**Hythe & Dibden Cricket Club**

**Captain – Role description**

**Role purpose**

1. Lead team on matchday and ensure all matchday administration is carried out.
2. Be a role model and example representing the club at all times.

**Main duties**

1. To be main point of contact for all communication with club and team members.
2. Attend all League meetings necessary or as required.
3. Attend welfare meeting each year to update latest welfare issues especially in respect of junior members who may play.
4. Liaise with Club Welfare Officer to ensure both captain & vice captain DBS certificates are in place at least 1 week before season starts.
5. Contribute to and ensure team is selected for matchday, liaise with other captains and selection committee to ensure all teams are suitably represented in accordance with the club’s selection policy and abide by the decision of the Chairman of Selectors.
6. Make arrangements for teas/scorers/matchday setting up and clearing away, such as nets, sightscreens, square and covers.
7. Liaise with club groundsman to make decision on playability of wicket.
8. Captain team during game.
9. Ensure game is played in spirit of game and expected club standards before, during and after match.
10. Report any external disciplinary issues to opposition captain and umpires at end of game and advise may report further.
11. Advise Chairman and Club Welfare officer of any disciplinary issues, either internal, external or reported by opposition.
12. Complete any accident report forms if necessary (both home and away games) straight after game and ensure Club Welfare Officer is notified of incident and given relevant documents. Our own report form is to be used for home games.
13. Ensure that all results are sent to relevant results secretary, club Secretary and Website Coordinator as soon as possible and within any league timescales.
14. Identify any ‘discretionary matchday subs’ issues and note to treasurer.
15. Attend any disciplinary hearings which may be held in regards of a player in their team.
16. Advise Chairman and Vice Chairman of all team awards at end of season and no later than October 1st each year.
17. Make arrangements for team members to attend any League awards presentations.
18. Prepare an annual report to club Chairman at least 1 month in advance of AGM.
19. Attend Committee meetings as required and attend/support club fundraising activities (such as fete for example).

Please not that it is not expected that the Captain should perform all the administration tasks themselves, these are allowed to be delegated, however, the Captain is responsible for ensuring that these actions are carried out successfully by the due time.