



UMPIRE HANDBOOK – 2021

AFL Wide Bay Inc

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IMPORTANT CONTACTS

Notice of Report & Incident Referral Contact (Report Hotline) – 0477 579 088

AFLWB Umpire Advisor

Matt Moller

Email: umpiring@aflwidebay.com.au

Phone: 0477 579 088

Competition Management

Dean Wicks

Phone: 0405 113 991

Email: communityfooty@aflwidebay.com.au

President – AFL Wide Bay Inc

Anthony Stothard

Email: president@aflwidebay.com.au

Phone: 0438 858 629

AFL Wide Bay – Club Venue Directory

Club	Ground	Address
Across the Waves Eagles	Frank Coulthard Oval	Thabeban Street, Norville (Bundaberg)
Bay Power	Keith Dunne Oval	Walkers Road, Urangan (Hervey Bay)
Brothers Bulldogs	Brothers AFL Complex	Faircloth Crescent, Kensington (Bundaberg)
Gympie Cats	Ray Warren Oval	Bruce Highway, Gympie
Hervey Bay Bombers	Norm McLean Oval	Raward Road, Torquay (Hervey Bay)
Maryborough Bears	Bear Park	Cnr Ross & Cardigan Sts, Maryborough

2021 COMPETITION UMPIRE ALLOCATION

Seniors

Field - League Appointed (WBFUA)

Goal - League Appointed (WBFUA)

Boundary - Refer Rules & Regulations

Reserves

Field - League Appointed (WBFUA)

Goal - League Appointed (WBFUA)

Boundary - Refer Rules & Regulations

Womens

Field - League Appointed (WBFUA)

Goal - Club Appointed

Boundary - Refer Rules & Regulations

Under 16

Field - Club Appointed

Goal - Club Appointed

Boundary - Refer Rules & Regulations

Under 14

Field - Club Appointed

Goal - Club Appointed

Boundary - Refer Rules & Regulations

Under 12

Field - Club Appointed

Goal - Club Appointed

Boundary - Refer Rules & Regulations

Where League Appointed Umpires unavailable, clubs will be required to supply Club Umpires.

UNIFORM AND APPEARANCE

Appearance is an important part of umpiring, and AFL Wide Bay Inc recognises that for our umpires to gain respect in the wider football community they must present in a professional manner.

WBFUA Members

Refer to the Wide Bay Football Umpires Association regulations regarding On & Off-field Uniforms.

Please note in that in agreement between WBFUA and AFLWBI, WBFUA members who are umpiring for clubs may wear their official uniform.

Club Appointed Umpires

Field Umpires

Club appointed field umpires (WBFUA Members) – On-field uniform as per WBFUA regulations

Club appointed field umpires (Other) – Club Umpire Uniform (as per AFLWB requirements)

Goal Umpires

Junior Football (all grades) – Light Blue Vest as per AFLQ State Junior Football Rules & Regulations

Senior Football – 'Juniors' Light Blue Vest

MATCH DAY

AFL Queensland has developed some guidelines to assist you when preparing for your match. It is important to think about the following:

- Make sure you are well rested (a good night's sleep)
- Well hydrated to ensure you are fit both physically and mentally
- Eaten a good dinner or breakfast to make sure you have enough energy for your match or matches.

As many of you umpire more than one match in a weekend, staying hydrated is crucial in ensuring that you can give your best for each game.

Umpiring Checklist (What You Should Pack In Your Bag)

- ✓ Umpires Uniform – Folded and Clean
- ✓ Running Shoes and a spare set of Laces
- ✓ Minimum of two (2) whistles
- ✓ Umpiring Hat
- ✓ Towel and Soap
- ✓ Drink Bottle
- ✓ Umpiring Pack that Contains:
 - AFL Wide Bay Umpire Handbook
 - AFL 2018 Laws Book (can be upload electronically on your phone)
 - Diary
 - Pen
 - Yellow/Red Cards
- ✓ Notepad/Diary for reporting
- ✓ Coin for centre toss
- ✓ Sunscreen

Pre-Match

Make sure you arrive at the venue **45 minutes** before start time. Arriving on time is incredibly important to ensure you have enough time to prepare for your match and ensure the game starts on time.

If you are running late, you MUST call the Competition Manager for your region. If you cannot contact them, then call the Competition Support Officer. If you cannot contact either of these please contact the AFLWB Umpire Advisor.

