HUME FOOTBALL NETBALL LEAGUE

BY-LAWS
2019

October 2018

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Introduction

The following By-Laws have been made by [Insert League] pursuant to its role to administer Australian Football Competitions in the [Insert Region].

Definitions

All capitalised terms not defined in these By-Laws have the same meaning as in the Regulations.

In these By-Laws, unless the context requires otherwise, the following terms shall have the following meaning.

Host Club means the first named Club or Team in the official Season Fixture, but not always the venue of the first named Club (i.e. the Host Club), even when the Match is transferred to another venue.

Junior means a Player in the nine (9) to twelve (12) years age bracket, or Competition covering this age bracket.

Match means an official match in a Competition conducted by the League.

Regional Variation means a change or inclusion to the By-Laws of the Competition as provided for under By-Law 3.3 (A).

Season Fixture means the official schedule of matches in a Competition as determined by the League prior to the commencement of a season.

Senior means a Player over the age of eighteen (18) years, or Player participating in a Competition conducted for players in this age bracket.

Team means a Club's team participating in a Match in a Competition conducted by the League.

Team Sheet means the list of Players and Officials in Footyweb as required, to participate in a Match.

Youth means a player in the thirteen (13) to eighteen (18) years age bracket, or Player participating in a Competition covering this age bracket.

Interpretation

In the interpretation of these By-Laws, unless the context requires otherwise:

(a) words importing the singular shall be deemed to include the plural and vice versa;
(b) words importing any gender shall be deemed to include the other gender;
(c) headings are included for convenience only and shall not affect the interpretation of these By-Laws;
(d) "including" and similar words are not words of limitation;
(e) any words, terms or phrases defined in the remainder of these By- Laws shall have the meaning prescribed within the By-Laws; and words, terms or phrases not otherwise defined in these regulations shall be given their ordinary meaning

BY-LAWS

1. AFL NSW/ACT REGULATIONS

(A) All Leagues, Clubs, Players and Officials must comply with the Regulations.

(B) In the event of any inconsistency between the Regulations and these By-Laws, the Regulations will prevail.

(C) AFL NSW/ACT may suspend any By-Law from operation. Any such suspension shall be advised to Leagues and Clubs in writing and shall remain in force until AFL NSW/ACT determines otherwise.

2. CLUB AFFILIATION

(A) All Clubs must affiliate with the League in the form and on such conditions as determined by the League and AFL NSW/ACT from time to time.

(B) Affiliation is granted to a Club by the League on an annual basis.

(C) To be affiliated with the League, a Club must lodge an application for affiliation or participation, along with any prescribed fee (which may also include, in addition to or in lieu of a prescribed affiliation fee, the lodgement of a bond) to the Competition Management Committee and have its application for affiliation or participation approved by the Competition Management Committee.

(D) The Club affiliation form and the amount of any affiliation fee, or the terms of any bond, are to be prescribed by the Competition Management Committee from time to time.

(E) The Competition Management Committee may:

(i) approve a Club's affiliation application;

(ii) approve the Club's affiliation application on terms and conditions as it reasonably requires;

(iii) approve the Club's affiliation application with a request for further or additional information, or amend or revise the application;

(iv) refuse to grant the Club's affiliation application; or

(v) defer same.

(F) In determining whether to grant a Club's affiliation application or in making any decision pursuant to By-Law 2(E), the Competition Management Committee shall take into account:

(i) the Club's structure, governance and administration, including succession plans and long-term planning and development;

(ii) the promotion of AFL by the Club and its contribution to the ongoing development of Australian Football;

(iii) the financial health of the Club;

(iv) the behavioural and conduct history of the Club, its Teams, Players, Officials, volunteers and spectators, and the Club's relationships with other Clubs and the League;

(v) any other matter that the Competition Management Committee deems appropriate.

(G) In accordance with the Club Participation Agreement, the Competition Management Committee may with prior approval from AFL NSW/ ACT, terminate the Club Participation Agreement at any time after each football season by giving 3 month's written notice to the Club. No reasons are required to be provided by the Competition Management Committee. The Club acknowledges and agrees that the Club Participation Agreement does not create a right or expectation of continued participation in any particular Competitions or any future competition/s administered by AFL NSW/ACT.

(H) Notwithstanding the above, immediately upon notice where:

a. the Club unreasonably fails to duly and promptly comply with its Obligation in the Club Participation Agreement;

b. if the Club or any of its officers, players, official or volunteers does or permits to be done any act or thing which reflects unfavourably upon the reputation, standing or goodwill of the League or the game of Australian Football or engages in any unbecoming conduct or conduct which is prejudicial or likely to be prejudicial to the interests of the League, the AFL or the playing of Australian Football;

c. any event occurs which in the opinion of the League or AFL NSW/ACT materially and prejudicially affects the financial position of the Club or the ability of the Club to duly and promptly observe and perform any of its obligations under this Agreement;

d. the League is of the opinion that the Club is otherwise unable to pay its debts as and when they fall due;

e. the League is of the opinion that the Club is unable to field a team(s) in a Competition administered by AFL NSW/ACT;

f. the Club threatens to or ceases to carry on all or part of its operations or disposes of the whole or any substantial part of its assets.

3. COMPETITION MANAGEMENT

The Competition Management Committee controls the day-to-day operation of the League's Competitions.

3.1 Attendance at Meetings

The League will determine the number of representatives required in attendance at League meetings for which notice is to be properly given.

3.2 Interpretation of the By-Laws

Where there is a dispute with respect to the interpretation of these By-Laws, the opinion of the Competition Management Committee will prevail and will be final.

3.3 Amendments to By-Laws

(A) Regional variations to these By-Laws may be agreed by the League on the recommendation of the Competition Management Committee in consultation with the Clubs.

3.4 Compliance

(A) All Clubs are required to comply with all legal (including statutory) and other provisions and requirements governing their operations, including but not limited to the regulation of their operations and child protection.

(B) Whilst AFL NSW/ACT and the League will provide information, guidance and assistance to Clubs where it is able on issues affecting their governance and operations, the responsibility to ensure compliance with all legal (including statutory) and other provisions and requirements affecting their operations lies with each Club.

4. LAWS OF THE GAME AND POLICIES

(A) Except where otherwise noted in these By-Laws, Matches shall be played under the Laws of the Game as prescribed by the AFL from time to time.

(B) Use of gloves by Players in junior Competitions is prohibited for development purposes. The field umpire may permit or allow the use of a glove(s) by a junior Player in a Match under exceptional circumstances, such as injury.

(C) No Player shall be permitted to play in a Match wearing apparel or protective equipment which may cause injury to himself/herself or other Players. The field umpires may at their discretion inspect Players' equipment either before or at any time during the Match.

(D) Undergarments in junior Matches, such as Lycra shorts, must be beige. Full length undergarments (items other than the playing jumper or shorts) may only be worn with the prior approval of the League. Short sleeved or sleeveless undergarments are acceptable.

(E) All Clubs, Players and Officials agree to comply with AFL, AFL NSW/ACT and League By-Laws and Regulations including:

a. the Laws of the Game;
b. the National Player Registration and Transfer Regulations;
c. the National Member Protection Policy;
d. the National Extreme Weather Policy;
e. the National Vilification and Discrimination Policy;
f. the National Gambling Policy;
g. the National Player and Official Deregistration Policy;
h. the Anti-Doping Policy;
i. the Sports Trainers in Community Australian Football Policy;
j. the Working With Children Policy;
k. the AFL NSW/ACT Statement on Electronic Communications;
l. the National Age Dispensation Policy – NSW/ACT;
m. the State & Territory Tribunal Guidelines NSW/ACT;
n. the National Disciplinary Tribunal Guidelines
o. the AFL NSW/ACT Regulations;
p. the AFL NSW/ACT Code of Conduct;
q. the AFL NSW/ACT Code of Practice for infectious diseases;
r. these By-Laws.
s. National Coaching Accreditation Policy

(F) To the extent that these By-Laws are inconsistent with any AFL or AFL NSW/ACT regulation, rule or policy, the AFL or AFL NSW/ACT regulation or policy will prevail to the extent of that inconsistency.

4.1 Alcohol Policy

(A) Alcohol is permitted to be sold at a League venue by the Host Club. In such cases the Host Club must have the appropriate liquor licence issued by the relevant authority and consent, if required, of the local council.

(B) Alcohol is not permitted to be brought into any League venue.

(C) Each Club is required to ensure that its members and spectators abide by this By-Law. Should a Host Club find that alcohol has been brought to the venue they must report the matter to the League and advise an Official of the offending member's or spectator's Club, who in turn shall take the necessary action.

(D) Should the Club fail to act, or the Club members or spectators fail to adhere to the Official's request, the Club will be deemed to be in breach of the Code of Conduct.

(E) Alcohol is not permitted to be taken onto the field of play at any time during the course of a Match. Clubs are required to fix notices to the boundary fence or elsewhere if there is no boundary fence, advising that alcohol is not to be taken onto the field of play.

(F) Alcohol is not to be consumed by a Club Official either before or whilst they are fulfilling an official Match day role (e.g. timekeeping, ground manager, umpire escort, umpire etc.).

(G) In accordance with the Australian Football Match Policy, alcohol is prohibited during junior Matches. Where both Senior and Junior Matches are played on the same day at the same venue, League Policy will apply.

(H) Alcohol is only to be consumed in areas specifically provided for in the Host Club's liquor licence which must be clearly marked.

4.2 Kick-In Rule

The same football used to score the behind must be utilised for the resultant kick-in, unless otherwise instructed by the field umpire.

4.3 50 Metre Penalties

A free kick or a 50-metre penalty may be awarded against a Team if a Player, Official or clearly identifiable supporter of a Team:

(A) uses abusive, insulting, threatening or obscene language towards an Umpire;

(B) behaves in an abusive, insulting, threatening or obscene manner towards an Umpire;

(C) intentionally, recklessly or negligently engages in conduct which affects, interferes with or prevents an Umpire from performing his or her duties; or

(D) in cases where boundary fencing is not in place, the field umpire may require spectators to provide more space beyond the boundary and may refrain from recommencing the Match until the request is complied with.

(E) Players may not play on during the advancement of any 50 metre Penalty and must wait until the field Umpire signals time back on (variation from 2019 Laws of the Game).

HFNL CONDITIONS:

AFL NSW/ACT has exempted the variation Rule 4.3 (E) for the Hume Football Netball League.

4.4 Loss of Points

(A) Where a Team is determined as losing a Match as a result of a breach of the Regulations or these By-Laws, the Competition points or 'win' for the Match concerned will be credited to the opposing Team.

(B) Points scored for and against each Team and goals kicked by Players remain unchanged

4.5 Conduct of Matches – Juniors

All junior & youth Matches will be conducted according to the principles outlined in the Australian Football Match Policy unless otherwise approved by AFL NSW/ACT.

4.6 Traditional playing positions at Centre Bounce – Senior Men's and Senior Women's Competitions

(A) Players must start in traditional playing positions at centre bounces.

(B) Each Team must have Players starting inside both 50 metre arcs, with one player inside the goal square

(C) Based on a Team's on-field playing numbers, the number of Players in each area of the field will be as follows:

18 per Team = 6/6/6 (6 forwards/ 6 centres (max 4 in centre square)/ 6 backs)
17 per Team = 6/5/6 (6 forwards/ 5 centres (max 4 in centre square)/ 6 backs)
16 per Team = 5/6/5 (5 forwards/ 6 centres (max 4 in centre square)/ 5 backs)
15 per Team = 5/5/5 (5 forwards/ 5 centre (max 4 in centre square)/ 5 backs)
14 per Team = 5/4/5 (5 forwards/ 4 centres/ 5 backs)

HFNL CONDITIONS:

AFL NSW/ACT has exempted Rule 4.6 for the Hume Football Netball League.

4.7 Ruck Contests (Prior Opportunity)

The Law in the Laws of the Game relating to "Ruck Contests (Prior Opportunity) does not apply for youth and junior Football

5. COMPETITIONS

5.1 Season

The football season for Leagues will commence and conclude on the dates prescribed by the Competition Management Committee.

