



## **WATER POLO SECRETARY**

### **Role**

Coordinating the administration and coaching of the Water Pole Discipline with CASC.

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### **Skills**

- Well organised and able to delegate
  - Confident and effective communicator
  - Full knowledge and understanding of LTAD and the Water Polo discipline for all ages
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### **Main Duties**

- To attend CASC Main Committee Meetings
  - Main contact for all parents and swimmers interested in water polo
  - Manage, supervise and be responsible for coaching water polo
  - Prepare and submit entries for water polo competitions
  - Arrange team fixtures at League fixture meetings
  - Act as treasurer for the Water Polo Discipline
  - Provide details of new members to the Membership Secretary and for ASA registration
  - Liaise with the Club Welfare and Employment Panel regarding staffing and coach cover to ensure awareness of Child Protection Policy and Procedures
  - Identify, develop and plan for potential coaching talent in members
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### **Commitment**

Ongoing including all coaching and competition programs and committee meetings

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