

Irish Rugby Football Union

Completing a Report on Gainline

Log in to Gainline using your e-mail and password – scroll down to the bottom of the page to find 'Referee Evaluations' under 'My Courses'.

Classlist Button

Clicking on this section will allow you to view all of the referees in your province, or in particular groups within that province. By clicking on the down arrow ↓ beside each name you will see the functions available to you for that individual e.g. send them an email. NOTE: any emails sent to individuals in this way will come from your email address, i.e. the one associated with you on Gainline.

To complete a report, click on **Education** then **Evaluations**.

Mentoring & Coaching Reports

- Scroll to the bottom of the page.
- Click on **Referee Mentoring Sessions** or **Referee Coaching Sessions** as appropriate.
- Select the relevant referee from the list.
- Below the Feedback box click **Add a File**.
- Select the location where you have saved the report e.g. My Computer.
- Click **Upload**.
- Select the file.
- **IMPORTANT – The file name must be in the following format;**
YYYYMMDD_Grade_Competirion_TeamA(Score)_TeamB(Score)
Examples:
20200901_Senior_AIL_Ballymena(20)_Dungannon(20)
20201014_Junior2_Cup_Clondalkin(0)_Seapoint(0)
20201126_U20_League_Corinthians(16)_Galwegians(16)
20201208_U16Girls_Cup_Shannon(12)_Waterpark(12)
- Click **Add**.
- **NB – Click SAVE DRAFT. This will alert the coordinator that a report has been added to the system and is awaiting review, prior to publication to the referee and other authorised users. If you accidentally click PUBLISH make sure you click RETRACT immediately.**

Evaluation Reports

- Click on **Evaluation 1** if this is the first evaluation you are doing for this referee, or **Evaluation 2** if it is the second time you are doing an evaluation report for this referee, and so on.
- Select the relevant referee from the list that appears. That starts the process of completing the evaluation proper. (Alternatively, click **Evaluate** beside the referee you are doing the evaluation for).
- Under Rubrics click **IRFU Referee Evaluation** – a window will open which allows you to enter the score in the various game areas. Please refer to the 'IRFU Guidelines - Referee Evaluation' document for guidance. Should you wish to add comments in any given area you can do so by clicking **Add Feedback**.
- Review the scoring table to ensure you have entered a score in every box within each game area.
- When complete click **Close**. The scoring window will close and you will see the referee's overall score.
- Complete the Feedback section as per IRFU Guidelines for Referee Evaluation.

It is essential that the General Feedback section includes the required detail in the format prescribed below. This must be entered before any further comments on referee performance or development points.

First Line: Level – Competition – Team A (Score) v Team B (Score)

Example: Senior – AIL Division 1A – Lansdowne (18) v Garryowen (18)

Second Line: Venue and Date

Example: Aviva Stadium, 1/9/2020

Third Line: Level of Challenge

Example: Challenge – Medium

Fourth Line: Referee Fitness

Example: Fitness – Very Good

Fifth Line: Touch Judges (when appointed by Assoc./Soc.)

Example: Touch Judges – Mary Mac and Joe Bloggs

How this will look when the evaluation is complete and published:

Senior – AIL Division 1A – Lansdowne (18) v Garryowen (18)

Aviva Stadium, 1/9/2020

Challenge – Medium

Fitness – Very Good

Touch Judges – Mary Mac and Joe Bloggs

- You may then proceed to add a brief description of the game, brief description of the referee performance and development points.
- **NB – Click SAVE DRAFT. This will alert the coordinator that a report has been added to the system and is awaiting review, prior to publication to the referee and other authorised users. If you accidentally click PUBLISH make sure you click RETRACT immediately.**