

DEADLINE FOR APPLICATIONS – 7th October 2025 11:59pm

Tetrathlon Area Coordinator Role Description (Voluntary Role)

ROLE DESCRIPTION

To coordinate and support Pony Club Tetrathlon activities in the Area, providing every Pony Club member with the opportunity to engage with, develop competitive skills and an enthusiasm for Tetrathlon.

To be passionate about Tetrathlon and knowledgeable about its rules. To have experience as a competitor, trainer, organiser or official at a competitive event. To foster training and competitive events, organised through AR/Branches or directly by the Coordinator (and committee).

To champion Tetrathlon and agree with the AR and DC's how best to promote Tetrathlon through attending Area meetings and engaging with Members.

To work, in ascending order of preference, individually, collaboratively or with the assistance of a Tetrathlon Area Committee.

To be aware of the Tetrathlon strategy and assist in its evolution and implementation.

DUTIES

1. Support the development of Tetrathlon within the Area.
2. Act as a point of contact for Parents, Guardians, Members and Branches/ Centres who want to know about Tetrathlon and access opportunities to participate.
3. Assist the AR, Branches and Centres to stage training and competitive events, providing sport-specific knowledge, advice, and support.
4. Organise Area training events open to all Pony Club Members in the Area.
5. To know the Tetrathlon competitors within the Area, understanding their capabilities, strengths, and weaknesses, so as to be able to advise on the selection of Area teams for Regional/National/ International Tetrathlon competitions if required.
6. Liaise effectively with other Tetrathlon Area Coordinators when it comes to selecting individuals for training or Regional/National/International team membership.
7. If applicable within the Sport, represent the Area on the Tetrathlon Coordinators meetings, providing updates regarding activity within the Area.
8. Attend Area meetings as Tetrathlon champion, providing advice, encouragement and assistance to DC's and Centres who have members wishing to participate.
9. Provide accessible information on Area training and competitive events via social media or the Pony Club website.

10. Establish an open relationship with fellow Coordinators, collectively supporting and encouraging each other's efforts.
11. If a Tetrathlon specific bank account is held, to administer the account and comply with Pony Club annual return requirements.
12. If the Area owns Tetrathlon equipment, to oversee its safe storage and maintenance.
13. To volunteer to assist at Area, Regional and National competitions and the Pony Club Championships, volunteering for roles as appropriate.
14. To be registered on Pelham as a minimum with up-to-date Disclosure Check and current Safeguarding qualification and relevant CPD.