



ALINTA ENERGY GIPPSLAND LEAGUE

# OFFICIAL HANDBOOK



# 2024

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## Entry Gate Guide

### Prices

Regular / Adult	\$12.00
Concession	\$6.00
Under 16	FREE
Companion Card	FREE
Gippsland League Record	\$2.00

### Gate Entry Signage

Sign/s must be on display at all times the Club is charging admission into the ground/venue. Clubs are encouraged to check local council by laws in relation to removable signage on recreation reserves.

Please ensure the club has accurate pricing that is clearly visible to patrons.

### Records

Records will be produced weekly and distributed online and via a hard copy edition. The GL Record

may be sold during the season at \$2.00 per copy, over and above the admission fee. Persons being admitted Free of Charge with the appropriate pass may purchase a hard copy edition for \$2.00.

### **Pass Out**

The onus is on the Home Club to arrange any Pass Out system.

### **Concession Policy**

A person must present the relevant concession documentation upon entry to the ground to be eligible for concession admission. Persons holding one of the following cards are eligible:

- Centrelink issued: Pensioner Concession Card (PCC)
- Department of Veterans' Affairs card
- Department of Veterans' Affairs issued Pensioner Concession Card
- Full time secondary or tertiary student cards

*Note: A second form of identification (e.g. driver's license, Medicare card, credit card) may be required to verify the concession entitlement*

### **Adults Admission Policy**

Patrons aged 17 & 18 are classified as a concession. Identification must be presented when asked to receive the concession discount. Over 18s will be classed as an adult.

### **Junior Admission Policy**

Patrons aged 16 & under can be admitted FREE of charge. Patrons must be under 17 as of January 1st, 2024. Identification must be presented when asked to receive the FREE entry.

### **Companion Card Policy**

People with a disability who require attendant care support to participate at community venues and activities have a right to equal participation in the community. This fundamental right is protected under two pieces of legislation under Section 42 of the Equal Opportunity Act 1995 (Victoria) and Section 8 of the Disability Discrimination Act 1992 (Commonwealth) which states that it is unlawful to discriminate against a person with a disability who requires the assistance of a companion.

Only the person whose photograph and name appear on the card can use the Companion Card. The card holder is required to show the Companion Card when purchasing tickets or paying an admission fee at point of entry. Upon presenting the card to the gate keep the Club will require the card holder to pay only for their own ticket and the companion will be permitted to gain entry FREE of Charge.

### **Gippsland League Pass Policy**

An official Gippsland League 2024 Season Pass must be presented to obtain free entry into the ground/venue. Only patrons with an official pass will be admitted FREE of charge.

All official Media, Photographers & Community Radio broadcasters will be issued with official Gippsland League Season passes. Upon presentation of suitable identification, they are permitted to gain FREE Entry to the ground/venue.

## **Record Requirements**

The Record is still a highly effective marketing tool for the league and clubs. The continual improvement and development of the Gippsland League Record is heavily dependent on club input. Ensure your media/publicity officer is aware of these requirements.

## 2024 Gippsland League Record Price: \$2

### Club Requirements

- Provide a contact to the league for Record and media requirements.
- Clubs will be allocated 120 Records for their home games. If more are required you need to contact the League by Monday of the week leading up to your home game and order the number desired. Delivery will be on the Friday to the points organised by you and the League.
- Is required to supply an accurate list of players' names and numbers. One list for the senior/reserves and separate lists for the Under 18's and Under 16's. Players' numbers must correspond with the player's name and number on the team sheet. Clubs will be fined if player numbers are continually incorrect in the league record.
- On a weekly basis clubs need to supply content for your "Club Notes". This will consist of maximum 400 words. This can be awards, social news, player milestones or whatever your supporters would like to read. If you have a player achieving a milestone, please contact the league as this content maybe something the league can profile. Make sure you provide an event calendar to your members with social functions and event dates.
- Provide access to photos as requested

### Extra Content:

The league is looking to heavily promote clubs and players moving forward. The Operations Manager will send out request to clubs around providing certain content. Please make this available as it promotes the profile and image of the league.

### Deadlines and Delivery

All clubs are required to have their club notes sent in via email on Monday. Extensions may be granted until Tuesday if communicated and approved by the league. On Friday records will be delivered and required to be collected from each clubs allocated collection point.

**Note:** *If notes aren't provided by Monday without an extension approved by the league. Club notes will not be included in the next issue.*

## Forfeit Procedure

### STEP ONE - Notify the opposition, League, and Umpires

- The offending club must contact (in writing) the League secretary (General Manager) and opposition club before 8pm on Wednesday before the scheduled match.
- If the above deadline passes the offending club must contact (in writing) the League secretary (General Manager) and opposition club before 5pm on Friday before the scheduled match. The offending club will be fined the amount for any association umpires scheduled for that match.
- If the above deadline passes the offending club must contact (in writing) the League secretary (General Manager) and opposition club before the scheduled match. The offending club will be fined the amount for any association umpires scheduled for that match and additional action will be taken by the Gippsland League Board for the offence.

