



# Match Officials Changing Room Etiquette

## 1. PURPOSE

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Match officials arriving at the venue are highly focused on the game at hand. Any distractions leading up to the kick-off does impact on their thought process and readiness.

To mitigate any distractions, especially the last 90min before kick-off, clear guidelines are required that create an environment that contributes to their readiness for the game.

## 2. MATCH OFFICIALS (MO)

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2.1. Only the following match officials may be in the MO changing rooms before or during the halftime period:

2.1.1. Match Referee - may have a mentor accompany them, however, that person must vacate the change room 30 min before the scheduled kick-off.

2.1.2. Assistant Referees'

2.1.3. Television Match Official (TMO).

2.2. Match Official Sound Technicians, while operational, may be in the MO changing room.

2.2.1. This includes the equipment used to render the service.

2.3. No Spouse/partner/family member may accompany the appointed match officials / sound technicians to the MO changing rooms before or during the halftime period.

2.4. Post-Match: allow the match officials to debrief for 30-45 minutes before joining them.

## 3. SIDE-LINE PERSONNEL

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3.1. Propose a separate changing room for all appointed side-line personnel.

3.2. The following side-line personnel may enter the MO changing room:

3.2.1. Timekeeper - The purpose is to determine referee time alert preference.

3.2.2. Side-Line Manager (SLM)

3.2.2.1. Confirm applicable protocol regarding HIA/Concussion with the referee.

3.2.2.2. Confirm uncontested scrum application with the referee.

3.2.2.3. After the match have the relevant sanction forms placed in the match referee's cubicle.

3.2.3. They must vacate the changing room once done.

3.3. The following side-line personnel may NOT enter the MO changing room before or during the halftime period:

3.3.1. Replacement/Substitution controllers

3.3.1.1. Except if they are required to be set up by the sound technicians.

3.3.1.2. They must vacate the changing room once done.

3.3.2. Player Movement Recorder

3.3.3. Ball Retrievers and their liaison officer.

3.4. Post-Match: allow the match officials to debrief for 30-45 minutes before joining them.

## 4. HOSTING REFEREE SOCIETY

4.1. After the welcoming no society member or any persons may engage with the match officials or enter their changing room before, as per Runsheet timelines, or during the halftime period.

4.2. The society to please ensure that the changing rooms are securely locked during the match.

4.3. All beverages/meals in the changing rooms are solely for the appointed match officials.

4.4. Post-match, allow the match officials to debrief for 30-45 minutes before joining them.

## 5. CHANGING ROOM RUN SHEET

Kick-off minus	Event
90 min (1½ hours)	All arrive at venue
75 min (1 Hour 15 min)	Match Referee discuss preference & protocols with: <ul style="list-style-type: none"> <li>• SLM</li> <li>• Timekeeper</li> </ul>
60min (1 Hour)	Coin Toss (Match Officials, Match Manager and Captains meet in Tunnel Area)
57 min	Home Team changing room visits by Match Officials
52 min	Away Team changing room visits by Match Officials
47 min	Match Officials Warm Up session
35 min	Applicable Side-line personnel set up with sound technicians
30 min	All Side-line personnel stationed at their post and equipment setup
20 min	AR's set up with sound technicians
10 min	Match Referee set up with sound technicians
5 min	Match Officials Sound Test, including SLM & Timekeeper
2 min	Match Officials in tunnel - waiting for teams
	<ul style="list-style-type: none"> <li>• Once the sound is tested, Match Officials to mute and unmute once you are about to run onto the field. <ul style="list-style-type: none"> <li>○ SLM &amp; Timekeeper keep sound on and check again with Match Officials once they are on the field.</li> </ul> </li> <li>• During the half-time interval, ALL sound to be muted. <ul style="list-style-type: none"> <li>○ 1 minute to go ALL to make sure you unmute.</li> </ul> </li> <li>• ASAP after fulltime, ALL sound to be switched off.</li> </ul>

The above must be managed by the SLM taking into consideration the different match officials appointed to the same venue for different fixtures.