**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.
* 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** but can be higher!

**Best bit of role?**

* Proud to represent the club and help organise teams for the various race events throughout the year. Enjoy the sense of teamwork and seeing all the accomplishments achieved by our members.