### STEP TWO – Approval and alterations to the scheduled times



- The League will approve the notice received (in writing) and copy in the opposition club and umpire association.
- If the forfeit occurs before Thursday 9pm clubs may negotiate a change in the start times for the other scheduled matches (as per red box below). If the notice of forfeit is received after this deadline the matches will start at the originally scheduled times. **No exceptions!**

**ALTERATION OF MATCH TIMES** needs to be approved by the League and the relevant umpiring panels. The clubs are to negotiate these start times direct, and the League will not be involved with a negotiation to start times. Please note should start times be moved without approval of the League and umpiring association after the deadline the clubs will be liable for action to be taken at the board's discretion.

### **STEP THREE – Forfeit outcomes and input of results**

- For any football match that is forfeit. The home club must enter the result as 0-0 as a forfeit. The club receiving the forfeit will be able to enter a team to count towards finals qualification. The offending club cannot. Forfeit percentage shall be calculated according to 11.2.2 and 11.2.3 of the Laws of Australian Football. This percentage will be calculated after Round 18 based on the average win/loss scores of the two clubs involved in the forfeit.
- For any netball match that is a forfeit. The result is entered as a win to the receiving club with a final score of 20-0. The club receiving the forfeit will be able to enter a team to count towards finals qualification. The offending club cannot.

### **Netball Forfeit additional.**

- Club receiving forfeit awarded the four premierships points with a match score of twenty to zero (20-0)
- Credit games to only seven (7) nominated players on an official score sheet for finals qualifications.
- No games shall be credited to players of the offending team.
- In the event of a forfeit in a senior grade, a lower team from the club must be forfeited before a higher team.

### **Forfeit Timeline**

**WEDNESDAY** –Any forfeits need to be sent in writing to the League and opposition club by 8pm

**THURSDAY** –Any late forfeits that occur will be liable for a fine (in line with the umpire fees for that match). Adjustment to scheduled match times may be proposed up until 9pm Thursday night. These must be approved by the League and Umpiring Association before being finalised.

**FRIDAY** - All forfeits need to be sent in writing to the League and opposition club by 5pm. Forfeits will be liable for a fine (in line with the umpire fees for that match) and no adjustment to the match times can occur even if agreed to by both clubs.

**AFTER 5pm FRIDAY** -Any forfeits that occur after 5pm need to be sent in writing to the League and opposition club. Forfeits will be liable for a fine (in line with the umpire fees for that match) and will also face additional action at the Gippsland League boards discretion. No adjustments to the match times can occur even if agreed to by both clubs.

PLEASE NOTE: COVID AFFECTED MATCHES Teams affected by COVID availability may take place with the following numbers. Both clubs must agree to start the match with these numbers. The League encourages a common-sense approach to getting matches played under COVID availability conditions.

- Senior Football –16 field –3 bench
- Senior Netball –5 on court and 1 bench.
- Reserve teams can field a minimum of 14 players and 2 on the bench players.
- Junior Football Teams can field a minimum of 14 players in total.
- Junior Netball Teams can field a minimum of 5 players in total.

## Rookie of the Year

The Rookie of the Year award is designed to acknowledge the leagues exceptional young talent in their early careers at senior level. The following criteria will apply:

### Football Rookie Eligibility:

- Players must be aged 19 years or under, as of December 31 2024
- Players must have not played more than 8 senior games before or during the 2023 season
- Players must not be a part of Gippsland Power's NAB League list in 2022/23
- Players will be ineligible to receive the award if they are suspended.
- Players are only able to be nominated once in their career.

### Netball Rookie Eligibility:

- Players must be aged 19 years or under, as of December 31, 2024.
- Players must not have played more than 8 senior games before or during the 2023 season.
- Players will be ineligible to receive award if they are suspended.
- Players are only able to be nominated once in their career.

### Award Criteria

The Rookie will be selected using the following criteria:

- Playing performance in current Gippsland Football Netball League season
- Performance in League awards for the senior grades (MVP, goal scoring, best and fairest)
- Performance in Interleague (both AFL Victoria and Local), association/state netball competitions (EZPNC, Interleague and Association Championships)
- Selection in state and national sides for football or netball (State under 19's etc.)

## Weekly Checklist

### Every Week

1. Ensure any set penalty requests from a player report have been submitted by no later than 12:00pm Monday.
2. Send through any content the league can use to promote the clubs and competitions such as photos, player content and milestones.
3. Submit record notes
4. Ensure Gippsland League Record Delivery arrangement for the weekend is made and records are collected.

