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2015 BLUE BOOK

VSHL-SUA Members Operations Manual

Foreword

2015 sees the start of another very busy year for the VSHL-SUA, after a successful 2014 we now focus on the year ahead. With Casey now being renamed, South East Football Netball League (SEFNL) was just one of many changes. All three competitions are now classed as Major leagues; we also have the introduction of U17 and U19's. The U17's will be part of the junior league played on Sunday's; there is also the inclusion of a girl's competition in the juniors. The MPJFL and FDJFL have joined forces to ensure junior football is continually being developed, creating a tiered system between the two competitions.

While most of the changes have been in the way football, our continued commitment will be to deliver high quality and professional umpires, setting high on-field performances will remain as our core objectives. The VSHL-SUA has the culture and professionalism to remain at the top of the country umpiring in Victoria.

Changes will always continue, we are committed to keeping everyone informed. However from time to time, there may subject sensitive information that cannot be shared. We are fully involved with the current discussions as we have members on the project team leading the charge for umpiring in our area and Fountain gate.

We would like to welcome our Board of Directors for 2015 comprising of, Mario Ring, Josh Denney, Graham McIntyre, Josh Chenoweth, Bernie Carroll, Neil Ashworth, Rick Taig, Steven Richards and John Irvin

Bernie Carroll will continue to develop our satellite training base at Fountain Gate, while Neil Ashworth will work closely with us to ensure the visibility of the Casey Cardinia Umpires Association in the football community. Mathew Guess, Brad Jolliffe and volunteers, will continue to build our new Dromana training centre not just for junior umpires also senior umpires.

Our coaching departments are made up of the following people. Field Umpires' Coach: Peter Marshall and Greg Russo, Assistant Field Umpires' Coach: Ivan Walters, Boundary Umpires' Coach Dave Golby, and Assistant Boundary Coach: Adam Holland, Goal Umpires Coach Michael Richardson and Matthew Guess and Brad Jolliffe, Co-ordinators for the MPJFL will manage these respective roles for season 2015.

We both look forward to a season of continued success and growth for all at the VSHL-SUA in 2015. Set your goals, aspire to achieve your best, be part of the action and above all enjoy your umpiring.

Office of Chairman

Mario Ring
Chairman/Chief Executive
Victorian State Home Loans
Southern Umpires Association

Bernie Carroll
Deputy Chairman
Victorian State Home Loans
Southern Umpires Association

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Introduction to the VSHL-SUA

Introduction to the **VSHL-SUA**

The VSHL-SUA is an Australian Rules Football Umpiring Organisation supplying field, boundary and goal umpires to many competitions covering the Mornington Peninsula and the Casey–Cardinia Regions.

Our headquarters are located at Kananook Reserve, Seaford with a satellite base at Max Pawsey Reserve, Narre Warren, and a Junior training base out of Dromana Football Ground. The Victorian State Home Loans Southern Umpires Association is completely independent of any football league and is set up and governed by its own rules as an Incorporated Association. It is an affiliated member of the Worksafe Victorian Country Football League (VCFL).

The rules provide that members will elect a Board of Management at the Annual General Meeting, usually held in November, which will in turn appoint a Finance Director and a Head of Operations– Umpiring and they will be responsible for managing and administering the affairs of the VSHL-SUA for the ensuing year.

The Board of Management contracts with local senior and junior football leagues to provide umpires as and when required. Income provided from these contracts is used for the cost of administering and operating the Association and to pay umpires a fee for officiating.

The Board of Directors is responsible for the appointment of all personnel for the efficient running of the Association and for the general discipline of all members.

The Head of Operations- Umpiring along with the Field Umpires’ Coach, Boundary Umpires’ Coach, Goal Umpires’ Coach and/or any assistant coaches/observers are appointed to instruct umpires on their on-field performance and all facets that are required to officiate to a high standard.

Board of Management

Victorian State Home Loans Southern Umpires Association
PO Box 8590, Carrum Downs VIC 3201
Office Phone: 1300 UMPIRE (1300 867 473)
Fax: (03) 9786 0593
Website: www.sua.org.au

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Chairman/Chief Executive

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Deputy Chairman

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Head of Operations
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Head of Operations
Communications & Public Relations

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Umpiring Department

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Office Administrator

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Field Umpires

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Head of Umpiring

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Greg Russo
Field Umpires' Coach

Mobile: 0431 182 287

Ivan Walters
Field Umpires Assistant Coach

Mobile: 0407 994 034

Brent Gent
Field Umpires Development Coach

Mobile: 0400 879 208

Boundary Umpires

David Golby
Boundary Umpires Coach

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Email: boundary.sua@gmail.com

Adam Holland
Boundary Umpires Assistant Coach

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Goal Umpires

Michael Richardson
Goal Umpires Coach

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Email: goal.sua@gmail.com

Stephen Voss
Goal Umpires Assistant Coach

Mobile: 0412 193 269

MPJFL Umpires

Mathew Guess
MPJFL Co-ordinator

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Email: juniors.mpjfl@gmail.com

Brad Jolliffe
MPJFL Assistant

Mobile: 0430 084 814

Training Supervisors

Shaun Penny
Seaford

Mobile: 0487 254 944

Bernie Carroll
Casey Cardinia

Mobile: 0430 802 508

Mathew Guess
Dromana

Mobile: 0422 145 164

Mentor Program

The AFL's Umpire Mentoring Program is an umpire education and development program that aims to use experienced umpires to mentor new and inexperienced umpires.

Under this program new and inexperienced umpires wear a green coloured shirt to signify that they are learning their craft and are being supported by a mentor in a similar fashion to a learner driver displaying 'L' plates on the road.

The role of the mentor is crucial in this program. Without the appropriate guidance, direction and coaching, we risk losing umpires before they get the chance to properly develop their skills.

For those new umpires wishing to be mentored in 2015, you will need to indicate this on the application for membership form. Your application will be lodged with the VCFL and you will receive a shirt, shorts, socks, sweatbands, whistle and sports bag.

Umpire Accreditations

Under the AFL National Umpiring Accreditation Scheme, umpires and their coaches throughout Australia are trained, assessed and accredited. The scheme aims to improve the quality and status of umpiring at all levels at which the game is played.

Training for Level One and Level Two accreditations will be conducted by the VSHL-SUA. This is open to all umpires in at least their second year of Umpiring and a date will be advised later on in the year. The VSHL-SUA requires all umpires to undertake accreditation or reaccreditation.

Level One: available to field, boundary and goal umpires not previously accredited. This program is available on-line and more details will be available soon.

Level Two: available to all accredited Level One umpires and Level Two accredited umpires wishing to update. If you wish to pursue a career in umpiring at VFL or AFL level, you need to have successfully completed Level Two.

Level Three: only for those umpiring at state level.

Level Four: only for AFL umpires.

AFL Policy

All umpires – nationwide – should possess or be undertaking an active and current level of Umpire Accreditation. This applies to all umpires, whether you have been umpiring for one year or ten years, a new or refresher accreditation must be completed.



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Occupational Health and Safety

Code of Conduct

Instructions

On acceptance of membership an Umpire agrees to follow all instructions formulated by the Board of Management for the good of the Association as a whole.

Directions

Members agree to accept the direction of the Head of Operations – Umpiring and either the Field, Boundary or Goal Umpires' Coach or those acting on their behalf in the matter of fitness, training, interpretation of the rules and on-field performance.

Disagreement with Association Practices

Where a Member of the VSHL-SUA disapproves of a practice, instructions or direction, he/she will directly express their views to the Office of Chairman only. A Member will agree to follow this course of corrective action rather than attempting to cause conflict by criticising "behind the scenes". The matter shall be dealt with informally or personally, if possible, otherwise it will be referred to the Board to reach an appropriate outcome. If the Member is dissatisfied with the outcome then ultimately it can be formally dealt with at a General Meeting. Where the Member has the support for change or alternative procedures, the matter will be debated and voted on at a General Meeting in accordance with the Constitution.

Criticism of Umpires

An Umpire will never publicly criticise another Umpire (whether a VSHL-SUA member or not). Where he/she witnesses what they consider to be a poor display, they should be guarded in any comment, take careful note and discuss the matter with the Coach. Note: Where a Club or Observer Reports is critical of an Umpire, the Umpiring Department will treat it confidentially and the report will be discussed by the Coach with the Umpire concerned.

Social Network Sites

Members should be aware that any comments made on any social network sites are permanent and accessible to the public. Any member using these public sites should carefully consider their language and form of expression before posting any comments, criticism or expression of disagreement regarding the Association, any Member or other person. Please refer to the VSHL-SUA Cyber Safety Policy.

Website Content

Website information and content is moderated and updated by the SUA Web Master. Typical content would include.

- Pictures/Images
- Articles/ Umpire chatter, stories and gossip
- Announcements
- Educational Material
- Video's

If you would like to have content published on the Website, please contact SUA Web Master on communications.sua@gmail.com.

Code of Conduct

Allegiance

On acceptance of membership an Umpire should forsake allegiance to any football club competing in Leagues for which the VSHL-SUA officiates, and in particular he/she shall not be an active member or hold any official position with any senior Club.

