



*Go the Bears Go Philosophy
Have Fun Gain Fitness Acquire Skills
Develop Friendships in a Safe and Supportive Environment
Water Polo, Another Water Sport, Not Just Another Ball Game*

Operational Documentation

How your family can Help The Polo Bears

Without volunteers the Club does not operate.

The North Brisbane Water Polo Club's constitution provides for a Management Committee which must consist of a president, vice president, secretary and treasurer and any number of other members that the Club may decide to elect at a Special or Annual General Meeting. It is the Club's policy that management committee meetings will be open meetings with any Club member welcome to attend.

TASK	WHEN	WHO	HOW	Time Allocation
Duties include: Provide leadership Conduct AGM	July August	President	<ul style="list-style-type: none"> ▣ Preside at all meetings of the Club at which he or she is present. ▣ Act as representative of the club ▣ Attend affiliate meetings in the absence of the President ▣ Exercise some supervision of the functions of other members of the management committee ▣ Ensuring adequate and efficient communication exists between the management committee and Club members ▣ Encouraging the participation of other members Minimum required for quorum = # of committee members + 1 Presidents report Treasurer and auditor's report Nomination of Club Patron Formalization of nominations of committee members for new season.	
Duties include:		Secretary	<ul style="list-style-type: none"> ▣ Attend to the correspondence of the Club, (collect & record mail, identify items needing action, outward correspondence) ▣ keep full and correct minutes of Club meetings ▣ take custody of the Clubs documents ▣ prepare an agenda for each meeting ▣ act upon the directions of the meeting ▣ ensure that the requirements of incorporation are met 	
Advertise AGM	June/July	Secretary	4 weeks notice Communicate through web-site, email to existing members Notice board ACLC	
BWPI Liaison	August/September	Secretary	Respond to emails from BWPI Submit team nominations to BWPI	

TASK	WHEN	WHO	HOW	Time Allocation
Duties include:		Treasurer	<ul style="list-style-type: none"> • keep accurate account of receipts and expenditure • prepare a statement of finance for each meeting • prepare an annual financial statement for the annual general meeting which must be audited • promptly bank all monies received in the appropriate account • pay all accounts promptly when authorised by a meeting • issue receipts for all money received • ensure all cheques are correctly filled out and signed by the appropriate people • Participate in the preparation of an annual budget and monitor expenditure against the budget. 	
Duties include:	From August	Registrar	<ul style="list-style-type: none"> • maintaining an up to date register (including name, address, telephone number, date of birth) of all people admitted to membership of the Club, • ensuring that all players are registered with the appropriate water polo controlling body (Australian/Queensland/Brisbane Water Polo as necessary), • providing team managers with up to date team lists. <p>Confirm Timing of QWPI roll-over timing Risk losing updates if updating of details or new season rego forms too early.</p>	r
Registration Day	August	Registrar Establish Team of Volunteers	<p>Collect Rego Forms Collect and receipt fees Assist with merchandise Data entry Provision of information Treasurer re: club budget</p>	

TASK	WHEN	WHO	HOW	Time Allocation
<p>Assist with overseeing Club Operations from Male or female as Presidents understudy.</p> <p>Pool Requirements</p>		<p><i>Vice President Men's</i></p> <p><i>Vice President Ladies</i></p>	<ul style="list-style-type: none"> ▣ Preside over meetings in the absence of the President ▣ Attend affiliate meetings in the absence of the President ▣ Secondary delegate to QWPI and BWPI ▣ Assist with developing business activities. ▣ Attend registration days ▣ Ensure all teams have managers ▣ Access email for competition updates, draw information ▣ Contact for cancellation or to cancel playing events ▣ Attend registration days ▣ should become familiar with the operation of the club and acquaint themselves with the duties of the president ▣ offer to undertake other tasks to reduce the burden of the president 	
<p>Ensure all teams have appropriately accredited referees and table officials</p>	<p>September</p>	<p>Referee/ Table Officials Coordinator</p>	<ul style="list-style-type: none"> ▣ ▣ Establish and operate a roster to ensure the Club's commitments are met ▣ Maintain a record of accredited referees and their levels ▣ Manage the Club's refereeing responsibilities for the various fixtures ▣ Facilitate referees training and encourage participation ▣ <i>Ensure Referee for each team</i> ▣ <i>QPWI/BJWI Liaison</i> ▣ <i>Breakers Liaison</i> 	

