

## **PROCEDURE OUFC- PD 005**

### **Football Director**

#### **1 PURPOSE**

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

#### **2 SCOPE**

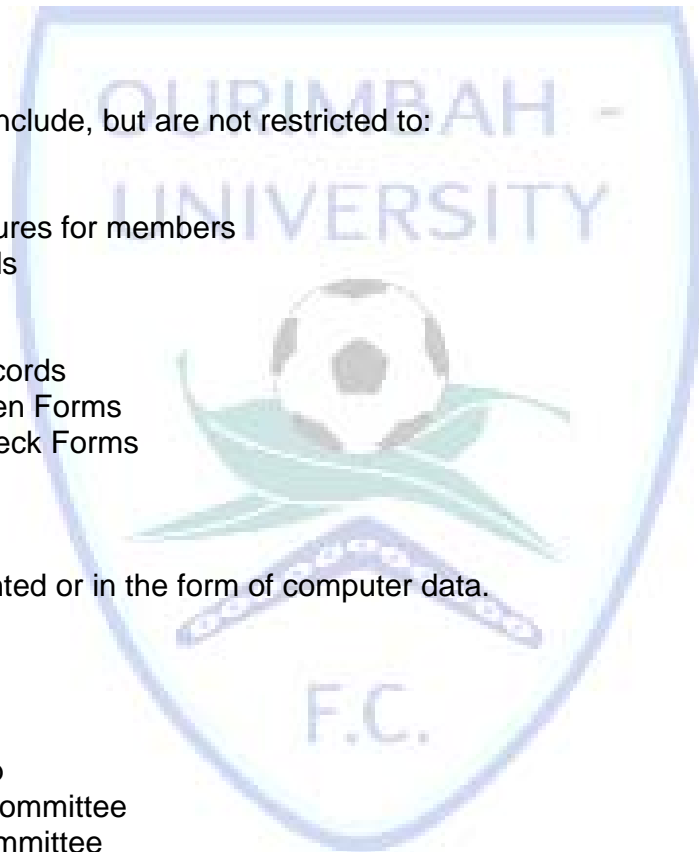
Controlled documents include, but are not restricted to:

- 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  
OUFC 001 Membership  
OUFC 002 Executive Committee  
OUFC 003 Football Committee  
OUFC 004 General Operations  
PD 005 Director of Football  
PD 006 Registrar  
PD 015 Senior Men's Coach  
PD 016 Senior Women's Coach  
PD 017 Women's Coordinator  
PD 018 Men's Coordinator  
PD 019 Junior Competition Coordinator  
PD 020 Junior Non-Competition Coordinator



#### **4 RESPONSIBILITY**

Football Director	<ul style="list-style-type: none"><li>- To Chair the Football Committee.</li><li>- Overall responsibility for the operations of the Football Committee</li><li>- Accountable to the Executive</li><li>- Support the Executive in encouraging the club members to adhere to and follow the constitution and Policy and Procedures.</li></ul>
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#### **5 DEFINITIONS**

Club: - Ourimbah University Football club

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

#### **6 ACTION / METHOD**

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

- 1) Demonstrate an excellent understanding of the Game of Football and a strategic understanding of the direction Football is going. Holder of at least a FFA Youth Coaching Licence, but a senior licence is preferred.
- 2) Demonstrate 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) Actively encourage all members of the Club to observe the code of conduct.
- 6) The duties of Football Director shall include but not limited to;
  - \* 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.
  - \* Manage the process of 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.

**Title: Position Descriptions**  
**Ref: OUFC –PD 005 Football Director**

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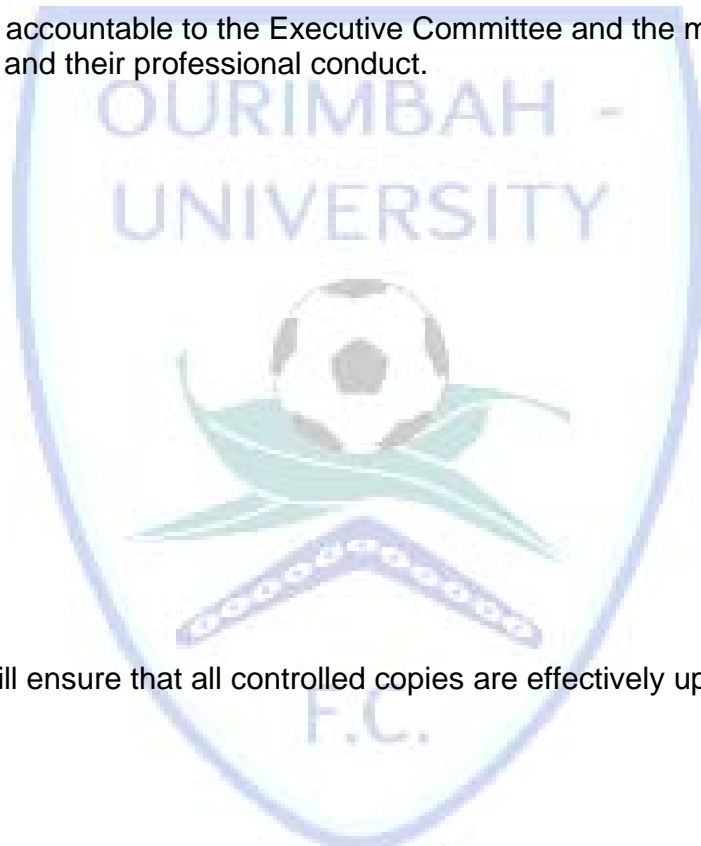
- \* Set criteria, interview and select coaches and managers.
- \* Select Football Committee members. (Has to be ratified by the Executive)

7) Where possible, attend all official functions and major events of the Club.

8) The Football Director shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

## **7 ACCOUNTABILITIES**

The Football Director is accountable to the Executive Committee 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

