



DRESSAGE NZ AREA DELEGATE ROLE



**Dressage NZ Area Delegates are appointed annually by a properly constituted
Annual General Meeting of each ESNZ Area Dressage Group**

Responsible to:

1. Committee and Conference:

- 1.1 To attend committee and sub-committee meetings as designated (or appoint a substitute if necessary)
- 1.2 To form discipline policy and rules within the framework of both the Discipline Rules for Administration and ESNZ constitution.

2. Represented Area:

- 2.1 Make sure information from meetings and remits for conference are readily available for discussion at area level.
- 2.2 Represent area views on proposed policy and rule changes
- 2.3 Ensure that all dressage competitions within the delegate's area meet with ESNZ/ Dressage NZ rules. Check schedules to ensure above. Investigate and report any violation of the above that cannot be remedied at local level.
- 2.4 Promotion, implementation and recording of results as required for all national points prizes. (These conditions are forwarded to areas annually).
- 2.5 Be available to riders and judges in your area with information and advice on how to handle any problem that may occur, or refer to appropriate board member.
- 2.6 Promote dressage within the area and encourage discipline involvement by having available ESNZ Membership Forms and Horse Registration Forms.
- 2.7 Advise the Sport Manager of annual changes to area dressage group officers.

3. Planning:

3.1 Furnish dates to the Sport Manager within the required time frame and in the format requested.

3.2 Assist with running of national events.

4. Judges

4.1 Ensure an Area Judges Officer is appointed annually and share any relevant information from national committee.

5 Selections and Training

5.1 Advise selectors of any outstanding new potential horses, ponies/riders.

6. Publicity

6.1 Ensure a good rapport between local dressage group and media.

6.2 Inform Sport Manager of any stories re personalities, events, etc that could be used to enhance the profile of the discipline.

7. Finance and sponsorship:

7.1 Assist Sport Manager by ensuring that sponsors requirements are met at local level in respect of national sponsorships.

7.2 Area Balance Sheets to be forwarded to Sport Manager as requested.

8. Rules

8.1 Discuss proposed rule changes at area level, and report back to the Rules Officer with suggestions

8.2 Liaise with Rules Officer if there are any problems re rules or interpretations.

DRESSAGE NEW ZEALAND – BOARD POSITION



NAME OF POSITION:

CHAIR (CHAIRPERSON)

OVERALL OBJECTIVE

The Chair is elected by the Dressage NZ Committee

The overall objective of the position of “Chair” is to assume responsibility for chairing the Board of Dressage NZ the provision of leadership and advice to the Board and Committee of DNZ .

DUTIES AND RESPONSIBILITIES

- To ensure that Dressage NZ pursues its purpose; protects its assets; conforms to the law; regulations and its governing documents
- To provide leadership in ensuring that the Board of DNZ fulfils its responsibilities for the governance of the sport
- To lead the process of the Board’s appointment, management and appraisal of the Sport Manager
- To lead and support the Sport Manager ensuring that the sport is run in accordance with its governing documents, appropriate legislation and the decisions of the Board
- To lead the Board and Sport Manager in the development of the strategic plans for the sport
- To liaise with the Sport Manager on the planning and timing of regular Board meetings, to lead discussions and to ensure that the business is covered efficiently and effectively in these meetings, while seeking consensus, resolving any conflict and balancing the need for full debate on key issues
- To institute and implement procedures for board induction, development and training, with the support of the Sport Manager and the Appointment Panel
- To ensure a good working relationship between the Board, the Sport Manager & the Committees
- To be a member of all sub-committees ex –officio (Rules & Judges)
- To be a member of the Performance Committee
- To represent Dressage NZ on the Board of ESNZ and undertake any roles delegated by that board on their behalf & MUST be on at least one ESNZ sub-committee
- Have available sufficient time for preparation work and reading of ESNZ & Dressage NZ agendas and any support papers for meetings to be able to have considered input
- Must understand the roles of the other board positions

- Must have an understanding of the sport and be available to answer general email and phone enquiries from members, committee & board that may be directed to the chair, and deal with or delegate complaints, reports as required
- Must understand the roles of the other board positions

Personal Specification

The Chairman should be an experienced leader who has a genuine commitment to, and sympathy with Dressage NZ's objects, maintaining its ethos and providing vision, and ideally have the following skills and attributes:

Demonstrable leadership, management and organisational skills, including fairness and impartiality and openness to new ideas and information

