



MEMBERS BOOKLET



2024

2023 Child Safety Declaration

Child safety and wellbeing is a key priority of the Bendigo Umpires Association, and we hereby declare our commitment to creating an environment that is safe and welcoming for all children and young people to participate in Australian Football.

To achieve this, our Club is committed to implementing the Victorian Child Safe Standards through our Commitment Statement on Child Safety, the Club's Child Safety & Wellbeing Policy, Code of Conduct, Complaints and Reporting Procedure policies. These policies and procedures when applied ensures compliance with Safeguarding Children Standards and will:

- **Establish** a culturally safe environment in which diverse and unique identities and experiences of Aboriginal children and young people are respected
- **Embed** child safety and wellbeing in organisational leadership, governance, and culture
- **Empower** children and young people so they know their rights, participate in decisions affecting them and are taken seriously
- **Inform** and engage families in respect to child safety and wellbeing
- **Ensure** that equity and diversity is upheld through our policies and practices
- **Engage** volunteers and officials to ensure that they are suitable to work with children and young people
- **Respond** to complaints and concerns promptly, thoroughly and with a child focused approach
- **Educate** staff, game day personnel and volunteers to provide them with knowledge and skills how to create a safe and welcoming environment for children and young people at our Club
- **Understand** and mitigate the risks to children and young people in physical and online environments
- **Review** and improve our child safe policies, procedures, and practices regularly
- **Role model** behaviour and actions documented in policies, procedures and practices guiding how our Club is safe for Children and Young People

Our Club has zero tolerance to any form of child abuse or harm and will act quickly and in the best interest of the child or young person should an allegation of harm or abuse occur.

To meet the above expectations, our Club will:

Commit to:

- Discuss and sign this declaration as a committee to formally endorse our commitment
- Promote this declaration and our commitment to creating a safe and welcoming environment for all children and young people through our Club network (Club notice board, social media pages, email, and newsletter correspondence)
- Appoint a child safeguarding officer and promote their details to families/members/volunteers

Implement:

- Regular discussion occurs at Club meetings to action the Child Safe Standards

Learn and embed a culture of child safety in our Club through:

- Discussion with children, young people, and their families – everyone can “have a say”
- Education through awareness workshops and safeguarding resources
- Regular review of safeguarding policies and procedures with our Club committee

Club Chairman – Michael Hockley Child Safeguarding Officer (CSO) – Sharon McColl



Print name: Michael Hockley
Phone number: 0438 399 845
Email: mhockley2713@gmail.com
Date: 22 /11 /2022

Print name: James Mannix
Phone number: 0418 569 394
Email: james.mannix@afcentralvic.com.au
Date: 22 / 11 / 2022

Bendigo Umpires Association respectfully acknowledges the Traditional Owners and Custodians of all the lands on which we train and play.

We pay respect to their Elders past, present and future.

INTRODUCTION

The Bendigo Umpires Association welcomes all Members back for another season. To new members, the BUA is an all-inclusive environment where we always want you to feel most welcome.

Our board members and coaching staff are available to all members and are more than happy to provide you will any information you need.

Umpiring is a skill that not all aspire to achieve, but we believe that it is a skill that can take you places in life. Learning the discipline involved in umpiring can go towards so many other aspects of your life.

This handbook has been put together as a tool to give you some of the basics. If you require any further information, please feel free to ask.

Umpiring is physically demanding so fitness plays a very big part in the standard of your performance. The less fatigue you suffer during a match will in turn lead to better decision making at those crunch moments. Umpires are strongly encouraged to attend training on Tuesdays and Thursdays throughout the season at Weeroona Oval, on the first Wednesday of each month at Bridgewater for the (LVFNL UG and NCFL UG members).

We hope that you have a very enjoyable and successful year umpiring with the BUA.

I Umpire Manager – AFL Central Victoria



OFFICE BEARERS - 2024

Chairman	Michael Hockley	0427 403 615
Vice Chair	Nick Roffey	0418 547 545
Treasurer	Nick Roffey	0418 547 545
Board	Paul Martin	0422 521 720
Board	Mark Snell	0400 953 319

General Manager	James Mannix	0418 569 394
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Director of Umpiring and Coaching	Dean Goodridge	0423 761 459
Boundary Umpires Coach	Matthew Vitiritti	0409 775 595
Goal Umpires Coach	Paul Bauer	0400 853 868

Appointments - Field	Craig Findlay	0408 588 689
Appointments – Boundary (Senior)	Aaron Valente	0437 336 626
Appointments – Boundary (New)	Andrew Day	0498 877 796
Appointments – Goal	John Norton	0458 496 545
Appointments - BJFL	Peter Kirkwood	0400 754 515

As all Appointments Officers are in full time employment, it is suggested that a text message around umpiring appointments is advisable.

