



**INSTRUCTION
M A N U A L
2 0 1 7**

**PLEASE READ
THE MANUAL**

**IT IS HIGHLY RECOMMENDED
TO READ THIS SHORT
MANUAL TO BENEFIT
COMPLETELY FROM ALL
THE FEATURES THAT
ADVANTAGE™ OFFERS**

SYSTEM SET-UP

1. **WEBSITE ADDRESS:** usa.advantagereferee.com
2. **REGISTRATION:** New members register as REFEREES or REVIEWERS.
3. **ACTIVATION:** Administrators activate accounts for their REFEREES & REVIEWERS.

REPORTS

1. **START REPORT:** Simply click on the **REPORT** link in the top navigation bar.
2. **SELF-REVIEW:**
 1. REFEREES can start SELF-REVIEWS prior to the match to add their Pre-Match & Focus areas.
 2. The REFEREE adds the REVIEWER if one is assigned.
3. **REVIEWER:** A REVIEWER can also start a REPORT and select the REFEREE.
4. **REPORT INFO:** Add match information:
 1. Date, Select Team Colors (The selected colors represents the teams throughout the report).
Type Team Names over the COLOR, add AR's if applicable, and Select Competition, Match Type and Level.
5. **SAVE the REPORT:** Once the REPORT is SAVED, the **UPLOAD VIDEO** link appears.
NOTE: OPENING AN EXISTING REPORT: The reports are on the HOME page and they are on your MYPAGE. On MYPAGE you click the **DATE** to open the report.

VIDEOS

CONVERT and DOWNLOAD a YouTube/Vimeo video - NOTE: Vimeo videos have to be public - Visit ClipConverter.cc

1. Paste your video web address/URL at 'Video URL' and press Continue.
2. Select the format MP4.
3. If you want to download a section of the video only, add the beginning and end time.
4. Press the 'Start' button at the bottom to start the conversion.
5. This may take several minutes. After the conversion is finished, you can download the converted file to your computer.



1. To reduce the **UPLOAD** time, reduce your video file size with **HANDBRAKE** that can be downloaded free at handbrake.fr
2. Use the default settings, except change **RF** to **24**

1. **UPLOADING VIDEO to your REPORT in the system:** Anyone can upload a video to an existing REPORT
2. **START UPLOADING:**
 1. Open a report and click the **VIDEO UPLOAD** link (the **UPLOAD LINK** only appears when a report is SAVED)
 2. Select the video to upload, or drag and drop the file.
3. **VIDEO FORMAT:** You may upload any video file format.
4. **UPLOAD SPEED:**
 1. Upload speed is dependent on your internet speed, but compares exactly to popular video websites.
 2. **With 12 Mbps UPLOAD speed, a 1GB video should upload in about 12 minutes.**
 3. **NOTES:**
 1. Most internet services' upload speed is significantly slower than download speed.
 2. Keep the browser window open during this process.
 3. **BE PATIENT** - Many of us do not upload videos too often, so it may be a new process to become familiar with.
5. **ENCODING:**
 1. Once uploaded, **ADVANTAGE™** encodes the video to MP4 which plays on most devices.
 2. **Encoding a 40 minute video takes about 12 minutes, and 90 minutes encodes in about 30 minutes.**
 3. Keep the browser window open during this process.
 4. Once uploading and encoding is complete, return to the REPORT.

DATA & CREATING YOUR PLAYLIST (TAGGING THE VIDEO)


1. DATA:

1. The REFEREE adds the REPORT DATA/STATS in a SELF-REVIEW.
2. If a REVIEWER is assigned, then both the REFEREE and REVIEWER can add REPORT DATA/STATS.
NOTE: it is important to ensure you do not duplicate entries that collect actual match data.

2. CREATE PLAYLIST:

1. To start reviewing the video, select the CREATE PLAYLIST button which is in the top right of the REFEREE's or the REVIEWER's COMPETENCIES section.
2. You may record as much or as little DATA as you require.

3. VIDEO TAGGING:

1. PLAY the video and add ENTRIES in your PLAYLIST.
2. If you select the green FULLSCREEN button , the NEW ENTRIES box appears in the top right hand corner.
3. The system automatically calculates the data into the REPORT page. This is achieved by doing the following:
 1. **HALF:** Select the 1st HALF or 2nd HALF.
 2. **TEAM COLOR:**
 1. Select TEAM by color.
 2. Select the TEAM:
 1. that is **Penalized**; or
 2. with **The Scrum Put-in**; or
 3. a **Card Awarded Against**; or
 4. that **Advantage was Played For**; or
 5. that **Scored Points**; or
 6. that an **Error Has Negatively Affected**

4. **TIMESTAMP:** To add the **TIME IN**, when the video is at the time where the clip starts, click in the empty cell to the right of the **TIME IN** cell and the system records the time. Follow the same process for the **TIME OUT** when the clip ends. **NOTE: The TIME IN should provide enough time before the incident to provide context.**

UNIT: Select a UNIT: TACKLE, RUCK, LIN/MAUL (**NO NEED TO TAG EVERY LINEOUT AS THAT DATA IS NOT RECORDED IN THE SYSTEM REPORT**), FOUL PLAY, SCRUM (records as a scrum in the data), SCRUM RESET (when a scrum has been reset), GENERAL, ADV SCRUM NO GAIN, ADV SCRUM GAINED, ADV PK NO GAIN, ADV PK GAINED, Y CARD, R CARD, 5 - TRY, 2 - CONVERSION, 3 - PENALTY GOAL, or 3 - DROP GOAL.

NOTE: When you select SCRUM/SCRUM RESET and the TEAM COLOR, and at that SCRUM, a PK or FK is awarded, you need to ADD ANOTHER PLAYLIST item, i.e.

1. TEAM COLOR that has the put-in, TIME IN, TIME OUT, SCRUM/SCRUM RESET.

2. TEAM COLOR that is penalized, TIME IN, TIME OUT, SCRUM, PK/FK.

5. **COMMENT/ERROR:** Select, if applicable by clicking in the cell to select **C** or **E**
NOTE: Comments/Errors are noted as a number in the REPORT data/stats, but they do not count toward grading the referee. They are in the report to assist in the referee's development.
6. **PK or FK:** Select, if applicable.
7. **COMMENTS:** Add notes or comments if necessary, i.e. Tackler not rolling, High Tackle by 14.
8. **ADD:** When you have completed the ENTRY, click the **ADD** button
9. **DATA SAVING:** Every entry that is **ADDED** or **UPDATED** is automatically **SAVED** and the data is immediately transferred to the REPORT. When you are **UPDATING** an playlist item and you accidentally click **ADD**, the entry is duplicated and you would need to **DELETE** the original playlist item.
4. **EDIT ENTRY:** Select that entry and it will appear in the top box. Once updated, click **UPDATE**
5. **DELETE ENTRY:** Select the delete button to the right: **X**
6. **INTERACTION:** The REFEREE and REVIEWER can respond with a comment to one another's entries, and clicking on UPADTE. If a REVIEWER comments on a REFEREE Playlist item after the REFEREE'S comments, the text will appear in **BLUE**. If a REFEREE comments on a REVIEWER Playlist item after the REVIEWER'S comments, the text will appear in **GREEN**.
7. **RETURN TO REPORT:** When you have completed the PLAYLIST, click the REPORT link at the top to return to the REPORT.

