

Club Captain Job Description (Sample only)

The Club Captain is elected at the Annual General Meeting of the Club.

General Duties

- The Club Captain is a member of the _____ Club Committee.
- Act as Chief Officer of the competition/activities side of the Club.
- Annually review the yearly competition programme to ensure it meets the needs of members.
- Liaise and coordinate the activities of all competition events.
- The Club Captain takes a leading role in promotion of adherence to the Rule of the NZ Clay Target Association and the Rules of the Club.

Leadership

The role of Club Captain is one of Club leadership in support of the Committee and for the benefit of members.

That leadership should result in a continually improving performance across all sections of the Club and in all areas to do with participation in the sport.

Specific duties

- Encourage member participation in the club.
- Ensure all members of the club act in accordance with the rules.
- Ensure Range Safety Officers are present during all club activities.
- Ensure all traps are satisfactorily set prior to every competition.
- Actively encourage team participation from club members.
- Select club team members for team events.
- Oversee team outfitting (required timely budgeting).
- Ensure all team competition opportunities are utilised.

Membership

- It is the business of the Club Captain to be known and be recognisable to all members.
- New members must be met and supported according to their needs.
- Troublesome members should be counselled accordingly before matters are allowed to escalate.