Fitness Advisor	Brett Gilligan	0407 534 742
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Tribunal Co-ordinator	TBC	0418 569 394
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Chaplin	Dale Caldwell	0409 960 321
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First point of call for all medical requirements should be to Golden City Physio and Sports Management. They will assess your requirements and advise what ongoing medical attention is required.

Address: 132 Wattle Street Bendigo VIC 3550

Phone: 03 5442 1954

Opening Hours: Monday - Friday 8.30 am to 5.30 pm



**GOLDEN CITY PHYSIOTHERAPY
& SPORTS INJURY CLINIC**

TRANSPORT PICK-UP POINT

The Carpark is located at the Bendigo Stadium. From the Inglis Street entrance, turn left at the Stadium and park in the rear parking area. Upon return, we request you do not leave minors unattended. If parents agree to a drop-off, please see them to the stadium entrance where they can wait inside.

Bendigo Football Netball League

	U18's 10.50am	Reserves 12.32pm	Seniors 2.20pm
Gisborne	9.00am	10.20am	12.10pm
Maryborough	9.00am	10.25am	12.20pm
Castlemaine	9.30am	10.55am	12.45pm

Loddon Valley Football Netball League

	U18's 10.45am	Reserves 12.30pm	Seniors 2.15pm
Pyramid Hill	9.15am	10.25am	12.10pm
Mitiamo	9.20am	10.30am	12.00pm
Calivil	9.20am	10.30am	12.20pm
Serpentine	9.30am	10.40am	12.30pm
Newbridge	9.40am	10.50am	12.40pm
Bridgewater	9.40am	10.50am	12.40pm
Inglewood	9.40am	10.50am	12.35pm
Raywood	9.50am	11.00am	12.45pm

Heathcote District Football League

	U18's 10.30am	Reserves 12.15pm	Seniors 2.15pm
Leitchville/Gunbower	8.20am	9.50am	11.50am
Lockington	8.30am	10.00am	12.00pm
Heathcote	8.50am	10.25am	12.20pm
Colbinabbin	8.55am	10.30am	12.25pm
Elmore	8.55am	10.30am	12.25pm
Toolleen (Mt Pleasant)	8.55am	10.30am	12.25pm

North Central Football League

	U16's 11.10am	Reserves 12.45pm	Seniors 2.30pm
Sea lake	7.50am	9.15am	11.00am
Birchip	8.10am	9.45am	11.25am
Wycheproof	8.40am	10.15am	11.50am
Donald	8.30am	10.05am	11.35am
St Arnaud	9.05am	10.25am	12.10pm
Boort	9.05am	10.25am	12.10pm
Charlton	9.05am	10.25am	12.10pm
Wedderburn	9.30am	10.50am	12.35pm
Nullawil	8.30am	10.05am	11.40am

CODE OF CONDUCT

The Code of Conduct applies to all members. The policy also covers contact of any member with the public and officers of other organisations.

Purpose

To establish an environment within the Bendigo Umpires Association that is free of bullying, harassment, and discrimination, where people are respected, and diversity is embraced.

Definitions

Harassment is defined as any form of behaviour that is not wanted and not asked for and that a reasonable person would have known would humiliate, offend, or intimidate someone (Sex Discrimination Act 1984).

Workplace bullying is repeated, unreasonable behaviour directed towards a member, or group of members, that creates a risk to health and wellbeing.

Member refers to all umpires, board members, general manager, kitchen staff, guardians, training participant, social members, and volunteers.

Member Behaviours

Members will treat all people with courtesy and respect, recognising that there are legitimate differences in opinions, race, culture, religion, language, gender, and abilities. This includes:

- Treating members of the community and fellow member with dignity and ensuring that neither offence nor embarrassment are caused,
- Ensuring punctual attendance at games and meetings,

Members will always act with integrity and honesty:

- Being honest in all dealings with the community and with other members,
- Always acting with impartiality and in the best interests of the BUA as a whole,
- Not acting in ways that may damage the BUA or its ability to exercise its functions,
- Members recognise that they hold a position of trust and will not misuse or derive undue benefit from their positions,
- Keep personal information in confidence, including information gained through sources outside the BUA.
- Responsibility and ensuring members confidence via social media

Implementation

BUA is committed to providing a safe working environment for all members free of harassment, bullying, occupational violence, and victimisation, where individuals can perform their work free from distress or interference.

