

**Title: Work Instruction**  
Ref: OUFC –WI 001 Ground Official Duties –  
Under 5's to under 9's

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

## **Work Instruction OUFC- WI 001**

### **Ground Official Duties - Under 5's to under 9's**

#### **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 - Under 5's to under 9's

#### **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  
WI 002 Ground Official Duties - under 9's to Senior's  
WI 003 Table Official Duties

#### **4 RESPONSIBILITY**

Ground Official	- Responsibility for the management of games at the different fields on the day.
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#### **5 DEFINITIONS**

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

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## 6 ACTION

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

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

<b>GROUND</b>	<b>DATE</b>
<b>GRADE</b>	<b>Ground Official's Name #1</b>

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<b>HOME TEAM</b>		
<b>Team Officials Name:- #2</b>		
ID #		FULL NAME PRINT
#3	1	#4
	2	
	3	
	4	
	5	
	6	
	7	
	8	

<b>AWAY TEAM</b>		
<b>Team Officials Name:- #2</b>		
ID #		FULL NAME PRINT
#3	1	#4
	2	
	3	
	4	
	5	
	6	
	7	
	8	

	9	
	10	
	11	
	12	

	9	
	10	
	11	
	12	

<b>REFEREE</b>	
NAME	
SIGN	
FEE PAID	Initial: #5
<b>MANAGERS SIGNATURE</b>	
#9	

<b>MATCH RESULT FOR GRADE 9 ONLY</b>	
HOME TEAM ( # 6 )	
AWAY TEAM ( # 7 )	
MATCH WON BY	#8
<b>MANAGERS SIGNATURE</b>	
#8	

**GRADE 9 TEAMS TO INFORM THEIR CLUB OF RESULT IMMEDIATELY**

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## 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