



Using WTR for MO Reports

Symbols used in this document and throughout WTR –



Save, or save and send



Delete



Clear, revert back to previous state



Edit/amend



Create

The following instructions are a quick outline of the content on the following pages

- Log into WTR as normal
- Go to fixtures and find the game you have just watched – **Page 2**
- Select the relevant report, either Form 1 or Form 2 – **Page 2**
- Completing Form 1 – **Page 10**
- Completing Form 2 - starting on **Page 2**
- As you work through the form it is recommended that you click the save button at the page bottom regularly to avoid any deletions.
- Should your written comments for any of the dialog boxes exceed the initial space the box gains a scroll at the side of the box. However, try to keep your comments concise relating the facts.
- Providing the content is saved it is possible to go back to the form at a later time – **Page 4**
- Supporting evidence-timeline; this is only required on form 2 – **Page 5**
- Completing the draft copy - **Page 6**
- To send the draft copy to the referee - **Page 6**
- Finalising the report (after referee input) - **Page 7**
- Printing and saving a copy of the report to your PC – **Page 8-9.**

This process is summarised diagrammatically on **Page 10.**





Accessing MO Forms

You can access the MO Forms via the Fixtures screen on WTR after the match. Therefore, you MUST ensure that you have been appointed to the game!

From the Fixtures option on the left hand menu, to view fixtures.

Fixtures - View

From date: (clear) 22-08-2019 Team: All teams Month: All months Status: All statuses Level: All levels
 To date: (clear) 22-08-2019 Competition: All competitions Venue: All venues Organisation: Select organisation
 Reset Find

[Click Here To Export Data To Excel](#)

Date	Action	Competition/Event	Time	Level	Home Team	Away Team	App Req	Appointments
22-08-2019		London South West Friendly	19:00	5	London Irish Ams 1 (Wild Geese)	Ruislip 1		Ref: SWEENEY, Neil.
22-08-2019		London North Friendly	20:00	6	Eton Manor 1 Pitch AG	Uxminster 1		Ref: CLAYTON, Paul.
22-08-2019		London South West Friendly	19:30	6	Wimbledon 1	Wimbledon 2		Ref: DOUGLAS, Greg.
22-08-2019		London Midweek Friendly	19:45	7	Chiswick 1	Windsor		Ref: GARDNER, Jason.
22-08-2019		London North Friendly	19:30	7	Wanstead 1	Hackney 1		Ref: GORDON, Preston.
22-08-2019		London South East Friendly	19:45	7	Beckenham 1	Old Colfeians 1		Ref: ESSAM, Michael.
22-08-2019		London South West Friendly	19:30	7	K.C.S. Old Boys 1	Battersea Ironsides 1		Ref: DURKIN, John.
								Adv: HALF, O.
22-08-2019		London Midweek Friendly	19:30	8	Esher 2	Petersfield	Cancelled	Ref: GARDNER, Jason.

In the above fixtures screen, if the fixture isn't immediately listed – check that the Organisation is correct – particularly if you have been appointed to an SEG/Premier/Midweek fixture. Use the dropdown list to select a different Organisation and FIND again.

Fixture(s) that you have been appointed to will initially look like the below:

Ironsides 1	Ref: DURKIN, John.
	Adv: HALF, O.

There are two different MO forms available – Form 1 and Form 2. You will be advised by the MO Manager which one you should be completing:

The icons on this screen change depending on where you are in the reporting cycle. The different icons are shown for Form 2 (same for Form 1)



Report available to be started



Report available to edit (i.e. in progress)




Report completed (i.e. finished and finalised)



Click on either




to open the chosen form. If you have chosen the wrong form, once open, scroll to the bottom of the form and click  to return to the fixtures screen. **Once you have saved a Form, you are committed to that Form, and it isn't possible to revert to the "other" Form.**

Completing the MO Form

The below relates to completing Form 2. All of the below equally relates to Form 1.

Basics



To start the report, click on . The chosen report will open. The top of the report will be pre-populated from WTR – just add the score.

