

League Management Committee and Officer Roles

The following table is intended to give guidance and the general structure of the league management committee and the areas of responsibility which are typically assigned to the various officers. The list is by no means exhaustive, some tasks may be carried out by other officers, and it is not uncommon for one person to hold more than one role!

President	
Key Tasks	<ul style="list-style-type: none"> • Figurehead of League • Presentation of Trophies at Dinner and Cup Finals
Key Skills	<ul style="list-style-type: none"> • Personal skills
Key Relationships	
Role Sharing	<ul style="list-style-type: none"> • Vice Presidents may share the burden
Hints and Notes	<ul style="list-style-type: none"> • Don't overburden the President and Vice-President with the expectation of attending meetings. Their roles are those of figureheads, and shouldn't be connected to the day-to-day running of the league (though they may choose to do so). • Don't have too many Vice-Presidents on the Management Committee. If necessary have a limited number who may be elected onto the main committee.
Chairman	
Key Tasks	<ul style="list-style-type: none"> • Chairing League Committees & ensuring smooth progression of meetings • Officer Support and Recruitment • Representing League at CFA/Council/League Liaison Committees • Interviewing prospective new clubs
Key Skills	<ul style="list-style-type: none"> • Connecting with volunteers and appreciating their roles. • Ensuring teamwork amongst key officers with varying interests and skill-sets. • Communication with league officers and CFA • Understanding and knowledge of FA Rules
Key Relationships	<ul style="list-style-type: none"> • Other League Officers • County FA • Local Councils • Sponsors
Role Sharing	<ul style="list-style-type: none"> • Vice Chairman may be able to shoulder certain roles
Hints and Notes	<ul style="list-style-type: none"> • A meeting should be 90-120 minutes typically - too short and volunteers won't give up their time, too long and they'll lose their attention; don't allow a meeting to get bogged down – keep the pace going through all of the business. • Officers are volunteers, and need to have some TLC and support, and mediation when they have disagreements with

	<p>others.</p> <ul style="list-style-type: none"> • Liaise with the Secretary about good club secretaries to try and get them more involved in league business. • If a league want to influence the County FA, representation on Council (and/or Board) can be essential. • Club Representatives are ideal for recruiting new officers, but don't overburden them with initial expectations. The keen ones will turn up, and soon look to get more involved, but don't exclude people if they don't attend Management Committees regularly at first, unless they are preventing others from attending. Be aware there are more ways for them to serve the league than simply attending Management Committee.
League Secretary	
Key Tasks	<ul style="list-style-type: none"> • Club affiliation to the League • League Sanctioning (ensure league is sanctioned and clubs are affiliated with the CFA) • League Rules - Ensure Rules are sanctioned by the County FA, and ready for approval at the league AGM. • Be aware of changes to the Standard Codes of Rules, and requirements to adopt these. • Day-to-Day League Correspondence • League Communications (to clubs, referees and league officers) • Reports for Management Committee • Organisation of League AGM including production of the Annual Report • Production of League Handbook (hard copy and or electronic copy) • Production of agenda for League Management Meetings • Recording of Minutes of League Meetings • Book venues for league meetings and events • Forward relevant correspondence to other league officers • Production and co-ordination of League Development Plan • Engraving and collection of League Trophies (Cup Secretary if have one) • Managing the League – Club admin awards • Organisation of Constitution for new seasons
Key Skills	<ul style="list-style-type: none"> • Organisation and management of league correspondence • Organisation and management of league diary • Understanding and knowledge of FA Rules and FA Directives • Computer literate including Word, Excel and PowerPoint • Good oral and written communication skills
Key Relationships	<ul style="list-style-type: none"> • Chairman • Other League Officers

