



Roles and Responsibilities of the Team Captains

Who will I be responsible to?

The Club Captains

Who will I be responsible for?

Team players

What is my role?

The primary purpose of this role is to select, lead and organise the playing team each week following club policy, practice and guidance. Where appropriate liaising directly with the team manager, coach or club captain.

What else can you tell me about the role?

The team captain should be very well organized, a leader and an excellent communicator. It is often helpful to be able to delegate some tasks to team members while remaining responsible for their contribution and outcomes.

The role of the Mens and Ladies 1st XI Captains will include working in partnership with the respective team manager/coach.

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

Approximately 2 hours per week

What tasks are involved?

Tasks include:

1. Selection of a team for every match, communicating with the other appropriate team captains and club captain
2. Communication with players to confirm their availability and subsequent selection
3. Ensuring all players and umpires are aware of all match and travel arrangements
4. Liaising with the opposition to confirm the match and all appropriate details
5. Ensuring match and practice balls, a first aid kit and facemasks are taken to every game. Where necessary ensuring a goalkeeping kit is provided
6. Responsibility for completing and returning league team sheets and communicating results of home matches by the designated time.
7. Ensuring any incident is recorded as appropriate and medical help sought if necessary
8. Ensuring match fees are collected and travel costs paid as appropriate, that payment records are up to date and monies are handed to the Club Treasurer at regular intervals
9. Phone Helen at the Jubilee Club with numbers for home teas by Wednesday
10. Communicating various club news and reminders to the team
11. Arranging for match reports to be written and placed on the club website

Where to go for help?

Club Captains, Club Chair and Team Captains "Check list"

2018

Review 2019/20