



## THE MARIST AUCKLAND WATER POLO CLUB (Inc)

### ROLE OF Age Group Coordinators

The primary role of the Age Group Coordinators is to ensure all activities are organised and communicated where there are multiple teams in a grade. This embraces such areas as:

- o Supporting the Committee
- o Organising Logistics and Operations
- o Facilitating Club co-ordination
- o Parent Communication
- o Support Team Managers
- o Uniform coordination
- o Tournament Organisation
- o Managing Team Equipment
- o Help manage Health and Safety

#### **Support the Committee:**

- Utilize strong organisational capability to ensure Age Group 'out of the water' are operating effectively
- Champion the Age Group when training times are set for the term
- Support the Committee and Club personal (e.g. Head Coach/Club Captain/Referee Coordinator) to implement the Club purpose, strategies and tactical initiatives.
- Has a responsibility for championing and embedding Club Culture.
- Be aware of Club Constitution
- Provide Annual Age Group Reports to monthly Committee meeting or on request

#### **Organising Logistics and Operations:**

- Have a working knowledge of NZWP/AWP rules, processes and documentation in relation to Entering Teams/Managing Loans and Transfers
- Responsible for timely communication about the Age Group and for establishing points of contact to ensure Managers and Coaches are informed.
- Communicate training and playing obligations, e.g. location, times, expected uniform and gear etc
- Co-ordinate the team's uniform orders in Age Group
- Maintain a level of awareness of Waterpolo related news via NZWP and Marist Websites and Social Media
- Encourage the end of season and tournament team photos
- Organise loan players where there is a shortage/oversupply of Marist players, with the help of the Team Manager
- Ensure players are aware of the requirements under the [NZWP Code of Conduct](#)
- Assist coaches in becoming familiar with Club processes
- Assist coaches in fulfilling required timelines, e.g. team selection dates
- Communicate team selection to Age Group, and be first contact for any questions regarding team selection policy and outcome
- Choose, in conjunction with the coach where appropriate, the team managers

**Club Co-ordination:**

- The Age Group Coordinator has an important role connecting the team and parents with the Club
- Support the Coach and Manager in ensuring agreed behaviours are displayed by players
- Encourage the taking of photos and sharing of game and tournament updates with the Social Media and Website co-ordinators
- Work with Managers to ensure important information is shared both ways.
- Work with Marist Club committee as needed (e.g. Treasurer/ Club Captain/President/Uniform coordinator)
- Assist Head Coach/Club Captain to ensure each team has a Coach
- Facilitate the completion of Vetting Forms and assist Club Captain with Coaching Agreements if requested
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**Parent Contact:**

- Required good understanding of the Club's Complaints Process, Team Selection Policy, Payment Policy and Hardship Grant.
- Is expected to be a core contact for Parents and Players in regard to the above
- Elevate complaints, issues or queries to appropriate Committee Member / Club Personnel either for awareness, guidance or resolution
- Deal with matters that arise in a manner consistent with desired Club culture
- Primary link between the club and new players and parents -registration process, fee structure, payment terms, training times.
- Has prime responsibility for following up Unpaid / Overdue Fees
- Receive Hardship Applications, and together with Club Captain and Treasurer, make the approval decision. Communicate the decision to the family
- Where players are U18 and younger, the parents need to receive all appropriate team communication. Social Media groups can be used in addition to communication via Parents.
- Arrange gift and card for team managers prior to end of season/tournament

**Support Team Managers:**

- Ensure all Team Managers are suitably inducted and have access to necessary tools e.g. Clubhub, Websites, Policies, Forms etc
- Encourage collaboration across Team Managers to create an effective Club culture
- Demonstrate clear two-way communication channels and ensure all relevant information is shared in a timely manner
- Help Team Managers to solve problems, resolve issues etc
- All Managers contact details need to be compiled and shared.

**Out of Town Tournament Organisation:**

- Pre-plan well in advance to ensure accommodation/meals/transport/ fundraising are arranged
- Ensure Out of Town Tournament Policy is adhered to
- Ensure accurate Budgeting utilising budget template. Provide budget to Treasurer for approval

- Coordinate and lead Fundraising initiatives (or delegate this responsibility within the Age Group)
- Ensure completion and compilation of related forms e.g. permission, medical, player conduct.
- Consider wider health and safety issues (not covered in Health and Safety Policy) in relation to travelling and staying in rental accommodation.
- Itemise club funded expenses, with receipts, seek reimbursement
- Manage the Players to ensure appropriate rest and recreation
- Assist team managers with organisation of social activities during away tournaments

**Managing Team Equipment:**

- Ensure each Team has access to full sets of caps – White caps and Blue caps to meet tournament specifications and a set of balls
- This includes working with other Age Group Coordinators and Team Managers to ensure team equipment is available for training and for games.
- Helping co-ordinating the teams' uniform orders

**Managing Health & Safety:**

- Be aware of the H&S procedures for tournaments including Risk Management Plans and access to First Aid care with Managers and Coaches
- Ensure Managers are aware and hold any medication required for players on poolside and out of town tournaments, e.g. inhalers for asthmatics. Administer medication for age grades U16 and under
- Encourage sensible hydration and nutrition on game day
- Ensure awareness of requirement not to provide alcohol to players under 18 years or illegal substances
- Undertake a First Aid course (if offered through Marist)
- Ensure alignment with NZWP – [social media policy](#) / [child protection policy](#) / [concussion guidelines](#)