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**How to ….. be a Captain**

This guide is to help you identify the key roles & responsibilities of your committee. In order to have a successful committee it is important you understand what is expected of your role. Some groups may operate with different roles and this list below is not exhaustive. Smaller committees will have some of these roles amalgamated so it is up to your committee to decide on responsibilities for your activity group. As a committee it is your joint responsibility to ensure that the activity group runs smoothly so be aware of what your fellow committee members are doing and help out where necessary.

**Captain**

The Captain’s role is most likely found in an SU Sports Club. This role often involves leading the training, check there are enough players for a fixture and being the face of the team.

*Key responsibilities:*

* Liaise with Sports Manager with anything that involves fixtures, friendlies and tournaments this includes facility bookings, entries, finances and transport/accommodation arrangements
* Ensure that all squad members are fully paid and registered members of the club and NGB if required before allowing the individual to play. Important that they are covered on the insurance
* Be Organised/Prepared – know your fixtures, referees and the weather!!
* Ensure that league, competition & BUCS rules and regulations are adhered to in full
* Have league, NGB, opposition, facility contacts on hand
* Allow plenty of time to get to facilities for fixtures and or enough time to notify opposition of any changes
* Ensure that appropriate and qualified officials have been booked (this may be someone else responsibility but always good to check that everything is in place in advance)
* Submit team sheets/scores (this may also be someone else responsibilities)
* Be aware of any fines that may be due and notify individual/Sports Managers ASAP
* Report any accidents to the Activities Director immediately
* Oversee that match fees have been collected and submitted to SU for banking
* Be Fair – when it comes to selections and have the ability to deal with conflict fairly and unbiasedly
* Set Goals and **communicate** them to your team, promoting teamwork
* Any other duties as agreed by the committee
* If unavailable, that you have a Vice or someone that can step up in your absence