Equestrian South Australia

Appointment of Chef d'Équipe/Team Manager – All Disciplines

POLICY: APPOINTMENT OF CHEF D'ÉQUIPE – EQUESTRIAN SOUTH AUSTRALIA

Policy owner	Equestrian South Australia
Applies to	All ESA disciplines and representative programs
Approval authority	ESA Board
Version	1.0
Approved and effective dates	May 2026
Next review	May 2028

1. Purpose

This policy establishes a transparent and consistent process for appointing Chef d'Équipe/Team Manager positions for Equestrian South Australia (ESA) representative teams across all disciplines. It ensures appointments are made on merit, with clear expectations regarding responsibilities, time commitment and financial arrangements.

2. Background

Where required by Equestrian Australia rules or the conditions of a representative event, ESA will appoint a Chef d'Équipe/Team Manager and may nominate additional team officials. Appointed representatives are responsible for attending required meetings and communicating relevant information to athletes and their nominated coaches.

Official communication with an organising committee, including the lodgement of protests on behalf of a team, must be conducted through the Chef d'Équipe/Team Manager or another nominated Team Management official.

3. Status of the Role

- The Chef d'Équipe/Team Manager is a **volunteer position** and is **not a paid role**.
- Appointment does **not** constitute employment with ESA.
- The role may require travel and time away, including attendance at competitions, team meetings and related activities.

4. Financial Arrangements

- The role is voluntary and unpaid.
- Applicants should assume that travel, accommodation and incidental costs associated with the role are their responsibility.
- Reasonable out-of-pocket expenses for approved duties may be reimbursed, subject to prior approval by the relevant ESA Discipline Committee.
- If sufficient funds are unavailable within the relevant discipline budget, reimbursement may be supported through approved fundraising at the Committee's discretion.
- Reimbursements must be supported by appropriate documentation, including receipts, and approved under ESA financial procedures.
- The Chef d'Équipe/Team Manager must not seek, solicit or negotiate financial contributions or sponsorship on behalf of ESA without prior written approval.

5. Expression of Interest Process

- When a Chef d'Équipe/Team Manager is required, the relevant ESA Discipline Committee will call for Expressions of Interest from eligible members, including Committee members.
- The EOI will be circulated through appropriate ESA and discipline communication channels, including relevant social-media pages, direct email and other suitable platforms.
- The EOI must be a written application supported by information requested in the advertisement or position description.
- Applications will remain open for at least seven business days from publication unless exceptional circumstances require a different period approved by ESA.
- The information pack will include a position description outlining key responsibilities, expected time and travel commitments, the volunteer nature of the role and the term of appointment.

6. Selection and Appointment

- The relevant ESA Discipline Committee will review all EOIs and provide the ESA Board with a list of eligible candidates and its recommended candidate.
- The ESA Board will independently review the recommendation and may approve or reject it. Final appointment authority rests solely with the ESA Board.
- Selection will be based on merit, considering relevant equestrian and team experience; leadership, communication and organisational skills; ability to represent ESA and Equestrian Australia values and standards; and availability to fulfil the required commitments.
- Committee members who submit an EOI must declare any conflict of interest and abstain from deliberation and voting on the recommendation.

- Applicants must provide any current screening, accreditation or compliance documentation required by law, Equestrian Australia, ESA or the event.

7. Term of Appointment

- Appointments will be for a specified event or season, as determined by ESA.
- The ESA Board may revoke an appointment, following consultation with or recommendation from the relevant Discipline Committee, if responsibilities are not met or conduct is inconsistent with ESA policies and values.

8. Communication

- The selection outcome will be communicated through the appropriate channels to support openness and confidence in the process.
- Feedback may be provided to applicants on request.

9. Review

- This policy will be reviewed biennially.
- The ESA Board may review volunteer-role status and financial arrangements if policy or funding structures change.

ROLE DESCRIPTION: CHEF D'ÉQUIPE – EQUESTRIAN SOUTH AUSTRALIA

Position Title:
Chef d'Équipe/Team Manager – ESA Representative Team

Status:
Volunteer, non-paid position

Reports to:
Relevant ESA Discipline Committee and ESA Board

Purpose of the Role

The Chef d'Équipe/Team Manager is responsible for coordinating, leading and managing an ESA representative team at designated competitions or events. The role helps ensure the team is prepared, supported and aligned with ESA and Equestrian Australia values while providing a positive experience for athletes, coaches, support personnel and families.

Representation and Official Communications

- Serve as the official representative of the ESA team at the designated event.
- Attend all required briefings and meetings before and during the event.
- Communicate relevant organiser information clearly and promptly to athletes and nominated coaches.
- Act as the primary liaison between the team, the relevant ESA Discipline Committee and the organising committee.
- Manage official team communications and lodge protests or formal submissions in accordance with applicable rules.

- Work collaboratively with other appointed Team Management officials.

Key Responsibilities

- **Team coordination:** Coordinate agreed logistics, schedules and team activities and act as a primary contact for athletes, coaches, support personnel, families and organisers.
- **Leadership and support:** Foster a positive, inclusive and respectful team culture and provide appropriate guidance and support during the event.
- **Compliance and communication:** Help ensure team members meet eligibility, uniform, accreditation, paperwork and event requirements and understand relevant policies and expectations.
- **Event representation:** Represent ESA at official functions, briefings and meetings.
- **Administration:** Maintain appropriate records and provide a brief post-event report to the relevant Discipline Committee summarising outcomes, learnings and observations.

