



YOUNG OFFICIALS AWARD COURSE BOOKING & ADMINISTRATION PROTOCOL

(As of September 2010)

Interested in running a Young Officials Award

- ❖ Tutor, school, club or organisation expresses an interest in running the Young Officials Award.
- ❖ Complete the “Expression of interest” document and return to Young Official Development Officer (YODO) at YODO@rfu.com.
- ❖ YODO will contact the course organiser and look at potential dates, times and number of delegates.

Booking the Young Officials Award

- ❖ YODO will send the course organiser the YOA Booking form which will include all details of the course.
- ❖ YODO will source a tutor, if one hasn’t already been arranged.
- ❖ YODO will arrange resources and produce invoice to course organiser.

On the course

- ❖ All candidates will need to complete a candidate application form & demographic data form.
- ❖ Tutor needs to complete the Delegate List with all the delegate information including exam mark.

Post course

- ❖ All candidate information, demographic data and delegate list needs to be sent to YODO at the address below.
- ❖ YODO will enter details onto Rugby First and have certificates produced and sent to delegates.
- ❖ This can only be done once payments have been received in full.

Address for all documents:

Young Official Development Officer
Referee’s Department
RFU
Rugby House
Twickenham Stadium
200 Whitton Road
Twickenham
TW2 7BA

Any problems please contact Young Official Development Officer at yodo@rfu.com or via the RFU Referee Dept 0208 8316751