

## **PROCEDURE OUFC- PD 014**

### **CCF Delegate**

#### **1 PURPOSE**

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of CCF Delegate of OUFC.

#### **2 SCOPE**

Controlled documents include, but are not restricted to:

- Registration procedures for members
- Membership Records
- Working with Children Forms
- Criminal Record Check Forms
- Coaching Manuals
- Manager Manuals
- Current Rules and Regulations of the CCF

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

#### **3 REFERENCES**

Club Constitution  
OUFC PD Football Director 005  
OUFC 002 Executive Committee  
OUFC 003 Football Committee

#### **4 RESPONSIBILITY**

<b>CCF Delegate</b>	<p>The CCF Delegate is responsible for all matter relating to the Club's relationship with the Central Coast Football (CCF)</p> <p>Support the Executive in encouraging the club members to adhere to and follow the constitution and Policy and Procedures.</p>
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## **5 DEFINITIONS**

Club: - Ourimbah United Football club

Committee:- The elected members of the managing body of the OUFC

## **6 ACTION / METHOD**

### **Personnel and Technical Skill Requirements**

- 1) Have any understanding of the Game of Football
- 2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club..
- 3) Maintain Resources and Records to professional industry standards.
- 4) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 5) Encourage all members of the Club observe to the code of conduct.
- 6) The duties of CCF Delegate shall include but not limited to;
  - \* The CCF primary delegate is nominated by the Members at the AGM to represent the Club at all CCF meetings and functions.
  - \* Attend all delegates meetings conducted by the CCF which are generally held the third Tuesday of every Month.
  - \* Attend the CCF AGM.
  - \* Convey to the CCF any issues that the Club may have relating to the rules and operation of Football.
  - \* Convey any topics that have an impact on the Club in a proper and timely manner.
  - \* All correspondence (questions or requests) with the CCF must be in writing.
- 7) Where possible, attend all official functions and major events of the Club.
- 8) The CCF Delegate shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

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## **7 ACCOUNTABILITIES**

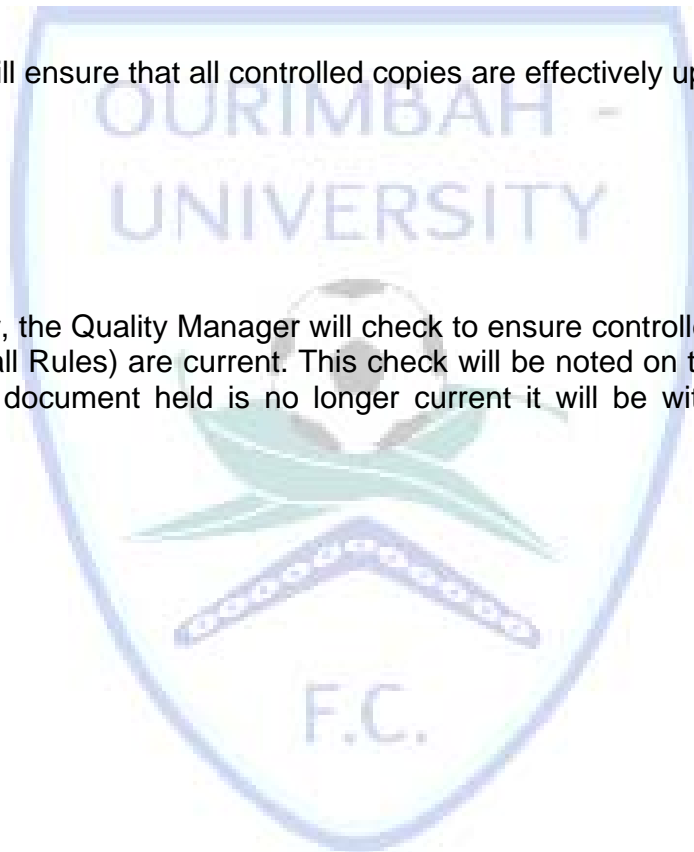
The CCF Delegate is accountable to the President and the members for the actioning of their duties and their professional conduct.

### **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.



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### Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original

