



**2016  
Fact Sheet**

# **Match Day Requirements**

## Match day requirements

### 1. Teams

#### 1. Before the Match

- (a) The playing teams must be ready within 30 minutes of the scheduled starting time. (rule 72 xv, \$100 fine also refer Rules 84 and 85).
- (b) The team taking the field must consist of at least fourteen (14) players. (rule 72,i , \$5 fine)
- (c) The team representing the club must wear the uniform of the club and players shall wear numbers which differ (rule 72, ii, \$5 fine)
  - (i) Clubs desiring to alter its uniform should apply to the board to approve such alteration.
  - (ii) Player names and numbers must match their respective details listed in the Amateur Footballer. (rule 72 xx, \$5 fine)
- (d) Shorts to be worn (rule 72 v, \$5 fine). Home club players are to wear approved coloured shorts. Away club players are to wear approved white shorts.
- (e) Interchange players must be fully prepared with the uniform requirements prior to taking the field to replace a player. (rule 72,vi, \$5 fine)
- (f) The team entering the arena first has the choice of ends in which to warm up. The other team, upon entering the arena, must not encroach in the opposing team's chosen half of the ground during warm up, even whilst the team last to enter the arena is doing its slow lap before beginning warm-up drills. (VAFA guideline)
- (g) Both Teams must provide an escort for the umpires. They must be with the umpires each time the umpires enter or leave the field. (VAFA guideline)
  - (i) The away team escorts must wear white armband. The home team escort is the interchange steward.



(h) Officials of the teams must be introduced to the field umpire 5 minutes before the start of the game. (rule 72 viii, \$5 fine)

2. During Breaks

(a) Teams must not exceed time breaks prescribed. (rule 72 xiv,). \$10 fine if not ready after 5 minutes have elapsed; \$2 fine per every minute after 5 minutes.

(b) Ensure the playing members of the team are on the field and prepared in all respects to re-commence the match immediately after the intervals. (rule 72 xvi, \$10 fine)

3. End of Second Quarter of play

Ten minutes after the end of the second quarter of play the officials representing the clubs must hand over the teamsheets to the field umpire. (rule 72 xvii, \$10 fine) (refer 4.4 Teamsheets).

4. End of Fourth Quarter

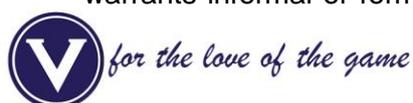
(a) The umpire escorts must escort the field and boundary umpires from the field then return to assist the goal umpires from the field.

(b) An official from each club must be with the field umpire at the conclusion of the match to, (rule 72 xviii, \$10 fine)

(i) If the goal umpire is appointed through the club then the club official must hand to the field umpire the **score cards** from the goal umpire and timekeeper. Where scorecards differ, all cards are to be submitted to the VAFA by the umpire, who is to note on the Match Day Incident Report Sheet that a discrepancy exists in the final scores.

(ii) Acknowledge any report on the back of either team sheets. Club official's signature does not indicate implicit acceptance of the reports. Club officials must keep a copy of their team sheet for club records. Club officials are not to discuss matters relating to paperwork or argue with umpires.

- An umpire will report to the VAFA any matter that warrants informal or formal VAFA action that is not



covered by the standard Umpire Report Form. This will include advising the VAFA of a melee(s) that occurred in a match, any unobserved incidents, explanatory comments regarding low discipline or any other matter the umpire sees fit to report on.

- In a situation where an umpire has seen the need to complete a Match Day Incident Report Sheet, the white copy will be forwarded to the VAFA and each competing club will be handed a yellow copy. Each field umpire will retain a blue copy of the report.

## **2. Match Day Manager**

A member of the club should be appointed as the Match Day Manager who –

1. Ensures the ground and surrounding areas are safe for the days activities.
2. Introduces themselves to the umpires before the game commences.
3. Advises the umpires where they will be stationed for the majority of the match.
4. Ensures they have on the white slicker jacket and are clearly visible to the umpires at all times.
5. Checks in with the umpires at each break to see if everything is going well.
6. To act upon any issues that the umpires may raise. Eg drinking of alcohol around the grounds, unsportsmanlike barracking by supporters, excessive abuse directed to the umpires by the coaching staff.

