

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_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)
- Click **Add**.
- **For a first coaching or mentoring report for that referee click SAVE DRAFT. For a second or subsequent report for that referee click RETRACT.**
- **If you accidentally click PUBLISH make sure you click RETRACT immediately.**
- Send a note to the evaluation coordinator to advise them that you have completed a report and uploaded it to Gainline. You can do this through the Gainline platform or by direct email.

Irish Rugby Football Union

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Evaluation Reports

- Click on **Evaluation 1** if this is the first evaluation for this referee, or **Evaluation 2** if it is the second evaluation report for this referee, and so on. To check how many evaluations have been completed for the referee click on **Education** then **Referee Status**. You can search for by name, or scroll through the list, to see how many reports have already been done for the referee in question.
- Alternatively, if you click on Evaluation 1 and if you see that a referee has already had a report published, then move on to Evaluation 2, and so forth.
- 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. There is a template at the bottom of this document should you wish to utilise it. Fill in the relevant details and copy and paste across to the report in Gainline.**

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

Sixth Line: Referee Evaluator

Example: Referee Evaluator - James Reviewer

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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

Referee Evaluator - James Reviewer

- 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. You can save draft as many times as you wish while you are working on the evaluation.**
- Send a note to the evaluation coordinator to advise them that you have completed a report and it is ready to be published. You can do this through the Gainline platform or by direct email. **If you accidentally click PUBLISH make sure you click RETRACT immediately.**

Template for general feedback section in Gainline Evaluation Report.

Match Details	
Venue and Date	
Challenge	
Fitness	
Touch Judges	
Referee Evaluator	
Brief Match Description	
Brief Performance Description	
Development Points	

Completed Sample Template.

Match Details	Senior-AIL Division 1A-Clontarf (20) v UCD(20)
Venue and Date	Castle Avenue, 1/10/20
Challenge	Medium
Fitness	Very Good
Touch Judges	Mary Mac & Joe Bloggs
Referee Evaluator	James Reviewer
Brief Match Description	Exciting, open match, highly competitive, good conditions, large crowd, etc.
Brief Performance Description	Very good overall display by the referee, always up with play, accuracy of decision making very high, good player buy-in etc.
Development Points	Positioning needs work. Slow down scrum engagement process. Clearer signals.

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