



Guide to Assist 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 of the Duty Officer **must** be noted on the official match sheet.
3. A person acting as a Duty Officer **must** be a registered volunteer.
4. The Duty Officer **must** wear a vest at all times and be very visible.
5. 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.
6. The Duty Officer shall **not** consume alcohol whilst performing these duties nor prior to doing so.
7. The Duty Officer's role on game days is as follows:
 - 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.