



ROLE DESCRIPTION FOR A TEAM CAPTAIN

The role of a team captain is to take responsibility for a team for each match.

ROLE

- To sit on the Abingdon Hockey Club committee and attend meetings.
 - To have a vote on the committee.
 - To lead and encourage the team during matches.
 - To manage the team during matches, including substitutions.
 - To be responsible for the team's conduct on the pitch.
 - During home matches, to take responsibility for the match itself, including dealing with problems with the pitch (e.g. liaising with Tilsley Park) and spectators.
 - To determine player availability for matches and to select the team according to the club selection policy.
 - To communicate match details to players (so everyone knows where and when they have to be).
 - To ensure that umpires are arranged for all matches, and pitches/teas booked for all home matches as appropriate. (Umpires and pitch bookings are usually delegated to the umpires secretary and fixtures secretary but the team captain must make sure that details of re-arranged matches or other fixture changes are communicated to them.)
 - To notify leagues of results and do any required league paperwork (e.g. team sheet).
 - To record who has played in each match and collect appropriate match fees (keeping a record of anyone who owes money). To ensure that any money collected is banked in a timely manner. To communicate player details with the membership secretary so that membership records can be kept up-to-date and any non-members identified.
 - To be formally responsible for young players (under 18) from the point where they are dropped off at the match until they leave the match venue.
 - To have a first aid kit and emergency contact details for all players at all matches, and to understand where a trained first-aider can be located for home matches.
- Many of the jobs above can be delegated to others, but the responsibility to ensure that they are done remains with the captain.

EXPERIENCE, KNOWLEDGE & SKILLS

- Ability to encourage the team as a whole and to discuss weaknesses without discouraging players.
- Ability to position each player to maximum effect, taking into account their experience, skills and personal preferences.
- Understanding of how the game of hockey works and tactical play.



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- Understanding of the club's policy and procedures related to safeguarding and protecting young people, as applicable to the role.
 - Basic record-keeping skills.

CRB CHECK

- Please be advised that this position is considered to involve substantial contact with children. Under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, successful applicants will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as "spent" under the Rehabilitation of Offenders Act 1974.
- This club has a policy on the recruitment of ex-offenders, and a copy can be found on the club's web site or on request from any club official. Having a criminal record will not necessarily bar you from working or volunteering for Abingdon Hockey Club. This will depend on the nature of the position and the circumstances and background of your offences.