

## Good Club Guide for a Club Captain

### Welcome

You have either been appointed, or are considering, a role as Club Captain. We wish you a fulfilling and enjoyable experience in your role. We greatly appreciate the time and commitment that you are giving to support the development of aquatics.

### How this resource will help you

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

- A guide to your roles and responsibilities as Club Captain.
- Top tips and good practice advice from experienced volunteers.
- Information and guidance to make your time in post as rewarding as possible for both you and your club.
- Useful links and information about additional learning opportunities.

### Role of the Club Captain

The Club Captain provides a central point of contact, and is the vital link, for athletes within the club. The role of the Club Captain is to represent the views of the athletes and contribute to the development of the club by providing thoughts and comments from an athlete perspective.

### Duties of the Club Captain

- Be a person that all athletes can contact and talk to about any comments or questions they may have.
- Provide a voice for athletes at the club and raise any issues to the committee when necessary.
- Be a positive role model for all members of the club.
- Communicate with fellow team members and provide support and advice where needed.
- Encourage club members to be involved in social and voluntary activities.
- Welcome new members to the club.

The duties and responsibilities of a Club Captain will vary, but the ideas above can be used as guidance for you to think about what your role should be and what you can offer to your club as Captain.

### Skills and qualities required

- Enthusiastic with a good knowledge of the club and athletes.
- Be approachable and friendly.
- Have the ability to seek and represent the views of others.
- Be an excellent communicator with good verbal, written and IT skills.
- Be a good listener.

### **Level of commitment required**

This will vary from club to club, but being a positive role model is something you can do all the time! Discuss with your club what they expect from you in terms of other duties before taking on the role to ensure you are able to fully commit.

### **Term of office**

This will vary according to club constitutions and election processes. Some clubs stipulate that a new Club Captain should be elected every year, whereas others will fill the role via an annual election process, meaning one person can hold this position for a number of years. Most clubs have separate male and female Club Captains and some may also choose to elect Vice Captain(s).

### **Getting started**

Being a Club Captain means that you will be seen as a role model at all times and will be someone that other athletes in the club may look up to. Here are some tips that might help you to become a great role model:

- Always be on time or even early for meetings, training or events.
- Offer to help and support others, e.g. help to set up lane ropes, help other volunteers at events, etc.
- Find time to speak to and listen to the views of others at your club, e.g. attend a squad session of younger athletes to let them know who you are and find out what their needs are at the club.
- Be positive and constructive in your views. In raising ideas and suggestions to the Club Committee or to others, always try to 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 of areas that Club Captains can contribute to within a club:

- Introduce a suggestion box for athletes to write down and post their thoughts on the club.
- 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, etc.
- Offer to help at recruitment events for the club, e.g. help out at a school festival, hand out leaflets about the club, help at fundraising or promotional events, etc.
- Mentor other young people and help them to develop their skills. Be a motivational and proactive member of the club, both in training and at meets, setting a good example in terms of work ethic and also encouraging other athletes.

This list only provides you with some examples. You can work with your fellow Club Captains to come up with ideas of your own which suit your club.

### **How do I go about becoming a Club Captain?**

If there are no Club Captains in place at your club, perhaps you could suggest that there should be and explain the reasons why you think this. If a Club Captain is 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 and develop your own thoughts about what you would want to do if you were in the role. The best person to speak with is likely to be your club Workforce Coordinator, or your Chairperson if a Workforce Coordinator is not currently in post.

### **What opportunities does a Club Captain role offer?**

Some of the benefits of taking on the role of Club Captain include:

- Having fun and working with others.
- Learning and developing new skills and ideas.
- Representing the views of young people.
- Developing personal skills, e.g. confidence, team work, social skills.
- Learning about the administration and structure of a voluntary organisation.
- Adding this position and experience to your curriculum vitae (CV).
- Knowing that you are helping others.
- Progressing towards a qualification/award in volunteering and leadership. This could be:
  - » Sports Leadership Awards and Young Leader awards (Sports Leaders UK).
  - » ASA qualifications in teaching, coaching, officiating.
  - » Young Aquatic Helper Course or Young Aquatic Leader Certificate.
  - » Duke of Edinburgh Award.

### **Club Captain online training**

To support you in your role, the ASA has developed an online Club Captain e-learning module. This module is free of charge and contains lots of information and templates to help get you started. You can access this module as many times as you like. For more information visit the ASA Volunteering Hub, [www.swimming.org/volunteering](http://www.swimming.org/volunteering).

### **Moving on from your role**

When you decide it's time to move on, it's important to think about how you will ensure all your knowledge and experience is passed on to the person taking over from you. Here are some suggestions to help 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 as you can that you are moving on, in order to allow the club to recruit or elect a new Club Captain.
- Assist in developing an up-to-date role description and advert for the post based on your experience, and think of any people that may be interested.
- 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, e.g. an e-mail, paper file, face-to-face handover meeting, shadowing at a competition, etc.
- Prepare an information pack for the new Club Captain to assist them in their role, including a list of key contacts and any 'top tips' that may help.
- Offer to mentor the new Club Captain for an agreed period of time.

## Summary

We hope you have found this guide informative in supporting you in your role and providing you with information and helpful tips. We wish you a great experience as a Club Captain and thank you once again for all your time and the commitment that you are giving to our sport.

## Equality and diversity

Is your club as inclusive as it could be? Does your club truly reflect the local demographics? Aquatic sports can and should be made accessible to everyone, to the greatest extent possible. Opening your club to everyone will aid with sustainability, add new dimensions to the club's social element, and you may even find talent, in many different forms, where you least expect it. Read more about the ASA's commitment to equality and diversity and find further support for clubs at this link: [www.swimming.org/asa/about-us/equality/](http://www.swimming.org/asa/about-us/equality/)

## 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 its 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.

## ASA Volunteering Hub

Did you know that the ASA has a dedicated hub for volunteers? To access this hub, go to [www.swimming.org/volunteering](http://www.swimming.org/volunteering) or email us at [volunteering@swimming.org](mailto:volunteering@swimming.org).

## Acknowledgements

The ASA Volunteer Engagement Team are grateful for the contributions of both staff and volunteers who supported the creation of this resource. The knowledge and experience of those involved is vital to ensuring these materials are as beneficial as possible.

## Useful links

The ASA Volunteer Engagement Team  
[www.swimming.org/volunteering](http://www.swimming.org/volunteering)  
[volunteering@swimming.org](mailto:volunteering@swimming.org)

Sport England  
[www.sportengland.org](http://www.sportengland.org)

The Duke of Edinburgh's Award  
<http://www.dofe.org/>

Sports Leaders UK  
[www.sportsleaders.org](http://www.sportsleaders.org)

Child Protection in Sport Unit  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

ASA  
**VOLUNTEER**  
ENGAGEMENT

Youth Sport Trust  
[www.youthsporttrust.org](http://www.youthsporttrust.org)