



# South Australian Rugby Union Referees Association Handbook 2026



## Contents

Club Locations.....	2
Executive Committee .....	2
Extended Committee .....	2
Team Communication.....	3
Registrations .....	4
Smart Rugby Accreditation .....	5
Working with Children Checks.....	6
Uniform and Kit .....	6
Weekly Training Session .....	7
Monthly Education Session .....	7
Referee Development (formerly Referee Coaching) .....	7
Appointments .....	8
Referee Payments.....	9
Referee Pre-Game Compliance.....	10
Referee Post-Game Compliance .....	10
Rugby SA Policies and Procedures .....	11
Role of Ground Marshal.....	11
Report a Concern .....	12

## Club Locations

Adelaide University – Cnr Fullarton & Claremont Avenue, Netherby  
Barossa – 75 Magnolia Road, Tanunda  
Brighton – 410 Brighton Road, Hove  
Burnside – 422 The Parade, Kensington Gardens  
Elizabeth – Cnr Womma & Peachy Roads, Edinburgh North  
North Torrens – 80 Churchill Rd North, Dry Creek  
Old Collegians – 5 Booth Avenue, Linden Park  
Onkaparinga – Wilfred Taylor Reserve, Sports Park Drive, Morphett Vale  
Port Adelaide – 18 Baynes Place, Port Adelaide  
Southern Suburbs – Neville Avenue & Aldershot St, Clarence Gardens  
Woodville – Ailsa Avenue, Seaton  
Rugby Union SA Head Office – 625-671 Burbridge Road, West Beach

## Executive Committee

President: David Gunning – 0438 408 332, email [referees@sa.rugby](mailto:referees@sa.rugby)  
Vice President: Adam Bethell – 0405 418 495, email [adambethell@gmail.com](mailto:adambethell@gmail.com)  
Secretary: Irene Dinning – 0466 279 258, email [referees.secretary@sa.rugby](mailto:referees.secretary@sa.rugby)  
Treasurer: Phil Jones – 0408 865 094, email [referees.treasurer@sa.rugby](mailto:referees.treasurer@sa.rugby)

## Extended Committee

Match Official Manager: Drew Crozier – 0451 187 142, email [andrew.crozier@rugby.com.au](mailto:andrew.crozier@rugby.com.au)  
Match Official Appointments: David Gunning  
Referee Developer (formally Referee Coaching) Appointments: David Gunning  
Member Protection Officer: Irene Dinning – 0466 279 258, email [referees.secretary@sa.rugby](mailto:referees.secretary@sa.rugby)

## Team Communication

There are several ways that the Association communicate with each other. These include:

- Email
- Text message
- WhatsApp (currently most popular with the younger generation)
- Facebook Group/ Messenger

Emails and text messages sent to a Child<sup>1</sup> should always be copied to their parents or guardians. Where a parent is not included in a communication, then a Relevant Person<sup>2</sup> must be able to provide reasons for this and must:

- a) restrict such communication to issues directly associated with delivering Activities, such as advising that a scheduled event is cancelled;
- b) limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. A Relevant Person must not communicate anything that a reasonable observer could view as being of a sexual or inappropriate nature;
- c) not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact;
- d) not request a child keeps a communication secret from their parents; and
- e) not communicate with children using internet chat rooms or similar forums such as social networking sites, game sites or instant messaging from personal profiles or accounts.

Relevant Persons are required to ensure the appropriate monitoring of Children when they use a Relevant Organisation's electronic communication equipment so that they do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

Communication includes but not limited to:

- Monthly Education meetings
- Emails from other members of executive committee
- 'South Australian Rugby Union Referees' private Facebook group
- SA Rugby Referees [Facebook](#) & [Instagram](#) pages

The Referees Association maintains a dedicated section on the Rugby Union SA website, where you can find the latest updates, upcoming dates, and important information. This page is especially useful if you don't have access to your emails.

