

## **CLUB ROLES AND RESPONSIBILITIES**

### **Code of Conduct**

Any player, parent, club official, umpire or spectator must conform to the leagues Code of Conduct. Copies are available on the EDFL website.

### **Registrar**

It is the responsibility of the registrar to:

Register all new players within the league guidelines

Register copy of injury reports

Process insurance claims

Security of all teams players votes

Number of games played by player

To follow up with teams and ensure players are registered and able to play.

Follow up with Treasurer on outstanding fees

Pass onto club Secretary all player contact details to ensure club database is always accurate.

### **Team Manager (must register the same as a player)**

It is the responsibility of the team manager to:

Ensure all players are either currently registered with the League or has an approved clearance from previous Club

Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made

Check jumpers are in good order at all times and have appropriate sponsors logos attached if required

Ensure other support staff has been appointed and are in attendance as required

To be responsible for issuing all paperwork to the respective club officials.

Instruct all club officials what their duties are and ensure they are correctly dressed.

**Team Sheets to be handed to Field Umpire 15 minutes prior to the start of the game, ensuring that any club supplied boundary/goal umpire names are listed on the Umpire Match Report sheet.**

### **Coaches**

All Coaches must be at least Level 1 accredited to coach any teams in the EDFL.

Each club must ensure that its coaches have correctly filled in and lodged the registration form on SportsTG prior to the coach commencing their duties in that Football Season. When registering online all coaches must ensure to fill in Member Type as Coach and provide the accreditation number listed on your coaching accreditation card as well as your Working with Children Check (WWCC) identification number. They must lead by example and are not to get involved in any altercation verbal or physical with opposition Officials or Players, Umpires, Spectators or Board Members. Junior Coaches must be clearly identifiable wear a red bib on game days.

**ALL COACHES MUST BE ACCREDITED TO AT LEAST LEVEL 1.**

## Runner

It is the responsibility of the runner to:

Deliver messages from the coach to players whilst each quarter is in progress.

Deliver the message as quickly as possible and return to the coaches box immediately. Not loiter on the ground. Not interfere with any players or officials throughout the game. Be correctly attired in accordance with league requirements

## Trainers

Each team must have one accredited sports trainer per team. Accreditation level must be in accordance with EDFL By-Laws.

Each club must ensure that an accredited trainer attends and is available during each match in which its football team participates and be available for the duration of the match. All junior coaches and trainers (seniors and juniors) are to wear identification bibs. Trainers must be registered on SportsTG

Where possible Club and trainers are to have access to Defib, First Aid Kit and Ice.

**ALL TRAINERS MUST BE ACCREDITED TO AT LEAST LEVEL ERC.**

## Water Persons

Water persons are to conduct themselves the same way as the trainers. They must also wear the green bib and are not to act as a second runner.

**Water persons for senior games must be at least 16 years of age. Thirds, U19.5, Reserve & Seniors; ONLY two water persons per team permitted. In addition, all Water Persons when not out on the ground must position themselves outside the boundary line and adjacent to the 50 metre arc line.**

Competition	Maximum Number
Under 13's and below	Nil
Under 17's and above Under 13's	Two (2)
All other Competitions	Two (2)

If the teams coach's boxes are within 30 metres of one of the 50 metre arc lines then they must position themselves either at the other end or opposite side of the ground to their teams' coach's box.

## Umpires Escort:

Must be a person capable of holding the role and dealing with spectators and officials if required.

Escort the umpires from their change rooms to the centre of the field prior to the start of each match.

Escort the umpires from their assembly point on the field to their change rooms at half time.

Escort the umpires from their change rooms to the centre of the field after the half time break.

Escort the umpires from their assembly point on the field to their change rooms at the conclusion of the match.

Stand with the umpires during the quarter and three quarter time intervals and present water

### **Scoreboard Attendant:**

Host Club must ensure that the scoreboard is up-to-date at all times during a match. Scoreboard attendants must be at least 12 years old or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.

### **Time Keeper**

It is the responsibility of the time keeper to keep time for each quarter of the match. Record on time cards the time taken to play each quarter and the time in which quarters commenced. Lodge completed time cards with the Team Manager after the game has finished. Sound the siren in accordance with the procedures contained in the league rules and regulations. Stop the clock used for timing of each quarter as required by the league rules and regulations. Perform any other function as may be directed.

### **Match Day Official (Juniors Only)**

Match Day Official must wear a yellow bib including their club name. (Must be EDFL approved issue).

Each junior team should nominate a Match Day Official who will wear a yellow bib (EDFL issue). During the course of the match, in conjunction with their opponents Match Day Official, both shall deal with any “unsavoury behaviour”.

The duties and responsibilities of this official should be in accordance with the AFL Kids First program philosophies. **Please ensure the Match Day Manager is not undertaking any other role during these matches.**

The role and duties are:

- **Encouragement** – at all times encourage parents and spectators to observe the Code of Conduct and display positive behaviour.
- **Public Relations** – assume a public relations role with parents and supporters and reinforce the philosophy of AFL Kids First and Code of Conduct.
- **Observance and Presence** – maintain a clear but calm presence at all times. Monitor and communicate with appropriate club personnel and parents as required.
- **Report** – where necessary, report serious and/or continued breaches of the Code of Conduct to their club officials.

### **Club Umpires**

Both clubs (except where provided by the League) must supply umpires for each match and must wear a white I/D bib. Goal Umpires are to wear a clean white coat/bib and carry a pair of clean white flags. The Boundary Umpire to wear white bib and carry a whistle. No club umpires are to abuse or question decision of the field umpire or communicate with any player.

The team manager will ensure the names of the club supplied Goal & boundary umpires are written onto the Match Day Report no later than the end of the half time break.

The Home Team Manager is also responsible to ensure that all official umpires are offered a drink at all breaks in the game.

## **MATCH DAY OFFICIALS**

In 2017 the League will make it compulsory in all Divisions of Senior, Res and U19 football that runners wear yellow shorts. Clubs will still be able to utilize yellow bibs, with a view to phase out the bibs and adopt full Yellow Shirt and Short uniform. The move comes to further differentiate individuals performing official duties whom are out on the ground.

### **Club Official Uniforms**

#### **SENIORS/JUNIORS**

- |                         |   |
|-------------------------|---|
| ▪ <b>RUNNER</b>         | Fluro Yellow Bib<br>Fluro Shirt & Fluro Yellow Shorts<br>(Senior, Res and U19 ONLY) |
| ▪ <b>TRAINERS</b>       | Black Bib or Polo Shirt & White Pants   |
| ▪ <b>WATER PERSONS</b>  | Green Bib   |
| ▪ <b>UMPIRES ESCORT</b> | Blue Bib  |

#### **JUNIORS SPECIFIC BIBS**

- |                             |        |
|-----------------------------|--------|
| ▪ <b>COACH</b>              | Red    |
| ▪ <b>ASSISTANT COACH</b>    | Red    |
| ▪ <b>MATCH DAY OFFICIAL</b> | Yellow |
| ▪ <b>TEAM MANAGER</b>       | Red    |
| ▪ <b>BOUNDARY UMPIRE</b>    | White  |
| ▪ <b>GOAL UMPIRE</b>        | White  |
| ▪ <b>FIELD UMPIRE</b>       | White  |