

**SFNL UMPIRING DEPARTMENT  
COMMUNICATION TO ALL UMPIRES**

**REPORTING AND TRIBUNAL PROCEDURES**

*This document must be read in conjunction with  
the Laws of Australian Football 2015 and the 2015 SFLUA Umpires Handbook.*

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If you witness a reportable offence, it is a requirement of your role as an Umpire to report a player or official.

**There are three key phases when you make a report:**

- I. On field
- II. Post match
- III. At the tribunal

**Actions, communication, control:**

- At all times, your actions must be positive and appropriate to the circumstances.
- Be composed under pressure.
- Be assertive; demonstrating in a firm appropriate manner that you have matters under control.
- Explain to the players what is happening.
- Verbal communication is generally more effective than other forms of communication.
- There is no need to exaggerate or over emphasize any situation.

**Reportable Offences:**

Before making a report you must be certain that the offence took place.

It is essential that you have a very good knowledge of the Laws of the Game relating to reportable offences, the procedures for reporting and any requirements which the Southern Football Netball League (SFNL), Southern Football Netball League Umpiring Department (SFNLUD) and Southern Football League Umpires Association (SFLUA) may have, and be able to implement them correctly under match conditions.

Be aware of what all reportable offences are. Refer to the AFL Laws of Australian Football 2015. The Laws must be read in conjunction with the SFLUA 2015 Umpires Handbook and any documentation issued by the SFNL Umpiring Department.

**I. ON FIELD**

As an Umpire, in any given match you need to be aware of how the game is progressing and “have a feel” of how the players have been responding to your communication levels during the game.

Expect the unexpected.

When you witness a report, make a mental note of what you have just seen.

Field Umpires blow Time On. (This won't always be necessary under the two/three umpire system, or if incident is behind the play).

Keep the player who has instigated the offence under view, as you need to record what number he is wearing and what team he is playing for. Also have a quick look at the player who has been offended against (if applicable) as you need to obtain the number he is wearing and the team he is playing for. Always go to the player who has instigated the offence first to lay the report. Sometimes the instigator tries to move away from the incident.

### I. ON FIELD continued . . .

For example say: "I am reporting you for striking. Do you understand me?"

Make a mental note of how the reported player responds.

You then proceed to tell the player offended against: "I have reported No. 7 of Collingwood for striking you. Do you understand?"

Make a mental note of how the player offended against responds.

Take your time. At a minimum write down the number of the player reported and the number of the player who he struck (where applicable) and what part of the ground the incident took place. At the next break continue to make further notes of the reportable incident.

As a Field Umpire if you make a report, a Yellow or Red card **MUST** be displayed.

After making a report simply hold the card in the air above shoulder height towards the time keepers.

Please do not under any circumstances place the card anywhere near the player/official who has been reported.

*Under no circumstances should a Yellow or Red card be displayed if a report is not made.*

#### Key Points

- Never touch or man-handle the players.
- Never point or wave your finger at players.
- Note what became of the player offended against.
- Note the location where the incident took place on the ground.
- Note the location of the ball at the time of the incident.
- Note your distance from play.
- Note the number of players in the vicinity of the incident.
- Did other players remonstrate?
- Note the extent of the injury, if applicable. e.g. Did the trainer attend? Was there blood on the face of the player?
- What was the force of the blow on a scale of 1 and 10?
- Did the player stay on the ground or continue to play?

As a Field Umpire, when you are satisfied all is under control and the player has completely left the field, take up position and blow time on to recommence play.

If you have made a report, but have not been able to notify the player, do so as soon as reasonably possible, but not later than the start of the next quarter. If an offending player(s) does not return to the field advise his Captain(s).

If a report occurs in the final quarter, there is not a requirement to inform a player if you are unable to. For example, there is no complete stoppage in the game. In these circumstances you must inform the Team Manager in the normal manner post match.

As a Field Umpire, if you have not made a report, but a Goal or Boundary Umpire has made a report, he/she must advise you that they have made a report at the next clear stoppage in play. For example, after a goal has been scored, the ball goes out of bounds, etc... [or end of the quarter].

Ask the Goal or Boundary Umpire if they have advised the player(s) concerned as above. You should take the Boundary or Goal Umpire with you to speak with the Captain(s) and explain what has happened. They need to identify the player(s) so you can inform the player(s) and then display a Yellow or Red card to the time keeper as listed above. The time elapsed commences at this time, not at the time of the report.

You must not under any circumstances talk to any player(s) or official(s) about reports that have been made on match day.

You should only talk to other Umpires about the report when there are no other players or officials in the vicinity.

## II. POST MATCH

After the match you should make every effort to make more detailed notes about the reportable incident as soon as you possibly can.

