

Umpire Handbook



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VISION

The SMJFL Umpire Academy aims to be the industry leader in developing
Australian Rules Umpires who consistently display a high level of understanding of the rules which are applied in a fair, and professional manner.

MISSION

To provide a safe, supportive, and inclusive environment in which a structured development program for Umpires of all levels and experience is delivered, focusing on skills, knowledge, and fitness.

VALUES

In line with the stated values of the SMJFL, the Umpire Academy strives to uphold the values of "FAIR":

- Fun Passionate, energetic, and innovative
- Accountability Through open and transparent communication
 - Integrity Independent, honest, fair, and impartial
 - Respect By promoting tolerance and fairness for all





Outline

At the SMJFL OpenCorp Umpire Academy, we aim to develop junior Umpires to the highest standard to officiate in our junior Australian Rules Football competition. In order to realise our mission and vision, we deliver a comprehensive Umpire education program which embodies the values of the organisation and the umpiring group.

To ensure the program continues to improve, we are committed to maintain and increase umpiring standards, promote pathways and progression for our Umpires, and provide a safe environment for Umpires to learn and perform their duties. Additionally, our program will not only aim to improve skills as an Umpire, but also look to provide as many skills that are transferrable outside of Umpiring such as decision making, leadership, assertiveness, and management.

The Academy will:

- Recognise Umpires for their commitment to the sport
- Support, empower and educate Umpires in their roles and responsibilities
- Nurture physical fitness and mental strength to ensure progression along the umpiring pathway.

Expectations

Umpires are an integral part of the game of Australian Rules Football and are in a privileged position to be able to learn to officiate the game, whilst being provided with the necessary resources and payment.

With this, there are several expectations that the SMJFL Umpiring Department and Member Clubs expect from our Umpires, such as:

Regular training attendance

- Umpires must be understanding of the commitment to training when registering.
- Conduct all responsibilities in a professional and unbiased manner.
- Endeavour to develop umpiring knowledge and application.
- Where possible, initiative exercise accountability to encourage development of life skills.

2024 SMJFL Season Dates

Туре	Date	Day	U8 & U9	UIO	UII-UI3	U14+	Holidays
R	14/04/2024	Sunday	Round I	Round I	Round I	Round I	School Holidays
R	21/04/2024	Sunday	Round 2	Round 2	Round 2	Round 2	
R	28/04/2024	Sunday	Round 3	Round 3	Round 3	Round 3	
R	5/05/2024	Sunday	Round 4	Round 4	Round 4	Round 4	
R	12/05/2024	Sunday	Round 5	Round 5	Round 5	Round 5	Mother's Day
R	19/05/2024	Sunday	Round 6	Round 6	Round 6	Round 6	
R	26/05/2024	Sunday	Round 7	Round 7	Round 7	Round 7	
1	29/05/2024	Wednesday		Interleagu	e Round I - TBC		
R	2/06/2024	Sunday	Round 8	Round 8	Round 8	Round 8	
1	8/06/2024	Saturday		Interle	ague Round 2		
R	9/06/2024	Sunday		N	o Games		
1	10/06/2024	Monday		Interle	ague Round 3		King's Birthday
R	16/06/2024	Sunday	Round 9	Round 9	Round 9	Round 9	
R	23/06/2024	Sunday		N	o Games		School Holidays
R	30/06/2024	Sunday		N	o Games		School Holidays
R	7/07/2024	Sunday		N	o Games		School Holidays
R	14/07/2024	Sunday	Round 10	Round 10	Round 10	Round 10	School Holidays
R	21/07/2024	Sunday	Round 11	Round I I	Round 11	Round I I	
R	28/07/2024	Sunday	Round 12	Round 12	Round 12	Round 12	
R	4/08/2024	Sunday	Round 13	Round 13	Round 13	Round 13	
R	11/08/2024	Sunday	LC	Round 14	Round 14	Round 14	
R	18/08/2024	Sunday		LC	Round 15	Round 15	
R	Week commencing I	9/08/2024			Semi Finals	Semi Finals	
F	Week commencing 2	26/08/2024			Grand Finals	Preliminary Finals	Father's Day
F	Week commencing (02/09/2024				Grand Finals	





Section A INTRODUCTION TO THE ACADEMY

I. Academy program specifications and responsibilities

I. Register on OfficialsHQ

Umpires must complete account registration fully to ensure Umpires are available for selection through the platform

- a. This includes adding any affiliation with SMJFL football team if applicable (i.e., Umpire plays for Ajax Under 14 Division 1/Brother plays for Ashwood Under 13 Division 2 etc.)
- b. Complete the relevant Education Packages
 - i. Including the "First Bounce Certificate" if a first year Umpire ii. Optional, but recommended.
 - ii. Child Safeguarding (under 18 or over 18 package)

2. Endeavour to progress

Umpires are expected to show endeavour to progress in their development as an Umpire through **regular training attendance** (SMJFL, VAFA, SFNL or another umpiring league/academy)

- c. If they are NOT a consistent trainer, future appointments may be affected in ways including but not limited to:
 - i. Lower priority in games, regardless of age group
 - ii. Non-appointment of games
- d. If they are unable to attend training sessions, the expectation is that umpires will notify their respective Coaches and/or Head Coach and keep up to date with content posted online
 - i. They watch the affiliated content videos;
 - ii. Train with another senior Umpire organisation in their respected discipline (I.e. SFNLUA, VAFA etc)

3. Appointment responsibility

Generally, most Umpires should expect to be appointed to a match each week. There may be weeks where an Umpire has not been appointed to a match initially. This is **most likely** because we would have missed their name filtering through 700+ names. However, there is always an opportunity to pick up a game when the 'Available games' list gets released. (Page 26)

Umpires are expected to provide appropriate notice and/or acceptable reasons for declining appointments.

- e. If an Umpire repeatedly declines appointments, this can lead to future match appointments being affected.
- f. If an Umpire is injured/sick within short notice of their appointment, please consider giving as much notice as possible to decline.
 - i. Pull out early, pick up a game later

4. Information session

Must attend one of the SMJFL Information Sessions for information involving umpiring OR as an alternative, read the presentation provided on the night. There will be an in-person and an online session.

5. Code of Conduct

All Umpires registered with the SMJFL Umpire Academy must acknowledge and agree to the SMJFL Umpire Code of Conduct. A copy of this document is available on page 9.

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SMJFL Umpire Academy Code of Conduct

Every registered Umpire in the SMJFL Umpire Academy is **required to agree** to and abide by our Code of Conduct. If you are yet to acknowledge and agree to the Code of Conduct, you can do so by clicking this link Specifically, by agreeing to this Code of Conduct, the Umpire endeavours to:

- 1. Remember that Junior Sport is about providing opportunities for children to learn and have fun where their safety must be prioritised and as an Umpire, know the role that they have as a part of that;
- 2. Be a positive ambassador for community umpiring by demonstrating enthusiasm and commitment to umpiring;
- 3. Be a role model by acting in a professional manner, acting respectful in all interactions with people, including Players, Coaches, Officials, Administrators, Parents and Spectators;
- 4. Seek continual self-improvement by regularly attending training and being an active participant, contributing to a positive environment that promotes development;
- 5. Encourage good Sportsmanship by demonstrating positive support of all Players, Coaches, League Staff and Umpire teammates;
- 6. Ensure that I am continuously contributing to a safe and inclusive environment at training and match day, conscious that I am practicing appropriate child safety measures (i.e., valid WWCC, completed Safeguarding Children education package on OfficialsHQ etc.)
- 7. Conduct the duties of an Umpire in line with Laws of Australian Rules Football and SMJFL By-laws, ensuring that I am knowledgeable on the relevant areas;
- 8. Apply the Laws of Australian Rules Football with fairness and integrity, not allowing any personal relationships and/or associations influence my decisions or actions in my duties as an Umpire;
- 9. Be considerate and respectful of all participants, regardless of their gender, sexual orientation, ability, cultural background or religion;
- 10. Ensure that all administrative tasks associated with being an Umpire are completed accurately, in a full and timely manner, including submitting Best & Fairest votes with integrity;
- II. Not make physical contact with any Player unless it is at the request of a qualified official for the purposes of assisting with first aid;
- 12. Be accountable for all actions taken and understand that when wearing any SMJFL Umpire uniform, that you are representing the SMJFL Umpiring Department;
- 13. Understand that people expect SMJFL Umpires to be:
 - a. Trustworthy honest and impartial in carrying out duties
 - b. Responsible appreciate and demonstrate the importance of the role of an Umpire
 - c. Prepared physically prepared for the task
 - d. Knowledgeable gain and maintain a solid understanding of the Laws of Australian Football including the Spirit and Intention of the Laws
 - e. Punctual and Professional arrive on time to matches and act professional in engagement and presentation (shirt tucked in, socks up, sweatbands on)

All registered Umpires are required to abide by this Code of Conduct. To do so, please follow the link below to acknowledge that you have read and agreed to the SMJFL Umpire Academy Code of Conduct.

