HB Captains’ Duties & Responsibilities

Captains should:

1. **Uphold the mission of the Athletic Department and the School while positively adding to the culture of both programs.**
2. **Lead by example**
   - Be hardest working
   - Motivate the team
   - Attend practices: be on time, first to arrive, last to leave
   - Work to promote the success of teammates
   - “First team, then me” motto
3. **Represent the school, program teammates, friends, family, and self well**
   - Be aware of and positive in any online social networks
   - Stay off of chat/blogs
   - Respect the Game: sportsmanship
   - Appreciate those who help you get where you are
4. **ROOTS: Respect the opponent, official, team and spectators**
   - Captains should model this behavior for her teammates to follow
5. **Publicize events and games**
   - Morning meeting announcements
   - Weekly emails to team about successes and what lies ahead
   - Photos and game write ups to post on your team webpage
   - Keep team bulletin board current
   - Work with managers to get needs met
6. **Meet with coaches weekly**
   - Liaison between coaches and players - especially important for coaches that are outside of the building in order to maintain good communication
7. **Attend any leadership training meetings with the Athletic Director**
8. **Team meetings must have a coach present at all times**
9. **Mentor younger team members**
   - Big sister/Little sister and secret psyche programs
• Help with the transition from 8th grade to 9th grade
• Encourage connections between MS, JV and V players
10. Organize team bonding experiences, especially the dinners
• Dinners, movies, hang outs
11. Organize community service activity/charity event in line with school guidelines
• Volley for the Cure, for example
• Community service can be within our school as well
12. Organize off season workouts
• Make phone calls to players, email reminders
13. Compose an email list of players and parents to share with the athletic office and use for communication during the season.
14. Develop the practice and pre-game/match warm ups
15. Plan the equipment lists
16. Order additional clothing-Upper School teams only
• Following guidelines set forth by the athletic department & US dress code

*Italics are Middle and Upper School captain responsibilities, non-italics are primarily US duties*