



UMPIRES HANDBOOK 2019

AFL North East Border Umpiring

www.aflneb.com.au

 www.facebook.com/umpireneb

 @neb_umpires

Unit 6, 2 Romet Road | Wodonga | VIC 3690

2019 Commercial Partners

Hume Bank

**COMMERCIAL
CLUB Albury**



**LA TROBE
UNIVERSITY**

Contents

Introduction	3
Umpire Coaching Contacts	4
Umpire Training Venues	5
Umpire Appointments	5
Umpire Availability	6
Match Day Reports	6
Tribunals	7
Dress Expectations	7
Arriving at the Ground and Pre Match Duties	8
After the Match	9
Umpires Expectations	9
Umpires Registration	10
Umpires Policies	10
Football Leagues	10
Match Payments	11

Introduction

Welcome to the 2019 season with the AFL North East Border Umpiring Group. The coaching staff and I are really looking forward to a successful season of umpiring for all involved.

I would like to thank you for taking up the challenge of umpiring for the upcoming year. It is something that takes a lot of courage and determination, but at the same time it can be very rewarding. Whatever your goal is for the 2019 season, I certainly hope that you can achieve it.

This handbook has been put together to assist you with the information and administrative requirements regarding umpiring in the various leagues that the AFL North East Border Group umpire.

The AFL North East Border Umpire Coaching team is committed to assisting you in your development as an umpire. Feel free to discuss any issues you have with your umpiring with them or myself as we are all here to assist you becoming a better umpire.

Umpiring is physically demanding so fitness plays a very big part in the standard of your performance. The less fatigue you suffer during a match will in turn lead to better decision making at those crunch moments. Umpires are strongly encouraged to attend training on Tuesdays and Thursdays throughout the season at their closest training venue.

I would like to thank the Umpire Coaching Group for their support for umpiring in the North East Border region.

I wish you all the best for 2019.

Mark Bywater
Umpire Manager
AFL North East Border

Umpire Coaching Contacts

Umpire Manager

Mark Bywater

Ph: 02 6056 1993 | email: mark.bywater@afl.com.au

Senior Assistant Field Umpires Coach

Graeme Mathewson

Mobile: 0419 560 706 | email: graeme.mathewson59@gmail.com

Boundary Umpire Coaches

Phillip Lewis

Mobile: 0427 216 668 | email: phill.lewis.plumbing@gmail.com

Goal Umpire Coach

Norm Maclure

Mobile: 0407 285 049 | email: norman.maclure@bigpond.com

Assistant Field Umpire Coaches

John Whitehead

Mobile: 0439 641 739 | email: jandcwhitehead@gmail.com

Rod Miller

Mobile: 0431 129 622 | email: rmiller2010@gmail.com

Assistant Boundary Umpire Coaches

Phillip Sattler

Mobile: 0488 776 414 | email: philsattler@gmail.com

Jarrold Scammell

Mobile: 0491 075 571 | email: jtrain064@gmail.com

Junior Umpire Development Coach - Albury

Jason Raine

Mobile: 0455 069 783 | email: jasonraine2015@gmail.com

Junior Umpire Development Coach - Wangaratta

TBC

Albury Fitness Coach

Dale Skinner

Mobile: 0438 593 347 | email: dskinner77@hotmail.com

Wangaratta Fitness Coach

Tom Larkins

Mobile: 0411 498 778 | email: larkinstom49@gmail.com

Tribunal Coordinator

Peter Albury

Mobile: 0404 822 764 | email: petera65@bigpond.com

Umpire Training Venues

Fitness plays an important role in preparing the umpire to perform at their best. The fitter you are the less likely you are to suffer from fatigue during a match and be in a better condition to make correct decisions.

For this reason, umpires should try to train at least once a week throughout the season. If for any reason you are unable to train please advise the appropriate coach and all training information can be found on the AFLNEB website to allow you to see what the group did on that night.

The North East Border Umpiring Group has two training venues. Umpires are able to attend either group that is most suitable to them.

Albury/Wodonga Group

Xavier High School – Fallon Street, North Albury

Training is conducted each Tuesday (6.00pm to 7.00pm) and Thursday (6.00pm to 7.30pm)

Wangaratta Group

Wangaratta Show Grounds (Norm Minns Oval) – Evans Street, Wangaratta

Training is conducted each Tuesday (6.00pm to 7.00pm) and Thursday (6.00pm to 7.30pm)

The second session at each venue usually includes a coaching session.

Umpire Appointments

Schedula (www.schedula.com.au) will be used to manage all umpiring appointments. All umpires will need to have a unique email address to access the system as the email address is used to login and can only be attached to one person.

