

## **Water Polo**

### **West Bay Co-ordinator**



#### **Role**

To maintain a traditional event that players, locals & tourists enjoy that also provides a high publicity opportunity for the club.

#### **Skills**

- Approachable;
- Good management skills;
- Confident and effective communicator;
- Good administration skills;
- Well organised and conscientious;
- Good IT skills;

#### **Main Duties**

- To liaise with WDDC harbourmaster to identify suitable dates and health & safety requirements;
- Review and amend Health & Safety Method Statement;
- Organise and attend the event;
- Liaise with fixtures secretary;
- Liaise with social officer to organise post match food/ BBQ;

#### **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.

#### **Useful Websites**

[www.bridportwaterpolo.org.uk](http://www.bridportwaterpolo.org.uk)

#### **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.