



20 April 2023

Dear Jumping Area Groups,

### 2023 AGM NOTIFICATION PACK

You are invited to attend the Jumping Conference and Annual General Meeting (AGM), which will be a combined event with Dressage and Eventing also holding AGMs concurrently. This will be held at Rydges Latimer in Christchurch 1st – 2<sup>nd</sup> July 2023.

<https://www.rydges.com/accommodation/new-zealand/latimer-christchurch/>

The Hall of Fame awards will be awarded at a combined cocktail function on Friday evening prior to the Conferences.

The Timetable is as follows:

#### **Friday 30<sup>th</sup> June 2023**

7.00pm -9.00pm Hall of Fame Awards

*Tickets to the Hall of Fame Cocktail evening will be available for sale through ESNZ shortly.*

#### **Saturday 1<sup>st</sup> July 2023**

8.30am Registrations

9.00am All discipline Conferences/AGMs start

4.30pm Finish

#### **Sunday 2<sup>nd</sup> July 2023**

9am Discipline AGMs – Dressage and Jumping only

12 pm Finish

#### **Accommodation**

Please refer accommodation link for booking accommodation.

[Equestrian Sports New Zealand 2023 | Rydges Hotels & Resorts](#)

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#### **Business of Meeting**

Nominations for Board, Remits and General Business must be with the Jumping Sport Manager no later than **5.00pm on Thursday 18<sup>th</sup> May 2023.**

There are two Positions available on the ESNZ Jumping Board this year – Mandy Illston and Jenny Booth both retire by rotation. Both positions are for three-year terms. All nominations, except those of existing Board members seeking re-election must be accompanied with a Curriculum Vitae.

All remits and nominations must be emailed to the Jumping Sport Manager, Marilyn Thompson, at [marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz) Forms have been provided in this pack.

Please find enclosed the following documents:

- Area Delegate Job Description

#### **ESNZ Jumping**

Level 1 Panama House, 22 Panama Street, Wellington 6011

PO Box 6146, Marion Square, Wellington 6141

Tel +64 (4) 499 8994, Fax +64 (4) 471 0813

#### **Equestrian Sports New Zealand**

Level 1 Panama House, 22 Panama Street, Wellington 6011

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[nzequestrian.org.nz](http://nzequestrian.org.nz)



- Attendance Confirmation Form
- Proxy Form
- Jumping Board Member Nomination Form
- Remit Submission Form
- Area Committee Contact Details Update Form
- Expense Claim Form

Please note that all members are welcome to attend the conference and AGM however to assist with catering requirements we will require each individual to RSVP no later than 16<sup>th</sup> June.

#### Notification of Business

The Jumping Order paper will be **forwarded to Jumping Area Groups and posted on the ESNZ website by the 24<sup>th</sup> May 2023.**

#### Timetable

	Jumping	Show Hunter
Business of Meeting, Remits & Nominations due by	Thursday 18 <sup>th</sup> May 2023	Thursday 18 <sup>th</sup> May 2023
Technical Meeting	Monday 22 <sup>nd</sup> May 2023	
Notification of Business	Wednesday 24 <sup>th</sup> May 2023	Wednesday 24 <sup>th</sup> May 2023
Conference and AGM	Sat-Sun 1 <sup>st</sup> -2 <sup>nd</sup> July 2023	Saturday 1 <sup>st</sup> July 2023

#### Travel

Delegates and representatives are asked to make their own travel arrangements. See accommodation details above for the link for accommodation bookings.

**Jumping will reimburse your flights to a maximum of the cheapest available flight as of 31<sup>st</sup> May 2023** for each nominated Area Delegate to attend the conference. All delegates must fill out an Expense Claim Form and supply a copy of their booking to the Jumping Sport Manager for reimbursement, including the receipt. Please also include your bank details for reimbursements.

Nominated Area Delegates traveling by car will be reimbursed at \$0.83 per km.

#### Directions

Rydges Latimer is located at 30 Latimer Square, Christchurch Central City, Christchurch 8011

#### Area Group Financial Statements

A reminder that Area Groups are required to provide a Summary of their financial statements to the Jumping Sport Manager by 18<sup>th</sup> June 2023. Copies of the 2022 Financial Statements, if these have not been provided already, may be forwarded now.

If you have any further questions regarding this years' Conference and AGM, please do not hesitate to contact me. I look forward to seeing you in Christchurch.

