

FFNT Competitions Manager will determine the system of Duty Club responsibility for Clubs that may be rostered for 'duty' throughout the season.

## 1. Responsibilities

Clubs agree to undertake the following responsibilities when appointed as Duty Club. Failure to accept or perform these responsibilities may result in action being taken including removal of that Club from the Duty Club Roster for a length of time.

The nominated Duty Club shall be responsible for:

- a. Collection of the following from the Federation office on the Friday immediately prior to their rostered day:
  - Keys to Bagot Park kiosk and toilet block
  - Match Cards/Team Sheets
  - First Aid Kit
- b. Marking of fields for fixtures;
- c. Positioning of goalposts, corner posts and affixing nets prior to the scheduled commencement of fixtures;
- d. Posting of Spectator Code of Behaviour as specified near the kiosk/canteen;
- e. Ensure that a currently qualified accredited first aid person is available from the commencement of the first match until the conclusion of the last match;
- f. Provide a 'Ground Officer' at all times who shall be the central point of contact to manage issues regarding breaches of Code of Behaviour, coordination of match officials and general enquiries;
- g. Provision of manpower for 'Kiosk' sales;
- h. Distribution/Provision of Match Cards/Team Sheets to teams before commencement of fixtures;
- i. Removal/Storage of goalposts, corner posts and nets on completion of the day's fixtures;
- j. Removal and Disposal of all rubbish at venue;
- k. Ensuring that the venues are left in a clean and tidy state on completion of the day's fixtures;
- l. Ensure all injuries are entered on both the Match Card/Team Sheet and the Risk Management Injury Log Book;
- m. Return of the following from the Federation office on the Monday immediately after their rostered day:
  - Keys to Bagot Park kiosk and toilet block
  - Match Cards/Team Sheets
  - First Aid Kit

## 2. Unsatisfactory Performance

- a. Written complaints on the performance of a 'Duty Club' are to be lodged with FFNT within 72 hours of alleged incident(s);
- b. All complaints will be considered by FFNT; and
- c. FFNT will decide on the penalty, if any, to be imposed.