

The Role of the Vaulting HP Administrator/Chef d'Equipe

Overview

Chef d'Equipe's are generally responsible for the overall team management for major international competition (refer FEI Article 125 – attached). They will also be required to exercise a management role in relation to elite squads. Team Managers appointed for Games may be "first choice" for other team competitions requiring a Chef.

This is a volunteer based role.

Specific Functions and 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.
- Responsible for the declaration and withdrawal of competitors and horses entered for the official team competitions at Championships
- Where appropriate, the Chef d'Equipe may also function as the team coach.
- Teams that include a Chef de Mission, the Chef d'Equipe reports to that position.

Responsibilities of the Chefs d'Equipe include, but are not limited to:

- Administration information
- Collation of relevant documentation
- Maintaining a contact database
- Monitor requirement submissions
- Logistics
 - Co-ordinate squad programs
 - Ordering and dispatchment of apparel
 - Arranging venues and facilities
- Liaise with key stakeholders including; coach, squad members, selection panel & HP administration body to coordinate the effective outcome of the program as well as develop policies
- Prepare and submit reports on the following activities
 - World Equestrian Games, World Championships and other Team Competitions attended by the Chef at which Australian Vaulters compete

Skills

Chefs d'Equipe must demonstrate the following:

- A high level of knowledge and understanding of competition requirements in Vaulting
- 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 copy with numerous tasks simultaneously and to deal with stressful situations.

Special Requirements

Team Managers must be available to travel, both within Australia and overseas, as required, and must be available for both World Equestrian Games and World Championships 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 Team Managers may be involved in squad activities, depending on the Discipline, which may also involve periods of time away from home, and substantial travel.

Team Managers must be able to be contacted, with an ability to respond appropriately to communication from the CEO, Chef de Mission, National Committee, vaulters and other team members.

Term:

This role will require an immediate start and will come to completion after the Bromont WEG in 2018

ADDITIONAL INFORMATION FOR THE ROLE OF VAULTING CHEF D'EQUIPE

This section supplements the official position description above for the Chef d'Equipe and clarifies the role of the Vaulting Chef d'Equipe in the context in which they operate.

Chefs' Role outside of Team Duties

Whilst the Chefs' role is to 'manage' the Vaulting team, it is important that they have an ongoing role within the elite plans leading into a team competition, to ensure greater effectiveness. This should be through the National Vaulting Committee & in consultation with the Vaulting HP Coach

The National Vaulting Committee should consult with the Chef d'Equipe in regard to issues relating to the Vaulting Team for WEG or any other designated Championships where Australia is represented by a Delegation.

August 2015