5.2 Season Fixture

The League will prepare Season Fixture for each grade of Competition for distribution to Clubs prior to the start of the season.

(A) Other than in exceptional circumstances as determined by the League, the Season Fixture will not be varied once the season has commenced.

(B) Where a Season Fixture is prepared for a divisional structure, any byes, where possible, should be in the lower division.

(C) Where the League does regrade a Team(s) after the commencement of a Competition, the Match Ratio (wins and losses) are included in the regraded Competition.

(D) Each Competition Season Fixture will consist of a series of home and away Matches followed by a finals series of Matches.

5.3 Ladder

A premiership ladder for each Competition shall be maintained in Footyweb throughout the duration of the home and away season as determined by the Competition Management Committee**.**

HFNL CONDITION:

The teams will be positioned in accordance with the total number of premiership points accrued (four (4) points will be allocated for a win, two (2) points for a draw and nil (0) for a loss). Where more than one team has the same "number of premierships points accrued" those team will be positioned on the premiership ladder in order of percentages calculated from the points scored for and against, by such teams. No points will be awarded to Clubs for a bye.

Equal Positions on Ladder at end of Season

In the event of Clubs tying for any position after taking into account points for home and away matches and percentages, then such additional match or matches as the League shall determine necessary shall be played prior to the commencement of the final series to determine the positions the Clubs shall occupy on the premiership ladder.

5.4 Match wins

(A) In home and away round Matches:

a. Match ratio will be used as the method of determining ladder position;
b. Match ratio is determined by dividing the number of wins by the number of Matches played;
c. In the case of a draw, this is determined as half (0.5) of a win and this calculation is used when determining Match ratio;
d. If a scheduled round of Matches is not played, the Club with the bye in that round does not receive a Match win;
e. Where more than one Team has the same Match ratio, Clubs will be positioned on the ladder in order of percentages calculated from the points scored for and against.

5.5 Forfeits

(A) Any Club unable to play a Match for which it is scheduled is to advise the opposing Club and the League no later than midday the day prior to the Match or as otherwise prescribed by the League. The Match will be treated as a forfeit and provided an explanation is furnished to the League to its reasonable satisfaction, no sanction or penalty other than those specified in this By-Law will be imposed.

> HFNL CONDITION:
>
> Any Club unable to play a match in any grade for which it is drawn is to advise the opposing Club and the Secretary no later than 10.00pm Thursday prior to the match concerned.

(B) If there is a forfeit the Host Club must inform the Competition Management Committee as soon as reasonably practical.

(C) Should a Club forfeit a Match without the required notice, a fine of up to $1,000.00 may be imposed at the absolute discretion of the Competition Management Committee.

(D) Where the League is unable to advise the appointed Umpires prior to such Umpires attending a forfeited Match, the League will pay the Umpires any Match fees or expenses and the forfeiting Club will be invoiced for the full amount.

(E) Subject to By-Law 5.5 (D), if for any reason a Team is not ready to commence play 20 minutes after the scheduled commencement time for a Match, the opposing Club may claim the Match as a forfeit to be determined by the Competition Management Committee.

(F) All Clubs must field a senior grade Team in the home and away Competition unless otherwise agreed by the Competition Management Committee. Should a Club play in a reserve grade fixture and subsequently forfeit their senior grade Match in the same round, that Club will not be awarded any points for the reserve grade Match and will be liable to disciplinary sanctions as the Competition Management Committee may determine in its absolute discretion.

(G) A Club's Team shall forfeit a Match if it is unable or fails, refuses or neglects to complete a Match already commenced.

(H) For Matches where there is a forfeit, only the non-forfeiting Club may enter a Team into Footyweb.

(I) In the event of a forfeit, the result of the Match will be determined as follows:

a. Juniors / Youth Competitions: In the case of a forfeit win, or where ineligible Players have been played, the forfeiting or ineligible Club's Team will be awarded zero (0) points for and sixty (60) points against. The non-forfeiting or eligible Club's Team will be awarded sixty (60) points for and zero (0) points against.

b. Senior Competitions (under 19's and over): a one hundred and twenty (120) to nil (0) point win to the Club's Team who did not forfeit the Match.

(J) Competition Ladders will be adjusted accordingly by the League.

5.6 Results of Matches

Results of matches will be determined by the League in accordance with the Laws of the Game in its absolute discretion.

5.7 Other Matches

(A) No Club shall arrange or play in any match other than matches outlined in the Season Fixture schedule without the prior approval of the Competition Management Committee.

(B) By-Law 5.7 (A) does not apply to any pre-season trial or practice match.

6. REPRESENTATIVE FOOTBALL

6.1 Participation

(A) Competition representative Teams shall participate in inter-league Matches as directed by the League and sanctioned by AFL NSW/ACT from time to time.

(B) The League shall have first call on the services of all Players for its representative Matches and representative training sessions. Any Player who does not make himself/herself available or declines selection for such training sessions and Matches, without the written approval of the Competition Management Committee, may automatically be suspended for the next two (2) Matches in which the Player's Club is participating immediately subsequent to the representative Match concerned.

(C) Any Player who declares himself/herself unavailable because of injury or illness must make themselves available for a medical examination by a medical practitioner of the League's choice.

(D) Any Player who fails to attend a scheduled representative training session of which he/she has been properly notified must tender an explanation to the Competition Management Committee. If in the opinion of the Competition Management Committee the Player's explanation is unacceptable, such Player may be dealt with as the League thinks fit.

(E) Except in exceptional circumstances as approved by the Competition Management Committee, Players selected in a representative Team will not be permitted to play with their Club on the same weekend of the representative Match concerned. Any Player who takes part in a Match in violation of this By-Law shall be liable for further disqualification. The Team with which the Player participates for may lose any Competition points gained and his/her Club may be fined up to two hundred and fifty dollars ($250).

6.2 Venue Selection

(A) Where the League schedules a representative Match to be played, the Competition Management Committee shall select a venue taking into consideration the standard of playing surface and facilities, ground hire costs and the ability to charge admission.

(B) The League may allocate catering rights to the Host Club or any other Club which is prepared to undertake all ground management duties for the Representative Match. Any gate takings will be used by the League to offset staging costs.

6.3 Offences in Interleague Matches

Player Reports in an inter-league/ representative Match or in a Match between clubs of different leagues will be dealt with as provided for in Regulation 11 of the AFL NSW/ACT Regulations.

7. UNIFORM AND LOGO REGULATIONS

7.1 Changes to Club Names and Logos

The process relating to the approval of Club names and logos including any changes to Club names and logos is governed by the AFL NSW/ACT Regulations.

7.2 Uniform Design

(A) New Clubs are required to submit complete details of the proposed colour and design of its uniform to the Competition Management Committee for approval. Once approved, such Club has exclusive rights to its uniform design.

(B) Existing Clubs must submit details of any proposed variation of their uniforms design for prior written approval of the Competition Management Committee.

7.3 Jumper Numbers

(A) Players of each Team must play in their Club uniform as registered with the League and wear numbers on the back of their jumpers corresponding to the numbers shown on the Club's Team Sheet.

HFNL CONDITIONS:

(i) A player changing to a guernsey with a different number because the provisions of these By-Laws hereof shall generally be accepted. In this instance the umpires shall be notified by the runner of the Club whose players shall have changed numbers, and the team sheet shall be amended to show the change of numbers.

(B) All numbers must be whole numbers between 1 and 99 inclusive and recognisable from one hundred (100) metres. No Players from the same Team are permitted to wear the same number in a Match.

(C) Numbers must be between 20cm and 28cm in height and in plain font.

7.4 Uniform Clashes

(A) To avoid clashes of uniforms in Matches, the following provisions will apply:

a. The Host Team shall play in dark coloured shorts (e.g. black, dark-brown, blue, green etc.) whilst the away Club's Team will play in white shorts; and

b. where the Host Club plays in white shorts, the away Team may play in any colour shorts, other than white.

c. Where Teams play in uniforms that are similar in design or colour as determined by the Competition Management Committee, the away Club's Team must wear a clash jumper as approved by the Competition Management Committee.

> HFNL CONDITION:
>
> All Clubs are required to wear white shorts at away matches and either club-coloured shorts or black shorts at home matches. In the finals series of matches, in each match the team which shall have finished lower on the ladder during the home and away series of matches shall wear white shorts.

7.5 AFL NSW/ACT and Club Approved Suppliers

AFL NSW/ACT approved suppliers are licensed and authorised as the only suppliers to use the AFL NSW/ACT logo in accordance with Regulation 14 of the AFLNSW/ACT Regulations.

7.6 Sponsor's Logos / Approved Suppliers

(A) Sponsor's logo may be worn on the Players' jumpers as approved by the Competition Management Committee in its ultimate discretion.

(B) Jumpers worn by Clubs must have the AFL NSW/ACT logo on the right breast and must not exceed 8cm x 8cm in size.

(C) Jumpers worn by Clubs may have the League or club logo on the left breast and must not to exceed 8cm x 8cm in size.

> HFNL CONDITION:
>
> Clubs are required to have the current Major League Sponsor logo positioned on the top left breast for all jumpers.

(D) Sponsor's logo may only be worn on shorts if approved by the Competition Management Committee in its absolute discretion and provided:

a. The logo does not exceed 39cm2 with a maximum width of 7cm; and

b. The logo is placed on the front of the right leg.

(D) The Competition Management Committee will consider any other proposals for the display of Club or sponsors logos on Player's uniforms.

8. TEAMS

The requirements on Team nominations and the provisions for divisionalisation, joint ventures or Club alliances (if applicable) will be determined by the League in its absolute discretion.

9. PLAYER NUMBERS

9.1 Number of players – Senior Men's Competitions

(A) The maximum number of Players that can be listed on the Team Sheet for a Team in a Match is twenty-two (22).

> HFNL CONDITIONS:
>
> There shall be a maximum of:
>
> (i) 21 players for Senior Grade including 18 players plus three interchange players.
> (ii) 22 players for Reserve Grade including 18 players plus four interchange players.
>
> During the Home and Away Season, in Reserve grade:
>
> (iii) If one team has less than or 16 players only, then the other team shall also take the field with 16 players and shall be allowed up to six interchange players.
>
> (iv) If one team has 17 players, then the other team shall also take the field with 17 players and shall be allowed up to five interchange players.

(B) The maximum number of Players that can be on-field for a team equals eighteen (18) Players

(C) If one or both Teams have eighteen (18) Players or less listed on the Team Sheet, the number of Players on field at the start of the Match shall be sixteen (16) Players per Team, unless both Teams agree in consultation with the Umpires to start with either seventeen (17) or eighteen (18) 'on field' Players.

(D) If both Teams have more than eighteen (18) Players listed on the Team Sheet, the number of Players on-field at the start of the Match shall be eighteen (18) Players.

9.2 Minimum Number of Players – Senior Competitions

(A) The minimum number of on-field Players required for a Team to commence and complete a Match is fourteen (14).

(B) Instances of non-compliance with By-Law 9.2(A) will be deemed to be a forfeit by the relevant Team.

9.3 Number of players – Senior Women's Competitions

(A) The maximum number of Players that can be listed on the Team Sheet for a Team in a Match is twenty (20).

(B) The maximum number of Players that can be on-field equals sixteen (16) Players

(C) If one or both Teams have sixteen (16) Players or less listed on the Team Sheet, the number of Players on field at the start of the Match shall be fourteen (14) Players per Team, unless both Teams agree in consultation with the Umpires to start with either fifteen (15) or sixteen (16) 'on field' Players.

(D) If both Teams have more than eighteen (18) Players listed on the Team Sheet, the number of Players on-field at the start of the Match shall be eighteen (18) Players.

9.4 Number of players – Junior and Youth Competitions

(A) The maximum number of Players that can be listed on the Team Sheet for any Team in a Match is twenty (20).