- Bookmark: <https://sa.rugby/administration/sarura>

---

<sup>1</sup> Child or Children means a child or young person, or two or more children or young persons, who is or are under the age of 18 years.

<sup>2</sup> Relevant Person means any of the following persons: a) Individual Member; b) Participant; c) Employee; d) Contractor; e) Volunteer which means any person engaged by a Relevant Organisation or in a rugby Activity in any capacity who is not otherwise an Employee or Contractor, including directors and office holders, coaches, officials, administrators and Team and support personnel; and f) Any other individual who has agreed to be bound by Rugby Australia's Child Safeguarding Policy.

## Registrations

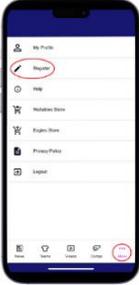
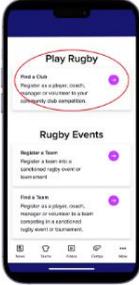
Referees, Assistant Referees and Referee Coaches must register to South Australian Referees via Rugby Xplorer app or website.

### Membership fees

- Seniors = \$120
- Juniors = \$40
- Life Member = \$0 – please contact the Association for a discount code.
- New Match Officials = \$0 – please contact the Association for a discount code.

### Steps to Register

- Log into your Rugby Xplorer app or website: <https://myaccount.rugbyexplorer.com.au/>
- Click “More” then “Register”
- Under PLAY RUGBY tap “Find a Club”
- Select your name
- Search “South Australia Referees” and select.
  - Role = Match Official,
  - Registration Type = Referee/ Referee Coach/ Asst Coach,
  - Duration = Season
- Update your ‘Personal details’
- Add a photo
- Update ‘Your Additional Details’
- Update ‘Your Emergency Contact Details’
- Answer additional questions
- Tick box to accept terms and conditions
- Tap Pay

<p><b>STEP 1</b></p>  <p>Download Rugby Xplorer from App store or GooglePlay</p>	<p><b>STEP 2</b></p>  <p>Tap "More" to create an account or log in. Then tap "Register"</p>	<p><b>STEP 3</b></p>  <p>Select "Find a Club" to register for our seasons competition.</p>	<p><b>STEP 4</b></p>  <p>Type in our Association name.</p>	<p><b>STEP 5</b></p>  <p>Role = Match Official/ Volunteer/ Referee Ready</p> <p>Registration Type = Non-Appointed Referee Association Member OR Referee/ Referee Coach/ Asst Referee</p>
<p><b>STEP 6</b></p> <p>Add or confirm your Personal Details are correct</p>	<p><b>STEP 7</b></p> <p>Add or change your "Profile Photo".</p>	<p><b>STEP 8</b></p> <p>Add or confirm your "Additional Details"</p>	<p><b>STEP 9</b></p> <p>Add or confirm your "Emergency Contact Details"</p>	<p><b>STEP 10</b></p> <p>Confirm the details of your registration, tick the box at the bottom and "Pay" for your registration</p>



RUGBY UNION SA

RUGBY AU

Active Match Officials will need to add their account details and complete the KYC (Know Your Customer) process. This process only needs to be completed once, and will stay active in your RX account.

- Referees can follow the steps in the ‘Referee Account Details’ help article to update their account details: <https://help.xplorer.rugby/s/article/Referee-Account-Details>
- Note, if a referee has updated their bank account details into their Portal, the system restricts all referees from being paid for the Round.

## Smart Rugby Accreditation

Smart Rugby accreditation is open for individuals from the age of 13 years old. Smart Rugby expires on 1<sup>st</sup> April, two years after completion and will require users to enrol in “Smart Rugby Refresher” to re-accredit.

For those who have not completed these modules before, please select “Smart Rugby”.

Progress through the course is dependent on watching videos, completing quizzes and engaging in the content.

There can be time delays in the accreditation appearing in an individual’s profile. Do not leave re-accrediting to the last moment.

