**Team Captain**

**Role:** The Team Captain is responsible for the weekly running and administration of their team.

**Tasks**

**Pre-Match**

* Liaise with and support the Club Coach during all training sessions.
* Confirm match details with Fixture Secretary.
* Liaise with other Captains/Umpiring Secretary to organise umpires for Club fixtures.
* Organise a team for match day using Club Spond App
* When necessary, consult with other captains re selection of players.
* Ensure that all players are informed of match details, meet times etc.
* Ensure that adequate numbers of drivers are available for away games and that the Club Travel Policy is followed for U18 members.
* Be responsible when using social media for team or club related purposes.
* Check stocks of first aid supplies and inform relevant committee member if any supplies need replacing prior to the next game.
* Ensure the Clubs Safeguarding practices and procedures are followed for all team members.

**Match Day**

* Ensure that you have first aid box.
* Ensure that directions to pitches and contact details for opposition are taken to each game.
* Check access to Wix App for team data sheet (emergency contact details etc) for each game.
* Conduct a full team warm up and ensure a full team cool down is completed.
* Provide match ball for home games.
* Maintain discipline and conduct by your team on match day.
* Organise, motivate and lead the team during the game.
* Notify SWWL of match results.
* Complete all necessary post match paperwork.

**Additional Responsibilities**

* To attend Club Committee meetings.

**Skills and Qualities**

* Passion and enthusiasm
* Commitment
* Good verbal and nonverbal communication skills
* Strong character (good decision ­making)
* Confidence and mental toughness
* Assertiveness (to do what is needed)
* Composure (to remain cool and calm under pressure).
* Good organisational skills
* Approachable