

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 be 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. All games commence on time and on correct field
3. Ensure that team managers complete team sheets in accordance with regulations before and after games
4. Checking of player registration cards of teams playing at that field
5. To liaise with Referee's
6. Collection and payment of Referee's fees
7. Ensure that Referee's complete team sheets.
8. Inform home team if there are no referees appointed (Team to supply a referee)
9. Provision of adequate security for the protection of players and the public;
10. Control of spectators and supporters;
11. Carrying out any request received from the Referee or Assistant Referee;
12. Ensure no unauthorised persons enter the playing field
13. Wear official vest.
12. Supervise all grounds.
13. Keep emergency entrance clear.
14. Enforce 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

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	
	10	
	11	
	12	

	9	
	10	
	11	
	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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Authorised By :	

The duties of Ground 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 , #4 and #5** - The managers have to write down the corresponding rego numbers (**#3**) and players name (**#4**) against the shirt numbers (**#5**) as listed on the team sheet for their team.
- 4) **In #6** If a team is borrowing players from another team their grade is to be entered here
- 5) **In # 7 and # 8** - The registration number and name (as voted by the opposition) is to be entered by both teams in this area.
- 6) **In area #9** - If an official referee is appointed they have to sign and fill in this area.
If no official referee is appointed than only the **score and won by** is filled in by the home team's referee.
- 7) **In # 10** - Compulsory for the managers are to sign that the result entered on the team sheet is correct. They also fill **in # 7 and # 8 after the match.**

Any disputes:

- 1) Regarding a game has to be written on bottom of team sheets.
- 2) Disputes are to be sent to Secretary who records the nature of dispute.
- 3) The Secretary then forwards the dispute to Football committee to be assessed who must forward the Dispute to CCF within 48 hours
- 4) If dispute is turned down , result can incur an administration charge from CCF.

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Team sheets must reach the CCF at PO Box 9027, Wyoming. 2250 by 5pm on Tuesday

Please use blue or black biro - not felt pen.

GROUND	OURIMBAH	FIELD NO.	DAY/DATE
AGE/DIV/GRADE			TIME
Table/Ground Official's Name		1	
HOME TEAM		AWAY TEAM	
Team Official's Name (PRINT) 2		Team Official's Name (PRINT) 2	
Vested Official's must be made known to & visible to the Referee		Vested Official's must be made known to & visible to the Referee	

(For subs only) Please add team and grade after name - ie John Smith 13B

REG. NO	#	FULL NAME (print clearly)	Shirt	Sub	REG. NO	#	FULL NAME (print clearly)	Shirt	Sub
3		4	5	6	3		4	5	6
Player of the Match - Home Team - Rego No and Name					Player of the Match - Away Team - Rego No and Name				
7		8			7		8		
Match Won by					Number of Match Balls Home team () Away team ()				
Home Goals ()					Away Goals ()				

(Away team should inform their club of game results immediately)

Yellow Cards	()	Yellow Cards	()
Red Cards	()	Red Cards	()
Referee	Fee Paid	Assistant Referees	Fee Paid
Name	\$	Name	\$
Signature	9	Name	\$

By signing, Referee acknowledges receipt of fees and confirms that score, cautions, sendoffs and numbers of match balls have been correctly recorded. Match is not to commence until referees fees are paid.

MANAGERS SIGNATURE	10	MANAGERS SIGNATURE	10
Checked ID, Cards, Score, Subs		Checked ID, Cards, Score, Subs	

7 ACCOUNTABILITIES

The Ground Official 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