5. Senior team line ups to be entered by no later than 9:00pm Thursday Night via Play HQ with all players listed in position
6. All football and netball teams have been entered manually on Play HQ
7. Any football player permits must be submitted electronically via Play HQ by 7:00PM Friday.
8. Football and Netball Teams adjusted online – If changes have been made for the match day the online teams must reflect submitted team sheets.

### **Home Game Checklist**

1. Ensure Gippsland League Records are left at the gate for the Gate Keeper
2. Ensure any media/sponsor requirements are fulfilled including match day filming and potential commentary.
3. Live scores to be completed for senior football matches through Play HQ
4. Ensure all online results are correct and scores have been updated online for football and netball.
5. Football and Netball MVP player votes have been electronically submitted.
6. All match day paperwork has been electronically sent to the league.
7. Match day paperwork complied as per the match day paperwork guide.
8. Any reports from the weekend are sent to the league by no later than 12:00pm Monday after the match.
9. Any issues from the weekend are communicated to the Gippsland League Operations Manager

### **Matchday Day Checklist**

#### **HOME**

- Team sheets x 3 for all matches (1 for team manager & League submission, 1 for umpires & 1 spare) per match
- Senior Football MVP sheets – supplied sheets to be given to the senior coach of each competing team before the match
- Interchange Sheets x 4 – Placed in interchange steward area with the red GL vest
- JLT Matchday Checklist – to be completed at the start of the day.
- Tribunal Notice of Charge Pad – placed in the umpire's rooms.
- GL Match Report Pad – placed in umpires' rooms with supplied envelopes for League B&F

#### **AWAY**

- Team sheets x 3 for all matches (1 for team manager & League submission, 1 for umpires & 1 spare) per match

**Please note:** That both clubs need to sign off the JLT checklist at the beginning of the day to approve the conditions to play in. If conditions change throughout the day this list is to be revisited at any time.

### **Match Day Paperwork Process**

1. Compile all paperwork from the matchday. This includes team sheets from home and away clubs for Fourths, Thirds, Reserves & Seniors including scorecards and timekeeper cards from all football games. Vote-sheet envelopes from all football games. Netball scoresheets from 13 & under, 15 & under, 17 & Under, C Grade, B Grade and A Grade. Vote-sheet envelopes from all netball games.

2. Scan the football team sheets and one copy of the timekeeper card and goal umpires for all games. Scan the netball scoresheets for all games and attach both files to an email and send directly to [operations@gippslandleague.com.au](mailto:operations@gippslandleague.com.au)  
Note: If you're unable to scan for any reason, take clear legible photos on a phone and email to the above address.
3. Compile all paperwork as shown above and use paperclip sheets (no staples) to submit all items separately including football team sheets, netball team sheets and football scorecards and place in a league supplied gold envelope.
4. Include netball and football sheets and all envelopes with vote sheets into the ONE gold league envelope.
5. This envelope needs to be mailed the first business day after the home clubs match to the following address **32 Berenger Avenue, Trafalgar VIC 3824**

## Match Results

A representative of the home Club must complete the match results, on line using the nominated IT system for the matches played that day. Final Scores must be entered no later than 30 (thirty) minutes from the conclusion of each game.

The Full Match Details must be entered on the PLAYHQ on the day the game is played by:

- Seniors: 6.00pm
- Reserves: 4.00pm
- Thirds: 1.00pm
- Fourths: 11:30am

Where twilight or night matches are played other arrangements may be put in place.

### Team Lists

- Team line-ups for the upcoming round of scheduled matches submitted by 9:30pm Thursday night online via PlayHQ
- Senior, Reserves, Thirds and Fourths team line-ups must be listed with all players allocated a position.
- Up to 3 emergencies can be listed on the senior team sheet and listed as emergencies in the system
- Live Scoring
- During Senior games all scores must be entered live in real time.
- Reserves, Thirds and Fourths are all required to be live scored at a minimum of quarter by quarter.
- At the completion of each match scores must be correct and all goalkickers and best players entered and saved correctly.
- Should you have connectivity issues with the Internet, please alert your League Operations staff ASAP.

## Netball Operations Guide

### Pre-Season

- Make sure all new dress designs have been authorised by the Gippsland League

- Ensure all contact information including coaches has been sent to the Gippsland League upon request.
- Ensure all players, officials, coaches, and umpires have been registered on netball connect.
- Ensure all players are registered to Gippsland League via Play HQ
- Ensure all team lists have been forwarded in the correct template to [operations@gippslandleague.com.au](mailto:operations@gippslandleague.com.au)

### **In Season (Weekly)**

- Ensure all teams changes for the record are forwarded to [operations@gippslandleague.com.au](mailto:operations@gippslandleague.com.au) by no later than 5:00PM every Monday following the weekends game.
- Make sure all teams are entered by Thursday 9:00PM so team sheets can be printed on Friday by the Home Club.
- Ensure any single game voucher players have been registered online prior to the match. A \$10 fee will be charged to all clubs for each SGV player.
- Pass on any league communications to appropriate members of the club.
- Ensure any rep team communications are sent to players.
- Adjust online teams to reflect any handwritten changes on the weekends team sheets.

