**Discipline Guidance**

There seems to be a little confusion on discipline procedures, so I thought I would put together a checklist.  Please file away for reference I hope you will not need it but it needs be there when you do.

Reports needs to be written for all cases (including schools) of Red Cards & Abuse no matter if you think you made an error, if this is the case put it in the report.  You should not be persuaded to withdraw, if you are you should also note this on the report.

**Immediate Actions at the match**

Take your time.

* Get the player’s name.
* Do not discuss incident with players & coaches apart from informing them of the offence, speak to the player if he offers an apology.
* Make notes as soon as possible especially if abuse is involved, exact words and phrases are required on the form.  If contemporaneous notes are available this can be used at any hearing.
* Ring / text me (07712328513) or email (tim.bailey2@ntlworld.com) to let me know you have issued a red card or are filing an abuse form.

**Writing the report**

The Red Card Report Form is [here](https://www.dropbox.com/s/qqvwguqy4w04av8/RFU%20Red%20Card%20Form%202018-19.%20Level%205%20and%20Below%20V3.pdf?dl=0) and the Match Official Abuse form is [here](https://www.dropbox.com/s/qqvwguqy4w04av8/RFU%20Red%20Card%20Form%202018-19.%20Level%205%20and%20Below%20V3.pdf?dl=0)

Fill out the form noting the following:

* Give some context to the build-up using such phrases
	+ From a lineout blue were in possession on the halfway line
	+ During open play red were attacking towards the blue 22m line
* Describe the incident in detail, important factors:
	+ Who did what to who, the numbers of the player at the receiving end is not important unless there is retaliation.
* For a punch or a kick it is important to state.
	+ The landing area (face / joint / body).
	+ The force (knock him off his feet / jerked head back).
	+ Number of punches even ones that missed.
* For a tip tackle.
	+ Angle
	+ Drop / driven to the ground
	+ Point of impact including if arms were used to arrest fall and impact point if you discount the arms
* What you did:
	+ When did you blow your whistle and what was the players reaction.
	+ How you dealt with the Captain & Player.
	+ Reaction to the card.

Note any apology and also useful to also note if there is none, I means I know you have thought about it.

File the report as quickly as possible to me (tim.bailey2@ntlworld.com ) even if you are on exchange, ideally within 24 hours.  Let me know if there are likely to be delays for any reason.

**What happens next**

For my part I will keep you informed of progress.

If the player is pleading guilty the club will hold a hearing and give him a sanction.  This is ratified via email by HRFU Discipline Committee

For a not guilty plea a hearing will be held, the referee is likely to be asked to attend or at least be available on the phone.

All abuse cases will be subject to a hearing again the referee is likely to be asked to attend or at least be available on the phone.

I will inform you of sanctions; this is not always possible for exchange RCs

**Abuse Cases**

It is imperative that you make a note of what is said

Deal with individuals rather than groups

For spectators and coaches remove them completely

HRFU have demonstrated they fully support the officials

If you have any questions please pick up the phone to me or any other experienced referee.