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# Position Description

# Club Vested Official

*This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your club and is consistent with any requirements set out in your club’s rules.*

*Please delete this message prior to releasing the Position Description.*

**Overview**

The Club Vested Official (CVO) plays an integral role in providing support to the clubs, players, parents, coaches, and referees participating in Football to allow a high quality, welcoming and respectful sporting experience.

Club Vested Officials (CVOs) are nominated club representatives who co-ordinate the efficient completion of match day fixtures by effectively managing the team’s (including parents, supporters, and spectators associated with their respective team) behaviour and actions throughout the duration of the fixture.

A home club should appoint a relevant number of CVOs as described in the Capital Football Competition Regulations. It is important to note that although the CVO(s) has a role, it remains incumbent on all stakeholders to ensure a safe and respectful experience for all involved.

**Responsibilities – Club Vested Officials must:**

1. Must be an adult (18 years old or over)
2. Must be present and wearing a highly visible coloured vest which clearly indicates the role of Club Vested Official.
3. The Club Vested Official(s) shall, when performing duties maintain unbiased opinions / views and ensure appropriate behaviour befitting the role and as a representative of the Club.
4. Be familiar with and ensure that spectators comply with the FA Spectator Code of Behaviour.
5. Introduce yourself to the Referee of your allocated field. Explain where the field, Referee rooms, toilets, canteen and changerooms are located.
6. Introduce yourself to opposition team and officials and be their point of contact with the home club. Please be sure to introduce any other relevant points of contact at the club.
7. Make it clear to all guests that shouting negative comments, voicing criticism of players, spectators or pointed questioning of referees is not allowed at the ground.
8. Maintain unbiased opinions/views and ensure appropriate behaviour befitting the role and as a representative of the Club.
9. Work with CVOs from the opposing Club
10. Ensure the Regulations pertaining to smoking, alcohol and dogs are enforced.
11. Deal with any Misconduct that may arise before, during or after a Match.
12. Ensure the safety of and assist with the welfare of Match Officials, from the time of their arrival to the time of their departure, including escorting Match officials to and from the field and to and from Match Official rooms.
13. Ensure no person enters Match Officials rooms who are not invited to do so by the Match Officials
14. Escort dismissed Players from the field and ensure they do not return.
15. Raise concerns regarding Misconduct with Match Officials
16. Seek assistance from Security Officers working at a venue, and/or, contact Police to address Misconduct.
17. Cooperate with investigations and disciplinary processes established by Capital Football.
18. Not engage in any verbal or physical altercations
19. Not consume alcohol or smoke while acting as a CVO
20. Not be involved in other duties while acting as a CVO (not refereeing, coaching, managing, canteen duties etc)
21. Submit incident reports via the relevant form.
22. It is the responsibility of the CVO to maintain control of their team’s spectators by preserving order and good discipline at each match.
23. Act in the best interests of the players’ enjoyment and experience of the game whilst also respecting that all decisions from the referee are final.

In all other matters pertaining to ground control, the Club & Club Vested Officials must ensure that no conduct is permitted that would prove prejudicial to the interests of the Club or Capital Football.

**Essential Skills and requirements**

* Hold or willing to apply for a current volunteer “Working with Children **or** Working with Vulnerable People” check.
* The person(s) must be 18 years or over.
* Mature and responsible individual with outstanding people skills.
* Assertive but not aggressive.
* Respected amongst other team members.
* Acts calmly in pressure situations.
* Effective and influential communicator.

The estimated time commitment required as the CVO is 2 – 4 hours per week during the season.

**Disclaimer**

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