



2022

PEEL DISTRICT JUNIOR COMPETITION

CLUB REGISTRAR/TEAM MANAGER

QUICK REFERENCE GUIDE

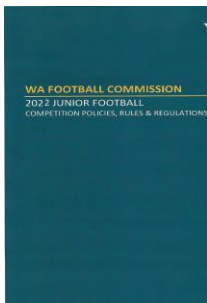


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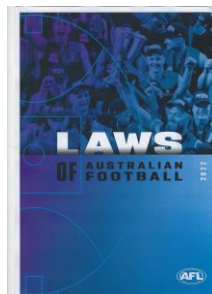
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GENERAL INFORMATION

- The Peel District fixtures and results are available online at [PlayHQ](#)
- Please ensure you have a digital or paper copy of the following documents



[WA Football Commission
2022 Junior Football
Competition Policies,
Rules & Regulations](#)



[AFL Laws of the Game](#)

RULE & REGULATION NO. 2 SUPPORTING UMPIRES OF JUNIOR FOOTBALL

Umpires play a key role in the successful delivery of Community Football. Coaches, officials, players and parents play a vital role in developing the highest quality umpires.

2.1 All team players, officials, parents and spectators are expected to adhere to the following: WA Football has a ZERO TOLERANCE stance against any form of umpire or official abuse, verbal dissent, intimidation or disputing of decisions.

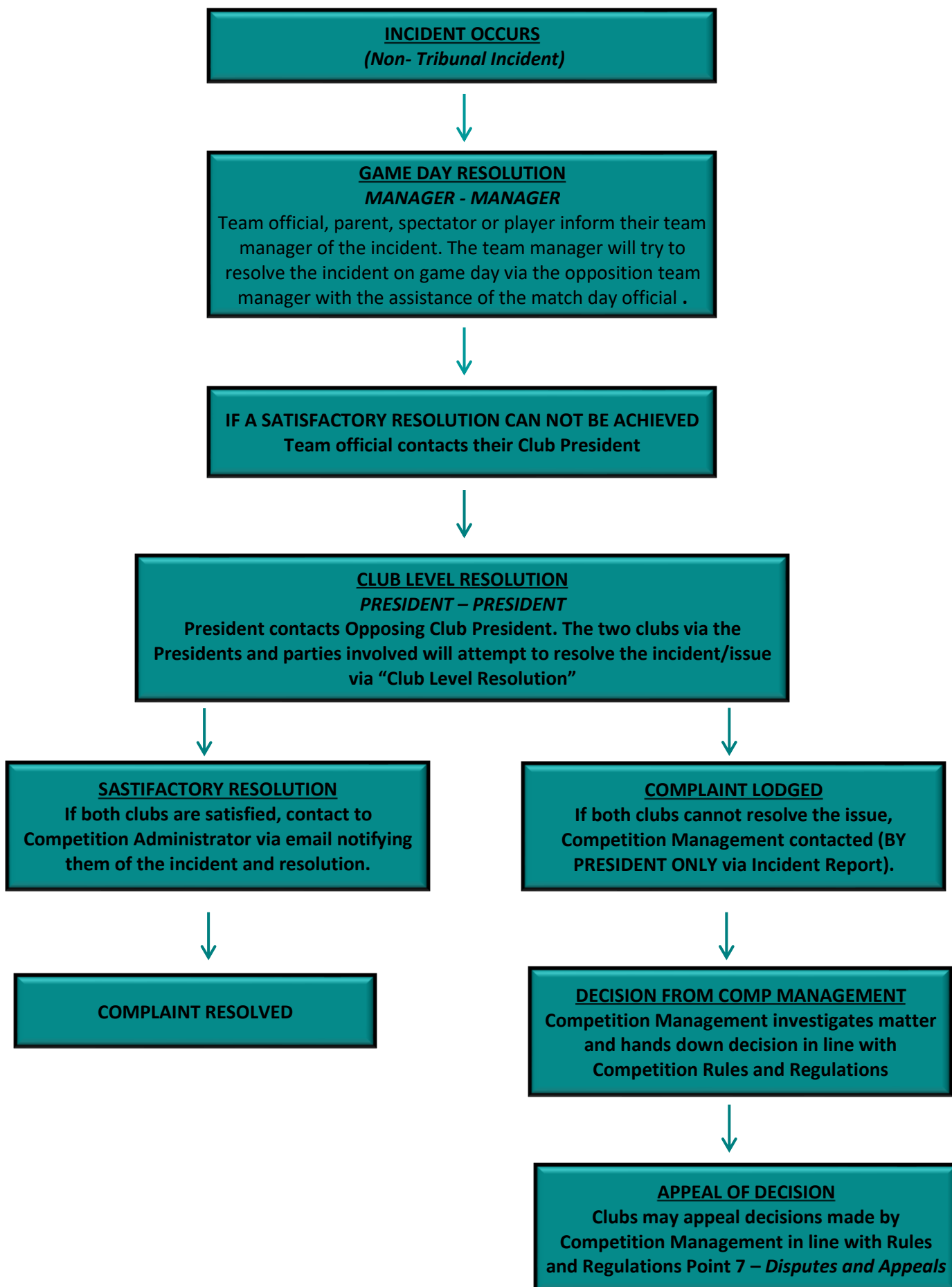
2.2 Players, officials, parents and spectators are not permitted to comment about an umpire or the performance of an umpire in any way other than in writing to the Umpires Coach via the club president (The Peel District also has an umpire feedback form)

