

# Dollard Water Polo Club Positions & Roles

## Executive Board

### President

- Chairs all meetings as well as send all meeting content for the agenda to the secretary.
- Signs legal documents on behalf of the club.
- Delegates members of the Board of Directors to perform various tasks.
- Ensures that decisions are carried out.
- Is responsible for ensuring that the Club is represented at meetings within AADD0 and many other external organizations.
- Works in consultation with AADD0 to establish AADD0 fees.
- Prepares an annual report which is presented at AGM.
- Acts as co-signatory of cheques.
- Appoints another member of the Board of Directors on his/her behalf whenever necessary.
- Acts as liaison with the coaching staff and the membership.
- Negotiates contracts with other pools for pool space rental.
- Responsible for the hiring process of the coaches with the Head Coach(es) and must get approval of the Board of Directors.
- Responsible for mid-season and end of year performance appraisals of Head Coach(es) and makes sure the performance appraisals and code of conduct documents of all coaches have been done (documents need to be filed).
- Assures the club is running smoothly and deals with any issues relating to the club.
- Communicates with both Water Polo Federations (WPC & WPQ).
- Assures that all documents are prepared when needed (grants to WPQ for coaches, Annex C to AADD0), ...).
- Collects and verifies coaches' certifications.
- Responsible to update any government documents (ie. registraire du Québec) and has all passwords required.
- Responsible for making payments through Paypal and has all passwords for access.
- Assures the club is following the budget.
- Assures that proper steps for recruiting are followed through.
- Contact person for Waterpolo Canada, Waterpolo Quebec, other clubs, and AADD0 with regards to leagues and tournaments.
- Affiliates (with the help of the head coach) all players in their current category (National/Provincial/regional) as well as all club volunteers.

### Vice President

- Acts on the President's behalf in all of the above capacities in the President's absence.
- Performs such other functions as may be delegated to him/her by the President.
- May act as cosignatory of cheques.
- Assists new managers in understanding their role and responsibilities



## **Secretary**

- Sends notice of any general meetings to the members.
- Notifies the Board of Directors and AADD0 of upcoming meetings.
- Reserves rooms for the Club meetings and functions through AADD0.
- Sets the agenda, recording, keeping and distributing the minutes of all meetings.
- Keeps records and files for the club.
- Ensures that the By-Laws are adhered to at meetings.
- May act as cosignatory of cheques.
- Drafts motions, records rejection and disagreement, and drafts amendments.
- Keep official documents, such as By-Laws, lists of members, policies and procedures.
- Sends out mass emails / messages to all Club members.
- Prepares and sends documents required for Water Polo Quebec grant for coaches or any other grant application as well as any other documents required such as Annex C to AADD0.

## **Treasurer**

- An annual budget in consultation with the President and subject to approval of the Board of Directors.
- Prepares all government forms, such as grant requests, etc...
- Makes deposits into Club accounts and prepares deposit slips and photocopies all cheques.
- Maintains all financial ledgers.
- Pays bills on behalf of the Club.
- Prepares an Annual Financial Statement.
- Submits Annual Financial Statement to AADD0 for audit at the end of August.
- Acts as cosignatory of cheques.
- Manages Accounts and ensures that the club is in good financial standing.

## **Manager Committee**

### **Players Account manager**

- Enters all needed information for players' accounts.
- Data entry of cheques and expenses.
- Sends player statements twice a year (January and end of year).
- Answers questions from members regarding players accounts.
- Communicates with members regarding issues.
- Once cheques are entered, give cheques back to the treasurer for deposit.
- Handles all detailed expense reports from managers and coaches.
- Coordinates refunds with the Treasurer when a player withdraws from the Club.
- Works with AADD0 when players' AADD0 fees have not been paid.



## **Team Snap Manager**

- Informs AADD O of members' names, the group they are in, and the practice schedule; updating as necessary.
- Organizes the registration process for returning and new players
- Prepares the registration documents
- Develops the team lists with contact information and provides it to team managers and coaches; updates as necessary and on an ongoing process.
- Provides all members' details to the executive board to maintain the club database.
- Adheres to confidentiality and privacy rights of the members regarding all personal information.
- Reports the current registration numbers after registration, after a 2-week trial period is complete as well as after the deadline for full refund has passed.
- Informs all team managers of any practices changes as well as upcoming games for all teams and input them into team snap.

## **Uniform Manager**

- Organizes a "try on" night for sizing and ordering of uniforms at beginning of the season
- Organizes and distributes uniforms to team managers once received
- Coordinates the ongoing ordering of uniforms for the players and for the coaches as needed throughout the season.
- Submits expense information to the executive board.

## **Social Media Manager**

- Updates, prints and organizes the distribution of posters at all summer pools in partner with the head coach.
- Posts information to Twitter and Facebook, as available.
- Manages the Google Group email accounts.

## **Event Manager**

- Will organize a hospitality room during hosted events, this includes finding volunteers to help in the room during events as well as send out to all members items that are required to make our events successful.
- Organize club fundraisers, assist team managers with team bonding events.

## **Team Managers**

- Assists at the try-outs and registration, as needed
- Liaison between the players, the parents, and the different members of the Board
- Follows up with players on two-week trial to determine if continuing
- Coordinates and distributes equipment with uniform manager
- Sends out invitations for the coaches on which games, tournaments, and invitational tournaments that the players will be attending.
- Communicates with the coaches to obtain the game rosters for each game and/or tournament.
- Listens to and communicates player and / or parent concerns to the Board of Directors
- Attends Board meetings.