### **Matchday – Home Club**

- Ensure the Netball Australia matchday checklist is filled in correctly before the first match.
- Ensure all results are updated after the completion of each game for media purposes.
- Ensure umpires fill in the match report pad including conduct report and votes.
- Ensure post-game paperwork is given to the club secretary or matchday manager to send with football results to Gippsland League
- Ensure all games are scored correctly and player goal tallies are added up for Netball Shooting Stars Awards
- Ensure that all best players and goal scorers' information is input in Play HQ as per the Gippsland League guide.
- Make sure each match correctly follows the GL By-Laws
- Submit signed off weekly matchday checklist via hard copy and electronically to Gippsland League.

### **Matchday - All Clubs**

- Ensure all players have been registered before stepping onto the court on both PlayHQ & Netball Connect
- Ensure any SGV players have registered online with the club via Netball Connect
- Collect content (milestone matches, video, photos etc) for club and league promotional use
- Any issues from weekend matches communicated to the Netball coordinator
- Add best players for each game to match-day sheet or the home club to enter

## **Football MVP Votes Submission**

Each senior coach to submit a 3 -2 -1 from the Senior football game. This will include the best three players on the field (can include both teams or only one side, please select the 3 most valuable players on the ground) with 3 votes given to the best player on the field.

These votes need to be electronically submitted to [gm@gippslandleague.com.au](mailto:gm@gippslandleague.com.au) & [operations@gippslandleague.com.au](mailto:operations@gippslandleague.com.au) **PLEASE MAIL THIS SHEET IN** with your matchday paperwork. Failure to submit the votes by 9pm on the day of the game will result in a \$50 fine for the home club

## Netball MVP Votes Submission

Each week the home clubs A Grade coach will submit a 3 - 2 - 1 from the A Grade game. This will include the best three players on the court including both teams with 3 votes given to the best on court.

These votes need to be submitted electronically and via hard copy. A copy of the vote sheet must be emailed to [gm@gippslandleague.com.au](mailto:gm@gippslandleague.com.au) and the hard copy submitted with your weekly matchday paperwork.

Failure to submit the votes electronically by 9pm on the day of the match will result in a \$50 fine for the home club (no exceptions for season 2024).

## Runners & Water Carriers

- Eligibility as per AFL VICTORIA Rule 15.1.
- Duties as per AFL VICTORIA rule 15.2.
- Club Runners must be registered players/officials of the Club. Runners must wear the Official GL Runner Uniform as directed by the league, pink top and bottom.
- The reserves, thirds and fourths teams will be allowed one runner each. The senior teams may have up to two runners each. Only one runner, at a time, from each team, shall be allowed to enter the playing field. When using two runners, the runners must enter and leave the playing field between the interchange lines.
- If both runners, from the same team, are found to be on the playing field during play, at the same time, the field umpire shall send one runner from the field with a yellow card and AFL VICTORIA send off regulations shall be applied.
- Trainers and water carriers must be registered players/officials of the club. **Trainers and water carriers must wear the official GL trainers vest during a match.** Trainers may wear white uniform or club attire under the vest. Design of the vests to be supplied by the League.
- Runners, trainers and water carriers to wear correct strip or the umpires will order them from the ground
- **Water carrier's minimum age is 15 years of age.**
- Trainers may deliver water to players during the course of play.

## Interchange Steward

The Home Club will supply one interchange steward for each match. The Interchange Steward will wear a red vest.

- a) Escort the umpires from the umpires' rooms to the centre of the ground at the start of the game and the beginning of half time.
- b) Escort the umpires from the centre of the ground to the umpires, room at the end of half time and the conclusion of the match.
- c) Supply drinks to the umpires at quarter time and three-quarter time in the centre of the ground.

- d) Be positioned, throughout the playing time of the match at the interchange box.
- e) Record players being sent from the field from a yellow or red card.

## Match Times

### **FOURTHS** – 4 X 20-minute quarters with no time on unless a stretcher is called for. Play full 20 Minutes.

9:00AM	First Quarter Starts
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9:20AM	First Quarter Finishes
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9:25AM	Second Quarter Starts
--------	-----------------------

9:45AM	Second Quarter Finishes
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If late, split time for the two last quarters. The game must finish at 10:37AM

9:52AM	Third Quarter Starts
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10:12AM	Third Quarter Finishes
---------	------------------------

10:17AM	Fourth Quarter Starts
---------	-----------------------

10:37AM	Fourth Quarter Finishes
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### **THIRDS** - 4 X 20-minute quarters with no time on unless a stretcher is called for. Play full 20 Minutes.

