



2014 **OPERATING RULES**

These operations rules are designed to allow a club Secretary/General Manager easy access to the procedures for the normal day to day activities and to the responsibilities involved in running of the club; from the League prospective.

These rules do not replace either the Murray League Constitution, or the Handbook issued by the Victorian Country Football League in any way; however is to be read in conjunction with both.

It is also an attempt to ensure that the Rules & Regulations are adhered to and that operations are made as simple and time saving as possible.

FAILURE TO COMPLY WITH THE FOLLOWING RULES AND DUTIES WILL INCUR A FINE OR FINES AS THE CASE MAY BE

Updated February 2014



OPERATING RULES

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CLUB MULWALA - MURRAY FOOTBALL LEAGUE



1. GENERAL

1.1 ANNUAL GENERAL MEETING

The Annual General Meeting of the League is held in December.

All clubs shall hold their Annual General Meetings prior to the league Annual General Meeting.

All items of agenda to this meeting are required to be in the hands of the League General Manager at least twenty eight (28) days prior to the meeting.

Items should include nominations for executive positions and other Committees of the Board, as well as proposed alterations and/or amendments to the Murray Football League Constitution.

Either the President, Senior VP, Junior VP, Secretary/General Manager or Treasurer must be one of the delegates (directors), the other delegate must be a member of the club committee

The agenda for the Annual General Meeting is sent to the clubs by the League General Manager fourteen (14) days prior to the meeting.

Also required at the Annual General Meeting is a list of club officials, namely President, Secretary and three (3) Directors of the League, together with their addresses, phone, facsimile numbers, and, if applicable, an email address.

This information is essential for the production of League Directories.

The annual MFL affiliation fee is also due at or before this meeting.

1.2 ORDINARY MEETINGS

Board Meetings of the League may be held during the months February to September. Meetings may be held at Club Mulwala with the scheduled commencement time being 7.30pm.

Meetings may be held in other months or at other times, depending on necessity.

The General Manager shall provide information to nominated club representatives an agenda for the ordinary meetings. This may be done electronically.



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1.3 MATCH OFFICIALS

It is compulsory for all clubs to supply the following on match day.

Interchange steward (Home Club to supply folder, red/ yellow cards, pen, stop-watch or watch)	Away club
Scoreboard attendant	Home club for each grade
Time keeper	Both clubs for each grade
Goal umpire	Both clubs reserves U/17 and U/14
Boundary umpire	Both clubs reserves U/17 and U/14
Central umpire	Both clubs U/14

If for unexpected reasons an umpire from the Goulburn Valley Umpires Association or recognised umpires association is unavailable then each club shall provide one official each to officiate as central umpires.

All Club Umpires are able to report players in the course of matches and should be made fully aware of the relevant rules prior to officiating at a match.

Refer 1	2008 VCFL Handbook – Laws of the Game. Yellow pages. Law 19.1-19.4
(Club umpires have a responsibility to report any reportable incident)	

Note from year to year the VCFL law numbers may change however the intent is the same.

1.4 ADMISSION AND PROGRAM PRICES

Admission and program prices for home and away games will be determined by the Board at its first meeting of the calendar year.

Admission and program prices for finals will be established by the executive committee prior to the finals series.

1.5 PLAYERS AS UMPIRES

The league will allow club players to both play and officiate as a registered GVFUA umpired on match day.

Such umpires will have the power to report and send off.

1.6 EXCEPTIONAL CIRCUMSTANCES

Exceptional circumstances may be applied in the case of an official or player, or a serious injury to a player or official on the playing arena that results in the player or official not being able to be moved.

In such an event, when the game has not gone past half time, the clubs shall share the points awarded, ie. two points each.

If the event occurs after half time, the game shall be awarded to the Club (ie four points) who is in front at that time. If scores are level of this time, the game shall be tied.

Subsequent games to proceed or a forfeit will apply.



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1.7 UNIFORMS

Colours	Jumpers	Shorts
Barooga	Maroon ,Gold Hawk	Maroon
Cobram	Black/Yellow Vert. stripes	Black
Congupna	Red with white V,	White
Deniliquin	Royal Blue/Gold stripe,	Royal
Echuca United	Royal/Gold	Royal
Finley	Navy Blue/White stripe.	Navy
Moama	Black/white stripe vert.	White
Mulwala	Red, Blue Yellow lion,	Royal
Nathalia	Purple & Gold	Gold
Numurkah	Navy White NFC.	Navy
Rumbalara	Royal, Blue Red & Black.	Royal
Tocumwal	Red & White vert. stripes.	Red
Tongala	Sky Blue and Navy Guernsey	Navy (White Shorts v Finley, Numurkah)

In the event of jumper clashes the clubs may agree to wear an alternative jumper and / or shorts.

1.7.1 Design

New Clubs shall be required to submit complete details of the proposed colour and design of its uniform to the Murray Football League (MFL) Executive for approval. Once approved, such Club shall have exclusive rights to its uniform design.

Existing Clubs must submit details of any proposed variation of their uniform design for approval by the MFL Executive before use.

1.7.2 Sponsor's logos on Guernsey's & shorts:

1.7.2.1

The size of the sponsors' logos on Guernsey is not to exceed 25cm(W) x 12.5cm(H) or such other size directed by the MFL. The size of the sponsor's logo on players' shorts is not to exceed 10cm x 10cm or of such other size directed by the MFL Executive.

1.7.2.2

Sponsor's logos may be positioned on the front chest area of the Guernsey and on the back of the Guernsey above and/or below the number or in such other position approved by the MFL Executive. Sponsor's logos may be positioned on the front left and/or right leg area of the shorts or such other position directed by the MFL Executive.

1.7.2.3

Clubs are not permitted to conclude negotiations with a sponsor whose name or product would be detrimental to the image or interest of the MFL.

1.7.2.4 AFL Victoria Country logo on Guernsey:

i) All Guernsey must have the approved AFL Victoria Country logo on the Guernsey as directed by the AFL Victoria Country.



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1.7 JUMPERS AND SHORTS CONTD....

1.7.2.4 AFL Victoria Country logo on Guernsey Contd...

ii) All Guernsey must be purchased through an approved AFL Victoria Country supplier.

1.7.2.5 Lace-up Guernsey:

Lace-up Guernsey are not permitted to be worn in MFL matches.

1.7.2.6 Size of numbers:

The numbers on the back of Guernsey must be not less than 27.9 centimetres in size.

1.7.2.7 Shorts

i) Only shorts as approved by the AFL Victoria Country with the appropriate AFL Victoria Country insert may be worn and must be purchased through an approved AFL Victoria Country supplier.

ii) Shorts must be in the colours of the Club and must have the correct coloured inserts.

1.7.2.8 Under-shorts:

Any protective gear or under-shorts worn must be skin toned or the colour of the Club shorts on the day.

1.7.2.9 Socks:

Only AFL Victoria Country approved socks may be used in MFL matches. Sockettes or shortened socks must not be used.

1.8 INTERLEAGUE

1.8 (a) INTERLEAGUE COACH

The executive shall, if required appoint an Interleague coach and selectors for any interleague games. The Clubs shall be notified as soon as the appointment is made. The Executive shall be empowered to negotiate an honorarium for this position.

1.8 (b) INTERLEAGUE PARTICIPATION

Interleague participation by players of the Murray League is considered a vital part of promoting the Murray League. As such the Board believes that players should make themselves available for selection. The following procedures will take place for the selection of the interleague squad:

- Each club will nominate a minimum of three senior players for the training squad
- The interleague coach has the power to add players to this squad
- The club shall be responsible to ensure that the players attend interleague training.

If a senior player of a club, has been selected to represent the Murray Football League in its interleague game(s) and does not participate the following will apply:

- player will be asked to attend meeting of the executive to be afforded the opportunity to explain why he did not participate
- the explanation will be considered by the executive and if it is considered unsatisfactory the following penalties shall apply:
 - player will be deregistered for two home and away games; and
 - the club maybe fined to a maximum of \$500



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1.9 JUNIOR DEVELOPMENT OFFICER

The executive shall, if required appoint a Junior Development Officer and Assistant Junior Development Officers. The Clubs shall be notified as soon as the appointment is made. The Executive shall be empowered to negotiate an honorarium for this position.

1.10 AREA AGREEMENTS

The executive will be panelled to enter into area agreements with the following leagues.

Hume Football League.

Kyabram and District Football League.

Picola and District Football League.

Goulburn Campaspe Junior Football League.

Shepparton District Junior Football League.

Cobram Junior Football League. (one way permits –from MFL)

Yarrawonga District Little League " " "

Albury Wodonga Junior Football League " " "

U14 can only have a permit within their parent clubs (i.e. Echuca United, Moama and Tongala).

1.11 CONTAGIOUS DISEASE

Players who have a contagious disease, must produce a doctors certificate, which is to be delivered to the league secretary on the Friday prior to the game to state the player had a contagious disease and is now clear of infection and no longer contagious.

