

St Andrews Cricket Club

JOB TITLE:

Captain / Team Manager

OBJECTIVE:

To ensure the successful management of the team and welfare of the athletes in their care and that all off field matters are dealt with efficiently and timely. Provide support to the coach and any support staff.

RESPONSIBILITIES:

- Liaise with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions.
- Attend to administration matters as required by the Secretary.
- Arrange "Meet the Captain & Coach" day and ensure written invitations are sent to existing and potential players including players moving up from junior ranks prior to end of calendar year. (Delegate to Publicity Officer)
- In conjunction with the Secretary, negotiate all clearances and player registrations in accordance with the rules of the League.
- Liaise between players and coaches and the General Committee, acting as the liaison officer between the club and the team.
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters.
- Ensure all equipment is available as required by Coaches and that it is in good working order – includes match balls. (Capt. to delegate)
- Coordinate return of all equipment to storage area and organise cleaning of change rooms after training and games. (Capt. to delegate)
- Coordinate submission of team sheets and match reports to Secretary after both home and away games.
- Ensure Club, retains equipment owned by Club. (Capt to delegate)
- Ensure all injured players are provided with or transported to appropriate medical treatment and provide a record of the incident to the Secretary for insurance records.
- Ensure all players pay memberships and other required payments on time.
- Collect Club MVP vote cards – vote cards are to be completed by appropriate coaches or spectators and returned in sealed separate envelopes after the game. Return these to the Secretary for safe keeping until the vote count at the end of the season.
- Determine with appropriate coaches and support staff, best player awards for side.
- Prepare awards for distribution. (Capt to delegate)

RELATIONSHIPS:

Reports to the President, and Secretary.
Supports the coaches, committee and other support staff.

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ACCOUNTABILITY:

- The Captains & Team Manager is accountable to the President, Secretary and Coach of the team that they manage.

The estimated time commitment required as the Captain is up to 5 hours per week.

The estimated time commitment required as the Team Manager is up to 5 hours per week.