



Fixtures – Add/View Fixtures on WTR

(note the exact fields available to you may differ slightly from those below)
(for Youth – see separate advice)


Before starting:

- **Know your Region, either**
 - **London – North**
 - **London – South East**
 - **London – South West**
 - **London – West**
- **This should be obvious, and relates most closely to the location of the Club**





1 – Adding Fixtures to WTR

- Click Fixtures on left hand menu



- Click the  icon to add a new fixture
- Complete the form presented:
- For **Competition**, select <Region>....:
 - ...**League** - for all adult league/merit table games
 - ...**Friendly** - for all friendly games
 - ...**Cup** - for all Cup games – RFU/CB Cup - include the Cup name/round information in the fixture notes
 - ...**Ladies** - for all ladies games
 - ...**Schools** - for all School games
 - ...**BUCS** – for all University/College rugby
 - **15 a side/7 a side**...- for all tournament/competitions
 - Examples:
 - London - South West League
 - London – North Schools
 - London – South East Cup
 - London – West Ladies
- **Date** – self explanatory. **DD-MM-YYYY format**
- **From time** is KO – **24 hour clock format**
- **To time** is KO + 2 hours (or tournament end time) – **24 hour clock format**
- **Level** of game – do not set to 0, best guess if necessary
- Select **Home and Away teams** from the dropdown lists – if the away side is unknown, please use <Region> TBA (e.g. London – North TBA)– include any further info as appropriate in the Notes
- **Venue** – only needed if not normal home location
- **Pitch** – not required
- In the **notes** – please provide any additional relevant information, e.g.
 - Type of game – e.g. Pre-season, Friendly, RFU Vase Rd2, etc.
 - venue details – Battersea Park/Old Deer Park/etc. – if not your normal home ground
 - Opposition if not selected above, e.g. touring side from SA - Western Province etc.
- **CRB Req** – do not use (this is no longer used/relevant)



- Save the fixture with the  icon
- Use the  to discard the fixture
- Use the  to clear what you have entered and to “start again”
- After saving you will get a “record created successfully message”. To add further fixtures, click the  again and repeat the above.

2 – Amending/Deleting Fixtures to WTR

You CANNOT Amend or Delete fixtures.

3 – Viewing Fixtures to WTR

There are a number of different options. If one option doesn't give you the expected results, please try the other options before escalating as a problem.

- To view all fixtures for the season:
 - Click Club on left hand menu
 - Use the filters to find the appropriate club(s)
 - From the list displayed, click on Club Name
 - On the Clubs – View page, scroll down and the Team names that exist within the Club are listed
 - Click on the required Team to view the Team View page
 - Scroll down to see the fixtures listed for this team.
- To view all fixtures for the season:
 - Click Teams on left hand menu
 - Use the filters to find the appropriate team(s)
 - From the list displayed, click on required Team Name to view the Team View page
 - Scroll down to see the fixtures listed for this team.
- To view all fixtures for the season:
 - Click on Fixtures on left hand menu
 - Use the date filters to narrow your search, e.g. 1/9/16 to 30/4/17
 - Use the Team filter to select your team
 - Set the Organisation filter to <Region>
 - Click FIND
- To view a specific fixture
 - Click on Fixtures on left hand menu
 - Use the date filters to narrow your search to a particular date



- Use the other filters to further refine your search – don't use the Competition filter, fixtures within the same physical competition can be recorded under different Competition names on the system
- Click FIND
- NB – if filtering on Team Name for example, you can only search on 1 team, NOT all teams within a Club

Please Note:

- You are only interested in Home games!
- If an away game is not showing – it could be that the opposition Club is not on WTR (e.g. if travelling out of region) or that they haven't yet entered the fixture on WTR
- All queries/issues with AWAY games should be directed towards that Club Fixture Secretary!

4 – End to End Summary Process

The whole process can be summarised as follows:

- Fixture Secretary adds fixtures to WTR – and can do this at any point throughout the season. However, we cannot always provide referees for every game, and one of the factors we will look at is when the fixture was added, so the sooner you get them added, the better.
- LSRFUR will attempt to appoint a referee to your fixtures – see below
- If you haven't heard anything from us by 48hrs before the game, please feel free to contact Re-Appointments on the number below; they will be able to tell you what the chances are of finding a referee. Re-Appointments will continue to try to appoint right up until the morning game, however in some weeks it is very clear, very early that not all games will get a referee.
- You, or someone from the Club, need to confirm match details with the appointed referee, verbally, at least 24hrs ahead of the game, where possible. The referee will need to know venue, KO, team colours, any special arrangements etc.
- The referee will need to be paid travel expenses on the day (or arrangements made for subsequent bank transfer etc.) – up to a max of £30 – and will provide a receipt for these
- If you need to cancel/postpone a game, you need to contact Appointments/Re-Appointments (see below); if a referee has been appointed, you MUST also contact them and let them know.
- We do not know what your fixtures are – we can only appoint to games that are on WTR.

5 – Appointing

The purpose of the Appointing process is to ensure that as many games as possible which are listed on WTR, are provided with a competent and qualified referee. The appointing cycle may start many weeks before the actual game, and continues, via the Re-appointments Team, right up to the day of the game. Appointers make the initial appointments and then pass on to Re-Appointers to manage changes/late changes (normally within 5-6 days of the fixture).

6 – WTR Notification Emails

WTR generates emails throughout the appointing cycle, to keep you (Referee/Club Fixture Sec/Team Contact) up to date. The start point of the Appointing process is the Appointer matching a Referee with a game. Referees receive an Appointment Notification once the Appointer makes this



appointment. The referee has to either Accept or Decline the appointment. This part of the process is not visible to Clubs.

1. Notification emails get sent to Clubs AFTER the referee ACCEPTS the appointment. Referees have been asked to accept appointments within 24hrs of receipt (normally by the end of Monday). Therefore you may not receive an appointment email until Tuesday or even Wednesday depending on circumstances; (if the 1st appointed referee declines the appointment, and a subsequent appointment has to be made, it is likely to be Wednesday/Thursday);
2. On WTR you will only be able to see the referee details AFTER they have accepted the appointment;
3. The system sends out automated emails for various events. Initially these may be “confusing” however if read in the sequence that they are sent, they should tell a narrative, e.g.:
 - a. Referee appointed
 - b. Assessor appointed
 - c. Referee removed
 - d. Referee appointed
 - e. Assessor removed etc.
4. If you receive a “referee removed from fixture “ email – this is likely caused by the need to move referees around within the region. Re-Appointments WILL be aware of this and WILL be working to find a replacement – you do not need to contact them immediately in a panic!
5. As previously if you haven’t received referee details by Thursday/Friday, then please contact Re-appointments
6. Confirmation with the referee should still be made verbally – league regulations. Referee contact details are on the Notification email
7. **The above relates to Saturday fixtures - adjust days accordingly for Sunday/Midweek**

7 – Appointment/Re-Appointment Contacts

Please refer to the Region pages on [LSRFUR website](#) for details of Appointment and Re-Appointments Contacts.

8 – WTR Support

If you have any problems with WTR, PLEASE DO NOT CONTACT WTR. In the 1st instance please contact either John Durkin or Simon Ambler who will endeavour to find a solution; and if necessary will liaise with WTR on your behalf.

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