



1 February 2018

Job description – manager

Managing an age-group team to participate in the annual Schools' Water Polo South Africa Interprovincial Tournament (IPT) is a highlight for many. However, it also brings considerable responsibilities. You must read and understand what is expected of you before submitting an application.

Our goal is to appoint managers by the end of February 2018 so that they are able to assist early with player identification. In fact, we anticipate selecting squads by the end of March.

We will be continuing with our manager high performance programme this year. While the details are still to be finalised it will likely include four workshops requiring some after-hours time.

Please read through this outline of the role of a Western Province manager carefully. We take the appointment of our managers very seriously and it is important that you are clear about what we expect should you accept this position.

Broadly speaking you are responsible for:

- Ensure effective planning, preparation, management and coordination of all administrative and logistical arrangements for your teams.
- Provide each team with the highest quality environment to ensure success at the annual IPT tournament.

Your key tasks are to:

- Attend and actively participate in the High Performance Programme and its related workshops.
- Attend and assist with team training sessions in the lead-up to the IPT.
- Carry out administrative duties, using systems and processes relevant to WPSWP.
- Ensure that the team's kit is planned, coordinated, delivered and distributed to team members in advance of the tournament.
- Sort out any kit discrepancies or incorrect kit orders to the satisfaction of all stakeholders.
- Respond to enquiries and requests for information from all stakeholders including schools, parents, organising committees, other organisations and members of the public.
- Ensure administrative systems, processes and databases are efficient and well managed.
- Provide administrative support to WPSWP managerial staff.
- Manage budgets, control finances allocated for team activities.
- Serve on WPSWP think tanks and task groups when requested.

Title Sponsor



Committee: Cullum Johnston (Chairperson), Chris Jones (Vice), Jonathan Ackerman (Treasurer), Bridget Marshall (Secretary), Gary Fisher, Doug Schooling, Kevin Adrian



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- Participate in the resolution of political and ethical issues, such as conflicts of interest between partner organisations, use of banned substances and breaches of regulations.
- Responsibility for adolescent players while on tour is an onerous one. We are asking that all coaches and managers keep this in mind at all times.

Your total remuneration for this year will be R5 500 payable in December 2018.

Closing date for applications is 19 February 2018.