

## **JOB DESCRIPTION: WATER POLO SECRETARY**

**JOB TITLE:** Water Polo Secretary

**ACCOUNTABLE TO:** General Committee

**SKILLS REQUIRED:**

1. Approachable & friendly.
2. Good organiser
3. Relevant Coaching & Life Saving Qualifications.
4. Knowledge of ASA, Water Polo & Club rules.

**MAIN DUTIES**

1. Organise competitions & training.
2. Attend any sub-committee meetings.
3. Liaise with Head Coach, general, competition & website secretaries regarding training dates & competitions.
4. Liaise with general committee on section finances.
5. Keep up-to-date with education & coaching methods.
6. To follow & Promote the ASA Child Protection & Code of Ethics policies.
7. Produce bi-monthly reports for general committee.
8. Inform Head Coach if unable to attend any normal club sessions & of pending fixtures.
9. Following AGM form a sub committee of oneself plus two club members & arrange a minimum of three meetings per year

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairman \_\_\_\_\_ Date: \_\_\_\_\_