

## **Team Manager's Roles & Responsibilities**

(this document applies to Team Managers for all events e.g. zone, state, national)

- Attendance at all Team Managers meetings.
- Responsible for all team members whilst at the event.
- Inspect uniforms and gear of competitors before they report to gear check.
- Responsible for lodging of protests as per the event program. (Whilst the Team Manager may have delegated assistance at the event, protests must only come through them to the Judge in Chief and Technical Delegate).
- Responsible for back number distribution and their return.
- Submit and collect performance cards where applicable.
- Ensure pencilling and other duties requested are fulfilled.
- Ensure that the contents and requirements of the event biosecurity, risk mitigation and emergency contingency plan are known to all team members and supporting personnel.
- To ensure that prior to departure for the event that a complete list of team members and their mounts has been forwarded to the Team Manager by the zone and that the team members have been advised of the name and contact details of the Team Manager.
- Attend age & fitness checks as per request of the Organising Committee.
- Attend or appoint assistants to help with course walks or other activities.
- Assemble riders for the presentation in full uniform, either mounted or unmounted, at the request of the OC.
- Team Managers are to brief riders on appropriate conduct during the presentations eg sitting on horses correctly, level of noise, how to approach/leave the presentation area etc.
- Ensure all riders are present at the final presentations as per requirements of the OC.
- Rider's unable to comply with the OC requirements for presentations for example exemptions (difficult, lame horse etc) and/or extenuating circumstances (leave early) these need to be made in writing through the Team Manager, with final approval to be granted by the Judge in Chief/TD. If mounted presentation & unable to present mounted must attend unmounted with their team.
- Team Managers are to follow directions given by the Chief Steward/JIC/TD and OC or representative of prior to the commencement of the presentations as well as at the conclusion of the presentations.