

THE GOOD CLUB GUIDE FOR A CLUB CAPTAIN

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WELCOME!

You have either been appointed as, or are considering a role as a Club Captain.

HOW THIS RESOURCE WILL HELP YOU

This resource is intended to assist you in your role by providing:

- A guide to the roles and responsibilities of this position
- Templates/resources to assist you and save you time
- Top tips and good practice
- Further information and learning/training opportunities

This resource complements other national volunteer publications, which are listed at the back of this resource. The ASA Good Club Guides **EXTRA** will be particularly helpful, providing practical tips, questions and answers that will equip you with further knowledge and information as a Club Captain.

ROLE OF THE CLUB CAPTAIN

The Club Captain is the link between the administration of the club and the athletes. It can be the role of the team captain to represent the views of the athletes within the club, and contribute to the development of the club through providing advice and guidance from an athlete perspective.

DUTIES OF A CLUB CAPTAIN:

- A good club captain is a person that all athletes can contact and talk to about any comments they may have
- Attends club committee meetings and represent the views of the athletes
- Is a positive role model for all members of the club
- Communicates with fellow team members, and provide support and advice where needed
- Encourages club members to be involved in social and voluntary activities
- Welcomes new members to the club

The duties of a Club Captain will vary from club to club, the ideas above can be used as a guidance for someone to think about what they think their role should be.

COMMITMENT / TIME FOR THE ROLE

Will vary from club to club, but is likely to be monthly club committee meetings, club social events. The time commitment for being a positive role model is ongoing!

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SKILLS AND QUALITIES REQUIRED

- To be an excellent communicator
- To have a knowledge of the club and athletes
- Able to seek and represent the views of others

TERM OF OFFICE

This will vary according to club constitutions, and club election processes. Some clubs have stipulate for a new Club Captain each year to prevent one person remaining in post for a long period of time, others will re-elect people through an election process, meaning one person can fulfill this position for a number of years. Most clubs have separate male/female Club Captains.

BEING A ROLE MODEL FOR YOUR CLUB

The role of a Club Captain means that you will be seen as a role model at all times, and someone that other athletes in the club may look up to. Here are some ideas that will assist you in being a great role model

- Always be on time or even early for meetings, training or events
- Offering to help and support to others e.g. helping to set up lane ropes, help other volunteers at events.
- Find time to speak and hear the views of others at a club e.g. attending a squad session of younger athletes to let them know who you are and find out what their needs are at the club.
- Being positive and constructive in your views. In raising ideas and suggestions to the club committee or others, always try and focus on the positives, and the outcomes of the point you are trying to make

WHAT COULD A CLUB CAPTAIN DO?

Here are some ideas and suggestions on areas that Club Captains have influenced at clubs:

- Suggestion boxes for athletes to write down and post their thoughts on the club (this is an anonymous/non-threatening way).
- Provide ideas and suggestions to the Club Committee on areas to develop the club e.g. the club website, developing e-newsletters for the club, developing kit identity and choosing team kit and trophies/prizes, providing young people information for the club handbook, developing a code of conduct for athletes at the club
- Shadow a volunteer within the club to learn a new role. This could be officiating, an administrative or coaching role
- Offering to help at recruitment events for the club e.g. helping out at a school festival or handing out leaflets about the club at events
- Offering to help at club fundraising and promotional events
- Mentor other young people and help them in developing their skills

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HOW DO I GO ABOUT BECOMING A CLUB CAPTAIN?

Ask at your club if there are Club Captain positions. If there are no Club Captains in place at your club, perhaps you could suggest there should be, and explain the reasons why you think there should be. If Club Captains are already in place, speak to them about their role, and find out how you may be able to apply or express an interest in the role. It may also be a good experience to shadow the current club captain and work with them to learn ideas and develop your own thoughts about what you would want to do if you were in the role.

The best people to speak with are likely to be your club Workforce Co-ordinator or your Chairperson.

WHAT OPPORTUNITIES DOES A CLUB CAPTAIN ROLE OFFER?

The following shows you what the Club Captain gains from this role. These are:

- To have fun and work with others
- To learn about the administration and organisation of a voluntary organisation
- To learn and develop new skills and ideas through working with others
- To add this position and experience to your curriculum vitae (CV)
- To develop personal skills e.g. confidence, team working, social skills
- To represent the views of young people to others
- To know you are helping others
- To progress towards a qualification /award in volunteering and leadership. This could be:
 - TOP Link programme, aimed at 14-16yr olds going into primary schools to organise tournaments and festivals. (Youth Sport Trust)
 - Sports Leadership Awards and Young Leader awards (Sports Leaders UK)
 - ASA qualifications in teaching, coaching, officiating
 - ASA Young Aquatic Organisers Award
 - Duke of Edinburgh award
 - Millenium Volunteers aimed at 16-24 yr olds

MOVING ON FROM YOUR ROLE.....

