



2022 VAFA & VAFAUA UMPIRING MANUAL



VAFA WELCOME

Dear VAFA Umpires,

The VAFA Umpiring Department along with VAFAUA welcome you to Season 2022. After two covid interrupted seasons we look forward to season 2022 and the new beginnings and opportunities it brings.

I am very pleased to join VAFA Umpiring for season 2022 and look forward to working with the VAFAUA to support all umpires. The five key focus areas for 2022 are: recruitment, retention, education, development and welfare.

As the competition grows even bigger and better each year it's important as an umpiring group to continue setting the standard for umpiring in community football, which I know we can and will. We have an experienced and diverse coaching group that will push you to be the best umpire you can be.

The aim of this manual is to outline procedures in relation to the responsibility while officiating games within the VAFA Competitions, along with information from the VAFAUA to help running umpires off the field throughout the year.

The VAFA Umpiring Department expect you to read this manual and follow these policies as documented for your best interest.

We also suggest that you have a copy of this manual available on all match days and training sessions.

With regards to any policy changes or direction, this will be communicated via email from the VAFA Umpiring Department.

I wish you all the very best in umpiring for 2022.

Kind regards,

Stephen Privitera

Umpire Operations Manager – VAFA

stephen@vafa.com.au

TRAINING INFORMATION

ELSTERNWICK PARK

Training for Field, Boundary and Goal Umpires will take place on Monday (optional) and Wednesday nights on Elsternwick Park #1.

Training will commence from 6pm on these nights unless advised.

VAFUA WELCOME

Welcome to Season 2022!

The VAFA Umpires Association is a diverse and inclusive organisation, with particular emphasis on welfare in addition to our social and representative roles. We have a growing portfolio of welfare programs, and we encourage any umpire who feels they may benefit from some support to reach out to any committee member.

The UA has a fun events calendar that all members are encouraged to view. There will be fun themed training nights, and other events throughout the season. We are always open to new ideas as to how we, as a Committee, can best serve you, the member.

In addition to reading this handbook, please keep up to date with our activities through our website, social media and regular emails. Our Association meetings are held on the last Wednesday night of the month, and the more everyone is engaged, the better our umpiring environment is!

We wish everyone a great season and hope we all achieve our umpiring goals this year.

VAFUA Committee

VAFUA EXECUTIVE COMMITTEE

President – Josh Colman

Mobile: 0431 564 249

Email: president@vafua.asn.au

Secretary – Patrick Mathews

Mobile: 0459 504 023

Email: secretary@vafua.asn.au

Treasurer – Sam Scott

Mobile: 0406 979 296

Email: treasurer@vafua.asn.au

VAFUA COMMITTEE

Please visit www.vafua.asn.au/ for all Committee Members.

SOCIAL CALENDAR

Please visit www.vafua.asn.au/ for all Social Events.

VAFUA MEMBERSHIP BENEFITS

Please go to www.vafua.asn.au/ for all Membership Benefits

2022 VAFA UMPIRING DEPARTMENT TEAM & CONTACTS

Field Umpires Head Coach – Russell Davidson

Mobile: 0409 948 268 Email: russell.davidson@haileybury.vic.edu.au

Field Umpires Premier Squad Coach – Owen Hinson

Mobile: 0438 589 593 Email: owen.hinson@outlook.com

Field Umpires Senior Squad Coach – Lionel Katz

Mobile: 0402 839 531 Email: lkatzy@gmail.com

Field Umpires Development Squad Coach – Guy Hexter

Mobile: 0403 916 870 Email: hexter@hardway.com.au

Boundary Umpires Head Coach – Ryan O'Shea

Mobile: 0448 532 270 Email: rj.oshea21@gmail.com

Goal Umpires Head Coach – Bernie Jephson

Mobile: 0408770765 Email: bjepho1960@outlook.com

Head of Fitness – Tom O'Connor

Mobile: 0407569520 Email: tom@toccoach.com

Physio – East St Kilda Sports Clinic, Dandenong Rd, St Kilda

Gaby Pecherskiy Mobile: 0413 243 513 Email: gaby_pecherskiy@hotmail.com

SCHEDULA & APPOINTMENTS

APPOINTMENTS

Schedula is the VAFA's online official umpire appointment administration system. It is designed to simplify the process of managing and accessing match appointments and umpire availability information. Upon registering all information automatically is added to Schedula.

