



**CAPITAL  
FOOTBALL**

**CLUB VESTED OFFICIAL  
ROLES, RESPONSIBILITIES AND  
REQUIREMENTS**

**APRIL 2026**

# 1. PURPOSE OF THE ROLE

The Club Vested Official (CVO) is a club appointed role responsible for actively managing spectator behaviour and supporting a safe, respectful, and controlled match environment.

CVOs play a critical role in:

- Preventing incidents before they escalate
- Supporting referees and participants.
- Ensuring clubs meet their matchday obligations.

Clubs remain responsible for the behaviour of their players, officials, and spectators at all times.

# 2. CORE RESPONSIBILITIES

CVOs are responsible for:

- Monitoring and managing spectator behaviour.
- Intervening in misconduct using the escalation process.
- Supporting the safety and welfare of referees.
- Enforcing matchday regulations and venue requirements.
- Working with opposition CVOs to manage issues.
- Coordinating with club officials, security, or police where required.
- Providing reports and statements when requested.

Key principle: Act early, remain calm, and prioritise safety.

# 3. MANDATORY REQUIREMENTS

CVO requirements are compulsory under Capital Football regulations.

CVOs must:

- Be clearly identifiable (wear a vest at all times).
- Be listed on the official match sheet prior to kick-off.
- Be present and visible for the full duration of the match (pre, during, post).
- Not undertake any other matchday role under any circumstances.
- Actively perform the role (visibility alone is not sufficient).
- Meet referees prior to the match and at half-time at changerooms or entry as appropriate to venue.
- Offer to escort referees to and from the field before the match, at half-time, and after the match.
- Act impartially and in the best interests of the game.

Clubs must ensure that:

- The required number of CVOs are appointed and present at each match (as per competition regulations).
- CVOs are correctly recorded on the match sheet.

Failure to meet these requirements may result in sanctions, including fines.

## 4. ROLE BOUNDARIES

CVOs are not security or law enforcement.

CVOs must:

- Use calm, clear, and respectful communication.
- De-escalate situations where possible.
- Seek assistance when situations cannot be safely managed.

CVOs must not:

- Engage in physical intervention.
- Enter verbal arguments or confrontation.
- Put themselves or others at risk.
- Perform the role under the influence of alcohol or drugs.

## 5. WORKING WITH REFEREES

- CVOs are the primary point of contact for referees on behaviour matters.
- Only CVOs should approach referees regarding spectator issues.
- Meet referees before the match and offer support.
- Escort referees to and from the field where required.

## 6. BEFORE THE MATCH

CVOs must:

- Arrive at least 15 minutes before kick-off.
- Ensure they are listed on the match sheet.
- Introduce themselves to referees and opposition CVOs.
- Confirm emergency access, first aid, and safety arrangements.
- Check spectator positioning and technical areas.
- Reinforce expectations of respectful behaviour.

## 7. DURING THE MATCH

CVOs must remain:

- Visible.
- Mobile.
- Proactive.

Managing Misconduct – Escalation Process

CVOs must take active steps to manage behaviour. Failure to act will result in the club being held liable.

1. Initial Intervention – calm verbal warning.
2. Formal Direction – instruct behaviour to stop or leave.
3. Escalation – notify referee if behaviour continues.
4. Removal – direct individual(s) to leave the venue.
5. Match Impact – referee may delay or abandon the match.

CVOs must take all reasonable steps to ensure individuals engaging in misconduct are identified and removed, or caused to be removed, from the venue.

If behaviour involves threats, violence, or safety risks → escalate immediately to police (or security if available).

Failure to follow this process or take reasonable action may result in club sanctions.

## **8. MATCHDAY CONTROL RESPONSIBILITIES**

CVOs must:

- Monitor spectator behaviour continuously.
- Prevent access to restricted areas and the field of play.
- Enforce Codes of Conduct.
- Address inappropriate behaviour early.
- Liaise with opposition CVO where required to manage issues.

Important:

- Do not approach opposition spectators directly.
- Work through the opposition CVOs where required.

## **9. AUTHORITY OF THE ROLE**

CVOs are authorised to:

- Instruct individuals to stop inappropriate behaviour.
- Direct individuals to comply with venue rules.
- Direct individuals to leave the venue.
- Act as the primary point of contact for referees on behaviour matters.

## **10. SAFETY RESPONSIBILITIES**

CVOs must:

- Prioritise the safety of referees, players, and spectators.
- Avoid physical confrontation.
- Seek assistance when required.

Contact police if:

- Behaviour becomes unsafe.
- Individuals refuse to leave.
- Criminal activity is suspected.

## **11. AFTER THE MATCH**

CVOs must:

- Escort referees safely from the field.
- Monitor post-match behaviour.
- Prevent confrontations.
- Support safe departure of participants and spectators.

## 12. INCIDENT REPORTING

Within 24 hours of an incident, clubs must submit:

- an **Incident Notification** where the matter was resolved at the venue, or
- a **Formal Report** where the incident is serious, ongoing, or requires further investigation.

Reports must be submitted using the designated form, available via the following link: [click here](#).

Reports should include:

- a clear description of the incident
- actions taken
- timeline of events
- any relevant language or behaviour

CVOs may be required to provide formal statements as part of Capital Football investigations.

Clubs and CVOs must fully cooperate with any Capital Football investigation, including providing information, reports, and statements when requested.

## 13. KEY PRINCIPLES

An effective CVO will:

- Be visible and proactive.
- Act early to prevent escalation.
- Remain calm under pressure.
- Communicate clearly and respectfully.
- Be consistent and impartial.

## 14. ACCOUNTABILITY

Meeting CVO requirements does not remove club responsibility.

Clubs are responsible for the behaviour of their players, officials, and spectators at all matches.

Clubs may be subject to sanctions, including fines, competition penalties, or further disciplinary action, where they fail to:

- appoint the required number of CVOs.
- ensure CVOs are visible and actively performing their role.
- follow the Matchday Incident Escalation Process.
- take reasonable steps to manage, identify, and remove individuals engaging in misconduct.

Effective implementation of the CVO role is expected to reduce incidents and support a safe and controlled match environment.

This guide must be read by all appointed CVOs prior to performing the role.