



GROUND OFFICIAL (DUTY OFFICER) RESPONSIBILITIES

1. **APPROPRIATE INSIGNIA**
NPBS Supplied Hi-Vis vest is to be worn.
Duty Officers must be available for the duration of the fixture they are appointed to as well as 30 minutes prior and 30 minutes after a fixture.
2. **KEEP GOOD ORDER AT GAMES**
Spectators to remain behind the line around the inside of ground, or at least 3m from field; Coaches, players on/near the bench – not walking up and down coaching/warming up (especially if Referee requests assistance);
No abuse of Referees, players etc; Players sent off to leave the field and benches area; Escort Referee and Assistants if required (particularly in an escalated game); Ensure games run on schedule (advise Referee prior to game); Responsible for the good order and conduct of the fixtures being played on the day.
3. **ANSWER ANY QUESTIONS** asked by Referees, Coaches, Managers, Parents, Players, Spectators.
4. **ENSURE TEAM SHEETS** are left at a centrally located table prior to the fixture. Team Sheets are not to be taken away to the change room. Ensure teams have filled them in correctly, and the Referee returns to table after match.
5. **ENSURE A REFEREE IS APPOINTED** in the event that no official Referee is 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 half time breaks; keep all personnel away from behind goals during matches.
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 being **REACTIVE** after the event. **DO NOT BECOME PHYSICALLY INVOLVED IN ANY CONFLICT** - if you cannot deal with the matter by talking to the persons involved, call the Police.
10. **REPORT** any unacceptable behaviour to your Club Secretary, who may advise the Association in writing of such report/s.

As at January 2018