

DUTY ROOM RESPONSIBILITY

Duty club needs to report to duty room by 8.30 am, if Duty Room is locked, collect key from Canteen and return promptly.

1. Unlock Duty Room
2. Match cards for the day will be in Duty room
 - a. Set up table with match cards for coaches to collect
 - b. Hand out match cards, marking which team has taken the card
3. Ensure adequate garbage bins are around Lady Cutler Fields, no fewer than 8 (2 per full size field)
4. Make any announcements over the PA system
5. Re-stock toilets with hand wash, toilet paper from Duty Room supplies. Sweep out rubbish as necessary.
 - a. Inform DDFA if stocks are low.
6. Field general enquiries
 - a. Anything of a serious nature to be documented and passed onto the DDFA Executive as soon as possible via email – dubbodistrictfa@gmail.com
7. Administer Lost Property
 - a. Lost property is kept on table at the back, if it has a name try to locate the owner or their club
8. Distribute any documentation requested that is stored in the duty room - Playing up consent forms, incident report forms, spare match cards etc.
9. After the last match card has been collected, sweep out the room and bring the table and chairs back inside.
10. At the completion of the last match, ensure all rubbish around the fields is collected & garbage bins brought back in.
11. Complete final inspection of toilets and change rooms for rubbish, and lock all the doors
12. Any returned match cards from Duty Room to be placed in their appropriate boxes and stored in Lady Cutler Referees Room.
13. If the Competition Secretary is not at the field, lock the door to the Duty Room.

N.B – Expectations for the club on duty room are to be present at the fields from the start of the first competition match, to the conclusion of the final competition match. It is anticipated that Duty Room duties will cease at approx 3:30pm at the conclusion of Under 17s matches. As per the rules a Duty Officer is required at each junior competition game from the clubs. Spare Match Cards for Junior games will be at the duty room. It is the responsibility of the home team to provide a match card for their game.

27 th April	4 th May	11 th May	18 th May	25 th May	1 st June	15 th June	22 nd June
							
29 th June	20 th July	27 th July	3 rd August	10 th August	17 th August	24 th August	Finals
						ALL CLUBS Roster to be released with Draw	