



## **Role & Responsibilities of Duty Officials**

1. Duty officials are appointed by clubs to administer the rules and regulations of the QRL South East Division Juniors and as agents for the division and the club, they have the full support of the Board to take reasonable measures to ensure these rules and regulations are enforced, subject to these guidelines.
2. Clubs must ensure that there are at least two duty officials provided for each game hosted by the club.
3. Duty officials should set a reasonable standard of dress, a high standard of behaviour and conduct and must wear the identifying Duty Official Bib.
4. Duty officials must not drink alcohol whilst on duty and should decline the role if they have consumed alcohol prior to the game.
5. Prior to the commencement of the game, duty officials are required to:-
  - Arrange for team managers to correctly complete the match report sheets and supervise the ID and registration checks.
  - Adjudicate on any issues regarding the registration process, and if unable to resolve an issue, to refer it to the ground controller or club secretary for advice.
  - Ensure team managers are aware of facilities including dressing rooms, first aid room, reserve dugout, toilets and sin bin.
  - Check that the ground is set up correctly and that it is fenced or roped.
  - Check that the sin bin is correctly set up and a sign is in place.
  - Liaise with referee to see whether there are any special pre-match requirements.
  - Ensure there are match balls (2) available for the game and sand for kicking, if required.
6. During the game, duty officials are required to:-
  - Patrol the sidelines, remaining visible to the referee and follow any instructions from the referee.
  - Ensure coaches remain in the dugout if fenced, or behind the perimeter fence if the dugout is not fenced.
  - Ensure trainers remain in the dugout or back from the sideline adjacent to half-way. In Junior League games, trainers may only enter the playing field during a stoppage in play, if signalled to do so by the referee or if a player is injured and the injury appears serious and that the player is in need of immediate attention.

- If a player is "sin-binned" by a referee, a duty official must escort the player to the sin bin and must remain with the player during his temporary suspension, ensuring the safety of the player.
- The duty official has the responsibility to time the ten minute temporary suspension. The clock is stopped during time out and during the half-time break.
- If a player is sent from the field of play for the remainder of the game, a duty official must escort him to his team's dressing room. The player cannot leave the dressing room until he has changed out of his playing uniform.
- Duty officials must be aware of any breaches of the Spectators Code of Conduct.
- Approach any spectator who is guilty of breaching the code, calmly and avoid confrontational language.
- Refer the offender to the Code of Conduct and refer specifically to where they are breaching it.
- Ask the offender politely to avoid any further breaches.
- Never touch or restrain an offender physically.
- If they persist or become aggressive, walk away and seek help from the ground controller or club secretary.
- Remember, as a duty official, you are not a trained security guard or police officer, so if in doubt call for professional help.
- At half-time and full-time, walk with the referee from the field and remain close by until the referee is ready to resume the game or to leave the ground.

7. After the game, duty officials are required to:-

- Check the match report sheet is correctly completed and signed by the referee and team managers.
- Where a player has been dismissed from the field, obtain from the referee, a copy of the Referees' Judiciary Report and deliver a copy to the player, team manager and club official.



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