



Expression of Interest – Event Director

Equestrian Victoria Youth Dressage



Championships

Equestrian Victoria seeks a passionate, self-motivated, and goal-oriented person to work and deliver the Victorian Youth Dressage Championships scheduled to be held at Boneo Park Equestrian Centre 11th to 14th January 2024.

The Victorian Youth Dressage Championships is Victoria's pinnacle young rider dressage. Competitors come from across the state to compete in dressage ranging from Preliminary to FEI.

Experience in equestrian events is highly desirable but not essential. A current Working with Children accreditation is required for this role and EV can assist with the application if required.

Remuneration will be negotiated with the successful candidate.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

- Act as the Event Director for the 2024 Equestrian Victoria Youth Dressage Championships
- Responsible for efficient and professional coordination and execution of the event
- Recruit coordinators as required & manage the team organising the event
- Assist with the preparation of and adherence to a risk management plan
- Provide link between the management committee and EV Staff
- Chair the event committee and any other meetings as required
- Work with the organising team to prepare the event schedule and competition program
- Budget management
- Work with EV Staff to prepare an appropriate media plan and marketing activities
- Work with EV Staff to coordinate external suppliers e.g., emergency first aid
- Reporting: Complete post Event Report and debrief

REQUIRED SKILLS & KNOWLEDGE

- An understanding of the equestrian events is required; note experience in interschool equestrian sport or managing individual discipline equestrian events is highly desirable
 - High level of oral and written communication skills
 - Strong interpersonal, negotiation and conflict management skills
 - Ability to think strategically and 'outside the square' and respond appropriately to issues as they arise
 - Strong planning and organisational skills with exceptional attention to detail and the ability to prioritise and delegate tasks effectively
 - Proficient computer skills
 - Flexible with hours and tasks (must be available on weekends if required)
 - Current driver's license and car
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The purpose of this document is to identify an individual, group of individuals, or club that is interested in running the Equestrian Victoria Youth Dressage Championships in 2024.

Name of Applicant/s:

Proposed Date: 11th to 14th January 2024

Location of Competition: Boneo Park Equestrian Centre

Contact Details:

Email Address:

Mobile Address:

To aid in evaluating the applicants, please provide a response below to the following questions:

1) Organising Committee Details	
2) Previous Experience managing large scale events:	
3) Accreditations to be considered	

COMPETITION REQUIREMENTS

The Equestrian Victoria Youth Dressage Championships are required to provide the following structure:

1) Equestrian Victoria Youth Dressage Championships

The organising committee must run the following classes:

Class Numbers	Details	Sashes/Rosettes Subject to entry numbers
1	Preliminary 1.2 PONY	1 st – 8 th
2	Preliminary 1.3 PONY	1 st – 8 th
3	Preliminary 1.2 HORSE	1 st – 8 th
4	Preliminary 1.3 HORSE	1 st – 8 th
5	Novice 2.2 PONY	1 st – 8 th
6	Novice 2.3 PONY	1 st – 8 th
7	Novice 2.2 HORSE	1 st – 8 th
8	Novice 2.3 HORSE	1 st – 8 th
9	Novice Freestyle (Horse & Pony)	1 st – 8 th
10	Elementary 3.2 PONY	1 st – 8 th
11	Elementary 3.3 PONY	1 st – 8 th
12	Elementary 3.2 HORSE	1 st – 8 th
13	Elementary 3.3 HORSE	1 st – 8 th
14	Elementary Freestyle (Horse & Pony)	1 st – 8 th
15	Medium 4.2 PONY	1 st – 8 th
16	Medium 4.3 PONY	1 st – 8 th
17	Medium 4.2 HORSE	1 st – 8 th
18	Medium 4.3 HORSE	1 st – 8 th
19	Medium Freestyle (Horse & Pony)	1 st – 8 th
20	Advanced 5.2 PONY	1 st – 8 th
21	Advanced 5.3 PONY	1 st – 8 th
22	Advanced 5.2 HORSE	1 st – 8 th
23	Advanced 5.3 HORSE	1 st – 8 th
24	Advanced Freestyle (Horse & Pony)	1 st – 8 th
25	FEI Children's Preliminary A Test (12-14 years)	1 st – 8 th
26	FEI Children's Preliminary B Test (12-14 years)	1 st – 8 th
27	FEI Children's Team Test (12-14 years)	1 st – 8 th
28	FEI Children's Individual Test (12-14 years)	1 st – 8 th
29	FEI Pony Team Test (12-16 years)	1 st – 8 th
30	FEI Pony Individual (12-16 years)	1 st – 8 th
31	FEI Pony Freestyle (12-16 years)	1 st – 8 th
32	FEI Junior Team Test (14-18 years) (Horse & Pony)	1 st – 8 th
33	FEI Junior Individual (14-18 years) (Horse & Pony)	1 st – 8 th
34	FEI Junior Freestyle (14-18 years) (Horse & Pony)	1 st – 8 th
35	FEI YR Team Test (16-21 years) (Horse & Pony)	1 st – 8 th
36	FEI YR Individual Test (16-21 years) (Horse & Pony)	1 st – 8 th
37	FEI YR Freestyle (16-21 years) (Horse & Pony)	1 st – 8 th
38	FEI Prix St Georges (Horse & Pony)	1 st – 8 th
39	FEI Intermediate I (Horse & Pony)	1 st – 8 th

