



Fourth Official (#4) Instructions – Rugby XV's

Thank you for your service as a fourth official (#4). If you have not served as a fourth official before, or would like a quick refresher in how to serve as one, please read these instructions and look at the demo #4 sheets (the Running Score Form and the Player Movement/Substitution Form) for examples of properly-recorded information.

Overall Duties as a Fourth Official

Managing the Technical Zone (TZ) - Ensuring teams have the correct number of personnel in place, that teams move into and away from the TZ quickly between matches (as required), and answering any inquiries from other TZ personnel.

Managing substitutions / player movement - Looking after each team and ensuring all substitutions and player movements are managed in a timely manner and using the correct protocol (WR Law 8).

Coordinating substitutions / player movement - Receiving substitution cards, recording player movement, double checking information, and filing the player movement form with the competition office.

Scoring - Keeping manual score of the match, recording scorers.

Time-keeping - Keeping manual time of the match, temporary suspensions, blood bin, extra time, etc.

Functional competencies

- Ensures that players exiting or entering the field of play do so from the halfway line
- Ensures that all players entering the field of play only do so after presenting a substitution card
- Ensures that a player entering the field of play does not do so until a substituted player starts moving and is clearly identified
- Ensures that replacements/substitutes warm-up in the correct in-goal area and do so without balls or equipment (save when there are additional warm-up areas when balls/equipment may be used).
- Ensures that the suspended player sits in the position assigned
- Communicates with the match referee that a suspended player is returning to the field of play and waits for the signal from the referee
- Establishes positive relationships with the permitted TZ personnel
- Ensures that the water carriers are not coaches, do not match players on the field, and only enter the field of play when so allowed
- Ensures that medical personnel roam on the sides of the pitch in accordance with protocol
- Ensures that water is provided to players in accordance with the TZ protocol
- Ensures personnel not permitted in the TZ do not enter
- Keeps time (actual time) in regard to temporary replacements for blood
- Keeps time (playing time) in regard to temporary suspended players



Fourth Official (#4) Instructions (continued)

Running Score Form

This form is designed to keep track of all scores that occur in a match. Please see the demo form and the notes below on how to use this form correctly.

- Time is match time, not real time (e.g. 8:15 for 8 minutes, 15 seconds; not 4:30 PM)
- Time always counts up from 1-14(+); if not recording seconds, round up to the next minute
- Events that happen after the 7-minute mark in the first half are recorded as 7:00 (or 7'); the first second of the second half is 7:01; *half-time is 7:00*
- Always put a line through the sheet to separate the first and second halves
- Team entry may be either 'H'/'A' (Home/Away) or team initials (if they are distinct)
- Type is scoring type (consult the bottom of the sheet if you don't know)
- Player is typically # and name; at events where printed *and verified* rosters have been given to the fourth official, #-only recording is permitted
- Score should always be the **running score**, not just the value of the scoring event happening (e.g. a try worth five points for the home team turns a 10-10 score to 15-10; you would mark '15-10' in the score line, not '5')
- Missed kicks should not be recorded on the Running Score Form
- Sign the form, get the signature of the center official, & have representatives from each team sign

Player Movement/Substitution Form

This form is designed to track all of the substitutions and movements of players on/off the pitch that occur in a match. Please see the demo form and the notes below on how to use this form correctly.

- Card/discipline (YC/RC) and blood subs are recorded in addition to tactical & injury replacements
- Player (for Player On / Player Off) is typically # and name; at events where printed *and verified* rosters have been given to the fourth official, #-only recording is permitted
- Reason should use the code provided on the form (e.g. INJ, SUB, etc.)
- Time is match time, not real time (e.g. 8:15 for 8 minutes, 15 seconds; not 4:30 PM)
- Time always counts up from 1-14(+); if not recording seconds, round up to the next minute
- Events that happen after the 7-minute mark in the first half are recorded as 7:00 (or 7'); the first second of the second half is 7:01; *half-time is 7:00*
- Always put a line through the sheet to separate the first and second halves
- *Players who leave the field due to bodily injury or suspicion of head trauma shall not return*
- Sign the form, get the signature of the center official, & have representatives from each team sign

Using Substitution Cards

Substitution cards assist with tracking player movement on/off the field. Teams should be given no more than 5 cards each to start a match.

- Cards should be given to the fourth official *before* a player enters the field of play
- Players present the card to the fourth official, who signals to the referee(s) that a player is ready to enter at the next dead-ball stoppage in play
- Cards may be stacked on a clipboard and entered as time permits; do not prioritize entering sub. Info. on the form over tracking scores on the field or players entering/leaving the field of play
- The fourth official (not a team) is responsible for marking the time a player is substituted
- Blood subs do not require a card but a player replacing a bleeding player must still check in
- Front-row players temporarily replacing a disciplined front row player, or returning to replace a permanently injured front-row player, do not require a card but the player must still check in