

# Warrington Swimming and Water Polo Club

<b>Role Title:</b>	<b>Team Coordinator</b>
<b>Responsible To:</b>	Team Coach
<b>Role Purpose:</b>	To assist the coach in checking and organising, the availability of players for forthcoming fixtures.

## Main Duties and Tasks

1. View fixtures table (on Website and Forum) at least once a month for the next month and notify WP Secretary of any known changes or enquire if unconfirmed events have changed status. Send email to all team members parents for the whole of the next month's fixtures. Include Head Coach into all communication for awareness.
2. Notify by TXT 2 weeks before the event/match all team members' parents asking availability. Include information of which team you are asking on behalf of, this is due to players playing in more than one team, when there is a few matches on multiple texts can come across as confusing to the parents, also day and date and the venue, if it is an away match include a postcode of the venue.

Example txt:

"There is a 14&U water polo match against Bolton School at Bolton School BL14PA on Monday the 22<sup>nd</sup> April at 7PM. Please let me know asap as I need to pass information to Head Coach. Can all players that have team t-shirts please bring them along in case team photos are needed. Thanks."

3. Notify Head Coach and WP Secretary of team availability one week before the match, so a decision can be made to proceed with the game, last minute cancellations can hold a penalty of some kind. If the venue is Great Sankey then notify them that there is a match on and they have agreed to put parties in the main hall downstairs so we can use the spectator's gallery.

Suggested Format Example:

Bolton school match availability update for 14&U match at Sankey on 18th May:

Sam \*\*\*\*\* Not Replied  
Conor \*\*\*\*\* AVAILABLE  
Adam \*\*\*\*\* AVAILABLE  
Ben \*\*\*\*\* not available  
Jack \*\*\*\*\* not available  
Matt \*\*\*\*\* AVAILABLE  
Elena \*\*\*\*\* AVAILABLE  
Lisa \*\*\*\*\* AVAILABLE  
Emily \*\*\*\*\* AVAILABLE  
Ben \*\*\*\*\* AVAILABLE  
Molly \*\*\*\*\* AVAILABLE  
Luke \*\*\*\*\* not available  
Tom \*\*\*\*\* AVAILABLE total of 10 players available

Basically there would be 3 statuses to choose from, "Available", "unavailable" or "not replied"

4. Notify by TXT 1 day before the match of the final team and that all players to turn up 20-30 minutes before stated match time to account for a pre-match talk with the coach. Include in the TXT a reminder to bring team t-shirts in case there is a photograph. Check the start time is correct by contacting Ian Musgrove or the opposing team's officials/coaches.
5. Arrange for a female chaperone to be at the match. Named Female Chaperone's are:  
Su Bowater (07906275755), Mel Atkinson (07809559854)
6. If it is a home match and the match time clashes with another age groups training then notify the team co-ordinator of that group to TXT all parents explaining that their training is cancelled.
7. Bring a set of Team Nail clippers to the match.