



## Policy: Club Captains

The Lightning Swim Club (LSC) Committee will appoint two Club Captains (and potentially two Vice Captains depending on the number and quality of the applications) at the end of each swimming season (May/June) to take up their post for the following swimming season from 1<sup>st</sup> July to 30<sup>th</sup> June. Swimmers must be 12 years of age on 1<sup>st</sup> July of the current year to nominate and have purchased a competitive membership for the season by 30<sup>th</sup> September.

A club captain will be eligible to re-run for election. A member can be a club captain for a maximum of two years. In the event a Captain leaves the club before the end of the season, the position can be filled by a Vice Captain. A Vice Captain position may be filled by another appropriate nominee, selected at the discretion of the committee, in consultation with coaches. Club Captains may be removed from their role at the discretion of the committee in circumstances of extreme misdemeanour.

### How will the club select the Club Captain/s?

The Committee welcomes nominations from all eligible swimmers who are interested in taking on the role of Club Captain by the advertised closing date. All potential applicants should read the information below to obtain an understanding of the role and then submit a completed nomination form to the Secretary by the closing date.

A panel of three (3) members will be formed to assess the nominations and select the club captains. The panel will comprise the head coach (or coaching assistant), one committee member and one parent. No parents or guardians of nominated swimmers can be on the panel to ensure there is no conflict of interest. The selection panel will assess the applicants based on the information provided in their application and attendance at meets as noted on Results Central. Coaches will confirm levels of participation in training sessions. The selection panel's decision is final.

Supporting Documents:

- Club Captain Information Sheet
- Club Captain Application Form

## Administration

### Approval Details

|                         |                                 |
|-------------------------|---------------------------------|
| Policy Owner            | President                       |
| Committee Approval Date | 19/08/2025                      |
| Date for review         | 2 years from last approval date |

### Revision History

| Version | Approval Date | Details of Changes | Author |
|---------|---------------|--------------------|--------|
|         |               |                    |        |
|         |               |                    |        |



## **Club Captain Information Sheet**

### **What does it mean to be a Club Captain?**

The Club Captain is a highly valued role within the club. You will be a source of inspiration for swimmers, encouraging and motivating them to be the best they can be. Acting as a representative for swimmers you will be a point of contact for new members and a link to coaches and the committee. A vital part of your role is to represent the views of swimmers and help them be heard and to support and contribute to the development of the club. Two captains (and potentially two Vice Captains depending on the number and quality of the applications) will be appointed at the end of each swimming season (May/June) to take up their post for the following swimming season from 1<sup>st</sup> July to 30 June. In the event a Captain leaves the club before the end of the season, the position can be filled by a Vice Captain. A Vice Captain position may be filled by another appropriate nominee, selected at the discretion of the committee, in consultation with coaches. Club Captains may be removed from their role at the discretion of the committee in circumstances of extreme misdemeanour.

### **What do you need to be a Club Captain?**

- A current financial competitive member of the club;
- Must be at least 13 years of age on 1<sup>st</sup> July of the current year.
- An active swimmer attending the majority of Club events and Townsville-based carnivals and some NQ region carnivals;
- Participate in training regularly and be committed to attending development activities
- Motivation and enthusiasm;
- Be a good role model who leads by example and represent and promote the club positively;
- Committed and hard-working, giving 100% both in and out of the pool;
- Respected by other swimmers and coaches;
- Good communication skills - friendly and approachable;
- Someone who can support the coaches and the committee.

### **What are the Club's expectations of a Captain?**

- To uphold the core values of the Club, be a positive role model and be respectful of your position;
- Welcome new members and help them settle in;
- Be a contact for swimmers who may have questions, feedback or need support;
- To provide a voice for swimmers at the club and raise any concerns or issues with the coaching team and/or Committee as necessary;
- Encourage members to be involved in club activities and events;
- Encourage a positive team spirit, and team members supporting each other;
- To support, encourage and inspire younger members of the club;
- Assist the coaches to organise and support new and younger member;
- To be punctual, ensuring you are on time for training, carnivals.\
- Attend a half yearly meeting with members of the committee (at least two) for the purpose of:
  - to present feedback from your fellow club members/swimmers on how the club is going or any general feedback or recommendations the committee can take on board
  - to receive feedback on how you are performing to the expectation on the club captain/vice captains role

**What can you gain from this experience?**

- Develop leadership skills and swimming knowledge;
- Be involved in new initiatives that support the club's development;
- Opportunity to take on a new challenge;
- Be part of a team, represent your peers and provide a voice for swimmers;
- Looks good on your resume!



### Club Captain Application Form

|                                                                                                             |              |
|-------------------------------------------------------------------------------------------------------------|--------------|
| Full name:                                                                                                  |              |
| Age (in years) at 01/07/20xx:                                                                               |              |
| Describe your participation in club events (any), and meets over the last 12 months?<br><br>(max 100 words) |              |
| Why do you want to become a Club Captain?<br><br>(max 100 words)                                            |              |
| As a Club Captain what will you do to help?<br><br>(max 100 words)                                          |              |
| Do you agree to be a good role model and represent the club positively?                                     | Yes   /   No |
| Applicants Signature:                                                                                       |              |

Applications close at xx

Submit your application form to the Secretary in person, or via email to: [secretary@lightningsc.org.au](mailto:secretary@lightningsc.org.au)