COMPETENCIES						
UNIT		DEVELOPMENT		STANDARD	ADVANCED	
TACTICAL	ESTABLISH BEHAVIOR	LINEOUT/ MAUL	FAIR CONTEST	MAUL FORMATION	MAUL DEFENSE	MANAGEMENT
			LINEOUT: Proper set-up, Numbers, Gap, Hooker, Scrumhalf, Onside, Throw-in straight, Applies Law 19.10	MAUL: Legal formation, Obstruction, Ball carrier sliding back, Entry in front of ball carrier	Collapsing Swimming up the side Side entry Offside	Positioning Prevention Controlled all aspects of lineout/maul
		SPACE	SET PIECES	RUCK/MAUL	IN FRONT OF KICKER	GOAL LINE
			Onside at: Restarts, Scrums, Lineouts	Offside lines at: Fringes, Backlines	Identify, Prevent, Manage	Manages fringes, Hands on ground, Backlines
		SCRUM	SET UP	FAIR CONTEST	MANAGEMENT	BALL OUT %
		Engagement procedure Bodies straight Binding correct Shoulders above hips	Square & Steady, Credible feed, Proper binding, Pushing straight Shoulders above hips No walking around	Process management, Resolves issues, Manages substitutes, Applies "use it" when scrum is stationary	Attains good ball out ≥ 70%	
	BREAK DOWN	TACKLER, TACKLER ASSIST	TACKLED PLAYER	GATE/ON FEET	QUICK BALL	
		Tackler releases immediately and rolls away or gets up, Tackler Assist releases clearly and comes through gate	Plays the ball immediately, Releases to legal players on their feet	Arriving players through the gate, Stay on their feet, No hands beyond the ball, No sealing, Identifies difference between Rucks & tackle	Quick availability Minimal communication	
	FOUL PLAY	DANGEROUS PLAY	OBSTRUCTION	UNFAIR PLAY	REPEAT INFRINGE	
		Identifies all areas of dangerous play, Law 10.4	Identifies all areas of obstruction, Law 10.1	Identifies all areas of unfair play, Law 10.2	Identifies and applies standards, Law 10.3	
EFFECTIVE ADVANTAGE	SCRUM	PENALTY	COMMUNICATION	UNDER PRESSURE		
	Applies Scrum Advantage effectively with consideration to ball possession & control	Applies PK Advantage effectively with consideration to ball possession & control, territorial gain, and the possibility that it will accrue	Communicates clearly and effectively to allow teams to understand and trust the process, Continues to manage the game	Plays Advantage with proper consideration as to the temperament of the game and field positioning, Generates momentum through good application		
BIG DECISIONS	CARDS	PENALTY TRIES	PRESSURE	PROBABLE OUTCOME		
	Uses cards when necessary to deal with Foul Play	Awards Penalty Tries correctly, Uses cards when applicable	Remains calm and composed, allows teams to decide the outcome by making only clear & obvious decisions	Game knowledge of understanding the probable outcome, Makes clear & obvious decisions		
STRATEGIC	EMPATHY & MATERIALITY	COMMUNICATION	MANAGEMENT	RAPPORT	MATERIALITY	
		Promotes pro-social behavior Voice tone, pitch & pace Effective sentence structure Body language, gestures & eye contact	Influences the game and player behavior without it being about themselves	Builds trust & respect throughout the match, Delivers effective messages to get the needed outcomes	Makes decisions applicable to the game, Sets clear standards to easier identify what is not important/material	
	CONTEXTUAL REFEREEING	AWARENESS	MOMENTUM	REWARDS DOMINANCE	IDENTIFIES NEG. PLAY	
	Anticipates rather than reacts	Knows which team has the upper hand in a single play, set piece or period, and what the opposition may do to counteract it	Rewards a team/player that legally dominates in various phases of the game	Recognizes and understands deliberate infringements and negative play and addresses it effectively		
ATTAINING BALANCE	SET STANDARDS	EQUAL OPPORTUNITY	ACCEPTANCE	RAISED GAME		
	Sets effective standards for both teams	Applies equal Punitive & Preventative measures for both teams	Teams/Players trust, respect and accept the referee's decisions, Balanced PK count	By combining all aspects of refereeing, raises the game and creates a great product		

COMPETENCIES

- 1. SELECT COMPETENCIES:** Back at the REPORT all the data/stats are collected and you can now select the COMPETENCIES achieved:
 1. Clicking on a COMPETENCY represents that the competency was achieved.
 2. If you need to review what the COMPETENCY represents, click on the **RED box to the left called VIEW COMPETENCIES** and click on **EXPAND** at the top to see its brief explanation.
 3. To achieve a COMPETENCY, the referee should, on most occasions, meet the criteria for that COMPETENCY. The criteria may be determined/set by your union/society/organization.
 4. **GUIDING PRINCIPLES:**
 1. A COMPETENCY can be met when it is refereed effectively, on most occasions - can be identified through data analysis or reviewing the playlist using the color coding to recognize trends such as repeated Penalties against one team, excessive referee Errors that affect one team, etc.
 2. A decision that has a large impact on the game may affect whether you determine if a COMPETENCY is met or not - it could be one decision or a collection of decisions.
- 5. SAVE THE REPORT:** The report is automatically saved every 5 minutes but you may manually SAVE as you work through the REPORT.
- 6. SHOW PLAYLIST:** At the bottom of the REPORT you can select SHOW PLAYLIST to review whilst completing the REPORT.

PERFORMANCE

- 1. PERFORMANCE:**
 1. ADVANTAGE™ grades the REFEREE on their SELF-REVIEW for personal analysis
 2. When a REVIEWER is assigned, their grading appears at the top of the REPORT
 3. The grading works per number of COMPETENCIES achieved

LEVEL	COMPETENCIES		
8	0	-	9
7	10	-	12
6	13	-	17
5	18	-	21
4	22	-	26
3	27	-	32
2	33	-	36
1	37	-	40

If you have more questions, please email support@advantagereferee.com