If any reports are made during your game [Boundary, Goal, Field], as a Field Umpire you are to take a leadership role post match. You should assist any umpire who has made a report. No Umpire [Field, Boundary, Goal] is to leave the Umpire Rooms until the Reporting process has concluded.

When the Team Manager(s) arrives as a Field Umpire advise him/her that a report has been made and that they will be required to return in 15 minutes [agree on a time frame].

Complete SFNL Player Report Sheet in the correct manner. Ensure that the date, the teams, the player(s) names, reported offence, etc.... are all correct. Keep the information brief. For example for a striking offence use the words "for striking." There is no need to write "with left hand", "right hand" "clenched fist" etc... You will need to know this type of detail; however, there is no need to write it on the SFNL Player Report Sheet. All of the detail is discussed at the Tribunal.

Depending on what offence is reported you have a choice to take the reported case to the SFNL Independent Tribunal or in some cases offer a set penalty. The offending player Club also has the opportunity to take the report to the Tribunal. *Please note that some offences must automatically proceed to the Tribunal. In addition, The SFNL may advise you that the report will go to the Tribunal even if you offered a set penalty.*

Ensure that each page of the SFNL Player Report Sheet is signed individually.

Once all the paper work is completed, and the Team Managers are present, one of the Field Umpires will read the report from the SFNL Player Report Sheet. Then hand the appropriate copy of the SFNL Player Report Sheet to the Team Manager(s).

The Team Manager(s) is required to sign the SFNL Player Report Sheet and take their appropriate copy.

If Team Manager(s) don't appear in the Umpires rooms post match, under no circumstances should you take the paperwork to the Club(s).

You must not under any circumstances talk to any player(s) or official(s) about reports that have been made on match day.

You should only talk to other umpires about the report when there are no other players or officials in the vicinity.

### WHO TO CONTACT

On the day of the match, regardless of whether the Report is a Set Penalty or proceeding to the Tribunal, you are required to contact **Adam Sparrow**, SFNL General Manager Operations. **Mobile 0429 120 203.**

Adam may not be in a position to answer your call, so leave a detailed message if required. On the Monday following your match you will be advised when the scheduled time of your Tribunal case is. The Tribunal is usually held on a Tuesday night at the SFNL Headquarters in Moorabbin.

### SET PENALTY

Where a set penalty applies, it is the choice of the Umpire [Field, Boundary, Goal] whether or not to take the report to the Tribunal, or whether to offer a set penalty.

A set penalty should only be offered to a player when you believe that the reportable offence matches the set penalty stipulated on the Report Sheet.

For example, if you feel that a striking offence is of a serious nature and the set penalty does not match the seriousness of your incident, you must refer the report to the Tribunal.

**Any Red Card reportable offences are deemed serious and must be referred to the Tribunal, which includes any act of serious misconduct.**

III. AT THE TRIBUNAL

The Southern Football League Umpires Association (SFLUA) will arrange for an “Advocate” [representative] to be present with you at the SFNL Tribunal. The SFLUA Advocate will assist you with preparation and with proceedings throughout the Tribunal. Refer to your SFLUA Handbook for Umpires Association contacts.

Attend the Tribunal dressed neatly, preferably in a collar and tie.

Arrange to arrive early to allow time to discuss your case with your Umpires Advocate prior to the commencement of the Tribunal.

Take your written notes to the Tribunal, together with your copy of the SFNL Player Report sheet. You may refer to your notes in the Tribunal.

As an Umpire you must at all times respect the SFNL Independent Tribunal panel. Treat the tribunal members professionally, as you are representing all Umpires when at the tribunal.

The Tribunal Panel will consist of a Chairman and two other Panel members.

You will be asked by the Tribunal Chairman to give a verbal description of what you witnessed. Speak slowly, clearly and assertively, describing exactly what you witnessed. Refrain from using words or phrases like “I think”, “maybe” or “I suppose”.

Make eye contact with all of the Tribunal Panel members.

Do not try to be funny. The Tribunal is a formal procedure.

At the completion of your evidence the Tribunal Panel may ask for a copy of your notes.

Once you have made a report, prepared effectively in advance, and presented your evidence, your job is complete. Don't worry about the outcome of your case. It is beyond your control. You are not required to remain at the Tribunal while the Panel deliberates on the case.



**IF YOU ARE ASSAULTED**

If you are assaulted by a player(s), official(s) or spectator(s) you must immediately contact:

SFNL General Manager Operations, **Adam Sparrow**, on mobile 0429 120 203

AND

SFNL Director of Umpiring, **Peter Mair**, on mobile 0418 313 359

AND

SFL Umpires Association President, **Alan Manning**, on mobile 0410 576 713

After discussion with the above people, further information will be provided to you.