



**LEAGUE  
PROGRAMME**  
PART OF ENGLAND FOOTBALL

# ***League Job Roles***

**Support Guidance**

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# Introduction

*It is important that you have people with the right expertise, skills and capacity to delegate to and rely upon. The best organised leagues tend to be those where responsibilities and workload is shared.*

*For Leagues to find new volunteers, there needs to be a clearly defined purpose and job description for each role.*

*To recruit for roles, consider:*

- *Approaching existing club/team members within the league; consider parents and grandparents*
- *Approaching referees*
- *Use the league website and social media to advertise the roles*
- *Asking the County FA for support to advertise via their website and social media*
- *Asking third-sector voluntary organisations in your local area to promote the roles*
- *Similarly, asking local education partners.*
- *When you are recruiting for a role, explore using websites such as UK Sport jobs (there are categories for paid and voluntary roles).*

*Leagues should follow The FA's Responsible Recruitment guidelines for recruiting volunteers. If a league has members under the age of 18, then the league must safeguard that individual and the league's safeguarding policy must reflect this.*

*To be a Youth League Welfare Officer, the person must be aged 18+ as detailed in The FA Handbook. The Chair also should be aged 18+ due to the legal responsibilities that may rest with this role.*



## Paid Roles

*If the League has paid roles or offers honorarium or contract work to self employed people, then clear contracts of employment / service level agreements need to be in place and reviewed annually. Leagues are strongly advised to seek legal and employment advice in all cases.*

*Employment add-on costs (e.g. PAYE, pensions) need to be considered and budgeted for.*

*All payments need to be clearly recorded in league minutes and included within the league accounts.*

*Recruitment should follow The FA Responsible Recruitment guidelines.*



## Reward and providing additional skills

*League committees should consider how they reward and upskill members. This can be in the form of coaching courses for clubs and teams but also consider how to upskill committee members, such as paying for them to undertake IT courses.*

*Volunteers have always been an integral part of our great sport and with finances under pressure, the importance of volunteers is arguable higher now than ever before.*

*Have you thought about how you can ensure your volunteers know of their importance to your league? Have you considered how you can prioritise their enjoyment whilst volunteering for you?*

*Recognising & rewarding volunteers doesn't have to cost money; it doesn't have to add financial burden at an already challenging time. The best way to ensure your volunteers feel recognised and to understand how you can create a positive environment for them at your league is to ask them!*

*It sounds simple but within football, we are all so busy delivering the day to day, preparing for the next match etc. actually taking the time to talk to our volunteers, to understand their drivers for giving their time to our leagues and to identify how we can ensure their experiences at the club are positive, can often be overlooked.*

*Give this crucial area of your operations more focus. Consider appointing a Volunteering Activator, or a Volunteering Co-ordinator, to be your volunteers' go to person at your league. Provide your volunteers with a point of contact to provide them with support, direction and to recognise their importance to your club.*

*As well as providing your volunteers with support, your Volunteering Activator will develop a good understanding of your volunteers as individuals; they will better understand what your volunteers' drivers are and can advise your league officials on how you can ensure their volunteer experience remains positive.*

*Of course, a "thank you" to our volunteers always goes a long way, annual appreciation events for our volunteers are a great way to recognise their importance. Continue doing this. But consider appointing a Volunteering Activator to ensure the recognition of volunteers at your league is there at all times and that they have the support they undoubtedly deserve.*



## Succession Planning

*Succession planning is about looking at where your league has come from, where it is now, where it needs to go and what your league can do to get it there. Ultimately, succession planning should help you achieve the league's objectives over the next five, 10 or 15 years by ensuring that your league has the right volunteers with the right skills in the right positions at the right time.*

*It is about putting a system in place to ensure that when someone leaves the league is not left with a huge gap in knowledge and expertise and that there is someone in the wings ready to step up into that role. It is not just about replacing the missing volunteer however. It is also about knowing what skills or expertise are needed to fill key roles within the league, now and in the future, and making sure that others within the league possess these skills and knowledge so there is someone to fill the void if that key member has to retire.*