2. Umpire Categories

To aid with the development of Umpires, we have developed a system that helps identify the different levels of experience between Umpires. Umpires are sorted into three (3) different categories based on their experience and ability. The three levels are distinguished by different colour sweatbands which are noticeable to spectators and players.

I. Novice Umpire

Distinguished by:

RED sweat bands

Umpiring experience:

Less than one (I) season in Umpiring in chosen discipline

Reports to:

- Head Coach / Novice Umpire Coaches
- Umpire Administration Officer
- Mentor/experienced Umpire (match day)

Supervision received to progress to Intermediate level:

- Deemed competent after being observed by Mentor/Umpire Coach/Head of Umpiring in at least 2 games
 - Or at the discretion of, having been assessed as competent in key learning areas
- Complete first year of umpiring (must do more than 10 games)

Key learning areas

Novice Umpires will be assessed in the following areas:

- Communication
 - Demonstrating confidence and respect in their delivery of communication
 - Using a basic level of Laws of Australian Football terminology to communicate free kicks
 - Following the 'free kick. Team' communication method. I.e., "Push in the back, Collingwood".
 - Effectively managing set kick scenarios
 - Using metres instead of "steps" to direct players.
- Decision making
 - Showing a basic understanding and application of the Laws of Australian Football and the SMJFL Umpire Academy direction
 - Paying warranted free kicks that are around protection of the ball player.
- Positioning
 - Understanding of distance from the play being 15 metres
 - o Endeavour to attain a side-on position to the contest
 - Demonstrating the intention to maintain positioning on the major-axis side of play (not outside play near the boundary line)
 - Showing appropriate work rate to achieve these positions
- Match management
 - Demonstrating a basic level of application for:
 - Set kick control in different scenarios (marks, free kicks, set-shots at goal)
 - "Trigger" in for ball-ups and protection free kicks
 - Attempting to keep the play moving when a "scuffle" begins
 - Demonstrating a level of composure
- Coachability
 - Showing interest and application of coached knowledge whether it is match day or during training

2. Intermediate Umpire

Distinguished by:

YELLOW sweat bands

Umpiring experience:

- In their second year of Umpiring
- Deemed competent by Head Coach / Umpire Coach

Reports to:

- Head Coach / Intermediate/Experienced Umpire Coaches
- Umpire Pathway Mentor
- Umpire Administration Officer
- Mentor/Experienced Umpire (match day)

Supervision received to progress to Experienced level:

- Observed by mentor / Umpire Coach / Head of Umpiring in at least 5 games
 - Or at the discretion of, having been assessed as competent in key learning areas

Key learning areas

Intermediate Umpires will be assessed in the Novice learning areas as well as the following areas:

- Communication
 - Using more efficient communication
 - Removing terms such as 'I'll pay the mark" and using "not 15, play on", when required instead.
 - Using an intermediate level of Laws of Australian Football terminology to communicate free kicks
 - When asked to explain decision, determining an appropriate time to do so, and using proper terminology.
 - Effectively managing set kick scenarios
- Decision making
 - Showing a more advanced understanding of application of the Laws of Australian Football and the SMJFL Umpire Academy direction
 - Paying warranted free kicks with a more accurate application for interpretational free kicks (Holding the ball etc)
 - Minimising missed protection free kicks
 - Beginning to demonstrate an understanding of non-free kick decisions
 - Beginning to confidently pay support free kicks
- Positioning
 - o Applying a distance of roughly 20 metres from play for older age groups
 - o Getting to a slightly forward of side on position for marking contests
 - Beginning to learn the 3-Umpire system (and applying when appointed)
 - Showing appropriate work rate to achieve these positions
- Match management
 - Demonstrating better understanding of reading situations to trigger in to
 - Effectively managing "scuffles" as a team to ensure a more seamless process in getting the play moving whilst managing the "scuffle".
- Coachability
 - Continued regular attendance at training
- Leadership
 - Showing a willingness to promote umpiring to less experienced Umpires and assist in their development process

3. Experienced Umpire

Distinguished by:

GREEN sweat bands

Umpiring experience:

- Consistently officiating in the higher ranked age groups as per AFL Victoria rankings (90% of primary appointments are in Under 16 Boys and Under 17 Boys)
- Identified as potential to progress to senior football by Head Coach / Head of Umpiring or Umpire Pathway
 Mentor
- Currently umpiring in a senior competition already, regularly in senior grades
- Deemed competent by Head Coach / Umpire Coach

Reports to:

- Head Coach / Intermediate/Experienced Umpire Coaches
- Umpire Pathway Mentor
- Umpire Administration Officer
- Mentor / experienced Umpire (match day)

Supervision received to progress to senior football level:

 Observed by Mentor/Umpire Coach/Head of Umpiring and identified as potential to progress to Under 19's / senior football

Key learning areas

Experienced Umpires will be assessed in Intermediate and Novice areas as well as the following areas:

- Communication
 - Communicating with players only when required
 - 'Free kick, team' only communicated
 - Only explaining free kicks when requested
 - Body language and tone
 - Using an advanced level of Laws of Australian Football terminology to communicate free kicks
 - Only when asked to explain a decision, determining an appropriate time to do so, and using proper terminology.
 - Managing the length of conversations when explaining (not going for too long and engaging in back and forth)
 - Effectively managing set kick scenarios
- Decision making
 - Showing a more advanced understanding of application of the Laws of Australian Football and the SMJFL Umpire Academy direction
 - Consistently demonstrate an understanding of non-free kick decisions
 - Minimal player protection free kicks missed
 - Confident in paying support free kicks and allowing an appropriate amount of time to allow the other
 Umpire to have a chance of paying the free kick
- Positioning
 - Advancing in the 3-Umpire system
 - Exceptional work rate/positioning throughout games
- Match management
 - Effectively using running triggers when required
 - Leading teamwork when managing scuffles
 - Demonstrating exceptional levels of composure
- Coachability

Continued regular attendance at training or at senior training

3. Academy staff

I. Umpire Coaches

The SMJFL Umpiring Department, in conjunction with the SMJFL, are dedicated to carefully appointing the best available coaches and staff to develop and deliver a comprehensive Umpire training program whilst promoting a positive and inclusive environment.

The program will be inclusive of educating Umpires for various levels including preparing new Umpires for the roles and responsibilities required, through to ensuring Umpires are best prepared for their transition into senior football.

