



# Rugby Danmark

## REFEREE'S HANDBOOK



Daniel Storch

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### 1. Welcome to Danish rugby

On behalf of Rugby Danmark (RD), we welcome you as a referee. You are an important figure on the pitch - without you, there is no rugby.

With this little handbook, we hope to be able to prepare you for your future assignments, knowing full well, that the most important learning comes from being on the pitch. You will no doubt be able to draw on your fellow referees' experiences and you are always welcome to contact RD, should you have any questions or need for advice/guidance (see section 12). You are also welcome to send us suggestions for this handbook. We aim to update it every year before the start of the season.

We thank you for your commitment and wish you all the best on the pitches!

### 2. Values

Passion, Unity, Respect, Discipline, Fair-play!

We are our values and they should be present in everything we do in Danish rugby.

Having said that, you will, no doubt, find that not everyone remembers this during the matches.

Players, coaches and leaders can be sanctioned according to World Rugby Laws of the Game and the RD tournament regulations. Clubs should address any bad behaviour from spectators themselves.

Always remember the values yourself and report any indiscretions to the RD. Nothing good rarely

comes from too much debate on the pitch. In connection with the RD age grade tournament, RD has extra focus on good behaviour on the touch line. "Ambassadors" are nominated to help during the tournaments.



We would like to prepare you for difficult situations, but Danish rugby is no different from rugby worldwide. It is a family and a network. You are a part of this and we trust that you will be made to feel welcome in Rugby Denmark.

### 3. Kit and equipment

As a trained level 1 referee, you will receive a whistle and a set of cards (yellow/red). World Rugby's "Laws of the Game" can be downloaded as an app and has a dedicated website. If you need a hard cover version, we can normally help you (English version only).

Once you start refereeing, you will receive a kit (jersey, shorts and socks). Should RD not be able to deliver this straight away, you can, of course, referee in your own kit. It is recommended that you always have a spare jersey in your bag, in case of an unforeseen colour clash.

As a referee you represent RD. You are only allowed to promote RD sponsors – and those we need more of. If you have any suggestions or contacts, we are eager to hear from you.

A certain level of fitness is necessary to referee. There are no requirements, but if you have ambitions to referee at top level and abroad, you need to be fit.

### 4. Before the match

We recommend that you arrive 60-90 minutes before a match/tournament. This will give you time to familiarise yourself with the set-up, to meet the teams/clubs, to change and to warm up.

This is also when you must receive the match reports from the teams (not applicable age-grade rugby). It is not your job to chase the reports from the teams, but you must understand, that RD regulations state, that a match cannot be played before the two teams have filled in the reports and handed them to you. This is amongst other things to make sure, that all players have a license, which again tells us that they have their own accident insurance.

If a team wishes to observe a minute's silence in connection with the loss of a member this is, of course, okay. It must, however, be agreed with you and the other team well before kick-off.

Other observations must be agreed with RD before a match – and not made on your own initiative.

### 5. Match reports

There is a separate guide to the procedures concerning the match reports. See section 13.

As an extra service to the clubs, you can print a few match reports and bring them with you, but it is the responsibility of the clubs to have it ready for you.



### 6. After the match

You must fill in the score on the match report (incl. number of tries) as well as any misconduct (cards).

Yellow cards just need to be registered with player's name, license number and which sanction (e.g. H. Hansen, 5454, high tackle).

Red cards require a separate report with a description of the incident (link in section 12).

The match reports must be signed by the team manager or another responsible person from each of the two teams.

The match report is then sent to RD at [info@rugby.dk](mailto:info@rugby.dk) (photo or pdf) as soon as possible after the

match. No later than Monday morning for Saturday matches and for weekday matches, the report must be sent in the following day.

To receive remuneration for matches, RD must have received the match report. In case there is no match report, you must make sure to send an e-mail to RD with result/s (incl. number of tries) as well as information about sanctions – including the reason why there is no match report. Send to RD no later than 2 days after the match (see also item 8).

The home club will most likely offer you something to eat/drink after the match and we hope that you feel like staying. This is also a good opportunity to answer questions from the teams, but you are not obliged to stay after the match.

