



ESNZ EVENTING

EVENT CONVENER

NEW ZEALAND THREE DAY EVENT CHAMPIONSHIPS 2021

This is a voluntary position for the New Zealand Three Day Event Championships in 2021 and includes work before, during and after the event.

TITLE OF POSITION	New Zealand Three Day Event Championships Event Convenor
REPORTS TO	ESNZ Eventing 3DE Sub-Committee Chair
ULTIMATELY RESPONSIBLE TO	ESNZ Eventing Board via ESNZ Eventing 3DE Sub-Committee
KEY RELATIONSHIPS	<ul style="list-style-type: none"> ➤ ESNZ Eventing Sport Manager ➤ Event Organising Committee ➤ Event Media Liaison ➤ Event Officials ➤ Event Sponsors and Funders ➤ NEC Taupo Staff and Committee members ➤ ESNZ Staff ➤ ESNZ Eventing 3DE Sub-Committee

PURPOSE
To facilitate operational delivery of an effectively planned and efficiently coordinated New Zealand Three Day Event Championships on behalf of the ESNZ Eventing Board.

EXPECTATIONS & ACCOUNTABILITIES
<p>ESNZ Eventing 3DE Sub-Committee</p> <ul style="list-style-type: none"> • Work professionally and effectively with the ESNZ Eventing 3DE Sub-Committee – a group formed by the ESNZ Eventing Board to facilitate the successful delivery of the New Zealand Three Day Event. • The Sub-Committee will work to their terms of reference which include specific aims and responsibilities, • The Sub-Committee has formed a funding group that has responsibility for securing event funding principally through sponsorship and community grants who will work with the Event Convenor satisfying obligations to sponsors throughout the event. • The Sub-Committee has appointed a Cross Country Liaison having responsibility for contracting the Course Designers/Builders and supervising those contracts who will work with the Event Convenor.

Planning and Organisation responsibility

- Hold a current membership with ESNZ.
- Assist in the development and implementation of an event management plan and manage operational event delivery against this plan.
- Be the primary decision maker for all event operational decisions.
- Development and management of the event expenditure budget, liaising with the funding group conciliating budget with available funds (attending meetings of funding group for information purpose)
- Document and manage an event Health and Safety Plan to effectively address management and mitigation of identified safety risks during the event.
- Document and manage an Incident Management Plan to effectively manage any incidents in line with ESNZ and FEI Regulations.
- Document and manage a Contingency Plan to address the management and mitigation of identified risks to event delivery, eg. adverse weather, cancellation of officials or event organising committee members, critical gear failures).
- Liaise with ESNZ Eventing Technical Advisory Group and ESNZ Eventing 3DE Sub-Committee regarding appointment of event officials.
- Invite event officials and coordinate their travel and accommodation arrangements. (it is recommended that this be delegated to an official's convenor)
- Appoint and effectively manage key convenors (dressage, cross country, show jumping, young event horse, prize giving, hospitality, stable management) and event secretarial services.
- Source and coordinate supporting suppliers, eg caterers, hire equipment, Medical attendants, Vet and Farrier
- Update the Sub-Committee Chair with progress against the event management plan and event budget to support reporting to the ESNZ Eventing Board meetings in October and December 2020, February, March and April 2021.
- Adhere to the ESNZ Code of Conduct and the FEI Code of Conduct at all times (available at nzequestrian.org.nz).

During the event:

- Be the key contact person for all event officials and organising committee members.
- Respond professionally and effectively to all enquiries.
- Ensure event secretarial staff are performing required duties.
- Coordinate key event functions, eg. Event Briefing, Rider Meetings, prize giving and social gatherings.

Following the event:

- Formally thank all officials, organising committee members, key volunteers and other people who made a significant contribution to the running of the event.
- Ensure payment is actioned on all event accounts falling under the Event Convenors responsibility
- Liaise with ESNZ Eventing Sport Manager and ESNZ team to finalise event budget reporting.
- Provide a written final report to the ESNZ Eventing Board, via the ESNZ Eventing 3DE Sub-Committee, within four weeks of event completion. Report to outline delivery of the event against the event management plan and to include an update on expected final income and expenditure against the event budget.

Provisions to the Event Convenor

- \$500 + GST honorarium payment to be made within one month of completion of the event after submission of Event Director’s written final report to the ESNZ Eventing Board.
- Accommodation (in shared off-site accommodation with other event officials) whilst at the event.
- Official meals supplied whilst at the event.
- Road travel costs to event venue both pre event and for the event.
- Reimbursement of all reasonable expenses incurred in the execution of the event. There is an expectation that expense claims be made for incidentals such as personal phone use. Expense claims are to be made in accordance with ESNZ Eventing requirements,

Signed:

Event Convenor

Date

Signed:

Chairperson, ESNZ Eventing

Date