

Interschool Team Manager Position Description



Title

Team Manager – NT National Interschool Team

Position Outline

The Team Manager plays an integral role in the organisation and preparation of the NT Interschool National Team. The Team Manager's main role is to act as both a coordinator of the team and a liaison with Equestrian Northern Territory (hereafter referred to as ENT) to ensure that all documentation and arrangements are in place for the team.

Depending on the size of the team an Assistant Team Manager may be appointed and is at the discretion of the ENT Board.

The Team Manger must possess:

- good leadership skills
- good communication skills
- good organisational skills

General Requirements

- Team Management
- Team representative/spokesperson
- ENT Ambassador
- Current ENT member (any membership category)

Pre Event

- Be available to squad/team to answer questions, provide support to parents etc.
- Provide monthly squad/team updates to ENT
- Coordinate squad/team administration requirements, including collation of qualification results for the potential team members
- Distribute all relevant information to all team/squad members, including competition details and team updates, in a timely manner
- Circulate regular information and updates to all team/squad members
- Act as liaison between the team and ENT
- Ensure all team members have the correct uniform by time of their departure
- Ensure successful submission of the team entry form following the instructions from the National Body, including which events team members wish to enter
- Attend any team pre event functions
- Ensure team members are aware of any pre event functions and attend
- Coordinate team training sessions with an ENT approved coach, including the monitoring and following up of attendance

During the Event

- Be at the venue when team members arrive for the commencement of the event
- Stay at the venue or a suitable location in close proximity
- Be at the venue whenever any team member is competing
- Conduct team meetings to ensure team is informed and engaged with the activities and responsibilities expected of them
- Manage full team participation in any meetings, practice sessions and volunteer duties required by organisers
- Attend all the Team Managers meetings or arrange a suitable delegate
- Attend all team functions
- Ensure all team members are fully aware of and comply with the team requirements, including competition times and team duties
- Collate all competition and practice arena draws and any other information on behalf of your team
- Set a positive example for behavioural standards and adhere to the EA Code of Conduct
- Ensure all team members are aware of their responsibilities under the EA Code of Conduct
- Liaison with event management as required
- Act as a spokesperson for your team if approached by the media
- Notify ENT at the earliest possible time of the lodgement of any protest, either on behalf of, or against a team member
- Notify ENT of any behaviour that may reflect poorly on the team and/or ENT
- Notify ENT of any serious injuries or any emergencies and complete incident report form
- Ensure all team members are outfitted as per the ENT guidelines

Post Event

- Provide ENT with a post event report within 2 weeks of the completion of the event. Report should include competition outcomes and any behavioural or other relevant matters

Non-Essential Duties in General

The Team Manager is not required or expected by ENT to:

- Arrange and/or assist the team in fundraising
- Groom and/or prepare a team member's horse
- Coach a team member and/or the team
- Make arrangements for team member parents and/or supporters

Remuneration and Compensation

The successful candidates will be entitled to the following:

- Return airfare to the event
- Accommodation
- \$75 per night living away from home allowance for the duration of the event including bump in and out.

In addition:

- Compulsory components of the NT uniform will be provided

- The use of the NT 'Officials' hire car

Applications Close

Applications close 01 March 2020. Appointment in principle will be advised sometime after 12 March. Confirmation of appointment will be based on final team numbers and will be advised as soon as possible once team selection has been made after 1 August.

How to Apply

Please provide a 1 page summary addressing your:

- Commitment prior to the event
- Availability to attend the National Event in Toowoomba, Queensland from 28 September to 2 October (dates may be subject to slight change).
- Interest in being the NT National Interschool Team Manager

More Information

Email sports@ent.org.au