



Manitoba Water Polo Association (MWPA) 2016 School League Coordinator - Job Description

The MWPA Board is looking for an energetic person to co-ordinate and implement the Manitoba High School Water Polo League (MHSWPL) this fall (Sept-Dec 2016). The successful candidate will have a solid knowledge of the game and (if possible) will possess refereeing skills. Salary is commensurate with experience and ability.

Job Description

1. Communication to Members

- attend fall start up meeting in September
- email notice of meeting to all members
- update Policy and Procedures Manual following meeting and distribute copies to members
- communicate with all school coaches, teacher contacts and school administration as necessary regarding policies and procedures
- ensure members are kept abreast of school league activities throughout the season

2. Refereeing

- recruit a team of referees and schedule
- keep track of referees shifts and turn into MWPA office at end of season
- attend all games in the capacity of "on deck coordinator"
- communicate to all coaches/managers league info
- make sure each game has a working bench of stats people and scorekeeper visible to spectators
- handle all problems that arise with help from "Ref in Chief" and MHSWPL Management Committee
- make sure that complete game sheets are filled out for each game including athletes name, officials, timekeepers, etc

3. Scheduling

- work with League Chairman to develop league play and play off schedule
- type, copy and email the schedule to all member teams and distribute copies on deck

4. Setup and Takedown

- arrive early for all games to ensure appropriate set up
- leave late after all games to ensure appropriate take down
- put away all equipment

5. Ball and Hat Maintenance

- responsible for hat and ball maintenance and that all are returned at the end of each game
- balls and hats to be stored in Pan Am Pool water polo locker

6. Administration

- Distribute game schedules
- Summarize game results and standings on a weekly basis
- Ensure all paper documentation is on file for each team/school
- Ensure all paper documentation is on file for each athlete, coach and volunteer
- Ensure team/athlete fees have been invoiced and general follow up for collection
- prepare awards certificates along with medals and trophy preparation for finals
- send scores and news to Free Press and Sun and MWPA Webpage Administrator

7. General

- League coordinator is a key position for the success of our league. League coordinator is expected to maintain a positive ongoing relationship with all coaches/managers and referees at start, during and at league wrap up.
- Positive problem solving throughout league is an expected component of the position
- Ongoing support will be provided to the HSL Coordinator from MWPA Executive Director/Staff and MWPA Director – School League