



Ringwood Swimming Club Position Description Club Captains

The roles of Club Captains at Ringwood Swimming Club are ones of privilege, pride and responsibility; it is not just a title. This role requires dedication and commitment for an entire year.

The Club Captains should be responsible swimmers who are at least 14 years old. They will be elected each year by the swimming members/committee and coaches. At least 2 Club Captains will be selected each season.

Desirable Attributes:

A Captain should be:

- Reliable, confident, well-spoken and polite
- Able to liaise with Committee/Coaches and members
- Respected by swimmers and parents alike
- Dedicated role model and ambassador for the club
- Understanding, trustworthy and compassionate
- Intend to be an active training and competing member of the club for the next full season (12 months)
- Understand the policies of the club and sport

As a leader of Ringwood Swimming Club you can expect:

- Full support and assistance from the Committee
- Time to meet as a team
- Involvement in weekly newsletter (if desired)

Specific duties include but are not limited to:

- Demonstrate a commitment to the club
- Regularly attend training, competitions and club events
- Promote the club whenever possible
- Welcome new swimmers to the club and encourage them to participate
- Support senior and junior captains to organize and help run club aggregates
- Assist new swimmers and parents at club aggregates and club events
- Assist in promoting club events via word of mouth
- Assist at club events (arrive early to help set up, stay late to pack up, running dryland together with senior and junior captains)
- Assist if needed at Meets held by Ringwood Swimming Club (Set up or pack up)
- Assist if needed with junior swimmers at meets
- Regularly interact with members from other squads, discuss the club and bring any swimmer concerns or ideas to the committee
- Refer any swimmers concerns to the coaches, coach liaison or committee
- Attend committee meetings if requested



Some roles that are expected to be carried out by the Club Captain, but not limited to:

Assist with the set-up of club events and meets while trying to help the senior and junior captains and helping anyone that is looking a little lost. Welcome new members, introduce yourself and explain that you are the Club captain and there to help them if they need anything.

Help organize swimmers at PB Challenges, club events and targeted meets. It is your responsibility to make sure younger swimmers are supported and know when and where to marshal. Answer questions and always promote confidence.

Keep open communications with all team managers and assist whenever possible. Keep the appropriate people aware of anything occurring within the club and try to resolve any minor issues that may arise. If you believe you cannot handle the situation, inform the appropriate people (a parent, a coach, the Member Information Protection Officer, etc).

Always be positive and responsible. Always demonstrate good sportsmanship and try to include everyone. Be a role model for all other swimmers in training, at competitions and general behaviour. Promote the enjoyment of swimming and encourage others to enjoy it too. Promote club morale and team spirit and always encourage members to support each other.

Be proactive in organizing club social events and activities. Ask the senior and junior captains if they have any ideas. Encourage everyone to attend and have fun.

Be friendly to all swimmers but always keep the best interest of the club in mind.

Sincerely
Ringwood Swimming Club Committee