

DAH

9th December 2002

J. Hynes
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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 you know Keith Sharp will act as the finance expert for the system. In order that you may evaluate Keith's performance effectively, your suggestion to sit on the annual Review Body would appear to be an ideal solution. Additionally I would be grateful if you would cover for Keith in his absence.

I remind you that all staff are bound by confidentiality provisions as detailed within your staff contract. 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.

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.