

# THE GAME PLAN

## *Match Day Procedures*

Presented by: Jock Hillgrove, Simon Riddoch, Lachlan McClounan

**The AFL acknowledges the Traditional Owners of the land on which we work and pay our respects to Elders past, present and emerging. We acknowledge we play our great game on this land and respect the cultures of all First Peoples and their contribution to our nation and to the game of Australian Rules Football.**



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# Match Day Paperwork

2024 Season –

## Senior Football:

- Transition to online reporting of Match Day Paperwork through Officials HQ
- No requirement to submit physical paperwork to Highton Reserve
- Clubs are required to submit relevant paperwork (Team Sheets, Interchange Sheet, Umpire Scorecards) to Umpire, who will then submit all relevant documents to the League through Officials HQ.
- Clubs will be required to store relevant match day paperwork documents

## Reserves, U18/U14.5 Football:

- Paperwork submission to Highton Reserve (same process as last season)

# Match Day Paperwork

## Scorecards – All Grades \*

- One from each goal umpire and one from each of the timekeepers. The timekeepers' scorecards MUST be signed and all times of entry and exit from the ground filled in correctly.

## Umpires Match Report – Reserves, U18 & U14.5

- To be handed to the Field Umpire and collected at the end of each game. Again for 2024 we will be using a single page report (no duplicates).
- If a Club requires a duplicate, they will have to organise a photocopy prior to sending to AFL Barwon.
- The form can be downloaded at: <https://www.aflbarwon.com.au/match-day-forms>





# Match Day Paperwork \*

## **Best & Fairest Votes (Reserves, U18s/U14.5s)**

Best & Fairest envelopes and voting cards to be handed to the Field Umpire and collected at the end of each game.

Best & Fairest Votes for Seniors, will be submitted through Officials HQ.

## **Reported Players/Officials**

Report Form pads will be supplied to each Club. If you require additional pads, please contact the Office. The Home Club is responsible for ensuring the correct Report Pad is available in the umpire rooms with other match day paperwork for each game.

**Each club must have an official who obtains the all clear from the Field Umpire at the end of each game, and no later than 20 minutes after. In the event of a report, the officiating umpires will submit the original of the report form to the Home Team Manager, to be delivered with the match day paperwork to AFL Barwon.**

# Match Day Paperwork

Standard forms for use in 2024 include:

- Interchange Form – All Grades (required regardless of whether there is an interchange or not)
- Umpires Match Report form (Reserves & below)

These forms can be downloaded at [www.aflbarwon.com.au](http://www.aflbarwon.com.au) – go to the “Club Info” drop-down menu and then “Matchday Forms”

- AFL Barwon Website > Club Resources > Match Day Forms

# MATCHDAY PROCEDURES FOR TEAM MANAGERS \*

- **Be organised!**
- **Print off 3 copies of the team sheet (night before or that morning)**
- **Ensure all players are registered to your club for the current year**
- **Positions to be filled**
  - Timekeeper
  - Umpire escort (use runner in junior grades)
  - Runner (one in all grades)
  - Trainers
  - Water carriers & individual water bottles.
  - Scoreboard attendants (home games)
  - Interchange steward – Can be Team Manager (home games)
  - Goal umpire (Underage, or as required)
  - Boundary umpire (If required in Seniors or U18s only)
  - All clear to Umpires within 20 minutes of the conclusion of the match
- **Ensure all people undertaking tasks are aware of their responsibilities.**

# Team Manager's Equipment Kit

- Equipment Kit:
- First aid kit
- Goal umpire coat and flags
- Coach vest (if required)
- Umpire t-shirt
- Runners vest
- Whistle
- Timekeeper clock
- Match day footballs (2)
- Warm up footballs
- Spare football jumpers and shorts
- Water Carrier Vests + Water Bottles
- Hand Sanitiser
- Paperwork Kit:
- CDFNL Handbook (access online)
- Match day paperwork
- Match day envelope
- Pens!

