



TEAM MANAGER

DRESS

Team Managers must wear the official Western Region FL green bib.

DUTIES

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

TEAM UNIFORM

Ensure that all players are correctly attired

OTHER OFFICIALS

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

- Trainer
- Water carrier
- Runner
- Timekeeper (please ensure they are in position well before the game starts)
- Boundary Umpire
- Umpires Escort.



TEAM MANAGER *CONTINUED...*

UMPIRE COMFORT

Ensure that the umpire's room is adequate in terms of cleanliness and security. Make sure that umpires are offered refreshments during quarter breaks.

SECURITY OF PLAYER BELONGINGS

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

TEAM SHEETS

Fill out the team sheet with correct jumper numbers, and ensure that all players sign the sheet (U12 upwards).

Team Managers need to print out three (3) team sheets:

- Original copy to umpire 30 minutes prior to the start of the game
- Copy to opposition Team Manager 30 minutes prior to the start of the game
- Retained by the club to record best players and goal kickers during the game

FOOTBALLS

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

START TIMES

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



TEAM MANAGER *CONTINUED...*

LIST OF MEDICAL PHONE NUMBERS

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

REPORTED PLAYERS

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

REQUIREMENTS

Must have a valid Working With Children Check



TEAM MANAGER *CONTINUED...*

MATCH DAY

- Organise and equip volunteer family members to act as the Match Day Officials
- Ensure all player sign copies of the Team Sheet (Under 12 and up - Team Manager to sign off for Under 10 and below)
- Ensure that two suitably inflated Match Footballs are provided
- Meet with umpires and Opposition Team Managers 30 minutes prior to the start of the match to exchange Team Sheets

POST MATCH

- Collect match paperwork from Time Keeper, Goal Umpire
- Document final scores
- Hand match paperwork to umpire to confirm result and match score
- Obtain details of any send off or report
- Update online Team Sheet and enter Match Scores & Goal Kickers / Best Players as required (U12 and up)



COACH

DRESS

Junior Coaches must wear the official Western Region FL sky blue bib.

MINIMUM REQUIREMENTS

- Registered online with CoachAFL annually
- WRFL Registration (valid for 2 seasons)
- Must have a valid Working With Children Check

DUTIES

- Must remain in the designated Coaches Box area (Under 8, 9 & 10s - coaches are permitted on the ground but no runner permitted at the same time)
- Must adhere to the signed Coach's Code of Conduct
- Must have read and understood the WRFL Junior Match Rules and By-Laws



ASSISTANT COACH

DRESS

Junior Assistant Coaches must wear the official Western Region FL dark blue bib.

MINIMUM REQUIREMENTS

- Registered online with CoachAFL annually (desired)
- Must have a valid Working With Children Check

DUTIES

- Must remain in the designated Coaches Box area
- Must adhere to the signed Coach's Code of Conduct
- Must have read and understood the WRFL Junior Match Rules and By-Laws

The Assistant Coach may coach on the field in Under 8 - Under 10 competitions as long as;

- *It is either the Coach or Assistant Coach on the field - not both*
- *Cannot be on the field at the same time if their Runner is on the field*
- *Must have an AFL accreditation as well as WRFL Junior Coach accreditation*



UMPIRES ESCORT

DRESS

Umpires Escorts must wear the official Western Region FL yellow bib.

MINIMUM REQUIREMENTS

- A responsible adult

DUTIES

- Escort the umpires onto the ground prior to the commencement of the first and third quarters
- Escort the umpires from the ground at the conclusion of the second and fourth quarters
- Remain with the umpires during the quarter time and three quarter time breaks
- Ensure that spectators, players and officials do not confront the umpires during these occasions.

Only the team captain or Team Manager are permitted to interact with the umpires during these occasions.



MATCH DAY MANAGER

DRESS

Match Day Managers must wear the official Western Region FL red bib.

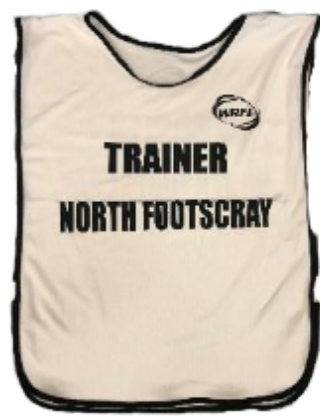
MINIMUM REQUIREMENTS

- A responsible adult not holding any other match day official role
- Valid Working with Children Check
- Have adequate knowledge of club's facilities
- Have access to details of police, ambulance, hospitals etc.
- Please check with your club regarding club specific requirements.

