

Interschool Team Manager Position Description

Current as at March 2014



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 their team and a liaison with Equestrian Northern Territory (hereafter referred to as ENT) to ensure that all documentation and arrangements are in place for their team.

The Team Manager must possess:

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

General Requirements

- Team Management
- Team representative/spokesperson
- ENT Ambassador
- Current ENT member

Pre Event

- Provide monthly team updates to ENT
- Coordinate team administration requirements, including collation of qualification results for the potential team members
- Distribute all relevant information to all team members, including competition details and team updates, in a timely manner.
- Circulate regular information and updates to all team members
- Act as liaison between your 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
- Assist in seeking additional funds for your team (optional)

During the Event

- Be at the venue when team members arrive for the commencement of the event
- Stay at the venue with the team 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 draws and any other information on behalf of your team
- Set a positive example for behavioural standards and adhered to the EA Code of Conduct at all times
- Ensure all team members adhered to the EA Code of Conduct at all times
- 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 an team member
- Notify ENT of any behaviour that may reflect poorly on your 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 report on your teams behaviour and performance within 2 weeks of the completion of the event

Non-Essential Duties in General

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

- Arrange and/or assist your team in fundraising opportunities
- 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 upon production of receipts/invoices:

- * Return airfare to the event
- * Accommodation up to a maximum value of \$150.00 per night
- * \$75 per night living away from home allowance

In addition:

- * Compulsory components of the NT uniform will be provided
- * The use of the NT 'Officials' hire car

Applications Close

Applications close 01 June 2018. Appointment in principle will be advised by 30 June 2018 Confirmation of appointment will be based on final team numbers and will be advised sometime in August 2018

More Information

Email admin@ent.org.au