

Work Instruction OUFC- WI 001

Ground Official Duties

1 PURPOSE

The purpose of this Work Instruction is to provide a document that define roles and responsibilities regarding the duties of Ground Official Duties

2 SCOPE

Controlled documents include, but are not restricted to:

- Manager Manual

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

3 REFERENCES

Club Constitution
OUFC 001 Membership
OUFC 002 Executive Committee
OUFC 003 Football Committee
OUFC 004 General Operations
PD 005 Director of Football

4 RESPONSIBILITY

Ground Official	- Responsibility for the management of games at the different fields, on the day. They must available for the duration of each fixture. They must be identifiable to Referees and other Officials
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5 DEFINITIONS

Club: - Ourimbah United Football club
Committee: - The elected members of the managing body of the OUFC

6 ACTIONS

1. Ensure the smooth running of all games scheduled at their ground
2. Ensure that team managers complete team sheets in accordance with regulations before and after games
3. Checking of player registration cards of teams playing at that field
4. To liaise with Referee's
5. Collection and payment of Referee's fees
6. Ensure that Referee's complete team sheets.
7. Provision of adequate security for the protection of players and the public;
8. Control of spectators and supporters;
9. Carrying out any request received from the Referee or Assistant Referee;
10. Ensure no unauthorised persons enter the playing field
11. Wear official vest.
12. Supervise all grounds.
13. Keep emergency entrance clear.
14. Allow No smoking on grounds.
15. Make sure all team Official have official vest on.
16. Keep all children off nets and climbing goal posts.
17. Red cards: Ensure that players issued with Red cards have left the playing area

The duties of Table Official Duties - **Under 5's to under 9's** shall include but not limited to;

- 1) **In #1** - Write down your name on every team sheet for which you are acting as Ground Official.
- 2) **In # 2** - Ensure that a team official's name is written down for both clubs (can be the manager) in this area.
- 3) **In # 3 and #4** - The managers have to write down the corresponding rego numbers (**#6**) and players name (**#7**) against the shirt numbers as listed on the team sheet for their team
- 4) **In # 5** - If an official referee is appointed they have to initial in this area that they have received their fees
- 5) **In # 6 and # 7** - For Under 9's **ONLY** the score for the home team (**#6**) and away team (**#7**) is to be listed by the referee (official or otherwise)
- 6) **In # 8** - For Under 9's **ONLY** the club who won the match is to listed by the referee (official or otherwise)
- 7) **In # 9** - Compulsory for Under 9's - the managers are to sign that the result entered on the team sheet is correct

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 Ref: OUFU –WI 001 Ground Official Duties –

Revision: 1
 Issue Date: 4/11/2010
 Control: Controlled
 Authorised By :

CENTRAL COAST FOOTBALL LTD TEAM SHEET
COMPLETE IN BLUE OR BLACK BIRO-DO NOT USE FELT PEN

GROUND			DATE		
GRADE			Ground Official's Name #1		
HOME TEAM			AWAY TEAM		
Team Officials Name:- #2			Team Officials Name:- #2		
ID #		FULL NAME PRINT	ID #		FULL NAME PRINT
#3	1	#4	#3	1	#4
	2			2	
	3			3	
	4			4	
	5			5	
	6			6	
	7			7	
	8			8	

	9			9	
	10			10	
	11			11	
	12			12	

REFEREE

NAME	
SIGN	
FEE PAID	Initial: #5
MANAGERS SIGNATURE	
#9	

MATCH RESULT FOR GRADE 9 ONLY

HOME TEAM (# 6)	
AWAY TEAM (# 7)	
MATCH WON BY	#8
MANAGERS SIGNATURE	
#8	

GRADE 9 TEAMS TO INFORM THEIR CLUB OF RESULT IMMEDIATELY

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The duties of Table Official Duties - **under 10's to Seniors** shall include but not limited to;

- 1) **In #1** - Write down your name on every team sheet for which you are acting as Ground Official.
- 2) **In # 2** - Ensure that a team official's name is written down for both clubs (can be the manager) in this area.
- 3) **In # 3 and #4** - The managers have to write down the corresponding rego numbers (**#6**) and players name (**#7**) against the shirt numbers as listed on the team sheet for their team
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- 6) **In # 8** - For Under 9's **ONLY** the club who won the match is to listed by the referee (official or otherwise)
- 7) **In # 9** - Compulsory for Under 9's - the managers are to sign that the result entered on the team sheet is correct

Table Official

Wear Official vest

All games commence on time and on correct field

Make sure that Team sheets are filled in correctly eg

Ground official

Team Official

FFA numbers

Players name

Shirt numbers

Player of match

Managers signature

Inform home team if there are no referees appointed (Team to supply a referee)

Check 'Teams have paid referees fees

Give Referees to referees before start of game

Managers:Any disputes has to be put on bottom of team sheets

(Must Declare if cards had been checked)

Dispute sent to secretary declaring nature of dispute

Secretary then forwarded dispute CCf (Assessed by Football committee)

Must be forwarded to CCF within 48 hours

If dispute is turned down can result in a administration charge from CCF

7 ACCOUNTABILITIES

The Junior Non Competition Coordinator is accountable to the Football Director 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.

Revision History

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