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MATCH MANAGEMENT  
APPOINTMENTS  
MATCH OFFICIALS



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## 1. Introduction

Appointment of match officials to all rugby matches under the jurisdiction of the Western Province Rugby Union is the responsibility of the Appointments Portfolio of the Western Province Rugby Referees' Society.

Western Province Club Rugby requires that referees be appointed to the various leagues. For Super League A, B and C games a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and U20 referees are appointed. For the remainder of the leagues only a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> team referees are appointed.

The Appointments Portfolio appoints match officials to all the Premier League Schools and to certain schools in the lower leagues. Only 1<sup>st</sup> team referees are appointed and for certain schools an U19B and U16A referee are appointed. For school television matches a referee, assistant referees a Technical Zone Manager (TzM) are appointed.

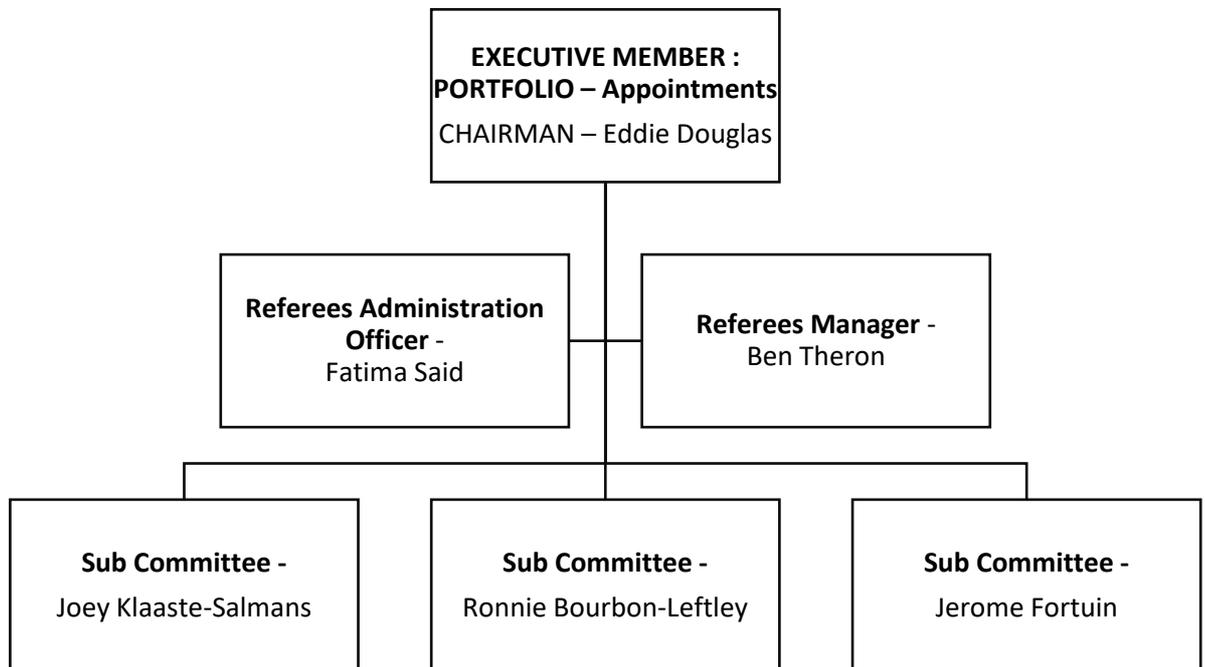
South African Referees request for certain of their games that are played in Western Province, that the following officials are appointed:

- Assistant Referees
- Sub Controllers
- Statistician, Timekeeper and Technical Zone Manager.

For certain tournaments (club and schools) and 7s competitions referees and administration personnel are also appointed.

The Appointments Portfolio are also requested to appoint Assistant Referees, Sub Controllers and Administration personnel to the World Rugby Tournaments.

## 2. Appointments Structure



## 3. Appointment objectives

The objectives of the Appointments Portfolio are the following:

- Appoint the best match official(s) to the calibre of the match.
- Ensure that all matches requiring match officials have the required number of match officials appointed.
- All appointments are communicated to referees well before the actual match is to take place.
- That any changes to appointments are communicated to match officials in a timeous manner.
- To ensure that match officials acknowledge receipt of their appointments.
- To consider match officials who have limited transport capabilities and to ensure they are appointed close to their place of residence.
- Match officials not to be appointed to the same clubs within a period of four weeks. In exceptional cases this will be overruled due to the calibre of the game requiring specific match officials.
- Compile a matrix with the Assessment Portfolio of the calibre of match official to referee a certain league based on the Grading List.