2.3 Only the Captain or Team Manager from either team can approach an umpire during the breaks in a match. The Captain or Team Manager cannot question decisions, interpretations or question the free kick count.

COMMUNICATION POLICY

Please ensure Team Officials, Parents, Spectators & Players are aware that all communication is to go via the club president, who will then follow the complaints management process, located on the following page.

COMPLAINTS MANAGEMENT PROCESS



MATCH DAY OFFICIAL ROLE & RESPONSIBILITIES

IT IS COMPULSORY FOR ALL HOME CLUBS TO SUPPLY A MATCH DAY OFFICIAL

The Match Day Official (MDO) is responsible for ensuring the smooth running of all home ground football matches. The MDO **must** wear a high visibility orange vest, preferably with the description of "Match Day Official" clearly defined on the back, the MDO must also be wearing a yellow identification lanyard.



The following roles and responsibilities are the duty of the MDO:

- First point of contact for umpires and visiting clubs.
- Ensure that ground inspections have taken place and the Marsh Match Day Check List has been completed. Rectify any concerns raised regarding the playing surface or immediate surroundings to the satisfaction of all team officials and umpires before the game commences.
- Have access to the WAFC 2022 Junior Football Competition Policies, Rules & Regulations Book, this is to ensure they are able to give clear direction should there be a query regarding the Laws of the Game, these documents should be kept at the interchange bench or in the club canteen.
- Be familiar with the ground layout and in the case where two or more matches are scheduled at the same oval at the same time, give direction to officials, participants, umpires and supporters when required.
- Be familiar with the playing times for each game and ensure the timekeeper is aware.
- Ensure that the following are available at the interchange bench:
 - stretcher
 - first aid supplies, including ice packs/bags
- Assist the First Aid Officer if a stretcher is needed by a player and call for an ambulance and organise the ground access gate to be unlocked if required.
- Ensure the welfare of umpires, including but not limited to the following:
 - Escorted safely from the grounds at half time and the end of the game.
 - Are not subjected to verbal abuse or personal attacks.
- Should an umpire have any problems with a law clarification, query or abuse from any team official, participant or spectator, it is the responsibility of the Match Day Official to handle the situation calmly and efficiently, making every attempt to diffuse the situation as per the WAFC 2022 Junior Football Competition Policies, Rules & Regulations.

