

# STOWMARKET STRIDERS RUNNING CLUB

## VOLUNTEER JOB DESCRIPTION

(approved by Club Committee: 19<sup>th</sup> May 2025)



### Club Captains

#### Purpose and tasks:

1. The Men's and Ladies' captains are pivotal leadership roles within Stowmarket Striders, supporting and motivating club members, coordinating race participation, and fostering an inclusive and encouraging team environment.
2. Race & Team organisation: encourage participation in races, manage team entries to relay events (excluding Round Norfolk Relay) coordinate logistics, ensuring timely registration and compliance with event requirements.
3. Communication and promotion: keep members informed via social media, newsletters and direct updates; work in partnership with publicity officer to celebrate achievements.
4. Members' support: motivate and assist runners of all abilities, acknowledge personal milestones and fostering an inclusive club culture. Discuss and award Strider of the Month recipients, prepare and print certificate with citations; process applications, award and recognise club standard achievements.
5. Club and Event management: help organise races, social events (particularly providing details of award recipients and trophies for track challenge and Striders grand prix)
6. Co-ordinate the voting for Strider of the Year award to be presented at the annual awards night.
7. Vice-Captains may be appointed by the committee to support the captains.
8. Succession planning and handover of the role

#### Responsible to:

The Chair.

#### Competencies:

Leadership, communication and organisational skills; a friendly supporting approach to encourage runners; basic understanding of running events and training principles

#### Support / training:

Succession planning and handover; more detailed notes in relation to above retained and updated by captains

*In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.*

Name ..... Signed .....

Dated ..... For Calendar Year .....

