



# ESNZ Eventing AGM 2024

24 April 2024

## Notification Pack

You are invited to attend the ESNZ Eventing Conference and Annual General Meeting which is being held at Rydges Auckland 59 Federal Street, Auckland – on Saturday 6<sup>th</sup> July 2024.

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 2024-2025 Season.

There will be a combined discipline Hall of Fame Awards evening hosted by Equestrian Sports NZ on Friday 5<sup>th</sup> July. If you wish to attend, please visit the website [here](#) for more information and to purchase your tickets which are limited.

**Included in this AGM pack** you will find the information you need on registration/attendance, remits, proxy voting and the following forms. **Please note: ESNZ Eventing pay per head for attendance – the 2023 AGM saw a number of people not attend despite submitting their registration therefore funds gone to waste. We will unfortunately have to on charge this cost to the individual should non attendance occur.**

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

## Timetable

|                       |   |
|-----------------------|---|
| 14 <sup>th</sup> June | Deadline for Remits                           |
| 21 <sup>st</sup> June | Deadline for AGM Registrations                |
| 26 <sup>th</sup> June | Notification of Business – Papers Distributed |
| 1 <sup>st</sup> July  | Deadline for Proxy votes                      |
| 6 <sup>th</sup> July  | AGM in Auckland                               |

## Travel

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

Eventing will reimburse 1 x return flight per Nominated Area Delegate, to a maximum of \$250 (pro rata based on the Delegate's Area).

Nominated Area Delegates traveling by car will be reimbursed at \$0.83 per km to a maximum of \$250.

All Delegates must fill out an Expense Claim Form found below for reimbursement and send it to the Eventing Sport Manager. Please also include your bank details for reimbursements. For those flying they need to supply a copy of their booking and a copy of the receipt.

### **Accommodation**

If accommodation is required, Area Groups and individuals are responsible for booking and paying for their own accommodation.

The Rydges have offered a discount code for those wishing to book a room. Please refer to the website link below to book:

[Equestrian Sports New Zealand 2024 | Rydges Hotel & Resorts](#)

### **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 14<sup>th</sup> June 2024**, 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 in person, 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@nzequestrian.org.nz](mailto:eventing@nzequestrian.org.nz) by 1<sup>st</sup> July 2024.

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

Kind Regards,



Hayley Pickmere

**Eventing Sport Manager**

[eventing@nzequestrian.org.nz](mailto:eventing@nzequestrian.org.nz)

**Mobile: 027 379 3643**



## Remit Form 2024

Please complete the following and return to the Sport Manager, Hayley Pickmere, by e-mail no later than 5.00pm  
14<sup>th</sup> June 2024 – [eventing@nzequestrian.org.nz](mailto:eventing@nzequestrian.org.nz)

Please note that no late remits will be accepted.

|                              |  |
|------------------------------|--|
| <b>Proposed by:</b>          |  |
| <b>Seconded by:</b>          |  |
| <b>Current rule:</b>         |  |
| <b>Proposed rule change:</b> |  |
| <b>Reason:</b>               |  |



## Eventing Conference and AGM Attendance Form

Eventing Annual General Assembly

6<sup>th</sup> July 2024 – Auckland

Please complete this form for all individuals wishing to attend the Annual General Meeting in person. Only individuals who register their attendance will receive a copy of the meeting papers, via email. **Please ensure those who register do attend to avoid on charging cost or communicate inability to attend prior to 21<sup>st</sup> June 2024.**

The following people will be attending the 2024 AGM from \_\_\_\_\_ Area.

| NAME | EMAIL & PHONE | VOTING DELEGATE Y/N |
|------|---------------|---------------------|
|      |               |                     |
|      |               |                     |
|      |               |                     |
|      |               |                     |
|      |               |                     |

Please return to Eventing Sport Manager – Hayley Pickmere,  
[eventing@nzequestrian.org.nz](mailto:eventing@nzequestrian.org.nz) by

**Friday 21<sup>st</sup> June 2024**



**Proxy Form**  
**ESNZ Eventing**  
**Annual General Meeting**  
**6<sup>th</sup> July 2024**

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](mailto:eventing@nzequestrian.org.nz)***



**ESNZ Expense Claim Form**

**Claimant Name:**

**Position in organisation:** Area Group member

| Date               | Detail                                   | Amount | Code |
|--------------------|--|--------|------|
|                    | Area Delegate AGM attendance travel cost |        |      |
|                    |  |        |      |
| <b>Bank A/c #:</b> |  |        |      |
| <b>Total</b>       |  |        |      |

**Signature of Claimant:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approved Signature** \_\_\_\_\_

**Date** \_\_\_\_\_