

## Team & Match Officials

<u>Team Official</u>	<u>Age</u>	<u>Dress (EFL)</u>	<u>Match Official</u>	<u>Age</u>	<u>Dress (EFL)</u>
Coach	Accreditation	Armband	Interchange Steward	18+	Armband
Assistant Coach	Accreditation	Armband	Timekeeper	18+	n/a
Team Manager		Armband	Umpire Escort	18+	Bib
Runner	18+	Uniform	Goal Umpire	15+	White coat
Trainer/s	15+	Uniform	Boundary Umpire	15+ or min year of age group	White top/shorts
Drink Carrier	12+ Junior 15+ Seniors	Bib			

### Team & Match Officials

<u>Do</u>	<u>Don't</u>
Fulfil your responsibilities and ask questions if required	Interfere verbally or physically with players, officials or spectators
Wear correct attire	Be aggressive and loud from the sidelines
Conduct yourself in accordance with the League (and club) code of conduct	Interact with the umpire
Play by the Rules – know them and follow them	Solely focus on winning
Be on time, be prepared and concentrate on your role	Engage in unnecessary conversation not relevant to the match
	Coach (except for the coaches), barrack, comment on play or any umpiring decisions

## **TEAM MANAGER**

### **DRESS**

Armband (junior competition only)

### **DUTIES**

*Although the responsibility of the Team Manager will vary from Club to Club, in general this position is responsible to see that all activities or League Rules associated with the actual playing of the game (other than coaching) are carried out or adhered to.*

### **TEAM UNIFORM**

Ensure that all players are correctly attired

### **OTHER OFFICIALS**

Ensure that persons are designated for each of the following roles where required and that they are aware of all necessary dress requirements, age requirements and duties:

- Trainer
- Water carrier
- Runner
- Interchange steward
- Timekeeper
- Boundary Umpire
- Umpires
- Must ensure that they or any other officials do not interfere with any players or officials throughout the match.

### **UMPIRES COMFORT**

Ensure that the umpires room is adequate in terms of cleanliness and security.

Make sure that umpires are offered refreshments during quarter breaks.

### **SECURITY OF PLAYER BELONGINGS**

This aspect should be considered prior to players taking the field. No home club can fully guarantee the safety of items that remain in change rooms during a game.

### **TEAM SHEETS**

Fill out the team book in alphabetical order with correct jumper numbers, and ensure that all officials sign the book. The Team manager will sign off the team sheet on behalf of ALL players in ALL junior grades who play on a given day. Any players listed on the team sheet but not playing needs to be crossed out on the team sheet and post-game removed from the online team sheet in Sports TG. The Team Manager must ensure that the team sheet both online and in hard copy format is 100% accurate.

Team books have three copies:

- Original to umpire at half time
- Second copy to opposing team by half time (Senior only)
- Third copy is retained

### **FOOTBALLS**

Home team manager to present two footballs to the umpire before the game.

### **START TIMES**

Be aware of the starting times of all quarters and ensure that the Coach has the players ready to start accordingly.

### **UMPIRES REPORT**

The team manager and/or the Coach complete an Umpire's Performance Report following the game. Reports should be constructive including positives and negatives, and be completed every game regardless of result. Reports are to be placed in sealed envelopes and forwarded to the EFL office, these may be sent via facsimile.

### **MATCH REPORTS**

Match reports are completed by umpires after all games. The team manager must attend the umpires room after the game to collect the report. If the team manager does not attend the umpires are instructed to leave the report in umpires the room.

### **LIST OF MEDICAL PHONE NUMBERS**

Compile a quick reference list of local phone numbers for ambulance, doctors, dentists and medical centres for use at all games. Ensure that these numbers are given to the 'away' teams should the situation arise.

### **REPORTED PLAYERS**

Ensure that all details of any reported players are handed to the appropriate club officials as soon as possible and that players involved are informed.

### **LIVE SCORES**

The home club in each Senior Division (One to Four inclusive) match must enter the Senior Live Scores into the online result database quarter by quarter (minimum requirement) and the final score immediately following the complete of the match.

## **TRAINER**

### **DRESS**

White trousers or white pants, a white or club coloured top and EFL Trainers bib.