UNIFORM REQUIREMENTS FOR TEAM OFFICIALS

IDENTIFICATION LANYARDS

Specific coloured Identification lanyards, supplied by the club, are required to be worn during the game by the Coach, Assistant Coach & Team Manager, examples below:



Coach – Red



Assistant – Blue



Team Manager – Green

GAME DAY ATTIRE

All Coaches, Assistant Coaches and Team Managers must be correctly dressed in their club's shirt, this includes stand in volunteers on game day. All other team official uniform requirements are as stated below and are to be supplied by the club, except the Team Managers vest, which is supplied by the WAFC.

- Team Managers – Green 2&5 Vest, supplied by the WAFC.
- Team Runner - A yellow fluorescent vest, appropriate sports shorts/tracksuit pants and running shoes are COMPULSORY (No thongs or bare feet).
- Medical Officer-Trainer - White vest with a green cross on the back - appropriate sports shorts/tracksuit pants and running shoes are COMPULSORY (No thongs, bare feet).
- Goal Umpires -White coat and be supplied with two Goal Umpire flags.
- Boundary Umpires - White vest/t-shirt, preferably with the words *Boundary Umpire* across the back (Year 11/12 Male Competition only).

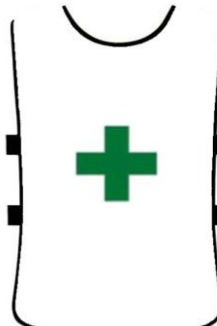
TEAM
MANAGER



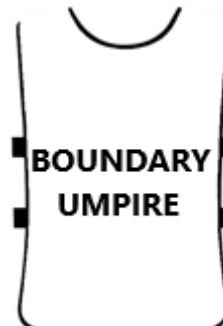
RUNNER



MEDICAL
OFFICER/TRAINER



BOUNDARY
UMPIRE



PLAYERS UNIFORMS AND PROTECTIVE EQUIPMENT

- All teams representing a Club shall wear the playing uniform approved for that Club by the WAFC.
- A player who desires to wear protective headgear during a match must wear Sports Physician or Doctor approved headgear that is suitable for football and apply to the WAFC for approval via their club.
- In order to minimize the risk of injury, players wishing to wear spectacles during matches and training must wear spectacles with plastic frames and plastic lenses. Spectacles must be held on securely by a band.
- All other protective gear must be approved. This includes but is not limited to shin guards, diabetic pumps and kidney guards.

Please contact your club who will lodge an application on the players behalf for any protective equipment.

- Leg compression garments can only be beige/neutral or black in color and are to be short length, to the maximum of thigh length only, examples of lengths and colors below.
- The wearing of full-length arm and leg compression garments must be approved by the WAFC. (Year 7 – Year 12 only)



Thigh length black (max length)



Short length beige/neutral

GAME DAY PLAYER EVEN UP WAFC POL15D

PLEASE NOTE THAT THIS IS AN EVEN UP RULE, NOT AN EVEN DOWN

Below outlines the Game Day Player Even Up Rules that are to be enforced in all Junior & Youth Football matches controlled by the WAFC. The Even Up rule is in place to ensure both teams have equal numbers on the field while maximising participants' playing time and shall be applied to all home and away matches.

1. General Application:

- a) The even up rule will apply when one or two teams have less than the maximum number of players for the competition.
- b) If a team cannot field the maximum number of players for that competition the team with the greater number of players must offer additional players to the lesser numbered team until team numbers comprise the maximum number of players, or are even, or differ by one only.
- c) Each team shall have even numbers of players on the field during the match
- d) Players must be rotated so that no single player plays more than one quarter per match for the opposition team.

2. Injuries:

- a) If a player is injured and the team has no player to replace the injured player, the opposing team must even up immediately. A team captain may not call for a Player Count until the injured player is replaced.

3. Red Cards:

- a) A player ordered off for a red card offence during an even-up situation cannot be replaced for the remainder of the match.

GAME DAY PAPERWORK & OFFICIAL REQUIREMENTS

IN THE CASE OF A NEUTRAL VENUE THE TEAM LISTED FIRST ON THE TEAM SHEET IS THE HOME TEAM.

