



Auckland Water Polo Centre Inc

Request for proposal – Auckland Water Polo Centre (AWP) league competitions coordinator

Introduction:

Auckland Water Polo Centre has been operating for a number of years and became an incorporated society in 2017. AWP is focusing on strengthening its administrative processes and is looking at opportunities to develop support for member clubs to assist representative water polo athletes from Auckland, to run a number of quality league competitions and to generally promote and encourage the sport of water polo throughout the Auckland region.

In this proposal, AWP committee seeks a league competitions coordinator, to run quality league competitions with and for Auckland water polo clubs.

The successful appointee will have regular interaction with the AWP committee, the AWP administrator and the AWP social media / website coordinator.

Services sought from an AWP league competitions coordinator:

- Ensure a proactive, close working relationship with the AWP committee to shape and plan the format and delivery of quality league competitions throughout the year. In each year, these will likely be as outlined on our website: <https://www.aucklandwaterpolo.co.nz/leagues>
 - Term 1 – AWP senior league
 - Term 2 – AWP Under 18 and Under 21 leagues
 - Term 3 – AWP Under 16 league
 - Term 4 – AWP Under 14 league
- This proposal will need to include a review of previous formats and approaches to AWP league competitions and make recommendations to AWP for the future
- Compile and review existing information – contacts and databases, formats, budget and pricing, relevant policy and rules, entry forms, promotional material to develop proposals and recommendations for the AWP committee on format and approach of future AWP league competitions
- Present a plan and budget for each future league competition, and seek approval of AWP committee in advance of each league
- Implement each league by:
 - facilitating a checking process to minimise water polo clashes
 - making relevant pool bookings
 - promoting league opportunities to clubs with information on league format and dates / entry process / entry dates / relevant AWP policy and rules
 - ensuring an accurate method of record-keeping of entries and results
 - producing league draws
 - working with our social media /website coordinator to ensure extensive publicity of the AWP leagues



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- coordinating and clearly communicating the responsibilities of AWP clubs and people required to run the league, especially for referee allocation and pool control
 - Be accountable and responsible for the delivery of AWP leagues to a high standard, and to the satisfaction of the AWP committee and participating clubs
 - Report and make recommendations to the AWP committee on league competitions and how we might develop and improve on these over time

If you are interested in providing services to coordinate Auckland Water Polo league competitions, we would like a written proposal from you with the following details:

- Your name
- Contact details
- Outline of the services you will provide
- Price for services to coordinate Auckland Water Polo league competitions (Note: This may be an annual price, or a price per league, or an alternative approach – to be specified).
- Information on whether you are GST registered or not and your ability to invoice AWP for services

Please send your proposal to admin@aucklandwaterpolo.co.nz by 7 April 2019.