10:45AM	First Quarter Starts
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11:05AM	First Quarter Finishes
---------	------------------------

11:10AM	Second Quarter Starts
---------	-----------------------

11:30AM	Second Quarter Finishes
---------	-------------------------

If late, split time for the two last quarters. The game must finish at 12:22PM

11:37AM	Third Quarter Starts
---------	----------------------

11:57AM	Third Quarter Finishes
---------	------------------------

12:02PM	Fourth Quarter Starts
---------	-----------------------

12:22PM	Fourth Quarter Finishes
---------	-------------------------

### **RESERVES** - 4 X 20-minute quarters with no time on unless a stretcher is called for. Play full 20 Minutes.

12:30PM	First Quarter Starts
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12:50PM	First Quarter Finishes
---------	------------------------

12:55PM	Second Quarter Starts
---------	-----------------------

1:15PM	Second Quarter Finishes
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If late, split time for the two last quarters. The game must finish at 10:37AM

1:22PM	Third Quarter Starts
--------	----------------------

1:42PM	Third Quarter Finishes
--------	------------------------

1:47PM	Fourth Quarter Starts
--------	-----------------------

2:07PM	Fourth Quarter Finishes
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### **SENIORS** – 4 X 20-minute quarters with time on.

2:20PM	First Quarter Stars
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**Warning siren to be sounded.** Once, five minutes prior to scheduled starting time and as Umpires enter arena. Three times, Two minutes before the start of the game and each quarter. Twice, One

minute before the start of the game and each quarter. Once, At the start of the game and each quarter. Continuous at conclusion of play until all are aware that playing time has stopped.

## Tribunal & Report Processes

### Gippsland League policy – as per by law 25 &26

**Matchday procedure:** The home club must ensure that the secretary/match day manager communicates with the field umpires at the conclusion of each match to obtain the “all clear” (no report) or that there is a report and then ensure that the report procedure is followed. Fine for non-compliance is \$100-00 per instance.

#### **In the event of a report:**

On match day the umpires are to complete their match report sheet and if there has been a report made, they must fill in the AFL Victoria Country Notice of Report sheet. Umpires are meant to deliver this sheet to the HOME CLUBS match day manager, (Secretary, President, team manager etc). Umpires are encouraged to also take a photo of the image and send through to Umpire Coordinator on the matchday. We recommend both clubs check if they are unsure if a report has been made.

This sheet must be fully completed after the match including all sections at the base of the page.

- Please ensure that the umpire has fully completed their section.
- Clubs must ensure in their sections that they tick the appropriate boxes if they wish to take the set penalty or request the tribunal to hear the case.

A representative from each club (secretary, president, team manager etc) must meet at the conclusion of each matchday and check to see if there are any reports and check they are signed off correctly.

The form is to be scanned or legibly sent to the league via the following email addresses by no later than 7:00PM of the matchday.

[operations@gippslandleague.com.au](mailto:operations@gippslandleague.com.au) & [football.umpire@gippslandleague.com.au](mailto:football.umpire@gippslandleague.com.au)

Failure to do so will incur a \$250 fine for the home club

#### **In the event of a report and a set penalty is offered:**

**If there is a set penalty offered to the player.** The offending players club must notify, via email, the League by 12pm of the first working day following the match their intentions to either accept the set penalty or take the case to the tribunal. The club must notify the League via email, no exceptions. If this does not occur, the case will be automatically referred to the tribunal and subject to the tribunal process and fees.

#### **If a player elects to take the case to the tribunal.**

By 12pm of the first working day following the match:

- The offending players club must notify the League via email of their intention to take the case to the tribunal.
- Pay the League a bond of \$250 and send a copy of the receipt by 12pm of the first working day following the match. Failure to do so may see the League enforce the set penalty.

If the player is found guilty at the tribunal (including a guilty verdict of 0 weeks and suspended matches) a fine of \$250 will be implemented to the offending players club. If the player is found not guilty the bond will be returned to the club.



### **If a player elects to take the set penalty.**

- The offending player will be suspended as per the set penalty offered
- No fine will be issued to the offending club

### **If the player is sent directly to the tribunal via the report.**

The tribunal secretary will arrange a tribunal hearing and notify all clubs. **If the player is found guilty under the following conditions:**

- **Guilty** (match suspension and /or suspended matches & **no fine attached**) - the League will implement a fine of \$250 to the offending players club.
- **Guilty** (match suspension and /or suspended matches & **fine attached by the tribunal**) - the League will implement the recommended fine of the tribunal if it exceeds \$250. If the fine is less than \$250 then the League will impose an additional fine to cover administration expenses.
- **Not Guilty** - No fine will be issued to the offending club.

All hearings and appeals will be conducted by the AFL Victoria handbook and proceedings.

## **Investigation Process**

A club has a right to send in an official investigation request to the league to have an on-field matter that has not been referred to the tribunal investigated by an independent source. The following procedure will need to be followed by clubs if they wish to raise an investigation. It is important the clubs follow every step or the investigation will not be able to proceed. There are specific time frames and policies around investigations that must be adhered to.

