

## Administration and Match Day

### 1. MEMBER CLUB MATCH DAY RESPONSIBILITIES

As per The League's Rules and Regulations (Rule 30) the following match rules apply on match day:

- Each club in every Division must supply a suitable Sherrin football.
- Each club in every Division must provide goal flags of material not less than 50cm square
- Each Member Club in every Division must supply a timekeeper. Both timekeepers shall remain together throughout each quarter of the match.
- The Home Member Club in every Division is also responsible for the following on Match Day:
  - Ensure umpire's and player's change rooms are clean and secure.
  - Supply accessible coach's boxes.
  - Supply an Interchange Steward in all Divisions.
  - Supply a scoreboard attendant in all Divisions.
  - Goal posts and point posts are fixed in their proper positions with suitable protective padding.
  - Provide a suitable and audible siren, bell or horn.
  - Provide a stretcher to be placed in a safe position on the boundary at the interchange area.
  - Ensure the playing field is properly marked with:
    - Boundary line, goal squares and a centre square
    - A centre circle three metres in diameter and an outer circle 10 metres in diameter located in the middle of the centre square.
    - An interchange area 15 metres wide centralised between the two coaches boxes.
    - A line drawn in the shape of an arc 50 metres from the goal/behind posts at each end of the playing field
    - A clear spectator's line or fence at least 3 metres outside the boundary line.
  - Fines are imposed for non-compliance of any of the above Match Rules.
- Member Clubs may request a donation at any match of The League but cannot enforce a fee upon any person attending.
- Member Clubs are permitted to impose a fee for car park entry into Member Club's grounds.
- Alcoholic or any drinks in glass are not permitted to be taken onto to the playing field at any time.

### 2. START TIME AND DURATION OF MATCHES

All official matches of The League shall have the following commencement times.

Division 1 Reserve to Division 7 Reserve – 12.15pm start, C1 – C6 – 10.15am start\*

- 4 x 22-minute quarters
- No time-on unless the field umpire(s) indicates a significant delay of matches or the time from when a stretcher is taken onto the ground until it is removed from the ground if this is the desire of either Member Club's timekeepers.
- Quarter time break of 5 minutes.
- Half time break of 10 minutes.
- Three quarter time break of 5 minutes.
- The full playing times above must be played even if the match is not completed until after 2.15pm.

Division 1 to Division 7 – 2.15pm start\*

- 4 x 20-minute quarters.
- Time-on as called by the field umpire(s).
- Quarter-time break 5 minutes.
- Half-time break 15 minutes.

- Three-quarter time break 5 minutes.

Under 18 – 3.00pm start\*

- 4 x 20-minute quarters.
- No time-on.
- Quarter-time break 5 minutes.
- Half-time break 10 minutes.
- Three-quarter time break 5 minutes.

Any change to match dates and/or start times must be agreed between Member Clubs. Both Member Clubs must notify The League of the new match details in writing at least 7 days before the scheduled date of the match or within 24 hours after a major round match has been programmed by The League.

**\* Check Match Program at [adelaidefooty.com.au](http://adelaidefooty.com.au) for variations to start times (day and night games) throughout the season.**

### 3. FORFEITS

If a Member Club cannot field a minimum of 14 players for a team after 15 minutes of the scheduled start time of a match, that team shall be deemed to have forfeited such match.

### 4. SIREN, HORN OR BELL

The home member Club in every Division shall be responsible for the siren, horn or bell to be used at the following times.

- At the start of each quarter.
- When the time for duration of play for each quarter has elapsed.
- 3 times 3 minutes before the scheduled start of each quarter except for the second quarter.
- 2 times 2 minutes before the scheduled start of each quarter.
- Once 1 minute before umpire holds the ball in the air to indicate the commencement of each quarter.

### 5. TIME ON

Where time on is added a timekeeper is to add time on, and to cease doing so, when any of the following occur:

- Start time on when indicated by a field umpire (raised hand and whistle blown) that there is a delay in play. Cease this time on when a field umpire indicates (repeats raised hand and whistle blown) or when it is obvious to the timekeeper that play has re-started.
- Start time on when a boundary umpire signals that the ball is out of bounds (raised hand and whistle blown). Cease this time on when the boundary umpire throws the ball back into play.
- Start time-on after a goal or behind is scored as the goal umpire indicates a goal or behind has been scored. Cease this time on when a field umpire re-starts play by throwing the ball up in the centre of the playing field after a goal has been scored or after the ball is kicked back into play after a behind has been scored.

If further clarification is required regarding time on refer to **Rules 30.9 & 30.10**.

