



Approved by the Committee of DNSW (January 2025)

Terms of Reference - Judges Subcommittee

Objective

The Dressage NSW Judges Subcommittee (the DNSW JSC) is responsible to the State Dressage Authority (SDA) for all matters relating to the training, education, and accreditation of judges throughout NSW. At all times the DNSW JSC acts in accordance with the Rules as provided by the FEI, EA, EA Dressage Committee (EADC), and EA Dressage Officials Committee (EADOC), and the guidelines agreed upon by the DNSW Committee.

Membership

The JSC will comprise five to seven (5 to 7) members appointed annually by the DNSW committee following the AGM. Expressions of interest for positions on the JSC will be invited annually by DNSW and members will be appointed by DNSW following an open selection process.

The members should include:

- One Judges Administrator – who must be a member of the DNSW Committee (ideally a senior-level judge) and appointed by the full DNSW Committee by a simple majority vote
- One Judge Educator, ideally an FEI Level Judge
- Three to five (3 to 5) current EA-accredited National judges (F-Level and above) to facilitate the annual Education Program of Seminars and Workshops and assist with the accreditation of new and upgrading judges, together with other administrative functions

The term of each position is 1 calendar year. At the DNSW AGM all positions will be declared vacant. A candidate may apply for up to 3 subsequent terms.

Operating principles

- The JSC operates within the FEI Principles of fair play in equestrian sports.
- Meetings of the JSC are to be held on as-needed basis with a minimum of four (4) meetings per year.
- Minutes of each JSC meetings should be tabled at the following DNSW full committee meeting.
- Correspondence (inwards and outwards) is to be reviewed by the JSC in strict confidence.

Responsibilities of the DNSW JSC

To promote and enhance the education of judges in NSW in line with the EA officials training scheme by:

- Encouraging new judges into the scheme and conducting seminars/workshops as per EA National Dressage Rules and officials' guidelines.
- Conducting judge examinations, as required, to facilitate accreditation and upgrades.
- Liaising with the EADOC in relation to approval to conduct seminars and workshops, upgrading of B and A Level NSW judges, as well as the appointment of mentors and Judge Educators.

Key functions of the DNSW JSC include:

- Providing a budget for judging seminars/workshops conducted on behalf of DNSW and submitting to the DNSW Committee for approval
- Approving dates for judging seminars/workshops and providing support to Clubs conducting these seminars/workshops
- Producing educational material for handouts at seminars/workshop and any online training platforms or websites
- Annually reviewing the current list of Mentors and inviting appropriately qualified judges to be Mentors or Judge Educators, in accordance with the EA Rulebook
- Supporting the Organising Committees (OC) for NSW State Dressage Championships and National Dressage Championships and other major events, where appropriate, and assisting with judges' arrangements as required
- Arranging and relaying upgrading candidate judge's examination results in strict confidence between the relevant JSC Members, examining Judge Educator, and Candidate
- Responding to all correspondence and telephone calls on judging-related matters in a timely manner
- Recommending changes to the EA Dressage Rules and tests through the DNSW Committee for consideration at a national level

Authority

The JSC is responsible to the Committee of DNSW and undertakes these responsibilities in accordance with the requirements of DNSW.

The DNSW Committee President is an ex-officio member of each DNSW subcommittee established by the DNSW Committee. The President may also appoint another person (who is a member of the DNSW Committee) to attend any DNSW subcommittee meeting, as a representative of the President.

The DNSW Committee may, by instrument in writing, revoke wholly or in part any delegation of responsibilities or functions imparted to the JSC by the DNSW Committee.

Responsibilities of the Chairperson/Judges Administrator

- Oversee the training and accreditation of judges in NSW in accordance with the National Dressage Rules.
- Support all NSW judges to maintain accreditation and meet upgrade requirements
- In conjunction with the JSC-Judge Educator, review and respond to correspondence and telephone calls regarding complaints, judging standards, and judging issues.
- Recommend the appointment of suitably qualified Mentors and Judge Educators to the EADOC for accreditation.
- Provide timely updates to NSW judges with any new and important information regarding judging directives, rule changes, or specific issues relevant to judging.
- Assist upgrading candidate judges with arrangements for theory and practical examinations.
- Authorise payments for expenditure within the budget together with at least one (1) other JSC member.
- Invite and appoint co-opted members who have specific skills to assist the JSC during key periods (e.g. Seminars/Exams).
- As Chairperson, convene regular JSC meetings & report monthly to the full Committee of DNSW.

Responsibilities of the Judge Educator

- In conjunction with the Judges Administrator, review correspondence and telephone enquiries and respond, as required, to any complaints, queries concerning judging standards, and judging issues.
- In conjunction with the Judges Administrator, recommend the appointment of suitably qualified Mentors and Judge Educators to the EADOC for accreditation.
- Provide advice to the JSC, as required, on implementation of Rules or other judging protocols
- Provide advice on content for the Learning Management System (LMS) officials' education online platform
- Support and facilitate judges upgrading to B & A Levels.

Responsibilities of the JSC members

- Compile Judge Education calendar in the 3rd quarter of each calendar year for the following year
- Assist with administration of educational activities organised by JSC, including provision of support and opportunities for officials to complete sit-in and shadow judging requirements as part of their accrediting and upgrading requirements
- Provide advice and support to judge candidates seeking to accredit as new judges or upgrade to the next judging level, including Fast-track candidates
- Support Clubs to organise Seminars and Workshops
- Support DNSW Admin Secretary with administration of the LMS