

GUIDE TO ASSIST CLUBS AND DUTY OFFICERS

Updated October 2021



THE FOLLOWING INFORMATION IS RELEVANT TO THE IMPORTANT ROLE OF DUTY OFFICERS

- 1 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

- 2 A **person** who acts in the role of a Duty Officer **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)
 - Be of assistance where it is reasonable to do so (e.g. sourcing a club referee or helping facilitate ambulance access to a field)
 - Report significant incidents to the CLUB

- 3 A **person** who acts 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 coaching or working in a canteen)
 - Displaying vocal behaviour, including being perceived as being biased

- 4 A **club must**;
 - Appoint an appropriate person as a Duty Officer for each field that has a HOME fixture in progress
 - Appoint at least one Duty Officer for each Men's Premier League, Championship League, and Women's Premier League fixture in which they are participating (Home AND Away fixtures and subject to any specific terms imposed by FFNC)
 - Encourage spectators to comply with the National Spectator Code of Behaviour
 - Consider the support required for every Duty Officer to ensure their well-being
 - Report significant matters in writing to Football Far North Coast

**THANK YOU FOR MAKING A CONTRIBUTION TO UPHOLDING A MORE
APPROPRIATE ENVIRONMENT WITHIN COMMUNITY FOOTBALL**