*It is about identifying, recruiting, retaining, valuing, developing and preparing volunteers so that the League has a depth of knowledge and a pool of ready and able volunteers. In doing this, the League ensures that transitions are smooth as people come and go and it can continue to meet its strategic objectives into the future.*



## Working Groups

*The League Management Committee should consider what duties/work can be delegated to subcommittees/ working groups and consider running a pilot scheme to assess their effectiveness.*

*These working groups must report to the main League Management Committee. Example of sub-committees are for Development, Finance and Discipline as a proven method of establishing good governance. Please note, a sub-committee should keep minutes which must be presented to the League Management Committee. A working group does not have to provide minutes. Also, a reminder that if any of these sub-committees/working groups have members aged under 18 on them, then the league must have a safeguarding policy that covers the person involved.*



## Chair – Role Profile

Position	Reporting to	Role Purpose
<i>Chair</i>	<i>Accountable to the Membership of the League</i>	<i>The Chair of the Board is responsible for the leadership of the League Management Committee (LMC). To chair and manage meetings, ensuring that meetings are conducted in an efficient, effective and focused manner.</i>
Key Tasks	<ul style="list-style-type: none"> <li>• Chairing meetings</li> <li>• Promoting and representing the League.</li> </ul>	
Key Skills	<ul style="list-style-type: none"> <li>• Strategic leadership and management skills. The ability to develop and monitor organisational strategy;</li> <li>• Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation;</li> <li>• The ability to debate, discuss and challenge in a constructive manner;</li> <li>• Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the League;</li> <li>• An ability to understand financial accounts, management accounts and budgeting;</li> <li>• Excellent interpersonal skills;</li> <li>• Excellent communication skills – written and verbal;</li> <li>• The ability to act and speak tactfully and diplomatically;</li> <li>• The ability to chair meetings effectively and efficiently.</li> </ul>	
Key Relationships	<ul style="list-style-type: none"> <li>• All League Management Committee members;</li> <li>• All member clubs</li> <li>• County FA members, staff, Council and Board;</li> <li>• League sponsors/partners (commercial and non-commercial).</li> </ul>	



## League Secretary – Role Profile

Position	Reporting to	Role Purpose
<i>Secretary</i>	<i>Chair</i>	<i>The day to day operations of the league</i>
<b>Key Tasks</b>	<i>League affiliation and accreditation; Day-to-day League correspondence; Running the League; League meeting minutes; Representing the League at external meetings.</i>	
<b>Key Skills</b>	<i>Experience and empathy with working with volunteers; Excellent internal and external communication; Ability to engage and build strong relationships; Basic business skills; Influencing skills; Knowledge of FA rules and regulations; Knowledge of FA technology systems; IT Skills;</i>	
<b>Key Relationships</b>	<i>All League Management Committee members; All member clubs; County FA; Club Secretaries; League sponsors/partners (commercial and non-commercial); Local leagues.</i>	

## Welfare Officer – Role Profile

Position	Reporting to	Role Purpose
<i>Welfare Officer</i>	<i>Chair</i>	<i>Responsible for working with league and club officials to ensure they are carrying out their duty of care when running football activities. Act as a point of contact for all (children, managers, parents/carers, etc.) if they have any concerns about the way they are being treated or how they see others treated.</i>
Key Tasks	<ul style="list-style-type: none"> <li>• Ensuring everyone's safeguarding responsibilities are well understood by others;</li> <li>• Help everyone understand what their duty of care means and entails on a day-to-day basis;</li> <li>• Ensuring good practice amongst clubs.</li> </ul>	
Key Skills	<ul style="list-style-type: none"> <li>• Experience of dealing or working with young people;</li> <li>• Knowledge and understanding of safeguarding children issues;</li> <li>• Excellent internal and external communication;</li> <li>• Committed to and ability to promote safeguarding children;</li> <li>• Empathy when dealing with individuals, sometimes in demanding situations;</li> <li>• Ability to handle confidential information sensitively and with integrity;</li> <li>• Reasonable level of administration experience and how to deal with confidential documentation.</li> </ul>	
Key Relationships	<ul style="list-style-type: none"> <li>• Club Welfare Officers;</li> <li>• County FA Designated Safeguarding Officers;</li> <li>• All League Management Committee members.</li> </ul>	

