



Document Owner: Rugby Junior Chair

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Duty Officer role – Sundays, Season 2022/3

1. Be visible around the clubhouse at the start and end of the session, touring the area.
2. Be aware of the home playing schedule (visiting teams / training etc.).
3. Have a copy of the ground allocation for each side - advising all where to go etc. – there is also an A Board available with an outline of all the playing areas that can be filled in and positioned at the entrance as teams/players arrive.
4. Liaise with catering and bar personnel who are on duty that day
5. General monitoring of non-rugby activity around club - around Fitness, etc. Use of Hall – no boots and good behaviour; side bar - non-food /dogs etc. General tidiness in the hall/decking/stand and patio areas.
6. Advise of / record any altercations/ incidents that may occur off pitch including player or parent/spectator code of conduct incidents
7. Be aware of MEAP (QR code). Have access to Jim Evison gate key (if needed). With Pitch Side First Aiders, take the lead on any incident. All incidents to be reported in the Incident Book held behind the Bar. In case of bad injuries - call ambulance where needed and monitor. Make sure Ambulance entry onto main pitch not blocked.
8. Enjoy the day!



This list is not exhaustive – please use your discretion & initiative on the day.

Thanks for your support.

Tony Smith, Rugby Junior Chair