

2014 TEAM MANAGER’S HANDBOOK

A step by step guide for all WRFL Team Managers.

This document is not a complete set of rules, it is designed as an operations manual specifically for team managers.

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2014 WRFL TEAM MANAGER’S HANDBOOK

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* 1. **Registrations**

 It is the Club’s responsibility to ensure that players have been registered with the WRFL. To gain registration all players must register on the WRFL’s official forms and be entered on the WRFL Members Database.

 Players who have played at a different club within the previous 2 seasons will require a transfer from their former club (see 1.3).

 Clubs are required to maintain copies of proof of age which is required in the form of birth certificate, extract of birth, letter from the player’s school, statutory declaration signed by parent, passport or drivers licence

* 1. **Junior Registration Process**

Once a player is registered clubs are to maintain copies of the registration forms and proof of birth. At any stage the WRFL can request copies of these documents and clubs will need to submit them to the WRFL within 24 hours.

* 1. **Transfers**

 Any new players who have played at another club in the past two years will require a transfer.

 Your club administrator will control all transfers however it is important to note that transfers can take up to 6 business days to be processed by the former club, so it is very important that you pass on any forms requiring clearance to the administrator as soon as possible.

* 1. **Underage Eligibility**

The eligibility of an underage competition player shall be determined by the age of the player on the last day of December immediately prior to the start of the current season. All players must be a minimum of 7 years of age as of the 1st of January immediately prior to the start of the current season

 to be eligible for registration. In Junior divisions, subject to By-law 4.1.2.3, players must not be any more than two (2) years younger than the age group he/she is playing in.

 To participate in the following age groups in 2014, a player must be born in;

 Under 9: 2005 or 2006

 Under 10: 2004

 Under 11: 2003

 Under 12: 2002

 Under 13: 2001

 Under 14: 2000

 Under 15: 1999

 Under 16: 1998

* 1. **Distribution of Team Sheets**

 Your teamsheet will be produced via the FootyWeb database. This will be done by either the club administrator or each individual team manger. (if the team manager has been given the required FootyWeb authorisation. Please speak to your club administrator to confirm this process.

* 1. **Match Times**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grade | Start Time | Qtr Lengths (Minutes) | Time On | ¼ Time Break (Mins) | ½ Time Break (Mins) | ¾ Time Break (Mins) |
| Div 1, 2 & 3 Seniors | 2:15 | 20 | YES | 5 | 15 | 7 |
| Div 1, 2 & 3 Reserves | 12:00 | 22\*\* | NO\* | 4 | 15 | 6 |
| Under 18 | 9:45 | 22 | NO\* | 5 | 10 | 5 |
| Under 16 | 2:05 | 22 | NO\* | 5 | 10 | 5 |
| Under 15 | 2:05 | 22 | No\* | 5 | 10 | 5 |
| Under 14 | 12:05 | 20 | NO\* | 3 | 10 | 5 |
| Under 13 | 12:05 | 20 | NO\* | 3 | 10 | 5 |
| Under 12 | 10:20 | 17 | NO\* | 3 | 10 | 5 |
| Under 11 | 10:20 | 17 | NO\* | 3 | 10 | 5 |
| Under 10 | 8:50 | 15 | NO\* | 3 | 7 | 3 |
| Under 9 | 8:50 | 15 | NO\* | 3 | 7 | 3 |

\* C*lock stops while stretcher on ground*

\*\* Should the third quarter of a senior reserves game not commence by 1.10pm, the remaining time before 2.00pm is to be determined, subtracted by six (6) minutes (three quarter time) and divided by two (2). This figure shall be the length of the remaining two quarters.

 **Finals Matches**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grade | Start Time\*\* | Qtr Lengths (Minutes) | Time On | ¼ Time Break (Mins) | ½ Time Break (Mins) | ¾ Time Break (Mins) |
| Div 1, 2 & 3 Seniors | 2:15 | 20 | YES | 5 | 15 | 7 |
| Div 1, 2 & 3 Reserves | 11:50 | 17 | YES | 4 | 15 | 6 |
| Under 18 | 9:30 | 17 | YES | 5 | 10 | 5 |
| Under 16 | 2:05 | 17 | YES | 5 | 10 | 5 |
| Under 15 | 2:05 | 17 | YES | 5 | 10 | 5 |
| Under 14 | 12:05 | 15 | YES | 3 | 10 | 5 |
| Under 13 | 12:05 | 15 | YES | 3 | 10 | 5 |
| Under 12 | 10:20 | 14 | YES | 3 | 10 | 5 |
| Under 11 | 10:20 | 14 | YES | 3 | 10 | 5 |

\*\* Start times will vary depending on ground allocations.

* 1. **Player Clothing Orders**

 Match day clothing must be ordered through your club.

 All age groups except under 9 and 10s must wear white shorts for away games and club colours for home games. Under 9 and 10s wear club colours for every game.

* 1. **Coach and Trainer Accreditation**

 Coaches must be at least Level 1 accredited to coach teams in the WRFL. They must produce AFCA coach’s card to the umpires before the game, or on demand, to prove their accreditation. Coaches may be granted an interim coaching permit (prior to completing required accreditation) upon application to the WRFL. Once approved the coach will be provided with a letter confirming the interim coaching permit from the WRFL GM Football Operations. Details of coaching courses are provided to your club’s administrator.

