

**Captain Selection Procedure**

**Key Principles**

* The West Coast Swimming Club recognises the importance of fostering leadership within the Club’s swimming members.
* The Club sees opportunities for Club Captains to provide positive leadership in a variety of settings during their tenure as important.
* In turn, positive leadership by the Captains promotes the Club in a positive light and further develops opportunities for recruitment and retention of swimmers.

**The Club will use the following steps in selecting their Club Captains:**

1. The Committee will seek nominations for Captains from the Club’s coaches using the following guidelines. Captains:
   1. Will be senior swimmers
   2. Will live locally for the duration of the year
   3. Need to have demonstrated positive role modelling behaviour within all aspects of Club life including; training, competition, meetings and mentoring of other swimmers
   4. Need to be willing to promote the Club in a positive manner within the wider community
   5. Need to be prepared to speak to the fellow swimmers in a public setting with the appropriate support from coaches and/or committee members
   6. Need to be available to attend Committee meetings
   7. Need to be available to attend promotional opportunities
2. Two Captains will be selected unless there are extenuating circumstances. In these situations, the Committee will decide the number of Captains appointed for that year.
3. Captains will be selected upon the above criteria irrespective of their gender.
4. The Committee will ratify these nominations at the next available Committee meeting or through electronic correspondence.
5. The President or their proxy will approach Committee ratified nominees to gauge their willingness to stand for election.
6. The President or their proxy will run a meeting with the Club’s swimmers to hold a vote.
7. The President or their proxy (in the case of a conflict of interest) will count votes.
8. All Club members will be notified of the Captains’ appointment via email as soon as possible.

**Role Description**

The Club will use the following role description as a guide for Captains to follow:

**Club Captain**

**Objective**

* To provide leadership of the swimmers within the Club at official and unofficial club functions.

**Responsibilities**

* Attend the majority of local, regional and state swimming meets
* Always have a positive, up-beat attitude
* Demonstrate to teammates that you are supportive of all swimmers
* Assist in individual swimmer’s improvements
* Respect and support the Club’s fellow swimmers, parents/ caregivers and committee members
* Cheer and celebrate club swimmer successes
* Participate in any ceremonial responsibilities with pride and to the best of the captain’s ability
* Report any issues to the Club’s coaching staff and/or committee members
* Be an active listener in all interactions with people involved in swimming
* Be available to attend committee meetings if required

**Relationships**

* Relate to all members of the club with a positive outlook
* Communicate in a positive manner to other club captains and their associated volunteers and swimmers
* Communicate with Swim SA staff in a positive manner

**Accountability**

* The captain is responsible to the President and the Club’s Committee

**This role generally requires a commitment of four hours (4) hours per month**