	<ul style="list-style-type: none"> • County FA – Governance and Development • Club Secretaries
Role Sharing	<ul style="list-style-type: none"> • Minutes Secretary for production of minutes • Communications Secretary for handbook, website and regular news • Development Officer/Charter Standard League Coordinator for all aspects of league development
IT Functionality	<ul style="list-style-type: none"> • League sanctioning - Members Services – check on club affiliation and generate up-to-date Form D • League Communications (incoming) - Possible use of Full-Time for “General Contact-Us. • General Communications - Update roles of league and club administrators on Full-Time for communications. Use of Full-Time email functionality to send out news and updates. Use of Full-Time to post notices and news items. • Use of Full-Time for auto-email functionality for confirming fixtures. • Setting up SMS contacts on Full-Time for reporting of score lines. • Downloads available from Full-Time for many key aspects – league tables, results etc.
Hints and Notes	<ul style="list-style-type: none"> • Ensure decisions made involving clubs are communicated promptly. Often they’ll have a set time to appeal any decisions to the County FA. • Try and get club affiliation forms out prior to the AGM, gives you a chance to chase them up at the meeting. • Make it clear on communications who the league contact is (including first name). Much more personal for public to be able to contact “Mike”, rather than “M.Smith”. • Some Secretaries prefer a separate Minutes Secretary to record meetings; any corrections to minutes should be pre-notified (don’t spend ten minutes on corrections!). • Try to prepare a “Secretary’s Report” and circulate it in advance of Management Meetings. Divide into “Items for Information” (things you need to report, but shouldn’t need discussion), “Items for Consideration” (things for people to take away and think about, perhaps after discussion) and “Items for Decision” (things we need to decide today) can help structure the meeting and make it run more smoothly. • Don’t assume people will “see it on the website”, ideally always send out something confirming changes of fixtures, league news and so forth, even if only via email.
Treasurer	
Key Tasks	<ul style="list-style-type: none"> • League Accounts • League Fines – issuing and collection • Production of Audited Accounts • Budgeting • Collection of subscriptions / league fees / deposits • Collection of Player Registration Fees • Day-to-day bills and payments

	<ul style="list-style-type: none"> • Collation and payment of Officer expenses • League & Trophy Insurance
Key Skills	<ul style="list-style-type: none"> • Ability to produce basic accounts. • Day-to-day management of budgets and finances. • Computer literate regarding Excel
Key Relationships	<ul style="list-style-type: none"> • Secretary • Auditor
Role Sharing	<ul style="list-style-type: none"> • Fines officer for collection and recording of day-to-day fines
IT Functionality	<ul style="list-style-type: none"> • No financial package currently available within Full-Time. Developments currently under consideration.
Hints and Notes	<ul style="list-style-type: none"> • Make sure you publish total league fines – fines income (from the inefficient clubs) effectively keeps everyone's subscriptions down – make sure clubs are aware of this rather than assuming the fines are spent on trivial items by the league officers .
Fixture Secretary	
Key Tasks	<ul style="list-style-type: none"> • Arrangement of Fixtures • Rearrangement of Fixtures • Publication of Fixtures • Booking of centrally managed pitches • Organisation of Constitution for new seasons
Key Skills	<ul style="list-style-type: none"> • Ability to manage fixtures, and communicate to clubs. • Ability to work on fixture re-arrangements at short-notice (often games are re-arranged with less than 7 days notice). • Ability to deal with clubs' conflicting requests and expectations.
Key Relationships	<ul style="list-style-type: none"> • Referees' Secretary • CFA County Cup Administrators • External Cup Competition Secretaries • Club Secretaries • Local Councils for any centrally managed pitches
Role Sharing	<ul style="list-style-type: none"> • Multiple Fixture Secretaries, with responsibility for different divisions
IT Functionality	<ul style="list-style-type: none"> • Full-Time – various options available for arrangement and re-arrangement of fixtures. Need to cater for ground-sharing and ground-availability, and external cups. • Full-Time – auto-email functionality for communicating fixture changes

