



21 May 2020

Dear Show Hunter Committee Member,

2020 AGM NOTIFICATION PACK

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

Business of Meeting

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

There are four positions on the Executive this year - Jane Dickson, Tracey Lammas, Michelle Alexander and Maria Collins retire by rotation. This includes the North Island Coordinator position – Michelle Alexander retiring by rotation from this position. All nominations, except those of existing Executive members seeking re-election must be accompanied with a Curriculum Vitae.

All remits and nominations must be emailed to the Jumping Sport Administrator, Holly Aliprantis, at 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
- Show Hunter Executive 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.

Notification of Business

The Show Hunter Order paper will be forwarded to Show Hunter Delegates and Area Group,s and posted on the ESNZ website by the 3rd July 2020.

Timetable

	Show Hunter	Jumping
Business of Meeting, Remits & Nominations due by	Tuesday 23 rd June 2020	Tuesday 23 rd June 2020
Notification of Business	Friday 3 rd July 2020	Friday 3 rd July 2020
Awards Voting Closes	Thursday 16 th July 2020	Thursday 16 th July 2020
AGM	Saturday 25 th July 2020	Saturday 25 th July 2020

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



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

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 19th 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
Mobile: 021 612817

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SHOWHUNTER

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 Hunter
- Liaising with Show Hunter Executive and Island Coordinators
- Working closely with their area ESNZ committee, and any other organisation conducting Show Hunter within their area.
- Putting forward any remits to the ESNZ SH conference from their area.
- Representing their area at the ESNZ SH committee meeting on remits and any other official matters requiring a vote. Also be available for any committee meetings held during the year.
- Be available to show secretaries to ensure result sheets are filled out correctly, and that results are sent into ESNZ within seven days of the competition event.
- Representing ESNZ Show Hunter, promoting national series sponsors at shows. All sponsor signage must be displayed in the correct manner at all required shows in their area
- Supplying a calendar of all affiliated events within their area to the Island Coordinator and ESNZ National Office.
- Ensure that they work closely with ESNZ SH publicity officer & their local area publicity officer. Getting results into ESNZ and local newspapers.
- Promote membership to ESNZ in their local area. Assist in recruiting of new officials, judges, course designers and stewards.
- Supply a written report to ESNZ SH committee meetings.
 - Report on ESNZ events run in their area.
 - Report on the registration of horses, ponies & riders at shows.
 - Report on any problems that may have arisen at an event in their area.
 - Report on publicity on these shows, what media was involved & where results were published.
 - Report on ESNZ SH points prize series run in their area.



SHOWHUNTER

Proxy Form

Show Hunter Annual General Meeting
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 or handed in prior to the commencement of the Annual General Meeting.



SHOWHUNTER

Show Hunter and Jumping AGM Attendance Form

Show Hunter Annual General Meeting
25 July 2020, Wellington

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

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 by Tuesday 23rd June 2020



SHOWHUNTER

2020 Show Hunter Executive Nomination Form

I hereby nominate (name)

for the position of Show Hunter Executive Member.

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 by
Tuesday 23rd June 2020



SHOWHUNTER

Island Coordinator Job Specification

Criteria: Member of ESNZ and may also be an Area Delegate

Appointment: Bi annually by election at the AGM of the SH Committee

Term: Two Years

Remuneration: Travel to Executive and Committee Meetings, Toll Calls, and other minor expenses as approved by the Show Hunter Chairperson.

Purpose:

- To administer and promote the aims, objectives, and ideas of the SH discipline
- To be a member of the SH Executive
- To be a member of the SH Committee
- To liaise with Delegates as necessary

Key Tasks:

- To assist the Show Hunter Chairperson.
- To attend Executive and Committee Meetings.
- To liaise with Jumping Sport Manager and Administrator.
- As an executive member, to integrate into the rule book remits and rule changes passed at the SH AGM.
- To ensure that delegates and ESNZ members are aware of the rule changes through Social Media, Website, and email communication.
- To ensure SH delegates are aware of any relevant rules from Jumping and ESNZ.
- To promote understanding and correct usage of the current SH rules.
- To be available to help and support delegates. To discuss any problems they are having and to clarify rules, if necessary, in consultation with other Executive Members.
- To bring the concerns of delegates, administrators or competitors to the attention of the Executive and/or Committee.
- Prior to the AGM, compile a list of Area Delegates, their names, addresses and contact details (including email addresses) to be submitted to the Jumping Sport Manager.
- After the AGM confirm area delegate contact details in the event of any changes.
- Prior to the AGM to compile a list of the Series Show Dates per Area and submit to the Jumping Sport Manager and Administrator.
- Ensure all Series Shows are being run under the Show Hunter Rules and Series Conditions.
- Ensure that correct Sponsors names and logos are used for all Series Classes.
- Receive results and forward to ESNZ within 7 days of the competition event.



SHOWHUNTER

2020 Show Hunter Nomination Form For North Island Coordinator

I hereby nominate (name)

for the position of Show Hunter North Island Coordinator.

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 by
Tuesday 23rd June 2020



SHOWHUNTER

Remit Submission Form

Please refer to the latest Show Hunter 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@nzquestrian.org.nz by
5pm Tuesday 23rd June 2020



SHOWHUNTER

2020-21 Show Hunter Area Committee Contact Details

(Only required if Your Area has a separate Committee to the Jumping or additional members)



SHOWHUNTER

Area: _____

POSITION	NAME	ADDRESS	PHONE	E-MAIL ADDRESS
Area Delegate				
Area Secretary				
Show Secretary				
Chairman				
Vice-Chairman				
Publicity Officer				
Treasurer				



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** _____



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

Nominations will be collated and sent out to the area groups to vote on with the notification of business on 3rd 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 meet 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
Show Hunter Show 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



JUMPING

Star Spotter Report

Please fill out the following by Tuesday 23rd 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 by
5pm Tuesday 23rd June 2020