Important: In order for you to be paid for the matches you umpire you must enter your bank account details in Schedula. Manage Your Profile > Add Attribute > Attribute Type = Bank Account.

Match appointments are posted on www.schedula.com.au/login every Wednesday prior to the weekend's matches. Umpires will receive a notification email from Schedula when they are appointed. They must log on to Schedula and Confirm the Appointment as soon as they receive it on Schedula.

NON-ATTENDANCE AT A MATCH:

It is vitally important that the VAFA is notified if you are unable to umpire for any reason. Match Appointments are made well in advance and umpires are encouraged to give as much notice as possible of unavailability. The timeline below indicates the method umpires should use to communicate their unavailability.

10 Days Prior to the Round – Use Schedula's unavailability system at www.schedula.com.au/login and contact your discipline coach

Less than 24 hours prior to the match – Contact your discipline coach immediately.

UMPIRE ACCREDITATIONS & WWCC

To be eligible to officiate VAFA matches, umpires must have an eligible WWCC if they are over the age of 18 years at the start of VAFA season. As umpiring is classed as a hobby (not taxed by the ATO) umpires require to get a Volunteer WWCC (free of charge).

Under the AFL National Accreditation Scheme, umpires and coaches throughout Australia are assessed, trained & accredited. The scheme aims to improve the quality and status of umpire at all levels and it's a requirement all umpires to be accredited.

Accreditation will be conducted by the VAFA online, at a date later to be advised.

- Level One; available to umpires not previously accredited. This program is available online.
- Level Two; available to all accredited Level One umpires and Level Two accredited umpires wishing to update. If you wish to pursue a career in umpiring at VFL or AFL level, this is necessary.

2022 SCHEDULE OF FEES

FIELD UMPIRES	Home and Away	1 st & 2 nd Semi Final	Preliminary Final	Grand Final	Representative Football
Premier	\$171	\$197	\$222	\$257	\$257
Premier B	\$171	\$197	\$222	\$257	
Premier C	\$148	\$170	\$192	\$222	
Division 1	\$138	\$159	\$179	\$207	
Division 2	\$128	\$147	\$166	\$192	
Division 3	\$121	\$139	\$157	\$182	
Division 4	\$121	\$139	\$157	\$182	
U19 Premier	\$116	\$133	\$151	\$174	\$174
U19	\$113	\$130	\$147	\$170	
Women's	\$100	\$115	\$130	\$150	\$150
Prem Res	\$116	\$133	\$151	\$174	
Prem B Res	\$92	\$120	\$139	\$157	
Prem C Res	\$92	\$120	\$139	\$157	
Prem Thirds	\$92	\$117	\$133	\$153	
Thirds	\$92	\$117	\$133	\$153	
D1 Res		\$120	\$139	\$157	
D2 Res		\$120	\$139	\$157	
D3 Res		\$120	\$139	\$157	
D4 Res		\$120	\$139	\$157	
BOUNDARY & GOAL	Home and Away	1 st & 2 nd Semi Final	Preliminary Final	Grand Final	Representative Football
Premier	\$106	\$122	\$138	\$159	\$159
Premier B	\$97	\$112	\$126	\$146	
Premier C	\$89	\$102	\$115	\$134	
Division 1	\$84	\$97	\$109	\$126	
Division 2	\$80	\$92	\$104	\$120	
Division 3	\$79	\$91	\$103	\$119	
Division 4	\$79	\$91	\$103	\$119	
U19 Premier	\$80	\$92	\$104	\$120	\$120
U19	\$77	\$89	\$100	\$116	
Women's	\$69	\$79	\$90	\$104	\$104
Prem Res	\$79	\$91	\$103	\$119	
Prem B Res		\$84	\$96	\$111	
Prem C Res		\$84	\$96	\$111	
Prem Thirds		\$81	\$91	\$105	
Thirds		\$81	\$91	\$105	
D1 Res		\$84	\$96	\$111	
D2 Res		\$84	\$96	\$111	
D3 Res		\$84	\$96	\$111	
D4 Res		\$84	\$96	\$111	



