

**WOMEN'S FLEXIBLE
ULTRA LEAGUE**

WOMEN'S FOOTBALL IS LIMITLESS



COMMITTEE ROLE PROFILES

“ Our committee members play a vital role in leading, supporting and developing the league. Together, we are building a flexible, inclusive and positive football environment for every club and player involved. **”**

— Chair, Steve Atkins



**ONE LEAGUE
ONE COMMUNITY**



**RESPECT
INCLUSION**



**TEAMWORK
COLLABORATION**



**EXCELLENCE
IN EVERYTHING**

Every role. Every contribution. Every match.

TOGETHER, WE MAKE FOOTBALL FLEXIBLE.



ONE LEAGUE. ONE COMMUNITY.

TOGETHER, WE MAKE FOOTBALL FLEXIBLE.

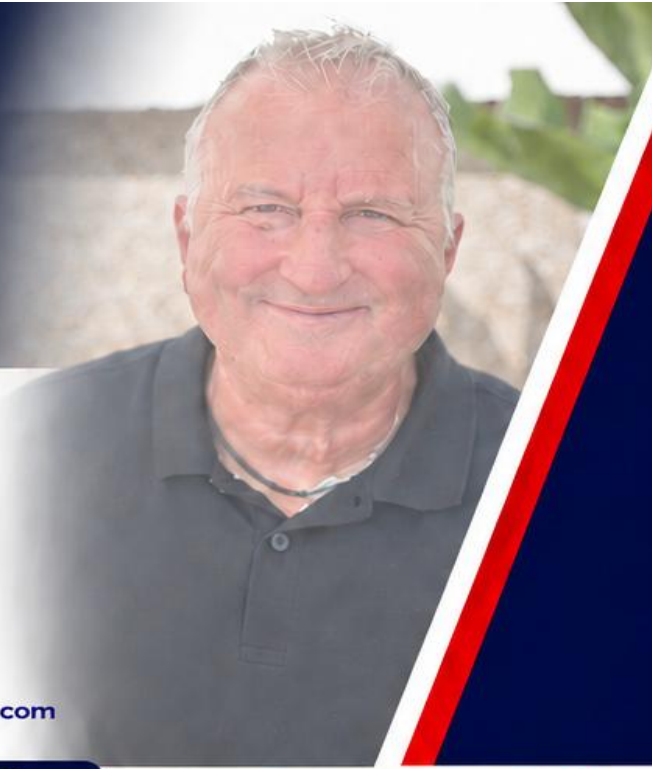


ROLE PROFILE

FLEXI LEAGUE

CHAIR

Providing leadership and strategic direction to ensure the league thrives. Supporting the committee, promoting our values, and representing the league with integrity and passion. Working to create opportunities, drive continuous improvement and ensure the long-term success of Women's Flexible Ultra League.



Steve Atkins



steveatkinchairwful@yahoo.com

KEY RESPONSIBILITIES



LEADERSHIP & STRATEGY

Provide overall leadership and set the strategic direction for the league in line with our values and vision.



SUPPORT & GOVERNANCE

Support the committee and ensure effective governance, decision making and adherence to league policies.



REPRESENTATION & RELATIONSHIPS

Represent the league positively with clubs, partners and stakeholders, building strong relationships to support our growth.



GROWTH & DEVELOPMENT

Identify opportunities for development, drive improvement and champion a positive experience for everyone involved.

ROLE PROFILE



STRATEGIC LEADERSHIP

- Set the vision and objectives for the league.
- Ensure plans are in place to achieve long-term success.



COMMITTEE LEADERSHIP

- Chair meetings and guide discussions.
- Support committee members and ensure everyone works collaboratively.



GOVERNANCE & COMPLIANCE

- Ensure the league operates in line with rules, policies and legal requirements.
- Maintain high standards of integrity and transparency.



COMMUNICATION & REPRESENTATION

- Act as the key spokesperson for the league.
- Promote the league positively and represent our values.



