



QUEENSLAND RUGBY REFEREES ASSOCIATION

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QRRA REFEREE APPOINTMENT AND AVAILABILITY ADVICE PROCEDURES

Appendix A: Referee Appointments System (RAS) Web Portal User Guide

During the peak of the rugby season, the QRRA appoints match officials to around 150 games each weekend, across a range of competitions, from Premier to schools and junior rugby. To be eligible for appointment referees must, at a minimum, be registered members of the association, have a current SmartRugby qualification, and a current Blue Card, issued by the Queensland Government.

Allocating appointments is the sole responsibility of the QRRA's Appointments Officers. The Premier and Senior Appointments Officer is responsible for appointing to all senior rugby competitions, and school rugby competitions including U/16s and above. The Junior Appointments Officer is responsible for appointing to school rugby competitions including U/15s and below, and all junior rugby competitions. Contact details for the Appointments Officers for 2016 are:

PREMIER AND SENIOR APPOINTMENTS OFFICER – **Dick Byres**

- T: 0428 570 952
- E: seniorappts@qrra.com.au

JUNIOR APPOINTMENTS OFFICER – **Laurie Monaghan**

- T: 0407 388 138
- E: juniorappts@qrra.com.au

Typically, appointments are released on Tuesdays for senior/school rugby, and Wednesday for the BJRU competition, and cover a one week period commencing that coming Friday. Appointments are released via the Referee Appointments System (RAS). RAS distributes appointments via a direct email and SMS to the appointed member. A document detailing all appointments will still be posted to the website, although appointments generated through RAS have precedence.

The process of allocating appointments is complex, beginning approximately two weeks before the appointments are released. Key to the efficiency of this process and reducing the likelihood of errors, is timely advice by members of unavailability. In 2016 there are three methods members can use to advise unavailability *prior* to the release of appointments:

Registration – The QRRA registration form includes a section where members can advise of any long term unavailability, or restrictions on where they can be appointed;

RAS – RAS has a web portal (instructions included at Appendix A) that referees can use to enter their own dates of unavailability, provided that unavailability period commences more than *14 days* from the current date, or;

Email – Prior to the release of appointments for the coming appointment period, members can email their unavailability directly to unavailability@qrra.com.au.

It is understood that once appointments have been released, short notice commitments may arise that prevent members from fulfilling their appointment. If this occurs, members should immediately contact the appropriate Appointments Officer via phone or email to advise their unavailability. Members are requested to do this as soon as possible, allowing the Appointments Officer to make alternative arrangements.

The QRRA's decision to use RAS for all appointments requires members to be proactive in ensuring their contact details are kept up-to-date. If members change their preferred email address or mobile phone contact number, they should contact the Administration Officer and advise their new contact details as soon as possible.

If you have any questions relating to the QRRA's appointments or unavailability procedures, please contact the QRRA's Administration Officer at admin@qrra.com.au or via phone on 0409 192 396.

A handwritten signature in black ink, appearing to read 'N. LeSeberg', with a period at the end.

N. LESEBERG
Administration Officer
QRRA

18 Feb 16

**APPENDIX A
TO
QRRRA REFEREE APPOINTMENT AND AVAILABILITY ADVICE PROCEDURES**

REFEREE APPOINTMENTS SYSTEM WEB PORTAL

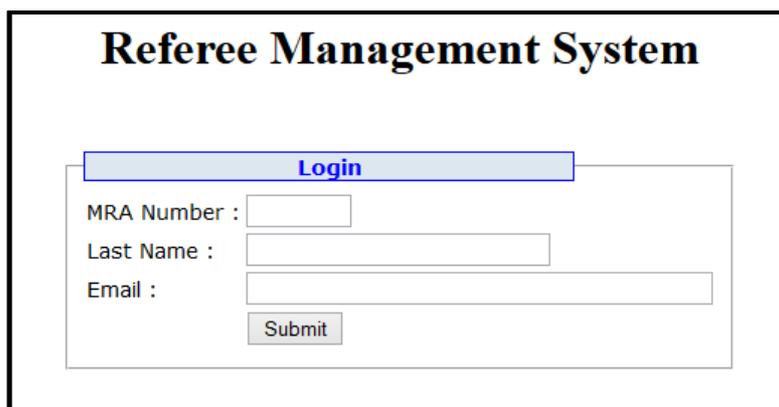
To enable referees to enter their own availability data into RAS, a self-service web portal has been developed. Accessing the web portal allows all registered members of the QRRRA to perform the following tasks online:

- Update details of any days or times that you are not available for appointment (i.e not available Sundays);
- Update any team relationship you have with a club or school, as either a player or as a parent, that needs to be taken into account when your refereeing appointments are being considered (i.e have a son who plays for BGS U/16s and would like to referee nearby), and;
- Update your regional preferences (i.e prefer to referee on the north side of Brisbane).