MATCHDAY POLICIES



MATCH DAY UNIFORM

Umpires are required to officiate all games in the approved uniform;

Field & Boundary – VAFA Uniform, Running Shoes/Football Boots (preferably white), Green Sweatbands

Goal – VAFAUA Uniform, Black Boots, Black Socks, Grey Trousers, VAFA Hat.

- All VAFAUA Apparel is to be ordered via the VAFAUA website with Payment Options listed on this site.

WHAT TO WEAR TO YOUR GAME?

An umpire's standard of dress on and off the field can make a lasting impression and affect your overall performance in the eyes of players & spectators. Umpires are expected to wear; Dress Pants or Neat Casual Pants, VAFAUA Polo Shirt, Casual Shoes.

AT THE GROUND BEFORE YOUR GAME

At the ground, make yourself known and introduce yourself to the other umpires in your game. It is important for all umpires to work as a team and knowing each other's name is a fundamental start to good communication.

Take a walk over the ground during one of the breaks before your game to ensure you wear appropriate footwear for the conditions. If ground markings are unacceptable, please contact the Home Team Manager to repaint what is required. Use common sense and diplomacy if this is required.

Field Umpires – Introduce yourself to the team captains and coaches if you can. This builds respect of the club & coach, and your visit should be unobtrusive & establish a friendly contact. Never attempt to advise how you are going to umpire.

VALUABLES AT THE GROUND

Do not leave valuables in the umpires' room while it is unattended. This is not the club's responsibility if valuables are stolen. Most clubs will have a place to store these (most likely the canteen).

TEAM SHEETS

Field Umpires are not required to take photos of the team sheets or scan/send them to VAFA. All we ask is that you view/sight the team sheets from team managers and ensure there are no anomalies with the team sheet, and that it has all been filled out and signed correctly by the coach and team manager. If you require team sheets for reporting/voting purposes, ensure the team managers provide you with this on request.

AFL LAWS OF AUSTRALIAN FOOTBALL & VAFA RULES

The VAFA adopts the [AFL's Laws of Australian Football](#) in all men's and women's competitions unless there is specific provision to the contrary in the VAFA Rules.

All umpires must be aware of the below VAFA on field rules and interpretations across all its competitions:

25 METRE PENALTY – Women's Competition

- After a mark or free kick has been awarded to a player in any women's competition, a 25-metre penalty will be awarded against the opposing team that unduly delays or impedes the play or behaves in an unsportsmanlike manner. This was previously set at 50 metres.

BOUNDARY THROW-IN – Women's competition

- Boundary umpires in women's competition matches may step inside the boundary line before the throw-in to ensure they are able to reach the 25-metre drop position from where the football went out of play.

STARTING POSITIONS

- There is no limit on the number of players required to be in each area defined by the boundary line and the 50m metre arc (or equivalent marking) at the time the field umpire throws up the football to start a quarter or recommence play after a goal has been scored.

STANDING THE MARK

- A player standing the mark when the opposition player is awarded a mark or a free kick may still move laterally or backwards, however is not permitted to move forwards until the umpire's calls 'play on'.

OTHER MATCHDAY INFORMATION

- **Players Protective Equipment**
 - i. Include helmets, knee braces, shoulder pads, back supports, arm guards, bootstuds, plates/cleats etc
 - ii. This must be approved by the VAFA and the Field Umpires must be satisfied that any protective equipment is not dangerous or increases the risk of injury to other players. Field Umpires have the power to inspect all equipment.
- **Jewellery**
 - i. In principle players should remove all jewellery pregame. However, if this is not possible or cannot be done, then all players are requested to effectively and sufficiently tape over any jewellery to a point where it is fully covered and is not dangerous or increases the risk of injury to other players.
 - ii. Umpires should encourage players to remove jewellery and may order them from playing surface if jewellery is not taped sufficiently or effectively.
 - iii. If this is done during play, and the player refuses to leave the playing surface either to remove or tape over jewellery, a Field Umpire is able to award a free kick to the opposing team.
 - iv. If the player still refuses to leave the playing surface after point iii, then the Field Umpire may report a player for misconduct.
- **Reminders** – 50 metre penalties for ALL men's football, 25 metre penalties for ALL women's football. Boundary Throw In for women's football is 10 metres in from the boundary line.

