**Volunteer Officials**

**Position Summary**

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| --- | --- |
| **Position:** | <insert> |
| **Reports to:** | <insert> |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Start Date:** | <insert> |
| **Term:** | <insert> |
| **Location:** | Onsite at relevant club or event |

**About <club name>**

<insert>

**Attendance**

* Volunteer for at least one full day
* Be familiar with the relevant rules and regulations

**Responsibilities**

* Act as an ambassador/public face of the event or competition
* Represent the event or competition to the highest standard
* Execute my role to the highest standard and in line with relevant FEI Rules & Regulations (where required)
* Refer any grievances with riders to the relevant Team Leader
* Support, encourage and involve all riders regardless of their talent level
* Always consider the wellbeing and safety of riders before performance and results
* Maintain respectful and appropriate relationships with all riders
* Ensure all activities are appropriate to the age, ability and experience of riders
* Promote the positive aspects of the sport (eg fair play)
* Never condone rule violations, unfair or unduly rough play or the use of prohibited substances
* Refer any media inquiries to the relevant Team Leader
* Conduct myself in a manner in keeping with the integrity of the event

**Training & Tools and Resources**

As a Volunteer Official, you will receive the following training and tools and resources to assist you in your role. You are required to watch, attend and familiarise yourself with these.

* Volunteer Induction Video
* Volunteer Handbook
* FEI Rules and Regulations (where required)
* On-site briefing/training
* Radio Protocols
* Code of Conduct
* Position Description
* Policies and Procedures
* Competition Schedules

**Skills and Experience Required**

* relevant qualifications (refer to necessary Rule Books)
* experience in a similar role
* ability to work autonomously
* experience working with and a knowledge of horses
* have good interpersonal skills
* have experience in conflict management

**Personal Attributes**

* be well informed of FEI rules and regulations (where required)
* be a person who can develop good relationships internally and externally
* co-operate with riders, trainers, other Volunteer Officials and the relevant Committee members
* be a good listener and attuned to the interests of other Volunteer Officials and competitors
* be a good role model and a positive image for the Club or Event
* be able to remain impartial
* not be influenced by external factors when officiating
* can remain neutral at all times
* ability to remain friendly and not disturb competitors
* ability to provide competitors with detailed explanations regarding decisions instead of negative remarks

**Key Relationships**

* <insert>