40	FEI Intermediate I Freestyle (Horse & Pony)	1 st – 8 th
41	FEI Intermediate A (Horse & Pony)	1 st – 8 th
42	FEI Intermediate B (Horse & Pony)	1 st – 8 th
43	FEI Intermediate A/B Freestyle (Horse & Pony)	1 st – 8 th
44	FEI U25 Intermediate II (16-25 years) (Horse & Pony)	1 st – 8 th
45	FEI U25 Grand Prix (16-25 years) (Horse & Pony)	1 st – 8 th
46	FEI U25 Grand Prix Freestyle (16-25 years) (Horse & Pony)	1 st – 8 th
47	Participation Preliminary 1.2 (Horse & Pony)	1 st – 8 th
48	Participation Preliminary 1.3 (Horse & Pony)	1 st – 8 th
49	Participation Novice 2.2 (Horse & Pony)	1 st – 8 th
50	Participation Novice (Horse & Pony)	1 st – 8 th
51	Interschools Preliminary 1.2 (Horse & Pony)	1 st – 6 th
52	Interschools Preliminary 1.3 (Horse & Pony)	1 st – 6 th
53	Interschools Novice 2.2 (Horse & Pony)	1 st – 6 th
54	Interschools Novice 2.3 (Horse & Pony)	1 st – 6 th
55	Pas De Deux	1 st – 6 th

2) Medication Control

Medication control may be required. Please read the full policy via the Equestrian Australia website.

https://www.equestrian.org.au/sites/default/files/EA_Medication_Control_Policy_2018_0_0_19May23.pdf

3) Risk Management

The organising committee will need to consider the following:

- The appointment of a person responsible for safety and risk management at the event (where no one in particular is appointed, the Event Director or the Club President assumes this responsibility).
- Provide contact details of emergency personnel and agencies such as first aid and ambulance services, nearby hospitals, treating vet, farrier and published in event schedule.
- The identification of risks for the event, including the competition(s) and, of course, the venue.
- A system to ensure the waiver/release forms are signed by participants as appropriate.
- An incident reporting system that is communicated to all involved in the event.
- Written reports to be kept post event.
- An incident/accident investigation system that helps prevent a recurrence of the incident.

4) Terms and Conditions

The organising committee will need to adhere to the following:

- The competition must be compliant with EA General Regulations and Victoria Child Safe Legislation.
- The Organising Committee is required to conduct the event within guidelines published by the Dressage Victoria Committee.

