Hinckley Ladies Netball Club
Est. 1975
www.hinckleyladiesnetball.co.uk

CAPTAINS RESPONSIBILITIES

- The role of the team captain is to lead, support, inspire and represent the members of their appointed team fairly and consistently at all times.
- The team captain will act as a role model for the club and their team.
- The team captains' role exists within the clubs committee structure and reports directly in to the Fixtures & Umpiring Secretary.

Responsibilities to the club and the team

- To ensure your team has the full complement of players to fulfil its commitment to scheduled league games
- To organise substitutes in accordance with the clubs 'substitute policy', as appropriate, to ensure your team fulfils its commitment to league games. Breaches of the policy can lead to penalties
- To ensure any requests for specific match times are made to the Fixtures & Umpiring Secretary at least four weeks in advance of the match date (other than exceptional circumstances).
  NOTE: the club cannot guarantee such requests will be fulfilled. Exceptional circumstances include emergency situations only
- To pass on information to team members and your appointed coach regarding match times and meeting venue as soon as is practically possible after match details are received from the Fixtures & Umpiring Secretary
- To ensure your vice-captain (or other team member if your Vice Captain is not available), takes on your 'match' responsibilities for the duration of any game you are not in attendance at
- To take a complete team photo at the first match of the season (or as soon as possible thereafter). Photos to be sent to the Website Secretary (see contact details below)
- To encourage the team to attend all training sessions, to inform of any changes to the scheduled training session and to keep a weekly training attendance register for your team. Captains should pass on apologies to coaches at the beginning of the training session
- In the case of an accident with any of your team players, complete an Accident Form and hand back to your team's coach.

Match responsibilities

- To ensure that your team players are wearing the correct match kit, as approved by the club
- To bring the complete and approved kit bag (as handed to you at the beginning of the season) to every match.
- To introduce yourself to the opposing team's captain and toss for centre pass at beginning of match
- To initiate three cheers at the end of the match (three cheers to include mention of opposing team, umpires and spectators)
- Where no team coach is present on match day, to assess the team's position in light of the competition and make any changes deemed necessary

- To ensure oranges are provided at half time for each home match, delegating responsibility across the team as appropriate
- To organise payment of the umpire at league matches
- To ensure the match form has been completed correctly and signed by all players at home matches. The captain is also responsible for ensuring all team players have signed the oppositions form at away matches (the league must receive forms no later than 48 hours after the match has been played, please therefore ensure that the form is posted **immediately** after the match. Incomplete forms will result in the club getting fined and the team possibly having points deducted)
- To text the name of any sub used during a league match to the Membership & General Secretary (see contact details below)
- To text the match result and Player of the Match to both the Website & Communications Secretaries (see contact details below) by the Sunday evening (deadline 6pm) following the match
- To submit a detailed match report by the Sunday evening following the match to the Communications Secretary (see contact details below)
- Any rearranged matches should be approved by the Chairperson. The team captain should liaise with the Fixtures and Umpires Secretary and their own team to organise a date and time that is convenient for all parties. Details of the rearranged fixture should be passed onto the Website Secretary who will then update the website calendar accordingly

Other responsibilities

- Ensure that the players represent the club as laid out in Hinckley Ladies Netball Clubs' Code of Conduct
- To liaise with the Membership & General Secretary as appropriate to register new players
- To attend meetings of the Coaches & Captains sub-committee, when required
- To ensure the well-being and support of your team members throughout the season
- To pass on any other information to team members, as appropriate

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Carole Payne	Fixtures & Umpiring Secretary	fixtures@hinckletladiesnetball.com
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