



FIELD UMPIRING

2020 YRUA GUIDE

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INTRODUCTION

This booklet covers helpful information for new field umpires. It is not intended to cover all aspects of field umpiring, but rather to provide new umpires with a basic knowledge of field umpiring to allow them to commence their umpiring.

We encourage all umpires to attend the weekly training and coaching sessions which will give you the best opportunity to umpire at your full potential.

SECTION 1. Code of Conduct

Signing up to become a field umpire with the YRUA does not merely mean that you arrive at your appointed match and officiate; you also always have a responsibility to perform your duties in a professional manner.

As an YRUA umpire you are expected to abide by the following guidelines:

(a) PRESCRIBED GAME ATTIRE

- All umpires are expected to arrive at their match in a neat manner and suitable footwear (no thongs).
- Your umpiring uniform should also be clean and well-presented with clean white boots or runners, a tucked-in shirt and garters or tape to hold up your socks.

(b) BEHAVIOUR

- All umpires are always expected to conduct themselves in a professional manner. This includes at umpiring functions, training and on match day before, during and after the match. Remember, you are not just representing yourself but the entire umpiring group and the League as well.
- All umpires who also play football in the AFLOE are expected to be respectful of the officiating umpires. Any umpire that receives a yellow or red card whilst playing in the AFLOE or who is suspended by the Tribunal will automatically be suspended from umpiring at any level for a period of time proportional to the severity of the offence.
- Umpires shall not make derogatory comments about any other umpire, player, coach or official through any medium whether verbally, online, in print etc. These kinds of comments are unacceptable from any umpire and will be treated with the utmost seriousness.

SECTION 2. Uniform and Match Day Items

The following items should be part of your checklist for your bag on match day:

- | | | |
|---------------------|---|----------------|
| ○ Umpire Shirt | ○ Umpire Shorts | ○ Umpire Socks |
| ○ Wristbands | ○ Clean Boots and Runners | ○ Garters/Tape |
| ○ Towel | ○ Red and Yellow Cards (plus blue card for Juniors) | ○ Drink Bottle |
| ○ Whistle + 1 Spare | AFL Laws of Game book | ○ Pens |

AFL Grand Final field umpire Shane McInerney recommends the following items go into the kit bag of any well-prepared umpire:

- | | |
|---|--|
| ✓ The law book | ✓ A piece of card to write on (with your pencil) – paper gets damp |
| ✓ Administration/booklet | ✓ Electrical tape to keep your socks up |
| ✓ Correct umpiring uniform, including clean shoes or runners and official socks | ✓ Reporting book/note-pad – for writing out your reports |
| ✓ Sweat-bands | ✓ Relevant paperwork for your competition |
| ✓ Two whistles | ✓ Towel |
| ✓ A pencil (ink pens sometimes don't work) | |
| ✓ A drink bottle | |

SECTION 3. Appointments and Unavailability

Your match appointments will be handed out every Wednesday evening after every training session and meeting. Appointments will then be posted on Schedula and TeamAPP.

(a) Schedula & Team APP

All appointments to games are made through the **Schedula** online system.

After registration you will receive login details for this program and will be able to specify your availability for games generally and specifically (e.g. you may be going to a family event one Sunday and are unavailable to umpire).

You can download **TeamAPP** via google play or the APP Store. Download the APP, sign up and then search for 'Umpire AFLOE' and request to join the group.

(b) Process

Appointments are allocated in the following manner:

1. Developmental appointments – where the coaching team believes certain appointments will benefit the umpire developmentally.
2. Mentoring appointments – umpires are allocated to specific grounds to provide mentoring.
3. General appointments – where games are yet to have an umpire allocated, and umpires are yet to be appointed, a general appointment process will be adopted.

In all situations it is assumed that umpires will be available for appointment unless they mark themselves "UNAVAILABLE".

It is the responsibility of each individual umpire to ensure their availability on the Schedula system is current.

(c) Accepting appointments

Again, this occurs on the Schedula system by "ACCEPTING" appointment.

Take note of the time, the venue and the teams of the game to which you have been appointed – it can sometimes get confusing when there are multiple games occurring over a number of grounds.

If, an umpire is unable to attend an appointed game, they are to contact the Appointments Coordinator IMMEDIATELY. If you wake up sick or are injured on a please ring ASAP in case we can get someone to cover the game.