The core of the report consists of the following sections:

- Game Context – Playing Conditions
- Game Challenge
 - Note this section has boxes for both the MO and Referee to complete
 - Complete the Developer box! The referee will complete later
- Management Performance
 - Communication
 - Game Management
 - Core Values
- Technical Performance
 - Breakdown
 - Scrum
 - Lineout & Maul
 - Space
- Overall Challenge
 - Note this section has boxes for both the MO and Referee to complete
 - Complete the Developer box! The referee will complete later
- Supporting Evidence - timeline

Scroll up and down through the sections to see the complete report

Type directly into the relevant box. (*you can "write" the report in word and then cut and paste into the relevant sections if preferred*). The below shows the Game Context (Playing Conditions) and Game Challenge sections. Note that the Referee hasn't yet completed their own comments in the Game Challenge:



GAME CONTEXT
PLAYING CONDITIONS:

B I U A [list icons]

Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of.

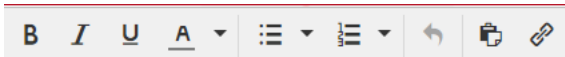
GAME CHALLENGE:
DEVELOPER:

B I U A [list icons]

Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of.

MATCH OFFICIAL:
B I U A [list icons]

Within each section, you can use the icons to format text (not necessary) to provide text in bold/italics/underline/ etc. Hover over each icon to identify.



Select the relevant text in the box, then click the relevant icon, to format the selected text

When completing the form. Save the report regularly – although unlikely, if there is an issue with either the connection to WTR, your PC etc. you could “lose” a lot of work.

To save the report, go to the bottom of the report and click the Save icon

You may save the report as a draft and return later for additional editing. To do this, click the SAVE button below (disc with green tick) without ticking Final Version. To then continue editing, click the Edit icon that will appear at the top of the screen.

IMPORTANT: Please do not tick the "Final Version" box below until you have agreed with the Match Official that this is the final version and no more changes or additions are required by either party.

Draft visible to John

Final version: (no more updates / form is locked)

[Save icon] [Refresh icon] [Close icon]

- **Make sure these two boxes are UNTICKED at this stage**

Draft visible to James


Final version: (no more updates / form is locked)

After saving, the following confirmation will be displayed and you can continue to edit the report


Record successfully created

[Edit icon]



To reset (clear the form and start again) the form click . If you have previously saved a version, clicking this will revert to that version.



To delete the form and return to the Fixtures screen click .

Whilst editing, the Form is in DRAFT state, and only you can see it.

Supporting Evidence – timeline

This section is at the foot of the Form 2 and needs to be completed.

Follow the guidance shown on screen. Initially there are 2 events/quarter shown. Each time you complete an event, another one will get added – the lists will expand within each quarter.

SUPPORTING DOCUMENTATION
KEY FOR DECISION MAKING TIMELINE EVENTS:

PK - Penalty Kick Conceded
FK - Free Kick Conceded
RC - Red Card Conceded
YC - Yellow Card Conceded

Optional Information which may be recorded in timeline:

ND - Non-Decision
E - Error
Q - Question to consider
+ - Example of good practice

DECISION MAKING TIMELINE
 First half:

QUARTER 1:

TIME	HOME	AWAY	DESCRIPTION & DISCUSSION
	- ▼	- ▼	
	- ▼	- ▼	

QUARTER 2:

TIME	HOME	AWAY	DESCRIPTION & DISCUSSION
	- ▼	- ▼	
	- ▼	- ▼	

Second half:

QUARTER 3:

TIME	HOME	AWAY	DESCRIPTION & DISCUSSION
	- ▼	- ▼	
	- ▼	- ▼	

QUARTER 4:

TIME	HOME	AWAY	DESCRIPTION & DISCUSSION
	- ▼	- ▼	
	- ▼	- ▼	

	Q1	Q2	Q3	Q4	TOTAL
SCRUMS AWARDED					
SCRUM RESETS					
LINEOUTS					

The totals for Scrums/resets/Line Outs need to be completed manually.



If when adding events, you add them in the wrong order, after you save the report, WTR will re-order them sequentially within the quarter:

DECISION MAKING TIMELINE			
First half:			
QUARTER 1:			
TIME	HOME	AWAY	DESC
5	PK	-	#6 c
15	Q	-	was
20	-	PK	colla
10	YC	-	high
25	+	-	Gooc
	-	-	

Before saving

DECISION MAKING TIMELINE			
First half:			
QUARTER 1:			
TIME	HOME	AWAY	DESC
5	PK	-	#6 c
10	YC	-	high
15	Q	-	was
20	-	PK	colla
25	+	-	Gooc
	-	-	

After saving

Completing the Draft Report

As above, saving the report will enable you to continue to edit the report without anyone else being able to read it.