When you arrive at the ground, make sure you do the following:

- Locate the umpires room
- Get changed into your uniform

At 20 minutes before start time, you then go and visit the players. When visiting the rooms make sure you:

- Introduce yourself to the captain, coach and manager of each team.
- For Junior Football, check Team officials are wearing their ID around their neck.
- Check players' boots, nails and uniform. Particularly:
 - Boots: No steel capped screw-ins allowed
 - Nails: Are clipped
 - Jewellery: None allowed
- **Collect** the Match Football/s from the home team
- **Collect and check** the Team Sheets from both the home and away teams. (please note clubs must provide team sheets prior to the commencement of a match). Please refer to the back of this handbook for an example of a correct team sheet. Umpires please sign both the home and away team sheet so it can be verified as the official team sheet.

At 10 minutes before start time:

- Walk out onto ground, hold the football above your head 25m into the ground for the timekeeper
- Call for Captains 5 minutes before start - Coin Toss

During the Match

Make sure you umpire to the best of your ability at all times, as you never know when a coach is watching.

At the breaks, make sure you:

- Get a drink from the Ground Marshall (make sure you say please and thank you)
- Take note of the best players from each quarter to help you with best and fairest votes after the match

After the Match

After the final siren, move to the centre of the ground to shake hands with the players. Ground Marshall will escort you from the field.

Junior Matches

Team Managers must report to you at the centre of the ground to obtain 'all clear', and must sign the back of both Score Cards. If a report, Team Manager must then report to the Umpires Room within 10 minutes of completion of match.

Senior Matches

If a report, Team Manager must report to the Umpires Room within 15 minutes of completion of match for an 'all clear'.

INCIDENT REFERRALS – (APPOINTED UMPIRES & CLUB UMPIRES)

Where an umpire suspects that a person may have committed a Reportable Offence, the Umpire must, as soon as practical after completion of that Match and on the day of the Match contact the Umpire Advisor to discuss the incident and determine if the incident needs to be referred. If the Umpire and Umpire Advisor determine the incident is to be referred, the Umpire Advisor must:

- (a) Complete an Incident Referral form; and
- (b) Lodge a copy of the Incident Referral form to the Competition Manager.

SEND OFFS – JUNIORS

Club Umpires may send players from the playing arena under the yellow and red card system if both field umpires are in agreement. In the event one umpire wishes to send a player off and the other umpire does not agree, the player shall remain on the field and the matter referred to the AFLWB Umpire Advisor immediately following the match.

Yellow Cards

Player is Sent Off for a near reportable offence.

Duration:

Player is to leave the field for the rest of the quarter and the whole of the next quarter. Player can be replaced.

The yellow card can be used as a match management tool to lessen the chance of a player committing a reportable offence

Some instances where a Yellow Card can be used:

- Player is showing signs of aggression that could lead to a report
 - Late tackles,
 - Provoking other players (pushing, threatening)
- Failing to adhere to an umpire's request/warning
- Umpire Abuse

Red Cards

Player is Reported and Sent Off for the rest of the game

Duration: Player is to leave the field of play and not return at all.

Player is not allowed inside the fenced area and/or on the field.

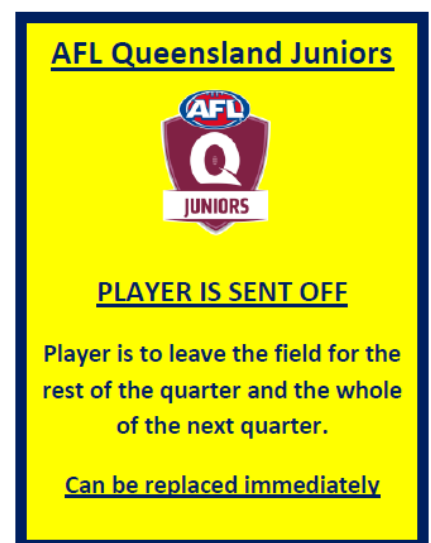
Player cannot be replaced for the rest of the quarter and the whole of the next quarter.

Some instances where a Red Card is warranted:

- Any reportable offence such as:
 - Striking, Kicking, Excessive force in tackle
 - Charging, Abusive Language to umpire using swearing
 - Misconduct

Reports must be issued on AFLQ Junior 'Notice of Charge' report. A 'Send Off' form must be completed if any Yellow or Red Cards have been issued.

