

EQUESTRIAN AUSTRALIA – JOB DESCRIPTION

**Position: National Dressage Chef d'Equipe (Australia 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 National Chef d'Equipe provides a leadership role to Dressage Athletes and Teams located in Australia, and is generally responsible for the operational team management for major national and Oceania competitions.

This position is aimed at Australia's national Dressage requirements to assist domestic Athletes and will require the Chef d'Equipe to be based in Australia.

The National Chef d'Equipe will work in collaboration with the Equestrian Australia High Performance Director, whilst being mentored by the International Chef d'Equipe, in leading Australian Equestrian Team/s as required during national and Oceania competitions.

Specific Functions and Responsibilities:

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

- 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.
- Assist the High Performance Director/Sport Manager in maintaining communication with athletes, coaches and support personnel and owners to convey pertinent team information.
- 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.
- 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 behavioral issues that may bring Equestrian Australia into disrepute in collaboration with the High Performance Director.
- Represent the team in all appeals of judgment made against the team or disputes involving the team.
- Attend and/or organise briefing meetings (as required) with respect to issues pertaining to stabling, accommodation, training times, timetable changes, competition alterations.
- 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.

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- 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.

Skills

Chef d'Equipe must demonstrate the following:

- Proof of practical experience in the role of Chef d'Equipe, Official, Coach, Competitor or equivalent at equestrian competitions.
- Full working knowledge and understanding of EA and FEI General Regulations, EA and FEI Veterinary Regulations and EA and FEI Dressage Rules.
- Strong organisational skills and ability to provide leadership in team situations.
- Ability to exercise judgement and discretion, especially during stressful 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.
- Excellent interpersonal, written and verbal communication skills.
- Ability to lead, logistical, personnel and administrative requirements in preparing a team of horses and athletes for major equestrian competition.

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.

Specific Requirements:

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.