



21 May 2020

Dear Jumping Area Groups,

### 2020 AGM NOTIFICATION PACK

You are invited to attend the Jumping Conference and Annual General Meeting (AGM), which will be held in Wellington on the 25<sup>th</sup> July 2020 at the James Cook Hotel Grand Chancellor.

### Business of Meeting

Nominations for Board, Remits and General Business must be with the Jumping Sport Manager no later than 5.00pm on Tuesday 23<sup>rd</sup> June 2020.

There are two Positions available on the ESNZ Jumping Board this year - Amanda 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 Curriculum Vitae.

All remits and nominations must be emailed to the Jumping Sport Administrator, Holly Aliprantis, at [jumping@nzequestrian.org.nz](mailto:jumping@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
- Award Nomination Form
- Star Spotters Report

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 on the form supplied.

### **Notification of Business**

The Jumping Order paper will be forwarded to Jumping Area Groups and posted on the ESNZ website by the 3<sup>rd</sup> July 2020.

### Timetable

	<b>Jumping</b>	<b>Show Hunter</b>
<b>Business of Meeting, Remits &amp; Nominations due by</b>	Tuesday 23 <sup>rd</sup> June 2020	23 June 2020
<b>Technical Meeting</b>	Thursday 25 <sup>th</sup> June 2020	
<b>Notification of Business</b>	Friday 3 <sup>rd</sup> July 2020	Friday 3 <sup>rd</sup> July 2020
<b>Awards Voting Closes</b>	Thursday 16 <sup>th</sup> July 2020	Thursday 16 <sup>th</sup> July 2020
<b>AGM</b>	<b>Saturday 25<sup>th</sup> July 2020</b>	<b>Saturday 25<sup>th</sup> July 2020</b>

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



## Travel

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

Jumping will reimburse your flights to a maximum of the cheapest available flights as at June 19, 2020 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: Rates quoted per room per night on a single double or twin occupancy, inclusive of GST. Rooms and rates are subject to availability.

Room Type	Features	Room Only	Breakfast inclusive rate
Terrace Rooms	Lower floors, two double beds	\$130	\$155 (1 pax) \$180 (2 pax)
Executive Rooms	Refurbished Rooms King Beds or Two Double Beds Higher floors, New bathroom with walk-in shower	\$170	\$195 (1 pax) \$220 (2 pax)

To make a booking please call 04 499 9500 (indicating you are with the ESNZ Jumping AGM) or you can email [reservations@jamescookhotel.co.nz](mailto:reservations@jamescookhotel.co.nz)

## 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 19<sup>th</sup> July 2020. Copies of the 2019 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](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 Annual General Assembly  
25 July 2020, Wellington

To assist with catering requirements, this form just be completed for all individuals wishing to attend the 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 2020 AGM from \_\_\_\_\_ Area.

NAME	EMAIL and Address	Attending Saturday	VOTING DELEGATE YES / NO

Please return to Jumping Sport Administrator – Holly Aliprantis, [jumping@nzequestrian.org.nz](mailto:jumping@nzequestrian.org.nz) by Tuesday 23<sup>rd</sup> June 2020



## Proxy Form

Jumping Annual General Assembly  
25 July 2020, 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 Administrator – Holly Aliprantis,  
[jumping@nzequestrian.org.nz](mailto:jumping@nzequestrian.org.nz) or handed in prior to the commencement of the Annual General Meeting.



# JUMPING

## 2020 Jumping Board Nomination Form For Jumping Board Member

We hereby nominate (name)

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for the position of Board Member to the Jumping Board.

AREA GROUP: \_\_\_\_\_ (Proposer)

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

NAME/POSTION: \_\_\_\_\_

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

AREA GROUP: \_\_\_\_\_ (Seconder)

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

NAME/POSTION: \_\_\_\_\_

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

I hereby accept the nomination and attach my CV:

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

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

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

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

Please return to Jumping Sport Administrator – Holly Aliprantis, [jumping@nzequestrian.org.nz](mailto:jumping@nzequestrian.org.nz) by  
Tuesday 23<sup>rd</sup> June 2020



## Remit Submission Form

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

[Clean Rules](#)

[Marked Up Rules](#)

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 Administrator – Holly Aliprantis, [jumping@nzequestrian.org.nz](mailto:jumping@nzequestrian.org.nz) by  
5pm Tuesday 23<sup>rd</sup> June 2020



## 2020-2021 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)				





## 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)
<b>Bank Account #</b>			
<b>Total(NZD)</b>			

**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** \_\_\_\_\_

## 2020 Jumping and Show Hunter Awards

Area groups are asked to nominate candidates in all categories. Please send all nominations in prior to 5pm, 23 June. To [jumping@nzequestrian.org.nz](mailto:jumping@nzequestrian.org.nz)

Nominations will be collated and sent out to the area groups to vote on with the notification of business on 3<sup>rd</sup> July 2020. **Nomination briefs should be up to 150 words (this is 5-6 sentences).**

Area groups will then forward their votes for the award categories to Jumping, by Tuesday 21st July 2020. Votes will be collated for announcement at the AGM.

### **Jumping and Show Hunter Shows of the Year (Area Shows Only) – awards in both Jumping and Show Hunter** **(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.**

### **Jumping and Show Hunter Volunteers of the Year – categories for both Jumping and Show Hunter**

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

Nominations must provide a brief outline of why they believe the nominee should be considered.

Nominees 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. Nominations must provide a brief outline of why they believe the nominees should be considered. This award is open to all competitors (Jumping and Show Hunter) and officials.



### Show Hunter Course Designer of the Year – one award

The nominee must be an ESNZ member and recognised by Show Hunter as a Course Designer contributing at multiple shows through the 2019-20 season. Nominees must provide a brief outline of why they believe the nomination should be considered.

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
Jumping Show of the Year 2019/20:	
Show Hunter Show of the Year 2019/20:	
Jumping Volunteer of the Year 2019/20:	
Show Hunter Volunteer of the Year 2019/20:	
Overall Jumping personality of the Year 2019/20:	
Show Hunter course designer of the Year 2019/20:	

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, 23 June. To [jumping@nzequestrian.org.nz](mailto:jumping@nzequestrian.org.nz)



# JUMPING

## Star Spotter Report

Please fill out the following by Tuesday 23<sup>rd</sup> June 2020

Area Group	
Name of Person Reporting	
Star Spotter Name:	
Their age	
Tell us a little about them	
Which shows did they go to?	
What heights did they compete at?	
How did you as an area find the experience	

Please return to the Jumping Sport Administrator – Holly Aliprantis, [jumping@nzquestrian.org.nz](mailto:jumping@nzquestrian.org.nz) by  
5pm Tuesday 23<sup>rd</sup> June 2020