REPORTING OF PLAYERS

A list of the reportable offences is included in the Laws of Australian Football.

Field Umpires Reporting

- Once you identify the reportable incident, notify the player that he is being reported. It is also important to notify the "victim" of the report if that is applicable. It is important to maintain your distance the offending player, and never handle the players at any occurrence. You will need to write down both players jumper numbers', if applicable.

When notifying players of reportable offences, an example;

- To the offending player – "Player number 27 of De La Salle, I am reporting you for striking number 13 from Westbourne Grammarians, do you understand me?"
- To the offended player – "Player number 13 of Westbourne Grammarians, number 27 from De La Salle has been reported for striking you, do you understand me?"
- It is important both players acknowledge your report by answering "Yes". In the event that a player is unable/unwilling to answer "Yes" when asked, you then need to notify his respective captain. Make a note of this when laying the report.
- It is then important to show the applicable card associated with the offence to the offending player & timekeeper.

In the event that the field umpire has been notified of a report at a break of quarters, under no circumstances are Umpires to go to the huddles or enter the rooms. If play is to recommence, the report can be done then when players resume their positions. If it is the end of the game, the Team Managers can be notified. It is important to action reportable offences immediately.

Boundary & Goal Umpires Reporting

- When the boundary or goal umpire wish to make a report, at the next quarter break you need to notify the field umpire that you have seen a reportable offence.

Once you have notified the field umpire, they will accompany you to the offending and offended player (if applicable). Then you as the boundary or goal umpire (and only you and NOT the field umpire) MUST notify the players involved. The Field Umpire will display the appropriate card.

Notes to take at the time of the offence

- Offending Player Number & Team.
- Offended Player Number & Team.
- Quarter and Rough Time of the Incident.
- Position on the Ground.
- Any Other Pertinent Features.

AUDIBLE OBSCENITY RULE

The audible obscenity rule covers all Association matches that are not “senior matches”.

A **Yellow Card** will be held up by the umpire towards the coach’s box indicating that a player has been sent from the ground, but has not been reported under the audible obscenity rule. This signal indicates that the player can be replaced. The player sent from the ground must be off the field for 12 minutes actual playing time.

- An umpire can simply caution a player if the language is not considered excessively obscene.
- If the abuse is of the umpire, the player is to be reported shown a **Red Card**, ordered-off for 12 minutes of playing time has elapsed and can be replaced immediately.

REPORTING & ORDER-OFF RULE

The Association's "Order Off" rule shall apply in all matches. The field umpire must automatically order from the field, for a period of 12 minutes actual playing time, any player reported for a reportable offence under the Rules of the VAFA.

VAFA Goal and Boundary Umpires have no power to order players from the field. If they make a report, the correct procedure is to immediately notify the field umpire at the next appropriate break in play (but to be as soon as possible), who will then confirm the report

with the player and order him from the field for the appropriate time, again displaying a red card in the manner described above.

In the event of any player refusing to leave the field, when ordered-off by the field umpire, the match shall be awarded to the opposing team.

RED CARD

- The Red Card will be shown to a player showing them they have been reported and must leave the ground for 12 minutes playing time.
- The Red Card is then shown to the timekeepers showing them that this player has been reported, and is off the ground for 12 minutes playing time, and can be replaced during that time.
- The timekeepers must signal back to the reporting umpire they have seen the Red card and start recording the time off the field once the player has left the ground.

