



**2017**

**Match Day Paperwork and  
Game Day Operations Guide**

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## Online Match Day Paperwork Summary

BLK AFL Sydney Competition will once again be online in 2017. The below will need to occur on match days.

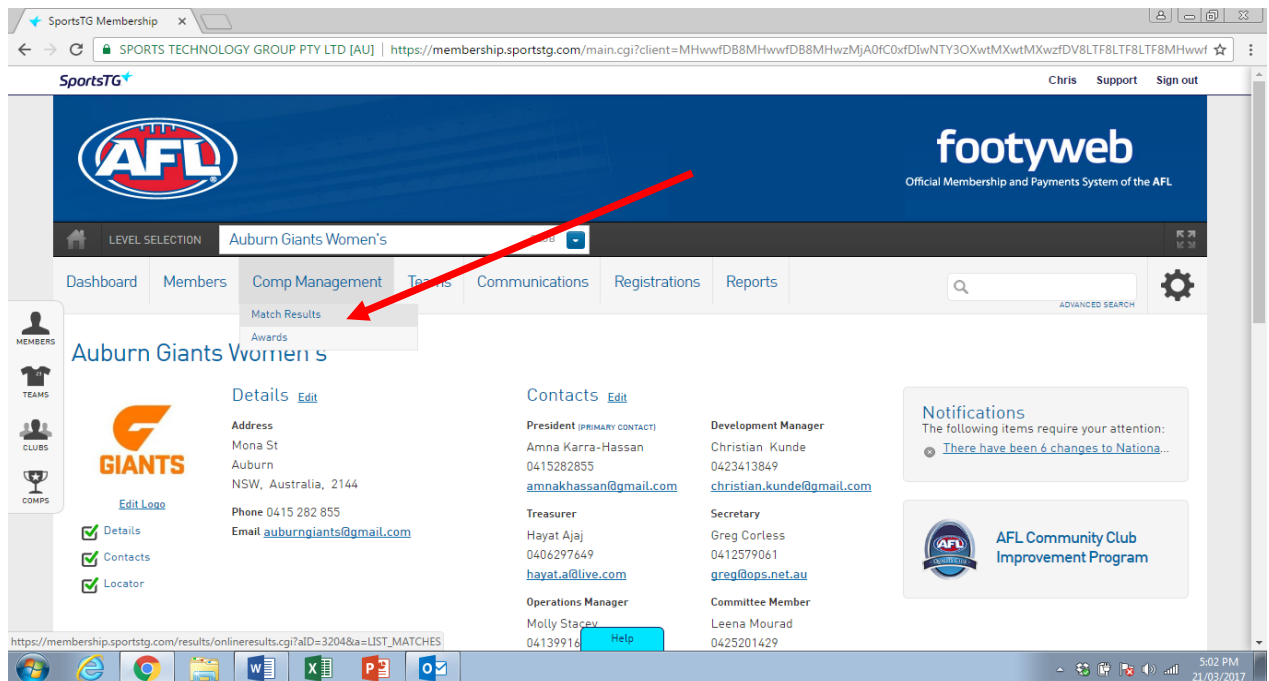
- Results entered online each match day by 7pm that night
- Umpire Match Reports entered online by umpires (including club appointed umpires) by 7pm Sunday after the match (encouraged to do this straight after game). This will include Best and fairest votes entered as part of Umpires Match Report. Only one umpires match report is to be submitted per match. If a league appointed umpire officiates the match it will be their responsibility however if there are two club umpires officiating a match, responsibility will fall to the home club if none has been submitted by 7pm Sunday
- Team sheets (Home and away), Time Keepers report and Goal Umpire Scorecards to be scanned / photo taken and emailed to [chris.corby@afl.com.au](mailto:chris.corby@afl.com.au) by the home club by 7pm Sunday after the match
- When there are manual changes made to a team sheet prior to a match, it will be that Team Manager's responsibility to update these changes on Footyweb prior to the match commencing. This will require your Team Manager to have access to your clubs database so they can log on and add / remove players as required. Failure to make these changes will effect goal scores, best and fairest voting and finals qualification.
- Home clubs to keep all hard copies of paperwork until the end of season in case League needs to review any matter

In this manual we will explain the match day processes that will need to be followed by each team.

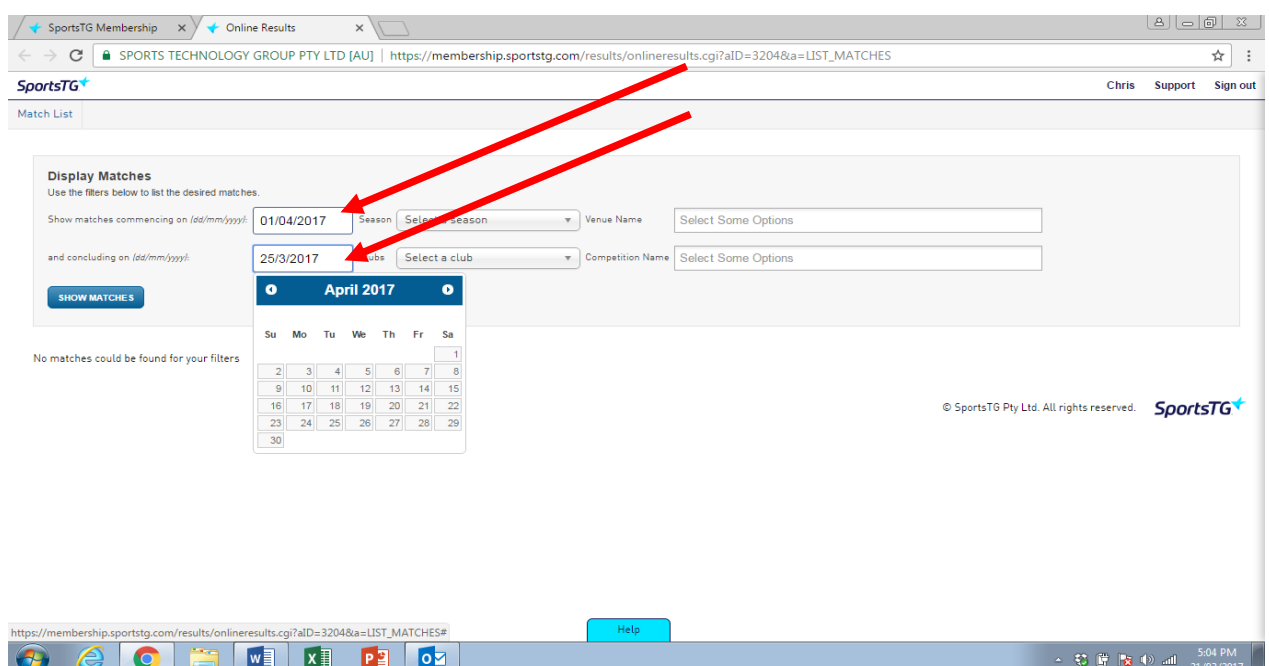
## Team Lists and Premier Division Team Lodgement Deadlines

