



INTERSCHOOL
WESTERN AUSTRALIA

SADDLES PLUS



the saddle specialists

TEAM MANAGERS ROLES & RESPONSIBILITIES

Team Manager

Each Team must appoint a Team Manager, who will be the team representative, attending meetings before and during the event and conveying relevant information to Riders and their appropriate coaches.

The Team Manager is responsible for: Before Event

- Be conversant with the rules for the relevant Discipline and have a current copy of the relevant Rule Book and Gear Check requirements, particularly when giving advice to team members. Know the names of their team riders and horses and what grade they are competing
- Check if any of the riders have a medical problem (e.g. asthma) this is particularly important if you manage a composite team.
- Check the age of the horses/ponies (minimum age of horses/ponies for competition is 4 years). It would be dreadful to have to withdraw on the day from this oversight.
- Team Managers should check all draws prior to the event to ensure there are no clashes and contact the OC as soon as possible after the draw is released. If you have not advised the OC it will be taken as though there is no issue with timing and classes will not be held or draw swapped.
- Please ensure that all riders are aware of the discipline rules.

During the Event

- Attend daily briefings.
- Collect and distribute Rider Bags
- Ensure that all team members present at the Opening ceremonies on time and in correct attire. Team Managers should organise a team photo.
- Remind riders and parents that they are part of a team representing their School even if it's only an individual
- Advise parents and friends to be supportive but to be careful not to do or say anything that could be interpreted as unauthorised assistance and possibly result in a rider or the whole team being eliminated
- Check all starting times. Ensuring the athletes are aware of any changes in the official draw and anticipated delays in competition arenas.
- So that the event runs as close to schedule we need the co-operation of Team Managers to ensure riders are on time for their classes.
- Provide the OC any scratching's or withdrawals prior to the commencement of the class. Organisation of athletes for presentations – Team managers will be made aware of times at the Team Meetings.

- Ensure that all designated helpers report for their helper duty 15 minutes before. Helpers who do not perform their designated Helper Duty risk the elimination of their rider. It is the responsibility of the Team Manager to notify the Volunteer Coordinator and find a replacement if they are unable to fulfill their allocated duty.
- No competitors or parents are to directly approach any judges, stewards, course builders or any other official or volunteers before, during or after the competition with disputes or complaints. Objections must be made in writing to the Organising Committee within 30 Minutes of official postings of results. All protests must be made through the Office by the Team Manager.
- Should a Team Manager have a query, or maybe one from a parent or a Coach, the Team Manager can discuss it with the EA Steward/ Technical Delegate/OC. They, too, want to see everyone have a good day and if you have a genuine query, not a grumble, they are only too happy to help you.
- To accompany a Team Member when requested by the Official Steward to present their horse to the veterinarian for swabbing.
- Ensure that team members have their correct gear and dress for the appropriate activity.
- Ensure that Team Members are ready in ample time to present to the Gear Checkers/Marshalls.
- Be prepared to attend to any adjustments as required by the Gear Checkers. Have a head collar and rope in case a team member may have to remove their horse's bridle.
- Each horse/rider combination will be allocated a competitor number. Team Managers must ensure that these numbers are always worn on their halters whilst outside of the stables and yards as an easy identification method for organisers.
- Numbers on saddle blankets must be worn on both sides at a minimum of 3.5-4cm in height.
- Ensure that only competitors can ride or exercise a horse during the competition. Breaking these rules could see the rider eliminated.
- Supervise Team Warm-ups and Cool downs
- In the unfortunate circumstance that a rider, be eliminated make sure that they are aware of the correct behaviour and procedure that is expected of them. This includes parents and other supporters.
- At the end of the day, make sure your team cleans up their camping and horse yard area and all manure, hay, electrical tape etc. is put into a bin. It can be helpful to take an empty chaff bag to put rubbish in.