Head of Umpiring and Operations

Scott Van Nordennen

0409 437 582

Please note: Inability to accept/officiate an appointed game due to failure to update personal availability on the Schedula system is viewed poorly by the YRUA and can result in being given low preference in the appointment of the following week's games.

SECTION 4. Umpiring Environment

The game expects the following of its umpires:

- Placing safety and welfare of the participants above all else
- Accepting responsibility for actions taken.
- Being courteous and respectful and open to discussion and interaction.
- Valuing the individual in sport.
- Seeking self improvement.
- Being a positive role model in behaviour and personal appearance.

People expect them to be:

- Trustworthy –honest and impartial.
- Responsible – appreciate the importance of the role of the umpire.
- Fit – physically prepared for the task.
- Knowledgeable – know the rules.
- Punctual – arrive at the ground with plenty of time to spare before the game.

In aiming to fulfil those expectations, umpires should be aware that first impressions are often lasting impressions. Behaviour and appearance are important factors.

Match-day role of the field umpire

- Apply the laws and their interpretations according to the spirit of the laws.
- Attend to the administrative requirements necessary for the successful staging of the game.

(a) PRE-MATCH

1. Project yourself in a positive, firm and confident manner – it shows you are in control.
2. Meet as many players as possible, especially the captain and coach from both teams.
3. Never discuss how you will umpire (may be different if umpiring under- age players. For example: “I will pay the free kicks to the player in front who is playing the ball.”)
4. Avoid reference to, or comments on, last week’s umpires.

(b) COMMENCING THE MATCH

1. Arrive at the ground at least 1 hour before the commencement of your match.
2. If possible, it is always a good idea to check the ground condition before the game starts to determine if runners or boots are required. Half-time or three-quarter-time of the game before is the best time to check the ground.
3. Ensure both clubs have provided qualified umpire escorts as per AFLOE requirements.
4. At least 20 minutes before the start of the match, visit both clubs and request the two footballs from the home club. The away team captain will select which ball to use for the match.
5. Introduce yourself to each coach and/or team manager and ask to meet the captain. Make sure you remember the captain’s name and number so that you can call them into the coin toss by name.

6. Ensure that no players are wearing boots with sharp edges that could be dangerous or that have any metal on them. Under no circumstances are players allowed to take the field whilst wearing dangerous boots.
7. Players must also completely remove all jewellery that they are wearing. No player may play with jewellery. Placing tape over the top of their piercing is not acceptable.
8. Approximately 5 minutes prior to the start time, inform each team that you are going out onto the ground and then proceed onto the field.
9. When you are about 20 metres inside the field, hold the ball up above your head until the timekeepers acknowledge you with a blast of the siren. If no siren is given, you can take the ball down after 10 metres or so and continue walking to the centre circle.
10. Where boundary and goal umpires have not been supplied by the YRUA, ensure that both team managers have supplied the required umpires as the game cannot start until the boundary and goal umpires are in position.
11. About 2 minutes before the start of the match, call both captains in to the centre square and ask someone close by (an umpire escort or goal umpire perhaps) for a coin to decide which end each team will kick towards. The away captain calls heads or tails and the winner of the toss chooses which end they will kick towards first.
12. After the coin toss, both teams should move into position. Once they are ready to commence, hold the ball over your head and when the siren is blown, blow your whistle and throw the ball up to commence the game.

(c) DURING THE MATCH

1. Always try to get along with the players.
2. Do not accept abuse from players/officials – check with your local league or umpiring group for appropriate use of the send-off rule.
3. Try to block comments out that come from over the boundary line – think up some simple coping strategies, such as repeating a positive comment to yourself – “I am umpiring well, I pay all the free kicks I see.”
4. Supporters can get emotional – remember verbal attacks are not usually personal and are expressions of frustration by supporters.

A positive, supportive approach from the field umpire will always create a better environment in which the game may be played.

Most of the players on the ground look for guidance and direction from the umpire in regard to what they are required to do. The umpire should consider this when they give their instructions. As the umpire, they have a leadership role to play on the ground.

All actions need to be positive.

The umpire needs to be enthusiastic about what they do and encourage players to play the game and enjoy themselves.

If the umpire appears disinterested or negative in their actions and the manner in which they deal with players, then this feeling can affect the way the players respond to all umpires.

SECTION 5. Positioning

While a knowledge of the rules and interpretations is essential, the ability to make correct decisions is more difficult unless the right position is achieved from which to view each incident.

