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# Pitch Secretary (Committee)

## Role Description

To manage, co-cordinate and book all home pitches and all team training facilities

## Commitment

Approximately 1 to 1.5 hours per week.

## Responsibilities

1. To arrange and book all pitches for all home league and cup games. Or additional playing facilities when applicable for winter training.
2. To arrange land book all locations for club matches and training sessions, and allocate training times.
3. To ensure the club has access to enough pitches and training locations to support the needs of the club
4. Responsible for improving current and development of new facilities.
5. Works with the clubs secretary and club treasurer.

## Constraints

1. None

## Accreditation Criteria

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DBS | Safeguarding  Children | First Aid | Club  Welfare | FA Level  1 | FA Level  2 | FA Youth  Module | Licenced  Coach | Other |
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