If you are aware of any instances of:

- Offering or accepting bribes,
- Improper disposal of property or equipment,
- Misuse of information/material gained during BUA duties,
- The dishonest or improper use of a BUA position,
- Attempts to hide fraud or corruption,
- Any other corrupt or fraudulent activity.

We encourage all members who experience the above to report it to the board.

Breaches of This Code

Penalties may be applied if this Code or any relevant law is breached. Depending on the nature of the breach, penalties may include disciplinary action (including supervision and termination of membership) and the laying of criminal charges.

Members who report a breach of this Code shall also have the support of the BUA.

MEMBERSHIP

To umpire in any official match umpires must be registered with both the BUA and AFL Victoria (Officials HQ).

BUA Membership is renewable each year on application and must be approved by the Board of Management.

BUA Membership Nomination

A Membership Nomination Form must be completed and handed to the General Manager each year for approval by the Board of Management, prior to any umpiring appointment, official or otherwise. Approved membership is a pre-requisite for any Work Cover compensation claim for injuries sustained whilst performing official umpiring duties. When approved by the Board, the appropriate membership fee will be deducted from match payments.

By completing and signing a Membership Nomination Form, an umpire agrees to abide by the rules and regulations of the Association, policies, and all decisions of the Board.

Membership Fees

Membership fees for 2024 are \$65 per Adult Member, \$55 per Junior Member under the age of 18 years and \$25 for Social Members (does not include training shirt). Membership fees include a BUA training shirt, that is available to all members who attend training to wear.

Membership fees are deducted automatically from member's match payments.

Membership Data Base

The BUA maintain a data base which records the personal details of each registered member through Officials HQ.

Change of Personal Details

All members must ensure any change to personal details are updated on Officials HQ.

Registration

New umpires must fill in a registration form, if your details have changed, please ensure that these are updated via Officials HQ. Junior umpires U18 are required to have parent or guardian to fill in an underage form.

WORKPLACE STANDARDS

Working With Children Check

All registered members of the Association over the age of 18 years of age must undergo a Working with Children Check and list the Bendigo Umpires Association.

For information regarding the process of obtaining a WWCC, please visit the Department of Justice website at <https://www.workingwithchildren.vic.gov.au/>

Equal Opportunity

The BUA is an Equal Opportunity organisation.

Non-Smoking Environment

The BUA rooms are a Smoke Free Area. Cars used for travel to matches are required to be smoke free.

Counselling

Should any member be experiencing any personal problems or wish to seek advice on any matter they are welcome to contact Dale Caldwell, the BUA Chaplin.

Policies

There are several policies that umpires need to be aware of while being a registered member of the BUA. These are available upon request from the General Manager and listed on the BUA website.

Policies will be for:

- Alcohol & Illegal Drug
- Child Safe Standards/Working with Children Check Policy
- Extreme Weather
- Life Members
- Social Media

Social Functions

The BUA organises various social events throughout the year. These functions provide the opportunities for members and their families to enjoy the company of fellow umpires. All members are encouraged to attend.

The following functions take place through the season:

- Monthly Tuesday night team dinners (1st Tuesday of the month)
- Annual Dinner
- Social Club Trivia Night

COMMUNICATION

Email

Email is the principal communication method for the BUA. Please make sure that your correct email address is registered – if you do not have an email address, please see the General Manager who will assist in the process of acquiring one.

A weekly information email, including all weekly appointments and drivers will be sent in season each Thursday evening around 8.00pm. This email will have all required information for members.

BUA Facebook

The BUA has a members only/closed Facebook page. This is deemed to be the most effective form of communication for many members. Under 18 Members are encouraged to also have a parent/s join this page also.

There is also a public page which only has information that is deemed for the public.

MATCH PAYMENTS AND TRAVEL RATES

How You Are Paid

Payment of umpire fees will be made directly to a bank account. For invoicing reasons, the first four weeks of umpiring payments will be paid at the completion of 7-8 weeks matches and then match payments will be made monthly until October.

To assist with payments, ensure that your bank details are correct and up to date. All new members are required to ensure that their bank account details are completed on Officials HQ.