Behaviour

An Umpire must always be in complete control of himself/herself and their behaviour towards others before, during and after the game. Behaviour should be worthy of the respect of everyone. Be friendly but not too familiar.

An Umpire must not get involved in long and detailed arguments about a particular decision. Note: If you are asked about a particular decision, you explain the reason for your decision in a straightforward manner, and then leave it at that. By all means discuss the rules generally and in a helpful spirit, but do not stay around for long-winded reviews, particularly when logic may be a little impaired.

After Game Hospitality

After a match an Umpire should accept a Club's hospitality but never outstay his/her welcome. A short discussion over a drink with officials/ players can do a lot of good for umpire/player relations, but after a few drinks the opportunity is soon lost and no good is achieved (time to show your control).

Alcohol

An Umpire should be temperate on the day before his/her match and must not drink any alcohol on the day until their official duties are completed. No Umpire should attend game day or officiate a game under the influence of alcohol. Furthermore, an Umpire who accepts responsibility for a car trip is required to ensure that his/her blood alcohol level remains safely below their relevant legal driving condition. He/she must also ensure that their car is in a roadworthy condition and they drive safely.

Dress Standards

A Member agrees to accept the standards of dress applied by the Board of Management.

External Relations

Any statements or correspondence (letters, emails, blogs) by Umpires to Clubs, Leagues, the Media or posted to the Internet must be sent through the Office of Chairman or the Head of Operation – Communications & PR responsible for Media Relations. No umpire or member is permitted to make any statements to the media without authorisation from the Chairman or Deputy Chairman.

Workplace Standards

Attendance & Punctuality

If you are unable to umpire your appointed game due to accident, illness or for personal reasons, you must inform your coach at the first available opportunity so that arrangements can be made for your game to be handled. If you are going to be late then you should call one of the umpires on your game panel so that other arrangements can be made.

While absences are often unavoidable any change in appointments increases the workload of other umpires in your Association.

Non-Smoking Environment

Umpires are expected to respect the premises of the VSHL-SUA as SMOKE FREE ZONES and as of 1st April 2014 no smoking is allowed within the workplace or within 10 metres of any building or playing arena. This rule is to be strictly adhered to.

Equal Opportunity & Affirmative Action

The Victorian State Home Loans Southern Umpires Association is an Equal Opportunity employer, which simply means we select an umpire for a job on the basis of merit and that person's ability to meet the umpiring requirements. In other words- everyone is treated equally.

Workplace Standards

Sexual Harassment and Bullying

It is the VSHL-SUA's policy that sexual harassment and bullying is unacceptable conduct in the work place and will not be condoned.

Individuals who experience sexual harassment/bullying from co-workers should first make it clear that such behaviour is offensive to them. If the harassment continues they should bring the matter to the attention of the Office of Chairman or Board of Management.

Employee Counselling

Should you require advice or be experiencing any problems you wish to discuss relating to your working conditions or environment, please speak directly with the Head of Operations: Occupational Health and Safety.

WorkCover and Injuries

We have WorkCover injury insurance for all running umpires (field, boundary and goal). Coverage exists whilst in attendance at any training sessions or appointment to an official match.

Please Note: If you would like to officiate in a game for a club and you have not been appointed by the VSHL-SUA, you must first get written permission from the Head of Operations- Umpiring or your coach prior to the game. Failure to do so will result in you not being covered by WorkCover for any injury that you may incur.

Generally speaking, you will be covered as follows:

1. For all reasonably incurred medical and similar treatments;
2. For up to a percentage of wages lost if injury incurs a wage lost.
3. **PLEASE NOTE - The Association does not cover Ambulance transport; this is the responsibility of the member.**

The high cost of the WorkCover premium is a very significant drain on this Association. Accordingly you are asked and, indeed, expected to take as much care as possible to avoid injury. Simple things like muscle tears and strains (whilst sometimes unavoidable even with the most diligent of preparation) can be minimised or avoided by good warm up techniques. Moreover, a solid base of fitness helps avoid injury during the long season. Suggestions for stretching exercise are included in the Training Section of this Manual.

The more usual claim is for the cost of physiotherapy and medical expenses. You are encouraged to seek Physio treatment for severe cases only. It is expected that minor "niggles" can be overcome by appropriate action to minimise aggravation and aid recuperation.

If you are receiving Physio or similar treatment, you must not participate in training sessions and you will not be appointed to games until you have received a clearance certificate from your Physio or Doctor.

Workplace Standards

What to do?

Here are the most important steps to follow if you have any injury, want treatment and want to seek WorkCover indemnity to pay for the cost:

First of all, make a record of the circumstances of how you got injured. If it was in a game, take the name and address of any relevant witness (usually a fellow umpire) and try to remember the time and circumstances of the injury. You must notify your respective coach ASAP of any injury, they will then ask you to see the Head of Operations - Occupational Health and Safety just in case forms need to be filled out.

If the need for treatment is urgent, make sure you tell the doctor/physio that you propose making a WorkCover claim. The clinic will most likely require payment at the time. If they do, either pay the bill and seek WorkCover reimbursement or take the bill away with you and make sure you lodge it with us at the same time as you fill out your claim form.

At the very first opportunity, get a claim form from Australia Post or the VSHL-SUA Website. Once you have filled it out, give it to our WorkCover Officer (Josh Chenoweth). Make sure the Work Cover Officer has an opportunity to go through the form with you to check its accuracy and required information. It is very important that all claims are lodged within 10 days of injury; failing to do this may result in the claim being rejected by the insurer.

If you are only going to make a claim for medical and like expenses, you do not need a claim filled out by a doctor. Doctors' certificates are only required when time off work and wages in lieu are sought.

Make sure you follow through with filling out the claim form and providing any requisite documents quickly and thoroughly. Our WorkCover insurer is a good and competent insurer. Provided the paperwork is properly filled out, submitted quickly and the circumstances of your injury comply with the requirements of the law (that you were injured arising out of or in the course of your employment [as an Umpire]), then it is most likely to be honoured by the WorkCover insurer. However, until such time as the Insurer confirms the indemnity, you personally remain liable for the clinic's fees.

If your treatment is ongoing and continues past the date when you received your indemnity letter from the Insurer, please tell the clinic the reference number of your claim. This will make it easier on the clinic to get paid and easier on our Work Cover Director, so that he will not be deluged with accounts for unpaid fees from the clinic.

Remember, if you have an injury, do not just roll into the clinic, get some treatment and tell them that the VSHL-SUA will pay. It is your obligation to take the next step and fill in the proper paper work fully and with accuracy. Failure to do this will almost certainly render you personally liable for the clinic's fees.

Workplace Standards

Duty of Care – Umpires' Responsibility

Umpires are not and cannot ensure the absolute safety of all players; they must merely do everything reasonably possible to ensure their safety.

Umpires have a duty to enforce the rules of the sport and to prevent illegal actions. Umpires cannot prevent all rule violations, and they only have a duty to use reasonable care to see that the rules of the game including safety rules are followed. Reasonable care consists of advising the players of adverse conditions and illegal manoeuvres, showing due diligence in detecting rule violations, penalising the rule breakers, etc.

The health and safety of you, your fellow umpires and the players must be the most important factor to be weighed in your decision making process. If you are in doubt, consult with your fellow umpires or club officials (including other more experienced umpires who may be involved in the game before or after yours) to ensure the most appropriate decision.

There is a duty to protect the players i.e.:

- Failure to stop a game when the safety of players is threatened e.g. spectator violence, extreme weather conditions
- Failure to ensure proper safety equipment is used; or
- Failure to enforce safety guidelines including blood and infectious disease policies.

There is also a duty on the part of umpires to warn players of possible dangers, i.e. ceasing play during a lightning storm (refer to the Lightning Policy).

Umpires are under a general Duty of Care to take action for any foreseeable dangers. Prior to the commencement of the first game of the day, both participating clubs are required to complete an assessment of the ground conditions. However, these conditions may change due to severe weather conditions or general wear and tear on the ground. Should you notice a situation that needs action at the next break in play, make the controlling umpire aware of the situation so that remedial actions can be taken and then the game continues. Some examples of dangers we may encounter are:

- inadequate protective wrapping around a goal post;
- a sprinkler in the ground is exposed because of a missing cover;
- pot holes on the field of play;
- a clubs sponsor signage hanging loose off the fence; or
- loose soil around the edge of a covered cricket pitches exposing the concrete.

In conclusion it is stressed that the only duty that is placed upon you as an umpire is to do what is reasonable in the circumstances. The goal of each umpire should be to recognise and remove every hazard, which is reasonably within his or her control. Finally, remember that ensuring your sporting contests are conducted safely is legally very important.

Workplace Standards

Extreme Weather- Lightning Policy

In the event that there is a threat from lightning, which may affect the health and wellbeing of Umpires, the Umpiring Department or Board of Management will be responsible for making the decision to suspend any activity. Where an official of the Umpiring Department/Board of Management is not available, an umpire will be responsible for deciding whether to suspend training or a match.