THE ABILITY TO BE IN THE BEST POSITION IS WITHOUT DOUBT THE MOST IMPORTANT SKILL IN UMPIRING.

Two major skills that enable a field umpire to adjust positioning continuously are:

1. **Anticipation** – being able to think ahead and guess accurately where the play will head next.
2. **Identifying** the intent of players – being able to correctly predict what players will endeavour to do with the football once they gain possession, i.e kick or handball. An umpire needs to be aware of where and when to run.

(a) DISTANCE FROM PLAY

The most suitable distance to be from general play is between 20-25m. This distance allows a clear view of the contest and surrounding players, which helps to judge the contest and get ready to run to the next act of play.

(b) SIDE ON

The ideal position to view any contest is side on to the contest. From a side-on view, it is unlikely that the umpire will have their view interrupted.

If the umpire finds himself front on, that is, looking at the front of the players contesting, he/sh may be unaware of any incidents of holding or interference that are occurring in the contest.

Similarly, when the umpire is behind the contest, it becomes more difficult to determine what, if any interference has occurred and to what extent. By maintaining the correct side-on position and appropriate control distance, the umpire allows himself more time to watch the contest and consequently more time to judge the contest.

(c) DEVIATION

With the modern style of play, the umpire may be in the ideal position one moment, but because of a sudden shift in direction of play, may then find himself behind or front on to the contest.

When this occurs, the umpire should endeavour to immediately sprint to the side of the contest. He/She needs to move away from the line of the contest, so that he/she can achieve a side-on position.

Examples of when this may occur

- The ball and play heads to the boundary line.
- The ball is kicked over the umpire's head.
- A quick kick into the forward line from the boundary line.

The umpire needs to develop an understanding of the angle to run at and also to ensure they sprints to this position.

Key Points to Remember

- Control distance – 20-25m from general play.
- Side on to contest.
- Deviation – trigger to side of contest when caught front on or behind.
- Be ready to call play on.

(d) CONTROLLING SET KICKS

A set kick occurs when the umpire has awarded a mark or a free kick to a player. In order for the umpire to have good control at set-kick situations, they need to ensure they are close enough to communicate effectively.

It is recommended the umpire is adjacent to the player on the mark, at a distance of 15m.

When moving in to control a set-play situation, the umpire must watch a number of areas:

- The umpire must tell the player on the mark where to stand.
- The umpire must ensure there is a protected area of five metres surrounding the player about to take the kick.

Once the umpire calls “play on” in these circumstances, the player loses the right of the protected area and can be tackled from any direction.

- The umpire must observe the player with the ball and be ready to call “play on” quickly if that player deviates from their line of kick.
- Instructions must be clear and precise, so that players will comply.

A player awarded a free kick or mark must go back to the spot where the free kick occurred, or mark was taken before being allowed to kick or play the ball.

The exception to this is if advantage has been called by an umpire after a free kick has been paid.

If a player kicks or plays the ball without complying with this law, the field umpire must stop the play and ensure that the player with the ball goes back to the spot where the free kick occurred or mark was taken.

A player is not permitted to kick or play the ball from a position to the side of the spot, or to the side of a line directly behind the spot, without first having gone back to or behind the spot.

However, common sense must prevail in circumstances where the player taking the kick may be slightly off line.

- 15 metres from the man on the mark.
- Observe player with the ball.
- Clear area around the player with the ball.
- Be alert to the player with the ball playing on.

(e) CONTROLLED DISTANCE

During general play situations, the umpire should endeavour to be about 20-25 metres side on to the contest at all times.

This distance allows him a good view of the immediate contest and of the players on the fringe of the contest.

By maintaining this control distance, the umpire can move quickly towards the next act of play as the contest moves on.

If the umpire is too close to play, their focus often narrows on the players contesting the ball and awareness of the fringe players is lost.



(f) FREE KICK

The umpire lines a player up along an imaginary line between the centre of the goals and the spot where the player took the mark or was awarded the free kick.



(g) CENTER BOUNCE OR THROW UP

The umpire should begin the bounce or throw-up by coming in with their back to the wing area. After bouncing the ball, they should back away quickly, attempting to obtain a side-on position 20-25m away.



(h) FIELD BOUNCE OR THROW UP

The umpire should always have their back to the centre of the ground. After bouncing the ball, the umpire should back quickly away, attempting to obtain a side-on position 20-25m away.