 Each team must have one accredited trainer when they are playing at home (and one per team for all finals matches). Should the home team not supply an accredited trainer, and the away does not have one, the game shall not proceed. Trainer forms listing minimum qualifications are available from the WRFL web-site or the office. WRFL trainer cards must be produced to verify accreditation.

All junior coaches and all trainers (senior and junior) are to wear identification bibs. Your administrator will supply appropriate bibs for your team.

1. **GAME DAY – PRE-GAME**

**2.1 Ground Inspection**

 A Ground Inspection Report must be complete before the first game on a ground each day. You administrator will supply this form if you are the first game for the day. It must be completed and displayed in the umpires’ rooms before any match can commence. Should the ground not be fit for football the umpires must be alerted and the problem rectified within 30 minutes. If it cannot be rectified within that time, the game is cancelled and the result decided by the WRFL.

 Ground inspection also includes ensuring that the lines are properly marked and the goal-posts have adequate padding.

**2.2 Match Day Staff**

 The Team Manager is responsible for the filling of the following positions with suitable people each match-day.

**Coach** (1) – As detailed in 1.8

**Trainer** (1 if home game) – As detailed in 1.8

**Umpire Escort** (1) – Must wear the WRFL escort jacket and escort (one each side) umpires to and from the arena at the beginning, half-time and end of match. Must also surround the umpires at quarter and three-quarter time and take reasonable steps to ensure their safety at all times. For all games (senior and junior football), the escorts must place 4 cones around the umpires in the centre of the ground at all breaks.

**Time-keeper** (1) – Have knowledge of the timing requirements of matches (as listed in this manual) and a suitable clock with stop/start facility. For home games a siren must be available for use. Must be supplied with timekeeper’s cards and send off cards to record send off times. See Appendix 6 for specific instructions.

**Runner** (1)– Delivers messages from the coach to the players. Must not be inside 50 metre arc during kick outs – penalty applies. They must where an official WRFL runners top (Orange)

**Water-persons** (maximum 4 inclusive of trainers. i.e. one trainer and 3 water-persons, 2 trainers and two water-persons) – Allowed to deliver water only to players and must be wearing the official WRFL top (Green). For senior and reserve matches numbers are to be worn on the back of tops. Must not be inside 50 metre arc during kick outs – penalty applies. They are not allowed within ten metres of the coaches’ box.

**Goal Umpire** (1 for junior and Under 18 games - as required for senior/reserve games) – Must be at least 16 years of age, wear the appropriate white coat, and be competent to adjudicate decisions fairly and consistently.

**Boundary Umpire** (1 for junior and Under 18 games - as required for senior/reserve games) – Must be at least 14 years of age, wear the appropriate white top, and be competent to adjudicate decisions fairly and consistently, and return the ball appropriately back in to play.

**Field Umpire** (as required) - Must be at least 16 years of age, wear the appropriate white top and shorts, and be competent to adjudicate decisions fairly and consistently. A club umpire course may be run prior to and during the season (ask club administrator for more details) to assist these volunteers. Outside these courses assistance can be sought from the umpires division by contacting David Newton on 9315 5400. Club Umpire instructions are available from the Club Administrator.

**2.3 Balls**

 Two match balls are to be provided for use for each game by the home team. At least one (1) of the balls supplied shall be a new ball, while the other may be used but in very good condition. For Senior games the new ball must be used to start each game.

 For all finals games (except grand finals) each club must supply one new ball for each game.

**2.4 Player Clothing**

 Umpires shall inspect players for the appropriate clothing. Players are expected to wear club official jumpers and socks. Away teams are expected to wear white shorts, except in Under 9 and 10 grades. All undergarments (e.g., bike shorts) must be beige in colour. Umpires may also check that badges on jumpers are official League badges.

**2.5 Team-Sheets**

**Player List**

A list of players in surname alphabetical order (with their numbers shown) on official team sheet provided by the League, must be handed to the umpire prior to the game. Additional players can be added by hand in the spaces at the bottom of the page. All players must sign the teamsheet with the exception of the U9 and U10 age groups. The Team Manager of an U9 and U10 team is to sign the teamsheet to confirm its accuracy.

If a player is appearing on your teamsheet in error, or does not participate in the match, place a line through this person.

If an opposition team forfeits a match you must still provide an official teamsheet to the either the match umpire, or if not available, directly to the League.

**Officials List**

Underneath the player list fill in the respective officials (with signatures where appropriate) before handing to umpire before the game.

**Maximum Player Numbers**

Div 1 and 2 Senior Grade teams play 18 per side with 4 interchange players (Maximum 22 players on teamsheet)

Division 1 Reserve Grade plays 18 per side with 6 interchange players (24)

Division 2 Reserve Grade plays 16 per side with 6 interchange players (24)

Under 18 play 18 per side with 7 interchange players (25)

Under 9 to 16 play 18 per side with 7 interchange players (25)

**2.6 Umpire Introductions**

 For junior games the umpires will enter the rooms roughly 30 minutes before the game to introduce themselves to the coach and players.

 For senior games the umpires will enter the rooms roughly 30 minutes before the game to introduce themselves to the coach and players.

 Coaches and managers are expected to make this process enjoyable for all parties and to ensure players give the umpires the due respect.