GROWTH & OPPORTUNITIES

- Seek out opportunities for partnerships, sponsorships and new initiatives.
- Support the growth and sustainability of the league.



RELATIONSHIP BUILDING

- Build and maintain strong relationships with clubs, players, partners and stakeholders.
- Encourage collaboration and a sense of community.



COMMUNITY & CULTURE

- Champion a positive, inclusive and supportive culture.
- Ensure the league is welcoming and enjoyable for all.



PERFORMANCE & REVIEW

- Monitor progress towards goals and celebrate achievements.
- Review and refine strategies to ensure continuous improvement.



ADVOCACY

- Advocate for women's football and the needs of our clubs and players.
- Promote fairness, respect and equality across the league.



SUPPORT & WELLBEING

- Support the wellbeing of players, volunteers and committee members.
- Encourage an environment where everyone feels valued and heard.

OUR VALUES



INTEGRITY

We do the right thing, always.



FAIRNESS

We treat everyone with equality and fair play.



TRUST

We protect information and act responsibly.



RESPECT

We value every player, volunteer and partner.



TEAMWORK

We work together for success.



ROLE PROFILE

FLEXI LEAGUE

SECRETARY

Providing strong administrative support to ensure the smooth running of the league.

Recording and sharing important information, coordinating meetings and communications, and helping keep our committee and members organised and informed.

Ensuring clear documentation and a well-structured approach to league operations.



 Jade Harker

 womensflexultraleague@yahoo.com

KEY RESPONSIBILITIES



RECORD & DOCUMENT MEETINGS

Take accurate minutes at meetings and circulate agendas, minutes and action items.



COMMUNICATION HUB

Manage incoming and outgoing correspondence and ensure information is shared clearly and promptly.



MAINTAIN RECORDS

Keep and organise important documents, files and league records securely and systematically.



MEETING & EVENT SUPPORT

Coordinate meetings, set agendas, track action items and support league events and administration.

ROLE PROFILE



MEETING ADMINISTRATION

- Prepare and circulate meeting agendas.
- Take accurate minutes and record action items.
- Follow up on action and track progress.



COMMUNICATION MANAGEMENT

- Manage emails and correspondence.
- Share important updates with members, clubs and the committee.
- Act as the main point of contact for administrative queries.



RECORD KEEPING

- Maintain and organise league documents.
- Store records securely and ensure easy access for the committee.
- Keep historical records for reference.



CALENDAR & SCHEDULING

- Coordinate meeting dates and times.
- Maintain the league calendar of events and deadlines.
- Ensure timely reminders and follow ups.



DOCUMENT PREPARATION

- Draft reports, forms and templates as required.
- Ensure documents are accurate, up to date and professional.



INFORMATION MANAGEMENT

- Keep member, club and committee information up to date.
- Maintain contact lists and distribution lists.
- Ensure data is accurate and confidential.



SUPPORT COMMITTEE OPERATIONS

- Provide administrative support to all committee members.
- Assist with projects, tasks and special initiatives.
- Help ensure smooth day-to-day operations.



MEMBER & CLUB SUPPORT

- Provide clear information and respond to enquiries.
- Help new clubs and members with registration and documentation.
- Ensure everyone feels informed and supported.



CONFIDENTIALITY & INTEGRITY

- Handle sensitive information with care.
- Maintain confidentiality and follow league policies.
- Uphold professionalism and trust in all communications.

OUR VALUES



INTEGRITY

We do the right thing always.



FAIRNESS

We treat everyone equally and fairly.



TRUST

We protect information and act responsibly.



RESPECT

We value every player, official and volunteer.



TEAMWORK

We work together as one team.



ROLE PROFILE

FLEXI LEAGUE

TEAM LIASON OFFICER

The main point of contact for our teams, players, and clubs, ensuring clear communication, strong relationships and a positive experience for everyone involved in the league.