(i) BOUNDARY THROW-INS

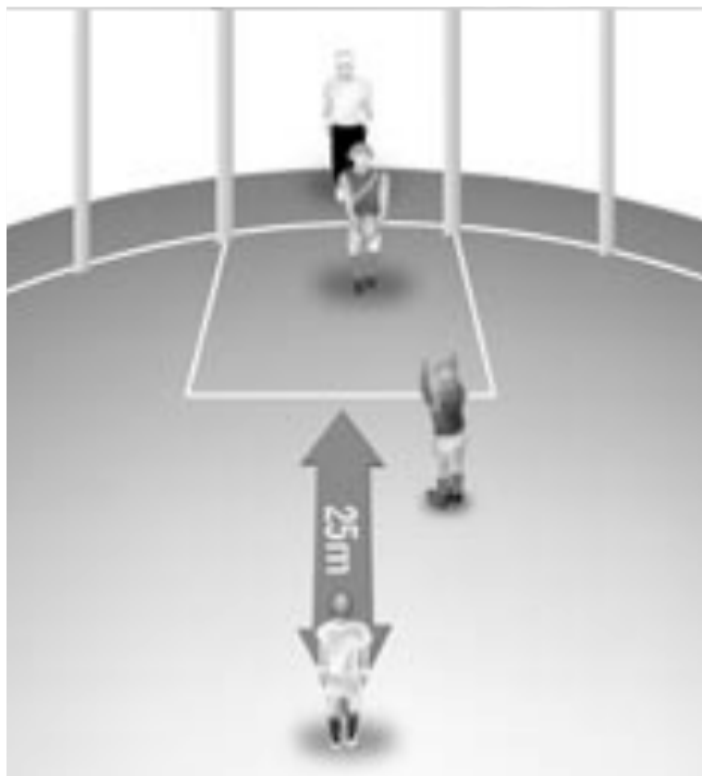
- The initial position at the boundary throw in should be 15m from the boundary umpire and 7m from the ruckman, between the play and the furthest goal (the long side of the ground).
- When the boundary umpire throws the ball in, the umpire should be moving and be side on to the ruck players as they contest the ball.
- From here, the umpire should move quickly back inside of play.



(j) KICK-IN AFTER BEHIND

After a behind has been scored, the umpire should be positioned in the middle of the ground, 25 metres from the kick-off line.

This allows the umpire good verbal and visual control to clear the area of any players who are closer than five metres to the goal square. As the player brings the ball back into play, the umpire sprints to a position side on to the contest.



SECTION 6. DECISION MAKING

THE MAJOR RESPONSIBILITY OF A FIELD UMPIRE IN A MATCH IS TO MAKE DECISIONS.

Not all of these decisions involve infringements by a player, and could include where the ball goes, what the score is or to let the play flow and not blow the whistle at all.

This section looks at the important factors that prepare umpires to be able to make decisions correctly and confidently.

Football is an extremely fast game and the umpire often has only a split second to make a decision. It is a skill to be able to evaluate the situations that arise in match in a calm and focused manner.

(a) KNOWLEDGE OF THE LAWS

An important factor in decision-making is having a thorough knowledge of the laws of the game.

In order to make accurate decisions, the umpire must be able to identify incidents that are against the laws of the game.

During the hectic pace of a match, the umpire is called upon to judge an incident instantly, which requires them to call on their knowledge of the laws without delay.

Like anything we learn, a great deal of confidence can be gained if we are able to recall things quickly and correctly.

Gaining the confidence of the players, coaches, and spectators can be influenced by how quickly the umpire reacts to an infringement of the rules.

When an umpire makes a decision in a positive and decisive manner, they appear confident and in control.

When an umpire responds quickly to an incident and makes a correct decision, it removes any doubt that the umpire has been influenced by anything other than what they have just observed.

(b) OBSERVATION

As a field umpire, your observation of what happens on the ground is vital to getting decisions right. The following simple guide will help you get it right when it comes to observing the action. Sometimes this calls for ignoring our natural instinct to watch the ball!

START OF THE GAME

Key players. Scan the whole ground.

AFTER A DISPOSAL

Player who has just disposed of the ball. (You may naturally want to follow the ball.) This is called 'holding your gaze'.

Next, look to the players about to take possession.

Players in the immediate vicinity (be aware of shepherds).

