



VICTORIAN AMATEUR OWNER/RIDER SUB-COMMITTEE GUIDELINES

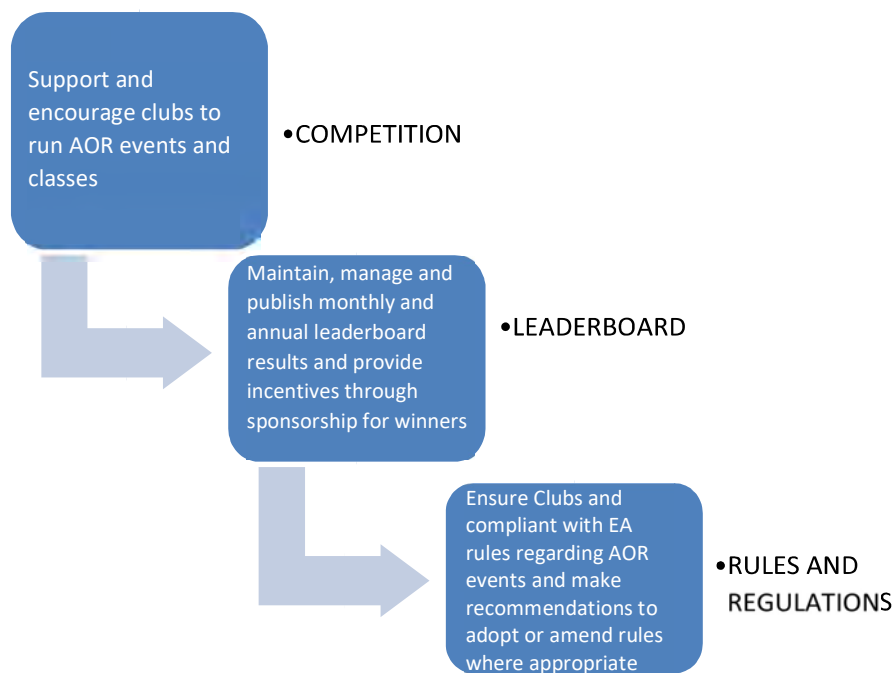
The Victorian Amateur Owner Rider group has been put together by a group of individuals to better the experiences and opportunities of Dressage Amateur Owner Riders in Victoria.

The VIC AOR group looks to bring new initiatives such as the AOR leaderboard rider of the month award, AOR Championships, specialised AOR clinics and the AOR awards night in an effort to encourage and support Amateur Owner Riders in Victoria.

The Victorian AOR group has many riders from grassroots level to FEI which greatly encourages participation in EA Competition. It is designed to give AOR competitors an opportunity to compete in open classes, but separating their results from those of professional athletes.

Dressage Victoria (DV) formed the Amateur Owner/Rider (AOR) Subcommittee in 2018 to include the growing AOR group under the DV umbrella to cover training opportunities and selection of Victorian Teams competing in State Team events throughout Australia.

The Aims of the Victorian AOR Sub-Committee are:





The Job



Primary purpose:

The AOR Sub-Committee activities are intended to assist with and monitor these primary areas:

- Support the growth of AOR numbers within Victoria
- Maintain effective communication with AOR competitors and Dressage Victoria
- Advise Dressage Victoria on issues relating to AOR
- Encourage and develop competitions and activities to support the AOR group
- Ensure compliance with National AOR Guidelines as per [http://www.equestrian.org.au/sites/default/files/National Adult Amateur Owner Rider Division.pdf](http://www.equestrian.org.au/sites/default/files/National_Adult_Amateur_Owner_Rider_Division.pdf)

Key Performance Indicators:

- Numbers of AOR competitors participating in EA dressage events
- Stakeholders' confidence in the system
- Policies and procedures regularly reviewed, assessed and updated
- Remain cash flow positive with a clear budget and financial strategy in place

