

## ***Guide to assist Duty Officers***

### ***Duty Officers***

- (1) Every Club shall appoint a minimum of one Duty Officer per field regardless of the grade or division of fixture. In Men's Premier Division BOTH teams must appoint a Duty Officer.
- (2) The name and FFA number of the Duty Officer must be noted on the official match sheet.
- (3) The Duty Officer MUST wear a vest at all times, and be very visible.
- (4) The Duty Officer MUST be at least 18 years of age and cannot be involved in any other activity (i.e., coach, manager, canteen, etc.) whilst acting in this capacity.
- (5) The Duty Officer shall not consume alcohol whilst performing these duties nor prior to doing so.
- (6) The Duty Officer should:-
  - (i) If an official referee is not present, ensure that a referee is arranged either by the Club or by consent of the two teams playing.
  - (ii) Escort the designated match officials to and from the playing field and ensure their safety at all times.
  - (iii) Check with the equipment officer that an alternate strip is available if required.
  - (iv) Encourage spectators to comply with the Spectator's Code of Behaviour.
  - (v) Direct and assist an ambulance if called to attend to a player or any other person.
  - (vi) Be of assistance wherever possible.
- (7) All Clubs involved in the sale of alcohol shall comply with all liquor licensing laws and any further requirements of the Zone.
- (8) Failure to comply with any of the above regulations may incur fines/penalties as per Appendix A.