



TEAM MANAGER REQUIRED

2023 WA National Interschool Team

EWA is calling for Expressions of Interest (EOI) for the volunteer position of Team Manager with the WA Interschool State Team for the 2023 National Interschools. The event will take place at the Werribee Park in Victoria from the 28th September to the 1st October 2023

ROLES AND RESPONSIBILITIES OF THE TEAM MANAGER

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).

SKILLS/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 by close of Business **5pm, Thursday 18 May 2023**.