1.12 LOSS OF POINTS

Any Club playing a player contrary to these Rules and/or the Rules of the Victorian Country Football League shall, in addition to other penalties imposed by the Board, be deemed to have lost the match subject to protest and the match shall be recorded as a win to the opposing Club.

1.13 RACIAL AND RELIGIOUS TOLERANCE POLICY

Unless otherwise amended by the Club and adopted by resolution of the Club, all Clubs shall abide by the following policy:

The Club is committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.

Refer to Appendix 9 Racial & Religious Tolerance Policy as per the VCFL 2008 handbook Rule 9.

Policy is also on the MFL website under AFL Vic & VCFL Policies and forms.



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1.14 M.F.L. RISING STAR

The Murray Football League will award a "M.F.L. Rising Star" award for the Best under 18 player in the MFL competition.

"To be eligible, the player must not previously have won this award". A Club will provide the General Manager with nominations prior to the end of the season when called for by the General Manager.

A Club may have an U18 who is still eligible for U17 who the Club rate as the Clubs best player and as such may be nominated.

A Club can nominate more than one player.

The Club will be required to, in its nomination, write two or three paragraphs outlining the reasons you have nominated the player. Include qualities of player, positions played, attitude, leadership qualities, work ethic on training track, social behaviour and any comments the Club believes relevant that make him a player of the future.

1.15 MATCHES

1. The season shall commence and terminate on dates determined by the Board.
2. No member Club shall, during the season, participate in a match not scheduled in the draw without the permission of the Board.
3. Prior to the end of each season a draft draw will be prepared and provided to each club for comment.

The league will endeavour to accommodate all requests for clubs for preferential games within the draw. This however will not always be possible.

The draw should be approved by no later than the last delegates meeting of the year to allow play for the upcoming season.

4. Home and Away Matches:
 - (a) In all matches four points shall be awarded to the winning team and two points for a draw.
 - (b) Placing in the Final six shall be decided on these points.
 - (c) Where match points are equal the Club with the highest percentage of scores for and against shall be placed ahead of the others.



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2. PUBLICITY

2.1 PUBLICITY OFFICER

The League has a Publicity Officer who is there for the benefit of individual clubs as well as the Murray League. The name and contact details of the publicity officer shall be provided to each club.

Tracey Mark Email tracey3638@bigpond.com

Information is required from clubs for inclusion in the "Weekender" each week as well as other media outlets. Notes need to be kept to one page.

The publicity officer requires from clubs information relating to the previous game as well as upcoming events, significant milestones for the club, club officials or players as well as digital photos to enable the league to provide publicity to papers circulating in the league district.

Each club shall provide a contact for the publicity officer.

Please support this medium and also be aware of your club and the League web sites to advertise your social activities and any other relevant club matters.

2.2 MEDIA

There is no better way of attracting people through the gate, and to a lesser extent, players to your club, than by positive use of the media.

Media outlets are constantly looking for information about clubs' pre-season activities, often through the League General Manager or the Publicity Officer of the League, whether in the area of coaching appointments, player recruiting, administrative appointments or other activities.

It is important that clubs respond to this in a constant, positive and co-operative manner to ensure a high profile in the district which will be beneficial both in securing sponsorships as well as increasing numbers through the gates.

2.3 FOOTBALL RECORD "WEEKENDER"

Player names and their jumper numbers must be submitted (in numerical order) to **Nathalia Printers** prior to the commencement of the season for inclusion in the "Weekender".

For the initial list, it must be submitted by the Monday prior to the first game.

Senior and Reserve Grades should be on one list, with Thirds and Fourths each on a separate list.

For the benefit of supporters and umpires (who have been known to refer to the "Weekender" rather than the Team Sheets), it is essential that these team lists are maintained correctly throughout the season, with changes to Nathalia Printers by 10.00am Tuesdays.

NATHALIA PRINTERS
Phone: 5866 3060
Fax: 5866 3055
Email: natprint@bigpond.net.au

SHEPPARTON NEWS
Phone: 5831 2312
Fax: 5831 2059
Email: sport@mcmmedia.com.au
BEFORE 9.00PM THURSDAY

2.3.1 CLUB NOTES

Club Notes MUST be submitted for the "Weekender" each week except when a team has a bye.

➤ **These need to be with Nathalia Printers by 10.00am EACH TUESDAY**



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3. CLEARANCES/REREGISTRATIONS/NEW REGISTRATIONS

3.1 CLEARANCES

3.1.1 NORMAL CLEARANCES

Normal clearances open on February 1st each year. The only permits that can be dealt with prior to that date are those for interstate summer competitions (e.g. Darwin).

Clearances close each year on June 30th. It is important that the VCFL RULES, REGULATIONS AND PROCEDURES FOR APPEALS AND CLEARANCES are understood. Please refer to and read the VCFL Handbook (white pages).

It is essential that all sections of clearance application forms be PRINTED CLEARLY AND LEGIBLY, ensuring all the following sections are completed:

NAME

DATE OF BIRTH

PLAYING HISTORY

CORPORATE LISTING AUTHORISATION

IT IS THE RESPONSIBILITY OF THE CLUB TO ENSURE PLAYERS SIGNING REGISTRATION OR CLEARANCE DOCUMENTS DRAW ATTENTION TO THE "CONDITIONS OF REGISTRATION" ON THE BACK OF THE FORMS.

This could save embarrassment at a later date.

Please be aware and make all club officials aware, that clearance and registration forms are now "LEGAL DOCUMENTS" and persons signing or counter signing can be held responsible for any misinformation contained on these papers.

Clearances will close in accordance with the VCFL Regulations at 6.00pm on the day preceding the match. Clearances must be entered electronically NO clearances will be accepted verbally.

3.1.2 TIME LIMIT (VCFL Handbook (white pages))

Details of all MFL clearance details are accessible through the Murray League website www.mfl.vcfl.com.au and on club websites accessible through the MFL site.

Six clear working days from when a clearance is forwarded by a League to the League from which the player is seeking a clearance, A TIME LIMIT WILL BE AUTOMATICALLY INVOKED and the player will be registered to his new club.

The **only reasons to reject a clearance** are the player is under Contract, owes the club over \$100.00 or club property i.e. a jumper.

3.1.3 INTERSTATE CLEARANCES

The Regulations for interstate clearances (including the Hume League), as well as permits for the AFL and VFL vary, and also use different documents to the normal VCFL forms. Time frame may differ as it may be more than 6 days.

Please refer to the appropriate Rules in the VCFL Handbook to ensure the eligibility of players.



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3.1.4 VCFL PERMIT PLAYER PROCEDURE

To assist clubs the following procedure should be followed by the club to obtain a VFL permit player.

1. The player must ask his VFL club for permission to play for his home club in the VCFL.
2. The VFL club then notifies the VFL that permission has been granted to the player.
3. The VFL email a list of players on permit for the weekend to all relevant leagues.
4. The league then emails the list to the club/clubs who have a player named on the list.

It is the clubs' responsibility to ensure a permit is in place to allow a player to represent a club. Do not allow a player without a permit to take the field.

If you have not received notification that a player has a permit, you can organise a Late Release Form by contacting the VFL club involved who should either email or fax it to you. A copy of the late notification form is shown in Appendix 2 and available in Permits on the MFL website.

3.1.5 A NEW PERMIT – PLAYING WITH THE OPPOSING TEAM

Applicable to Reserves, Under 17 and Under 14's (See Appendix 6). The Student Living Away from Home Permit, Drought Permit and VFL Late Inter-change can be found on the MFL website.

3.2 RE-REGISTRATIONS/REGISTRATIONS

Under the VCFL "Player Registration" requirements, a player must be registered through the -VCFL IT system prior to taking the ground in a League competition match. This also includes any match day officials including coach, team manager, trainers and club umpires, other team volunteers being:

Interchange steward, Water boys, Team runner, Scoreboard attendant and timekeeper

may be hand written on the team sheet (write on original and then make copies) before distributing.

Player renewals, Registration and clearance forms are now held by the club and must be kept for 7 years. It is best if player clearances and new registrations are forwarded **immediately they are entered to: Fax 5744 0313**

PLEASE SORT INTO ALPHABETICAL ORDER

Please fax forms for players who sign up on day of match to MFL office immediately.

Clubs to ensure that all club officials, players and parents of junior players, are fully aware that they are signing a "LEGAL DOCUMENT" and as such, may be held responsible for any misinformation contained in the Registration document.

It should be noted that details on all registration forms MUST: BE PRINTED IN A CLEAR, LEGIBLE MANNER; INCLUDE PLAYERS' DATE OF BIRTH.

HAVE THE SIGNATURE OF THE PLAYER, THE CLUB SECRETARY, AND IF THE PLAYER IS UNDER EIGHTEEN (18) YEARS OF AGE AT THE TIME OF REGISTRATION, THE SIGNATURE OF A PARENT OR LEGAL GUARDIAN.

AGAIN, PLAYERS' ATTENTION SHOULD BE BROUGHT TO THE "CONDITIONS OF REGISTRATION" ON THE BACK OF THE FORM.



