

DAH

9<sup>th</sup> December 2002

J. Sinclair  
Scottish Football Association  
Hampden Park  
Glasgow  
G42 9AY

Jim,

As you are aware the Association has introduced a National Club Licensing system. It is intended that the Association's management of the system will be compliant with ISO9001. To meet the requirements of ISO, it is necessary for me to write to confirm your role as the association's coaching expert with specific responsibilities for club licensing.

Derek Hunter will be contacting those staff involved in the system to organize a staff briefing. Your job description will need to reflect your involvement in club licensing and the SFA will need to consider the best method to assess, evaluate and monitor training and performance for those involved in the system. These issues will be discussed at the staff briefing in order that the appropriate changes may be incorporated within the procedures thereafter.

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. In addition those personnel involved in the system have an obligation to declare an interest in any of the clubs involved. An Independence Agreement is attached, which I would be grateful if you complete and return to Derek Hunter.

The Association's National Club Licensing Manual is available on the Association's intranet. Please familiarize yourself with the contents and in particular those for your specialized area. A Quality Manual detailing the Association's management of the system is currently being finalized and will be posted on the intranet. Derek Hunter will brief staff on this document.

Please nominate a member of your team to act as your replacement when necessary and advise Derek Hunter accordingly. It will be necessary for this staff member to be fully briefed by you and to complete an Independence Agreement. One is attached for this purpose. Derek will monitor the number of instances where replacement cover is necessary in order to determine whether details should be included in the staff member's job description.

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.