

**Position: International Dressage Chef d'Equipe (Europe Based)****Department:** High Performance**Reports To:** Director – High Performance**Background:**

Equestrian Australia is the governing body responsible for the administration of Equestrian Sport in Australia from junior levels through to elite competition, including the Olympic and Paralympic Games. Equestrian Australia's 2032 High Performance Strategy, 2024 Paris Podium Performance Plan and the 2021 – 2024 Pathways Strategy are the key instruments driving the direction for High Performance. Our values of teamwork, integrity, inclusion and excellence underpin our actions and behaviours.

**Role Purpose:**

The Chef d'Equipe provides a leadership role to the Australian Dressage Team and is generally responsible for the overall logistical and operational team management for major international competition and Games.

This position is aimed at Australia's International Dressage Athletes and will require the Chef d'Equipe to be based in Europe.

The Chef d'Equipe will work in close partnership and in collaboration with the Equestrian Australia High Performance Director during their role in the preparation of an Australian Equestrian Team for and during international competitions and the Paris Olympic Games.

**Specific Functions and Responsibilities:**

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

**International and Paris Olympic Games Preparation**

- Assist the High Performance Director/Sports Manager in planning team preparations, as required.
- Be familiar with the competition venue and the surrounding area and establish relationships with OC and Dressage Officials at the competition to facilitate and enable entry invitations.
- Assist the High Performance Director/Sport Manager in maintaining communication with athletes, coaches and support personnel and owners to convey pertinent team information.
- Attend all training camps and sessions to assist with team management and leadership functions

**At the Competition or Paris Olympic Games:**

- Work with all team members to ensure that the integrity of the team is maintained, antidoping policies are adhered to and that Australia is appropriately represented.
- Provide leadership for all activities and conduct of all team members.
- Support and uphold all decisions made by Equestrian Australia.
- Assist in any area of preparation and support for team members and horses as required.
- Develop and ensure a collaborative working relationship amongst all team members is maintained.
- Address any Team issues including disciplinary matters or behavioural issues that may bring Equestrian Australia into disrepute in collaboration with the High Performance Director and/or Chef d'Equipe.
- Represent the team in all appeals of judgment made against the team or disputes involving the team.

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- Attendance at all technical meetings at Identified international competitions and voice any team concerns.
- Attend and/or organise briefing meetings (as required) with respect to issues pertaining to stabling, accommodation, training times, timetable changes, competition alterations.
- Attend press and media functions as required.
- Ensure daily information from organisers is retrieved and shared with the entire team as needed.
- Verify all scores posted by officials.
- Provide the team's starting order to officials, including declared and scratched athletes and horses.
- Present the team at all formal presentations including Horse inspections.
- Ensure information, schedule changes etc, is shared to the team members.
- Ensure full daily schedule of events is posted/accessible to all team members and assist in daily meeting with athletes and team support members (coach, vet etc).
- Secure and book training times/rings.
- Ensure that the welfare of the horse conforms to FEI regulations.

### **Post Competition and Paris Olympic Games:**

- Provide a competition/training camp report following competition/Games to report on rider performance, results and recommendations.
- Participate in Paris Olympic Games de-brief and review sessions and provide analysis and recommendations for improvements to the High Performance Director.
- The Chef d'Equipe reports to the EA High Performance Director and Chef d'Mission.

### **Skills**

Chefs d'Equipe must demonstrate the following:

- Proof of practical experience in the role of Chef d'Equipe, Official, Coach, Competitor or equivalent at international equestrian competitions.
- A high level of knowledge and understanding of international competition requirements for Dressage. Full working knowledge and understanding of FEI General Regulations, FEI Veterinary Regulations and FEI Dressage Rules.
- Strong organisational skills and ability to provide leadership in team situations.
- High level communication and mediation skills with the ability to effectively manage conflict and change within team environments.
- Ability to exercise judgement and discretion, especially during stressful situations.
- An ability to work as part of a team and also to exercise initiative when required.
- Excellent interpersonal, written and verbal communication skills.
- Capacity to deal with the media only if instructed by the HP Director.

### **Personal Attributes**

Chefs d'Equipe must demonstrate the following:

- High degree of personal and professional integrity.
- A commitment to follow the principles espoused in the FEI 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 and Reimbursements:**

At present this position is on a volunteer basis. Any financial allowances and reimbursement arrangements are agreed prior to each campaign/tour of duty with the High Performance Director.

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### Specific Requirements:

Chefs d'Equipe must be available to travel, both within Australia and overseas, as required, and must be available for the Paris 2024 Olympic Games. 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, depending on the discipline, which may also involve periods of time away from home, and substantial travel.

Athlete IPP maintenance and record keeping, and collaboration will be an ongoing requirement.

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