**2.7 Late Arrival Procedures**

 Additional players (to complete the teams permitted number) may take their place in the team at any time before the start of the final quarter. The field umpire is to be advised of such addition by the runner giving to the umpire at a break in play a completed approved “Late Arrival Form”. The names and signatures of such player/s must be added to the team list immediately after the conclusion of either the first half, or the final quarter. It is recommended that you keep a supply of the late arrival form with this manual. They can be found on the website.

**3. GAME DAY – DURING THE GAME**

**3.1 Blood Rule**

 The WRFL follows the Laws of Australian Football Blood Rule. Put simply;

* The umpire shall stop the game when he/she notices blood on any player or official.
* The player or official must leave the playing area and play will not resume until the player is off the ground and a replacement player (if available) is in position.
* All blood flow must have ceased and be covered or not be visible, and any blood on any part of the player’s body must be cleaned and removed before rejoining the match.
* Any blood stained item of clothing must be removed and replaced.

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**3.2 50 Metre Rule**

 All senior, under 18 and under 16 use the 50 metre rule. Under 9 to under 15 use the 15m rule.

**3.3 Player Interchange**

 Clubs shall have free interchange at their discretion during home and away games and finals. The player leaving the ground must interchange at the coach’s box with the player entering the ground (with the exception of seriously injured players) unless a dual interchange gate is marked. If a dual interchange area is marked players from both teams are to interchange at this gate. If not adhered to player cannot re-enter the arena for the remainder of the game.

**3.4 Player Bench**

 A marked white line must be placed one (1) metre outside the boundary line immediately in front of the Coach's Box. All approved Club officials occupying the Coach's Box must stand behind this line during the course of the game in order not to hinder the movement of the boundary umpires around the boundary line. Failure to stand behind the white line will incur a fine of $50. All such approved Club officials cannot go around the boundary line further than 5 metres from either side of the 'coaching bench area' save the runner or the trainer in the course of performing their duties and interchange players during warm up runs. Failure to comply will result in a free kick to the opposition being paid.

**3.5 Order off rule**

 The field umpire has the power to report and/or order from the field any player or match official who commits a reportable offence, or in the case of under age competitions, whose conduct is considered not in the best interest of the league. A second yellow card offence during the same game results in a red card.

 *Penalties*

 Yellow card – Off for 15 minutes and cannot be replaced in that time.

 Red card – Off for remainder of the match and cannot be replaced.

 Any player ordered from the field must head straight to the coaches box and remain there for the duration of the order off. Failure to do so will prohibit the player from returning to the field although they can be replaced after the 15 minutes has elapsed. Match officials ordered off must leave the playing arena.

 The runner shall report to the timekeepers who will record the time of the order off, and report back to the timekeepers at the end of the order off time for the all clear for the player to return or be replaced.

**3.6 Evening Up of Player Numbers**

 For all age groups up to and including Under 14, the evening up rule applies when one or both teams have less than 18 players available for the match.This rule has been revised this season to clarify some of the processes.

 See Appendix 1 for a full copy of this rule.

**3.7 Modified Rules**

 Modified rules apply at U9 and U10 age groups with minimal modifications also applicable at U11 and U12. See appendix 2 for the modified rules these age groups.

**4.0 GAME DAY – AFTER THE GAME**

* 1. **Club Umpire Procedures**

 In the event of a League Umpire or Accredited Club Umpire not being available, the captain of each team shall appoint, by mutual agreement, some other person to officiate, and he/she shall carry out all duties of the Umpire appointed.

* 1. **Completing the Teamsheet**

 At the conclusion of the game, the team manager must go to the umpires room for the all clear. At this time they will receive their teamsheet back to fill in the quarter by quarter scores, goal kickers and best players (1=Best Player through to 6 = sixth best).

* 1. **Reports/Set Penalties**

1. The club delegate (team manager), when getting the all clear from the umpires, will be advised if any players have been reported.

1. If the player is offered a set penalty you must check if the player is happy to accept the penalty and report back to the umpires within 20 minutes.
2. Players not offered or not accepting a set penalty will be required at the tribunal on Tuesday night. It is important that you inform your club administrator of the report ASAP.
	1. **Communication of Scores**

 Please communicate with your administrator about this process. A manual will be available prior to the season.

* 1. **Return of Paperwork**

 The umpires will collect the relevant paperwork and return it to the league. In the event of a club umpire being used, they must complete all relevant paperwork and organise to leave it with official umpires of following games, or deliver it to the WRFL office by 6pm on the day of the match. Supplies of the required paperwork are available from your club administrators.

 Please ensure that club umpires have completed the Best and Fairest Voting on the Green Match Report form.

* 1. **Umpire Reports**

 The umpire report form should be handed to your club secretary/admin person after the game, as these must be at the WRFL office by 12pm Wednesday.

* 1. **Tribunal**

 Tribunal cases are heard on the Tuesday night following the incident. The venue for the tribunal is Whitten Oval unless otherwise notified. All cases begin at 6pm with Junior heard first where possible.

#####  The umpire report sheet is seen as notification of required attendance. Unless otherwise notified the reported player, the chief witness and advocates are expected to be at the tribunal at the above times. The tribunal has the right to suspend witnesses (i.e., the victim of the report) for non attendance.

 Any required person unable to attend a hearing should obtain a written evidence form from the GM - Football Operations.

