



# ROLE OF DUTY OFFICIALS

All duty officials must have sufficient knowledge of the RLB Rules and regulations to be able to complete their duties, or at least have one person appointed as chief duty official (Ground Manager) and have two other persons acting as assistant duty officials on match days.

Each club must appoint duty officials to act as listed below:

- Each host club shall supply two duty officials who should be of a responsible nature and be over eighteen (18) years of age. The visiting team shall supply one duty official whose main role is the control of the visiting team's spectators. Visiting team duty officials should always support the home team duty officials.
- These duty officials shall be neatly attired and must, with no exceptions, wear the identification vest supplied by the RLB and enclosed footwear.
- These duty officials will be considered officials of RLB and have the full support of the RLB Management.
- The duty officials shall always be clearly visible.
- The duty officials will ensure the playing area is correctly marked, roped and the goal post pads are in place before play commences.
- The duty officials will ensure that a suitable area is set aside for the sin bin.
- One duty official is to be responsible for the sin bin and assisting the referee as required. The other is to control spectator behaviour and all off field incidents and assisting the referee as required.
- The duty officials if necessary will ensure that the area set aside for the consumption of alcohol is clearly defined and ensure that alcohol is consumed in this area only. • The duty officials are to ensure that both teams complete all team details on the match report before the match and that all other details are completed at the end of the game. He or she must get the referee, touch judges and an official from each team to sign the match report after the match and must ensure that the Player of the Year point's (where applicable) have been recorded on the match report by the referee. The visiting team must be given their copy of the match report and the other copies must be forwarded to the club secretary for forwarding to the RLB office.
- The duty officials shall ensure that both visiting and host teams are allocated dressing rooms and advise them of the area set aside for the sin bin. They should also inform team officials of the location of the emergency facilities, i.e. the nearest medical facility and how to contact an ambulance etc.
- The duty officials shall identify themselves to the referee and advise them of their dressing room location and the area set aside for the sin bin.
- The chief duty official (ground manager) should check with the referee before the game to determine if an official touch judge has been appointed for the game and if not arrange for a touch judge to be appointed from each team.

- Spectators shall not be allowed to encroach upon the playing area at any time during or immediately after any game and should not be allowed to shout abuse or obscenities at any player, official or other spectator. The duty officials should control and supervise spectators and supporters. Club officials should support and assist the duty officials in this supervision and control.

**CONTROL & SUPERVISION OF THE SPECTATORS INCLUDES THE POLICING OF ALCOHOL.**

**Alcohol is NOT permitted to be brought into the premises at ANY TIME! Alcohol can only be purchased & consumed within the licenced areas at the Sports Club & at the Can Bar on the hill (when it is opened).**

**Any breaches of this need to be addressed by the Duty Official & if further assistance is required then please contact the Staff at the Sports Club on 07 3881 1685, and they will assist or call police if required.**

ALL of the Football Grounds (Inside the Fence) are **SMOKE FREE ZONES**. The only area where smoking is permitted is in the designated smoking area at the front of the sports club. If anyone is smoking then they need to be advised to put out the cigarette immediately & use the designated smoking area.

- The duty officials will provide a written report of any incident that requires further action. These reports should be lodged with the host club in the first instance.
- The duty officials are to assist the referee and touch judges as required. They should escort the referee and touch judges from the field at half time and full time.
- The duty officials are to ensure that no players, team officials or spectators harass the referee or touch judges before, during or after the game.
- The duty officials will escort players to the sin bin and remain with them until their designated sin bin time has elapsed. They are to ensure that players are not harassed while they are in the sin bin.
- Players in the sin bin can be treated for injuries and/or given assistance by qualified personnel. Players may return to their teams at half time. Half Time and time off does not constitute sin bin time.
- When a player has been sent from the field by the referee, the duty official shall ensure that the player goes directly to the dressing room. The player must not leave the dressing room in his playing gear and is not permitted to return to the players' enclosure for the duration of the match.
- The duty officials will obtain from the referee the charge sheet for any player sent from the field of play and deliver a copy to a team or club official of the player concerned. This should be done approximately twenty (20) minutes after the completion of the match.
- All referees have been instructed not to commence a match unless at least two (2) duty officials (one host club and one visiting club) are in attendance. Where a match is not played for this reason it will be regarded as a forfeit by the host team.
- Duty officials should always be approachable. The best way to defuse most situations is to be non-confronting and understanding to the needs of referees, touch judges, players, team officials and spectators.