

Following are the responsibilities for Duty Clubs as determined by the Northern Zone Council.

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 Football Federation office on the Friday immediately prior to their rostered day:
 - Keys to Bagot Park kiosk, toilet block, lock for the Velodrome and Rubbish Bin
 - Match Cards/Team Sheets
 - First Aid Kit
- b. Positioning of goalposts, corner posts and affixing nets prior to the scheduled commencement of fixtures; (DOES NOT APPLY TO SATURDAY DUTY CLUB- Bagot Oval)
- c. Posting of Spectator Code of Behaviour signs as specified near the kiosk/canteen;
- d. 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;
- e. 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; this person should liaise with the duty Northern Zone Councilor on that day. An air-horn is to be used to denote the start/finish of all U6 matches to ensure timely activity.
- f. Provision of currently qualified and accredited Match Officials including Referees and Assistant Referees for all competitive matches as required; Refer Referee Schedule 2006.
- g. Payment of match fees to appointed Match Officials for Divisions Five, Six and Rooball. Fees to be paid at the conclusion of the match. Refer Referee Schedule 2006
- h. Provision of manpower for 'Kiosk' sales;
- i. Provision of all food and beverage requirements, including cooking and preparation equipment. All fridges and Freezers to be turned on prior to starting time. All equipment cleaned and turned off at completion of Duty.
- j. Provision of manpower for 'Gate' duties if required; (NOT REQUIRED –Junior level)
- k. Distribution/Provision of Match Cards/Team Sheets to teams before commencement of fixtures;
- l. Removal/Storage of goalposts, corner posts and nets on completion of the day's fixtures;
- m. Removal and Disposal of all rubbish at venue;
- n. Ensuring that the venues are left in a clean and tidy state on completion of the day's fixtures;
- o. Ensure all injuries are entered on both the Match Card/Team Sheet and the Risk Management Injury Log Book;
- p. Return of the following from the Federation office on the Monday immediately after their rostered day:
 - Keys to Bagot Park kiosk, toilet block, lock for the Velodrome and Rubbish Bin
 - 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 the Zone Council within 72 hours of alleged incident(s);
- b. All complaints will be considered by the Zone Council; and
- c. The Zone Council will decide on the penalty, if any, to be imposed.