



**DRESSAGE NEW ZEALAND  
YOUTH COUNCIL**

**TERMS OF REFERENCE**

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## **DRESSAGE NEW ZEALAND YOUTH COUNCIL: TERMS OF REFERENCE**

### **VALUES**

- Grow as a team while empowering our peers
- Be open-minded, inclusive, and transparent
- Show passion and positivity
- Appreciate and respect every idea or viewpoint

### **PURPOSE**

- Create an environment where youth voice is championed
- Encourage both participation and performance in youth dressage
- Engage with national and regional dressage communities and share feedback/ideas
- Create an environment where youth who participate in dressage feel safe and are encouraged

### **PREAMBLE**

1. The Dressage New Zealand Youth Council (DNZYC) is set up to inform, consult and advise the Dressage New Zealand (DNZ) Board and key stakeholders on a number of aspects of the sport of dressage and how they affect young people. This includes, but is not limited to:
  - 1.1 Developing aspects of the sport of dressage that affect young people by using the experiences, opinions, and ideas of young people through the DNZYC.
  - 1.2 Providing an opportunity for authentic Youth Voice and to be a part of bringing the DNZYC ideas to life.
  - 1.3 Consulting with youth members on area dressage groups
  - 1.4 Providing a youth perspective on a range of issues.
  - 1.5 Discussing & developing any issues and needs relating directly to youth in the sport of dressage and how these can be best met.
  - 1.6 Building young peoples' knowledge of the DNZ and ESNZ sporting structure, roles, and processes in Aotearoa.
  - 1.7 Enabling DNZYC members to participate in decision-making processes on the Board of DNZ.
  - 1.8 Providing Youth with an opportunity for leadership and governance experience.

## **RESPONSIBILITIES**

2. DNZYC representatives are required to:
  - 2.1 Attend (in person or remotely) any DNZYC, DNZ and ESNZ meetings as required.
  - 2.2 Relay, provide information and/or gather feedback on any key initiatives with Area Dressage Group representatives, DNZYC members' networks, and youth who are DNZ or ESNZ members.
  - 2.3 Bring youth issues and opportunities to the DNZYC and/or the DNZ Board.
  - 2.4 Participate in the implementation of youth initiatives for dressage.
  - 2.5 Assist DNZ, ESNZ and stakeholders to canvass youth views.
  - 2.6 Mentor an aspiring DNZYC member.
  
3. In return for their commitment, DNZYC members will:
  - 3.1 The opportunity to be a valued member of the Game Changers.
  - 3.2 Have input on various working parties and/or projects.
  - 3.3 Financial and practical assistance with accommodation and transport to and from DNZYC, DNZ or ESNZ meetings where relevant.
  - 3.4 Enhancing their CV for school, university, and future employment.
  - 3.5 Be given the opportunity to gain insights into the strategic planning and operations of key stakeholders.
  - 3.6 Gain the experience and knowledge to make the voice of young people heard and to participate in the implementation of Youth initiatives.
  - 3.7 Receive mentoring and knowledge of how the Dressage system operates.
  - 3.8 Receiving mentoring from a DNZYC mentor.
  - 3.9 Receive a letter of reference from the Board of DNZ where appropriate.
  - 3.10 Connect with other youth organisations.

## **MEMBERSHIP**

4. DNZYC will include up to 6 members. These members will represent a cross section of participants from across the country.

## **CRITERIA FOR MEMBERSHIP**

5. Members need to be:
  - 5.1 Current ESNZ member
  - 5.2 Between 14 & 22 years of age.
  - 5.3 Able to work with other people and work in a team.

- 5.4 Proactive and committed.
  - 5.5 Approachable and effective communicators.
  - 5.6 Professional, ethical, fun, and open.
  - 5.7 Youth members of the dressage community (Rider, Administrator, Official, Groom, Coach or Volunteer).
6. It is expected that the DNZYC will provide a broad representation of the national dressage youth population with consideration given to:
- 6.1 The views and feedback from Youth Representatives on regional dressage committees, ESNZ youth members, and youth members of the dressage community (Rider, Administrator, Official, Groom, Coach or Volunteer).
  - 6.2 A diverse range of cultural backgrounds, geographical locations, ages, and genders.

### **SPECIFIC CRITERIA FOR EACH ROLE**

- 7. Each DNZYC member must have, in some way, have been a part of the dressage community (Rider, Administrator, Official, Groom, Coach or Volunteer).