TASK	WHEN	WHO	HOW	Time Allocation
Manage Age group and gender Group Junior Coordinators Pool Requirements		18 and Under Boys 18 and Under Girls	<ul style="list-style-type: none"> • • Notifying Team Managers of any changes to training or game times or pool locations. • Forwarding club information via email • Liaising with Coaches/ Managers/ Families • Assist with Organising a roster of parents of players to do table duty (scoring or game clock) on game day whilst their child is playing. • 	
Manage Teams	September - April	Team Managers	<ul style="list-style-type: none"> • • Notifying players of any changes to training or game times or pool locations. • Forwarding club information via email • Asking players to notify you if they are unable to play on game day • Liaising with your team's coach • Arrive 20 to 30 minutes before game time • Collect the scorecard from Officials Table prior to game • Get all players to sign game card and give score card back to officials table. • Players are capped up and ready to start at the allotted game time. • Organise a roster of parents of players to do table duty (scoring or game clock) on game day whilst their child is playing. • If parents have not done this before, there is usually another person on the game table who can assist. It is likely that parents would only have do duty twice each season. • Keeping a record of who plays each week so that finals eligibility is known. • Ensuring that club equipment (balls and caps) is returned after each game. 	<i>Weekly Basis</i>

TASK	WHEN	WHO	HOW	Time Allocation
Club Promotion		Public Relations Officer	<ul style="list-style-type: none"> Have game results regularly published in the local newspapers, <i>Advertising and Media Liaison</i> Collate: Season dates, Competition Dates, Team Uniform, Registration Fees Code of Conduct, Committee Names and contacts Prepare Team Managers Helpful Hints for new season	
Club Apparel	August	<i>Merchandise/Uniform Coordinator</i>	Restock Club Merchandise Nova Togs Lead time 6 weeks Girls 8TB Boys 1G2	<i>QPWI/BJWI Liaison</i>
Equipment	End of playing season	Equipment coordinator	Caps and Ball Recovery Ensure caps/balls/goals available to when Prepare for new season Ensure caps/balls/goals available to when required as by whom/team	
Recruit Volunteers	August	Volunteer Coordinator	This role is to assist in the development and management of a Club Volunteer Involvement Program Without volunteers the Club does not operate. This person will assist with the recruitment and training of volunteers for the many jobs ranging from scorers, goal judges and team managers to committee members and ensure that appropriate support and recognition is provided.	
Coordinate Club Communication and process/procedure		Newsletter editor/ Web Master	Upload: Game results when received	

TASK	WHEN	WHO	HOW	Time Allocation
Management			<p>Upcoming events</p> <p>Newsletter and collate submitted News items</p> <p>Links to BWPI/QWPI</p> <p>Liaise with publicity officer</p> <p>Maintain the Club information on the notice board at the Albany Creek Leisure Centre.</p> <p>Initiate communication for Flippa Ball</p> <p>Help Design Winter Water Polo activities</p> <p>QWPI Awards Dinner</p> <p>Promote all fundraising and other activities as received via email.</p>	
Social Activity		Social Secretary	<p>📌 Responsible for organising functions that will get Club members together in a social atmosphere. One of the main social functions is the Club presentation day and/or night.</p> <p>Liaise with committee</p> <p>Draw up action plan for activity</p> <p>Book Venue</p> <p>Catering</p> <p>Additional volunteers</p>	
End of Season Functions	February	Social Secretary	<p>Committee activity and date</p> <p>Action plan for delivery of activities</p>	

TASK	WHEN	WHO	HOW	Time Allocation
			<p>Trophy Recipient List and criteria Arrange awards/trophies Communication with players/families Additional volunteers Treasurer re: budget</p>	
<i>Coach for each team</i>			<ul style="list-style-type: none"> ▶ ▶ Training and Game Day ▶ Referee qualification and preparedness to facilitate same would be advantageous. ▶ Pool Requirements s 	
		Sponsorship Director	<ul style="list-style-type: none"> ▶ Seek sponsorship opportunities, service sponsors by way of keeping them informed about the Club and ensuring that they are given appropriate recognition for their support. ▶ Organise the promotion of the Club's activities and achievements through appropriate media but in particular, the local press, the National Water Polo News and any Queensland and/or Brisbane Water Polo newsletters, ▶ <i>Grant sourcing and applications</i> ▶ <i>Water polo Marketing and Promotion (External to club)</i> 	