



## **ROLE OF THE TEAM CAPTAIN (SENIORS)**

The team Captain is responsible for the weekly running and administration of their team. The duties of a Team Captain should be broken down into pre-match, match day, post-match and additional sections so that tasks can be easily delegated amongst their team members. It is the Team Captains overall responsibility that each task is completed weekly.

## **DUTIES OF A TEAM CAPTAIN**

### **Pre-match**

- Contact opposition Captain to arrange kit colours (only applicable for friendlies)
- Ensure that all players are informed of meet times and kit
- Confirm with the Umpires Manager that an umpire is available at each match (only applicable for friendlies)
- Check stocks of first aid supplies and contact the Club Secretary if any supplies need replacing prior to the next game

### **Match Day**

- Ensure all players selected for matches are fully registered with the club and with the Gibraltar Hockey Association 48 hours prior to the scheduled match
- Ensure that you have a First Aid and Accident/Incident Report forms
- Meet at least one hour prior to a game
- Conduct a full team warm up (set routine) and ensure a full team cool down (set routine) is completed
- Ensure that team face masks are available and that players are encouraged to wear them
- Ensure all relevant sections of the team match sheet is completed
- Ensure that players behave in a manner fitting for the Club. Any incidents of swearing or inappropriate behaviour should be discussed with the player and where appropriate inform the Team Coach

### **Post-Match**

- At the end of the game say three cheers for opposition and ensure team shake hands with opponents
- Nominate a team member to write weekly match reports. These should be emailed within 24hours to the Press Secretary

### **Additional**

- Is the person that all athletes can contact and talk to about any concerns they may have
- Team fundraising activities should be discussed with your team and planned. This information and any photos can be added to the Club's website
- Inform players of selection decision and deal with players in a kind and respectful manner
- In your absence at games please ensure the Vice-Captain is informed and assumes the Captain's responsibilities
- Your team Coach is available to discuss any specific team training/coaching issues with you
- Ensure that Club assets are looked after and returned to the Club at the end of the season
- Captains have a responsibility to raise concerns regarding health and safety to either the Team Coach.
- The Club has an Equity Policy with which you are expected to comply to at all times

### **COMMITMENT / TIME FOR THE ROLE**

- Weekly running of team administration
- Weekly representation at training and selection meetings
- General Committee Meetings
- Club Social Events
- Annual General Meetings and any Extraordinary General Meetings
- The time commitment for being a positive role model is on-going
- Voted yearly

### **SKILLS AND QUALITIES REQUIRED**

- Organisation
- Approachable
- Time Management
- Sociable
- Online Safeguarding Certificate
- Excellent communicator
- Knowledge of the rules of Hockey