JOB DESCRIPTION – Captain

N.B. This role of Captain requires support from a number of people.

# Roles and Responsibilities

* Management of boat allocation, usage and replacement when needed
* Manage Regatta and Head Entries including the preparation of the racing calendar for the club at the start of each season
* Ensure any coaching programs are managed matching crews to available coaches where possible or required
* Ownership of the Tees Rowing Club five-year plan
* Act as a point of contact between the membership and the committee
* In conjunction with Committee Officers, act as a point of contact for Tees Rowing Club with British Rowing, the Northern Rowing Council and other relevant committees
* Ensure the smooth running of Tees Rowing Club

# Key Activities

* Ensure all relevant information is communicated to the membership in an efficient and timely manner
* Work with the Vice-Captains and squad coordinators to ensure all athletes have the opportunity to row and increase recruitment by encouraging new members
* Review and update the club five-year plan on an ongoing basis to ensure it fits with the current plans of the committee and club ethos
* Report progress against the five-year plan on an annual basis at the AGM
* Work with the Treasurer and Equipment Manager to create and maintain a budget plan for the purchase of equipment, in accordance with the five-year plan
* Periodically meet with Vice Captains to determine current and long term needs of the Club
* Allocate restricted equipment to racing crews and ensure all relevant club members are aware of decision
* Liaise with the Entries Secretary and Treasurer to ensure that all entries to regatta and head events have been entered and paid for prior to deadlines
* Ensure transport is organised to and from events and ensure members are aware of the relevant fees
* Oversee the organisation of Tees Rowing Club Regatta and Small Boats Head
* Ensure that Club Scratch Regattas and regular Club Head Races take place
* Canvas members' opinions and forward these to the committee where appropriate
* Ensure any safety concerns are reported to the Safety Adviser
* Ensure all members abide by the club rules and bye-laws
* In conjunction with Committee Officers, ensure the Club is represented at the Northern Rowing Council
* Make the Captain's speech at the Club's Annual Dinner and AGM

# Experience Required

* Ideally has working of the Tees Rowing Club committee, or that of another club, and therefore is familiar with how a committee works within a club environment
* Effective methods of communication with Club members
* A knowledge of the Tees Rowing Club fleet of equipment
* Knowledge of the fundamentals of rowing and competing
* The ability to develop and lead successful teams
* Has a knowledge of British Rowing and how clubs work with the governing body
* Desire to ensure Tees Rowing Club stays successful