DUTIES

- Monitor crowd behaviour
- Bring any inappropriate conduct to the attention of club officials
- Be the point of contact for any queries or concerns about the venue
- At all times encourage parents and spectators to observe the code of conduct and display positive behaviour
- Assume a public relations role with parents and supporters
- Maintain a clear but calm presence at all time.
- Where necessary, report serious and or continued breaches of the code of conduct. This can be done through your Club President, Administrator, Junior Coordinator, who will then report to the League.

Online support is provided to Match Day Managers through the Play By The Rules website - Managing Conflict



TRAINER

DRESS

Trainers must wear the official Western Region FL white bib and wear white or black long pants or shorts.

MINIMUM REQUIREMENTS

- Registered with the Western Region FL
- At minimum, a valid First Aid & ERC accreditation.
- Must have a valid Working With Children Check
- At a minimum, at least one person competent in ERC procedures must be in attendance at all matches/competitions and, where practical, training/practice sessions.
- Complete the COVID-19 Infection Control Training

The minimum age for trainers is 16 years of age.

Each team may have no more than a combined total of five trainers and water carriers.

DUTIES

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



WATER PERSON

DRESS

All water persons are required to wear the official Western Region FL approved water person bib.

REQUIREMENTS

There is no minimum age for water persons as long as they are capable of performing the duties effectively.

Each team may have no more than a combined total of five trainers and water carriers.

DUTIES

- The job of the water person is to run water out to players during a break in play (i.e. goal has been scored, an injured player is being treated and the umpire has stopped the game, play is at the opposite end of the ground)
- Must not coach on the ground
- Must refrain from talking to or questioning umpires
- Must not interfere with opposition players or officials either physically or verbally
- Must stay in the designated box, marked on the ground situated near the 50m arc when not delivering water.
- Must have a number clearly displayed on the back of their pink vest.



RUNNER

DRESS

All Runners are required to wear the official Western Region FL approved Runners t-shirt.

REQUIREMENTS

- There may be only one (1) nominated Runner
- Minimum age for juniors: 16 years of age
- Minimum age for seniors: 18 years of age
- Must have a valid Working With Children Check

DUTIES

- In all matches it is their job to relay messages from the coach of players.
- Must not coach on the ground
- Runners are only permitted to the ground when actually relaying a message. They must not remain on the ground continually.
- Must not interfere with opposition players or officials wither physically or verbally
- Must remain outside the marked arc when there is a set shot on goal or kick in
- An umpire can order the runner from the ground if they feel the runner is on the ground excessively.



TIMEKEEPER

DRESS

No specific dress requirements.

REQUIREMENTS

A timekeeper must be at least 18 years of age.

DUTIES

- Each team must appoint a timekeeper
- To keep a record of; scores (for use by the league in the event of the goal umpires cards not agreeing).
- Record player send offs
- To sound the bell or siren at the start and finish of each quarter
- No time on (except Seniors) unless a stretcher is called or head count conducted.
- Please ensure that you are in position well before the match is about to start.

Time on occurs in all finals matches.

There is no time on in junior competitions during the home and away season.

A full description of the Timekeeper position is available.



CLUB BOUNDARY UMPIRE

DRESS

All Club Boundary Umpires are required to wear the official Western Region FL approved Boundary Umpires bib or a white t-shirt. The official bib will be compulsory from season 2022.

REQUIREMENTS

A Club Boundary Umpire must be at least 14 years of age for Seniors and old enough to competently throw ball back into play for juniors.

Must be supplied with a whistle

Boundary Umpires are only required in the Under 14 age groups and above.

DUTIES

- Club Boundary Umpires do not adjudicate Centre Square infringements
- Ensure that the whole ball is over the whole of the line before blowing whistle
- To be out of bounds on the full the ball can come off any part of the leg below the knee
- When the ball makes contact with the behind post it is out of bounds
- When the ball makes contact with the behind post on the full from a kick, it is out of bounds on the full



CLUB FIELD UMPIRE

DRESS

All Club Field Umpires are required to wear the official Western Region FL approved Field Umpires bib or a white t-shirt. The official bib will be compulsory from season 2022.

REQUIREMENTS

Must be supplied with a whistle

DUTIES

It is the expectation that the field umpires/s:

- Apply the laws and their interpretations according to the spirit of the laws
- Attend to the administrative requirements necessary for the successful staging of the game.

The umpire has a leadership role to play on the ground. During the game, most players look for guidance and direction from the umpire and the umpire should consider this when giving instructions.

All actions need to be positive. Umpires need to be enthusiastic about what they do and encourage players to play the game and enjoy themselves. If an umpire appears disinterested or negative in his/her actions and the manner in which he/she deals with the players, then this feeling can affect the way the players respond to all umpires.

A positive, supportive approach from the field umpire will always create a better environment in which the game can be played.



CLUB FIELD UMPIRE

CONTINUED...

PRE-MATCH (MEETING PLAYERS AND OFFICIALS)

Umpires should;

- project themselves in a positive, firm and confident manner – it displays control
- meet as many players as possible, especially the captain and the coach of each team
- never discuss how the game will be umpired. An exception to this may be when umpiring under-age players.. for example... “I will pay the free kicks to the player in front who is playing the ball”
- not speak about other umpires’ performances in previous weeks

DURING THE MATCH

- always try to get along with the players
- do not accept abuse from players/officials. Check with your local league or umpiring group for appropriate use of the send-off rule
- try to block out comments from over the boundary line. Devise some simple coping strategies, such as repeating a positive comment to yourself: “I am umpiring well. I pay all free kicks I see.”
- supporters can get emotional. Remember that verbal attacks are not usually personal, but expressions of frustrations from supporters



CLUB FIELD UMPIRE

CONTINUED...

POST-MATCH

- avoid arguments about incidents that occurred during the match
- enter into sensible discussions of the match
- take the opportunity to get to know the club coaches, officials and players better
- if the atmosphere is tense after a game, collect your gear, politely excuse yourself and leave



CLUB GOAL UMPIRE

DRESS

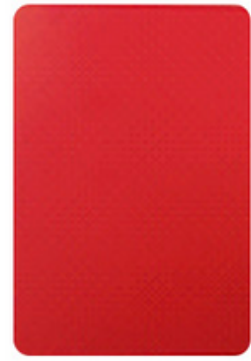
All Club Goal Umpires are required to wear the official Western Region FL approved Goal Umpires bib or a white Goal Umpires coat. The official bib will be compulsory from season 2022.

REQUIREMENTS

- A Club Goal Umpire must be at least 16 years of age
- Must be supplied with a set of goal flags
- Make scoring decisions in conjunction with Field Umpire

DUTIES

- Write down goals in numerical sequence rather than dashes
- Ensure the whole of the ball is over the whole of the line before awarding a score
- To be a goal the ball must come off the leg anywhere below the knee
- Check your scores with the opposition Goal Umpire at the end of each quarter
- Have the scoreboard adjusted at the end of a quarter, when required.



RED CARDS

Any player or match official may be ordered from the field, for any serious offence including:

- any offence of manhandling, assault or threatening an umpire during the progress of any match; or
- any offence of deliberate assault against any player, match official or spectator, resulting, in the opinion of the umpire(s), in injury or impairment to such player, official or spectator as to affect adversely their capacity to play, officiate or spectate in all or part of the remainder of the match;

shall be ordered by the umpire(s) immediately from the ground, with the umpire(s) showing a RED card; and shall be reported by the field umpire(s). Any such player so ordered off cannot be replaced.

The field umpire shall have the power to report to the Tribunal and/or order from the field any player or official who during any match commits a reportable offence or whose actions are not considered in the best interest of the League.

In the event of a player or official failing or refusing to leave the ground when ordered off, they shall be reported for misconduct, the match shall terminate and the offending player's team deemed to have forfeited.



YELLOW CARDS

The field umpire shall have the power to report to the Tribunal and/or order from the field any player or official who during any match commits a reportable offence or whose actions are not considered in the best interest of the League. The offender shall be shown a YELLOW card and is to remain off the field for a period of 15 minutes of actual playing time (ie in addition to any intervals between quarters), in which time they cannot be replaced.

Upon being shown the YELLOW card the offender must go directly to the coaches box, save any match official who must leave the playing arena (behind the fence or four meters behind the boundary line), and remain there for the duration of the order off period. The official team runner must report to the timekeepers who will note the time that the report was received (not the time of the incident triggering the send-off) and advise the official or player through the runner when a further period of 15 minutes is completed.

Any player ordered off who does not go straight to the coaches box, or remain there (unless carried off or via the blood rule), will not be able to return for the remainder of the match, but can be replaced after the 15 minutes has elapsed, unless the player had been ordered off for the second time in the match.



YELLOW CARDS *CONTINUED...*

In the event of a player or official failing or refusing to leave the ground when ordered off, they shall be reported for misconduct, the match shall terminate and the offending player's team deemed to have forfeited.

Any player or match official ordered from the field for the second time during any match, shall be precluded from returning to the field for the remainder of the match, and shall be reported by the field umpire. The umpire shall show a RED card, the player cannot be replaced.