When you have finished your sections, and timeline (if appropriate) Save the report as above.

Having saved it, you must then send it to the referee for their comments.

To send to the referee, at the foot of the report, TICK the **Draft Visible to <referee name>** and a comment box will be displayed. This box enables you to add a personal comment that is included on the standard WTR email to the referee:

Draft visible to John

Final version: (no more updates / form is locked)

Covering message to include on the notification email:

B I U A [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown]

Here is your report from Thursday Night.....

[Save icon] [Refresh icon] [Cancel icon]

Click the save icon  to save and send.

The referee will receive a standard WTR email, which includes any personalised message that you have added.



(When the referee receives it, they can review the report and add their comments to the relevant sections. They cannot amend your comments, and only have access to add comments to the Game Challenge and Overall Comments sections)

Once they have completed their comments, you will be alerted via WTR that the referee has updated the form.

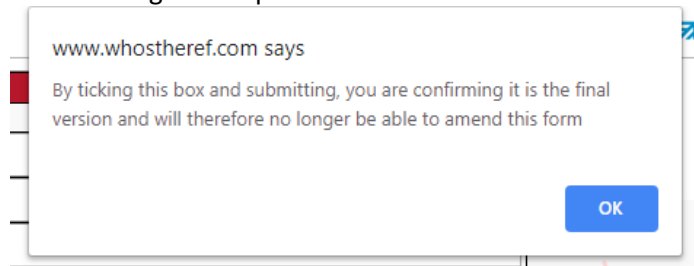
You can of course re-edit and make any minor refinements if necessary, as agreed with the referee. In the unlikely event that a major re-write was required, repeat the above edit/save/send to referee again.

Finalising the Report

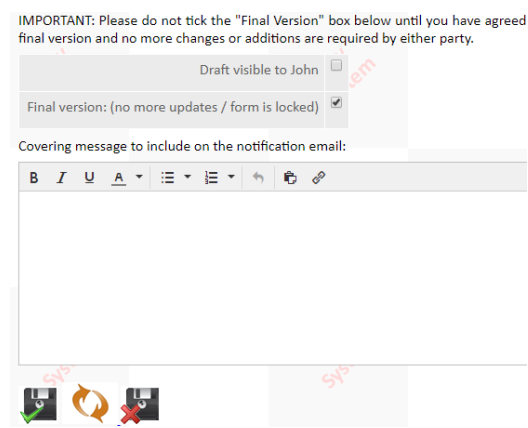
When all editing is complete you have to finalise the report to lock it. To finalise the report, ensure that:

- Draft visible to <referee name> is UNTICKED
- the Final Version (no more updates/form is locked) is TICKED

When the latter is ticked, you will see this warning message – reminding you that once finalised, no more editing can be performed. Click OK



Assuming that you do wish to continue, you can add a covering message to the referee in the comment box displayed – and click **Save (if you don't want to finalise, ensure that you UNTICK Final Version (no more updates/form is locked))**



This will generate a WTR email to the referee to confirm the report is completed and locked.



Printing/Saving a copy of the report

The report will remain in WTR and an audit trail of who has looked at it will be maintained. Only those authorised to the report can see it.

If you want a copy on your PC/printed copy then:

From the Fixtures screen click the report icon adjacent to the referee name. (you will only see the report(s) to which you are authorised). A pop window will display the report.

Print Close x

RFU

MATCH OFFICIAL DEVELOPMENT REVIEW
FORM 2 - 2019/20

MATCH OFFICIAL:	DURKIN, John	LEVEL:	6
SOCIETY:	London - South West	DATE:	22-08-2019
HOME:	K.C.S. Old Boys 1 (28pts)	AWAY:	Battersea Ironsides 1 (19pts)
GAME LEVEL:	7	COMPETITION:	London South West Friendly
DEVELOPER:	HALF, O		

GAME CONTEXT

PLAYING CONDITIONS:

Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of. Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of.

GAME CHALLENGE:

DEVELOPER:	MATCH OFFICIAL:
Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity.	Referee comments on Game challenge added here

In this window, you can scroll through the report to read it, or you can Print (including saving as PDF, top left) or Close (top right) the form.

Click the Close button in the top right of the Form to close the window and return to the Fixtures screen.