GENERAL PLAY

- Players contesting the ball.
- Awareness of players off the ball.
- The player with the ball.
- Awareness of the player on the mark.
- Awareness of the players in the vicinity. Remember to ensure the protected 10-metre zone is enforced.
- Forward of the play.

AFTER A SCORE

Goal umpire for 'all clear'.

Players involved in the last act of play, including on return to the centre of the ground after a goal. Awareness of players in a huddle after a behind.

FIELD BOUNCES OR THROW-UPS

Your natural instinct may be to watch the ball or to look behind yourself as you back out. Remember, it is your job to watch the ruck contest and make sure there is no illegal interference from any players.

Always remember that good observation will allow you to make the right decisions on the ground. By getting into the right position, you will always be in the best place to observe play and see the frees that should be paid.

SPIRIT OF THE LAWS

In an effort to achieve consistency in decision-making, there is an emphasis placed on understanding the spirit of the laws (i.e. the philosophies underlying the laws) and officiating according to the spirit of the laws.

FAIRNESS AND SAFETY

It is the spirit and intention of the laws to ensure that a match is played in a fair manner and to protect players from sustaining injury. All breaches of the laws shall be penalised. Seven main areas (spirit of the laws) have been identified:

- CONTEST FOR THE BALL – General play.
- DIVING ON THE BALL.
- RUCK CONTESTS.
- MARKING CONTESTS.
- TACKLING (player in possession of the ball – no prior opportunity and prior opportunity).
- ADVANTAGE PLAYS.
- 50-METRE PENALTY.

GENERAL PLAY

“The player whose sole objective is to contest the ball, shall be permitted to do so.”

A player may be fairly met by use of the hip, shoulder, chest, arms and open hand or be pushed or bumped in the chest or side or be shepherded.

Solid but legal bumps are permitted.

DIVING ON THE BALL

“The ball shall be kept in motion.”

Where a player elects to dive on the ball, or when on the ground elects to drag the ball underneath his or her body and is correctly tackled, the player is to be penalised for holding the ball if he or she fails to immediately knock the ball clear or correctly dispose of it.

MARKING CONTESTS

“The player whose sole objective is to contest a mark, shall be permitted to do so.”

Where there is incidental contact in a marking contest when the ball is the sole objective (eyes on the ball) – play on will result.

When a player leaps early, the attempt must be realistic (i.e. able to touch the ball).

RUCK CONTESTS

“The player whose sole objective is to contest the ruck, shall be permitted to do so.”

Where there is incidental contact in a ruck contest when the ball is the sole objective (eyes on the ball) – play on will result.

TACKLING

“A player in possession of the ball and tackled illegally will be awarded a free kick.”

PRIOR OPPORTUNITY – REASONABLE TIME

“The player who has possession of the ball and is tackled correctly by an opponent shall be given a reasonable time to kick or handball the ball or attempt to kick or handball the ball.”

If the tackle pins the ball – a field bounce will result.

If a correct tackle or bump causes the player with the ball to lose possession – play on will result.

PRIOR OPPORTUNITY – IMMEDIATE DISPOSAL

“The player who has possession of the ball and has had an opportunity to dispose of it and is then tackled correctly by an opponent, must immediately kick or handball the ball.”

If a correct tackle pins the ball or causes the player with the ball to lose possession – a free kick will result.

If a bump or knock to the arm causes the player with the ball to lose possession – play on will result.

ADVANTAGE PLAYS

“The ball shall be kept in motion by permitting the team offended against to take advantage, provided play is continuous.”

Advantage can only apply to a free kick. It cannot apply to a mark.

A guide as to whether play is continuous is that the outcome of the play would have been the same had the whistle not been blown.

To implement this well, umpires need to be alert for possible advantage plays in the following circumstances:

When the ball is loose.

When the team offended against has possession of the ball.

50-METRE PENALTY

“After a mark or free kick has been awarded, a 50-metre penalty will be awarded against the opposing team if a player unduly delays the play or abuses an umpire.”

