

# Port Saints Football Club

## Ground Official/Duty Officer



### ENDORSED BY COMMITTEE MEETING 3 JULY 2024

The Committee noted these matters, endorsed the attachment, and supports requests to personally invite adult players, family members and others to volunteer as Duty Officers at Findlay Park.

Port Saints Football Club is required to have an adult Ground Official or Duty Officer on duty at Findlay Park for all home games<sup>1</sup>. There is a penalty of \$55 in the FMNC Competition Rules for not having a Duty Officer present<sup>2</sup>. The Ground Official or Duty Officer is the Club's representative at the field during home games.

The Attachment is a poster to be mounted in the Canteen to briefly explain the role of a Duty Officer and may be given to volunteers in advance of taking on the role. Laminated copies will be included in team kit bags with a Duty Officer vest from 2025 season with these instructions for Coach/Manager.

Recent discussions with coaches, senior players, parents and other volunteers has identified several reasons why adults who are part of the PSFC Family have not volunteered to be Duty Officers. These include:

- Already volunteering time in other roles (coach, player, canteen, committee role, etc.) and perceptions they "do enough",
- Employment commitments at time games are played,
- Younger children to care for/supervise or other games/activities to attend,
- Have not been specifically asked to volunteer (in addition to generic requests by email and social media posts),
- Don't have a current Working With Children Check.

### Working With Children Checks

Like all volunteers, Ground Officials/Duty Officers ought to have a current WWCC clearance and be registered as a PSFC Volunteer in Play Football. All PSFC Committee Members, Coaches, Team Managers and regular volunteers have verified WWCC.

At short notice, given the visibility of the role in front of other adults including game officials and players' parents, it would be acceptable for a volunteer parent or guardian without a current WWCC clearance to step in as a casual Duty Officer provided another Volunteer/Club Committee Member with a WWCC clearance is on duty at the same time.

### Alcohol, smoking, vaping and drug use

It is Port Macquarie Hastings Council (PMHC) Policy that no alcohol is to be sold or consumed at Council sports grounds while junior sport is being undertaken. Further, it is NSW law that no smoking or vaping occur at organised sporting events<sup>3</sup>. There are specific penalties in the FMNC Competition Rules for allowing consumption of alcohol at fields from glass containers and selling alcohol at fields during junior fixtures (\$1,650 (max))<sup>4</sup>. Further, instances of drug use at sport are to be reported to the Police.

### Emergencies

A function of a Duty Officer is to assist in emergency situations. The role is like that of a Fire Warden or First Aid Officer in a workplace. Some have articulated a reluctance to take on such roles, but someone needs to do it and take on the Club's Duty of Care responsibilities.

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<sup>1</sup> Football Mid North Coast Competition Rules, v18 2024, pages 6 and 7.

<sup>2</sup> Football Mid North Coast Competition Rules, v18 2024, page 40.

<sup>3</sup> NSW Government, No smoking in spectator areas at public sports grounds, [sportsground-smoking-ban.PDF \(nsw.gov.au\)](https://www.nsw.gov.au/sportsground-smoking-ban.PDF)

<sup>4</sup> Football Mid North Coast Competition Rules, v 18 2024, pages 7 and 40.

**Port Saints Football Club**  
**Ground Official/Duty Officer**



**JOB TITLE: Ground Official/ Duty Officer**

**RESPONSIBILITIES:**

- Collect a Duty Officer vest from equipment storage container or Canteen and maintain a visible presence around the ground by wearing the vest. Return vest after shift.
- Guide visiting teams to a suitable warm up area.
- Answer questions.
- Maintain the 3-metre field run off area around fields.
- Supervise technical area and benches as required.
- Monitor spectator behaviour, addressing abusive or aggressive behaviour as required.
- Reinforce the rules on alcohol consumption at the venue (nil consumption, no smoking or vaping around MiniRoo and Junior Competitive games).
- For night/late afternoon games, put on and turn off lights (SMS operated) if a Committee Member is not present.
- Emergency - Know location of the First Aid Kit, AED and key for the chain between bollards to enable ambulance access.

You may call a committee member in the first instance or call an Ambulance or the Police if required.

Emergency contacts:

Ambulance 000

Police PMQ station 6583 0199

Police Assistance to report a crime 131 444.

Committee member at field or as advised before shift.