 The Tribunal shall allow any evidence or witness to be lead or called before it at any hearing providing the party wanting to lead the evidence or call the witness shall, not later than 12 noon on the day of the hearing, lodge for the Secretary at the League Office a statement in writing containing:

i. the nature of the evidence and it’s relevance;

ii. the name of the witness;

iii. the substance of the evidence to be given by the witness;

iv. that the evidence is direct evidence on the matter before the Tribunal not character evidence or evidence the witness has been told about by somebody else, it must be evidence of his/her own knowledge or it will not be allowed.

 This Rule does not apply to any witness directed to attend a hearing by the umpire on the day of the match in which the report was made.

 **Make sure you discuss any reports with your club administrator ASAP to begin preparations for the case.**

* 1. **Finals Eligibility**

 Your Club Administrator will be able to assist you with any questions about finals qualifications of players.

**APPENDIX 1 - Evening Up Rule**

**By-Law 3.2.4 Evening Up of Player Numbers – Under 11 to Under 14 Games**

Where a team in grades up to and including Under 14 has less than 18 players on their teamsheet, the

following modified rules shall apply:

* + - 1. If a team does not have 14 of its own registered players a scratch match will be played with the opposing team receiving a win by forfeit (as per by-law 3.5).
			2. Where a team does not have a full 18 players, it must approach the opposing team and request that players be loaned to even up team numbers. This request should be made at least 15 minutes prior to the commencement of the match. If the team requiring players does not make this request, then the opposing team may take the field with an additional two players (up to the maximum player numbers of 18 e.g., team A has 15 players and does not request players be loaned, team B may take the field with 17 players).
			3. Where a team has requested players be loaned and still takes the field with less than 18 players, the opposing team must also take the field with the same amount of players.
			4. Any goals kicked or best player votes received whilst playing for the opposing team should appear for the player’s regular team.
			5. Players on loan can be rotated back each quarter.
			6. If a club requiring players does not have sufficient jumpers available the evening up

rule will not apply.

3.2.4.7 Player send offs or injuries occurred during the game will not result in evening up of players.

3.2.4.8 The evening up rule does not apply in finals matches.

3.2.4.9 The evening up rule can be used for junior grades above Under 14 with the mutual

approval of both coaches.

Teams failing to comply with these by-laws will be subject to penalties at the discretion of the General

Manager Football Operations.

**APPENDIX 2 – Under 9 and 10 Modified Rules (Under 11 and Under 12 – Kicking off the Ground)**

**By-Law 3.2 MODIFIED RULES FOR JUNIOR GAMES**

3.2.1 Spirit of Game

All junior games must be conducted with an emphasis on fun, involvement, learning of skills and good sportsmanship. Within reason, coaches must ensure that all players, irrespective of ability, are given sufficient time on the playing field to experience the game and achieve a sense of involvement.

Club officials, parents and spectators must demonstrate behaviours and attitudes consistent with this spirit. Clubs must promote and enforce a “zero tolerance” to behaviours and attitudes inconsistent with the spirit, especially (but not limited to) abuse or dissent with umpires, officials and players. At the end of the game, players and officials of both teams must meet in the centre of the ground and shake each other by the hand.

3.2.2 Under 9 and Under 10 Modified Rules

The following modified rules shall apply in all Under 9 and Under 10 games. In all other respects,

games shall be conducted in accordance with total WRFL by-laws.

Modifications to Game Conditions:

a) Scores shall not be recorded

b) No scoreboard shall operate

c) No premiership points shall be awarded

d) Ladders shall not be compiled/published

e) No final series to be played

f) No WRFL awards shall be made to individual players.

3.2.2.1 Playing Ground

At the discretion of the home club, games may be played on grounds marked to range in size from full-size down to a minimum of half the size of a full ground. Home clubs must notify opposition clubs no later than the Thursday before the game should they determine to play on a reduced sized ground.

Clubs are encouraged to use reduced size grounds wherever possible for Under 9 and Under 10 games

3.2.2.2 Teams

Teams shall comprise of 18 players per side, unless the coaches of both teams agree to a lesser number. There shall be no limit to the number of interchange players and players may be interchanged at any time during a game. Players should be rotated every quarter, e.g., centres, backs, forwards. Coaches are encouraged to share excess players with the opposition team if they are short. Except in the cases of injury, incapacity, discipline or a player ordered off the field by an umpire, all players shall be allocated a minimum on-field game time equivalent to of half the game.

3.2.2.3 Playing Time

Game duration shall be four (4) quarters, each of 15 minutes duration (no time-on) with breaks as follows:

a) Quarter-time: 3 minutes

b) Half-time: 7 minutes

c) Three-quarter-time: 3 minutes

3.2.2.4 Start of Play

Game to be started by a ball up between rucks. Player must not grab ball at ball up. It must be knocked, palmed or punched. This applies to centre throw ups only.

3.2.2.5 Scrimmage

Ball up between two (2) players of equal height.

3.2.2.6 Out of Bounds

When out of bounds from a kick, a free kick shall be awarded to nearest opponent. If in doubt to which team kicked it out, a ball up will take place five (5) metres in from boundary

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3.2.2.7 Tackling

A player in possession of the ball may be tackled by an opponent wrapping both arms around the area below the top of the shoulders and on/above the knees. The tackle may be from either side or from behind, providing the tackle from behind does not thrust forward the player with the ball (i.e., push the player in the back).