## 7. Assessment

As a part of your development as a referee, the clubs can fill out an assessment card after the match. They can give this to you after the match – or send it to you or the RD at a later stage. This is meant as constructive feedback and as a tool, which can help you to focus on areas of development – and for the RD to support you in your efforts. Not many clubs take the opportunity to assess referees, so please feel free to remind them (see link in section 12).

RD also has trained referee coaches and assessors that can help you with your development.

## 8. Remuneration

RD referees are not paid as such, but the RD does offer remuneration and mileage.

For the 2025 season, these are the amounts:

- Match with less than 50 km. to and from your home address: 250 kr. There is no further coverage of transport.
- Match with more than 51 km. to and from your home address: 250 kr. + Coverage of transport/milage.
- For tournaments or several matches (eg. age-grade, Sevens or 10s), with less than 50 km. to and from your home address: 400 kr. There is no further coverage of transport.
- For tournaments or several matches (eg. age-grade, Sevens or 10s), with more than 51 km. to and from your home address: 400 kr. + coverage of transport/mileage.
- Where possible, referees should coordinate and travel together in one car.

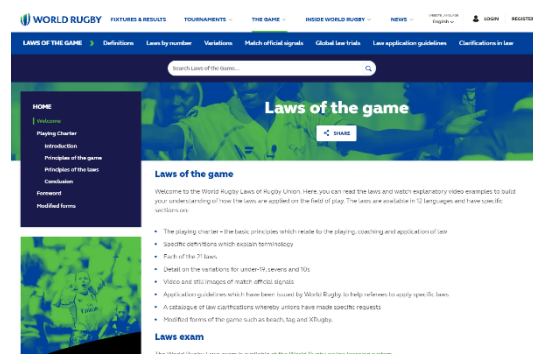
State tariff for 2025 is kr. 3,81 pr. km.

**Important:** In order for you to receive the above remuneration, you must send in a RD expense claim with receipts (see section 12) and you must have sent in the match report (or results from tournaments) as well as any reports on sending offs and/or sin-bins.

Remuneration and mileage are tax free according to Danish law. But please note, that you must have driven in **your own car** and mileage only covers the return distance from your home address to the pitch. If you travel by public transport, then this amount can be reimbursed if you send in the receipt with the expense claim form.

## 9. Education/development

Education is key for RD – and for you as an active referee. RD has developed a referee's pathway (section 13.1). As a referee, you are responsible for your own development in terms of e.g. match diary/self-reflection, sparring, training and education. RD, of course, supports your development, but you are responsible. RD's referee education is managed by a World Rugby educator and when you pass referee's courses, you will receive a World Rugby certificate, which is valid worldwide.



Course fees are normally covered by your club, but if you are not a club member, then you can contact RD for a financial agreement.

RD offers level 1 referee courses in the Spring and level 2 courses every second year (as a general guideline).

RD also offers referee courses specifically aimed at age grade leaders and coaches (Kids First). At these courses, the instructors are experienced RD referees.

Further education is managed at European level and requires nomination from RD. There are good opportunities within international rugby, if you have such ambitions. International development is planned with the RD Technical Director.

RD has a good network with several other unions, both in terms of exchanges, development and education.

## 10. Laws and regulations

All rugby in Denmark is played according to World Rugby Laws of the Game. There are exceptions, and these are defined in the RD tournament regulations. At senior level, this is mainly to do with the managing of games/tournaments (and not in terms of the actual laws of the game). At age grade level the regulations are very specific and designed to support player development. It is very important to know the age grad variations before you referee at this level (links in section 12).



The RD regulations also contain procedures for clubs, in case they want to make formal reports or complaints. Always refer to the regulations (or RD) if you are asked about this. In case RD need further information from you as a referee, you will be contacted directly by the RD administration. As a referee, we expect you to pass the online World Rugby law exam each year before the start of the season.

## 11. Social Media

We are all connected – not least on social media platforms. You may experience public comments on your own or a colleague's refereeing. It can be positive and harmless, but nevertheless, you are



not to engage in any public debate. Difficult situations may arise, where a club complains and includes yours or other referees' comments.

You are, of course, welcome to share your referee experiences (#RUGBYdk) as it may inspire others to start refereeing, but you cannot comment on matches, referees etc. This is both to protect you as a referee and to avoid influencing possible reviews and disciplinary actions.

