

# Warrington Swimming and Water Polo Club

**Role Title:** Water Polo Secretary  
**Responsible To:** Management Committee  
**Role Purpose:**

- To be responsible to the Management Committee for the proper and orderly arrangements of the water polo fixtures of the club within the water polo resources and facilities of the club and the constraints placed on competitions by the promoting body
- To be the point of contact for all water polo leagues and competitions for correspondence, arranging fixtures, and confirming times and venues for home and away teams.
- To be the person who receives all match sheets from home games to send to the league, and to receive results of any away games or competitions in which club members are competing and summarise results for the website and monthly management reports for the Management Committee.

## **Main Duties and Tasks:**

- 1 To note the competitions to be entered for the year as decided by the Management Committee
- 2 To agree with the Water Polo Coach a programme for playing the matches throughout the year
- 3 To arrange dates for all home and away water polo fixtures on dates, times and at appropriate venues, To attend the fixtures meeting for making L&D fixtures and to contact the person from the other clubs in other competitions, when that is known, to arrange the fixtures in line with the competition rules. (Usually done by email)
- 4 To issue directions to the pool, time of match and any other information for referees, and away teams including spectators.
- 5 To produce and circulate a fixture list (Note the appointment of referees and the necessary table officials, and support staff to cover the required activities to be undertaken for each home game. and for making sure a team is selected, notified and available to play in a fixture rests with the Water Polo Coach and any respective Team Coordinator)
- 6 To return a copy of the match sheet to the Competition Secretary and to keep a record of matches played in the club along with the results
- 7 Publish the results of fixtures provided by each team Coach or Team Coordinator to the club management, club members and web site as required.

## **Skills Required**

1. The use of own initiative in the collection of basic information and decision making associated with the preparation and organisation of fixtures
2. On the advice of the Management Committee investigate any queries or problems associated with the recorded results of fixtures.
3. Possess a sound working knowledge of the Constitutional Rules of the club and of the ASA Competition Laws and Regulations.
4. Posses good communication, presentation and numeric skills.
5. Must be articulate
6. Must be computer literate.

## **Key Performance Indicators**

- 1 Report all results to the Management Committee in a simple format as agreed by the Management Committee unless prevented by exceptional circumstances.
- 2 Records are up to date for all leagues, with the respective championship secretary.