

**NORTHERN FOOTBALL
NETBALL LEAGUE
INCORPORATED**



**SCHEDULE 8:
FOOTBALL OFFICIALS
ROLE DESCRIPTIONS**

**Adopted
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NORTHERN FOOTBALL NETBALL LEAGUE INCORPORATED
OFFICIALS ROLE DESCRIPTIONS

1. HEAD COACH

1.1. Identification

1.1.1. Any coach of a senior, reserve, under-19.5, 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.

1.2. Requirements

1.2.1. No person may coach (playing or non-playing; senior/junior football) 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 PlayHQ); 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;

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

1.2.3. 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.

1.2.4. 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.

1.2.5. For junior matches where a coaches box area has received a White Card, the coach is not permitted to approach and/or discuss the matter with the field umpire. If the coach wishes to gain clarification from the umpire, the team manager is the only person authorised to approach the umpire.

1.2.6. Any junior coach or senior coach that is issued a red card by a field umpire must immediately leave the coaches box area and return to the change rooms and/or leave the venue. Matches will be abandoned by any coach that refuses to abide by these requirements and that team shall forfeit the match.

1.2.7. Coaches are allowed on the ground in modified rule competitions of Under 9 Mixed and Under 10 Girls. They are responsible for ensuring their players remain in zones and to coach/educate players in their team only. They are not to question umpires decisions and may be removed from the ground at the discretion of the umpire in which the assistant coach is permitted to then take the place of this coach for the remainder of the match to ensure their players remain in zones.

1.2.8. In the Under 10 Mixed/Boys competition coaches are permitted on the ground for player coaching and education to their team only. They are not to question umpires decisions and may be removed from the ground at the discretion of the umpire. If a team's coach is removed from the ground that team is NOT permitted to then have an alternate assistant coach on the ground. The removed on the ground coach must then coach the remainder of the match off the ground (unless they have been issued with a Red Card in which they must leave venue and/or go to change rooms)

2. ASSISTANT COACH

2.1. Identification

2.1.1. Any assistant coach of a senior, reserve, under-19, 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 PlayHQ); 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.

3.2.3. [In junior matches team managers may approach the umpire at quarter time breaks for clarification only on white cards if required and/or to inform the umpires of an update on their team players numbers \(i.e. Evening up rule, Mercy rule enquiries\). Noting captains are under-aged in junior competitions.](#)

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

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

3.2.5. **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; [\(and has been declared to the league via the online form by the club\)](#)
- II. Water carrier;
- III. Runner;
- IV. Timekeeper;

- V. Boundary Umpire;
 - VI. Club Umpires (Boundary & Goal);
 - VII. Umpires Escort.
- 3.2.6.**Umpires:** Ensure that the umpires' room is clean and secure; make sure that umpires are offered refreshments during quarter breaks.
- 3.2.7.**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.
- 3.2.8.**Team Sheets:** Fill out the team sheet online with PlayHQ 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 [which must be fully entered online matching the team sheet by the team manager and/or the club person allocated to this role.](#)
- 3.2.9.**Footballs:** The Home Team Manager is to present two footballs (as per NFNL By-Law 8.2) to the umpire(s) before the game.
- 3.2.10.**Start Times:** Be aware of the starting times of all quarters and ensure that the Coach has the players ready to start accordingly.
- 3.2.11.**Umpires Report:** [Encourage](#) 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](#))).
- 3.2.12.**Match Reports:** Match reports are completed by umpires after all games. The team manager must attend the umpires' room after the game to gain the "ALL CLEAR" from umpires. [If the team manager does not attend and gain the all clear the umpires are instructed to notify the league of this in their online match reports and the club will be fined as per Schedule 20 Fines.](#)
- 3.2.13.**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.
- 3.2.14.**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 and declare all trainers via the [league trainers details form](#) by not later than Round 1 (of the applicable competition) each year, listing all accredited trainers. 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 via the league trainers details form.
- 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.

7.2.3.Timekeepers 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 Fine

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.

8. CLUB 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

8.1.3.Must have whistle

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 club boundary umpires must be at least the same age as the grade in which they are officiating;

8.2.2.In modified competitions in under-9 and under-10 Girls competitions club boundary umpires are not required.

8.2.3.Clubs in senior divisions may be requested to provide club boundary umpires if the league is unable to fulfill appointment. The club must ensure the club boundary umpire is in the correct NFNL Boundary umpire shirt if called upon by the league to provide.

8.3. Duties

8.3.1.If the field umpire determines that a club 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 club 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 club boundary umpire which they believe is incorrect.

8.3.5.Club boundary umpires role is to simply patrol the boundary line and throw the ball in and/or advise the field umpire if the ball is kicked out on the full. They are NOT required to police or are permitted to pay free kicks for ball up centre clearances.

8.3.6.Fines will be applied for club boundary umpires who fail to have their own whistle and/or in required identification league top.

9. CLUB GOAL UMPIRE

9.1. Identification

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

9.2. Requirements

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

9.2.2.All junior teams are required to provide one club goal umpire each for every match.

9.2.3.Clubs in senior divisions may be requested to provide club goal umpires if the league is unable to fulfill that match appointment. The club must ensure the club goal umpire is in NFNL identifiable goal umpire bib/coat if this occurs and has goal flags.

9.2.4.Each team is responsible for providing their own goal umpire card.

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 club goal umpire which they believe is incorrect.

9.3.6.Fines will be issued to club goal umpires in the event no goal flags are used (or provided for) and/or meeting league identification requirements as a club goal umpire.

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-19.5 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.

11.2. [Coach Box area misconduct in junior matches. Refer to NFNL By Law 16.7 White Cards – Junior Coaches Box Area Policy for game day penalties and processes and Schedule 20 Fines for issued white cards.](#)