Team lists for each weekend are produced in each clubs footyweb database. To name a team please follow the below steps:

1. Open **Sports TG Passport**
2. Click the **Comp Management** tab and then **Match Results**



3. To view matches enter date of the weekend (e.g. 1<sup>st</sup> April to 2<sup>nd</sup> April)



#### 4. Select “pre-game” on the match you wish to enter a team

The screenshot shows the SportsTG Membership Online Results page. The URL is [https://membership.sportstg.com/results/onlineresults.cgi?alID=3204&a=LIST\\_MATCHES](https://membership.sportstg.com/results/onlineresults.cgi?alID=3204&a=LIST_MATCHES). The page displays a table of matches with columns: Result, Home Team, Away Team, Result, Competition, Match Date Time, Venue, Lock, and buttons for PRE GAME, AT GAME, and POST GAME. A red arrow points to the 'PRE GAME' button for the match between Penrith Rams and Campbelltown Blues.

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock	PRE GAME	AT GAME	POST GAME
	Penrith Rams	Campbelltown Blues		XBlades AFL Sydney Under 19s Division Two 2017	01/04/2017 08:30	Greygums Oval	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	Manly Warringah Wolves	Pennant Hills Demons		XBlades AFL Sydney Division Four 2017	01/04/2017 08:30	Weldon Oval	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	Southern Power	Camden Cats		XBlades AFL Sydney Under 19s Division Two 2017	01/04/2017 09:00	Gwawley Oval	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	East Coast Eagles	Sydney University Bombers		XBlades AFL Sydney Women's Division One 2017	01/04/2017 09:00	Kanebridge Oval	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	St George Dragons	Western Magic		XBlades AFL Sydney Under 19s Division One 2017	01/04/2017 10:00	Olds Park	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME

#### 5. Search player's surname you wish to add to the team sheet then press the green 'plus' symbol to add the player

The screenshot shows the SportsTG Membership Online Results page, specifically the 'Pre Game' dashboard for the match between Penrith Rams and Campbelltown Blues. The URL is [https://membership.sportstg.com/results/onlineresults.cgi?alID=3204&mID=25685245&a=Pre\\_](https://membership.sportstg.com/results/onlineresults.cgi?alID=3204&mID=25685245&a=Pre_). The page displays the 'Pre Game Dashboard' with sections for 'Game Information', 'Players', 'Coaches/Officials', 'Manage this Display List', 'Autoselect Players', 'Available Players', and 'Selected Players'. A red arrow points to the 'plus' symbol next to the player 'Cramp, Taylor' in the 'Available Players' list.

Name	No.	Position
Cramp, Taylor (09/02/1988)	(02052554)	
Cronin, Leah (29/08/1981)	(03010280)	

- Once players have been added to the **'Selected players'** list, add in each player's jumper number in the **'No'** boxes. Once this is done click the green **Save** button

The screenshot shows the 'Selected Players' section of the SportsTG Membership website. The 'Autoselect Players' section is set to 'No Auto Select'. The 'Selected Players' table has columns for Name, No., and Position. The 'No.' column is highlighted with a red arrow. The 'SAVE' button is highlighted with another red arrow.

Name	No.	Position
Dixon, Caitlin	76	-- Select a position --
Dransfield, Terry	0	-- Select a position --
Emery, Catherine	34	-- Select a position --
Evans, Nathaniel	55	-- Select a position --
Fakas, Analiessie	90	-- Select a position --
Franchi, Michael	99	-- Select a position --
Fretwell, Chris	123	-- Select a position --
Gallagher, Ashleigh	22	-- Select a position --
Harris, Joshua	11	-- Select a position --

OP = On Permit Q = Finals Qualified

**SAVE**

- Scroll down and select coaching Staff and other team officials by scrolling down the page. Please note to select coach, the coach must be registered with the club as a coach. Then click the other green **Save** button

The screenshot shows the 'Team Officials' section of the SportsTG Membership website. The 'Coach' dropdown menu is highlighted with a red arrow. The 'SAVE TEAM OFFICIALS' button is highlighted with another red arrow.

1. Coaching Staff	Coach	Ass.Ch1
1. Coaching Staff	Allsopp, Jerrimie	Baily, Jasmine
2. Team Staff	Team Rnr 1.	Baily, Jasmine
2. Team Staff	2.	Allsopp, Jerrimie
2. Team Staff	Team Mngnr	Alexander, Shea
3. Trainer/Water Carriers	1.	Alexander, Shea
3. Trainer/Water Carriers	2.	Bell, Melinda
3. Trainer/Water Carriers	3.	Baily, Jasmine
3. Trainer/Water Carriers	4.	--Select Team Official--
3. Trainer/Water Carriers	5.	--Select Team Official--
3. Trainer/Water Carriers	6.	--Select Team Official--
3. Trainer/Water Carriers	7.	--Select Team Official--
3. Trainer/Water Carriers	8.	--Select Team Official--
4. Club Umpires/Stewards	1.	--Select Team Official--
4. Club Umpires/Stewards	2.	--Select Team Official--
4. Club Umpires/Stewards	3.	--Select Team Official--
4. Club Umpires/Stewards	4.	--Select Team Official--
4. Club Umpires/Stewards	5.	--Select Team Official--
4. Club Umpires/Stewards	6.	--Select Team Official--
4. Club Umpires/Stewards	7.	--Select Team Official--
4. Club Umpires/Stewards	8.	--Select Team Official--

**SAVE TEAM OFFICIALS**

8. Once all this information has been entered press the blue **'Team sheet'** button at the top of the page to print a team sheet.

