

## **EBUFC Adult Teams Officer – Committee Member**

### **Role Description**

To promote Earls Barton United Football Club and provide communication between the club committee and the adult managers. To ensure the adult teams have the right information, equipment, coaches and training facilities to encourage a successful environment off and on the pitch as well as maximising results potential.

### **Commitment**

At least 2 hours a week but this will increase to 6 hours per week for the 6 weeks of pre-season. To attend managers and committee meetings once a month in the evening.

### **Responsibilities**

1. To attend monthly meeting and AGM.
2. To attend managers meetings.
3. To communicate to the adult managers and players about the requirements of EBUFC.
4. To advertise for, interview and recommend appointment of adult coaches.
5. To provide a welcome pack for the adult manager and ensure they understand their role and responsibility.
6. To ensure the team has the kit and equipment to represent the club in the right way.
7. To confirm suitable training facilities with pitch co-ordinator.
8. To agree friendlies with the team manager and pitch co-ordinator and groundsman.
9. To confirm the budget with the Treasurer.
10. To ensure representation to the adult league meetings and follow league protocol.
11. To ensure pitch and changing rooms etc are ready for the game and half-time refreshments. Ensure everything packed away and changing rooms cleaned.
12. Co-ordinate with registration secretary on transfers, registrations etc. Similar with Treasurer on payments.

### **Constraints**

None.

### **Accreditation Criteria**

None.