



## **TERMS OF REFERENCE.**

### *ACORNS DUTY OFFICER.*

The aim of this officer is make sure that their is a responsible named person on the park when it is used for Acorns events.

The duty officer will be an Acorns committee member or a person directly nominated by the committee.

### **DUTIES INVOLVED.**

- The duty officer will carry the keys to all areas of the park and clubhouse that may be needed.
- The officer will carry the club mobile phone which is to be used at their discretion.
- To be the main point of contact for all questions, complaints and compliments passed on by managers and/or vice chairpersons.
- To be responsible for a risk assessment of the park and any buildings that the Acorns may use, and any hazards are noted and minimised.
- To make sure a 1<sup>st</sup> aider is available at all times.
- To ensure the accident/incident log is completed appropriately if necessary.
- To ensure all age groups have a responsible adult in charge and enough help to run the age group safely and effectively.
- To enforce the photography policy.
- To make sure the clubhouse is clean and tidy and available for the use of acorns members.

### *To liaise with,*

- Child protection officer.
- All managers, coaches, volunteers, parents on the day.