(c) SELECTED LAWS OF THE GAME

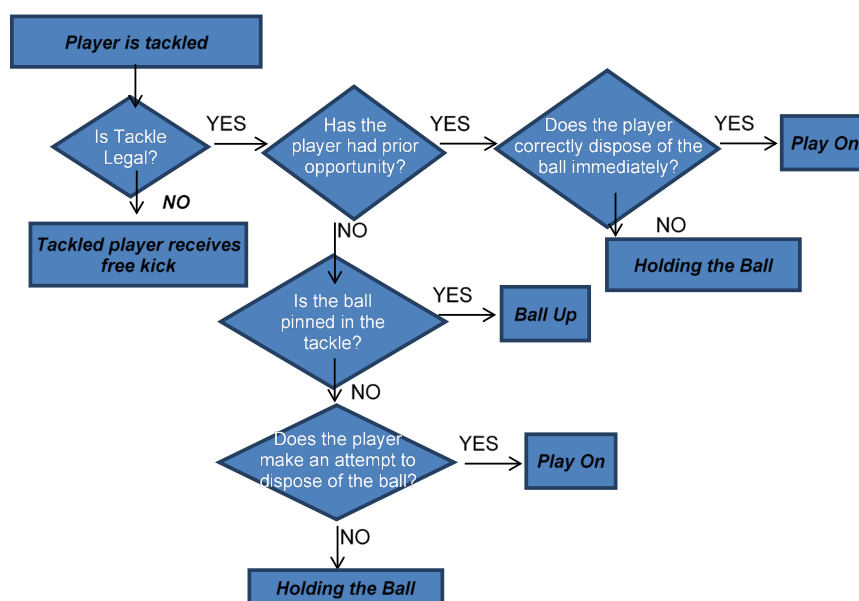
1. The most important aim for a field umpire is to always protect the player going for the ball. This means a player **must** receive a free kick if they are:

- held or tackled without the football
- pushed in the back
- tackled above the shoulders or below the knees
- bumped above the shoulders when bending down to pick up the football

2. The holding the ball rule is one of the most difficult to interpret. The following flowchart should be used for guidance in paying holding the ball:

3. Where a player has been awarded a set kick and an opponent causes a further infringement, the free kick should be paid where the infringement occurs or a 25/50 metre penalty imposed from the original set kick, whichever causes the greatest penalty.

4. Where a stretcher is brought onto the ground for an injured player, the



match needs to be stopped until the player is off the field. Play must also be stopped when a badly injured player is on the ground and the ball is likely to travel towards them.

5. When a free kick is paid and a teammate of the recipient takes the ball to an advantage, the advantage should be paid. If the siren sounds after the advantage is taken, play comes to an end and the quarter is over. Note that advantage can only be taken from a free kick and cannot be taken from a mark.
6. Play in any quarter comes to an end when any one of the field umpires hears the siren. The umpire immediately blows their whistle and extends both hands above their head. Any set kick awarded before the siren sounds may be taken by that player whilst 25/50 metre penalties for major infringements (i.e. running over the mark) can still be awarded. A score will be recorded when the ball has been disposed of and is in transit before the siren sounds. The score will still count even if it is touched so long as it is not assisted over the line by a player of the same team.
A kick heading over the boundary line on the full will not result in a free kick being awarded.

(d) COMMUNICATION

Effective communication is a highly important skill that umpires need to develop to enhance their umpiring performance and make the game enjoyable for all players. Good communication starts from the moment an umpire goes through the gate of a ground, extends to polite and appropriate interaction with players and officials before the game and, of course, is mainly seen during the conduct of a match, and concludes with proper and appropriate action and exchanges with officials and maybe even spectators after a match

BLOW YOUR WHISTLE STRONGLY; USE STRONG/FIRM VERBAL AND VISUAL COMMUNICATION TO PLAYERS

(BLOW, SHOW AND GO)

Verbal communication of the decision – “Push in the back, your free kick No. 7” – should be delivered in a strong, firm manner and voice.

Don't screech or shout at players; rather project your voice with strength and firmness.

Visual signals should be performed in the correct manner on every occasion. You should then move promptly to take up position for the next act of play.

Don't hang around waiting to see what happens next but have a couple of glances behind as you move off in case there is a late bump or tackle.

During matches, the umpire needs to communicate decisions and directions to players and have them respond correctly to requirements. Therefore, it is crucial that the umpire communicates all messages effectively.



This section explains the ways in which an umpire communicates with players and the techniques used to have players follow instructions.

Successful umpires contribute most of their success to being good, effective communicators. The umpire must endeavour to create an environment where the players will follow directions respectfully.

Verbal/Non Verbal

Not only does the umpire verbally instruct players, he also communicates to them with whistle, indications and body language.

Players appreciate an umpire who communicates decisions well. They have much more faith and confidence in the umpire when they understand what the umpire is doing.