### **Step 1 – The initial incident**

If clubs believe of an incident warranting disciplinary action has occurred, the first step will be for a club executive to gather all information relating to the incident. This includes any witnesses, footage (video/photographic) and to inform the player that the club will be pursuing this matter.

Please note: The league cannot investigate incidents without the club following proper procedure. In cases where parents or individuals are disgruntled and send in communication to the league reporting an incident and demanding action. The league can only pursue an investigation if the club sends through all official document and follow all time frames and procedures.

### **Step 2 – Fill out the Incident Report form and submit to the league operations co-ordinator.**

The incident report form is critical for the league when appointing the investigations officer, the form must be submitted within five (5) days of the alleged incident. Failure to do so will mean the case will be unable to go ahead, unless for extraordinary circumstances.

The report form will require player name, jumper number, match it occurred in, witness details, club contact details, offending player information (if known) and a full report on the incident and any potential injury that occurred.

A deposit of \$500 must accompany the Incident Report form to proceed. Failure to do so will mean the investigation will not go ahead.

Please note: In most cases the league will lose money on an investigation. The deposit is there to cover the cost of the investigator and tribunal. Even if the case goes to tribunal the offender may not be found guilty and the league will be required to pay these costs.

Please see extract from AFL Victoria 2021 Handbook

The League, League Executive members, Club, Player, League or a AFL Victoria Country appointed official, who alleges that a player or an official of a club, umpire, Official of an umpires' Association, AFL Victoria Country Official, League official, Club, player advocate, or League appointed Official has been guilty of conduct which is unbecoming to a player, umpire, such Official, or club, or which has or is likely to bring the game of football into disrepute, may lodge with the League a Notice in writing setting out particulars of the allegation. Unless the notice is lodged by the League a deposit of \$500 shall accompany the notice which shall be forfeited in whole or part in the event that the Investigation Officer or Independent Tribunal considers it frivolous. A Notice under this paragraph must be lodged with the League within five days after the date of the act or omission to which it relates.

### **Step 3- Hiring the Investigator**

After receiving both the form and deposit the league will hire a qualified independent investigator. The investigator will have a set time frame from when the report is sent to them to investigate the incident. They will follow a similar procedure as below.

1. The Investigation Officer is instructed by the League Secretary to investigate the matter. The League Secretary supplies all relevant details regarding the alleged incident.
2. The Investigation Officer views video of alleged incident (if available). Video and photographic evidence must be shown to the investigator. Failing to do so will mean the evidence cannot be used at the tribunal.
3. The Investigation Officer interviews all witnesses (players, umpires, Officials, spectators) pertaining to the matter taking a written copy of the interview. It is recommended that the interview be conducted in Question-and-Answer format. For example: Investigation Officer: Are you player (name) the wearer of number of Club) who played in game (Club) vs (Club) on (date) at (Venue) (can be modified for non-player witnesses). Player/Official/Other: Responds. Investigation Officer: It has been alleged that (description of alleged incident). What did you see of the alleged incident? Player/Official/Other: Responds. Investigation Officer: Asks further questions relevant to the alleged incident in order to obtain as much detail as possible. At conclusion of interview Investigation Officer reads a copy of the interview to the witness who agrees to content of interview and signs copy of interview.
4. The Investigation Officer submits all correspondence relating to the matter to the League Secretary with a recommendation as to whether the matter should be dealt with by the League Independent Tribunal. In the conduct of the investigation and in making the recommendation the Investigation Officer should have an open mind with any doubt regarding the events of the incident being considered in favour of the investigated player or Official.

### **Step 4- The investigation reports.**

After the investigation period the investigator will submit a report to the league for review.

This report will be viewed by the league and actioned. If the alleged offending player/official is not sent to tribunal then the deposit placed by the club will be forfeited as the case will have been found frivolous.

The investigator can recommend that the League offer a set penalty if an offence falls under one of the charges in the AFL Victoria notice of report sheet. The other options are recommending that the case

be heard by an independent tribunal or recommending that the player has no case to answer. The League can review the findings and report and follow the recommendation or make an independent decision.

### Step 5- Independent tribunal

If the alleged offending player/official is charged with Rule 5.0 unbecoming conduct (for full information see the AFL Victoria Handbook), they will be sent an official letter via the club informing them of the charge. An independent tribunal will be assembled, and they will make arrangements with the alleged offending player/official.

### Step 6- Outcome

The outcome of the independent tribunal will be sent to the league. If the player is found guilty any suspension/fine will be imposed by the league. If the player is found not guilty there will be no further action from the league.

## Player Points

(Exported from AFL Gippsland's 2024 Player Payment Cap and Points Allocation document from the Gippsland League.)

