**Position Description Template – Captain**

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| **Stopwatch 25%** | **Time:**  [X] hrs per week  Weekdays, weekends and after hours will be required | **Document** | **Reports To:**  President & Executive committee | **Meeting** | **Meeting attendance:**  Monthly | **Daily calendar** | **Term:**  [insert length of term] |

**Purpose**

To ensure the successful management of all golf related activities and welfare players during club competitions

**Key Responsibilities**

**The Captain is responsible for the:**

* Ensuring optimum playing conditions of the courses;
* Planning and supervision of golf competitions
* Compliance by Members to the rules of golf and conditions of play
* Engagement of Members in club competitions and events
* Monitoring participation levels across all levels of clubs events, including informal social participation
* Accounting for the selection of all teams representing the Club
* Assisting with the communication of golf and related events to all Members;
* Chairing the Match Committee;
* To represent the Club at Association and Golf Australia activities (where required).

**Skill, Experience, and attributes**

The Captain is someone who:

* is approachable by members and other committee members
* can communicate to members effectively using multiple platforms e.g face to face, through social media, emails etc
* Liaising with all members, players, parents, professionals and office bearers to ensure the participants are appropriately dressed and informed of training, competition and club functions
* Can maintain confidentiality on relevant matters.
* Is well informed of all organisation activities.
* Ensuring all equipment is safe and the first aid kit is accessible during any competitions.
* Ensuring the rules/regulations of the competition are carried out
* Ensuring all welfare and safety requirements for the members are met.

**Training Requirements**

The Captain will need to undertake training on

* The administration process of the club
* Booking and management systems
* Golf Rules certificate (if they do not previously have one)
* Complete a hand over from the previous Captain

**Other Requirements of the role**

* Induction training
* Satisfactory police check
* Relevant state working with children checks or equivalent
* Acknowledgement of the Committee Member Code of Conduct

Any other training required (please describe)

**Benefits to the volunteer**

**[insert]**

**End of term hand over**

At the end of each term, a key activity of the Captain will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the secretary prior to the Annual General Meeting each year.

**Volunteer Signature:**

**Volunteer Name:**

**Date:**