



22 April 2024

Dear Show Hunter Area Groups,

### 2024 AGM NOTIFICATION PACK

You are invited to attend the Jumping & Show Hunter Conference and Annual General Meetings (AGM), which will be a combined event with Dressage and Eventing also holding AGMs concurrently. This will be held at **Rydges Auckland, 59 Federal Street, Auckland CBD. 6th – 7th July 2024.**

The Hall of Fame awards will be awarded at a combined cocktail function on Friday evening prior to the Conferences.

The Timetable is as follows:

#### Friday 5<sup>th</sup> July 2024

7.00pm -9.00pm Hall of Fame Awards

*Tickets to the Hall of Fame Cocktail evening are now on sale here.*

[ESNZ Hall of Fame Tickets, Rydges Auckland, Auckland | TryBooking New Zealand](#)

#### Saturday 6<sup>th</sup> July 2024

8.30am Registrations

9.00am All discipline Conferences/AGMs start. **Show Hunter Conference and AGM to be held on Saturday**

4.30pm Finish

#### Sunday 7<sup>th</sup> July 2024

9am Jumping AGM

12 pm Finish

#### Accommodation

ESNZ's special accommodation rate is now in place, and you may book here.

[Equestrian Sports NZ Incorporated | Rydges Hotels & Resorts](#)

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### **Business of Meeting**

Nominations for Executive, Remits and General Business must be with the Jumping Sport Manager no later than **5.00pm on Friday 24th May 2024.**

There are up to six positions available on the Executive this year: the North Island Coordinator position, and up to five Executive Members. All current Executive retire by rotation as does the North Island Coordinator. All nominations, except those of existing Executive members seeking re-election must be accompanied with a Curriculum Vitae. All positions are for a two-year term.

All remits and nominations must be emailed to the Jumping Sport Manager, Marilyn Thompson, at [marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz) Forms have been provided in this pack.

#### **ESNZ Jumping**

Level 1 Panama House, 22 Panama Street, Wellington 6011  
PO Box 6146, Marion Square, Wellington 6141  
Tel +64 (4) 499 8994, Fax +64 (4) 471 0813

#### **Equestrian Sports New Zealand**

Level 1 Panama House, 22 Panama Street, Wellington 6011  
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[nzequestrian.org.nz](http://nzequestrian.org.nz)



Please find enclosed the following documents:

- Area Delegate Job Description
- Attendance Confirmation Form
- Proxy Form
- Executive Member Nomination Form
- Remit Submission Form
- Area Committee Contact Details Update Form
- Expense Claim Form

Please note that all members are welcome to attend the conference and AGM however to assist with catering requirements we will require each individual to RSVP no later than 16<sup>th</sup> June.

#### Notification of Business

The Show Hunter Order paper will be **forwarded to Show Hunter Area Groups and posted on the ESNZ website by the 7<sup>th</sup> June 2024.**

#### Timetable

Show Hunter	
Business of Meeting, Remits & Nominations due by	Friday 24 <sup>th</sup> May 2024
Notification of Business	Friday 7 <sup>th</sup> June 2024
Conference and AGM	Saturday 6 <sup>th</sup> July 2024

#### Travel

Delegates and representatives are asked to make their own travel arrangements. See accommodation details above for the link for accommodation bookings, which are at your own cost.

**Jumping will reimburse your flights to a maximum of the cheapest available flight as of 31<sup>st</sup> May 2024** for each nominated Area Delegate to attend the conference. All delegates must fill out an Expense Claim Form and supply a copy of their booking to the Jumping Sport Manager for reimbursement, including the receipt. Please also include your bank details for reimbursements.

Nominated Area Delegates traveling by car will be reimbursed at \$0.83 per km.

#### Area Group Financial Statements

A reminder that Area Groups are required to provide a Summary of their financial statements to the Jumping Sport Manager by 18<sup>th</sup> June 2024. Copies of the 2023 Financial Statements, if these have not been provided already, may be forwarded now.

If you have any further questions regarding this years' Conference and AGM, please do not hesitate to contact me. I look forward to seeing you in Auckland.

