

RRIMS user guide for referee coaches

Login to the site (<http://rrims.rugbydownunder.com.au/login.aspx>) using the email address you are registered on MRA with, and the password generated when you were first given access to RRIMS (you would have received an email from the system with it). Note that RRIMS and RugbyLink are linked, so that referees and referee coaches need to be a member of a referee association in RugbyLink before they appear in RRIMS.

Once you login, you will see this screen (the home page):

48:15
until
timeout

RRIMS AU
Tuesday 10 Jun 2014

Home Admin GPR Reports Contacts Logout

Alexander, welcome to RRIMS - the global home of Rugby Refereeing.

Some of the functions available to you are:

- Add information such as new reports for referees
- Contact another coach or a referee
- Search for a report on a referee
- Search the gradings listings
- Change a report submitted previously

Username:	alex.richards@rugby.com.au	User level:	Administrator
User:	Alexander Richards (1393294)	Last login:	30/05/2014 8:55:00 AM
Association:	nGPR Sydney	Location:	RRIMS AU

I didn't say it was your fault, I said I was blaming you.
- Anonymous -

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Rugby DownUnder
Select Language
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The menus along the top of the page (circled in red) allow access to the following functions:

Admin – adding users, changing access rights, maintaining the grading list, deleting reports. Only a few people are given this access.

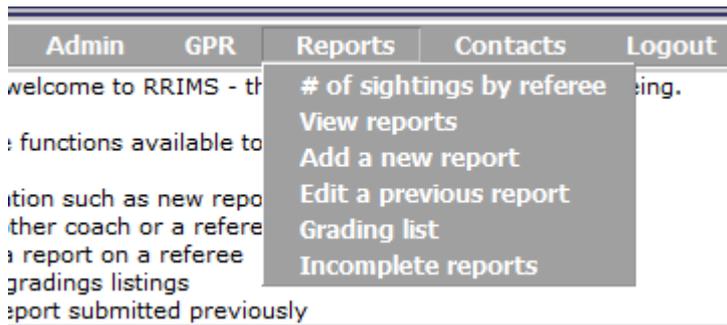
GPR – currently only used by NSWRRRA (and for representative games, and other associations are starting to use it). This gives both referees and referee coaches access to submit GPRs (Game/Plan/Review).

Reports – the main section you'll use. Explained in detail below. This is the focus of this document.

Contacts – lists the contact details of referees and coaches in your association (from MRA), so that you can contact them to discuss reports.

Reports section

Within the reports section, you'll have access to the following sub-menus:



A brief explanation of each is as follows:

of sightings by referee – allows you to select a year, and then list the number of reports each referee received in that year. Will mostly be used by the appointments/grading people in your association to check that all referees are being reported upon in RRIMS.

View reports – allows you to view reports that you have previously submitted (if you have ‘restricted user’ access) or all reports by coaches on referees in your association (if you have ‘normal’ access).

Add a new report – allows you to add a report coaching report or competency assessment.

Edit a previous report – allows you to change a report that you’re previously submitted.

Grading list – shows the current grading list for your association, if that function is being used in your association (generally the head of the CGB’s job to maintain it).

Incomplete reports – allows you to finish reports that you’re previously saved as incomplete (i.e. in draft).

View Reports section

Use the year dropdown (#1 below) and referee name to search for the referee you’re interested in. If you leave the referee name box blank, you’ll see every report submitted in the year selected.

Select a year for the report(s) you wish to view.
 Select a referee for whom you wish to view reports OR select "---All referees---" to see reports for all referees.
 Select the report type you wish to see.
 Click on the game to view the report.
 A • in front of the coach's name indicates that there is a comment which can be viewed by clicking on it.

On the list of reports you can:
 Click on the column heading to sort by that column (click again to toggle between ascending and descending sort order).
 Drag the columns to rearrange the columns.
 Drag the column heading to the area marked "Drag columns here" to group the list by that column.

