New Lambton Football Club Juniors
Position Description – Duty Officer

JOB TITLE:

Duty Officer

OBJECTIVE:

The role of the Duty Office at club venues includes being visible, being vigilant and supporting behaviour that is appropriate to a community sporting event.

RESPONSIBILITIES:

- Every club is required to have ONE Duty Officer per field for HOME games.
- Visible Identification – A Duty Officers Vest is to be worn and duty officers are to be present during the whole of each fixture that they are appointed to.
- Keep Order at Games:
    - Spectators behind the line around the inside of ground, or at least 3m from field,
    - Coaches, referees on / near the bench - not walking up and down coaching / warming up (especially if Referee requests assistance), no abuse of Referee, players, etc,
    - Players sent off to leave field and benches area,
    - Escort Referee and his assistants if required (especially in “fiery” game),
    - Ensure games run on schedule (advise Referee prior to game).
- Answer any Questions that are asked by Referee, Coaches, Managers, Parents, Players, Spectators, etc e.g. directions to correct field.
- Ensure Timesheets are left at the sign-on table prior to game, teams have filled them in correctly and that the Referee returns to table after game.
- Ensure a Referee is appointed to a game in the event no official Referee is present.
- Ensure Ambulance or Police are called if required for serious injury or assault to players or officials and direct ambulance / police car to location on arrival.
- Keep people out of goalmouths between games and at half time, and away from behind goals during games.
- Be tactful and polite in carrying out your duties.
- Duty Officers are NOT security people and people should not place expectations upon a person acting in the role of a Duty Officer, to perform the duties that may be expected of the police or a security firm.
- Refer NLFC Code of Conduct for required guidelines, etc.

NEW LAMBTON
FOOTBALL CLUB

RELATIONSHIPS:

- Reports to the relevant Game Day / Park Coordinator, Volunteer Coordinator and Operations Manager.
- Supports the relevant Game Day / Park Coordinator, Volunteer Coordinator and Operations Manager.
- Liaise with Referee, Coaches, Managers, Parents, Players, Spectators, etc.

ACCOUNTABILITY:

- The Duty Officer will report to the Volunteer Coordinator, Operations Manager and General Committee of the club, as well as the relevant Game Day / Park Coordinator.
- The estimated time commitment required as the Duty Officer is 2 - 3 hours per week.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator and listening skills.
- Empathy.
- Passionate about the club and team.

DESIRABLE SKILLS:

- Able to prioritise tasks.
- Understanding of the rules and regulations of the competition.