### **REQUIREMENTS**

- At least one, level one accredited trainer needs to attend all matches. All other trainers are required to complete a recognised senior first aid course (e.g. Sports First Aid, St Johns or Red Cross). Details regarding the qualification of trainers can be obtained from the Eastern Football League Trainers Association.
- The minimum age for trainers is 15 years of age.
- Each team is permitted to have three trainers.

### **DUTIES**

- Attend injured players on the ground. If any injury appears to be serious, qualified medical assistance should be obtained immediately.
- Trainers are responsible for having a stretcher on the ground for each game.
- It is also recommended that the phone numbers of each player's parents or guardian are available and that any relevant medical condition of players is known.
- Must not interfere with any players or officials throughout the game.
- A trainer is not permitted to act as second runner.

## **DRINK CARRIER**

### **DRESS**

White trousers or white overalls with a white top (or their club's windcheater/tracksuit top) must be worn. All water carriers are to wear the league approved water carrier bib.

### **REQUIREMENTS**

- The minimum age for water carriers in the senior competition is 15 years of age.
- The minimum age for water carriers in the junior competition is 12 years of age.
- Each team is permitted to have three water carriers
- Must not interfere with any players or officials throughout the game

### **DUTIES**

- The job of the water carrier is to run water out to players when they require a drink and not stay out on the ground.
- Water carriers are to be based in fence stations, behind the boundary line and not at the coach's box.
- Water carriers are not permitted to act as a second runner.

## **RUNNER**

### **DRESS**

Fluoro yellow shirt, with the word "RUNNER" on the back and EFL black tracksuit pants/shorts.

### **REQUIREMENTS**

- A runner must be at least 18 years of age.
- Only one runner per team is permitted.
- In the under 9/10 competition the coach of each team is not permitted onto the ground during the match. An official runner is permitted to be used.
- Must not interfere with any players or officials throughout the game
- Must not communicate with opposition players, team or match day officials unless a stretcher is required
- Must not loiter on the ground, deliver message and immediately leave the field

### **DUTIES**

- In all matches, it is their job to relay messages from coach to players.
- Runners are only permitted on the ground when relaying a message. They must not remain on the ground continually. Umpires can order the runner from the ground if they feel the runner is on the ground too much.

## **INTERCHANGE MANAGED BY TEAM MANAGER**

### **DRESS**

Must wear the appropriate EFL team manager armband.

### **REQUIREMENTS**

- Each side must appoint a team manager at least 18 years of age.
- Club supplied team managers are not permitted to coach, barrack, comment on play or any umpiring decisions.
- Must not interfere with any players or officials throughout the game.

### **DUTIES**

- There will be two lines, 15 metres apart, marked across the boundary line at which players can be interchanged. The team manager will be stationed in the vicinity of the coaches box and the interchange area.
- The team manager shall note the numbers of all players from both teams that start each quarter on the interchange bench.
- The team manager shall observe all interchanges that occur during the game.
- Players shall leave and enter the playing ground through the interchange area during the match unless the player is removed from the playing arena by stretcher, in which case he may be taken from the playing ground at any point. His replacement shall enter the playing ground through the interchange area and the interchange steward notified of the injured player's name and number. The replaced player must return to the playing arena by way of normal interchange after 20 minutes, not including breaks, has elapsed.

- Where a player does not enter or leave the playing surface through the approved interchange area and subsequently continues to play in the game in breach of by law 14.8 (j & k), the team manager and/or field umpire(s) shall report the circumstances to the EFL, including the scores at the time. The EFL may determine the matter by way of fine, reversal of Match result or other sanction as it deems appropriate.
- When a player has been, or appears to have been so seriously injured as to prevent his being removed immediately from the playing ground, the team manager may approve his being replaced prior to the injured player leaving the ground, but if a replacement shall be made pursuant to such approval, the replaced player shall take no further part in the match. The official runner or captain shall immediately inform the field umpire that the player has been so replaced.
- Players who are ordered from the field by the field umpire are to leave via the interchange area. Players are to report to the team manager for time notification. Team Managers are to note the time the player reported to the steward and not allow that player to resume playing until 15 minutes game time has elapsed, from the time play recommences following the yellow card being issued.
- Should the team manager observe the teams being lined up for count under the AFL “Laws of Australian Football”, he should assist the field umpire if requested.
- Breaches of any of these instructions must be noted at the bottom of the interchange form.

