

DAH

9th December 2002

A. Mitchell
Scottish Football Association
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Andy,

As you know the Association has introduced a national club licensing system for all SPL and SFL clubs. The Association's management of the system will be compliant to ISO9001. To meet the requirements of the ISO criteria it is necessary for me to clarify the communications procedures for club licensing.

This will follow the usual format i.e. all media communications on the system will be processed by you or Catherine Smith. There will be a procedure for communications within the Quality Manual that Derek Hunter is in the process of compiling and Derek will liaise with you regarding the contents.

In terms of ISO requirements, those personnel involved in the system have an obligation to declare an interest in any of the clubs involved. Accordingly I have attached an Independence Agreement for both you and Catherine Smith to sign and return to Derek Hunter. I remind you that all staff are bound by confidentiality provisions as detailed within your staff contract. A Confidentiality Agreement has been provided to all clubs and a copy is enclosed for your information.

The Association's National Club Licensing Manual is available on the Association's intranet. Please familiarize yourself with the contents. The Quality Manual detailing the Association's management of the system will also be posted on the intranet once completed.

Finally I would like to add my support for the National Club Licensing system. The management of club licensing using best practice offers the Association a real opportunity to be an exemplar to all of Scottish Football.

Yours sincerely,

David Taylor
Chief Executive.