### 6. HOME CLUB MATCH DAY FORMS

Field Umpires will complete the Match Day App forms online.

All Match Day Paperwork completed on the Match Day Paperwork App is to be retained by the Home Member Club until the 1<sup>st</sup> November of each playing season including the following

- (a) The Team Sheet from both competing teams.
- (b) One Official Scorecard.

- (c) Interchange Card.
- (d) Central Umpire's Report Form.

Where the Match Day Paperwork App is unable to be completed, all Match Day Paperwork is to be hand delivered to The League by noon on the Monday proceeding the match and should include

Fines may apply for not supplying any of the required match day forms as listed above to The League.

## 7. COMPLAINTS

- All complaints must be lodged on the Adelaide Footy endorsed complaint form as supplied via the Adelaide Footy website
- Any Member Club or person may lodge a complaint in writing to The League within seven (7) days in respect of any matter relating to any aspect of The League or any matches played in The League.
- The League, the Executive Committee, the Tribunal or the Investigation Committee shall deal with such complaint.
- Any complaint lodged after seven (7) days shall only be considered at the discretion of the Executive Committee.

## 8. THE TRIBUNAL

(See **Rule 45**)

## 9. MEMBER CLUB *Footyweb (SportsTG)* RESPONSIBILITIES

Each Member Club shall enter information into Footyweb (SportsTG) as directed by The League.

### Registration of Players

- Refer to Rule 16 of the Rules and Regulations of The League

### Transfers

- Refer to Rule 16 of the Rules and Regulations of The League
- If in doubt, check with the League office - Phone: 8443 8999 Email: [tony@adelaidefooty.com.au](mailto:tony@adelaidefooty.com.au)

### Team Officials

- Register team officials e.g. timekeeper, runner etc.
- Select and submit team officials when selecting teams.

### Weekly Requirements

- Enter teams for every Division before the start of the match to be played
- Print Team Sheets before the match to give to the opposition team and field umpire(s).
- Final edits to Team Sheets are required by the League before 12.00pm Monday

### **MATCH RESULTS**

- When a match is played on a Friday or Saturday the home Member Club in every Division must enter final scores, all goal kickers and five (5) best players from both competing teams into Footyweb (SportsTG) before **6:00pm** on a **Saturday**.
- When a match is played on a Sunday (Under 18's) the home Member Club must enter final scores into Footyweb (SportsTG) before **6:00pm** on **Sunday**.
- The home timekeeper shall keep record of the scores during the match.

## 10. SUPPORT FOR UMPIRES

Each Member Club in every Division must appoint a Match Day Official.

For a full list of the duties to be carried out by the Match Day Official, refer to **Rule 28**.

- Failure to supply a Match Day Official will result in a fine being issued

## **11. UMPIRE APPOINTMENTS**

- A Member Club shall supply a field, boundary and/or goal umpire(s) when directed by The League
- Member Club appointed umpires shall have the same power as if appointed by The League and abide by the same Rules and Regulations.
- Field umpires supplied by a Member Club shall remain in their club's back half of the playing field for the duration of all matches.
- All field umpires must be a minimum of sixteen (16) years of age.
- All boundary and goal umpires must be a minimum of fourteen (14) years of age.
- If a Member Club fails to provide a field umpire it will be liable to a fine not exceeding \$500

## **12. ALLOCATION OF LEAGUE APPOINTED UMPIRES**

The Umpiring Manager shall appoint and allocate umpires for matches conducted by The League. It is a priority for the Adelaide Footy that Umpires registered with The League are appointed to Adelaide Footy matches. Matches, including B Division, scheduled for ANZAC Day, Friday night, Saturday night and Sunday will have field, boundary and goal umpires appointed by Adelaide Footy whenever possible. When there is a bye round in Division One, available umpires shall be appointed to an alternate Division. League umpires will be appointed subject to availability.

## **13. PAYMENT OF UMPIRES**

All League appointed umpires in all Divisions shall be paid in cash by the Match Day Official from the Home Team on the day of the match. There are 2 categories of umpires; 'Panel' and 'Recreational' which are paid different amounts (refer Page 38).

## **14. MEMBER CLUB OFFICIALS**

- The appointed coach of each team of all Member Clubs must have AFL Foundation Level coaching accreditation before coaching a match of the League.
- All coaches of Member Club's Under 17/18 teams must consent to being subject to a Police Check. The Police Authority and Access Person History Information form must be completed 30 days prior to the commencement of the season.
- An appointed trainer of any team must have a current Senior First Aid, CPR Certificate and Level 1 Sports Trainers accreditation at the commencement of the current season.
- Water carriers must be a minimum age of 12 years.