Match Fees and travel expenses are paid.

Deductions

In addition to membership fees, deductions will be made from time to time to recover such costs as, purchase of uniforms, social activities, pay adjustments or any other miscellaneous administration fees. These will be deducted from the member's match payments. Match payments will only be paid when the members account is in credit. A payment slip is available through the Officials HQ system detailing all credits and debits.

Travel Expenses

Umpires who are nominated as a “Designated Driver” to transport other umpires to a game venue which is located outside of a 15-kilometre radius of the BUA rooms are entitled to receive a travel payment.

Umpires who are not a ‘Designated Driver’ and choose to make their own travel arrangements will not be eligible to receive a Travel Payment.

Taxation

The Australian Tax Office has issued a Class Action Tax Ruling categorising umpiring with the BUA as a “Hobby Sport”. The Ruling has determined that income derived from umpiring with the BUA is not subject to Income Tax. Umpires are therefore not required to declare their match payments as income and cannot claim any umpiring expenses as a deduction.

TRAINING AND MEETINGS

Training

All Field, Boundary and Goal umpires should aim for full attendance at official training and meetings.

- Training is held at Weeroona Oval on Tuesday and Thursday evenings from February to September.
- Training sessions commence at 5.45pm day light savings and 5.30pm all other times.

Training Overview

- A typical training session consists of a warmup, including light running, muscle stretching exercises and body strengthening exercises. A series of running programs covering a range of distances may be programmed throughout the season. Skill drills for each discipline are delivered by coaches during training sessions. At the conclusion of the running program a warm down session takes place.

Meetings

‘**All Discipline**’ and ‘**Individual Discipline**’ meetings will be held monthly at the completion of training.

An “**All Discipline**” meeting will be notified to members.

“**Individual Discipline**” meetings will be held on dates advised by the coaches.

Training Attire

During warmer weather it is advised that the following items be worn during training sessions

- Peaked cap and sunscreen
- BUA training shirt
- Running shorts or footy shorts
- As the season progresses and the weather becomes cooler, warmer clothing should be worn.
- Long sleeve T-shirt and / or tracksuit top
- Running shorts or long, athlete’s leggings

Training Etiquette

- Advise the Training Supervisor if you are suffering from injury or become ill during training
- Participate in the training program with purpose, enthusiasm and enjoyment
- Always bring a whistle to each training session

APPOINTMENTS

Notification Of Appointment

The appointments for each match are made by the coaching panel. All confirmed appointments are:

- Emailed via Officials HQ to each member at 8.00pm on Thursday night. This is your appointment slip which will provide you entry to the match that you are appointed to.
- Emailed by the BUA in a spreadsheet format, listing all drivers in yellow; and

Designated car drivers nominated for each applicable match should text all passengers on Friday to confirm pick up time and venue. Passengers are required to confirm that they will be travelling with the designated driver.

Available For Appointment

As a member of the BUA, it is anticipated that you will be available for appointments each week during the competition season.

If you are not going to be available, it is your responsibility to enter your unavailability onto the Officials HQ system by the Sunday night before. If you have not blocked out this time it will be deemed that you are available to umpire the following weekend.

Not Available After Appointment

Umpires, who become unavailable after the Sunday night deadline must notify by text or phone the appropriate Appointments Co-ordinator as soon as possible to enable changes to take place.

Please do not leave this until the last minute (Thursday night). If there is a possibility that you may not be fit, please advise the Appointments Co-ordinator immediately to enable some planning to occur.

UNIFORM

Uniform Standard and Personal Appearance

BUA members are required to purchase their own Uniform, the cost of which will be deducted from match payments. The BUA expect all umpires to take pride in their appearance and present themselves in a match with neat, clean, well laundered uniforms.

It is expected that all umpires dress in clean neat casual clothes, to and after the game. Polo tops and match day jackets can be purchased from the BUA (requirement for Senior Match Appointed Umpires). BFNL senior umpires to wear polo shirt, dress pants and clean dress shoes.



OFF FIELD

PROJECT polo top \$55.00
BUA branded

PROJECT jacket \$85.00
BUA branded

Requirement for umpires
appointed to all senior matches



OFF FIELD

PROJECT Hoodie \$65.00

Can be worn on match day by umpires appointed to Reserve, Third Tier and Junior matches only.

