

**Applications are invited for the post of Tournament Assistant within Pony Club Polo:**

**Duties**

The Tournament Assistant's duties and responsibilities, and the way he or she should work with Tournament Organisers, are described in the attached Tournament Organisers' and Manager's Information. In addition, the Tournament Assistant will assist members of the Pony Club Polo Committee to ensure smooth running of the Pony Club season.

**Timing**

The season starts at Vaux Park Polo Club on 16<sup>th</sup> July 2018 and finishes on the last day of Cowdray on 12<sup>th</sup> August 2018. The assistant will be required to attend at least six tournaments plus full time at the Cowdray Championships.

This is virtually a full time job and must take priority over any other engagements that you may have during that time. The appointed person will report to the Tournament Manager.

**Payment**

The Tournament Assistant will be paid £50 per day worked.

**Expenses**

Expenses for phone charges pertaining to Pony Club Polo work, petrol, printing etc may be claimed. Claims must be made using a Pony Club expense form with appropriate receipts.

**Requirements**

The applicant must have in place by the time he or she undertakes the role a full current driving license, appropriate car insurance (which covers travel in the course of employment), a DBS check (please contact for more information if needed).

Applications and enquiries should be addressed by email or letter by 30<sup>th</sup> April 2018 to:

Laura Armstrong  
Pony Club Polo Secretary

The Pony Club, Stoneleigh Park, Kenilworth, Warwickshire, CV8 2RW

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