



**SWVASL**  
**TEAM CAPTAIN'S**  
**HANDBOOK**



## **CAPTAIN'S RESPONSIBILITIES**

### **OVERSEE THE GENERAL WORKINGS OF THE TEAM WHICH INCLUDES THE FOLLOWING:**

- Attend SWVASL league meetings. Inform team members of league business, rule changes, and other information.
- Provide the SWVASL Registrar with a current address and telephone number for the Captain and each member of the team.
- Register all players with SWVASL. This registration provides a valid player pass for each member of the team.
- Register the team for the season of play.
- Provide a schedule, field directions, and a player telephone list to each player.
- Make each player aware of the proper uniform.
- Make each player aware of the FIFA rules and regulations that govern the game.
- Provide the proper equipment for practice and games.
- Provide practice for the improvement of play and team continuity.
- Set an example of positive talk, sportsmanship, and teamwork.



## **GAMES**

- Complete a team roster with the players who will participate in the game. Review the participants to be sure that at least a minimum number (8) of players can attend.
- Check jersey colors for a conflict; the home team must provide an alternate jersey. The goalie should contrast with both teams.

## **AT THE FIELD**

- Make sure that all players have the proper uniform.
- Make sure that each player stretches and warms up before the game and cools down afterwards.
- Present the player passes and the team roster to the referee. Collect the player passes from the referee.
- Participate in the coin toss.
- Represent the team to the referee during the game.
- Exercise sportsmanship during the game and shake hands with the opponent at the end of the game.

## **OTHER**

- Delegate responsibilities to other team members. An over-burdened Captain can become burnt out or lose enthusiasm.
- Hold periodic team meetings so that all members have input. If the team desires, hold elections for Captain.
- Inform the SWVASL Registrar of any changes.



## **HELPFUL HINTS FOR NEW CAPTAINS**

- Read the Captain's Handbook!
- Make a list of players/phone numbers/addresses to give all players.
- Make out a phone tree so you don't have to make all the calls yourself!
- Collect money BEFORE you allow a player to play.
- Stress the importance of having the players notify you if they won't be at the game as early as possible, not the day of the game.
- Carry with you at all times (keep these in a ziplock bag):
  - Extra copies of the schedule
  - A copy of the team roster
  - Player passes
  - A pen

**If you have any questions, please call a league officer or a team captain.**