag bearers fulfil this role		As per agreement with SARU – Referees Department
i. Kit	<input type="checkbox"/>	As per agreement with SARU – Referees Department
ii. Jacket	<input type="checkbox"/>	SARU – Referees Department will provide the Jacket
h. Accreditation - Include Parking where applicable:		
i. SC, TZM & Time Keeper	<input type="checkbox"/>	3
ii. Society Liaison Officer	<input type="checkbox"/>	1
iii. Ball Retriever Liaison Officer	<input type="checkbox"/>	1
iv. Flag Bearers/Water Carrier	<input type="checkbox"/>	1/2
v. Ball Retrievers	<input type="checkbox"/>	8
i. 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. SC 4/5, TZM, Timekeeper	<input type="checkbox"/>	Provided by Society: The memorabilia must refer to the official appointment (x4) SARU – Referees Department will provide on-field branded Jacket for TZM SARU – Referees Department will provide Ties for TZM & Timekeeper

NOTES:

⁷ SA RUGBY Document Applicable: BALL RETRIEVERS GUIDELINE

DIMENSIONS OF THE 15'S TECHNICAL ZONE



 Medic	 Water Carrier	 SLM Side Line Manager	 TSM Technical Zone Manager
		 TK Time Keeper	 SC Substitution Controller
		 R Recorder	 Temporary Suspension Chair