BLACK CARD

- The Black Card will be shown to a player showing them they have been reported (one major reportable offence or receiving a second red card for a reportable offence) and must leave the ground for the remainder of the match.
- The Black card is then shown to the timekeepers showing that this player has been reported and is off the ground for the remainder of the match.
- The timekeepers must signal back to the reporting umpire they have seen the Black card and start recording the time off the field once the player has left the ground & cannot be replaced until 12 minutes playing time has elapsed.

Where it is found that the injured party was feigning injury the umpire may change the order-off time from whole game to 12 minutes playing time duration.

NOTIFICATION OF REPORTS

Any report of a player shall be noted within the Matchday Reporting on Gameday Passport. It is important that the Team Manager (club representative attending the umpire's rooms for the "All Clear" or "Report") is present to hear the report.

- Don't forget – All reports MUST be lodged in the umpires Gameday Passport.
- Tribunal Hearings – Umpires will be notified of their need to attend the Tribunal on a Tuesday evening by Monday night at the latest.

MELEE POLICY

All umpires must be aware of the below changes to the VAFA Melee Policy for the 2022 season:

- The definition of a melee has been simplified for umpires and now aligns directly with the definition from the AFL Laws of the Game.
- A melee is now defined as an incident involving 3 or more Players and/or Officials who are grappling or otherwise struggling with one another.
- There are no minor or major melees in season 2022.
- It will now be a requirement for umpires to complete melee charge details in Gameday Match Day Reports, a form will be available to umpires within the match day reporting section.

All umpires should follow the below process to report a melee:

- An umpire shall charge the 2 competing clubs if they believe in good faith that, based on the evidence available to them at the time of the incident, the 2 clubs are guilty of engaging in a melee.
- All details of the alleged melee charge shall be included in the online matchday paperwork by the reporting field umpire.
- The two competing club Team Managers must be notified of the melee charge by the officiating field umpire post-match and shall be required to acknowledge and sign off on the online paperwork (Gameday Match Day Reports) before it is submitted.

Note: if the incident involves 2 players, the officiating umpire can report individual players under Reportable Offence '22.2.2 (s) – Wrestling another person', as per Schedule D of the VAFA Rules.

MATCH DAY VIDEO REVIEW REFERRAL

Please see below the Umpire Match Day Video Review Referral JotForm link:

[2022 Umpire Match Day Video Review Referral Form \(jotform.com\)](https://jotform.com/2022-Umpire-Match-Day-Video-Review-Referral-Form)

Umpires can complete this form any time between the end of the match and 10:00am on Monday if they want the VAFA's Video Review Officer to look at a certain incident on video. Please note: 10:00am Monday is a hard deadline as per the VAFA Rules.

An umpire may wish to use this option in the following circumstances:

1. The umpire recalls something after the game that they thought they missed at the time, and they wish to have it looked at again.
2. The umpire watches some of the match vision on a Sunday and picks up something that they missed on gameday.

Once the form is submitted the video clip will be sent across to the Video Review Officer for review.

BLOOD RULE

The procedure for removing "bloodied" (flowing blood) players from the field will be applied as follows;

- Once a field umpire gives the blood rule signal, the player must leave the field at the nearest point to receive treatment.
- The replacement player must come onto the field through the interchange area and can come onto the playing area at any time.
- The game recommences when the replacement player takes up a playing position and the injured player is off the field.
- The injured player can only re-enter the field via the interchange area once the flow of blood has ceased.

Cuts and Abrasions

- All wounds resulting in blood loss shall be covered by a clean dressing.
- Where bleeding is continuing and is not controlled by a dressing the player shall leave the field, voluntarily or by direction of a field umpire, until the bleeding is controlled and the wound is properly dressed.
- The dressing of wounds must be clean and not blood soaked. Where dressings are blood-soaked the player shall leave the field, voluntarily or by direction of a field umpire, until the wound is covered by a clean dressing.
- Where clothing is contaminated by blood e.g. jumpers or shorts, it must be replaced prior to the player being allowed to resume play. The player may be directed by a field umpire to leave the field until the clothing is replaced.
- If bleeding cannot be controlled and the wound securely covered, the player shall not be permitted to continue in the game.