Hints and Notes	<ul style="list-style-type: none"> • Need to liaise closely with County FA's and External Cup Competitions so that held over Cup fixtures can be factored in (often at short notice). • Clubs need to be aware of fixture changes, particularly at short notice if bad weather causes postponement of county cup fixtures. • Ensure that fixtures and fixture changes are published and communicated promptly • Be aware of key religious holidays, ensuring that these are not used for fixtures or that clubs can legitimately postpone on these dates. • Similarly in Youth Leagues be mindful of school holidays and where possible avoid programming fixtures on these dates. • Try to set a balanced number of league fixtures, ensuring that clubs have sufficient fixtures without overburdening them and creating overplay particularly in youth football.
Cups Secretary	
Key Tasks	<ul style="list-style-type: none"> • Arrangement of Cup Fixtures • Rearrangement of Cup Fixtures • Publication of Cup Fixtures • Booking of centrally managed pitches • Organisation of Constitution for new seasons
Key Skills	<ul style="list-style-type: none"> • Ability to manage Cup fixtures, and communicate to clubs. • Ability to work on fixture re-arrangements at short-notice (often games are re-arranged with less than 7 days notice). • Ability to deal with clubs' conflicting requests and expectations.
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Referees Secretary	
Key Tasks	<ul style="list-style-type: none"> • Referee Appointments • Referee Re-appointments • Communication of appointments and re-appointments • Collation of Referee Marks • Handling of reports regarding refereeing appointments • Supplying marks to CFAs • Registration of referees • Collation of referee match report forms • Looking after referees at Cup Finals and other key games • Supporting the development of referees in conjunction with the CFA RDO
Key Skills	<ul style="list-style-type: none"> • Ability to communicate with Referees • Knowledge of match officials & their development • Knowledge of FA Rules concerning refereeing • Understanding of the National Referee Development Programme
Key Relationships	<ul style="list-style-type: none"> • Referees • County FA Referees' Secretary and Development Officer • Fixtures Secretary • Local Referees Associations • Referees Secretaries of External Cup Competitions
Role Sharing	<ul style="list-style-type: none"> • Multiple Referee Secretaries, with responsibility for different levels of the league; Assistant Referee Secretaries, who deal with re-appointments and late adjustments only
IT Functionality	<ul style="list-style-type: none"> • Full-Time – option to record appointments. No current system for auto-appointment of referees or storing referee calendars. • Full-Time – option to record re-appointments. • Members Services – Referee section to ensure all league registered referees are also registered with County FA. • Full-Time – auto-email function for communicating appointments and re-appointments. • Full-Time – marks can be recorded by league and/or clubs.

	<ul style="list-style-type: none"> • Full-Time – extraction of raw data from the Downloads option (Referees)
Hints and Notes	<ul style="list-style-type: none"> • Important to liaise with County FA's, who generally have priority in appointments, and may need to take referees at short notice. • Be available to support referees after games, particularly with difficult situations and post match questions • Work closely with the County RDO, to ensure the league plays a key role in developing referees, and becomes a 'Partner league' with the CFA.
Registration Secretary	
Key Tasks	<ul style="list-style-type: none"> • Registration of Players • Player Transfers • Assist in resolving Registration disputes • Checking (and updating) league records regarding CFA player suspensions • Confirmation of Player Eligibility (especially for cup games with potentially cup tied players) • Whole Game System management
Key Skills	<ul style="list-style-type: none"> • Awareness of League and FA Rules regarding player registration and player transfers • Ability to communicate with clubs regarding registration disputes
Key Relationships	<ul style="list-style-type: none"> • Results Secretary
Role Sharing	<ul style="list-style-type: none"> • Multiple Registration Secretaries, with responsibility for different divisions/age groups/clubs
IT Functionality	<ul style="list-style-type: none"> • Full-Time – options for registration of players, whether by league or by clubs via league approval. • Options for re-registering players in future seasons. • Full-Time – options for transferring player registrations • Options within Full-Time to download player details, and numbers of matches played
Hints and Notes	<ul style="list-style-type: none"> • Ensure strict details are kept of registrations, in case of disputes
Results Secretary	
Key Tasks	<ul style="list-style-type: none"> • Collation and checking of score lines • Collation and checking of match returns for ineligible players • Collation and checking of goal scorers • Publication of results/tables • Issue fines for late/incorrect results and match returns • Management of online match sheets & data through Full-Time
Key Skills	<ul style="list-style-type: none"> • Ability to communicate with clubs regarding reporting of results
Key Relationships	<ul style="list-style-type: none"> • Registration Secretary
Role Sharing	<ul style="list-style-type: none"> • Multiple Results Secretaries, with responsibility for different divisions/age groups
IT Functionality	<ul style="list-style-type: none"> • Full-Time – SMS functionality allows clubs to text in scores immediately after games • Full-Time – goalscorers can be recorded by clubs logging in • Full-Time – match returns can be logged direct by clubs into Full-Time