> HFNL CONDITIONS:
>
> The maximum number of Players that can be listed on the Team Sheet in a Junior Competition Match is twenty-two (22) subject to the approval of the Administration Committee and the conditions included in the current Local Area Agreements.

(B) The maximum number of Players that can be on-field equals sixteen (16) Players

(C) Teams must have the minimum number of Players available at the scheduled commencement of a Match to constitute an official Match.

(D) To encourage maximum participation where the two Teams do not have the same number of Players, Clubs must borrow or loan available Players up to the maximum on-field number for that age group or division. If as a result of a Coach not accepting Players, the Team loaning additional Players will be able to play additional Players up to the maximum on-field number. The maximum number of Players on the Team Sheet still applies.

(E) The following table shows the on-field minimum and on field maximum number of Players by age group. During school holidays minimum player numbers and ground sizes may be reduced after agreement between Umpires and Coaches of both Club's Teams. During school holidays, the minimums below can be reduced by two (2) Players.

Age Group	Min Numbers	Max. on field	Max. Interchange
U9 - U10			
U11 - U12			
U13 – U17	**Division 1 & 2** **Division 3** **Where no Divisions**		

(F) Other than as outlined in Rule 9.4 (D) or in the case of a send-off, Player numbers at all times must be equal.

(G) If during the Match, an injured Player has to leave the ground but there are no replacements in that Team, the field umpire, the Opposition Coach and the ground manager must be advised accordingly. The other Club's Team is to remove a Player to keep the numbers on the ground even (except for send offs). When a Player returns to the field, in such circumstances the same process applies in reverse.

10. FINALS

10.1 Finals Structure

The Competition Management Committee will determine the structure of the finals series for each Competition upon release of the Competitions Season Fixture and prior to the first home and away Match of the season.

HFNL CONDITIONS:

At the conclusion of the home and away season the first six clubs on the premiership ladder shall play off for the premiership under the final six system.
The finals shall be played on four successive weekends as follows :-

- Match 1: Saturday of the first weekend “Elimination Final 1” - Team 3 v Team 6.
- Match 2: Sunday of the first weekend “Elimination Final 2” - Team 4 v Team 5.
- Match 3: Saturday of the second weekend “Major Semi Final” - Team 1 v 2.
- Match 4: Sunday of the second weekend “Minor Semi Final” - Winner Match 1 v Winner Match 2.
- Match 5: Saturday of the third weekend “Preliminary Final” - Winner Match 4 v Loser Match 3.
- Match 6: Saturday of the fourth weekend “Grand Final” - Winner Match 3 v Winner Match 5.

10.2 Venue Selection

The Competition Management Committee will determine the venues for finals series Matches in its absolute discretion.

HFNL CONDITION:

The League shall determine the venues for finals series matches from time to time. Factors which will be taken into consideration in the selection of grounds include location, condition of the playing surface and facilities, ability to charge admission, catering rights, cost and any special circumstances which may exist at the time. The Walbundrie Sports Ground shall be the venue for all finals series matches until the League shall otherwise determine.

10.3 Match Duration

The duration of finals Matches will be as determined by the League in accordance with By-Law 11.5.

HFNL CONDITIONS:

Final Series

- All Fourth grade matches shall commence at 8.45 am and be played over four quarters of 14 minutes concluding at 9.55 am.
- All Third grade matches shall commence at 10 am and shall be played over four quarters of 20 minutes and shall conclude by 11.55 am.
- All Reserve grade matches shall commence at 12 noon and be played over four quarters of 18 minutes plus time added on and conclude by 2.10 pm.
- All Senior grade matches shall commence at 2.15 pm and be played over four quarters of 22 minutes plus time added on.

Because of the occasional variability in commencement times of Fourth grade, Third grade and Reserve grade matches, so as to ensure that the succeeding game commences as near as possible to the commencement time provided for in these regulations, time keepers may mutually agree, in consultation with the umpire or umpires to reduce the periods of play, as near as possible to equal periods, to ensure the commencement of the succeeding game on time.

10.4 Match Conditions

Subject to By-Laws 10.3 and 10.5, all other Match conditions applicable to the home and away season will apply to all finals Matches.

10.5 Drawn Finals

In the event of a drawn finals Match, the following procedure will apply:

(A) The goal umpires will confirm the scores;

(B) The field umpires will re-commence the Match for a further duration of five (5) minutes (plus time on) and the Teams will not change ends;

(C) The siren will sound after the initial period of extra time, the Teams will change ends and a further five (5) minutes (plus time on) is to be played;

(D) If the Match is still drawn after the second five (5) minute (plus time on) period, the Match will continue until the next score at which time the siren will sound; and

(E) At no stage before or during extra time are Coaches permitted to address Players.

10.6 Emergency Umpires

Emergency Umpires, when appointed to officiate, shall have the power to order Players from the field as well as the ability to report Players.

10.7 Player Eligibility

(A) The League will determine the eligibility provisions prior to the commencement of the Season Fixture.

> HFNL CONDITIONS:
>
> (i) Any player who has played in at least four games in any grade on four separate weekends for his current Club during the current season is eligible to play in the final series for that Club.
>
> (ii) A Junior Player who has played Senior Grade during the current season shall not be eligible to play in Third Grade finals unless he has played in at least six (6) Third Grade games in that same season.
>
> (iii) Players who are named as interchange players for any game shall be deemed to have played in that game.
>
> (iv) Each game played by a player in the TAC Cup shall be counted towards finals eligibility as a Senior 1st grade game.
>
> (v) Junior grade players may play in any game of any grade for their club on any given finals weekend subject to HFNL conditions (i) & (ii) in By-Law 18.7 (A). A Senior player may play in Reserve grade then the subsequent First grade game for their club on any given finals weekend but not vice versa subject to HFNL condition (i) in By-Law 18.7(A) and By-Law 18.7(C)."

(B) A Player is only permitted to play in one finals Match for his Club on any given weekend or round unless determined otherwise by the League pursuant to this By-Law 10.7.

(C) Any Player who has played in a total of 50% or more of home and away Matches of a higher grade or grades in the relevant season will not be eligible to play final Matches in a lower grade unless the Matches in the higher and lower grades are to be played on the same day (as defined by the League).

> HFNL CONDITION:
>
> A player shall be ineligible to play in the Reserve grade final series if he has played in ten or more Senior 1st grade games in the current season. This By-law does not apply if any Club has both Senior and Reserve grade teams playing in final series games on the same weekend.

(D) On application by a Player's Club, the Competition Management Committee may vary the number of qualifying Matches required for

a. where Services personnel are posted a significant distance away during the home and away Matches or

b. where a Player misses a significant number of Matches due to serious injury or pregnancy (more than six (6) Matches), transfers in employment, or

c. under other exceptional circumstances as determined by the Competition Management Committee. Any transfer in employment should follow three (3) calendar months of continuous employment preceding the transfer date with the existing employer, unless otherwise approved by the League.

10.8 Provision of Officials

During finals series Matches, non-competing Clubs may be required (as determined by the Competition Management Committee) to provide personnel to assist with event and ground management duties including as gatekeepers, timekeepers, interchange stewards, scoreboard attendants and with other operational requirements.

HFNL CONDITION:

During finals series matches, the catering Club shall provide score board attendants for all matches and boundary umpires who shall be correctly attired for Third grade matches. The failure of the catering Club to supply the requested personnel will result in a fine.

10.9 Catering and Gate Receipt Rights

Catering and gate receipt rights for finals Matches will be determined by the League.

HFNL CONDITION:

Catering rights for finals matches will be allocated to Clubs on a rotational basis. The League may charge a fee or set conditions for the catering rights. Any such fee shall be determined in the League's discretion. The catering Club shall have sole responsibility for the supply of food, soft drinks and alcohol and the operation of a raffle. No other person or Club shall be permitted to take alcohol into the ground. The catering club shall be responsible for obtaining a liquor licence where necessary. A catering club may request that its allocated finals match be swapped. If this change in allocation is agreed, this change will not apply to the supply of alcohol. The catering club will retain its originally allocated finals match for the supply.

11. MATCH DAY REQUIREMENTS

11.1 Match Day Paperwork

(A) Where online facilities are not utilised, paper documents as prescribed by the League in By-Law 11.1 will be provided:

Team Sheets
Retained by Clubs unless otherwise directed by the League
	• Three (3) copies produced:
	  ○ One (1) handed to opposition team manager
	  ○ One (1) **retained by Club** team manager
	  ○ One (1) provided to ground manager / Timekeeper
	• The Team Sheet must include the name of:
	  ○ Coach
	  ○ Team Manager
	  ○ Runner(s)
	  ○ First Aid Official
	• Each Club to verify each other's list and each to sign off each Club's copies. Both Clubs to retain.
	• Umpires sign the ground manager's copy after completing end of Match duties.
	• Clubs must retain for 4 weeks after the season and be able to present if required **within seven (7) days** or as determined by the League

Goal umpire Score Cards	• Designated Host Club must enter results on Footyweb or as required by the League.
Send Off Form and timekeepers Card	• Provided to the Timekeeper.
Match Report **Completed by Umpires**	• Umpires to record Match day presentation and issues / incidents via online facility or as required by the League.
Umpire Review **Completed by Coaches**	• Where required by the League submission to Umpire Manager via online facility or as determined by the League.
Umpire Best and Fairest Votes completed by Umpires	• Umpires to submit via online facility or as determined by the League.
Umpire Notice of Report sheet	The process to be used by the Umpires to submit Notice of Report is as determined by the League
In the event of a forfeit • **No Umpire Votes should be taken** • **No goal umpire cards to be kept** • **Record result on Footyweb noted as a forfeit**	

11.2 Team Sheet

(A) The official Team Sheet for each Match must contain:

b. the name and jumper number of each Player;

c. the name of the Coach: and

d. the name of each Team Official.

(B) A copy of the official Team Sheet is to be provided by each Club to:

a. The timekeeper, to be clearly marked with the quarter-by-quarter scores and goal-scorers at the conclusion of the Match and returned to the League Office with the relevant Match paperwork; and

b. The opposing Club.

(C) Player and Official names on Team Sheets are to be completed in alphabetical order.

(D) Alterations or additions may be made to the original Team Sheet up until the end of the half time interval by arrangement with the field umpires. Players arriving late may take the field prior to being listed on the Team Sheet provided that the opposition team manager and Umpires are advised. Such Players must be included on the Team Sheet before the second half commences.

(E) Players included on the Team Sheet but not in attendance at the Match venue at the commencement of the Match must be removed from the Team Sheet before the Match commences. No amendments may be made to any Team after the half time interval.

(F) Goals not listed on the Team Sheet at the time it is received at the League shall not be credited to a Player's tally if subsequently disclosed.

(G) Clubs providing incorrect or incomplete Team Sheet may be subject to disciplinary sanctions including a determination that the Club's Team be recorded as losing the Match (with a score of sixty (60) to nil (0)).

HFNL CONDITIONS:

Announcement of Teams

Team Lists for match programs

Each Club when requested by other clubs shall provide a list of name and jumper numbers (in numerical order) of players for each grade for publication in match programs.

Announcement of Teams

All Clubs are to advise their teams to the "Border Mail" newspaper by 8.30pm each Thursday.

Proof of Communication

Wherever these By-laws and the Rules of the League provide for a time limit for lodgement of any communication the onus of proof of such lodgement is on the initiating Club.

11.3 Identification Checks

(A) Any Club questioning an opposing Player's eligibility may ask the Player's team manager to confirm the identification of the Player in question. To facilitate administration of this provision, or if unable to be satisfied by evidence on the day, the following procedure must be followed:

a. The Player in question shall sign the reverse side of the Club's Team Sheet;
b. The Club requesting proof shall apply in writing to the League;
c. The Player's Club must produce satisfactory evidence **within three (3) working days** of receiving an official request from the League, otherwise all Match wins gained by that Team in which the Player took part shall be forfeited to the opposing Team.