Team Liaison Officer



holly@ringmer.football

KEY RESPONSIBILITIES



FIRST LINE OF COMMUNICATION

Act as the first point of contact for all league enquiries, ensuring timely and effective responses.



SUPPORT TEAMS

Support teams and clubs with queries, issues, and requests, helping to resolve problems quickly and fairly.



GUIDE TO THE RIGHT SUPPORT

Ensure enquiries are directed to the correct person or department so they receive the best possible support.



IDENTIFY AND ADVISE ON COMPLAINTS

Identify concerns or complaints early, provide clear advice and escalate appropriately where necessary.



LIAISE AND FOLLOW THROUGH

Liaise with relevant parties, ensure actions are followed through and communicate updates clearly.

ROLE PROFILE



FIRST LINE OF COMMUNICATION

- Answer emails, messages and calls promptly and professionally.
- Provide clear, accurate and helpful information.



SUPPORT TEAMS

- Assist with team registrations, updates and general requests.
- Help resolve issues and ensure a fair outcome for all.



GUIDE TO THE RIGHT SUPPORT

- Direct enquiries to the right person or department.
- Make sure everyone gets the support they need.



IDENTIFY AND ADVISE ON COMPLAINTS

- Identify and address concerns or complaints fairly and efficiently.
- Escalate serious matters to the appropriate person.



LIAISE AND FOLLOW THROUGH

- Liaise with committees, clubs and other contacts on player, club and league matters.
- Ensure actions are completed and follow up until resolved.



COORDINATION & SCHEDULING

- Assist with fixtures, changes and updates.
- Ensure all information is accurate, up-to-date and communicated clearly.



INFORMATION MANAGEMENT

- Maintain accurate records of team contacts and communications.
- Keep information organised and up to date.



CONTINUOUS IMPROVEMENT

- Look for ways to improve communication processes and systems.
- Gather feedback and help implement positive changes.

OUR VALUES



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FAIRNESS

We treat everyone equally and fairly.



TRUST

We protect information and act responsibly.



RESPECT

We value every player, club and member.



TEAMWORK

We work together to achieve more.



ROLE PROFILE

FLEXI LEAGUE

RESPECT OFFICER



Bringing energy and our values to life across the league, championing respect, inclusivity and positive behaviour on and off the pitch.

Creating initiatives that build a welcoming, supportive and empowering environment for everyone.



Claire Bennett



clairebetty1971@gmail.com

KEY RESPONSIBILITIES



PROMOTE RESPECT

Champion respect, fairness and inclusion across the league, ensuring everyone feels valued and welcome.



BUILD POSITIVE CULTURE

Bring energy and our ethos to life by fostering a positive, supportive and empowering environment for all players, coaches and volunteers.



CREATE & LEAD INITIATIVES

Design and deliver initiatives that encourage respect, teamwork and positive behaviour on and off the pitch.



SUPPORT & COLLABORATE

Work with the committee, clubs and members to address concerns, celebrate positive contributions and drive continuous improvement.

ROLE PROFILE



CHAMPION RESPECT & INCLUSION

- Promote respect, equality and inclusion across the league.
- Support a zero-tolerance approach to discrimination and poor behaviour.



CREATE & LEAD INITIATIVES

- Develop and deliver initiatives that encourage respect, teamwork and sportsmanship.
- Organise campaigns, events and workshops that bring our values to life.



COMMUNICATION & AWARENESS

- Raise awareness of league values and expectations.
- Share resources, tips and success stories with clubs and members.



EDUCATION & DEVELOPMENT

- Provide education and guidance on respect, inclusion and positive behaviour.
- Work with clubs to support player and volunteer development.



REPORTING & SUPPORT

- Be a point of contact for concerns related to respect and conduct.
- Offer support, signpost to resources and escalate issues where necessary.



CELEBRATE & RECOGNISE

- Recognise and celebrate individuals and teams who demonstrate our values.
- Highlight positive contributions that strengthen our league community.



