



## Newcastle Junior Cricket Association Match Day Duty Officer

### OBJECTIVE:

All clubs are required to have Duty Officers at their venue performing duties that support the on-field activities taking place.

Duty Officers perform a range of roles to support the safe delivery of cricket and provide a positive experience for all people at that venue, including players, officials and spectators.

Duty Officer role is to be fulfilled by an adult who does not otherwise have an active role on game day, eg should not be a coach, player or scorer.

**Each team's duty officer will be responsible for managing and/or reporting the behaviour of their own team's players/parents/spectators.**

### RESPONSIBILITIES:

- **MAINTAIN A VISIBLE PRESENCE.** Duty Officers should wear a high-visibility vest so that they are immediately identifiable at the venue. Hi-vis vests should be supplied by their club.
- **ANSWER QUESTIONS.** Duty Officers may be required to answer questions from people not familiar with the venue regarding things such as toilets, shops and parking.
- **SUPPORT UMPIRES.** Supervise players/parents/spectators as required. Monitor language reinforcing the values of the club & association.
- **SPECTATORS.** Move around the ground monitoring spectator behaviour and addressing any inappropriate behaviour as required, and if comfortable in doing so. The Duty Officer should document the details of any incident (whether they intervened or not) and make a verbal report to either the official umpire at the ground, if present, or to your club executive as soon possible on the same day.

ALL Code of Conduct breaches should be reported to an official umpire if present and/or your club executive as soon as possible on the same day, so they can report it to the NJCA using the [Incident Report Form](#).

NB: Duty Officers are only expected to address inappropriate behaviour **of their own team**. Any such behaviour from the opposition should be reported to the opposition's Duty Officer as first step.

- **ALCOHOL & SMOKING/VAPING.** Reinforce the rules of zero alcohol consumption and no smoking or vaping at junior matches at all venues, if required. Report any such behaviour to your club executive as soon as possible on the same day, who should report it to the NJCA using the Incident Report Form.
- **EMERGENCY.** Know where support is available if required. This may be a committee member in the first instance or how to call ambulance or police if required.
- **COMMUNICATE:** With the match day officials (umpire/coach/manager) and the Duty Officer supplied by the opposition team to facilitate a positive environment for both teams.
- **COMMUNICATE:** to your club executives as soon as is practicable on match day if there is anything that requires following up with another club or reporting to the NJCA.