(B) Should any Player fail to comply with either a request pursuant to By-Law 11.3 (A), or assist in the provision of identification of the Player, the Player may be subject to disciplinary process pursuant to the National Disciplinary Tribunal Guidelines. It is the responsibility of the ground manager to arrange for the safe delivery of these particulars to the League. Should any discrepancies be found, the matter will be dealt with at the discretion of the Competition Management Committee in accordance with these By-Laws.

11.4 Match Times

(A) Starting time of all Matches will be advised when the Season Fixture is released. The starting times of Matches may be varied subsequently by the Competition Management Committee in its absolute discretion.

(B) For Junior Matches the competing Clubs may vary the times by mutual agreement subject to the Competition Management Committee receiving notification at least seven (7) days before the initial scheduled starting time. A shorter time period may apply if determined by the League, but a fee as determined by the League may be payable, by the Club requesting any such change.

(C) Any Team failing to enter the playing field after receiving a second warning from the Umpire/s may incur a fine. At that point, at the field umpire’s discretion, they may commence play.

(D) Matches must start and finish on time. If a Match commences after its scheduled start time, or there is a lengthy delay during the Match, the ground manager and field umpires will decide on the duration of the breaks at quarter time, half time and three-quarter time and if necessary will also reduce the length of quarters to ensure that the following Match can commence as scheduled.

(E) Subject to By-Law 11.4 (F) and (G), if for any reason a Team is not ready to commence play twenty (20) minutes after the scheduled time, the opposing Club’s Team may claim the Match as a forfeit, to be determined by the Competition Management Committee.

(F) If the start of a Match is delayed due to unforeseen circumstances and the Match is rescheduled by the Competition Management Committee or by agreement between the competing Clubs, the Clubs must agree on a shortened time of play.

(G) If the minimum Player numbers are not available at the scheduled commencement of a Junior Match, but Players sufficient for minimum numbers are expected to arrive, then a scratch Match will be played. In such circumstances, the scratch Match shall commence but with reduced Player numbers on each Team. Teams must still have equal numbers on the field. If minimum numbers become available at any time prior to the end of the first quarter, then they may take the field after a goal is scored, the Teams are to be adjusted accordingly and the scratch Match then becomes an official Match. The scores at the time when the Match becomes an official Match will stand. If minimum numbers are not available at the end of the first quarter, the Match remains a scratch Match and the Team with less than the minimum number or Players forfeits the Match.

(H) If for any reason a Club cannot or does not complete a Match, the field umpire must report the matter to the Competition Management Committee for investigation.

(I) **11.5 Match Duration**

(A) The duration of quarters and breaks for all home and away Matches will be determined by the League.

HFNL CONDITIONS:

Home and Away Season

- All Fourth grade matches shall commence at 9.50 am and be played over four quarters of 12 minutes, concluding at or before 10.55 am.
- All Third grade matches shall commence at 11.00 am and be played over four quarters of 16 minutes, concluding at or before 12.25 pm.
- All Reserve grade matches shall commence at 12.30 pm and be played over four quarters of 20 minutes, concluding at or before 2.10pm.
- All Senior grade matches shall commence at 2.15 pm and be played over four quarters of 22 minutes plus time added on.

Because of the occasional variability in commencement times of Fourth grade, Third grade and Reserve grade matches, so as to ensure that the succeeding game commences as near as possible to the commencement time provided for in these regulations, time keepers may mutually agree, in consultation with the umpire or umpires to reduce the periods of play, as near as possible to equal periods, to ensure the commencement of the succeeding game on time.

(B) For Matches where time on is to be implemented, the following is to apply:

a. To indicate the commencement of the time added period, the field umpire shall blow his/her whistle and raise one arm above his/her head. To indicate that the time added period has elapsed, the field umpire shall raise one arm above the head.

b. Where the field umpire fails to signal the completion of the time added period, or the timekeepers fail to hear his/her whistle or see his/her signal, the timekeepers must restart the clock when the ball is clearly back in play.

c. In the case of a goal or behind being scored, the time added is that which elapses between the time that the goal umpire first signals the goal or behind and:

(i) the bouncing of the ball or ball up by the Umpire in the centre (after a goal); or

(ii) the ball being brought back into play (after a behind).

(C) In the event of a Player being replaced under the blood rule, timekeepers are to stop the clock from the time that the blood rule signal is given by the field umpire until the field umpire signals time back on or the ball is clearly in play.

(D) In case of a Player being replaced using a stretcher, the field umpire shall signal time off as outlined in By-Law 11.5 (B) a.

(E) For Matches where time on is not applicable, the following will apply:

a. The clock is only to be stopped for the blood rule or when a Player is replaced using the stretcher with the procedure as follows:

(i) In the event of a Player being replaced under the blood rule, timekeepers are to stop the clock from the time that the blood rule signal is given by the field umpire until the field umpire signals time back on or the ball is clearly in play.

(ii) In case of a Player being replaced using a stretcher, the field umpire shall signal time off as outlined in By-Law 11.5 (B) a.

11.6 Incomplete Match

If a Match is unable to commence or conclude within the time scheduled for the Match for reasons beyond the control of either Team (including circumstances where it is unsafe for the Match to proceed) the following shall apply:

(A) Match not commenced: The result of a Match shall be determined by the League.

(B) Prior to half time:

a. If a Match has commenced but is not able to proceed at any time within the time scheduled for the Match, the Teams shall depart from the field.

b. If the Match is unable to recommence within a 30-minute period, the Match shall be deemed to be drawn and the scores of the Teams at the time the Match was interrupted shall be used in calculating the percentage of each Team.

(C) Half Time & beyond:

a. If the Half Time interval has been reached and the Match is unable to proceed at any time within the time scheduled for the Match, the Teams shall leave the field, or in the case of Half Time, not return to the field.

b. If the Match is unable to recommence within a 30-minute period, the scores of the Teams at the time the Match was interrupted shall be deemed to be the final scores of the Match.

c. The Team with the highest score shall be deemed the winner of the Match and the scores shall be used in calculating the percentage of each Team.

(D) Determination of Match not able to proceed:

a. If a Match Unless otherwise determined by the League, a field umpire shall, having regard to the health and safety of the Players and any other relevant circumstances, determine whether a Match is unable to commence or proceed.

b. A field umpire must determine that a Match is unable to commence or proceed when lightning is present at or within the immediate proximity of the venue where the Match is being conducted, in line with the AFL Extreme Weather Policy.

(E) Recommencing Play: Where a Team is directed to recommence play by a field umpire and the Team fails, refuses or neglects to recommence play, the Team shall be deemed to have forfeited the Match and By-Law 5.5 shall apply.

(F) The League may vary the length and scheduling of the intervals of Matches as reasonably required.

11.7 Sirens

(A) Timekeepers are to sound the siren as follows:

a. As Umpires enter the playing field prior to the start of a Match and after half-time – Once;

b. Five minutes prior to scheduled starting time of the Match and start of the third quarter – Once;

c. Two minutes prior to scheduled starting time of each quarter – Twice;

d. One minute prior to scheduled starting time of each quarter – Once;

e. Scheduled starting time of each quarter – Once.

(B) Clubs must also have available an emergency sounding device in the event of the failure of the siren/sounding device.

11.8 Extreme Weather

(A) From time to time the League may vary the playing conditions due to adverse weather.

HFNL CONDITIONS:

Postponement of Matches
The League may postpone any match in the event of unfavourable weather. A decision to postpone a match shall be given not later than 11.00am prior to the commencement of the match or such other time as the League may determine in the case of home and away matches and at any time prior to the commencement of final series matches. Any match which the League determines shall be postponed shall be played on such date as is fixed by the League.

(B) Umpires and Clubs should be aware of the dangers of allowing play to proceed during dangerous or extreme weather, such as thunder, electrical storms, lightning or hail. The Match should be terminated by the field umpire, or the ground manager, in the instance of dangerous weather such as if lightning is seen in the vicinity of the playing field .

11.9 Wet Weather Procedures

(A) Where wet or adverse weather conditions prevail, Clubs are to advise the League as early as possible of the likelihood of ground closures to enable alternative arrangements for the playing of scheduled Matches to be considered.

(B) Where a venue to which a Match has been scheduled is unfit for play or has been closed, the League will, in consultation with the Clubs concerned, provisionally reschedule the Match to be played on the away Club's ground if available.

(C) Where a Match is transferred to the opposing Club's venue, that Club will assume the Host Team responsibilities. Where practicable, the venue of the next Match between the two Clubs concerned will be reversed to compensate for the loss of the home ground privilege.

(D) Where neither venue is available, the League will make every effort to reschedule the Match to an alternative venue. Clubs whose venues are vacant and playable will be expected to co-operate with the League by making their venue available to minimise the likelihood of cancellations. In this situation, the Host Team responsibilities will be assumed by the Host Team as nominated in the fixture.

(E) If a Match is not played because neither venue nor an alternative venue is available, the Competition Management Committee will decide whether or not the Match is to be rescheduled to another date or cancelled.

(F) Should it appear likely that more than one Match in a round may be unable to be played, the Competition Management Committee may postpone or cancel all Matches for that round.

(G) If any Match is cancelled, the Match does not contribute to either Team's "Match Ratio" pursuant to By-Law 5.5 (A) and such Match shall not count towards player eligibility for finals. Where two or more of a Club's home and away Matches are cancelled due to wet or adverse weather, the Competition Management Committee will determine player eligibility for finals.

(H) The Club named first on the official Season Fixture is the Host Club and is responsible for ensuring that the following provisions for Matches are adhered to.

(I) Each Club is required to have procedures in place which enable them to contact their Players and Officials at short notice regarding any changes to scheduled Matches.

HFNL CONDITIONS:

Where home and opposition teams have a dispute in regards to the safety of the hosting team's ground, the Administration Committee will inspect the ground, no later than Friday prior to the Match, to decide whether or not the ground is fit for play or if the game needs to be moved to an alternate ground. The disputing club will need to notify the League no later than 6:00pm the Wednesday before the match.

11.10 Ground Marking

(A) The following lines must be clearly marked:

a. Goal-squares, boundary lines, centre square;

b. Arc at each end of the ground, 3 metre centre circle (with intersecting line), 10 metre centre circle (with intersecting line);

c. Interchange Gates should be marked on one wing and adequate seating provided equal distance on either side not be less than 50 metres apart for the interchange Players and Team Officials of each Club;

d. The boundary line must be marked at least three (3) metres inside the fence line.

(B) A Coach's line should be marked comprising 5 metres in length and 1 metre in from the fence / fence line. It should be marked in front of the Coach's box / area. No Official or bench Player is allowed to stand in front of this line during play.

(C) Ground markings for Junior Matches should be marked in accordance with the Australian Football Match Policy.

11.11 Goal Post Pads

Padding must be provided on all goal and behind posts to a height of at least 2.5 metres from the ground

11.12 Scoreboard

A suitable scoreboard with numbers and Team names clearly visible to Players, Umpires and spectators must be in operation for all Matches.

11.13 Change rooms

(A) Separate and adequate changing facilities and showers must be provided for each Club and the Umpires

(B) These rooms must be presented in a clean and tidy condition at the commencement of each Match.

11.14 Timekeeping Facilities

A table and seating with an unobstructed view of the playing area must be provided for Club timekeepers together with a suitable time clock and a sounding device which can be clearly heard at any location on the playing surface.

12. CLUB MATCH RESPONSIBILITIES

12.1 Coaches

(A) The minimum requirements for Coach Accreditation are either a “Level 1” or “Foundation Coach” accreditation as applicable.

(B) Restrictions applied to Suspended Players and Coaches are outlined in the Regulations.

12.2 Ground Manager

(A) The Host Club must appoint a ground manager (or designate the following tasks to a nominated person(s) who will be responsible for the Match day requirements and Match paperwork for the day).

(B) The ground manager must introduce him/herself to the Umpires and Officials of the visiting Club on arrival and acquaint them with the ground facilities as well as provide details of the closest emergency medical facilities. Should the ground manager be replaced during the day, the newly appointed person should immediately inform both the Umpires and both Clubs accordingly.

