



SOUTH EAST JUNIORS

**OFFICIALS – ROLE DESCRIPTIONS**

*All Officials Apparel is licensed and must be purchased through the League.*

## TEAM MANAGER

### DRESS

Team Managers must wear the official South East Juniors navy blue bib.



### DUTIES

Although the responsibility of the Team Manager will vary from club to club, in general this position is responsible to see that all activities or League Rules associated with the actual playing of the game (other than coaching) are carried out or adhered to.

***Team Managers are not permitted in the coach's box during the game***

### TEAM UNIFORM

Ensure that all players are correctly attired

### OTHER OFFICIALS

Ensure that persons are designated for each of the following roles where required and that they are aware of all necessary dress requirements, age requirements and duties:

- Trainer
- Water carrier
- Runner
- Timekeeper
- Boundary Umpire
- Umpires Escort.

### UMPIRE COMFORT

Ensure that the umpire's room is adequate in terms of cleanliness and security.

Make sure that umpires are offered refreshments during quarter breaks.

### SECURITY OF PLAYER BELONGINGS

This aspect should be considered prior to players taking the field. No home club can fully guarantee the safety of items that remain in change rooms during a game.

**TEAM SHEETS**

Fill out the team sheet in numerical order with correct jumper numbers, and ensure that all players sign the sheet.

Team Managers need to print out two team sheets:

- Original to umpire at half time
- Second copy to be retained by the club

**FOOTBALLS**

Home team manager to present two footballs to the umpire before the game.

**START TIMES**

Be aware of the starting times of all quarters and ensure that the Coach has the players ready to start accordingly.

**UMPIRES REPORT**

The team manager and/or the Coach complete and submit an online Umpire's Performance Report following the game. Reports should be constructive including positives and negatives, and be completed every game regardless of result..

**LIST OF MEDICAL PHONE NUMBERS**

Compile a quick reference list of local phone numbers for ambulance, doctors, dentists and medical centres for use at all games. Ensure that these numbers are given to the 'away' teams should the situation arise.

**REPORTED PLAYERS**

Ensure that all details of any reported players are handed to the appropriate club officials as soon as possible and that players involved are informed.

## FIRST AIDER / ERC / TRAINER

### DRESS

To be transitioned in from 2014 – officials must wear the bib appropriate to their level of qualification. This will become compulsory from the 2015 season.



### MINIMUM REQUIREMENTS

Qualified Sports trainers (as recognised by the AFL\*) meet or exceed the minimum requirements of this policy.

At a minimum, at least one person competent in emergency management procedures and responses must be in attendance at all matches/competitions and, where practical, training/practice sessions. This person must be competent in:

1. Emergency planning—including ensuring access to a telephone, venue access for emergency vehicles and access to appropriate and adequate first aid equipment and supplies.
2. On-field assessment of injured participants—including the **STOP** (Stop, Talk, Observe, Prevent) and **TOTAPS** (Talk, Observe, Touch, Active movement, Passive movement & Skills test – some of which will be completed off field). This includes the immediate management of severe injuries and life threatening medical emergencies including spinal & neck injuries; concussion & intracranial (brain) injuries; unconscious casualties; airway/respiratory distress such as choking, airway obstructions & asthma.
3. On-field communication—including signals, team work and liaising with the umpire and others in official capacities.
4. Understanding emergency response priorities and applying emergency procedures —including the **(DRSABCD)** Danger, Response, Send for help, Airways, Breathing, and **CPR** and **Defibrillation** procedure.
5. Calling an ambulance
6. Transporting injured participants—including lifts, carries and use of an appropriate stretcher (pole and scoop).

**Key Policy directives:****- Matches**

**There must be at least one person with the above competencies in attendance at a match/competition, otherwise the activity should be postponed, rescheduled or cancelled until such time as a suitably competent person is able to attend.**

- **This policy must be complied with at youth and senior matches.** The AFL Emergency Response Coordinator role and training (see next section for definition) – meets the minimum standards.
- **At AFL Auskick Centres and junior matches (up to Under 12), generally a person with a current, nationally accredited first aid certificate\* will be acceptable if someone with a higher level trainer accreditation/qualification is not available.** \*Must include assessed competencies HLTF301B (Apply First Aid) or HLTF201 (Provide Emergency Life Support)

Trainers who have completed First Aid competencies prior to 2012 must have completed the following courses

- HLTF301B – Apply First Aid or
- HLTF1A – Apply basic First Aid

The above courses have been superseded by the current HLTF301C – Apply First Aid

- The minimum age for trainers is 15 years of age.
- Each team may have no more than a combined total of three trainers and water carriers.

**DUTIES**

- Attend injured players on the ground. If any injury appears to be serious, qualified medical assistance should be obtained immediately.
- Trainers are responsible for having a stretcher available for each game.
- It is also recommended that the phone numbers of each player's parents or guardian are available and that any relevant medical condition of players are known.
- A trainer is not permitted to act as a runner.

## WATER CARRIER

### DRESS

Water Carriers must wear the official South East Juniors sky blue bib



### REQUIREMENTS

- **Water carriers MUST be no older than 17 years of age and the minimum age is 11 years of age. In the event that a 11 to 17 year old is not available the existing Trainer/ERC or First Aid qualified volunteer can be used.**
- Each team may have no more than a combined total of three trainers and water carriers.
- Water carriers are not permitted in the U8's, U9's or U10's competition due to the shortened playing time and smaller playing field.