## Treasurer / finance officer – Role Profile

Position	Reporting to	Role Purpose
<i>Treasurer</i>	<i>Chair</i>	<i>To manage the League accounts and maintain accurate records.</i>
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• <i>League accounts;</i></li><li>• <i>Day-to-day bills, payments, expenses and invoices</i></li><li>• <i>Arranging for the year end accounts to be audited</i></li><li>• <i>Present the accounts at the AGM</i></li></ul>	
<b>Key Skills</b>	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers;</i></li><li>• <i>Accounting skills and knowledge;</i></li><li>• <i>Excellent internal and external communication;</i></li><li>• <i>Ability to engage and build strong relationships;</i></li><li>• <i>Basic business skills;</i></li><li>• <i>IT Skills</i></li></ul>	
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• <i>All League Management Committee members;</i></li><li>• <i>Auditors;</i></li><li>• <i>Club Treasurers</i></li></ul>	

## Fixture Secretary – Role Profile

Position	Reporting to	Role Purpose
<i>Fixture Secretary</i>	<i>Chair</i>	<i>To ensure that the League fixtures are compiled and all the requirements to fulfil them are met.</i>
Key Tasks	<ul style="list-style-type: none"><li>• Arrange fixtures and any re-arrangements;</li><li>• If central venue, ensure the facilities are booked.</li></ul>	
Key Skills	<ul style="list-style-type: none"><li>• Experience and empathy with working with volunteers;</li><li>• Knowledge of FA rules and regulations;</li><li>• Excellent internal and external communication;</li><li>• Ability to engage and build strong relationships;</li><li>• IT skills;</li><li>• Ability to deal with clubs' often conflicting requests and expectations.</li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• League Secretary;</li><li>• Referee Secretary;</li><li>• Club Secretaries and/or club/team match arrangers;</li><li>• County FA (be aware of County Cup dates and rules);</li><li>• Local Authority pitch leads.</li></ul>	

## Cup Secretary – Role Profile

Position	Reporting to	Role Purpose
<i>Cup Secretary</i>	<i>Chair</i>	<i>To ensure that the League fixtures are compiled and all the requirements to fulfil them are met.</i>
Key Tasks	<ul style="list-style-type: none"><li>• Arrange fixtures and any re-arrangements;</li><li>• If central venue, ensure the facilities are booked.</li><li>• Arrange the cup final venues and medals</li></ul>	
Key Skills	<ul style="list-style-type: none"><li>• Experience and empathy with working with volunteers;</li><li>• Knowledge of FA rules and regulations;</li><li>• Excellent internal and external communication;</li><li>• Ability to engage and build strong relationships;</li><li>• IT skills;</li><li>• Ability to deal with clubs' often conflicting requests and expectations.</li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• League Secretary;</li><li>• Referee Secretary;</li><li>• Club Secretaries and/or club/team match arrangers;</li><li>• County FA (be aware of County Cup dates and rules);</li><li>• Local Authority pitch leads</li></ul>	

## Referee Secretary – Role Profile

Position	Reporting to	Role Purpose
<i>Referee Secretary</i>	<i>Chair</i>	<i>Responsible for ensuring that referees are appointed to fixtures.</i>
Key Tasks	<ul style="list-style-type: none"><li>• <i>Ensure referee appointments;</i></li><li>• <i>Deal with late drop-out for fixtures;</i></li><li>• <i>Support with referee development.</i></li></ul>	
Key Skills	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers;</i></li><li>• <i>Knowledge of FA rules and regulations;</i></li><li>• <i>Awareness of FA programmes campaigns (e.g. Respect, England Football Accreditation, etc.);</i></li><li>• <i>Excellent internal and external communication;</i></li><li>• <i>Ability to engage and build strong relationships;</i></li><li>• <i>IT skills.</i></li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• <i>League Secretary;</i></li><li>• <i>Fixture Secretary;</i></li><li>• <i>Registrar;</i></li><li>• <i>County FA Referee Development Officer;</i></li><li>• <i>Referee Associations.</i></li></ul>	