The VSHL-SUA is responsible for the health and wellbeing of its employees. As such, every effort will be made to ensure that umpires officiating in games or training are protected and that Clubs are aware of the League's position in this matter.

As lightning can occur at any time of the year, umpires should be educated on the risk of lightning and the need to move to a safe area in the event of lightning.

Criteria for Suspension and Resumption of Activities

The '30/30' rule (see below) is recommended for lightning safety and serves as a guide for the suspension and subsequent resumption of activity. The overall message is to seek shelter when the lightning activity is too close. It is important to remember that lightning may be obscured by clouds so it must be assumed that when thunder is heard, lightning is in the vicinity. In such cases, careful judgement must be used to determine whether a threat exists.

Suspension of play

The first part of the 30/30 rule is a guide to the suspension of activity (match/training). Currently, most experts agree that the accepted 'safe' distance is no less than 10 kilometres. This means that as the time interval between observing the flash, and hearing the thunder approaches 30 seconds. All those in exposed areas (see the section on "Unsafe structures and Locations below) should be seeking or already inside safe shelters. A storm cell with lightning activity within 10 kilometres constitutes a threat.

Resumption of Activity

The second part of the 30/30 rule provides the criteria for resumption of play. Here, it is recommended that people wait 30 minutes after the last sighting of lightning or sound of thunder. The figure is based on the observations that a typical storm moves at about 40kmh. Thus, waiting 30 minutes allows the thunderstorm to be about 20 km away, minimising the probability of a nearby strike. It is important to emphasise that blue skies and lack of rainfall are not adequate reasons to breach the 30-minute return-to-play rule.

Safe Structures and Location

No place is absolutely safe from lightning threat; however, some places are safer than others.

It is important to have already identified safe structures and the most appropriate way of moving people into these facilities. Standing in the shelter of a grandstand is not suitable given the large amount of metal present in the structure. The best choice is a large, fully enclosed building.

Other safe structures include a fully enclosed metal vehicle (whose electrical properties act to guide the lightning current around the passengers).

Workplace Standards

Unsafe Structures and Location

The nature of the work environment of football umpires, both at training and during matches, exposes them to a far greater risk of lightning strike than is normal. Unsafe structures and locations include open fields and being in close vicinity to the tallest structure in an area (e.g. tree, light pole, goal post).

Small structures such as rain/picnic shelters and interchange benches, as well as structures with a large amount of metal in them (e.g. grandstands) are also unsafe. Fixed line phones should not be used. Any object which increases an individual's height (goal umpires flags) or metallic objects (whistles) will place the person at an increased risk.

Extreme Weather- Heat Policy

In the event that high temperatures and / or high humidity may affect the health and well-being of umpires, training may be suspended or modified. The risk of thermal injury from high intensity training is significant. It can range from cramps, through to heat exhaustion to heat stroke, coma and death.

During training, a participant may produce 15-20 times the heat they produce at rest. Dissipation of the excess heat is primarily achieved through sweating. Once the body's ability to dissipate heat is compromised, core temperature in an average individual may rise by one degree Celsius for every five minutes of exercise if no temperature regulating mechanisms are activated. If an individual's core temperature is above 40 degrees Celsius (normal 37 degrees), the risk of thermal injury is significant.

Factors which impair the body's ability to dissipate heat are:

- High ambient temperature
- Solar radiation
- Humidity (this compromises the efficacy of sweating)
- Dehydration

These factors significantly increase the risk of thermal injury occurring.

The VSHL-SUA is responsible for the health and well-being of its employees. As such, every effort will be made to ensure that the direction to train takes into account the type of training and the weather conditions at the time of training.

As training is conducted during the hottest part of the day, every precaution must be taken to ensure that umpires do not suffer the effects of heat. This would include wearing of hats/caps and drinking plenty of fluids.

The VSHL-SUA Coaching Staff/Fitness Coach will be responsible for the administration of this policy. In the event that temperatures / humidity are of concern they will decide whether there is a need to:

- Suspend training
- Modify training
- Make no change to training

In the interests of occupational health and safety, umpires are expected to abide by the decision taken by the Coaching Staff/Fitness Coach. Should training continue or be modified, umpires may choose not to train if they feel they are placing their health at risk.



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Training, Attendance and Meetings

Training Sessions

The VSHL-SUA operates three training venues throughout the football season for members to be able to attend training. Excellent facilities are provided including change rooms and showers. Training commences at 5.50 pm. each Monday and Wednesday evening and is usually completed by 7.15 pm.

Good quality well-cushioned running shoes are essential and a warm tracksuit is recommended for mid-winter. An individual drink bottle with your name on it is also suggested.

VSHL-SUA Training Venues

VSHL-SUA Headquarters
Kananook Oval
McCulloch Avenue, Seaford
Behind Frankston Basketball

Max Pawsey Reserve
Princes Highway
Narre Warren
Access via Fountain Drive

Dromana Football
Oval, Pier Street
Dromana
Juniors Monday Only

Attendance

All umpires are expected to attend training, as a minimum, on Wednesday nights, however a reasonable fitness level cannot be attained on one or two training sessions per week. You should make an effort to undertake some other regular physical activity of your own on which you can build your fitness base.

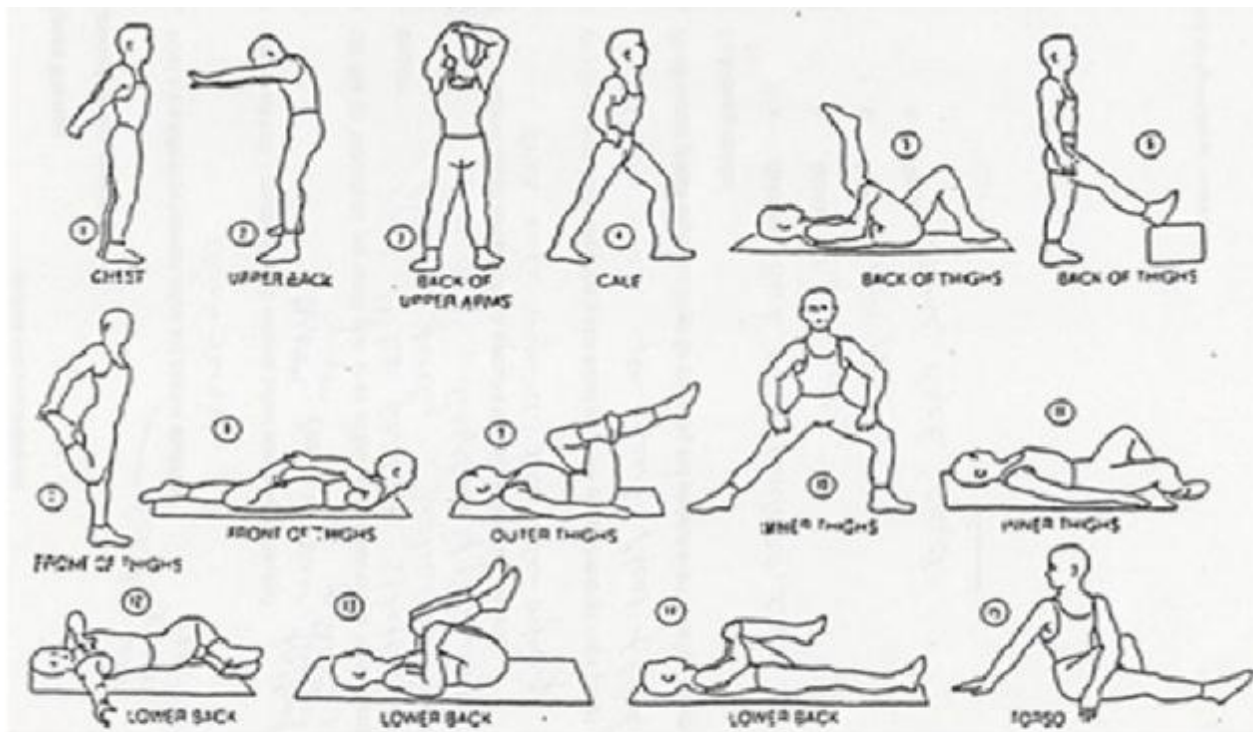
When attending training, you should complete the training attendance register to validate your "active participation" at training. If you are unable to attend training then you should contact your respective Coach prior to the session and an appropriate note will be made.

Meetings

Regular information and coaching meetings are held at the Seaford rooms every Wednesday night during the season. These meetings start at 7.30 pm and usually take no longer than an hour. A range of nutritious meals and sustaining snack food are available for purchase from our caterer on meeting nights. Refreshments are also available. These meetings provide the opportunity for education and feedback from the Coaches, information about umpiring matters and administration of the Association as well as the social enjoyment of mixing with fellow umpires.

Meetings are held on Mondays at Fountain Gate on different weeks throughout the season. They begin after training at 7.30 pm, and the coaches from Seaford come out to give umpires the relevant information and coaching needed for every discipline.

Warm up Stretches



Hamstring/Groin Stretch



Hamstring Stretch



Achilles Tendon Stretch



Quad Stretch





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Appointments and Game Day Procedures

Appointments

Umpires' appointments will be available on the online appointment management system Schedula on Wednesday nights. Appointments will be e-mailed to member's SUA allocated email address and also posted on the SUA website on Thursday that week. It is your responsibility to log into Schedula and approve your appointments for the weekend games.