## **TIMEKEEPER**

### **DRESS**

No specific requirements.

### **REQUIREMENTS**

- A timekeeper must be at least 18 years of age.
- Club supplied timekeepers are not permitted to coach, barrack, comment on play or any umpiring decisions

### **DUTIES**

- Each side must appoint a timekeeper who is a minimum of 18 years of age.
- To keep the time of each quarter on time cards. Timekeeper cards are not required for under 9s and 10s
- To keep a record of scores for use by the controlling body in the event of the goal umpire’s cards not agreeing.
- To ensure the game starts and finishes on time
- To sound a bell or siren at the start and finish of each quarter.
- No time on is added in any junior competition matches.
- Refer to the timekeeper’s card for a detailed explanation of timekeeping procedures and guidelines.

## **BOUNDARY UMPIRE**

## **DRESS**

White shorts or skirt with white shirt or plain white windcheater. In junior competition white tracksuit pants may be worn on cold days only.

## **REQUIREMENTS**

- In all under 15 to senior grade matches boundary umpires must be at least 15 years of age. In all under 11 to under 14 grade matches boundary umpires must be at least the same age as the grade in which they are officiating.
- In both the under 9/10 competition boundary umpires are not required.
- Club supplied umpires are not permitted to coach, barrack, comment on play or any umpiring decisions
- Must not interfere with any players or officials throughout the game

## **DUTIES**

### **Responsibilities;**

- Determining whether a football is out of bounds or on the full and signalling to the field umpire when that has occurred.
- Adjudicating on which team has last touched the ball before it crossed the boundary line and signalling to the umpire which team will receive the free kick (if applicable).
- Throwing the football back into play if it has gone out of bounds (if applicable).
- Determining whether a player has incorrectly entered the centre square (if applicable).
- Bringing the football back to the centre square after a goal has been scored (if applicable).

If the field umpire determines that a boundary umpire in any match is unable to perform his or her duties competently, the field umpire shall request a replacement boundary umpire. If a competent replacement boundary umpire cannot be found the field umpire shall direct a player from the offending club to throw the ball into play.

## **GOAL UMPIRE**

### **DRESS**

White coat and flags

### **REQUIREMENTS**

- All goal umpires must be at least 15 years of age.
- Club supplied umpires are not permitted to coach, barrack, comment on play or any umpiring decisions
- Must not interfere with any players or officials throughout the game

### **DUTIES**

- Before the match ensure details of the match have been entered on the scorecard supplied by the EFL.
- During the match stand behind goal line in line with the flight of the ball. Wait for the field umpire to give the all clear before giving decision. Both goal umpires must wave the flags for each score. Enter score on card and check scores with other goal umpire

at the quarter breaks and after the match. The scorecard must be handed to the team manager after the match.

- Club supplied umpires are not permitted to barrack or comment on play. If the field umpire believes a club supplied goal umpire is making deliberately wrong or incompetent decisions he or she may demand the offending club to replace the goal umpire before re-commencing the match.



## **UMPIRES ESCORT**

### **DRESS**

Must wear the official EFL bib.

### **REQUIREMENTS**

- All umpire's escorts must be at least 18 years of age.
- Club supplied umpire escorts are not permitted to coach, barrack, comment on play or any umpiring decisions
- Must not interfere with any players or officials throughout the game

### **DUTIES**

- To escort all umpires from the oval (where play ends) to the umpire's room at half time and after the game.
- Where the club is the home club, they should offer umpires cool drinks between each quarter.
- Remain in the centre of the ground with umpires during quarter time and three-quarter time break.
- Umpires escort must not abuse or criticise umpires and must show courtesy always.

## **CLUB VILIFICATION AND DISCRIMINATION OFFICER**

### **REQUIREMENTS**

No EFL Participant or Club Official shall engage in conduct which may reasonably be considered to incite hatred towards, contempt for, ridicule of or discrimination against a person or group of persons on the ground of their:

- race;
- religion;
- gender;
- colour;
- sexual preference, orientation or identity; or
- special ability or disability.

### **DUTIES**

The Club Complaints Officer and the EFL Complaints Officer/s shall liaise directly over incidents which in the reasonable opinion of the Club Complaints Officer or EFL Complaints Officer/s are contrary to Section 3. All EFL clubs are required to have an officially appointed Club Complaints Officer