The **Marsh Match Day Checklist** is to be completed via: [AFL Matchday Checklist \(cvent.com\)](https://www.cvent.com) prior to the commencement of the first Junior/Youth game of the day and every time the oval changes eg, when a youth game follows a junior game. This needs to be signed off by both the home and away team managers and kept by the home club.

BOTH HOME AND AWAY TEAMS

PRE-GAME AND DURING GAME

TEAM SHEETS

Supply a WAFC approved Team Sheet which shows all players names, DOB and **jumper numbers**. These are to be printed off from PlayHQ, *no handwritten names are allowed*. If you have missed adding a player to the team sheet and need to hand write their name, please ensure you check with your Club Registrar that the player is correctly registered, as fines and other penalties apply if you play an unregistered player.

Team Sheets are to be handed to the officiating Umpire 15 minutes prior to the commencement of the game unless otherwise instructed by the umpire, team sheets are to remain at the Interchange Bench.

INTERCHANGE STEWARD

Year 5 – Year 11/12 Competitions



Interchanger APP: Download on Google Play Store & Apple App store

Both teams are to supply an independent person to fulfill this role, the requirements are as follows: Both teams are to record their own team's player interchanges and any red or yellow card and injuries on the Interchanger App, each team is required to supply their own iPad.

The WAFC POL.04 Equal Opportunity Policy states that every player on a team should:

- play at least half the game time during a game
- have an equal amount of game time during the season

The interchange steward must remain at the interchange bench during playing time

There will be leniency with the year 5 – year 6 competitions, however they will need to be central

TEAM RUNNER

Team runners are not permitted to remain on the playing surface. Team runners are to deliver one message from the coach to a player and return immediately to the coach's box via the interchange area.

Year 3 Exemptions - Year 3 teams are not permitted to have a runner.

MEDICAL OFFICER/TRAINER

Teams are permitted to have one medical officer/trainer.

GOAL UMPIRE

Supply a goal umpire who should be of sufficient knowledge and competency to carry out all responsibilities of the position, as defined in the Laws of the Game. In the Year 7 – Year 11/12 competitions, the goal umpire must confer with the independent scorer at the conclusion of each quarter.

BOUNDARY UMPIRE

Only required for 18 aside competitions, Year 11/12 male competitions.

GAME DAY PAPERWORK & OFFICIAL REQUIREMENTS

TEAM OFFICIALS IN THE COACHES BOX

Maximum of 5 people performing the following roles are allowed in the coaches' box.

- Head Coach
- Assistant Coach
- Runner
- Medical Trainer
- Team Manager

HOME TEAM ONLY

TIMEKEEPER

The listed **home team** will also be responsible for keeping time and indicating the end of each quarter to the field umpire and will be deemed to be the official timekeeper.

INDEPENDENT SCORER – YEAR 7 - YEAR 11/12 ONLY

The listed Home Team shall provide an independent scorer. The goal umpires and the independent scorer shall enter all goals and behinds and confer at the conclusion of each quarter.

Independent scorer must remain at the interchange bench during playing time

AT THE COMPLETION OF EACH GAME THE FOLLOWING PROCEDURE IS TO BE FOLLOWED

YEAR 7 – YEAR 11/12

After the score has been confirmed by the goal umpires and independent scorer, both Team Managers hand their goal score cards and team sheets to the officiating umpires. The home team manager is to have a device available, if requested by the umpires, to access OfficialsHQ (umpires may wish to use their own device).

Once the Umpires have finished their duties, please collect the following and return to your Club Registrar as per club policy:

- **Home Team** – Team Sheet and *two* Goal Score Cards.
- **Away Team** – Team Sheet and *one* Goal Score Card

YEAR 3 – YEAR 6

Both Team Managers ensure the umpires have access to and sign both team sheets. The home team manager is to have a device available, if requested by the umpires, to access OfficialsHQ (umpires may wish to use their own device).

Once the Umpires have finished their duties, please collect the following and return to your Club Registrar as per club policy:

- **Both Teams** – Team Sheet and *year 6 only*, goal score cards.

NOTE:

Year 3 – Year 5 are required to enter the games score on the team sheet.

