



ENDURANCE

TRANS-TASMAN 2019

ENDURANCE CHEF D'EQUIPE

POSITION DESCRIPTION

TITLE OF POSITION	Trans-Tasman Endurance Event - Chef d'Equipe NZ team
REPORTS TO	ESNZ Endurance Board
ULTIMATELY RESPONSIBLE TO	ESNZ General Manager
KEY SUPPORT	ESNZ General Manager Endurance Board Chair Endurance Trans-Tasman Selectors Panel

PURPOSE
To lead the campaign for the selected NZ Endurance riders that will compete at the 2019 Trans-Tasman Endurance event (29th November - 1st December, Waiouru), enabling the selected team to meet its performance targets and compete to the best of its ability.

DIMENSIONS	
Requirements	<ol style="list-style-type: none"> 1. Team and rider management. 2. An understanding of the Trans-Tasman endurance structures and protocols 3. Compliance with FEI rules and regulations. 4. Liaise with ENDURANCE BOARD CHAIR to ensure co-ordination of travel, accommodation, team apparel, planning, booking and that communication surrounding these issues is managed. 5. Liaise with the Australian Trans-Tasman management team to ensure management and organisation of individual riders and team to ensure all FEI and Event administration and information requirements are met. 6. Feedback and reporting to ESNZ General Manager and Endurance Board.
Key Relationships	<ul style="list-style-type: none"> • ESNZ Endurance Trans-Tasman Selected Riders • ESNZ General Manager • ESNZ Endurance Board Chair • Endurance Trans-Tasman Selectors • Endurance Junior/Youth Management

ACCOUNTABILITIES

Planning and Organisation

- Work to confirm all travel, accommodation, uniform, and other relevant team requirements as may be required by ESNZ, the FEI or The Event, and report progress to the Endurance Board Chair.
- Ensure all riders and horses meet administrative requirements of the Event.
- Document and obtain approval for a budget for the Event.
- Work to prepare and distribute to all team riders and team officials as appropriate an itinerary of travel, accommodation and competition details including event timetable and team functions.
- Confirm entries and report to team management.

Team Leadership and Management

- Monitor progress against the Plan and ensure that key milestones are achieved.
- At all times represent Endurance in line with the principles set out in the General Code of Conduct.
- Communicate with all Team riders regularly leading up to departure ensuring they are familiar with all aspects of the event prior to departure.
- Be familiar with rider obligations according to the ESNZ rider's agreement and ensure that these obligations are communicated and met by riders.
- Discuss with riders the requirements for packing appropriate equipment, uniform and personal luggage ensuring that the airline weight restrictions are met and medical and emergency equipment is carried.
- Be familiar with special requirements of team members, medical, dietary and competition, ensuring that any needs or potential problems are identified and any risk to the individual or team is minimised.
- Attend all rider and team meetings communicating information back to the team promptly and efficiently.
- Establish professional relationships with event managers and officials ensuring that all rules and requirements of the event are known and abided by at all times.
- Develop a rapport with Team members quickly, whilst remaining in the role of team leader and manager.
- Provide leadership and support to team members in the event of any issue, complaint, protest or other situation that has a potential negative impact on team or individual performances or reputation.
- Remain upbeat and have a positive attitude.
- Acknowledges and appreciates the value of the team's horse owners and involves them in team activities where appropriate.

Media

- Participate in creation of a media management plan prior to team selection with Endurance Board Chair.
- In any situation of uncertainty enter into direct communication with one of the following personnel: Endurance Board Chair or ESNZ General Manager, before releasing any information or making any comment to media.
- Present only factual information to media at all times. Refrain from passing on any personal opinions about the team, management or results.
- Ensure the riders' needs are your priority at all times and in all communications.

Reporting

- Provide regular informed reports back to the Endurance Board Chair from arrival through completion of the key event and return home.
- At the conclusion of the Event provide a detailed report including identifying any issues requiring resolution and recommendations for future Events.
- Present the event report to the ESNZ Endurance Board.

SKILLS / PERSONAL ATTRIBUTES

- Highly developed personal and people leadership and organisational skills.
- Familiarity with the Regulations of the FEI.
- A thorough understanding of the Endurance competition and the competition requirements of the horse and rider.

- Media relation skills.
- An unquestionable professional and respectable ambassador for ESNZ Endurance and Team NZ.
- Clear written, reporting and communication skills.
- Familiarity with modern communication including Skype, email and phone systems.
- Must demonstrate the mental and physical attributes to perform as part of the team.

HOW TO APPLY

- Applications should be made by relevant Endurance CV and covering letter
- Applications should be sent by email to Jo Lankow, Endurance Sport Administrator at m.lankow@xtra.co.nz
- The deadline for the receipt of applications is 4:30pm on **Friday 9th August, 2019**
- ESNZ intend to announce appointments by Wednesday 14th August