

Water Polo Manager Role Description

Responsible to:	Swim England Essex Management Committee
Appointed by:	The Annual General Meeting
Term of Office:	One Year
Status:	Voluntary Post

The Role

The duties of the Water Polo Manager (WPM) shall include, but not be limited to the tasks listed below. Where the WPM and committee agree, the responsibilities may be shared by others within the committee, although overall accountability shall rest with the manager.

Duties

- Be the point of contact for Water Polo in the County
- Organise and chair any Water Polo sub-committee meetings
- In discussion with the Aquatics Manager, draft an annual budget and development plan for approval
- In Discussion with the Swimming Committee, manage the arrangements for County activities including Water Polo competitions and development
- Receive, and respond to, emails and other communications regarding Water Polo (competitions, events, development and training) including any communication passed on by the County Secretary
- In discussion with Swim England East Region Water Polo Leadership Group (EWPLG) make arrangements for Water Polo technical officials training, assessment and development
- Supervise the use and condition of any County equipment used
- Arrange for Water Polo officials expense claims, from Water Polo events, to be processed by the Treasurer
- Provide news and information items regarding Water Polo to the County Website Manager for inclusion on the Essex Website
- Product a report on Water Polo for inclusion at the AGM
- Attend any Regional and National Water Polo events as required
- Refer any matter that is unable to be resolved to the Essex Swimming Committee in the first instance and seek advice from EWPLG
- Adhere to and promote Swim England's Child Protection Safeguarding Polcies
- Adhere to and promote SE Essex Constitution

Person Specification

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of a Swim England East Region club	Experience of serving on and reporting to committees
Knowledge and understanding of relevant Swim England Regulations	Experience of management within a water polo club
Good IT skills	Experience of managing budgets
Good communication skills	An understanding of development in a sporting environment
Good organisational skills – ability to record information accurately	
Willingness to attend meetings and deal with issues as required	
Willingness to represent Essex County at Regional and National level	

Commitment

Attend SE Essex County Committee meetings – currently 8 times a year

Attend SE Essex County AGM – Annually in December

Attend all County Water Polo events and a willingness to attend Regional and National Water Polo Events