## **3. Ground Inspection Sheets**

1. Ground Inspection sheets are to be completed by both teams prior to commencing the game. Both teams must agree that the ground presented by the home club is suitable for play.
2. A team representative is required to sign the sheet attesting to the above.
3. If one or both teams believe the ground is not suitable clubs can agree to attend to the problems on site or locate an alternative ground for play. Clubs have until 30 minutes past starting time to locate an



alternative venue. The alternative venue should be agreeable to field umpire(s). (rule 84).

#### **4. Team Sheets**

1. Team managers must exchange a copy of the team sheets prior to the game.
2. Final team sheets are to be completed by both teams and submitted to the field umpire no later than 10 minutes after the end of second quarter. (rule 72 vii, xvii, \$10 fine)
3. Team sheets must include the following information
  - (a) Surname of each player in strict alphabetical order.
  - (b) Given names of each player.
  - (c) Number worn by each player.
  - (d) Surname and initials of the Team Manager, Timekeeper and Runner.
  - (e) Surname and initials of the Boundary Umpire if appointed by the Club.
  - (f) Surname and initials of the Goal Umpire if appointed by the Club.
  - (g) Surname and initials of the two non playing officials.
  - (h) Any other details which the form requests.

#### **5. Ground Changes**

Any ground change approved by the VAFA will only be considered if the ground suggested is a reasonable standard for clubs of that particular section.

1. The CEO and General Manager Football Operations have the power to approve ground changes to grounds that are existing VAFA grounds.
2. Requests for VAFA clubs to play on any non-VAFA ground must be taken by the CEO to the Board for it to consider. At least two weeks notice (in writing) must be given to the VAFA for any ground change request.
3. Clubs wishing to play night matches must conform to the Night Games' Policy.



## 6. Home club responsibilities

1. The home club shall be responsible for marking (rule 73, i), the boundary, kick-off lines, Interchange areas.
2. The “home” club should also supply the following equipment: (rule 73)
  - (a) 6 goal flags (rule 73, iii)
  - (b) Siren or bell (rule 73, viii)
  - (c) Training table (both rooms) (rule 73, ii)
  - (d) Two Sherrin balls (rule 73, iv & viii, \$25 fine)
  - (e) Stretcher (rule 73, ix)
  - (f) Dressing rooms with suitable security (both rooms)
  - (g) Room for umpires (able to be secured).
  - (h) Interchange steward (home club) who is to also to act as the home team’s umpire escort. (rule 73, x , \$25 fine)
  - (i) The “home” club is responsible for the operation of the scoreboard continuously throughout every match. (rule 73, v & vi)

## 7. Both clubs responsibilities

1. For all matches, each club must provide an efficient
  - (a) Boundary umpire, (when required)
  - (b) Goal umpire, (when required)
  - (c) Runner,
  - (d) Timekeeper and
  - (e) Umpire escort .
2. The Officials appointed through the clubs must abide the following dress code.
  - (a) The home club interchange steward should be dressed in a white coat.
  - (b) Boundary umpires / field (rule 72 x, \$10 fine) - white shirts, blue shorts, blue socks.
  - (c) Goal umpires (rule 72 xi, \$10 fine) - white coat, black pants, white hat
3. Timekeepers are required to record (rule 72, xii, \$5 fine) – times of quarters plus all goals and behinds kicked.

### **MATCH TIMES – Regular season matches only (Finals TBA)**

**Senior** – 20 minutes plus time-on

**Reserves & Thirds**– 25 minutes with no time on



**U19s (2pm matches) – 20 minutes plus time on**

**U19s (11.40 or 9.30am) – 25 minutes with no time on**

**U18 & Club XVIII – 20 minutes with no time on**



## **STOPPING AND RECOMMENCING TIME**

### **Stopping time**

The timekeepers shall stop the clock when:

- (a) directed to do so by a field umpire
- (b) the goal umpire signals that a goal has been scored
- (c) the goal umpire signals that a behind has been scored
- (d) the boundary umpire signals that the ball is out of bounds or
- (e) when the field umpire crosses his arms to indicate that he or she is going to bounce or throw the ball up.

