



6 May 2022

Dear Jumping Area Groups,

2022 AGM NOTIFICATION PACK

You are invited to attend the Jumping Conference and Annual General Meeting (AGM), which will be held on the 9th – 10th July 2022 at the James Cook Hotel Grand Chancellor, Wellington

This year we will be returning to our usual format of Jumping Conference and AGM over 2 days and Show Hunter Conference and AGM over one day.

Business of Meeting

Nominations for Board, Remits and General Business must be with the Jumping Sport Manager no later than **5.00pm on Friday 10th June 2022.**

There are two Positions available on the ESNZ Jumping Board this year – Glen Hicks and Penny Tapley 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 Forms have been provided in this pack.

Please find enclosed the following documents:

- Area Delegate Job Description
- Attendance Confirmation Form
- Proxy Form
- Jumping Board Member Nomination Form
- Remit Submission Form
- Area Committee Contact Details Update Form
- Expense Claim Form
- Awards Nomination 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.

Notification of Business

The Jumping Order paper will be forwarded to Jumping Area Groups and posted on the ESNZ website by the 17th June 2022.

Timetable

	Jumping	Show Hunter
Business of Meeting, Remits & Nominations due by	Friday 10 th June 2022	Friday 10 th June 2022
Technical Meeting	Tuesday 14 th June 2022	
Notification of Business	Friday 17 th June 2022	Friday 17 th June 2022
Awards Voting Closes	Friday 1 st July 2022	1 st July 2022
Conference and AGM	Sat-Sun 9th- 10th July 2022	Saturday 9th July 2022

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

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Travel

Delegates and representatives are asked to make their own travel arrangements.

Jumping will reimburse your flights to a maximum of the cheapest available flight as of 3rd June 2022 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 \$0.65 per km to a maximum of \$200.

Accommodation

Should you require accommodation, an accommodation deal has been negotiated with the James Cook. Rooms and rates are subject to availability. Further information regarding this will be available in approx. 7 days.

Directions

The James Cook is located at 147 The Terrace, Wellington

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 18th June 2022. Copies of the 2021 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 Wellington.

Kind Regards,



Marilyn Thompson
Jumping Sport Manager
Email: 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
9th – 10th July 2022, Wellington

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 2022 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 by Friday 24th June 2022



Proxy Form

Jumping Annual General Meeting
9th – 10th July 2022, 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 or handed in prior to the commencement of the Annual General Meeting.



JUMPING

2022 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
by 5pm Friday 10th June 2022.



Remit Submission Form

Please refer to the latest Jumping rules at the following link:
[NZ Jumping Rulebook Version 6.1 Build 22 \(nzequestrian.org.nz\)](http://nzequestrian.org.nz)

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 by 5pm Friday 10th June 2022



2022-2023 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)				

2022 Jumping and Show Hunter Awards

Area groups are asked to nominate candidates in all categories. Please send all nominations in prior to **5pm, Friday 10th June 2022**. To marilyn@nzequestrian.org.nz

Nominations will not be accepted without a brief explaining why the nominee should be awarded. Nomination briefs should be up to 150 words (this is 5-6 sentences).

Nominations will be collated and sent out to the area groups to vote on with the notification of business on 17th June 2022.

Area groups will then forward their votes for the award categories to Jumping, by 1st July 2022. Votes will be collated for announcement at the AGM.

The following awards apply:

1. Jumping Show of the Year (Area Shows Only)
2. Show Hunter Show of the Year (Area Shows Only)

(Areas may not nominate their own show.)

Shows may have had the following qualities:

- Friendly atmosphere
- Good range of classes and footing ,with all levels catered for
- Takes into consideration the responsibilities to acknowledge and correctly promote series sponsors, and provides a good experience for supporters and spectators
- Well organised event
- Must have been carded and followed protocols e.g. rules, all registrations current, levies collected and levy return forms returned, and electronic results sent to ESNZ etc.
- **The Jumping Board reserves the right to override a shows eligibility if they have been in breach of the rules or not met the required conditions for nomination.**

3. Jumping Volunteer of the Year
4. Show Hunter Volunteer of the Year

Volunteers - a person who voluntarily offers himself or herself for a service or undertaking. A person who performs a service willingly and without pay.

Nominees may have displayed the following qualities:

- Large number of hours put into the sport
- Conduct themselves in a friendly and positive manner
- Always willing to lend a helping hand
- Goes beyond the call of duty

Jumping personality of the year – one award includes Jumping and Show Hunter competitors and officials

The nominees must be a current member of ESNZ. The Personality of the year recipient epitomises all the characteristics of good sportsmanship and integrity within our sport. They will have been prominent in the media or public eye and made a contribution to Jumping or Show



Hunter over and above the norm. This award is open to all competitors (Jumping and Show Hunter) and officials.

Show Hunter Course Designer of the Year

The nominee must be an ESNZ member and recognised by Show Hunter as a Course Designer contributing at multiple shows through the 2021-2022 season.

Applicants may hold the following qualities:

- Approachable & friendly
- Well organised
- Designed a course that was technical and challenging to ride yet complied with the design parameters for a Show Hunter course

Award	Nomination and reason for nomination
Jumping Show of the Year 2021-2022:	
Show Hunter Show of the Year 2021-2022:	
Jumping Volunteer of the Year 2021-2022:	
Show Hunter Volunteer of the Year 2021-2022:	



Overall Jumping personality of the Year 2021-2022:	
Show Hunter course designer of the Year 2021-2022:	

AREA NAME: _____

CONTACT: _____

PLEASE NOTE: Only one nomination per area – areas with separate Jumping and SH committee’s the nominations and votes will be combined. If they differ the Jumping Committee will count towards the Jumping awards and Show Hunter to the Show Hunter Awards.

Signed: _____

Please send all nominations in prior to 5pm, Friday 10th June 2022

To marilyn@nzequestrian.org.nz



ESNZ Jumping New Zealand Expense Claim Form

Name of Claimant: (If not for you who is this for?)

Position: What is your position? (Judge, Admin, Delegate etc.).

Date	Detail: What are you claiming for.	Amount (NZD)	Code: (ESNZ to fill)
Bank Account #			
Total(NZD)			

**Please Provide Receipts for all claims.
For Mileage please inform us where you were travelling to and from**

Signature of Claimant _____ **Date:** _____

Approved Signature _____ **Date** _____