

**NORTHERN FOOTBALL
NETBALL LEAGUE
INCORPORATED**



**SCHEDULE 8:
OFFICIALS ROLE
DESCRIPTIONS**

**Adopted
December 2019**

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**NORTHERN FOOTBALL NETBALL LEAGUE INCORPORATED
OFFICIALS ROLE DESCRIPTIONS**

1. COACH

1.1. Identification

1.1.1. Any coach of a senior, reserve, under-19, netball or junior grade team (under-9 to under-18 inclusive) must wear an armband (seniors/netball) or bib (juniors) as approved by the Board from time to time while coaching in all League matches.

1.2. Requirements

1.2.1. No person may coach (playing or non-playing; senior/junior football or netball) in any matches authorised or conducted by the League, other than practice matches, unless that person has:

I. Football

- A current AFL coach accreditation “Foundation Coach” or (certificate of Level One standard or higher); and
- Registered correctly with Coach AFL (which automatically registers the coach to their club in Gameday); and
- Attend a coaching session delivered by AFL Victoria is recommended if your accreditation has lapsed for more than a year or you are brand new to coaching;

II. Netball

- Must hold or obtain a minimum of “Foundation” Coaching Accreditation in order to act as a coach. Accreditations must be obtained prior to June 30 of the current year, or by end of grading in the Summer Competition; and
- Netball coaches must have a current Netball Victoria Membership (VNA); and
- Lodged an application for registration and coaching permit with the League for an Affiliated Club.

1.2.2. A non-playing coach does not require a clearance application to coach any Affiliated Club.

1.2.3. All applicable clubs must complete and lodge an Official Coaches Registration online form with the League **prior to Round 1** each season.

1.2.4. Any person who purports to coach in any matches authorized or conducted by the League without satisfying the requirements of these rules may be dealt with by the Board as it sees fit.

1.2.5. Coaches are not to argue, dispute and/or approach controlling NFNL field umpires in relation to any decision making both during and after any game. Umpires have the ability to report any team official for misconduct and/or the league after receipt of information issue fines as per Schedule 20 Fines.

2. ASSISTANT COACH

2.1. Identification

2.1.1. Any assistant coach of a senior, reserve, under-19, netball or junior grade team (under-9 to under-18 inclusive) must wear an armband (seniors) or bib (juniors) as approved by the Board from time to time while coaching in all League matches.

2.2. Requirements

2.2.1. A current AFL coach accreditation “Foundation Coach” or (certificate of Level One standard or higher); and

2.2.2. Registered correctly with Coach AFL (which automatically registers the coach to their club in SportsTG); and

2.2.3. If an assistant coach is to undertake the role of the coach due to the absence of the coach they must meet all of the requirements of the coach as per Schedule 8.

2.2.4. Coaches are not to argue, dispute and/or approach controlling NFNL field umpires in relation to any decision making both during and after any game. Umpires have the ability to report any team official for misconduct and/or the league after receipt of information issue fines as per Schedule 20 Fines

3. TEAM MANAGER

3.1. Identification

3.1.1. A Team Manager bib (juniors) or armband (seniors) must be worn for all competitions.

3.2. Duties

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

Clubs/Team managers are responsible for providing education to parents, spectators and team officials on required conduct and in addition responsible on game day for ensuring all persons connected within the team adhere to league expectations on behaviour and code of conduct.

3.2.2. Team managers are not to question, dispute, argue and/or approach a controlling NFNL field umpires in relation to or for the purpose of disputing any incorrect decision making their team believes has occurred by the umpire both during and after any game. Umpires have the ability to report any team official for misconduct and/or the league after receipt of information issue fines as per Schedule 20 Fines

Team Managers roles are clearly defined on game day as below.

3.2.3. **Team Uniform:** Ensure that all players are correctly attired.

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

- I. Trainer;
- II. Water carrier;
- III. Runner;
- IV. Timekeeper;
- V. Boundary Umpire;
- VI. Club Umpires (Boundary & Goal);
- VII. Umpires Escort.

3.2.5. **Umpires:** Ensure that the umpires' room is clean and secure; make sure that umpires are offered refreshments during quarter breaks.

3.2.6. **Security of Player Belongings:** This aspect should be considered prior to players taking the field. No home club can fully guarantee the safety of items that remain in change rooms.