(C) Prior to the commencement of play, the ground manager must identify compliance of the Host Club with the Sports Trainers Policy as outlined in By-Law 12.9.

(D) Prior to the commencement of play in each Match, the ground manager should distribute the following paperwork provided by the League unless submission of any of the Match Day paperwork is completed online by the Umpires.

Scorecards	To Club goal umpires
Send Off Form	To the Timekeeper
Timekeepers Card	To the Timekeeper
Envelope	To the field umpires
Umpires Match Report	To the field umpires
Best & Fairest Vote Slips	To the field umpires

(E) The ground manager should also have on hand an Umpire Reporting Booklet for Club Umpires wishing to make any reports, where an on-line system is not being used.

(F) At the completion of each Match, the ground manager should collect all the following documentation unless the tasks for Umpires are completed on-line.

From Umpires	From Timekeepers
Sealed Envelope (Note 1)	Completed Team Lists (Note 2)
Umpire Player Report Form (if any)	Send Off Form
Goal umpire scorecards	Timekeepers Card & Scorecard

Note 1: The Umpires Sealed Envelope will include a copy of each Clubs Team Sheet, the Umpires Match Report & Best & Fairest Voting Slip. This envelope is to remain sealed.

Note 2: The ground manager should ensure that each Club has entered the quarter-by-quarter scores; best Players and the goals scored by Players on their Team Sheets/ lists. The tally of goals entered for Players must equal the number of goals scored by the respective Teams.

(G) The ground manager also has the additional responsibility of overseeing the League's Code of Conduct at a venue.

(H) At the end of the Match, the ground manager should collate all paperwork and arrange to have it returned in the prescribed manner, to reach the League by no later than the designated time.

(I) Finally, it shall be the ground manager's responsibility to ensure that a representative of the Host Club:

a. As directed by the League, either SMS or telephones the results of all the day's Matches to the required person(s), prior to 5.30 pm (or as defined by the Competition Management Committee) on the day concerned (this is not required for Matches played on Saturday or if the results have been input into "Footyweb" for Matches played on Sunday)

HFNL CONDITIONS:

(i) The Secretary of the home Club shall provide to the League immediately at the conclusion of each Senior and Reserve Grade match correct scores for the purpose of broadcasting by the media and for publication in the Press.

(ii) The Secretary of the home Club shall furnish to the League not later than 12.00noon on the first business day after the match or posted in the first mail on the first business day after the match a written report of all matches played on that day. Such report shall include the official score card certified correct by both official scorers, team sheets, score cards, umpires reports, voting for League awards, and day and area permits (if any).

b. Inputs all results and Player information (i.e. Team lists, goal kickers & best Players) of all the days Matches into the Footyweb on-line results system by the League designated time on the day of the Match.

12.3 Team Managers

(A) Each Club shall appoint a team manager for each Team it fields in the Competition. It shall be the team manager's responsibility to ensure that his/her Team's Players and Officials comply with the requirements specified in these By-Laws and with any request reasonably made by the Umpires officiating in a Match in which their Team is participating.

(B) Each team manager shall introduce themselves to the Umpires prior to a Match for identification and to ensure that the Team Sheets are handed in on time (no later than 30 minutes or as designated by the League prior to the scheduled start time). The team managers should also arrange for the Team Sheets to be exchanged with the opposition Club at this time.

(C) Each team manager is to ensure that at the conclusion of the Match, the goal kickers and best Players for their respective Teams are noted on the official Team sheet, which is held by the timekeeper.

(D) It shall be the team manager's responsibility to ensure that a representative of the Club waits on the Umpires at the conclusion of each Match to ascertain whether or not any reports of Players or Officials have arisen from the Match or to receive the "all clear".

12.4 Team Runner

(A) The sole duty of the team runner is to deliver messages to his or her Club's Players and then leave the field immediately having done so. Umpires shall ask Runners to leave the field if they remain on the playing surface for an unnecessarily long period of time as determined by the Umpire.

(B) The team runner must be clearly identifiable as determined by the League.

HFNL CONDITION:

The Team Runner must wear a shirt as supplied by the League, with their respective Club name and the word "Runner" clearly marked.

(C) Suspended Players or Officials are not permitted to act as the official team runner.

(D) Each Team is permitted to use a maximum of one (1) team runner. Team runners are not required to enter the field via the interchange area.

(E) Runners are permitted to enter the field at any stage throughout the match (variation from 2019 AFL Laws of the Game).

12.5 Trainers, Other Medical Support Staff and Water Carriers

(A) Clubs may utilise a maximum of six (6) trainers, other medical support staff and water carriers per Team.

(B) These personnel are only permitted onto the field during play to attend to injured Players or to provide Players with water. They must not be used to deliver messages to Players. These personnel may enter the field at any stage during play (variation from 2019 AFL Laws of the Game).

(C) Trainers, other medical support staff and water carriers for each Team must be dressed as approved by the League.

HFNL CONDITION:

Team Water Carriers must wear a shirt/singlet as supplied by the League, with their respective Club name clearly marked.

(D) Umpires will ask any Trainer/Medical/water carrier to leave the ground if they do not have a compliant uniform and they should not return unless they have changed into the compliant uniform. Umpires shall also ask water carriers to leave the field if they are delivering messages to players.

(E) Water carriers shall not be younger than an age approved by the League.

HFNL CONDITION:

In Senior and Reserve grade games water carriers must be a minimum of twelve years of age.

12.6 Umpires Escort

(A) For each Match, the Host Club must appoint a suitable person to act as an escort for the Umpires (ideally the ground manager or appointee). The Umpires escort is to escort the Umpires (including Club Umpires) to and from the venue at the commencement of and conclusion of each quarter and at the commencement and conclusion of the match as designated by the League.

> HFNL CONDITIONS:
>
> The Umpires Escort is to escort the umpires:
> - From their assembly point on the field to their change rooms at half-time.
> - From their change rooms to the centre of the field after the half time break.
> - From their assembly point on the field to their change rooms at the end of the match.

(B) An Umpire exclusion zone should be implemented at quarter and three-quarter time encompassing the centre square. The Umpires Escort is to stand with the Umpires during the quarter and three-quarter time intervals and arrange for water to be provided to the Umpires, if required.

(C) The Umpires Escort is expected to be identifiable as required by the League.

(D) Any Umpire Escort provided is expected to assist in providing and/or obtaining details of any alleged breach of the Code of Conduct immediately after completing his/her duties in liaison with/at the request of the Umpires or ground manager.

12.7 Timekeepers

(A) The Host Club must provide a timekeeper for each Match.

(B) The away Club is entitled to also appoint or supply a timekeeper for each Match.

(C) The timekeeper(s) are to perform the duties as set out in the Laws of the Game, these By-Laws and Regulations and as otherwise specified by the Competition Management Committee from time to time.

HFNL CONDITION:

(1) Timekeepers

(i) For each home and away match each competing Club shall supply one timekeeper.
(ii) Each Club shall supply one clock for the use of the Club timekeeper.
(iii) At each ground upon which League matches are to be played there shall be a bell or siren of the type approved by the League. The operation of such bell or siren shall be under the control of the timekeepers appointed to the game. The bell or siren shall be operated in accordance these By-Laws and the AFL Laws of the Game.

(2) Duration of Intervals

Quarter time:

- Third and Fourth grade - three minutes.
- Reserve grade - three minutes
- Senior grade - five minutes

Half Time

- Fourth grade - five minutes
- Third grade - ten minutes
- Reserve grade - ten minutes
- Senior grade - twenty minutes

Three Quarter Time

- Third and Fourth grade - five minutes
- Reserve grade - five minutes
- Senior grade - six minutes

(D) In the event of a dispute or disagreement between the two timekeepers, such dispute shall be reported to the field umpire, at half time if the dispute occurs during the first half or at the conclusion of the Match if it occurs during the second half. The field umpire(s) shall report the matter to the Competition Management Committee for attention.

(E) In addition to performing timekeeping duties, timekeepers will be required to record the scores of each Match in which they officiate. The quarter by quarter scores are also to be recorded on each Club's Team Sheet.

(F) Timekeepers are also required to record the time that Players, who are ordered off by the field umpires, leave the field and shall be the sole judges as to when such Players may resume playing (if applicable). It is the Club of the offending Players responsibility to obtain the all clear from the timekeepers for such Players to resume playing. The timekeepers are to acknowledge the Umpires decision to send off a Player by showing the appropriate red or yellow card to the controlling Umpire.

(G) The field umpire(s) shall have the power to dispense with the services of either or both timekeepers during a Match.

12.8 Officials on the Bench

In addition to the maximum number of game day officials as provided in By-Laws 12.3 to 12.5 each Team is permitted a maximum of four (4) other Officials on the bench area inside the ground during play.

12.9 Injury Treatment

(A) All Clubs must comply with the Infectious Diseases Policy as issued by Sports Medicine Australia.

(B) It is the Host Club's responsibility to ensure that appropriate injury treatment processes are in place on Match days. The telephone numbers and addresses of the nearest medical services including ambulance, medical centres and hospitals must be available for use in an emergency.

(C) The League has adopted the AFL Sports Trainers in Community Australian Football Policy ("Sports Trainers Policy"). All Clubs must comply with the Sports Trainers Policy.

(D) Training courses will be available to Clubs that do not have the appropriate access to the necessary resources as required under the Sports Trainers Policy.

(E The Host Club is responsible for ensuring compliance to the minimum requirements of the Sports Trainers Policy for all Matches for which it is the Host Club.

(F) There must be at least one person with the minimum competencies outlined in the Sports Trainers Policy at any Match as follows:

a. Junior (Under 12s and below): First Aid Certificate

b. Youth and Seniors (Under 13s and over): Emergency Response Coordinator (ERC) Certificate

(G) The visiting Club should confirm with the ground manager prior to the commencement of each Match that the Host Club is able to comply with the requirements of this By-Law. In the event that the Host Club is unable to comply with these requirements, then, if the visiting Club agrees, the Match will be postponed or rescheduled. Any decision to replay a postponed Match must be agreed to by both Clubs and the Competition Management Committee within seven (7) days of the scheduled Match.

(H) The Match may proceed if the visiting Club is able to provide the appropriate resources under the Sports Trainers Policy.

(I) In the event that neither Club has the appropriate requirements at the scheduled commencement of the Match a delayed start of 20 minutes may be applied. If there are additional fixtures following the Match it should be shortened appropriately to not delay the commencement of Matches following.

(J) If the visiting Club does not agree to postponement or cancellation of the Match, then the visiting Club may claim a forfeit. The By-Laws in relation to forfeits will apply.

(K) If a Match is started or played without the attendance of a First Aid Official (as defined), the Host Club will forfeit the Match and may be subject to a maximum fine of $200.

(L) The Sports Trainers Policy refers to first aid usually being provided by sports trainers or by other volunteers with medical or higher level allied health qualifications. If a Club has a person present in any of the following occupations they are deemed as acceptable under the Policy:

(i) Nurse;

(ii) physiotherapist;

(iii) A certified Sports Trainer;

(iv) St John Officer;

(v) Paramedic;

(vi) Medical Doctor.

(M) A stretcher in good condition must be located in a quickly accessible location for the duration of each match. The Host Club must ensure proper ambulance access to the field of play, if necessary.

(N) The first aid official should be located alongside or as near as practical to the ground manager. Where more than one Match is being played at any one time, a first aid official must be supplied for each game.

12.10 Concussion

(A) Management of concussion should be in accordance with the Management of concussion in Australian Football which can be found at: http://www.aflcommunityClub.com.au/index.php?id=66

(B) Primary responsibility for the management of concussion lies with the Club of the Player, and their Officials, and where applicable, the Player's Parents / Guardian.

(C) Any Player who is suspected of having a concussion:

(i) must be medically assessed as soon as possible after the injury or incident, and

(ii) must not be allowed to return to play in the same Match or participate in the same practice session. Initial decisions regarding potential incidents of concussion should be made by a medical doctor or, if there is no medical doctor in attendance, the head trainer.

