

TERMS OF REFERENCE FOR BRITISH EVENTING REGIONAL COMMITTEES

1. Overall Aims

The aim of the Regional Committee is to implement T&E policy at regional level as directed by the British Eventing Training & Education (T&E) committee, with a view to coordinate, collaborate and communicate with all stakeholders in the region on training matters. This policy will principally relate to training riders, U18s, Coaches, Officials and Volunteers.

The policy is passed down to the Regional Committees from the T&E Committee via the office staff and appropriate representative on the T&E Committee involved in each specific area.

2. Composition and Roles of Regional Committee Members

Each Regional Committee consists of:

Regional Chairman
Rider Training Representative
U18 Regional Coordinator
U18 Coach
Coach Educator
Regional Development Officer (RDO)

All personnel in these roles must be based within the region.

3. Recruitment and Term Limits

A new role will be created in each region: the RDO. These will be employees of BE and will be recruited. Where there are existing roles within each region (e.g. U18 Coordinator/Coach Educator), the personnel within the posts will continue in post, where possible. It is suggested to revisit as part of this review the TORs/job descriptions for these posts. The existing Regional Training Organiser (RTO) role will be developed into a voluntary Rider Training Representative (RTR) role, and much of the work that the RTO did will also be taken on by the RDO.

Term limits for each role should be considered and a decision will be made whether to implement term limits following the first year. Each representative will have a contract/agreement in place detailing key responsibilities.

Because of their existing insight into the region, the existing Regional Coordinator (RC) will take the role of Chairman and will continue in this role indefinitely.

RDOs will be permanent members of the Regional Committee.

4. Specific roles within Regional Committee:

Regional Chairman. The role of the Regional Chairman is to provide an overview at regional level of all of British Eventing's activities. Because of their existing insight into the region and established links with existing stakeholders, it is felt appropriate for the existing Regional Coordinator to take the role of Chairman. The Chairman can then bring a balanced overview to the implementation of the policy forwarded from the T&E Committee. The Chairman is responsible for ensuring the Committee functions effectively and seeks to maximise the potential of each area. The Chairman should encourage collaborative working and should assist in resolving any issues within the region.

Rider Training Representative. The RTR will work together with the RDO to implement policy issued from the T&E Committee. The aim of the role is to assess demand and ensure the requirements of riders of all levels are being taken into account in the planning of regional training. It is a voluntary role based within the region. This role would suit someone who has regular contact with riders (both members and non-members) in the region.

Responsible for:

- Being a point of contact for all riders in the region, both members and non-members on training related matters
- Relaying any feedback, including ideas, challenges and suggestions, from riders on training related matters to the committee to be taken into account when planning rider training in the region.
- The coordination of all rider training activity together with the U18 Representatives within a region to ensure all stakeholders are adequately provided with relevant and appropriate training in order to deliver T&E policy on this subject.
- With the U18 Coordinator, keeping the RDO and Regional Committee informed of any other significant non-BE training activity (e.g. Pony Club, Riding Club) within the region to ensure this is taken into consideration in the planning of training within the region.
- Attending Regional Committee meetings at least three times a year and as and when needed.

U18 Regional Coordinator. The U18 Regional Coordinator provides technical input to the RDO and to the Regional Committee on U18 matters. It is a voluntary role based within the region.

Responsible for:

- Being a point of contact for riders aged under 18 and their parents who are based within the region and relaying any feedback to the Regional Committee.
- Coordinating together with the RDO and U18 Coaches U18 Regional training activities.
- Attending under U18 classes in their region to monitor U18 rider performance and be a point of contact for riders and parents.
- Selecting, with the support of the U18 Regional Coaches the riders who will represent their region in the U18 Regional Championships, as per the Championship rules.
- With the Rider Training representative, keeping the RDO and Regional Committee informed of any other significant non-BE training activity (e.g.

Pony Club) within the region to ensure this is taken into consideration in the planning of training within the region.

- Attending Regional Committee meetings at least three times a year and as and when needed

U18 Regional Coaches (only one need attend Regional Committee Meetings) The U18 Coaches are paid for the U18 training which they deliver in the regions, but will appear on the committee voluntarily, with mileage paid.

Responsible for:

- Liaising with the RDO, U18 Coordinator and Rider Training Representative in order to arrange and deliver U18 training within the region.
- Liaising with the U18 Coordinator to communicate U18 rider progress to inform the selection process.
- One regional Under 18 Coach should be present at Regional Committee meetings at least three times a year and as and when needed.

Regional Coach Educator. The Regional Coach Educator provides technical input to the RDO and to the Regional Committee on coaching issues. This is a voluntary role based within the region. The Regional Coach Educator will need to have completed Coach Educator Training as provided by the BEF. There may be other qualified Coach Educators in the region, and one should sit on their regional Committee. Funding dependent, the Coach Educator will continue to be paid a specific amount (currently £500) for the delivery of one Regional Coach Development day and follow up support (Excel funded), but the role within the Committee will be voluntary.

Responsible for:

- Being a point of contact for, and representing all BE Accredited Coaches within the region, whether they provide training for BE or not.
- Liaising with the RDO and any other Regional Committee Members to ensure there is adequate training and development for the Coaches based within the region (including both BE accredited and those working towards accreditation).
- Attending Regional Committee meetings at least once a year and as and when needed.

Regional Development Officer. The RDOs are employed by British Eventing and are responsible/accountable to the T&E Manager to co-ordinate the delivery of training in the following areas:

- Regional Rider Training
- U18 Regional Training
- Coach Education/training
- Officials/Volunteer Training
- Any other training initiatives as decided by the T&E Committee.

They do this, as stated above, working closely with the relevant Regional Committee Representative and according to the T&E Committee policy.

The Board delegates the appointment of RDOs to the Chief Executive.

5. Meetings

The Regional Committee should meet as and when required. The allocated budget allows for four meetings per annum. The RDO is to oversee this budget. Each specific role on all Regional Committees (for example, all regional Coach Educators, or all U18 Regional Coordinators) would then meet as and when required centrally. Inevitably this will occur more so at the outset as policy is developing.

6. Budgetary Responsibility

Regional budgetary control and responsibility lies with the RDO who is in turn responsible to the T&E Manager. All issues relating to budgets must be cleared and/or approved with the RDO. Where there is a requirement for expenditure outside of committee meeting expenses by the Regional Committee then these expenses are to be agreed with the RDO in advance as they will need to be met from the RDO's budget.

All Regional Committee members and RDO's must operate within the financial regulations set for British Eventing.

7. Fundraising

Regional Committees may from time to time undertake fundraising activities in order to support particular regional activities which the regional committee have agreed. Any funds raised in this way must be processed through BE Accounts.