League Management Committee and Officer Roles

The following table is intended to give guidance and the structure of a 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	 Figurehead of League Presentation of Trophies at Dinner and Cup Finals
Key Skills	Personal skills
Key Relationships	
Role Sharing	Vice Presidents may share the burden
Hints and Notes	 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	 Chairing League Committees & ensuring smooth progression of meetings Officer Support and Recruitment Representating League at CFA/Council/League Liaison Committees Interviewing prospective new clubs
Key Skills	 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	 Other League Officers County FA Local Councils Sponsors
Role Sharing	Vice Chairman may be able to shoulder certain roles
Hints and Notes	 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

	 others. 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.
Secretary	
Key Tasks	 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	 Organisation and management of league correspondence 222222222222222222222222222222222222
Key Relationships	ChairmanOther League Officers

	County FA – Governance and Development
	Club Secretaries
Role Sharing	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	 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	 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 prenotified (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	League Accounts
	League Fines – issuing and collection
	Production of Audited Accounts
	Budgeting
	Collection of Subscriptions/Club League Fees
	Collection of Player Registration Fees
	Day-to-day bills and payments

	Collation and payment of Officer expenses
	League Insurance
	Trophy Insurance
Key Skills	Ability to produce basic accounts.
,	Day-to-day management of budgets and finances.
	Computer literate regarding Excel
Key Relationships	Secretary
,	• Auditor
Role Sharing	Fines officer for collection and recording of day-to-day fines
IT Functionality	No financial package currently available within Full-Time. Developments currently under consideration.
Hints and Notes	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	Arrangement of Fixtures
	Rearrangement of Fixtures
	Publication of Fixtures
	Booking of centrally managed pitches
	Organisation of Constitution for new seasons
Key Skills	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	Referees' Secretary
	CFA County Cup Administrators
	External Cup Competition Secretaries
	Club Secretaries
	Local Councils for any centrally managed pitches
Role Sharing	Multiple Fixture Secretaries, with responsibility for different divisions
IT Functionality	 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	 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	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	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.
Key Relationships	Referees' Secretary
	Fixtures Secretaries
	CFA County Cup Administrators
	External Cup Competition Secretaries
	Club Secretaries
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Role Sharing	Multiple Fixture Secretaries, with responsibility for different divisions
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Referees Secretary	
Key Tasks	 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	 Ability to communicate with Referees Knowledge of FA Rules concerning refereeing Understanding of the National Referee Development Programme
Key Relationships	 Referees County FA Referees' Secretary and Development Officer Fixtures Secretary Local Referees Associations Referees Secretaries of External Cup Competitions
Role Sharing	 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	 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.

	Full-Time – extraction of raw data from the Downloads option (Referees)
Hints and Notes	 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	 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)
Key Skills	 Awareness of League and FA Rules regarding player registration and player transfers Ability to communicate with clubs regarding registration disputes
Key Relationships	Results Secretary
Role Sharing	Multiple Registration Secretaries, with responsibility for different divisions/age groups/clubs
IT Functionality	 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	Ensure strict details are kept of registrations, in case of disputes
Results Secretary	
Key Tasks	 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
Key Skills	Ability to communicate with clubs regarding reporting of results
Key Relationships	Registration Secretary
Role Sharing	Multiple Results Secretaries, with responsibility for different divisions/age groups
IT Functionality	 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	 SMS functionality within Full-Time allows scores to be reported instantly by clubs, saving huge workloads from "answerphone" system
	 If leagues require goalscorers 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 Office	er ·
Key Tasks	 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	 Knowledge of Welfare Issues and Best Practice Understanding of the Respect Programme and how it can be effectively applied through the league
Key Relationships	 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	Option to have Assistant League Welfare Officers
IT Functionality	Members Services pages for Safeguarding and checking on Club Welfare Officers
Hints and Notes	 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 [ii	ncorporating Respect Officer]
Key Tasks	 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	 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	CFA Discipline Secretary
· ·	Referees' Secretary
	Results Secretary
	Other League Officers who may have direct reports of problems with clubs
Role Sharing	League Welfare officer for youth leagues
IT Functionality	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	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
Press, Marketing & Cor	nmunications Officer [Reports Secretary]
Key Tasks	Weekly reports for local media
	News items for league website
	News items for County FA website and magazines
	Sourcing advertising for league publications/website
Key Skills	Written and oral skills
	Reporting media such as Word, Publisher etc
	Web authoring skills
Key Relationships	Secretary
	Results Secretary
	Press and County FA
	Club Secretaries
Role Sharing	Some or all of the roles may be carried out by other league officers
IT Functionality	Full-Time – functionality for producing news items, and specific role for Publications Secretary
Hints and Notes	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 Leagu	
Key Tasks	Supporting clubs' applications for Charter Standard

	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	Organisation and planning
	Delivery of tasks against deadlines
	, ,
	 Understanding of Charter Standard Requirements at League and Club level Skills of persuasion
Var Dalationshins	Skills of persuasion
Key Relationships	Club Secretaries and Charter Standard Co-ordinators
	CFA Development Team
	Management Committee
	Local Authorities
	The Clubs within the League
Role Sharing	 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	 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 [N	
Key Tasks	Fixtures for one age group only
ney rushs	Results for one age group only
	Registrations for one age group only
Key Skills	Subject to roles covered
Key Relationships	Club Secretaries
ney nearthernerne	League Secretary
Role Sharing	Role can be divided into Fixture Secretary, Results Secretary and Registration Secretary
IT Functionality	Full-Time – has a specific (Division Administrator) role with "all access" to specific divisions
Hints and Notes	Some leagues (common in youth football) will have an Age Group Secretary who may combine some or all of the roles of
Times and Notes	the Fixture Secretary, Results Secretary and Registration Secretary for all teams and divisions within the age group.
Council Representative	<u> </u>

Key Tasks	Representation on County FA Council
Key Skills	Communication and persuasion
	Awareness of league/club issues
	Ability to communicate back decisions and policies agreed by CFA Council
Key Relationships	County FA
,	League Management Committee
Role Sharing	•
IT Functionality	•
Hints and Notes	The CFA Council is the conduit between the league and clubs and its County FA
Ground Grading Office	-
Key Tasks	Inspection of Grounds for Ground Grading
Key Skills	Knowledge of FA Ground Grading Requirements
	Report writing
	Communication
Key Relationships	Club Secretaries
	Local authorities
	FA Regional Facilities Managers
Role Sharing	•
IT Functionality	•
Hints and Notes	This function is specific to Leagues within the National League system 1-7 and the Women's Pyramid
Club Representatives	
Key Tasks	Representation of "club perspective" on League Management Committee
Key Skills	Diplomacy and persuasion
Key Relationships	Club Secretaries
Role Sharing	•
IT Functionality	•
Hints and Notes	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
Representative Team N	<u> </u>
Key Tasks	Organisation of Representative Team Fixtures
L	Organisation of players for each match

Key Skills	Management of Players
	Organisation of Fixture List
	Arranging Grounds for home games
	Arranging Transport for away games
Key Relationships	Fixture Secretary
	Club Secretaries and Managers
	• Players
Role Sharing	Representative Team Secretary for arranging fixtures and administrative tasks
IT Functionality	•
Hints and Notes	This role is only relevant to those leagues that run a representative team.
	Where possible (and often it isn't), avoid being involved with a specific team, so you can get around all clubs and look at
	players
	Have a few "friendly options" who can be called up at late notice to fill gaps