

Tuesday, 8 June 2021

Club Presidents and Administrators

**RE: Club responsibilities in relation to CVOs**

Dear Club Presidents and Administrators

Club are required to provide CVOs at all Junior League, Community League and NPL matches in accordance with the relevant competition [Regulations](#). The CVO performs an important role in assisting their club to manage disturbances that may arise during a match and provide a support to referees when needed. When the CVO performs their role well, they can 'nip a matter in the bud' before it escalates and causes disruption.

Throughout the commencement of the season, staff noticed that a number of clubs were not consistently providing the required number of CVOs. In the coming weeks Capital Football will be actively checking team sheets and where appropriate, applying sanctions in accordance with the Regulations.

In advance of this I wish to provide the following information to you.

A good CVO will:

- 'Actively' perform their role, particularly if a problem is brewing
- Be visible at the match and wears a CVO vest
- Engage with spectators and tends not to stay in one spot (i.e. they walk around the pitch/venue)
- Be calm, clear and always respectful when communicating with individuals
- Respond to reports and instances of inappropriate behaviour proactively and effectively
- Work cooperatively with other CVOs, including those from opposition teams
- Actively support the referee and will escort the referee off the pitch if necessary
- Escort dismissed players and team officials from the pitch, as required
- Communicate with club personnel if they notice issues with their team
- Be actively supported by their club and does not feel 'isolated' when performing their role.

Please also note that:

- An individual cannot perform the role of a CVO while also performing the role of a team official – it is one or the other
- Likewise, an individual cannot perform the role of a CVO while also performing the role of a linesperson – again, it is one or the other
- CVOs are not permitted on the pitch or in the Technical Area unless permitted by the referee. We will also remind referees of this requirement so that it can be enforced.
- Failure to provide the required number of CVOs is a breach of the Regulations, for which sanctions apply.

Clubs are asked to review the relevant clauses from Section 5 of the [Regulations](#) and ensure they provide the appropriate number of CVOs.

The 'conduct & behaviour' section of [Play by the Rules](#) also has some useful suggestions and information to assist clubs. There is some information on appointing 'ground marshals' which may be particularly useful.

I look forward to your support in relation to this matter.

Regards,



**Kathy Mumberson**

*Head of Participation, Capital Football*

CC *Standing Advisory Committees*  
*North & South Region Councils*  
*Capital Football Participation Department staff*