**[Club Name]**

position description – team manager

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care.  Regardless of the team you are managing club, state or national the responsibilities and duties are similar. The Team Manager’s duties, however, become more extensive when managing teams interstate or overseas.

# Role REsponsibilties

* Administration and management of the team.
* Welfare of all team members and officials during team training and from the time of team departure until the return of the team.
* Organising travel and accommodation if the team is travelling.
* Managers should be aware of any conditions of travel.
* Ensure uniforms and equipment including first aid equipment are available for training and competitions.
* Budget for the event and methods of payment – credit cards, petty cash and accounts
* Providing training and tour information (e.g. travel, accommodation and competition/function details i.e. contact numbers, addresses and functions)
* Providing all team members with a checklist of what they are required to bring prior to training, competitions and any travel.
* Collection of completed – player profiles – signed obligation forms including codes of behaviour – parent/guardian agreement – medical forms.
* Ensuring all team members are aware of their sport’s anti-doping policy.
* Taking charge of team members, coaches and officials prior to departure and ensuring all documentation is on hand.
* Co-ordinating any team photographs
* Assisting with uniform sizing
* Attending training sessions
* Assisting with team fundraising
* Attending and assisting with the organisation of team functions
* Assisting with the co-ordination of media training
* Liaising with all team members, coaches and officials to ensure the needs of athletes are met and team members, coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions.
* Acting as liaison officer between the organising committee of the event, the coach and the team
* Mediating any problems that may arise amongst athletes, coaches, officials and supporters
* Ensuring all welfare and safety requirements for the team are meet
* Ensuring athletes under 18 years of age must be supervised at all times
* Liaising with an appropriate person regarding any athlete’s inappropriate behaviour, misconduct, injuries or illness
* Being responsible for all financial details, including collecting receipts and providing a financial statement of monies expended
* Being responsible for team transport and hire vehicles if required
* Organising meal arrangements in liaison with the coach or other officials
* Ensuring all equipment (including drink bottles) is ready for use
* Acting as a spokesperson for the team at official functions, receptions, press conferences unless advised otherwise
* Returning all equipment
* Providing report to the committee as required including a balanced budget and copies of any media exposure

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# End of year hand over

## Updating key documents

* At the end of each year a key activity of this role will be to review and revise this position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary one month prior to the Annual General Meeting each year.

## Induction of the incoming position holder

* An important responsibility of the outgoing position holder is to train, mentor and support the incoming position holder.

# CODE OF CONDUCT

* I agree to be bound by the Pony Club Australia Code of Conduct, all National Integrity Framework policies and other rules, regulations and policies of the organisation.

# conflict of interest

* If at any stage you become aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# EDUCATION & SKILLS

**ESSENTIAL:**

* Hold a current membership with Pony Club.
* Be over the age of 18 years.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
	+ Safeguarding Children and Young People in Sport Induction
	+ National Integrity Framework
	+ Anti-Doping Fundamentals
	+ Annual Update
* Driver’s license

## DESIRED:

* Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators.
* Strong organisational skills
* Sound knowledge of the selection procedures and rules/regulations of the competition
* Current First Aid certificate
* Previous experience in managing a team is preferred.

# TIME COMMITMENT

The estimated time commitment required for this position is XX hours per week.

# Terms of Engagement

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: