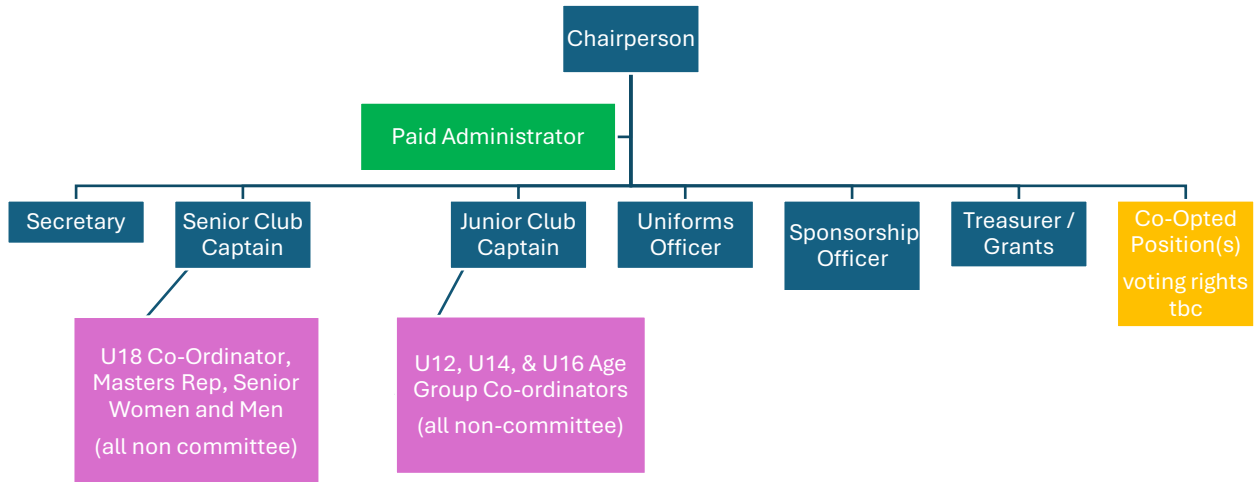


Proposed new Tauranga Water Polo Club Committee Structure

- Committee Members (Officers) with voting rights are in blue.
- Administrator would be co-opted onto the Committee each year with voting rights.
- The optional other co-opted position in Blue would only have voting rights at the discretion of the Committee when they are co-opted. This position is unlikely to be filled all the time and when co-opted will be for a finite period of time and for a specific purpose.
- Only the Administrator Position would be a paid role.



Tauranga Water Polo (TWP) Committee Role Description

| | | | |
|--------------------------------|----------------------------------|-----------------|------------|
| Role | Chairperson | | |
| Reports To | Tauranga Water Polo Club Members | | |
| Term | 3 years | | |
| Start Date | dd/05/2025 | End Date | dd/05/2028 |
| Remuneration | This is a voluntary role | | |
| Committee Voting Rights | Yes, including the casting vote | | |

General Description

The Chairperson

- has overall responsibility for all aspects of the governance and operation of the TWP Club.
- will usually delegate many of those responsibilities to other Committee and non-Committee volunteers.
- may be required to Chair sub-committees concerned with the governance of the TWP Committee, and any disciplinary hearings involving members of TWP.

Responsibilities & Duties

The Chairperson will

- act in the best interest of the members at all times.
- attend all Committee meetings.
- undertake the role in good faith and honesty.
- have clear knowledge of the responsibilities of all office-holders.
- have a good understanding of the club's Constitution, rules and procedures.
- have the casting vote at Committee meetings in the event of a tied vote.
- ensure the committee receive regular and accurate financial reporting, budgets and cash flow projections.
- ensure compliance and legislative obligations are met.
- ensure the health and safety of all club participants .
- support & supervision of paid employees.
- ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- lead issue resolution discussions including disciplinary procedures.
- be the primary channel of communication between the committee & members.
- co-ordinate committee for effective management of the club.
- ensure that any decisions made by the committee are carried out give a Chairperson's report at regular meetings, at the Annual General Meeting, and when required.
- represent the TWP Club at Local, Regional and National as required.
- submit a monthly written report to the Committee (as directed) on all activities within their area of responsibility.