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3.2.1 Misconduct

(a) The omission of any necessary information or the supply of any incorrect information on any registration form or clearance application may result in the player being referred to the Tribunal for action.

(b) Any Club official or Club that is party to any premeditation to deceive shall be dealt with by the MFL Executive as the Executive deems fit.



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4. MATCH DAY

4.1 PACKAGED ALCOHOL

Signs must be erected at all entrance gates to notify patrons that “packaged alcohol” is not permitted. This is done in the interest of patrons, players, umpires and clubs in general. It is the responsibility of the clubs to ensure this is policed.

At home and away games and during the finals series the serving of alcohol shall not commence prior to 12.00pm.

4.2 SCOREBOARD

There is nothing more annoying than to arrive at a ground and have a match in progress with the scoreboard not manned.

It is required that a scoreboard attendant from the home club be on duty for all grades and that there preferably be room so that results from all grades may be shown on the board during the day.

It is also a requirement that an area be set aside on the scoreboard to show the winner’s number of the club raffle, which must be displayed by three quarter time of the senior match.

4.3 MATCH TIMES (see appendix 8 re Start & Finish times).

If there is an alteration to match times/days, the General Manager must be advised in writing. It is the responsibility of the HOME CLUB SECRETARY to notify the Goulburn Valley Umpires Association of alteration to match times/days for all matches other than the U/14 (as club umpires will officiate at these grades).

Match starting times are:

U/14’s	At or before 9.15 am
U/17’s	At or before 10.45 am
Reserves	At or before 12.20pm
Seniors	At or before 2.10pm

Seniors must start on time. Reserves grade match to be shortened to allow this to occur.

4.4 PLAYING TIMES (SEE Appendix 8 for Start & Finish times)

Under 14

1. Both teams shall be on the ground ready to start play at 9:15am or at a time agreed upon by both clubs and with the General Manager’s approval.
2. In all matches that shall be **four 16 minute quarters** with no time on added, except where a stretcher is required for an injured player.
3. The time allowed between the first and second quarters shall be not more than three minutes.
4. At half time the players must be ready to re-commence play after an interval of not more than 5 minutes.
5. The time allowed between the third and fourth quarters shall not be more than 5 minutes.



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4.4 PLAYING TIMES (Continued) (SEE Appendix 8 for Start & Finish times)

Under 17

1. Both teams to be on the ground by 10:40am and ready to start by 10:45am. Clubs not on the ground by 10:40am shall be fined, and if not ready to start by 11:00am shall forfeit the match if claim made by a registered official of the opposing club.
2. All matches shall be **four 17 minute quarters** with no time-on added, except where a stretcher is required for an injured player.
3. The time allowed between the 1st and 2nd quarters shall not be more than 3 minutes.
4. At half time the players must be ready to re-commence play after an interval of not more than 5 minutes.
5. The time allowed between the 3rd and 4th quarters shall not be more than 5 minutes.

Reserves

1. Both teams must be on the ground by 12:15pm and ready to start by 12:20pm. Clubs not on the ground by 12:15pm shall be fined and if not ready to start by 12:35pm must forfeit the match if a claim is made by a registered official of the opposing club.
2. All matches shall be **four 18 minute quarters with time-on added** to each quarter. The Timekeepers must, in an emergency, reduce such time to allow the seniors match to commence at the correct time.
3. The time allowed between the 1st and 2nd quarter shall be no more than 3 minutes.
4. At halftime the players must be ready to re-commence play after an interval of not more than 5 minutes.
5. The time allowed between the 3rd and 4th quarters shall not be more than 5 minutes.

Seniors

1. Both teams must be on the ground by 2:05pm and ready to start by 2:10pm. Clubs not on the ground by 2:05pm shall be fined, and if not ready to start by 2:25pm shall forfeit the match if claim is made by a registered official of the opposing club.
2. All matches shall be four **20 minute quarters with time-on added** to each quarter. Time between 1st and 2nd quarters shall be no more than 3 minutes.
3. At halftime the players must be ready to re-commence play after an interval of not more than 20 minutes.
4. Time between 3rd and 4th quarters, no longer than 5 minutes.

4.5 MATCH RESPONSIBILITIES

Please ensure that copies of the instructions for officials are passed to the appropriate people so that everyone is aware of the duties, requirements and Regulations.

4.6 MATCH CLOTHING REQUIREMENTS

Goal umpires must wear a white coat.

Each Team Official and Team Runner shall wear a uniform for all MFL matches as determined by the MFL Executive.

Runner

Compulsory for Runners to wear Fluro Yellow Polo Shirt/Jacket with Club name on back along with Fluro Yellow shorts/Green pants

When two runners are in use a number must be on the back of shirts for identification purposes

Water Carriers

Green Shirt with Black and Gold V with Club Name and a number on the back, Green Pants or White/Club Shorts.

Trainer

White Polo Shirt with Club Name and a number on the back, Green Pants or White/Club Shorts.



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4.6.1 NUMBER OF TRAINERS/WATER CARRIERS

As with rule 17.0 VCFL Handbook no team shall be permitted to have more than the combined total of 6 trainers and water carriers, except where the VCFL Heat/Cold policy is invoked.

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

4.6.2 RUNNERS

Seniors Only – Two (2) Runners system can be used in all Home and Away fixtures. If used the runners must go through the interchange and there is to be only one runner on the playing surface at a time. Runners must be identifiable as listed in Operating Rule 4.6

If a breach is encountered by way of entering the playing surface illegally the runner shall not be able to enter the playing surface for 15 minutes of continuous playing time.

A second breach by the same runner during the same match the runner will not be allowed on to the playing surface for the duration of the game and the club be fined.

The runner who is still eligible to enter the playing surface must still enter via the interchange gates.

4.7 FINALS CLOTHING REQUIREMENT

In finals, all club officials must wear required clothing.

4.8 MATCH STATIONERY

All stationery for the season is distributed to club secretaries/general managers at a meeting prior to the commencement of the season.

To save work on match day, it is advantageous to complete as many details as possible on all stationery early in the season, thereby allowing more time on match day to complete other more important duties.

This method also identifies if any stationery has been short supplied.

Match stationery, for the most part, is designated by grade/colour, i.e.

SENIORS	WHITE
RESERVES	PINK
U17	BLUE
U14	YELLOW

Match stationery must be completed accurately and correctly. Prior to a match, the signed match day checklist, team sheets, best and fairest voting slips, match envelopes, and score cards should be handed into the Umpires' Room. (Will be provided).



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4.9 MATCH DAY CHECKLIST

Prior to the commencement of any match, the persons responsible from each club must sign off the ground and surround checklist as provided by JLT together with the AFL. If either club official is not willing to sign, the match **MUST NOT PROCEED**. It is vital that such inspection take place due to the insurance requirements.

It is essential that, together with the checklist, a detailed written explanation of the reason/s for not signing off on the checklist be faxed immediately to the League General Manager, with the original copy to be forwarded in the match envelope. This explanation may be written by one or both club officials, but again, must be signed by both clubs.

If one of the club officials will not sign the checklist the home club should immediately contact the General Manager who shall arrange for an independent inspection of the ground. The General Manager or his representative may, after inspection, order works to be carried out to make the ground and surrounds safe, or determine that the complaint is not warranted.

If the dispute is settled and/or the issue associated with the safety of the ground and/or surrounds is satisfactorily repaired, to both clubs satisfaction, the check list shall be signed.

The next scheduled game (as detailed in starting times) shall then go ahead. It maybe necessary to cancel one or more of the games.

In such an event, where both officials have not signed the checklist and a game is not played, the points shall be shared ie. two points each.

In an event where one official will not sign the checklist, and a game is not played, and the General Manager or his representative, believes the complaint is not warranted, the points shall be awarded to the club who were prepared to play.

4.10 TEAM SHEETS

These are probably the most important documents that have to be completed on a match day by a Club Secretary or a Team Manager.

They are the only record of players and other officials on match day.

From the team sheet, the recording of the Best & Fairest voting, Umpire's Reports and player game and match statistics is certified, therefore it is essential that details recorded are complete.

A completed team sheet printed off the IT System shall be handed to the umpires prior to the commencement of a match, a copy to the opposing team and a copy to the interchange steward.

It is a requirement that the copy handed to the interchange steward has the players commencing on the interchange bench shown on the team sheet. The Club Secretary or Team Manager **MUST** have signed all copies.

Once the team sheets have been lodged with the umpires, **NO CHANGES** are permitted to be made without the consent of the umpires and the opposing club Team Manager or Club Secretary.

It is the sole duty of the Inter Change Steward to record jumper changes caused by the Blood Rule etc., the field umpires should also be notified.

4.10.1 Non Completion of Team Sheets

In the event that a team sheet is completed with incorrect numbers, no numbers, no names a penalty may be applied.

No 'Best and Fairest' votes will be awarded to a player whose name and number does not appear on the team sheet.



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4.11 MATCH RESULTS (on computer)

Ensure that these are completed as required. This is most important as the detail put onto the system is what ends up in the media. Remember to enter goals kicked per quarter, NOT the progressive score.