NB: Appointments will no longer be sent out by SMS.

Additional information regarding the SUA appointments delivery and Schedula is available on the SUA web site (www.sua.org.au) under the Appointments Section.

Unavailability

All of our coaches are required to complete and submit their appointments the Monday before the weekend's games. To assist them with completing their appointments, each training venue has an unavailability book which umpires are expected to fill out. Umpires are also required to update their availability through Schedula.

Wherever possible, at least two weeks' notice is requested of your unavailability. You can put your name in the book at any of the training venues.

Should you become ill or unable to attend your games please notify your coach immediately. Pull outs after Monday evening can quite often result in 7 or 8 changes for the various coaches.

Please consider others before you decide to pull out of your matches.

Game Day Procedures

Game Start Times

Seniors: 2:00
Reserves: 12:10
Under-19s: 10:20
Under-17s: 8.30

From time to time, special circumstance mean that game times may change. You should always check your umpire's appointment to see the Start Time of your game.

Umpires' Game Uniforms

Umpires are required to officiate in their games in the approved uniform. The approved uniforms are:

Field/Boundary Umpires

Officially endorsed VSHL-SUA Uniform or AFL Green Shirt Uniform
Running Shoes: predominantly white in colour
Football Boots (for muddy/wet grounds) preferably white

Goal Umpires

Officially endorsed VSHL-SUA Goal Umpires Uniform or AFL Green Shirt with VSHL-SUA Cap
Black Boots
Black socks
Black Trousers

Uniforms & Sponsors Logos

An important part of your VSHL-SUA uniform is displaying the nominated sponsors on your match day uniform. With the exception of the Goal Umpires wet weather coats, all VSHL-SUA Umpires' shirts are required to display the sponsors' logos.

The Board at VSHL-SUA work extremely hard to secure sponsorship of the Association. The income VSHL-SUA receives from sponsorship is used to keep the cost of uniforms down and provided the facilities to keep the VSHL-SUA on the cutting edge of Umpiring in Australia. Umpires who do not display the nominated sponsors on their game day uniform not only place future sponsorship renewals at risk, but also may face a deduction of 50% of their match fee until such time as their uniform is compliant.

Game Day Procedures

Game Day Checklist

Your equipment should be packed the evening prior to your appointment. Do not let someone else pack your bag – Do It Yourself. Leaving the task until the last minute can cause panic when something cannot be found. It is wise to use the one bag and nothing else so that permanent articles of equipment can be kept in it. Choose a bag that will allow your clothing to be packed flat, has separate pockets for oil and Vaseline and another for notebooks etc.

Modern light jogging shoes are suitable for most conditions although some umpires carry shoes with studs for particularly muddy grounds. Footwear should be cleaned and white applied in advance of match day. Do not forget to wash the shoelaces regularly. Make sure your whistles are clean and that they are adequately taped so that the grip does not cut into your fingers. Soaking the whistle overnight will guard against the tape breaking or not vibrating correctly.

The following check list of equipment may be of assistance in packing your match day gear. It is important that umpires do not arrive at a match without all articles of equipment. Make sure you add any individual items you feel you may need.

Field/ Boundary

Appointment details

Your Blue Book

Report Forms

Red & Yellow cards (field only)

VCFL Hand Book

Pen & Note pad

Whistles

Garters/Tape

Sun Screen

Tracksuit

Umpires shirt (2)

Umpires shorts (2)

Umpires Socks

Running shoes

White sweat Bands

Change of underwear

Towel

Approved cap (Optional)

Goal Umpires

Appointment details

Your Blue Book

Report Forms

VCFL Hand Book

Several pencils/pens

Eraser

Spare score cards

Clipboard

Black Boots & Socks

Black Trousers

Approved Wet Weather Jacket

Approved Goal Umpires Short Sleeved Shirt

Approved Goal Umpires Long Sleeved Shirt

Approved Goal Umpires Cap

4 x White Flags

Flag holders

What to Wear to Your Game

An umpire's standard of dress on and off the field can make a lasting impression and drastically affect your overall performance in the eyes of players and spectators alike. If you look professional in your appearance then you will gain their acceptance and half the battle is won. On the other hand, a sloppy appearance will drag the rest of your performance down. No club apparel or colours is to be worn to matches, this also applies junior games. SUA dress code apparel only must be worn on match days.

Game Day Procedures

YOU ARE REQUIRED TO ARRIVE AT YOUR MATCH WEARING CLEAN, NEAT APPAREL!

Yes, the following are acceptable

- ✓ Dress Pants or Neat Casual Jeans
- ✓ Neat/Plain Jumper
- ✓ VSHL-SUA Polo Shirt
- ✓ VSHL-SUA Tracksuit Top
- ✓ Casual Shoes

No, the following are not acceptable

- ✗ Torn/Ripped Jeans
- ✗ Tracksuit Pants
- ✗ T-Shirts
- ✗ Runners
- ✗ Thongs
- ✗ Footy club apparel

Preparing for Your Game

Try to avoid a late night before your match. You will be letting down the Association, two football teams, their supporters as well as yourself and your running colleagues if you are not fully rested and fit for the contest.

Diet is an important part of preparing for your game. A good dinner the night before and a hearty breakfast is recommended and/or an early lunch if your game is after 2.00pm. Avoid any large food intake within three or four hours of the match but adequate liquid is essential, particularly in warm weather.

Ensure that you are sufficiently hydrated. A good aim is to drink about 1 litre of water in the preceding 2-3 hours before you game. This will help you run out your games and improves your concentration. It is important to continue drinking water throughout your game too.

Be on time for your transport arrangement should this be the case. You should always be at your game at least one hour before the published start time.

At the Ground Before Your Game

At the ground, make yourself known and introduce yourself to the other umpires in your game. It is important for all umpires to work as a team and knowing each other's name is a fundamental start to good communication.

Take a walk over the ground during one of the breaks before you game to ensure you wear appropriate footwear for the conditions. Use this opportunity to check centre ground markings. If they are unsatisfactory, use common sense and diplomacy in raising the matter with the Secretary or Team Manager. Do not demand and do not bother if fresh markings will be quickly lost due to the conditions.

The Team Manager of the Home Club will provide voting cards for best players, team sheets and two footballs. They can be asked to look after your valuables or to inflate the ball if required. Ensure you report to the Home Club at least 30 minutes prior to the game starting time.

Valuables

Do not leave valuables in the umpires' room while it is unattended. They can be stolen and the club is not responsible for security.

Field Umpires

Wherever possible, introduce yourself to the two coaches before you enter the change rooms. Ask them what time is best for you to come in and meet their club's captain. This builds respect of the coach/club as you are seen as not wanting to interrupt, but more fit in with their pre-game preparation.

Get changed for your game, allowing yourself enough time to be at the clubs at the time you agreed. This further builds the respect and your integrity as an umpire. When you enter the rooms, introduce yourself to the club captain. It is advisable to always go to the visiting club first. The visiting Captain will choose which of the two balls will be the match ball to use. Refer to the MPNFL By-Laws section for procedures if the conditions are wet or muddy.

Whilst you are in the rooms, never command centre stage by addressing player's en-masse.

Your visit to the rooms should be unobtrusive and establish a friendly contact at this stage.

Never attempt to advise how you are going to umpire or interpret a particular rule. No matter how careful you are, your statement will be ridiculed as soon as a controversial decision arises.

Boundary/Goal Umpires

Get changed at least 30 mins prior to the start time of the game. Try to find a good flat area to warm up in. You may also chose to be ready and have a warm-up run at three quarter time of the game before yours.

On the Ground Before Your Game

Seniors and Reserves Games

Be on the ground at least eight minutes before starting time. If applicable, introduce yourself to any Club Goal or Boundary Umpires, and then enter the ground in an orderly group. Twenty-five (25) metres onto the ground the field umpire will hold the ball aloft until acknowledged by the Timekeepers – use common sense if they blow the siren before you reach this point.

Walk directly to the centre – don't stroll! Place the ball on the ground and do a warm up jog of at least 600 metres (approximately 3 times around the outside of the centre square). This will help prevent soft tissue damage, especially on cold days. This also should be done before the start of the third quarter. Use these times to mentally prepare yourself for the first few minutes when players will be emotionally aroused.

It is not necessary for you to chase up tardy teams but once they are on the ground you must make every effort to start the game as soon as possible. If teams enter the ground on time, give players a reasonable time for their warm up then call the Captains to the centre for the tossing of the coin to determine in which direction each team will kick. It is normal for a Goal Umpire to provide the coin and the visiting team Captain to "call" the toss.

Under the Laws of the Game, both captains must be consulted as to the readiness of their respective teams prior to the start of EACH quarter, therefore the game cannot start with only one team on the ground or in position.

Junior Games Only

Check that the Club Boundary & Goal Umpires know the basic communication signals. Boundary Umpires in junior matches are frequently inexperienced and should be encouraged wherever possible. When you are entering the ground in junior matches, you may not be able to spot the timekeepers, in which case hold the ball aloft for a few seconds and if the siren is not blown, then blow your whistle.

