



# Pony Club Australia

AUSTRALIAN TEAM  
COACH & TEAM MANAGER/CHAPERONE  
GENERAL INFORMATION

The Australian Sports Commission recommends that each member of a State or National team be imbued with the idea that through their words and actions he/she is a sports ambassador who will be regarded by foreign nationals as a reflection of the attitudes and behaviour of all Australian youth.

The tone of a National or International sports tour is set by its leader/s. It is therefore important that the Manager/Chaperone should at all times set an exemplary standard in all areas, for the team members to follow.

It is the responsibility of the Team Officials to jointly look out for the welfare and good conduct of the team. The control and behaviour of the team should at no time be influenced by what is permitted by the supervisors of any other State or Country or the conduct of any other team.

Any major decisions affecting the team as a whole, or a particular team member, including arrangements for a team member to return home, should be taken after a full discussion and decision made by team officials.

Team Officials are the sole arbitrators of the Team and all Team Members for the entirety of the Tour.

## SELECTION CRITERIA

### ESSENTIAL:

Be a current financial member of an affiliated Pony Club (to ensure that Public Liability and Professional Indemnity insurance cover is applicable). Have at least 3 years Pony Club experience.

Uphold the Aims and Objectives of the Pony Club Movement

Be capable of carrying out the duties in a mature/responsible/reliable manner. Be conversant with the objectives and rules of the tour.

Be aware of the demands and responsibilities of the position and in particular the safety and well-being of team members under their control.

Be able to act with diplomacy

Be able to act as an effective disciplinarian if and when required

Must be of good general health and sign the required Medical Forms

Have excellent communication and organisational skills, and excellent interpersonal skills, and have a good rapport with young people

Be prepared to set an example to the team with dress, including the wearing of the designated team uniform.

At all times be prepared to conduct themselves as a goodwill ambassador for the Pony Club Movement and insist on good sportsmanship from all team members at all times.

Be prepared to uphold the Pony Club Australia Codes and Policies



Australian Government  
Australian Sports Commission



# Pony Club Australia

*Coach & Team Manager/Chaperone Info. included*

## **HIGHLY DESIRABLE:**

Hold an accredited & current First Aid Certificate

Have Pony Club Administration experience

Current Police Clearance/Working with Children clearance

Applicants will need to be prepared to refrain from drinking alcohol while in the care and control of team members

**NOTE:** PCA has final approval on choice of positions selected



## **DUTIES & RESPONSIBILITIES OF THE COACH**

- to liaise with the Team Manager/Chaperone for team meetings
- ensure that relevant rule books, programs, event schedules & parade information is obtained
- to liaise with host country for ponies, practices and aspects related to the rules & programming of the competition
- to oversee the horsemanship, riding and care of borrowed ponies & equipment loaned to the team
- to support the Team Manager/Chaperone in the management of the team

## **DUTIES & RESPONSIBILITIES OF THE TEAM MANAGER / CHAPERONE**

### **Pre-travel preparation**

To liaise with the PCA office to prepare the administration requirements for sending a team away, including the documentation listed in the Pony Club Australia Pre-travel documentation kit.

To liaise with the PCA office for uniform arrangements, gifts and other aspects of tour planning.

### **Throughout the entire tour**

Team Manager/Chaperone will

- retain all essential documents, including insurance
- be responsible for the checking in of the team at airports & negotiating to ensure seating of team together
- confirm all on-going and return team flight bookings at the appropriate times
- ensure no non-prescription drugs of any kind are carried by team members
- ensure that prescription drugs are carried by relevant team members and that if travelling internationally, required authorisations are also held to ensure that no problems are experienced at airport customs
- be aware of any Team Members' special dietary requirements or medical conditions
- liaise with the coach for meetings & support the coach in the management of the team

The Team Manager/Chaperone should hold a personal credit card or have ready access to additional funds in the event of an acute emergency with a team member. In some countries, out-patient or short term medical accounts must be paid immediately treatment is received. The receipts are then presented to the insurers for reimbursement when the team returns home.



**Australian Government**  
**Australian Sports Commission**



# Pony Club Australia

## **Prior to departure:**

In conjunction with the Team Coach, the Team Manager / Chaperone should arrange team meetings before and during the tour.