Distinguished by:

- Navy, grey and green jackets / polos
- GREEN sweat bands

Umpiring experience:

Minimum of 50 games experience across junior and senior football (Minimum 50 games at any level)

Reports to:

- Head of Umpiring
- Umpire Pathway Mentor
- Umpire Administration Officer

Supervision received to progress to Coaching role:

Application and interview process

Responsibilities/tasks:

- Implement the season coaching plan
- Contribute to a positive and inclusive environment
- Observe and fill out Umpire feedback forms
- Promote the recruitment and retention of umpiring

2. Umpire mentors

Distinguished by:

- SFNL/VAFA jackets/polos
- **GREEN** sweat bands

Umpiring experience:

- Minimum of 50 games experience across junior and senior football
- Must have been registered in an umpiring organisation within the last 5 years

Reports to:

- Head of Umpiring
- Umpire Pathway Mentor
- Umpire Administration Officer

Supervision received to progress to Mentor role:

Minimum 50 games at any level

Responsibilities/tasks:

- Observe and fill out Umpire feedback forms
- Provide appropriate feedback to Umpires on match day
- · Promote the recruitment and retention of umpiring

3. Coaching roles

Our coaching team has been carefully appointed to provide Umpires the best experience in being delivered an evolving and exciting program. This program not only provides a dynamic Umpire education experience but also promotes an inclusive, productive and enjoyable environment for Umpires to feel comfortable in, to enable the best opportunity to get the most out of themselves in their umpiring journey.

All of our coaches have adequate Umpire Coaching accreditations/experience, continuously updating as required by the National Community Umpiring Team at the AFL. They are also compliant to SMJFL Child Safety Policies. Below is a summary of the different coaching roles within the SMJFL Umpire Academy

COACHING ROLE	SUMMARY
Head of Umpiring	Oversees all operations of the SMJFL Umpire Academy, with focus on recruitment & retention and development strategies, and ensures appropriate governance is implemented.
Head Coach – Mainstream group	Develops and implements the season training plan for Field Umpires as well as assessing the coaching team. The Head Coach also undertakes an active coaching role at training sessions.
Umpire Administration Officer	Assists the Head of Umpiring with administrative duties and coordinates the Field Umpire appointments. They are also involved in a Field Umpire coaching role.
Women & Girls Umpire Liaison Officer	Heads the Female Development Academy and the events that are run as a part of it. Point of contact for all Female Umpires.
Umpire Pathway Mentor	Helps identify Umpires who have not yet progressed to senior football and assists those and current senior football Umpires from the SMJFL with their transition
Strength & Conditioning Coordinator	Develops and implements the season strength and conditioning plan to educate Umpires and enhance their physical performance
Field Umpire Coach	Delivers the season training plan to their relevant Umpire group, in conjunction with the Head Coach, as well as observing and providing feedback to Umpires on match day
Boundary Umpire Coach Lead	Builds and implements the season training plan for Boundary Umpires and undertakes an active coaching role.
Boundary Umpire Coach & Appointments Coordinator	Coordinates the appointment of Boundary Umpires and undertakes an active coaching role.
Boundary Umpire Coach	Delivers the season training plan to their relevant Umpire group, in conjunction with the Boundary Umpire Coach Lead, as well as observing and providing feedback to Umpires on match day.

4. Umpire Academy Staff & Coaching Team

Below is the appointed Staff & Coaching Team for 2024:

COACHING ROLE	STAFF MEMBER	CONTACT
Head of Umpiring	Doug Haworth	umpiring@smjfl.com.au 0490 495 079
Head Coach - Mainstream group	Lachlan Carney	
Umpire Administration Officer	Portia Ronsberg	appts.umpiring@smjfl.com.au
Women & Girls Umpire Liaison Officer	Alanah French	umpiringliaison.smjfl@gmail.com
Umpire Pathway Mentor	Peter Marshall	
Strength & Conditioning Coordinator	Ben Melissinos	
Intermediate/Experienced Field Umpire Coach	Tim Beer	
Intermediate/Experienced Field Umpire Coach	Jack Seymour	
Novice Field Umpire Coach	Sarah Donlon	
Novice Field Umpire Coach	Ewan Daly	
Novice Field Umpire Coach	Charlie Clarkson	
Novice Field Umpire Coach	Portia Ronsberg	
Boundary Umpire Coach Lead	Mitch Lea	
Boundary Umpire Coach & Appointments Coordinator	Zack Tremigliozzi	boundaryumps.smjfl@gmail.com
Boundary Umpire Coach	Liam Pain	
Senior Pathway Ambassador	Samantha Ritchie	



4. Training

I. Expectations

Umpires are encouraged and expected to attend training on as regular of a basis as they can, to further develop their umpiring ability and knowledge.

Training will most likely be held regardless of the weather, as we have back up options for the case of inclement weather. However, Umpires are encouraged to check TeamApp for any updates in the case of.

The Academy intends to reward Umpires who regularly attend training with higher priority in preference for selection (Boundary Umpires requests and for finals selection).

2. Content covered

Training caters to Field and Boundary Umpires, providing coaching through on-field skill drills, indoor theory sessions (vision analysis, quizzes, group activities etc.) and a moderate coverage of fitness.

We are just like a football club! Like football training, you will do hundreds of drop punts and handballs each session, go over the same or similar set pieces etc.

We will cover content that is new, go over the same content to ensure we get it the best we can, and then cover more content.

3. Venues

The SMJFL Umpire Academy offer two training options to cater for Umpires in different locations and to ensure opportunity for the most amount of Umpires to attend training.

The content on both nights is the same and Umpires are not required to attend both training sessions each week, however they are most welcome to if they wish.

Monday nights

Elsternwick Park Oval I – 6:00pm to 7:15pm 164 Glen Huntly Road, Brighton (Warm up with VAFA Umpire Association, then split to SMJFL)

Wednesday nights

Moorleigh Reserve – 4:45pm to 6:00pm 90-92 Bignell Road, Bentleigh East (Strength & Conditioning Coordinator in attendance)





Section B UMPIRE PROCEDURES AND RESPONSIBILITIES

I. Before your first game

I. Registration

Each year, all new and returning Umpires are required to register/reregister for the upcoming season, should they wish to officiate in the SMJFL. This is a compulsory requirement to umpire in any community football league.

Registration is done via the OfficialsHQ website. This is where most administrative tasks/duties are done as an Umpire. Umpires are required to submit their bank details, affiliated clubs, contact details etc. via this system.

a. To register as a NEW UMPIRE

Head to <u>registration.officialshq.com</u> to begin creating your account on OfficialsHQ. Then follow the prompts after that OR use the SMJFL Umpire Registration Cheat Sheet (page 19) to aid your process on registering with the SMJFL Umpire Academy.

b. To register as a RETURNING UMPIRE

It has never been easier to re-register as an Umpire, thanks to OfficialsHQ.

All you are required to do is simply log in to your account after November I and you will be prompted with a question, asking you if you wish to re-register. You then need to fill out the details of the league you wish to register with and add any club affiliations (if applicable) and then you are done!

To register with multiple Umpiring groups, once you have completed the details of your first group, you need to contact the Umpiring Department.

Should you encounter any issues, please contact Umpire Administration Officer Portia via – appts.umpiring@smjfl.com.au

Please note: Parents should not register unless they intend of officiating in the SMJFL.



SMJFL Officials HQ Registration Cheat Sheet

Access via AFL website or registration.officialshq.com

- 1. Email address, first name, last name, date of birth and gender
 - a. Must be a unique email address
 - b. If email is already used in platform, you will receive an error message
 - c. If you have already registered, you must re-register
 - d. DO NOT create a new account as OfficialsHQ cannot merge accounts
- 2. Address & contact details
- 3. Role preferences
 - a. State, Umpiring club/League, Role
 - i. State Victoria; Umpiring club/League **SMJFL OpenCorp Umpire Academy**; Role = Discipline: Field or Boundary DO NOT register as goal
- 4. Summary of the information just lodged If you wish to go back and edit, you can click 'previous' at any time
 - a. There is an opt in to receive offers from the AFL and competition organisers and affiliates with a link to the AFL Privacy Policy. You do not have to click this.
- 5. Payment screen There is no registration fee so it will automatically complete.

Once this has been completed, an email that is sent from administrator@refassist.com with subject 'Account created'. This email will contain a link to create your new password for your OfficialsHQ account. If you have not received this email, please log into your email account and check spam/junk, otherwise, go to the OfficialsHQ login page app.officialshq.com, and hit 'forgot password' and it will take you to the same link to create your password.

Once that has been completed, you will receive another email welcoming you to OfficialsHQ with a link to the website. You will need to enter your login details via that link.

