



Hunter Coast Umpiring Handbook – 2017



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Welcome to the 2017 season.


Welcome to the 2017 Hunter Coast Junior AFL season. To those that are returning for another action packed season, welcome back. To those that are new umpires, congratulations on taking up the challenge to umpire.

This handbook has been put together to assist you with the information and administrative requirements regarding umpiring in Hunter Coast Junior AFL. This manual should serve as a guide and should answer all relevant questions you have about the Hunter Coast Junior Competition. As an umpire you need be familiar with its content as well as keeping it handy as a quick reference guide on match day.

There will be situations where you will be given feedback from your coaches as part of your development, as well as being asked to give feedback to your umpiring peers. As an umpire you will need to be willing and open to taking on board advice and constructive feedback, work as a team and most importantly, interpret the laws of the game in a fair and consistent manner as displayed in the “spirit of the laws”.

This manual has been designed for both Hunter and Central Coast and should remain consistent across both competitions.

Best wishes to you all for the 2017 season.

A handwritten signature in blue ink, appearing to read 'Jake Bateman', with a long horizontal flourish extending to the right.

Jake Bateman
Umpire Development Coordinator – Northern NSW

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Administration Contacts



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Hunter Juniors AFL Umpiring Coordinator

Emily Brown

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Central Coast Juniors AFL Umpiring Coordinator

Brendan Wilson

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Black Diamond AFL Umpiring Coach

Christine Burrows

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Training Venues

Training will run on Tuesdays, Wednesdays and Thursdays for both Hunter and Central Coast.

Pre-season training venues vary depending upon ground availability. These times and locations will be communicated during this period. Questions regarding training locations in Hunter should be directed to Emily Brown and for Central Coast Brendan Wilson. Questions around BDAFL umpire training are to be directed to Christine Burrows.

In-season training is held at the following venues;

Hunter Junior Umpire Training:

Ferodale Oval Tuesdays 5:30pm – 6:30pm Ferodale Oval, Medowie	Coach: Roy Reichert e: royreichert@gmail.com m: 0407 065 797 Assistant: Mitchell Swan
Newcastle No1 Sports Ground Wednesdays 6pm – 7:30pm Union Street, Newcastle West	Coach: Harrison Crook e: harrison.crook@uon.edu.au m: 0402 260 412
Tulkaba Park Thursdays 6pm – 7pm 33 York Street, Teralba	Coach: Stephen Blume e: blume.stephen@gmail.com m: 0422 683 715 Assistant: Lincoln McCauley

Central Coast Junior Umpire Training:

Adcock Park Wednesdays 5pm – 6pm Central Coast Hwy West, Gosford	Coach: Jake Bateman e: jake.bateman@afl.com.au m: 0481 211 536 Assistant: Joshua Blackshaw
Bateau Bay Sporting Facility Tuesdays 6pm – 7:30pm Passage Road, Bateau Bay	Coach: Christine Burrows e: cburrows@schenckprocess.com.au m: 0401 204 443

* All updates for training will be communicated via both email and relevant facebook pages. If you don't have access to your regional umpiring facebook page. Please contact your local coach or coordinator.

Education of an Umpire

The AFL has a National Umpiring Accreditation Scheme that has two levels of competency for Field, Boundary and Goal umpires. As a junior umpire you must undertake an Introductory (Level 1) Accreditation. All Umpires are expected to undertake the online course in order to umpire a game.

The online course only costs \$12 and will take roughly 2 hours to complete. The course can be completed in sections, or in one sitting. The accreditation program requires umpires to attend umpire training for skill development, and also involves observation of key competencies in a match. Ask your coach to learn how you can become accredited. When you have completed the program successfully you will receive a nationally recognised certificate. Please ensure you send the certificate of completion to your local coach or coordinator.

