

# GUIDE TO ASSIST CLUBS AND DUTY OFFICERS

## **A person who acts in the role of a Duty Officer must be;**

- Aged at least 18 years;
- Registered in PlayFootball as a volunteer
- Only acting in the role of a Duty Officer (e.g. not also coaching or working in a canteen while acting in the role of Duty Officer)
- Visible, vigilant, mobile, impartial and passive towards the game
- Wearing an appropriate vest (i.e. labelled Duty Officer or Volunteer)
- Be recorded as the Duty Officer on the official match sheet for each competition fixture when they act as a Duty Officer
- Otherwise eligible (e.g. not subject to the terms of any suspension) and have appropriate traits and skills to act in the role

1

## **A person who acts in the role of a Duty Officer is encouraged to;**

- Provide support to Match Officials, including supporting their safety within the vicinity of the club fields and venue
- Work constructively with patrons and supporters (including from opposition clubs) to promote appropriate behaviour
- Be of assistance where it is reasonable to do so (e.g. sourcing a club referee or helping to facilitate ambulance access to a field)
- Report significant incidents to the CLUB

2

## **A person who is acting in the role of a Duty Officer must not be;**

- Consuming alcohol or be affected by alcohol or any illicit substance
- Smoking (or vaping)
- Acting in multiple roles while acting in the role of Duty Officer (e.g. not also be coaching or working in a canteen)
- Displaying vocal behaviour, including being perceived as being biased

3

## **A club must;**

- Appoint an appropriate person as a Duty Officer for each team for HOME and AWAY fixtures
- Encourage spectators to comply with the National Spectator Code of Behaviour
- Consider the support required for each Duty Officer to ensure their well-being
- Report significant matters in writing to Football Far North Coast

4

**Thank you for making a contribution to  
upholding a more appropriate  
environment within community football**