• Username = Email registered with the Officials HQ account

Upon logging in for the first time, you will need to fill out required account completion information.

- Clubs
 - o Refers to any clubs that you may have an affiliation with (I.e. Play football for East Brighton)
 - o Please enter the Club AND Team you play for, if you do play.
 - o If no affiliation, select no club
- Umpire info
- Working with children
 - o This does not store any Working with Children Check details in this section (can add these details later)
 - This ensures that you meet the requirements to obtain a Working with Children Check for your relevant state/territory, as it's a national platform
- If you are under 18 years old, you are not required to obtain a Working with Children Check, so you do meet the requirements.
- Demographic
- Emergency info
 - Please ensure these details are correct and updated whenever necessary
- Banking
 - Account numbers must have a minimum 6 numbers. If your account number has less than 6 numbers, you need to add "0" before the number, to add it up to 6 numbers
 - o I.e. If your account number is "1234", you will need to enter it as "001234"
 - O When adding the BSB, you must use a hyphen i.e., xxx-xxx
- Medical
 - If you select any of the options in the medical tab, select 'Add medical information' after that to
- Once finished, click complete, read through and agree to the terms and conditions
 - You will also need to read, acknowledge and agree to the SMJFL Umpire Academy Code of Conduct if you
 wish to Umpire in the SMJFL

If you encounter any further issues, please don't hesitate to contact: **Portia Ronsberg** - appts.umpiring@smjfl.com.au or

OfficialsHQ Support - 1800 PLAYAFL (1800 7529 235) Or head to play.afl/umpire/officials-hq/

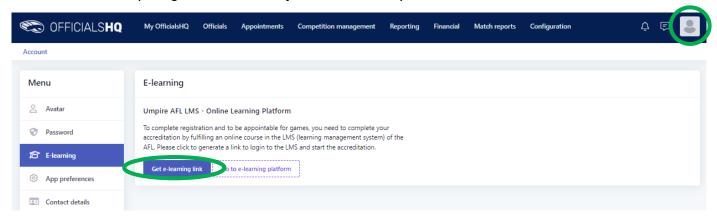
2. Education packages

As of December 4 2023, **all** registered Umpires **must** complete the mandatory Umpire Education Packages which are accessible via the Learning Management System (LMS) in OfficialsHQ. To access the LMS, you need to log into your OfficialsHQ account, click on your name and go to 'Account'. From there, click 'Get e-learning link' and then generate link. This will give you a link to the LMS.

There are two packages that are available:

- 2024 Junior Umpire Education Package (Under 18)
 - Includes one module Safeguarding Children in Umpiring (for U/18s)
 - Roughly 20 minutes
- 2024 Umpire Education Package (Senior Over 18)
 - o Includes two modules Safeguarding Children in Umpiring and Respectful Relationships for Umpires
 - Roughly 40 minutes

A reminder that these packages are **mandatory** and must be completed to be available for selection.



3. First Year Umpires education

For **First Year Umpires**, there is the brand new 'First Bounce Certificate' that you can complete to aid the development of your umpiring journey. This course is designed to provide a 'Come and Try' experience for Umpires to help them improve their understanding of the Laws of the Game and the roles and responsibilities of an Umpire.

To access the 'First Bounce Certificate', head to the LMS and scroll down and click on Umpire (circled). Then at the bottom of the next page, the course will be in 'Featured Learning'.

Once completed, your certificate will be accessible via your LMS profile.

This is not a mandatory course but is strongly recommended for Umpires who are new as it will help provide further support and knowledge to kick start your umpiring journey!



4. OfficialsHQ



Umpires are encouraged to familiarise themselves with the OfficialsHQ platform as it is a crucial part of being an Umpire with the SMJFL. OfficialsHQ is used for:

- Appointing Umpires
 - Umpires must set their availability and notify us of Club affiliations via OfficialsHQ
- Process Umpire pays
- Store Working with Children Check (WWCC) details
- Fill out Competition Match Reports (CMR) including votes
- Fill out Player/Official Report forms

Page 39 contains video tutorial links for OfficialsHQ

a. Appointing Umpires - setting leave

More about the process of appointing Umpires will be outlined later in this handbook.

As the SMJFL has many game times commencing across the day/weeknight games, the Umpires are required to set their 'leave' in the OfficialsHQ system to enable us to appoint around any prior commitments (playing football etc.) By default, the system has you as available, unless altered otherwise.

To set leave, on the OfficialsHQ platform, head to Communication platform > Leaves > select specific date > Add leave. Follow the prompts from there to add your leave for when you will be unavailable. To do a specific time of a day, you will need to untick 'Full day', and add the times you will be unavailable.

Please note: When setting leave, you will need to consider not just the event, but travel times etc. I.e. For a football match, you will need to consider the travel time to and from the game, the time they want you there (30 minutes before etc.), recovery time and travel time to your Umpire appointment.

If you set your leave from 10:00am to 12:00pm, this means that we can appoint you to a game from 12:01pm onwards or a game that finishes before 10:00am.

b. Umpire pays - adding bank details

Umpires must ensure that their bank details are added as we use OfficialsHQ to process payments. Bank details should have been added whilst registering but if it was missed/updating new details, head to 'My profile', then Bank accounts. Ensure that you use a hyphen for your BSB (e.g. 000-000).

c. Store WWCC details

ALL Umpires aged 18 years or older must have a valid Volunteer WWCC card. Apply for a WWCC HERE.

To add your WWCC details, head to 'My profile' > Accreditations > Add accreditation, and in 'Accreditation type', select 'Working with Children' and add the expiry date in the 'End date' section and add the card number in 'Reference'. You may also upload a photo of your WWCC card, however it is not compulsory to do so.

d. Filling out CMR's and Player/Official Report forms and votes

Only one (I) Field Umpire is required to fill out the CMR and in the case of a report, only the **reporting Umpire should** fill this form out. This process will be outlined later in this handbook. You can access this through your appointed match by clicking on 'MATCH REPORTS' (on a computer) or tap on the paper icon (smart phone).

To fill out the Best and Fairest votes, click on 'AWARDS' (on a computer) or tap on the trophy icon (smart phone).

5. Stack TeamApp



Stack TeamApp is a downloadable application from the App Store or Play Store where we send out any communications and updates to our Umpires. Things like training announcements, additional appointments, opportunities and more, are announced via TeamApp.

To join, all you need to do is:

- Download Stack Team App from the App Store of Google Play Store
- Create an account with TeamApp
- Select "Find your team"
- Search for "SMJFL Umpire Academy" and we will be the only option
- Request access and fill out the form as desired
- Wait for approval!

Parents are most welcome to join the group too, so they can stay up to date with any news and events going on at the SMJFL Umpire Academy.

6. Insurance

All Umpires that are registered with the SMJFL in conjunction with Marsh Insurance have been provided with the base Bronze level of personal injury cover.

More information around the insurance coverage is available via the **SMJFL** Website

2. Uniform

I. Purchasing - On-Field

In 2024, the SMJFL Umpire Academy, in conjunction with League Partner ISC, require all Umpires to be uniformed in ISC on-field gear that is branded specifically for the SMJFL. This branding is also inclusive of the SMJFL Umpire Academy Partner, OpenCorp.

Umpires who do not have this uniform (ISC uniform with **no** OpenCorp branding across the back, ISC uniform with Monarch branding, any other garment brand such as BLK) must purchase an updated Umpire Uniform via the SMJFL shop on the SMJFL website.

The following garments are **compulsory** for purchase as an Umpire:

Item
OpenCorp Umpire Academy Match Day Tee
OpenCorp Umpire Academy Match Day Shorts
OpenCorp Umpire Academy Match Day Socks
AFL Umpire Sweatbands (Novice Umpire – Red, Intermediate
Umpire – Yellow, Experienced Umpire – Green)
ACME Thunderer Umpire Whistle (If not yet owned already)
 This is the preferred whistle of the AFL and AFL Umpires which

- This is the preferred whistle of the AFL and AFL Umpires which produces a recognisable tone for officiating Australian Rules Football.
- Please refrain from purchasing whistles from other sports (basketball whistles, soccer whistles, non-finger grip whistles etc)



2. Purchasing - Off-Field

The following garments are optional for purchase as an Umpire:

OpenCorp Umpire Academy **Training Tee** \$50.00
OpenCorp Umpire Academy **Off-Field Hoodie** \$65.00



3. Standards and expectations

When Umpires wear their SMJFL Umpire Uniform, regardless of whether it is at a match or out in general, they must remember that they are representing the SMJFL Umpire Academy when doing so and should be mindful of their actions.