The course can be accessed via the link below:

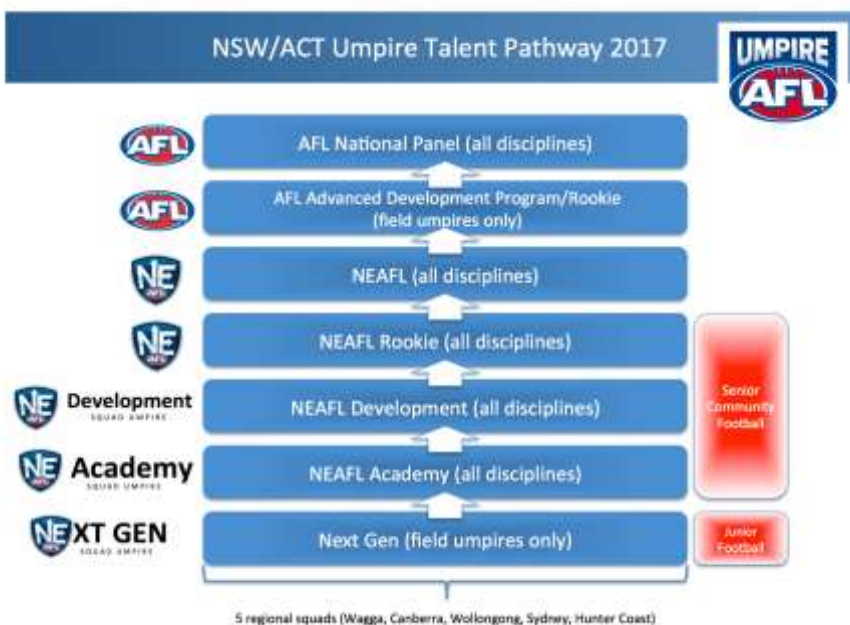
www.afl.com.au/umpires/courses

Umpire Talent Pathway

The Next Gen Program is a development program for talented junior field umpires. At the end of each season AFL NSW/ACT calls for nominations from umpire coaches of junior field umpires that are showing promise. These umpires are then selected by the NSW/ACT Umpire Department staff. There are a number of Next Gen Programs across NSW/ACT:

- South East (ACT/Sapphire Coast/South Coast)
- South West (Riverina and Broken Hill)
- Hunter Coast (Hunter and Central Coast)
- Sydney
- Western Sydney (incl. Central West & Illawarra)

The Next Gen Program will have an Induction process introducing them to the program, and organised training sessions with their local senior group over the course of the year. The umpires will also officiate at representative fixtures during the year.



How do I get involved in Senior Football?

As a junior umpire there are opportunities available to get involved in senior football as a Boundary or Goal umpire. Junior Umpires need to be 14 years of age to Boundary or Goal Umpire senior football. The local senior group (Black Diamond AFL) have opportunities available. and you should speak with your umpire coach if you're interested. When your umpire coach believes you are ready to field umpire with the senior umpires, they will give you the opportunity.

To assist in this transition one training session for the Hunter based umpires and one training session for Central Coast based umpires shares the same time and venue as the Senior umpires training. These sessions are under the guidance of Christine Burrows at Bateau Bay on Tuesday and No1 Sportsground on Wednesday.

AFL NSW/ACT Umpiring Facebook and Twitter Accounts

The AFL NSW/ACT Umpiring Department has a Facebook and Twitter account. Jump online and find out more about what is happening in umpiring all over NSW/ACT.



<https://www.facebook.com/AFLNSWACTUmpiring/>



AFLNswActUmpire

Preparation

Training/Coaching

Just like a player, training is important for umpires to develop their fitness, umpiring skills and knowledge of the laws and their interpretations. It also provides the opportunity to get to know your fellow umpires and make new friends. Umpire Training also forms part of your Level 1 Accreditation and therefore it is important that you make the effort to attend.

Appointments Process

Once you have registered with your local umpiring group. You will be required to set up your schedula account via <https://www.schedula.com.au/>. Once set up you will need to update your availability (As seen below) you will then need to discuss with your local coach or coordinator as to when appointments are released. You will be appointed based off the availability you submit into the system so please ensure you keep it up to date otherwise you will run the risk of not being appointed to a game. If your email/contact details change at any time please inform your Junior Umpire Coach or Coordinator ASAP.