RD referees have a secret group on Facebook, where you can discuss matches, write reports of games, ask questions, seek advice etc. You are invited to join this group after you start refereeing.

## 12. Contact/links

You are always welcome to contact us!

Please see contact information below as well as links to regulations, forms etc.

It is necessary for the RD, always to have your active mail address and phone number, as well as your date of birth (for development purposes only).

### Contacts:

#### RD referee manager

Mike Hawkins

Tel. 50 84 57 89 / mail: [lostohawk@live.com](mailto:lostohawk@live.com)

#### RD Referee appointments and education:

Diane Lintonbon

Mail: [diane@lintonbon.co.uk](mailto:diane@lintonbon.co.uk)

#### RD Match coordination and reports:

Jon Caton

Mail: [caton\\_jon@hotmail.com](mailto:caton_jon@hotmail.com)

#### RD's administration (match reports, remuneration and disciplinary reports):

RD

Tel. 53 83 77 25 / mail: [info@rugby.dk](mailto:info@rugby.dk)

#### RD Secretary manager (training and development):

Mikael Lai Rasmussen

Tel. 60 13 82 25 / mail: [mlr@rugby.dk](mailto:mlr@rugby.dk)

### Links:

Dansk Rugby Union

[www.rugby.dk](http://www.rugby.dk)

Download match reports, assessment cards, forms for disciplinary reports etc:

<https://www.rugby.dk/dansk-rugby-union/hent-dokumenter/category/18-kamprapporter-mm>

Download expense claim:

<https://www.rugby.dk/dansk-rugby-union/hent-dokumenter/category/19-udgiftsbilag>

Download SENIOR tournament regulations:

<https://www.rugby.dk/dansk-rugby-union/hent-dokumenter/category/11-turneringsreglementer>

Download AGE-GRADE tournament regulations and guidelines:

<https://www.rugby.dk/dansk-rugby-union/hent-dokumenter/category/70-turneringsreglementer-ungdom>

RD Privacy Policy:

<https://www.rugby.dk/dansk-rugby-union/privatlivspolitik>

World Rugby's Laws of the Game (incl. law exam, download and links to app):

<https://www.world.rugby/the-game/laws/home>

**13. Appendixes (on the following pages):**

13.1 RD referee's pathway

13.2 RD guide to match reports

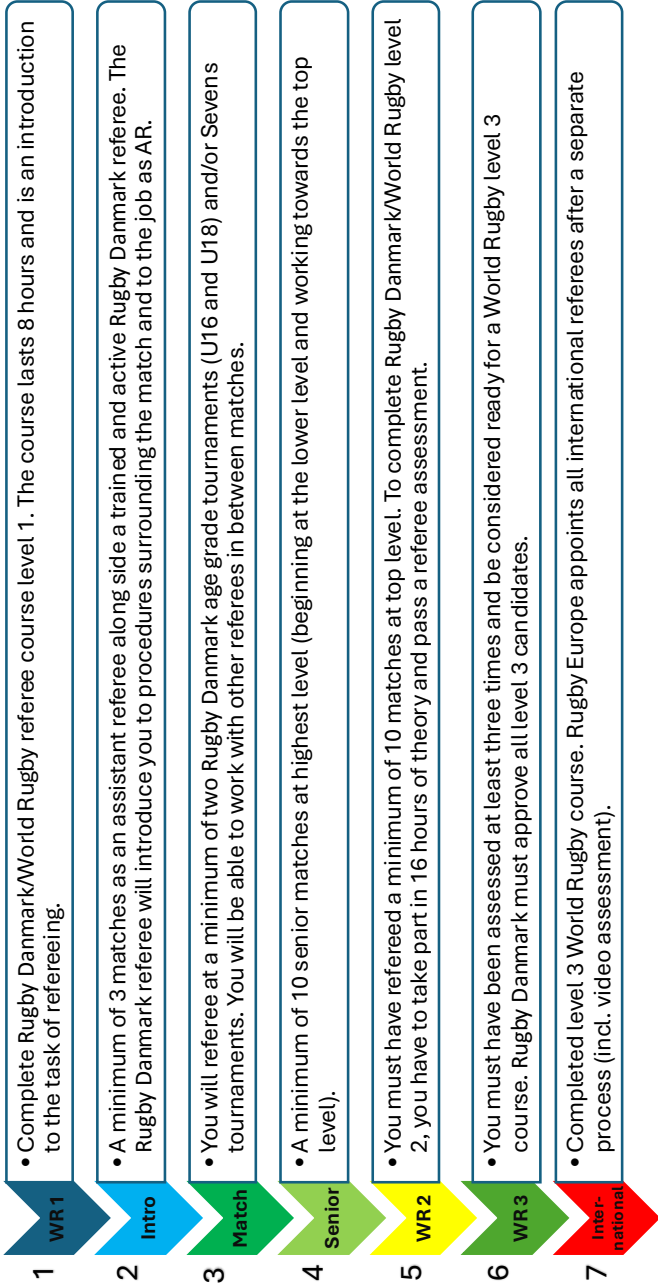
13.3 RD match report with instructions

13.4 RD expense claim with instructions



## Rugby Denmark | Referee Pathway

This is a description of the pathway (and requirements) that we follow in connection with training and development of referees in Denmark. You enter the pathway at the level, that suits the individual referee. If you do not wish to referee, but would like to know more about the laws of the game see: [laws.worldrugby.org](https://laws.worldrugby.org) or [passport.worldrugby.org](https://passport.worldrugby.org)





## SENIOR TOURNAMENTS 2023

### Procedure for match reports

1. Match report can be downloaded as pdf at [www.rugby.dk](http://www.rugby.dk) (download/kamprapporter mm.)
2. Well in advance of the match, the home team will complete their part of the report.
3. The match report is then handed to the away team upon arrival. Match report must be filled out in capital letters.
4. The away team fill out their part of the report and hands it to the referee **no later than half an hour before kick-off**. In case of no match report, the match will be considered as not having been played.
5. For divisions below the top division, the RD accept the use of players from other clubs as long as these have a RD license. These players must be included on the report (name, clubs and license number). Use of players from other clubs can result in a warning, but only if the opposition write a protest on the match report.
6. After the match, the report is completed by the referee. This includes any reports of players (cards). Yellow cards are noted with name of player, license number and the offence. Red cards must be noted on the report and a further report must be made separately.  
Final score incl. half-time score and number of tries are also filled in by the referee. The referee sends the report to the RD (along with any player reports) using [info@rugby.dk](mailto:info@rugby.dk). If a team wants a copy of the report, they can contact the RD administration.
7. For one day tournaments each team will fill out one report pr. team. The tournament responsible person will send in team sheets and scores to RD [info@rugby.dk](mailto:info@rugby.dk), referees will send in cards issued and relevant disciplinary paperwork to RD [info@rugby.dk](mailto:info@rugby.dk).
8. Referees will not receive remunerations for matches/tournaments without match reports. However, it is not the referee's responsibility to make sure that the clubs adhere to the above instructions..

### RESULTS:

Results are updated at the RD website as soon as the match report has been received from the referee – normally the first weekday after the match has been played.

## Appendix 13.2 RD guide to match report

[illegible]

**RED:** To be filled out by the referee

**BLUE:** To be filled out by the clubs

2025	DOMMER: Transportgodtgørelse & udlæg				
For aktiviteter i Rugby Danmark. Skal indsendes senest 30 dage efter aktiviteten!					
<div><div>Rugby Danmark</div><div></div></div>					
Navn:					
Bank					
Reg. nr.					
Konto nr.					
Registreringsnummer (bil)					
Transport:					
Dato					
Fra (adresse og postnr.) Til (adresse og postnr.)					
Formål					
Kønte km.					
Udfyldes af DRU					
Konto					
Din hjemmearræst tå banens arræst					
Banens arræst tå din hjemmearræst					
Kilometer i alt					
0					
Transportgodtgørelse					
kr. 3,81					
0					
Udlæg (vedhæft bilag)					
Dato					
Beløbstørrelse					
Formål					
Udfyldes af Rugby Danmark					
Konto					
I alt kr.					
-					
I alt beløb tå udbetaling: kr.					
-					
Dato					
Beløbstmodtagers underskrift					
Dato					
Godkenders underskrift					