The screenshot shows a web browser window with the URL [https://membership.sportstg.com/results/onlineresults.cgi?aiD=3204&miD=25685245&a=Pre\\_](https://membership.sportstg.com/results/onlineresults.cgi?aiD=3204&miD=25685245&a=Pre_). The page is titled 'Team Sheet' and features a navigation bar with 'PRE GAME', 'AT GAME', and 'POST GAME' tabs. The main content area is divided into several sections:

- Game Information:** Penrith Rams vs Campbelltown Blues, 01/04/17, 08:30. XBlades AFL Sydney Under 19s Division Two 2017.
- Pre Game Dashboard:** Penrith Rams Selections (0), Campbelltown Blues Selections (23), League Officials (0).
- Players:** 0, **Coaches/Officials:** 0.
- RESET MATCH:** A red button.
- Team Selection:** Penrith Rams (selected) and Campbelltown Blues.
- Manage this Display List:** Radio buttons for 'Show all Club players', 'Show Players registered to this team only', 'Show Players to this age group', 'Show all Financial Club players for Competition Season', and 'Show all players unassigned'.
- Autoselect Players:** Radio buttons for 'No Auto Select', 'Players from previous match in same competition', and 'Players registered to this team'.
- Available Players:** A list of players with their names, dates of birth, and IDs. A filter box is present.
- Selected Players:** A table with columns 'Name', 'No.', and 'Position'. It lists players like Gallagher, Ashleigh (22), Harris, Joshua (11), Hudson, Anneliese (77), Hudson, Nicholas (32), Jones, Shaun Matthew (87), Kelly, Gadd (84), and Kinniburgh, Alicia.
- TEAM SHEET:** A blue button with a printer icon, highlighted by a red arrow.
- TOOLS:** A blue button.

The Windows taskbar at the bottom shows the time as 5:55 PM on 21/03/2017.

9. The next page will open up a printable team sheet. Please print at least three team sheets. At a minimum you will be required to hand one to the umpires, one to the opposition and one for your team.

### Team List – Match Day Paperwork

On match days the following applies to the above team sheets:

- Must be prepared via *Footyweb* (above guide)
- Must include jumper no's, coaches, runners, trainers etc.
- 3 copies printed (at least)
- Umpires must receive their copy 30 mins before the game
- Opposition must receive a copy 30 mins before the game
- Each club is required to record  $\frac{1}{4}$  by  $\frac{1}{4}$  scores, goal kickers and best players. Both home and away team sheets to be handed to ground manager after the game.

Additions and alterations may be made to the original team list by arrangements with the umpire up until the commencement of the match but must be updated online before the match commences. The opposition team are also to be advised of any alterations. Only amendment permitted after the commencement of the match is a change of jumper number (due to tear/blood on jumper e.g.). Again these amendments must be reported to the umpires (at the end of the quarter) and to the opposition team manager as soon as the change is made.

### Team List for Newspaper – Men's Premier Division Only

Accurate teams, in position order are to be input into *Footyweb* by 10am Friday. Max 25 players (i.e. 22 + 3 emg). There are sent to the newspapers for publication. A club of the year points will be deducted for clubs who do not have their team entered by this time.



## Registrations

All players must be registered prior to taking the field. (A player is considered registered when they appear as active on the club's Footyweb membership database).

All player registrations must be submitted electronically via Footyweb by the player or, where the player is Under 18 years of age as of 1 January in the year of registration, the registration must be completed by the player's parent or legal guardian.

Players who have played previously for another club, senior or junior must obtain a transfer from their previous club. If you have any issues with transfers please email Chris Corby at [chris.corby@afl.com.au](mailto:chris.corby@afl.com.au).

## Transfers

Any player who has played previously, either for a junior or senior club is required to obtain a transfer from their previous club. This is done via Footyweb.

Transfers must be actioned within 6 business days or the transfer will be automatically granted on club databases.

Transfers can only be denied for the following reasons:

- Under contract with previous club (Club needs to provide copy of contract)
- Owes money to previous club (Clubs needs to provide proof)
- Has property belonging to previous club (Clubs needs to provide proof)
- No longer wishes to be cleared (player needs to complete Withdrawal of transfer form)

Automatic transfers will be granted to any player who has not played for 24 months, or played for a junior club. This will still need to be approved manually.

Any Under 17's players playing Under 19's must be processed with a "Local Interchange Permit" as opposed to a full transfer. Players who are under the age of 16 years as at Jan 1 of the relevant season must approved by the league before being eligible to play U19s. Prior to approval being considered, the league must receive consent (via the club) from the player's parents/legal guardians.

## Local Interchange Permits

Permits can only be provided on the following basis:

- GSJ Under 17's playing Under 19's (Local Interchange Permit)
- Student Permits. Can return to home clubs during school holidays. Evidence of school term must be provided and must be lodged before 30th June (Local Interchange Permit)
- Transfer between AFL Sydney Clubs subject to MOU. (Local Interchange Permit)
- NEAFL top up players (Local Interchange Permit)
- Transfer between leagues with MOU in place i.e. NEAFL, South Coast, Black Diamond, North Coast, etc. (Local Interchange Permit)

**Match Day Permits option in Footyweb is not to be used, only Local Interchange Permit**

## Match Times

### Match Durations

The duration of quarters for all home and away matches will be as follows:

- Premier Division twenty (20) minutes plus time on
- Division One twenty two (22) minutes (no time on)
- Division Two twenty two (22) minutes (no time on)
- Division Three twenty two (22) minutes (no time on)
- Division Four twenty two (22) minutes (no time on)
- Division Five twenty two (22) minutes (no time on)
- Women's Premier Division twenty (20) minutes (no time on)
- Women's Division One twenty (20) minutes (no time on)
- Under 19's Division One twenty (20) minutes (no time on)
- Under 19's Division Two twenty (20) minutes (no time on)

Times for quarter, half and three quarter time breaks are as follows:

#### Premier Division

- Quarter Time - Shall not exceed six (6) minutes
- Half Time - Shall not exceed twenty (20) minutes
- Three Quarter Time - Shall not exceed six (6) minutes

#### All Other Competitions

- Quarter Time - Shall not exceed five (5) minutes
- Half Time - Shall not exceed fifteen (15) minutes
- Three Quarter Time - Shall not exceed five (5) minutes

