All participating schools must provide a Team manager with suitable horse experience on the day of competition.
Team managers must have valid email address and mobile phone number on team entry form.

**Team managers are responsible for:**

*Reading and understanding all parts of the event Risk Assessment prior to attending the event.

*Attending the mandatory team managers’ meeting at 7:30am at the event office located at the caravan adjacent to the arena.

*Notifying the office of any participant scratchings as soon as possible.

*Gear checks prior to and during the event (see below)

*Designating a minimum of two workers to assist the host school on the day when required.

It is your responsibility to ensure that workers are available on time and move to the area designated. Workers will be asked to time and record a sporting event, and help setup and pack up a sporting event. It is not always necessary that the worker remains at the specific activity for the full duration. The job can be shared amongst other parents from your school. However, if a worker is timing an event for example the 13 year Flag they must remain until that specific age group has been completed before a replacement steps in. Your assistance in ensuring that a worker be available where designated is greatly appreciated to ensure that the day runs smoothly.

*Ensuring competitors know when they are competing. Please refer to event program.

*The duty of care to their students, and are responsible for student supervision and behaviour throughout the event.

* Ensuring competitors and their parents are aware of the event terms and conditions, code of conduct and Horse/spectator only areas. Parents are not to follow riders around the sporting events. We ask that parents remain outside the ring or bunting.

*Ensuring each competitor in their team is mounted on a horse that suits their riding ability and must comply with all Pony Club rules (failure to comply will result in the rider being asked to dismount and/or disqualification from the event. All riders must be competent, should not require assistance and must be mounted on a suitable horse.

Disputes - should an incident arise - disputes must be lodged in writing with a $50 fee by the Team Manager within 15 minutes of the completion of the event. Communication will only be dealt with between the Team Managers and Officials.

Encouraging students and parents to use adequate hygiene practices throughout the day.

**GEAR CHECKS**

Team managers must carry out gear checks on all your competitors/horses according to Pony Club standards. Should you not be familiar with PCS gear requirements, please refer to www.pcansw.org.au Gear must be checked before warming up or prior to 8:30am start and in the event of a rider replacing or changing gear. Spot gear checks should also be carried out during the day.

All old gear check stickers must be removed from helmets at gear check. Each child must have a sticker on their helmet to say they have had a gear check (please obtain these from the event office.

FROM ALL AT MILLFIELD PUBLIC SCHOOL

WE HOPE YOU ALL HAVE AN ENJOYABLE DAY!