Time Commitment

- Travel and attendance at the designated event, which may include overnight stays.
- Preparation, meetings and coordination before and after the event.

Skills and Attributes

- Relevant experience in the applicable equestrian discipline and representative or championship environments.
- Strong organisational and leadership skills.
- Excellent communication, interpersonal and team-management abilities.
- Capacity to support athletes appropriately in a competitive environment.
- Ability to remain calm, professional and solutions-focused under pressure.
- Commitment to the values, policies and standards of ESA and Equestrian Australia.

Financial Considerations

- This is a volunteer position; expenses are generally not reimbursed unless approved in advance and supported by receipts.
- Applicants should be prepared to meet their personal travel, accommodation and incidental costs unless otherwise advised in writing.

Term of Appointment

- The ESA Board appoints the position for a specified event or season.
- The relevant Discipline Committee may recommend revocation where responsibilities are not fulfilled or conduct does not align with ESA or Equestrian Australia requirements.

TEMPLATE RESPONSE TO ENQUIRIES

[YEAR] [DISCIPLINE] – Expression of Interest

Chef d'Équipe/Team Manager – ESA Representative Team

The [DISCIPLINE] Committee is seeking Expressions of Interest from suitably qualified and experienced individuals for the volunteer position of **Chef d'Équipe/Team Manager** for the [YEAR] ESA representative team.

The Chef d'Équipe/Team Manager will serve as the official representative of the team at **[EVENT NAME]**. This key leadership role provides guidance, coordination and support to South Australian athletes competing at the representative level.

About the Role

- Coordinate agreed team logistics, schedules and communications.
- Support athletes, coaches, support personnel and families before and during the event.
- Help ensure compliance with ESA policies, applicable rules and event requirements.
- Represent ESA in official communications with event organisers.

Selection Criteria

- Relevant experience in [DISCIPLINE], preferably at representative or championship level.
- Strong leadership and organisational skills.
- Ability to support athletes in a team environment.
- Excellent communication and liaison skills.
- Commitment to upholding ESA and Equestrian Australia values and standards.

Special Conditions

- The role is voluntary and does not constitute employment with ESA.
- Unless otherwise approved in writing, travel, accommodation and incidental costs remain the applicant's responsibility.
- Any allowance or reimbursement must be agreed by the relevant Discipline Committee before the expense is incurred and may depend on available funds or approved fundraising.
- The role involves travel and time away, including attendance at team activities, competitions and relevant meetings.
- The successful applicant must provide any screening, accreditation or compliance documentation required for the role.

Selection Process

- The relevant Discipline Committee will review EOIs against the position description.
- The Committee will provide the ESA Board with eligible candidates and its recommended candidate.
- The ESA Board will approve or reject the recommendation. Final appointment authority rests with the ESA Board.
- Committee applicants must declare conflicts and abstain from the selection recommendation.

- The outcome will be communicated through the appropriate channels.

How to Apply

Please provide:

- A brief statement of up to 300 words outlining your experience and suitability.
- Your availability, including your ability to travel and attend **[EVENT NAME]** at **[VENUE]** from **[EVENT DATES]**.
- Copies of any required screening, accreditation or compliance documents.

EOIs close: [TIME AND CLOSING DATE]

Submit to: [EMAIL ADDRESS]

TEMPLATE SOCIAL-MEDIA POST

Expression of Interest – Chef d'Équipe/Team Manager (Volunteer Role)

The ESA [DISCIPLINE] Committee invites Expressions of Interest for the volunteer role of **Chef d'Équipe/Team Manager** for the [YEAR] ESA representative team competing at [EVENT NAME].

This is a key leadership role providing guidance, coordination and support to South Australian athletes competing at representative level.

We are looking for someone with:

- Relevant equestrian and discipline experience
- Strong leadership and organisational skills
- A commitment to supporting athletes
- Excellent communication and team-management abilities

If you are committed to helping our athletes prepare, perform and represent South Australia with pride, we would like to hear from you. Please share this opportunity with your networks.

To submit an EOI or request further details, email **[EMAIL ADDRESS]** by **[TIME AND CLOSING DATE]**.

Final appointment is subject to approval by the ESA Board.

Template note: Replace all bracketed fields before publication.

Response to an enquiry

Hi [Name],

Thank you for your interest in the Chef d'Équipe/Team Manager role for the ESA [Discipline or Program] representative team at [Event].

Please find attached the role description and completed event schedule. These outline the responsibilities, selection criteria, time commitment, checks and financial arrangements.

To apply, please send a statement of up to 300 words outlining your experience and suitability, confirmation of your availability, a current Working With Children Check and details of any actual or perceived conflict of interest to [Verified application email] by [Closing deadline]. Please also include [Additional application requirements, or delete this sentence].

The role is voluntary and unpaid. Any expense support must be approved in writing before costs are incurred. Final appointment rests with the ESA Board following a recommendation from [Relevant Committee].

If you have any questions, please contact [Name and contact details].

Kind regards,
[Name]
[Position]
Equestrian South Australia