View reports / thumbnails in 2014 #1 for Abadee, Alister (Sydney North RRA)

Reports #2 Thumbnails Export to Excel #3 Export to Word

Reports Drag columns here

Reports: 2 Items (Showing 1 to 2)

Referee	Location	Date #4	Game	Coach
▶ Abadee, Alister	Sydney North RRA	13/04/2014	L1R U 13 D @ Melwood	#5 Chapman, David
Abadee, Alister	Sydney North RRA	13/04/2014	CR U13: Forest vs Wakehurst @ Melwood	Chapman, David

25 #6

Having selected the year and referee, click on 'reports' (#2) to see a list of all the reports done on them in that year. The list appears as above.

The section below the year/referee boxes appears as a spreadsheet. You can actually download the data into a spreadsheet or table, using the 'export to excel' or 'export to word' (#3) buttons. The columns are as follows:

Referee – the referee or referee coach being reported on.

Location – which association they belong to. The same referee will appear multiple times if they belong to more than one association.

Date – date of the game (from the report).

Report type (#4) – CR (coaching report), L1R (level 1 referee assessment), L2R (level 2 referee assessment), L1C (level 1 ref coach assessment), L2C (level 2 ref coach assessment).

Game – the grade, teams and location of the game. Based on information given in the report.

Coach – name of the referee coach who submitted the report.

Thumbnail (#5) – the dot to the left of the coach's name allows you to view the thumbnail that was written about the game (when you click on it). This is a summary of the report that the referee can't see, but it allows referee coaches to see a summary of the report at a glance.

To view a report, click on the hyperlink containing the match grade (under 'Game', #6).

Thumbnail

If you click the 'Thumbnails' button you get a listing of all the thumbnails written on that referee in the selected year. Most associations will have a policy on what information should go in the thumbnail (e.g. information on grading), but in general the thumbnail is written so that the next coach to see the referee knows what to look for. If the referee has more than 3 AWRI, then the additional points may go into the thumbnail for the info of the next coach – as they may become important once the current top 3 AWRI have been fixed.

View reports / thumbnails in for

Reports Drag columns here

Reports: 2 Items (Showing 1 to 2)

Referee	Location	Date	Coach	Game	
▶ Mundul, Rohahn		4/05/2014	Johnstone, Greg	U14: KWP Lindfield #1 vs Mosman JRFUC Dolphins	Test him at the next game on his MAYDAY Call. Make sure he has a watch rather than running around the field with a cellphone. Identifying of trends A very competent young referee and was a pleasure to watch him.
Mundul, Rohahn		3/04/2014	Rydon, Anthony	U14: Lindfield vs Lane Cove	As Rohahn said, he was lazy and would have been caught out in a more testy game. Otherwise all the fundamentals are there

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Add a new report

Selecting this section brings up the screen below.

Home Admin GPR Reports Contacts Logout

Add referee report

Choose which report type you wish to use...

Check this box to report on a referee outside your normal Association **7**

Referee coaching report

8

Level 1 Referee Competency Assessment	Level 2 Referee Competency Assessment	Level 1 Referee Coach Competency Assessment	Level 2 Referee Coach Competency Assessment
<input type="button" value="Click here ..."/>			

If you need to report on a referee who is not a member of your association, then click the box 'Check this box to report on a referee outside your normal Association' (#7). This brings up a list of every referee in Australia when you move to the next step.

Most of the time you will be submitting coaching reports. Simply click on #8. The row below that contains the four competency assessments. Once you submit any of these reports as 'complete' a copy automatically goes to the referee, and for competency assessments another copy goes to the

person responsible for accreditation in your association (or to Alex Richards, if there isn't a nominated person).

Referee coaching report

The format of the coaching report in RRIMS is identical to the form you'd use for a paper report. Note that the sections were changed in 2014 to reflect the ARU Referee Profile.

The top section of the report contains all the metadata that allows the report to be stored and sorted in the RRIMS database.

Add referee report

1. Fill in the report.
2. Submit your data.
A copy will be automatically emailed to the referee.

Referee's Coaching Report
At a minimum only areas discussed with the referee and the coaching hints provided need be listed.
If time permits, more information such as evidence relating to constructive feedback should be recorded.

Referee:	-- Choose a referee --	Date:	dd/mm/yyyy
Result:	Final score	Venue:	Where the game is played
Teams:	Home team	vs	Away team
Coach's name:	Alexander Richards	Grade:	

Game context Include information about the game relevant to placing comments below in context, eg. type of game, intensity, conditions.

