

NW & C Canoe Polo

North West and Central Canoe Polo Committee

Division Organiser Responsibilities

Overview:

The Division Organiser is expected to ensure that their division runs smoothly at each individual tournament and throughout the season, keeping the teams up to date with fixtures, results, and the league table.

Pre-Season:

- Inform all teams of which tournaments they will be expected to attend as received from the Leagues Coordinator, at least **ONE Month** (or as soon as possible after receiving details from League Coordinator) before the first tournament to ensure teams have time to confirm they can attend those tournaments and you can adjust the playlists if required. The division Matrix/playlists & contact details for all teams will be available on the NW Drop box, the master copies of these should be kept here.
- Confirm you have a fully stocked division box (Contents list included in box or available from Dropbox), including new match ball. Contact League Coordinator for approval to purchase anything else that is required and invoice the treasurer.
- Setup division email address on your email system, the webmaster will ensure that it is forwarding to you properly.

Pre-Tournament:

- At least 2 weeks prior to the tournament the playlist should be sent to all teams ensuring they know tournament location and start times, setup procedures and any other relevant information. All teams are expected to reply to confirm receipt of playlist and intent to attend.
- Some venues should be contact to confirm booking time and access arrangements, the League Coordinator will inform you of these specific venues and help out where possible.

Tournament Day:

- Try to arrive at least 30 minutes before the tournament start time where possible.
- Contact the venue staff and confirm access route to the venue and any other venue specific points that need to be passed onto teams.
- Welcome teams to the venue and pass on pertinent information.
- Help with the goal, nets (where required) and score table setup.
- Ensure the first match starts on time.
- Ensure the tournament runs to time as much as possible. Certain venues will charge for going overtime at the end so this should be avoided. Time outs should be used sparingly and only really for H&S purposes.

- Deal with any disputes brought up on the day, bear in mind that these can be referred to the League Coordinator by the teams so taking notes is recommended.
- Ensure that any Card forms are filled in as required.
- Collect cheques from teams and/or confirmation of online transfer. If a team wishes to pay with Cash this is your choice whether to accept it, however the treasurer will not accept cash therefore you must either forward a personal cheque for the amount or pay it online yourself.
- Supervise pack up ensuring all goals and nets are stored correctly and all league equipment is returned to the box. (Do not put anything wet in the box! Dry it out first please)
- Be the last to leave thanking teams and venue staff and ensuring venue is tidy and fit for the next user.

Post-Tournament:

- Where possible update League Republic website with the tournament results within one week.
- Email the results and link to updated table to teams along with date/location of next tournament and teams expected to attend.
- Post on the Facebook group that the table has been updated with link.
- Email copies of any card report forms and details of any incidents to the league coordinator.
- Update Treasurers spreadsheet on Drop box with who has paid and how.
- Post cheques to Treasurer.

Post Season:

- If possible ensure that at the last tournament the division winner and runner-up are known and present medals on the day.
- Email all teams' final season standings and work out method of passing medals to teams if unable to do so at last tournament.
- Pack-up division box and return it to League Coordinator (or other Committee member), unless it is confirmed you will carry on as organiser next season, except for the match ball which is yours to keep.

Contacts:

The Drop box folder contains a list of the current committee contacts with names, addresses and phone numbers, please refer to this make contact.

- League Coordinator – Initial contact for you for any help, advice and settling disputes.
- Chair – Secondary if League Coordinator is unavailable.
- Treasurer – Any money related matters
- Webmaster – Any online related matters, facebook, League Republic, Website, emails etc.