

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 Development Resource' 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.

Mentoring & Coaching Reports

Prior to adding a coaching or mentoring report to a referee's record on Gainline, the report must be completed using the IRFU Referee Coaching Report Form or the IRFU Referee Mentoring Report Form in conjunction with the relevant guidelines.

- To add a completed report, click on **Reports** then **Evaluations**.
- 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.

Older View

- Below the Feedback box click **Add Attachment** then **File**.
- Select the location where you have saved the report e.g. My Computer.
- Click **Upload**.
- Select the file.
- Click **Add**.

New View

- Below the General Feedback box click on the file upload (**cloud with arrow**) button.
- Click **UPLOAD**
- Select the saved report from your documents.
- Click **Add**.

- **IMPORTANT – The file name must be in the following format;**
YYYYMMDD_Grade_Competition_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_Shannon(12)_Waterpark(12)
- **NB – Click SAVE DRAFT or RETRACT, whichever is available. Then, send a note to the relevant co-ordinator to let them know there is a report awaiting review and publication. You can do this through the Classlist or externally by separate email. If you accidentally click PUBLISH make sure you click RETRACT immediately.**

Irish Rugby Football Union

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Evaluation Reports

The first step is to find out how many reports have already been completed for the referee you are evaluating.

- Click on **Reports** then **Referee Status**. You can scroll through the list or use the search function to find the referee you are evaluating. You will see how many evaluations have been completed for that referee already.
- If the referee has no evaluations done then you will be doing **Evaluation 1**. If they have one evaluation completed then you will be doing **Evaluation 2**, and so on.

The second step is to start doing the evaluation itself.

- Click on **Reports** the **Evaluations**. Select the evaluation you are doing for the referee in question i.e. Evaluation 1 – 8.
- Select the referee by scrolling through the list or using the search function. Click **Evaluate** beside their name.
- That starts the process of completing the evaluation proper.
- 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 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. There is a template available for this on the IRFU website under Referee Education Resources in the Useful Resources section of the referee page, accessible here <https://www.irishrugby.ie/playing-the-game/refereeing/links-and-documents/>.

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 or RETRACT, whichever is available. Then, send a note to the relevant co-ordinator to let them know there is a report awaiting review and publication. You can do this through the Classlist or externally by separate email. If you accidentally click PUBLISH make sure you click RETRACT immediately.**

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