CONDUCT OF VAFA MATCHES:

Biting

- Biting of ANY person is prohibited and umpires will be directed to report EVERY incident of biting.
- Clubs are directed to report through the VAFA Investigation committee EVERY incident of biting not already reported.
- Tribunals and Investigation committees will be directed as to the dangers of transmissions of infection by this means in order to take this factor into consideration when fixing penalties for biting offences.

Spitting

- Spitting at umpires, players, officials or any person is prohibited and umpires will be directed to report every incident of spitting.
- Clubs are directed to report through the VAFA Investigation committee every incident of spitting at a person(s) not already reported.

MATCH DAY INJURY PROCEDURE & INSURANCE

Injury that sees you to be unable to continue umpiring

1. Stop Umpiring and seek immediate medical attention from Home Club Personnel
2. Email **Stephen Privitera** – stephen@vafa.com.au to inform him of the injury
3. If you are required to attend a doctor surgery or hospital, please do so as soon as possible and please **ask for an invoice** to be raised for your treatment as you will need that when submitting the claim.
Please make sure that is **not the Medicare** reduced rate, it should be the **full rate**.
Insist that your treatment not be bulk billed.
4. A Marsh Insurance Claim may need to be filled out. Please complete this and email once your treatment has concluded. You may also be required to follow WorkCover protocol and obtain a Certificate from your GP.
5. Either at training or in clinic, East St Kilda Sports Clinic can assist in your injury management. Your information will be added to a Register of Injuries data base.
6. VAFA Umpires who attend East St Kilda Sports Clinic will receive a discounted rate for their treatment at these clinics.

Injury that you can continue to umpire with

1. Seek the advice and treatment from Home Club Medical Personnel after the match or at an interval break.
2. Either at training or in clinic see East St Kilda Sports Clinic personnel to further discuss what happened and receive a treatment plan. Your information will be added to a Register of Injuries data base. **DO NOT** begin training without approval from the physio.

VAFA UMPIRES – INJURY AT TRAINING PROCEDURE

You can only claim an injury on insurance if the injury occurs during a training session run by the VAFA.

1. Stop what you are doing and immediately notify the VAFA Umpiring Fitness Coach of what happened.
2. Either at training or in clinic see East St Kilda Sports Clinic personnel to further discuss what happened and receive a treatment plan. Your information will be added to a Register of Injuries data base. **DO NOT** continue training or be appointed to a match without approval from the physio.



VAFA UMPIRES CODE OF CONDUCT

The objective of this “Code of Conduct” is to ensure that ALL umpires act in a manner which places the umpire above reproach and having respect for players, officials and supporters whilst recognizing and ensuring the integrity of the VAFA and the Umpiring Group. An umpire is required to be a person of sound character, willing to accept advice and constructive feedback and above all, to interpret the rules of the game in a fair and equitable manner.

The Victorian Amateur Football Association is aware that as members we have legal & ethical obligations to present ourselves in public in accordance with acceptable standards of behaviour. It is important to maintain standards amongst VAFA Umpires for the integrity of the sport and the general good of all umpiring.

VAFA Umpires “Code of Conduct” must stand as a model for all umpiring groups to aspire to by adhering to the basic principal that the standard of behaviour is never below the standard required or compromised in any way. There is an expectation that all VAFA Umpires are aware of their responsibilities under this “Code of Conduct”.

All VAFA umpires will represent themselves in an honest manner and without bringing the umpiring profession or the game into disrepute, will endeavour to uphold the following to the best of their ability by;

- All umpires agree to abide by the VAFA Umpires Code of Conduct.
- All umpires acknowledge that the VAFA may take disciplinary action against any umpire if they breach the Code of Conduct and understand that the VAFA is required to implement a complaint handling procedure in accordance with the principals of natural justice, in the event of an allegation against any umpire.
- All umpires acknowledge that disciplinary action against them may include deregistration from the VAFA & the VAFA Umpires Association.
- All umpires will display and foster respect for fellow umpires, players, coaches, administrators, other officials, parents & spectators.
- All umpires will respect the rights, dignity and worth of all individuals within context of their involvement with the VAFA.