



PCAWA TETRATHLON DUTIES OF A TEAM MANAGER

Clubs are responsible for appointing Team Managers who are included on their Annual Strength Returns and are willing to complete the following tasks.

Team Managers need to be able to deal with horse and human First Aid, cope with any situations that may arise and be conversant with the rules for the relevant Activity/Discipline. Team Managers will have 'Duty of Care' (a duty imposed on one person to take care of another) as their rider's parent/helper may not be quickly accessed.

In keeping with Risk Management and Sun Smart Policies, Team Managers must be suitably attired with covered-in footwear, hats, long sleeved tops and neat attire, preferably in Club/Zone colours. Teams with inappropriately dressed Team Managers will not be permitted to present for Gear Check until such time as the Team Manager is suitably attired.

THE ROLE OF THE TEAM MANAGER IS VITAL TO THE SUCCESS OF THE TEAM

TETRATHLON TEAM MANAGER – GENERAL DUTIES

- Clubs are responsible for ensuring their Teams and Team Managers present safely and correctly attired.
- **Team Managers must accompany teams when reporting for each phase of the competition.** Teams reporting without a Team Manager will not be accepted as otherwise there is no-one responsible for riders or to attend to possible gear changes in the riding phase. This causes unnecessary hold-ups.
- Teams presenting with inappropriately dressed Team Managers will not be accepted for Marshalling until such time as the Team Manager is suitably attired.
- ***The Team Manager must NOT be competing in any activity on the day.*** Teams presenting with a competitor as their Team Manager will **not** be accepted.
- Officials cannot be held responsible for delays caused by Teams/Team Managers not presenting correctly or on time.
- **ONLY TEAM MANAGERS MAY ADJUST SADDLERY AT COMPETITONS.** If adjustments are necessary, riders must represent to the same Gear Checker.
- NO GEAR MAY BE ALTERED AFTER PASSING THE GEAR CHECK apart from tightening the girth).
- **THE TEAM MANAGER IS THE ONLY PERSON ALLOWED TO LODGE A PROTEST ON BEHALF OF A TEAM.**
- team managers are required to verify the members of their teams shooting score immediately after the competitors have completed the shooting phase.

1. **PRIOR TO THE ACTIVITY, Team Managers must:**

- Be conversant with the rules for the relevant Activity/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 in. 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.
- Check that no rider weighing 53kg or more is riding a pony 12.2h and under.
- Make sure each rider knows what they need to take for themselves and their horse for the duration of the competition (e.g. Dress and gear for each activity, spare equipment, dry clothes if wet and to bring their membership cards if required).
- Find out Team start times.
- Be sure to set a time and place for everyone to meet at the venue. Allow plenty of time to get ready for each activity. Try to all park close together, especially if camping.

2. **ON THE DAY OF THE ACTIVITY, Team Managers must**

- On arrival at the Competition Grounds go to the office (taking the riders' membership cards if required) and collect the team's numbers, programmes and maps or plans where applicable. **THESE ARE TO BE COLLECTED BY THE TEAM MANAGERS, NOT THE INDIVIDUAL RIDERS.**
- Check all starting times. There may be changes and the team could start earlier due to scratchings.
- Attend team managers briefing.
- Advise team members of any changes to the competition or of any problems with the grounds etc as they become known.
- Ensure that team members have their numbers (if required).
- Ensure that team members have the correct gear and dress for the appropriate activity or phase of that activity. Hair tidy? Club coloured ribbon? Colour of jodhpurs? All jewellery has been removed.
- Make sure their saddlery is safe (stitching) and correct for each activity and that it fits rider (e.g. stirrups) and horse (e.g. saddle).
- Club competition – check correct colours of uniform, saddlecloths etc and whereabouts of Club flag/uniforms
- Ensure that team members are ready in ample time for all phases of the competition.

- Be with the team at all phases of the competition. During the riding phase attend to any adjustments etc as required by the Gear Checkers. **Have Head collar and Lead Rope handy in case a team member's bridle has to be removed to check bit.**
- Remember to check tightness of girths before rider takes part in the Activity.
- Supervise Team Warm Up and Cool Down
- *Make sure riders do not give their horses large feeds just before any activity.*
- *Likewise do not allow riders to give their horse a large drink before or after any activity.*
- Ensure riders remember to eat and drink – but not large quantities of fizzy drink - before participating.
- Only competitors may ride their horses for the duration of the competition. Breaking this rule may see the rider/team eliminated.
- In the unfortunate circumstance that a rider should be eliminated, make sure they are aware of the correct behaviour and procedure that is expected of them, in any activity. This applies to parents and any other supporters as well.
- Collect any relevant Team marking sheets.
- **Only Team Managers may make a protest on behalf of their team.** Correct procedure should be followed. Parents may not enter into any protest etc except through their 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 Pony Club Steward. 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.
- Ensure team is ready, correctly attired, in ample time for Presentations. Remember your Club flag! Be with team members at Presentations. Local Dignatories / Sponsors may be present and teams could be needed for photos!
- 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.
- Return the team's numbers.
- Finally make sure each of your team members say thank you to the organisers. It is also a nice gesture to thank their coach as well –whatever the result!

