



## OLD CRANLEIGHAN HOCKEY CLUB

### **Ladies Club Captain**

Responsible for ensuring the smooth running of the Ladies section by being the link person and co-ordinator between players, coaches and the Executive Committee. In addition working with the Club Captain and Director of Hockey to develop and implement the Ladies strategy.

The role holder needs to be the approachable friendly face of the club for all club members.

### **Duties of Club Ladies Club Captain**

- Ensuring they make themselves known to all Ladies players, keep in touch with members, providing support and resolution of queries and concerns.
- Represent the views and interests of club members to the Executive Committee.
- Develop recruitment strategy for the Ladies section.
- Ensure all new members are welcomed to the club, registered appropriately and made aware of the club rules and code of conduct.
- Uphold the club code of conduct, speaking to members whose behaviour is not in keeping with the code and referring any serious breaches.
- Work with Director of Hockey to organise pre-season training and Club Day at the beginning of the season.
- Arrange pre-season fixtures in conjunction with coaches and Fixture Secretary.
- Work with Director of Hockey to ensure appropriate coaches for the Ladies section.
- Support coaches and captains with issue resolution and the provision of information regarding league and competition formats, league rules, Fixtures Live administration, Teamo administration, and the retention and recruitment of players.
- Work alongside Ladies coaches to ensure appropriate selection process being followed.
- The first point of contact for Ladies Captains.
- Attendance of appropriate League Meetings or send appropriate cover.
- Work alongside Colts coaches to ensure progression of Colts players into the Ladies section, as appropriate.

### **Commitment / Time For The Role**

- Peak times August through to October.
- Role is ongoing as point person for all Ladies players, captains and coaches.
- Attendance of Executive Committee meetings monthly.

### **Skills And Qualities Required**



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- Can establish a strong club presence.
- Are able to inject enjoyment and fun into the club culture.
- Are able to communicate effectively.
- Can maintain confidentiality on relevant matters.
- Can solve problems or represent them to the Executive Committee.
- Are well organised and can delegate tasks.
- Have a good working knowledge of the club.