

# POSITION DESCRIPTION

## POSITION DATA

**Title:** CLUB CAPTAIN  
**Organisation:** *Club name here*  
**Reports to:** PRESIDENT & CHAIRMAN

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### Functional Relationships

President	Treasurer	Marketing & Promotions Manager
Executive Committee	Caretaker	

## POSITION SUMMARY

The Club Captain is responsible for managing Club facilities and needs, on and off the field.

The roles and responsibilities of the Club Captain vary greatly from club to club and club captains will tell you that their duties often expand beyond what is normally expected of the Club Captain.

The Club Captain is directly responsible to the President of \_\_\_\_\_  
and the members of \_\_\_\_\_.

## DUTIES

- To attend committee meetings. If unable to, then advise another committee member to give your apologies to the Chairman.
- To liaise with all other members of the club.
- To act as MC for after match functions and co-ordinate speeches & other activities
- To assist with the appointment of all club coaches and managers.
- To hold a pre-season meeting with coaches and managers advising them on club policies and protocols.
- To co-ordinate pre-season trials and fixtures for all club teams in consultation with team management.
- To assist coaches and managers with the retention and recruitment of players.
- To allocate training times and venues for all teams.
- To control all club rugby equipment.
- To prepare a budget for training equipment requirements in conjunction with the Treasurer.
- To arrange personnel for security and ground control for home games.
- To appoint a person, if required, for position of Assistant Club Captain.
- To prepare a budget for Club Captain's requirements in conjunction with the Treasurer.
- To ensure coaches and managers are aware of competition formats and the length of the season.
- To ensure coaches and managers are aware of the competition rules regarding their competitions.
- To collate weekly results and Player of the Day awards
- To set dates and times for committee meetings in conjunction with the President/Chairman and report on team results at such meetings.

- To liaise with Club President/Chairman for any special team function.
- To report any maintenance requirements inside and out of club facilities.
- To liaise with Fixtures and Grounds Chairman with regard to ground closures.
- To make yourself known to all players as Club Captain and to uphold all Club rules.
- To liaise closely with coaches and managers during the season and advise the committee of any issues that may arise.
- To ensure functions and activities planned by the club committee are communicated to teams.
- To assist other committee members in their roles.

[When you see 24 responsibilities it looks frightening! This is a role that could be split between two people: you could have, for example, a Training Night Club Captain and a Game Day Club Captain.]

**ESTIMATED TIME COMMITMENT REQUIRED**

The estimated commitment required as the Club Captain of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

The Club Captain is appointed for a \_\_\_\_\_ term.

*The time commitment required as the Club Captain of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Club Captain to spend only a half hour to an hour per week or larger clubs, two to three hours per week on Club Captain duties.*