3.2.7. **Team Sheets:** Fill out the team sheet online with SportsTG with correct jumper numbers, and ensure that all players and officials sign a printed sheet. Ensure there are two printed copies of the team sheet;

- I. Original and signed copy to be given to the umpire by half time;
 - II. Second copy to be retained by the club.
- 3.2.8.**Footballs:** The Home Team Manager is to present two footballs (as per NFNL By-Law 8.2) to the umpire(s) before the game.
- 3.2.9.**Start Times:** Be aware of the starting times of all quarters and ensure that the Coach has the players ready to start accordingly.
- 3.2.10.**Umpires Report:** Ensure the Coach completes an Umpire's Performance Report following the game. Reports should be constructive including positives and negatives, and be completed every game regardless of result. Reports are done through the NFNL Website (Club Admin – Forms – Matchday Forms – Report on Field Umpires ([Feedback Form](#))).
- 3.2.11.**Match Reports:** Match reports are completed by umpires after all games. The team manager must attend the umpires' room after the game to collect the report and gain the "ALL CLEAR" from umpires. If the team manager does not attend the umpires are instructed to leave the report in umpires the room.
- 3.2.12.**List of Medical Phone Numbers:** Compile a quick reference list of local phone numbers for ambulance, doctors, dentists and medical centers for use at all games. Ensure that these numbers are given to the 'away' teams should the situation arise.
- 3.2.13.**Reported Players:** Ensure that all details of any reported players are handed to the appropriate club officials as soon as possible and that players involved are informed. **Includes signing off as player report received as per the league process in place for that season.**

4. TRAINER

4.1. Identification

- 4.1.1. White or black trousers, shorts (no denim/no club football shorts) or leggings and a Northern Football Netball League Trainers Top (White Vest) must be worn.

4.2. Requirements

- 4.2.1. All clubs are required to lodge a trainer details form with the league by not later than Round 1 (of the applicable competition) each year, listing all accredited trainers (All senior trainers must be current Level 1 Sports Trainers Accredited). For trainers recruited after Round 1, the NFNL is to be notified of their details prior to their participation in any competition match within the NFNL.

* Refer to Schedule 16 for accreditation requirements.

- 4.2.2. The minimum age for trainers is 15 years of age.
- 4.2.3. Each team is permitted to have a combined maximum of six trainers and water carriers.

4.3. Duties

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

- 4.3.5. **Trainers are not to question, argue or approach controlling NFNL field umpires in relation to any decision making both during and after any game. Umpires have the ability to report any team official for misconduct and/or the league after receipt of information issue fines as per Schedule 20 Fines**

5. RUNNER

5.1. Identification

5.1.1.All club runners during any match must wear black NFNL shorts or pants (no denim) and an approved green NFNL runner shirt. Club name must be on the upper back of the runner’s shirt.

5.2. Requirements

5.2.1.A runner must be at least 18 years of age.

5.2.2.In under-9 and under-10 competitions runners are not permitted as the coaches are allowed on the field during play.

5.3. Duties

5.3.1.In all matches it is the runner’s job to relay messages from the coach to players;

5.3.2.Runners are only permitted on the ground when relaying a message. They must not remain on the ground continually. Umpires can order the runner from the ground if they feel the runner is on the ground for too long.

5.3.3.Runners are not to question, argue or approach controlling NFNL field umpires in relation to any decision making both during and after any game. Umpires have the ability to report any team official for misconduct and/or the league after receipt of information issue fines as per Schedule 20 Fines

6. WATER CARRIER

6.1. Identification

6.1.1.Water carriers officiating in matches must wear an orange-vest as approved by the NFNL.

Requirements

6.1.2.The minimum age for water carriers in the senior competitions is 15 years of age;

6.1.3.The minimum age for water carriers in the junior competitions is 12 years of age;

6.1.4.Each team is permitted to have a combined maximum of six trainers and water carriers.

6.2. Duties

6.2.1.The job of the water carrier is to run water out to players when they require a drink and not stay out on the ground;

6.2.2.Water carriers are to be based in different parts of the ground, behind the boundary line and not at the coach’s box;

6.2.3.Water carriers are not permitted to act as a runner.

6.2.4. Water carriers are not to question, argue or approach controlling NFNL field umpires in relation to any decision making both during and after any game. Umpires have the ability to report any team official for misconduct and/or the league after receipt of information issue fines as per Schedule 20 Fines

7. TIMEKEEPER

7.1. Identification

7.1.1.No specific requirements.

7.2. Requirements

7.2.1.Timekeepers must be at least 18 years of age.

