



Position Description – Incident Officer

Objective

To manage all game day related incidents, both on and off the field, on behalf of St Peters Football Club.

Responsibilities

- First point of contact where there is an incident involving anyone affiliated with St Peters Football Club (players, parents, spectators, game day officials).
- Liaise with the President regarding incidents that have been raised and decide on a course of action.
- Liaise with Coaches, Team Manager's and parents once a course of action has been established with the President.
- Keep a register of incidents.
- Manage and record red and yellow cards handed out by the SMJFL.
- Liaise between incidents officers or secretaries of other SMJFL clubs if there is an incident that needs to be addressed with an opposing club.

Relationships

- Works in collaboration with SMJFL and President and Child Safety Officer (where required).
- Builds strong relationships with all members of the committee, other clubs and SMJFL.

Accountability

- Secretary of St Peters Football Club.

Average hours per week

This role requires on average 1-2 hours per week, but is dependent on the number of incidents that have occurred on game day from the weekend prior.