



Role & Responsibilities of the

MATCH TEA COORDINATOR

Who will I be responsible to?

Leeds Adel Hockey Club Committee through the General Secretary

What is my role?

1. You will be responsible for coordinating the provision of match day teas to all away teams and home teams (as appropriate) playing hockey at Adel War Memorial Association (AWMA)

What else can you tell me about the role?

This is an important role where you will need to be well-organised and resourceful. You will need to source food that can easily and quickly be prepared on match days, taking into account the facilities available within AWMA. All equipment needed should be provided by AWMA but this should be overseen by yourself and any issues should be raised immediately. You may wish to ask players for feedback on your choice of food, and this may be fed back to you through the executive committee.

The match tea coordinator is free to appoint delegates as necessary to assist in delivering tasks.

How much time will I need to give to the role?

Some work pre-season to identify catering options +/- staff to serve teas.

Around two hours a week during the season.

What tasks are involved?

1. Coordinate the provision of match day teas taking into account nutrition, dietary requirements and time required to cook the food on the day.
2. Liaise with the treasurer to ensure that there is sufficient funding available for your choice of match tea provision
3. Liaise with the fixtures secretary to ensure that you are aware of up to date club fixtures, to include rearranged fixtures and cup fixtures (as appropriate)
4. Feedback to the General Secretary (or directly to AWMA) any issues with the facilities required to provide match day teas