#### **4. Appointment process – World Rugby Tournaments**

The following process is followed to appoint match officials to World Rugby tournaments:

- SA Rugby receives a request that a specific match or tournament will be taking place in Western Province.
- SA Rugby will determine the amount and type of match officials to be supplied by the local Union.
- SA Rugby will then contact the WPRU Referees' Manager with the request to supply match officials for the Tournament or match.
- The WPRU Referees' Manager will then forward the request to the Appointments Portfolio.
- In discussions between the Referees' Manager and the Appointments sub Committee a decision will be made which match officials to appoint – this will be done based on Tournament or Match and the availability of match officials. The type of match or Tournament – be it Men's or Ladies fixture – will determine that only men or ladies or a combination of the two will be appointed.
- The final appointments will be made and then forwarded to SA Rugby Referees for approval.
- Once approved, the appointments will be communicated in a formal manner to the various match officials.
- The match officials will acknowledge receipt and availability – changes will be made for match officials that are not available.

#### **5. Appointment process – SA Rugby fixtures and tournaments**

The following process is followed to appoint match officials to SA Rugby tournaments:

- SA Rugby receives a request that a specific match or tournament will be taking place in the Western Province.
- SA Rugby will determine the amount and type of match officials to be supplied by the local Union.
- Alternatively, fixtures are forwarded to WP Rugby requesting match officials for various games on a weekly basis.
- The WPRU Referees' Manager will then forward the request to the Appointments Portfolio.
- In discussions between the Referees Manager and the Appointments sub Committee a decision will be made which match officials to appoint – this will be done based on Tournament or Match and the availability of match officials. The type of match or Tournament – be it a Men's or Ladies fixture – will determine that only men or ladies or a combination of the two will be appointed.
- The final appointments will be made and then forwarded to SA Rugby Referees for approval.
- Once approved, the appointments will be communicated in a formal manner to the various match officials.

- The match officials will acknowledge receipt and availability – changes will be made for match officials that are not available.

## 6. Appointment process – WP Club Rugby

The following process to be followed to appoint match officials to WP Club Rugby fixtures:

- The matrix is loaded into the computer appointment system to ensure that the correct referee is allocated to the correct calibre of match.
- The Appointments Portfolio receives fixtures of matches to be played under the jurisdiction of the WPRU.
- The fixtures are then loaded into the appointment computer system and checked for correctness.
- Changes to the fixtures are sent through on a weekly basis and loaded into system.
- An availability questionnaire is sent to referees on a weekly basis (at least two weeks before the fixtures are to take place).
- The non-available referees are updated into the computer system on the same day that appointments are done for the specific dates that they are not available.
- The appointment process (using the computer system) is then run on the Sunday before the fixtures are to take place taking the following into account:
  - The referee has not refereed the same clubs within the last four weeks.
  - The non-available referees are not appointed.
  - No referee receives a double appointment.
  - The matrix is used to appoint referees to the correct league and fixture.
  - Should any referee have to be assessed.
  - The ranking of each fixture which will be supplied by WP Club Rugby two weeks before the fixture is to take place.
- The appointments are then sent to the Appointments Sub Committee who will then verify that the appointments are correct and, if not, make the necessary recommendations for changes. These will then be updated by the Appointments Portfolio holder.
- The appointments will then be sent to the WP Referees' Manager and the Appointments Secretary on Sunday evening for review on Monday morning. They will then review the appointments and make recommendations for changes and will advise the Appointments Portfolio holder of such changes for his approval.
- Once the appointments have been reviewed and been approved by the Appointments Portfolio holder and his subcommittee they will be formally communicated to the respective match officials. This will be on a formal email indicating all the details of the fixture they have been appointed to.
- The match officials will acknowledge receipt of the appointment via means of an email to the Referees Administration Officer.

- The Referees Administration Officer will then update the appointments whether the referee has accepted or declined the appointment. Referees that have declined the appointment will be sent to the Disciplinary Portfolio for further investigation.
- On the Thursday before fixtures are to take place any changes required due to withdrawals or non-availability will be made.
- Any changes will be formally communicated to referees and they will in turn formally communicate with the Referees Administration Officer of their acceptance of the appointment by email.
- Should any emergency changes (death in family, injury, transport) have to be made on the day of the fixtures the Appointments Portfolio holder together with the Referees manager make the required changes and inform the referees accordingly. Referees that have to withdraw will contact the Referees Administration Officer telephonically or in her absence the Manager Referees.
- The above process will be followed for any Sevens Tournament.