### Warning Sirens

Timekeepers are to sound the siren as an indicator to players and officials as follows:

- As umpires enter the playing field prior to the start of the game and start of the third quarter (when umpire hold ball up in the air, once)
- Five minutes prior to scheduled starting time of the match and third quarter (once)
- Two minutes prior to scheduled starting time of all quarters (Twice)
- One minute prior to scheduled starting time of all quarters (Once)
- Scheduled starting time of all quarters (Once)

### Time on

#### ***In competition where time on is applicable:***

The Timekeepers shall stop the clock which is used for timing when:

- a) Directed to do so by a field umpire by blowing the whistle and raising one arm above his or her head.
- b) The goal umpire first signals that a goal has been scored
- c) The goal umpire first signals a behind has been scored

- d) When the field umpire crosses his or her arms to indicate he/she is going to bounce or throw the ball up

The Timekeepers shall recommence the clock when:

- a) Directed to do so by a field umpire by blowing the whistle and raising one arm above his or her head.
- b) The football is bounced or thrown up by the field umpire
- c) The football is brought back into play after a behind has been scored.
- d) The football is obviously in play

Please note, for Premier Division games only, in the case of the ball going out of bounds or out of bounds on the full, the time added is that which elapses between the time that the boundary umpire signals out of bounds and the football is thrown back into play by the umpire or brought back into play by the player.

***In competitions where time on is not applicable:***

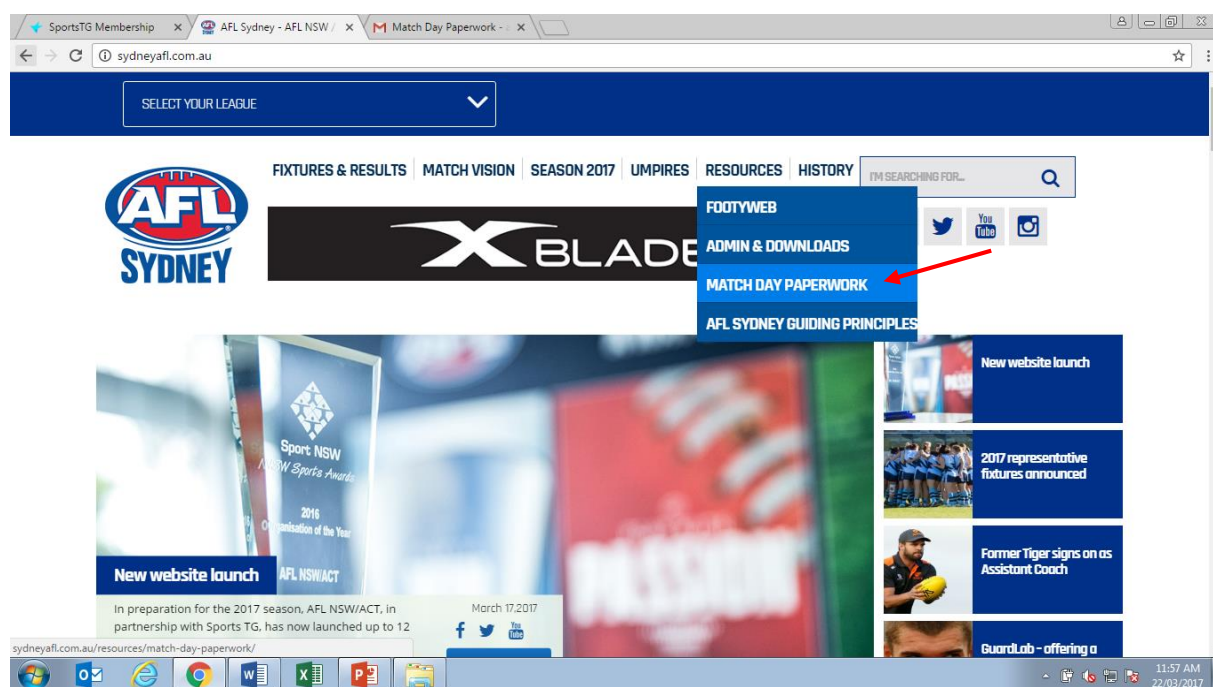
The clock is only stopped when the field umpire signals the blood rule or when the field umpire stops the game after the stretcher has been taken onto the field. If a stretcher is taken onto the field, the player concerned CAN NOT take the field again until 20 minutes (excluding breaks) has elapsed from the player leaving the field.

## Umpire Match Reports

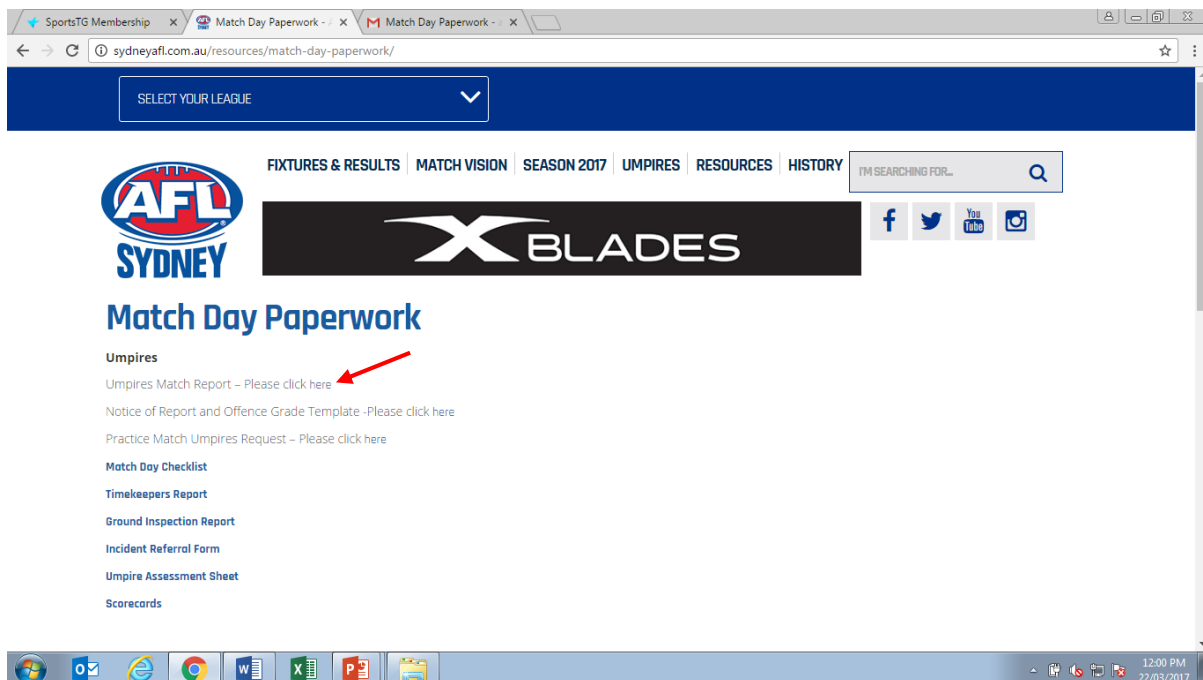
Post-game all umpires will be required to fill out an umpires report online. This is the third season umpire reports have been entirely online. Clubs who fail to enter in an umpire report for each match that club umpires officiate will be fined club of the year points. Below is a guide of where to find the umpire reports. The link is below, or can be found on the AFL Sydney website as per the following instructions.