The screenshot shows the 'Upcoming Appointments' section with a table that is currently empty. Below it is the 'News and Messages' section, also empty. The 'Availability' section shows a calendar for February 2017. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The days 1, 2, 3, and 4 are marked as 'Available' (green). Days 5, 6, 7, 8, 9, 10, and 11 are marked as 'Partially Available' (yellow). Days 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, and 25 are marked as 'Unavailable' (grey). Days 26, 27, and 28 are also marked as 'Unavailable' (grey). An arrow points to the 'Update Availability' button.

Competition	Type	Date	Time	Teams	Venue	Your Status
You have no upcoming appointments.						

Availability
You have indicated that you are available all day Saturdays.

Update Availability

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Wet Weather

In the case of wet weather possibly affecting the weekends matches, please check your email during Friday evening. In the event of cancellations, all changes will be sent via email and/or schedula. Please reply to confirm you received the changes, to save the coaches making many phone calls.

* Facebook groups are also used for communications around appointments, availability and wet weather. Ask your coach for more information.

Match Preparation

It is important that you arrive **30 minutes** before the match to ensure you are ready to start on time. This means that if you can't drive then you need to organise transport to the ground with a parent or a friend. Arriving late can cause delay/inconvenience for your fellow umpire and the teams involved.

What to pack for your game?

Your umpiring bag should be packed the night before to ensure you have a relaxed start to game day, and don't have last minute stress looking for your equipment. It is a good idea to pack something to eat in case there is no canteen (happens occasionally). Also bring some water with you. With new ground managers, they are still learning and may inadvertently forget to get water to you. Below is a list of recommended items:

Appointment Details	Runners or boots
Laws Book	Yellow and Red Cards
Umpires Handbook (this book)	Pen/Pencil/Pocket Notepad
Modified Rules (in this book)	2 whistles (one on the fingers, one in your whistle pocket of your shorts)
Notepad to make notes for match reports and Reports	Wristbands
Uniform (Shirt, Shorts and Socks)	Tracksuit/towel/drink bottle/suncream
Water to drink before and after the game	Something to eat after the game

Match Day Checklist – What to do and when

Before the Game:

- Arrive at least 30mins before start of match
- Find Ground Manager, introduce yourself to them and to other umpire. Change into uniform, collect match football and visit teams
- Introduce yourself to Coaches/Team Officials/Captains
- Do Teams have Boundary (where required) and Goal umpires?
- Is a first aid official in place?

- Warm up and prepare for the game. Is the ground safe to play on? Check for sprinkler heads, glass, divots etc.
- Check with ground manager that team sheets have been handed in and are correct
- Enter the ground 5mins before start of match. When 25m onto the ground raise ball above your head for the siren. There should be an escort walking you onto the ground

- Call both teams and coaches to the centre for coin toss and safety checks
- Check boots, nails and jewellery. Any players that need to make changes must be rechecked
- Perform a coin toss with captains. Away team calls the toss. If no coin put whistle behind back.
- Move to positions, check that captains are ready and start the match!

At Each Break



After The Match



Match Requirements

The following section outlines additional requirements that apply to all AFL Hunter Coast matches. Please make sure you are familiar with these details.

Under 9/10	Size 2 (leather or synthetic by coach agreement)
Under 11/12	Size 3 (leather or synthetic by coach agreement)
Under 13/14	Size 4 leather
Under 15/16/17	Full size leather
Youth Girls	Size 3 Leather

In the event of wet weather conditions, the umpire with the agreement of coaches has the discretion to allow the use of a wet weather (synthetic) football

Football Sizes

Boys	Under 8, 9 & 10	Size 2
Boys	Under 11 & 12	Size 3
Boys	Under 13 & 14	Size 4
Boys	Under 15 & 16	Size 5
Boys	Under 17, 18 & 19	Size 5

Girls	Under 10	Size 2
Girls	Under 12	Size 3
Girls	Under 15	Size 4
Girls	Under 18	Size 4

Teams & Venues

Hunter

Cardiff	Hillsborough Oval
Lake Macquarie	Tulkaba Park
Maitland	Max McMahon Oval
Muswellbrook	Weereman Field
Nelson Bay	Dick Burrell Oval
Newcastle City	No1 Sportsground
Port Stephens	Ferodale Oval
Singleton	Rose Point Park
Wallsend	Bill Elliott Oval
Warners Bay	Feighan Oval

