



DRESSAGE CHEF D'EQUIPE POSITION DESCRIPTION FOR 2022 DRESSAGE WORLD CHAMPIONSHIPS

NEW ZEALAND

TITLE OF POSITION	Dressage Chef d'Equipe for 2022 Dressage World Championships
TERM	Appointment until 31 st August 2022
RESPONSIBLE TO	Chef de Mission and General Manager High Performance
KEY SUPPORT	General Manager High Performance High Performance Operations Manager ESNZ Dressage Board WEG Dressage Support Staff
REMUNERATION	Reasonable costs associated with the role will be reimbursed upon prior approval of the General Manager High Performance

PURPOSE OF THE ROLE

To lead the campaign for the selected Dressage combination(s) to compete at the 2022 Dressage World Championships with the objective of gain a Team Qualification spot for the 2024 Paris Olympic Games.

ESNZ High Performance will lead the logistics and planning aspects for the World Championships but may require the Dressage Chef d'Equipe to assist or have input into this process. The Chef d'Equipe will lead the Dressage team at the World Championships with the support of ESNZ High Performance .

ROLE REQUIREMENTS

Professional Skills

- Knowledge (and experience preferred) of the World Championship competition environment and the qualification requirements
- Highly developed personal and people leadership and organisational skills
- Ability to assimilate relevant information to make professional, informed and non-emotive decisions
- An unquestionable professional and respectable ambassador for ESNZ
- Familiarity with modern communication including email and phone systems
- Conflict resolution skills
- The ability to work within a team environment

Personal Attributes

- Excellent interpersonal and communication skills
- Trustworthy with unquestionable integrity.
- Discretion, ability and sensitivity to deal with team members' concerns and issues.
- Demonstrable ability to maintain confidentiality in all areas when dealing with riders, horses, horse owners and any related personal or medical problems.
- All actual and potential conflicts of interest must be declared, including:
 - Horse ownership
 - Horse trading
 - Coaching relationships
 - Business relationships
 - Family or other personal relationships
- Ability to manage conflicts of interest (real or perceived)
- Commitment to the success of ESNZ

ACCOUNTABILITIES

Planning and Organisation

- Follows, is familiar with and adheres to ESNZ HP Process and protocol relating to the World Championships
- In collaboration with ESNZ HP, ensure all riders and horses meet administrative requirements of the Event; this includes but not limited to certificates of capability, passports, veterinary requirements, quarantine requirements and accreditation.
- Supports ESNZ HP (as required) to:
 - confirm all travel, accommodation, uniform, horse travel and other relevant team requirements as may be required by ESNZ, the FEI or the Event;
 - document and obtain approval for a budget for the World Championships;
 - to prepare and distribute to riders, coaches, horse health team, grooms and other management/team members (together the "Team") as appropriate an itinerary of travel, accommodation and competition details including event timetable and team functions and uniforms
 - Discuss with riders requirements for packing appropriate equipment, uniform and personal luggage ensuring that the airline weight restrictions are met and medical and emergency equipment is carried; and
 - Complete and confirm entries.
- Communicate with the Team regularly leading up to departure ensuring they are familiar with all aspects of the event prior to departure.
- Familiarise the Team with the ESNZ Code of Conduct, with the obligations of their Rider or Contractual Agreement(s) and endorse and build a culture that reflects ESNZ's Values.

Team Leadership and Management

- Lead the team in accordance with and endorse the behaviours set out in the ESNZ Code of Conduct
- Ensures all communication with the Team, the opposition, support team and wider public reflects exceptional standards of integrity, confidentiality, and trustworthiness.
- Make best efforts to develop a rapport with Team members quickly, whilst remaining a degree of independence in the role of team leader and manager.
- Establish professional relationships with event managers and officials ensuring that all rules and requirements of the event are known by all Team Members.
- Be familiar with special requirements of horses and 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 event, rider and team meetings communicating information back to the Team promptly and efficiently.
- Organise and communicate the daily scheduling, logistics and operations of the Team
- 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.

Media and Reporting

- Provide results and information back to the Chef De Mission and ESNZ High Performance for updates on how the team is performing.
- In any situation of uncertainty enter into direct communication with ESNZ High Performance before releasing any information or making any comment to media.
- At the conclusion of the Event provide a **confidential** detailed report to ESNZ High Performance identifying any concerns, issues requiring resolution and recommendations for future Events or any such other reports reasonably required by ESNZ High Performance and ESNZ Dressage .