Steps in Good Communications are

1. Blowing the whistle loudly gets the attention of everyone.
2. Communicating with players in the immediate vicinity of the incident is done verbally.
3. Communicating decisions to surrounding players and spectators is done with strong and clear indications.

Strong Whistle

Successful umpires communicate their decisions effectively by:

- Blowing the whistle strongly.
- Verbally describing their decisions clearly and concisely.
- Providing an indication signal correctly and positively.

Body Language

The use of appropriate body language enhances effective communication. The umpire must be seen by players and officials as non-threatening and non-intimidating.

Positive forms of body language which achieve this are: smiling and nodding, being non-invasive, eye to eye contact and appropriate presence.

The umpire needs to be aware of not intruding into the player's personal space. When speaking to players, remain at least an arm's length distance away.

Another strong feature of an umpire's body language is eye to eye contact with players. Whenever an umpire speaks to or listens to a player, he should maintain eye contact. This displays to the player the umpire's strong self confidence and that he is not afraid to look at and talk to the players.

The other feature of body language the umpire needs to be aware of is 'presence'.



This means the umpire needs to position himself at the appropriate distance from the players he is communicating with. He may need to be close enough to restrict or prevent unruly behaviour, or he may need to remain at a distance and just observe proceedings.

Mutual Respect

Respect cannot just simply be expected, it must be earned. Umpires earn respect with what they 'say and do' and how they 'say and do it'.

The key to earning respect from players is to treat them the same way you would like to be treated. Treat the players as equals. You may consider speaking with them on a first name basis.

It is important the umpire uses words like 'please' and 'thank you' when issuing directions to players. Provided this is not overdone, it has a big impact on earning respect from players.

Resolving Conflict

Since Australian Football is a very emotional and exciting game, there are moments when a player may lose focus and become aggressive and/or abusive towards an umpire. One of the golden rules in dealing with conflict is to always remain calm.

While others may be emotional and have lost focus, it is important that the umpire has a calming influence and does not 'add fuel to the fire' by retaliating in the same manner. When you remain calm, you are able to think more clearly, take stock of the situation better and respond in the appropriate manner.

When speaking to players who are emotional, there are some proven guidelines to be followed:

1. Keep calm.
2. Treat players with respect.
3. Use positive and appropriate body language.
4. Be a good listener.
5. Avoid sarcasm when speaking to players.

(e) FIELD UMPIRE SIGNALS



Start game



Holding the ball



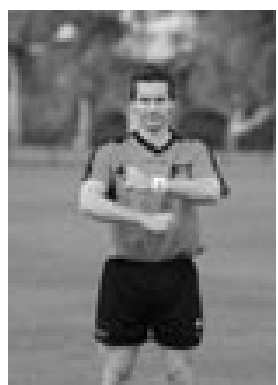
High tackle



Trip



Push in the back



Run too far



All clear goal



All clear behind



End of game



Illegal shepherd/block



Holding the man



Kicking in danger



Advantage



Abuse



Field bounce/throw up



Deliberate out of bounds of bounds



Blood rule

SECTION 7. After Game Requirements

- *Avoid arguments about incidents from the match.*
- *Enter into sensible discussions of the match.*
- *Take the opportunity to get to know the club coaches, officials and players better.*
- *If the atmosphere is tense after the game, collect all your gear, politely excuse yourself and leave.*
- *At the conclusion of the match, you need to complete the match report and collect all the required paperwork for your match.*

If a report is made by yourself or any of the YRUA umpires, the tribunal report form must be completed with all relevant details. If possible, have another YRUA umpire check the details on the report form and then sign the page. When multiple reports are made, a separate report form must be completed for each report.

When the club delegates arrive with the paperwork, you should inform them that a report has been made and ask for a delegate of each club to be in attendance before the report is read out.

The report must be read out by the umpire making the report and if the umpire chooses to give the option of a set penalty, the reported player has 15 minutes to either accept the offer or challenge the report at the tribunal. The reported player's delegate should then return with the opposite team's delegate to inform you of the decision. Finalise the paperwork and then have both delegates sign the report form.

Leave all paperwork together for the match and place neatly inside the large envelope left by the home club.

No umpire is to leave until all the paperwork is completed and collected by club delegates.

INFORM AARON BAILEY OF ANY REPORTS BY PHONE NO LATER 11AM MONDAY MORNING AFTER THE GAME.