Central Coast

Gosford	Adcock Park
Killarney Vale	Adelaide st Oval
Niagara Park Ourimbah	Narara Valley Sporting Field
Northern Lakes	Northlakes Oval
Peninsula	Rogers Park
Saratoga	Saratoga Oval
The Entrance Bateau Bay	Passage Road
Terrigal Avoca	Hylton Moore Oval
Wyong Lakes	Don Small Oval

Match Duration

The duration of quarters and breaks between quarters are outlined in the below tables:

Age Group	Quarter Time	Half Time	Three Quarter Time
Under 9 & 10	4 Minutes	4 Minutes	4 Minutes
Under 11 & 12	4 Minutes	7 Minutes	4 Minutes
Under 13 & 14	4 Minutes	7 Minutes	4 Minutes
Under 15, 16 &17	4 Minutes	7 Minutes	4 Minutes
Junior Girls Under 12	4 Minutes	4 Minutes	4 Minutes
Youth Girls Under 14, 15, 16 &17	4 Minutes	7 Minutes	4 Minutes

Age Group	Quarter Length
Under 9 & 10	4 x 10 Minute Quarters (No Time On)
Under 11 & 12	4 x 15 Minute Quarters (No Time On)
Under 13 & 14	4 x 15 Minute Quarters (No Time On)
Under 15, 16 &17	4 x 20 Minute Quarters (No Time On)
Junior Girls Under 12	4 x 10 Minute Quarters (No Time On)
Youth Girls Under 14, 15, 16 &17	4 x 15 Minute Quarters (No Time On)

Team Player Numbers

- (A) Player numbers are noted below. At all times other than under By Law 24 (Order off Rule); player numbers on the ground must be equal. Where a team has more than Minimum Player Numbers but less than Match Number, that team must have all players on the field and is not permitted to run a bench. Furthermore, it is compulsory for the teams to borrow or loan players (as applicable) for all age groups to balance on field team numbers up to the number shown as Match Number.
- (B) During the course of a game, if a player is injured or otherwise absent (except for By Law 24 – Order off Rule) and there are no replacements available, the Field Umpire and Opposition Coach are to be advised accordingly. The Opposition then **MUST** remove a player to maintain even numbers on the field. If a player later returns to the field, the Opposition Coach and Field Umpire must again be notified in order to maintain even numbers on the field.
- (C) The below table outlines team numbers by age groups. During School Holiday periods, Minimum Players per team may be reduced by two players upon agreement by Coaches and Umpires. If required, field size may also be reduced.

Age Group	Minimum #	Match #	Maximum #	Maximum Team Sheet #	Maximum Team Registration #
Under 9 & 10	6	12	12	12	12
Under 11 & 12	9	15	15	19	21
Under 13 & 14	12	16	18	22	24
Under 15, 16 & 17	12	16	18	22	24
Junior Girls Under 12	6	12	12	12	12
Youth Girls Under 14, 15, 16 & 17	7	15	16	20	22

MODIFICATIONS/JUNIOR RULES

Please see <http://aflhuntercoast.com.au/umpiring-resources/>

Please see <http://aflhuntercoast.com.au/umpiring-resources/>

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Spirit of the Game

Before the start of play:

- All players, coaches and umpires should gather on the ground and shake hands
- The umpire and coaches should ensure that players are aware of the rules & procedures to be followed in the conduct of the game

The spirit of the game is to give all available players a game of football.

Therefore:

- Where difficulty occurs fielding full numbers, both coaches must agree to even up player numbers
- Excess players should be given to the opposition team if they are unable to field the required numbers

The umpire should at all times:

- Endeavour to apply the rules of the game while preferring to award free kicks to players in preference to calling ball ups
- Understand that the spirit of the AFL junior match rules for each age group is to enable all players to gather possession and that “the player in possession of the ball should be given every opportunity to kick or handball”
- Attempt to involve all players as the opportunities arise, particularly when indicating which players are to receive a free kick in the Junior Age groups (Under 12 and below)

Reports – need urgent action, you will need to notify both the Umpire Manager for your competition and the AFL Hunter Coast Umpire Manager – Roy Reichert to review and grade the report by no later than 7pm Sunday night.

