JOB DESCRIPTION - Vice Captain

N.B. It is important that the person in this role works closely with the Captain along with other members of the committee.

## Roles and Responsibilities

* Support the Club Captain
* Co-ordination of members in squads, crews and groups as well as independent members; Liaise with the Coaching Coordinator accordingly
* Assist in the running of Tees Rowing Club
* Encourage new members into potential squads within Tees Rowing Club

## Key Activities

* Ensure members training/coaching within Invite Only groups and crews receive support of the Club where needed, and facilitate the introduction of new members to these groups where a mutual benefit can be expected
* Canvas and encourage the joining of new members to Tees Rowing Club
* Act as an arbitrator and facilitator in the case of disputes within or between squads, crews and groups
* Ensure members training independently receive equal support from the wider club and have access to help when needed
* Periodically meet with the Captain to report on the current situation within the club, identifying shortcomings and how they can be addressed
* Support the Captain in preparation and review of the five-year development plan based on knowledge of the club status at the time
* Canvas members' opinion and forward these to the committee where appropriate
* Ensure any safety concerns are reported to the Safety Adviser
* Ensure any accidents witnessed or heard about are correctly reported
* Ensure all members abide by the club rules and bye-laws
* Assist the Captain in ad hoc requests from members

## Experience Required

* Has been an active member of Tees Rowing Club and thus has an understanding of the running of the club and potential issues that will need to be resolved
* Can communicate effectively with Club members
* A knowledge of the Tees Rowing Club fleet of equipment
* Some knowledge of the fundamentals of rowing and competing
* Is familiar with how a committee should work together
* Has a knowledge of the British Rowing and its rules of racing
* Desire to better the running of Tees Rowing Club

## Time Required

* 2 hours per month to attend the monthly committee meetings
* 5 hours per month to spend on additional Vice-Captain's role and responsibilities