Uniform And Equipment Items

The only items of official uniform to be worn by BUA umpires are as follows:

Field / Boundary

- Officially endorsed BUA Shirt with BUA and current sponsorship logos
- BUA Issue grey shorts with current sponsorship logos
- BUA Issue green socks
- Running shoes or football boots (predominately white)
- BUA issue warm-up top with BUA and current major sponsor logos
- BUA Issue Acme Thunder whistle x 2
- White sweat bands
- Small notebook and pen/pencil (for reporting)
- Red and yellow cards (field umpires only)
- Current VCFL Rule Book (field umpires only)
- BUA logo Umpire peak cap (optional)
- Towel and change of clothes
- Sunscreen (optional)

Goal

- Officially endorsed BUA shirt with BUA and current sponsorship logos
- BUA issue goal coat with BUA and current sponsor logos
- BUA issue cap with current sponsorship logo
- Black trousers
- Black boots (polished)
- Black socks

Under no circumstances are any items of uniform, other than that listed above, to be worn on the ground by BUA umpires in an official match.



MATCH PREPARATION

The Day Before

Re-check game, location of ground, time of start and make sure you are on time for the pick-up, if required. Pack your uniform and ensure all items you require are included, it is expected you will arrive organised and ready to umpire.

Arrival at the Ground

Allow yourself plenty of time to arrive at the ground one hour prior to the start of the game. If necessary, ask directions to the umpires' rooms. Check condition of ground, decide whether stopped boots should be worn or not. Be in rooms to change 45 minutes before starting time.

Pre-match preparation for running umpires:

Warm-up. It is vital that all field and boundary umpires prepare themselves physically for the game. This means they should warm up by completing a minimum 10 minutes of aerobic exercise. At the end of the game, it is important to stretch also.

Field Umpires:

Paperwork. Ensure all paperwork, including Player Report Forms, best & fairest voting slip, Match Report Sheet, score cards x 2, team sheets and two footballs have been delivered. (If not, seek missing items from the Home Club).

Visit Teams. Enter visitors room first, introduce yourself to Coach and Captain. Request Captain to choose a ball for the Match while you check all players and officials as listed on the team sheet and all players for metal or any sharp-edged stops that may cause injury. Also, check for rings, necklaces or earrings. When satisfied that all is in order, obtain the team sheet and proceed to home club. Repeat the procedure.

Team Entry on to Ground. It is not necessary for you to chase up tardy teams, but once they are on the ground you must make every effort to start the game as soon as possible. If teams enter the ground on time, then give players a reasonable time for their warmup, and then call the Captains to the centre for the tossing of a coin to determine in which direction each team will kick. It is normal for the BUA goal umpire to provide the coin and for the visiting Captain to "call" the toss.

Ready to Go. Eight minutes before starting time, leave your Room as a team, unless goal umpires have a double appointment. In this case, field and boundary umpires should go out on time and do warm up. Goal umpires to take the field as soon as possible. Senior level fields and boundaries must wear current warm-up jackets onto ground.

Entering the Ground. Upon entering ground, after covering about 20 metres, field umpire will hold ball aloft until acknowledged by the timekeepers. Walk directly to the centre circle, do not stroll.

When in the centre, place ball on ground, then jog and stretch two full laps. (If players are on ground and positioning themselves, these laps may be shortened). Use this time to mentally prepare yourself for the first few minutes of the game when players will be emotionally "stirred up".

Crowd Control

Ensure that all spectators are behind the fence before commencing the game. It is expected that all umpires will assist in this process.

No persons other than those named on the official team sheet are permitted inside the fence line. Ensure coaches and players on the bench are behind the coaching line so the boundary umpires have a clear path and spectators are not obstructing the goal umpires. Requesting this will be done in a polite manner, explaining the boundary umpires require a clear passage free from obstruction. If this is not adhered to throughout the course of the match, you may raise it with the captains and then make a detailed note on the Match Report at the conclusion of the match.

Field Umpires: Post Match

Field umpires and boundary umpires move to centre circle and wait for the goal umpires and then walk off as a team to the umpire's rooms with the club escorts.

Take your time in completing after match paperwork. Clear the room if necessary (always if there is a report) to give yourself time and uninterrupted peace and quiet.

Complete match report, best and fairest votes, and report sheet as necessary.

If there has been a player or official reported, the delegates must wait outside until you have completed all paperwork associated with the report. Make sure that you carefully check your Report Form and have all umpires check the form for you.

