



## Para-Equestrian Australia: Riders Representative Position Description

The Australian Para-Equestrian Riders' Representative should be someone who is actively involved in the sport as a Competitive Rider, preferably with experience at FEI Level.

### Term of Office:

- The Riders' Representative will be elected for a term of two (2) years commencing from the time of election
- The voting will be conducted online with the Riders' Representative being announced at Boneo Classic in January.
- In the event the Riders' Representative resigns during the term, a Riders' Meeting will be held at the next available Para-Dressage Event to elect a new Riders' Representative who will fill the casual vacancy until the next scheduled election.
- In the event that the Rider's Representative is absent (e.g. overseas), for an extended period in excess of two months, the Riders Representative will appoint, with the agreement of the High-Performance Director, an Interim Riders Representative.

### Nominations:

- The position will be advertised on the EA Website, EA State Branches and Social Media leading up to the Boneo Classic
- Nominations will be through an EOI Process

### Specific Functions and Responsibilities:

The Riders' Representative is generally responsible for:

- Arranging a Riders' Forum in conjunction with the Australian Para-Dressage Championships each year
- Liaise with Riders to canvas their views in relation to High Performance and various other rider issues and reporting back to the High-Performance Director and/or Para-Equestrian HP Staff as appropriate.
- Liaise with the High-Performance Director & High-Performance Sports Consultant

### Skills:

The Riders' Representative must demonstrate the following:

- High level communication skills, both written and oral
- Capacity to deal with the media if required
- A high level of knowledge and understanding of competition requirements
- 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 high level of organisational and administrative skills

**Personal Attributes:**

- High degree of personal and professional integrity
- Tact and diplomacy balanced with the capacity to make decisions.
- Ability to maintain confidentiality.
- Capacity to produce respect from riders, officials, owners and others involved in the sport.
- Ability to cope with numerous tasks simultaneously and to deal with stressful

**Code of Conduct:**

The Riders' Representative will follow ethical conduct in all area of their responsibilities and authority and shall;

- Act honestly and in good faith at all times;
- Act in the interests of the whole of the sport in Australia and not in a particular interest group;
- Declare all interests that could result in a conflict between personal and organizational priorities;
- Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of EA's business
- Not disclose to any other person confidential information other than as agreed by the relevant parties or as required by law;
- Not do anything that in any way denigrates EA or harms its public image.

**Conflict of Interest:**

Conflicts of Interest may occur

- When the Riders' Representative, or their immediate family or business interests, stand to gain financially from any business dealings, programmes or services provided to EA
- When the Riders' Representative offers a professional service to EA
- When the Riders' Representative stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage
- Any business or personal matter that could lead to a conflict of interest must be declared
- All conflicts of interest must be declared by the Riders' Representative at the earliest time after the conflict is identified.
- The High-Performance Director shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.