



Dressage NSW Judges Subcommittee (JSC)

Positions – Role Descriptions

Position 1 - Chairperson / Judges Administrator– over-arching responsibility for Judge Education in NSW

- Responsible for overseeing the delivery of judge education in NSW in accordance with the authority delegated by Dressage NSW (DNSW)
- Must be a member of the DNSW Committee (ideally a senior-level judge)
- Schedule and facilitate annual program of Judge Education activities in NSW
- Assign Judge Educators to Workshops and Seminars, ensuring opportunities are offered to all accredited Judge Educators
- Facilitate Judge examinations from F to C Level
- In conjunction with the JSC-Judge Education Advisor, review and respond to correspondence and telephone calls regarding complaints, judging standards, and judging issues
- Convene regular meetings of the JSC and record minutes
- Provide monthly report to DNSW for inclusion in committee meetings
- Invite and appoint co-opted members who have specific skills to assist the JSC during key periods (e.g. Seminars/Exams)
- Administer Judge Education budget and approve related expenses
- Liaise with EADC/EADOC as required, representing NSW Judges, including recommending the appointment of suitably qualified Mentors and Judge Educators to the EADOC for accreditation

Time Commitment – as required but regularly up to 8 hours per week

Position 2 – Judge Education Advisor – NSW Judge Educator / FEI Judge*

- Must be an EA-accredited Judge Educator
- Provide advice and support in all matters relating to application of the National Dressage Rules and judging standards
- Work with the Chairperson to resolve matters relating to complaints, queries, or compliance with judging standards
- Provide advice on content for the Learning Management System (LMS) officials' education online platform
- In conjunction with the Judges Administrator, recommend the appointment of suitably qualified Mentors and Judge Educators to the EADOC for accreditation.
- Liaise with EADC as the A & B Level Co-ordinator for upgrading judges
- Fast-Track Judge Co-ordinator
- Young Horse Judge Co-ordinator

*an FEI Accredited Judge is preferred when available due to the nature of this position requiring expertise at the highest level

Time Commitment – varies but up to 2-3 hours per week

Position 3

- Learning Management System (LMS) Manager – create and edit content as needed
 - Set up new users & assist with existing user queries
 - Set up Live Learning events on “Engage” – Seminars & Workshops
- G-Level Co-ordinator
 - Assist with all queries and applications to become an accredited Judge in NSW
 - Provide support to candidates during accreditation process
 - Check documentation on completion of pre-requisites
 - Liaise with EA through to final accreditation

Time Commitment – regularly up to 6-8 hours per week

Position 4

- Regional Judge Co-ordinator
 - Actively promote judge education opportunities in regional areas by collaborating with Regional Clubs to offer Seminars, as needed
 - Support Organising Committees to facilitate Shadow Judging and Sit Ins as needed by local judges to meet upgrading requirements, particularly at Regional Championships

Time Commitment – regularly up to 2-3 hours per week

Position 5

- F- to C-Level Co-ordinator – support NSW judges through upgrading requirements
 - assist with all queries from judges seeking to upgrade
 - Provide support to candidates during upgrading process
 - Check documentation on completion of pre-requisites
 - Liaise with EA through to final accreditation

Time Commitment – regularly up to 2-3 hours per week

Position 6

- Management of Judging records (currently via Dropbox). Must have access to quality internet service suitable for large files and skills necessary to scan/ convert format / upload files into the JSC record management system
- Mentor Co-ordinator – required during major events run by DNSW to provide opportunities for all judges to undertake Sit Ins and Shadow Judging.

Time Commitment – regularly up to 2-3 hours per week

Position 7

- Assist other JSC members to share workload for a specific JSC position.
- Assist with specific skill-based tasks that are required at certain times throughout the year (ie, helping with judge education events, administrative work, preparation of judge education documents, newsletters, and meeting minutes, etc).

Time Commitment – regularly up to 2-3 hours per week