(D) Decisions regarding return to play after a concussive injury (a disturbance of brain function) should only be made by a medical officer with experience in concussive injuries. A Player who has suffered concussion or is suspected of having a concussion must not be allowed to return to training or playing until and unless the Player has received a formal medical clearance which has been provided to the Club.

HFNL CONDITIONS:

All Hume Football Netball League Club Players, Coaches and Officials must abide by the procedures stated in the Headsmart Sport Concussion Programme.

12.11 Match-Day Safety Check

A representative of all competing Clubs is required to conduct a Match day health and safety check prior to the commencement of the first Match and at any other time during the day if conditions change. The representatives must complete the checklist online via the JLT app. If a Club is unable to complete the checklist online they are to complete a manual JLT checklist. Completed checklists are to be retained by Host Clubs for a period of seven (7) years for future reference by the League or its insurers if so required.

13. UMPIRES

13.1 Appointments

The League or delegate will appoint official Umpires to all Matches as available and the names of the appointed Umpires will be issued to participating Clubs prior to each Match.

HFNL CONDITION:

Not Eligible to Officiate for Old Club.
An umpire is not eligible to officiate in a match in Senior grade in which the Club of which he may have been a player is engaged unless he has ceased playing with such Club for a period of at least three (3) years.

13.2 Availability

All members of the Umpires' panel must make themselves available to the League for appointment as a field, boundary or goal umpire as required. All Umpires must conform to the By-Laws and arrangements of the League and shall appear when called upon by the Competition Management Committee.

13.3 Umpire Requirements

Umpires must attend at the ground before the official starting time of the Match and must be on the field correctly attired a minimum of ten (10) minutes before the scheduled Match start time.

13.4 Field and Goal Umpire Numbers

(A) A minimum of two field umpires are required in order for a Match to commence unless determined otherwise by the League. These must be accredited Umpires or registered Club field Umpires (or a combination).

HFNL CONDITION:

If only a single field umpire is appointed and that umpire is unable to continue for any reason and no other member of the current umpires panel is available to act as a replacement, a suitable person acceptable to both captains may act as a substitute umpire for the remainder of the match. Any such substitute umpire shall for the period he acts, be considered to be a member of the current panel.

(B) In the event that two Umpires are not available, the Match will be cancelled and the matter referred to the Competition Management Committee for determination.

(C) Where two field Umpires commence a Match and for any reason one of the field umpires is unable to complete the Match the remaining field umpire may continue to control the Match as a single Umpire in the event that there is not a suitable replacement Umpire.

(D) As a minimum, two goal umpires are required prior to a Match commencing. These can be accredited Umpires, Club goal umpires or a combination of both. Should two Umpires not be available, the Match must not to commence and the matter referred to the Competition Management Committee for determination.

13.5 Umpires' Fees

The Umpires' fees for the ensuing season will be determined by the Competition Management Committee and communicated to all Clubs no later than February in the year the season in which they are applicable.

13.6 Payment of Umpires

(A) Appointed Umpires are to sign the Umpires' Match Report prior to the commencement of their scheduled Match. Clubs will be invoiced for the appropriate fee based on actual attendance of officially appointed Umpires.

(B) In the event of a Match being cancelled, other than because of forfeit as provided for in By-Law 5.5 (G), no payment shall be due to the Umpires appointed to the Match.

13.7 Umpire's Match Report

(A) At the conclusion of each Match, the field umpire(s) shall provide a report to the Competition Management Committee on the prescribed Umpires Match Report form. All Umpires, including Club field umpires, are required to sign the Match Report. Umpire payments will only be paid to those Umpires who sign the Match Report, unless using the online report facility.

(B) The field umpires shall also complete the best & fairest player voting slip.

(C) The Umpires' Match Report form and best and fairest voting slip will be placed in the envelope provided and sealed and submitted to the League as designated with the Match day paperwork.

13.8 Club Report on Umpires

To assist the League in its assessment of Umpires, Clubs may at their discretion, provide a report on the Umpire(s) performance to the League. Such report must be provided on the form as prescribed by the League.

13.9 Minimum Umpire Age

(A) Subject to By-Law 13.9 (B), the Competition Management Committee will determine the minimum age of field and boundary and goal umpires (Official or Club Umpires) for all open age and under age Competitions.

(B) The age of a field umpire of a Junior Match must be:

a. a minimum of fourteen (14) years old, unless agreed otherwise by the AFLNSW/ACT Umpiring Department; and

b. at least two (2) years older than the age group being officiated unless otherwise approved by AFL NSW/ACT Umpiring Department. For example, the Umpire should be a minimum of fifteen (15) years of age for an Under 13 Match.

13.10 Club Umpires

(A) From time to time each Club is required to provide suitable persons for the League Club Umpire Program. Such persons will be provided minimum level accreditation and support. Clubs will be advised of the Club Umpire commitment for the season prior to the start of the season as designated.

(B) Where the League has not appointed official field umpires or accredited Club Umpires, it shall be each Club's responsibility to arrange for a suitable person or persons to umpire the Match. Club field umpires are to be attired as approved by the League.

(C) Club field umpires are required to complete all the necessary Match Paperwork (i.e. Umpires Match Report (which they are to sign)) and Best & Fairest Votes.

(D) Each competing Club is responsible for the payment of their own Club Umpires, or in the case of one Club providing both Club Umpires, the payment of one of the Club Umpires.

(E) Where Official goal and boundary umpires have not been appointed by the League, each competing Club must be prepared to provide a suitable goal and boundary umpire to officiate. Club goal umpires must be equipped with two white flags and attired in a uniform as approved by the League and Club boundary umpires must be attired as approved and equipped with a suitable whistle.

(F) Official field umpires shall have the power to overrule decisions by Club goal and/or boundary umpires and remove them should they consider that such Club Umpires are not competent to carry out the required duties.

(G) Payment of Club goal and boundary umpires (if any) shall be the responsibility of the respective Clubs or as determined by the Competition Management Committee. Club goal and boundary umpire's names must not be added to the Umpire's attendance sheet.

13.11 Reporting of Players and Officials

(A) Umpires may report to the League any Player or Official who, during the progress of a Match or within the immediate proximity of the ground on the day of the Match, commits a reportable offence. The procedure for making and lodging such a report shall be as specified by the Laws of the Game and by the State & Territory Tribunal Guidelines NSW/ACT.

(B) For the purposes of Section 3 of the State & Territory Tribunal Guidelines NSW/ACT, registered field, registered boundary and/or registered goal umpires are permitted to report Players. Unregistered Club field umpires, Club boundary and goal umpires are not permitted to report Players.

(C) All reporting Umpires are required to reference the Offence Grade Template as outlined in clause 5.2(b) of the State & Territory Tribunal Guidelines NSW/ACT when lodging a report.

13.12 Approaching Umpires

(A) No person, except as listed in By-Law 13.12 (B), shall approach or talk to an Umpire (field, boundary and goal) prior to, during or after the conclusion of a Match, or leaving the playing arena.

(B) The excepted persons referred to in By-Law 13.12 A above include:

a. AFL NSW/ACT staff;

b. Ground manager, including any designated assistant, umpire escort;

c. Umpire Manager.

HFNL CONDITION:

Approaches to Umpires

No non-playing coach or Club official shall be permitted to speak to the umpires during the progress of the match.

Only the Club captain shall be permitted to enter into the centre square and speak to the umpires during the intervals of a match. All team addresses shall be given outside the centre square.

14. CONDUCT – DISCIPLINARY PROCEDURES

14.1 Prescribed Penalties

A prescribed penalty system will operate in the Competitions in accordance with Appendix “A” of these By-Laws.

14.2 Code of Conduct

(A) Clubs agree to comply with the Regulations and Code of Conduct through affiliation.

(B) Players and Coaches agree to comply with the Code of Conduct through the Online Registration in Footyweb.

(C) Clubs are required to ensure that all Club’s Players, Officials, Coaches, administrators and parents receive a copy of the Code of Conduct.

(D) Parents, Officials and Coaches are bound by the By-Laws, including the relevant Code of Conduct in the By-Laws, as issued from time to time, irrespective of whether they have signed any specific conduct codes or Codes of Conduct.

14.3 Power to Investigate

(A) The Competition Management Committee may investigate or nominate a person (League designate) to investigate any matter which it considers relevant to whether a person may have committed a Reportable Offence or a Code of Conduct Breach.

(B) Without limiting the powers and discretions conferred upon the Competition Management Committee in By-Law 14.3 (A), the League designate may investigate any matter:

a. of his/her own motion; or

b. on the basis of video evidence; or

c. upon the written request of an authorised officer of a Club pursuant to By-Law 14.8; or

d. upon the written request of either an authorised officer of a Club or a non-aligned individual pursuant to By-Law 14.2.

14.4 Co-operation

(A) For the purpose of conducting an investigation under this By-Law, a person shall if requested by the Competition Management Committee:

a. fully co-operate with the investigation;

b. truthfully answer any questions asked; and

c. provide any document in that person's possession or control requested by the investigating person.

14.5 Failure to Co-operate

A person who fails to observe and comply with By-Law 14.4 or who provides any information or has acted in a manner which is in any respect false or misleading or likely to mislead, is deemed to have engaged in conduct which is unbecoming or prejudicial to the interests of the League and may be referred to the Tribunal by the League for determination.

14.6 Interpretation

For the purposes of this By-Law, a reference to the League designate shall be read as a reference to the League and/or any person nominated by the League to conduct an investigation on the basis of video evidence or otherwise. The League designate may report a person and refer the matter to the Tribunal for hearing and determination by the Tribunal following their investigation of a matter. The person who has been reported will be notified in writing of the charge laid against him or her and the date and time for the hearing and determination of the charge by the Tribunal.

14.7 Power to Report

(A) If the League designate is of the opinion that a person may have committed a Reportable Offence, whether on the basis of an investigation, video evidence or otherwise, the League Designate may report such person and refer the matter to the Tribunal for hearing and determination by the Tribunal. The person who has been reported will be notified in writing of the charge laid against him and the date and time for the hearing and determination of the charge by the Tribunal.

(B) Report where Notice of Report not completed – Juniors

a. This Rule applies where a Player is sent off twice or more in a season (i.e. yellow and/ or red cards), but the Umpire has not completed a Notice of Report in any sending off. Following the Player being sent off for the second time, the Player will automatically receive a one Match playing suspension. The League will inform the Club President or delegate of the Player and the Tribunal Chairperson as soon as reasonably practical following the Match of the referral.

b. Where a Player receives notice of an automatic playing suspension as provided by this Rule, the Player may, through the Club President or delegate, request the automatic suspension be referred to the Tribunal for hearing. The Tribunal may impose such conditions on the Player as it deems appropriate, pending the hearing. The Tribunal may, after the hearing, affirm or vary the suspension (including increasing the suspension), or apply any other penalty as it deems appropriate.

14.8 Citings by Clubs

(A) Where a Club wishes to lodge a complaint against a Player or Official for an alleged "on field" offence (a citing), such complaint must be noted on the appropriate League Incident Referral Form (see sample Appendix ‘B’) which must be lodged in writing with the League no later than midday on the second business day after the incident out of which the complaint arises. An Incident Referral Form must be submitted for each citing. An intermediate advice on the incident form may be initially emailed with the written lodgement to follow as required.

a. This By-Law provides a means for the investigation of serious incidents which escaped the attention of Umpires.

b. A serious incident for definition is a matter which may draw a base sanction of more than two (2) matches in accordance with the grading table contained in the State & Territory Tribunal Guidelines NSW/ACT 2018, or as otherwise determined by the Competition Management Committee, based on the recommendation of the investigating officer.

(B) In the event a Club requests extra time to prepare the Incident Referral Form, the Competition Management Committee may, after receiving a notice of intent within the time requirements of By-Law 14.8 (A), extend the deadline to Thursday 5.00pm following the incident.

