



DRESSAGE NZ SELECTOR

TERMS OF REFERENCE

TITLE OF POSITION	Dressage NZ National Selector
TERM	From appointment until 31 December 2022
REPORTS TO	Dressage NZ Chair of Selectors
KEY SUPPORT	<ul style="list-style-type: none"> ➤ Dressage NZ Selection Panel ➤ Dressage NZ Performance Committee ➤ Dressage NZ Sport Manager
KEY RELATIONSHIPS	<ul style="list-style-type: none"> ➤ Dressage NZ Selection Panel ➤ Dressage NZ Performance Committee ➤ Dressage NZ Sport Manager ➤ Dressage NZ Dressage Board ➤ NZ Dressage Riders

PURPOSE OF THE ROLE
Selector of Dressage team(s), riders and/or horses for representative teams, squads, competitions, trainings, event-specific squads, scholarships or other such things as required by Dressage NZ (“DNZ”)
STRUCTURE
<p>There will be a panel of three selectors.</p> <p>Two will be based in the North Island and one in the South Island</p> <p>The DNZ Selectors will operate in accordance with their Panel Terms of Reference.</p>

RESPONSIBILITIES

Selection

- Team, rider and horse selection for teams, competitions, trainings, event-specific squads, scholarships or others as required by Dressage NZ
- Actively monitor and maintain current and useful information and performance results on riders, horses and combinations eligible for selection nationally
- Knowledge of qualification and eligibility status of riders, horses and combinations for events.
- Ability to travel to events/trainings as reasonably required
- Maintain regular contact with the other members of the Selection Panel.
- Review feedback and input into the selection criteria, plans and policies as required
- Understand the selection criteria set by DNZ and is able to select in accordance with such criteria
- Understand and adheres to the DNZ Selection processes
- Feedback and report to, as appropriate, the DNZ Chair of Selectors and DNZ Sport Manager

SKILLS / PERSONAL ATTRIBUTES / CONFLICTS of INTEREST

Professional Skills

- Significant knowledge and experience of the Dressage scene, especially at a national level.
- Ability to assimilate required and relevant information to make professional, informed and non-emotive decisions
- Develops and maintains strong working relationships with those listed in Key Relationships above
- An unquestionable professional and respectable ambassador for ESNZ and Dressage NZ
- Familiarity with modern communication including email and phone systems.
- Have the ability to work within a team environment

Personal Attributes

- Excellent interpersonal and communication skills. - Maintain professional standards of communication at all times, noting that a majority of communication with squad riders will be through the Programme leaders/coaches
- Trustworthy with unquestionable integrity.
- Discretion, ability and sensitivity to deal with riders' response to selection decisions.
- Demonstrable ability to maintain confidentiality in all areas when dealing with riders, horses, horse owners and personnel.
- A demonstrable commitment to Dressage NZ's performance and New Zealand's ongoing success as an international competitor.

Conflicts of Interest

All actual and potential conflicts of interest must be declared, including:

- Horse ownership
- Horse trading
- Coaching relationships
- Business relationships
- Family or other personal relationships

AGREEMENT TO ACCEPT THE ROLE

I accept the role of Dressage NZ Selector as described in this Terms of Reference and as further set out below:

- I agree to:
 - complete this role on a voluntary basis ;
 - apply my skills, knowledge and experience to this role to the very best of my ability at all times;
 - raise any concerns or issues with my fellow Selectors in a constructive manner that allows the selection panel to continually improve their processes;
 - undertake this role in a manner that is aligned with Dressage NZ Performance strategy and processes, that is professional and that respects the nature of the role and the riders, horse owners and other stakeholder that my decisions effect;
 - proactively raise any concerns or issues that have the potential to result in a complaint or challenge to selection with the Chair of Selectors and DNZ Sport Manager as soon as I become aware of the issue;
 - Act in accordance with the ESNZ Code of Conduct, the ESNZ Regulations and the agreed Panel Terms of Reference;
 - not disclose or make use of any confidential information gleaned as part of this role, including information relating to ESNZ's employees/contractors and its members and other individuals except for purpose of this role or as expressly authorised by Dressage NZ;
- I acknowledge that this role is not an employed position and nothing in the role suggests any type of employment or contracting relationship between myself and Dressage NZ
- I declare the following potential conflicts of interest for me in selecting riders to squads and teams and I undertake to update ESNZ of potential conflicts to ensure it is always current.

[Insert any conflicts of interest]

Please note all potential conflicts of interest will be considered and we require you to maintain a current register of potential conflicts at all times. If it is considered that there is excessive risk involved with potential conflicts or if conflicts are not being well managed then you will be asked to take action to remove the conflict or after careful consideration you may be asked to resign your position as National or HP Selector.

- I acknowledge that I will be reimbursed for any expenses reasonably incurred in relation to my role. I will submit such expenses via an Expense Claim Form to dressage@nzequestrian.org.nz Any substantive expenses (such as overseas travel) will need to be pre-approved by the Dressage NZ Sport Manager before they are incurred.
- This Terms of Reference will be construed in accordance with and governed by the laws of New Zealand and will be subject to the non-exclusive jurisdiction of the courts of New Zealand.

DNZ Selector Name:	DNZ Sport Manager
Signed:	Signed:
Date:	Date: