

## Match Day Officials – Juniors

### Required

Role	Wear
Team Manager	Red bib including their club name
Runners	Yellow bib including their club name
Water Carriers	Green bibs including their club name
Umpires Escort	Blue bib including their club name
Club Boundary Umpires	White bib including their club name
Club Goal Umpires	White bib including their club name
Club Field Umpires	White shirt
Trainers	White pants/black bib including their club name
Coaches	Red bib including their club name
Players	Appropriate home & away gear
<ul style="list-style-type: none"> <li>• Time Keeper</li> <li>• Scoreboard Attendant</li> </ul>	



## Responsibilities

### **Coaches**

- All coaches must be registered with the EDFL prior to the start of Round 1.
- Coaches must be at least Level 1 accredited to coach teams in the EDFL.
- Each club must ensure that its coaches have correctly filled in and lodged the registration form on Sporting Pulse prior to the coach commencing their duties in that Football Season.
- Coach in accordance with the AFL Next Generation Australian Football Match Policy for the conduct of the game for players 5-18 years of age.
- Promote the importance of club members adhering to the AFL Kids First Policy.
- Apply the code of conduct for coaching staff and players
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Liaise with other junior grade coaches to establish a consistent coaching policy throughout the Club.
- Provide regular reports as required throughout the season.

### **Expectations**

- Abide by the Laws and Rules – always operate within the Laws of the Game and Rules of your club and the League and teach your players to do the same.
- Teach the Rules – rules are mutual agreements which nobody should break.
- Group players competitively – give all players equal attention and opportunities
- Avoid overplaying talented players – be reasonable in your demands on players time, energy and enthusiasm.
- Maximise fun – place winning in perspective, remember that young people participate for pleasure and winning is only part of it.
- Stress safety always – make sure equipment and facilities meet safety standards and suit the age and ability of your players
- Consider maturity levels – devise training programs to suit all, ensure any physical contact with a young person is appropriate to the situation and necessary for the players development.
- Develop team respect – for opponents, umpires, parents, officials, spectators and coaches.
- Recognise the importance of proper injury treatment – treat sick and injured players with care and seek professional advice
- Keep up to date – with coaching practices and the principles of physical growth and development.
- Avoid derogatory language – based on gender or race, create opportunities for participants to learn appropriate sports behaviour, lead by example at all times.
- Respect to all –respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Abide by the guidelines set forth in the AFL Drug Policy and reject the use of performance enhancing substances in sport.
- Be supportive of any development strategies that are promoted by our governing body.

### **Coaches Box Exclusion Zone**

- The coaches box exclusion zone must be in place for all football in the U9s to U17s for both the home team and opposition team. Only those wearing the official attire are allowed on the bench or in the exclusion zone.
- Coaches are not to stand on the boundary line as boundary umpires and players need this space. Coaches need to stand at least 1 metre from the boundary line
- When making an interchange, players need to wait until their teammate is off the ground before making their way onto the field of play. Should a head count be called and a team found to have too many players on the field they can be stripped of their points scored to that stage of the match.

### **Player Expectations**

- Always play by the laws and rules – Be a team player – be a good sport
- Control your temper - treat others as you would like to be treated – bullying will not be tolerated.
- Verbal abuse to umpires, officials, parents or other players is not acceptable.
- Never argue with an umpire or official. If you disagree, discuss the matter with your coach.
- Co-operate, support and encourage your team mates. Your team's performance will benefit, so will you. Don't forget to acknowledge opponents, officials and umpires, e.g. shake hands before and after the game.
- Play fair, respect the rights and dignity of all players regardless of their gender, ability, cultural background or religion. Avoid ugly remarks based on race or gender.
- Play for the "fun of it" – remember it's just a game!

### **Spectator Expectations**

- The EDFL Board of Management reserves the right to suspend any team where the behaviour of individuals associated with that team (including officials, parents and spectators) is deemed as being of an unacceptable nature.
- This will be applicable for junior age groups from and including Under 16s and below.
- Clubs are asked to address their parents prior to each season to ensure that participants, officials and parents are aware of the relevant codes of conduct and understand the possibility of a team being stood down because of poor behaviour.

***See Appendix 1 for further information***

## Team Manager

All Team Managers must be registered with the EDFL before the start of Round 1. Duties of the Team Manager can be quite extensive and some clubs may choose to draw on the help of volunteers to complete such positions. Responsibilities include but are not limited to:

Essential:

### *Team sheets*

- Complete, sign and give to umpire half an hour before the start of the game.
- Ensure all players named on team sheet including runner and trainers and water boys are registered.
- Full names are required, first and surname.
- Players numbers must not double up

### *Goal kickers*

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.
- Goal kickers to be given to the opposition team manager or secretary at away matches and goal kickers obtained from the opposition at home matches.

### *Club best & fairest*

- After the competition of the match, the team manager is to complete on team sheet best players (1 through to 6) for pertaining game

### *Boundary & goal umpires*

- Boundary and goal umpires are to be arranged as required under EDFL by-laws
- All club umpires are to be correctly attired according to league regulations.

### *Footballs*

- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.

### *Scoreboard*

- Team manager responsible for the organisation of scoreboard attendant at all home matches.

### *Umpires*

- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.

### *Awards*

- Determine, with appropriate football staff, best player awards for the team side
- Prepare awards for distribution

## **Club Discretion:**

### *Players property*

- Ensure players property is collected prior to each game and safely secured during matches.

### *Drinks*

- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).

### *Trainer's equipment*

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

### *Transport of gear*

- Responsible for the organisation of transport of gear to away matches.

## Umpires Escort

- 1 escort presented from both the home and away club
- Escort the umpires from their change rooms to the centre of the field prior to the start of each match.
- Escort the umpires from their assembly point on the field to their change rooms at half time.
- Escort the umpires from their change rooms to the centre of the field after the half time break.
- Escort the umpires from their assembly point on the field to their change rooms at the conclusion of the match.
- Stand with the umpires during the quarter and three quarter time intervals and present water
- Show courtesy at all times
- Be over the age of 18 years

## Scoreboard Attendant

- Not required for U9 Competition
- Must ensure that the scoreboard is up-to-date at all times during a match.
- Scoreboard attendants must be at least 12 years old or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.

## Runners

- No runners in Under 9, maximum of two in all other underage competitions
- Deliver messages from the coach to players whilst each quarter is in progress.
- Deliver the message as quickly as possible and return to the coaches box immediately.
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game
- The runner must be correctly attired in accordance with league requirements

## Water Carriers

- No Water Carriers in Under 9's/11's/12YG/13's with a maximum of 2 in all other underage competitions
- Deliver water to on-field players
- Must not communicate with the Team Bench other than during the breaks between quarters
- Must not pass messages or give instructions to players, or disrupt play.
- A Field Umpire may order from the field and report any Water Carrier who is in breach of these By-laws.

- Water Carriers shall only enter the field of play behind play to deliver water to the players whilst: a player from either side is having a set shot for goal; or whilst the football is being retrieved and returned to the field umpire who will be located in the centre of the ground after a goal has been scored.
- Where a player having a set shot for goal misses the goal, all Water Carriers must immediately leave the playing field.

## Trainers

- All trainers must be registered with the EDFL prior to the start of Round 1. If other trainers are brought into your club later than Round 1, the EDFL must still be notified before they can participate in any game.
- Each team must have one accredited sports trainer per team. Accreditation level must be in accordance with EDFL By-Laws dictated as at least Level 1 standard by Football Victoria.
- Each club must ensure that an accredited trainer attends and is available during each match in which its football team participates and be available for the duration of the match
- All junior coaches and trainers (seniors and juniors) are to wear identification bibs. Your club administrator will supply appropriate bibs for your team.
- Trainers card identification number must be registered on SportingPulse
- Each club must present their trainer with a fully stocked First Aid Kit including ice
- If a player is deemed to be concussed on match day, they should not return to the field until such time as a doctor's certificate has been obtained indicating they are fit to play.

## Boundary Umpires

- When not supplied by the EDFL club umpires must be supplied (1 from each the home and away club with attire to be presented by the Team Manager)
- The club umpire must umpire matches in accordance with the Laws of the Game

### **Responsibilities:**

- Determining whether a football is out of bounds or out of bounds on the full and signaling to the field umpire when that has occurred
- Throwing the football back into play if it has gone out of bounds, when directed to do so by a field umpire
- Determine whether a player has incorrectly entered the centre square (as indicated in the association/league rules and regulations)
- Bringing the football back to the center square after a goal has been scored
- Reporting a player or official who commits a reportable offence
- Boundary Umpires are not permitted to coach or communicate with any players or officials - other than during breaks between quarters.
- A Field Umpire may order from the field and report any team appointed Boundary Umpire who is in breach of this

## Field Umpires

- When not supplied by the EDFL club umpires must be supplied (1 from each the home and away club with attire to be presented by the Team Manager)
- The club umpire must umpire matches in accordance with the Laws of the Game

### Responsibilities

- Apply the laws and their interpretations according to the spirit of the laws
- Attend to the administrative requirements necessary for the successful staging of the game
- Be aware of any modified rules pending the age group umpiring

## Goal Umpires

- When not supplied by the EDFL club umpires must be supplied (1 from each the home and away club with attire to be presented by the Team Manager)
- The club umpire must umpire matches in accordance with the Laws of the Game

### Responsibilities

- Determine whether a goal or behind has been scored
- Signal that a goal or behind has been scored after being given the all clear or touched all clear by a field umpire
- Record all goals and behinds scored by each team during a match
- Report any player or official who commits a reportable offence
- At the end of each quarter and at the end of each match, both goal umpires shall compare the score they have recorded.
- Only in the case of a disagreement on scores by the Goal Umpires will the Timekeeper cards be regarded as correct

## Time Keeper

- Not required for U9 Competition as this duty will remain with the Team Managers and at the end of the game the result will be posted as 0-0
- Keep time for each quarter of the match
- Record on time cards the time taken to play each quarter
- Lodge completed time cards with the Team Manager after the game has finished
- Sound the siren in accordance with the procedures contained in the association / league rules and regulations
- Stop the clock used for timing of each quarter as required by the association / league rules and regulations
- Perform any other function as may be directed

***For procedure see appendix 2***

## Appendices

Appendix 1

**Code of Conduct**



### **Expectations of Officials/Umpires:**

- Remember you are representing your club/league and setting an example to your players/parents. Be consistent, objective and courteous when making decisions.
- Apply rules and regulations to match the skill levels and needs of participants. Condemn unsporting behaviour and promote respect for all opponents.
- Keep up to date with the latest trends in officiating, sport safety policy and the principles of growth and development, place safety and welfare of the participants above all else.
- Try to resolve any conflict in a calm, sensible manner (when possible in private).
- Be aware of potential volatile situations at all times and be prepared to deal with them appropriately.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Expectations of Administrators:**

- Make your club environment user friendly by providing equal opportunities for all to participate, not just as a player. e.g. umpiring.
- Ensure programmes, rules etc are modified to suit the age, ability and maturity of young people.
- Provide quality supervision and instruction and ensure they are well trained and set the right example.
- Direct coaches and officials to highlight appropriate behaviour and skill development.
- Ensure a Code of Conduct sheet is given to spectators, officials, parents, coaches, and players and encourage them to follow it.
- Maximise child safety by conducting volunteer screening.
- Implement policy and practices in relation to responsible use of alcohol and performances enhancing drugs.
- Adopt and implement relevant sport safety policies and practices.
- Listen to your players and involve them in decisions, leadership, planning and evaluation related to the club.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- For advice on any issue you can contact the EDFL Head Office or AFL Victoria for further assistance

### **Expectations of Parents/Guardians and Spectators:**

- Remember that children play football for fun - they are not playing for your entertainment, nor are they miniature professionals, involvement is for their enjoyment, not yours.
- Encourage players to participate, do not force them.
- Focus on the players efforts - never ridicule or yell at a player for making a mistake or losing the game. Teach that honest effort is the victory, not the winning.

- Remember that players learn best from example. Applaud good play by both teams.
- Encourage players to always participate according to the rules and respect official's decisions.
- Recognise the value and importance of volunteer coaches and officials.
- An umpire's job is a difficult one – put yourself in their position – how would you like to be treated?
- If you disagree with an official, raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public. Raise any concerns privately.
- Demonstrate appropriate social behaviour by not harassing or using foul language to umpires, players, coaches, or other spectators.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Respect the rights and dignity of every player regardless of their gender, ability, cultural background or religion. Support all efforts to remove verbal, racial and physical abuse and to settle disagreements without resorting to hostility or violence.
- Discuss the Codes of Conduct with your son/daughter so that you are both are aware of your obligations.
- Actively promote the Codes of Conduct and foster high standards of behaviour for your club at all times.

## Appendix 2

### Quarter Lengths

<b>Under 19</b>	25 minutes (no time-on)
<b>Under 17</b>	20 minutes (no time-on)
<b>Under 15</b>	20 minutes (no time-on)
<b>Under 13</b>	15 minutes (no time-on)
<b>Under 11</b>	15 minutes (no time-on)
<b>Under 9</b>	12 minutes (no time-on)

<b>Under 12 YG</b>	12 minutes (no time-on)
<b>Under 15 YG</b>	15 minutes (no time-on)
<b>Under 18 YG</b>	20 minutes (no time-on)
<b>Breaks</b>	
<b>Quarter Time</b>	3
<b>Half Time</b>	10
<b>Three Quarter Time</b>	5

**PROCEDURE FOR SOUNDING SIREN — START OF MATCH AND QUARTERS**

The Timekeepers shall sound the siren at the times and on the number of occasions as set out in the following table:

<b>Start of Match</b>	<b>Number of Occasions</b>
Five minutes prior to scheduled starting time of the Match and as Umpires enter the Arena	once
Two minutes prior to the scheduled starting time	twice
One minute prior to the scheduled starting time	once
Scheduled starting time (Start of Match)	once
First Quarter Time Interval	—
<b>Start of Second Quarter</b>	<b>Number of Occasions</b>
Two minutes prior to the scheduled starting time	twice
One minute prior to the scheduled starting time	once
Scheduled starting time (Start of Quarter)	once
Half Time Interval	—
<b>Start of Third Quarter</b>	<b>Number of Occasions</b>
Five minutes prior to scheduled starting time of the Quarter and as Umpires enter the Arena	once
Two minutes prior to the scheduled starting time	twice
One minute prior to the scheduled starting time	once
Scheduled starting time (Start of Quarter)	once
Three Quarter Time Interval	—
<b>Start of Final Quarter</b>	<b>Number of Occasions</b>
Two minutes prior to the scheduled starting time	twice
One minute prior to the scheduled starting time	once
Scheduled starting time (Start of Quarter)	once
<b>End of Match</b>	

**BRINGING PLAY TO AN END**

### **End of Quarter**

The Timekeepers shall sound the siren to signal the end of a quarter until a field Umpire acknowledges that the siren has been heard and brings play to an end.

### **Siren Heard by Field Umpire**

Play in each quarter shall come to an end when any one of the field Umpires or emergency field Umpire hears the siren.

### **Signal**

A field Umpire shall signal that they have heard the siren by blowing a whistle and holding both arms above their head.

If immediately before hearing the siren, a field Umpire is of the opinion that a Player should be awarded a Free Kick or a Mark, the field Umpire shall signal that play has come to an end and then award the Free Kick or Mark to the Player.

A Free Kick will not be awarded where the football has been kicked and, after the field Umpire has heard the siren, lands out of bounds on the full.

## **STOPPING AND RECOMMENCING TIME**

### **Stopping Time: Not applicable to juniors**

The Timekeepers shall stop the clock which is used for the timing of a Match when:

a.	Directed to do so by a field Umpire in accordance with Law 10.5.3
b.	Goal Umpire signals that a Goal has been scored; or
c.	Goal Umpire signals that a Behind has been scored; or
d.	Boundary Umpire signals that the football is Out of Bounds or Out of Bounds on the Full; or
e.	Field Umpire crosses their arms to indicate they are going to bounce or throw the football up.