Acknowledge delegates who visit your room to seek 'all clear'. Distribute Club copies of applicable paperwork to delegates, however, if club delegates do not come to the umpire room after a reasonable time note it down on your Match Report.

Ensure that you obtain all Match Day paperwork. Make sure that the goal umpires' cards have been signed and that the scores agree.

Check to make sure that you have included team sheets and voting slips with your paperwork. All match day paperwork must be handed to the home Club Delegate after the game, they may request you bring this paperwork back to Bendigo.

Original Reported Player Forms must be included in the Match Day paperwork.

WORK COVER AND INJURIES

Eligibility For Work Cover

To be eligible for WorkCover compensation, you must be a registered member of the BUA.

BUA members are covered by WorkCover Insurance for injury expenses in the following instances only:

- ◆ During games to which they have been officially appointed by the BUA.
- ◆ While taking part in authorised and supervised training sessions at our usual training locations within Weeroona Oval or elsewhere as directed by the Director of Coaching.

Members are not covered for personal training routines or programs conducted out of season, namely, that period between the last game to which they were appointed and the first official pre-season training session for the year, whether at a normal training venue or not. **Members should always ensure they have adequate medical insurance to cover any injury related medical expenses they may incur whilst training out of season.**

What to do

In the first instance injured umpires should make an appointment with Golden City Physiotherapy on 5442 1047 and have their injury assessed. Golden City Physiotherapy are located at 132 Wattle St, Bendigo.

All injuries must then be advised in writing to the General Manager to be entered in the WorkCover 'Register of Injuries'. Even if the injury does not require medical treatment, it still must be recorded.

If the injury is serious enough to warrant medical attention you must contact the General Manager prior to seeking treatment and complete a Claim Form.

Please note that only registered injuries, with a medical certificate to confirm injury is umpire associated will be considered for payment if not being registered for Workcover.

Claim Forms

If you wish to claim for medical expenses for an injury sustained whilst umpiring, you must complete a WorkCover Claim Form, that will be lodged with Workcover on your behalf by the BUA General Manager. Please note this is required to be completed within 10 days of the injury.

<https://www.worksafe.vic.gov.au/resources/workers-injury-claim-form>

Your claim **must** be approved by Work Cover who will notify you once a decision has been made.

When obtaining treatment for the first time, you must advise that the injury has been reported to the BUA General Manager for acceptance as a WorkCover Claim and that all accounts should be forwarded to the BUA, Box 344, Bendigo Mail Centre 3552.

If the claim is rejected by WorkCover, you then will be responsible for payment of all medical expenses related to the injury.

If you miss work because of injury, you must obtain a Certificate from the Doctor. If the injury extends for a period, you may require progress Certificates. All Certificates must be presented promptly to the General Manager.

DUTY OF CARE

COVID-19

The BUA will continue to advise members based on current health advice and require all members to take precautions as informed by the relevant state and federal departments.

Umpire's Responsibilities

Umpires have a duty of care to all players, through enforcing the rules and protecting players from any potential hazard (extreme weather) and do everything reasonably possible to ensure their safety.

The senior field umpires on the day will be the go-to people for any concerns and will be responsible to take any issues to team managers.

Extreme Weather Policy

If the training day temperature is forecast to be adverse, the BUA will advise and adjust training accordingly.

Sun Smart

Members should always adopt proper precautions that will protect them from the sun, with the application of an appropriate sunscreen used in combination with other protection measures such as sunglasses and/or a hat on hot or sunny match days or training sessions, is strongly supported and encouraged by the BUA.

SECURITY OF PERSONAL POSSESSIONS AND VALUABLES

The recommended procedure for the security of umpires' personal possessions and valuables, taken to a match venue to which you have been appointed, is as follows:

Umpires should not leave personal items of value, such as, wallets, watches, cash, mobile phones etc., in unsecured umpires change rooms when they are not in attendance. To do so is at your own risk.

Security of valuable personal items is therefore to be conducted in accordance with the following options:

- a. valuable items should not be left in the rooms and should be locked in the umpire's vehicle prior to leaving the rooms for the commencement of the game.
- b. if no vehicle, then items should:
 - o be handed to the team manager of the home Club for safekeeping until after the game; or
 - o if the rooms are fitted with locks which prevent access from any other area within the clubroom building, a home Club official is to be requested to secure the rooms after it has been vacated by the umpires to commence the game, and again after the half time break, prior to re-commencement of the second half. The Club official is to be requested to only re-open the rooms in the presence of the umpires at the conclusion of the first half and at the end of the game.
- c. The onus of responsibility for security of your personal belongings and valuables rests with each individual umpire. If losses occur due to the failure to comply with any of the above security procedures, then the umpire suffering such losses must accept the responsibility for the consequences.