## **15. MATCH ATTIRE OF OFFICIALS**

In all matches of the League Member Clubs are to ensure the runner(s), trainer(s), water carrier(s), Interchange Steward and club appointed umpires wear the appropriate match attire as prescribed in **Appendix 6** of The League's Rules & Regulations.

- Fines will be issued for any incorrect attire worn by a Member Club player or official.

## **16. PURCHASE OF MATCH ATTIRE FOR OFFICIALS**

Match attire can be purchased from any of the licensed suppliers appointed by The League.

## **17. INSURANCE**

All Member Clubs have basic insurance cover through the AFL insurance scheme, with JLT insurance. There are three levels of insurance cover – gold, silver and bronze. Most Member Clubs have bronze cover. Member Clubs should be familiar with the type and level of cover. (e.g. Did you know the insurance only covers non-Medicare expenses for accidents?) It is strongly recommended that individual players have their own personal insurance cover for areas not covered through the scheme, such as loss of income. Details about all aspects of insurance cover, claim forms and contact details can be found on The League's website [adelaidefooty.com.au](http://adelaidefooty.com.au) &/or contact JLT on 1300 130 373.

## 18. PBF PREVENTION

PBF (Paraplegic Benefit Fund) is an option for Member Clubs that provides \$1,000,000 to a member with a spinal cord injury. If this option is taken, players are then covered for a spinal cord injury 24 hours a day. Member Clubs are urged to take out this cover for all teams. For more details phone PBF Prevention directly on 1800 809 780.

## 19. MERIT AWARDS

Each year the Executive Committee Award Merit Certificates to volunteers who have served within Member Clubs. Criteria for individuals to be selected are:

- Must be a Life Member of the Member Club
- Must have served within the Member Club for at least 15 years' continuous service, excluding the persons playing or coaching career.
- Must not be a paid employee in any of the 15 years.
- Must have made a very significant contribution to their Member Club.

Nominations are called for at the beginning of the year and need to be submitted on the form prescribed by The League. Merit Award Certificates are presented at The League's launch each season.

## 20. LOAN GUERNSEYS

Should any Member Club have a clash of colours, Member Clubs may arrange for loan guernseys from The League at a cost of \$30 for each set of 25 guernseys. These fees will be invoiced to the Member Club.

The care of loan guernseys are the responsibility of the Member Club. In particular:

- The guernseys are to be returned to the League Office no later than the **Tuesday** afternoon following the match in which they were loaned.
- They must be clean and dry when returned to the League Office.
- They must be washed in cold water.
- They must not be placed in a hot dryer.
- They are to be returned in the same condition as when loaned, including the repairs of any torn guernseys.
- The number of guernseys returned to The League must reconcile with the number of guernseys initially collected by the Member Club. The Member Club will be invoiced for the cost of any replacement guernseys.

## 21. MAJOR ROUND FOOTBALL

The highest ranked team in its Division may apply to host a home final or a final on an available neutral oval of their choice, excluding Grand Finals, subject to qualification.

An application to host a final must be made on the Request for a Home Final form (available on the League website: [adelaidefooty.com.au](http://adelaidefooty.com.au)). The Member Club is required to pay a fee to League (Rules & Regulations 39.6)

- Draft venues for major round matches shall be available on The League's website ([adelaidefooty.com.au](http://adelaidefooty.com.au)) by **3:00pm** on the **Monday**. Confirmation of major round matches will be available from The League by 1:00pm Tuesday.
- Member Clubs will be notified by phone or email of any changes after this time.
- Each Member Club is required to provide two (2) Match Day Officials per major round match.
- Alcoholic drinks are not permitted to be taken into any major round venues.
- Member Clubs participating in major round matches played on a neutral ground, not being a home final, will be entitled to have 35 persons per team admitted at no cost.

## **22. GRAND FINAL FOOTBALLS**

All teams playing in a Grand Final will be provided with one (1) new Sherrin Football. These are available from The League Office on the **Thursday** prior to the match being played.

## **23. PREMIERSHIP PHOTOS FOR ANNUAL REPORT**

- Premiership winning Member Clubs are required to submit a photograph of their winning team to The League by no later than Friday 30<sup>th</sup> October 2018 for inclusion in The League's Annual Report.
- Photographs must be submitted in digital format (.jpg) via email [jeremy@adelaidefooty.com.au](mailto:jeremy@adelaidefooty.com.au) supply a premiership photo as requested will result in a \$200 fine.