

SELECTION OF MANAGERS: STATE TEAMS

Guidelines for the Selection of Team Manager:

The Australian Sports Commission recommends that each member of a State team be imbued with the idea that through their words and actions he/she is a Sports Ambassador, who will be regarded by foreign nationals as a reflection of the attitudes and behaviour of all Australian youth.

The tone of a national sports tour is set by its leader/s. It is therefore important that the manager should at all times set an exemplary standard in all areas, for the team members to follow.

It is the responsibility of the team officials to jointly look out for the welfare and good conduct of the team. The control and behaviour of the state team should at no time be influenced by what is permitted by the supervisors of any other state or the conduct of any other team.

Any major decisions affecting the team as a whole, or a particular team member, including arrangements for a team member to return home, should be taken after a full discussion and decision made by team officials.

Team officials are the sole arbitrators of the team and all team members for the entirety of the Tour. Applicants please read the following Selection Criteria and Codes of Conduct and email application sports@ponyclubwa.asn.au

Selections are conducted by the relevant State Sport Committee and must be ratified by Board.

Selection Criteria

Essential:

- Be a current financial member of a club affiliated with Pony Club WA.
- Have at least three years pony club experience.
- Uphold the Aims and Objectives of the pony club movement.
- Hold a current accredited First Aid Certificate.
- Current Police Clearance and Working with Children Card.
- Be capable of carrying out the duties of a Manager/Manager in a mature/responsible/ reliable manner.
- Be conversant with the objectives and rules of the tour.
- Be aware of the demands and responsibilities of the position and in particular the safety and well-being of team members under their control.
- Be able to act with diplomacy.
- Be able to act as an effective disciplinarian when required.
- Must be of good general health.
- Have excellent communication and organisational skills, and excellent interpersonal skills, and have a good rapport with young people.
- Be prepared to set an example to the team with dress, including the wearing of the designated team uniform.
- At all times be prepared to conduct themselves as a goodwill ambassador for WA, Australia and the Pony Club Movement and insist on good sportsmanship from all team members at all times.
- Sign the Code of Conduct.

Desirable:

- Have Pony Club Administration experience.

Duties and Responsibilities of a Manager

Prior to departure:

- Gather and retain all essential documents.
- In conjunction with the Team Coach, the Team Manager should arrange team meetings before and during the tour.
- Where relevant, check all travel and accommodation details with Pony Club WA State Office and communicate to team members.
- Be aware of any team members' special dietary requirements or medical conditions.
- Advise team members of the allowable size and weight of suitcase and cabin bag permitted by national carriers.
- Organise and carry a basic first aid kit to cater for the use of the team while on tour.
- Where relevant, remind team members to organise an appropriate thankyou gift to each host family.
- Be conversant with relevant Pony Club WA policies including, but not limited to: Member Protection Policy, Access and Equity Policy, Inclusion and Diversity Policy, Gambling and Anti Match Fixing Policy.
- Agree to abide by the Pony Club WA [Codes of Conduct](#)

Throughout entire tour:

- Pony Club WA Team Managers must not consume alcohol during the period they are responsible for Team Members.
- Carry all essential documents and team member information.
- Pony Club WA Team Managers must not consume alcohol during the period they are responsible for Team Members.
- Ensure no non-prescription drugs of any kind are carried by team members.
- The Team Manager should hold a personal credit card or have ready access to additional funds in the event of an acute emergency with a team member. Receipts are presented to the Pony Club WA for reimbursement when the team returns home.
- Be aware of any Team Members' special dietary requirements or medical conditions.

When travelling as a team:

- Confirm all ongoing and return team flight bookings at the appropriate times.
- Supervise checking in and control of luggage to ensure the team is seated together.
- The behaviour expected for team members during the flights, tour and competition should be clearly explained at the beginning of the tour by the Team Manager and enforced at all times. Reference should be made to the Code of Conduct, which all team members are required to read and to sign.
- Teams should board and depart flights in official walking out uniforms.
- Team members will be responsible for carrying their own luggage to and from transport.

On tour:

- Together with all team members, attend all functions, parades and organised events or outings arranged by host families or the host State. Be responsible for and remain with the team at all times.
- During social occasions hosted by billets or the host state, ensure that all team members attend and take part in all arranged activities. Attendance is mandatory and no team member is permitted to wander off from the main function or leave the function without reporting to/or seeking permission from the Team Manager.
- Arrange the thankyou speeches by team members at functions. These speeches should be presented by each team member in rotation. The responsibility for any responses to be made by officials should be shared by the Team Officials present
- Supervise the spending of pocket money is important to ensure it last for the duration of the tour. Team members should not be permitted to carry large sums of money and parents should be requested not to forward additional pocket money in excess of the recommended allowance, as advised before departure, without the permission and approval of the Team Manager.
- Act as a team supervisor at all times and have the ability to mix socially with supervisors from the other teams. Treat all team members with equal consideration and without favouritism.
- On occasions, team members may be split up and will be staying with different host families. Team members should be given any special instructions necessary by the Team Manager prior to the team disbursing to their billets.
- Keep contact with team members who are billeted with separate hosts and check on appropriate supervision at all times. Intended programs for free days should be checked with each billet to ensure that appropriate supervision will be in place. If not, alternative arrangements may be necessary.
- Advice on the expectancies and general conduct, including offering of assistance to the host family, courtesy to the hosts, tidy rooms, use of telephone, etc. A phone number of the host family of the Team Manager should also be provided.
- Although curfews are not popular, setting a reasonable time for lights out is wise and makes for more rested riders and better performances. Tired riders are not conducive to team harmony.
- Punctuality at all times is important.
- Be an effective disciplinarian as required. Be adamant about the need for good manners, courtesy and appropriate conduct by Team Members at all times. Remind all team members to present an appropriate thank you gift to each host family, and owners of loaned horses.

On return:

- Supply written report to the relevant State Sport Committee and Pony Club WA Board.