PLEASE NOTE: ALL REPORTS AND INCIDENT REFERRALS MUST BE TEXT TO THE NOTICE OF REPORT CONTACT (AT THE FRONT OF THIS BOOK) AFTER THE COMPLETION OF THE GAME.



SEND OFFS - SENIORS

Yellow Cards

Player is Sent Off for a near reportable offence and/or for a reportable offence.

Duration:

Player is to leave the field for 15 minutes of elapsed time.

Player can be replaced immediately.

The yellow card can be used as a match management tool.

It is also used for a reportable offence.

Some instances where a Yellow Card can be used:

- Player is showing signs of aggression that could lead to a report
- Late tackles
- Provoking other players (pushing, threatening)
- Failing to adhere to an umpire's request/warning
- For any reportable offence which would not be of serious nature.

Any report which will be deemed to have 3 or less weeks will result in a yellow card.

Red Cards

Player is Reported and Sent Off for the Game when report is deemed severe.

Duration:

Player is to leave the field of play and not return at all. Player is not allowed inside the fenced area and/or on the field.

Player cannot be replaced for 15 minutes of elapsed time.

Some instances where a Red Card is warranted:

- Any reportable offence which is deemed to be serve of nature:
 - Striking
 - Kicking

Any report which is deemed to be directed straight to tribunal will result in a red card.

Reports must be issued on AFLQ Set Penalty document. Clubs are responsible for ensuring copies of Set Penalty documents are available in Umpires Rooms.

PLEASE NOTE: ALL REPORTS AND INCIDENT REFERRALS MUST BE TEXT TO THE NOTICE OF REPORT CONTACT (AT THE FRONT OF THIS BOOK) AFTER THE COMPLETION OF THE GAME.



REPORT / COOL OFF

PLAYER IS REPORTED AND SENT OFF FOR 15 MINUTES OF ELAPSED TIME

PLAYER IS SENT OFF TO COOL OFF FOR 15 MINUTES OF ELAPSED TIME



SEVERE REPORT

PLAYER IS REPORTED AND SENT OFF FOR THE REMINDER OF THE GAME

PLAYER IS NOT ALLOWED INSIDE THE FENCED AREA OR ON THE FIELD OF PLAYER.

MATCH DAY PAPERWORK – ALL COMPETITIONS

After the completion of your appointed match you **MUST** complete the match day paperwork for that game. The match day paperwork for the game includes:

- Home and Away team sheets
- Score Cards
- Umpire Votes on AFLWB Vote Card
- Match Results Sheet

All Matches (Seniors, Reserves, Womens, U16.5, U14.5, U12.5)

- Collect the score cards from the goal umpires.
- Complete the 3, 2, 1 Best and Fairest votes
 - Make sure you write the votes into your note pad before you complete the paperwork. This is used as a backup if paperwork is ever lost.
- Fill out any reports if applicable (Team Managers must report to the room to receive 'all clear')
 - Make sure you take notes in your diary before you finish
- Write down the score, votes and any other key details into your note pad or diary
- Collate the Match Day Paperwork:-
 - Best and Fairest Votes
 - Score Cards
 - Any reports
 - Team Sheets (1 from each team) – umpires to please sign off both team sheets to identify umpire copy

Field Umpire (WBFUA appointed or Club) must send photos of all Match Day Paperwork to Dean Wicks via mobile 0405 113 991 or via e-mail communityfooty@aflwidebay.com.au.

If there is a report in your game please take a photo of the Report Sheet and send to the report contact number at the start of the booklet.

If there are any incidents please contact the AFLWB Umpires Advisor as soon as possible after the completion of your match.

The Umpire Advisor will contact the Competition Manager.

Paperwork Examples



RESULT OF MATCH

Grade: _____ Date: _____

	CLUB		CLUB	
	Goals	Behinds	Goals	Behinds
1st Qtr	/	/	/	/
2nd Qtr	/	/	/	/
3rd Qtr	/	/	/	/
4th Qtr	/	/	/	/
Total				

GOAL UMPIRE SIGNATURE

GOAL UMPIRE SIGNATURE

To be completed and signed by each goal umpire. Place with match paperwork in envelope.



VOTING CARD



DATE: _____ GRADE: _____

MATCH _____ V _____

3 Votes _____
NAME CLUB

2 Votes _____
NAME CLUB

1 Vote _____
NAME CLUB

UMPIRE 1

UMPIRE 2

UMPIRE 3

To be completed and signed by each umpire. Place with match paperwork in envelope.

Match Results Sheet – From Timekeeper