### **Recommencing time**

The timekeepers shall recommence the clock when:

- (a) directed to do so by the field umpire
- (b) the ball is bounced or thrown up by the field umpire
- (c) the football is brought back into play after a behind is scored
- (d) the ball is thrown back into play by the boundary umpire or brought back into play by a player after the ball has gone out of bounds or
- (e) the ball is obviously in play.

### **Time Clocks**

The "Home" timekeeper's clock will be the official time for the match. The "Away" timekeeper's clock will act as a back-up. Should the away timekeeper have any issues with the way the match is being timed, they are to bring this to the attention of the home timekeeper. Should they still be concerned, they are to bring this to the attention of the umpires at the next quarter time break and the umpires are to report this on the incident report sheet.

## **PLAYERS ORDERED FROM THE FIELD (YELLOW, RED OR BLACK CARDS)**

Players sent from the field under a yellow or red card are to spend 12 minutes actual playing time off the arena. Timekeepers are to acknowledge the field umpire when the card is raised and the penalty time commences once play resumes. The timekeeper is to advise the runner or a team official when this penalty time has elapsed and the player may again take the field. When a black card is issued, the player cannot take the field for the remainder of the match however



they can be replaced after 12 minutes playing time. Again, the timekeeper is to advise a team official once this period has elapsed.

4. Runners and trainers (rule 72, xiii, \$10 fine) are to wear appropriate clothing.
5. Other officials are to wear Association approved clothing.
  - (a) A fine will be applied for each official not appropriately clothed.
  - (b) Clubs must ensure that all players wear correct uniforms including flesh coloured bike short is required and that each player wears a different number, which corresponds to those appearing on the team sheet and in the "Amateur Footballer".
6. Each club (Premier, Premier B and Premier C Reserves) is to provide a reserve umpire who has current registration gained by attending one of the pre-season registration nights provided by the VAFA. (1<sup>st</sup> Offence \$30, 2<sup>nd</sup> Offence \$40, for 3<sup>rd</sup> and every other offence \$50)
  - (a) Team sheets are checked after each round to see that registered umpires only are used in all VAFA reserve matches.
  - (b) Clubs using non-registered umpires will have the match dealt with in the same way as if an ineligible player was played (loss of points/fine).
  - (c) Umpires are also observed to see that offences that should be reported are in fact the subject of an official report.
  - (d) The Umpire's club will receive the rebate due only if the umpire signs both teamsheets.
7. Clubs must ensure at all intervals the field, boundary and goal umpires receive attention by way of a drink; orange and towel etc. as required.

## 8. Match Scores

The VAFA requires information from clubs related to match scores as follows (rule 72, xix):

1. Senior scores
  - (a) All senior home clubs from all sections must enter the full match information into the online results database - quarter by quarter and full time scores, best players and goal-kickers
  - (b) Information must be lodged onto the results page of the VAFA website by 5.30pm on match-day.



- (c) If the home club experiences any difficulties with logging onto the results page (i.e. internet connection problems) results can be phoned in on 9537 6777. These must be phoned in as early as possible and by no later than 5.30 p.m.
  - (e) Failure to input Live Scores by a senior team within 5 minutes of the end of the quarter – FINE - \$10 per quarter.
2. Under 19, Under 18, Reserves, Thirds and Club XVIII scores
- (a) Home clubs must enter the final match score, including quarter by quarter scores, into the VAFA results webpage by 5.30pm on match-day.
  - (b) If the home club experiences any difficulties with logging onto the results page (i.e. internet connection problems) results can be phoned in as early as possible and by no later than 5.30 p.m.
  - (c) Full results including best players and goal-kickers must be logged into the VAFA results webpage by 10am Monday after the match by each respective club.