Hints and Notes	<ul style="list-style-type: none"> • SMS functionality within Full-Time allows scores to be reported instantly by clubs, saving huge workloads from “answerphone” system • If leagues require goal-scorers for local press, these need to be collated via clubs logging in, to ensure names of registered players are reported. • A wide variety of Match Return options are used by leagues, depending on circumstances etc. Some leagues require a printed team-sheet, and will input themselves, some require clubs to input, but cross-reference with team-sheet, some require clubs to input direct, and swap team sheets for “self-checking”.
League Welfare Officer	
Key Tasks	<ul style="list-style-type: none"> • Ensuring good practice amongst clubs and club welfare officers • Ensuring club welfare officers are suitably qualified • Leading on the Implementation of Respect (where there is no specific Respect Officer)
Key Skills	<ul style="list-style-type: none"> • Knowledge of Welfare Issues and Best Practice • Understanding of the Respect Programme and how it can be effectively applied through the league
Key Relationships	<ul style="list-style-type: none"> • Club Welfare Officers • County Welfare Officer • County RDO (for referees under 18) • Registration Secretary (for players under 18) • Referees Secretary (for referees under 18)
Role Sharing	<ul style="list-style-type: none"> • Option to have Assistant League Welfare Officers
IT Functionality	<ul style="list-style-type: none"> • Members Services pages for Safeguarding and checking on Club Welfare Officers
Hints and Notes	<ul style="list-style-type: none"> • It’s good practice for an Open Aged league to still appoint a League Welfare Officer • It’s good practice for an Open Aged league to know which players are U18 and at which clubs • It is mandatory for all Youth Leagues to appoint a Welfare Officer
Discipline Secretary [incorporating Respect Officer]	
Key Tasks	<ul style="list-style-type: none"> • Checking for suspended players • Monitoring of clubs’ behaviour and Respect Issues • Leading on the Implementation of Respect • Managing the Leagues Fair play Awards
Key Skills	<ul style="list-style-type: none"> • Diplomacy • Awareness of League, CFA and FA rules (and boundaries of responsibility) and Disciplinary Procedures • Presentation Skills • Understanding of the Respect Programme and how it can be effectively applied through the league

Key Relationships	<ul style="list-style-type: none"> • CFA Discipline Secretary • Referees' Secretary • Results Secretary • Other League Officers who may have direct reports of problems with clubs
Role Sharing	<ul style="list-style-type: none"> • League Welfare officer for youth leagues
IT Functionality	<ul style="list-style-type: none"> • Full-Time – option to reproduce CFA suspensions from CAS (needs to be 100% accurate) for Full-Time to identify suspended players • Full-Time – option for clubs to record sportsmanship marks.
Hints and Notes	<ul style="list-style-type: none"> • Encourage clubs to use Respect Codes of Conduct • No direct cross-referencing functionality of Full-Time suspensions with CAS at present • Clubs consistently causing problems may be referred to County FA, or may have membership of league reviewed at a League General Meeting. • Leagues cannot “discipline” clubs (County FA’s have jurisdiction) but may recommend to AGM (or EGM) expulsion. • May be required to represent the League at CFA appeal commission hearings • Tie the Leagues Fair play awards into its approach to Respect
Media Officer [Reports Secretary]	
Key Tasks	<ul style="list-style-type: none"> • Weekly reports for local media • News items for league website • News items for County FA website and magazines • Sourcing advertising for league publications/website • General press, marketing & communication requirements
Key Skills	<ul style="list-style-type: none"> • Written and oral skills • Reporting media such as Word, Publisher etc • Web authoring skills
Key Relationships	<ul style="list-style-type: none"> • Secretary • Results Secretary • Press and County FA • Club Secretaries
Role Sharing	<ul style="list-style-type: none"> • Some or all of the roles may be carried out by other league officers
IT Functionality	<ul style="list-style-type: none"> • Full-Time – functionality for producing news items, and specific role for Publications Secretary
Hints and Notes	<ul style="list-style-type: none"> • Circulation list for news items should include league sponsors, partners, etc • Several CFA’s now have a Marketing and Communications Officer- ensure a clear line of communication with this person
Charter Standard League Co-ordinator	
Key Tasks	<ul style="list-style-type: none"> • Supporting clubs’ applications for Charter Standard

