

TERMS OF REFERENCE

**Name of Committee:**

Dressage New Zealand Judges Sub-Committee

Purpose:

To manage the Dressage NZ ESNZ Judges

Committee Chair:

The Chair will be the Judges Officer as elected to the Dressage NZ Board by the Dressage NZ committee

Members: 3 including the Judges Officer (elected member of the Dressage NZ Board)**Number of members appointed: 2**

Two members will be appointed to the JSC by the Dressage NZ Appointment Panel Board in consultation with the JO and with the approval of the Dressage NZ Board

The JSC will have the power to co-opt further additional members for specific purposes with the approval of the Dressage NZ Board and on such terms as agreed by the Dressage NZ Board

Procedure:

In year one (2017), one member will be appointed for two years, the second member for three years.

In the event of standing members being reappointed in year one (2017), the longest standing member will be appointed for two years. (This will result in members of the JSC and the JO standing down in alternate years. Members can make themselves available for a second three year term)

JSC Members are responsible to and will report directly to the Dressage NZ Judges Officer

When a vacancy arises, expressions of interest will be invited.

Scope & Authority: The Dressage NZ Judges Sub-Committee:

- Is a subcommittee of the Dressage NZ Board
- Is responsible to and reports directly to the and to the Dressage NZ Board
- Is authorized to investigate any activity within its terms of reference
- Shall have access to advisors at its own discretion, but subject to funding approval from Board if this access is subject to any financial commitment
- The Committee does not have authority to enter into any formal contract without the express approval of the Dressage NZ Board
- As may be required to assist Dressage NZ with any disciplinary or review process in respect of Judges Conduct

Key Relationships

- Dressage NZ Judges Officer
- Dressage NZ Sport Manager
- Dressage NZ Area Judges Officers

Duties & Responsibilities

- Present to the Dressage NZ Finance Officer annually, for approval by the Board, a plan and budget to develop the budget component for Judges Training
- Manage the Dressage NZ Judges Education system
- Review and update the Judges Manual as required
- Ensure quality training and development opportunities are available for all levels of judges
- Ensure Dressage NZ has sufficient numbers of suitably qualified judges at all levels to enable all competitions in all regions to have access to appropriately qualified judges
- Support Area Judges Officers
- Identify and support NZ Judges to FEI status within the FEI protocols and requirements
- Monitor judge performance
- Maintain the ESNZ Dressage Judges list in consultation with ESNZ national office
- Support Area Judges Officers in their role
- Recommend International Judges for CDI events annually
- Work with OC's and approve judges invitations and allocations for national events

Related Policies I Procedures

- Job Description for Dressage NZ Judges Officer
- Code of Conduct Documents
- ESNZ GR's, VR's, Rules of Dressage NZ, Dressage NZ Rules for Administrations 2016
- Social Media Policy
- Expense Claims Declaration of Conflict of Interest
- Health & Safety Policy
- Risk Management & Crisis Plans

APPENDIX 1 – JSC TIMELINE

Elected 2015 Elected 2018	Sue Hobson (Chair)	Retire 2018. Available for re-election 2018 – 2021 Retire 2021
Appointed 2017	Linda Warren-Davey (JSC Member)	Retire 2019. Available for re-appointment 2019 – 2022 Stood down 2019
Appointed 2017	Judith Cunningham (JSC Member)	Retire 2020. Available for re-appointment 2020 - 2023
Appointed 2019	Mura Love (JSC Member)	Retire 2022. Available for re-appointment 2022 - 2025