*AFL Gippsland wishes to thank leagues for their engagement during the consultation phase and providing feedback to the Region which has assisted in the process of determining the Allowable Player Payment (APP) and the Player Points System (PPS) Caps for 2024.*

*The system to manage player payments and player movement, known as the Community Sustainability Program (CCSP), has been introduced to help foster sustainability focusing on development and retention of players. More information about the Community Sustainability Program can be found here:*

<https://www.aflvic.com.au/community-club-sustainability-program>

*The AFL Victoria Community Club Sustainability (CCSP) Advisory Group, established in 2015, has received our local input and recommendations to assist in managing the CCSP framework across Victoria. At the CCSP Advisory Groups most recent meeting, confirmation of the AFL Gippsland Player Points Allocations and Salary Cap was completed. The maximum PPS Cap allowable to any club state-wide will be 46 in 2024 in line which is in line with the 2022 PPS Cap.*

**The PPS and APP Caps approved for 2024 are: 2024 Player points allocation per club:**

<b>Club</b>	<b>Allocated Player Points</b>	<b>Club</b>	<b>Allocated Player Points</b>
<b>Leongatha</b>	37	<b>Morwell</b>	44
<b>Wonthaggi</b>	38	<b>Bairnsdale</b>	45
<b>Moe</b>	39	<b>Maffra</b>	45
<b>Traralgon</b>	40	<b>Warragul</b>	46
<b>Sale</b>	41	<b>Drouin</b>	46

## Salary Cap

Please be advised that the Total Team Points allocation for Clubs in the Gippsland League for the 2024 season have been determined in accordance with the AFL Victoria Player Points System Policy. In line

with advice previously provided the Total Team Points cap range for the League is 37-46 for the 2024 season and the Allowable Player Payment Cap is \$125,000.

With AFL Gippsland Region By-Laws pending, for the 2024 season, the following process has been implemented to consider submissions from Community Clubs for variations to Total Team Points (TTP) and Allowable Player Payments (APP) Caps. Applications for TTP must be submitted using the Application for Points reassessment –Team Template.

1. Clubs may make an application in writing to AFL Gippsland for reassessment of their Total Team Points and/or their Allowable Player Payments Cap by November 15th, 2024.
2. Any application must set out the Club's reasons for seeking reassessment and must particularly address the matters set out in Clause 8.2 of the CCSP Policy and be accompanied by all supporting evidence which the Club wants considered.
3. The application must contain support from the club's league executive or board. If a league does not wish to support an application the league must notify the club and region in writing its reasons for opposing the application per Clause 8.2 of the policy.
4. The Region Player Points Panel will consider the applications by December 15th, 2024. Decisions of the Region Player Points Panel will be made by majority vote.
5. The region will provide written notification to the club within 7 days of the Player Points Panel making its decision.

As suggested above, AFL Gippsland By-Laws are pending and will be distributed to Leagues and Clubs in the coming weeks. These By-Laws will include local conditions for the Gippsland region specific to

Category I Home player pathways which shall apply for 2024. They shall also detail the ongoing processes for variations to CCSP Caps and Player reassessments.

## **Match Review Panel (MRP)**

The MRP will assess all referrals lodged in respect of potential Reportable Offences.

A referral may be lodged by the officiating Umpires, the Gippsland League Umpire Officer, the Board of Management, the General Manager, the Operations Manager, the President or Secretary of a club competing in the relevant match, or the MRP itself during its video review of matches.

All referrals must be lodged by the official Gippsland League MRP Incident Referral form.

The MRP may only review footage produced by Gippsland League TV and League approved camera operators (if you club is filming matches each week, please contact the League Operations Manager with information to have this footage approved for potential future MRP usage).

The MRP will review an incident (from official Gippsland League footage or approved footage) and determine whether that matter should be referred to the Gippsland League Independent Tribunal, if in the opinion of the Panel there is a breach of the (AFL) Laws of Australian Football. The AFL laws referred typically relate to the AFL's Reportable Offences (as per the traditional AFL Victoria report sheet/Appendix I of the National Community Handbook).

The MRP may offer a Set Penalty & Early Guilty Plea referred in the National Community Handbook reportable offences via a Notice of Charge. The Notice must be in writing and set out particulars of the matter via an official Gippsland League MRP Incident Referral form.

The MRP recommendations cannot be appealed. The Appeal process is contained within the rules of the Independent Tribunal.

### **Submitting an incident**

The MRP Referral Form must be submitted to the Operations Manager by no later than 12pm on the first business day after the incident accompanied by a \$250 bond (evidence of the payment to be attached in the email).

- I. The footage will be sourced by the League and be sent for review to the MRP by no later than 5:00pm on the day that the MRP request form is received. Unless the official footage is not available at that point in time.
- II. The MRP will review the footage and forward their recommendations to the General Manager within 24 hours of receiving their video footage.
- III. The MRP may list any of the following recommendations.

