



Management Policy

Ratified by the 2020 AGM

1.0 Scope

- 1.1 This Policy describes the management structure of the Association, and the roles and responsibilities of those within the structure.

2.0 Definitions

- 2.1 The definitions stated in the policy manual and clause 2.2 of the Squad Guidelines apply to this Policy.

3.0 Board

- 3.1 The Board is a group of elected and appointed Directors responsible for overseeing the management of the Association.

- 3.2 The Board:

- (a) Reviews, approves, and sets Policy.
- (b) Sets the strategic direction including approving the Strategic Plan.
- (c) Approves budgets.
- (d) Appoints the Executive Director and monitors their performance.
- (e) Ratifies appointments to Association positions.
- (f) Ratifies New Zealand Teams.
- (g) Facilitates the appointment of Board Positions.
- (h) Facilitates processes related to Association Awards.

- 3.3 The Board is chaired by the Chairperson, or in the absence thereof, by the Board's appointee.

4.0 Executive

- 4.1 The Executive is a body appointed to run the day to day business of the Association.

- 4.2 The Executive is responsible for:

- (a) Formulation and implementation of the Strategic Plan.
- (b) Formulating Policy.
- (c) Formulating budgets.
- (d) Running the other day to day business of the Association.

- 4.3 The Executive shall comprise of the following members:

- (a) Executive Director.
 - (b) Funding Manager.
 - (c) Communication and Marketing Manager.
 - (d) Squads Manager.
 - (e) Competitions Manager.
 - (f) Coaching Manager.
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- (g) Refereeing Manager.
- (h) Schools Manager.
- (i) High Performance Manager.
- (j) Others that may be created by the Executive Director.

4.4 Appointments to the Executive (excluding the Executive Director position) shall be made by the Executive Director and ratified by the Board. Appointments shall be made for a term of two years. At the end of an Executive Members term the position should be reviewed.

4.5 Reporting:

- (a) The Executive Director reports to the Board.
- (b) Other Managers report to the Executive Director.

4.6 The Executive is bound, by Association policy and guidelines.

4.7 The Executive meets as required.

4.8 The Executive is chaired by the Executive Director, or in the absence thereof, by the Executive's appointee.

5.0 Executive Councils

5.1 The following Executive Councils may be formed:

- (a) Competitions Council.
- (b) Coaching Council.
- (c) Refereeing Council.
- (d) Schools Council
- (e) others that are defined by the Executive Director

5.2 Executive Councils meet as required.

5.3 Executive Council members report to their respective Executive manager.

5.4 Executive Councils are chaired by their respective Executive manager, or in the absence thereof, by the Executive Council's appointee.

6.0 Competitions Council

6.1 The Competitions Council is a body appointed by the Competitions Manager in consultation with the Executive Director to coordinate the management and delivery of National Competitions.

6.2 The Competitions Council will comprise of:

- (a) Competitions Director.
- (b) Up to five further members that are representative of the Association's regions.
- (c) Schools Manager.
- (d) other co-opted members as deemed necessary to the function of the council

7.0 Coaching Council

7.1 The Coaching Council is a body appointed by the Coaching Manager in consultation with the Executive Director to coordinate the development of Canoe Polo Coaches, and to provide Coaches for New Zealand Representative Teams.

7.2 The Coaching Council will comprise of:

- (a) Coaching Manager.
- (b) Up to five further members that are representative of the Association's regions.
- (c) Current or past national level coaches.
- (d) other co-opted members as deemed necessary to the function of the council

8.0 Refereeing Council

8.1 The Refereeing Council is a body appointed by the Refereeing Manager in consultation with the Executive Director to coordinate the development of Canoe Polo Refereeing, and to provide Referees for National Competitions.

8.2 The Refereeing Council will comprise of:

- (a) Refereeing Manager.
- (b) Up to five further members that are representative of the Association's regions.
- (c) Current ICF qualified referees.
- (d) other co-opted members as deemed necessary to the function of the council

9.0 Schools Council

9.1 The Schools Council is a body appointed by the Schools Manager in consultation with the Executive Director to coordinate the development of schools canoe polo.

9.2 The Schools Council will comprise of:

- (a) Schools Director
- (b) Up to five further members that are representative of the Association's school regions.

10.0 Squads Manager

10.1 The Squads Manager is appointed by the Executive Director to coordinate the selection and management of New Zealand Representative Squads.

11.0 Lines of Communication

11.1 The Board shall communicate to the Executive through the Executive Director.

11.2 Executive members shall communicate to the Board through written reports presented at Board Meetings.

11.3 The Executive Director and members of the Executive shall communicate necessary information:

- (a) To the Regional Associations and Member Bodies through the Regional Secretaries and Member body contacts.
- (b) To the Regional Associations, Member Bodies, and Members through the Association's Newsletter and website.

12.0 Planning Forum and Executive Conference

12.1 Planning Forums or Executive Conferences may be run by the Executive Director to seek input into the Strategic Plan.

12.2 Planning Forums are open to all Members.