



JOB DESCRIPTION

Title: Director of Sport

Reports to: Chief Executive

Role Purpose:

To coordinate the running of polo in relation to the rules of the sport on the field of play, umpires, the development of youth polo and international squad and competitions. To lead on day-to-day liaison with clubs.

If appropriate to the working pattern of the appointed candidate and/or experience, to directly manage and oversee the work of the Managers in the Sport Team (Sport Manager, Equine and Coaching Manager).

Specific responsibilities

Club Liaison and fixtures

- To act as the first point of contact for all club enquiries including assessing new clubs and new club facilities.
- To lead on liaison with key Polo Managers and discussions with low goal clubs (both Victor Ludorum (VL) and non-VL) on fixtures and to ensure the HPA is supporting the needs of clubs.
- To coordinate the Polo Managers meeting and VL Committee meetings with Sport Manager,
- To work with the VL Committee and clubs to agree the dates for Victor Ludorum tournaments for both Arena and Outdoor season, amending the format as necessary following collection of end of season feedback from members and clubs.

Rules

- To coordinate the Umpire and Rules Committee meetings
- To deliver and effectively communicate any amendments to the rules of the game for both Outdoor and Arena, working closely with the Umpire and Rules Committee and Arena Rules committee. This includes communication of Tournament Conditions.
- To ensure the agreed rules are effectively followed throughout the season and any amendments needed are agreed across the Umpire and Rules Committee and applied fairly.
- To field enquiries where they require a sport input. Support players, patrons, Team Managers, Polo Managers to fully understand the rules, especially in relation to Tournament Conditions.
- To liaise with the Disciplinary Review Panel in matters arising from incident reports or on-field disciplinary matters

Umpires

- To coordinate communications, agreements, insurance and training for Pro Umpires and (where relevant) Chief Club Umpires working with the Chair of the Umpire and Rules Committee.
- To oversee the payments process for Pro Umpires delivered by the Sport Manager and HPA internal accountant.
- To ensure the delivery from third parties for filming and VAR meets the needs of the HPA to support umpires and to uphold the rules of the game. Ensure information gathered is used effectively by HPA.
- To lead on the delivery of any training programmes for umpires, across all levels.

- To ensure the correct registration and induction of umpires to the Pro Umpire group.
- To work closely with the Umpire and Rules Committee Chair on the development of the rules of the game and, where appropriate alignment/implementation with overseas rules.

Handicapping

- To work with the Sport Manager in preparation needed for the Handicap Committee meetings.
- To support the process on the regular (mid-season and end of season) handicapping of players and work with the Handicap Committees and Sport Manager on allocating handicaps to new members via the CV process
- To collect and use data and information available to the HPA to support this process.

International

- To deliver the selection of available England players for international games, liaising with the Selection Committees.
- To work on the agreements, schedule for invitations between associations to present to the HPA Chair/ International Committee
- Team management, training and kitting out etc of the England players for each international.
- Ensure effective logistical support is provided to the England team for International events (provision of horsepower where necessary, coaching, logistical support as required).
- To ensure the alignment of any commercial sponsors and partners are supported by those selected Internationals, working with Communication and Commercial Manager on delivery.
- To facilitate the presence of a United Kingdom team for specific overseas invitational events where appropriate.
- Lead on ensuring equality of prominence and support between mixed and women's international teams.
- To work with overseas associations and FIP to set up and then administer any International games for England including any organisation of on-field activity for home games and team management for overseas games.

Development

- To coordinate the development of youth polo participation with the Development and Coaching Committee, Pony Club and SUPA.
- To coordinate the polo talent pathway with Pony Club, SUPA and Junior HPA in relation to both training of players and games/ tournaments. This includes setting dates, venues and promoting the training and games/ tournaments to young players.
- To identify and deliver ways in which polo can be developed through targeted growth initiatives.

Coaching

- To input into the development and delivery of the coaching pathway for polo and associated training and CPD to ensure it is fit for purpose for polo coaches and the players they coach supporting the Equine and Coaching Manager.

