



## London Society of Rugby Football Union Referees

### Discipline issues

#### Process for Area Discipline Secretaries

- Receive draft red card form from your referee. This should happen within 24 hours of the incident.
- Referees should be sending their draft to the appropriate whole area team (N, W, SW, SE, Midweek, SEG) according to the contacts on [www.londonrugby.com](http://www.londonrugby.com). It is up to these teams to decide which team member deals with the forms on any particular weekend. Note that level 6 and below go to the referee's "home" area even if not appointed by the area. Midweek deal with all their own red cards.
- Check everything has been covered and the description of the offence is clear. See notes on writing a red card report on [www.londonrugby.com](http://www.londonrugby.com) and ask the referee for clarification if necessary. Do go back to your referee if there is anything where there is not enough detail.
- Send final form to the Constituent Body/County (CB) of the offending player. This needs to be with them within 48 hours of the offence. Refer to RFU document circulated to discipline teams for what CB a club belongs to.
- If time is tight then forward the first draft form to the CB anyway; ask the referee for email clarification/additions if necessary; forward the referee's email response to the CB.
- For sendings off in school matches each county has a school/youth discipline officer. Sometimes this is the usual CB contact. If in doubt send to the usual CB contact. Also send the form to the Headmaster of the school. There is a pro-forma style letter to Headmasters you can use in this situation. If you prefer to pass schools red cards to John Orr then forward to him asap.
- Send youth red cards to the appropriate CB contact. Ask them to forward to the club.
- Copy final form to John Orr ([john.orr@londonrugby.com](mailto:john.orr@londonrugby.com)).
- Possible citings: If a referee reports a possible citing to you then get all the details that the ref knows about the incident (often nothing or very little). Find out what the atmosphere was in the game (e.g. a number of yellow cards or players warned or just nothing to report). Find how the ref got wind of possible citing. Save this information. As citings/court cases can take a long time to resolve it is important that contemporary information is gathered and stored.

**Note: Level 5 RC and all Ladies Premiership (1<sup>st</sup> and 2<sup>nd</sup> XV) RC and YC reports go to John Durkin and John Orr so forward immediately if you field any of these.**

John Orr, LSRFUR Discipline Secretary  
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