Tauranga Water Polo (TWP) Committee Role Description

| | | | |
|--------------------------------|--------------------------|-----------------|------------|
| Role | Treasurer & Grants | | |
| Reports To | Chairperson | | |
| Term | 3 years | | |
| Start Date | dd/05/2025 | End Date | dd/05/2028 |
| Remuneration | This is a voluntary role | | |
| Committee Voting Rights | Yes | | |

General Description

The Treasurer:

- is the chief financial management officer.
- is responsible for overseeing the financial accounts and affairs of the TWP Club.
- may be required to Chair sub-committees concerned with the financial affairs of the TWP Committee.

Responsibilities & Duties

The Treasurer will:

- be responsible for the application, management, adherence to all requirements, and reporting for all TWP Grants.
- ensuring that the TWP Chairperson, and the TWP Committee are fully aware of all Grant activities prior to the signing of any agreements.
- ensure that grant funds are appropriately spent and compliant with the requirements of each Grant provider.
- perform all tasks necessary for the financial planning & budgeting of the TWP Club.
- present financial reports to the Committee monthly.
- uphold financial requirements of the club including liaising with the club's auditor.
- ensure financial obligations are met including the paying of bills and creditors (all payments are prepared and reconciled by the club Administrator and a 2nd approval is required for all payments).
- provide a report outlining aged receivables and propose action to recover those outstanding amounts.
- be responsible for banking, book keeping & record keeping.
- prepare a budget and monitor it carefully.
- keep a proper record of all payments and monies received.
- make sure financial reports are available and understood at all Committee meetings.
- show evidence that money received is banked and documentation provided for all money paid out.
- ensure that information for an audit is prepared each year and arrange the audit.
- give Treasurer's report at Committee and Annual General Meetings and when required.
- the management, securing, and reporting, and adherence to requirements for all Sponsorship and Grants.
- Ensure that the Chairperson is aware of any financial irregularities and/or solvency issues of the TWP Club.
- produce an annual financial report.
- submit a monthly written report to the Committee (as directed) on all activities within their area of responsibility.

Tauranga Water Polo (TWP) Committee Role Description

| | | | |
|--------------------------------|--------------------------|-----------------|------------|
| Role | Secretary | | |
| Reports To | Chairperson | | |
| Term | 3 years | | |
| Start Date | dd/05/2025 | End Date | dd/05/2028 |
| Remuneration | This is a voluntary role | | |
| Committee Voting Rights | Yes | | |

General Description

The Secretary

- is the chief administration officer of the TWP Club.
- provides the coordinating link between members, the management committee and outside agencies.
- manages all club communication with Club members and external stakeholders.

Responsibilities & Duties

The Secretary will:

- stand in for Chairperson when required.
- chair & oversee sub-committees.
- ensure all club communications are issued appropriately and on time.
- prepare the agenda for Committee and Annual general Meetings in consultation with the Chairperson.
- book and arrange venues for club meetings and send adequate notice of club meetings.
- call for and receive nominations for committees and other positions for the Committee and Annual General Meeting.
- collect and collate reports from Committee members.
- take the minutes of all meeting meetings and write up those minutes and distribute them to meeting attendees as soon as possible after the meeting.
- communicate, track, & follow up meeting actions.
- read, reply and file correspondence promptly.
- maintain registers of members' names and addresses, life members, and sponsors.
- maintain files of legal documents such as the Club constitution.
- act as the public officer of TWP liaising with members of the public, affiliated bodies and government agencies.
- process transfer applications; enter teams in competitions.
- obtain NZWP sanction for club events; communicate information between NZWP and TWP members, such as event deadlines.
- handle bookings and entries.
- respond to general duties as directed by the club/group committee.
- submit a monthly written report to the Committee (as directed) on all activities within their area of responsibility.

