



## Role Specification: Water Polo Manager

- Responsible to:** KCASA Management Committee
- Main purpose:** To head the Water Polo Committee and to promote and manage KCASA Water Polo; to organise KCASA Water Polo competitions; to select and manage teams for regional and national competitions; to produce an annual report; to act as a link between the county, the region(s) and national organisers
- Skills required:**
- well-organised with good administrative skills
  - a good knowledge and understanding of the rules and regulations of Water Polo
  - an effective team member
  - a working knowledge of effective team selection/management
- Time commitment:**
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
  - attendance at KCASA Water Polo meetings
  - attendance at regional and national meetings
  - 
  -
- Key tasks:**
1. To act as a point of liaison between the county's water polo players and the KCASA Management Committee
  2. To circulate to water polo players local, county, regional, national and other competition/development information via email/mail as appropriate
  3. To prepare the annual budget and stock figures to send to the Treasurer
  4. To have involvement with County Business Plan as appropriate
  5. To arrange the pool booking for the annual KCASA Water Polo League competitions after approval of the date by the Management Committee
  6. To act as the Promoter and ensure that, for the above competition, the entry procedures, provision of officials/ helpers, poolside administration, provision/presentation of medals, provision of refreshments etc is organised as necessary, and to be in attendance.
  7. To make team selections for Regional/National using information from a variety of sources to ensure that the team is the best possible
  8. To notify team members of the date and venue in good time
  9. To produce a list of water polo players and events in the format required by the organisers and to be in attendance
  10. To supply KCASA kit as necessary
  11. To ensure that the team has the necessary officials
  12. To act as Team Manager during the event
  13. To issue relevant competition results/reports to the Management Committee and Website Manager
  14. To issue relevant competition results/press releases to local press if appropriate
  15. To act as the Kent representative for water polo at regional and national level, attending meetings as necessary
  16. To maintain an up-to-date list of qualified officials for the handbook
  17. To promote Swim 21 accreditation
  18. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
  19. To adhere to and promote KCASA rules, regulations and other policy statements
  20. Undertake any other tasks appropriate to this level of responsibility