Price

Item

When officiating in a match, the expectation is that Umpires wear their uniform with their:

- Shirt tucked in
- Socks pulled up
- Sweatbands on

This is so that we look professional and prepared for the task ahead.

Plain/athletic caps and compression undergarments are accepted to be worn whilst officiating.

Compression undergarments must be of a Beige, Black or Grey colour

4. Uniform during incelement weather

In the event of inclement weather (less than 13 degrees and/or raining heavily) as a guideline, Umpires may wear a long sleeve garment **underneath** their uniform, provided that it is of **Black, Green, Grey or White** in colour and features no branding on the sleeves. This can only be in the style of a compression/athletic top.

Hoodies are **not a permitted** garment to be worn underneath **any** Umpire uniform whilst officiating in a match.



3. Umpire pay & pay rates

Umpires who officiate in the SMJFL are offered competitive pay rates for their service. Below is the pay rate table for 2024.

Umpire pay does **not** increase during Finals appointments.

Pays are processed every 2 rounds (after every even round). It is important to note that there will be a slight delay between receiving your pay remittance in OfficialsHQ and having the funds reflected in your bank account.

As the pays are first processed through OfficialsHQ, it is important that Umpires bank details are **correctly** entered into OfficialsHQ. If an Umpires bank details are not entered into OfficialsHQ, the pay will be delayed and will be processed again in the next pay run, provided the details have been updated.

Should we encounter any issues with your pay, we will contact you via email, outlining the next steps to take.

To view your pay remittances (pay slips), log into OfficialsHQ > Communication platform > Remittance advices.

ISSUES WITH PAY

Should you have any issues with your pay, ensure that you have checked your pay remittance and appointment history. Please also ensure that you confirm that your details are listed on the Competition Match Report when the Field Umpire is filling it out.

If you require any assistance with your pay, please email <u>umpiring@smjfl.com.au</u>

SMJFL Umpire Pay Rates 2024		Only one (I) Field Umpire appointed
Туре		
<u>Field</u>		Total rate
Under 11-13 Mixed & Girls	\$ 56.00	\$ 67.20
Under 14 Mixed & Girls	\$ 63.00	\$ 85.05
Under 15 Boys	\$ 75.00	\$ 101.25
Under 16 Boys & Girls	\$ 87.00	\$ 130.50
Under 17 Boys & Under 18 Girls	\$ 96.00	\$ 144.00
Boundary		
Under 11-13 Mixed & Girls (Finals only)	\$ 37.00	
Under 14 Mixed & Girls	\$ 38.00	
Under 15 Boys	\$ 46.00	
Under 16 Boys & Girls	\$ 52.00	
Under 17 Boys & Under 18 Girls	\$ 58.00	
Goal (Finals only)*		
Under 11-13 Mixed & Girls	\$ 34.00	
Under 14 Mixed & Girls	\$ 34.00	
Under 15 Boys	\$ 36.00	
Under 16 Boys & Girls	\$ 37.00	
Under 17 Boys & Under 18 Girls	\$ 37.00	

^{*}Goal Umpiring is not directly coached and priority is given to Umpires who have senior Goal Umpiring experience. There will still be spots for SMJFL Umpires to fill.

4. Appointments

I. Process

The appointment process is one that takes a significant amount of time to do as it isn't just about putting names into games. Whilst it isnt always practical due to our volume of appointments, we endeavour to appoint Umpires to the most appropriate level for them and their development.

Below is a general guideline of appointments, however some individual circumstances can change (i.e., Coach has observed and requested for a specific age group) and these guidelines may not be applicable.

a. General guidelines

If you are a **Novice Umpire**, you may be appointed to the younger age groups for your discipline (Under 11-13's for Field Umpires, Under 14-15's for Boundary Umpires).

If you are an Intermediate Umpire, you may be appointed to a wider range of age groups, based on your experience and observation history. You may also find yourself appointed to younger age groups as an additional appointment to assist with the development of less experienced Umpires.

If you are an **Experienced Umpire**, you may be appointed to the older age groups on a more regular basis. You should also expect to be appointed to some younger age groups as an additional appointment from time to time, to assist with the development of less experienced Umpires.

ALL Umpires are able to be appointed to multiple games, should they wish to be, however this happens after ensuring as many individuals can be appointed to a match first. This can be done by picking up an additional appointment via the available games that are released (more information below) or by contacting the Umpire Administration Officer via email, notifying them of your interest to do multiple appointments (max 3).

2. Expectations

The expectation of the SMJFL Umpire Academy is that whenever an Umpire receives an appointment, it is confirmed and is only rejected if its for a genuine reason.

It is the **Umpires sole responsibility** to ensure that any prior commitments are lodged in as leave on OfficialsHQ within the timeline stated in point 3. If an Umpire fails to accept an appointment due to not putting in their leave within the specified timeline, this may affect an Umpires priority in appointments.

If something unexpected does pop up that requires an appointment to be rejected, the Umpire should email appts.umpiring@smjfl.com.au (more than 2 days from the match.) Umpire **must call** 0490 495 079 if pulling out within 48 hours of match.

Illness/injury

If an Umpire is feeling ill/injured three (3) days out before their appointment and is even slightly unsure whether they will be able to complete their appointment, the preference is that they notify us as early as possible and then if they do feel better later, that they can pick up an available game.



3. Timeline

As outlined in Section B I.4.a., Umpires are required to set their leave in order to be appointed to matches around any prior commitments (i.e. football matches). To ensure that appointments are done in a timely manner, allowing for any late pull-outs and gaps that need filling, we have a timeline that Umpires **must** follow to ensure that all matches are appointed with Umpires.

The timeline starts from the Sunday, prior to the following round.

IMPORTANT

The appointment process is naturally a long and time-consuming process that takes a significant amount of hours across multiple days to achieve a successful result, on a weekly basis.

However, it can be made more efficient if **ALL UMPIRES** strictly adhere to the timeline below. Part of being involved as an Umpire in the SMJFL is preparation for other opportunities and ensuring that a crucial timeline is met is a recognisable skill across any workplace, should you look to apply at jobs in the future.

DAY/TIME	REQUIREMENT	PRIORITY FOR UMPIRE
Sunday 9:00pm	Umpire's leave set in OfficialsHQ/Boundary Umpire match requests must be submitted by this deadline. Any late leave set/requests may not be honoured	High
Monday 9:00am	Umpire Administration Officer/Boundary Appointments Coordinator begin the appointment process	Not applicable
Tuesday 3:30pm	Appointments first published	High
Wednesday 9:00am	Umpires must acknowledge their appointment on OfficialsHQ (accept or reject) and risk being removed if not done in time	High
Thursday morning	Any available games are released and are usually distributed on a first come, first serve basis	Medium - High
Friday	Continue filling any available games	Medium - High
Saturday	Continue filling any available games *High if there are still games with 0 Field Umpires appointed	Medium

5. Pre-game

I. Day before

It is recommended that Umpires should pack their bags the day before to ensure that they are as prepared as they can and can allow for anything that may have been missed. There is nothing worse arriving to an Umpire appointment and not having your Umpire top in your bag because you were in a rush packing your bag that morning!

We have prepared a general checklist which should help you with this process.

