

DAH

2nd August 2005

A. Niven
Scottish Football Association
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Andrew,

As you know the Association operates a National Club Licensing system for all SPL and SFL clubs. The Association's management of the system is ISO9001 compliant and it meets the management requirements as stipulated by UEFA. Substantial funding is received from UEFA as a consequence and as part of this funding the Association has a duty to comply with certain requirements.

As part of the UEFA requirements it is necessary to formalise the reporting processes of those who have an input into the system. As both you and Frank Reilly are involved in the assessment of the youth and coaching activities at clubs and as this has a direct affect on club licensing it is necessary under the UEFA requirements to formally include both of you in the processes. This will also avoid unnecessary duplication of effort. Derek Hunter will meet with both you and Frank to discuss the implications of this and your Job Descriptions will alter slightly in order that we meet the terms set by UEFA. You should all agree a process for the sharing and communication of information.

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 Frank Reilly to sign and return to Derek Hunter. I remind you that all staff are bound by confidentiality provisions as detailed within their 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 and Quality Manual are available on the Association's G Drive. Please familiarise yourself with the contents. Derek Hunter will ensure that you have access to this information and will brief you on the various processes when you meet.

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.