

# TERMS OF REFERENCE



**Name of Committee:** Dressage New Zealand Performance Committee

**Purpose:** To manage the Dressage NZ Pathway to Performance on behalf of the Dressage NZ Board enabling the duties and responsibilities of the programme to be met

**Performance Committee Chair:**

The Dressage NZ Board shall appoint the chair of the Performance Committee.

The Chair of the Performance Committee shall report to and/or make recommendations to the next DNZ Board meeting following each Performance committee meeting unless it is appropriate to report sooner

**Members:** The Dressage NZ Performance Committee shall consist of:

- Dressage NZ Performance and Development Board member\*\*
- Dressage NZ Chair of Selectors
- Rider Representative (To be competing at level 5 or above)
- Coach representative
- Dressage NZ Finance Officer
- ESNZ HP Manager - by invitation

Young rider convenors to be invited on an as required basis

## Support

Performance Committee Administrator

**Scope & Authority:** The Dressage NZ Performance Committee:

- *Is a subcommittee of the Dressage NZ Board*
- *Has the power to co-opt for expertise as required*
- *Is responsible to and reports directly to the Dressage NZ Board*
- *Is authorized to investigate any activity within its terms of reference*
- *Shall have access to advisors at its own discretion, but subject to funding approval from Board if this access is subject to any financial commitment*
- *Does not have authority to enter into any formal contract without the express approval of the Dressage NZ Board*
- *Will liaise with ESNZ HP Director to ensure clear pathway to High Performance for athletes*

## **Duties and Responsibilities**

- To meet at least three times annually
- Annually review and approve the Dressage NZ Performance Pathway
- Annually review outcomes against goals as set out in the DNZ Performance Pathway
- To work closely with ESNZ HP to assist in establishing HP components of the Dressage Performance Pathway
- Work with the Dressage NZ Finance Officer annually, to develop the budget component for Training and Development of Dressage NZ Riders and Horses
- To develop and implement IPP and performance plan templates for all National Dressage NZ squads
- To make recommendations to the DNZ Board regarding suitable training projects to continue developing squad members capability
- Create and deliver athlete programmes as approved by the Dressage NZ Board to continue developing squad members capability
- Formulate a plan for and deliver an U25 athlete programme to foster education performance, competition formats, assisted by the Island Young Rider conveners
- Develop sponsorship opportunities for squads in association with the Dressage NZ Marketing Board member
- Ensure information regarding pinnacle events is communicated to national squad members

## **Related Policies I Procedures**

### **The Performance Committee Administrator**

- The PC Administrator shall prepare the agenda in conjunction with the Chair of the committee and act as secretary for meetings of the committee unless otherwise instructed
- The PC Administrator shall forward the minutes of the meetings to the Committee Chair for approval prior to circulating to DNZ Board.
- Will assist and take responsibility for communication to squad riders both in NZ and offshore ie newsletter, closed FB group, publicity and promotion releases, all as approved by the PC Chair
- Liaison with the Dressage Sport Manager

## **Appendix 1:**

### **Members:**

**1. Dressage NZ Performance and Development Board member**

This member is elected by the committee as per ESNZ By-law 17

**2. Dressage NZ Chair of Selectors**

This member is appointed by the Selectors appointment panel and will be a member of the Performance Committee for the tenure of their appointment as per ESNZ By-law 17

**3. Rider Representative (To be competing at level 5 or above)**

The Rider Representative will be appointed by seeking EOI (42 days notice) every two years aligning with conference appointments

**4. Coach representative**

The Coach Representative will be appointed by seeking EOI (42 days notice) every two years aligning with conference appointments

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### **By Invitation**

**ESNZ HP Manager - by invitation as a non voting member**

This member will be the current ESNZ HP Director appointee

The PC Chair has discretion to invite the HPM to attend meetings

**Young Rider Convenors - by invitation as a non voting members**

These members will be the current appointees to the role (refer to TOR)

The PC Chair has discretion to invite the YRC to attend meetings

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### **Performance Committee Administrative Support:**

**The Performance Committee Administrator**

Role description and appointment process to be confirmed (see also related Policies & Procedures)

**The Dressage Sport Manager**

All formal communications to squad riders to be sent from the Sport Manager

The Sport Manager to communicate with the HP Director as required