Bag checklist - Day before

 ✓	Action	Details
	Confirm details of appointment/s	Start time, venue, travel time to game
		(including arrival 30 minutes prior),
		team names, age groups and rules applied
		to that age group (refer to SMJFL Rule
		Variation Matrix)
	Important documents downloaded	 Laws of Australian Football
	and accessible on phone	 SMJFL By-Laws
		SMJFL Rule Variation Matrix
	Bag pack	ed including
	Red and y	yellow cards
	Not	tebook
	Pens	/pencils
	Coin (fo	r coin toss)
	W	histle
	Uniform (washed and clean!)	☐ SMJFL Umpire Shirt
		☐ SMJFL Umpire Shorts
		☐ SMJFL Umpire Socks
		☐ Sweatbands – correct colour for
		Umpire level
		☐ Clean runners or boots
		☐ Towel
		□ Drink bottle
		☐ Garters or elastic bands (to hold
		socks up if required)

2. Arrival at ground

√		Action	Details
		Arrive early No later than 30 mins before scheduled start	
	Umpires room	Locate – ask canteen staff or offic	ial if unsure
	Change into uniform	Ensure all equipment ready to go	
	Other umpires	Introduce yourself, chat about the	game ahead etc.
0	Home team change room	 Just to say hello a They may ask you Check with Team Manage requirements have / will b 	m Manager, Coach & Captain nd wish them luck for the match I questions (*see below) or that all uniform / jewellery / nails be checked otballs from Team Manager (next point)
	Match balls		natch balls (2 should be provided) ect size, has the correct branding, is made ifficiently inflated. Refer to the SMJFL Rule
	Away team change room	 Locate Knock first! Introduce yourself to Team Minimum) Same as the home team change 	lanager, Coach & Captain (captain at a ge room process
	Match ball selection	Ask Away Team Captain to select home team	the match ball from the 2 provided by the
	Warm up	Warm up to avoid injury and be r commences	eady to go as soon as the game
	Meet Umpire Escorts	Make sure you locate and meet b e and if you have a drink bottle, pol	oth Umpire Escorts before you walk out itely ask to leave it with them.
	Walk out onto ground	If there is a game going on before	5 minutes before your start time. hand that doesn't allow you to enter the time, you must walk as soon as that game

- If asked something like "Can you tell the players that you are going to be on top of dangerous tackles today?" or "How are you paying holding the ball today", **DO NOT** speak specifically about how you will officiate the game (i.e., avoid saying things like "I am going to be paying dangerous tackles for any head that hits the ground")
- This is because as soon as we miss something/don't see something the same way they do (which does happen), they will bring up the fact that you said it before the game.
- Instead, speak in a non-committal way "we will do our best today to pay them as we have been instructed" or objectively reference the Law book i.e., "The Laws define a dangerous tackle as..."

Section C Match day processes and procedures

I. Pre-match and match provisions

I. Match duration

Umpires play an important part in ensuring that the scheduled matches for the day at any venue, run on time. You may need to use your voice and whistle to encourage teams to get into positions quickly/finish their warm-ups. Make sure you do this in a polite manner.

Where possible, please make sure that both teams and Umpires adhere to these match duration lengths

Age group	Each ¼ length	¼ time	½ time	¾ time
Under 11-14 Mixed & Girls	15 mins	3 mins	8 mins	5 mins
Under 15 Girls	15 mins	3 mins	8 mins	5 mins
Under 16 Girls	15 mins	3 mins	8 mins	5 mins
Under 18 girls	17 mins	3 mins	8 mins	5 mins
Under 15-17 Boys	20 mins	3 mins	10 mins	5 mins

There is strictly **NO 'time-on' (clock stopping)** in SMJFL matches for injuries. The only time a close is to be stopped is in the case of a head count being requested by a team's Captain, Vice-Captain or Runner.

If an Umpire has any concerns about this, they should immediately contact the Head of Umpiring.

2. Player uniforms (undergarments)

SMJFL players who wear undergarments (e.g. compression skins) either extending beyond the length of the playing jumper or below the line of the uniform shorts must wear such undergarments which are beige, black or the same colour as the shorts being worn.

3. Protective equipment

a. Gloves

Players are not permitted to wear gloves, including digital protective splints or otherwise, unless prior written approval has been given by the CEO. Team Managers should disclose this information to you prior to the match starting when you meet with them pre-game if there is a player(s) with gloves.

b. Boot studs

Aluminium or stainless-steel studs in boots are prohibited and must not be worn. Umpires are not required to do pre-game checks but should look to address an issue if it is brought to them with the Team Manager, via the Umpire Escorts.

c. Glasses

Players may wear sports specific prescription glasses that have been designed for use in contact sports e.g. shatter proof.

d. Other protective apparel

Appropriate helmets, mouthguards and shin guards may be worn by players.

4. Jewellery and nails

Umpires are not required to check players for any jewellery before the match. However, if it is noticed/reported to you, politely approach the player at the next available opportunity or address the Team Manager via the Umpire Escort to request that the identified player has the item removed before returning to the field of play.

- ALL rings (Eye, nose, lip, ear, etc.), must be removed and cannot be taped.
- Acrylic nails should not extend past the finger tips

These rules apply to Umpires too.

5. Coin toss

Field Umpires should carry a coin with them to conduct the coin toss before each match. This should be done no later than two (2) minutes before the start time. The **AWAY** team gets to call whilst the toss is in the air.

If the Field Umpire or any other Umpire does not have a coin, you may ask the Umpire Escorts for a coin to borrow. If that is unsuccessful, you can get the players to do 'Rock, Paper, Scissors' or guess which hand the whistle is in behind your back.

6. Commencement of play

To start the game/quarter, the Field Umpire must check that all people are cleared from the field and outside the fence (except Players) and that all Players are ready in position.

They then need to hold the ball up with a straight arm to signal to the Timekeepers that you are ready to start the match. The Timekeepers will acknowledge this by blowing the siren. Once you hear the siren, you will need to blow your whistle loud to acknowledge the siren. You can then ball the ball up to start the game

If you have two (2) Field Umpires, one (1) Field Umpire will start the first & second quarter and the other Field Umpire will start the third & fourth quarter.

The ball up should be a comfortably contestable heigh for both rucks. If the Field Umpire is of the opinion that the ball up significantly disadvantaged one or both of the rucks, the Field Umpire may recall the ball up.



2. During the match

I. At the breaks

It is important that before you walk out, you have politely asked the Umpire Escorts to hold your drink bottles so they can bring them out to you at each break/take them to the rooms at half time.

It is **very important** to stay hydrated before, during and after your match!

You will also need to ensure that the teams are not late out to any breaks. Ideally, the time-keepers will blow two (2) and one (1) minute warning sirens to assist with this process. If this does not occur, you may begin to make your way over to the teams huddles (roughly 10-15m) and politely remind them that they need to take the field.

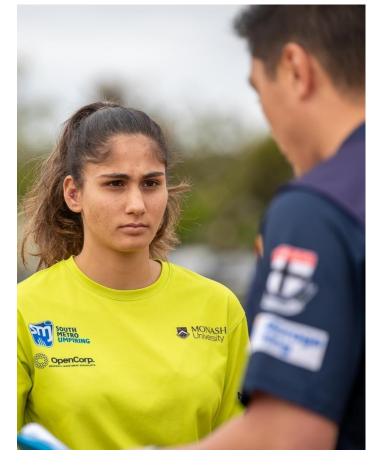
2. Issues on match day

If you have any issues on matchday, it is encouraged that you speak to the Umpire Escorts at the nearest break and request that they get a Team Manager over.

Issues that would require this process include but are not limited to:

- Crowd behaviour issues (do **not** attempt to resolve this yourself)
- Player behaviour (little scuffles, pushing and shoving)
- Any reported Player/Official
- Behaviour of other officials (volunteer Boundary/Goal Umpire, Water Carrier etc.)

Team Managers should address the Umpires through the Umpire Escorts and only for clarification. I.e., determining which player was issued a card/how long they are off for. **Not** to ask about why a certain decision was/was not paid.





Use the breaks as a great opportunity to chat about the game and what is happening in it. Things like:

- Who is playing well
- Is the game moving quickly?
- Any potential / current issues to be aware of?
 - o I.e. Cards, players who may have been warned etc
- Chat about implementing learnings from training

3. Send-off rule (Red and Yellow cards)

The SMJFL has a Red and Yellow card system to assist Umpires with the management of behaviour of Players and Team Officials in matches, should they be required to use them.