- The organising committee must award the following special awards and trophies:

<p>Deb Hamid & Kevin J Hitchins Award: Awarded to the EA/FEI Pony Tour, Junior Tour, Young Rider Tour, Small Tour, Medium Tour or U25 Grand Prix Tour winners who have achieved the highest combined percentage results. A competitor may only receive this award once. The recipient of the award will receive a magnificent piece of jewellery, hand crafted for this event by Deb Hamid and Kevin Hitchins. This award is valued in excess of \$1500 and is generously donated to recognise Australia's talented young riders who are the future of Australia's Dressage.</p>
<p>Briana Judge Memorial Trophy: Awarded to Highest placed EA & PCV member at the Championships. Open to Victorian riders only with current memberships with Equestrian Victoria and PCV. Donated by Mr & Mrs Judge, in loving memory of their daughter Briana Judge. Commemorative rug donated by Tatura Dressage.</p>
<p>Taylor Farley Memorial: Awarded to the highest placed Victorian Junior (under 18 years) in the Novice Championship. Presented by the Farley family in memory of their daughter Taylor, who was an active and highly successful member of the EV YR Dressage Squad.</p>
<p>Zarina Perpetual Trophy: Awarded to Advanced Champion. Donated by: Mrs Wanda Nelson, in memory of her wonderful horse Zarina.</p>
<p>Macedon Ranges Dressage Club Encouragement Award: Awarded to the competitor with the highest percentage in an official competitive test who did not place.</p>
<p>Equestrian Victoria Dressage Young Rider Squads and Development Program: Most successful combination & runner up from the A, B, C Squads and the Development Program. Must be registered with Squad for 2023-2024.</p>
<p>Australian Sports Pony Registry Rising Star Awards. For riders aged 8–16, in Official Competitive Pony Preliminary and Pony Novice Championships. The highest eligible combination in each Championship will receive a rosette courtesy of the ASPR.</p>
<p>Blokes Ride Dressage Too Incentive Award: Incentive prizes for male riders at the Championships. Kindly sponsored by Sue and Duncan Terry, Tatura.</p>
<p>Highest EA Freestyle Award: Rug and cash prize for the highest percentage in an EA Freestyle test. Kindly sponsored by Tatura Dressage Inc.</p>
<p>Best Performed Off The Track Thoroughbred in the Preliminary Championship. Sponsored by Off The Track and Racing Victoria. Eligibility: Off The Track encourages you to claim your horse on their new OTT Community platform!</p>

- The organising committee must awards Championships rugs for the following classes:

EA Classes	FEI Classes
Preliminary	FEI Children A/B
Preliminary Pony	FEI Children Team/Individual
Novice	FEI Pony Tour
Novice Pony	FEI Young Rider Tour
Elementary	Overall FEI Champion Rug for best combination:
Elementary Pony	
Medium	
Medium Pony	
Advanced	
Advanced Pony	
	Small Tour
	Medium Tour
	U25GP Tour

ELIGIBILITY FOR TITLES

All riders competing in Official classes must be current financial members of EA.

- **Official tests** – Open to riders 8-25 riding ponies and 10-25 riding horses.
- **FEI Children** – Entry age from the beginning of the year the rider turns 12 until the end of the year the rider turns 14 years old.
- **FEI Pony** – Entry age from the beginning of the year the rider turns 12 until the end of the year the rider turns 16
- **FEI Junior** – Entry age from the beginning of the year the rider turns 14 until the end of the calendar year the rider turns 18 years old.
- **FEI Young Rider** – Entry age from the beginning of the year the rider turns 16 until the end of the calendar year the rider turns 21 years old.
- **Small Tour** – Entry age from the beginning of the year the rider turns 16 until the end of the calendar year the rider turns 25
- **Medium Tour** – Entry age from the beginning of the year the rider turns 16 until the end of the calendar year the rider turns 25
- **U25 Grand Prix Tour** – Entry age from the beginning of the year the rider turns 16 until the end of the calendar year the rider turns 25 years old.

It is the responsibility of the Organising Committee to make sure all riders competing are current financial members of Equestrian Australia.