Kind Regards,

Marilyn Thompson

**Jumping Sport Manager**

Email: [marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz)

Mobile: 021 612817

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## Area Delegates Job Specification

All delegates must be members of ESNZ. Delegates are the communication voice between the National Discipline and Area Members.

Area Delegates are responsible for:

- Reporting to their area committee on matters happening nationally, including rule-changes, registration requirements and any other matters pertaining to show jumping
- Putting forward remits from their area to the ESNZ Jumping conference
- Representing their area's vote at the Annual AGM on remits and any other matters requiring a vote
- Supplying a calendar of all affiliated events within their area, to ESNZ Jumping
- Representing ESNZ Jumping, promoting national series sponsors at shows. All flags must be displayed in the correct manner at all required shows in their area
- Must be associated with the running of at least one show in the area they represent, ensuring that these events run within the required guidelines set by ESNZ Jumping
- Encourage area to have a designated Publicity Officer. Where possible promote your local events to the media by liaising with their area publicity officer and supplying results to the ESNZ Jumping official publicity officer
- Promote membership to ESNZ in their local area.
- Recruiting of new officials, judges, course designers and stewards. New and Upgrading of Officials must go to Jumping board for approval via ESNZ Jumping



# JUMPING

## Jumping Conference and AGM Attendance Form

Jumping AGM and Conference  
1 -2 July 2023, Christchurch

To assist with catering requirements, this form just be completed for all individuals wishing to attend the Conference and Annual General Meeting.

Only individuals that register their attendance will receive a copy of the meeting papers, via email.

The following people will be attending the 2023 AGM from \_\_\_\_\_ Area.

NAME	EMAIL and Address	Attending Saturday Conference	Attending Sunday AGM	VOTING DELEGATE YES / NO

Please return to Jumping Manager – Marilyn Thompson, [marilyn@nzquestrian.org.nz](mailto:marilyn@nzquestrian.org.nz) by Friday 16th June 2023



## Proxy Form

Jumping Annual General Meeting  
2nd July 2023, Wellington

I \_\_\_\_\_ wish to have my apology recorded and

hereby nominate \_\_\_\_\_ as my proxy for the AGM.

Signed: \_\_\_\_\_ (Delegate)

Signed: \_\_\_\_\_ (Proxy)

Proxy Forms must be emailed to Jumping Sport Manager – Marilyn Thompson,  
[marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz) or handed in prior to the commencement of the Annual General Meeting.



# JUMPING

## 2023 Jumping Board Nomination Form For Jumping Board Member

To be completed by any Jumping Area Committee or current financial member seeking to nominate a member of ESNZ Jumping.

We hereby nominate (name)

\_\_\_\_\_

for the position of Board Member to the Jumping Board.

NAME / AREA : \_\_\_\_\_ (Proposer)

SIGNED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME / AREA : \_\_\_\_\_ (Secorder)

SIGNED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

I hereby accept the nomination and attach my CV:

SIGNED BY: \_\_\_\_\_ (Nominee)

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ESNZ MEMBERSHIP \_\_\_\_\_

Please return to Jumping Sport Manager – Marilyn Thompson, [marilyn@nzquestrian.org.nz](mailto:marilyn@nzquestrian.org.nz)  
by Thursday 18<sup>th</sup> May 2023



## Remit Submission Form

Please refer to the latest Jumping rules at the following link:

<https://www.nzequestrian.org.nz/wp-content/uploads/Final-Rules-Clean-Version-2022-V14.pdf>

Article or Annex No#	Page No#:
Current Rule:	
Proposed Rule Change:	
Rationale:	
Area Nominated By:	
Nominator: <i>(Area Chairman / Delegate / Secretary)</i>	
Secunder: <i>(another area group)</i>	

Please return to the Jumping Sport Manager – Marilyn Thompson,  
[marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz) Thursday 18<sup>th</sup> May, 2023



## 2023-2024 Jumping Area Committee Contact Details

Area: \_\_\_\_\_

POSITION	NAME	ADDRESS	PHONE	E-MAIL ADDRESS
Area Delegate				
Area Secretary				
Show Secretary				
Chairman				
Vice-Chairman				
Publicity Officer				
Treasurer				
Show Hunter (Please indicate if there is a separate SH Committee)				