Line Management

- If appropriate to the working pattern of the appointed candidate and/or experience, line management responsibilities for the Sport Team, including:
 - Induction and training.
 - Objective setting and reviews/ appraisals.
 - Supporting the Sport Team to ensure an appropriate workload across the team and wider HPA.

Additional Duties

- To set and manage the budget and oversee the finances for all activities within area of responsibility, including for all England games (home and overseas).
- To assist the team by:
 - Supporting events where HPA attendance is required
 - working with others in the team to be part of wider projects where sport input is required and/or helpful
- To ensure the highest standards of governance by undertaking relevant training courses on compliance matters as requested to do so.
- To undertake such other duties as the Chief Executive or Chair and Committees shall from time to time determine.

Lead on liaison with the following Committees, including working across the Sport Team to ensure agendas are set with the Chair and effective minutes are taken in a timely fashion. These Committees meet on average 2-4 times per year.

Development and Coaching

Arena (inc. rules and handicap)

Umpire and Rules

Pro Umpires and Club Chief Umpires

International Committee/ Selection Committees and

With support from Sport Manager:

Polo Managers

VL/Low Goal Clubs

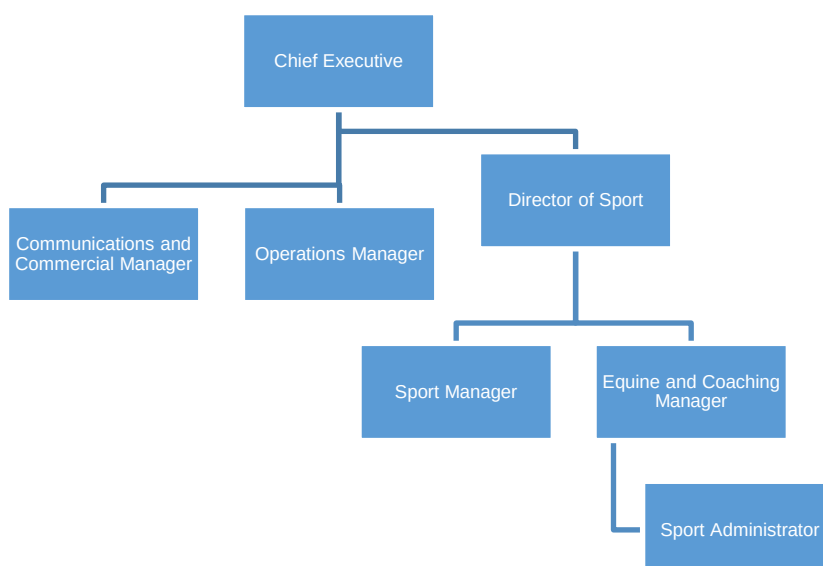
Handicap Committees

Victor Ludorum Committee

Polo Manager's Meeting

Additional attendance at Pony Welfare Committee, Disciplinary Committee and Council meetings.

HPA Structure chart (with line management responsibilities)



Person specification

Criteria	Essential	Desirable
Project skills	• Excellent organisational skills • Ability to set and achieve targets to agreed deadlines • Ability to multi-task	• Experience working with volunteer committees
Knowledge, Experience and Education	• Excellent practical working knowledge of the game of polo, rules, implementation especially Tournament Conditions • Excellent knowledge of handicapping and umpiring in polo	• Knowledge of HPA and its structures/ governance • Good networks in polo • Good knowledge and understanding of International Associations especially FIP, USPA, AAP
Communication	• Excellent communication skills (written and verbal) • Ability to translate technical concepts into non-technical language	• Experience of representing an organisation to external bodies
General	• Financial planning and budgeting experience • Open, collaborative approach to working • Experience of working in an office environment • Excellent computer literacy • Ability to work independently to agreed targets • Willingness and ability to travel independently and Nationally (when required)	• Line Management experience • Customer service experience

Additional Information

Role details

- Expectation for a full-time role, 35 hours per week but flexible for the right candidate. Weekend working during the summer season will be required.
- The salary offered is competitive and depending on experience + contributory pension).
- The role is hybrid working (2-3 days per week in the office ideal minimum) with the base being the HPA offices at Little Coxwell.