## **7. Appointment process – WP Schools rugby**

The following process to be followed to appoint match officials to WP Schools' Rugby fixtures:

- The Appointments Portfolio receives fixtures of schools matches to be played under the jurisdiction of the WPRU.
- The fixtures are then loaded into an appointment computer system and checked for correctness.
- Changes to the fixtures are sent through on a weekly basis and loaded into system.
- An availability questionnaire is sent to referees on a weekly basis (at least two weeks before the fixtures are to take place).
- The non-available referees are updated into the computer system on the same day that appointments are done for the specific dates that they are not available.
- The appointment process (using the computer system) is then run on the Tuesday before the fixtures are to take place taking the following into account:
  - The non-available referees are not appointed.
  - No referee receives a double appointment.
  - Should any referee have to be assessed.
  - The WP Club Rugby fixture that the referee has been appointed to reduce travelling time between the two fields.
  - Should the school require an U16A and U19B referee.
- The appointments are then sent to the Appointments Sub Committee and Referees Manager who will then verify that the appointments are correct, and if not, make the necessary recommendations for changes. These will then be updated by the Appointments Portfolio holder or Referees' Manager.
- Once the appointments have been reviewed and been approved by the Appointments Portfolio holder and his sub-committee they will be formally communicated to the respective match officials. This will

be on a formal email indicating all the details of the fixture they have been appointed to.

- The match officials will acknowledge receipt of the appointment via means of an email to the Referees Administration Officer.
- The Referees Administration Officer will then update the appointments whether the referee has accepted or declined the appointment. Referees that have declined the appointment will be sent to the Disciplinary Portfolio for further investigation.
- On the Thursday before fixtures are to take place any changes required due to withdrawals or non-availability will be made.
- Any changes will be formally communicated to referees and they will in turn formally communicate with the Referees Administration Officer of their acceptance of the appointment by email.
- Should any emergency changes (death in family, injury, transport) have to be made on the day of the fixtures the Appointments Portfolio holder together with the Referees manager make the required changes and inform the referees accordingly. Referees that have to withdraw will contact the Referees Administration Officer telephonically or in her absence the Manager Referees.
- The above process will be followed for Schools fixtures that will be televised. In this case a list of referees will be identified to referee these games and these referees will then be allocated based on this list. Assistant Referees will also be appointed for these games.

## 8. Appointments Committee

Portfolio Holder	Eddie Douglas
Referees Manager	Ben Theron
Referees Administration Officer	Fatima Said
Sub Committee	Joey Klaaste-Salmans
Sub Committee	Ronnie Bourbon-Leftley
Sub Committee	Jerome Fortuin

## 9. Profile



**PREFERRED NAME:** Eddie Douglas

**HIGHEST REFEREEING PANEL:**  
WP Rugby Referees Society - Division 1R

**SA RUGBY STATUS:**  
n/a

**WORLD RUGBY STATUS:**  
n/a

**Most Memorable Rugby Refereeing Experience:**  
Bellville v Durbanville – Division 1

**YEARS SERVING ON EXECUTIVE:**  
4<sup>th</sup> – second term in office (2020)

Matriculated at Lyttleton Manor High School close to Pretoria and completed B Comm degree at the University of Pretoria. Played rugby for various clubs including Villagers (Cape Town), Retreat (SACOS League), Harlequins and Verwoerdburg (both Pretoria). Started refereeing in Northern Transvaal in 1984 and in first year refereed the final of the 4<sup>th</sup> league with Thys Lourens as captain of one of the teams.

Moved to Cape Town in 1992 and joined the WP Referees' Society where I was promoted to the Division 1R League. Took a five-year break from refereeing and then resumed in 2010. When I started getting slower on the field, I decided to hang up my whistle when I turned 58.

I wrote a computer program to do referee appointments in 1994 and assisted with doing appointments for the Society from 1995. I have been doing appointments ever since. I have now been on the Exco of the WP Referees Society responsible for the Appointments Portfolio since 2016.

On a personal note I have run a number of ultra and standard marathons. These include the Comrades, Two Oceans, New York and Sydney marathons. As a boy I

achieved my highest award a Scout can achieve – The Springbok Scout award. As an adult Scout leader, I achieved my Wood Badge – the highest an adult leader could achieve. I have now decided to take up the leisurely game of lawn bowls now that I have retired.

## 10. Contact details

### EDDIE DOUGLAS

#### APPOINTMENTS

Email: [emdouglas@webafrica.org.za](mailto:emdouglas@webafrica.org.za)

Mobile no: 0845549403

### BEN THERON

#### WP RUGBY: REFEREES' MANAGER

Email: [btheron@wprugby.co.za](mailto:btheron@wprugby.co.za)

Mobile no: 0832693590

### FATIMA SAID

#### WP RUGBY: ADMINISTRATION OFFICER / MATCH SECRETARY

Email: [fsaid@wprugby.co.za](mailto:fsaid@wprugby.co.za)

Mobile no:0664729198

### JOEY KLAASTE-SALMANS

#### CHAIRMAN: WPRRS

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### JEROME FORTUIN

#### VICE-CHAIRMAN: WPRRS

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Mobile no: 0832363459

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