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# Cramlington Table Tennis Club - an ETTA *PremierClub*



## Role & Responsibilities – Club Team Captain

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<b>Role:</b>	To co-ordinate the participation of a designated team in the local league.
<b>Status:</b>	Volunteer
<b>Appointed by:</b>	Club Selection Committee
<b>Responsible to:</b>	Club Committee
<b>Reports to:</b>	Club Competitions Organiser
<b>Approximate time commitment:</b>	Between one and three hours per week
<b>Useful skills and experience:</b>	Be well organised, fair, willing to make and stick by decisions and be diplomatic
<b>Benefits of volunteering:</b>	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses

### Responsibilities

- Select the team in accordance with the club team selection policy.
- Ensure players are appropriately dressed (including wearing club 'kit').
- Welcome visitors and encourage fair play at all times.
- Ensure transport arrangements have been made for away matches and communicated to the team.
- Advise away team captains if there is likely to be a delay or postponement of a match.
- Ensure that the match card is sent to the league match secretary on time.
- Be aware of and act on club accident, incident and evacuation procedures.
- Agree to and act on the Club's Child Protection and Equity policies and Club Rules and Codes of Conduct.
- Attend club and other appropriate meetings as and when required.

### Task List

- Distribute league handbooks and/or fixture lists to team members at the start of the season.
- Inform players selected at least a week in advance of the match.
- Home matches: ensure players arrive before the match commences to help to set up venue (table, surrounds, scoring machines etc.) and to have a knock up before the opponents arrive.
- Away matches: obtain directions to venue, ensure players have transport and encourage them to arrive on time.
- Be in charge of team match balls and score cards.
- Encourage players to support each other to develop team spirit.