Tauranga Water Polo (TWP) Committee Role Description

| | | | |
|--------------------------------|--------------------------|-----------------|------------|
| Role | Senior Club Captain | | |
| Reporting To | Chairperson | | |
| Term | 3 years | | |
| Start Date | dd/05/2025 | End Date | dd/05/2028 |
| Remuneration | This is a voluntary role | | |
| Committee Voting Rights | Yes | | |

General Description

The Senior Club Captain is

- the operational lead for the programme for players in U18 through to Seniors and Masters.
- responsible for the selection, management, and performance of their age group co-ordinators, coaches, and managers.
- responsible for the selection and management of the relevant age group co-ordinator, coaches, and managers.

Responsibilities & Duties (U18 to Seniors)

The Senior Club Captain will:

- work with the TWP administrator to ensure the appropriate pool bookings are available for age group teams.
- have a Club leadership role in support of the Committee and for the benefit of members.
- advertise for, interview, and appoint age group co-ordinators, team coaches, and managers in conjunction with the Junior Club Captain and the Committee.
- arrange trials for all teams as required, including the appointment of independent selectors.
- be responsible for the quality of all communication sent to team members by team coaches, managers, and age group co-ordinators.
- annually review the yearly competition programme to ensure it meets the needs of members.
- be available to players and other members of the club who wish to inquire about the running of the Senior programme.
- discuss any challenges and concerns that you have with the team management so they can be resolved in a timely positive manner.
- survey all members at the conclusion of NZWP national tournaments for their feedback on the age group programme that year, including the communication of Age Group Co-ordinators and Managers, and of player time in the pool at tournaments.
- provide a written summary of that feedback to the Committee no later than 2 Committee meetings after the conclusion of each NZWP Age Group Competition.
- gather feedback in order to represent members voice to the committee for all age groups
- understand the characteristics and needs of the players, volunteers and supporters of the club.

- lead / chair any working groups established to run NZWP National league games or playoffs held in Tauranga (in other words mark those events a success and a positive advertisement for TWP)
- understand the competitions relevant to the Club for U18 and up.
- encourage members to get involved with volunteering with the club, especially senior players coaching age group teams down to U14.
- provide a written report to the Committee monthly and as required on the activities of each team and age group under their remit, identifying any issues or opportunities with each team and/or age group.
- responsible for ensuring that Club policies and operating procedures are adhered to by, including by all Players, Coaches, Managers and Age Group Co-ordinators within their area of responsibility.
- submit a monthly written report to the Committee (as directed) on all activities within their area of responsibility.
- actively collaborate with the Club Administrator, School Competition Officer, and Treasurer to ensure financial processes run smoothly.
- work with the Club Administrator and with operating systems (Friendly Manager and Xero) to ensure:
 - Members are correctly invoiced for fees and registrations.
 - Budgets are adhered to in alignment with financial policies.
 - Accurate record-keeping and reporting for player registrations, team placements, payments, and team expenses.

Tauranga Water Polo (TWP) Committee Role Description

| | | | |
|--------------------------------|--------------------------|-----------------|------------|
| Role | Junior Club Captain | | |
| Reporting To | Chairperson | | |
| Term | 3 years | | |
| Start Date | dd/05/2025 | End Date | dd/05/2028 |
| Remuneration | This is a voluntary role | | |
| Committee Voting Rights | Yes | | |

General Description

The Junior Club Captain is

- the operational lead for the programme for players in U12, U14, and U16 teams.
- responsible for the selection, management, and performance of their age group co-ordinators, coaches, and managers.
- responsible for the selection and management of the relevant age group co-ordinator, coaches, and managers.

Responsibilities & Duties (U12 to U16)

The Junior Club Captain will:

- work with the TWP administrator to ensure the appropriate pool bookings are available for age group teams.
- have a Club leadership role in support of the Committee and for the benefit of members.
- advertise for, interview, and appoint age group co-ordinators, team coaches, and managers in conjunction with the Senior Club Captain and the Committee.
- arrange trials for all teams as required, including the appointment of independent selectors.
- be responsible for the quality of all communication sent to team members by team coaches, managers, and age group co-ordinators.
- annually review the yearly competition programme to ensure it meets the needs of members.
- be available to players and other members of the club who wish to inquire about the running of the Junior programme.
- discuss any challenges and concerns that you have with the team management so they can be resolved in a timely positive manner.
- survey all members at the conclusion of NZWP national tournaments for their feedback on the age group programme that year, including the communication of Age Group Co-ordinators and Managers, and of player time in the pool at tournaments.
- provide a written summary of that feedback to the Committee no later than 2 Committee meetings after the conclusion each NZWP Age Group Competition.
- gather feedback in order to represent members voice to the committee for all age groups.
- understand the characteristics and needs of the players, volunteers and supporters of the club.