(C) After advising of its intention to submit an Incident Referral Form in accordance with By-Law 14.8 (A), the citing Club may request extra time to negotiate an outcome with the opposing Club. In such circumstances, an agreed outcome is required to be received by the League in writing by Sunday 5.00pm following the incident and is subject to approval by the League.

(D) Any and each such citing by a Club must be accompanied by a $500 citing fee which may be forfeited should the Competition Management Committee deem in its ultimate discretion the complaint to be frivolous. The citing fee shall be paid by cheque or be evidenced as paid by attaching to the Incident Referral Form evidence that the citing fee has been electronically or deposited manually to the League's bank account.

(E) The Competition Management Committee shall decide whether the matter should be referred to the Tribunal for consideration. The person against whom such a complaint is lodged will be notified in writing of his or her rights (via Club Secretary or President) and the procedures to be followed for the investigation. Each of the Clubs concerned will receive a copy of such correspondence.

(F) A Club may request the Competition Management Committee to review footage of an incident by submitting a fee of two hundred and fifty dollars ($250) such fee which is only refundable if the matter results in an outcome as requested by the Club. The Competition Management Committee may proceed with processing a Report or a Code of Conduct breach. If it is determined not to take the matter further, the Club will be provided with an explanation within seven (7) days. If the Competition Management Committee decide to proceed the matter further the Club is not required to submit a citing.

(G) Allegations relating to the conduct of Matches involving persons other than Players or Officials will be dealt with by a Code of Conduct Committee as designated by the League in accordance with Rule 14.8 (A) to 14.8 (C) above.

14.9 Appointment and Role of Tribunal

(A) A panel of independent Tribunal members shall be appointed annually by the League in accordance with the requirements in the State & Territory Tribunal Guidelines NSW/ACT or the National Disciplinary Tribunal Guidelines NSW/ACT (as the case may be).

(B) The Tribunal shall hear the following matters in accordance with the State & Territory Tribunal Guidelines NSW/ACT or the National Disciplinary Tribunal Guidelines NSW/ACT (as the case may be):

a. reports by Umpires against Players or Officials participating in League Competitions, pre-season or practice Matches;

b. such other matters (including citings by Clubs) as may be referred to it by the League;

c. referrals pursuant to By-Law 14.8;

d. any other matter as appropriate.

14.10 Tribunal Hearings

(A) Attendance and provision of evidence at a Tribunal hearing is provided for under Competition Tribunal Rules 2.8 and 2.9 of the State & Territory Tribunal Guidelines – NSW/ACT.

(B) Legal representatives are permitted to attend Tribunal hearing's, but are not permitted to act as a Player, Official or umpire advocate unless agreed to by the Tribunal Chair.

(C) The Tribunal has jurisdiction over any Player whether registered, unregistered or ineligible as the case may be.

14.11 Report of Junior Players

The procedures for handling of reports of Junior Players 9 to 12 year's old and any subsequent disciplinary processes will be determined by the League.

14.12 Player and Official De-registration

The League and Clubs must comply with the AFL Player and Official Deregistration Policy (where applicable).

14.13 Club Websites

(A) Any Club that operates or having operated on its behalf a website, blog or social media account representing the Club and its activities ("Club Website"), agrees that it is prohibited from publishing, displaying or otherwise disseminating on the Club Website any content, information, images or other form of communication that is inappropriate, offensive or damaging to the reputation of a Player, Official, Club, the League or AFL NSW/ACT ("Offending Material"), including by providing links to other websites that may contain Offending Material.

(B) Any Club that is found to be in breach of By-Law 14.13 (A) as determined by the League or the Competition Management Committee in its absolute discretion, must immediately upon receipt of notification of the breach remove the Offending Material, confirm in writing to the League that is has done so and shall be liable to sanctions as is deemed appropriate by the League or Competition Management Committee in their absolute discretion.

14.14 Media / Statements

(A) Conduct occurring in Media or public forums is governed by the Code of Conduct.

(B) Only authorised and approved personnel may make public statements regarding League matters.

(C) For the By-Laws, "statement" includes any declaration, comment or remark, whether verbal, in print or by electronic media or social media.

(D) A Club whose Official or Player has made a statement contrary to the provisions of By-Law 14.14 (A), or 14.14 (B) in the case of any other person, with the apparent authority, agreement, consent or approval of the Club, may be referred to the Competition Management Committee or Conduct Committee which may, in the event of a breach, levy a fine of up to a maximum of one thousand dollars ($1,000) and forfeit past or future Match points.

15. ORDER OFF RULE

15.1 Yellow Card

(A) A player who is reported by a field umpire or field umpires for a breach of the Laws of the Game may be ordered from the field of play for a period of fifteen (15) minutes. In this instance, an Umpire will hold up a yellow card.

(B) At the discretion of the field umpire, a Player may be ordered from the field of play for a period of fifteen (15) minutes and not be reported. In this instance, an Umpire will hold up a yellow card.

(C) A Player ordered off with a yellow card is required to leave the playing area immediately through the interchange area. The offending Player's Club is responsible for obtaining the approval from the timekeepers for such Player to resume playing in the Match.

(D) For the purposes of this By-Law, a yellow card will result in the Player concerned remaining off the field of play for a total period of fifteen (15) consecutive playing minutes, excluding breaks between quarters only. E.g. a Player sent off five (5) minutes before half time would be permitted to resume playing ten (10) minutes after the third quarter commenced.

(E) Unless determined otherwise by the Competition Management Committee, all Players who are ordered from the field of play with a yellow card can be replaced immediately.

HFNL CONDITION:

All Players who are ordered from the field of play with a yellow card cannot be replaced.

15.2 Red Card

(A) A Player who is reported by a field umpire or field umpires for a breach of the Laws of the Game twice in the same Match for separate incidents, or who is reported for a serious breach (as listed in By-Law 15.2 (B) below), shall be ordered from the field for the remainder of the Match. In this instance, an Umpire will hold up a red card.

(B) Serious breaches include but are not limited to where a Player:

a. Intentionally, recklessly or negligently makes contact with or strikes an Umpire;

b. Attempts to make contact with or strike an Umpire;

c. Behaves in an abusive, insulting, threatening or obscene manner towards or in relation to an Umpire;

d. Intentionally, recklessly or negligently kicks another person;

e. Commits an act of misconduct - if the Umpire is of the opinion the act constituting misconduct is serious in nature.

(C) A Player ordered off with a red card is required to leave the playing area immediately through the interchange area. The offending Player is not permitted to sit on the bench or enter the playing arena at any time (including breaks) for the remainder of the Match.

(D) Unless otherwise determined by the Competition Management Committee in its ultimate discretion, all Players who are ordered from the field of play with a red card can be replaced after a period of fifteen (15) minutes has elapsed. The offending Player's Club is responsible for obtaining approval from the timekeepers for the replacement Player to resume playing.

(E) For the purposes of this By-Law, a red card will result in the Player concerned being unable to be replaced for a total period of fifteen (15) consecutive playing minutes, excluding breaks between quarters only. E.g. a Player sent off five (5) minutes before half time would not be permitted to be replaced until ten (10) minutes after the third quarter commenced.

(F) An Official reported for a breach of the Laws of the Game will automatically be issued with red card and can be replaced after a period of fifteen (15) minutes has elapsed.

15.3 Recording of Send Offs

(A) When a Player is sent off from the field of play in accordance with this By-Law 24, the Umpire will show the appropriate yellow or red card to the timekeeper who will in turn acknowledge the send-off by showing the same colour card to the Umpire.

(B) Timekeepers are required to record the time that Players, who are ordered off by the field umpires, leave the field of play and determine when such Players may resume playing in the Match, or be replaced in the Match (whichever is applicable). It is the offending Player's Club's responsibility to obtain approval from the timekeepers for such Player to resume playing in the Match

16. APPEALS

Any Player, Official, Umpire or Club who feels aggrieved by any decision relating to these By-Laws may appeal to the League and / or AFL NSW/ACT in accordance with the appeal procedures as outlined in the State & Territory Tribunal Guidelines NSW/ACT, the National Disciplinary Tribunal Guidelines and AFL NSWACT Regulations, as the case may be.

17. FINANCE

17.1 Fees

(A) The Competition Management Committee will prepare a detailed budget each season taking into account all known and projected income and expenditure items.

(B) Clubs will be levied an annual licence fee, which will be used to offset the operational cost of the respective competitions.

(C) Licence fees and other relevant charges will be levied on an annual basis each season.

17.2 Fines

(A) The League will determine a schedule the fines that may to be imposed for specific operational breaches of the By-Laws as follows.

Breach		Fine
Administration		
Provision of Officials	By-Law 10.9	$25
Tribunal non-attendance	By-Law 14.10	$200
League Meeting non-attendance	By-Law 3.1	$100
Match Day		
Unregister Player – Senior grade	Regulation 4.6 (B)	$100
Unregister Player – Reserve grade	Regulation 4.6 (B)	$50
Unregister Player – Third grade	Regulation 4.6 (B)	$30
Unregister Player – Fourth grade	Regulation 4.6 (B)	$20
Playing while suspended	Regulation 7.3	$500
Providing incorrect Team Sheet	By-Law 11.2 (G)	$100
No or unapproved Club Umpire	By-Law 13.10 (E)	$25
No or incorrect Jumper Number	By-Law 7.3 (A)	$50
Incorrect Playing Uniforms	By-Law 7.2	$100
Approaching Umpires	By-Law 13.12	$200-$400

(B) Notwithstanding 17.2 (A), the Competition Management Committee may impose such sanctions as it sees fit.

(C) Where a Club, Player, Official or Umpire has been fined by the Competition Management Committee or incurs
an automatic fine, such fine shall be paid within fourteen (14) days of notification of the penalty except where otherwise specified by the League. Failure to pay such fine by the specified time without a satisfactory explanation may result in the fine being increased by the Competition Management Committee.

(D) Where a fine has not been paid within three (3) months of the invoice date, the Player's or Official's Club or, in the case of an Umpire, the Umpires Association, is responsible to pay the fine to the League.

17.3 Outstanding Accounts

(A) Except as provided for under By-Law 17.3 (B), any Club which is in arrears to the League for a period more than sixty (60) days from the date of the invoice, will be ineligible to receive any Competition points which may be accrued by its Teams, from that point in time until the overdue amount has been paid.

(B) Where extenuating circumstances exist, the Competition Management Committee may in its discretion, place a Club on a financial scheme of arrangements for the repayment of outstanding accounts. Any Club operating under such an arrangement shall be considered financial with the League provided that it is up to date with all payments specified by the scheme and for the current year.

17.4 Dishonoured Cheques

Any Club which pays an account to the League by an instrument which is not honoured by its bank or other institution upon presentation, shall automatically be fined fifty dollars ($50) on each occasion.

17.5 Club Finances

(A) Each Club shall be required to furnish to the League by 31 January each year, or as otherwise designated by the League in the Club Licence Agreement, a Financial Statement or Profit and Loss Statement of its operations for the previous season.

(B) Each Club shall provide the League with a Club Budget for the ensuing season by the 31 January each year or as otherwise designated by the League.

17.6 Insurance

(A) Each Club is covered by the League's compulsory insurance cover with JLT Sport under the AFL's National Risk Program. All Players and Officials of a Club will have minimum cover for public and products liability, association liability (subject to the Club being an incorporated body), personal accident and non-Medicare medical.

(B) Each Club may elect higher levels of cover directly through JLT Sport. Specific details of cover shall be provided to Clubs each year and can also be viewed at www.jltsport.com.au/Afl/.

18. ELECTRONIC AND OTHER IMAGES GUIDELINES

(A) The Guidelines in Appendix C are designed to assist Clubs, Officials, Players, families and supporters in dealing with the use of electronic and other images in Matches.

19. AWARDS

(A) Each season, the Competition Management Committee shall arrange for the presentation of designated awards.

(B) Any Player who has been suspended for any offence in the home and away season will not be eligible to win a Competition Best and Fairest award.