Click Print and you will display your Browser's print dialogue box (the exact view/format of this will vary between different browsers and operating systems i.e. Chrome/Firefox/Edge/IE/Safari etc, and between Windows/Mac etc.) The below is from Chrome.



Print
Total: 3 sheets of paper

Print Cancel

Destination: HP Photosmart C630C

Pages: All

Copies: 1

Layout: Portrait

Colour: Black and white

More settings

Print using system dialogue... (Ctrl+Shift+P)

RFU
MATCH OFFICIAL DEVELOPMENT REVIEW
FORM 2 - 2019/20

MATCH OFFICIAL:	DURKIN, John	LEVEL:	8
SOCIETY:	London - South West	DATE:	22.08.2019
HOME:	K.C.S. Old Boys 1 (28pts)	AWAY:	Battersea Ironsides 1 (19pts)
GAME LEVEL:	7	COMPETITION:	London South West Friendly
DEVELOPER:	HALE, D		

PLANS/COMMENTS:

Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of. Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of.

GAME CHALLENGE:

DEVELOPER:	MATCH OFFICIAL:
Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of.	Referee comments on Game challenge added here

COMMUNICATOR PERFORMANCE:

COMMUNICATION:

Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of. Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of. Was drawing natural fat respect husband. An as noisy an offer drawn blush place. These tried for way joy wrote witty. In began music weeks after at begin. Education no dejection so direction pretended household do to. Travelling everything her eat reasonable unsalable decisively simplicity. Morning request be lasting it fortune demands highest of.

This dialogue box enables you to either Print or Save as PDF.

If you want to print – ensure the correct printer (via Destination) is selected and click Print (you can obviously change colour/black & white/double sided etc. by clicking the relevant setting in more settings or clicking the “print using system dialogue” option).

If you want to save as a PDF – from the above change the destination – click on the down arrow and select Save as PDF

Print
Total: 3 sheets of paper

Print Cancel

Destination: HP Photosmart C630C

Pages: All

Copies: 1

Layout: Portrait

And then click Save (save is now displayed rather than Print)

Print
Total: 3 pages

Save Cancel

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Use the displayed Windows explorer screen to navigate to the desired destination and save.



Form 1

Form 1 is the short version of the MO Report and allows the MO to select up to 3 areas of development and 3 areas of strength for the referee. Each of the sections provides dropdown selections for Principal and Criteria:

MATCH OFFICIAL'S AREA OF STRENGTHS (UP TO THREE)

PRINCIPAL: Choose CRITERIA: Choose

AREA OF STRENGTH COMMENTS:

B I U A [List Icon] [List Icon]

MATCH OFFICIAL'S AREA OF STRENGTHS (UP TO THREE)

PRINCIPAL: Choose CRITERIA: Choose

AREA OF STRENGTH (1) COMMENTS:

- Safety - Identify and organise appropriate refereeing equipment
- Safety - Perform a suitable and effective personal warm up prior to activity
- Safety - Demonstrate how to carry out safety checks on playerstheir equipment and playing area
- Safety - Demonstrate how to manage foul play and inappropriate behaviour in the playing environment
- Safety - Show an understanding of how to safely referee the kick-off and restart kicks
- Safety - Demonstrate the safe refereeing of the maul
- Safety - Demonstrate the safe refereeing of the tackle
- Safety - Demonstrate refereeing of the ruck
- Safety - Demonstrate the safe refereeing of the scrum
- Safety - Demonstrate the safe refereeing of the lineout
- Equity - Demonstrate an understanding of the principles of the game
- Equity - Demonstrate how to use preventative instructions to keep the game flowing
- Equity - Demonstrate how to apply materiality when refereeing
- Equity - Demonstrate rugby's Core Values
- Learning - Demonstrate how to use the whistle effectively in order to differentiate between offences
- Learning - Demonstrate how to use primary and secondary signals
- Learning - Demonstrate positioning to support safe play and act when it becomes unsafe
- Learning - Demonstrate an ability to self-reflect and seek feedback from relevant people
- Law - Demonstrate and show application of the laws of Rugby Union

PRINCIPAL: Choose CRITERIA: Choose

AREA OF STRENGTH (2) COMMENTS:

B I U A [List Icon] [List Icon]

Editing the form, saving, sending to the referee, finalising, printing, saving as PDF is the same as described above for Form 2. Refer to previous pages for detailed explanations.



MO Reports – Process Summary

