

Role Description: East Midlands Water Polo Working Group Chair

Role Objectives

The East Midlands Water Polo Working Group Chair is a figure head, ambassador and a principal officer for the Group. The Chair will provide leadership and strategic direction for the Committee and be responsible for reporting to the East Midlands Management Board.

Qualities Desired

- Has passion and enthusiasm for water polo and good knowledge of recreational sport
- Ability to effectively chair meetings and ensure the East Midland Water Polo plan is being delivered
- Able to build effective relationships with all group members, volunteers and the wider water polo community

Responsibilities

- Attend and Chair all East Midlands Water Polo Committee meetings (minimum 4 per year)
- Prepare agenda and ensure minutes of meetings are accurate and managed correctly
- Take the strategic lead in planning, delivery and monitoring of the regional development plan for water polo
- Monitor and make recommendations for change and improvement where appropriate
- Advise the Finance Lead regarding the best use of regional funds
- Engage with the wider Water Polo network by attending regional Water Polo Club Network meetings (minimum 3 per year) and National Leadership Group meetings
- Be responsible for the timely submission of reports to the East Midlands Regional Board
- Ensure that all activities comply with the policies, procedures and work of Swim England and fulfil the objectives of Swim England East Midlands

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years

Role Description: East Midlands Water Polo Working Group Finance Lead

Role Objectives

To produce and manage the East Midlands Water Polo Working Group accounts and monitor finances with the support of The Regional Office Manager.

Qualities Desired

- Has a financial background and knowledge and the ability to interpret and present financial information
- Able to prepare annual and longer term budgets, monitor and review budgets and make adjustments where required
- Reliable and honest

Responsibilities

- Attend all East Midlands Water Polo Working Group meetings (minimum 4 per year)
- Responsible for overseeing the water polo committee budget setting and spending against the budget – including development of an expenses policy and pricing policy for players involved in talent programmes and competitions
- Ensure that funds are used appropriately and in line with regional processes and procedures
- Be responsible for the timely submission of reports to the East Midlands Regional Board

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years

Role Description: East Midlands Water Polo Working Group Workforce Lead

Role Objectives

To lead the development of the water polo workforce across the East Midlands through delivery of the workforce section of the East Midlands Water Polo Development Plan with the support of the Regional Club Development Officer.

Qualities Desired

- Enthusiastic and passionate about the development of water polo in the East Midlands
- Knowledge of Swim England training opportunities for coaches, officials and volunteers
- Able to build strong relationships with Swim England staff and other volunteers
- Well organized, friendly and approachable
- Confident and effective communicator

Responsibilities

- Attend all East Midlands Water Polo Working Group meetings (minimum 4 per year)
- To keep up to date with national developments for the water polo workforce, including coach and official education and volunteer support
- To engage with clubs and volunteers in the region (through the club network) and undertake a training needs analysis to inform the regional training programme
- To review and implement a training and development programme for water polo in the region, with the support for the Regional Club Development Officer

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years

Role Description: East Midlands Water Polo Working Group Regional Competition Structure Lead

Role Objectives

To review the existing water polo competition structure in the East Midlands and make recommendations for change in line with the regional water polo development plan. To implement changes as required with the agreement of the East Midlands Water Polo Committee.

Qualities Desired

- Enthusiastic and passionate about the development of a water polo competition structure in the East Midlands to meet the needs of players of all abilities across the region
- A knowledge of water polo competition structures at all levels
- Able to build strong relationships with Swim England staff and other volunteers
- Well organized, friendly and approachable
- Confident and effective communicator

Responsibilities

- Attend all East Midlands Water Polo Working Group meetings (minimum 4 per year)
- To objectively analyse the current competition structure and make recommendations for improvements
- Engage with regional clubs, through the club network, to ascertain demand and critical mass for competitions at different age groups and abilities
- Lead the implementation of change as required

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years

Role Description: East Midlands Water Polo Working Group Club Performance Squads Lead

Role Objectives

To support the development of the water polo performance squads across the region in line with the East Midlands Water Polo Development Plan.

Qualities Desired

- Enthusiastic and passionate about the development of water polo in the East Midlands
- Knowledge of water polo player pathways
- Able to build strong relationships with Swim England staff and other volunteers
- Well organized, friendly and approachable
- Confident and effective communicator

Responsibilities

- Attend all East Midlands Water Polo Working Group meetings (minimum 4 per year)
- To support the development of player development opportunities through the development of club based performance squads
- Develop a Service Level Agreement with host clubs to ensure consistency and minimum quality standards – ensuring bookings and payments
- To share good practice and knowledge between squads
- To ensure that the performance squads fit within the wider player talent pathway for water polo
- To promote opportunities to players and coaches through regular engagement with the regional club network and the Regional Team Leads

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years

Role Description: East Midlands Water Polo Working Group Regional Boys Teams Coach Lead

Role Objectives

To ensure that organisation of three age group boys teams to represent the East Midlands region at NAG s competitions in line with the East Midlands Water Polo Development Plan.