Contact the team members prior to departure and ascertain whether any of them have travelled overseas previously, or been away from home for any length of time. Contact with the parents will also assist, and parents greatly appreciate contact with the Team Manager/Chaperone who will be responsible for their child's welfare and safety while they are away from home.

Advise team members of the allowable size and weight of suitcase and cabin bag permitted by national/international carriers. Team members will be responsible for carrying their own luggage to and from transport (often quite a distance) it is important that no unnecessary clothing is packed and most advisable to purchase a suitcase with wheels.

The behaviour expected for team members during the flights, tour and competition should be clearly explained at the beginning of the tour by the Team Manager/Chaperone and enforced at all times. Reference should be made to the Code of Conduct, which all team members are required to read and to sign.

Make self, Coach and all Team members aware of the culture and customs of the country to be visited (if an International tour), particularly where Australian custom may be unsuitable to the host country

Organise and carry a basic first aid kit to cater for the use of the team while on tour.

## **Boarding and during the flight:**

Teams should board and depart flights in official walking out uniforms. The Team Manager/Chaperone may like to suggest that team members carry their tracksuits in cabin bags so that they may change for comfort during long flights.

Supervise checking in and control of luggage.

Because of quarantine restrictions, when passing through customs both on outgoing and return flights, ensure riding boots are carefully scrubbed and packed in plastic bags.

Advise team members on Customs regulations and assist with forms to be completed prior to landing.

Organise the payment of Departure Tax at Airports (if required). Ensure that team members have kept enough of the currency of the country of departure to pay this.

All Team Members to present an appropriate thankyou gift to each Host family.

## **On arrival at the host country:**

Ensure that team members are wearing their walking out uniforms and keep together during immigration formalities and customs checks.





# Pony Club Australia

## On tour:

Together with all team members, attend all functions, parades and organised events or outings arranged by host families or the host State or Country. Be responsible for and remain with the team at all times.

During social occasions hosted by billets or the host country, ensure that all team members attend and take part in all arranged activities. Attendance is mandatory and no team member is permitted to wander off from the main function or leave the function without reporting to/or seeking permission from the Team Manager/Chaperone.

Arrange the Thank-You speeches by team members at functions. These speeches should be presented by each team member in rotation. The responsibility for any responses to be made by officials should be shared by the Team Officials present

Some advice and supervision by the Team Manager/Chaperone in relation to control of pocket money is important. The tendency is for team members to spend readily in the first few days of a tour and run out of money. Team members should not be permitted to carry large sums of money and parents should be requested not to forward additional pocket money in excess of the recommended allowance, as advised before departure, without the permission and approval of the Team Manager/Chaperone.

Act as a team supervisor at all times and have the ability to mix socially with supervisors from the other teams. Treat all team members with equal consideration and without favouritism.

Keep contact with team members who are billeted with separate hosts and check on appropriate supervision at all times. Intended programmes for free days should be checked with each billet to ensure that appropriate supervision will be in place. If not, alternative arrangements may be necessary.

On many occasions, team members will be split up and will be staying with different host families. Team members should be given any special instructions necessary by the Team Manager/Chaperone prior to the team disbursing to their billets.

Advice on the expectancies and general conduct, including offering of assistance to the host family, courtesy to the hosts, tidy rooms, use of telephone, etc. A phone number of the host family of the Team Manager/Chaperone should also be provided.

Although curfews are not popular, setting a reasonable time for lights out is wise and makes for more rested riders and better performances. Tired riders are not conducive to team harmony.

Host families and transport supplied by host countries should never be kept waiting. Punctuality at all times is important.

Be an effective disciplinarian as required. Be adamant about the need for good manners, courtesy and appropriate conduct by Team Members at all times. Towards the end of each billeting speak to the host family of each of your team members to thank them for their hospitality to your team member and find out if there were any problems. If so, these can be remedied by speaking to the team member concerned. Remind all team members to present an appropriate thank you gift to each host family, and owners of loaned horses.

## Post tour:

Supply written report to Pony Club Australia  
Claim reimbursements



Australian Government  
Australian Sports Commission