COLLABORATE

- Work closely with the committee, clubs and volunteers to embed a culture of respect and positivity.
- Support the league in achieving its mission and long-term goals.



MONITOR & IMPROVE

- Gather feedback and monitor the league environment.
- Identify opportunities to improve and help implement positive change.



BE A POSITIVE ROLE MODEL

- Lead by example in everything you do.
- Bring energy, positivity and enthusiasm to inspire others.



SUPPORT OUR COMMUNITY

- Help create a welcoming, safe and inclusive space for everyone.
- Strengthen our league by connecting, listening and showing care.

OUR VALUES



INTEGRITY

We do the right thing, always.



FAIRNESS

We treat everyone equally and fairly.



TRUST

We protect information and act responsibly.



RESPECT

We value every player, club and supporter.



TEAMWORK

We work together to achieve more.



ROLE PROFILE

PLAYER REGISTRATION

OFFICER

Ensuring every player is registered correctly, eligible to play, and protected, so the league runs fairly, safely and in line with our rules and values.

 Jade Harker

 womensflexultraleague@yahoo.com



KEY RESPONSIBILITIES



APPROVE PLAYERS

Review and approve player registrations to ensure all information is accurate, complete and valid.



CROSS REFERENCE ELIGIBILITY

Verify player eligibility in accordance with league rules, age requirements and registration criteria.



INSURE PLAYERS ARE INSURED

Ensure all registered players are covered by valid insurance before they take part in any league activity.



MAINTAIN LEAGUE INTEGRITY & RULES

Uphold the integrity of the league by applying rules consistently and managing registrations fairly and transparently.

ROLE PROFILE



MANAGE REGISTRATIONS

- Process new player registrations and renewals.
- Maintain accurate and up-to-date player records.



VERIFY DOCUMENTATION

- Check required documentation (ID, age proof, consent forms etc.).
- Ensure information is valid and compliant.



ELIGIBILITY CHECKS

- Cross reference players against league rules and restrictions.
- Confirm players meet age, residency and registration criteria.



INSURANCE MANAGEMENT

- Ensure all players are covered by the league's insurance.
- Work with insurers to keep cover current and up to date.



DATA ACCURACY & RECORD KEEPING

- Maintain secure and accurate registration records.
- Protect personal data in line with GDPR and league policy.



NON COMPLIANCE

- Identify and resolve ineligible or improperly registered players.
- Escalate serious breaches to the committee.



COMMUNICATION

- Respond to club and player queries promptly and professionally.
- Provide clear guidance on registration requirements and processes.



RULES & POLICY AWARENESS

- Stay up to date with league rules, policies and FA regulations.
- Ensure registrations align with current requirements.



SUPPORT FOR CLUBS & PLAYERS

- Assist clubs and players with registration issues.
- Offer advice and support to ensure a smooth experience.



CONTINUOUS IMPROVEMENT

- Review processes and look for ways to improve efficiency and accuracy.
- Work with the committee to enhance systems and tools.

OUR VALUES



INTEGRITY

We do the right thing always.



FAIRNESS

We treat everyone equally and fairly.



TRUST

We protect information and act responsibly.



RESPECT

We value every player, official and volunteer.



TEAMWORK

We work together for the league.



ROLE PROFILE

FLEXI LEAGUE

TREASURER



Managing the league's finances with accuracy, transparency and care, ensuring all funds are accounted for and used to support the growth and success of the league and its players.

 **Paige Stevens**

 **paigestevens08@gmail.com**

KEY RESPONSIBILITIES



MANAGE LEAGUE ACCOUNTS

Maintain accurate financial records and manage day to day banking, payments and transactions.



PLAYER INCOME

Oversee player payments, match fees and refunds ensuring all income is recorded and allocated correctly.



BUDGETING & REPORTING

Prepare budgets, monitor expenditure and provide regular financial reports to keep the league financially healthy and accountable.



FINANCIAL COMPLIANCE

Ensure the league follows financial policies, meets legal requirements and maintains transparency with all stakeholders.