ACCESSING THE RAS WEB PORTAL

The RAS web portal can be accessed at public.rugbyreferee.com.au. To login to the RAS web portal you will be required to enter your:

- MyRugbyAdmin ID number (as shown on your MyRugby Card);
- surname, and;
- primary email address provided when registering for the 2015 season.



Referee Management System

Login

MRA Number :

Last Name :

Email :

Fig. 1. RAS Login Portal

After logging in to RAS, select whichever of the three updating tasks you require from the main menu.

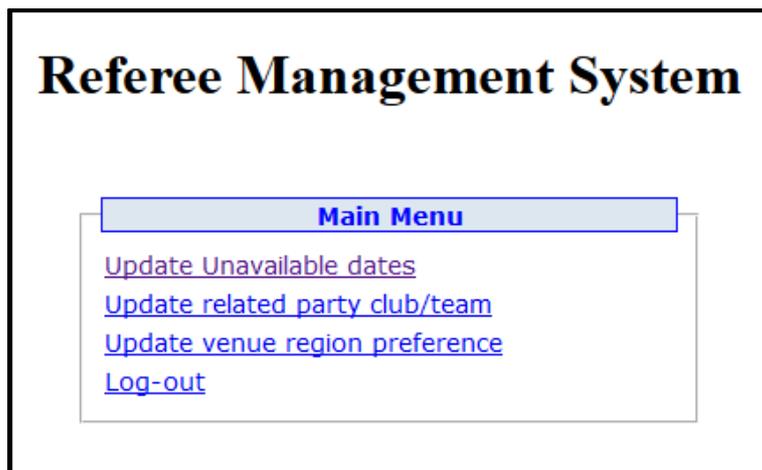


Fig. 2. RAS Main Menu.

UPDATING UNAVAILABLE DATES

After selecting 'Update Unavailable dates', you will move to the Update Unavailable Dates Instruction Page. If you are unfamiliar or have not used RAS before, read these instructions before clicking on the 'Add New Date' button.

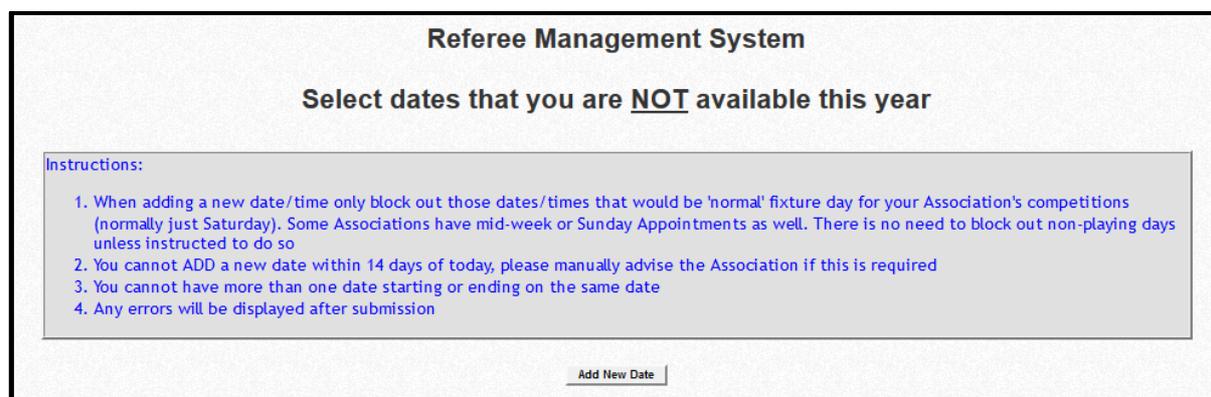


Fig. 3. RAS Update Unavailable Dates Instruction Page

When you are updating your unavailable dates, the following points should be noted:

- The recording of unavailability is an “opt-out” process. Where dates or times are not marked in RAS as being unavailable, the system assumes that you are available;
- The appointments process actually commences in draft form two weeks prior to match day. Accordingly, the RAS web portal cannot be used to indicate a period of unavailability that is 14 days or less away.
- Referees do not need to make themselves unavailable for week days. Mid-week appointments will not generally be made without first consulting with members.

