

Santa Fe High Varsity Captain's Responsibilities Sheet

This sheet will outline the requirements and roles of each of the cheer captains for Santa Fe High School. Final decisions on cheer captains will be made by the coaching staff. All cheerleaders are expected to support those who are chosen to lead them.

HS Captain Responsibilities:

- Pep-rally agendas. *Varsity Only*
- Choose and notify pep-rally participants well in advance. *Varsity Only*
- During football games, make sure the formation is moving to all parts of the stadium.
- Ensure all equipment is ready and taken out to field/bus. Make sure all is brought back and stored in its place before you leave.
- Get team stretched and warmed up for events. Make sure everyone is ready on time.
- Lead practice when the coach is not there or busy with something else.
- Make sure the squad is staying on task. This includes keeping everyone quiet, attentive, productive, and focused.
- Encourage and initiate: a hard work ethic, a good attitude, responsibility, etc.
- Be the liaison between the team and the coach. Keep the coach updated on problems, concerns, and ideas of squad members.
- Be the first one at events and the last one to leave.
- Do additional work the coach asks of you as situations arise (make posters, call girls, attend special meetings).
- Responsible for communicating all important information to Co-Captains.
- Keep an organized cheer captain folder/binder.

HS "Spirit" Co-Captain Responsibilities:

- Report to the Captain and assist captain with responsibilities. Help captain with whatever they need.
- Plan and carry out at least one high school summer social and one social per quarter during the school year.
- Be in charge of "spirit raising" during homecoming week (decorating the football field, making posters, spirit days etc.)
- Come up with other ideas to promote school spirit among the cheer squad and student body. Carry those ideas out! (Making posters and treats to support teams, teaching the student body new cheers, etc.)
- Plan themed practices/games etc.
- Plan and post hair and make-up for competitions. *Varsity only*
- Help Plan Banquet.
- Manage team Instagram:
 - Post birthdays.
 - Post team activities.
 - Post about school activities, games, and competitions.
 - Post fundraisers.

HS "Game Time" Co-Captain Responsibilities:

- Report to the captain and assist captain with responsibilities. Help captain with whatever they need.
- Plan and call all cheers at all football and basketball games.
- Help plan dates and schedules for team pictures.
- Come up with a game plan for each football and basketball game. Be specific and write it down!
- Help lead practices.
- Make sure all equipment is taken care of for events* (mats, poms, megaphones, music).
- Plan and post hair and make-up for games.
- Help Organize Fundraising Events: Make it fun!

Leading Your Team: General Guidelines for all cheer captains

First, as a captain, your responsibility is to set a good example for the rest of the cheer squad. The team looks to the captain as a role model and therefore follows your lead. Which brings us to the second most important job of the captain: being a leader! What you do, they will follow; so always be careful when you make decisions.

Here is a list of several specific things that will be expected of you in your position as captain.

1. Be the motivating force in practice and help the coaches to keep practice moving. Also, set an example and get things done. Be the one to work the hardest and encourage others to do so too. Finally, act quickly when your coaches give instructions. As captain, you should be the first to do anything that is asked. Leading by example is one of the BEST ways to lead your team!
2. Be dependable and offer your help instead of always having to be asked to do things. This would pertain to all aspects -- being on time, being at all practices, and most importantly, help with things that have to be done outside of practice. It is very important to be sure to get things done that are asked of you without having to be reminded, and if given a deadline, DON'T MISS IT! Also, encourage others to help as well.
3. Be cooperative, not only with your coaches, but other team members as well. Try to avoid unnecessary arguments. Be a mediator, not the instigator.
4. Be responsible. This is where your hardest job lies. It's your responsibility to keep everyone "in line," in formation and doing what is expected of them, so you may have to be stern at times, but never be overbearing. You also have to be the motivator to keep your team pumped-up throughout the game, competition, etc. Positive energy is the key here. Remember, when the team does a bad job, it completely reflects on your job as a captain. As captain, other duties may be asked of you. Different things may come up at different times during the year. Simply pay attention, do what is asked of you, and BE A LEADER. Do this, and you will be successful at your job as captain.

This position can be difficult at times, so don't be afraid to come to your coaches if you are having problems and need help or even if you feel that maybe you're not the one for the job. Also remember that everyone can improve and your coaches are here to help you. Good luck and try to keep a positive attitude! This job can be fun!