ROLE PROFILE



MANAGE LEAGUE ACCOUNTS

- Manage the league bank account and all financial transactions.
- Reconcile accounts and ensure accurate record keeping.



PLAYER INCOME

- Collect and record match fees, registrations and other payments.
- Process player payments and refunds accurately and on time.



BUDGETING & FINANCIAL PLANNING

- Create and manage annual budgets.
- Monitor income and expenditure to ensure the league stays financially sustainable.



INVOICING & PAYMENTS

- Issue invoices to clubs and collect outstanding payments.
- Make payments to referees, venues and suppliers.



FINANCIAL REPORTING

- Provide regular financial reports to the committee.
- Present end of season financial summary and accounts.



FINANCIAL COMPLIANCE

- Ensure all financial activities comply with league rules and legal requirements.
- Maintain transparency and accountability in all financial matters.



RECORD KEEPING

- Maintain up to date financial records and supporting documentation.
- Store and protect financial data in line with data protection policies.



AUDIT & REVIEW

- Support internal or external audits when required.
- Review financial processes and recommend improvements.



SUPPORT & COMMUNICATION

- Work closely with committee members and club contacts on financial matters.
- Respond to financial queries promptly and professionally.



CONTINUOUS IMPROVEMENT

- Look for ways to improve financial processes and systems.
- Support the league's growth with smart and responsible financial management.

OUR VALUES



INTEGRITY

We do the right thing, always.



FAIRNESS

We treat everyone equally and fairly.



TRUST

We protect information and act responsibly.



RESPECT

We value every player, club and member.



TEAMWORK

We work together to achieve more.



ROLE PROFILE

FLEXI LEAGUE

FUNDRAISING OFFICER

Leading fundraising efforts to support the growth and sustainability of the league. Identifying opportunities, building partnerships and organising events and initiatives to raise vital funds that benefit our players, clubs and community.

 Naomi Bull

 nimz550@live.co.uk



KEY RESPONSIBILITIES



FUNDRAISING STRATEGY

Develop and implement creative fundraising strategies to support league goals and initiatives.



SPONSORSHIP & PARTNERSHIPS

Identify and secure sponsorships, grants and partnerships with businesses and organisations.



EVENTS & INITIATIVES

Organise and promote fundraising events, campaigns and activities to engage supporters and the community.



DONOR RELATIONS

Build and maintain strong relationships with donors, sponsors and supporters.



MONITOR & REPORT

Track fundraising progress, manage budgets and report on outcomes and impact.

ROLE PROFILE



PLANNING & GOAL SETTING

- Set clear fundraising targets and action plans.
- Identify priority projects and areas of need.



OPPORTUNITY IDENTIFICATION

- Research and identify potential funding sources.
- Spot new opportunities to generate income for the league.



RELATIONSHIP BUILDING

- Build strong relationships with sponsors, donors and community partners.
- Represent the league professionally at all times.



EVENT MANAGEMENT

- Plan, coordinate and deliver fundraising events and activities.
- Ensure events are engaging, inclusive and well organised.



MARKETING & PROMOTION

- Promote fundraising activities across our channels.
- Create appealing content to encourage participation and support.



BUDGET MANAGEMENT

- Manage fundraising budgets and ensure funds are used effectively.
- Keep accurate records and maintain transparency.



COLLABORATION

- Work closely with the committee, clubs and volunteers.
- Support other officers to achieve shared goals.



COMMITMENT & INTEGRITY

- Act with honesty, integrity and accountability.
- Ensure fundraising aligns with the league's values and mission.

OUR VALUES



INTEGRITY

We do the right thing always.



FAIRNESS

We treat everyone equally and fairly.



TRUST

We protect information responsibly.



RESPECT

We value every player, volunteer and supporter.



TEAMWORK

We work together for the league.