All umpires will receive an email from schedula advising of their appointment, the umpire is required to log into schedula to see the appointment and confirm their appointment by Thursday 3pm. If unable to fulfil an appointment please contact your relevant coach.

All match appointments and travel arrangements will also be uploaded to the AFL North East Border website each Wednesday.

Any changes to the match day appointments due to umpires not being able to attend the match must be advised to the relevant coach and Umpire Manager by the Monday following the match.

Umpire Availability

It is expected that umpires will advise of any unavailability at least seven (7) days prior to being unavailable. This allows the coaching staff to appoint umpires in advance with the knowledge of the umpires that are available. Please update your availability status for any day in schedula (www.schedula.com.au) or advise Mark Bywater who can update this for you in schedula.

If for any reason the umpire is unable to fulfil an appointment they have received they need to make contact with their respective coach who will organise a replacement. If the umpire on match day is unable to make the ground they are to advise either one of the other officiating umpires or their coach as soon as possible.

Match Day Reports

When an umpire makes a match day report in any grade they are to do the following.

Complete 'Notice of Report' following the game accurately and have another umpire check once you have completed. Take your copy of the report for your records. The club team manager should collect their copy from the umpire room following the match and it is their responsibility to return to the league with the match paperwork.

As soon as possible after the match the umpire must complete the 'Umpire Notes for Match Report'. The link to this form can be found on the AFLNEB website under Umpires/Administration/Match Day Reports. Once you press submit this will be sent to;

- Peter Albury (Reports/Tribunal Coordinator): petera65@bigpond.com
- Mark Bywater (Umpire Manager): mark.bywater@afl.com.au

This form is to be completed for all reports in all leagues, even if the player accepts the set penalty on the day of the match. The league may not accept the set penalty and a tribunal hearing may be required.

Where a tribunal hearing is required Peter Albury will organise a Tribunal Advocate who will prepare the umpire for the tribunal hearing. If player is offered the set penalty and accepts this there will be no tribunal hearing where the league approves the request. Where a tribunal hearing is to take place, Peter Albury will make contact with the umpire to confirm any tribunal requirements.

For all reports made in the Hume Football League the umpire must complete the Hume League Prescribed Set Penalty Form and return to Peter Albury. The player is not offered a set penalty following the match, the league will determine the penalty from the details provided on this form and advise the club. If a tribunal is required the above process will be used in organising an umpire advocate.

Tribunals

Where the umpire makes a game day report the umpire must complete the *Umpire Notes for Tribunal Hearing* sheet (can be downloaded at www.aflneb.com.au) as soon as possible following the match and email a copy to the Tribunal Coordinator and Umpire Development Manager. The Tribunal Coordinator will be in contact if the matter is referred to the tribunal and will organise an advocate to attend the tribunal with the umpire.

Remember, **DO NOT UNDER ANY CIRCUMSTANCES DISCUSS A REPORT** with any club official or media reporter. If asked by a media reporter you can provide responses to yes a player was reported and to what the player has been reported for, eg striking, abusive language, etc.

Tribunals for leagues are held on either Tuesday or Wednesday night. The venue and time of the tribunal will be advised by the league coordinating the tribunal for the report.

Dress Expectations

An umpire's standard of dress on and off the field can make a lasting impression and have an influence on your overall performance in the eyes of players and spectators alike. 'Looking like an umpire' will help gain trust and respect by the football community.

The uniform that umpires are required to wear when arriving and leaving the ground is:

- AFL North East Border polo shirt
- Dark Pants (shorts allowed in preseason or where temperature exceeds 30 degrees)
- Suitable footwear – NO THONGS

The onfield uniform for field and boundary umpires is:

- AFL North East Border Umpiring Shirt
- AFL North East Border Umpiring Shorts
- Green socks
- White or Green wristbands
- White running shoes (or white football boots in wet weather)
- Whistle
- Card/paper for writing down reported player numbers
- Pen/pencil
- Red and Yellow Cards (Field Only)

The onfield uniform for goal umpires is:

- AFL North East Border Goal Umpiring Shirt
- Black pants
- Black football boots
- Black Socks
- AFL North East Border Goal Umpiring Spray Jacket for wet weather
- AFL North East Border Goal Umpiring Cap
- White Flags
- Pencils & Pens as required
- Scorecards

All umpires must carry the law book and any other required match day paperwork. It is recommended that all umpires take sufficient drinks and any food they wish to consume during or after matches.

By abiding by these standards, we are showing our unity and professionalism to the wider football community.