[https://docs.google.com/forms/d/e/1FAIpQLSfpy7OtiNTsazRSPcUI\\_w0namF714TpwJvKDvQa2Hm8SEyX6A/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfpy7OtiNTsazRSPcUI_w0namF714TpwJvKDvQa2Hm8SEyX6A/viewform)

Open up the **AFL Sydney website** and under the **Resources** tab select **Match Day Paperwork**

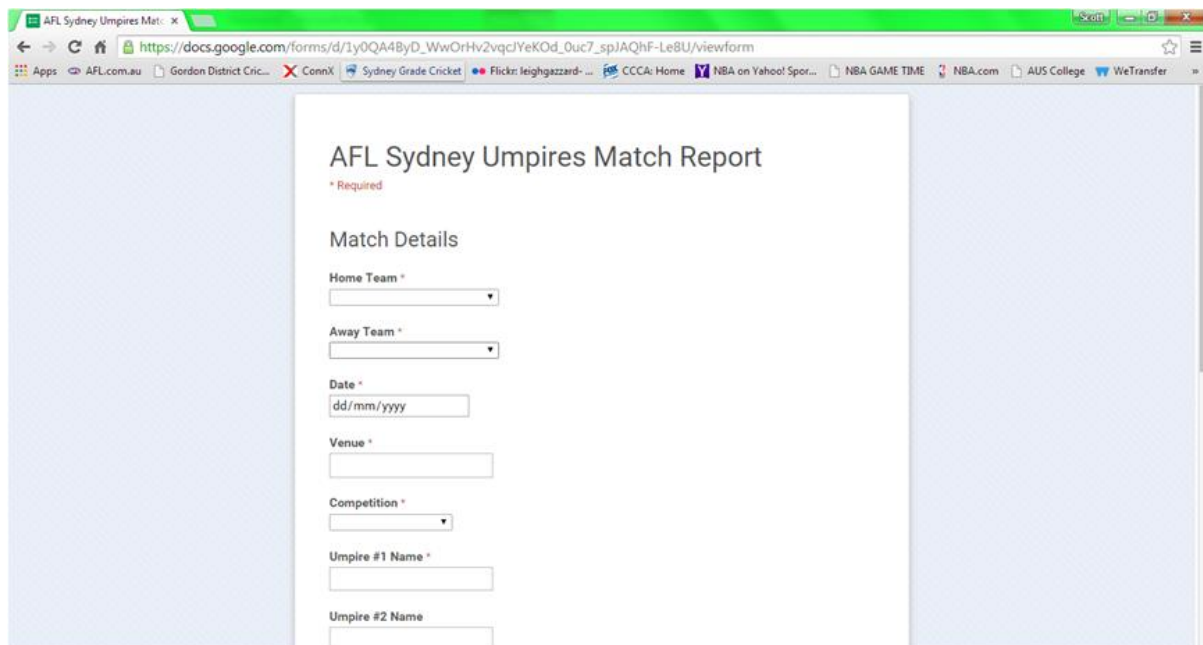


Once inside **Match Day Paperwork** select **Umpires Match Report**



The screenshot shows the AFL Sydney website's 'Match Day Paperwork' section. The navigation menu includes 'FIXTURES & RESULTS', 'MATCH VISION', 'SEASON 2017', 'UMPIRES', 'RESOURCES', and 'HISTORY'. The 'UMPIRES' link is selected. Below the navigation, there is a search bar and social media icons. The main content area is titled 'Match Day Paperwork' and lists several links under the 'Umpires' category: 'Umpires Match Report - Please click here' (highlighted with a red arrow), 'Notice of Report and Offence Grade Template - Please click here', 'Practice Match Umpires Request - Please click here', 'Match Day Checklist', 'Timekeepers Report', 'Ground Inspection Report', 'Incident Referral Form', 'Umpire Assessment Sheet', and 'Scorecards'.

Page 1 of the Umpires Match Report is about match details where the Umpire will select / enter required information such as teams playing, date, venue, what division and also the names of all field umpires officiating the match.



The screenshot shows the 'AFL Sydney Umpires Match Report' form. The form is titled 'AFL Sydney Umpires Match Report' and includes a 'Match Details' section. The fields in the 'Match Details' section are: 'Home Team \*' (dropdown menu), 'Away Team \*' (dropdown menu), 'Date \*' (text input with placeholder 'dd/mm/yyyy'), 'Venue \*' (text input), 'Competition \*' (dropdown menu), 'Umpire #1 Name \*' (text input), and 'Umpire #2 Name' (text input). The form is displayed on a Google Forms interface.

Once completed click the **Continue** button. NOTE: you will not be able to go onto the next stage unless all questions with a red asterisks (\*) next to them are completed

AFL Sydney Umpires Match Report

Umpire #3 Name

Boundary Umpire #1 Name

Boundary Umpire #2 Name

Boundary Umpire #3 Name

Goal Umpire #1 Name

Goal Umpire #2 Name

Continue »

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The next page is where additional match details such as Ground Manager identified, teams correctly attired, siren audible etc. are entered. There is a comments box under each question for anything that is worth noting.

