

## **PROCEDURE OUFC-003**

### **Football Committee**

#### **1 PURPOSE**

The purpose of this procedure is to control the documents and define roles and responsibilities regarding The Football Committee.

#### **2 SCOPE**

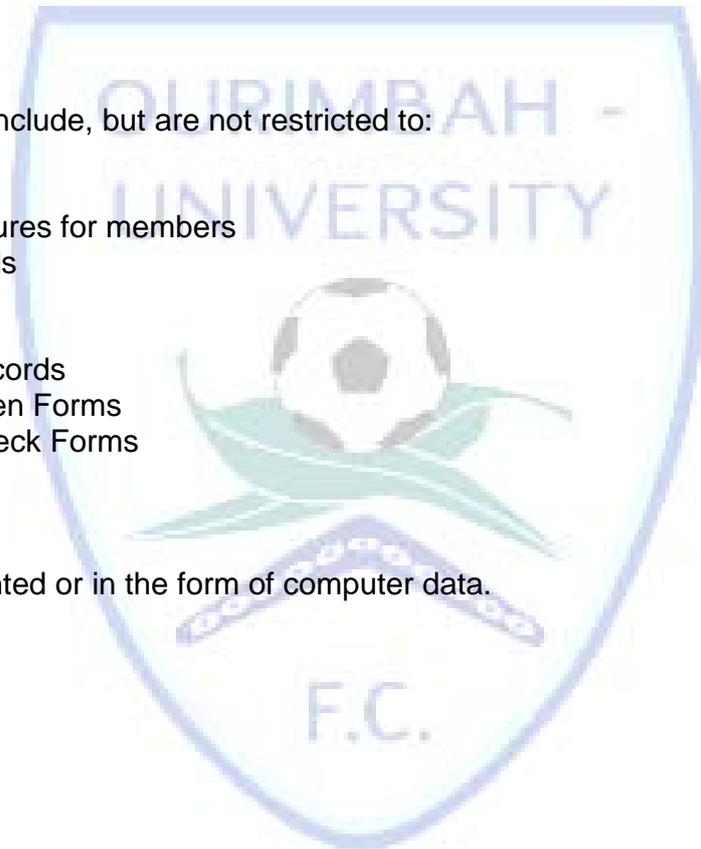
Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Grading Forms
- Nomination Forms
- Players Caution Records
- Working with Children Forms
- Criminal Record Check Forms
- Coaching Manuals
- Manager Manuals

Documents may be printed or in the form of computer data.

#### **3 REFERENCES**

Club Constitution  
Etc



## 4 RESPONSIBILITY

Director of Football	To Chair the Football Committee. Overall responsibility for the operations of the Football Committee Accountable to the Executive
Committee Members	Shall be responsible for all matters directly related to the management, grading and the fair playing of Football within the Club.
Registrar	Ensure that all players are eligible to register with the Club
Grounds Officer	Ensure that the grounds and field equipment is well maintained and in-safe working condition.
Equipment Officer	For the procurement, inventory and condition of Club equipment
All personnel	To advise the President if any change to quality system documents is considered necessary

## 5 DEFINITIONS

Club: - Ourimbah University Football club

## 6 ACTION / METHOD

### Director of Football

- \* Shall be a member of the Executive Committee.
- \* Shall be the Chairman of the Football Committee.
- \* Shall convene regular Football Committee meetings throughout the year.
- \* Shall ensure that the Football Committee fulfils its charter relating to the fair playing of Football.
- \* Be responsible for the grading, team placement and coaching allocation of all playing members of OUFC.
- \* Oversee and organize the training schedules and trial games of all OUFC playing teams.
- \* Set criteria, interview and select coaches and managers.
- \* Select football committee members. (Has to be ratified my the Executive)

## The Football Committee

- \* Be responsible for the organisation, management and efficient control of all matters directly related to the "fair" play of football within the Club.
- \* Accept or reject all applications by a person for registration as a player with the Club.
- \* Determine the final number of Club teams and their recommended grading for submission to the CCF.
- \* Prepare and submit nomination forms to the CCF by the nomination date.
- \* Select and determine the grading of all players into correct age groups and grade as per the club Grading and Selection Policy.
- \* Arrange preseason games and venues.
- \* Maintain a record of all official cautions received by players of the Club and withdraw the Players card as necessary.
- \* Responsible for the organization and efficient running of all Club Gala day(s).
- \* Manage the advertisement for the positions of Coach and Manager for all teams for the ensuing season
- \* Interview, select and appoint all Coaches and Managers where necessary.
- \* Ensure registration of all players, Coaches and Managers with the CCF.
- \* Compile Coach and Managers Manuals and distribute at the pre season Coach & Managers meeting.
- \* Ensure all Team/Club Officials are fully aware of their responsibilities and duties relation teams, players, parents and Club. Ensure also that all Team/Club Officials are fully aware of the requirements of the CCF.
- \* Ensure the appropriate officials liaise with the CCF in relation to registrations, fixtures and match results.
- \* Arrange for representation of players at both Judiciary hearing and Appeal Board hearings.
- \* Ensure the Secretary is advised immediately of any injuries to registered players and Team Officials.
- \* Provide to the Executive a budget to cover the cost of special events, such as gala days,

trophies and presentation events.

