



# NEW ZEALAND PONY CLUBS ASSOCIATION INC.

## 2011 Inter Pacific Rally Exchange, Nations Cup, New Zealand

### May 1<sup>st</sup> – May 15<sup>th</sup> 2011

#### **Coach and Manager will work together to ensure a successful tour:**

##### **Coach and Manager will:**

- Ensure that team members are dressed appropriately at all times.
- Ensure team members conduct themselves in a manner that reflects well on the NZPCA at all times.
- Know where all team members are at all times; if they are with billets, the host should know. Keep a list of the billets phone numbers, and ensure that team members and billets have your phone numbers.
- Make sure you know what to do and whom to contact in case of local emergency.
- The Coach and Manager are expected to travel with the team.
- Follow the discipline procedures as per the participation document if necessary.

##### **Manager will:**

- Assume responsibility for arrangements, once the invitation has been accepted and team chosen. Keep National Office and the Inter Pacific Chairperson informed of all plans.
- Receive from NZPCA a copy of the rules under which the competition is played and copy for each team member and coach.
- Co-ordinate travel arrangements. Book any airline tickets (if applicable) in consultation with the Executive Officer (EO).
- Ensure that all team members have adequate travel insurance (if applicable) and the team manager should keep that information as well.
- Ensure that all team members pay their expenses to National Office by the due date.
- Be aware of health problems. Keep written records of necessary health history, medications for team members.
- Select and arrange purchase of uniforms, in consultation with coach and team members.
- Ensure National Office and member's families have a copy of the itinerary and contact telephone numbers, in both NZ and the host country.
- Before the tour begins, ensure that team members have signed and returned all the necessary forms to National Office retain a copy.
- Arrange any pre tour training in consultation with Inter Pacific Chairperson
- Keep National Office informed of any problems or allegations. (Such as Injury or illness. Any allegations of cheating, harassment or abuse must be reported to National Office immediately upon your return.)
- Make sure everyone has his/her health card (and passport and visa, if necessary), and that you have their card numbers, photocopies of passports.
- Keep emergency telephone numbers; parents, guardians, and National Office. Make sure National Office has copy of the host countries contact details and emergency numbers.
- Carry a basic first aid kit
- If, for any reason, the team member needs medical attention, get a written note from the doctor stating that the team member is fit to travel and/or continue with the competition
- Keep team members, including the reserve and coach informed of trip preparations at all times.
- Inform the Inter Pacific Chairperson and EO ASAP if any team member is unable to continue for any reason.
- Write a report to NZPCA within three weeks of return.

##### **Coach will:**

- Coach riders under the rules of the competition.
- Attend training sessions prior to assembly of team if organized.
- Assist riders with handling a variety of mounts and dealing with owners and equipment.
- Attend the briefing and inform riders and manager of outcomes.
- Write a report to NZPCA within three weeks of return.

**Note:** NZPCA may invite the Manager and/or Coach to speak at the first conference following their return from the Nations Cup.