# Resources in preparation for 2024

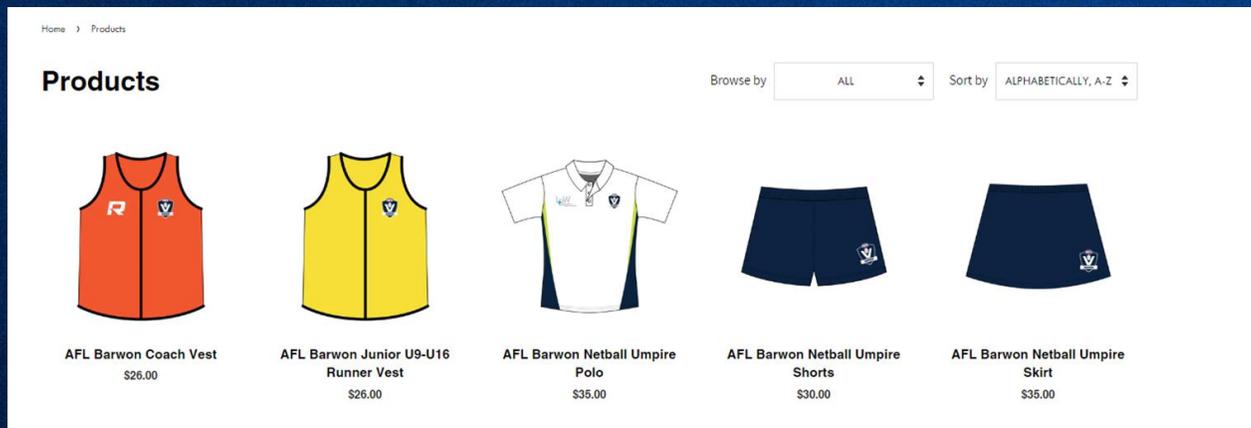
## Resources –

- [Loco Sportswear \(for purchase of all AFL Barwon game-day vests\)](#)
- [AFL Barwon Match Day Forms](#)
- [Training Footballs Order Form](#)
- [AFL Barwon Policies \(including relevant codes of conduct\)](#)
- De Grandi Club Catalogue – Access Password ‘degrandihigh’
- <https://schools.degrandi.com.au/>
- [Modified Rules – U9/U10 Tutorial Video](#)
- [AFL Club Help: PlayHQ – Club Training Webinars, User Guides & support](#)
- [Marsh – Pre-Match Checklist \(paper copy\)](#)
- [Project Clothing – Umpire Uniform](#)



**Club help**

If you have any questions, you can contact our dedicated Community Football Customer Service Team ([clubhelp@afl.com.au](mailto:clubhelp@ afl.com.au)) or call 1800 PLAY AFL (1800 7529 235) 9:00AM AEDT – 5:00PM AEDT from Monday to Friday.

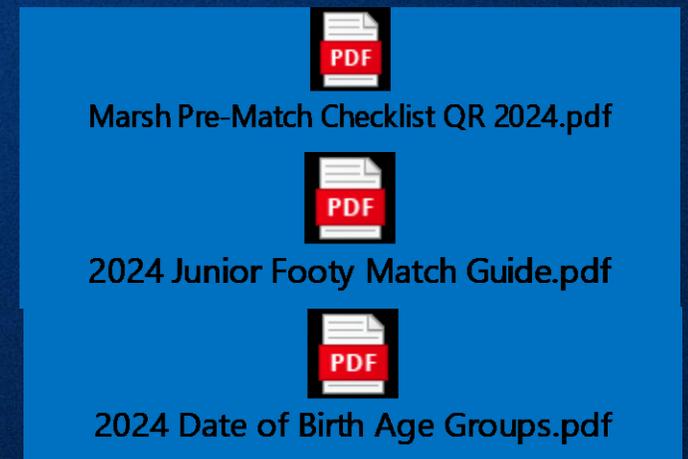


Home > Products

**Products**

Browse by  Sort by

|   |   |   |   |   |
|---|---|---|---|---|
|  |  |  |  |  |
| AFL Barwon Coach Vest<br>\$26.00  | AFL Barwon Junior U9-U16 Runner Vest<br>\$26.00                                     | AFL Barwon Netball Umpire Polo<br>\$35.00   | AFL Barwon Netball Umpire Shorts<br>\$30.00   | AFL Barwon Netball Umpire Skirt<br>\$35.00  |



 Marsh Pre-Match Checklist QR 2024.pdf

 2024 Junior Footy Match Guide.pdf

 2024 Date of Birth Age Groups.pdf

# Paperwork – Home Team \*

## To be placed in Umpires Room – 30 min prior to the game

- Current notice of report pad – available from AFL Barwon
- Umpire's Match Report Sheet – Reserves & Below
- 2 Scorecards for the goal umpires– available from AFL Barwon
- Best & Fairest Vote Card and Envelope (Reserves, U18/U14.5s Only)

## Other

- 2 x Scorecards to be given to the timekeepers
- Interchange sheets, clipboard and pen to be given to the interchange steward

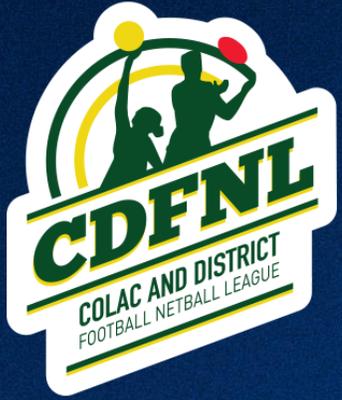
# Paperwork – Both Teams \*

- **Team Sheet** to be given to the umpires prior to the game, with all officials who will be inside the fence during the game listed accordingly, and a line drawn through any players who are not participating in the game.
- Jumper numbers must be correct, and all participating players listed on PlayHQ.
- Ensure that PlayHQ mirrors the hard copy paperwork submitted to the league.
- Extra Team Sheet to list best players and goalkickers (need someone to record goalkickers during the game)

