



TEAMS

JOB DESCRIPTION - TEAM CAPTAINS

Version 3

As agreed by ManCom April 17th 2012

Note 1 – It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee.

Note 2 - Any references to he/him etc. can equally apply to she/her etc

Note 3 - Captains must have a current CRB Enhanced Disclosure for the position of Assistant Child Protection Officer.

Note 4 – Captains should nominate one of their team as vice-captain at the beginning of each season.

A – RESPONSIBILITIES

1. Selection Policy - The Captains must ensure that a full team of players is present for each match. The team members must be selected in accordance with the Selection Policy defined by the Management Committee. This is a separate document which is reviewed by the Management Committee each year prior to the AGM for the following season. It defines the objectives to be achieved and the criteria to be used by Captains when selecting their teams.
2. Match Days - Captains have overall responsibility for all that happens during match days. This includes the player's welfare, conduct and discipline; adherence to dress code and rules; child protection issues; catering; finances; care of venue and storage of equipment. Together with the opposition Captain, they will arbitrate on any disputes.
3. Honorariums and Expenses - Captains receive an annual payment (honorarium) as determined by the General Committee. This is intended to cover some of the cost of the phone calls necessary to pursue the "job". Any other expenses incurred must be claimed from the Treasurer with all receipts. Travelling expenses are not reimbursed.
4. Meetings - Constitutionally, Captains are Officers of the Association and members of the Management Committee. As such they are jointly responsible with the other Officers for the overall administration of the Association and all its affairs. They are therefore expected to attend all Management and General Meetings and actively contribute to the proceedings.
5. Reports – The Captains must prepare a report on the season's team performance for presentation to the AGM. A similar report should also be prepared for inclusion in the NYSMBA Handbook.

B – TASKS

The following list itemises the tasks necessary for each Inter-County match. Tasks for other games such as pre-season warm-ups or friendlies will be agreed separately by the Management Committee.

BEFORE EACH MATCH

1. Select the team and inform all players of their selection and transport arrangements (car sharing) making sure all drivers know the way to the venue.
2. When teams have fixtures on the same day and reserve players are required, Captains must consider the Selection Policy objectives when consulting about which players are to be moved between teams.
3. Prepare score cards for all sessions and a schedule for display on day (who plays in which sessions).

4. (Away) - Contact the Away team Captain to verify the fixture and confirm numbers for lunch if required.
5. (Home) - Verify the booking with the Galtres centre (Hall 9am-4.30pm, Lounge 1-2pm, Kitchen all day)
6. (Home) – If supplying a meal, inform Caterers of number of meals to be supplied (after the visiting team Captain has confirmed their numbers).
7. (Home) - Arrange for the provision of an adequate number of raffle prizes and raffle tickets.
8. (Home) - Arrange for flasks to be available and for provision of tea/coffee/sugar/biscuits/milk.
9. (Home) - Arrange for an umpire to be present (ICC) or decide which two players will be nominated as umpires for the day (IC Rule 18).

ON THE DAY OF EACH MATCH

Before play starts

1. (Away) - Establish who the umpire is and ask opposition to announce this at start.
2. (Home) – Unlock store and make sure mats are placed in correct playing positions and cleaned if necessary.
3. (Home) - Look after provision of tea/coffee and washing of cups throughout the day.
4. (Home) - Welcome visitors and announce who our Umpire is.
5. Ensure all players are using County Team stickers.
6. Collect the match fees.

During the match

1. For each session - issue scorecards/receive them back/record scores.
2. (Home) – If required, arrange for tables to be set up for lunch (and clear away after).
3. (Home) – If required, liaise with caterer over timing for lunch (who goes, when).
4. If required, pay the caterer
5. (Home) - Manage the sale of raffle tickets and the draw.

After play ends

1. Ensure record sheet agrees with opposition and that it is signed.
2. (Home) - Announce result and wish opposition a safe journey.
3. (Home) - Arrange for all equipment to be stored correctly in store cupboards.
4. (Home) - Lock store and ensure all lights are switched off in hall and fire doors closed.
5. (Away) - Thank opposition for the game and catering etc.
6. (Home) – Send record sheet to NESMBA League Sec.
7. Pass details of finances and all cash to the Treasurer (with receipts).