Arriving at the Ground and Pre Match Duties

Umpires are to arrive at the ground no later than 45 minutes before the start of the game. However, it is recommended that you arrive at least 60 minutes before your scheduled start time. This time will be needed to change, warm up and prepare for your match. **IF YOU ARE RUNNING LATE, YOU NEED TO CALL YOUR RUNNING PARTNERS IMMEDIATELY AND ADVISE.**

Umpires have use of the umpires change rooms at each ground. Please ensure you keep these rooms tidy, and ensure you leave the room the way that you found it when you arrived, ensuring all rubbish is cleaned up and placed into a plastic bag or a bin.

DO NOT LEAVE VALUABLES IN THE UMPIRES ROOM WHILE IT IS UNATTENDED, THE CLUB IS NOT RESPONSIBLE FOR SECURITY.

Warm-up exercises must be thorough. This should include a warm-up jog, static stretches, dynamic stretches and run throughs all prior to walking out on the ground.

FIELD UMPIRES: Visit the players rooms before the start time. Do not interrupt the coach addressing his team. At a minimum, introduce yourself to the coach and the captain (and make sure you get their names). Senior Umpires – take time in the rooms to talk to as many players as possible. Do not address the players en-masse. You should be unobtrusive and friendly. Never attempt to advise on how you are going to umpire or interpret a particular rule.

After the Match

At the end of the game, join the other umpires and walk off the field as a team. Go directly to the Umpires Room.

Post-Match Paperwork

It is important that the match day paperwork is filled in as accurately as possible. Each league (home team) will provide all match day paperwork and this should be available in the umpires change room prior to the match commencing.

Following the match you should have the following for the home club to return to the league

- Teams Sheets
- Umpire Match Report
- Best and Fairest Votes (to be placed in separate envelope)
- Scorecards (if required)
- Any Reports (Including Set Penalty Sheets)

Ensure the Umpires Room is tidy before you leave by placing any rubbish in the bins provided. If our space is left untidy then it reflects poorly on umpiring as a whole, and clubs may not bother providing us with a clean space to begin with.

It is encouraged that all umpires (particularly Senior Field Umpires) socialise with players and officials after the game in the club room, particularly if invited by the home club. Staying for one drink is all that needs to occur. This reflects positively upon the Umpiring Group within the wider football community

Umpires Expectations

It is expected that umpires will adhere to the following expectations as a member of the AFL North East Border Umpiring Panel.

Behaviour - adherence to Umpiring Department standards, policies, procedures and expectations as listed in this Umpiring Manual and on the AFLNEB Website.

Match Day Performance - Umpires to perform to their best in regard to Decisions, Match Management, Skills, Umpire to Game Plan, Implementation of Feedback and Professionalism.

Physical Performance Training - Umpires to commit to Attendance, Effort, Participation and Ability to complete training sessions

Coaching Sessions - Umpires to commit to Attendance, Participation, Understanding of and acceptance of Feedback.

Umpire Accreditation - All umpires to commit to completing Level 1 and Level 2.

Umpires Registration

The registration fee for umpiring in 2019 is set as follows;

- Under 18: \$35.00
- Over 18: \$55.00

The fee will be deducted from the first umpire payment of the year (after round 4).

Umpires Policies

There are a number of policies that umpires need to be aware of while being a registered member of the AFLNEB Umpire Panel. These policies can be found on the AFLNEB website for your reference with policies covering;

- Injury and Work Cover Procedure
- Umpire Selection Policy
- Umpire Code of Conduct
- Umpire Media Policy
- Umpire Social Media Policy
- Umpire Grievance Policy

Anyone who does not adhere to these policies will not umpire with the AFLNEB Umpiring Group.

Football Leagues

The following is a list of the football leagues where the North East Border Umpiring Panel appoints umpires. You can check their websites for fixtures, results, clubs and ground locations.

- Ovens & Murray Football League
- Tallangatta & District Football League
- Ovens & King Football League
- Hume Football League
- Upper Murray Football League
- Albury/Wodonga Junior Football League
- Wangaratta District Junior Football League

Match Payments

Payment of umpire fees will be made directly to a bank account. The first four weeks will be paid at the end of April/early May then match payments will be made weekly. Payments are generally made approximately 12 days following the match.