There is a very tight schedule to meet all media requirements each match day, particularly with TV scoreboard and the national press.

It is therefore requested that result sheets (on the IT system) for **ALL grades to be entered at the completion of each grade**, except the seniors who need goals scored per quarter entered onto the IT system so that the General Manager can then ring the media. **Seniors' final scores to be entered before 5.15pm PLEASE.**

At the completion of the home round, all stationery should be checked and placed in the appropriate large envelope, using the check list on the face of the envelope to ensure all required documents are enclosed.

The envelope should then be posted to the League General Manager unless other arrangements have been made.

4.12 MEDIA

There are several requirements of the home club on match days. Seniors quarter by quarter scores (goals scored per quarter not running total) entered onto the IT system so the General Manager can ring them through to the media at the various quarter time breaks.

Again a reminder of the benefits to be gained from co-operation with the media outlets and the strict time frames they enforce, so please endeavour to meet the media reporting schedules of both the General Manager and the media outlets.

4.13 UMPIRES

Each Club must supply a central umpire should the GFVUA be unable to supply umpires for any home and away match played during the season.

Clubs may contact the opposing club who may provide an additional umpire.

4.13.1 UMPIRE ESCORTS

For each match, the Home Club and Away Club must appoint a suitable person to ensure the safety of umpires. The Umpires Escort is to escort the umpires:

- From their change rooms to the centre of the field before the start of the match
- 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 conclusion of the match.

In addition, the umpires escort is to stand with the umpires during the quarter and three-quarter time intervals.



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4.14 UMPIRES REPORTS

It is also a club responsibility to attend the umpires' room at the conclusion of the match and ascertain if there any reports. If a report has been made it MUST be detailed on the bottom of the MATCH RESULT on the IT in Match Report (refer to 5.2).

4.15 FACILITIES

4.15.1 Interchange stewards are to be provided with a box adjacent to the interchange area on the ground for their sole use.

4.15.2 A stretcher must be provided and placed at the interchange box for use by both teams.

4.15.3 Interchange clipboard must contain the red/yellow board for the interchange steward to return the umpire's signals when there is a "send off" and a stopwatch or watch.

Umpires are constantly critical of grounds with incomplete or faded/overgrown ground markings.

Grounds are required to be marked as per the NATIONAL AUSTRALIAN FOOTBALL COUNCIL – LAWS OF THE GAME (found in the Yellow Pages of the VCFL Handbook).

4.16 FORFEIT

Any club not notifying the General Manager of its intention to forfeit a match before 6pm the day before the match shall be liable to meet expenses incurred for such a match.

Such expenses are to be determined at the jurisdiction of the MFL Executive.

All Clubs must field a Senior grade team in the competition unless otherwise arranged with the MFL Executive. Should a Club play in a Reserve grade fixture and subsequently forfeit their Senior grade fixture in the same round, the Club will not be awarded any match points for the Reserve grade fixture and shall be liable to such other penalty as the MFL Executive may determine.

Teams receiving a forfeit may submit a team sheet for the purpose of player eligibility for finals

4.17 ELECTRONIC COMMUNICATION

No form of electronic communication (such as walkie-talkie or mobile telephone) will be used on the field during the progress of a match, excepting in the area between the arena fence and the boundary line.



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5. INDEPENDENT TRIBUNAL

5.1 TRIBUNAL GENERAL

TRIBUNAL WILL BE HELD WHERE POSSIBLE ON WEDNESDAY NIGHTS at a venue to be determined by the General Manager.

The General Manager/Secretary has no discretionary powers for a reported player or official to take the set penalty if he/she has been reported in the current or preceding season. The player or official must go to tribunal.

Whether a player or official has been reported, or is named in the report of a player or official from an opposing club, that person **MUST** attend any Tribunal Hearing when requested to do so unless approval is provided by the General Manager.

A witness (offended player) may give evidence by phone, if, they have work commitments (written confirmation from his employer is required) or reside out of the Goulburn Murray Region (proof may be required), the phone must be a landline and time made available to the tribunal. The witness must also supply a detailed letter regarding the alleged incident. An advocate from the witnesses club must still attend the tribunal.

A U17 and U14 player may take a parent or guardian to be present at the tribunal.

Failure to comply can result in a fine of **\$550** and/or suspension by the Executive Committee. (See also Tribunal Non-Attendance)

In all cases, it is the responsibility of the club to provide an advocate to attend with that person.

Clubs should consider the position of advocate very seriously. It is common knowledge that the skill of the advocate for charged players has an important bearing on not only the verdict brought down by the Tribunal, but also the severity of the sentence imposed.

Too many clubs fail to ensure the best advocacy for their players and then blame everyone but themselves when an unfavourable verdict and sentence is brought down.

The VCFL Constitution has a section titled VICTORIAN COUNTRY FOOTBALL LEAGUE TRIBUNAL AND APPEALS BOARD - GUIDELINES FOR TRIBUNAL AND APPEAL BOARD MEMBERS.

It is imperative that those acting as advocates read and become familiar with this section of the Handbook as it is the procedure that the Tribunal will always follow when hearing cases.



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5.1.1 TRIBUNAL – NON ATTENDANCE

If a tribunal hearing has been properly convened in accordance with the VCFL rules and these operating rules, failure by a player who has been reported or required to attend the tribunal by the league or the investigations officer, without an acceptable reason, shall be deemed to be a serious offence.

Such player shall be deemed to be deregistered/ineligible until he appears before the tribunal.

Tribunal non-attendance of a charged player and/or witness will incur a \$550 fine

Club MUST ring if player/witness is unavailable by midday on the day of the tribunal.

The Club has the Right of Appeal to the Executive Committee if extenuating circumstances apply.

The Murray Football League has produced a "running sheet" for on-field offences which details the procedural format the Tribunal follows. This is attached in Appendix 4.

Remember, if your club is going to rely on video evidence, the film MUST be authenticated by the person recording the film. The club must also provide the video or DVD player to enable the evidence to be provided.

The club of a player found guilty at tribunal, will be charged the costs incurred by the League to cover the tribunal travel.

- (i) A suspended player MUST serve the suspension in the grade in which the offence occurred and shall not be permitted to play with any team during the suspension. (VCFL Handbook green pages)
- (ii) A suspended player may go onto the playing area during breaks, but must be behind the fence during the game.
- (iii) If a player is found guilty at tribunal an invoice for \$100 + GST shall be sent to the players club to help cover the Umpires travelling costs which is billed by the GVFUA to the M.F.L.



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5.1.2 REPORT PROCEDURE

Report Pads MUST be put into rooms before the start of the Under 14's

The Report Form **must** be signed by both players involved in the alleged incident

At the conclusion of each game a representative from both clubs must go to the Umpires room after the Goal Umpires have left the ground and entered the umpire's room, for the all clear. At that time the Umpire is to then notify club officials if a report has been made. Officials to request the umpires to press firmly when they write the report as the last two copies are often very difficult to read.

Clubs need to supply fine point pens to help overcome this issue.

The club officials are to go back at the time organised with the umpire (10-15 mins) and collect the report forms then take to their player and get his signature which is his acknowledgment of the report, official then to sign on behalf of their respective club and take back to umpire.

The reported player has until midday the next working day to decide if he wishes to take the set penalty or go to tribunal.

Should there be a misunderstanding, the Umpire is to write a note on the Report Form stating that he had to leave and no-one came to the rooms, the club officials and player MUST sign the other copies.

The Home Club must immediately fax 5744 0313 a fully signed copy to the MFL office. *(after each grade/game)*

The report should also be added to the IT system in

Results Entry Match Report as detailed in the MFL 2007 Operating Manual :

#5.1 (b) Please include the player, jumper number, club, name and detail the charge eg:

No 26 J. Brown Denilquin for striking No 32 R. Smith Tocumwal

Failure to comply with all the above, will result in a fine actioned immediately. No warning in these circumstances.

The player/club MUST NOTIFY the League General Manager IN WRITING, delivered to, emailed or faxed to 5744 0313 no later than 12 noon on the first working day following the match, notice that the set penalty is NOT ACCEPTED.

Failure to comply will result in a set penalty being imposed.



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5.1.3 PUBLIC COMMENT BY PLAYERS AND OFFICIALS

- i) Club officials and players must not publicly comment on the contents of a written report or a charge prior to the determination by the MFL Tribunal. A breach of this Operating Rule will result in a fine as determined by the MFL Executive to a maximum of \$1000 + GST.
- ii) Club officials and player must not publicly comment on the MFL Tribunal make public comments bringing the MFL into disrepute. A breach of this Operating Rule will result in a fine as determined by the MFL Executive to a maximum of \$1000 + GST.
- iii) If a Club makes an allegations or complaint against an umpire the MFL may take such action in its absolute discretion as it may consider appropriate.
- iv) An official of a Club who uses abusive, threatening or insulting language to an umpire on the day of a match or otherwise misconducts himself will be liable to a fine as determined by the MFL Executive to a maximum of \$1000 + GST.

