



ESNZ Eventing AGM 2020

8 June 2020

Notification Pack

Dear Eventing Area Groups

Your area is invited to attend the ESNZ Eventing Conference and Annual General Meeting which is being held at the James Cook Hotel in Wellington on Saturday 25 July 2020.

Included in this AGM pack you will find the information you need on registration/attendance, remits, proxy voting.

- Registration Form
- Proxy Form
- Area Committee Update Form
- Remit Form
- Expense Claim Form

The AGM is a chance for the Board to report on the activities of the past year and share with you their plans for the 2020-2021 Season.

We plan to utilise the full day with those who can attend; however, we are not scheduling any evening activities as a result of the pandemic.

Timetable

3 July 2020	Deadline for Remits
15 July 2020	Notification of Business – Papers Distributed
25 July 2020	AGM in Wellington

Travel

Delegates and representatives are asked to make their own travel arrangements.

Eventing will reimburse 1 x flight per Area Delegate to a maximum of the cheapest available flights as at June 19, 2020 for each nominated Area Delegate to attend. All Delegates must fill out an Expense Claim Form and supply a copy of their booking to the Eventing Sport Manager for reimbursement including a copy of the receipt. Please also include your bank details for reimbursements.

Nominated Area Delegates traveling by car will be reimbursed at \$0.76 per km to a maximum of \$200.

Accommodation

Should you need accommodation, James Cook has offered the below rates for our organisation.
Attendee/Group Code: 358397

Online booking link: [Equestrian Sport NZ James Cook Hotel Grand Chancellor](#)

Room Type: Terrace Room Rates: \$130 per night

Room Type: Executive Room Rates: \$170 per night

Method of Payment: All guests to book & pay direct

Prices include GST tax of 15%

Rates quoted are per room, per night on a single, double or twin occupancy.

Rooms & rates are held until 24 June 2020. After this date all rooms and rates are subject to availability.

Remits and General Business

All proposals for changes to any ESNZ Eventing Rules or Regulations must be with the Sport Manager no later than **5.00pm on Friday 3 July 2018**, this being 21 days prior to the Annual General Meeting. If your event Organising Committee/Area Group has any remits for submission, please contact your Area Secretary or Delegate and follow the process below.

If an Area feels strongly enough about an action or rule, they need to form a remit and spell it out carefully in writing making sure that it is not ambiguous and covers all aspects of the action that they want dealt with. They then need to get another Area, with the same views, to support them (seconded) and send it to the Sport Manager. This way there is evidence that at least two Areas are interested in seeing action on this matter.

Please note that there are three types of remits. Those that require bylaw changes, those that require rule changes and those that can only be recommendations to ESNZ (e.g. constitutional, general reg changes) so please make sure that your remit clearly identifies this.

All remits will be considered by the Eventing Board and, where appropriate, the Technical Advisory Group, who will:

1. With the movers approval amalgamate any similar remits
2. Action them immediately if more discussion is not required
3. Organise them to be circulated with the business papers for the AGM

Voting

If your Area Delegate is not able to be present at the AGM you are able to appoint a Proxy to vote on behalf of your Area. To appoint a Proxy, complete the form provided and submit to eventing@nzquestrian.org.nz, prior to the AGM.

We look forward to seeing you in Wellington. If you have any questions, please don't hesitate to get in touch.

Kind Regards



Eliza Johns
Eventing Sport Manager
eventing@nzquestrian.org.nz
Mobile: 02173482



Proxy Form
ESNZ Eventing
Annual General Meeting
25 July 2020

I _____
nominate _____

as my proxy for the above meeting.

Signed: _____

(Delegate/Board Member/Riders Representative/OC Rep)

Signed: _____ (Proxy)

Proxy Forms must be emailed to the Eventing Sport Manager, prior to the commencement of the AGM - eventing@nzequestrian.org.nz



EVENTING

Remit Form 2020

Please complete the following and return to the Sport Manager, Eliza Johns, by e-mail no later than 5.00pm 3rd July 2020 – eventing@nzequestrian.org.nz

Please note that no late remits will be accepted.

Proposed by:	
Seconded by:	
Current rule:	
Proposed rule change:	
Reason:	



Eventing Conference and AGM Attendance Form

Eventing Annual General Assembly

James Cook Hotel

25 July 2020 Wellington

To assist us with arranging catering requirements for the day, please complete this form for all individuals wishing to attend the Annual General Meeting. Only individuals that register their attendance will receive a copy of the meeting papers, via email.

The following people will be attending the 2020 AGM from _____ Area.

NAME	EMAIL & PHONE	VOTING DELEGATE Y/N

Please return to Eventing Sport Manager – Eliza Johns, eventing@nzequestrian.org.nz by Friday 3 July 2020.



EVENTING
Area Committee Update Form

Area

Officers for 2020/2021

<i>Position</i>	<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>E-mail Address</i>
<i>Chairman</i>				
<i>Vice-Chairman</i>				
<i>Area Secretary</i>				
<i>Event Secretary</i>				
<i>Treasurer</i>				
<i>Media Officer</i>				
<i>Area Delegate</i>				
<i>Main Horse Trials</i>				



ESNZ Eventing Expense Claim Form

Claimant Name:

Committee:

Date	Detail	Amount	Code
Acc #			
Total		\$	

Signature of Claimant

Date

Approved Signature

Date