ROLE PROFILE

FLEXI LEAGUE

SOCIAL MEDIA OFFICER



Promoting the league across all social media platforms to increase visibility, engagement and community. Creating exciting content, sharing updates and celebrating our players, clubs and volunteers. Helping to grow our online presence and connect with our audience.

 Julie Heal

 Julie_Ashdown1980@yahoo.com

KEY RESPONSIBILITIES



CONTENT CREATION & POSTING

Create engaging and relevant content, including graphics, photos, videos and posts across all platforms.



ENGAGEMENT & COMMUNITY

Interact with followers, respond to comments and messages, and build a positive and inclusive online community.



PROMOTE & SHARE

Share league news, events, results and highlights to promote our clubs, players and volunteers.



GROW & ANALYSE OUR REACH

Monitor performance, track engagement and identify opportunities to grow our audience.

ROLE PROFILE



CONTENT PLANNING

- Plan and schedule content in advance using a content calendar.
- Ensure content is aligned with league events and priorities.



VISUAL & BRAND CONSISTENCY

- Ensure all posts reflect our league brand, values and tone of voice.
- Use consistent visuals, colours and messaging.



PLATFORM MANAGEMENT

- Manage all social media platforms (Facebook, Instagram, X, etc.).
- Keep profiles up to date and well maintained.



EVENT & CAMPAIGN PROMOTION

- Promote league events, campaigns and initiatives.
- Encourage participation and share key information.



CELEBRATE & RECOGNISE

- Celebrate player achievements, club milestones and volunteer contributions.
- Highlight success stories and positive moments.



MULTIMEDIA & STORYTELLING

- Use photos, videos and stories to bring the league to life.
- Capture and share matchday moments and behind-the-scenes content.



ANALYTICS & REPORTING

- Monitor insights and engagement metrics regularly.
- Provide reports and recommendations to support growth.



COLLABORATION

- Work closely with the committee, clubs and volunteers.
- Share information and content to strengthen our online presence.

OUR VALUES



INTEGRITY
We do the right thing.



FAIRNESS
We treat everyone with respect.



TRUST
We protect information and build confidence.



RESPECT
We value every player, official, volunteer and supporter.



TEAMWORK
We work together to achieve more.



ROLE PROFILE

FLEXI LEAGUE

FIXTURES & RESULTS SECRETARY

Managing the scheduling and results for league matches to ensure accurate, up-to-date information for all teams, officials and supporters. Supporting the smooth running of the league by keeping fixtures organised, results recorded and communicated clearly, and working closely with the Registrations Officer to ensure all team information is accurate and up to date.



Katie Wilde



Katiewilde@hotmail.co.uk



KEY RESPONSIBILITIES



FIXTURE MANAGEMENT

Create, manage and update league fixtures, ensuring accurate scheduling and communication.



RESULTS MANAGEMENT

Collect, verify and publish match results in a timely and accurate manner.



COMMUNICATION

Share fixtures, results and updates with teams, officials and supporters across all relevant channels.



SUPPORT REGISTRATIONS OFFICER

Work closely with the Registrations Officer to ensure team details are accurate and up to date.



ACCURACY & COMPLIANCE

Ensure all fixture and result information meets league rules and procedures.

ROLE PROFILE



FIXTURE PLANNING

- Work with the committee to plan and schedule fixtures.
- Ensure dates, times and venues are confirmed and communicated.



RESULTS RECORDING

- Record and verify match results.
- Maintain league tables and standings accurately.



EFFECTIVE COMMUNICATION

- Communicate changes, postponements and updates clearly and promptly.
- Respond to team queries regarding fixtures and results.



TEAM & CLUB SUPPORT

- Provide support and guidance to teams on fixture and result related matters.
- Help resolve fixture clashes where possible.



SUPPORT REGISTRATIONS OFFICER

- Share fixture information to assist with team registrations.
- Ensure teams are correctly linked to fixtures and competitions.



DATA MANAGEMENT

- Keep fixtures, results and league tables up to date.
- Maintain accurate records and archives.



