



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

Duties

The Tournament Manager's duties and responsibilities are outlined in the attached Job Description. In addition, the Tournament Manager will assist Members of the Pony Club Polo Committee and Tournament Organisers to ensure smooth running of the Pony Club season, and will organise the work of the Tournament Assistant.

Timing

The start date for the 2018 season will be the 10th July, in preparation for the first tournament at Vaux Park Polo Club on Monday 16th July, and end date Tuesday 14th August - a total elapsed time of five weeks. The Pony Club Polo season will end approximately 48hrs after the Cowdray Championships final on August 12th. Tournament dates can be found on The Pony Club website.

This is a full time job and must take priority over any other engagements that you may have during that time.

Payment

The post will be paid at a rate of £400 per week.

Expenses

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

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

Laura Armstrong
Pony Club Polo Secretary

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

02476 698309

laura@pcuk.org

JOB DESCRIPTION – Pony Club Polo Tournament Manager

Title: Tournament Manager

Reports to: Formally, the Tournament Manager will report to the Polo Secretary. In practice, the Tournament Manager will be required to work very much on his or her own initiative.

Based at: Various locations (own vehicle essential)

Job Purpose:

The Tournament Manager will assist Members of the Pony Club Polo Committee to ensure the smooth running of the Pony Club Polo season, and will organise the work of the Tournament Assistant.

Key Responsibilities:

- Attend Pony Club Polo friendly, qualifier and championship tournaments
- Ensure Tournament Manager's Assistant is used effectively

Pre-tournament

- Consult Section Managers on seeding
- Liaise with Secretary about entries
- Create and print timetables and scoring sheets and circulate to Branch Managers in good time
- Maintain kit for goal judges, timekeepers and umpires

At tournament

- Complete Health and Safety Assessment
- Publish timetables and score sheets
- Make kit for goal judges, timekeepers and umpires available
- Set up commentary box (where available/applicable)
- Work with the Tournament Organiser to ensure smooth running of tournament
- Record scores and transfer to score boards
- Apply goal judge system
- Keep an accident book and fill out accident report forms including any backup documents
- Re-schedule in the case of injury, lateness etc

Post-tournament

- Send a copy of results to the Secretary by email

Requirements:

There are various things that the applicant must have in place by the time he or she undertake the role and these include a full current driving license, appropriate car insurance (which covers travel in the course of employment), a DBS Check (a form can be posted to you from the Safeguarding Secretary if needed).

Applicants should be able to demonstrate knowledge of how Polo tournaments are organised. Previous experience in a similar role would be useful.