

Game Assignment Process

In order for you to be assigned games by the TDRRS Appointments Secretary you must satisfy a few criteria:

- 1) Be registered with the TDRRS *AND* Rugby Canada
- 2) Be a member in good standing (requirements are in our constitution)
- 3) Be a certified referee having completed the appropriate clinics within the appropriate time frames.

Once this is taken care of you may be appointed as a match official in rugby matches. The type and frequency of appointments will depend on numerous factors not limited to your experience, qualifications, and free time.

The appointments secretary will contact you with regards to your availability and limitations in order to decide which games you should be appointed to. The appointments are decided based on efficient use of resources, people and time. It is not uncommon for referees to have to travel to games via cars due to game locations. Every effort is made to accommodate individual referees and their needs. That said, you cannot not always be appointed to the matches that you would like, but again we do try. It is the referee's responsibility to contact the appointments secretary directly if they are unable to officiate a match that they have been appointed to.

The appointments secretary will make the appointments schedule one month in advance of the scheduled games to ensure that our referees will be able to organize their affairs easily. Some games may be changed on short notice however, this usually occurs due to injuries, car troubles and other unforeseeable reasons. Once the schedule has been decided, it will be published on the referee appointments portal for our membership to access (more information on how to use the portal is located in the following pages).

Teams are also notified of their referee assignment and are required by the game regulations to call their individual referee and confirm that he/she is in fact needed and the correct location verified. If this does not occur the referee must notify the Appointments Secretary

Game fee and Mileage Claims

As referee for the TDRRS you are entitled to reimbursements for your donation of time before, during and after the game for duties related to officiating (sorry not beverages). These reimbursements are provided in the form of Game Fees and Mileage.

Game Fees are payable to the referee by the HOME CLUB of the match. This fee should be provided in cash form and not by cheque. This fee should reasonably cover your expenses and time commitment for equipment and training required to execute your duties as the official. To receive your game fee simply find the Captain of the home team and ask him for the game fee prior to the game. He/she will refer you to the appropriate person for reimbursement. If you are informed that the reimbursement is not available you have the option of refusing to officiate the match. The TDRRS does not support this view however, and we encourage you to officiate the match and we will ensure that you are reimbursed.

Mileage Fees are payable to the referee by the Referee Society. The referee must follow and mileage claims fee process in order to receive the mileage reimbursement that will compensate the referee for costs incurred in the operation of his/her car.

Here is the process to follow on the referee claim form:

- 1) Record the Game ID number, the two teams that played and the location of the game in the appropriate columns. This ensures that we can match your claim to actual games that take place.
- 2) Next record the mileage that you drove to AND from the game in the appropriate column.
- 3) At the end of every month send your claims form to the TDRRS Treasurer via mail or email. You will receive a cheque for the reimbursement once the claims are verified by the Treasurer.

If you have any questions relating to Game fees and/or Mileage the member of the executive to contact is the Treasurer. He/she will be the only member of the executive who processes and issues cheques for claims. No other member of the executive has such privileges with the TDRRS finances. Be sure to write down the contact information of the Treasurer in the available space at the front of this booklet.