3. **TEAM SPIRIT – Team Managers must**

- Remind riders and parents that they are part of a team representing their Club.
- Show 'Team Spirit' by wearing Club colours to make it easier for riders and Event Officials to recognise the Team Manager.
- Keep the competitors together at all times, and try to keep them and their horses as relaxed as possible.

- *All team members should wait for and support each other during the activity. They should arrive and leave together for each activity.*
- 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!

It can be very helpful if Team Managers carry a bag with them containing such useful items as

Clip Board	Leather Punch	Hairnet
Pen/Pencil	Spare Reins	Tissues
Programme	Stirrups and Stirrup Leathers	Safety Pins
Start Times	Electrical Tape	Fly Repellent
Dressage Tests	Riser	Scissors
RULE BOOKS	Martingale Stoppers for reins and neck strap junction	Tape (for those who do not remove body piercing)
GEAR CHECK MANUAL	Lackies for plaits (human and horse)	Small sealed container (for safe keeping of those small items of body piercing/earrings, once removed)!
Tape Measure	Stirrup Measure which can also be marked with the permitted maximum length of spurs (3.5cm), bit ring size (8cm) and lever arm length of curb bit (10cm).	Sunscreen
		Water Bottle
Medical History of riders and any spare medication		Needle and Thread
Spare Medical Armbands	Head Collar and Lead Rope	Band-aids
A list of the whereabouts of parents, their duties, and their mobile phone numbers		

TETRATHLON TEAM MANAGER – SPECIFIC DUTIES

Ring for your team's start times on the correct date. They may be mailed or Emailed to you.

You will also probably be given the duties for the various parents. Make sure parents are told as soon as possible and at what time they have to meet, and where, for the briefing, or collect their equipment for whatever task they have been given.

For PCAWA State or Inter-Zone Competition, check the PCAWA Website for the draw.

On arrival at the Competition Grounds go to the office and take the riders' membership cards if required. Team Numbers, Programmes and Maps or Plans are to be collected by the Team Managers, **not** by the individual riders.

Check all starting times. There may be changes and your riders could start earlier due to scratchings.

1. SHOOTING, SWIMMING, RUNNING PHASES

Make sure you and the team is at the appropriate venue for each phase, at the correct time in the required attire.

Check that there is drinking water available, particularly for the running phase, and that the team members have their towels for the swimming phase. Have sunscreen available and re-apply frequently.

2. CROSS COUNTRY PHASE

Check all starting times. There may be changes and your riders could start earlier due to scratchings

Do not forget to ask about cross country uniform. Some Clubs wear different uniform for the cross country – all team members should be dressed the same unless part of a Composite Team.

Make sure your riders are wearing their correctly filled in Medical Armbands on their left upper arm.

Riders should warm up together, correctly attired, wearing numbers and supervised by their Team Managers. This is particularly important when warming up over the practice jumps. Make sure riders know the correct procedure in this area. Do not over jump. Make sure all riders and their horses warm up sufficiently – remember all horses have different needs.

Walk the cross country course with the team and ensure that all team members:

- * Know the positions of the Start and Finish Flags
- * Know the cross country course and have **walked it at least twice**
- * Know which colour code and obstacle is applicable for the Grade they are riding
- * Know where compulsory flags etc are placed
- * Understand the options at any particular obstacle
- * Are aware of any problems which previous competitors have had with taking a jump in a certain way etc
- * Advise team members of any changes to the course as they become known.
- * Know the correct procedure at the starting box and finish flags, the height of the jumps and the colour code they are to follow on the cross country
- * Know the correct etiquette for overtaking or for being overtaken.
- * Know the correct procedure for the Gate and the Slip Rail obstacles.

Make sure all riders cool their horses down correctly and sufficiently. The team should all leave the finish area together, dismounted. Have rugs close by if it is wet/cold to prevent horses catching chills.



The Slip Rail?