- Communicates game and practice schedule information to the players and their parents.
- Contributes information to the social media manager to be posted.
- Assists in finding minor officials for hosted games, as needed
- Follows the guidelines for setting up, running, and cleaning up for home games.
- Collects the game score sheets for home games. To submitted to Waterpolo Quebec or Waterpolo Canada within 24hrs of games.
- Acts as or appoints a chaperone for travel tournaments.
- Manages all the necessary travel arrangements, including transportation, lodging as well as plan for meals and snacks for the weekend.
- Carries the medical emergency information to travel tournaments.
- Ensures that caps are brought to every game and tournament.
- Informs the president of the names and dates of birth of all the people who volunteer with / for the team. They must be registered with Waterpolo Canada.
- Completes expense reports after every game and tournament and submits them promptly, along with receipts, to the players account manager.
- Organizes team bonding events through the season

### **Non-Voting member positions**

#### **AADD0 representative**

City appointed staff member from AADD0 to attend as they see fit any and all board/annual meetings. They are simply there as a support/liaison between the club and AADD0.

#### **Past President**

Direct past president to attend as they see fit any and all board/annual meetings. They are simply there as a support to the new appointed president and executive board.

#### **Head Coach**

- Updates, prints and organizes the distribution of posters and flyers in partnership with Social media managers.
- Informs AADD0 of the schedule of games for all age groups; updating as necessary.
- Registers DDO teams and rosters to leagues and tournaments through Waterpolo Canada website database by the deadlines posted; working in conjunction with the coaches and the team managers. (<http://www.waterpolo.ca/userguides.aspx>)
- Coordinates with Treasurer to pay league registration fees and entry fees; Team managers are to request the tournament registration fee cheques and pay the tournament director.
- Works with Waterpolo Canada, Waterpolo Quebec, or other clubs in scheduling pool space for games; contract coordination is the responsibility of the president
- Passes information to the appropriate board member, coach, or manager, such as league policies and guidelines, invitations to tournaments, tournament schedules, etc....
- Submits upcoming tournament information to the Social media AND Team snap Managers
- Sends the link to the updated monthly practice schedule to the team snap manager. The practice schedule is to be updated by the head coaches in conjunction with the President reflecting upcoming games and tournaments and how they affect practices.



- Confirms the coaches to act as lifeguard for any games hosted by DDO outside of tournament weekends.
- Organizes and coordinates the Waterpolo Try-outs during the month of August (as seen fit, to be determined year to year)
- Works with suppliers to provide quality equipment at lowest cost
- Meets/communicates with all coaches on a regular basis to ensure everything is running well in each age group.
- Conducts individual mid-season and end of year evaluations for each coach.
- Prepares all contracts for hiring all staff in conjunction with the president

## Chaperone

- All travel plans are made in advance by the team manager
- Team manager will send out the travel information to the team a minimum of one week in advance.
- The chaperone is responsible for check-in and check-out. The team manager typically pays the hotel bill in advance.
- The chaperone is responsible for the airplane tickets.
- The chaperone is responsible for looking after the athletes at all times, except on the pool deck; this includes supervision on the airplane and/or bus as well as at the hotel and at restaurants.
- The chaperone also supervises trips between the hotel and the pool.
- The chaperone takes a head count any time the athletes are in transit.
- The coach is responsible for the athletes when they are on the pool deck.
- Chaperones should be close by in case of an emergency and inform the coaches if they need to leave on an errand.
- At the pool the chaperone stays off the deck and does not interfere. They should stay where coaches can find them.
- The chaperone is to give the coach space during team meetings or anything to do with the water polo end of things.
- The chaperone organizes all meals and provides snacks. Meal times should be decided in cooperation with the coaches.
- Coaches hold evening meetings to inform the players of curfew and wake up times. Coaches also assist if players require any discipline.
- The chaperone collects all electronics (including cell phones/laptops) at curfew. (At the discretion of the coaches)
- The chaperone should monitor the rooms at curfew time and a few times after to ensure that everyone is in their room.
- The chaperone is available to go out and get whatever might be needed, whether that might be food for the players or coaches, medicine, etc.
- The chaperone will organize the settling of accounts with team manager concerning monies owed for food purchased for the team and will provide all receipts.
- The chaperone will accompany players to the hospital if medical care is needed.
- The chaperone should also collect Medicare numbers prior to the trip.
- The chaperone lets the athletes know that they must inform her/him if they are leaving the room even if it is to go down the hall or to the hotel lobby.



- The chaperone checks the rooms in the morning 15 minutes before departure. conduct room check at departure (verify under beds, all drawers, behind doors and check for chargers in wall plug)
- Chaperones ensure that the bus, plane and hotel are left clean.



## Blank slate 2020-2021

Position	Nom/Name	email
President		
Vice President		
Treasurer		
Secretary		
Players Accounts		
Uniform Manager		
Social Media Manager		
Team Snap Manager		
Event Manager		
<b>Team Managers</b>		
U11 LDP Coed Team Manager		
U13 LDP Girls Team manager		
U13 LDP Boys Team manager		
U15 Eastern Elite Girls Team Manager		
U15 Eastern Elite Boys Team Manager		
U17 Comp Girls Team Manager		
U17 Comp Boys Team Manager		
U17 LDP Team Manager		
U17 LDP Boys Team Manager		
U19 Eastern Elite Girls Team Manager		
U19 Eastern Elite Boys Team Manager		

See Attached for role descriptions (en Anglais seulement)

