



**Postal address:**  
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## **DUTY OFFICERS RESPONSIBILITIES**

1. **APPROPRIATE INSIGNIA** (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.
2. **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.)
3. **ANSWER ANY QUESTIONS** - asked by Referee, Coaches, Managers, Parents, Players, Spectators etc. direct to correct field.
4. **ENSURE TEAMSHEETS** - are left at table prior to game, teams have filled them in correctly, Referee returns to table after game.
5. **ENSURE A REFEREE IS APPOINTED** - in the event 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 car to location on arrival.
7. **KEEP PEOPLE OUT OF GOALMOUTHS** - between games and at half time, and away from behind goals during games.
8. **BE TACTFUL AND POLITE** - in carrying out your duties.