YELLOW card

Audible Obscenity

(Swearing with excessive volume, not necessarily directed at anyone)

Unsportsmanlike Behaviour

Any act of unsportsmanlike behaviour that does not constitute a reportable offence (i.e., involved in a scuffle with another player)

NOT a report

Person is off for the full duration of a quarter (if carded 5 min into the 1st quarter, they cannot return until the 5 min mark of the 2nd quarter)

Cannot be replaced for that period

RED card

Reportable offence

Cannot take any further part in the game

Cannot be replaced for the remainder of the game (Officials can be replaced with someone of the same qualification for Yellow AND Red cards)

MUST call Doug immediately after the match 0490 495 079

a. Process

- Once you have stopped the game, show your card to a player if you believe that they have committed a Yellow or Red (reportable) offence
- Politely ask to speak to the involved person/people, away from any other players and explain to them the action you will take ("I am issuing you with a Yellow card for Unsportsmanlike behaviour" / "I am reporting you for striking"
 - Communicate clearly and calmly to the reported Player/Official what card you are issuing and remember to tell them what the card is being issued for
- Note the Player's jumper number
- Then show the card to the Timekeepers and offending team(s) bench
- Ensure that you **do not** restart play until the player(s) are at their interchange bench/Coach is out of the interchange bench area
- Runners (during the quarter)/Team Managers (at breaks) may ask for clarification on how long the Player/Official is sent off for and what the card was issued for, but they **cannot** ask about further details

ALWAYS TELL THE PLAYER WHY THEY HAVE BEEN ISSUED WITH A CARD

b. Some helpful tips for using cards

- **Take your time** Don't rush the process
- Remember that you can pay Free Kicks and 25/50m penalties to help with management, before using Yellow and Red cards
- **Do not** discuss a report with Team Officials Less is better (i.e., "I have reported Player #x for Rough Conduct" is all that is required)
- Do not show the card to their face like 'soccer referees'

4. Reportable offences

Below is a list of all reportable offences as per the Laws of Australian Football.

- a) intentionally or carelessly:
 - i) striking another person;
 - ii) kicking another person;
 - iii) kneeing another person;
 - iv) Charging an opponent;
 - v) engaging in Rough Conduct against an opponent;
 - vi) bumping or making forceful contact to an opponent from front-on when that Player has their head down over the football;
 - vii) head-butting or making contact to another person using the head;
 - viii) making unreasonable or unnecessary contact to the eye region of another person;
 - ix) making unreasonable or unnecessary contact to the face of another person;
 - x) scratching another person; or
 - xi) tripping another person whether by hand, arm, foot or leg;
- b) eye-gouging another person;
- c) stomping on another person;
- d) intentionally making contact with, or striking, an Umpire;
- e) attempting to strike an Umpire;
- f) spitting on or at an Umpire;
- g) behaving in an abusive, insulting, threatening or obscene manner towards or in relation to an Umpire;
- h) using abusive, insulting or obscene language towards or in relation to an Umpire;
- i) unreasonable or unnecessary contact with an Umpire;
- j) carelessly making contact with an Umpire;
- k) disputing a decision of an Umpire;
- I) spitting on or at another person;
- m) attempting to strike another person;
- n) attempting to kick another person;
- o) attempting to trip another person whether by hand, arm, foot or leg;
- p) making unreasonable or unnecessary contact with an injured Player;
- q) engaging in a Melee;
- r) instigating a Melee;
- s) wrestling another person;
- t) pinching another person;
- u) engaging in an act of staging;
- v) using abusive, insulting, threatening or obscene language;
- w) use of an obscene gesture;
- x) engaging in Time Wasting;
- y) interfering with a Player Kicking for Goal;
- z) intentionally shaking, climbing or otherwise interfering with a goal or behind post;
- aa) failing to leave the Playing Surface when directed to do so by an Umpire;
- bb) wearing boots, jewellery and equipment prohibited under Law 9; or
- cc) engaging in any other act of misconduct or serious misconduct.

Note: In reference to A Player can bump an opponent's body from side-on but any contact forward of side-on may be deemed to be front-on.

A Player with their head down in anticipation of winning possession of the football or after contesting the football will be deemed to have their head down over the football for the purposes of this law.

3. Post-match

I. Checklist

	Action	Details
	Match ball	Bring the ball off the ground and hand it to the Home Team Manager/Umpire Escort
		Both Team Managers should come to see you within a few minutes of the match completing.
		If you have made any reports/yellow cards, you must inform them. It is also
	Go to Umpires change	encouraged to notify the Team Manager of the offending team about any
	room	behavioural issues from players/spectators/officials.
		Do not speak in detail about the incident/s. Keep the details very basic (i.e., Player #12
		from Home Team was reported for striking. That is all I can say right now and the League
		will follow up with you)
		Complete the CMR (NO LATER THAN 9PM DAY OF MATCH)
		This is done via OfficialsHQ. Ensure that you fill the form out and not the Team
	Competition Match Report (CMR)	Manager/s.
		Please ensure you inform both Team Managers of any issues from the match
		that have been noted on the CMR or let them know that you have not noted any
		issues. This is then confirmed by them providing you with their names to be
		submitted on the CMR.
		Allocate best & fairest votes for games (via OfficialsHQ)
_	Best & fairest votes	Under II-18 age groups
		Votes are <u>not</u> required for any Finals matches
		These votes are to be kept strictly confidential
		Complete Player Report form (if player reported) via OfficialsHQ.
	Player veneute	You must contact the Head of Umpiring immediately after the match if you
	Player reports	have made a report
		0490 495 079 or 0490 495 123 – Football Administration Coordinator (if the first
		number doesn't pick up)
	Take home with you	Check before leaving that you have left nothing behind

2. Competition Match Report (CMR)

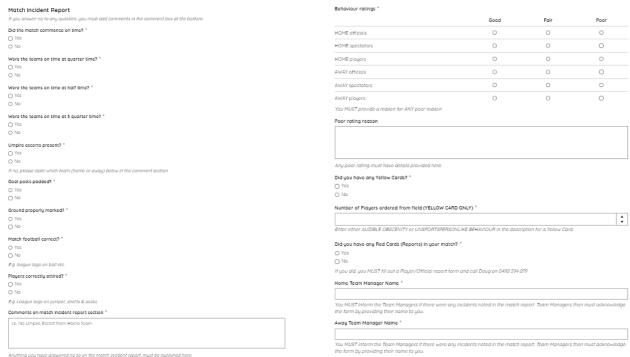
As previously mentioned, after every match, one (I) Field Umpire **must** submit a CMR. This is accessible via OfficialsHQ (refer to page 20 in this handbook).

The CMR must be completed NO LATER than 9pm the day of the match.

If the CMR is not submitted on time, this may affect yours and your Umpiring Panel's payment for that match as we don't have a record of it

The CMR is an official record of the following:

- The details of the match that was played
- The appointed Umpires (must notify the Head of Umpiring or the Umpire Administration Officer if there are any changes)
- Incident report section
 - All incidents during the game team punctuality, presence of Umpire Escorts, marking of ground, padding of goal posts, behaviour of Officials/Players/Spectators, match balls used, Player attire and any other comments worthy of mentioning to the Umpiring Department/League.
- Players **ordered from the field** yellow and/or red carding of players (further details of **red** carding/report to be recorded on SMJFL Player/Official Report Form)
- You **DO NOT** need to fill out a Player/Official Report form if you have issued a Yellow Card.



Please ensure that the CMR is filled out **in full, accurately and on time**. This is only to be filled out **after** the match has been played.

Poor ratings

If you have issued any club with a <u>POOR</u> rating, you **must** provide a detailed reason in the specified box for each poor rating provided. It is **not acceptable** to provide a poor rating for multiple participants and only address one i.e., Poor rating issued for Home team players and spectators: "Players kept pushing and shoving" is not an acceptable response as it does not address the spectators.

