

POSITION DESCRIPTION: NATIONAL JUDGES OFFICER (Chair JSC)

BOARD MEMBER: Elected

ELECTED BY: Dressage NZ Committee in accordance with ESNZ By-Law 17 v2015 or any updated version

STATUS: Volunteer

TENURE: Three Year term with a maximum of two terms

REPORTS TO: Dressage NZ Board

KEY RELATIONSHIPS:

- Dressage NZ Board
 - Dressage NZ Judges Sub-Committee
 - Dressage NZ Area Judges Officers
 - National Dressage Judges
 - Dressage NZ Sport Manager
 - ESNZ National Sport Manager
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OVERALL OBJECTIVES

To contribute as a Board member to the Dressage NZ Board meetings in a governance role

To Chair the Dressage New Zealand Judges Sub-Committee responsible for managing Dressage NZ judges and report specifically to the Board in respect of Judges

DUTIES AND RESPONSIBILITIES

General

- i. Work closely with JSC members as appointed
- ii. Maintain long-term Training Programme for judges, working with JSC and senior judges as may be co-opted at any time for their expertise by the JO;
- iii. Select Judge Mentors as required in consultation with JSC and advise AJO's of these selections for Area Clinics for List 5 to List 3 judges;
- iv. Maintain Judges Listings with ESNZ National Sport Manger
- v. Maintain Judges Technical Manual (work with SM if changes need to be made)
- vi. Liaise with SM to maintain Test Book;

Maintenance of Judges List & Official Clinics

- i. Make sure Annual Judges Return cards are all returned each May/June to AJO's and, in turn, returned to JO for spreadsheet to be kept up to date;
- ii. Make sure all judges have attended required Clinics to remain accredited – if not action this;
- iii. Organise Judges Clinics when required and make sure all judges are made aware of venues etc;
- iv. Manage Judges Promotions; ie send out exam papers, (kept on file with JO), receive back for marking by JO, liaise with judge re results and if required assist them further;
- v. Discuss with AJO's if judges in their Area are not up to relevant listing or if mentoring is needed;
- vi. Manage disciplinary matters that are sent to JO (confidentially – in writing);
- vii. Manage any other matters as required notified by Areas, SM or members;

Communication

- i. Make sure all judges are advised, via AJO's, of any rule changes or send out any relevant info so they are kept up to date with news as frequently as required;
- ii. Send out regular (monthly) newsletter to all AJO's; Keep communication lines open;
- iii. Complete a report annually and send to Oceania IDOC representative with all NZ FEI judges assignments so that the FEI can be kept up to date with our FEI judge movements;

Events:

- i. Liaise with Sport Manager regarding invites for FEI International judges to NZ; SM sends out invites but work closely together for CDI events;
- ii. In conjunction with JSC approve selection of judges for key events, and work with event OC re placement of judges on classes both nationally and internationally for Nationals/HOY/WDC and any other events as requested by Dressage NZ;
- iii. Approve judges invites for both SI and NI Championships and work with OC if required;

Exchange Programmes:

- i. Work closely with Dressage Australia to keep Exchange Programmes running smoothly;
- ii. Receive reports from Exchange judges programme and keep on judges file
- iii. Deal with any issues that could arise to maintain the professionalism of this programme
- iv. Work with JSC on selecting our national judges to attend these Exchanges;

Meeting Attendance

- DNZ Board Meetings (5 x 1 day per year) This is an estimate only and may include in person and additional online meetings as required
- DNZ Conference (2 days)
- DNZ Committee Meetings (1.5 days) This is an estimate only and may include in person and additional online meetings as required
- DNZ Dressage sub-committee Meetings as required

EXPENSES

Travel, Mileage & Accommodation

- As required for meetings / 70c per km / Any air travel to be booked by Sport Manager