For the purposes of this rule *Public Comment* includes comments expressed on Social Media ie Facebook, Twitter etc

5.2 INVESTIGATIONS OFFICER

The General Manager, on receipt of advice of a request for an investigation and all required paperwork and appropriate fee, appoint any approved VCFL investigations to undertake the investigations. The Tribunal Chairman and clubs involved in the investigations will be advised as soon as practicable of the appointment.

5.2.1 Costs of Investigation

If the league requests an investigation to be undertaken the following shall apply to costs:

- (i) if found guilty – club of investigated player **or official** pays costs or equal portion of costs if more then one club is involved.
- (ii) If not guilty – the league bears the costs involved.

If a club requests an investigation to be undertaken a deposit of \$500 must be lodged with the request. The following shall apply to costs:

- (i) If found to have no case to answer the initiating club bears all costs.
- (ii) If found to have a case to answer and:
 - (i) found guilty – player **or officials** club bears all costs.
 - (ii) if found not guilty – the instigating club loses its fee lodged at request for investigation.



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6. UNDER 17 AND UNDER 14

6.1 Under 14 SPECIAL RULES

The Murray League has developed a series of special rules for its U14 players. These have been developed to assist with player skill development.

- Players must dispose of the ball after taking ONE bounce
- A 25 metre penalty is to be used replacing the 50 metre rule
- A player sent off with a YELLOW Card shall remain off the field for a period of 8 Minutes playing time
- A No. 4 football is to be used
- Delegates meeting 27/2/06: It was agreed and passed unanimously that permits are only allowed within mother/parent club.
- Clubs are expected to share players to even up sides.
- Match permits are only allowed within mother/parent club (see rules 1.10)
- If reported for any offence an Under 14 player **cannot** take a Set Penalty And the matter will be referred to the tribunal by the Murray Football League
- If an Under 14s player is sent off the ground (yellow Card) twice throughout the home & away or final series the club will receive a letter. The third time the player is sent from the ground he will be required to face the tribunal & answer a charge referred to the tribunal by the Murray Football League. The prior send offs incidents are to be taken into consideration only when determining any penalty.

6.1.1 UNDER 14: MAXIMUM WINNING MARGIN RULE

The Maximum winning margin rule has been implemented for the MFL under 14 competition
Under14 – All Clubs

1. The Maximum winning margin rule is implemented **immediately** the winning team reaches/exceeds **60 points** in front.
2. The scores at this point will be submitted to the league as the **FINAL SCORE**, no further scores will be added to the official scoreboard.
Back of scorecard is to be divided and used once the 60 point margin has been reached.
1. Leading Goal Kickers and Best & Fairest votes will **continue over the entire match**
2. Coaches to even out teams by mutual agreement for the remainder of the game if considered appropriate by both coaches to implement
3. It is not **mandatory** for an exchange of players. If coaches are happy to play the game with their own squads that is acceptable. **The maximum winning margin still applies.**

Note any exchange of players should be planned prior to the match if considered likely to be utilized & implemented.

Once teams have been organised the remaining time is to be:
divided equally for 2 halves of football, allowing for a 2 minute changeover.

Under 14 Games MUST still finish by 10:35am

6.2 Under 17 SPECIAL RULES

- If an Under 17 s player is sent off the ground (yellow Card) twice throughout the home & away or final series the club will receive a letter. The third time the player is sent from the ground he will be required to face the tribunal & answer a charge referred to the tribunal by the Murray Football League. The prior send offs incidents are to be taken into consideration only when determining any penalty.



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6.2.1 UNDER 17: MAXIMUM WINNING MARGIN RULE

The Maximum winning margin rule has been implemented for the MFL under 17 competition **Under17 – At a clubs request consideration will be given to introduce a maximum winning margin.**

1. The Maximum winning margin rule is implemented **immediately** the winning team reaches/exceeds **60 points** in front.
2. The scores at this point will be submitted to the league as the **FINAL SCORE**, no further scores will be added to the official scoreboard. Back of scorecard is to be divided and used once the 60 point margin has been reached.
3. Leading Goal Kickers and Best & Fairest votes will **continue over the entire match**
4. Coaches to even out teams by mutual agreement for the remainder of the game if considered appropriate by both coaches to implement
5. It is not **mandatory** for an exchange of players. If coaches are happy to play the game with their own squads that is acceptable. **The maximum winning margin still applies.**

Note any exchange of players should be planned prior to the match if considered likely to be utilized & implemented.

Once teams have been organised the remaining time is to be:
divided equally for 2 halves of football, allowing for a 2 minute changeover.

Under 17 Games MUST still finish by 12:05pm

6.3 CODE OF CONDUCT – U14 AND U17

Unless otherwise amended by the Club and adopted by resolution of the Club, all Clubs shall abide by the following codes of conduct:

- Junior Coaches Code of Conduct (**Appendix 4**)
- Code of Conduct for Coaches, Players, Parents, Supporters and Officials (**Appendix 5**).

6.4 UNDER 17 AND UNDER 14 AGE LIMITS

- The age limit of Under 17 and Under 14 is by Midnight on December 31st in the preceding season.
- Any player applying to play in the Under 17's and Under 14's grade competition shall have his application for registration endorsed by a parent or guardian.

6.5 YELLOW CARDS

With a yellow CARD A PLAYER IS ORDERED OFF THE GROUND FOR:

- 15 minutes *continuous playing time* in the Seniors, Reserves & Under 17's
- 8 minutes *continuous playing time* in the Under 14's

Breaks between quarters do not count in the penalty time.

6.6 RED CARD

A PLAYER RED CARDED CANNOT TAKE ANY FURTHER PART IN THE GAME.

He can be replaced with another player after 20 minutes playing time, breaks do not



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7. FINALS

7.1 FINALS ELIGIBILITY

- 7.1.1 (a)** To be eligible to play in the Under 14 & Under 17 finals, a player must play at least (5) games in that grade in that Club during the home and away period of competition in the current season.
- (b)** In order to be eligible to play Seniors or Reserves finals a player must play at least (5) games in that Club during the home and away period of competition in the current season.
- 7.1.2 (a)** Players participating in the U14's and U17's finals must have played 5 games in the home and away round of games in the current season in either grade. (*Games played in the Seniors or Reserves doesn't affect eligibility*).
- (b)** If a player has played **10 games** in the **Seniors** in the home and away round of games he is **ineligible** to play in the **Reserves** finals of that year, except if a club has the Seniors and Reserves playing on the same weekend, then there will be no restriction on the number of games played, other than a player may not play in both games.
- (c)** Should the age of any person representing a Club in its Under 17 team be challenged, that person shall be obliged to complete and verify a Statutory Declaration as to his age and to exhibit his birth certificate thereto. The same shall be admissible in any hearing by way of protest or dispute before the Tribunal.

7.1.3 RULE No. 14 of the VCFL (2006)

FINALS ELIGIBILITY – VCFL UNDER 18 PLAYERS, (TAC CUP)

Provides for the purpose of finals qualification and player eligibility, the VFL Under 18 competition, shall be considered the equal of VCFL senior competition and VFL Under 18, matches shall be considered matches of the player's senior VCFL team for the purpose of eligibility to play in VCFL finals. In the Murray League Competition one game with the Murray Bushrangers is one senior game for that player's senior team.

FINALS ELIGIBILITY – VFL SENIOR PLAYERS.

Once a MFL player plays in more than one half of **the home & away** matches which his VFL Club competes in a particular season such player shall be ineligible to play in MFL Finals. A VFL player must play five (5) games with his MFL Club during the home and away period of the competition in the current season to be eligible to play in the MFL Finals.

7.1.4 VCFL Handbook Page 40 Permits – Students Living Away from Home

VCFL 2.11 (i) Rule applies to players who have been cleared to another club from their previous club. Please read VCFL rules to confirm.

VCFL 2.11 (ii) In order for a student playing under such permit to participate in a final series in that season a student must have played in a minimum of 5 GAMES in the team in the grade in which he is selected to play in the finals.

This overrules the MFL rules for eligibility.



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- 7.1.5** Students playing in a School Base competition but registered with VCFL club may play with-
out permit for that club.

Subject to MFL finals eligibility rules.

7.2 FINAL SIX

Week 1

1ST ELIMINATION FINAL

Team Three v Team Six

2ND ELIMINATION FINAL

Team Four v Team Five

Team One and Team Two - Bye

Week 2

1ST SEMI FINAL

Winners of Elimination Finals (SUNDAY)

2ND SEMI FINAL

Team One v Team Two (SATURDAY)

Week 3 PRELIMINARY FINAL

Loser 2nd Semi Final v winner 1st Semi Final

Week 4 GRAND FINAL

Winner 2nd Semi Final v Winner Preliminary Final

7.3 FINALS STARTING TIMES

Finals shall commence at the following times:

U14	9.00 am
U17	10.30 am
Reserves	12.10 pm
Seniors	2.15 pm

Games are not to begin before these times, for the benefit of supporters, however times
maybe delayed due to tied matches eventuating during the finals.

