



Rugby Danmark

REFEREE'S HANDBOOK



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1. Welcome to Danish Rugby

On behalf of Rugby Danmark (RD), we welcome you as a referee to rugby in Denmark. 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, Fairplay!

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 the match or tournament begins. This gives you sufficient time to get oriented, greet the teams, change, and warm up properly.

During this time, you must also check that both teams have completed their digital team sheets correctly and have numbered their players appropriately (this does not apply to Youth & Junior matches or 7s). All players listed on the team sheet must hold a valid licence and be numbered from 1 to 23. Front-row replacements on the bench must be marked with an "F" (e.g., 16F, 17F, etc.).

Team sheets / "Holdkort" can be found here 1 hour before the game:

https://holdsport.dk/team_sheets/

Select "Rugby" in the drop down menu named "Vælg Sportsgren".

It is not your responsibility to chase the teams or engage in discussions about the team sheets.

However, you must be aware that the rules state a match cannot commence until both teams have completed their team sheets correctly. This is, among other things, to ensure that all participating players are registered with a valid licence — and thus covered by their own insurance.

If a team wishes to observe a one-minute silence in connection with the death of a club member or similar, this is of course acceptable. It should be agreed upon between the teams and the referee well in advance of the match. Any other symbolic gestures or demonstrations must be approved by Rugby Denmark (RD) prior to the match and cannot be made on individual initiative.

5. Match reports

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

6. After the match

You must report the match result via Rugby Denmark's website. This includes the number of tries and any bonus points, as per the table provided on



the website. Any cards issued during the match should also be noted in the comment section. Reporting is done via our website under: "Turneringer > Resultatindberetning > Indberet resultat".

Yellow cards must be reported via email to Rugby Denmark (RD), including the player's full name, club, and reason for the card (e.g., H. Jensen, Rugby Club, high tackle).

Red cards require a separate written report describing the incident in detail (see link to the form under point 12).

Match results must be submitted as soon as possible after the game. Please note that result reporting is a prerequisite for the payment of referee fees.

The host club will usually offer you something to eat or drink after the match, which we hope you will accept. This is also a good opportunity to answer any questions from the teams, though you are not required 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.

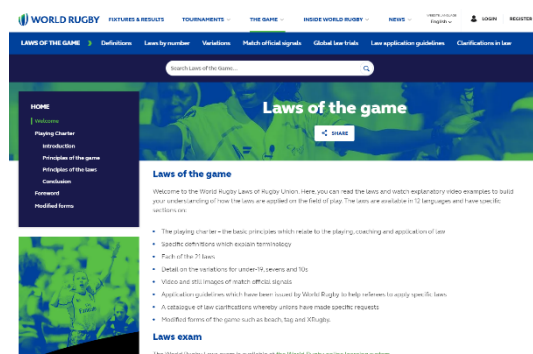
State tariff for 2025 is kr. 3,81 pr. km.

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 and supplies coaches, 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 through the Referee Manager.

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

RD Referee education:

Diane Lintonbon

Mail: diane@lintonbon.co.uk

RD Match coordination and reports:

Jon Caton

Mail: caton_jon@hotmail.com

RD's administration (result submission, remuneration and disciplinary reports):

RD

Tel. 53 83 77 25 / mail: info@rugby.dk

RD Secretary manager (training and development):

Mikael Lai Rasmussen

Tel. 60 13 82 25 / mail: mlr@rugby.dk

Links:

Rugby Danmark

www.rugby.dk

Download assessment cards, forms for disciplinary reports, expense claim, SENIOR tournament regulations etc:

<https://www.rugby.dk/klub/rugby-danmark/sider/dokumenter>

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

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

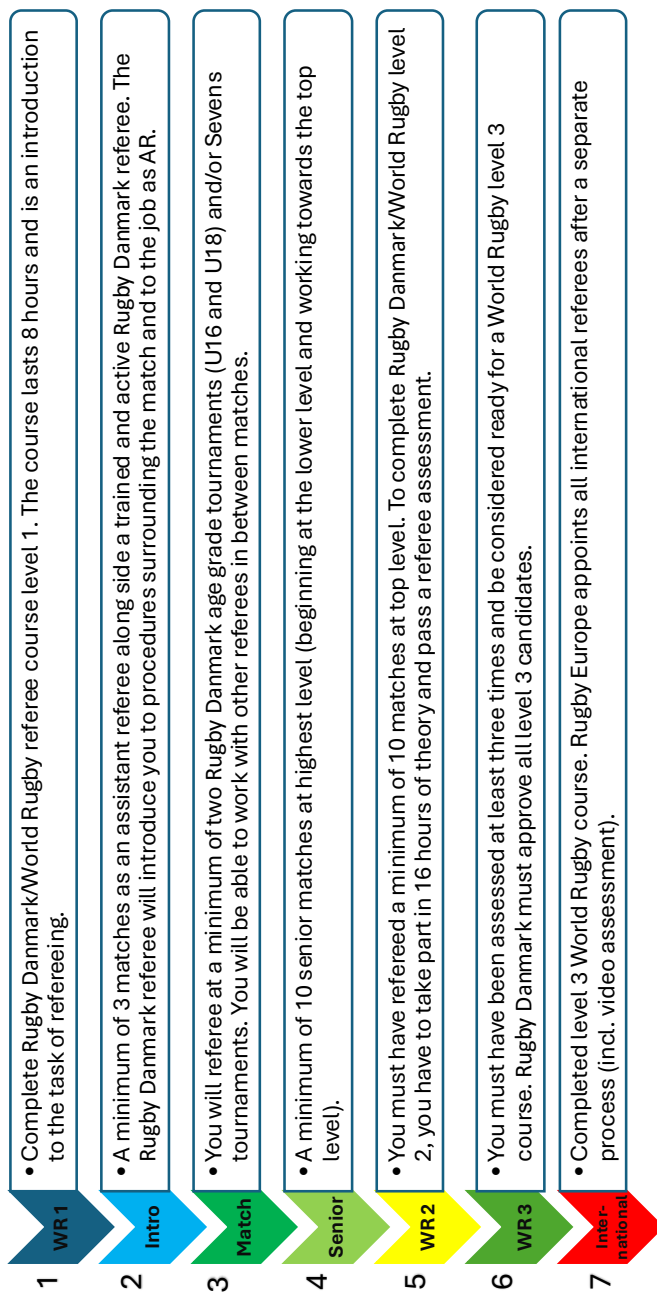
13. Appendixes (on the following pages):