AFL Sydney Umpires Match Report

\* Required

Additional Match Details

Ground Manager Identified \*

Home Team

☐ Yes

☐ No

Comments

Match Commenced on time \*

Yes No

Home Team	<input type="radio"/>	<input type="radio"/>
Away Team	<input type="radio"/>	<input type="radio"/>

Comments



Also in this section is where report details are noted if a player has been reported. The player's details need to be recorded here (as per example below). Once this section has been completed, press **Continue**. Please note, if a player(s) has been reported the umpire must also complete a Notice of Report & Offence Grade Template form (see next section for details).

AFL Sydney Umpires Match Report

Any Reports \*

	Yes	No
Home	<input checked="" type="radio"/>	<input type="radio"/>
Away	<input checked="" type="radio"/>	<input type="radio"/>

Reported Players

Club & No

Chris Judd - #5 - Carlton

Any Additional Comments

Match Report Submitted By \*

Name of Umpire inputting information

Gary Ablett

Back Continue

The last section requires umpires to input best and fairest votes. When recording these votes into the document shown, please make sure you enter the players number, name and club, in this order. Once completed, press the **Submit** button

AFL Sydney Umpires Match Report

\* Required

Best and Fairest Votes

3 Votes \*

Write players number - name - club

#5 - Chris Judd - Carlton

2 Votes \*

Write players number - name - club

#5 - Chris Judd - Carlton

1 Vote \*

Write players number - name - club

#5 - Chris Judd - Carlton

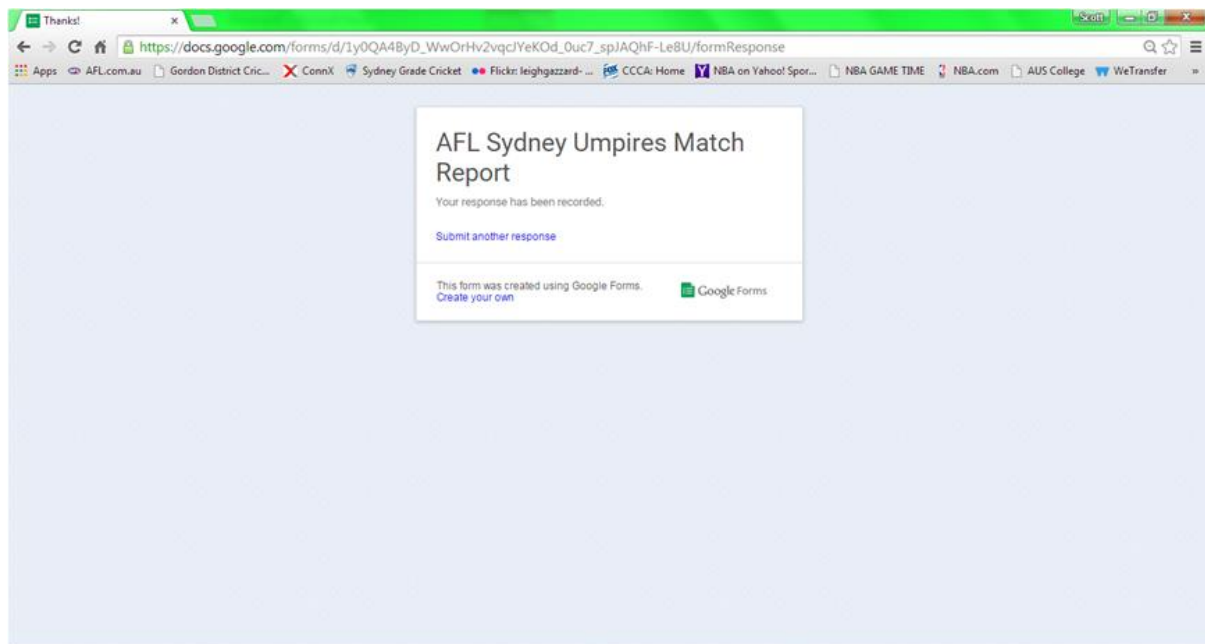
Back Submit

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After submitting the report the below page should show up confirming that the response has been recorded