## Registrar / registrations officer / player registration officer – Role Profile

Position	Reporting to	Role Purpose
<i>Registrar</i>	<i>Chair</i>	<i>Responsible for making sure players are registered, dealing with transfers and match sheets.</i>
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• <i>Checking and approving players registration.</i></li><li>• <i>Processing transfers;</i></li><li>• <i>Check match sheets.</i></li></ul>	
<b>Key Skills</b>	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers;</i></li><li>• <i>FA rules and regulations and campaign;</i></li><li>• <i>Excellent internal and external communication;</i></li><li>• <i>Ability to engage and build strong relationships;</i></li><li>• <i>Become conversant with FA IT systems;</i></li><li>• <i>IT skills.</i></li></ul>	
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• <i>League Secretary;</i></li><li>• <i>Fixture Secretary;</i></li><li>• <i>Referee Secretary;</i></li><li>• <i>Team/Club secretaries.</i></li></ul>	

## Results Officer – Role Profile

Position	Reporting to	Role Purpose
<i>Result's Officer</i>	<i>Chair</i>	<i>Responsible for collecting results.</i>
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• <i>Checking all results are provided and collected;</i></li><li>• <i>Sending to local media.</i></li></ul>	
<b>Key Skills</b>	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers;</i></li><li>• <i>Become conversant with FA IT systems;</i></li><li>• <i>IT skills.</i></li></ul>	
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• <i>League Secretary;</i></li><li>• <i>Fixture Secretary;</i></li><li>• <i>Team/Club secretaries.</i></li></ul>	



## Discipline Officer– Role Profile

Position	Reporting to	Role Purpose
<i>Discipline Officer</i>	<i>Chair</i>	<i>Responsible for issuing league charges and monitoring the process.</i>
Key Tasks	<ul style="list-style-type: none"><li>• <i>Issue league charges and monitor the process;</i></li><li>• <i>Issue league fines where appropriate;</i></li><li>• <i>Check suspended players are not playing.</i></li></ul>	
Key Skills	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers;</i></li><li>• <i>Knowledge of FA rules and regulations;</i></li><li>• <i>Knowledge of League rules;</i></li><li>• <i>Become conversant with FA IT systems;</i></li><li>• <i>IT skills</i></li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• <i>League Secretary;</i></li><li>• <i>Fixture Secretary;</i></li><li>• <i>Referee Secretary</i></li><li>• <i>Team/Club secretaries.</i></li></ul>	

## Respect Officer – Role Profile

Position	Reporting to	Role Purpose
<i>Respect Officer</i>	<i>Chair</i>	<i>Responsible for promoting and implementing the Respect programme.</i>
Key Tasks	<ul style="list-style-type: none"><li>• <i>Promote and educate the Respect programme;</i></li><li>• <i>Monitor Respect scores and look at trends;</i></li><li>• <i>Explore ways to implement Respect further.</i></li></ul>	
Key Skills	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers;</i></li><li>• <i>Knowledge of FA rules and regulations;</i></li><li>• <i>Knowledge of League rules;</i></li><li>• <i>Become conversant with FA IT systems;</i></li><li>• <i>IT skills.</i></li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• <i>League Secretary;</i></li><li>• <i>Fixture Secretary;</i></li><li>• <i>Team/Club secretaries.</i></li></ul>	