If the player in possession of the ball is taken to the ground in the act of tackling, they will receive a free kick. If the umpire feels the player drops to the ground deliberately in order to receive a free kick, they will be penalised for holding the ball.

A player in possession of the ball, when held by an opponent applying the wrap-around tackle, should be given a reasonable chance to dispose of the ball by kick or by handball, or by attempting to kick or handball, otherwise a free kick shall be awarded to the tackler for holding the ball.

The field umpire shall conduct a ball-up when the player with the ball has the ball held to the body by an opponent, unless the player has had a reasonable time to dispose of the ball prior to being tackled, in which case a free kick shall be awarded to the tackler for holding the ball.

The field umpire shall allow play to continue if the ball is accidentally knocked out of a player’s hands by an opponent.

A player not in possession of the ball, when held by an opponent, shall be awarded a free kick.

There is strictly no bumping, slinging or deliberately bringing the opposition player in possession of the ball to the ground.

Players cannot:

Knock the ball out of an opponent’s hands.

Push the player in the side.

Steal the ball from another player.

Smother an opponent’s kick.

3.2.2.8 Barging

No barging, fending off or chopping past opponents is allowed. A free kick shall be awarded to the nearest opponent.

3.2.2.9 Shepherding

A player is not permitted to push, shoulder or block an opponent not in possession of the ball.

3.2.2.10 Mark

A mark is awarded, no matter how far the ball has travelled, to any player who catches the ball directly from the kick of another player.

3.2.2.11 Bouncing the Ball

A player may bounce the ball only once, and then must dispose of it.

3.2.2.12 Kicking off the Ground

Deliberate kicking the ball off the ground in general play is not permitted and will result in a free kick being awarded against the offending player.

3.2.2.13 Staying in Position

Insofar as practical, players must stay in or near their allocated positions. Umpires will have discretion to stop play and demand players return to their positions when they deem play to be overly congested.

3.2.2.14 Order off Rule

The order-off rule applying in other WRFL grades will apply in Under 9 and Under 10 games

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3.2.2.15 Player Reports & Tribunals

If a player is reported in an Under 9 or Under 10 game, he/she will not appear before the Independent Tribunal or the Independent Hearing Committee. Instead, the following will apply:

a) clubs to take action, and a copy of action taken to be forwarded to WRFL General Manager Football Operations, by Thursday 12noon after game;

b) If the General Manager Football Operations deems fit or the player has been previously reported or disciplined then the General Manager Football Operations can request the player and the club appear before a disciplinary panel consisting of a WRFL Executive member and a member of the Tribunal and/or IHC. The Board can deal with the matter as it deems fit and may impose any penalty that the Tribunal or Independent Committee can impose.

3.2.2.16 Coach on Ground

The coach is allowed on the ground during play for the sole purpose of providing immediate feedback to players. He or she must not pressure, instruct or make comment to or about officiating umpires or decisions that they make. The coach must not pressure, instruct or make comment to players or officials of the opposition team.

When the coach elects to remain on the ground during play, then no runner for that team will be permitted on the ground at the same time as the coach.

The order-off rule (refer by-law 3.2.2.14) applies to all players and officials in all junior games.

**3.2.3 UNDER 11 AND U12 MODIFIED RULES**

The following modified rules shall apply in all Under 11 and Under 12 games. In all other respects, games shall be conducted in accordance with total WRFL by-laws.

**3.2.3.1 Kicking off the Ground**

Deliberate kicking the ball off the ground in general play is not permitted and will result in a free kick being awarded against the offending player.

**3.2.3.2 Mercy Rule – Under 11 and U12 only**

The Mercy Rule will apply to the U12 age group and will be invoked if the score differential at half time or three quarter time of a match is sixty (60) points or greater. Once invoked the rule will remain in place for the remainder of the match.

Once invoked the following change to match conditions will be implemented by the umpires:

* After any score by the winning team, play is restarted with the losing team given possession of the ball in the centre circle.

The Mercy Rule does not apply in finals matches.

This rule is not designed to achieve an even sharing of the ball between all players irrespective of their ability. The purpose of the rule is, however, to create a more fair and even contest once one team has a significant lead in a match. The WRFL expects all team officials, players and supporters to adhere to the spirit of this rule and reserves the right to monitor all matches to ensure clubs are meeting this responsibility.

