

## **DNSW Clarendon Event Secretary**

Dressage NSW is currently seeking expressions of interest for the position of Clarendon Event Secretary for our dressage events conducted at the Hawkesbury Showgrounds, Clarendon.

We hold approximately 8 competitions a year and competitions are usually held on weekends with a training/protocol day the day before the start of competition. Most competitions are held over two days, some over three days. Dressage NSW holds the Winter Festival in June which runs over 4- 5 days including a training/protocol day and would involve more work than regular events.

### **Clarendon Event Secretary role requirements:**

- Has excellent written and verbal communication skills, ability to work well both independently and in a team environment; must be highly self-motivated and able to meet timelines
- Has proficient IT skills, experience with using Microsoft Office programs, and is competent with managing databases for scoring and entries
- Develop a competition programme for each event in conjunction with the Judge's Sub-Committee
- Attend meetings with the Clarendon Sub-Committee prior to each competition
- Set up competitions in the Nominate entry/scoring system
- Liaise with riders/owners regarding competition queries
- Monitor entries and scratchings, stabling requests, and organise refunds
- Develop the competition draw and work with the Judge's Coordinator regarding assignment of judges
- Develop the draw for the protocol day
- Conduct EA checks of entries
- Liaise with the Executive and Clarendon Sub-Committee, and Judge's Coordinator to finalise the draw and post the draw on the Dressage NSW website
- Organise stewards
- Organise volunteers (eg. pencilers)
- Organise First Aid attendants for competition/protocol days
- Prepare judging folders for the competition and for the protocol day
- Prepare draw folders for stewards
- Allocate stables as required and post on the website
- Attend all days of competition and arrive at the showgrounds in the early morning, in time to greet officials and volunteers
- Assist with scoring queries by riders/owners and officials and monitor the paperless scoring system throughout the day
- Ensure final results are available to riders/owners and are posted on the Dressage NSW website

- Provide a copy of the final competition results to ENSW for database entry
- Provide support to the Judge's Sub-Committee for judges exams, shadow judging, and other judge education requirements, as needed

Additional information will be available during the tender process.

It is essential that the applicant is familiar with equestrian events and strictly follows Equestrian Australia rules. The applicant will also need to hold an ABN as this is a contract position and will be reviewed on an ongoing basis. The applicant must be a member of Equestrian NSW and Dressage NSW as part of their role as Clarendon Event Secretary. The Clarendon Event Secretary will directly report to the Dressage NSW committee.

Applications close Monday, 6 January 2020.

Dressage NSW would like to have the new Clarendon Event Secretary position secured in time for our competition early in February 2020.

For more information please contact Petra Keranen – 0414 581 263

Please submit your resume and a tender for this position by the closing date to

Dressage NSW  
P.O. Box 372  
Richmond  
NSW 2753

Or email to

The Admin Secretary  
[admin@dressagensw.com.au](mailto:admin@dressagensw.com.au)