The ability to think and operate strategically

The ability to work closely with Board, DNZ & ESNZ staff members and volunteers, building positive working relationships in a constructive and consultative environment, looking for and acknowledging the contribution of others and making them feel like valued members of the team at the same time as confronting and resolving inadequate performance in a respectful way

The ability to influence stakeholders positively in order to achieve results that are in the best interests of the sport

The commitment, and ability, to devote sufficient time to the role

Estimated time Required

6 X 1 Day Dressage Board meetings

4 X 0.75 Day Dressage Performance Meetings

1 x 1 Day Conference

3 x 1 Day Committee Meetings

6 X 1 Attendance at Dressage NZ Events & other Functions, projects , eg FEI Forum, NCH, WDC

6 x 1 Day ESNZ Board Meetings plus any other ESNZ Board requirements

Expenses

Board Authorised Travel, Accommodation and meal expenses may be claimed or paid direct by Dressage NZ

Car Travel when using own vehicle - 70c per km to maximum equivalent value economy air fare

DRESSAGE NEW ZEALAND – BOARD POSITION



NAME OF POSITION:

MARKETING & COMMUNICATIONS

This role is appointed by the Dressage NZ Appointment panel every third year as per ESNZ By Law 17 Rules for the Administration of Dressage NZ

OBJECTIVES

The objective of the position of “Marketing & Communications” is to undertake the role as a voluntary board member with responsibility for overall governance of the sport, to assume the specific responsibility for the provision of advice to the Board of DNZ on all “Marketing & Communications” matters and assist the Board succeed in the high quality delivery of Marketing, Communications & Sponsorship activities in collaboration with the Sport Manager, Event Manager(s) and other roles as applicable.

KEY RELATIONSHIPS

Dressage NZ Board & Committee
Dressage NZ Sport Manager
National Event Managers
Partnership Facilitator / Sponsorship Manager

DUTIES AND RESPONSIBILITIES

Board Responsibilities:

- Attend board meetings in an overarching governance role and support the mission and vision of DNZ.
- Work as a team with DNZ board, area groups, volunteers, riders and ESNZ.
- Be a face of DNZ board when out and about and promote our vision and mission at all times working with good values and positive attitude

Board Portfolio Responsibilities

- Maintain an overview of marketing and communications activities of DNZ
- Assist the development of a Sponsorship & Marketing strategy and plan in collaboration with key relationship members. This will include social media strategy/plans
- Support strategic and corporate opportunities in Marketing, branding, fundraising.
- Have an overview of the DNZ bulletin and support regular evaluation of and ongoing development of the E magazine.
- Engage with sponsors at events and support acquisition of new sponsors.
- Facilitate marketing and comms workshops at Planning meetings and AGM/conference if required from time to time
- Be an administrator of DNZ FB page and post feeds that are relevant to our members.

REMUNERATION:

This is a volunteer role supported by approved Travel & Accommodation expenses

DRESSAGE NEW ZEALAND – BOARD POSITION



NAME OF POSITION:

Training and Development Officer (Board Member)

OVERALL OBJECTIVE

The Training & Development Officer is appointed by the Appointment Panel of Dressage New Zealand.

The overall objective of the position of “TDO” is to assume responsibility for the provision of advice to the Board of DNZ, on all Training and Development matters.

To be read in conjunction with the TOR for the Dressage NZ Training & Development Committee

KEY RELATIONSHIPS

Dressage NZ Board & Committee
Dressage NZ Sport Manager
ESNZ Dressage High Performance
Dressage NZ Training & Development Committee
ESNZ Coach Co-ordinator
Partnership Facilitator / Sponsorship Manager

DUTIES AND RESPONSIBILITIES

Board Responsibilities:

- Attend Board and Dressage NZ Committee and/or other meetings as are required to meet the objectives of the position.
- Work as a team with DNZ board, area groups, volunteers, riders and ESNZ.
- Be a face of DNZ board when out and about and promote our vision and mission at all times working with good values and positive attitude

Board Portfolio Responsibilities:

- Report to the Dressage NZ Board and Dressage NZ Committee
- Chair the Training & Development Committee
- Attend the meetings and be responsible for the implementation of TD projects supported by the PC Co-ordinator
- Promote rider and coach development at grass roots and development level as a pathway to High Performance

- Collaborate with ESNZ High Performance as required
- Monitor trends and developments, both nationally and internationally, in relevant training and rider development matters.
- Undertake TD projects at the request of the Board.
- Communicate with Area Groups, Selectors, Young Rider Convenors and Island Rider representatives to ensure the co-ordinated a co-ordinated development approach

REMUNERATION:

This is a volunteer role supported by approved Travel & Accommodation expenses

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

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

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