- 13.1 RD referee's pathway
- 13.2 RD guide to result submission
- 13.3 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 or passport.worldrugby.org



SENIOR TOURNAMENTS 2025

Match Result Submission – Procedure

1. Team sheets must be completed digitally by clubs via Holdsport (app or web). All players must be numbered from 1 to 23. Front row replacements must be marked with an “F”, e.g. 16F, 17F, etc. Coaches should be marked with a “T”.
2. Team sheets become publicly available one hour before kick-off via https://holdsport.dk/team_sheets/. Select "Rugby" from the dropdown menu “Vælg sportsgren” in the top-right corner.
3. All players listed on the team sheet must hold a valid licence in order to be eligible to play.
4. Both teams must have correctly completed team sheets before the match can be played.
5. In divisions below 1st Division, players from another club may be used if they are officially loaned through Holdsport and hold a valid licence. Such use will only result in a formal notice from RD if the opposing team files a protest. A guide to the player loan process is available here: <https://www.rugby.dk/klub/rugby-danmark/sider/licens-tilmelding-holdkort>
6. After the match, the result must be reported here, where a step-by-step guide is also available: <https://www.rugby.dk/klub/rugby-danmark/sider/resultatindberetning> If there are any player-related disciplinary matters, the referee must note this in the comment field and complete a separate incident report. The form can be found here: <https://www.rugby.dk/klub/rugby-danmark/sider/dokumenter> The referee also records the number of tries scored by each team, as well as any bonus points (see the table on the Result Reporting page). Any disciplinary reports must be submitted to RD at info@rugby.dk as soon as possible after the match.
7. For tournaments held as one-day events, one team sheet per team per tournament is required. The referee or the tournament organiser submits any disciplinary reports to RD at info@rugby.dk (see procedure above). The host club and/or referee is responsible for entering the results via the Result Reporting page: <https://www.rugby.dk/klub/rugby-danmark/sider/resultatindberetning>
8. Referees will not receive payment (fees/reimbursement) for matches without a submitted match result. However, referees are not responsible for ensuring that clubs comply with the team sheet procedures. Any reports and reimbursement forms must be sent to RD as soon as possible after the match.

MATCH RESULT UPDATES

Match results are updated on Rugby Denmark’s website as soon as they have been reported by the referee. The system refreshes hourly from Monday to Saturday, and every 12 hours on Sundays – so some delay may occur before results appear.

Result Submission:

1. Select **"Turneringer"** in the menu and then choose **"Resultatindberetning"**.
2. Scroll down to **"Kampoversigt"** and copy the match number for the relevant game.
3. Paste the match number into the **"Indberet Resultat"** box and click **"søg"**.
4. Match information will now appear – scroll down and click **"Angiv resultat"**.
5. You can now enter the score, points, and bonus for both teams (a points overview table is available on the same page).
6. Once all fields are completed, and any yellow/red cards have been noted in the comments field, click **"Indsend"**.
7. The result is now submitted!

Resultatindberetning

1. Login for at indberette kampresultatet ved at kopiere og indsætte kampnummeret fra oversigten herunder.
2. Tryk på "Søg" og indberet resultatet af kampen.

GUIDE: Indberet kampresultat

1. Login for at indberette kampresultatet ved at kopiere og indsætte kampnummeret fra oversigten herunder.
2. Tryk på "Søg" og indberet resultatet af kampen.

Indberet Resultat

Kamp nummer

Indtast kamp nummer

SØG **NULSTIL**

Angiv Resultat

Kamp: Aalborg RK- Lynet vs Odder RK

Aalborg RK- Lynet

Score:

0

Points:

0

Bonus:

0

1. Insert the match number in the field and click on **"søg"**
2. Enter the score and points in the fields and click on **"indsend"**

2025	DOMMER: Transportgodtgørelse & udlæg				
For aktiviteter i Rugby Danmark. Skal indsendes senest 30 dage efter aktiviteten!					
<div><div></div><div>Rugby Danmark</div></div>					
Navn:					
Bank					
Reg. nr.					
Konto nr.					
Registreringsnummer (bil)					
Transport:					
Dato					
Fra (adresse og postnr.)					
Til (adresse og postnr.)					
Formål					
Din hjemmearrangement til banens adresse					
Banens adresse til din hjemmearrangement					
Kilometer i alt					
Transportgodtgørelse					
Udlæg (vedhæft bilag)					
Dato					
Beløbsstørrelse					
Formål					
Konto					
I alt					
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I alt beløb til udbetaling:					
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Dato					
Beløbsmodtagers underskrift					
Dato					
Godkenders underskrift					