Send Off/Order Off (By Law 9)

Yellow Card and Report

A Player who is reported by an Umpire/s for a breach of the Laws shall be ordered from the field for a period of time equivalent to one quarter or for the remainder of the game if the breach was committed in the last quarter. In this instance, the Umpire will hold up a yellow card. In the case of a Yellow Card the player can be replaced immediately.

Red Card and Report

A Player who is reported by an Umpire/s for a breach of the Laws twice in the same match for separate incidents, or who is reported for a serious breach (as listed below) shall be ordered from the field for the remainder of the match. In this instance the Umpire will hold up a red card. A Player sent from the field with a red card for the remainder of the game must leave the field completely and cannot sit with the interchange players or the coaches. In the case of a Red Card the player can be replaced after a period of 15 minutes.

Serious breaches include where a Player or Official:

- ☒ Intentionally, recklessly or negligently makes contact with or strikes an Umpire.
- ☒ Attempts to make contact with or strike an Umpire.
- ☒ Behaves in an abusive, insulting, threatening or obscene manner towards, or in relation to an Umpire.
- ☒ Intentionally, recklessly or negligently kicks another person.
- ☒ Commits an act of misconduct; if the Umpire is of the opinion that the act constituting misconduct is serious in nature.

Send Off Procedure (Yellow Card No Report)

At the discretion of the Umpire, a Player may be ordered from the field for a period of time equivalent to one quarter and not be reported. In this instance an Umpire will hold up a yellow card.

In all instances, a Player ordered off shall leave the playing area immediately through the interchange area. In the case of a yellow card send-off, for a period of time equivalent to one quarter, the timekeeper shall indicate when the Player is permitted to resume playing. In this case the Player must sit with the timekeeper.

For the purposes of this Rule any send-off will result in the Player concerned remaining off the field for a period of time equivalent to one quarter excluding breaks between quarters. For example, a Player sent off five (5) minutes before halftime in an Under 13 game would be permitted to resume playing ten (10) minutes after the third quarter commenced.

The ordered-off Player will be removed from the playing field for a period of time equivalent to one quarter for the first offence (Yellow Card) and for the remainder of the game for the second offence (Red Card)

Players who use audible obscenities regardless of to whom they are directed at will be removed from the playing field for a period of time equivalent to one quarter. If the obscenity is directed at the Umpire, or for a second offence, the Player shall be reported.

The Umpire will recommence the game once the Player has left the playing field. In the event of a Player failing or refusing to leave the field when ordered off, the Player shall be reported for misconduct and the Player's team shall forfeit the match.

Any time a player is sent from the field with a Yellow or Red Card, the umpire must:

- Stop the match, advise of the offence and signal the appropriate card
- Record the players number, the offence and the quarter on your note pad
- If for an offence against another player then record that player's number and the location on the field.
- Resume the match when the player has left the field

Reporting Procedure

Action during Match (By Law 8.17 – 8.21)

Where an Umpire reports a player or Official during the course of a Match, the Umpire shall use best endeavours to inform the player or official of the Report:

- i. at the time of the incident;
 - ii. before the commencement of the next quarter; or,
 - iii. where the incident occurs in the final quarter, after the completion of the Match.
- The Umpire shall use best endeavours to inform the player or official against whom a reportable offence has been committed of the Report.
 - An Umpire may inform the captain, acting captain or an Official of a Team of the Report where it is impracticable to inform the Player or Official who has been reported.
 - Apart from informing a Player or Official of the Report, an Umpire shall not speak with the reported Player or Official or any other Player or Official about a Report which has been made.

- The failure of an Umpire to inform a Player or Official of the Report does not invalidate the making of the Report.

Filling out a report/notifying umpires coach

When completing a Report you must make detailed notes, before taking it home to submit online. You need to include the players name and number from the team sheet, the club, the quarter, what the offence was, and whether you gave a red or yellow card, and whether the player was reported. You should also make your own detailed notes about the lead up to the incident, the actual incident and after the incident had occurred.

