

# INTERNATIONAL DRESSAGE CHEF D'EQUIPE WORLD EQUESTRIAN GAMES 2018 & TOKYO OLYMPIC GAMES 2020

## Overview

Chefs d'Equipe are generally responsible for the overall team management for major international competition. Chefs d'Equipe appointed for Games may be "first choice" for other team competitions requiring a Chef.

The Program will be reviewed following WEG and subsequent appointments made for the next two years through to the 2020 Tokyo Olympic Games.

This is a volunteer based role.

## Specific Functions and Responsibilities

### • Domestic Squad and Program Responsibilities

Chefs d'Equipe responsibilities include but are not limited to:

- Administration information
- Collation of relevant documentation
- Maintaining a contact database in conjunction with national selectors
- Logistics
  - Co-ordinate squad programs
  - Arranging venues and facilities if necessary in association with state squad directors
- Travel to and monitor the performance of the combinations and receive the reports from the judge protocol days.
- Be a member of the Dressage HP Panel ( DHPP) and contribute to overall planning for the development of dressage in Australia in particular the high performance national squads
- On a day to day basis the Chef D'equipe shall report to the Chair of the ADC and as relevant to the High Performance Director.

### • International Team Representation & Responsibilities

Chefs d'Equipe are responsible for the coordination and representation of teams or individuals at international competitions. Chefs d'Equipe responsibilities include but are not limited to:

- Attendance at all technical meetings at international competitions.
- Oversee the general management and fitness of the horses entered for the event
- Responsible for the declaration and withdrawal of competitors and horses entered for the official team competitions at CDI's, Championships, Regional and Olympic Games, and CDI's if appointed.
- The Chef d'Equipe reports to the High Performance Director, for teams that include the aforementioned positions.
- Prepare and submit reports on the following activities
  - World Equestrian Games, World Championships and other Team Competitions attended by the Chef at which Australian Dressage Riders compete.

- **Skills**

Chefs d'Equipe must demonstrate the following:

- A high level of knowledge and understanding of international competition requirements for Dressage.
- An ability to provide leadership in team situations.
- An ability to handle conflict and manage change.
- An ability to work as part of a team and also to exercise initiative when required.
- A very high level of organisational and administrative skills.
- High-level communication skills, both written and oral.
- Capacity to deal with the media if required.

- **Personal Attributes**

- High degree of personal and professional integrity.
- A commitment to follow the principles espoused in the Officials' Code of Conduct.
- Tact and diplomacy balanced with the capacity to make decisions.
- Ability to maintain confidentiality.
- Capacity to engender respect from riders, officials, owners and others involved in the sport.
- Ability to cope with numerous tasks simultaneously and to deal with stressful situations.

- **Allowances & Reimbursements**

At present this position is on a volunteer basis. Any financial allowances and reimbursement arrangements are agreed for each campaign/tour of duty. Where the responsibilities of a Chef include the financial management of the team on a tour or similar, specific guidelines should be prepared to cover this aspect.

- **Special Requirements**

Chefs d'Equipe must be available to travel, both within Australia and overseas, as required, and must be available for both World Equestrian Games and Olympic Games regardless of location. This may involve significant time commitment in the lead-up to these events and substantial periods of time away from home. In addition, Chefs d'Equipe may be involved in squad activities, which may also involve periods of time away from home, and substantial travel.

Chefs d'Equipe must be able to be contacted by telephone, fax or e-mail at all times, with an ability to respond appropriately to communication from the CEO, the High Performance Director, riders and other team members.