

DRESSAGE NZ
EXPRESSIONS OF INTEREST
YOUNG RIDER CAMP CONVENORS



TITLE OF POSITION	Dressage NZ Young Rider Camp Convenors
TERM OF POSITION	2 x Positions: North Island: From appointment to camp, 25 – 27 September 2024, and some post camp work and reporting. South Island: From appointment to camp, 4 – 6 October, and some post camp work and reporting.
REPORTS TO	Development Committee
KEY SUPPORT AND RELATIONSHIPS	Dressage Development Committee Young Rider Camp Coaches Dressage Selectors
EXPENSES	As approved by Development Committee

Purpose

Dressage NZ is seeking Expressions of Interest for a North Island Young Rider Camp Convenor, and a South Island Young Rider Camp Convenor.

These are voluntary roles with agreed out of pocket expenses including but not limited to travel and accommodation.

The Camps are designed to offer Young Rider newcomers the opportunity to have lessons with a higher level ESNZ qualified coach and attend lectures around the welfare of the horse and other topics such as the scale of training.

This is an exciting leadership opportunity to help support and facilitate the Dressage NZ selected Young Rider Camp participants, coaches, committee, and the young rider families.

- North Island: 25-27 September 2024, Taupo.
- South Island: 4-6 October 2024, Christchurch.

Role Requirements

- Coordinate the running of the camp
- Prepare budgets and reports.

Key Attributes

- Demonstrate a high level of organisational ability
- Have a friendly and enthusiastic manner
- Be professional, timely and ensure clear communication to coaches, Development Committee and rider parents/guardians
- Be able to support riders during the camp ensuring their and their horses welfare
- Ensuring all selected riders are happily involved and engaged in the program.

Key Contact

If any further information is required, please contact:
Andrea Raves, tetch@xtra.co.nz, Ph: 021 474609.

EXPRESSIONS OF INTEREST CLOSE 5PM FRIDAY 1ST March by email

Please include any previous relevant experience and your motivation for expressing an interest in the role

**Dressage Development Committee Administrator
Jennifer Wood <jennifer.wood@xtra.co.nz>**

Young Rider Camps

Timeline -Tasks



Scheduling for September/October

Month	Task
Jan-Mar	Check available dates - (often first weekend Term 3 holidays - end of September) - check doesn't clash with any major events
Jan-Mar	Hire venue (with indoor arena), and check yard/stable capacity for mounted riders
	Source coaches - (max 12 riders per coach for 40 min private lessons per day), ESNZ registered coaches with current first aid certificate via EOI then they apply, then Development Committee meet and approve before coaches confirm
April	
April/May	Source clinicians and start preparing a budget to be signed off by the Development Committee
May/June	Start preparing your programme. (Must include lecture Scale of Training, Role of Stewards, how DNZ works for YR Camps).
Start May	Application forms sent to DNZ Sport Manager (Wendy), to publish
May/June	Transfer application forms into a dropbox account as they arrive for the selectors to view
June	Design camp merchandise and get signed off by DNZ
End June	Applications close. Sort on qualification criteria/age
Start July	Selectors will confirm successful applicants if there is a wait list
Early July	Individually email unsuccessful mounted riders first
Early July	Individually email successful mounted riders with registration form and waiver
End July	Finalise budget and get signed off by Performance Committee
End July	Create Facebook page
August	Order merchandise once all registration forms back
End August	Sort out catering/menu - (I used New World)
End August	Camp payments due - liase with Sarah at DNZ accounts
End August	Finalise programme and get signed off by Development Committee
Early September	Contact coaches/clinicians to remind them of dates/times/venue
Early September	Allocate stables/yards/camping
Mid September	Send out jobs list
Mid September	Send out programme to riders
End September	Camp - hand out review/feedback forms or better Google Docs link so all Development Committee can see feedback
After camp	Ensure all invoices are sent to DNZ for payment - made out to Dressage NZ