After Game Duties

The field and boundary umpires should move quickly to meet and move DIRECTLY from the ground to the umpires' rooms. It is a good practice never to loiter even if the crowd appears docile. Officials from both clubs (runners) must provide an escort from the ground to the door of the change room. It is advisable to move with the players, who will usually provide protection from the rare "idiot spectator", if runners are not there providing an escort. Take your time in completing paperwork. Clear the room if necessary, (always if there is a report) to give yourself time and quietness.

MPNFL and SEFNL Paperwork

SCORECARDS should be filled in and handed to the Team Manager in a clean and legible condition. **Do not put them in the Match Paperwork/Best & Fairest Envelope!**

Southern Umpires Association Inc.
MATCH REPORT BY FIELD UMPIRE

LEAGUE: GRADE:
 MATCH: V
 VENUE: DATE: ROUND:

1. Was the Ground marked correctly? YES NO 3. Were Footballs satisfactory? YES NO
 2. Were Umpires' Facilities satisfactory? YES NO 4. Did Home Club provide Required Paperwork? YES NO

	HOME TEAM	AWAY TEAM		
5. Did Club Officials remain in Coaches' Box?	YES	NO	YES	NO
6. Was Team on time for 1st Quarter	YES	NO	YES	NO
2nd Quarter	YES	NO	YES	NO
3rd Quarter	YES	NO	YES	NO
4th Quarter	YES	NO	YES	NO
7. Were Team Sheets delivered before the game?	YES	NO	YES	NO
8. Were Escorts provided at half time?	YES	NO	YES	NO
full time?	YES	NO	YES	NO
9. Did Clubs attend to receive all-clear?	YES	NO	YES	NO

Rate each question as 5=excellent, 4=very good, 3=good, 2=fair, 1=poor by circling the relevant number.

HOME TEAM:

AWAY TEAM:

COACH/BENCH BEHAVIOR	1 / 2 / 3 / 4 / 5	1 / 2 / 3 / 4 / 5
PLAYER BEHAVIOR	1 / 2 / 3 / 4 / 5	1 / 2 / 3 / 4 / 5
SPECTATOR BEHAVIOR	1 / 2 / 3 / 4 / 5	1 / 2 / 3 / 4 / 5

Number of Reports: Number of Send-Offs:
 Signature's 1. Print Names: 1.
 2. 2.

If NO to any of the above questions please provide details:

ROUND NO
MORNINGTON PENINSULA NEPEAN FOOTBALL LEAGUE Inc.
 MY PREFERENCE FOR THE THREE BEST AND FAIREST PLAYERS IN THE MATCH UMPIRED BY ME ARE:
 V

FIELD UMPIRE VOTES SENIORS

VOTES

3 No.....	Given Name.....	Surname	Team.....
2 No.....	Given Name.....	Surname	Team.....
1 No.....	Given Name.....	Surname	Team.....

(As per team sheet)

Date: / / FIELD UMPIRE (Print Name)

Best and Fairest Votes

This is now part of the match day report form provided by the Team Manager. Care should be taken in selection and writing details of names and numbers of players from the team sheet. This **MUST** not be detached from the match day report form. Sometimes it is useful to discuss selections with other umpires at the breaks and after the game but never divulge your final selections to anyone. Once filled, fold and place into envelope, seal and sign back.

After Game Duties

Match Report by Field Umpire

Clubs will provide this form to which is to be completed by Field Umpires **for all games**:-

Colour Code Yellow: Seniors
 Blue: Reserves
 Pink: Under 19
 Green: Under 17

This report has three purposes:-

- (a) It allows Umpires to comment on issues arising from the game
 - (b) The Rating Section for each club indicates possible trends in behaviour that may need addressing by the League
 - (c) The Rating Section forms the basis of scoring for the VCFL Most Disciplined Club Award
- It is most important that this section is completed accurately for ALL games.

Spirit of Football Award - SOFA

To be completed by Field Umpires of all Under-19 and 17 games. Clubs are to provide this form to the Umpire. Scoring in both categories – Six players with a total maximum of 40 points, with each individual player scoring a maximum of 10.

MPNFL and SEFNL Paperwork

When you have recorded your votes, and completed your match report, place both Team Sheets together with the Match Report and Vote portion intact in the envelope provided by the Team Manager, seal and sign back and personally return them to the Team Manager or Club Secretary. Do not leave it in the rooms.

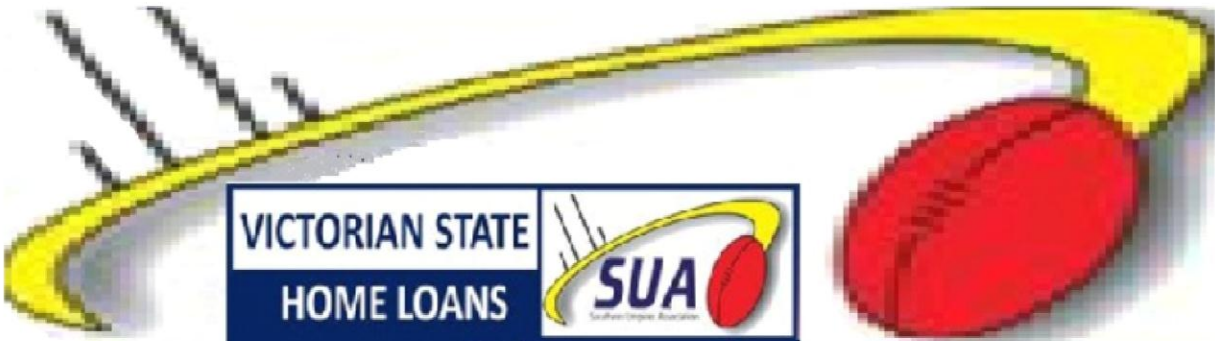
MPJFL Order Off

The Team Manager will deliver the team sheet to the umpire after the game. The Umpire shall note the reason for any Send Off in the appropriate place and print and sign his/her name.

MPJFL Paperwork

When you have recorded your votes, and completed your match report, place both Team Sheets together with the Match Report and Vote Card in the envelope provided by the Team Manager.

The Team Manager will forward the paper work onto the MPJFL Board.



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MPNFL and SEFNL Local Laws

MPNFL and SEFNL Local Laws

Length of Quarters, Time On and Breaks

Seniors

All quarters are 20 minutes plus time on as per the rules outlined in the VCFL Handbook.

Reserves & Under 19 & Under 17

All quarters are 20 minutes without time on in general play. Time on as per the Laws of the Game only applies when a stretcher or ambulance is required to enter the field to assist an injured player.

Game Breaks

Seniors:

3 mins $\frac{1}{4}$ time

15 mins $\frac{1}{2}$ time

5 mins $\frac{3}{4}$ time

Reserves:

3 mins $\frac{1}{4}$ time

15 mins $\frac{1}{2}$ time

5 mins $\frac{3}{4}$ time

Under 19's:

3 mins $\frac{1}{4}$ time

10 mins $\frac{1}{2}$ time

5 mins $\frac{3}{4}$ time

Composition of Teams

All teams shall consist of up to twenty-two (22) named players, not more than eighteen (18) of whom shall take part in a match at any one time.

However, in 3rd XVIII matches, if one of the teams is unable to field eighteen (18) players at the commencement of the match, both teams shall field a maximum of sixteen (16) players for the whole game, and the team with sufficient players may have up to six players on the interchange bench.

Umpires should not give any other interpretation to this Rule.

If clubs believe that the opposing team is breaching this rule they may request the umpire for a head count.

Clubs are permitted to "loan" players to the other team by agreement of both teams. The minimum requirement of 14 players under the Laws of the Australian Football game still applies.

MPNFL Colts Competition

The above rule does not apply to MPNFL Colts Competition. In the MPNFL Colts Competition, both teams play with the same number of players on the ground (excluding Send Offs). There is no minimum requirement for the number of players for a game.

If clubs believe that the opposing team is breaching this rule they may request the umpire for a head count.

Clubs are permitted to "loan" players to the other team to ensure a game is played.

Players in 1st XVIII and 2nd XVIII in Same Round

Only two (2) 2nd XVIII players may play in the 1st XVIII on the same day.

Any player named in a 1st XVIII team shall not play in a 2nd XVIII match when games are played on different days in the same round or finals weekend.

MPNFL and SEFNL Local Laws

Footballs

The Home club shall provide footballs as follows:

- a) 1st XVIII Two new footballs
- b) 2nd XVIII & 3rd XVIII Two footballs, both of which may be used but in good condition.

All footballs shall be red leather and of full size Sherrin Brand except in circumstances covered by by-laws 16.5 and 16.6 below.

Match Red Footballs must also have the League Sponsors approved Brand:-

Nepean - Bendigo Bank

SEFNL – Pakenham Gazette

Peninsula - BATA

16.3 The Field Umpire/s shall have the power to reject a football prior to the commencement of the game if the football is considered unsatisfactory for match play; the home Club shall supply a ball of satisfactory quality.

