

FHS Templates – Team Captain Designation

Option 1: Signed Letter from Head Coach

Dear **[Athlete Name]**,

Congratulations! Following a review of our leadership needs for the upcoming season **[Varsity /Junior Varsity / Middle school] [Sport]** season, I am pleased to officially designate you as a Team Captain.

Being selected as a captain is a testament to your dedication, skill, and character. I believe you possess the leadership qualities necessary to guide this team, both on and off the field/court. As captain, I expect you to:

- Model exceptional sportsmanship and work ethic.
- Foster a unified and supportive team environment
- Assist the coaching staff with practice planning
- Act as a positive liaison between the coaching staff and the team.
- Serve as a role model for sportsmanship and hard work.

I am confident that your ability to motivate peers and resolve conflicts will help the team achieve our goals. I look forward to working closely with you to make this season a success. Please feel free to schedule a time to meet with me to discuss your role and your goals for the team.

Please confirm your acceptance of this designation by **[Date]**.

Sincerely,

[Coach's Signature]

[Coach's Name]

Head Coach, **[Sport]**

Option 2: Short & Direct (Email or Note)

This can be effective for an initial email announcement to the team and the team captains.

Subject: [Varsity / Junior Varsity / Middle School] [Girls / Boys] [Sport] Team Captain Designation

Dear **[Athlete Name]**,

I am writing to formally announce / confirm your position as a **[Varsity / Junior Varsity / Middle School]** Team Captain for the **[Girls / Boys] [Sport]** season.

You were selected because of your commitment to the program and your ability to lead by example. I am trusting you to help set the tone for training, leading and mentoring your teammates, and representing our FHS Hawks team with pride.

Thank you for accepting this responsibility. I look forward to leading with you.

Best,

[Coach's Name]

Key Components to Include

When customizing these letters, ensure the following are clear based on the examples in the search results:

- **The Specific Role:** Clearly state that they are being named "Team Captain" for the specific [Sport], [level], and [sex] FHS team."
- **Expectations and Responsibilities:** Mention punctuality, discipline, acting as a liaison, and leading team morale.
- **Leadership Qualities:** Highlight dedication, loyalty, and integrity.
- **Code of Conduct:** Refer to expectations of remaining chemical-free and maintaining academic standards.