

# Team Managers Information

## ROLES & RESPONSIBILITIES

Team Managers are responsible for the coordination and representation of teams and individuals.

Responsibilities include but are not limited to:

- Liaising with team members and parent/carers from the date of appointment and team announcement, to build team cohesion, assist with pre-departure plans.
- Maintaining a contact database.
- Communicating with and becoming known to the parents of team members prior to departure.
- Collating orders for uniforms with EWA and parents.
- Liaise with outside suppliers for team merchandise.
- Liaise with hosting state pool horse co-ordinator and team members.
- Liaise with hosting state with mandatory information for the team as required.
- Co-ordination of camping and stabling for team.
- Arrange team dinner and other social activities for team cohesion.
- Verification of accurate data for team entries.
- Check of the draw and timings for team and working with the hosting state for the best possible times for riders.
- Be in attendance at grounds for team arrival.
- Be on grounds for the duration of the competition each day, 1hr prior to start of competition through to an hour after the last competition/presentations.
- Attendance at all technical meetings at the competition.
- Responsible for the declaration and withdrawal of competitors and horses entered.
- Running Team Meetings to devolve information during the competition to riders and parents, ensuring up-to-date information always available.
- Keeping track of and retuning all EWA items issued to team members.
- Taking and providing to EWA a series of quality, high resolution photos suitable for print and social media and as a historical record of the event.
- Write a formal tour report suitable for inclusion in the Annual Report.
- Communicating directly with EWA and the team member's parents in the case of emergency or incident (in accordance with any Emergency Management Plan).



INTERSCHOOL  
WESTERN AUSTRALIA

CO MAJOR PARTNERS

*Ramsay's*  
HORSE TRANSPORT

**Low Loader**  
Logistics

**2024 Australian Interschool Championships .**

**19 - 23 September 2024**

AUSTRALIAN EQUINE & LIVESTOCK EVENTS CENTRE, TAMWORTH

## **SKILL & PERSONAL CHARACTERISTICS**

- A high Level of knowledge and understanding of competition requirements and rules in their discipline
- An ability to provide leadership in team situations
- An ability to handle conflict and manage change
- An ability to work as part of a team and exercise initiative when required, work calmly under pressure, be competent professionally but also be able to gain the trust and respect of riders and their support teams
- A very high level of organisational and administrative skills
- Encourage full participation by each team member and encourage team cohesion
- Have excellent communication skills and interpersonal skills demonstrating sensitivity and tact and encourage positive communication between all Team members and Event officials
- The ability to handle confidential information in a way that encourages confidence amongst riders, owners and support staff.
- Show willingness to comply with EA and EWA Policies and Codes of Conduct
- Hold a current Working with Children Check.
- Be willing to work hard as a personnel member
- Display an enthusiastic attitude and embraces the Spirit of State Team
- Be willing to purchase and wear the official team uniform
- Confidential, honest, trustworthy, motivated and proactive, with a high degree of personal and professional integrity

## **REMUNERATION**

A package will be negotiated to include related travel, accommodation and out of pocket expenses for the duration of the event.

## **HOW TO APPLY**

Interested candidates can submit a cover letter and resume to Meredith Tenger – [interschools@equestrianwa.org.au](mailto:interschools@equestrianwa.org.au) by **close of business 5pm, Thursday 17 June 2024**.