Team Managers of each competing team are to meet together with General Manager in the
office for final briefing prior to start of all finals



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7.4 GRAND FINAL STARTING TIMES

Finals shall commence at the following times:

U14	9.00 am
U17	10.30 am
Reserves	12.10 pm
Seniors	2.30 pm

Competing Senior teams to be on the ground by 2:10pm ready for official introductions etc.

Games are not to begin before these times, for the benefit of supporters, however times maybe delayed due to tied matches eventuating during the finals.

Team Managers of each competing team are to meet together with General Manager in the office for final briefing prior to start of all finals.

No alcohol is to be taken onto the ground at the Grand Final.

7.5 FINALS – TIED MATCHES

In all matches except the senior grand final, where a result is tied the following procedure shall be followed:

- After the umpire signals the conclusion of play, a break of five minutes shall be provided (from end of game to commencement).
- Two five minute halves will be played.
- After the first 5 minutes the teams will change ends without a break.
- If no result is achieved after the 10 minutes, a break of 5 minutes shall take place.
- A further two five minute halves will be played and the procedure will be repeated until a result is achieved.

The Senior Grand Final if tied, will be replayed on the following Saturday.

7.6 FINALS VENUES

To be determined by the executive committee closer to the finals to ensure maximum crowd participation.



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8. FINES AND PENALTIES

Fines will be applied to clubs who continually ignore these operating rules.

8.1 The fines will be for the following offences:

8.1.1 Failure to meet or supply the 5:15pm Deadline for match results Including scores, best players & goal kickers to be on IT system.

8.1.2 The non wearing of the following uniforms in seniors and reserves and all grades in finals

(i) **Runners** must wear yellow uniform as supplied by M.F.L.

(ii) **Water Carriers** must wear M.F.L. polo shirt with white shorts or long white pants and be a minimum of 12 year old

8.1.3 Not providing the following match day officials:

Inter-change Steward - **Away club** (Home club to supply folder, red/yellow cards, stopwatch or watch, pen.)

1 Scoreboard Attendant - **Home club** for each grade

1 Time-keeper - from **each Club** for each grade

1 Goal Umpire - from **each club**.....Reserves, U/17 U/14

1 Boundary Umpire - from **each club** ... Reserves, U/17 U/14

1 Central Umpire - from **each club**.... U/14

8.1.4 The non provision of Umpires. Escorts must be available(**from both clubs** for **Seniors, Reserves & U/17's**) at ½ time, end of the game and also other breaks if required .

(U/14's should have umpires from both clubs, so hopefully no need.)

8.1.5 The non provision of a stretcher at the Inter-change box.

8.1.6 The club that is responsible for a late start.

If this can not be determined both clubs shall receive a fine

Match starting times are shown in 4.3, 7.3 and 7.4 of these operating rules

8.1.7 The non delivery of Match day envelopes to be at the MFL office by the Tuesday following the game.

8.1.8 The incorrect completion of team sheets.

8.2 GENERAL

The value of the fines for offences detailed above will be \$100.00 unless a greater fine is approved by the Board of Directors.



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8.3 PROCEDURAL FAIRNESS

In the essences of fairness the following procedure will be applied to these offences.

1st Offence – valuable advice of the contravention of the rules will be provided by the General Manager or League President. Such warnings will be recorded. A written warning will also be provided to the clubs General Manager/CEO or secretary, stating the contravention and that a further contravention will result in a fine.

2nd Offence – A fine will be applied via the issuance of a Tax Invoice. The fine will be required to be paid.

Subsequent Offences – The fine will be applied to each and every subsequent like offence. The fine will be applied via the issuance of a Tax Invoice. The fine will be required to be paid.

8.4 Applicable fines for offences that above procedure will not be applied

8.4.1 Interchange Offences

Any club that allows a player to enter the playing arena (during game time) to play, prior to the expiry of the “send off” time following receipt of a **yellow card** as detailed in VCFL rule 11.0, shall be requested to show cause why a fine or greater penalty, as deemed appropriate by the executive shall apply.

The following penalties may apply

- i. fine of \$500
- ii. loss of game points (to the start of the quarter at which the offence took place
- iii. combination of both (i) and (ii)

8.4.2 Delegates attendance at meetings

Failure of club delegates/representative to attend the AGM and ordinary meetings of the board

8.4.3 Interleague – participation: wording also in 1.8 (b)

If a senior player of a club, has been selected to represent the Murray Football League in its interleague game(s) and does not participate the following will apply:

- player will be asked to attend meeting of the executive to be afforded the opportunity to explain why he did not participate
- the explanation will be considered by the executive and if it is considered unsatisfactory the following penalties shall apply:
 - player will be deregistered for one home and away game; and
 - the club may be fined to a maximum of \$500

All fines will be doubled in the finals.

Clubs will be deemed to be unfinancial if fines are not paid within 28 days and not able to participate in the decision making processes of the league.



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9. MFL SHOP

To offset an invoice for \$1000.00 clubs would have to spend \$5500.00 at the MFL Shop. If purchases do not total \$5500.00 20% of the difference will be invoiced to the club; as passed at the Delegates Meeting February 4th 2008.

(Clubs using the shop are contributing to the running of the league)

10. SUBSTITUTION RULE (Seniors Only)

For the Home and Away season each Senior team is permitted three interchange players and one substitute player.

Three players named on the interchange bench and the one substitute named in the teamsheet must be submitted before the commencement of the game. The substitute player must be highlighted on the teamsheet and the interchange steward must be informed before the commencement of the game. They may be substituted immediately if the coach wishes.

The substitute must wear a fluoro yellow vest over his playing guernsey. He may not enter the field of play, nor be interchanged while wearing the yellow vest. At any time during the game, he may be substituted for one of the other players in the team - either on the ground or on the bench. He takes off his yellow vest, and the player he substitutes puts on a red vest. The player in the red vest may take no further part in the game. Teams are limited to a single substitution per game. A player may be substituted for tactical reasons or to replace an injured player.

The substitute player must be an Under 17s player and had played previously that day for the club.

The substitute may also be temporarily activated, for up to twenty minutes, while a teammate undergoes a concussion test.

11. CYBERSAFETY POLICY

Cybersafety Policy seeks to protect individuals, clubs and administrators against online bullying, harassment and vilification.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, racially vilifying or threatening another person by sending or posting inappropriate or hurtful messages, instant messages, text messages, phone messages, digital pictures or images, or web postings (including social networking sites and forums) and the sending, receiving and possession of naked or sexually explicit images of a person.

If a Murray Football League member feels they have been the victim of such misuse of technology in the sporting environment, it is recommended they save and store the material on their computer or phone. They should then print a copy of the material and immediately report the incident to the relevant club or league representative.

All reports will be investigated fully by the league in accordance to VCFL Rule 5.0. Any proven charges will automatically lead to a minimum 2 match suspension for a registered player or if by a non playing member, a penalty as determined by the League. **Players charged with these types of offences for a second or subsequent time will face deregistration.**



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APPENDIX 1

MATCH DAY DUTIES

A member from each club to inspect the ground and fill in the match day checklist form

IT IS COMPULSORY TO SUPPLY THE FOLLOWING OFFICIALS:

Inter-change steward – away club

(home club to supply folder, red/yellow cards, stopwatch or watch, pen)

1 scoreboard attendant - home club for each grade

1 time-keeper – from each club for each grade

1 goal umpire – from each club - Reserves U/17 U/14

1 boundary umpire – from each club - Reserves U/17 U/14

1 central umpire - from each club - U/14

Escorts from both clubs should be available for **seniors and reserves umpires** at half time, end of the game and also other breaks if required
(U/14 should have umpires from both clubs, so hopefully no need)

A stretcher MUST be placed at the Inter-change box

ICE is to be supplied by the home team

MATCH STARTING TIMES: (see Appendix 8 re Start & Finish times)

U/14 - 9:15am U/17 - 10:45am

Reserves - 12:20pm Seniors - 2.10pm

TEAM SHEETS: Players and officials (runner, coach, club umpires, trainers and water-carriers) to be entered onto the VCFL IT system prior to each game, copies to be printed off and **signed by the secretary/team manager**. One copy each to the Umpires, inter-change Steward, opposing team and your clubs copy. Mark or highlight the players starting on the interchange for the steward.

IT IS ESSENTIAL ON MATCH DAY FOR YOUR CLUB (home team) TO EITHER MAKE CHANGES FOR THE OPPOSING TEAM OR GIVE THEM ACCESS TO YOUR COMPUTER.

MATCH RESULTS: Please enter on the computer immediately each grade ends (remember to enter GOALS KICKED per quarter not progressive score).

Seniors are the exception as we require their goals kicked per quarter entered at the end of each quarter for media schedules, if late they will not be on the radio.

Seniors finals scores to be entered no later than 5:15pm PLEASE (media schedule).

Sort paperwork using checklist on front of relevant white envelopes (best done at end of each grade) place 4 envelopes in large one and post to MFL office ASAP.