Year 6 are supplied with a scorecard and the goal umpire records the score.

Score to be entered into PlayHQ post game, these scores are hidden from public view.

GAME DAY PAPERWORK & OFFICIAL REQUIREMENTS

ALL COMPETITIONS

- If an Umpire is not present at a game at least 15 minutes prior to the commencement time, please inform the Game Day Official. (Except year 3 & Year 3/4 female)
- Please ensure the Umpires can complete their Game Day paperwork at the conclusion of the game with no interference, ensure they have space and no one is standing over them.
- Injuries – If any injuries occurred complete the Injury Report Form, this is compulsory for all injuries that resulted in the player been removed from the field, including concussion or suspected concussion. The head check App can be used to assess concussion symptoms.
[Injury Report Form](#)



Head Check App - Download on Google Play Store & Apple App Store

- If any incidents occurred during your game, that were not resolved, please contact your Club President as per the complaint's management procedure, page 2 of this document.
- If any reports were issued during your game, please ensure you inform your Club President or relevant committee member after the game has concluded. The relevant team sheet & score cards are required to be sent through to the District Administrator by the Club Registrar as soon as possible, it is preferred that they are scanned and emailed, however a photo will be accepted.
- Constructive feedback to enhance our umpire education and growth can be done on the Online Form by close of business the Monday after the fixtured match, the link is below.
[Umpire Feedback Form](#)

YEAR 3 UMPIRES

YEAR 3 UMPIRING – The Year 3 rules state the following - *Should a field umpire not be available to officiate at any match the opposing coaches or team officials may agree to appoint any person to act in that capacity.*

As has always been the case in The Peel District, the umpiring pool does not run deep enough to appoint to Year 3 matches hence why it becomes the coaches/ assistant coaches' responsibility to undertake this role.

It's recommended that both team coaches umpire half the game each. The head coach can be substituted for an assistant coach. The other can perform the role of the coach on the ground.

Both teams have the responsibility to undertake some of the umpiring/officiating role. If another arrangement is agreed to by both coaches, then that is also acceptable.

There is no issue if whilst umpiring they provide some coaching as Year 3 is a learning environment and it's about getting out there, having fun and providing a positive gameday experience.

There are no runners in Year 3 football.

Please follow the link below to the Introductory Umpire Course, it is highly recommended that all club umpires complete this online course.

[Introductory Umpire Course](#)

TEAM NUMBERS – QUARTER BREAKS

FOR ALL ITEMS MARKED WITH AN * PLEASE REFER TO THE NOTES BELOW FOR CLARIFICATION

MALE COMPETITIONS								
YEAR GROUP	AGE COHORTS Oldest - Youngest	*ON FIELD	*TEAM SHEET	*MINUMIN NUMBERS	QUARTER LENGTH	FIRST QUARTER BREAK	HALF TIME BREAK	THIRD QUARTER BREAK
Year 3	01/07/2013 – 30/06/2014	15	Refer WAFC Pol 10A	N/A	4 x 15 Minute quarters	5	10	5
Year 4	01/07/2012 – 30/06/2013	15	Refer WAFC Pol 10A	N/A	4 x 15 Minute quarters	5	10	5
Year 5	01/07/2011 – 30/06/2012	15	Refer WAFC Pol 10A	N/A	4 x 15 Minute quarters	5	10	5
Year 6	01/07/2010 – 30/06/2011	15	Refer WAFC Pol 10A	N/A	4 x 15 Minute quarters	5	10	5
Year 7	01/07/2009 – 30/06/2010	15	20	10	4 x 15 Minute quarters	5	10	5
Year 8	01/07/2008 – 30/06/2009	15	20	10	4 x 15 Minute quarters	5	10	5
Year 9	01/07/2007 – 30/06/2008	15	20	10	4 x 20 Minute quarters	5	10	5
Year 10	01/07/200 – 30/06/2007	15	20	10	4 x 20 Minute quarters	5	10	5
Year 11/12	01/07/2004 – 30/06/2006	18	25	12	4 x 20 Minute quarters	5	10	5
						Maximum time allowed		