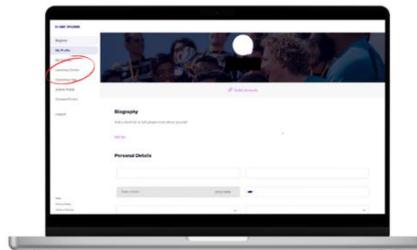
If you receive an error to say your ineligible to enrol, ensure your date of birth is appearing on your My Profile page in Rugby Xplorer. Due to minimum age requirements, all users must have their date of birth on their accounts.

To start or update your Smart Rugby accreditation please follow the instructions below:

- Sign into your Rugby Xplorer account via the web version: <https://myaccount.rugbyexplorer.com.au/>
- Click on Learning Centre from the menu on the left-hand side
- Select your account
- Click ‘Training Library’ on the left-hand side
- Click ‘View Courses’ under ‘Referee – Game Facilitator’ from the course category options
- Select the appropriate Smart Rugby course based off your previous history.



Using a laptop or tablet, log into your Xplorer account using a webpage



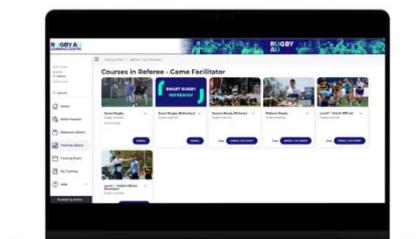
Users must have an active registration to be able to access the Learning Centre.

If you cannot access, register to your Referee Association first.



Select “Training Library” for new accreditation modules.

Then select the most appropriate coaching course for your team in 2025.



Select “VIEW COURSES”, then “ENROL” against the training module



Smart Rugby expires on 1 April, two years after completion and will require users to enrol in “Smart Rugby Refresher” to re-accredit.



For those who have not completed these modules before, please select “Smart Rugby”



Season Ready (Referee) will need completing yearly, with updated Game Management Guidelines.

**RUGBY AU REFEREES**



## Working with Children Checks

All individuals who are over the age of 14, must have a valid Working with Children Check (WWCC) in place before they begin their role. It's an offence to do child-related work without a WWCC.

To apply for a check, you will need items to verify your identity such as a birth certificate, passport, citizenship certificate, drivers' licence or proof of age card as well as address details for the last five years.

Volunteer WWCC do not have a cost associated with them in South Australia. WWCC are not unique to each organisation you work with – and the same details can be shared across Organisations. It is important you keep and share the email sent from the DHS Screening Unit with each Organisation, which shows your reference number in the format SRN XXXX-XXXX.

To apply for a check, click here: <https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>

## Uniform and Kit

Appointed Match Officials are required to wear

- SARURA issued Jersey - Colour chosen should not clash with either team participating.
  - Reconciliation Jersey can be worn during NAIDOC week or special events outside of competition calendar
- Shorts with Association branding
- Socks
- Rugby Boots

Each Referee is also issued with 1x ACME Thunderer whistle free of charge. Replacement whistles will incur a fee.

Match Officials cannot wear hats, sunglasses, skins or tracksuit pants during their officiating appointment, but are able to wear a long undershirt.

Match Officials should not wear kit from another Association or from Rugby Australia, for South Australian scheduled games or events. Kit from external associations should be worn when representing those associations.

Official SARURA off-field kit will be provided to all registered Match Officials and Developers.



## Weekly Training Session

Weekly training sessions will be held on Monday nights during the season at the RUSA offices at University Playing Fields, 625-671 Burbridge Road, West Beach.

These sessions will combine fitness, game review and social components. All match officials are welcome; squad members are expected to attend.