Qualities Desired

- Enthusiastic and passionate about the development of water polo in the East Midlands
- Knowledge of the national water polo competition structure
- Ability to appoint and support coaches and team managers for each age group team in a timely manner
- Able to build strong relationships with Swim England staff and other volunteers
- Well organized, friendly and approachable
- Confident and effective communicator

Responsibilities

- Attend all East Midlands Water Polo Working Group meetings (minimum 4 per year)
- To appoint a coach, assistant coach and a team managers for each of the three age group teams through an open application process
- To support coaches and team managers in the organisation of their team training, event entry and associated travel or accommodation arrangements, including effective risk assessment of all activities
- Develop coaches code of conduct and ensure all coaches and team managers have appropriate coaching and safeguarding qualifications
- To engage with clubs and volunteers about the regional training and competition programme through the regional club network
- To ensure all activities are carried out in line with Swim England policies and procedures
- To maintain links with the performance centres and the Performance Squads Lead

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years

Role Description: East Midlands Water Polo Working Group Regional Girls Teams Coach Lead

Role Objectives

To ensure that organisation of three age group boys teams to represent the East Midlands region at NAG s competitions in line with the East Midlands Water Polo Development Plan.

Qualities Desired

- Enthusiastic and passionate about the development of water polo in the East Midlands
- Knowledge of the national water polo competition structure
- Ability to appoint and support coaches and team managers for each age group team in a timely manner
- Able to build strong relationships with Swim England staff and other volunteers
- Well organized, friendly and approachable
- Confident and effective communicator

Responsibilities

- Attend all East Midlands Water Polo Working Group meetings (minimum 4 per year)
- To appoint a coach, assistant coach and a team managers for each of the three age group teams through an open application process
- To support coaches and team managers in the organisation of their team training, event entry and associated travel or accommodation arrangements, including effective risk assessment of all activities
- Develop coaches code of conduct and ensure all coaches and team managers have appropriate coaching and safeguarding qualifications
- To engage with clubs and volunteers about the regional training and competition programme through the regional club network
- To ensure all activities are carried out in line with Swim England policies and procedures
- To maintain links with the performance centres and the Performance Squads Lead

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years

Role Description: East Midlands Water Polo Working Group Participation Lead

Role Objectives

To promote a clear player pathway into water polo and through the stages of player development. To support clubs to develop new and improved opportunities to develop water polo players at club level in line with the East Midlands Water Polo Development Plan.

Qualities Desired

- Enthusiastic and passionate about the development of water polo in the East Midlands
- Able to build strong relationships with Swim England staff and other volunteers
- Well organized, friendly and approachable
- Confident and effective communicator

Responsibilities

- Attend all East Midlands Water Polo Working Group meetings (minimum 4 per year)
- Establish and manage Regional Club Network with Club Development Officer, ensuring effective communication and engagement with the clubs in the East Mids
- To promote the pathway for players to participate and progress in water polo
- To support clubs to increase participation in water polo, including highlighting funding opportunities and sharing good practice
- Undertake an annual club audit to track player numbers and support needs
- To support clubs to develop improved links with pool operators and Learn to Swim programmes
- To support clubs to use the Swim England Water Polo Club Awards and the LTS Level 8-10 programmes
- To ensure all activities are carried out in line with Swim England policies and procedures and all clubs are aware of the impact of not achieving minimum Stronger Affiliation standards.

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years

Role Description: East Midlands Water Polo Working Group Administrator

Role Objectives

To ensure the smooth running of the Water Polo Working Group and transparency of operations through effective planning of meetings and frequent communication with all key stakeholders.

Qualities Desired

- Enthusiastic and passionate about the development of water polo in the East Midlands
- Strong administration and IT skills
- Well organised, friendly and approachable
- Confident and effective communicator

Responsibilities

- Attend all East Midlands Water Polo Working Group meetings (minimum 4 per year)
- To deal with the running of the Working Group, setting agendas with the Chair, and communicating all outcomes with the Regional Management Board and the Club network
- To act as the main point of contact for Water Polo in the region, including regular liaison with the Midlands office
- To maintain accurate club contacts list and ensure effective communication across the region, including online communications and social media

Role Details

This is a voluntary role, but all reasonable expenses will be covered by Swim England East Midlands

Length of term – 2 years