



Job Title – Water Polo Convenor

Responsible to - Executive Committee

Purpose - In conjunction with the Head Water Polo Coach ensure the smooth running of all water polo related events within the club.

Duties and Responsibilities

- Abide by and promote all Club policies.
- Keep a record of all water polo matches and results.
- Send the match record sheets for national competition home games to the Scottish Water polo Committee's Domestic Co-ordinator.
- Arrange and chair meetings of the water polo sub-committee when required.
- Liaise with Head Swimming coach so as to avoid clashes with water polo and swimming events.
- Provide information to all water polo coaches, players and helpers.
- To respond to all enquiries regarding water polo as appropriate after consultation with the relevant personnel within the Club.
- To liaise with Scottish Water polo, local authority, Midland District, other Clubs and partners and maintain effective relationships.
- Send player list to Domestic Convenor annually, also inform Domestic Convenor of new players joining the Club throughout the year.
- Help organise new water polo events.
- In conjunction with Parent Sub-Committee liaise with organisation of events.
- Attend General committee meetings and AGM.
- Provide reports to General Committee and AGM.
- Submit nominations for Water Polo Player of the year, Junior and Senior, on the recommendation of the water polo committee.

- Attend fundraising events.

NB This is not an exhaustive list and can be adapted by the Club