

Captain

Role/Duties

Position/job title: Captain

General Duties of Assigned Portfolio

Goal of Portfolio

The Captain's position is to provide leadership and direction in the rowing program at the Club. The Captain depends on the Head Coach as well as other volunteers to help develop the many programs of the Club. This volunteer pool includes the Rowing Committee and Coaches, as well as other volunteers or committees as required.

At times the Captain's position has been shared between two individuals. The terminology in this portfolio refers only to one individual, but does not preclude the role being undertaken by two with a shared vote on the board. The Captain is an officer of the corporation and the duties associated with that role are set out in the Club By-law.

Duties and Areas of Responsibilities

Primary responsibilities of the Club Captain include, but are not limited to the following:

1. Report to the Board on rowing matters and advise the Board on any rowing issues arising from and impacted by Board decisions.
2. Ensure that the Board President is kept informed of all major activities of the portfolio, to support the President's responsibility to monitor overall Board governance.
3. Provides support to the Head Coach who recruits and supervises club coaches.
4. Provide guidance to the Head Coach to ensure that all coaches have or obtain appropriate coaching/rowing related training (i.e. NCCP, first aid/safety training, Human Rights and harassment training and Toronto Port Authority and Pleasure Craft Operator's Permits)
5. Provide guidance to the ISP Director and President in the recruitment of the summer LTR coordinator
6. In situations of rowing and safety-related conflict, support the Head Coach and provide guidance to a process to determine resolution and consequence (in some cases assisting in the determination of penalties).

7. Provide direction to the Head Coach concerning the care, maintenance and handling of the Club's rowing equipment, in particular to ensure that the Head Coach's decisions about allocation of equipment are equitable.
8. Responsible for annual recognition of winning/medal results of Argo crews and individuals at the Double Blue Awards banquet including chairing the annual Double Blue Awards Recognition Committee.
9. Appoint an Honourary Club Captain if appropriate or desired to help advise the Rowing Committee, the Captain and the Club on rowing related matters.
10. Provide guidance to the Head Coach in the development of a rolling 3 year boat acquisition priority list, to be approved annually by the Board.
11. Provide support to the Head Coach in her/his organization of Recreational Rowing
12. Support the Head Coach in her/his role as representative and Club point of contact at rowing activities (e.g. regattas) on rowing-related issues.
13. Work with the Head Coach to develop an annual plan for activity the following year, to be approved by the Board at the annual January planning meeting.
14. Work with the Rowing Committee to provide the Media Director with materials to allow for production of media advisories and press releases to local media outlets on Argonaut rowing events and noteworthy Argonaut regatta performance

Sub-committees and Reporting Positions

- Provide support to Head Coach in her/his leadership of the Rowing Committee (comprised of program coaches or representatives, and recreational coordinator)
- Chair Double Blue awards committee

Evaluation

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Captain' Signature: _____