

## **7 Legal & Administration**

7.1 Criteria – There are two sections on Legal and Administration criteria as follows-

- I Legal                                      Outlines the legal requirements for clubs as licensees of the National Club Licensing system.
- II Administration                              Outlines the key club administrative functions and activities.

7.2 Criteria Grading – There is no criteria grading between the divisions on Legal and Administration criteria.

7.3 Club Audit Preparation – Clubs will comply with the legal aspects of the criteria and, prior to the audit, will have prepared a report on its administration in accordance with the Club Administrative Report template ref. 7.7. Within the report the club shall incorporate a variety of information as outlined in the following sections.

7.4 Licence Qualification – As detailed previously, a club will be awarded a licence by demonstrating that it fulfils all criteria to the Scottish FA's reasonable satisfaction.

SFA Ref. No.	<b>7.5 Legal</b>	<b>As part of the licensing process and as licensees each club shall comply with the legal requirements of the system as detailed below.</b>
A L.01	7.51	That as part of the National Club Licensing process a copy of the club's statutes shall be made available to the Scottish FA upon request.
A.L.01	7.52	That as a member of the Scottish FA, and as part of the National Club Licensing process, the club undertakes to abide by and observe the provisions, conditions and processes of this licensing system as promulgated by the Board of the Scottish FA from time to time.
A L.01	7.53	That all documents provided by the club as part of the National Club Licensing system are complete and correct and duly certified if appropriate
A L.01	7.54	That the club shall procure for the Scottish FA and fully authorises it to examine all relevant documents and to seek all information relative to the issuance of a licence.
B L.03	7.55	That the club confirms its participation in only those competitions that are approved by the Scottish FA.
B L.04	7.56	That the club shall provide the Scottish FA with such details of its authorised signatories, as required by the Association-on an annual basis via the Annual Return. The Annual Return provides the Scottish FA with information on the club including details of the name, headquarters, legal form and list of authorised signatories.
B I 1.13	7.57	That the club shall have the sole use of the ground or "shared" use approved by the Scottish FA and shall be in a position to establish security of tenure for the ground and to play matches as and whenever required. The club shall provide documentation that confirms that it owns the ground or has a long-term lease in place.

<b>7.6</b>	<b>Administration</b>	<p><b>Clubs will be able to demonstrate that responsibility for key administrative club functions has been delegated to suitably qualified and/or experienced staff. The club shall prepare a report ref.7.7 on a number of club administrative functions with details of those assigned to perform the activities involved. Where full time appointments apply a Job Description shall be in place for the position.</b></p> <p><b>SPL clubs are required to provide service agreements where positions are outsourced and no full time position exists within the club administrative structure.</b></p>
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SFA Ref. No.	Function	Activity
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A P01	7.61 Stadium Management/ General Manager	The short term running of the ground and its long-term development.
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A P02	7.62 Football Administration	The immediate point of contact between club and Scottish FA i.e. the club secretary. The club contact must be contactable by means of e-mail. Clubs will be able to demonstrate that they have appropriate support in place to service the needs of the club adult and youth programme Ref Section 6 item 6.53 and 6.65.
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B P06 C P10 D P13 D P14	7.63 Safety, Security & Stewarding	The safety, security and stewarding issues with regard to the stadium and the spectators. (Clubs shall make reference to 2.9 & 2.10 of the Green Guide with regard to allocating the responsibility for this activity to a staff member. A detailed job description is a requirement for this position. Although the position may be part time, the police and emergency services must have a point of contact not only on match days but also in advance of games).
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B P04	7.64 Finance	The financial management of the club. The jobholder or external adviser shall be CCAB qualified (Consultative Committee of Accountancy Bodies) or have a minimum of 2 years accounting experience gained in a similar role to that performed at the club.
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Ref.	Function	Activity
B P07	7.65 Medical Provision	The health and safety issues of the players. (Clubs should include details of its full medical staff i.e. Doctors, physios etc. Ref. Section 6 item 6.7 of this document). There is a specific pro forma for the club medical officer to complete as detailed in Section 6.
C P09 D P12	7.66 Media Liaison	The management and liaison between club and media. The jobholder must be available for all home matches as a minimum.
	7.67 Commercial	The commercial, corporate and sponsorship activities of the club.
	7.68 Child Protection	The development and promotion of club policy on child and coach protection issues.
	7.69 Disability Provision	The development and promotion of club policy on issues affecting disabled spectators.
	7.69.1 Coaching	These activities are detailed within the Sporting section of criteria. (Clubs should include details of its Head Coach and Assistant Head Coach ref 6.52 and Head of Youth Development ref 6.62 of this document). There is a specific pro forma for the club to complete as detailed in Section 6.

### 7.7 Club Report on Administration – Template

Function	
Activity	
Person Responsible	
Position within the club (if relevant)	
Full time/Part time/ Volunteer	
Job Description in place (yes/no)	
Contact Details (phone/e-mail)	
Relevant Experience	
Qualifications	
Typical tasks as part of activity	