

## 19.0 CLUB OFFICIALS AND DUTIES

### 19.1 Ground Manager

- (A) The home club must appoint a Ground Manager (or designate the following tasks to a nominated person (s) who will be responsible for the match day requirements and match paperwork for the day). The Ground Manager should introduce him/herself to the umpires and officials of the visiting club on arrival and acquaint them with the ground facilities as well as provide details of the closest emergency medical facilities. Should the Ground Manager be replaced during the day, the newly appointed person should inform both the umpires and visiting club of the change.
- (B) Prior to the commencement of play, the Ground Manager must identify compliance of the home club with the Sports Trainer Policy as described in Rule 5.7.
- (C) Prior to the commencement of play, the Ground Manager should distribute the following paperwork, which has been provided by the League.

For each match

Scorecards	To club goal umpires
Send Off Form	To the Timekeeper
Timekeepers Card	To the Timekeeper
Envelope	To the field umpire
Umpires Match Report	To Club Field Umpires
Best & Fairest Vote Slips	To Club Field Umpires

The Ground Manager should also have on hand an Umpire Reporting Booklet for Club Umpires wishing to make any reports.

- (D) At the completion of each match, the ground manager should collect the following;

From Umpires	From Timekeepers
Sealed Envelope (Note 1)	Completed Team Lists (Note 2))
Umpire Player Report Form (if any)	Send Off Form
Goal Umpire scorecards	Timekeepers Card & Scorecard

Note 1: The Umpires Sealed Envelope will include a copy of each clubs team sheet, the Umpires Match Report & Best & Fairest Voting Slip. This envelope is to remain sealed.

Note 2: The Ground Manager should ensure that each club has entered the quarter-by-quarter scores; best players and the goals scored by players on their team lists. The tally of goals entered for players must equal the number of goals scored by the respective teams.

- (E) The Ground Manager also has the additional responsibility of overseeing the League's Code of Conduct at a venue as specified in Attachment 'A' of these by-laws.

- (F) At the end of the day the Ground Manager should collate all paperwork and arrange to have it returned in the prescribed manner, to reach the League by no later than the designated time.
- (G) Finally, it shall be the Ground Manager's responsibility to ensure that a representative of the home club:
- (H) Either SMS or telephones the results of all the days matches to the required person(s), prior to 5.30 pm ( or as defined by the Administration Committee) on the day concerned (this is not required for matches played on Saturday or if the results have been input into "Footyweb" for matches played on Sunday)

**HFL CONDITIONS:**

- (i) The Secretary of the home Club shall provide to the Secretary immediately at the conclusion of each match day correct scores for the purpose of broadcasting by the media and for publication in the Press.
- (ii) The Secretary of the home Club shall furnish to the Secretary not later than 12.00noon on the first business day after the match or posted in the first mail on the first business day after the match a written report of all matches played on that day. Such report shall include the official score card certified correct by both official scorers, team sheets, score cards, umpires reports, voting for League awards, and day and area permits (if any).

- (I) Inputs all results and player information (i.e. team lists, goal kickers & best players) of all the days matches into the Footyweb on-line results system by the League designated time on the day of the match.

**19.2 Team Managers**

- (A) Each club shall appoint a Manager for each team it fields in the competition. It shall be the Team Manager's responsibility to ensure that his or her teams' players and officials comply with the requirements specified in these by-laws and with any request reasonably made by the umpires officiating in a match in which their team is participating.
- (B) Each Team Manager shall introduce themselves to the Umpires prior to a match for identification and to ensure that the team sheets are handed in on time (no later than 30 minutes or as designated by the League prior to the scheduled start time). The Team Managers should also arrange for the team sheets to be exchanged with the opposition club at this time.
- (C) Each Team Manager is to ensure that at the conclusion of the match, the goalkickers and best players for their respective teams are noted on the official team sheet, which is held by the timekeeper.
- (D) It shall be the Team Manager's responsibility to ensure that a representative of the club waits on the umpires at the conclusion of each match to ascertain whether or not any reports of players or officials have arisen from the match or to receive the "all clear".

### 19.3 Team Runner

- (A) The sole duty of the official Team Runner or Runners is to deliver messages to players of his club and then leave the field immediately having done so.
- (B) The Team Runner must be clearly identifiable as determined by the League.

**HFL CONDITION:**

The Team Runner must wear a yellow top as supplied by the League, with the word "Runner" clearly marked.

- (C) Suspended players or officials are not permitted to act as the official Team Runner.
- (D) Each team is permitted to use a maximum of two (2) Runners. Only one runner per team shall be allowed on the field of play at any one time. Runners are not required to enter the field via the interchange area.

