

## Senior Women's Cross Country Captain

As Senior Women's Cross Country Captain, you will encourage more senior women to train with and join Fife AC, and also compete in cross country races.

Ideally you'll need to be:

- approachable
- enthusiastic
- supportive
- well organized
- knowledgeable about Club training options
- knowledgeable about up-coming races and how to enter them

What you'll do:

- Identify women who might like to start training with Fife AC and then encourage them to join the most appropriate training group for them.
- Encourage senior women to participate in training and racing through the use of email, social media and face to face communication.
- Identify appropriate races for Fife AC's senior women and encourage them to participate. You will help them to enter, and will interact with the Club Secretary if entries have to be made by Fife AC.
- Try to ensure athletes have transport to and from races.
- Be friendly and helpful at races so that women who are less confident or race experienced are supported. This might include, for example, walking round a course with a runner, providing extra safety pins, encouraging someone to enjoy the experience and so on. If you cannot attend a race yourself, arrange for someone to deputise for you, and publicise who the person is and how to contact them.
- Use email and social media to further develop a sense of community and encourage women to participate in social events.
- Work with the Fife AC Communications Officer to develop a specific Facebook Group. The Communications Officer will establish the Group and you will be an administrator, as well as a member of the Communications Group. The Communications Officer will support and advise but will not necessarily play an active role in the Facebook Group. The Facebook Group will be available to all Fife AC members only. The information posted to the Group will supplement but not replicate the information already posted on the Club's Facebook page and Bulletin Board. Not all Club members use Facebook and so you must ensure important information is also posted to the Bulletin Board.
- Liaise with the Fife AC Board to further develop opportunities for senior women in the Club.

How much time will it take?

This role in most cases will take about 1 to 2 hours per week

What you'll get out of it:

This is a very social role. You'll provide an important service to the Club, and for a small investment of time you'll get to meet lots of people from many backgrounds. Encouraging more women to train with, join and compete for Fife AC will be a very satisfying experience. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life.

**Role Description**

**JOB TITLE: Senior Women’s Cross Country Captain**

**RESPONSIBLE TO: The Club Board**

**SKILLS REQUIRED: approachable, motivating, enthusiastic, well organised**

**MAIN DUTIES:**

- 1) Identify women who might like to train with Fife AC
- 2) Identify appropriate training groups for them and help the women to make contact with the groups and coaches
- 3) Identify appropriate race opportunities for Fife AC women and encourage them to enter and participate
- 4) Ensure the women are entered for the races
- 5) Ensure the women have transport to races
- 6) Act as a focal point at races so that less experienced and confident women feel supported and ready to race— or organise someone else to do so if you can’t attend
- 7) Contact women through a specific Club email address and through Club social media, in particular a Facebook Group
- 8) Liaise with the Club’s Communication Officer and team to ensure communication is as effective as possible
- 9) Develop social opportunities for Fife AC, in particular the Club’s senior women
- 10) Liaise with the Fife AC Board to develop opportunities for senior women in the Club

**SIGNATURES**

**Senior Women’s Cross Country Captain:**

**Signed.....Date .....**

**President:**

**Signed.....Date .....**