

POSITION AVAILABLE

Adelaide Polo Club Manager

Term & Employment Type

- **Contract period:** January – April 2026 (season)
- **Employment type:** Full-time, fixed-term seasonal contract (weekend and evening work required)

Remuneration

- **Salary:** Expression of Interest (EOI) 35-65k. Final package is subject to negotiation between the applicant and the Board, based on the applicant's qualifications and experience.
- **Benefits (subject to agreement):** Accommodation/vehicle allowance during season; phone and uniform; match/event meals; relocation support (if applicable), horse accommodation also available (capped).

Location

Club base and grounds; travel to away fixtures/tournaments as required.

Reports To

Club Committee/Board (Chair/President). Works closely with Treasurer, Grounds Manager, Horse Welfare Lead, and Events/Commercial.

Direct Reports

Seasonal operations crew, part-time event staff, volunteers, grooms/contractors (as agreed).

Purpose of the Role

To lead safe, professional, and enjoyable polo operations for the Club throughout the 2026 season, ensuring high-quality match delivery, excellent member/player experience, robust horse-welfare practices, and well-run events and sponsorship activations. The role also carries Club Captain responsibilities, focused on on-field leadership, player standards, liaison between players and Club management, and the endorsement of new club members.

Key Responsibilities

1) Season & Match Operations

- Manage the 2026 fixture calendar (Jan–Apr), including practice chukkas, club days, tournaments, and liaise with interstate events.
- Oversee team entries, handicaps/eligibility, umpires, timers/scorers and table officials; publish draws and team lists.
- Ensure timely set-up/pack-down: goals, flags, boards, penalty markers, timing/score systems, radios, first-aid and ambulance.
- Deliver efficient match-day run sheets and briefings (officials, volunteers, players).
- Coordinate logistics for visiting teams, horses and equipment; manage stabling/yard allocations.

2) Grounds & Facility Readiness

- In collaboration with Grounds Manager, maintain fields to a safe, consistent standard (mowing, rolling, irrigation, divot repair, goal/board maintenance).
- Schedule and supervise after-match divot crews and volunteer rosters.
- Ensure stables/yards, wash bays, tack rooms and clubrooms meet safety and hygiene standards.

3) Horse Welfare & Safety

- Champion best-practice horse care, hydration and heat management; maintain Horse Welfare Plan for the season.
- Ensure veterinary and equine first-aid coverage at designated events; maintain incident reporting.
- Enforce biosecurity and movement protocols (e.g., vaccinations, horse movement records) in line with governing-body guidance and local regulations.

4) Compliance & Risk Management

- Ensure competitions adhere to relevant national polo governing-body rules and Club by-laws.
- Lead WHS risk assessments (weather, heat, dust, ground hardness, equipment, vehicle movement, crowd safety).
- Develop event emergency plans (medical, severe weather, evacuation) and conduct pre-season drills.

5) People, Members & Volunteers

- Allocate, roster, and train seasonal staff and volunteers (marshals, goal judges, timekeepers, divot crews, and gate/parking attendants)
- Provide clear role guides and pre-event briefings; foster a respectful, inclusive culture.

- Handle player/member enquiries and feedback; manage disputes in line with Club policy.
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Adelaide Polo Manager Responsibilities (On-Field Leadership)

- **Player Standards & Culture:** Set and model standards for sportsmanship, safety and respect; uphold the Club Code of Conduct.
 - **Selection & Handicaps Liaison:** Participate in or chair selection meetings (as applicable); ensure balanced teams and fair play.
 - **Training & Development:** Lead/coordinate training chukkas, skills sessions and strategy briefings; mentor emerging players.
 - **Matchday Leadership:** Conduct captain's brief with umpires and team captains; handle on-field queries and promote calm dispute resolution.
 - **Player Welfare:** Monitor player heat stress/fatigue, concussion protocols and return-to-play guidance in line with Club policy.
 - **Communication:** Serve as the primary liaison between players and Club Committee on competition matters and feedback.
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Key Performance Indicators (KPIs)

1. **Safe Operations:** Zero material safety breaches; all incidents recorded and actions closed out within agreed timeframes.
 2. **Match Delivery Quality:** ≥95% of fixtures start within 5 minutes of scheduled time; minimal schedule variance.
 3. **Grounds Standard:** Independent field-hardness/condition checks within target range for ≥90% of match days.
 4. **Member/Player Satisfaction:** Post-event surveys average ≥4.3/5 for season.
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Experience & Qualifications

- Demonstrated experience in polo/ equestrian club operations, tournament delivery or similar sports/events management.
- Strong understanding of polo rules, handicaps and match protocols; credibility with players, officials and grooms.
- Proven people leadership (staff and volunteers) and stakeholder management.
- Sound knowledge of equine welfare and biosecurity basics; comfortable coordinating vets and farriers.
- Current unrestricted driver's licence; ability to operate utility vehicles safely on site.
- Desirable: Event management or sport administration qualifications; Working With Children Check (where applicable).

- Desirable: experience working with a high-performing polo organization.
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Skills & Attributes

- Calm under pressure; excellent organiser and clear communicator (verbal and written).
 - Practical, hands-on approach with strong problem-solving skills.
 - Collaborative leadership style; sets high standards and builds positive culture.
 - Comfortable working outdoors and in all weather conditions; able to perform moderate manual tasks.
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Typical Working Pattern (Season)

- Weekdays: planning, grounds checks, admin and stakeholder meetings.
 - Evenings/weekends: training chukkas, club matches and tournaments.
 - Additional hours during major events and in adverse weather contingencies.
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How to Apply (EOI)

Please submit: 1) CV outlining relevant polo/equestrian and events experience, 2) A brief cover letter addressing the **Key Responsibilities** and **KPIs**, and 3) Your **Salary EOI** for the Jan–Apr 2026 contract (and availability),

To: this advertisement directly on APC FB Messenger & or directly to jonathanmbayes@gmail.com & richard@proactiveproperty.com.au

window: Open until filled; interviews scheduled on a rolling basis, close Friday 10th November unless suitable applicant found earlier.

Pre-Employment Requirements

- Reference checks; verification of right to work.
 - Proof of current first-aid (or willingness to obtain before start date).
 - Working With Children Check/Police check as required by venue or governing-body policy.
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Note: This PD outlines the core scope for the 2026 season. Final duties may be refined in consultation with the successful candidate and the Club Committee.