



Document Owner: Rugby Facilities Manager
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Duty Officer: Senior Matches, Season 2022/3

1. Arrive 1 hours before kick-off. Monitor parking to make sure coach access is cordoned off / ambulance access remains clear. Introduce yourself to Gill (bar) and Carol (catering) & WRUFC representatives (Ric (Chair), Alan (Hon Treasurer), Phil (First Aid) etc.)
2. Greet the opposition; show changing & first aid room locations. Hand opposition over to WRUFC representatives for refreshments
3. Greet referees & any other officials. Show changing rooms, make sure they have a coffee / refreshments & invited for a drink post game. Confirm travel costs & get refund from Gill
4. Liaise with bar & catering
 - a. Get your hi-vis vest, and remember to give it back
 - b. Put out flag (from Gill) & remove before leaving
 - c. Programme float give / return
 - d. Hospitality for officials/referees
 - e. Fire (usually November onward) started during the match
5. Gate Duties
 - a. Programmes usually arrive around 1:30; make sure officials have programme
 - b. Greet M&J Gate Duty parents & players; Junior Chair will usually advise age group. Gill will give M&J the programme flat
 - c. Check in with the M&J on the gate; usually finishes 30m after match start, make sure remaining programmes + float get back to Gill
6. General monitoring of non-rugby activity around club - around Fitism, 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.
7. Advise of / record any altercations/ incidents that may occur off pitch including player or parent/spectator code of conduct incidents
8. Be aware of MEAP. Identify Pitch Side First Aider. 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.
9. Enjoy the day & the bar afterwards



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