## Monthly Education Session

Education nights occur on the first Monday of each month. The sessions are only available in-person and held in the RUSA Offices at University Playing Fields, 625-671 Burbridge Road, West Beach. Slides and relevant resources will be made available after the session via website link:

<https://sa.rugby/administration/sarura/education>

- 7 March – GMGs at Onkaparinga from 1-3pm
- April – Safety
- May – Speed
- June – Space
- July – Set piece
- August – Finals appointment Framework + Interaction
- September – Feedback session – online
- October – AGM, location and time to be advised
- December – Christmas get-together, location to be advised

## Mentoring Program

Mentors are available upon request. Pairings will be made for the whole season in consultation with both mentor and mentee. Should you wish to engage in this program please contact [referees@sa.rugby](mailto:referees@sa.rugby)

## Referee Development (formerly Referee Coaching)

### Referee Review

The platform for Referee Coach reports is called 'Referee Review' and is fully integrated into Rugby Xplorer. Training on the use of the system will be provided.

In our Association, our referees fit into either the Game Facilitator category (for those facilitating Junior games) or the Community category (for those facilitating Senior games).

Individual referees can create a "New Report" via Referee Review in their Rugby Xplorer Portal.

- Ref Review
- Click "New Report"
- Select Report Type
- Select your Appointment from the dropdown. Please note, you can only submit one report per appointment.
- Complete all required fields
- Click "Save"

Completed reports will appear listed on your Ref Review page, sorted by the report type and each report will have the match date.

Once your referee coach has added comments into a report, you will be able to see these comments. If your referee coach has submitted a report before you, as the referee, you will be able to see their comments but need to submit a "new report" before both you and your referee coach submissions appear on the same report.

## Referee Review Coach Reports

Referee coaches can complete their coach reports via their Rugby Xplorer Portal, similar to Referees.

Referee coaches will need to be granted 'referee coach admin' user permissions to select the referees they have been assigned season coaches for and add/edit to their referee reports, plus see dashboards.

Referee Coach Admins will be able to:

- View and add comments to reports of referees who you are the season coach.
- View all the reports of a referee that was appointed in the past to any match where you were the referee coach, but you will be able to edit and comment just the ones related to that/those matches.

## Appointments

Appointment will be made per the South Australian Rugby Union Referees Association (SARURA) appointments framework by the Grading & Appointments Board.

As a referee, you will receive an email notification for your appointments and also be able to view your pending, upcoming and historical appointments in your Rugby Portal

<https://myaccount.rugbyexplorer.com.au> (available on desktop or web browser of your phone).

- Appointments that are approved are paid.
- Appointments that are left pending will not be paid.
- Self-appointments are not paid.

Appointments should be accepted or rejected by Wednesdays 3pm so alternative arrangements can be made. If an appointment is not accepted by 6pm on the Wednesday prior to the appointed game, the appointment will be reallocated.

Referees are assumed to be available unless they submit an unavailable date or date range.

The Availability page within Rugby Xplorer will list all Appointment Boards a referee has been added to, plus list their season coach, stream and grading. A referee must be added to an appointment board before they can add/edit their availability.

## Unavailability

Unavailable date needs to be entered at least two days in advance (contact your appointments officer if it is within 48 hours or less).

If unavailable for one role, but available for another role, enter separate unavailable dates.

When entering unavailable dates, you can type them straight in, or click the calendar icon to select from the calendar. The time can be adjusted using up/down keys.

Recurring unavailability is used when you have an unavailability that occurs at the same time every week (e.g. Saturday mornings from 7am-12pm), this removes the need of having to enter this multiple times.

To enter your unavailable dates:

- Log in to your Rugby Portal <https://myaccount.rugbyexplorer.com.au/> (not available via the app)
- Under Referee click 'Availability'
- All appointment boards you have been assigned to will appear listed here, with your associated grading in each board
- Click "Add Unavailable Dates"
- Select Appointment Boards or All > Select Roles
- Add Start Date and Time > Add End Date and Time > Click "Add Dates" > Click "Submit"
- Unavailable Dates will appear listed

## Referee Payments

Referees can enter their account details into their Rugby Xplorer portal to assist with referee club admins paying them for their referee appointments.

