



Expression of Interest – Event Director



Equestrian Victoria Interschool State Championships

Equestrian Victoria seeks a passionate, self-motivated, and goal-oriented person to work and deliver the Interschool State Championships scheduled to be held at Werribee Park, 6th -10th April 2024.

The Interschool State Championships is a multi-discipline event that also include evening activities for riders up to and including 18 years old. Experience in equestrian events is highly desirable but not essential. A current Working with Children accreditation is required for this role and EV can assist with the application if required.

Remuneration will be negotiated with the successful candidate.

Please provide you CV to ceo@equestrianvictoria.com.au by 2 Dec 2023 for consideration.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

- Act as the Event Director for the 2024 Equestrian Victoria Interschool State Championships
- Responsible for efficient and professional coordination and execution of the event
- Budget management – approval required by EV CEO
- Chair the event organising committee and any other meetings as required including EV staff
- Provide link between the management committee and EV Staff
- Recruit coordinators as required & manage the team organising the event
- Assist with the preparation of and adherence to a risk management plan
- Work with the organising team to prepare the event schedule and competition program
- Liaise with WPNEC in regard to venue and staff requirements prior to and during the event.
- Work with EV staff to book judges, officials, equipment and contractors including accommodation
- Work with EV staff in confirmation of Event sponsorship and trade village
- Work with EV Staff to prepare an appropriate media plan and marketing activities
- Work with EV Staff to coordinate external suppliers e.g., emergency first aid
- Reporting: Complete post Event Report and debrief

REQUIRED SKILLS & KNOWLEDGE

- An understanding of the equestrian events is required; note experience in interschool equestrian sport or managing individual discipline equestrian events is highly desirable
- High level of oral and written communication skills
- Strong interpersonal, negotiation and conflict management skills
- Ability to think strategically and ‘outside the square’ and respond appropriately to issues as they arise
- Strong planning and organisational skills with exceptional attention to detail and the ability to prioritise and delegate tasks effectively

- Proficient computer skills
- Flexible with hours and tasks (must be available on weekends if required)
- Current driver's license and car

COMPETITION REQUIREMENTS: NOT FINAL

PLAN	INDOOR	DRESSAGE 1-4	WAXED	SAND	GP GRASS
Sat 6 th April	CT2*(2 riders) CT1* (22 riders) Medium 4.2 14 riders PSG 5 riders	Secondary CT Dressage A 1 CT95 2 Div 1 22 riders A 2 CT95 2 Div 2 22 riders A3 CT80 2 Div 1 34 riders A4 CT80 2 Div 2 34 riders A 2 Medium 4.3 14 riders pm	Sec CT Jumping 10 or 11 am CT2* 2 riders CT1* 22 riders CT95 Div 1 & 2 44 riders	Sec CT Jumping 10 or 11 am Take one rider from each Div CT65 1 & 2 66 riders CT80 1 & 2 68 riders	Grass 1 CT65 Div 1 33 riders Grass 2 CT65 Div 2 33 riders Sporting Horse Prim Bend P-3 (10 riders) Prim Bend 4-6 (29 riders) Inter Bend 7-9 (22 riders) Sen Bend 10-12 (10 riders) Prim Barrel P-3 (10 riders) Prim Barrel 4-6 (29 riders) Inter Barrel 7-9 (22 riders) Sen Barrel 10-12 (10 riders)
Sun 7 th April	Advanced 4 riders Inter 1 4 riders Sen Prelim Div 1 1.2 (22) Sen Prelim Div 2 1.2 (22)	A1 CT65 13 riders A2 CT80 16 riders A3 CT 35 24 riders A4 CT 50 28 riders A1 Sen Prelim Div 1 1.2 (22) A2 Sen Prelim Div 2 1.2 (22)	Inter Phase 1 - 238.2.1 90cm 44 Sen Phase 1 - 238.2.1 90cm 31 Inter Phase 1 - 238.2.1 100cm 25 Sen Phase 1 - 238.2.1 100cm 21 Sec Phase 1 - 238.2.1 110cm 26 Sec Phase 1 - 238.2.1 120cm 15 162 riders	Sec Phase 1 - 238.2.1 70cm 46 Inter Phase 1 - 238.2.1 80cm 22 Sen Phase 1 - 238.2.1 80 cm 27 Prim CT Jumping CT 80 16 riders CT 65 13 riders CT 50 28 riders CT 35 24 riders 175 riders	2 Dressage arenas available
Mon 8 th April	Sec Phase 2 – 274.2 70 cm 46 Inter Phase 2 – 274.2 80 cm 22	A1 Inter Prelim 1.3 Div. 1 (33 riders)	Special Two-Phase needs 2 sets timing gear	Overflow jumping if needed	2 Dressage arenas Inter Prelim 1.2