Please read the Operation Manual - it contains further info relevant to match day.



**CLUB MULWALA -
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APPENDIX 2

**Murray Football League Clubs please Note:-
This form must be filled out by the VFL Club.**

LATE NOTIFICATION FORM

**ATTENTION: _____ LEAGUE SECRETARY
RE: APPROVAL FOR REGISTERED VFL PLAYER TO COMPETE WITH
HIS "INTERCHANGE" CLUB**

I, _____, General Manager/Football Manager of the _____
_____Football Club in the VFL
do hereby give approval of a permit to _____ player _____ to
compete for the _____ Football Club in the _____ Football
League on the following date .../.../2007.

This permit is for one (1) match only and is given on the understanding that the above
named player is registered and eligible to compete according to the rules and regulations
of the League with which the player will be competing in.

VFL GENERAL/FOOTBALL MANAGER

(Print)

(Signature)

**N.B.: The VFL Club and the Player concerned are responsible for forwarding this
form to the Interchange Club and League Secretary. The VFL club is required to
forward a copy of this form to the offices of the Victorian Football League by no
later than 9.00am on the Monday after the weekend with which the permit was
granted.**



Tribunal Procedure for “on-field” Offences.

1. All parties summoned and Tribunal Secretary opens session of the Murray Football League Independent Tribunal and makes introductions and advises that the proceedings will be recorded.
2. Tribunal Secretary announces:
 - (i) Chairman
 - (ii) Panel Members
 - (iii) Report Player and his club
 - (iv) Players Advocate
 - (v) Offended player and his club
 - (vi) Offended players advocate
 - (vii) The Reporting Umpire
 - (viii) The Umpires Advocate
 - (ix) All Witnesses
 - (x) Observers
3. Chairman asks: Are you player..... of the Football Club?
4. Are you Umpire..... the officiating and reporting umpire?
5. Chairman: Would all witnesses and player please vacate the room until called.
6. To Reported Players Advocate:
 - (i) Do you object to any member of the Tribunal hearing and determining this matter?
 - (ii) Chairman reads and tables report and asks if there are any objections or submissions in respect of the report.
 - (iii) Asks the Umpire or the Umpires Advocate if he now seeks to amend the report.
 - (iv) If an objection is raised on any of the above issues, it should be appropriately dealt with by the Tribunal at this time.
7. Charged player you have heard the charge. How do you plead; Guilty or Not Guilty?
8. Players response:
9. Chairman asks Reporting Umpire to amplify the report.



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10. Umpire questioned by:

- (i) Tribunal Members
- (ii) Umpire's Advocate
- (iii) Charged Player
- (iv) Charged Player's Advocate
- (v) Offended Player
- (vi) Offended Player's Advocate

11. Umpire may call witnesses. Questioned as above.

12. Offended Player then called to room.

Would you give your version of why you think the Umpire reported Player
....., of Club?

13. Questioned by:

- [i] Tribunal Members
- [ii] His Advocate
- [iii] The Umpire
- [iv] Umpire's Advocate
- [v] Charged Player
- [vi] His Advocate.

14. Charged Playerasked to give his account of the Incident.

15. Questioned by:

- (i) Tribunal Members
- (ii) His Advocate
- (iii) The Umpire
- (iv) Umpire's Advocate
- (v) Offended Player
- (vi) Offended Player's Advocate.

16. Charged Player may call witnesses.

Questioned as above.

17. Chairman asks all parties if there are any further questions of anyone.

18. To ensure Natural Justice to all parties concerned, you are reminded of Rule 8.6 of the VCFL Handbook.



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19. Chairman then reads VCFL Rule 8.3 Right of Appeal:
 - (i) "An aggrieved person subject to the decision of the League Independent Tribunal or Regional Appeal Board under Rule 7.6.11, may appeal to the VCFL Appeal board provided the appeal is brought no later than 2.00pm on the second day after which the decision of the relevant body was made."
 - (ii) "The right of the person to appeal to the VCFL Appeal Board does not apply to a decision of a League Independent Tribunal in respect of an appeal by a Player under Regulation 7.5."
20. Are all parties satisfied that all available evidence has been presented to the Tribunal?
21. Advocates are then asked to summarise the evidence.
 - (i) Umpire
 - (ii) Offended Player
 - (iii) Charged Player
22. Charged player "Do you consider you have had a fair hearing? (Any objections raised, Tribunal Secretary MUST minute all reasons submitted).
23. All leave room whilst Tribunal considers verdict.
24. Tribunal having reached a finding, all reassemble when called and finding announced by Tribunal Chairman.
25. If found guilty, Charged Player's Advocate is asked if he wishes to enter a plea on behalf of his player.
26. Tribunal Secretary is asked for VCFL printout of guilty players Tribunal Record.
27. Chairman asks all to leave room while penalty is considered.
28. Reassemble when requested and penalty handed down.



Junior Coaches Code of Conduct

1. Be familiar with the Laws of Australian football and abide by the rules and conditions of your league and club.
2. Teach your players that rules of the game are mutual agreements which no player should evade or break.
3. Group players according to age, height, skill and physical maturity whenever possible in any competitive practice session.
4. Avoid over-playing the talented players. The “just average” players need and deserve equal time, if not more.
5. Remember that the players involved play for fun and enjoyment and that winning is only part of it. Emphasise the importance of the learning and development of skills and positive attitudes. Never ridicule or yell at your players for making mistakes or losing a competition.
6. Ensure that equipment and facilities meets safety standards and are appropriate for the age and ability of the players.
7. The scheduling and length of practice times and competitions should take into consideration the maturity level of the player.
8. Develop team respect for the ability of opponents, as well as for the judgement of umpires and opposing coaches.
9. Follow the advice of a qualified person when determining when an injured player is ready to play or train again.
10. Make a personal commitment to keep yourself informed of sound junior coaching principles and developments. Endeavour to attain coaching accreditation and to become an active member of the local branch of the Australian Football Coaches Association.
11. **Avoid use of derogatory language based on gender or race.**



CLUB MULWALA - MURRAY FOOTBALL LEAGUE



APPENDIX 5

..... **FOOTBALL CLUB (SAMPLE POLICY)**
(FV Regulation 5.1.4 (b))

MANDATORY & ENFORCEABLE CODES OF CONDUCT FOR COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS

The Football Club fully supports the codes of conduct as introduced by the AFL and Football Victoria.

COACHES CODE OF CONDUCT

Coaches are required to sign the AFL Code of Conduct as part of the Level 1 Accreditation requirement. All coaches must be accredited to coach in our League.

PLAYER’S CODE OF CONDUCT

- Play by the rules – the rules of your club and the law of the game.
- Never argue with an umpire or other official – without these people, you can’t play football.
- Control your temper – verbal abuse of officials and sledging other players doesn’t help you enjoy or win any games.
- Be a team player – It’s a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the umpires and team-mates.
- Play for your own enjoyment and to improve your skills.
- **Don’t use ugly remarks based on race, religion, gender or ability – you’ll let down your coach, team-mates and family if you do – and many such comments are actually now illegal.**

PARENTS & SUPPORTERS CODE OF CONDUCT

- Remember that you are there for the participants to enjoy the game.
- Encourage participation, but don’t force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated.
- Recognise all volunteers who are giving up their valuable time.
- Never publicly criticise umpires – raise personal concerns with club officials in private.
- **Don’t use ugly remarks based on race, religion, gender or ability – you’ll let down your coach, team-mates and family if you do – and many such comments are actually now illegal.**

By registering our child with theFC we agree to abide by these principles. We support the Club in it’s undertakings and encourage the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and spectators for repeated or serious breaches of these Codes of Conduct.

PLAYERS NAME: _____
(Print name) (Signature)

PARENT/ GUARDIAN’S NAME: _____
(Print name) (Signature)

DATE:/...../20.....



CLUB MULWALA - MURRAY FOOTBALL LEAGUE



APPENDIX 6

Murray Football League

PERMIT for playing with the opposing team

Under VCFL Rule 2.9 we _____ Football Club grant permission for

To play with the _____ football Club

Date _____

President/Secretary _____ Football Club

President/Secretary _____ Football Club

VCFL Rules 2.9 permits for players of opposing team

Affiliated League may approve granting of a day permit to reserve grade & under age players to play with the players' opposing reserve grade team or under age competition team where the opposing team does not have the required number of players for that match.

VCFL guidelines & MFL rules

For the purpose, including, the players shall remain registered players of their home club

The permit will be only granted:

- To Reserve & Under age teams
- To enable to game to take place
- To have even numbers of players on the field
- If both Clubs and players agree
- Only for home & away matches
- For up to seven players
- Players for the opposing team must be clearly marked on the team sheet
- Premiership points will stand for the winning team
- Player/s playing on permit that are reported will be represented by a home club advocate and serve any suspension
- The permit must be returned to the League General Manager with game details by the home secretary

Approved _____

Date _____



INTERCHANGE INSTRUCTIONS

Co-Ordinate time with the Time-keepers prior to start of game

Write players on the interchange at the start of each quarter,

it is the responsibility of each club to advise the player's jumper numbers at this time.