Major League (Ovens & Murray)

Seniors	Home & Away	Finals (Week 1-3)	Grand Final
Field (3 Umpire)	165	236	284
Field (2 Umpire)	200		
Boundary (2 Umpire)	100		
Boundary (3 Umpire)	84	120	
Boundary (4 Umpire)	75	107	126
Goal (2 Umpire)	83	107	126

Reserves	Home & Away	Finals (Week 1-3)	Grand Final
Field (3 Umpire)	105	158	178
Field (2 Umpire)	134	182	195
Boundary (2 Umpire)	57		
Boundary (3 Umpire)	47	80	
Boundary (4 Umpire)	42	73	85
Goal (2 Umpire)	48	73	85

Thirds	Home & Away	Finals (Week 1-3)	Grand Final
Field (3 Umpire)	82	124	140
Field (2 Umpire)	102	134	150
Boundary (2 Umpire)	47		
Boundary (3 Umpire)	37	67	
Boundary (4 Umpire)	32	62	73
Goal (2 Umpire)	37	62	73

District Leagues (Tallangatta, Ovens & King, Hume, Upper Murray)

Seniors	Home & Away	Finals (Week 1-3)	Grand Final
Field (3 Umpire)	123	195	215
Field (2 Umpire)	154	205	225
Boundary (2 Umpire)	78	109	
Boundary (3 Umpire)	68	99	106
Boundary (4 Umpire)	60	89	98
Goal (2 Umpire)	68	89	98

Reserves	Home & Away	Finals (Week 1-3)	Grand Final
Field (3 Umpire)	78	106	115
Field (2 Umpire)	99	119	125
Boundary (2 Umpire)	53	80	
Boundary (3 Umpire)	43	71	78
Boundary (4 Umpire)	38	62	68
Goal (2 Umpire)	47	62	68

Thirds	Home & Away	Finals (Week 1-3)	Grand Final
Field (3 Umpire)	63	84	99
Field (2 Umpire)	84	99	109
Boundary (2 Umpire)	45	70	
Boundary (3 Umpire)	37	62	70
Boundary (4 Umpire)	32	55	62
Goal (2 Umpire)	44	55	62

Travel Payments and Arrangements

During the home and away and finals series of each senior league, travel will be paid at a rate 52 cents per kilometre. Umpires living within 20km of their training base, no travel will be paid for travel to venues within a 20km radius of the training venue. The weekly car drivers will be available on the AFLNEB website and at training. If an umpire is not on the weekly travel list they are to make their own way to the match.

Junior Leagues (Albury & Wodonga Juniors, Wangaratta District Juniors)

Under 16	Home & Away	Finals (Week 1-3)	Grand Final
Field (2 Umpire)	76	95	104
Boundary (2 Umpire)	47	52	62
Boundary (3 Umpire)	37	47	57
Boundary (4 Umpire)	32	40	52
Goal (2 Umpire)	39	47	52

Under 14	Home & Away	Finals (Week 1-3)	Grand Final
Field (2 Umpire)	58	74	81
Boundary (2 Umpire)	37	42	49
Boundary (3 Umpire)	32	38	45
Boundary (4 Umpire)	27	34	41
Goal (2 Umpire)	32	40	45

Under 12	Home & Away	Finals (Week 1-3)	Grand Final
Field (2 Umpire)	52	64	70
Boundary (2 Umpire)	N/A	N/A	N/A
Goal (2 Umpire)	29	36	40

AFLNEB Female Football League

Open Women	Home & Away	Finals (Week 1-3)	Grand Final
Field (2 Umpire)	84	95	104
Boundary (2 Umpire)	45	52	62
Boundary (3 Umpire)	37	47	57
Boundary (4 Umpire)	32	40	52
Goal (2 Umpire)	44	47	52

Youth Girls	Home & Away	Finals (Week 1-3)	Grand Final
Field (2 Umpire)	58	74	81
Boundary (2 Umpire)	37	42	49
Boundary (3 Umpire)	32	38	45
Boundary (4 Umpire)	27	34	41
Goal (2 Umpire)	32	40	45

Trial Matches – Major Leagues (Ovens & Murray)

Grade	Seniors	Reserves	Thirds
Field (3 Umpire)	65	50	40
Field (2 Umpire)	85	70	60
Boundary (2 Umpire)	70	50	40
Boundary (3 Umpire)	50	40	35
Boundary (4 Umpire)	40	35	30
Goal (2 Umpire)	40	35	30

Trial Matches – District (Tallangatta, Ovens & King, Hume, Upper Murray)

Grade	Seniors	Reserves	Thirds
Field (3 Umpire)	55	40	30
Field (2 Umpire)	65	55	45
Boundary (2 Umpire)	50	45	35
Boundary (3 Umpire)	40	35	30
Boundary (4 Umpire)	35	25	20
Goal (2 Umpire)	35	25	20