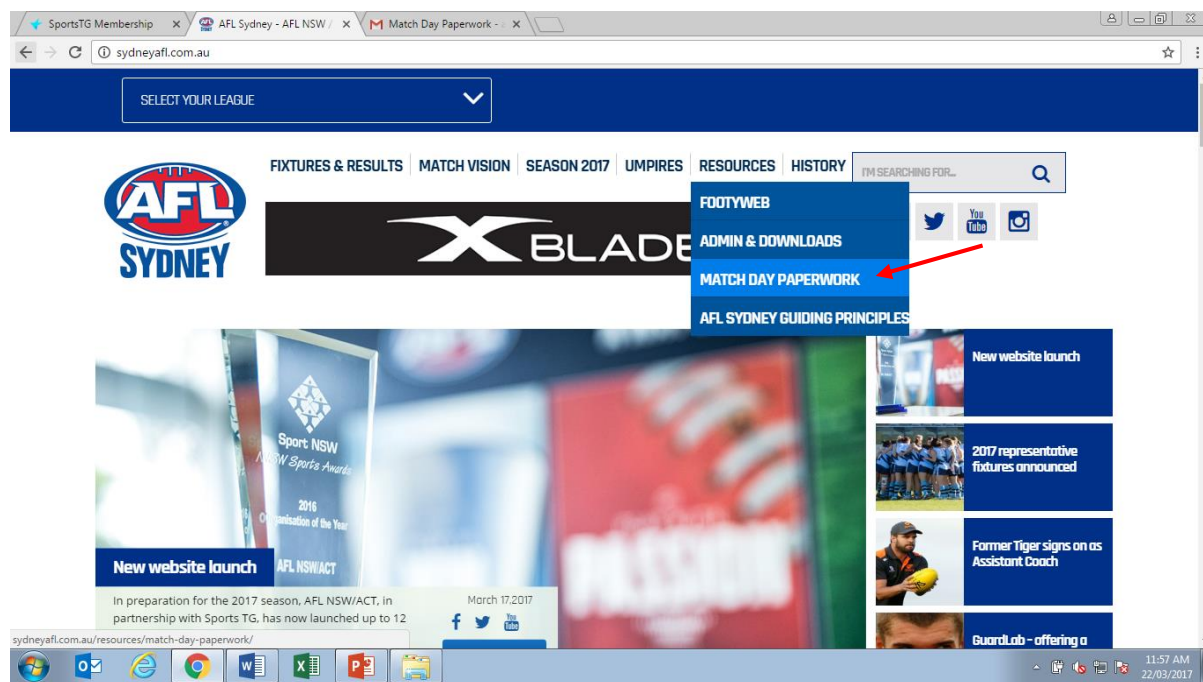


## Notice of Report and Offence Grade Template

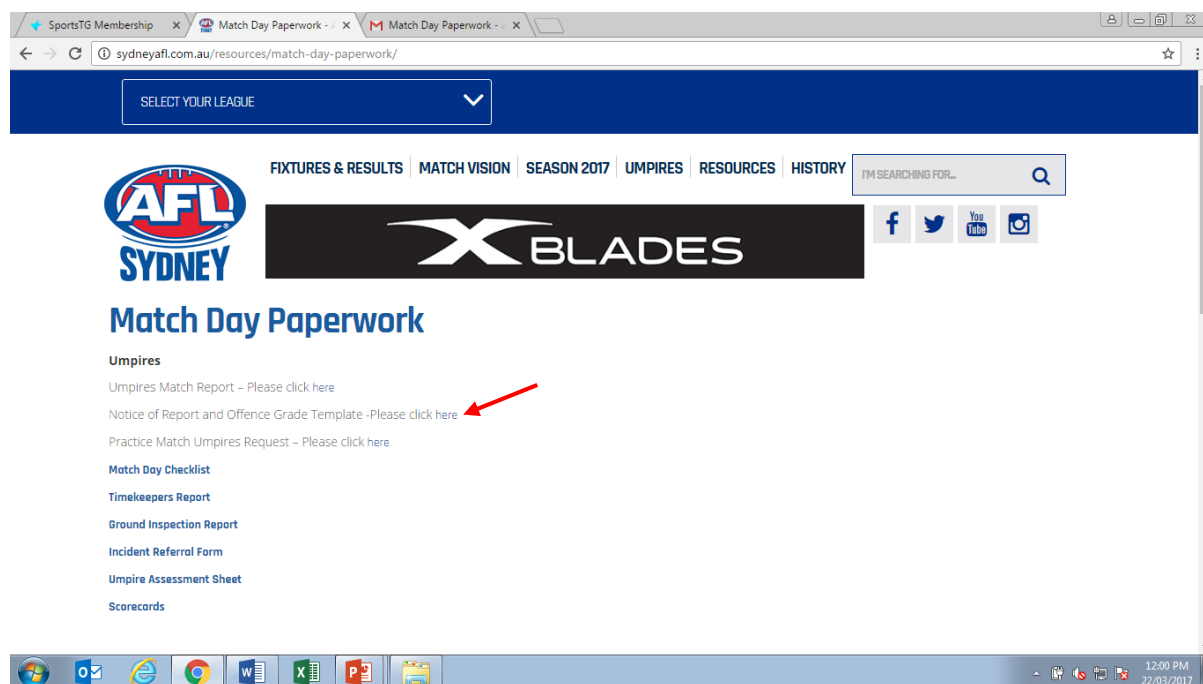
Post-game any umpires that lay a report will be required to fill out a notice of report and offence grade template form online. The link is below, or can be found on the AFL Sydney website as per the following instructions.

<https://docs.google.com/forms/d/e/1FAIpQLSe32grZn7HzSfic1AlvUpDPsxj8FSyUE8iE-H4frVSVYUZ1aA/viewform>

Open up the **AFL Sydney website** and under the **Resources** tab select **Match Day Paperwork**



Once inside **Match Day Paperwork** select **Notice of Report and Offence Grade Template**



Page 1 of the template is about the report details and will ask the Umpire to select / enter required information such as the reported players name, jumper number and club, what division, what was the offence, what is the offended player's details, etc.

Notice of Report and Offence Grade	
* Required	
Division *	Select from Drop Down Box
Match Between - Home Team *	Select from Drop Down Box
Match Between - Away Team *	Select from Drop Down Box
Match Date *	dd/mm/yyyy
Player Reported - Name *	
Player Reported - Jumper Number *	
Player Reported - Club *	Select from Drop Down Box
Reportable Offence *	Select from Drop Down Box

At the bottom of page one, the umpire will be asked to select whether the offence was a contact offence (eg. striking) or an auditory offence (eg. obscene language towards an umpire). Page 2 of the report will then be tailored to the umpire's selection.

Quarter Incident Happened *	What quarter did the incident happen in
Offended Player - Name *	Input N/A if no player involved (i.e. auditory offences etc)
Offended Player - Jumper Number *	Input N/A if no player involved (i.e. auditory offences etc)
Offended Player - Club	Select from Drop Down Box
Details of the Incident *	Provide details of the reportable offence (state quarter and vicinity of ground offence occurred, for auditory offences please include the exact words which were said)
Reporting Umpires Name *	
What was the Offence? *	<input type="radio"/> Contact <input type="radio"/> Auditory

## Page 2 – Contact Offences.

If the umpire selects 'contact offence' on page one, they will be asked to grade the offence as either intentional or careless, and then will be asked to rate the level of impact, plus indicate what area of the body contact was made to.

CONTACT OFFENCES

**Offence was: \***  
INTENTIONAL – A Player intentionally commits a Classifiable Offence if the Player engages in the conduct constituting the Reportable Offence with the intention of committing that offence. CARELESS – A Player's conduct will be regarded as Careless where it constitutes a breach of the duty of care owed by the Player to all other Players. Each Player owes a duty of care to all other Players, Umpires and other persons (as applicable) not to engage in conduct which will constitute a Reportable Offence being committed against that other Player, Umpire or other person (as applicable). In order to constitute such a breach of that duty of care, the conduct must be such that a reasonable Player would not regard it as prudent in all the circumstances. Further, a Player will be careless if they breach their duty to take reasonable care to avoid acts which can be reasonably foreseen to result in a Reportable Offence.

☐ Intentional  
☐ Careless  
☐ Not Applicable

**Impact \***  
Determining the level of impact  
☐ Severe  
☐ High  
☐ Medium  
☐ Low  
☐ Other:

**Area of Body**  
☐ High/Groin  
☐ Body  
☐ All

## Page 2 – Auditory Offences.

If the umpire selects 'auditory offence' on page one, they will be asked to grade the level of the offence (i.e. were the comments loud/medium/soft, where the comments threatening/abusive/obscene, etc.).