- \* Ensure that all soccer related matter relating to home games is attended to, such as installing and removal of nets and flags; field marking; provision of spectator boundaries.
- \* Ensure the collection of referee fees and match sheets
- \* Organise Ground officials for all home matches;
- \* Organise end of season presentation days.
- \* Allocate training schedule.
- \* Lease with coaches, managers and players, or parents of players in any matters of concern occurring during a match, training or any other approved activity.
- \* Develop a Football Philosophy for OUFC and implement this through education, training and practical lessons and sessions.
- \* Ensure all coaches meet with the minimum requirements for the grade they are Coaching and ensure adequate training is made available.
- \* Provide ongoing mentoring to all Coaches and ensure the Club develops a network of suitably qualified coaches that can, if necessary, stand in for coaches taken ill or otherwise not available.
- \* All Coaches are fully informed about the correct rules Good Sport Philosophy of playing football.
- \* Advise Coaches of any rule changes or amendments to the playing of football.
- \* In cooperation with the Coaches, identify players with representative potential.

### The Registrar

The Registrar shall;

- \* Ensure that all players are eligible to register with the Club;
- \* Arrange for players, teams, Coaches and Managers to be duly registered with the CCF.
- \* Keep a record of all persons registered with the Club as Players, Coaches or Managers, and supply a copy to the Secretary.
- \* Ensure that such persons are not disqualified from registering.

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- \* Liaise with the Treasurer to ensure that all fees and subscriptions owed by registered Players are collected and issue a receipt for all monies received and deposited with the Treasurer.
- \* Liaise with the Treasurer to ensure registration cards are only issued after full registration payment is received and that Code of Conduct and Selection Policy form is returned, duly signed by the parents and or guardians.
- \* To retain a record of documents covering transfer of players.
- \* Maintain a historical record of players registered with the Club, and of life members.
- \* Allocate days and times and venue for registrations.

#### Fixtures Officer

The Fixtures Officer shall;

- \* Liaise with the draw master as appointed by CCF regarding changes and amendments to matches.
- \* Keep a competition draw throughout the season of the times, dates and locations and opponents of all Club team match's and inform Coaches and Managers accordingly.
- \* Inform Coaches or Managers regarding alterations or amendments to Club matches.
- \* In cooperation with the Registrar, compile a master list of all Coaches & Managers' email address details; this list to be distributed to the Secretary, Football Director, Treasurer, Canteen Manager and Player Representatives.
- \* Supply team sheets for each weeks home fixtures; these should be checked each Friday to ensure the draw information is current.
- \* Produce a draw for the Finals and arrange to have posted to the Club web site.
- \* Liaise with the Secretary with regards to teams forfeit advises.
- \* Ensure the CCF is notified of all matches results by the required time.

### Grounds Officer

The Ground Officer shall;

- \* Ensure that all home playing fields are fully prepared, marked out and that all necessary equipment is in place prior to the commencement of matches.
- \* Ensure that all equipment is securely stowed each day at the conclusions of matches.
- \* Be responsible for the safekeeping and maintenance of all goal nets.
- \* In conjunction with the Equipment Officer, ensure all equipment required for grading and trial is transported to the relevant ground.

### Equipment officer

The Equipment officer shall;

- \* Keep a proper inventory of all uniforms, balls, kit bags and other related assets of the Club.
- \* Issue such equipment as necessary to each team coach before the commencement of the playing season.
- \* Ensure such equipment is returned in good order at the conclusion of the playing season.
- \* Be responsible for the procurement and sales of Club clothing and equipment at grading, trials and home games.
- \* Shall provide the Football Committee with details of all gear, strip and equipment requirements on a monthly basis.
- \* Maintain all equipment in good working order.
- \* Issue such equipment as necessary for grading, trials presentation and grading days.
- \* Liaise with the Sponsorship officer in relation to strips being issued according to the

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sponsor.

\* Shall keep a record of all Club Trophies (Perpetual or otherwise) and collect same when required.

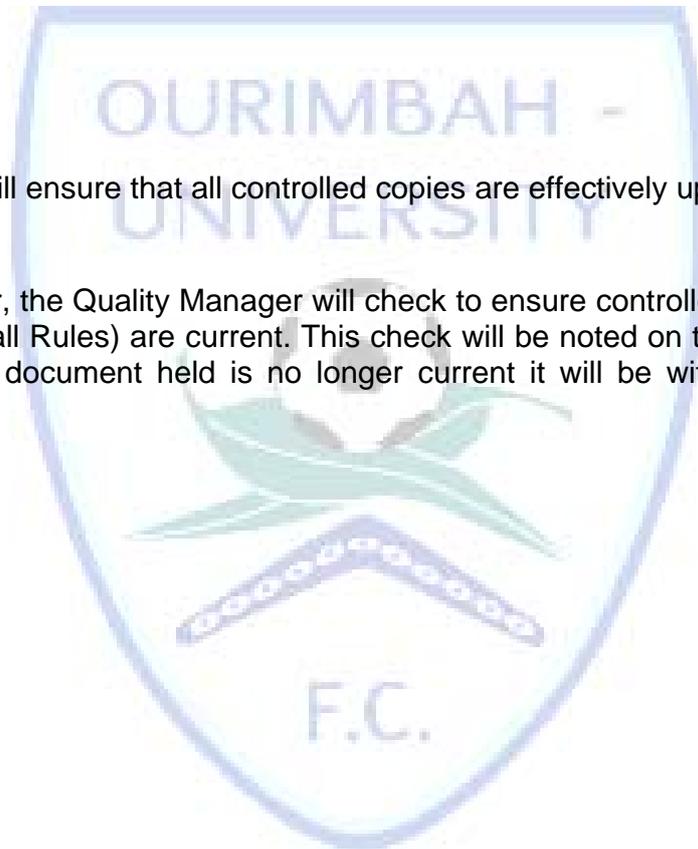
## Approval and issue

## Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

## External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.



## Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	01/03/08	Grant Cawley	Document Original

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