	<ul style="list-style-type: none"> • Liaison with clubs with Charter Standard Issues • Compiling League Development plan and other requirements of Charter Standard Leagues • Organising Coaching, Refereeing and Administrator Continued Professional Development sessions
Key Skills	<ul style="list-style-type: none"> • Organisation and planning • Delivery of tasks against deadlines • Understanding of Charter Standard Requirements at League and Club level • Skills of persuasion
Key Relationships	<ul style="list-style-type: none"> • Club Secretaries and Charter Standard Co-ordinators • CFA Development Team • Management Committee • Local Authorities • The Clubs within the League
Role Sharing	<ul style="list-style-type: none"> • Dependent on the content of the Leagues Development Plan the CSLC could share significant work with all the leagues officers.
IT Functionality	
Hints and Notes	<ul style="list-style-type: none"> • There is significant documentation on line via TheFA.com, which details the process to achieve Charter Standard League, together with example plans giving officers ideas on initiatives they may want to introduce to take their leagues forward • To be an effective Charter Standard League Coordinator it is essential that the clubs within the league are consulted and commit to the key initiatives in the League Development Plan, otherwise this will not deliver. • Spend time with the key CSL lead officers at the County FA to ensure that the LDP is in line with CFA priorities. This will make the CFA more likely to contribute additional resources for the implementation of the plan.
Divisional Secretary [Nice to have position]	
Key Tasks	<ul style="list-style-type: none"> • Fixtures for one age group only • Results for one age group only • Registrations for one age group only
Key Skills	<ul style="list-style-type: none"> • Subject to roles covered
Key Relationships	<ul style="list-style-type: none"> • Club Secretaries • League Secretary
Role Sharing	<ul style="list-style-type: none"> • Role can be divided into Fixture Secretary, Results Secretary and Registration Secretary
IT Functionality	<ul style="list-style-type: none"> • Full-Time – has a specific (Division Administrator) role with “all access” to specific divisions
Hints and Notes	<ul style="list-style-type: none"> • Some leagues (common in youth football) will have an Age Group Secretary who may combine some or all of the roles of the Fixture Secretary, Results Secretary and Registration Secretary for all teams and divisions within the age group.

Council Representative	
Key Tasks	<ul style="list-style-type: none"> • Representation on County FA Council
Key Skills	<ul style="list-style-type: none"> • Communication and persuasion • Awareness of league/club issues • Ability to communicate back decisions and policies agreed by CFA Council
Key Relationships	<ul style="list-style-type: none"> • County FA • League Management Committee
Role Sharing	<ul style="list-style-type: none"> •
IT Functionality	<ul style="list-style-type: none"> •
Hints and Notes	<ul style="list-style-type: none"> • The CFA Council is the conduit between the league and clubs and its County FA
Ground Grading Officer	
Key Tasks	<ul style="list-style-type: none"> • Inspection of Grounds for Ground Grading
Key Skills	<ul style="list-style-type: none"> • Knowledge of FA Ground Grading Requirements • Report writing • Communication
Key Relationships	<ul style="list-style-type: none"> • Club Secretaries • Local authorities • FA Regional Facilities Managers
Role Sharing	<ul style="list-style-type: none"> •
IT Functionality	<ul style="list-style-type: none"> •
Hints and Notes	<ul style="list-style-type: none"> • This function is specific to Leagues within the National League system 1-7 and the Women's Pyramid
Club Representatives	
Key Tasks	<ul style="list-style-type: none"> • Representation of "club perspective" on League Management Committee
Key Skills	<ul style="list-style-type: none"> • Diplomacy and persuasion
Key Relationships	<ul style="list-style-type: none"> • Club Secretaries
Role Sharing	<ul style="list-style-type: none"> •
IT Functionality	<ul style="list-style-type: none"> •
Hints and Notes	<ul style="list-style-type: none"> • This is key role in terms of keeping the management committee in touch with the needs and challenges facing the clubs within the league • Individuals volunteering for this role should only do so if they are prepared to represent all club views as opposed to their own only