AUDITORY OFFENCES \*

LOUD - Could be heard by Spectators; MEDIUM - Could be heard by other Players; SOFT - Could be heard by Umpire only

☐ Loud  
☐ Medium  
☐ Soft

**Comments were \***  
☐ Threatening & Obscene  
☐ Threatening  
☐ Abusive or Obscene  
☐ Insulting

**Were the comments a Result of a Disputed Decision \***  
☐ Yes  
☐ No

**Were the comments directed \***  
☐ Were the comments directed  
☐ At another player or person  
☐ In General

**Please advise the exact wording of what was said \***

Page 3 of the report is the same for auditory and contact offences. The umpire will be asked whether they believe a prescribed penalty should be offered and will also be given the opportunity to make any comments to go with this recommendation. Once completed, the **Submit** button must be pressed.

**OTHER DETAILS**

**Should the player be Offered a Prescribed Penalty \***  
A player will be offered a prescribed penalty unless the offence is of a serious nature

☐ Yes  
☐ No

**Comments**  
A player will be offered a prescribed penalty unless the offence is of a serious nature

**Umpires Name \***  
Full Name

[« Back](#) [Submit](#)

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After submitting the report the below page should show up confirming that the response has been recorded

Thanks!

[https://docs.google.com/forms/d/1y0QA4ByD\\_WwOrHv2vqclYeKOd\\_0uc7\\_spJAQhF-Le8U/formResponse](https://docs.google.com/forms/d/1y0QA4ByD_WwOrHv2vqclYeKOd_0uc7_spJAQhF-Le8U/formResponse)

**AFL Sydney Umpires Match Report**

Your response has been recorded.

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## Match Day Ground Requirements

### Ground Markings

- Must be clearly marked (i.e. weekly)
- Centre square must be 50m
- Interchange must be equidistant from both interchange benches
- Boundary line must be a minimum 3m inside the fence/any obstructions

### Goal Post Padding

- Must be a minimum of 2.5m in height & 35mm in thickness

### Scoreboard

- All matches are to have a scoreboard in operation

### Changerooms

- Opposition changerooms must be cleaned prior to matchday and anything stored in them removed.

### Timekeeping Facilities

- Table & Chairs with unobstructed view of the match
- Siren
- Time Clock
- Timekeepers Card
- Yellow/Red Card

### Footballs

- KB Sherrins (men's excluding Division Four & Five and Under 19 Division Two – size 5 can be used) and Women's Match 4 (women's div one 4 or 4.5) Only
- Red for day; Yellow Veg Tan for night (3pm or onwards start time)
- 2 Balls to be available for each match (game ball & spare)
- Premier Division – 1 new ball
- All other divisions – 2 suitable 'used' footballs (used ball is one that has been used for a maximum of two games previously)

### Emergency Medical Arrangements

- ERC must be in attendance for all AFL Sydney matches. Match is not to commence if none present
- All clubs should have details of nearest emergency medical centre's displayed in all changerooms.
- Ensure that ambulance gates are unlocked and access to ground is unimpeded.

### Stretcher

- Scoop stretcher or similar
- No canvas stretchers

## JLT Match Day Insurance Checklist

A JLT Match Day insurance checklist must be completed prior to the first game of the day. If a player is injured and the match day checklist has not been completed they will not be covered by insurance.

To complete the form, download the JLT app in the app store (search JLT AFL Match Day). Once in the app, select 'Checklist' then 'New' and complete the relevant match details.

The app requires the home team to enter the name of an appropriate away team official who has given their sign off on the ground conditions.



## Match Day Club Official Duties

### Ground Manager – Home Club Responsibility

- Responsible for Match day requirements
- Wear Yellow Vest
- Introduce themselves to opposing team & umpires
- Distribute & collect paperwork to/from umpires and timekeeper
- After match collect team sheet from both club, which is to include ¼ by ¼ scores, goalkickers and best players
- **Clubs no longer required to SMS scores through to the league following completion of games**
- Arrange for match details to be input into Footyweb by 7pm for day games and 10.30pm for night games. **Home club should enter all details including opposition player changes as listed on team sheet**
- Arrange for paperwork to be email to [chris.corby@aflnswact.com.au](mailto:chris.corby@aflnswact.com.au) by 7pm Sunday night (no longer are hard copies returned to the League). Hard copies of paperwork should be kept by the club for the season in case league needs to check anything
- Ensure umpires (league and club appointed) are aware they are required to complete Umpires Match Report online

### Umpires Escort – Home Club Responsibility

- Wear Orange Vest
- Escort umpire to/from change room to centre of field before the game, at half time & after the game.
- Stand with umpires, and provide drinks at ¼ & ¾ time
- Any other reasonable requests from umpires

### Team Manager

- Ensure team players & officials abide by By-Laws & any reasonable request from the umpire
- Introduce themselves to umpire & opposition team manager & exchange team lists at 30mins prior to the match
- Make any team changes online prior to start of match
- Record ¼ by ¼ scores, goalkickers and best players on team list and give to ground manager at completion of match.
- Get “All clear” from the umpires after the match

### Timekeeper

- Premier Division – Both clubs to provide a timekeeper
- All Other Divisions – Home club only, however away clubs are encouraged to provide one and are incentivised via Club of the Year.

### Team Runner

- **Only 1 permitted per team**
- Name recorded on team list

- Can enter straight from bench
- Coaches & suspended players cannot act as runners
- No communication devices allowed
- Pink Shirt & Shorts, club name on back

#### Trainers, Other Medical Staff & Water Carriers

- Max of **four** in total
- Home teams responsibility to provide accredited Sports Trainer
- Names must be recorded on team list
- Coaches & Suspended players cannot fill this role
- Cannot deliver messages & must not linger on ground
- Must wear blue trainers tops with club name on the back, club shorts or black tracksuit pants/leggings, running shoes or football boots
- Must be a minimum of 14 years of age

#### Officials on Bench

- 4 officials outside of the trainers/medical staff/water carriers are permitted on the bench (coaches etc)
- Must be recorded on team list

***No club official is to consume alcohol either before or whilst fulfilling an official role.***