16.4 The spare football shall be placed in the care of the Emergency Umpire, where provided, or in the absence of an Emergency Umpire, must be placed in the care of the Timekeepers during the playing of the match.

16.5 Whenever night matches have been approved in accordance with these By-Laws, white or yellow leather footballs of full size Sherrin Brand shall be used in all grades.

16.6 In severe adverse weather conditions, white or yellow leather footballs of full size Sherrin Brand may be used in all grades subject to the agreement of the captains of the competing teams.

16.7 Wet Weather Provisions

16.7.1 Subject to the agreement of the Captains and approval of the Clubs, prior to the match, footballs may be changed due to wet or muddy conditions. 1st Ball - 1st and 3rd quarters. 2nd Ball - 2nd and 4th quarters.

Cancellation of Game Once Started

In the event that a game does not reach its conclusion, due to factors which may include (but not necessarily be restricted to):-

- An invasion of the playing arena of which the umpire/s consider it unsafe to continue, and are not able to resume play after a reasonable time.
- A player or umpire is so seriously injured that it is deemed inappropriate to move him until medical assistance arrives.

MPNFL and SEFNL Local Laws

- If in the opinion of the umpire/s, the playing conditions deteriorate to a level that makes it unsafe to continue.
- That if in the course of a night match, the power supply fails.
- Where a 2nd XVIII or 3rd XVIII match that has been delayed due to the above factors, play may continue until no more than fifteen (15) minutes beyond the starting time of the next scheduled match.
- Where a 1st XVIII match has been delayed due to the above factors, play may continue until no more than thirty (30) minutes beyond the estimated finishing time if in the opinion of the umpire that adequate light permits
- The minimum amount of playing time to be completed for a match to be considered 'completed', shall be one half.

(Games should be completed wherever possible and if the umpire and both clubs agree, play may continue outside the above time frames providing it is safe to do so.)

Officials inside the Fence

18.1 Only three (3) officials, other than the coach, plus suitably attired trainers, and runner, plus interchange players and an interchange steward, shall be allowed inside the fence.

18.2 A white line five (5) metres in length shall be marked in front of each coaches box, not less than 1.5 metres from the boundary line.

18.3 All officials listed in 18.1 must remain behind the white line at all times during the course of play

18.4 Club doctors may enter the playing arena to administer medical assistance (Added 26 November 2001)

18.5 Any official, as referred to above, shall not smoke whilst inside the fence at any time during the course of play.

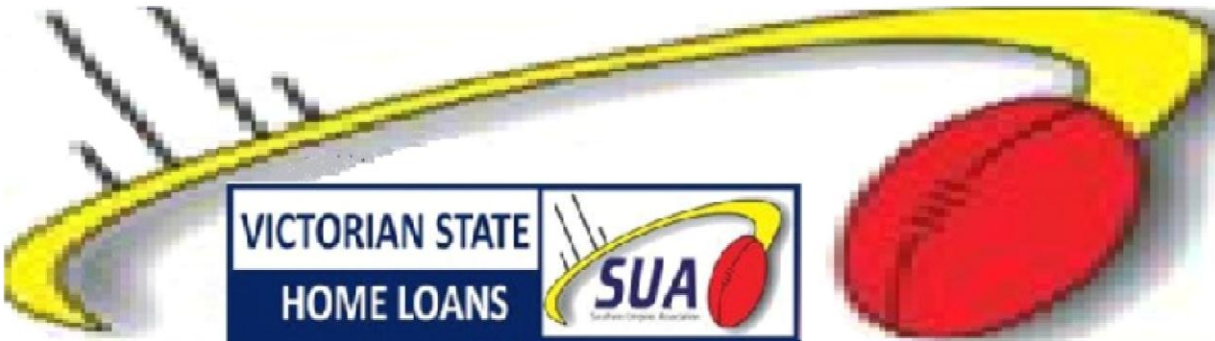
Official Club Runner

Each Team shall have only one runner.

A Club runner may enter the playing arena during any football match, provided that the runner shall during any match wear only an approved MPNFL uniform (Yellow Shorts and Yellow Polo clearly designated as the Club's runner, with Club Name and Buffalo Sports Logo) whilst inside the boundary fence and during any match.

Trainers/Water Carriers

Each team shall have a maximum number of six (6) trainers/water-carriers that may enter the playing arena during any football match provided that the trainers/water-carriers shall during any match wear only an approved MPNFL uniform (White Pants and White Polo clearly designated as the Club's trainers/water-carriers, with Club Name and Buffalo Sports Logo) whilst inside the boundary fence and during any match.



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Match Payments and Rates

Match Payments & Rates

Change of Employee Data

If your home address, telephone number, emails address, bank account details, etc. changes please advise the Administration, Neil McKinnon (office.sua@gmail.com) so that we can keep our records accurate and up-to-date. You will also be required to update your information on Schedules.

Your Salary

Due to the perennial delays in payment by the Leagues at the start of the season, the first pay will be on Tuesday 5th May 2015; thereafter you will be paid for a two-week period i.e. the pay fortnight end on the Sunday of the pay week. EFT Payments are processed from our bank on the Thursday evening; normal bank processing times apply (generally 24-48 hours).

Your Starting Salary

Your starting salary is determined according to which level of competition you are appointed to officiate in (refer to Match Payments). This is determined by your level of competition grading, your age and your previous work experience.

Deductions

Deductions that will occur to members are as follows: -

Failure to display partnership logos in accordance with VSHL-SUA agreements will incur a deduction of 50% of your match fee.

VCFL Annual Registration Fee - Adults \$28.00 & for Under 18 \$17.00 (processed in June)

VSHL-SUA Social Levy \$40.00 (processed in Mid May)

Payslips and Uniform Invoices

Upon request to the Head of Operations– Finance, a payslip for a given pay period can be produced. You can also obtain copies of invoices deducted and summaries for the entire year. It is not always possible to produce this information on the spot; therefore you are requested to email any requests for this for ease of administration.

Any Problems

If you have any problems or questions concerning your pay please contact the Head of Operations – Finance

Taxation Ruling

In 2005 the VSHL-SUA applied to the Australian Taxation Office, seeking clarification regarding umpire match fee payments and any taxation obligations on behalf of our members. The taxation ruling supplied from the ATO stipulates that monies received by members of VSHL-SUA for umpiring football games, is classed as "hobby income", and is therefore not taxable.

Match Payments

Senior Leagues

Peninsula Football League – South East Football Netball League-
Nepean Football League

Grade Category	Senior Grade	Reserve Grade	Under 19 & 17
Field Umpires	150.00	92.00	80.00
Boundary Umpires	87.00	57.00	48.00
Goal Umpires	69.00	53.00	45.00
*** Built into the match payments above is a travel component. We encourage umpires to car pool and share travel costs wherever possible.			

Junior Leagues

Mornington Peninsula Junior Football League – Frankston Junior Football League

Grade Category	Under 15 & 16 & 17	Under 13 & 14	Under 10 & 11 & 12
Field Umpires	64.00	49.00	44.00
Boundary Umpires (Finals Only)	45.00	36.00	34.00
Goal Umpires (Finals Only)	42.00	36.00	34.00
*** Built into the match payments above is a travel component. We encourage umpires to car pool and share travel costs wherever possible.			

If you umpire an additional game for someone who does not arrive at the ground, please email these details to finance.sua@gmail.com no later than Monday night 7pm following that weekend's games.

Payment scales for Practice Matches can be found on the VSHL-SUA Website.



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Reporting Procedures and Tribunal

Reporting of Players

From time to time during games in which you are umpiring incidents occur. Some of these incidents are of a serious nature and part of your duty of care as an umpire is that you will report any such incidents. It is also important to remember that if you see an incident that another umpire reports, you should support your colleague and also report it.

The criteria for reportable offences are that the actions of the offending player/official have to be:

- RECKLESS - complete lack of care; or
- NEGLIGENT - not taking enough care; or
- INTENTIONAL - doing what one set out to do.

A list of the 26 reportable offences is included in your Laws of Australian Football in the VCFL Handbook under Law 19.

Field Umpires Reporting

Once you identify the reportable incident, notify the player that he is being reported and also notify the "victim" of the report, if that is applicable. Never handle players when taking their number. Take the necessary notes (see section on "What notes to take at the time of the offence."). Show either a yellow or red card to the timekeepers.

Red Card Offences

Include:

- Intentionally, recklessly or negligently:
- making contact with an umpire;
- attempting to make contact with or strike an umpire;
- kicking another person (N.B. There is no distinction made between a team-mate, opposition player, official or spectator in regards to any reportable offence not involving an umpire)
- A serious act of misconduct (e.g. head butting, eye gouging, elbowing or acts of indecency i.e. urinating, exposing themselves to spectators);
- A second reportable offence from the yellow card categories;
- A serious case of using abusive, insulting, threatening or obscene language or behaviour towards or in relation to an umpire;
- A severe striking offence (e.g. king hit off the ball);

The player/official is ordered off the playing arena for the remainder of the match. He may be replaced after 20 minutes of playing time.

All other offences are YELLOW CARD offences and the player is off the field without replacement for 15 minutes of elapsed playing time.

