

Terms of Reference (TOR) Equestrian Rules Review



Group Name – Equestrian Rule Review Working Group (ERRWG)

Purpose

The ERRWG's purpose is to

1. Review the current rules in place in context with the expressed review that a simplified rulebook is required
2. Gather and collate feedback from a range of people – members, competitors, judges, equestrian breed societies and equestrian show convenors as to how and where the rules could be simplified.
3. Make recommendations to the RAS Executive based on the data collected in number 2.

Roles and responsibilities

The EERWG will be responsible for delivering the following:

- Collecting and collating data and feedback
- Make recommendations based on the data and feedback collected, to the RAS Executive.

Time Requirement

- Approx. 20-30 hours over the next 4 months (June - September)
- It is envisaged there would be a series of zoom calls of 1-2 hours duration.
- The first two zoom calls would scope the project.
- Tasks would be allocated from there – formatting questionnaires, distributing and gathering feedback.
- Another 2 zoom calls around collating and reviewing feedback.
- Either 1 or 2 further zoom calls to format any recommendations.

Working Group to include:

1. Co-ordinator/convenor
2. Two (2) Grade 1, Tutor Judges – Melissa Jebson & Cara O'Connor
3. Two (2) Equestrian Show Convenors – preferably one from the North Island, one from the South Island
4. Two (2) representatives from affiliated Equestrian Breed Societies, preferably one from the North Island and one from the South Island
5. Two (2) competitors, again preferably one from the North Island and one from the South Island
6. Expertise from administrators, measuring and clean sport will be sought where necessary.

How will the Working Group be appointed for 3-5 above?

1. Expressions of interest will be called for in relation to the TOR.
2. The Executive will validate any expressions of interest.
3. All validated expressions of interest will be divided into groups and released to those that have expressed interest in representing a certain group i.e., equestrian show convenors, breed societies and competitors. For example, if twenty applications are received from equestrian show convenors – each equestrian show convenor can vote for one person that does not include themselves, the 2 people with the most votes will come through for the Working Group.

Criteria for those expressing interest

1. Have own personal computer or laptop
2. Have own personal email
3. Be computer literate and able to manage zoom calls
4. The ability to have flexible meeting times – during the day, weekend or at night would be an advantage.
5. Ideally some parties would bring experience with formulating questionnaires and potentially have experience with Survey Monkey – please state if you have experience in either area in the covering letter.

Confidentiality, Conflicts of Interest & Security

- Confidentiality must prevail, no details of Working Group discussions or material collated are to be shared with other parties unless authorised by the co-ordinator/convenor.
- All members are responsible for declaring an actual or potential conflict of interest. The co-ordinator/convenor will rule on whether a conflict exists and how that conflict will be managed.

What should the expression of interest include?

- Covering letter (addressed to RAS Executive) including:
 - ✓ why you wish to be considered.
 - ✓ What role you wish to represent i.e., competitor, Breed Society, equestrian show convenor
 - ✓ What skills or experience you believe you can bring to the Working Group. If a competitor please name which sections you would normally compete in when attending a show
- One page CV – please include name, address, email and cell phone number, current and past positions held at either your A&P and/or Breed/Kindred Society (as applicable) as well as employment.

Release & Return

- Released 10 May 2021
- Expressions of Interest to be in by 5pm, 28 May 2021.
- All Expressions of Interest to be emailed to debbie@ras.org.nz

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| Related Documents: | RAS Equestrian Rulebook - https://www.ras.org.nz/wp-content/uploads/2019/08/RAS-Rulebook-2019-FULL.pdf |
| | RAS Showing Rules & Regulations - https://www.ras.org.nz/wp-content/uploads/2020/09/Showing-Rules-Regulations-2020-21.pdf |
| | RAS Constitution - https://www.ras.org.nz/wp-content/uploads/2013/06/RAS-Constitution-updated-2017.pdf |