Write time of each interchange

Then player number OFF

Then player number ON.

Time	Player off	Player On
9:45	23	6
9:50	7	22

If a player has a jumper change eg: Blood or torn, the replacement jumper number and reason must be noted on the sheet .

**Eg: 24 changed to 7 Blood Rule OR
changed to 43 Torn Jumper**

Yellow & Red Cards area is at bottom of Interchange Sheet.

If an Umpire shows a card signal back with the same colour card.

Breaks between quarters does not count in the penalty time

Yellow Card : *Under 14* 8 continuous minutes of **playing time** off the ground
(the reason for the card is to be written on the sheet, if unsure ask umpire)

U17 ,Res, Snrs 15 continuous minutes of **playing time** off the ground

Red Card Off for the remainder of the match

Can be replaced by another player after 20 minutes playing time

The interchange steward gives permission for the player to return to the game at the end of his suspended playing time.

All players going through the Interchange MUST leave & enter the playing surface through the interchange area:

➤ **between the lines marked on the boundary line.**



GAME START AND FINISH TIMES

Siren MUST be activated at the finish time.

Teams MUST be on the ground 5 mins before the game is due to start and ready to play at the relevant grades start time as below.

Under 14	Start	9:15am
	Finish	10:35am
Under 17	Start	10:45am
	Finish	12:05pm
Reserves	Start	12:20pm
	Finish	2:00pm (or before depending on time-on)
Seniors	Start	2:10pm

Should there be a long stoppage because of stretcher, ambulance etc., prior to half-time then the remaining two quarters are to be divided into equal time.

The following example would to apply to the U/14, U/17 and Reserves

Example: Reserves 3rd quarter commences at 1:25pm 35mins to finish

5 min break between 3rd & 4th quarter

30 mins left

3rd and fourth quarter shall be 15mins each

2 x 15mins = 30 mins + 5mins = 35 mins

Please give a copy to your Time-keeper, put a copy up on the wall in the Time-keepers box as well as a copy to every Coach & Team Manager.



Rule 9

VILIFICATION AND DISCRIMINATION POLICY

Full details of the policy are available on the AFL Victoria website under the policies section.

1 Prohibited Conduct

1.1 Vilification & Discrimination

No League Participant or Club Official shall engage in conduct which may reasonably be considered to incite hatred towards, contempt for, ridicule of or discrimination against a person or group of persons on the ground of their:

race; religion; gender; colour; sexual preference, orientation or identity; or special ability or disability.

2 Appointment of League Complaints Officer/s & Club Complaints Officer

2.1 The League shall appoint a League Complaints Officer/s to ensure that any breach of this Policy is responded to in an equitable and prompt manner in accordance with this Policy.

2.2 The League shall ensure that all Clubs have a Club Complaints Officer to whom all vilification and discrimination Complaints are directed.

2.3 The League Complaints Officer/s is responsible for liaising between Club Complaints Officers, in the case of an Inter-Club Complaint, or with a single Club Complaints Officer, in the case of an Intra-Club Complaint, in an attempt to achieve Informal Resolution of the Complaint.

2.4 The Club Complaints Officer and the League Complaints Officer/s shall liaise directly over incidents which in the reasonable opinion of the Club Complaints Officer or League Complaints Officer/s are contrary to Section 1.

3 Preliminary Resolution Process

3.1 In the event that it is alleged that a person subject to section 3.1 has engaged in Prohibited Conduct, a Participant may by 5.00pm on the first working day following the day on which the Prohibited Conduct is alleged to have occurred, lodge a Complaint with the Club Complaints Officer.

3.2 In the case of an Inter-Club Complaint, the Club Complaints Officer where the Complaint was made shall by 5.00pm on the next working day following the day on which the Complaint was lodged with the Club, lodge the Complaint with the League's Complaints Officer. The Club Complaints Officer shall take no further action once the Complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer. In the case of an Inter-Club Complaint, the League Complaints Officer/s shall take reasonable steps within the next three (3) days following the day on which the Complaint was lodged with the League Complaints Officer/s to achieve an Informal Resolution if, in the reasonable opinion of the League Complaints Officer/s, the Complaint is capable of an Informal Resolution.

3.3 In the case of an Intra-Club Complaint, the Club Complaints Officer shall take reasonable steps within the next three (3) days following the day on which the Complaint was lodged with the Club to achieve an Informal Resolution if, in the reasonable opinion of the Club Complaints Officer, the Complaint is capable of an Informal Resolution. If an Informal Resolution is not achieved or it is reasonably believed that the Complaint is incapable of an Informal Resolution, the Club Complaints Officer shall as soon as is reasonably practicable lodge the Complaint with the League's Complaints Officer. The Club Complaints Officer shall take no further action once the Complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

3.4 In circumstances where in the reasonable opinion of the League Complaints Officer/s a Complaint cannot be resolved by way of Informal Resolution, the League Complaints Officer/s shall proceed to Conciliation in accordance with section 5 below.



Rule 9

VILIFICATION AND DISCRIMINATION POLICY Contd...

4 Confidentiality and Records

- 4.1 Confidentiality must be maintained throughout the Complaints Process. All parties to a Complaint, the League's Complaints Officer, the Club Complaints Officer, any witnesses and the conciliator must all agree to the maintenance of confidentiality. No person involved in the Complaints Process shall publicly comment on any aspect of the Complaints Process without the prior written agreement of all parties.
- 4.2 The League shall ensure that any documents relating to a Complaint shall remain confidential and be retained for 7 years from the date that the Complaint is made.

5 Conciliation Process

- 5.1 The League Complaints Officer/s shall:
- 5.1(a) make every effort to ensure that:
- 5.1(a)(i) confidentiality is maintained at all times during the Complaints Process and that the outcome of the Complaints Process remains confidential;
- 5.1(a)(ii) any breach of confidentiality is referred to the League Tribunal no later than 5pm on the next working day following the day that the breach is discovered, with the Tribunal to be convened within 7 days from the day on which the referral is made;
- 5.1(b) the person alleged to have contravened the Policy is informed of the Complaint, the Complaint Process and provide that person with an opportunity to respond to the Complaint;
- 5.1(c) the President or CEO of the League or his or her Nominee is informed that a Complaint has been received by the League Complaints Officer/s;
- 5.1(d) statements are obtained from any witnesses identified by the parties to the Complaint;
- 5.1(e) where available, obtain any other relevant evidence;
- 5.1(f) any witness statements or any other evidence obtained in the course of conciliating a Complaint is made available to both parties, with an opportunity to comment, as part of the Conciliation process;
- 5.1(g) a conciliator is appointed to conciliate the Complaint; and
- 5.1(h) all steps necessary for the Complaint to be conciliated are taken within 10 working days from the day on which the Prohibited Conduct is alleged to have occurred.
- 5.2 Participants subject to Conciliation who are under 18 years of age must be accompanied at the Conciliation by a Club Official over 18 years of age.

6 Investigation

- 6.1 In circumstances where a Complaint is not resolved in accordance with section 7 above, the League Complaints Officer/s may refer the matter to an Investigation Officer to investigate aspects of the allegation or circumstances surrounding the Complaint which, in the reasonable opinion of the League Complaints Officer/s, require further investigation to resolve the Complaint.
- 6.2 The Investigation Officer shall report to the League Complaints Officer/s on any information or evidence obtained in accordance with 8.1. Any information or evidence obtained by the Investigation Officer and provided to the League Complaints Officer/s shall be provided to all parties to the Complaint as part of the Complaint Process.

7 Tribunal Referrals, Process & Appeal

- 7.1 Following an investigation under section 8, if any, or following a failed Conciliation under



Rule 9

VILIFICATION AND DISCRIMINATION POLICY Contd...

section 7, the League Complaints Officer/s may refer the Complaint to a League Tribunal for determination. The League Complaints Officer/s shall take all steps necessary to make a decision about the referral of the Complaint to the League Tribunal as soon as is reasonably practicable.

- 7.2 The League Tribunal will be constituted in accordance with the rules and regulations of the League and the League shall determine who is responsible for prosecuting the Complaint at the Tribunal.
- 7.3 Where the referral to the League Tribunal is made pursuant to this section 9.1 of this Policy, the Tribunal will hear the Complaint within 5 working days of the Complaint referral being made.
- 7.4 The League Tribunal has the power to order any reasonable penalties or directions for breaches of this Policy as are allowable under the rules and regulations of the League in force at the time of the hearing.
- 7.5 Where a party to a Complaint is unsatisfied with the decision made by the League Tribunal, they may ask the Club's Officer to request that the League establish a panel to hear an appeal from the decision in accordance with the League's appeal regulations.

8 Club Liability

- 8.1 If found to have contravened this Policy a Club may be vicariously liable for Prohibited Conduct engaged in by a Participant connected to the Club if the Club is unable to establish that it took reasonable precautions to prevent the Participant from engaging in that Prohibited Conduct.