### 19.4 Trainers, Other Medical Support Staff and Water Carriers

- (A) Clubs are permitted to utilise a maximum of six (6) trainers, other medical support staff and water carriers per team.
- (B) These personnel are only permitted onto the field during play to attend to injured players or to provide players with water. They must not be used to deliver messages to players.
- (C) Trainers, other medical support staff and water carriers for each team must be dressed as approved by the League.
- (D) Umpires will ask any Trainer/Medical/Water carrier to leave the ground if they do not have a compliant uniform and they should not return unless they have changed into the compliant uniform.
- (E) Water Carriers shall not be younger than an age approved by the League.

**HFL CONDITION:**

In Senior and Reserve grade games water carriers must be a minimum of twelve years of age.

## 19.5 Umpires' Escorts

- (A) For each match, the home club must appoint a suitable person to ensure the safety of umpires (ideally the Ground Manager or appointee). The Umpires Escort is to escort the umpires (including club umpires) to and from the Grounds as designated by the League:

### HFL CONDITIONS:

The Umpires Escort is to escort the umpires:

- From their assembly point on the field to their change rooms at half-time.
- From their change rooms to the centre of the field after the half time break.
- From their assembly point on the field to their change rooms at the conclusion of the match.

- (B) In addition, the Umpires Escort is to stand with the umpires during the quarter and three-quarter time intervals and arrange for water to be provided to the umpires, if required.
- (C) The Umpires Escort is expected to be identifiable as required by the league.
- (D) Any Umpire Escort provided is expected to assist in providing and/or obtaining details of any alleged breach of the Code of Conduct immediately after completing his/her duties in liaison with/at the request of the Umpires or Ground Manager as per the guidelines in 24.2 of these By-Laws.

## 19.6 Timekeepers

- (A) Each club is to appoint a Timekeeper where possible. Home clubs must provide a Timekeeper whilst away clubs are encouraged to supply one. The Timekeepers are to perform the duties as set out in the AFL Laws of the Game, these By Laws and as otherwise specified by the Administration Committee from time to time.
- (B) In the event of a dispute or disagreement between the two timekeepers, such dispute shall be reported to the field umpire, at half time if the dispute occurs during the first half or at the conclusion of the match if it occurs during the second half. The field umpire(s) shall report the matter to the Administration Committee for attention.
- (C) In addition to performing timekeeping duties, timekeepers will be required to record the scores of each game in which they officiate. The quarter by quarter scores are also to be recorded on each club's team sheet.
- (D) Timekeepers are also required to record the time that players, who are ordered off by the field umpires, leave the field and shall be the sole judges as to when such players may resume playing (if applicable). It is the club of the offending players responsibility to obtain the all clear from the timekeepers for such players to resume playing. The timekeepers are to acknowledge the umpires decision to send off a player by showing the appropriate red or yellow card to the controlling umpire.

- (E) The field umpire(s) shall have the power to dispense with the services of either or both timekeepers during a match.

### **19.7 Officials on the Bench**

In addition to the maximum number of trainers, other medical staff and water carriers, interchange players and team runner/s there will be a maximum of 4 other officials allowed on the bench area inside the ground during play.

### **19.8 Club Umpires**

- (A) From time to time each club is required to provide suitable persons for the League Club Umpire Program. Such persons will be provided minimum level accreditation and support. Clubs will be advised of the Club Umpire commitment for the season prior to the start of the season as designated.
- (B) Where the League has not appointed official field umpires or accredited club umpires, it shall be each club's responsibility to arrange for a suitable person or persons to umpire the match. Club field umpires are to be attired as approved by the league.
- (C) Club Field Umpires are required to complete all the necessary Match Paperwork (i.e. Umpires Match Report (which they are to sign) and Best & Fairest Votes.
- (D) Each competing club is responsible for the payment of their own club umpires, or in the case of one club providing both club umpire, the payment of one of the club umpires.
- (E) Where official goal and boundary umpires have not been appointed by the League, each competing club must be prepared to provide a suitable goal and boundary umpire to officiate. Club goal umpires must be equipped with two white flags and attired in a uniform as approved by the League and club boundary umpires must be attired as approved and equipped with a suitable whistle.
- (F) Official field umpires shall have the power to overrule decisions by club goal and/or boundary umpires and remove them should they consider that such club umpires are not competent to carry out the required duties.
- (G) Payment of club goal and boundary umpires (if any) shall be the responsibility of the providing clubs or as determined by the Administration Committee. Club goal and boundary umpire's names must not be added to the umpire's attendance sheet.