Captain Responsibilities

Introduction:
As a club sports captain, you have an important responsibility to ensure the success of your club and create a positive experience for both current and future members. This training will provide you with the necessary knowledge and skills to fulfill your role effectively.

Key Responsibilities:

1. Act as a liaison: You will serve as a point of contact between the club and the Director of Student Engagement and the Club Sports Coordinator.
2. Ensure compliance: It is your responsibility to ensure that your club follows all club sports rules and regulations and completes any necessary paperwork.
3. Maintain roster information: Keep the club's roster up to date and verify that all team members have submitted their participation waivers.
4. Athletic Training needs: Inform the Club Sports Coordinator (teiseman@haverford.edu) of any athletic training needs your team may have.
5. Time-sensitive dues: Notify the Club Sports Coordinator (teiseman@haverford.edu) of any time-sensitive dues, such as tournament invoices or league dues.
6. Budgeting:
7. Ensure that all budget requests are submitted on Engage following the Stu-Co budgetary timelines. Familiarize yourself with the funding process and the timeline for accessing funds for your club.

Leading Meetings, Practices, and Events:
As a captain, you will lead club meetings, practices (if no coach is hired), and events. Additionally, you will play a crucial role in recruiting and promoting the club to attract new members.

Creating a Roster:

1. Open Google Sheets: Go to sheets.google.com and sign in to your Google account if prompted.
2. Create a new spreadsheet: Click on the multicolored "+" button in the top right corner to create a new spreadsheet.
3. Add headings: Enter relevant headings such as "First Name," "Last Name," and any additional information you deem necessary.
4. Enter player information: Start entering player information below each heading, such as names and class years.
5. Customize the roster: You can add additional columns for contact information or emergency contact details, and use features like "Freeze Panes" to keep headings visible and "Sort" to organize the data.
6. Share the roster: Share the completed roster with teiseman@haverford.edu and continue to update it throughout the semester to ensure accuracy.
Constitution:
Creating a team constitution helps maintain consistency and tradition within your club. Here’s a suggested structure:

1. Introduction: Provide a brief overview of your club, including its name and a brief history.
2. Club's daily operation: Describe how the club operates on a day-to-day basis, including practice schedules, meeting times, and other important details.
3. Club's recurring tournaments or events: Detail any regular tournaments or events that the club participates in, such as league games or tournaments.
4. Student Leadership Roles: Explain the different leadership positions within the club, their responsibilities, and the role of each position.
5. Coaching Duties: Outline the duties and responsibilities of the club's coaches, along with any required qualifications.
6. Administrative duties: Specify the duties and responsibilities of the club's administrators, including paperwork handling and travel coordination.
7. Equipment inventory: Create a list of the club's equipment, indicate who is responsible for maintenance, and specify where it is stored.
8. Budgets: Provide information on how the club is funded, typical budget requests/timelines, and a timeline for accessing funding.
9. Contacts/Directory: Compile a contact list of club members, coaches, administrators, and other important contacts.
10. Review and upload: Review the constitution document for clarity and understanding, and upload it to the "documents" section of your organization in Engage.

Waivers:
As a captain of a club sports team, it is important that you ensure that all team members have completed and submitted the necessary waivers. This includes the concussion waiver, sudden cardiac arrest waiver, and general participation waiver. These waivers are essential in protecting the safety and well-being of our team members, and failure to have all team members complete these waivers may result in the team being suspended. Please make sure to provide these waivers teiseman@haverford.edu