



Role Description: Club Captains

Role purpose

The Club Captains represent, encourage and support Hinckley Running Club members at training sessions, races and other club activities.

They help build team spirit, encourage participation in club competitions and act as approachable representatives for members. Working closely with the committee, coaches and relevant league or event representatives, the Club Captains help ensure members feel welcomed, informed and proud to represent the club.

Where the club appoints more than one Captain, they should work together and share responsibilities fairly.

Skills required

- Friendly, approachable and supportive.
- Confident and effective communicator.
- Enthusiastic about the club and able to motivate others.
- Able to encourage runners of all abilities and experience levels.
- Reliable, organised and willing to attend club activities and races where possible.
- A positive role model who demonstrates good sportsmanship.
- Able to listen to members and represent their views fairly.
- Able to work collaboratively with fellow Captains, coaches, committee members and volunteers.
- Committed to equality, diversity, inclusion, welfare and safeguarding.
- Able to handle sensitive information appropriately and maintain confidentiality where required.
- Familiar with the club's Code of Conduct, policies and values.
- Able to recognise, declare and appropriately manage personal conflicts of interest.

No formal coaching qualification is required. However, Club Captains must not provide coaching advice unless appropriately qualified to do so.

Key responsibilities

- Act as a positive ambassador and role model for Hinckley Running Club.
- Welcome, encourage and support members of all abilities at training sessions, races and club events.
- Help new and less-experienced members feel included and part of the club.
- Encourage members to participate in league races, cross-country fixtures, championships and other club events.
- Promote team spirit and a positive, inclusive atmosphere before, during and after events.
- Wear club colours when representing Hinckley Running Club at appropriate races and events.
- Support the coordination of club teams, working with the relevant league, cross-country or event representatives.
- Help communicate race information, team arrangements, meeting points, car share, photographs and other relevant details to members.
- Encourage members to enter races in good time and ensure they understand any relevant competition requirements.
- Attend races and club activities where reasonably possible, providing visible support to members.
- Celebrate members' performances and achievements, recognising effort, improvement, participation and good sportsmanship as well as race results.
- Lead or help organise team photographs, warm-up arrangements and pre-race or post-race gatherings where appropriate.
- Encourage members to support and look out for one another at races and club activities.
- Act as an approachable link between members and the committee, sharing relevant feedback, ideas or concerns.
- Represent the interests and views of members fairly, without favouring particular individuals, groups or abilities.
- Support the committee with decisions or activities relating to competition, participation and member engagement.
- Help promote club events, social activities, volunteering opportunities and other initiatives.
- Encourage members to follow race rules, the club's Code of Conduct and the standards expected when representing Hinckley Running Club.
- Promote respectful behaviour towards fellow runners, officials, volunteers, event organisers and members of other clubs.
- Refer any welfare or safeguarding concerns promptly to a Club Welfare Officer rather than attempting to manage them personally.
- Raise any significant concerns, incidents or inappropriate behaviour with the appropriate committee member.

- Take responsibility for declaring any personal conflicts of interest and ensure these are recorded and managed appropriately.
- Maintain clear information and guidance relating to the role.
- Support succession planning and provide an effective handover to incoming Club Captains.
- Coordinate the transportation of club equipment—including the gazebo, club flags, defibrillator and any other required items—to and from races and club events where necessary. Where a Captain is unable to transport the equipment personally, they should arrange for another suitable club member to do so.
- Help ensure club equipment is accounted for, used appropriately and returned safely following the event.