The People

Qualifications and Experience of Sub-Committee members

When possible, the Sub-committee should have people responsible for and therefore with experience in each of the following areas:

- Marketing and sponsorship
- Finances
- Specific interest in developing the AOR group in Victoria

Other Requirements

- Demonstrated and proven ability to work on a committee and contribute to the strategic development of policies
- Must be able to travel to fulfil requirements of the AOR Sub-Committee which includes meetings, clinics and other activities. Must be prepared to be available for approx. 6 meetings per year.
- Reliable and Effective communicator – correspondence via email will be required between meetings to make decisions and discuss any issues. Email communication must be timely.
- Current Equestrian Victoria member: Officials membership is the minimum required

Skills and Personal Attributes

- Ability to communicate effectively with various stakeholder groups
- Ability to work autonomously whilst being part of a team
- Attention to detail
- Willing to be accountable for their actions, and prepared to justify decisions



Ethical Considerations

- AOR Sub-Committee members should have qualities of tact, integrity and ability to preserve confidentiality of the information that is conveyed to them both by individual riders and other EA officials and team management
- AOR Sub-Committee members need to have an open and approachable personality, able to deal efficiently and appropriately with riders, event organisers, etc
- AOR Sub-Committee members must behave in a manner appropriate to the role and any untoward behaviour seen to bring DV, EV or the sport of Dressage into disrepute may be dealt with by DV and may require that member to be removed from the position.

Conflict of Interest

It is essential that the position of sub-committee members should be above any criticism of perceived or actual conflict of interest or bias.

Sub-committee members can still be in the role at the discretion of DV if they have an associated interest, that may be considered a conflict or bias, however a declaration of these conflicts/biases will be required to be identified at time of nomination and immediately on discovery any time during the term of office.

If a situation of conflict of interest does arise during any discussion or rulings the member shall remove themselves for the process for that situation.

Budget and Financial Information

The AOR Sub-Committee will be required to create an annual budget for any planned spending to support the AOR activities. This budget should be completed in a time frame requested by the DV committee.

Members from the AOR Sub-Committee (or a sub-committee member who has been allocated the finance role) will be required to keep track of all spendings and any significant deviation from the agreed budget will require approval by the DV Chair.

Any outstanding funds will be rolled over to the next year in line with EV policies

Appointment Procedure

Members of the sub-committee will ideally be elected for a term of 3 years, with a maximum of two consecutive terms. Any deviation from these terms of appointment must be approved by the DV Committee. Requests for nominations will be circulated by the EV dressage coordinator in October, with the appointment process to take place in November. The new 3 year term will commence from the next sub-committee meeting date. The outgoing members remains in office until the new sub-committee is formed and ratified by Dressage Victoria.

The sub-committee will consist of up to 5 members. Applicants must complete a nomination form and forward, together with their résumé and other supporting documentation, to the EV Office by 5pm on the specified closing date.



The Appointment Panel will consist of:

- Chair of Dressage Victoria
- A member of the current AOR Committee
- a member of DV Committee appointed by Dressage Victoria

The Appointment Panel will assess applicants, determine whether they meet the required criteria and make an appointment. The Appointment Panel will rank all applicants and forward their recommendation to Dressage Victoria for ratification. Once approved by these bodies the coordinator of Dressage Victoria will notify applicants and announce the appointments

Committee structure

All governance of Dressage sub committees will be the responsibility of Dressage Victoria and Equestrian Victoria. A full understanding of EV constitution and by-laws are required by all members and DV and EV reserve the right to amend these policies should this become necessary.

Casual Vacancies

In the event of a sub-committee member standing down during the first year of their term, the Chair of DV will appoint the next ranked applicant from the recent advertising, who will fill the vacancy for the remainder of the term of office or if there are no other ranked applicants available the position will be advertised for the remainder of the term.

In the event of a sub-committee member standing down after their first year the position will be advertised and selection will be made from applications received as a result of this advertising.