



## STANDING ORDERS OF TASMANIAN WATER POLO INC. (TWPI) DUTIES OF THE TWPI BOARD OF MANAGEMENT

### **President**

- Occupy the chair at all meetings. In his absence a Chairman shall be elected from the members of the Board present at the meeting;
- In conjunction with the Executive Secretary and the Director of Finance responsible for preparing and updating the TWPI strategic plan;
- Present the Annual Report to the Board at the AGM;
- Convene meetings of the Board including General Meetings
- Act as an ex-officio member of all committees operating within Tasmanian Water Polo Inc. and represent the Board on those bodies;
- Jointly operate the Bank Accounts of the Association as required.

### **Secretary**

The Executive Secretary shall act as the Executive Secretary of Tasmanian Water Polo Inc. under the following general and specific duties:

- Convene meetings of the Board including General Meetings and all other Association meetings;
- Oversee the functions of the Board of Directors ensuring that job statements are adhered to and duties discharged satisfactorily;
- Act as an ex-officio member of all committees operating within Tasmanian Water Polo Inc. and represent the Board on those bodies;
- Jointly operate the Bank Accounts of the Association as required;
- Discharge the administrative duties as required including correspondence (incoming and outgoing), meeting minutes and recommendations;
- *Liaise with Australian Water Polo Inc.; (?? Or AWPI delegate)*
- Prepare or oversee the preparation of all official reports produced by the Association;
- Attend to matters as directed by the Board;
- Oversee the entire administration of the Association;
- Be the Public and Executive Officer of the Association;
- Be the custodian of the Common Seal of the Association;
- Assist the President in preparing the strategic plan of the Association.

## **Director of Finance**

The Director of Finance shall;

- Prepare and administer a budget which encompasses the entire financial operations of the Association;
- ensure suitable records are maintained and audited;
- Prepare and distribute a written Statement of Position to all Directors before each Board meeting;
- Present to the Audited Annual Financial Report to the Board at the AGM;
- In liaison with the Executive Secretary be responsible for the administration of all financial affairs including State Teams;
- Assist the President in preparing the strategic plan of the Association;
- In liaison with the Secretary negotiate and administer all agreements including pool hire contracts including all related cash transactions;
- *formulate, convene and chair meetings of the Finance Committee charged with responsibility for fund raising; (???)*
- Ensure that the Association has adequate Insurance cover;
- Liaise with State and Local Government in relation to sponsorship and funding support, in conjunction with the Director of Finance.
- ensure suitable policies are in place and adhered to for the incurring and management of TWPI expenses.

## **Director of Competition**

The Director of Competition shall;

- Assume overall responsibility in conjunction with the Board for the staging of the formal rosters provided by the Association including:
  - Finalisation of player and team registration.
  - Construction of a fixture programme for all grades and the organisation of the publishing of that document in liaison with the Secretary.
  - Provision of records and associated items in respect of all official matches.
  - Roster Clubs to provide minor officials for fixtures
- *Be the main liaison between the Club and the Association. (??? Not role of club delegate)*
- Be responsible for the constant supervision of the grading of players and the regulations pertaining to each grade and any restrictions arising there from.
- Oversee the procedures relative to requests for transfer/clearance from individuals to other Clubs and make recommendations to the Board in this regard.
- Submit to the Director of Finance budget estimates for inclusion in the annual budget.

### **Director of Junior Development**

The Director of Junior Development shall assume all responsibility for the development of Water Polo in the junior ranks. This will include:

- Producing a Junior Development Programme to be incorporated in the three year plan;
- Liaise with the Schools Water Polo Co-Ordinator;
- Ensure that all Representative Underage State Water Polo Teams officials (Manager and Coaches) have adequate support and assistance from the Association.

### **Director of Coaching**

The Director of Coaching shall;

- Assume responsibility for the administration of all aspects of the Coaching Accreditation Schemes in accordance with instructions and requirements set out by the National director of Coaching. This includes staging of all seminars/sessions in accordance with qualification specification including all arrangements such as venues, personnel, equipment;
- promote the development of coaches within the Association;
- In liaison with the Secretary arrange for the recruitment, travel and establishment of Interstate and International Coaches as required;
- Arrange for all coaching materials/aids to be made available to all Clubs and in liaison with the Schools Water Polo organiser arrange for adequate coaching input;
- Liaise with State Team Coaches;
- *Generally administer the operations of State Teams including acting as State Team Selector; (don't think we need this??)*

### **Delegates of Members**

Delegates of Members shall;