### **CHAIR/DEPUTY CHAIR**

- 8. Members of the DNZYC will elect a Chair and Deputy Chair on an annual basis who will lead the group and act as spoke person(s). The Chair and Deputy Chair will hold their position for a maximum of two years.
- 9. A role description for the Chair/Deputy Chair is included in Appendix A. In the absence of the Chair, the deputy Chair will step in.

### **DNZYC APPOINTMENT PROCESS**

- 10. The inaugural DNZYC will comprise the four persons who were voted as spokespersons at the youth planning session held at the [Under 25 Youth Festival 2020] (Inaugural DNZYC). Expressions of interest will be sought for two additional members who will be selected by two members of the Inaugural DNZYC and the delegated DNZ Board member.
- 11. In subsequent years, an annual appointment process will be held aligning with Dressage NZ annual appointments. DNZ will seek expressions of interest from individuals who are interested in being selected as a DNZYC members and who meet the criteria listed above. Following 2021 initial appointments the next round will be in 2023

12. DNZYC and a representative of the DNZ Board will shortlist candidates, conduct an interview process and make recommendations about the preferred candidates to the DNZ Board who will ratify the appointments .
13. Selection should include an appropriate mix of individuals from across the Country.

### **TERM OF APPOINTMENT**

14. The standard term of appointment will be two years. Members can ask for their membership to be extended for additional terms. Extended terms of appointment must be approved by the DNZ Board. The term of appointment can be less than two years if a member resigns or no longer meets the criteria for their role.
15. If a DNZYC member resigns during the year, the DNZYC and DNZ Board will actively recruit for the position to be filled as soon as possible. When a DNZYC member resigns support and an opportunity for feedback will be offered

### **OPERATION**

16. The DNZ Board will oversee the administration and support of the DNZYC.

### **DNZYC MENTOR**

17. DNZYC and the Board of DNZ will seek Expressions of Interest every two years for a DNZYC mentor.
18. The role of the mentor will be to support, guide and mentor DNZYC members.
19. The DNZYC mentor does not have a role in management of DNZYC or in decision making.

### **MEMBER INDUCTION AND TRAINING**

20. All members joining the DNZYC will receive an induction pack and information explaining the purpose and structure of the DNZYC, roles and responsibilities of becoming a member of the DNZYC, and information on the DNZYC mentor.
21. Within the first year as a member of the DNZYC each member may be supported to complete Sport New Zealand's 101 Governance Training online.
22. There will be an annual meeting to review the roles and responsibilities of DNZYC members to make improvements where these are required.

## **FREQUENCY OF MEETINGS**

24. Every two months or more frequently if necessary

## **REPORTING**

25. DNZYC will provide a verbal report in the last quarter of each year. The report will outline work undertaken, attendance and number of meetings/calls held, the group's achievements and issues or initiatives it wishes Dressage New Zealand and the future Youth Advisors to consider further.

## **COMMUNICATIONS**

26. Explore best platforms to communicate as a group.

Key requirements for communication:

- Online Safety
- Respectful
- Positive
- Confidential
- Inclusive

## **YOUTH ON AREA DRESSAGE Committees**

27. Area Group Committees should include a Youth Representative elected annually at their AGM. This representative will be a member of the DNZ Youth Committee and have the opportunity to input into Youth Council activities
28. The Youth Rep must meet the criteria set out in clause 5 above.
29. DNZYC will consult with the Youth Representatives on Area Dressage Groups on the issues outlined above. The role of the Youth Council is to provide views and feedback from to DNZYC on any issues and needs relating directly to youth in the sport of dressage and how these can be best met.

## **COMPLAINTS AND SUPPORT PROCESS**

30. DNZYC members may make complaints to any member of the DNZ Board on a confidential basis.

## **REVIEW**

31. The Terms of Reference will be reviewed annually or as required. All changes to the Terms of Reference will be subject to the approval of the DNZYC.

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## **APPENDIX A:**

### Role descriptions for the DNZYC Chair and Deputy Chair

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#### **Roles & Responsibilities of The Chair:**

1. EOI for Chair & DC
2. Encourage open communication where all members can contribute to conversation.
2. Not allow individuals or sub-groups to dominate the meeting.
1. Work with DNZYC mentor to compile meeting agenda.
2. Oversee the development, completion, and implementation of the group's annual work programme.
3. Be the spokesperson for the DNZYC and represent the views and recommendations of the group as required, including in presentations, on the DNZ Board and to the key stakeholders as required.

#### **Role and responsibilities of the Deputy Chair:**

1. To support the Chair in their role.
2. To act in place of the Chair should the Chair be unavailable or have a conflict of interest.