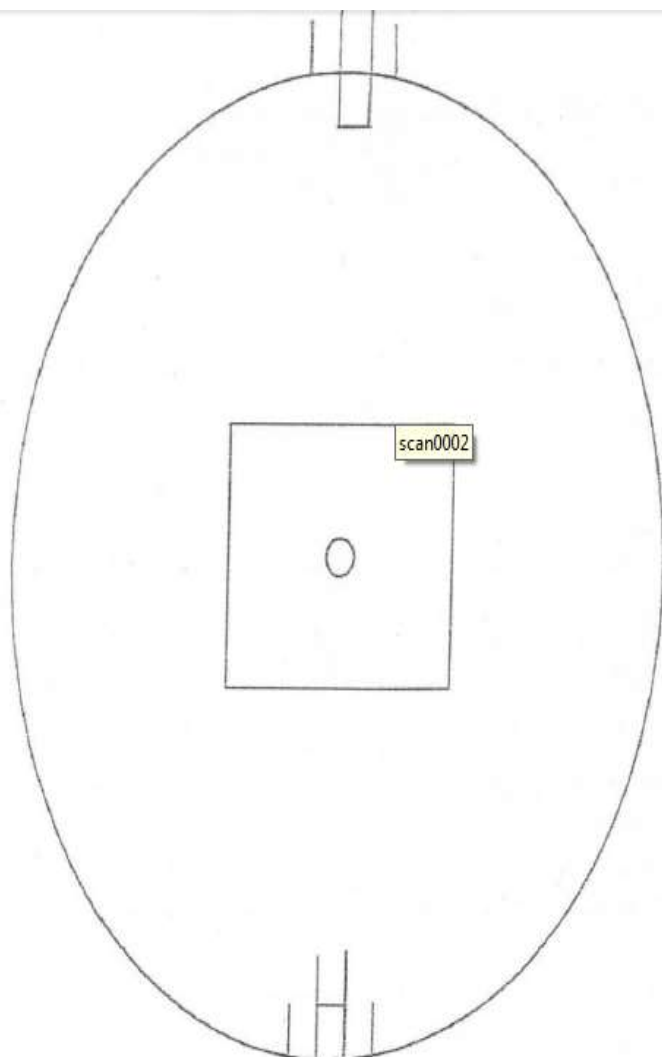
- As soon as reasonably possible after the match, you must verbally advise the Regional Umpire Manager of the Report and complete the details required in the match report online. The Umpire Manager will then ask you questions about your report and guide you through the Offence Grade Template in order to offer a Prescribed Penalty if appropriate.
- Over the page there is a Reporting Notes sheet and Field diagram for making detailed notes for your own record in case a report was to go to a tribunal.

REPORTING NOTES (FOR UMPIRES USE)

Put down for your personal reference all the details you can recall about the incident. It does not matter if you cannot recall all the information. Other umpires can assist you with the peripheral details but if asked you must say so eg "the other field umpire told me he was 60 m away on the opposite side of the major axis and was not looking at the incident".

When What quarter and approx time through quarter	
Who No and team of offender No and team of victim	
Where Location of incident on the ground	
Direction Which way was each team attacking in that quarter	
Play Describe play immediately before the incident	
Incident Describe offence and position of players involved: how many blows: left or right hand: how many landed: to what part of body	
Effect Condition of victim: blood?: did the blow cause him to go to ground: did he require treatment from a trainer	
Ball Where was the ball when the incident occurred	
Distance How far were you away from the incident (use diagram)	
Other players Were other players in the immediate area Did they obscure your view	
Free Kick Did you award a free kick for the incident: specify offence	
Umpires Approximate position of the other umpires at the time of the incident	
Provocation Did you see or hear any previous exchange between these players	
Report What did you say to the player when reporting him	
Response What did the player say and/or do when told he was being reported	

DIAGRAM OF PLAY FOR REPORT



Uniforms

In 2017 a national sponsorship has been signed with TyrePower. As a part of this sponsorship all returning umpires will be required to swap their 2016 on field shirt over for a new TyrePower shirt. Any additional gear will need to be purchased as follows:

- **Shirts: \$30**
- **Shorts: \$20**
- **Socks: \$10**
- **Whistles: \$15**

* Any uniform purchased in 2017 will need to be done online and paid for before you receive your order. This link will be found on the Hunter Coast Junior AFL website. If you have trouble accessing the link please contact your Coach or Coordinator.