**The scores of all matches will appear on [www.vafa.com.au](http://www.vafa.com.au) as soon as possible.**

## **9. Jumper clashes**

1. Home and Away matches. In the event of there being a clash of uniforms between two competing teams,
- (a) Each visiting club must wear a distinctively different uniform approved by the General Manager – Football Operations.
  - (b) Jumper clashes as determined by the VAFA will be emailed to Club Secretaries via the weekly Football Operations Newsletter.
  - (c) Clubs listed in bold & italics are possible jumper clashes and if both clubs agree, then the visiting club on each occasion they meet will be required to wear a distinctively different uniform approved by the General Manager – Football Operations.
  - (d) In the event of a jumper clash the secretary of the visiting club shall make application for approval of the said uniform not less



than fourteen (14) days prior to the date of the scheduled match.

- (e) Provided that not less than 28 days prior to the commencement of each season, the secretaries of any two clubs drawn to play in games where there is a clash of uniforms as set out in Schedule B of these Rules, may by joint application in writing signed by the secretaries of both clubs, submit to the General Manager–Football Operations for his approval, details of the uniforms each club proposes to wear during the two games in which the said teams are drawn to play in the said season. The General Manager Football Operations shall advise the secretary of each club of his approval or otherwise, not less than seven (7) days prior to the commencement of the season. Hire sets can be obtained from VAFA Football Operations.

2. Finals Matches. In the event of there being a clash of uniforms in a finals match the following will apply.

- (a) For the first semi final the team that finished the home and away matches in the higher position will wear their home uniform, however the winner of the second semi final will become the home team in the Grand Final and be able to wear their home uniform.
- (b) In a preliminary final the higher placed team at the end of the home and away matches will be the home team.
- (c) The away club shall be required to submit for the approval of the General Manager Football Operations, a distinctly different uniform to that worn by the home team. Such application must be made to the General Manager Football Operations not less than seventy two (72) hours prior to the date of the said finals match. Failure of clubs to select an adequate jumper within the prescribed time will mean that the offending club must wear a VAFA allocated jumper.



## 5. Officials

### 10. Coaches

1. Coaches must have Level 1 accreditation.
  - (a) This course must be completed before the commencement of the season.
  - (b) Should a coach be unavailable, resign or be replaced, he must be replaced by a coach who holds current Level One Accreditation (at least).
  - (c) If the club is unable to find a suitably accredited replacement coach, the club can provide in detail the complete football and coaching background of the person they would like to coach the team.
  - (d) The VAFA may approve this person to coach, but only until next coaches training session.
  - (e) Documentation to support the approval should be sent to VAFA and approved before the person takes charge of the team.
  - (f) The use of unaccredited or unapproved coaches may result in a loss of points or a fine.
  - (g) Team sheets are checked after each round to see that only accredited coaches or coaches with "interim" approval are used by clubs.
2. The following applies in relation to clubs who choose to appoint a playing senior, reserve and Club XVIII coach. Any player who is qualified to play in the VAFA can also hold the position of the club's playing coach provided he holds current Level 1 accreditation. If the coach elects to play he cannot receive a coaching fee. Clubs who have appointed, or who intend to appoint a playing senior coach must undertake the following:
  - (a) Advise the General Manager – Football Operations in writing by 1 March 2016 that the club intends to appoint a playing coach of a senior team. Coaches will not be permitted to play after this deadline if notification is not received.
    - (i) That the club agrees that should violation of the above clause be proven it shall be stripped of all premiership



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points earned since the coach was appointed; the club be immediately demoted a minimum of two sections; the club be fined an amount of not less than \$5,000 and not in excess of \$10,000 and/or at the discretion of the Board the club's membership of the Association may be terminated.

#### **11. Trainers**

1. Clubs must ensure that all their trainers are accredited and that each team must have a trainer in attendance at all matches.
2. Clubs may be charged for not having accredited trainers or not having a trainer in attendance at a match.
3. If a trainer holds an appropriate qualification equal to Level 1 accreditation, Copies of relevant documentation must be lodged to the VAFA for approval.