FEMALE COMPETITIONS								
YEAR GROUP	AGE COHORTS Oldest - Youngest	*ON FIELD	*TEAM SHEET	*MINUMIN NUMBERS	QUARTER LENGTH	QUARTER BREAK	HALF TIME BREAK	THIRD QUARTER BREAK
YEAR 3/4	01/07/2012 – 30/06/2014	15	Refer WAFC Pol 10A	N/A	4 x 15 Minute quarters	5	10	5
YEAR 5/6	01/07/2010 – 30/06/2012	15	Refer WAFC Pol 10A	N/A	4 x 15 Minute quarters	5	10	5
YEAR 7/8	01/07/2008 – 30/06/2010	15	20	10	4 x 15 Minute quarters	5	10	5
YEAR 9/10	01/07/2006 – 30/06/2008	15	20	10	4 x 15 Minute quarters	5	10	5
YEAR 11/12	01/07/2004 – 30/06/2006	16	21	10	4 x 15 Minute quarters	5	10	5
						Maximum time allowed		

*On Field – Maximum number allowed on the field for the year group.

*Team Sheet – Maximum number allowed to be named on team sheet on game day. An exemption to have more than 5 to a maximum of 7 on the bench can be granted. The exemption must be lodged with the Competition Management via the club.

*Minimum Numbers – In a competition playing for premiership points, a match shall be deemed a forfeit if at the start of the match either team consists of less than *WAFC POL.10F Competitions Policy: Match Forfeits*.

TEAM MANAGEMENT PLAN

The Team Management Plan is to be used when Clubs have teams that are in the following categories:

1. The team has more players than the maximum allowed to be named on the team sheet on game day.
2. The team's player numbers fall within the "requires action" column of WAFC Pol 10A Competitions Policy: Team Selection & Nominations.

Please refer to the below table for guidelines, if your team requires a management plan request a copy from your Club.

MALE COMPETITIONS			
Year	GAME DAY Maximum allowed to be named on team sheet	WAFC POL 10A R&R Requires action	Notes
Year 3	N/A	24	NO play ups / *play downs considered
Year 4	N/A	24	*Play ups and play downs considered
Year 5	N/A	24	*Play ups and play downs considered
Year 6	N/A	24	*Play ups and play downs considered
Year 7	22	24	*Play ups and play downs considered
Year 8	22	24	*Play ups and play downs considered
Year 9	22	24	*Play ups and play downs considered
Year 10	22	24	*Play ups and play downs considered
Year 11/12	25	29 (Peel 30)	+NO play ups / *play downs considered
FEMALE COMPETITIONS			
Year	GAME DAY Maximum allowed to be named on team sheet	WAFC POL 10A R&R Page 30 Requires action	Notes
Year 3/4	N/A	19	NO play ups / *play downs considered
Year 5/6	N/A	19	*Play ups and play downs considered
Year 7/8	20/22	21	*Play ups and play downs considered
Year 9/10	20/22	24	*Play ups and play downs considered
Year 11/12	20/22	24	*Play ups and play downs considered

*Considered within the guidelines of the WAFC Policies, Rules & Regulations
+May be considered at the discretion of the WAFC

The aim of the Team Management Plan is to ensure that all players are given an equal opportunity to participate in and enjoy their football, regardless of their level of ability.

The Team Management Plan is to be compiled by the team's head and assistant coaches in consultation with the players/parents within the team and the club committee. Once the Club Committee has approved the Team Management Plan, it is required to be lodged with the Peel District Competition Management for District approval prior to the commencement of the season. The completed and approved Team Management Plan is to be distributed to all players and parents within the team.

Team Management Plans should include as much information as possible and Rule Number 1, Spirit of Junior Football, which can be found on page 1 of the WAFC 2022 Junior Football Competition Policies, Rules and Regulations book, **must** be adhered to.