### APPENDIX 3 - 2014 WRFL Club Grounds

|  |  |  |
| --- | --- | --- |
| **Club Name** | **Reserve** | **Address** |
| **Albanvale** | Robert Bruce Reserve  | Gould Street DEER PARK Melway 25 E4 |
| **Albion** | JR Parsons Reserve (ovals 1&2) | Cnr. Stanford & Wright Streets Sunshine Melway 40 J3 |
| **Altona** | Grant Reserve  | Sugar Gum Drive ALTONA Melway 54 G9  |
| **Altona Juniors** | Grant Reserve  | Sugar Gum Drive ALTONA Melway 54 G9  |
| **Braybrook** | Pennell Reserve  | Cnr. Cramwell & Burke Streets BRAYBROOK Melway 27 B10  |
| **Caroline Springs** |  Town Centre (ovals 1 & 2)  | The Crossing CAROLINE SPRINGS Melway 356 G9 |
| **Deer Park** | Deer Park Sports Oval  | Hume Street DEER PARK Melway 25 F8  |
| **Flemington Juniors** | JJ Holland Park, (ovals 1 & 2) | Kensington Rd, KENSINGTON. Melway 2T H7 |
| **Glen Orden** | Heathdale Oval  | Cnr. Nightingale & Kookaburra Avenues WERRIBEE Melway 206 B4  |
| **Hoppers Crossing**  | Hogans Road Reserve (ovals 1 & 2)  | Hogans Road HOPPERS CROSSING 3029 Melway 202 G9  |
| **Laverton Magpies**  | Laverton Park  | Cnr. Merton Street & Hall Avenue LAVERTON Melway 53 F10  |
| **Manor Lakes**  | Howqua Road Reserve | Howqua Road, MANOR LAKES, Melway 204 G1 |
| **Newport Power** | Bryan Martyn Oval  | Market Street NEWPORT Melway 55 J5  |
| **North Footscray**  | Walker Oval | Hansen Reserve Roberts Street WEST FOOTSCRAY Melway 41 G6  |
| **North Sunshine** | Dempster Park  | Phoenix Street NORTH SUNSHINE Melway 26 J9  |
| **Parkside**  | Merv Hughes Oval | Farnsworth Avenue FOOTSCRAY Melway 42 C1  |
| **PEGS Juniors** | Penleigh & Essendon Grammar Playing Fields | 127 Wright Street Keilor Park Melway 15 A5 |
| **Point Cook** | Saltwater Reserve (ovals 1&2) | Saltwater Promenade POINT COOK Melway 208 D11 |
| **Port Melbourne Colts**  | JL Murphy Reserve | Williamstown Road PORT MELBOURNE Melway 56 K1  |
| **Sanctuary Lakes** | Featherbrook Reserve | Windorah Drive POINT COOK Melway Page 207 E7 |
| **Spotswood** | McLean Reserve (Ovals 1 & 2)  | The Avenue SPOTSWOOD Melway 41 K11 |
| **St Albans** | Errington Reserve  | Main Road West ST ALBANS Melway 26 B1 (Juniors) |
| Kings Park Reserve  | Gillespie Road ST ALBANS Melway 13 E10 (Seniors) |
| **St Bernard`s**  | St Bernards College (Ovals 1 & 2)  | Beryl Street WEST ESSENDON Melway 27 K2 |
| **Sunshine** | Kinder Smith Reserve  | Lily Street BRAYBROOK Melway 27 B12  |
| **Sunshine Heights**  | Ainsworth Reserve  | Cnr. Glengala Road & Vernon Crescent WEST SUNSHINE Melway 40 A1  |
| **Tarneit Football** | Wootten Road Reserve | Wootten Road, TARNEIT Melway 234 J9 |
| **Werribee Centrals** | Galvin Park (ovals 1&2) | Shaws Road WERRIBEE Melway 205 G4 |
| **Werribee Districts** | No 1 Soldiers Reserve  | Cnr. College & Duncans Roads WERRIBEE Melway 206 A9 |
| No 2 Price Reserve  | Beach Road WERRIBEE SOUTH Melway 209 G11  |
| **West Footscray** | Shorten Reserve  | Cnr. Market & Essex Streets WEST FOOTSCRAY Melway 41 J3  |
| **Williamstown Juniors** | Bayside College (ovals 1&2) | Bayview Street WILLIAMSTOWN Melway 55 K8  |
| **Wyndham Suns** | Goddard Street Reserve | Goddard Street, TARNEIT Melway 202 C2 |
| **Wyndhamvale** | Wyndham Vale South Reserve  | McGrath & Black Forest Roads, WYNDHAM VALE Melway 205 B8  |
| **Yarraville Seddon Eagles** | No 1 Yarraville Football Ground  | Williamstown Road YARRAVILLE Melway 41 K8  |
| McIvor Reserve | Benbow Street YARRAVILLE Melway 41 G10 |

**APPENDIX 4 - Western Region Football League Code Of Conduct**

**WRFL CODE OF CONDUCT**

**PREAMBLE**

The WRFL view the development and expansion of under age football as a vital component in the promoting and maintaining Australian Rules football as a major sport throughout Australia.

To this end, it is important that as many children as possible not only learn the skills of the game, but are encouraged to develop an enthusiastic enjoyment of all aspects of the sport.

The Junior Board of the WRFL feels it essential to set down of a minimum code of conduct. This WRFL's Junior Board has found it most challenging to make the split between actual conduct of all those involved in under age football and those philosophies that we believe are critical to the overall conduct.

With this in mind, we have opted to make a dual presentation as follows:

1. A Code of Conduct for Junior players, club officials, coaches and spectators.
2. Philosophies intrinsic to under age football.

**CODE OF CONDUCT**

* Consumption of alcohol is strictly prohibited at any venue while under age football is being conducted.
* Players, spectators and officials should ensure that both on and off field behaviour is consistent with the principles of good sportsmanship.

Therefore:

* Swearing or abuse by either club official, player or spectator is not permissible at any time.
* Disputing umpire's decisions or behaving in an aggressive manner toward them is unacceptable. If there is a genuine concern, there are appropriate channels of communication in place.
* Aggressive behaviour and abuse toward opposition players, coaches, club officials or spectators is likewise unacceptable.
* All accredited coaches should be assessed by clubs regarding their knowledge of the Rules of the WRFL and their attitude toward working with young people. If their attitude or knowledge is inadequate, steps should be taken to enable them to attend the next available Coaches Accreditation Course for a further re-accreditation. Common sense should prevail if there is an attitudinal problem.

