

DRESSAGE
COACH REPRESENTATIVE ON DEVELOPMENT COMMITTEE
POSITION DESCRIPTION



TITLE OF POSITION	Coach Representative on the Development Committee (DC)
TERM OF POSITION	Fixed term appointment from 1 August 2025 until 31 July 2027
REPORTS TO	Development Committee Chair
KEY SUPPORT	<ul style="list-style-type: none"> ➤ Dressage Development Chair ➤ Dressage NZ Sport Manager
KEY RELATIONSHIPS	<ul style="list-style-type: none"> ➤ Development Committee ➤ Dressage NZ Sport Manager
EXPENSES	<ul style="list-style-type: none"> ➤ As approved by Development Committee Chair ➤ Pre-agreed out-of-pocket expenses incurred in fulfilling the role will be covered. See Appendix B.

PURPOSE
<p>Dressage NZ (DNZ) is committed to establishing and providing a National Development Program and is seeking the appointment of a Coach Representative to assist the Development Committee in a proactive manner by adding the view of Coaches to the decision making process of the DC.</p> <p>Key responsibilities for the Coach Representative</p> <ol style="list-style-type: none"> 1. Communication with ESNZ and DNZ Coaches, including those on the DNZ Coach Database, around Dressage issues. 2. Organize activities for Coach education. 3. Liaise with the ESNZ Community Development Manager-Youth and Coaching.

Role Requirements

- Attend DC Zoom or personal meetings when required.
- Support DC committee with administration and reporting needs when required.
- Co-ordinate educational, training, and where appropriate, assist in locating resources for Coach activities and DC programmes.

Relationships responsibility

- Proactively raise and direct any issues and/or risks to delivery of DC programmes to the DC chair.
- Disclose and record any potential or actual Conflict of Interest relevant to the role.

Approximate time commitment

- It is envisaged this role will take approximately 8 hours per week, which will vary depending on activities being undertaken.
- Some travel may be required to support activities.

General and Key Attributes

DNZ understands that this is a new role and is seeking a committed and enthusiastic person with a real interest in the Development of Dressage, and with a willingness to learn and grow as this position develops.

- Positive communicator with administrative planning, organising and delivery skills.
- Proven good judgement and ability to maintain confidentiality.
- Proven ability to work well within a team.
- Proven ability in developing new systems, processes, and planning.
- Proven proficiency and ability to use Microsoft Office 365 Applications effectively and efficiently.
- Ability to communicate with the DC on a regular basis via email.
- A commitment to supporting and assisting Dressage New Zealand realise its goals.
- Commitment to always conduct themselves in a manner which will always reflect positively on ESNZ and DNZ.

KEY CONTACTS

If any further information is required, please contact Andrea Raves tetch@xtra.co.nz 021474609 or the Dressage NZ Sport Manager dressage@nzquestrian.org.nz 027 240 2702.

**SCHEDULE A
PRIMARY OBJECTIVES**

The responsibilities, objectives and tasks are outlined in Pages 1-4 of this document.

**SCHEDULE B
EXPENSES**

Approved expenses will be reimbursed on 20th each month unless otherwise agreed prior.

Expense claims should be made on the Dressage NZ expense claim form and forward by 10th each month to the DC Chair for approval.

Travel must be approved by the DC Chair.

Any flights must be approved by the DC Chair and booked via the Sport Manager.

Mileage will be paid at the rate of 70c per kilometre.

Other incidental expenses such as office consumables should be accompanied by a receipt.

SCHEDULE C

Code of Conduct and Confidentiality

Core Values of ESNZ

- Welfare of the Horse
- Integrity
- Excellence
- Unity
- Fairplay
- Respect

No information regarding any matters connected with this role including any athlete information may be divulged to any persons that are not connected with the implementation of the programme

This role requires that all ESNZ policies be adhered to whilst undertaking the role including but not limited to:

Code of Conduct

Social Media Policy

Drug & Alcohol Policy

All ESNZ policies can be found here

<https://www.nzequestrian.org.nz/esnz/rules-regulations/esnz-rules/>

SCHEDULE C:

Acceptance of Role

Name:

Date:

I have read and understood the conditions of the Coach Representative on the Development Committee Document and agree to the terms and conditions.

Signed: