

## **DUTY SHEET - TEAM MANAGER**

1. All arrangements regarding the chosen Namibian team before Departure.
  - a) Arrange necessary entries of riders and horses and check whether correct.
  - b) Arrange lodging and stables.
  - c) Arrange necessary tests and vaccinations of horses.
  - d) Arrange permits and necessary documentation of horses, especially for across border transportation.
  - e) Arrange for arrival times of horses at rides.
  - f) Contact ride organizer.
  
2. All arrangements regarding the team on the terrain.
  - a) Contact ride organizer on terrain.
  - b) Arrange departure times and ensure that every one is informed.
  - c) Arrange to collect the rider numbers as well as the delivering of the numbers back again.
  - d) Try to maintain an unanimous atmosphere so that every one can concentrate on the ride only.
  - e) Assistance to the coach if needed.
  
3. Compose a managers report
  
4. Arrange for application for Namibian colours for the teams.

## **DUTY SHEET -SECRETARY**

1. Send out of notices.
2. Compose of agendas.
3. Arranging and preparing of meeting-place.
4. Arrange refreshments.
5. Provide and receive letters of credence.
6. Manage attendance-register and member-register.
7. Determine a quorum.
8. Recording of the minutes.
9. Manage election of a temporary chairman if chairman and vice-chairman are absent.
10. Report correspondence.
11. Provide ballot-papers for closed voting.
12. Correspondence.
13. Filing.
14. Compose an annual program and Ride-calender.
15. Keep a copy of work of the minutes within 14 days of the meeting.
16. Keep a resolution register.
17. Provide rider- and horse books as well as veterinary cards to clubs.
18. Organize medals, buckles, kilometre bars for riders and kilometre cloths for horses.

## **DUTY SHEET – TREASURER**

1. Routine duties:
  - a) Receipts.
  - b) Bank- and Savings account.
  - c) Deposits.
  - d) Payment of accounts (authorisation to sign cheques together with second person).
  - e) Issue of cheques.
  - f) Cashbook.
  - g) Bank statements and reconciliation sheets.
  
2. Reporting and statements:
  - a) Financial statements – year ending financial statements for submission to the Annual General Meeting. Interrum financial statements for council meetings.(Income statement, Balance sheet, Annotations to financial statements and a copy of Cashbook and Petty Cash).
  - b) Budget.

## **DUTY SHEET – COACH**

1. Identification of possible horses and riders who can be chosen for the Namibian team.
2. Presenting and organizing of courses or information sessions to help to develop riders and horses.
3. Help with selection of team.
4. Assistance, planning and advice during rides.

## **DUTY SHEET – HEAD TIME KEEPER**

1. Arrange loud-speaker or mega phone.
2. Arrange together with computer operator the departure- and arrival point.
3. Arrange together with computer operator the set off and departure of riders and horses.
4. Arrange catch out officials.
5. Arrange together with computer operator the give up of departure groups and departure times.

## **DUTY SHEET – HEAD COURSE OFFICIAL**

1. Responsible for the course standard in Namibia, especially at National and International rides.
2. Appoint people to inspect different courses to determine the standard of the course.
  - a) Check distances of different legs.
  - b) Check if sufficient water points.
  - c) Course must be measured with a GPS.

## **DUTY SHEET – PRO + SPONSORS**

1. All liaison between “NERA” and media.
2. Liaison together with President with NAMEF and Sport Council.
3. Liaison with “VIP,s”.
4. Arrange sponsors.
5. Arrange that responsibilities toward sponsors are met, and make sure that they are thanked.
6. Ministry and/or Sport Council.

## **DUTY SHEET – COMPUTER OPERATOR AND DATA PROCESSOR**

1. Arrange for computer and placing of computer.
2. Composing of riders and horses on computer.
3. Arrange together with Head Time keeper the departure times and departure groups.
4. Decide together with the Head Time keeper the departure and arrival point.
5. Assist Head Time keeper in setting off the horses as well as receiving them.
6. Process results.
7. Pasting of results.
8. Arrange writing of Certificates.
9. Arrange for rider and horse books to be updated.
10. Data processing of rides.
11. Work out of "gekorigeerde" speed.
12. Processing of kilometre awards by horses and riders.

## **DUTY SHEET – F E I COORDINATER**

1. Coordinate all FEI rides in Namibia.
2. Manage all arrangements regarding FEI rides.
3. Be updated with the most recent FEI rules.