###### PHILOSOPHIES REQUIRED TO SUPPORT CODE OF CONDUCT

* All participants should understand that the Rules of the game are mutual agreements which no-one should evade or break. All those involved in under age football should strive to develop a respect for the League in which they participate, their club and their opponents.
* We all have an obligation to behave in a manner that will bring credit to ourselves, our club and the game of Australian Rules football.
* Players should be proud when walking off the ground after each game knowing they have given of their best.
* For the game to be enjoyable, players must have the opportunity to participate, learn and achieve their potential. The role of adults is to prove the environment for this to occur.
* Selection of teams and amount of field time given to players in under age football should not be decided on current ability only.
* Coaches must take into account the age group and skill level of those they are coaching - neither expecting too much nor too little.
* It is inappropriate in under age football for clubs with a large list of players in any one age group to neither loan nor make allowances for those clubs with smaller lists. Those teams with the greater number should play with no more than one extra player on the field.

#### PLAYERS’ CODE OF CONDUCT

* Play for the “fun of it” and not just to please parents and coaches.
* Play by the rules.
* Never argue with an official. If you disagree, have your captain or coach approach the official during a break or after the game.
* Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
* Work equally hard for yourself and your team. Your team’s performance will benefit so will you.
* Be a good sport. Cheer all good plays whether they are by your team or the other team.
* Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
* Co-operate with your coach, team-mates and opponents.
* Without them there would be no game.
* At all times show respect and manners to every one concerned.

**OFFICIALS’ CODE OF CONDUCT**

* Modify Rules and Regulations to match the skill of children and their needs.
* Compliment both teams on their effort.
* Be consistent, objective and courteous in calling all infractions.
* Condemn the deliberate foul as being unsportsmanlike and promote fair play and appropriate sports behaviour.
* Use common sense to ensure that overcalling violations does not lose the “spirit of the game” for children.
* Publicly encourage rule changes, which will enforce the principals of participation for fun and enjoyment.
* Actions speak larger than words. Ensure that both on and off the field your behaviour is consistent with the principals of good sportsmanship.
* Make a personal commitment to keep yourself informed of sound officiating principals and the principals of growth and development of children.

#### PARENTS’ CODE OF CONDUCT

* If children are interested, encourage them to play sport. However, if a child is not willing to play, do not force him/her.
* Focus upon the child’s effort and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to his/her ability by reducing the emphasis on winning.
* Teach children that an honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
* Encourage children to always play according to the rules.
* Never ridicule or yell at a child for making a mistake or losing a game.
* Remember that children learn best from example. Applaud good plays by both teams.
* If you disagree with an official, raise the issue through the appropriate channel rather than question the official’s judgement and honesty in public. Remember that most officials give their time and effort for your child’s involvement.
* Support all efforts to remove verbal and physical abuse from sporting activities.
* Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for the children and deserve your support.
* Always remember two points: sportsmanship but most importantly let’s all have fun.

#### SPECTATORS’ CODE OF CONDUCT

* Children play organised sports for fun. They are not playing for the entertainment of spectators only, nor are they miniature professionals.
* Applaud good performance and efforts by your team and the opponents. Congratulate both teams upon their performance regardless of the games outcome.
* Respect the officials’ decision. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach the children to do likewise.
* Never ridicule or scold a child for making a mistake during a competition. Positive comments are motivational.
* Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
* Show respect for your teams opponents, without them there would be no game.
* Encourage players to play according to the rules and the officials’ decisions.
* Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.

#### COACHES’ CODE OF CONDUCT

* Abide by the Laws and Rules. The Laws of the Game and Rules of your Club/League.
* Teach the rules. Rules are mutual agreements which nobody should break.
* Group players competitively.
* Avoid overplaying talented players.
* Maximise fun. Place winning in perspective.
* Stress safety always.
* Consider maturity levels. Devise training programs to suit all.
* Develop team respect. For opponents, umpires and coaches.
* Recognise the importance of proper injury treatment.
* Keep up to date. With coaching developments.
* Attain coaching accreditation.
* Avoid derogatory language. Based on gender or race.

**APPENDIX 5 – Time Keepers Instructions**

**TIMES OF MATCHES**

All premiership matches shall commence at times directed by the Executive prior to the commencement of the season or as directed by the CEO during the season. Any club not ready to start at that time will be fined $10.00 and if exceeded by five (5) minutes or more will be fined $30.00. Should any club not be ready to start within 20 minutes of the appointed starting time, the opposing captain may claim the match on forfeit. The field umpire shall apply the correct time to the timekeepers or any other responsible official of each competing club, not later than 15 minutes before the appointed starting time on the day of the match. The duration of competition matches shall be as follows.

Wherever appearing in these Regulations “time on” shall be in accordance with law 10.5 (Stopping and Recommencing Time) of the Laws of Australian Football and/or as amended from time to time (the current time on rule is as follows). Subject to any alteration by the AFL, the time on rule currently is:

**Stopping and Recommencing Time.**

**Stopping time:** The timekeepers shall stop the clock which is used for the timing of the match when:

(a) directed to do so by a field umpire in accordance with law 10.5.3 signalling;

(b) the goal umpire signals that a goal has been scored; or

(c) the goal umpire signals that a behind has been scored; or

(d) the boundary umpire signals that the football is out of bounds or out of bounds on the full.

