**THE CLUB CAPTAINS (Ladies & Gentlemen): Role and Responsibilities**

**NAME OF CLUB:** Thanet Roadrunners AC (“TRAC” or “the Club”)

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**RESPONSIBLE TO:** The TRAC Management Committee (“the Committee”)

**NAME OF VOLUNTEER:** XXX

**START DATE**: XX/XX/XX **END DATE:** XX/XX/XX

**Responsibilities:**

* Be a role model to runners and monitor our athletes’ progression and successes.
* Manage the runners, agree with the Committee a range of strategies to cover the team events (Club to win? Club to achieve. Club to be fun and all take part or only the fastest required?)
* Lead and encourage team participation at nominated events.
* Be innovative and create new concepts. (virtual races, beat the bounds, time trials, park-run takeovers.)
* Attend Committee meetings and report to the executive on current events.
* Attend Club meetings and report on current events and upcoming activities.
* Collate and nominate Club Championship races and rules and adjust to fit with the season’s calendar.
* Attend Club Championship races, mostly by running and/or by representing and setting up a flag.
* Report on Club Championship races or nominate a reporter and ensure media is sent promptly.
* Update the Club Championship points promptly using the rules and regularly send to media.
* Update Club runners using media (cross country and relays Facebook page)
* Organise runners into teams for East Kent summer relay events. Attend race briefings and communicate the entered teams with the area representative and the timing/baton system. Communicate with runners to ensure attendance. From the agreed strategy ensure teams score the highest potential.
* Report on summer relays and send to media.
* Organise runners into a Men’s and Ladies team and for a mixed gender team for the Kent Fitness league cross country. Communicate with runners to ensure attendance. From the agreed strategy ensure teams score the highest potential.
* Organise a fun element to the KFL encouraging cakes and hot drinks under a shelter promoting the club.
* Attend KFL AGM after the season and any pre-start meetings.
* Attend the KFL race briefings and communicate with the area representative.
* Appoint a race director or actively race direct our own KFL event.
* Report on KFL cross country and send to media.
* Promote the Kent Athletics and SEAA cross country.
* Promote England Athletics events including UK masters.
* Work closely with run-leaders to ensure the training is strategic for up-coming racing.
* Collate winners and purchase winning trophies for presentation evening.

**Average commitment: 2 hrs per week**