*Please note, Rugby Xplorer only keeps a token of individual account details and full details are stored in PIN Payments (Rugby AU's payment gateway), which are both PCI compliant.*

If there are any issues with your PIN Payments KYC process, please contact them directly to resolve the issue, e.g. absent, review required.

Email: support@pinpayments.com

Phone: 1300 364 800

In Australia, Referees under 18 years of age will need to add their parent/guardians bank account and have their parent/guardian complete the KYC process.

There are two payment options available:

- Donate back to my Referee Association: No payment will be received by the individual referee and this will instead be sent to their referee association.
- Receive Payment
  - Rugby Xplorer Portal > Referees > Account Details
  - Enter bank account details or create a connected Stripe account
  - Referees will need to complete the KYC verification process before they receive payment.
    - Don't forget to click "Refresh" to see your updated KYC verification status.

NOTE:

If referees have not added in their account details, their appointment will not be paid.

Referees will receive the payment in their bank account ~5-8 business days after the invoice has been paid. Note, this is the payment gateway stipulation.

### **Why do you need to complete verification?**

*Pin Payments is used by the Rugby Australia to allow members pay their registration fees using a debit or credit card. Pin Payments is also used to transfer funds to clubs and recipients (referees).*

Learn more about KYC/AML regulations - <http://www.austrac.gov.au/part-b-amlctf-program-customer-due-diligence-procedures>

## Payment Frequency

All appointments are actioned for payment every Wednesday morning. Only appointed Match Officials will be eligible for payment.

Referees will receive the payment in their bank account ~5-8 business days after the invoice has been paid. Note, this is the payment gateway stipulation.

Grade	Referee	AR1 / AR 2	MOD (Ref Coach)
Premier Grade	\$75	\$25	\$25
Reserve Grade	\$60	\$25	\$25
Third Grade	\$60	\$25	\$25
Women	\$60	\$25	\$25
U18	\$60	\$20	\$20
U16	\$55	\$20	\$20
U14	\$50	\$20	\$20
U12	\$45	\$20	\$20

Match Official Developers (MODs) are paid through Rugby Xplorer for each appointment. An additional payment of \$10 per report, will be paid at the end of the season.

## Squads

Opportunities for further development will be delivered through the introduction of our newly established squad framework, designed to support referees at each stage of their officiating pathway:

- Pedlow Squad – The Premier Grade Squad, comprising up to eight referees aged 18 years and over who have demonstrated the capability to consistently officiate Premier Grade fixtures.
- Grayling Squad – The Development Squad, consisting of up to eight referees aged between 16 and 30 years who are within their first five years of refereeing and are progressing toward senior appointments.
- Fleischfresser Squad – The Junior Development Squad, including up to twelve referees aged between 12 and 17 years who are in their second or third year of match officiating and demonstrating ongoing development within the junior pathway.

## Referee Pre-Game Compliance

Game day experiences will differ across different grades. At a minimum, Match Officials should:

- Arrive at the club 1 hour prior to kick off of your appointed game
- Brief both team captains at least 45min prior to kick off of your game
- Introduce yourself to Ground Marshal of your game, and write their names on your scorecard prior to kick off
- Introduce yourself with the First Aid / Team Trainer and outline expectations regarding injuries and blue cards.
- Brief your Assistant Referees (or Club Appointed Touch Judge) prior to kick off
- confirm match scores and red/yellow/blue cards with Team Managers immediately following the match

At the conclusion of every game, the “Cooling Off Period” allows referees 15 minutes to de-compress from their match and may not be approached by participating team/club officials, members, or supporters.

## Referee Post-Game Compliance

### Scorecards

To keep the integrity of the competition, Rugby SA have adopted a scorecard system where Referees are required to keep track of the score plus any cards that may have been issued during the game.