2017 Match Day Paperwork Information

Once you have made sufficient notes, umpires will then take the information home to submit online. **Paperwork must be submitted by 9pm Sunday following the match.**

Simply go to the Hunter Coast Junior AFL website and then select the Umpire Resources tab to find the 2017 match paperwork link otherwise you can directly access the Match Paperwork form via the link below.

<https://www.cognitoforms.com/AFLNSWACT/HunterCoastMatchDayPaperwork>

AFL HUNTER COAST

Hunter Coast Match Day Paperwork

Competition *

Hunter
Central Coast

Supplied? *

As Per By Laws

Match Notification to be made *

All Clear (no reports or incidents)

Was this a Senior match or a Junior match U13s or older?

Yes No

Please tick yes if the division is Under 13s or older

1. The first step is to choose your competition. Additional questions will then drop down that will need to be answered.

Competition *
Hunter

Round *
Date *

Home Team *
Away Team *

Venue *
Grade *
Did the home team provide an umpire escort? *

Was the proper match ball supplied? *

As Per By Laws

Match Notification to be made *
All Clear (no reports or incidents)

Was this a Senior match or a Junior match U13s or older?
 Yes No

2. If there have been any Reports or Incident Referrals made you will need to select "Reports or referrals to notify"

Match Notification to be made *
Reports or referrals to notify

Report *
No

Incident Referral *
No

Was this a Senior match or a Junior match U13s or older?
 Yes No
Please tick yes if the division is Under 13s or older

Player Votes
3 Votes

Player Name *
Jersey Number *
Competition *

- 3. UNDER 13 – 17 Age Group Matches** - The Voting section is to be completed for all Under 13 – 17's matches. Please ensure you select the correct competition then complete the player name, jumper number and club as per details collected from the team sheet.
- 4.** You will then be required to upload a copy of both clubs team sheets from the match. For this you will either need to take a photo and upload it or scan the team sheets and upload.



TEAM SHEET - HOME TEAM *

Upload or drag files here.

Any image uploaded MUST be legible.

TEAM SHEET - AWAY TEAM *

Upload or drag files here.

Any image uploaded MUST be legible.

- 5.** In the final section of the form you will simply submit the score from the game as well as all the relevant details of the umpiring panel appointed to your match then hit submit.

* You will receive an email upon completion of your match report. Please ensure you keep this handy in case you need to refer back to it later.

Umpire Fees

AFL Hunter Coast Umpire Fees			
Junior Umpire Fees 2016 Home & Away (Per Umpire)			
	Full Rate		
	One	Two	
Under 9 &10	\$25	\$20	
Under 11 &12	\$35	\$25	
Youth Girls Under 12	\$35	\$25	
Youth Umpire Fees 2015 Home and Away			
	Full Rate		
	One	Two	Three
Under 13 & 14	\$60	\$40	
Under 15 & 16	\$70	\$50	\$50
Under 17	\$80	\$60	\$60
Youth Girls Under 14, 15, 16 &17	\$55	\$35	
Boundary		\$15	
Goal		\$10	

AFL Hunter Coast Umpire Fees	
Finals Fees	
Semi & Preliminary Finals	
Field Umpires (2 Umpires)	Same as Home and Away Fees
Field Umpires (3 Umpires)	Same as Home and Away Fees
2 x Boundary Umpires	\$15
4 x Boundary Umpires	\$10
Goal Umpires	\$10
Grand Finals	
Field Umpires (2 Umpires)	Home and Away fee plus \$10
Field Umpires (3 Umpires)	Home and Away fee plus \$10
2 x Boundary Umpires	\$20
4 x Boundary Umpires	\$15
Goal Umpires	\$15