Reporting of Players

Boundary & Goal Umpires Reporting

When you, as a boundary or goal umpire, wish to make a report, then at the next break in play you need to notify the nearest field umpire to you (not necessarily the field umpire in control of the game) that you have seen a reportable offence. Examples of the next break in play are:

- The ball going out of bounds;
- A goal or point being scored;
- A free kick or mark;
- A ball up in general play;
- The end of the quarter

The recommended techniques for getting a field umpires attention are:

For Boundary Umpires:

- Run at them calling their name;
- make your decision then run towards him;
- tell the field umpire when you bring the ball back after a goal;
- tell the goal umpire that you need a field umpires attention on the post at a set shot;

For Goal Umpires:

- Do not give your signal after an All Clear until the field umpire knows about your report (this can also be used to assist a boundary umpire with a report too);
- Don't wave the flag for a score at the other end of the ground, this will get the attention that there is a problem to the other goal umpire who will bring it to the field umpires attention;

Once you have the field umpire's attention, he/she will accompany you to the offending and offended player. Then you (**only you** and definitely **not the field umpire**) will notify the players involved of the report and the field umpire will display the appropriate card.

Take the necessary notes (see section on "What notes to take at the time of the offence")

All umpires have up until the start of the next quarter to make a report, however it is important to have any report actioned as soon as possible.

Reporting of Players

What to Say When Notifying Players of Reportable Offences.

Reporting players can be daunting, particular when it is your first time. Below is a perfect example of what to say when notifying players of a reportable offence:

To the Offending Player-

"Player number 32 of Berwick, I am reporting you for striking number 25 of Narre Warren. Do you understand me?"

To the Offended Player-

"Player number 25 of '*players club*', number 32 of '*other club*' has been reported for striking you. Do you understand me?"

It is important that both players acknowledge your report by answering "Yes". In the event that a player is unable/unwilling to answer "Yes" when asked if they understand, you then need to notify his respective captain.

What Notes To Take At the Time of the Offence

Before the game recommences after a report you, as the reporting umpire, should make a quick note of the following:

- the offending player number and team;
- the offended player number and team;
- the quarter and roughly how far into the quarter the incident occurred;
- the position on the ground (draw a map if need be);
- the direction which the teams were kicking;
- any other pertinent features.

In the event that any umpire is unable to make a report during a quarter, then at the break they should inform a field umpire that they have a report. When the teams have broken up and taken their positions, the field umpire will accompany the reporting umpire to make his/her report.

Under no circumstances should any umpire enter the rooms or go to the team huddle at quarter time breaks to make a report.

If the reportable offence took place in the last quarter and you were unable to notify the player(s) involved, then there is no need to approach or inform the player(s) once the final siren has sounded. The report can be made to the club delegate after the game.

After the Game

Do not let anyone other than the umpires' observers and your fellow umpires into the rooms after the game.

When the club delegates attend the rooms for the "All Clear", the field umpires will notify them that there has been a report(s) and that they need to come back in 10 mins-15 minutes to give you time to complete the report(s) (this time will vary based on your level of experience so tell them a time that you feel is comfortable).

Reporting of Players

In the unlikely event that a club delegate does not attend the rooms for the All Clear/reading of the report, the field umpires will note the club's non-attendance in the Match Report and include that club's copy of the report with the match paperwork so that the league can chase up that club. **Under no circumstances are report forms to be left in the umpires' rooms (including any discarded forms that may have been incorrectly filled in).**

Complete the report sheet promptly (see sample on the next page) and make sure you get a fellow umpire to check it. Once complete, print your name and sign every page.

When the delegates arrive at the rooms you will read out your report in full to the delegates. Do not enter into any discussion about the charge, content or wording of your report. Both delegates are to sign the report in the appropriate place. Once signed, distribute the four copies of the reports.

The original **white copy** should be placed in the **Match Report envelope** with the other paperwork to be returned to the relevant controlling body (league).

Do not respond to any comments or remarks made by any club officials at the ground.

Later on, when you are at home, take the time to review the notes that you took at the time of the incident. This is a good time to write some brief bullet points that will assist you in the tribunal. (See section on Tribunals for a guide of some of the questions you may need to answer.)

Notification of Reports

Once a report has been made and the paperwork completed ALL reporting umpires are to either Email Glenn Proebstl (glenn.proebstl63.sua@gmail.com) or text (DO NOT CALL) on 0416 039 162 before 8pm on the Sunday Night following the game.

This notification is to include the following details;

- Date, Grade and location of match
- Umpires details including a contact number
- Reported players name, number and club
- Offended players name, number and club
- Offence for which they were reported
- Witness names (can only be players or officials. If an umpire sees it they MUST report it)
- If the set penalty was offered (In cases where 2 set penalties are available what was offered)

Remember that if you lay a report ensure your availability on the following Tuesday night. This is the night a tribunal will be held if the charge is to be contested.

NB: If you lay a report and fail to notify Glenn of the report you will be fined 50% of your match fee for the game in which the report was made.

Reporting of Players

VICTORIAN COUNTRY FOOTBALL LEAGUE 2012 NOTICE OF REPORT

I hereby report the following player / official during the Match _____
 Played at _____ GRADE _____ DATE _____

PLAYER _____ NUMBER _____ CLUB _____

**REPORTABLE OFFENCES THAT MAY BE HEARD AT THE TRIBUNAL (UMPIRE TO TICK APPROPRIATE BOX)
 (ANY PLAYER REPORTED FOR THE FOLLOWING OFFENCES MAY APPLY TO ACCEPT A SET PENALTY AS LISTED BELOW)**

UMPIRE TO TICK APPROPRIATE BOX	PENALTY
19.2 <input type="checkbox"/> (a) intentionally, recklessly or negligently making contact with or striking an umpire	2
<input type="checkbox"/> (b) attempting to make contact with or strike an umpire	2
<input type="checkbox"/> (c) using abusive, insulting, threatening or obscene language towards or in relation to an umpire	2
<input type="checkbox"/> (d) behaving in an abusive, insulting, threatening or obscene manner towards or in relation to an umpire	2
<input type="checkbox"/> (e) disputing a decision of an umpire	2
<input type="checkbox"/> (f) use of an obscene gesture	2
<input type="checkbox"/> (g) intentionally, recklessly or negligently--	2
<input type="checkbox"/> (i) kicking another person	2
<input type="checkbox"/> (ii) Striking another person;	2
<input type="checkbox"/> (iii) tripping another person whether by hand, arm, foot or leg;	2
<input type="checkbox"/> (iv) engaging in time wasting;	2
<input type="checkbox"/> (v) charging another person;	2
<input type="checkbox"/> (vi) throwing or pushing another Player after that Player has taken a mark, disposed of the football or after the football is otherwise out of play;	2
<input type="checkbox"/> (vii) engaging in rough conduct against an opponent which in the circumstances is unreasonable;	2
<input type="checkbox"/> (viii) engaging in a melee, except where a Player's sole intention is to remove a team mate from the incident;	2
<input type="checkbox"/> (ix) spitting at or on another person;	2
<input type="checkbox"/> (x) bumping or making forceful contact to an opponent from front-on when that player has his head down over the ball;	2
<input type="checkbox"/> (h) attempting to kick another person;	2
<input type="checkbox"/> (i) attempting to strike another person;	2
<input type="checkbox"/> (j) attempting to trip another person whether by hand, arm, foot or leg;	2
<input type="checkbox"/> (k) intentionally shaking a goal or behind post when another player is preparing to kick or is kicking for goal or after the player has kicked for goal and the ball is in transit;	2
<input type="checkbox"/> (l) wrestling another person;	2
<input type="checkbox"/> (m) using abusive, insulting, threatening or obscene language;	2
<input type="checkbox"/> (n) failing to leave the playing surface when directed to do so by a field umpire	2
<input type="checkbox"/> (o) wearing boots, jewellery and equipment prohibited under Law 9 of the AFL Laws of the Game	2
<input type="checkbox"/> (p) any act of misconduct e.g. headbutting eye gouging elbowing other _____ (please explain further below)	2

*Note:- misconduct covers offences not covered specifically under other laws, e.g. urinating in view of spectators, exposing themselves in front of spectators, etc.
 Note:- * indicates offences where a reprimand may apply.*

made in the current or the preceding season the player shall not be able to apply for the set penalty. The only person empowered to decide whether a player shall be required to attend the Tribunal hearing. If a player wishes to accept a set penalty, a club secretary must contact the League Secretary / General Manager, in writing, within 14 days of the match. If the report is not requested to be heard by a tribunal by the player is automatically to be given the set penalty.

