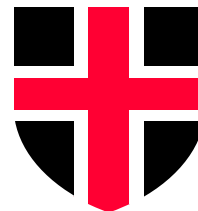


# ***Durham City***



## **AMATEUR SWIMMING AND WATER POLO CLUB**

### **Role Description: Water Polo Secretary**

#### **Role of Water Polo Secretary**

- To ensure the smooth running and continual improvement of the Water Polo Section
- To provide monthly reports to the Committee reporting on Water Polo activities
- Liaise with the Membership Secretary to ensure all Water Polo members are correctly recorded and registered as club members and also correctly registered with the ASA,
- To promote Water Polo activities within the club and also promote club activities within the Water Polo section (for example match fixtures and results, any trial or open sessions, Club Squad swimming sessions, club presentation evenings and fundraising events)
- To liaise with the Trophy Co-ordinator regarding any Water Polo trophies
- To follow and promote the ASA Child Protection Policy
- With lead coach, form relationships with other clubs to develop collaborative training and competitive match opportunities
- To circulate the water polo fixture list
- Where required, work with coaches to arrange officials and documents for all home games
- To seek out opportunities to strengthen and expand the coaching team, (this may include promoting local courses amongst coaches, assisting potential volunteers with paperwork or strengthening our existing ties to the university).
- To become familiar with the regional and national set up and assist coaches in encouraging top players to fulfil their performance potential

Approved: August 2014