

Water Polo Team Manager



Role

To manage a club water polo team at matches and tournaments

Skills

- Well organised and efficient;
- Knowledge of the club and players;
- Excellent Communicator;
- Understanding and impartial;
- Ability to respect confidentiality;
- Ability to make decisions based upon the best interests of individuals and teams
- Able to work on own initiative.

Main Duties

- Liaise with fixtures secretary to ensure familiarisation of fixtures for the season;
- Submit squad list of players to Dorset League and keep up to date;
- Ensure all players have the correct level of ASA registration;
- Acquire team list from team coach for each match;
- Notify players of selection with plenty of notice & where appropriate liaise with team coach for replacement players;
- Advise the team of match arrangements;
- Arrange referees & table officials for home matches;
- Arrange for collection, safe keeping, rinsing & return of club hats & balls for matches;
- Ensure that arrangements are made for the transport of team to matches;
- Ensure that the team is taken to the appropriate venue;
- Ensure that players report in good time for each event;
- Ensure that team sheets are submitted to table officials in advance of the appropriate matches/events;
- Ensure that team behaviour is controlled;
- Submit results and match report to water polo press officer;
- Promote team spirit;
- Record any injuries via Injury Report form;
- To follow and promote the ASA Child Protection policy;
- To liaise with the webmaster to ensure information is kept up to date on the website.

Commitment

It is vital for the club and county that you undertake your duties for the year, with the hope that the post holder will retain the role for a longer period or help to find a replacement.

Further Development/Support

- The ASA publish a guide for team managers which is available by clicking here - <http://www.swimming.org/asa/clubs-and-members/good-club-guides/>
- More information about training for team managers is available by clicking here - <http://www.swimming.org/asa/volunteering/i-am-a-volunteer/fags-team-manager-training/343/>

Water Polo Team Manager

Useful Websites

See www.bridportwaterpolo.org.uk links pages

Note:

This guide has been put together to try to cover most roles. If there are updates, please amend and then send a copy to the water polo workforce co-ordinator.