Have you thought about how you will ensure all your knowledge and experience is passed onto a person taking over from you, when you decide its time to move on? Here are some suggestions to ensure a smooth transition, and to ensure the person taking over from you has the information and resources they need:

- Try to give as much notice to the club that you are moving on, in order to allow the club to recruit / elect another Club Captain
- Assist in developing an up to date role description and advert for the post based on your experience in the role, and think of any people that may be interested

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- Think about the type of information you would like to receive if you were to volunteer for this position, and the format you would like to receive it in eg. one big file, a face to face hand over meeting, hand over in a 2 week period to not overload with information
- Prepare an information pack for the new Club Captain to assist them in their role
- Prepare a list of any outstanding work/issues
- Provide a list of key contacts or people who can assist a new Club Captain
- Hand over hard copies of any files or important correspondence. Put electronic information onto a USB stick or disk
- Offer to mentor the new Club Captain in this role for an agreed period of time

FURTHER INFORMATION

The ASA accepts no liability for any errors or omissions in this resource. Further, whilst it is hoped that volunteers will find this resource useful, no liability arising out of it's use can be accepted by the ASA or the club.

This resource is not a contract of employment and the role you undertake as a volunteer will not create an employment relationship between you and the club or the ASA.

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Amateur Swimming Association

Harold Fern House
Derby Square
Loughborough
Leics LE11 5AL
Tel: 01509 618700
Email: info@swimming.org
Web: www.britishswimming.org

Youth Sport Trust

Sir John Beckwith Centre for sport
Loughborough University
Loughborough
Leics LE11 3TU
Tel: 01509 226600
Email: info@youthsporttrust.org
Web: www.youthsporttrust.org

Sports Leaders UK

Clyde House
10 Milburn Avenue
Oldbrook

runningsports

3rd Floor, Victoria House
Bloomsbury Square,
London WC1B 4SE
Tel: 0800 363373
Email:
info@runningsports.org
Web:

www.runningsports.org

Child Protection in Sport Unit

NSPCC National Training
Centre
3 Gilmour Close
Beaumont Leys
Leicester LE4 1EZ
Tel: 0116 234 7278
Email: cpsu@nspcc.org.uk
Web: www.thecpsu.org.uk

Sportscoach UK

114 Cardigan Road
Headingley
Leeds

Sport England

3rd Floor, Victoria House
Bloomsbury Square,
London WC1B 4SE
Tel: 0845 850 8508
Email: info@sportengland.org
Web: www.sportengland.org

SkillsActive

Castlewood House
77-91 New Oxford Street
London WC1A 1PX
Tel: 0207 632 2000
Email: skills@skillsactive.com
Web: www.skillsactive.com

Duke of Edinburgh's Award

Guliver House
Madeira Walk
Windsor

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Milton Keynes
MK6 2WA
Tel: 01908 689 180
Email: info@sportsleaders.org
Web: www.bst.org.uk

LS6 3BJ
Tel: 0113 274 4802
Email: coaching@sportscoach.org
Web: www.sportscoachuk.org

Berks SL4 1EU
Tel: 01753 727 400
Email: info@theaward.org
Web: www.theaward.org

Russell Commission
Home office Active Communities
1st Floor, Peel Building
2 Marsham St
London SW1P 4DF
Tel: 0207 035 5328
Email: info@russellcommission.gsi.gov.uk
Web: www.russellcommission.org

County sports Partnerships
(located all across England. Contact details available via ASA Regional Offices.

Youth Active
Ground floor
371 Kennington Lane
Vauxhall
London SE11 5QY
Tel: 0207 793 0787
Email: Janine@youthactive.org
Web: www.youthactive.org

In addition:

Step into Sport

This is a programme designed to provide high-quality leadership and volunteering opportunities for young people, aged 14-19 yrs at a local level. It provides opportunities to train, support and deploy young people in to appropriate, safe and rewarding sports leadership and volunteering activities. Contact your County Sports Partnership as above for further information.

The Russell Commission was established to develop youth volunteering, and has support, training and funds for young people to bring their ideas to life. It also has funding to help organisations develop volunteering strategies to involve young volunteers.

Youth Active is the co-ordinated voice for sport and physical activity for the youth sector. It is led by the National Council for Voluntary Youth Services, in partnership with 4children, YMCA England, Clubs for Young People and UK Youth, and is funded by Sport England and Youth Active.

runningsports has a series of top tips that can be downloaded for free. These include tips on health and safety of volunteers, recruiting young volunteers and older volunteers. Available at www.runningsports.org

ASA website pages dedicated to volunteers.....

Did you know the ASA website has a dedicated section for volunteers? To find this section, go to www.britishswimming.org, and click on the "club" tab at the top of the home page. When you are through to the "club" page, click on the "volunteers" link on the left hand side of the page.

Your **ASA County Workforce Co-ordinator** may be able to provide guidance and assistance to you in your role. Further details are available on the British Swimming website.

ACKNOWLEDGEMENTS

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