UMPIRE TO COMPLETE:
 I was officiating as Field/Goal/Goal Umpire. During the _____ quarter, when the incident occurred.
 The above named player was reported for _____ Club _____
 Player Offended Against: _____ Club _____
 Tick this box if you consider the charge in this instance to be serious enough to require a Tribunal Hearing. (Yes) _____ No _____
 Signed: _____ Umpire _____ (Print Name)

WITNESS CLUB:
 Tick this box if you consider the charge in this instance to be serious enough to require a Tribunal Hearing.
 Signed: _____ CLUB SECRETARY / OFFICIAL _____ DATE: _____

CHARGED PLAYERS CLUB SECRETARY / OFFICIAL:
 Charged Player's Club Secretary/Official is to act for as on behalf of the player. Under no circumstances is the charged player to approach the umpire.
 The player wishes to apply for set penalty as outlined. The player requests the case be heard by the Independent Tribunal.
 Signed: _____ CLUB SECRETARY / OFFICIAL _____ DATE: _____

WHITE Copy: League YELLOW Copy: Umpire PINK Copy: Witness BLUE Copy: Charged Player

Tick the box relevant to the offence the player is reported for

Circle the appropriate set penalty that you have offered

Describe the offence. Keep it simple and do not go into detail. Eg: Player X was reported for striking player Y

Sign and print your name on every page of the Report Sheet

If the matter is serious enough to go directly to tribunal ensure that you have ticked this box

Tribunals

If your report progresses to the Tribunal, you will be notified of the venue, date and time of the tribunal. Typically MPNFL and SEFNL tribunals are held from 7pm on Tuesday nights and MPJFL tribunals are on Wednesday nights from 6:30pm. You will also be provided with details of who will be your Umpire's Advocate and a number you can contact them on.

Tribunal Venues

MPNFL Offices

Shop 2, 68 Station St
Somerville
Mel Ref 107 E12

VSHL-SUA Rooms

Kananook Reserve,
McCulloch Ave
Seaford

SEFNL Offices

Casey Fields
Cranbourne

Before the Tribunal

Ideally, to give your advocate the best chance of supporting you at the tribunal, you should contact them prior to the night of your hearing so you can discuss the details of the charge and your evidence. If that is not possible then arrive at least 30 minutes before the required time. As the Advocate will often have a number of cases on the night there is limited opportunity to collaborate but there may be some time prior to the hearing or during a break of the previous tribunal.

In the Tribunal

Your Umpire's Advocate will accompany you into the Tribunal hearing and indicate where you should sit. After introductions and establishing the role of those in attendance, the Tribunal Chairman will read out the charge and call for a plea. At this point the player offended against and any other witnesses will be asked to leave the room.

You will then be called upon to give your evidence. Tribunal members in our area are quite sympathetic to the Umpire's role. When giving your evidence you will be asked to indicate the particulars of the incident on a whiteboard. Stand so that all those present can see your diagram. Write clearly and in large letters/numbers. Speak clearly and strongly towards the Tribunal members.

Initially you should indicate which way the teams were kicking and, if not already marked, show any key landmarks such as the grandstand, coaches' boxes and 50m. arcs. Then state the facts clearly and answer questions truthfully, refer to your notes if need be and then you can leave the rest to your Advocate.

Tribunals

Below is a list of points that you should endeavour to cover when giving your evidence at the tribunal:

1. In which quarter did the offence occur
2. When during the quarter did the offence occur (Eg. 5 minutes prior to the end)
3. The exact position on ground where the offence occurred
4. Approximately how far away from the incident were you
5. Did you have a clear, unobstructed view of the incident?
6. How many, and where were, other players in the vicinity.
7. Specific details of the offence
8. In the event of a striking charge
 - a. the severity of the blow (use a scale of 1-10)
 - b. Describe the effect on the player offended against.
 - c. Was it a clenched fist, slap, backhander, elbow, or some other form of strike?
 - d. Were the players facing you, side on, running toward or away from you?
9. Could the offence have been avoided?
10. What was the reported player doing at the time of the offence?
11. Make note of any comments passed by the players concerned when the offence occurred and when advising the players of the report.
12. If an **Abusive Language Offence** – describe exactly the words used.
13. To whom was the language directed and was he looking at that person? (You, another Umpire or any opposition player).
14. If a **Misconduct Offence** – describe exactly the conduct reported.
15. What was the reaction of other players who observed the offence?
16. Anything else that may be relevant to the charge.

You probably will not remember all these points when giving your evidence. Do not be dismayed as the members of the Tribunal will invariably ask you to cover those points or clarify any details. Your advocate may also assist you by asking further questions or request clarifications. However, the more points you cover clearly and **consistently** the easier it will be for you when the **players' advocates** then ask you for details about the incident. Keep your answers brief and to the point. Do not speculate or guess. If you do not know then say so, but it will also help if you say what you **do** know i.e. "I don't know if it was a right fist but I do know that I clearly saw Player X make contact to the head of Player Y".

At the conclusion of giving your evidence, your advocate will call any other witness (e.g. a fellow umpire making the same charge) who will then give their evidence in the same way. The player offended against will then return and give his evidence. At this time you may ask questions of this witness through your advocate.

Finally, the charged player gives their version of the incident and responds to any questions from the Tribunal members or your advocate. At the conclusion of all the evidence, the Tribunal will meet in private to determine its verdict and recall everyone to the room to announce its decision. If found guilty, the charged player's advocate will report on the player's character and standing as mitigation. The Tribunal will then retire to determine the penalty. At this point, your role is complete and, unless you wish to go in to hear the penalty, you may go.



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MPNFL and SEFNL Ground Locations

MPNFL and SEFNL Ground Locations

Location of Grounds

CLUB	LOCATION	PHONE	MEL	REF
BEACONSFIELD	Perc Allison Oval, Beaconsfield/Emerald Rd, Beaconsfield	9707 1707	111	H10
BERWICK	Edwin Flack Reserve, Manuka Rd, Berwick	9707 3059	111	H7
BONBEACH	No 1 & No 2 Reserve, Cannes Ave, Bonbeach	9772 8207	97	E4
CHELSEA	Chelsea Reserve, Beardsworth Ave, Chelsea	9772 1541	97	D1
CRANBOURNE	Casey Fields, Berwick Cranbourne Rd Cranbourne East	97821005		
CRIB POINT	Recreation Reserve, Colin Pde, Crib Point	5983 9323	195	B1
DEVON MEADOWS	Glover Reserve, Cross Rd, Devon Meadows	5998 2776	138	D6
DOVETON	Robinson Oval, Paperbark St, Doveton	9792 3438	91	A10
DROMANA	Recreation Reserve, Beach St, Dromana	5987 2732	159	J6
EDI-ASP	Regent Park, Fourth Ave, Aspendale	9580 9895	92	K7
FRANKSTON	Baxter Park No 6, Sages Rd, Baxter	5971 2246	106	G5
FRANKSTON YCW	Jubilee Park, Hillcrest Rd, Frankston	9789 6938	102	H4
HALLAM	Hallam Reserve, Frawley Rd, Hallam	97032053	91	G11
HAMPTON PARK	Robert Booth Reserve, Somerville Rd, Hampton Park	9799 0486	96	D7
HASTINGS	Thomas Barclay Oval, Marine Pde, Hastings	5979 1740	154	H8
KARINGAL	Ballam Park, Naranga Cres, Karingal	9789 2383	103	B4
KEYSBOROUGH	Cnr Cheltenham & Stanley Rds, Keysborough	9798 4751	89	D9
LANGWARRIN	Lloyd Park, Cranbourne Rd, Langwarrin	9789 4343	103	J4
MORNINGTON	Alexandra Park, Main St, Mornington	5977 0074	104	E12
MT ELIZA	Madsen Reserve, WoorallaDve, Mt Eliza	5978 8308	105	G10
MT MARTHA	Ferraro Reserve, Seppelt Ave, Mt Martha	59741887	145	B12
NARRE WARREN	Kalora Park, Fox Rd, Narre Warren	9796 8618	108	D9
PAKENHAM	Major Rec Reserve, Princes Hwy, Pakenham	5941 1550	215	K5
PEARCEDALE	Recreation Reserve, Baxter/Tooradin Rd, Pearcedale	5978 6481	140	G6
PINES	Eric Bell Reserve, Forest Dve, Frankston North	9786 3255	99	J9
RED HILL	Red Hill Showgrounds, Red Hill Rd, Red Hill	5989 2500	190	H4
ROC	Officer Reserve, cnr Princes Hwy & Starling Rd, Officer	59432213	214	K3
ROSEBUD	Olympic Oval, Eastbourne Rd, Rosebud	5986 3839	170	B3
RYE	Rowley Reserve, Melbourne Rd, Rye	5985 2308	168	D5
SEAFORD	Seaford Oval, Seaford Rd, Seaford	9786 7895	99	E5
SOMERVILLE	Recreation Reserve, Jones Rd, Somerville	5977 6663	148	E1
SORRENTO	David McFarlane Reserve, Hotham Rd, Sorrento	5984 2571	157	A7
STH MORNINGTON	Citation Oval, Helena St, Mt Martha		145	B10
St JOHNS (COLTS)	Thomas Carroll Reserve, Cnr McCrae & Box St, Doveton		90	G10
TOORADIN	Tooradin Rec Reserve, Sth Gippsland Hwy, Tooradin	59983499	143	K8
TYABB	Bunguyan Reserve, Frankston-Flinders Rd,	5977 4613	148	J9

Ensure you check the VSHL-SUA Website for ground and fixture changes. If unsure, please call your coach directly.