



BRITISH DRESSAGE SOUTH & EAST REGION

COUNTY COORDINATOR

A county coordinator will be appointed in each of the following counties, making up the South & East Region of British Dressage – the counties are:

Bedfordshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Kent, London, Norfolk, Suffolk, Surrey & Sussex.

The County Coordinator will work with the appointed member of the Regional Committee and closely with the Development Officer to support and develop activities in the county which complement the activities of the Region, and deal with the selection and preparation of teams for Inter-County events.

What does it involve?

- Finding and **booking venues** (venue hire, expenses, trainers fees etc to be budgeted for so that events at a minimum break even and all budgets approved by DO in advance)
- **Book trainers and judges** as required. The two trainers must be UKCC /BDCC Recognised or Accredited Coaches and different trainers may be used on an annual basis from 1 January until the end of the competition.
- **Attending the activities** and training days is ideal as it is a chance to chat to people and explain what the ICC is all about. If you are unable to attend, this should be pre-agreed with your coach or DO in advance, and a substitute found so that British Dressage and your county are represented at each event.
- **Talking to riders** who may be interested or are not sure what it is all about and getting them involved.
- **Advertising** and promoting activities locally and on social media.
- **A minimum** of 2 training days and 1 test riding day to be organised in each county, in two different locations, with extra training encouraged but NOT compulsory.
- Assisting with **sponsorship** for the team events and riders as appropriate
- Ensuring enough money is raised to cover clothing/items for the teams and the attendance of a Coach/coaches at the final if desired, through sponsorship, cake sales, raffles, social events etc.
- **Attending the Inter-County Challenge** to support your team.
- **Supporting the activities of the Regional Committee** in your county throughout the year.
- Provide news articles and photos that could be used on regional Facebook page or in newsletters.

General

- **Entry for all events and clinics** – this will all be through the BD Regional on-line system – Horse Monkey. Coordinators will need to send all details – venue/cost/how the day will run, to the DO's so that it can be added to the booking calendar. Bookings will come through via email to you, and a spreadsheet will be pulled off and emailed to you a few days before the event with all names, emails and information on.
- Send all agreed and approved **expenses/invoice** etc immediately to the DO after the event.
- Run your own budget (spreadsheet will be provided) to ensure that you stay in budget and are aware if you have made any money to spend on kit for teams/rosettes etc.
- **Team selection:** Co-ordinator/trainers need to take all riders who come to events into consideration, and give them information about what else BD can offer.
- Encourage non-BD members to become members, either Club or full by explaining the benefits of membership to them.
- Assist with regionalised Members Meetings/Drop-in sessions as required.

Experience

You will need to have some relevant skills, experience and attributes, such as:

- Great organisational abilities – this is a hands-on role.
- Computer literacy, and access to a computer – most communications are via email.
- Being approachable by anyone.
- Enough time available.
- Enthusiasm for the sport of dressage.
- Integrity, honesty and fair-mindedness – team selection in particular is a sensitive issue and must be handled with objectivity, and with an appropriate level of confidentiality.

Remuneration

This is a voluntary position and carries no remuneration but reasonable pre-agreed out-of-pocket expenses will be paid.

Term of Office

- County Coordinators may stand for two terms of four years each.
- A six month probationary period will form the first six months of the first term for any appointments.
- On completion of their first term of office, a review will be undertaken with the Regional Chair or Vice Chair and DO before a second term is confirmed.
- An informal interview and application process will be used and all vacancies will be advertised regionally.