	<p>Sen Phase 2 – 274.2 80 cm 27 Inter Phase 2 – 274.2 100cm 25 Sen Phase 2 – 274.2 100cm 21 Sec Phase 2 – 274.2 110cm 26 Sec Phase 2 – 274.2 120cm 15 182 riders Needs two set of timing gear Will go late in indoor</p>	<p>A2 Inter Prelim 1.3 Div. 2 (33 riders) A3 Prim Prelim 1.2 Div. 1 (24 riders) am A4 Prim Prelim 1.3 Div. 1 (24 riders) pm A4 Prim Prelim 1.2 Div. 2 (24 riders) am A3 Prim Prelim 1.3 Div. 2 (24 riders) pm</p>	<p>Prim Phase 2 – 274.2 45cm 22 Prim Phase 2 – 274.2 60cm 23 Prim Phase 2 – 274.2 70cm 22 ? Prim Phase 2 – 274.2 80cm 17 Prim Phase 2 – 274.2 90cm 14 104 riders Inter Phase 2 – 274.2 90cm 44 Sen Phase 2 – 274.2 90cm 31 75 riders</p>		<p>Div. 1 (33 riders) Inter Prelim 1.2 Div. 2 (33 riders)</p>
<p>Tues 9th April</p>	<p>Sec Phase 3 has jump off Sec Phase 3 - 238 2.2 75cm 46 Inter Phase 3 - 238 2.2 80cm 22 Sen Phase 3 - 238 2.2 80cm 27 Inter Phase 3 - 238 2.2 90cm 44 Sen Phase 3 - 238 2.2 90cm 31 Inter Phase 3 - 238 2.2 100cm 25 Sen Phase 3 - 238 2.2 100cm 21 176 riders Will go late in indoor</p>	<p>A1 Sen Novice 2.2 Div. 1 (19 riders) am A2 Sen Novice 2.3 Div. 1 (19 riders) am A2 Sen Novice 2.2 Div. 2 (19 riders) pm A1 Sen Novice 2.3 Div. 2 (19 riders) pm A3 Inter Novice 2.2 (29 riders) A4 Inter Novice 2.3 (29 riders) A3 Prim Novice 2.2 (6 riders) A\$ Prim Novice 2.3 (6 riders)</p>	<p>Prim Jumping Phase 2 Prim Phase 1 – 238.2.1 45cm 22 Prim Phase 1 – 238.2.1 60cm 23 Prim Phase 1 – 238.2.1 70cm 22? Prim Phase 1 – 238.2.1 80cm 17 Prim Phase 1 – 238.2.1 90cm 14 Sec Phase 3 Has Jump off Sec Phase 3 - 238 2.2 110cm 26 Sec Phase 3 - 238 2.2 120cm 15</p>	<p>Jumping arena available if needed</p>	<p>2 Dressage arenas avail</p>
<p>Wed 10th April</p>	<p>May be used for all abilities Para Dressage Not needed for States</p>	<p>A1 Elementary 3.2 (28 riders) A2 Elementary 3.3 (28 riders) A 3 Preparatory 1 (20 riders) A4 Preparatory 3 (20 riders)</p>	<p>Prim Phase 3 - 238 2.2 45cm 45 Prim Phase 3 - 238 2.2 60cm 23 Prim Phase 3 - 238 2.2 70cm 22</p>		<p>Show Horse Prim Show Horse 8 riders Prim Show Hunter 12 riders Prim Working Hunter 8 ride Inter Show Horse 12 riders</p>

			Prim Phase 3 - 238 2.2 80cm 17 Prim Phase 3 - 238 2.2 90cm 14 104 riders		Inter Show Hunter 18 riders Inter Working Hunter 14 Sen Show Horse 10 riders Sen Show Hunter 9 riders Sen Working Hunter 12
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1) Medication Control

Medication control is required at this State level event. Please read the full policy via the Equestrian Australia website.

https://www.equestrian.org.au/sites/default/files/EA_Medication_Control_Policy_2018_0_0_19May23.pdf

2) Risk Management

The Event Director and organising committee will need to consider the following:

- The appointment of a person responsible for safety and risk management at the event (where no one in particular is appointed, the Event Director assumes this responsibility).
- Provide contact details of emergency personnel and agencies such as first aid and ambulance services, nearby hospitals, treating vet, farrier and published in event schedule.
- The identification of risks for the event, including the competitors and the venue.
- insurance and procedures are adhered to by judges, contactors etc>>>
- Child Safe and Codes of conduct are adhered to by all >>>>>>>>>>
- An incident reporting system that is communicated to all involved in the event.
- Written reports to be kept post event.
- An incident/accident investigation system that helps prevent a recurrence of the incident.

3) Terms and Conditions

The Event director and organising committee will need to adhere to the following:

- The competition must be compliant with EA General Regulations and Victoria Child Safe Legislation.
- The Organising Committee is required to conduct the event within the approved Schedule from the ISV committee

Name of Applicant/s:

Proposed Date:

6th -10th April 2024

Location of Competition:

Werribee Park National Equestrian Centre

Contact Details:

Email Address:

Mobile Address:

To aid in evaluating the applicants, please provide a response below to the following questions:

1) Previous Experience managing large scale events:	
2) Accreditations to be considered	
3) References	