Decision making - Breakdown / Space Include both positive and/or constructive comments around TACKLE (quick ball and contest) and SPACE (offside and kick chase).

Underneath that are sections for:

Game Context – brief description of the game that provides context for the report that follows (i.e. was it a challenging or easy game to referee).

Decision making – breakdown/space. Comment on positive/negative outcomes here, along with your coaching advice.

Decision making – set piece/other. Comment on positive/negative outcomes here, along with your coaching advice.

Summary Highlight the quality of the performance at the level of the game, and summarise the agreed work-ons for the referee from your post-match debrief.

Coach's comments - (will not be seen by referee)

- Recommended for promotion to more challenging games
- Appropriately graded at this level
- Struggling at this level

 Save as incomplete**OR**Submit to referee

Game management – empathy and change behaviour. Comment on positive/negative outcomes here, along with your coaching advice.

Summary – your chance to summarise the performance, give the referee a bit of a ‘rev up’, and list the agreed work-ons for the future.

Coach’s comments – whatever you write in here won’t be seen by the referee, and will appear in the Thumbnail section, as discussed above. You can use the checkboxes on grading to suggest whether the referee is appropriately graded. This allows your CGB to sort reports into those three categories when reviewing gradings.

At the bottom of the screen are three buttons:

ABC – conducts a spell check.

Save as incomplete – saves the report as a draft (so it doesn’t email the referee). It will then appear in your ‘incomplete reports’ under the reports menu. While RRIMS has an auto-save function, it’s a good idea to save your report regularly, so that you don’t lose all your typing if your connection times out.

Submit to referee – this finalises the report and sends a copy to the referee. The final report will now appear in the ‘view reports’ section.

Competency Assessment

If doing a competency assessment on a referee, you should read through the competency criteria at <http://www.rugby.com.au/referees/EducationResources/OnlineResources/Accreditationforms.aspx>.

1. Fill in the report.
2. Submit your data.
A copy will be automatically emailed to the Rugby Office.

*Level 1
Referee Competency Assessment*

Referee: **Date:**

Venue: **Player Age & Grade:**

Special Conditions:

Coach's name: Alexander Richards **Competent:**

Opportunity to Demonstrate (Y/N)
This column should be marked Y or N depending on whether the competency criteria occurred during the game

Achieved
Tick this column if the assessment is that the Referee demonstrated competency (65% competency required)

Yet to be achieved
Tick this column if the assessment is that the competency has not yet been demonstrated or did not occur in the game

Comments
Write your comments on how the competency was demonstrated or why it was not demonstrated based on your evaluation of the Referee's performance during the game.

Criteria	Opportunity to Demonstrate	Achieved	Yet to be achieved	Comments
Management				
Communication				
Followed acceptable communication protocols	<input type="checkbox" value="Y"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Demonstrated ability to vary communication	<input type="checkbox" value="Y"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Established rapport with captains	<input type="checkbox" value="Y"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Control				
Managed foul play (obstruction, dangerous play and misconduct) effectively, utilising admonishment, cautioning and temporary suspension, and sending off, appropriate to the game	<input type="checkbox" value="Y"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Managed foul play (unfair play and repeated infringements) effectively, utilising cautioning and temporary suspension	<input type="checkbox" value="Y"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Demonstrated management skills that ensured control of the game	<input type="checkbox" value="Y"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Advantage				
Played territorial/tactical advantage in accordance with the conduct and spirit of the game	<input type="checkbox" value="Y"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

If you don't change any of the checkboxes underneath, the person is defaulted to be competent. If they didn't have the opportunity to demonstrate (because it didn't happen in the game), then you should conduct alternative assessment (e.g. ask hypothetical questions) to ascertain their competence. This does not apply to scrums, where competence must be demonstrated on a contested scrum. If they don't demonstrate competence, tick the 'yet to be achieved' box. They will need to re-attempt that competency on another game.

The comments box beside each competency is very restricted in what you can write. The 'notes on assessment' box (at the bottom) has more space. A suggestion is to put a note in the comments box, such as 'refer to #1 below) and then put more extensive notes at the bottom against the numbers. You can also submit a separate coaching report and just say 'refer to coaching report' in the notes section of the competency assessment.