

# TASK SHEET

<b>OFFICIALS/UMPIRES</b>			
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Know the rules of play	H	Ensure you clearly understand your obligation to know the rules of play.	Prior to season starting
Know the codes of conduct for officials/umpires	H	Understand the codes of behaviour for yourselves, players, parents, team management and the penalty & reporting processes for non compliance.	Prior to season starting
Know and implement the codes of conduct/ behaviour for players/teams under their control	H	Report all players/parents/team management that do not comply with code &/or acceptable behaviour standards immediately utilising the appropriate reporting processes.	Always
Equipment safety	H	Prior to each game you are responsible for checking the safety of all equipment prior to commencing.  You are required to report any non compliancy to the Head Official &/or events coordinator in line with club policy.	Always
	H	Check player personal safety equipment in line with sports rules. If a breach has occurs implement penalties as required	Always
Child Protection	H	Ensure you sign you have read and understood you obligations and the clubs expectation for child protection before your duties commence.	Prior to season starting
Technical Delivery	M	Officials/umpires monitor and adjust the technical need to suit the continued development of the game and players.	Each Game
Risk Management-	H	Adjust the rules of play as required for age group, extreme weather, or different field conditions (shorten games, more drink breaks, restricted rules etc.)  Know the risk associated with the game, the age group, the grade of players & the surrounding.  Conduct the game in the spirit determined by the club or event coordinators (fun, recreational, elite).	Always
Players Safety	H	Implement the sports requirements appropriate for the age groups and standard of players in your charge.	Always

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		Be vigilant to avoid the transfer of diseases such as blood, and body fluid, by implementing the sports polices and procedures.	
Communication	H	Maintain a high standard of communication that is clear, concise, non -confrontational & respectful of the player's age, standard of play and players level of knowledge.	Always
Administration -pre season	H	Pre-season tasks for the season are to be completed: <ul style="list-style-type: none"> <li>• Attend Induction training</li> <li>• Complete registration form</li> <li>•</li> </ul>	Pre Season
Game Administration	H	Pre-game forms & Admin tasks are required to be complete and signed appropriately such as: <ul style="list-style-type: none"> <li>• Team Sheets</li> <li>•</li> <li>•</li> </ul>	Pre game
	H	Post Game forms & Admin tasks are required to be completed and signed appropriately such as: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	Post Game

## KEY RISKS

Environmental Risks	<ul style="list-style-type: none"> <li>• Know where the potentially high risk areas are around your player's and ensure they are aware of the safety rules and any potential risk.</li> <li>• If the weather or environmental conditions change- If it is too hot, wet, cold or stormy seriously consider if the players are 1) capable of participating or 2) they will be safe doing so - if you believe it may not be safe you may choose to 1) change the way the activity is conducted to meet the new conditions or 2) cancel. Remember <b>player safety</b> should be paramount during the decision making process.</li> </ul>
To Players Safety occurs when	<ul style="list-style-type: none"> <li>• You don't follow the rules and/or implement common sense when carrying out your duties. Always implement the technical requirements &amp; tools appropriate for the specific age groups and standard of players in your charge. Remember that an official's duty of care increases greatly for children and young people as well as for those who are novice, aged, unfit or disabled.</li> <li>• You are not aware of the changes in the surrounding environment - <b><u>most risk occurs due to complacency.</u></b></li> <li>• You are not vigilant to avoid the transmission of any blood, body fluid, or diseases.</li> <li>• When you don't ensure players receive an injury during the activity are not removed from play.</li> </ul> <p>Consider if it is really safe for a player to retake the field if they have had a serious knock or sustained an injury (remember that players safety is more important than the needs of the team or their spectators).</p> <ul style="list-style-type: none"> <li>• If you fail to protect the players from unacceptable personal contact.</li> <li>• If you allow players to be harassed or bullied by any person on or off the field of play.</li> </ul>
Over diligent parents & spectators	<ul style="list-style-type: none"> <li>• The greatest risk to sports participation is <b><i>overbearing parents and /or aggressive spectators.</i></b></li> </ul> <p>The parents' &amp; spectator code of conduct are designed to avoid such situations. The risk for the clubs is that officials don't report known or expected behavioural code breaches from the parents or spectators codes and allow such behaviour to continue.</p>

NAME OF POSITION  
HOLDER:

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SIGNATURE OF  
POSITION HOLDER:

\_\_\_\_\_

DATE / /

WITNESS SIGNATURE

\_\_\_\_\_

DATE / /