CLUB BONDS, FINES AND EPOINT

Affiliated Metro South Regional Development Council Clubs are responsible to always adhere to the Laws, Policies, Rules & Regulations and Codes of Conduct of the AFL, the WAFC and the Peel District Competition Management and as such are subject to penalty for proven breaches.

BOND OR FINE DESCRIPTION	FINE	BOND	E-POINTS
Melee	See Below	See Below	-4
Spectator Breach			-1
Coach Team/Official/Spectator guilty at tribunal			As per cards
Coach/ Team Official/Spectator yellow card			As per cards
Ground Encroachment	Min \$500		
Ineligible Players	\$500		
Ineligible Players - 2nd offence	\$1,000		
Ineligible Players - 3rd offence	\$1,000		
Ineligible Players during finals	Loss of game only		
Finals Bond		\$500 Per Team	
	Melee		
	1st offence		Bond \$500
	2nd Offence		\$500
	3rd Offence		\$1,000
	4th & Subsequent offences		\$1,000

It will be at the discretion of the Peel District Competition Management whether match points will be deducted in addition to the above fines/bonds.

PEEL DISTRICT CLUB PRESIDENT AND REGISTRAR CONTACT DETAILS

CLUB	POSITION	NAME	MOBILE	EMAIL
BALDIVIS FC	Junior Vice President	Nathan Velda	0438 841 774	jvp@baldivisfc.com.au
	Registrar	Kathy Brotherton	0491 046 251	registrar@baldivisbrumbies.com.au
HALLS HEAD FC	Junior President	Josh Neagle	0467 762 221	juniorpresident@hhfc.com.au
	Registrar	Kirstin Field	0407 260 650	juniorregistrar@hhfc.com.au
MANDURAH MUSTANGS JFC	President	Kyle Drew	0448 805 312	president.mmjfc@gmail.com
	Registrar	Kim O'Donnell	0404 356 052	Registrar.mmjfc@gmail.com
NORTH MANDURAH JFC	President	Tracey Kaciuba	0422 122 486	presidentnmjfc@hotmail.com
	Registrar	Felicity Thompson	0417 260 697	registrarjmjfc@hotmail.com
PINJARRA JFC	President	Luke Guthrie	0428 651 610	lukeguthrie21@yahoo.com.au
	Registrar	Lauren Wheatley	0407 990 293	mandlwheatley@bigpond.com
PORT KENNEDY JFC	President	Bridgett Farmer	0407 990 293	president@pkcats.com.au
	Registrar	Adam Taylor	0473 786 281	registrar@pkcats.com.au
ROCKINGHAM FS&SC	President	Michael Holland	0429 075 312	president@rockinghamrams.org.au
	Registrar	Claire Levesque	0448 338 640	ramsjuniorregistrar@gmail.com
SAFETY BAY FC	President	David Smith	0418 953 011	president@safetybayfc.com
	Registrar	Jo Croft	0424 997 972	stingersregistrar@gmail.com
SECRET HARBOUR DFC	President	Matt McWilliams	0488 990 058	president@shdfc.com.au
	Youth Vice President	Jacqui Bridger	0409 108 583	youthvp@shdfc.com.au
	Junior Vice President	Nat Molloy	0448 822 935	vpjuniorsSHDFC@hotmail.com
	Registrar Youth	Rosy Cooper	0421 956 395	shdfcjrregistrar@hotmail.com
	Registrar Junior	Kylie Groves	0419 855 611	shdfcjrregistrar@hotmail.com
SOUTH MANDURAH JFC	President	Shane Lomman	0427 226 830	president.smjfc@gmail.com
	Registrar	Tinet Tuck	0412 500 695	registrar.smjfc@gmail.com
WARNBRO SFC	Junior Vice President	Shannon Agnew	0418 736 335	juniorvp.wsfsa@gmail.com
	Registrar	Jenny Capitano	0406 091 122	swansjuniorregistrar@gmail.com
WAROONA JFC	Junior Vice President	Darren Birch	0429 331 295	dandnbirch@iprimus.com.au
	Registrar	Gina Slack	0427 990 532	wjfcregistrar@gmail.com