- represent the interests of their members with the Board;
- *Be the main liaison between the Club and the Association.*

### **Referee's Secretary**

The Referee's Secretary shall;

- *Examine applicants for inclusion on the Panel of Official Referees;(applies to a few points but what exactly is a Panel of Official Referees)*
- Appoint referees to the Panel of Official Referees for the State;
- Appoint referees to control all games excepting games under the jurisdiction of a District Association:
- Recommend to the Board removal from the panel of Official Referees of any referee with just cause (e.g. no longer up to standard);
- promote the development of referees within the Association;
- Submit to the Board the names of suitable referees available to accompany a representative team on tour of officiate at the Australian Championships.
- Submit to the Board the names of referees who are suitable candidates for inclusion on the Australian 'Water Polo Referee' Panel. Only referees submitted by the Board may be nominated to sit for the qualifying examination.

### **Government Liaison Officer**

The Government Liaison Office shall:

- Liaise with State and Local Government in relation to sponsorship and funding support, in conjunction with the Director of Finance. (?? Or Secretary??)

### **Publicity and Promotion Officer**

The Publicity and Promotion Officer shall assume all responsibility for promotion of all aspects of Association activities including:

- Regular exposure in the press of all fixtures, championships and tournaments;
- *Coverage of aspects of the Coaching Accreditation scheme and the International Coaching; (Development Officer ?)*
- *Responsibility for maximization of sponsorship exposure, particularly in relation to major sponsors;(move to Sponsorship and fundraising coordinator???)*
- Establishment of regular features such as a column in the press/ electronic media, results reports on radio and television;
- Exposure of special events such as Australian Team selections;
- Producing a regular newsletter of the activities of the Association;

- Submitting to the National Publicity Officer, articles of Tasmanian interest;
- Maintain TWPI website and link to the AWPI Sporting Pulse database website;
- Updating Sporting Pulse website with roster, results and ladder.

### **Registrar**

The Registrar shall;

- Be responsible for the maintenance of records of all players together with personal details and record of matches played;
- Maintain a database of Membership, past and present;
- Maintain information in AWPI Sporting Pulse database via the internet.

### **Delegate to AWPI**

The Delegate to the AWPI shall:

- Attend meetings with Australian Water Polo Inc.
- Liaise with Australian Water Polo Inc.;

### **The Property Officer**

The Property Office shall:

- Keep a record of all property belonging to or acquired by the Association and such record shall contain the following information:
  - The date of purchase or date of acquisition of the property.
  - Detailed description of property, including serial number if available.
  - The name and address of the firm or person from whom property is acquired and cost of same.
  - The date and method of disposing of the property and the amount received if any.
  - Name and contact details of the persons who from time to time have possession of the property.
  - The date and place where property is inspected by the Property Officer.
- Carry out a physical inspection of all the Association's property at least once each financial year, and at such other times as may be deemed necessary;
- Plan for adequate water polo equipment to be available for the proper running of the Association including sufficient sets of training and playing equipment for State Teams;
  - Advise the Board of the following information:

- Recommendations for new property
- List of property not accounted for.
- Detailed list of repairs required to the property and the estimated cost of the repairs.
- List of property which is of no further value to the Association and should be disposed of by sale or otherwise.

NOTE: No property belonging to the Association shall be disposed of until approval given for such disposal by the Board. The control of the Association's property shall be vested in the Board.

### **Schools Water Polo Co-Ordinator**

The Schools Water Polo Co-Ordinator shall:

- Implement and administer the Schools Water Polo Competitions - including all necessary negotiations with Schools, appointment of Coaches and Officials.
- Submit to the Board for approval the allocation to each Club Schools' Team for which that Club will be responsible for the provision of coaching personnel and officials

### **Sponsorship and Fundraising Coordinator**

The Sponsorship and Fundraising Coordinator shall;

- Be responsible for maximization of sponsorship exposure, particularly in relation to major sponsors;
- Develop and maintain a database of fundraising ideas and contacts;
- Develop and maintain marketing material that can be used to support obtaining sponsorship;
- Take an active role in obtaining sponsorship;
- Assist in the coordination of fundraising activities for the Association.

### **Member Protection Officer**

The Member Protection Officer shall;

**Honorary Solicitor**

The Honorary Solicitor shall advise the Association as and when required and undertake such legal work as requested by the Association.

**Auditor**

The Auditor shall examine the books of the Association together with the assets and liabilities thereof, and submit his certification on the Annual Balance Sheet for presentation to the Annual General Meeting.