### **Recommencing Time**

a.	Directed to do so by the field Umpire in accordance with Law 10.5.3;
b.	The football is bounced or thrown up by the field Umpire;
c.	The football is brought back into play after a Behind has been scored;

d.	The football is thrown back into play by the boundary Umpire or brought back into play by a Player (as the case may be), after it has gone Out of Bounds or Out of Bounds on the Full;
e.	The football is obviously in play;
f.	The Umpire calls 'play on'.

### Signalling

A field Umpire shall signal to the Timekeeper to stop the clock or re-start the clock used for the timing of the Match by blowing a whistle and raising one arm above their head.

## UNAUTHORISED ENTRY ON PLAYING SURFACE AND TERMINATION OF A MATCH

### Entry on Playing Surface

Where a person(s) enters the Playing Surface when they are not permitted to do so, the field Umpire shall:

a.	Stop play at the first available opportunity; and
b.	Seek the assistance of person(s) authorised by the relevant Controlling Body to remove the unauthorised person(s) from the Playing Surface.
c.	Once the person(s) has been removed from the Playing Surface, the field Umpire shall recommence play as follows depending on the circumstances:
i. Where the Football was in dispute at the time play was stopped, by bouncing or throwing up the Football;  ii. Where the Football was out of bounds at the time play was stopped, by directing the boundary Umpire to throw the Football in;  iii. Where a Player had possession of the Football at the time play was stopped, by awarding a Free Kick to the Player;  iv. Where a Player had been awarded a Free Kick or a Mark at the time play was stopped, by allowing the Player to dispose of the Football.	

### Incomplete Match

If a Match is unable to commence or continue within the time scheduled for the Match for reasons beyond the control of either Team (including circumstances where it is unsafe for the Match to proceed) the following shall apply:

**(a) Match Not Commenced:** The result of a Match which is unable to commence for reasons beyond the control of the Team shall be determined by the Controlling Body.

**(b) Prior to Half Time:** If a Match has commenced but is not able to proceed at any time within

the time scheduled for the Match, the Teams shall depart from the Arena.

If the Match is unable to recommence within a 30-minute period, the Match shall be deemed to be drawn and the scores of the Teams at the time the Match was interrupted shall be used in calculating the percentage of each Team.

**(c) Half Time & Beyond:** If the Half Time interval has been reached and the Match is unable to proceed at any time within the time scheduled for the Match, the Teams shall leave the Arena, or in the case of Half Time, not return to the Arena.

If the Match is unable to recommence within a 30-minute period, the scores of the Teams at the time the Match was interrupted shall be deemed to be the final scores of the Match. The Team with the highest score shall be deemed the winner of the Match and the scores shall be used in calculating the percentage of each Team.

**(d) Match Not Able to Proceed:** Unless otherwise determined by a Controlling Body, a field Umpire shall, having regard to the health and safety of the Players and any other relevant circumstances, determine whether a Match is unable to commence or proceed. A field Umpire must determine that a Match is unable to commence or proceed for such time as lightning is present at or within the immediate proximity of the venue where the Match is being conducted in line with the AFL Extreme Weather Policy outlined in the Member Protection Policy.

**(e) Recommencing of Play:** Where a Team is directed to recommence play by a field Umpire and the Team fails, refuses or neglects to recommence play, the Team shall be deemed to have forfeited the Match, in which case Law 10.7 shall apply.

### **FORFEITURE OF MATCH**

*A Team forfeits a Match if:*

a. It is unable or it fails, refuses or neglects to commence or recommence play:	
i. at the scheduled starting time; OR	
ii. within such other time period determined or specified by the Controlling Body, a field Umpire or these Laws; OR	
b.	the field Umpire determines, in accordance with these Laws, that a Team has forfeited the Match; OR
c.	an event occurs under the Laws which results in a Team forfeiting the Match.

#### **Consequence of Forfeiture**

(a) the points for the Match shall be awarded to the Team who did not forfeit the Match; and

(b) at the conclusion of the Home and Away Matches:

(i) the percentage of the Team who did not forfeit the Match shall be adjusted by crediting and debiting that Team with the average number of points for the Home and Away Matches that were scored for and against the Team who did forfeit the Match; and

(ii) the percentage of the Team who did forfeit the Match shall be adjusted by crediting and debiting that Team with the average number of points for the Home and Away Matches that were scored for and against the Team who did not forfeit the Match.