## England Football Accreditation Officer – Role Profile

Position	Reporting to	Role Purpose
<i>England Football Accreditation Officer</i>	<i>Chair</i>	<i>Supporting clubs and driving the Leagues delivery plan.</i>
Key Tasks	<ul style="list-style-type: none"><li>• Promoting and supporting England Football Accreditation among clubs;</li><li>• Driving the League's delivery plan;</li><li>• Delivery of tasks against deadlines.</li></ul>	
Key Skills	<ul style="list-style-type: none"><li>• Experience and empathy with working with volunteers;</li><li>• Become full conversant with all aspect of England Football Accreditation;</li><li>• IT skills.</li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• All League Management Committee members;</li><li>• County FA development team.</li></ul>	

## Social Media Officer – Role Profile

Position	Reporting to	Role Purpose
<i>Social Media Officer</i>	<i>Chair</i>	<i>Promote the League on social media. Deal with any issues on the social media platforms.</i>
Key Tasks	<i>Promoting and supporting the league on social media.</i>	
Key Skills	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers.</i></li><li>• <i>Presentation skills;</i></li><li>• <i>Communication;</i></li><li>• <i>Negotiating;</i></li><li>• <i>Knowledge of the League;</i></li><li>• <i>Proven social media knowledge and skills.</i></li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• <i>All League Management Committee members;</i></li><li>• <i>Current commercial and non-commercial partners.</i></li></ul>	

## Commercial Officer – Role Profile

Position	Reporting to	Role Purpose
<i>Commercial Officer</i>	<i>Chair</i>	<i>Promote opportunities to current and potential commercial partners.</i>
Key Tasks	<ul style="list-style-type: none"><li>• <i>Exploring commercial opportunities;</i></li><li>• <i>Account-managing current commercial partners.</i></li></ul>	
Key Skills	<ul style="list-style-type: none"><li>• <i>Sales skills;</i></li><li>• <i>Negotiating;</i></li><li>• <i>Knowledge of local business community;</i></li><li>• <i>Ability to put together appealing presentations</i></li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• <i>All League Management Committee members;</i></li><li>• <i>Commercial partners;</i></li><li>• <i>Local business groups (e.g. Chamber of Commerce, etc.).</i></li></ul>	

## Ground-Grading Officer – Role Profile

Position	Reporting to	Role Purpose
<i>Ground-Grading Officer</i>	<i>Chair</i>	<i>Check the home ground and facilities of all the member clubs in the League.</i>
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• <i>Using FA ground-grading criteria to inspect facilities.</i></li></ul>	
<b>Key Skills</b>	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers;</i></li><li>• <i>Knowledge of FA ground-grading;</i></li><li>• <i>Report-writing;</i></li><li>• <i>Presentation skills;</i></li><li>• <i>Communication.</i></li></ul>	
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• <i>Clubs;</i></li><li>• <i>Ground staff;</i></li><li>• <i>County FA Facility Officer.</i></li></ul>	

## Club Representatives – Role Profile

Position	Reporting to	Role Purpose
<i>Club Representatives</i>	<i>Member Clubs</i>	<i>Represent the club viewpoint to the League Management Committee.</i>
Key Tasks	<i>Representation of the 'club perspective' at the League Management Committee meetings</i>	
Key Skills	<ul style="list-style-type: none"><li>• Experience and empathy with working with volunteers;</li><li>• Communication;</li><li>• Diplomacy and persuasion.</li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• Clubs;</li><li>• All League Management Committee members.</li></ul>	

## Players Representatives – Role Profile

Position	Reporting to	Role Purpose
<i>Player Representatives</i>	<i>Players</i>	<i>Represent the players viewpoint to the League Management Committee.</i>
Key Tasks	<i>Representation of the 'player' at the League Management Committee meetings</i>	
Key Skills	<ul style="list-style-type: none"><li>• <i>Experience and empathy with working with volunteers;</i></li><li>• <i>Communication;</i></li><li>• <i>Diplomacy and persuasion.</i></li></ul>	
Key Relationships	<ul style="list-style-type: none"><li>• <i>Clubs and ideally club/team captains;</i></li><li>• <i>All League Management Committee members.</i></li></ul>	





# LEAGUE PROGRAMME

PART OF ENGLAND FOOTBALL

