

## Guidance Note/Protocol for Referees in the event of a Serious Injury

### Introduction

The following is intended to be the procedure to be followed in the event of a serious injury on the pitch, and to provide guidance on some of the issues which may arise following such an injury.

### Reporting the Incident

1. The referee should complete a **Referee Society Injury Event Form**, a copy of which is attached to this document. The report should :-
  - i) include a short factual summary of what happened
  - ii) record details of the teams, team captains, touch judges, referee, coaches, any medical staff and, if possible, relevant spectators
  - iii) not contain any speculation, opinion or guess work
  - iv) be in the referee's own words and should reflect the language used by the referee
  - v) record if the captains' score cards were submitted to the Referees Society
2. When complete, the report should be submitted to the local Referees' Society Secretary and the RFU Referee Manager, Richard Glynne-Jones, at either [richardglynne-jones@rfu.com](mailto:richardglynne-jones@rfu.com) or to Rugby House, Rugby Road, Twickenham TW1 1DZ. The form should be retained by the Referees' Society for a period of 6 years
3. It is important that the referee records the event whilst it is clear in his/her mind. If the referee has any concerns about completing the report or requires assistance, he/she should not hesitate to contact either the local Society secretary or Referee Manager.
4. If the referee receives any communications from third party lawyers, these should be sent directly to his/her local society, for onward transmission to the RFU Legal Officer, Karen Neale, at [karenneale@rfu.com](mailto:karenneale@rfu.com). The injured party's advisors will often approach various sources seeking to obtain information such as the Club, individuals, the Referees' Society and/or the referee, and therefore any correspondence or telephone calls received from lawyers representing injured parties should be referred to the RFU's Legal Officer.

### **Referee Society Injury Event Form**

<b>Home Team</b>	
<b>Name of Home Team Captain</b>	<b>Name of Home Team Coach</b>

<b>Away Team</b>	
<b>Name of Away Team Captain</b>	<b>Name of Away Team Coach</b>
<b>Date of Match</b>	
<b>Level of Match</b>	
<b>Factual Summary of Incident (please use your “own words” and do not include speculation or guesswork)</b>	
<b>Touch Judges’ Names (if applicable)</b>	
<b>Name(s)/Contact Details of Medical Staff Attending</b>	
<b>Name(s)/Contact Details of Spectators who Witnessed the Incident</b>	
<b>Referee’s Name</b>	
<b>Date</b>	
<b>Please submit one copy of the completed report to your Referees Society Secretary and one to the RFU Referee Manager at <a href="mailto:richardglynne-jones@rfu.com">richardglynne-jones@rfu.com</a> or to Rugby House, Rugby Road, Twickenham TW1 1 DZ</b>	