



## Vice Captain - Roles and Responsibilities

**Role:** To support the Captain of the cricket team.

**Approximate time commitment:** One hour midweek, Saturday or Sunday afternoon during the season.

**Useful skills and experience:**

Good problem solving skills and the ability to deal efficiently with problems and issues that may arise  
Needs to be approachable and contactable  
Excellent communicator  
Reliable and above all committed  
Friendly  
Approachable  
Leader  
Enthusiastic  
Open to new ideas

**Support / Training:** Support from the club, county board.

### Tasks

- Support the team Captain on any matters related to cricket both on and off the field.
- To take part in selection in the event that the Captain is unable to participate.
- To maintain harmonious relations with the players
- To communicate with the team effectively off and on the pitch
- To take the lead in managing and delegating catering arrangements for home league matches to a maximum budget per match as directed by the committee.
- To assist the Captain in ensuring availability of match balls, scorebook, scorer, cricket equipment including stumps, bails, bowling markers, umpire's coats on match days.
- To assist the Captain in ensuring that the First Aid kit is fully stocked and visible on match days.
- To assist the Captain in ensuring reporting of any accidents on or off the field during matches in the log book and inform the Club Welfare Officer.
- In the event the Captain is unable to do so, liaise with Groundsman regarding wicket preparation and inform the Groundsman if match is cancelled if opposing team cannot raise a side in a timely fashion.
- To take control of the collection of match fees and liaise with Membership Secretary.
- To organize pre-match preparation; moving of site screens, positioning of stumps and bails, have scorebook ready, turn on scoreboard, put out wooden blocks or flags on the boundary.
- To organize post match responsibilities; remove stumps and bails and store back in the pavilion, ensure scorecard is correct, turn off scoreboard, move covers over the wicket under prior instruction from Groundsman, insert poles around the square, pay umpires and tea ladies.
- In the event that the Captain is unable to, advise the Membership Secretary of non payment of players.
- To ensure timely submission of league match results by telephone if Captain is unable to do so.
- To be registered with full access rights on [www.playcricket.com](http://www.playcricket.com)
- To ensure that the scorecard is fully uploaded with the correct information on PlayCricket website no later than 24 hours after the conclusion of the match.

If you would like further information or wish to apply for this opportunity please contact:

**Contact Chairman Copford CC**