To leave valuables in an unsecured change room is at your own risk.

BENDIGO JUNIOR FOOTBALL LEAGUE

Umpires for the BJFL games are required to be at the ground at least twenty minutes before the starting time of the match. Once in uniform introduce yourself to both Coaches and meet the captains.

The umpire must collect prior to the game from the team manager:

- | | |
|---------------------------|---|
| From the Home team | - a football
- voting card and envelope (can be completed online via Officials HQ)
- Most discipline cards (can be completed online via Officials HQ) |
| From both teams | - a team sheet (Check for Full Names, Captains and interchange players are marked and all officials are down) |

Officials from each team must be identifiable by:

- | | |
|----------------------|----------------|
| Blue – Coach | Green – Runner |
| Yellow – Team Manger | Red – Trainer |
| Orange – Timekeeper | |

All paperwork is to be filled in and given back to the home team manager after the game.

- Voting card**
- place both first and surname of the player, as it appears on the team sheet
 - Check the jumper number with name, (don't use registration number)
 - fold in half and place in the envelope and sign over the seal
- Unless unable please complete voting cards online via Officials HQ.**

- Most discipline card**
- Total rating is the combined score of all sections.
- Unless unable please complete voting cards online via Officials HQ.**

Players Section –

No reports, no bad language, no abuse = 5

Take off 2 points for any of the above if it occurs. Also deduct 2 points if you send a player off the ground.

Officials Section –

Same as above but also if you need to speak to officials take off 2 points.

Spectators Section –

If there is bad language, deduct 2 points.

If you are abused deduct 2 points and keep deducting points for any other breach.

If you rate any section with a 3 or below you must write your reason in the comments section (please ensure this has all details of incident). Also comment on excellent behaviour.

BENDIGO, LODDON VALLEY, HEATHCOTE DISTRICT & NORTH CENTRAL FOOTBALL LEAGUES

All umpires officiating in the above leagues are to arrive an hour before the starting time of the match. After completing a warmup on the ground at the three-quarter time break, the field umpires are to go and introduce themselves to both Coaches and meet the Captains.

The umpire must collect prior to the game from the team manager:

From the Home team - a football/s

From both teams - a team sheet (Check for full names, Captains and interchange players are marked and all officials are down)

All other paperwork such as voting cards, goal umpires score cards and permit sheets will already be in the change rooms.

All paperwork is to be filled in correctly and placed in the envelopes provided.

This will include:

Voting cards

Goal Umpires score cards

Interchange sheet

Team sheets

Timekeepers cards

Ground report sheet

May include:

Report sheet (to be checked by all umpires)

Netball results

Any other correspondence intended for the league

Voting card - place both first and surname, as it appears on the team sheet
-Check the jumper number with name, don't use registration number
- fold in half and place in the envelope and sign over the seal

All paperwork is to be left in the correct envelopes for the senior umpires to collect.

Please ensure you have signed the BUA attendance sheet and advised of all drivers and passengers.

REPORTING PROCEDURES

Duties when Reporting Players

AFLVC Handbook outlines infringements for which a Player or Players may be Reported. If it is necessary for you to Report a Player, the following action must be taken.

1. Stop the game - if appropriate - note where the ball and play was at the time. Only the field umpire only can stop the game.
2. Hold the appropriate yellow or red card towards the timekeeper and advise the player of your intention to report - 'I am reporting you for (charge).' If another player is involved, such as a striking offence, 'I am reporting you for striking No. --- of (opposing club).' Ask - 'Do you understand?' Do not get drawn into any discussion with any players or officials about the incident. If multiple umpires report the same incident the player must be advised of each report.
3. Obtain the Player's No. - never touch the player.
4. If another player is involved (such as striking) you must obtain his number as well and advise him 'I am reporting player No. --- of (Club) for (charge).' Ask – "Do you understand?"
5. If any player or players involved with the report fails or is incapable of acknowledging the report, advise the captain.
6. Write down all appropriate details:
 - * Jumper numbers of the players involved in the report
 - * Which quarter was in play, or which break
 - * What was the location on the ground where the incident happened
 - * Where was the location of the ball at the time (if known)
 - * Was any player sent off.
7. Note the best way to get the game started is by a free kick. Only re-start the game when umpires are in position, and you are ready.
8. Immediately after entering the umpire's room after the game and before having a shower or getting changed, fill out your Notice of Report Form and never be pressured or rushed.