### **Recommendations:**

There is insufficient video evidence to prosecute a Notice of Charge,

The incident should potentially go to the Independent Tribunal, with an opportunity for the player to apply for a Set Penalty or Early Guilty Plea,

The incident is seen as more serious and should go to the Independent Tribunal for resolution, without the player being offered the opportunity to take a set penalty,

The video is inconclusive or more complex and the incident needs to be referred to the League investigation officer.

**Notice of Charge:** On receiving the MRP recommendations 2 or 3 the General Manager must contact the club of the offending player and issue a Notice of Charge as per 22.2 b III of the National Community Handbook.

### **Outcome & Penalties – 39.2**

- If a player is charged by the MRP, the charged player may challenge the imposed Set Penalty at tribunal. This request must be made via email by 5pm of the following business day from when the notice of report was distributed and be sent to the General Manager accompanied by a \$250 bond (evidence of the payment to be attached in the email) as per the League bylaws to have the case heard at the tribunal.
- As per Appendix I, 3d I of the National Community Handbook. Where a player or official has received a previous reprimand for an incident, that player will not be eligible to receive an Early Guilty Plea including another reprimand for an offence under the same classification in Appendix I, 2a – Table I of the National Community Handbook.
- A club's player or official who is reported and subsequently found guilty at the tribunal will be charged a fee of \$250.
- If the player accepts the Set Penalty/Early Guilty Plea or is found not guilty, no fee is payable.

- If a request by a club to review an incident is deemed frivolous by the MRP, the requesting club will be fined \$250.

**INFORMATION:** All policy and information is in the the National Community Handbook under Appendix I.

## Match Filming & Stats

### FILMING

- All senior football matches filmed per week
- All senior football matches live streamed each week via Youtube

### Access to footage

Clubs can access the vision via the following channels after the match

- Raw vision – take a hi speed USB stick to the camera operator and download direct
- Cluch vision – view via the online portal
- Gippsland League TV – download the full match via GippslandLeague.TV on the days proceeding the match

### STATISTICS & VIDEO ANALYSIS

- All senior football matches will receive statistics reporting

### Access to statistics

Clubs can access statistics via the following channels after the match (Tuesday delivery)

- Online reports– view via the Gippsland League portal and link supplied. All matches for the season stored here.
- Email – Coaches and football ops can be added to the mailing list to receive the reports direct from iSports

Video Analysis file – iSports will provide a coded file that can be used via their video analysis software for coaches. Contacts will be sent this direct once League receives

## Official Query

**Purpose:** To provide a structure around official queries that can be processed to the Board of Management and League

**Note:** Any query needs to have two club people listed to process. Complaints must be sent in on a different form which is listed on GippslandLeague.com.au

**Process:** Submit any official requests via this online form including:

- Bylaws – request for review, change or new implementation
- Meeting Agenda items
- Match Protests
- League Policy Review

### Time Limitations

Outside of match protests all queries will be dealt with at the next Board meeting (meetings scheduled on last Wednesday of each month)

Form is available online <https://forms.office.com/r/ewCMhKFEgI>

## **Operations Documents**

All operational documents are available for download below. Alternatively, you can head to [www.gippslandleague.com.au](http://www.gippslandleague.com.au)

[Clearances and Permits Procedures](#)

[Entering Statistics and Results](#)

[Football MVP Form](#)

[Interchange Form](#)

[Investigation Procedure](#)

[Investigation Report Form](#)

[Live Scoring Guide](#)

[Match Day Paperwork Manual](#)

[Match Day Start Times](#)

[Netball MVP Form](#)

[Netball Operations Guide](#)

[Official Queries](#)

[PlayHQ Match Day Guide](#)

[Record Requirements](#)

[Team Selection Guide](#)

[Tribunal Process](#)



## Additional Resources

*All Operational Documents and Additional Resources can be found on your Club USB provided in the Club Operational Pack.*

### Play HQ

[Click Here](#) to use the PlayHQ user Guide provided by the AFL including setup checklists, user guides, information for coaches, community football documents portal and additional information.



### AFL Gippsland

AFL Gippsland operates to support community football across the state. For more information on AFL Gippsland including their community, diversity and participation resources visit [aflgippsland.com.au](http://aflgippsland.com.au)



### Toyota AFL Club Help

Toyota AFL Club Help is a resource provided to help volunteers in community football to help manage and grow your club, as well as support your invaluable people. For more information regarding PlayHQ, Recruitment, Club Management, Policies, Club Growth and Women & Girls head to [play.afl/clubhelp](http://play.afl/clubhelp)



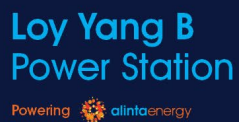
### AFL Victoria

Numerous different Policies apply to football across Victoria and Australia, in relation to a number of different topics.

Please [click here](#) to access further information on any of these Policies and Forms.



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