**Re-commencing time:** The timekeepers shall recommence the clock used for timing of the match when:

(a) directed to do so by the field umpire in accordance with law 10.5.3;

(b) the football is bounced (or thrown up) in the centre square after a goal has been scored;

(c) the football is brought back into play after a behind has been scored;

(d) the football is thrown back into play by the boundary umpire or brought back into play by a player; (as the case may be), after it had gone out of bounds or out of bounds on the full; or

(e) the football is obviously in play.

**Signalling**

A field umpire shall signal to the timekeeper to stop the clock or restart the clock used for the timing of the match by blowing a whistle and raising one (1) arm above his/her head.

**Domestic Provisions**

A controlling body may prescribe that law 10.5.1 (d) does not apply for matches organised and conducted by the controlling body.

The following are for home and away matches (subject to any start time changes::

|  |  |  |
| --- | --- | --- |
| Division 1 Seniors | 2.15pm | 20 minutes for each quarter with time on added. |
| Division 1 Reserves | 12pm | 22 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Division 2 Seniors | 2.15pm | 20 minutes for each quarter with time on added. |
| Division 2 Reserves | 12noon | 22 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Division 3 Seniors | 2.15pm | 20 minutes for each quarter with time on added. |
| Division 3 Reserves | 12pm | 22 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Under 18 | 9.45am | 22 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Under 16 | 2.05pm | 22 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Under 15 | 2.05pm | 22 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Under 14 | 12.05pm | 20 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Under 13 | 12.05pm | 20 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Under 12 | 10.20am | 17 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Under 11 | 10.20am | 17 minutes for each quarter with no time on added. However clock stops while stretcher on ground. |
| Under 10 | 8.50am | As per modified rules. |
| Under 9 | 8.50am | As per modified rules. |

\* Unless otherwise directed by the Executive Under 9 and Under 10 divisions play 15 minutes quarters with no time on.

The following are for finals matches (subject to any time start changes):

|  |  |  |
| --- | --- | --- |
| Division 1 Senior | 2.15pm | 20 minutes for each quarter with time on added. |
| Division 1 Reserves | 11.50am | 17 minutes for each quarter with time on added. |
| Division 2 Senior | 2.15pm | 20 minutes for each quarter with time on added. |
| Division 2 Reserves | 11.50am | 17 minutes for each quarter with time on added. |
| Division 3 Senior | 2.15pm | 20 minutes for each quarter with time on added. |
| Division 3 Reserves | 11.50am | 17 minutes for each quarter with time on added. |
| Under 18 | 9.30am | 17 minutes for each quarter with time on added. |
| Under 16 | 2.05pm | 17 minutes for each quarter with time on added. |
| Under 15 | 2.05pm | 17 minutes for each quarter with time on added. |
| Under 14 | 12.05pm | 15 minutes for each quarter with time on added. |
| Under 13 | 12.05pm | 15 minutes for each quarter with time on added. |
| Under 12 | 10.20am | 14 minutes for each quarter with time on added. |
| Under 11 | 10.20am | 14 minutes for each quarter with time on added. |

The interval period for Division 1 Seniors, Division 2 Seniors, quarter time **five (5)** minutes, half time 15 minutes, three quarter time seven (7) minutes. All other Senior grade interval periods shall be quarter time **four (4)** minutes, half time **15** minutes, three quarter time six (6) minutes. For grades Under 14, 13, 12 and 11 the interval period shall be quarter time three (3) minutes, half time 10 minutes and three quarter time five (5) minutes. For grades Under 18, 16 and 15 intervals shall be five (5), ten (10) and five (5) minutes respectively. The Under 9 and 10 grade intervals shall be three (3), seven (7) and three (3) minutes respectively. Under 9 and 10 games must finish by 10.15 am, failure to so finish will be a fine of $50.00 each team.

Should the third quarter of a Reserves game not commence by 1.10pm, the remaining time before 2.00pm is to be determined, subtracted by six (6) minutes (three quarter time) and divided by two (2). This figure shall be the length of the remaining two quarters.

 **TIMEKEEPERS**

 Each club must supply a timekeeper who shall sign the official time card and who shall carry out the duties in the presence of the timekeeper of the opposing club during the course of the match. The two competing teams in any final series match are to provide a competent timekeeper. The CEO or WRFL Match Manager on request of either competing club may appoint a neutral timekeeper, or if they consider any club timekeeper incompetent or unsuitable to replace him/her at anytime with neutral timekeeper.

 In the case of the two (2) clocks differing then half the variation will signify the actual time to ring the bell/siren, in all grades, club shall provide their timekeeper with an approved stop clock. A fine of $50.00 shall be imposed for non-compliance.

That a weatherproof area be provided for timekeepers:

(a) if this area be in a place with no elevated facility for timekeepers that an area with a 180 view be provided such area to exclude all persons bar those keeping time;

(b) in the event of timekeepers vision being obstructed as would impede them seeing the umpires giving time on that the umpires be informed and the game stopped until such vision of the game is restored; and

(c) seating be provided for timekeepers.