7.2.2.All clubs are to supply a timekeeper for each match of the day.

7.3. Duties

7.3.1.Football

- I. The home club shall supply the timecard for each individual match.
- II. Both timekeepers from each club shall sign the timekeeper’s card on completion of the game clearly showing the appropriate details and their names and their clubs.
- III. Timekeepers from the home team shall ensure that their Team Manager hands the timekeeper’s card to the Field Umpires on the completion of the match.
- IV. To keep the time of each quarter on time card;
 - No time-on is added in any junior competition matches.
 - Refer to the timekeeper’s card for a detailed explanation of timekeeping procedures and guidelines.
- V. To keep a record of scores for use by the controlling body in the event of the goal umpires’ cards not agreeing;
- VI. To sound a bell or siren at the start and finish of each quarter;
- VII. Two-way radios or similar devices are not permitted within the time keeper’s box during any Senior or Junior finals matches.
- VIII. In the event of any issues presenting, the club timekeepers should inform their club team manager.**

7.3.2.Netball

- I. Both timekeepers/scorers from each club shall sign the timekeeper’s card on completion of the game clearly showing the appropriate details and their names and their clubs.
- II. To keep the time of each quarter on time cards;
 - Refer to the timekeeper’s procedures and guidelines provided to the club.
- III. To keep a record of scores, goal shooters and positional changes on the NFNL Score Sheet.

8. BOUNDARY UMPIRE

8.1. Identification

- 8.1.1.Must wear the NFNL Boundary Umpire shirt (with club name on it).
- 8.1.2.White or black trousers, shorts (no denim) or leggings may be worn

8.2. Requirements

- 8.2.1.In age groups under-15 and older boundary umpires must be at least 15 years of age. In all age groups under-14 and younger boundary umpires must be at least the same age as the grade in which they are officiating;
- 8.2.2.In under-9 and under-10 competitions boundary umpires are not required.

8.3. Duties

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

8.3.3.Club boundary umpires are not to question, argue or approach controlling NFNL field umpires in relation to any decision making both during and after any game. Umpires have the ability to report any team official for misconduct.

8.3.4.The officiating NFNL umpire may overrule any decision made by a boundary umpire which they believe is incorrect.

9. GOAL UMPIRE

9.1. Identification

9.1.1.A white NFNL goal umpire bib and goal flags must be used by all goal umpires.

9.2. Requirements

9.2.1.All goal umpires must be at least 15 years of age.

9.3. Duties

9.3.1.Before the match, ensure details of the match have been entered on an official NFNL scorecard;

9.3.2.During the match stand behind the goal line and remain in line with the flight of the ball. Wait for the field umpire to give the all clear before giving a decision. Both goal umpires must wave the flags for each score. Enter score on the card and check scores with the other goal umpire at the quarter breaks and after the match. The scorecard must be handed to the team manager after the match;

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

9.3.4.Club goal umpires are not to question, argue or approach controlling NFNL field umpires on any decision making both during and after any game. Umpires have the ability to report any team official for misconduct. and/or the league after receipt of information issue fines as per Schedule 20 Fines

9.3.5.The officiating NFNL umpire may overrule any decision made by a boundary umpire which they believe is incorrect.

10. UMPIRE ESCORT

10.1. Identification

10.1.1.Umpire Escorts must wear an official Northern Football Netball League Umpire Escort bib.

10.2. Requirements

10.2.1.For all senior, reserve, under-19 and junior grade (under-9 to under-18) matches both competing clubs shall supply an Escort;

10.2.2.All umpires escorts must be at least 18 years of age.

10.3. Duties

10.3.1.Escort the umpires from the umpires change rooms onto the ground for commencement of the game and after half time. From the ground at half time and completion of the match to the umpires change rooms;

10.3.2.Where the escort is from the home club, offer umpires drinks between each quarter;

10.3.3.Remain in the centre of the ground with the umpires during the quarter time and three quarter time breaks;

10.3.4.Show courtesy at all times.

10.3.5. Umpire escorts are not to question or argue with controlling NFNL umpires in relation to any decision making that has been made both during and after any game. Umpires have the ability to report any team official for misconduct and/or the league after receipt of information issue fines as per Schedule 20 Fines

11. BREACH

11.1. Any breach of the requirements listed under Schedule 8 may result in a fine in accordance with Schedule 20 and/or Tribunal reports of team officials to the league.