

# Fencibles United AFC

## Club Captain Role Description



Position	Club Captain
<b>Reports to</b>	The Players Committee Chair (Vice Chairperson) and Fencibles Members
<b>Location</b>	Auckland (Fencibles United AFC)
<b>Length of Appointment</b>	12 Months

### Fencibles United AFC

Fencibles United AFC is one of the largest football clubs in New Zealand. We are based in Pakuranga/Howick, Auckland, New Zealand. We have a long history of serving and representing the East Auckland community. Our roots go back to Pakuranga Town AFC and Howick AFC. Fencibles is a forward thinking club with the desire to provide the best services possible to the game of Football on and off the pitch, at Community Level as well as High Performance.

### Position Purpose

The Club Captain is an elected voluntary position with a core responsibility of the day to day operations of the Club which in turns provides direction, accountability and support to the players, supporters and coaches of the club. Club Captains are assigned to the following areas:

- Junior
- Boys Youth
- Girls Youth (includes all junior AFF girls teams)
- Women's
- Seniors

### Responsibilities and Duties:

A Club Captain in their respective area is:

- To develop, grow and lead a team of support volunteers to ensure all areas of the day to day operations is completed. This is a key focus for the end of each year. A Club Captain can only do 1 other major support role.
- To meet budget provided by the Board.
- Implement the direction and key objectives set out by the Board. Where appropriate have input into this process.
- To ensure player allocation and grading (where necessary) into teams are done fairly.
- To be the first point of contact for coaches, parents and players.
- To provide support (where necessary) to the Director of Football for metro, conference and premier trials.
- To find coaches in your area and provide support to them, resourcing and training appropriately throughout the season. Support (where necessary) the Director of Football with this process for Metro, Conference and Premier teams. Ensuring coaches follow the Club's Code of Conduct, Policies, AFF guidelines and any other appropriate documentation set out by the club.
- Meeting with their coaches at least twice in a season.
- Attend monthly Players Committee meetings.
- Where necessary support the Fees Coordinator in the collection of fees.
- Ensure all persons; paid or volunteer, with direct contact with junior or youth players are Police vetted.
- Act as a link between the coaches of your respective areas and players committee chair.

- Following all aspects of the Fencibles Code of Conduct, signed Confidentiality Form and any other club policies, procedures as they relate.
- Ensure all aspects of this role and tasks aligns with the Clubs Visions and values, Strategic Plan and key objectives.
- Support in the review (and writing where necessary) of the clubs procedures.
- Respond to general duties as directed by the vice chair.
- Support and help maintain the online resources folders of the club.
- Meet all club reporting requirements as they become due or are requested.

### **Knowledge and Skills Required:**

- A good effective communicator.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution, visions and values, rules of the club.