HFNL CONDITIONS:

1. The fairest and best player in the Senior home and away matches as adjudged by the field umpires throughout the season shall be awarded the "Azzi Medal".
2. The field umpire(s) shall within a reasonable time following the conclusion of the match hand to the Secretary of the home Club his or her idea of the three fairest and best players in the match in order of preference in a sealed addressed and stamped envelope marked "Azzi Medal".
3. The player adjudged fairest and best shall receive three votes, the player adjudged second fairest and best shall receive two votes and the player adjudged third fairest and best, one vote.
4. The Secretary of the home Club shall be responsible for the lodging of such envelope with the Secretary not later than 12.00noon on the first working day after the match posted in the first mail on the first working day after the match.
5. At the end of the home and away matches in each season the votes are to be counted and the player receiving the highest number of votes is to receive the Azzi Medal.
6. In the case of two or more players receiving an equal number of votes, each shall be declared the joint winner and each of such players shall be awarded the Azzi Medal.
7. In the event of there being a tie for the runner up to the Medal, each player shall be declared the joint runner-up.
8. Any player who has been disqualified for an offence in a match in which Medal votes have been cast shall be ineligible to receive the medal or runners up trophy in that season.
9. The League shall instruct umpires that votes are to be awarded to the players adjudged by the umpires to be the fairest and best players on the day irrespective of whether such players have been found guilty of an offence in a match during that season and irrespective of whether any of such players have been reported on the day.
10. Any reference in this By-law to a player having been found guilty of an offence shall mean an offence as described in the Laws of the Game published by the National Australian Football Council.
11. A player who has been found guilty of an offence, or who has elected to accept an automatic suspension in a match in which votes are cast in any of the grades of the League shall be ineligible to win the respective medal in any grade of the League in that season, except in the instance of a time wasting offence(s).
12. Votes allocated to a player who shall be determined to have been an unregistered player during the course of any game, shall be disregarded in so as that player is concerned.
13. Players playing on permit are not eligible to receive votes towards any League awards.
14. The provisions of this By-law shall similarly apply to the awarding of trophies for the fairest and best players in the Reserves, Third Grade and Fourth Grade home and away matches.

20. GENERAL

20.1 Resolution of disputes within Clubs

(A) Unless criminal in nature, issues or disputes arising within Clubs are in the first instance to be resolved in accordance with the provisions of the Club Constitution and to the reasonable satisfaction of the members of that Club in a timely and appropriate manner.

(B) All Clubs and their members have a responsibility to participate in the Club's dispute resolution processes subject to the Club's Constitution.

(C) If the matter is unable to be resolved to the satisfaction of all parties a Club may seek the assistance of the Competition Management Committee.

(D) All persons involved in any dispute must act in a genuine attempt to resolve the dispute.

20.2 League Colours

The official colours of the League will be as designated by the League. The design of the League's representative jumpers is the responsibility of the Competition Management Committee.

HFNL CONDITION:

The official colours of the Hume Football League are brown and gold.

20.3 Matters not provided for

The Competition Management Committee may regulate any matters not provided for in these By-Laws in its sole and absolute discretion.

Appendix "A"

PRESCRIBED PENALTY SYSTEM FOR REPORTED PLAYERS

Introduction

The League has adopted the State & Territory Tribunal Guidelines for the purposes of dealing with Reportable Offences. Section 5 of the State & Territory Tribunal Guidelines contains grading templates for various classifications of offences and outlines the prescribed penalties which can be offered to reported Players (where applicable).

The system will not apply to Officials who are reported. Those Reports will be heard by the Tribunal.

Procedure

Umpires shall report and charge Players in the usual manner. The reporting Umpire shall complete the Player Report Form template and forward it to the League by 10.00 am on the Monday immediately following the Match (where reasonably practicable).

Once the Player Report Form and Report Template has been received, the League's Football Operations Co-ordinator will process the report and decide whether:

1. the offence by the Player is suitable for determination under the Prescribed Penalty System; or

2. the Report should be referred to the Tribunal for determination.

If the offence and/or Player is suitable for determination under the Prescribed Penalty System, the prescribed penalty shall be offered to the Player (via the Club) on the Monday following the Match in which the Player was reported.

The Player (either directly or via the Club) shall notify the League of the acceptance or refusal to accept the set penalty by no later than 4.00pm on the Tuesday following the Match in which the Player was reported (or at a later date as reasonably prescribed by the League if the prescribed penalty was provided later than Monday). If accepted, the penalty shall be recorded against the player's record kept by the League. If the prescribed penalty is rejected the Report shall be referred to the Tribunal for hearing at a time to be advised the League.

HFNL CONDITION:

Club/player shall notify the League of the acceptance or refusal to accept the set penalty no later than 5.00pm on the *Monday* following the match in which the player was reported.

Appendix "B"

INCIDENT REFERRAL FORM

TO: [Insert League]
E mail
Fax]

I, the undersigned give notice I wish to refer an incident which may constitute a Reportable Offence under the Laws of the Game or a Breach of the Code of Conduct.

Round: _____ Match: _____ vs_____

Venue: _____Date: _____

Person(s) involved (please state offending person/s): _____

_____

_____

Reportable Offence or Code of Conduct Breach: _____

Type of Reportable Offence/ Infringement (s): _____

Note:

The spirit of a Citing By-law is to provide a means for the investigation of serious incidents which occur behind the play or which go unnoticed by the umpires.

A serious incident for definition is a matter that may draw a base sanction of three or more matches in accordance with the grading table contained in the State & Territory Tribunal Guidelines - NSW/ACT, or as otherwise determined by the Competition Management Committee based on the recommendation of the investigating officer. See over for suggested grading Table.

With all citing submissions at least one witness statement should be included.

Vicinity at Venue: _____

Quarter: _____Time of Incident: _____

Other relevant information: _____

_____

_____

_____

Where a Classifiable Offence, as defined under 5.3 (a) of the State & Territory Tribunal Guidelines NSW/ACT is the reason for the citing use the table below to indicate the level of conduct alleged.

	Impact	Area struck	Tick suggested
Intentional Conduct	High	High/Groin	
		Body	
	Medium	High/Groin	
		Body	N/A
	Low	High/Groin	N/A
		Body	N/A
Careless Conduct	High	High/Groin	
		Body	N/A
	Medium	High/Groin	N/A
		Body	N/A
	Low	High/Groin	N/A
		Body	N/A

Print Name: _____**Club:** _____**(if applicable)**

Signed: _____ **Dated:** _____

Umpire / Umpires Observer / Umpires Coach / Club Official / Other_____

_____**(Please Circle)**

<u>This form is to be completed and lodged, along with the deposit in accordance with the League By-Laws</u>

League use only:

Lodged with League on _____/_____/_____ at _____(time)

Appendix "C"

RECORDING OF IMAGES

(A) This Appendix governs the recording of images, video and/or audio by way of electronic or any other means (recording) of League activities where used by or for the use of or on behalf of Clubs and/or for, by or on behalf of their Officials (recorder). It must be read in conjunction with relevant Codes of Conduct and the Registration Terms and Conditions. Where this Appendix is inconsistent with specific provisions in the Registration Terms and Conditions, such specific provisions of the Registration Terms and Conditions will prevail.

(B) This Appendix sets out the terms and conditions on which such recording can take place, seeking to balance the reasonable expectations of privacy by the participants and the reasonable use of such recordings for legitimate purposes.

(C) In this Appendix, participant means all Players, Club appointed Umpires and Team Officials, and does not include spectators and officially appointed Umpires.

(D) The law surrounding the taking of recordings, particularly of minors, is complex. AFL NSW/ACT takes this issue very seriously and the provisions below are designed to assist Clubs, Officials, Players, families and supporters, as stakeholders, to deal with this complex issue. However, these provisions are not legal advice, and all stakeholders must make their own enquiries. Whilst AFL NSW/ACT will provide information, guidance and assistance on these issues, the responsibility to ensure compliance with all legal (including statutory) provisions lies with individual stakeholders, as appropriate.

(E) When a person enters private land, they consent to any requirements that the property owner may impose on them. This may include restrictions, including prohibitions on the making of a recording of events held on their land. There is nothing, however, to prevent a person from making a recording from outside of the borders of private land, regardless of the property owner's preferences. In the absence of conduct that is offensive or threatening and unlikely to interfere with the public enjoyment of a public place, there is nothing to prevent a person from making a recording of minors in public places.

(F) It is thus not generally illegal to make a recording of minors at sporting events, but a common-sense approach needs to be taken.

(G) Persons making a recording and persons using such recordings must be mindful of the complex issues surrounding privacy.

(H) Unless consent is specifically withdrawn, by reason of the Registration Terms and Conditions, the Player's image in any form or medium is able to be used for general marketing and promotional activities.

(I) These provisions seek to strike a balance between concerns regarding privacy and the reasonable use of such images

(J) Recordings may only be used within the spirit of the game and within the Laws of the Game and consistent with the Code of Conduct.

(K) By agreeing to the Registration Terms and Conditions, the participant irrevocably consents to the use of participant's footage and likeness for competition management and administrative purposes

(L) The recorder may only record Matches and other AFL related activities such as practice Matches, training and drills (**activity** or **activities**) for legal, instructional, Coaching and promotional purposes (**the accepted purposes**) and must not record activities for commercial, indecent, inappropriate or illegal purposes.

(M) Subject to the direction and supervision of the League, and the direction or ruling by the relevant Conduct Committee or Tribunal, such recording may be used for legitimate purposes in Code of Conduct investigations and/or Tribunal hearings.

(N) The recorder must inform the Ground manager (where appointed), the Coach and/or Team manager of the Club and any Club (**other Club**) whose participants are involved in the activity to be recorded, before the recording is commenced. The other Club may not object to the recording being made. The Coaches and/or Team managers must use their best endeavours to inform participants, and the parents and guardians of all participants who are minors, of the recording.

(O) If a copy of the recording is requested by an official of the other Club (the **requestor**), the recorder must provide a copy within 3 working days after being provided by the requestor with suitable media on which to copy the recording. The requestor shall pay the amount identified in Table 1. The League may request a copy of the recording and advise the recorder of the media on which it wishes to receive the recording and such copy shall be provided to the League without charge within 3 working days.

(P) None of the recorder, the requestor or the League shall provide a copy of the recording to any other party except with the written consent of both Clubs.

(Q) None of the recorder, the requestor or the League shall post, stream or otherwise share the recording, including on the internet or social media. The recording may be shared for instructional, Coaching, Tribunal /Code of Conduct purposes but only by the Club, the other Club or the League. Except where used for the accepted purposes, none of the Applicant, the requestor or the League may make any other form of publication of the recording.

(R) The requestor and the League may only use the recording for the purposes outlined in the clause above.

(S) A recording may be used for promotional purposes unless the consent of the parent or guardian of any Players who are minors for the use of such recording has been withdrawn prior to its use (informed consent).

(T) Where informed consent is required, it is the sole responsibility of the party who is required to obtain the informed consent to obtain such informed consent.

(U) The provisions of this document apply to recordings however and by whomever made or obtained.

(V) Table 2 sets out various activities and how they are covered by this Appendix. However, the Table is for guidance only, and if there is any discrepancy between the Table and this Appendix, the provisions of this Appendix prevail.

(W) Breach of the terms of this Appendix, or the spirit of the game or the Code of Conduct is an act of Misconduct under the Laws of the Game, and will be dealt with pursuant to the By-laws accordingly

Table 1

Amount to be paid by the requestor pursuant to Clause (O) - $40

Table 2

Consent of participants not required	Prior consent to use not required but consent may be withdrawn prior to use	Prohibited
Instruction* Coaching* Tribunal/Code of Conduct* ** no post, stream or otherwise sharing of the recording, including on the internet, social media*	Promotional (for example, use in Club newsletter, Club Annual report, Club social media or by the League.	Commercial Illegal Inappropriate Indecent

Appendix “D”

Appendix “E”