

Reminder to Clubs - Appointment of Duty Officers

Clubs are reminded of the requirements of appointing Duty Officers for each match, as per Regulations (DOS).

1. All grounds must have a **readily identifiable Duty Officer** for each and every match.
2. The Duty Officer (usually a member of the Club executive) must be available at all times during games to deal with any problems as they arise; he/she must be available to the match referee to provide any assistance requested. He/she must also ensure that match officials are correctly and promptly paid at the end of matches (or prior to the match in the case of O/35 and All-Age).
3. The Duty Officer must be on duty from 30 minutes prior to the start of the match through to 30 minutes after the completion of the match.
4. The Duty Officer must wear the lime-green-yellow "Duty Officer" vest provided for use - this makes him/her 'readily identifiable'.
5. Clubs must instruct each appointed Duty Officer fully on expectations of duty work. A Club checklist of duties may be useful.
6. A Duty Officer may not operate from inside the Canteen nor can the Duty Officer be a player or team coach or manager who is on the bench (in the technical area) for the match. The Duty Officer **MUST** be independent of any other roles whilst on duty.
7. Each Club must recognise that it has a responsibility to appoint appropriate and competent Duty Officers for 'one-off matches such as O/35 or All-Age games isolated from the bulk of junior matches eg one or two Friday night O/35 games at the Club grounds. This must **NOT** be left to the team playing to organise - since the team is part of the Club, the Club is responsible for its matches.
- 8. CLUBS MUST APPOINT A DUTY OFFICER FOR EACH MATCH - THIS IS MANDATORY, NOT OPTIONAL - IT IS THE CLUB'S DUTY OF CARE.**

Clubs are to note that Referees and Zone Directors have been instructed to report any cases of lack of a Duty Officer at any matches in season 2009. Action - in the form of sanctions, fines, disciplinary actions - will be taken against Clubs that breach the Regulations in 2009 season. MFL directs Clubs to avoid any such action by following Regulations and ensuring the appointment and presence of Duty Officers at all matches.

Alan Gilmore
ADMINISTRATION DIRECTOR

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Duty Officer Responsibilities

1. APPROPRIATE INSIGNIA is to be worn and Duty Officers are to be present during the whole of each fixture to which he/she is appointed.
2. KEEP ORDER AT GAMES: Spectators behind the line around the inside of the ground, or at least 3 m from the field. Coaches, referees on/near the bench in the technical area - not walking up and down coaching/warming up (especially if Referee requests assistance). No abuse of Referees, Players etc. Players sent off to leave field and bench area. Escort Referee and Assistant Referees if required (especially in a fiery game). Ensure games start and run on schedule (advise Referee prior to game).
3. ANSWER ANY QUESTIONS: respond to Referees, coaches, managers, parents, Players, spectators etc. Direct personnel to correct playing field.
4. ENSURE TEAMSHEETS are left at table prior to game (not taken away to change rooms etc. Make sure teams have filled them in correctly. Check that Referee has returned team sheet to table after match.
5. ENSURE A REFEREE IS APPOINTED in the event that no official Referee is appointed and present.
6. ENSURE AMBULANCE OR POLICE are called if required for serious injury or assault to Players or Officials and direct ambulance/police vehicle to location on arrival at ground.
7. KEEP ALL PERSONNEL OUT OF GOALMOUTHS between matches and at the half time breaks. Keep all personnel from behind goals during games.
8. BE TACTFUL AND POLITE, NOT CONFRONTATIONAL in carrying out your duties. Try to be PROACTIVE by cutting off potential conflict before it can escalate rather than by being REACTIVE after the event. DO NOT BECOME PHYSICALLY INVOLVED IN ANY CONFLICT - if you cannot deal with the matter by talking to personnel involved, call the POLICE to handle it.
9. The role of Duty Officer is a large responsibility and must be undertaken by the Club appointee as that person's sole duty for the duration of the match.