COMPLIANCE

- Ensure fixtures and results comply with league rules.
- Liaise with the committee on rule updates and changes.



TIME MANAGEMENT

- Meet deadlines for fixture publication and result reporting.
- Manage workload effectively to ensure consistency.

OUR VALUES



INTEGRITY
We do the right thing, always.



FAIRNESS
We treat everyone equally and fairly.



TRUST
We protect information and act responsibly.



RESPECT
We value every player, club and volunteer.



TEAMWORK
We work together for the league.



OUR ROLES, OUR IMPACT

Clear roles. Shared goals. Stronger league.

	CHAIR Provides leadership and ensures the league runs effectively.	OBJECTIVES ✓ Provides strong leadership and strategic direction ✓ Ensures effective governance and decision making ✓ Supports committee members and encourages collaboration ✓ Represents the league and builds positive relationships ✓ Ensures the league delivers for clubs and players	Outcome A well-led, united league that delivers for everyone.
	SECRETARY Keeps the league organised and information well managed.	OBJECTIVES ✓ Produces and circulates meeting agendas and minutes ✓ Maintains official league records and documents ✓ Ensures clear and timely communication ✓ Keeps the committee and clubs informed ✓ Supports the smooth running of meetings and administration	Outcome Well-organised records and clear communication.
	FIXTURES & RESULTS SECRETARY Manages all fixtures, results and league tables accurately.	OBJECTIVES ✓ Creates and manages fixtures for all teams ✓ Collects and records results promptly ✓ Maintains league tables and standings ✓ Ensures rescheduling is handled fairly and efficiently ✓ Provides up to date information to clubs and players	Outcome Accurate fixtures, results and tables all season long.
	SOCIAL MEDIA OFFICER Promotes the league and celebrates our community online.	OBJECTIVES ✓ Creates engaging content across social media platforms ✓ Promotes league news, events and achievements ✓ Increases league visibility and engagement ✓ Communicates key updates in a timely and professional way ✓ Builds a positive and inclusive online community	Outcome 1 football feature per 3 week window.
	RESPECT OFFICER Champion respect and inclusion across the league.	OBJECTIVES ✓ Promotes respect, fairness and positive behaviour ✓ Supports clubs with respect related matters ✓ Handles concerns and helps resolve issues ✓ Ensures the league upholds its respect and inclusion values ✓ Encourages a safe and welcoming environment for all	Outcome 1 new respect initiative.
	TEAM LIAISON OFFICER The link between the league and our teams.	OBJECTIVES ✓ Acts as the main point of contact for clubs ✓ Shares important updates and gathers feedback ✓ Supports clubs with queries and guidance ✓ Builds strong, positive relationships with teams ✓ Helps ensure clubs feel heard and supported	Outcome Strong club relationships and high satisfaction across the league.
	FUNDING OFFICER Secures funding and supports the league's growth.	OBJECTIVES ✓ Identifies and pursues funding opportunities ✓ Builds relationships with sponsors and partners ✓ Manages funding applications and reporting ✓ Supports financial sustainability and growth ✓ Provides resources to improve the league experience	Outcome £1500 income generated To support and grow the league.



LEAGUE COMMITTEE STATEMENT

We are a team of dedicated volunteers committed to supporting our league, our players, and our community.



ALL VOLUNTEERS WILL: **WORK** AS REGULARLY AS POSSIBLE

We will give our time and commitment to ensure the smooth running of the league for the benefit of everyone involved.



ALL VOLUNTEERS WILL: **SUPPORT** TO THE BEST OF OUR ABILITY

We will do our best to help teams, players, officials and supporters, offering guidance, solutions and a listening ear.



ALL VOLUNTEERS WILL: **TREAT** EVERYONE WITH KINDNESS

We will show respect, patience and understanding in all our interactions, creating a positive and inclusive environment for all.

TOGETHER, WE MAKE OUR LEAGUE STRONGER