

GUIDE FOR A CLUB CAPTAIN

WELCOME!

You have either been appointed as, or are considering a role as a Club Captain.

ROLE OF THE CLUB CAPTAIN

The Club Captain is the link between the administration of the club and the swimmers. It can be the role of the team captain to represent the views of the swimmers within the club, and contribute to the development of the club through providing information from a swimmer's perspective.

DUTIES OF A CLUB CAPTAIN:

- A good club captain is a person that all swimmers can contact and talk to about any comments they may have
- Represent the views of the swimmers
- Is a positive role model for all members of the club
- Communicates with fellow team members, and provide support and advice where needed
- Encourages club members to be involved in social and voluntary activities
- Welcomes new members to the club

COMMITMENT / TIME FOR THE ROLE

Will vary - but the time commitment for being a positive role model is ongoing!

SKILLS AND QUALITIES REQUIRED

- To be an excellent communicator
- To have a knowledge of the club and swimmers
- Able to seek and represent the views of others

TERM OF OFFICE

One year from 1st July; chosen by the committee from nominations put forward from coaches.

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BEING A ROLE MODEL FOR YOUR CLUB

The role of a Club Captain means that you will be seen as a role model at all times, and someone that other swimmers in the club may look up to. Here are some ideas that will assist you in being a great role model

- Always be on time or even early for meetings, training or events
- Offering to help and support to others e.g. helping to set up lane ropes, help other volunteers at events.
- Find time to speak and hear the views of others at a club e.g. attending a squad session of younger swimmers to let them know who you are and find out what their needs are at the club.
- Being positive and constructive in your views. In raising ideas and suggestions to the club committee or others, always try and focus on the positives, and the outcomes of the point you are trying to make

WHAT COULD A CLUB CAPTAIN DO?

Here are some ideas and suggestions on areas that Club Captains have influenced at clubs:

- Suggestion boxes for swimmers to write down and post their thoughts on the club (this is an anonymous/non-threatening way).
- Provide ideas and suggestions to the Club Committee on areas to develop the club e.g. the club website, developing e-newsletters for the club, developing kit identity and choosing team kit and trophies/prizes, providing young people information for the club handbook, developing a code of conduct for swimmers at the club
- Shadow a volunteer within the club to learn a new role. This could be officiating, an administrative or coaching role
- Offering to help at recruitment events for the club e.g. helping out at a school festival or handing out leaflets about the club at events
- Offering to help at club fundraising and promotional events
- Mentor other young people and help them in developing their skills

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WHAT OPPORTUNITIES DOES A CLUB CAPTAIN ROLE OFFER?

The following shows you what the Club Captain gains from this role. These are:

- To have fun and work with others
- To learn about the administration and organisation of a voluntary organisation
- To learn and develop new skills and ideas through working with others
- To add this position and experience to your curriculum vitae (CV)
- To develop personal skills e.g. confidence, team working, social skills
- To represent the views of young people to others
- To know you are helping others

MOVING ON FROM YOUR ROLE

Have you thought about how you will ensure all your knowledge and experience is passed onto a person taking over from you, when you decide its time to move on? Here are some suggestions to ensure a smooth transition, and to ensure the person taking over from you has the information and resources they need:

Think about the type of information you would like to receive if you were to be chosen for this position, and the format you would like to receive it in eg. one big file, a face to face hand over meeting, hand over in a 2 week period to not overload with information

- Prepare an information pack for the new Club Captain to assist them in their role
- Prepare a list of any outstanding work / issues
- Provide a list of key contacts or people who can assist a new Club Captain
- Hand over hard copies of any files or important correspondence. Put electronic information onto a USB stick or disk
- Offer to mentor the new Club Captain in this role for an agreed period of time

CLUB CONTACTS

Captain's Liaison Derek Springett derek@barramundi-swimclub.com

Welfare Officer Claire Newell welfare@barramund-swimclub.co.uk