For all games U12 to Premier Grade, confirm scores and cards with both Team Managers at the conclusion of their game. The scorecards are also used for Best & Fairest votes in Premier Grade, Womens and U18 competitions.

Scorecards are available via RUSA website and need to be sent to Competition Administrator as **either a text message or email at the conclusion of your game:** <https://sa.rugby/administration/sarura>

### Send-Off Reports

Referees who issue a red card, or two-yellow cards to the same player, are required to complete a send-off report at the conclusion of their game or shortly thereafter.

Referees must also submit a send-off report if the red card was issued based off a recommendation from their Assistant Referee.

Only Match Officials who are appointed to games are able to complete send-off reports.

Referees can submit a send-off report in two ways.

#### Rugby Xplorer Portal

- Referee > Appointments
- Click "Send-off Report" button
- Form will open, with dropdowns and free text field
- Click "Submit"

### Email Notification

- If a red card was added in a match that the referee was appointed to, the referee will receive an email to complete the send-off report.
- Click link in email to open the Send-Off Report.

Reports must be lodged by 5pm Sunday nights in order for reviews to be completed before sending to Judicial Chair.

The competition manager and referee club admins will receive an email notification when a send-off report has been submitted by the referee and/or assistant referees. Referee club admins have the ability to edit the send-off report and submit the send-off report so that the competition manager can view the “reviewed” send-off reports.

## **Rugby SA Policies and Procedures**

Rugby SA have developed a number of policies and procedures to help with the governance and administration of the local competition.

Match Officials should be familiar with each policy and understand how they apply to the grades being officiated.

Policies and procedures are reviewed each year and are housed on the Rugby SA website:

<https://sa.rugby/administration/rugby-administration>

- Competition Rules – Overriding standards and procedures that apply to the Competition
- Game On Rules – Applies if a team does not have 15 players available for a game.

## **Role of Ground Marshal**

Each team competing in a Rugby Union South Australia (RUSA) sanctioned match or event is required to have a Ground Marshal as a member of their Team Management.

A Ground Marshal must be minimum 18 years of age and be wearing a high-visibility outer garment so they are easily identifiable in their role – ideally a purple vest marked with “Marshal”.

A Ground Marshal must be an individual who is only responsible for that role (i.e. must not occupy 2 roles for that match). By exception (e.g. where a team is playing away from the rest of the Club), the Team Manager could also be the Ground Marshal for that match. All other roles, cannot share the Ground Marshal role (e.g. you cannot be a Ground Marshal and also be a Coach, Player, Water Runner, Trainer, Photographer etc.)

Ground Marshals must:

- Monitor and manage spectator behaviour for the duration of the match
- Support Match Officials with Red/ Yellow Card management
- Enter the field of play if the Referee has stopped the game and requires support (e.g. for serious injury or dealing with sideline behaviour)

## Report a Concern

Rugby Australia's policies and procedures aim to ensure the game is run effectively, fairly and safely and that all participants behave in a positive and appropriate manner.

As we each have a duty to protect those involved in the game, it is important to report someone who has acted against one or more of our policies, so we can take appropriate action if necessary.

Rugby Australia have an online platform where complaints can be raised directly by individuals. Should someone raise a concern with yourself, please direct them the clubs Member Protection Officer as well as to the website where they can report themselves under one of the following categories:

- Child Safeguarding
- Code of Conduct
- Match Official Abuse
- Sexual Harassment
- Other Incident
- Doping, betting or Corruption Incident

Reports relating to child protection concerns will be made through Rugby AU's independent reporting platform – Speak Up. This platform is independently managed by our integrity partners, Core Integrity, who are experienced in dealing with complex and sensitive disclosures and allegations. You may also remain anonymous through this platform if you wish.

All other concerns will be referred to your State Union representative and manager of the competition that you select from the drop-down menu.

<https://australia.rugby/about/codes-and-policies/reporting-a-concern>