Reports

You must remember to fill out the Player/Official Report Form in addition to the CMR if you have issued a Red Card in your match.

3. Player/Official Report Form

In the event that you have reported a Player or Officials (issued a Red Card), you **must** fill out a Player/Official Report Form. This form is accessible via OfficialsHQ (refer to page 20 in this handbook).

a. Who to notify

You must notify the following people at a match of any Red Card issued:

- Player/Official that is being reported (and reason)
- Team Manager of the offending team
- Team Manager of the victim team (if applicable
- You must also call the Umpiring Department ASAP after the match to notify of the report made 0490 495
 079 or 0490 495 123 Football Administration Coordinator (if the Umpiring Department does not pick up)

b. Who fills out the form?

ONLY the Umpire who issued the report is to fill out the form online. The other Umpire may assist with it (especially if the reporting Umpire is inexperienced) but should not ask leading questions.

You must ensure that all of the details are filled out accurately and correctly. If you are unsure of the specific reportable offence **and** the Head of Umpiring is unavailable to help, choose one of the general reports (i.e., Rough Conduct covers dangerous tackles, bumps with excessive force that warrants a report etc)

If you are unsure, you may say that you will need to clarify with the Umpiring Department.

c. What happens after?

Once you have called the Head of Umpiring, you will be walked through the following steps over the phone but expect to:

- Checked in on, making sure you are okay from the incident
 - Reporting players for the first few times can be a confronting experience but be assured that you have the support of the SMJFL and the Umpiring Department
- Provide a verbal objective recount of the incident
- Write a statement of the incident ASAP and send via email (factual only, remove emotive language)

Are you filling this form out because you have made a report/s? *
○ Yes
O No
Name of Reporting Umpire ONLY *
Quarter of incident/s *
If you have had multiple reports across multiple quarters, please enter the quarter and the reported persons name. Le. John Smith - 1
Number of Reported Players/Coach(es) *
‡
If the player/official is not listed (i.e. Runner), please list their name and rale in the "description" section. DO NOT ENTER ANYTHING ELSE INTO THE DESCRIPTION OTHER THAN THE ABOVE IF NECESSARY
Home Team Manager Name *
You MUST receive acknowledgement from the Team Manager that they are aware of the report/s and have them provide their name for you.
Away Team Manager Name *
You MUST receive acknowledgement from the Team Manager that they are aware of the report/s and have them provide their name for you.

4. Match day issues

I. Participant behaviour

UNACCEPTABLE BEHAVIOURS

Our role as Umpires is important for the development and function of the game and it is imperative that we do not tolerate any sort of unacceptable behaviour from Players, Officials or Spectators. Whilst still understanding that Australian Rules Football can be an emotional game, we must be ensuring we take appropriate steps to notify / address behavioural problems including but not limited to:

- Comments of an abusive or inappropriate nature towards or in relation to Umpires
- Use of inappropriate gestures towards or in relation to Umpires
- Continual questioning / disputing of umpiring decisions
- Speaking in an aggressive or demonstrative manner towards Umpires

MANAGING PROBLEM BEHAVIOUR

- a. As stated in Section C 3.2. Competition Match Reports, Umpires may notify the SMJFL of any poor participant behaviour. Remember that if you issue **any** Poor Rating, that you **MUST** provide a detailed reason as to why you have given that rating.
- b. If you experience any behaviour from Spectators that is of an abusive or demonstrative manner at **ANY POINT** in the match (before, during or after), **DO NOT** attempt to address it yourself.
 - i. Request to speak to the Team Managers at the next break (qtr time, half time etc)
 - ii. Politely advise them that there is a Spectator behaving in an abusive / demonstrative manner (you may give details of what has been said but be mindful to not repeat any offensive language)
 - iii. They will then address the issue for you.
- c. If you are experiencing issues with Players or Officials, you may pay free kicks, award 25/50m penalties or issue yellow or red cards.
- d. Speak to the Ground Manager Identifiable with a pink bib. The Ground Manager can help resolve Spectator or Officials behaviour issues.



SET THE TONE EARLY! If you are strong on the first free kick you pay / manage the first sign of any unsportsmanlike behaviour well (i.e. paying a free kick for prohibited contact / awarding a yellow card for players scuffling), then you set a really strong tone for the match that you are in control and the players will know what to expect when they act in an unsportsmanlike manner.

Section D Umpire pathway and development

I. Umpiring pathway

I. Senior league pathway

The SMJFL are fortunate to have a relationship with the Southern Football Netball League (SFNL) and the Victorian Amateur Football Association (VAFA) Umpire groups. These relationships provide an established pathway for SMJFL Umpires to progress in their umpiring journeys. The SMJFL will always endeavour to best prepare Umpires for as seamless of a transition to senior football as possible. We will also support Umpires who are interested in looking to officiate at either senior league and provide as much advice on what the pathway options can offer (e.g. Any friends at either league, best location etc).



The SMJFL are fully supportive of both leagues as fantastic opportunities to develop in umpiring and both have seen great success in progression to the State League Umpire Pathway Program.



If you are interested in umpiring in either the SFNL or the VAFA, please reach out to the SMJFL Head of Umpiring to discuss what might suit you best.

2. SMJFL Umpire Development Pathway Squad

The SMJFL are launching a brand-new Development Pathway Squad for Umpires in 2024. The aim of this academy is to provide the best possible development for Umpires to officiate in the AFL Victoria Metro Junior Development Series (AFL Vic MJDS) (Interleague). As a result of this, the Academy also strives to:

- Accelerate Umpires development to better transition/develop their ability for senior football
- Provide Umpires with the opportunity to experience advanced levels of coaching with exposure to talent identification environments
- Nurture Umpires who have expressed interest in taking their umpiring to higher levels

The Academy will run for 4-6 weeks in the lead up to the AFL Vic MJDS with coaching from SMJFL Umpire Pathway Mentor, Peter Marshall and expert Boundary Umpire Coaches. There will be a nominal fee to participate in the Academy which will cover the cost of a training tee, a special AFL Vic MJDS match day tee and other development resources.

Participants will be notified of their selection in this Academy in early 2024. Umpires can be selected on the following, but is not limited to:

- Umpires in their second year + of umpiring
- Expressed interest in progressing further in umpiring
- Show commitment to umpiring by regularly attending training at SMJFL/senior leagues and regularly accepting appointments
- Demonstrated strong development in their umpiring ability
- Currently officiating at a competent/near competent level for the AFL Vic MIDS

2. Umpire recognition

3. SMJFL Umpire Presentation Event

The SMJFL Umpire Academy annually host a presentation event to recognise and celebrate the efforts of all Umpires and those who individually have achieved outstanding feats.

Awards recognised at the event are:

- Training awards
- Milestones recognised
- Senior league pathway awards
- Female encouragement award
- Family recognition award
- Best First Year Boundary Umpire
- Eddie Griffin Memorial Best First Year Umpire Award
- Most Outstanding Umpire of the Year

The event also provides Umpires the opportunity to hear from guest speakers, their Coaches and key stakeholders, showing their appreciation for the work that community Umpires play in ensuring the functioning of Australian Rules Football at grassroots level.



Important links

A list of useful links for SMJFL Umpires

- SMJFL website
- SMJFL Venue map
- SMJFL Umpire Uniform Shop
- Southern Football Netball League Umpires Association website
- Victorian Amateur Football Association Umpires Association website

OfficialsHQ tutorials (Tutorials are for OfficialsHQ vI – 2.0 tutorials to come soon)

- o Managing your profile
- o **Setting leave**
- o Filling out the Player/Official report form
- o Confirming your appointment + Filling out Competition Match Report (Field Umpires only)

Matchday documents

- SMJFL By-laws 2024
- SMJFL Rule Variation Matrix (2024)
- Laws of Australian Football (2024)
- Laws of Australian Football (2024) Mobile Friendly Version

SMJFL Rule Variation Matrix 2024

Mixed & Boys









Women & Girls