- At the bottom of the 'Add Unavailable Dates' page is a section labelled 'Select Appointing Board(s) to make unavailable'. Some members will have two appointments boards available. Ensure both are selected – this is the default option – otherwise make sure they are both selected by holding the Ctrl key and clicking on both options.

Referee Management System

[Add Unavailable Dates](#)

Start Date: 10 March 2015 End Date: 10 March 2015

Start Time: 8:00 End Time: 22:00

Create across range shown:
or during the same range a recurring event every:

Friday Monday Wednesday
 Saturday Tuesday Thursday
 Sunday

Select Appointing Board(s) to make unavailable

Brisbane Referees Association
 Brisbane Referees Association Juniors

<Back>

Fig. 4. RAS Update Unavailable Dates Page

UPDATING RELATED PARTY CLUB/TEAM

Most referees will only have one Association to select from. Some referees who are appointed across both the senior and junior competitions will need to select 'Brisbane Referees Association', input their data, then select 'Brisbane Referees Association Juniors' and re-enter the data. On some operating systems you may be able to hold the 'Ctrl' or 'Command' key and select both at the same time. After selecting the association click submit. This will prompt another drop-down box allowing you to select the club or school you are associated with, followed by another that allows you to select the team and so on, until your requirements are entered.

Referee Management System

Enter related party details to assist junior appointments

Association:

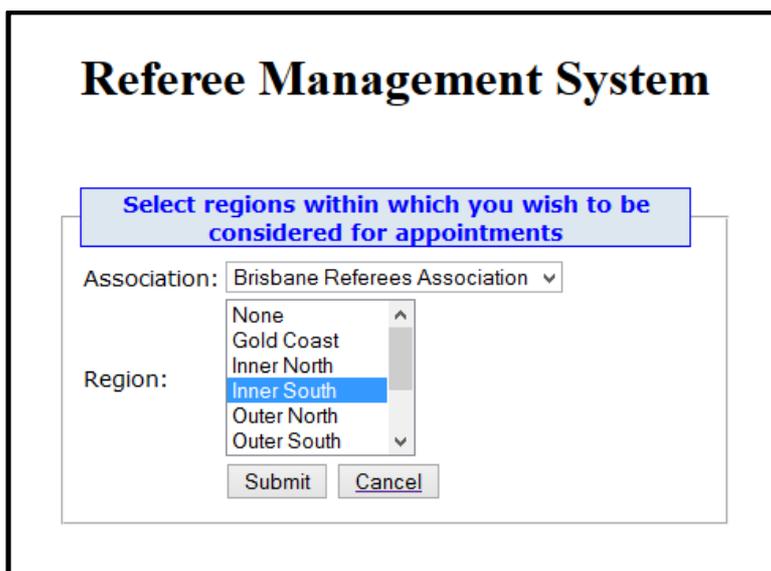
Club:

Competition:

Fig. 5. RAS Related Party details page.

UPDATING REGIONAL AVAILABILITY

Most referees will only have one Association to select from. Some referees who are appointed across both the senior and junior competitions will need to select 'Brisbane Referees Association', input their data, then select 'Brisbane Referees Association Juniors' and re-enter the data. On some operating systems you may be able to hold the 'Ctrl' or 'Command' key and select both at the same time. Once your association has been selected, you will see a number of regions have been constructed which correspond to the broad areas within Brisbane where members may wish to referee. Selecting 'None', means there are no restrictions on your regional availability. Selecting a particular region means you will be considered for appointments to venues within that region.



Referee Management System

Select regions within which you wish to be considered for appointments

Association: Brisbane Referees Association ▾

Region: None
Gold Coast
Inner North
Inner South
Outer North
Outer South

Submit Cancel

Fig. 6. RAS Update Region Preference page.

Although RAS works well in the majority of cases, unusual circumstances or complex availability requirements may require outside assistance or support. If you encounter a situation that you are not able to resolve within RAS, please contact the QRRA Administration Officer, or either of the QRRA's Appointments Officers for assistance.