- understand the competitions relevant to the Club for U12 to U16.
- work with the U12 Age Group Co-ordinator to plan and run the Tauranga U12 tournament each year.
- ensure that only development players are picked for teams participating in development tournaments.
- ensure that team makeup always reflects the policies of the club and the requirements of the competition (i.e. Development Teams).
- encourage members to get involved with volunteering with the club.
- provide a written report to the Committee monthly and as required on the activities of each team and age group under their remit, identifying any issues or opportunities with each team and/or age group.
- be responsible for ensuring that Club policies and operating procedures are adhered to by, including by all Players, Coaches, Managers and Age Group Co-ordinators within their area of responsibility.
- submit a monthly written report to the Committee (as directed) on all activities within their area of responsibility.
- actively collaborate with the Club Administrator, School Competition Officer, and Treasurer to ensure financial processes run smoothly.
- work with the Club Administrator and club operating systems (Friendly Manager and Xero) to ensure:
 - members are correctly invoiced for fees and registrations.
 - budgets are adhered to in alignment with financial policies.
 - accurate record-keeping and reporting for player registrations, team placements, payments, and team expenses.

Tauranga Water Polo (TWP) Committee Role Description

| | | | |
|--------------------------------|------------------|-----------------|------------|
| Role | Uniforms Officer | | |
| Reporting To | Chairperson | | |
| Term | 3 years | | |
| Start Date | dd/05/2025 | End Date | dd/05/2028 |
| Remuneration | None – voluntary | | |
| Committee Voting Rights | Yes | | |

General Description

The Uniforms Officer is responsible for all TWP uniforms.

Responsibilities & Duties

The Uniforms Officer will:

- be responsible for all aspects of the clubs uniform including:
 - providing the Committee with recommendations of providers and cost estimates.
 - ensuring enough stock of uniform is available for members at all times.
 - ensuring that the TWP name and Logo is correctly placed on all uniforms.
 - ensuring that the appropriate TWP sponsor name and logo is correctly placed on the appropriate uniform.
 - ensuring that the appropriate TWP sponsor name and logo is correctly placed on the all advertising material (social media, website, flags, banners etc.) and that flags and banners are installed and visible as appropriate at all TWP events.
 - Managing the issuing charging, and recall of all uniforms from members and Committee members.
- submit a monthly written report to the Committee (as directed) on all activities within their area of responsibility.

Tauranga Water Polo (TWP) Committee Role Description

| | | | |
|--------------------------------|---------------------|-----------------|------------|
| Role | Sponsorship Officer | | |
| Reporting To | Chairperson | | |
| Term | 3 years | | |
| Start Date | dd/05/2025 | End Date | dd/05/2028 |
| Remuneration | None – voluntary | | |
| Committee Voting Rights | Yes | | |

General Description

The Sponsorship Officer is responsible for:

- the management, securing, and reporting, and adherence to requirements for all Sponsorship.
- the planning and operation of prize giving functions.

Responsibilities & Duties

The Sponsorship Officer will:

- ensuring that the TWP Chairperson, and the TWP Committee are fully aware of all sponsorship activities prior to the signing of any agreements.
- be responsible for ensuring that the appropriate TWP sponsor name and logo is correctly placed on the all advertising material (social media, website, flags, banners etc.) and that flags and banners are installed and visible as appropriate at all TWP events.
- be responsible for the securing, management, and satisfaction of all TWP Sponsors.
- ensure that sponsorship agreements are drafted in accordance with the requirements of the Committee and signed by the sponsor(s), the TWP Chairperson, and the TWP Sponsorship Officer.
- be responsible for planning and operation of all TWP prize giving functions.
- submit a monthly written report to the Committee (as directed) on all activities within their area of responsibility.