

D r e s s a g e N S W

TERMS OF REFERENCE

Event Director – Australian Young Rider Championships

Purpose

The purpose of the Australian Young Rider Championship Co-ordinator role is to coordinate the event on behalf of Dressage NSW (DNSW) and subject to the overall authority of the DNSW Committee. Responsible for overseeing all aspects of event organisation, scheduling and planning, financial reporting, control and audit functions for the respective event.

Operating Principles & Responsibilities

- Conduct event that complies with current EA Dressage rules set down for the conduct of a National Championship events (section 8);
- Prepares and submits a draft schedule of events, conditions of entry and competition activities to the Committee of DNSW for approval before submission to the ADC at least 6 months prior to the closing date for entries);
- In conjunction with the DNSW Treasurer, prepares a budget for the event to be submitted to the Committee for approval ;
- Monitor and approve expenditure within the budget. Significant deviation from the budget should be approved by the DNSW Executive or full DNSW committee if appropriate (eg. if a loss is anticipated, then the Treasurer will decide if the full DNSW Committee should be informed);
- Appoint judges in line with the rules for a national championships working closely with the DNSW Judges Sub- Committee and the ADC where appropriate before officials are confirmed;
- A Technical Delegate to be appointed with final approval by the Australian Dressage Committee;
- Other Official/Technical appointments to be approved by the DNSW Executive or the ADC where appropriate;
- Secures sponsors for the event and provides a detailed list of sponsors to the DNSW Treasurer for processing of invoices;
- Works within the DNSW system for processing of entries, ranking of competitors, establishing reserve lists as per championship rules and conducting the draw;
- Balloting for oversubscribed competitions must take place (Rule 8.2);
- Works within the DNSW system for banking and financial matters;
- Recruit volunteers for the event;
- Swabbing for prohibited substances must take place.

Authority

- The Co-ordinator and any subsequent Sub Committee established, is subject to the overall authority of the Dressage NSW Committee.
- The Co-ordinator shall have the authority to make decisions within the approved budget.
- The Co-ordinator has the authority to make event-related decisions, taking into account the limitations listed above.

Sub-Committee Membership

- Subject to the approval of the Dressage NSW Committee, a Sub Committee is to be formed for the conduct of the YR CH and this *Sub Committee* shall in principle consist of the Co-ordinator (appointed by DNSW), and other members that may or may not be members of the Dressage NSW Committee. This committee can co-opt others to assist with certain functions as required.
- The Treasurer of DNSW must be involved with all Sub- Committees and should attend meetings that involve financial matters.
- The Hon. Secretary must be involved in all matters relating to rules and procedures.
- The President of DNSW is exofficio on all Sub-Committees.

Meetings

- Meetings are held on a "*as required*" basis. The Co-ordinator will nominate time and place for the meetings. Notes (minutes) from the meetings shall be taken and sent to the DNSW Admin Secretary or Hon. Secretary for circulation to the full Dressage NSW committee.

Authority/responsibility/duties of the YR CH Co-ordinator

- Ensure that the event takes place in accordance with the rules;
- Liaises with the President of DNSW on any matters that are not covered by these guidelines;
- Draw up a Task List and assign tasks to various members;
- Approve payment of invoices and submits to the Treasurer of DNSW for payment.
- Liaise and negotiate with venue management (SIEC);
- Provide regular update reports to the full committee of Dressage NSW;
- The Co-ordinator required to report to the Dressage NSW Committee on the financial status of the event;
- Authorise payments for expenditure within the budget. The Co-ordinator in conjunction with the Treasurer of Dressage NSW can authorise expenditure up to 5% over and above the approved budget total and up to 20% over and above individual budget line items.
- In conjunction with the DNSW Treasurer, prepares a financial and event report to the Committee at the end of the event.

Payment for services

The remuneration, if any, shall be fixed by the Committee.