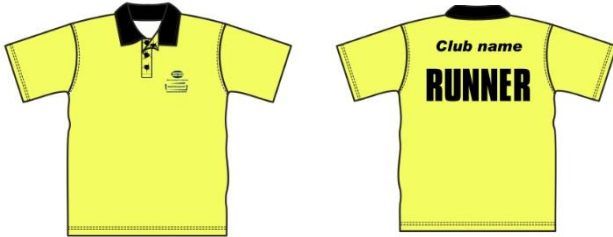
### DUTIES

- The job of the water carrier is to run water out to players when they require a drink and not stay out on the ground and must return to the designated area.
- Water carriers are to be based in the designated area which will be marked out on every ground. In the event that the Trainer/ERC or First Aid qualified volunteer has to deliver water they are to be based in the designated areas and not linger on the ground.
- Water carriers are not permitted to act as a runner.

## RUNNER

### DRESS

Runners must wear the official South East Juniors fluoro yellow polo shirt with black shorts or pants.



### REQUIREMENTS

- A runner must be at least 18 years of age.
- Club name must be on the upper back of the runner's shirt.
- Runners are not permitted in the U8's, U9's or U10's competition as the coaches are allowed on the ground during play.

### DUTIES

- In all matches it is their job to relay messages from coach to players.
- Runners are only permitted on the ground when actually relaying a message. They must not remain on the ground continually. Umpires can order the runner from the ground if they feel the runner is on the ground too much.

## TIMEKEEPER

### DRESS

No specific requirements.

### REQUIREMENTS

A timekeeper must be at least 18 years of age.

### DUTIES

- Each side must appoint a timekeeper.
- To keep a record of
  - Scores  
*(for use by the league in the event of the goal umpires cards not agreeing)*
  - Player send offs
- To sound a bell or siren at the start and finish of each quarter.
- No time on is added in any matches.
- Refer to the timekeeper's card for a detailed explanation of timekeeping procedures and guidelines.

## BOUNDARY UMPIRE

### DRESS

White shorts or skirt with white shirt or plain white windcheater. White tracksuit pants may be worn on cold days only.

### REQUIREMENTS

- In all under 15 to 16 grade matches boundary umpires must be at least 15 years of age.
- In all under 13 to under 14 grade matches boundary umpires must be at least the same age as the grade in which they are officiating.
- **Boundary umpires are not required in the U8, U9, U10, U11 or U12 competitions.**

### DUTIES

- If the field umpire determines that a boundary umpire in any match is unable to perform his or her duties competently, the field umpire shall request a replacement boundary umpire. If a competent replacement boundary umpire cannot be found the field umpire shall direct a player from the offending club to throw the ball into play.



## GOAL UMPIRE

### DRESS

White coat and flags

### REQUIREMENTS

- All goal umpires must be at least 15 years of age.

### DUTIES

- Before the match ensure details of the match have been entered on the scorecard supplied by South East Juniors.
- During the match stand behind goal line in line with the flight of the ball. Wait for the field umpire to give the all clear before giving decision. Both goal umpires must wave the flags for each score. Enter score on card and check scores with other goal umpire at the quarter breaks and after the match. The scorecard must be handed to the team manager after the match.
- Club supplied umpires are not permitted to barrack or comment on play. If the field umpire is of the opinion that a club supplied goal umpire is making deliberately wrong or incompetent decisions he or she may demand the offending club to replace the goal umpire before re-commencing the match.

## UMPIRES ESCORT

### DRESS

Must wear the official South East Juniors bib.



### REQUIREMENTS

- All umpires escorts must be at least 18 years of age.

### DUTIES

- To escort all umpires from the oval (where play ends) to the umpire's room at half time and at the conclusion of the game.
- Where the club is the home club, they should offer umpires cool drinks between each quarter.
- Remain in the centre of the ground with umpires during quarter time and three quarter time break.
- Umpires escort must not abuse or criticise umpires and must show courtesy at all times.

## MATCH MANAGER



*What does a Match Manager do?*

- **Wear a vest that clearly identifies you as the Match Manager**
- Support and uphold the principles of the league and clubs codes of conduct
- Strictly no alcohol is to be consumed by any South East Juniors Match
  
- **The first point of contact in relation to Match related matters for**
  - home and visiting club officials
  - umpires
  - parents / spectators
  
- **Move between matches (if more than one), observing the following**
  - Officials are adequately identified with the appropriate apparel
  - Officials are behaving within the leagues and AFL's codes of conduct
  
- **Be a complaints receiver, a listener and an enforcer**
  - If observing inappropriate behaviour, and you feel safe to do so, politely remind players, officials and supporters of their responsibilities in providing a safe and supportive environment for everyone if applicable, otherwise make a note of the club they represent and report to the League
  - If ignored or feel threatened please complete an Incident Report and forward to Competition Manager for further action to be taken.
  - With the assistance of committee members and other club officials, involve the Police if the situation escalates beyond control.

*What does the Match Manager need to know?*

- The Leagues codes of conduct for parents, players, coaches and officials
- The degree to which Match Managers can enforce the League rules on non-members
- The Leagues processes for reporting incidents to the league and club
- The Clubs Complaints process and appointed Club Complaints Officer