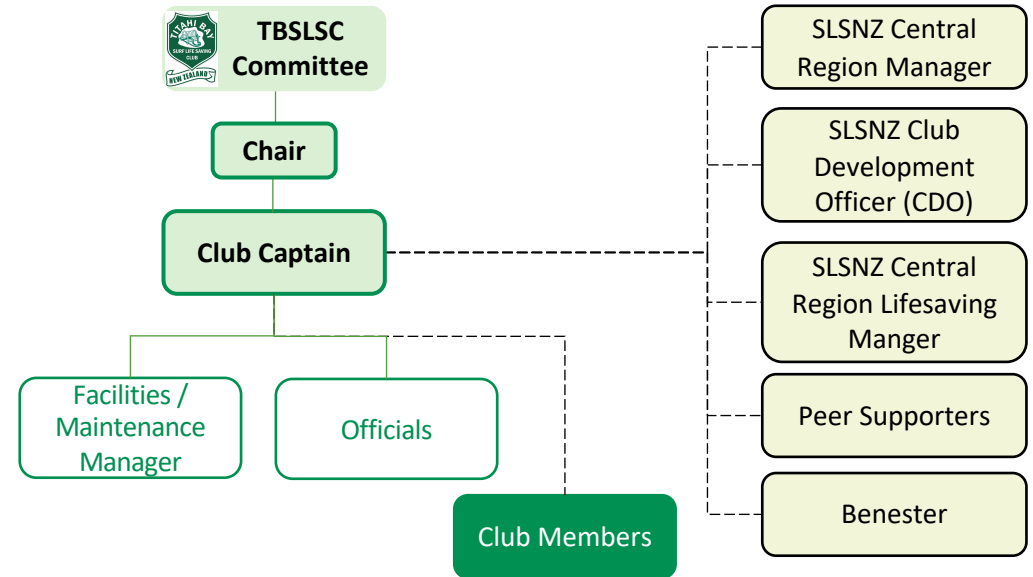


# Role Description for: **Club Captain**

Nominated by the members of Titahi Bay Surf Life Saving Club (TBSLSC) to represent their best interests on the committee and uphold the club vision, mission, and values you will support the chairperson in championing the code of conduct. The Club Captain represents the views of lifeguards, athletes, volunteers, and members within the club by being a central point of contact for them and a vital link into the TBSLSC Committee. The Club Captain will contribute to the development of the club by providing thoughts and comments from a Member perspective. The Club Captain also has the responsibility for maintaining a healthy and safe and functional club environment. The Club Captain is a member of the Club Executive.

## Key relationships



## Qualifications and Skills

- Can communicate effectively.
- Have great inter-personal skills.
- Can be impartial and fair.
- Has good understanding of their role and responsibilities.
- Has knowledge of the operating environment.
- Can maintain confidentiality on relevant matters.
- Well organised.
- Negotiation / Problem Solving Skills.
- Surf Lifesaving passion and experience.
- Active in the Club.

**Key**

- Committee role** (Green box)
- Role within supporting structure (Light green box)
- Club Members (Dark green box)
- External Stakeholders (Yellow box)
- Reporting line (Solid line)
- - - Indicates a relationship (Dashed line)

# Role Description for: **Club Captain**



## **Responsibilities.**

### **General Responsibilities**

- Leads and role models a safe and healthy culture that brings all members together to support the development of lifeguards, future lifeguards, athletes, and the provision of lifeguard services.
- Contribute to the Club's Annual Calendar.
- Report any risks or incidents to the Chair
- Inform Lifesaving Co-ordinator of new members that require lifeguard training. Refer potential new members to appropriate coordinator.
- Accept sports and lifesaving trophies/awards on behalf of the Club, if award winners, Nippers coordinator, Craft Coordinator, or Boat Captain are unavailable.

### **Member well-being responsibilities**

- It is the business of the Club Captain to engage with all members.
- New members must be met and supported according to their needs.
- Encourage member participation in the club.
- Ensure all members of the club act in accordance with the Club's Code of conduct.
- Counsel troublesome members accordingly before matters are allowed to escalate.
- To sit on complaints panels as required.
- Needs more....

### **Communications**

- Responsible for the club newsletters
- Provide any important media information to the Chair

### **Competition responsibilities**

- If hosting:
  - ensure the club facilities are fit for purpose for the event, and
  - volunteers are available and briefed on what is expected of them.
- Ensure that the club has provided volunteer officials for competitions.
- Promote the officials pathway amongst the members.

### **Facilities management**

- If possible appoint a Facilities/Maintenance Officer, else fulfil these role. Develop and deliver on a maintenance plan for the club.
- With the Treasurer, create an annual budget for committee approval for improving and maintaining the club facility.
- Agree, in accordance with the budget, any expenses to improve and maintain the club facility.
- Organise and oversee Club working bees.

### **Health and Safety**

- Ensures that the club upholds and makes reports as required of the health and safety policy of TBSLSC.
- Encourage all coaches and sweeps to complete SiteDocs before each training session.
- Ensure all volunteers over the age of 18 who interact with children under the age of 18 have been police vetted and have completed the SLSNZ Safeguarding Children online module

### **Other**

- Delegate but remain accountable for any of the above duties
- Undertake any other activities as required by the Committee.