# Match Day Procedures

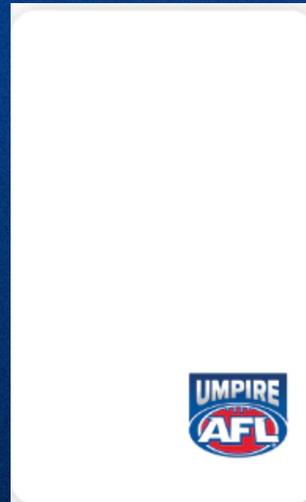
- A representative from both teams needs to complete the matchday checklist on Marsh Insurance (via QR Code, on the Resources slide) prior to the game.
- Team Managers need to ensure Coaches keep to the listed times at each break.
- Timekeepers must adhere to quarter break sirens as outlined in CDFNL Handbook.
- Umpire Escorts must go out to the umpires and accompany umpires at each quarter break. At Half Time & Full Time, they must escort them to & from their rooms.
- Both Team Managers must go to the Umpires' Rooms after the match to receive the "all clear". I.e. confirm any reports and collect relevant copies of any reports.
- Home Team Manager to collect the football and all paperwork from the umpires.
- Away Team Manager to provide the home team manager with their best players and goalkickers.
- Home Team Manager to enter Match Results, Best Players and Goalkickers into PlayHQ.
- PlayHQ live scoring is advantageous.





# Coaching Box Card Policy

## White Card



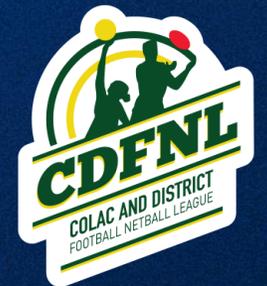
# Coaching Box Card Policy

## 1.1 Introduction

- a) AFL Barwon is committed to enacting measures that ensure the match day environment for all players, coaches, volunteers, umpires, and spectators is safe, inclusive and a positive experience.
- b) This AFL Barwon Coaching Box Card Policy is established in accordance with Rule 8 “Coaches” and 17.3 “Officials of the AFL Barwon Handbook and sets out the objectives and application of a process aimed at addressing **unacceptable behaviour directed at umpires from the Coaching Box Area.**
- c) The Policy recognises the influential role that a Coach plays in establishing the behavioural standards of a team and places responsibility on that Coach to manage the behavioural conduct of those persons in the Coaching Box Area in accordance with the Code of Conduct provisions.



| Phase   | Action Overview   |
|---------|---|
| Phase 1 | Play immediately stopped. A free kick awarded against the offending team. A first warning (white card) shown to the offending team's Coach                  |
| Phase 2 | Play immediately stopped. A free kick and 50m penalty awarded against the offending team. A second warning (white card) shown to the offending team's Coach |
| Phase 3 | Play immediately stopped. A free kick and 100m penalty awarded against the offending team and a RED Card (ejection from Match) issued to the Coach.         |



| <b>Term</b>                          | <b>Means</b>  |
|--------------------------------------|---|
| <b>Captain</b>                       | A person listed by each team as Captain on the official team sheet  |
| <b>Club Umpire</b>                   | An umpire appointed by a club to officiate as a Field Umpire in a match   |
| <b>MRP</b>                           | AFL Barwon Match Review Panel   |
| <b>Coach</b>                         | The Head Coach. Where the Head Coach is also a player and is on the field in a playing capacity when a third phase card is invoked, the person who has assumed the Coaching Responsibility on the sideline will be deemed to be “the Coach”.  |
| <b>Coaching Box Area</b>             | Incorporates the designated areas outside the boundary line of a playing field where any person listed on the team sheet as a coach, team official or player is to be located to undertake their duties.  |
| <b>Competition</b>                   | Refers to any Australian Rules Community Football Competition conducted or affiliated by/with the AFL Barwon Football Commission in which clubs participate in a season, and for clarity, excludes any Masters, AFL 9’s, AFLX competitions.   |
| <b>Controlling Body</b>              | The League or AFL Barwon Football Commission  |
| <b>Field Umpire</b>                  | Any League appointed field umpire or club field umpire officiating a match  |
| <b>Handbook</b>                      | The ‘National Community Football Policy Handbook’, as amended or varied from time to time.  |
| <b>Head Coach</b>                    | The person listed on the official team sheet as the Head Coach  |
| <b>MRP</b>                           | Match Review Panel  |
| <b>Policy</b>                        | This AFL Barwon Coaching Box Card Policy as amended or varied from time to time.  |
| <b>Rules</b>                         | The AFL Barwon Rules/By-Laws, as varied by each League, that are in place for the season(s) to which this Policy applies.   |
| <b>Season</b>                        | A football season commencing from the first Home and Away Match until, and including, the Grand Final of a Competition and all Sanctioned Practice Matches.   |
| <b><u>Unacceptable Behaviour</u></b> | Any of the following behaviours arising from the Coaching Box Area that are heard or observed by the Field Umpire(s) <ul style="list-style-type: none"> <li>i. Continually questioning/disputing any umpiring decisions;</li> <li>ii. Abusing, threatening, or insulting any umpire or making inappropriate comments about them;</li> <li>iii. Using inappropriate language or gestures towards or about any umpire.</li> </ul> |



