

HIGH PERFORMANCE PROGRAM

ENDURANCE ASSISTANT CHEF D'EQUIPE WORLD EQUESTRIAN GAMES 2018 Volunteer role

Overview

Chef d'Equipe's 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. In this case, the assistant Chef d'Equipe would shadow and assist the appointed Chef d'Equipe as required throughout the duration of the Endurance event at the World Equestrian Games.

Specific Functions and Responsibilities

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

- Attend and assist the National Team and Chef d'Equipe at the World Equestrian Games.
- Attendance at all technical meetings at the World Equestrian Games if specified by the Chef d'Equipe.
- Assistance with the general management of the athletes and horses entered for the event, and the observance of the FEI Veterinary Regulations including all Anti-Doping policies, by the team veterinarian and other official team members.
- Assisting the Chef d'Equipe with the submitting of the declaration and withdrawal of competitors and horses entered for the official team competitions at CIOs, Championships, Regional, and CIs if requested. (For more details, please refer to the FEI General Regulations).
- Assist to manage the team dynamic and be responsible for incident and issue management relating to the team or individuals.
- Report to the High Performance Director as requested.

Skills

Assistant Chefs' d'Equipe must demonstrate the following:

- A high level of knowledge and understanding of competition requirements in the discipline of Endurance.
- 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.
- Financial management skills including reports against budget and funds acquittal.
- A high level of 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 outlined 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

As this is a voluntary position, all allowances and reimbursements (if any) will be agreed upon by the High Performance Director prior to allocation.

Special Requirements

It is intended if available, that the Assistant Chef d'Equipe will be required to attend WEG 2018 regardless of the successful applicant's location. This may involve significant time commitment in the lead-up to these events and substantial periods of time away from home, at a significant cost to the applicant.

The Assistant Chef d'Equipe must be able to be contacted by telephone or e-mail at all times, with an ability to respond appropriately to communication from the Chef d'Equipe, CEO, High Performance Director, Riders and other Team Members.