

# MANAGER JOB DESCRIPTION – TOURING TEAMS

Introduction – This is to assist members when undertaking the role of manager of a touring team. In particular touring teams where loan horses are provided and players stay offsite. (are NOT billeted)

PAWA to complete the following tasks,

Book flights

Arrange playing shirts

Book accommodation

Pay associated playing fees if any prior to the event

Arrange State Saddlecloths, Browbands, Rosettes

PAWA to support the manager with the following,

Master Folder containing;

- Flight details and tickets – ensure excess baggage amounts if applicable
- Racket bag to hold all rackets together (polo mallet bag)
- Accommodation venue details, directions
- Host state contact details
- Player medical forms and birth certificates
- Running sheets for the event
- Transport Arrangements
- Budget

Key Roles

Laundry – Managers will be responsible for making sure the following are clean when needed.

- Player clothing
- Player playing uniforms and whites
- Training bandages, bell boots, tendon boots
- Playing bandages, bell boots, tendon boots

Game requirements – Managers are responsible for organising and/or providing players with the following for games

- Water bottles
- First aid both human and horse ie ice, white cream, Vaseline, tape, bandaids, rocktape
- Extra bandages, extra bell boots
- Spare rackets
- Any additional gear required for horses or players such as spurs, whips, bridles, reins as per the loan horse requirements
- Ensure they have water buckets, scrapers, sponges for horses
- Ensure timing of chukkas
- Timekeeper/Scorer, Goal Keepers

General

- Buy food either for meals or snacks depending on what the host state offers
- Prepare meals, dependant on what host state offers
- Have a selection of snacks and water available at all times
- Ensure team/individual needs are catered for
- Organise team shirt- needs to be cleared by council and should be in state colours
- Organise thank you gifts for loan horses

Travel

- Ensure bus hire details are available
- Ensure excess baggage is adhered to
- Ensure team is in appropriate state attire and well represents the association
- Ensure racket bag is checked in the appropriate area
- Check in as a group – not individual