# THE **GAME** PLAN

Reportable Incidents

# Matchday Report Process

- ▶ Player Reported / Head of Operations notified.
- ▶ Monday morning Head of Operations reviews Notices of Report.
- ▶ Vision of incident is sought for Senior matches to be provided to the MRP
- ▶ MRP Meet 1.00pm Mondays
- ▶ If a Tribunal has not been requested, MRP to cross check the report details with the Classification Table (refer to National Community Football Policy) and player's tribunal history.
- ▶ Notification of MRP findings will be provided to all parties including relevant sanction, discounted Early Guilty Plea sanction (if available), date, time and location of any Tribunal Hearings.
- ▶ Reported player **MUST** appear in person.
- ▶ Other parties may provide evidence over the phone however it is preferred that all parties are there in person.

# Match Review Panel Process

- ▶ Filming of matches:  
**Selected Senior Matches and various finals are filmed**
- ▶ Head of Operations receives request for review of an incident that was not a direct report from an umpire on the day of the game.
- ▶ Requests must specifically include details of; time, location and players involved in the alleged incident & be received within required timeframes as outlined in AFL Barwon By Law 7.9.
- ▶ Requests can be made by the officiating Umpires or participating clubs.
- ▶ The physical condition of an offended player must be provided by their club. (Penalties may apply where inaccurate information is provided)
- ▶ AFL Barwon will request footage of the alleged incident from the respective league's filming provider.
- ▶ The footage will be edited to slow the incident down and replay it at different speeds.

# Match Review Panel Process

- ▶ Independent footage provided by an affected club may be considered, but must be provided in accordance with the prescribed timelines and must be accompanied by a stat dec provided by the camera operator confirming the footage has not been altered in any way.
- ▶ MRP will review footage and then determine whether or not the player involved **MAY** have a case to answer at the Tribunal or if in their view a charge should be laid.
- ▶ AFL Victoria rules shall be used when referring the incident to the Tribunal.
- ▶ Clubs will have until **10am The first working day** (unless an extension is granted) following the match to request any incident be reviewed by the MRP.
- ▶ Clubs will have until **12pm on Tuesdays** to challenge any set penalties determined by the MRP
- ▶ Clubs still have the option to request an investigation should no charge be laid and they feel the incident is serious enough to warrant one.
- ▶ There is no avenue of appeal against a decision made by the MRP.

# Investigation Process

- ▶ **Time to Lodge:** Requests for an Investigation must be lodged on official club letterhead outlining details of the incident, who was allegedly involved and when it took place within five days from the alleged incident in writing to the League Operations Manager.
- ▶ **Initial Fee:** Clubs must submit a \$500 cheque or EFT to the League with the request.
- ▶ **Extension for Investigation Request:** An extension may be granted to a maximum of 30 days provided the extension is requested within the initial 5 day period.
- ▶ **Investigation Officer:** The League will appoint an Investigations Officer who will conduct the Investigation. The Investigation Officer has 10 days from when the matter is referred to the Investigations Officer to conduct the Investigation Process. An extension of up to 10 days may be requested by the Investigations Officer to complete the investigation.
- ▶ **Who will be Interviewed:** Clubs are responsible to provide a complete list of members to be interviewed about the incident. The Investigations Officer may request interviews with other Club members not put forward. Leagues may call relevant parties to be interviewed also.

# Investigation Costs

- ▶ **Initial Fee:** Clubs must provide a \$500 payment through either EFT or cheque to the League with the request.
- ▶ If no charge is laid, or is laid but found not guilty at tribunal; the club who requested the investigation will forfeit a minimum of \$300 to pay for the investigation.
- ▶ If no charge is laid and the request is deemed frivolous by the Investigations Officer, the Initial \$500 Fee may be forfeited in its entirety.
- ▶ If a charge is laid and player accepts a Penalty or is **found guilty at tribunal**, the club who requested the investigation will have their \$500 refunded, and **the charged player's club will pay the \$300** for the investigation + the relevant levy if found guilty at tribunal.