Check List for Reporting Players

Make sure your report sheets are neatly written. Please take your time to complete it carefully and accurately.

Remember only one reported player per umpire, per report sheet. If more than one umpire reports the same offence, each reporting umpire must fill out his own Report Form.

Have you:

1. Checked the grade on top of the report sheet - e.g. (Seniors, Reserves U/18 etc.)
2. The correct team names and venue - use the team sheets to obtain this information
3. The correct date on the report sheet.
 - Check the team sheets to obtain players names involved in your report.
 - Make certain you spell the reported players' name's exactly as they appear on the team sheet.
 - The correct numbers of the reported and the offended players involved in your report (check the team sheets). Take note, many errors can often occur in this section so make sure the player's name and number align.
6. Enter your umpiring role - e.g. (Field, Boundary, Goal, Emergency Umpire).

7. The correct quarter in which the report occurred.
 - State where the incident occurred - e.g. (the play was on the half forward flank, clubroom side)
 - Only give a specific statement of the details of your report –i.e. (do not write a story about the incident).
 - State the details of any misconduct charge. e.g. (A player refuses to leave the ground while under red or yellow card directive. This is misconduct!!)
 - Have a fellow umpire check and compare report details.
 - Tick the appropriate box if you consider the charge to be serious enough to require a Tribunal Hearing. By not ticking the box you are acknowledging your acceptance of a set penalty being imposed on the player charged.
 - Sign each copy of the form and print your name at the bottom of the report sheet.
 - Make a note on the Match Report Form that players have been reported during the match.

Now:

Include the original with the match day paperwork. Please take a photo of report sheet and text to 0418 569 394.

9. Have one of your fellow umpires check the report when you are satisfied that it is correct – also give him/her the team sheets to check the numbers
10. Ensure Clubs know of report. (Remember that each club is responsible for one of their officials to present themselves at the umpire's room to check for reports. You do not chase the Club. One of the field umpires in charge of the game must hand the reports made by the boundary or goal umpires to the Club officials, however, the reporting umpire must read the charge out and sign off him/herself.
11. Write on your Match Report Sheet that there has been a report in the game.
 - Include the original Reported Player Form with the match day paperwork.
 - Hand all match day paperwork to the home Club Secretary/delegate.
12. Do not under any circumstances discuss the Report with Players or Officials.
13. On the day of the game, please advise the General Manager of the report (by phone or text message).

TRIBUNAL HEARINGS

The details of any report and whether the matter will be heard by the tribunal will be advised to the General Manager on Monday. The Match Review Officers will look at the report, speak with the umpire or umpires and determine whether or not the player will be offered a set penalty or whether the report will be sent straight to Tribunal.

The reporting umpire will be advised by phone by the General Manager if they are required at a hearing, the time and venue and later contacted by the League Advocate.

Tribunal hearings can vary but will normally be held on a Wednesday evening. These will be held at AFL Central Victoria Offices, 45-49 Mundy Street, Bendigo.

It is the responsibility of any reporting umpire to make himself familiar with tribunal times and to ensure he/she is punctual in attendance.

At the Tribunal

Check your Report form and make any changes that are necessary.

Give your evidence in a clear and concise manner. Tell exactly what happened – no more, no less.

Always tell the truth.

Accept the decision of the MRO/Tribunal – whether you believe it correct or not.

Remember – you will have the support of an Advocate at the Tribunal.

Thoughts to Ponder When Reporting

When

What Quarter and approximate time through quarter

Number and team of offender, Number and team of victim

Location of incident on ground

Which end was the team playing to in the Quarter?

Describe the play immediately before the incident.

Describe the offence and position of players involved. How many blows? left or right hand, how many landed, to what part of body?

Condition of victim, did the blow cause him to go to the ground, any visible blood, was a Trainer required?

Where was the ball when the incident occurred?

How far away from the incident were you? Did you have a clear and uninterrupted view?

Were other players in the immediate area?

Did you award a free kick for the incident, specify the offence.

Approximate position of the other Umpires at the time of the incident.

What did you say to the player when reporting him?

What did the player say and/or do when told he was being reported?



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