

## Judges Committee Position Description

This position description is not limited to the roles as listed below as from time to time there may be additional jobs you will be responsible for however these are the core responsibilities you will be required to undertake.

- Invite listed/unlisted judges to officiate approx. 4-6 weeks prior to each competition with rsvp date to coincide with closing date of entries.... As a rule the November/December tournaments will require more listed judges than the balance of the tournaments. Be sure to establish whether they are competing as you will need to work around their ride times
- Liase with the Competition Secretary nearer close of entries to get an indication on size of competition as you may need to prepare yourself for recruiting more judges
- Invite National listed judges to officiate at the competitions the committee decides we need additional judge at... this is normally 2 for November, 3 or 4 for December and another 1 or 2 to cover the balance of the tournaments however this can vary from year to year due to number of local listed judges etc
  - Once you have confirmed National judges you will need to liase with them to find a suitable inward and outward bound flight, make sure you get insurance then book and pay for this and send the receipt to the Treasurer for reimbursement.
- You will need to clarify with all judges whether they any upgrading requirements and ensure you have also invited the required mentor/educator to do this with
- When you do the draw be sure to place upgrading judges/mentors etc on the required classes first and if they are competing allocate ride times around their judging where possible or they will be unable to judge
  - Adhere to DNZ Placing of Judges list found on the DNZ website as there is strict criteria as to what each List level a judge can judge and the number of judges required on classes... this varies from Local to Regional competitions
  - Unlisted judges can only judge our unregistered classes
  - Ensure each judge sees all levels that their list allows them to
  - Try to avoid any prolonged breaks in judging unless a judge has requested they do not officiate too much

- Be careful not to have the same judge on any level twice in one day but if this is unavoidable always have a second judge with them
  - Ideally morning tea breaks should be 20-25 mins and lunch 40-60 minutes
  - Identify whom out of your judges officiating will be on the Ground Jury and Acting TD... you will also need to invite one or two stewards to each competition
  - When your judges respond to you as to whether they can judge they will notify you of any conflicts of interest/special requests so be sure to keep these in mind
- Email the AJO with the finalised Judges Timelines/Arena Plan for approval
  - Once this is finalised email out to your judges the Timeline and Arena guide so they know what tests they are judging/who with and at which location on the arena
    - You will hear if there are any issues and if there are sort them out in due course.
  - At the meeting prior to each competition airport pickups/drop offs and accomadation/meals etc will need to be organised – Dressage Southland contributes \$40 per night per judge paid to the home hoster
    - Should any issues arise after the meeting then it is your responsibility to fix this e.g judge can't come last minute then re arrange draw to accomadate this or get another judge or airport/home hosting changes
  - Notify the Treasurer of how much cash you need to pay all officials and home hosters
    - Once you have the cash deposit into a Thank-You card and address to each judge then pass onto Office staff for placement on boards at the competition
  - For all National judges you will need to find out if there are any special dietary requests and if they are attending a social occasion what they prefer to drink.
  - At our Regional competition it is recommended that all judges have name tags as well.
  - Liase with AJO as to where each judge is at with upgrading and identifying possible new judges