**DUTY OFFICER RESPONSIBILITIES**. 2018 /19.

**FRIDAY P.M.** PREPARE CAR PARK FOR VISITING TEAM COACH PARKING. CONE OFF AREA ALONGSIDE FENCE OF WILDTHINGS CAR PARK. ENSURE AMBULANCE ACCESS IS CONED OFF AND KEPT CLEAR.

PEDESTRIAN ENTRANCE TO WILDTHINGS **MUST** BE KEPT CLEAR AS THIS IS WHEELCHAIR ACCESS.

**PRE KICK OFF.**

**SATURDAY.** BE AT CLUB FOR 12 NOON. FOR 2.15PM KICK OFF OR 12.45PM FOR 3.00PM KICK OFF.

**1**  MATCH BALLS TO BE CLEANED AND INFLATED TO REQUISITE PRESSURE, 9.5PSI.

**2**  ENSURE CLUB FLAG IS FLYING.

**3** RESERVE FOUR PARKING SPACES FOR 1ST TEAM MATCH OFFICIALS AND ONE FOR KAY WEEKS.

4 MONITOR CAR PARK AND LIASE WITH GATE STAFF .

**5**  MEET AND GREET VISITING OPPOSITION AND THEIR SUPPORTERS ON ARRIVAL PLUS ALL MATCH

OFFICIALS INCLUDING ASSESSORS, REFEREE COACHES AND MANAGERS IF IN ATTENDANCE.

**6**  ALLOCATE CHANGING ROOMS TO VISITING TEAMS.

**7**  OFFER TEA OR COFFEE TO REFEREES AND ASSESSORS ON ARRIVAL. THESE GO ON THE HOSPITALITY TAB IN THE KITCHEN.

**8**  REFEREES FOR ALL TEAMS WILL NEED TO BE PAID THEIR EXPENSES. ASK THEM FOR THE

AMOUNT REQUIRED ON THEIR ARRIVAL.

THESE ARE OBTAINED FROM HAIDEE AT THE BAR AND SIGNED FOR BY THE DUTY OFFICER.

THIS IS BEST DEALT WITH **BEFORE KICK OFF** AS THE BAR GETS VERY BUSY AFTER THE FINAL WHISTLE.

**9** HALF TIME DRINKS FOR REFS ARE TO BE PLACED IN THE CHANGING ROOM IN READINESS. BOTTLED STILL / FIZZY WATER WHICHEVER IS AVAILABLE FROM THE BAR. AGAIN THESE GO ON THE HOSPITALITY TAB.

**10 MATCH PROGRAMMES ARE ALSO PROVIDED FOR MATCH OFFICIALS AND SHOULD BE PLACED IN THE REFS CHANGING ROOM PRIOR TO THEIR ARRIVAL.ALSO MATCH PROGRAMMES TO BE PUT IN CLUBHOUSE ON PLACE SETTINGS FOR PREMATCH LUNCH GUESTS**

**11 THE REFEREES ROOM IS TO BE LOCKED AT KICK OFF TIME AND OPENED AT HALF TIME FOR TEN MINUTES THEN LOCKED AGAIN WHEN THE MATCH RECOMMENCES.**

**KEY AVAILABLE FROM , D’ILLY OR MATT LANGTREE.**

**12 NUMBERS FOR SCOREBOARD ARE KEPT IN BOILER ROOM CUPBOARD, DAVE LOMAS USUALLY DOES THE SCOREBOARD IF PRESENT. YOU WILL NEED TO PUT THEM UP IN READINESS.**

**13 PLACE A BUCKET OF HOT WATER, BRUSH AND TOWELS NEAR THE DUGOUT AS BALLS WILL NEED CLEANING DURING GAME.**

**14 MONITOR ALL BALL MOVEMENT AND ENSURE ALL BALLS KICKED OFF THE FIELD OF PLAY ARE RETRIEVED. SPECIAL ATTENTION NEEDS TO BE PAID TO PENALTY KICKS AND CONVERSIONS TAKEN AT THE “RESIDENTIAL” END OF THE PITCH DUE TO BALLS GETTING STUCK UP THE TREES OR LOST IN GARDENS.**

**APRES FINAL WHISTLE. OPEN UP REFEREES ROOM.**

**15 ENSURE ALL MATCH BALLS ARE RECOVERED, WASHED AND LOCKED IN YOUR CAR BOOT.**

**16 ORDER DRINKS FOR ALL REFEREES , AND ASSESSORS AND MAKE SURE THEY ARE OFFERED FOOD. AGAIN THESE ARE TO GO ON HAIDEES HOSPITALITY TAB.**

**PAY REFEREES EXPENSES.**

**Q.E.D.**