Kind Regards,

Marilyn Thompson

**Jumping Sport Manager**

Email: [marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz)

Mobile: 021 612817

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## SHOWHUNTER

# Area Delegates Job Specification

All delegates must be members of ESNZ. Delegates are the communication voice between the National Discipline and Area Members

Area Delegates are responsible for:

- Reporting to their area committee on matters happening nationally, including rule-changes, registration requirements and any other matters pertaining to Show Hunter
- Liaising with Show Hunter Executive and Island Coordinators
- Working closely with their area ESNZ committee, and any other organisation conducting Show Hunter within their area.
- Putting forward any remits to the ESNZ SH conference from their area.
- Representing their area at the ESNZ SH committee meeting on remits and any other official matters requiring a vote. Also be available for any committee meetings held during the year.
- Be available to show secretaries to ensure result sheets are filled out correctly, and that results are sent into ESNZ within seven days of the competition event.
- Representing ESNZ Show Hunter, promoting national series sponsors at shows. All sponsor signage must be displayed in the correct manner at all required shows in their area
- Supplying a calendar of all affiliated events within their area to the Island Coordinator and ESNZ National Office.
- Ensure that they work closely with ESNZ SH publicity officer & their local area publicity officer. Getting results into ESNZ and local newspapers.
- Promote membership to ESNZ in their local area.
  
- Assist in recruiting of new officials, judges, course designers and stewards.
  
- Supply a written report to ESNZ SH committee meetings.
  - Report on ESNZ events run in their area.
  - Report on the registration of horses, ponies & riders at shows.
  - Report on any problems that may have arisen at an event in their area.
  - Report on publicity on these shows, what media was involved & where results were published.
  - Report on ESNZ SH points prize series run in their area.



# SHOWHUNTER

## 2024 Show Hunter Executive Nomination Form

I hereby nominate (name)

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for the position of Show Hunter Executive Member.

AREA GROUP: \_\_\_\_\_ (Proposer)

SIGNED BY: \_\_\_\_\_

NAME/POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

AREA GROUP: \_\_\_\_\_ (Second)

SIGNED BY: \_\_\_\_\_

NAME/POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

I hereby accept the nomination and attach my CV:

SIGNED BY: \_\_\_\_\_ (Nominee)

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ESNZ MEMBERSHIP  
NUMBER: \_\_\_\_\_

Please return to Jumping Manager – Marilyn Thompson, [marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz) by  
24<sup>th</sup> May 2024



# SHOWHUNTER

## Proxy Form

Show Hunter Annual General Meeting  
6th July 2024, Auckland

I \_\_\_\_\_ wish to have my apology recorded and

hereby nominate \_\_\_\_\_ as my proxy for the AGM.

Signed: \_\_\_\_\_ (Delegate)

Signed: \_\_\_\_\_ (Proxy)

Proxy Forms must be emailed to Jumping Sport Manager – Marilyn Thompson,  
[marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz) or handed in prior to the commencement of the Annual General Meeting.



# SHOWHUNTER

## Show Hunter Attendance Form

Show Hunter Annual General Meeting  
6 July 2024, Auckland

To assist with catering requirements, this form just be completed for all individuals wishing to attend the Annual General Meeting.

Only individuals that register their attendance will receive a copy of the meeting papers, via email.

The following people will be attending the 2024 AGM from \_\_\_\_\_  
Area.

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NAME	EMAIL and Address	Attending SH AGM Saturday	VOTING DELEGATE YES / NO	Attending Jumping AGM Sunday

Please return to Jumping Manager – Marilyn Thompson, [marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz) by Friday 16th June 2024



# SHOWHUNTER

## 2024 Show Hunter Nomination Form For North Island Coordinator (this is an Executive Member Position)

I hereby nominate (name)

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for the position of Show Hunter North Island Coordinator.

AREA GROUP: \_\_\_\_\_ (Proposer)

SIGNED BY: \_\_\_\_\_

NAME/POSTION: \_\_\_\_\_

DATE: \_\_\_\_\_

AREA GROUP: \_\_\_\_\_ (Seconder)

SIGNED BY: \_\_\_\_\_

NAME/POSTION: \_\_\_\_\_

DATE: \_\_\_\_\_

I hereby accept the nomination and attach my CV:

SIGNED BY: \_\_\_\_\_ (Nominee)

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ESNZ MEMBERSHIP  
NUMBFR: \_\_\_\_\_

Please return to Jumping Sport Manager – Marilyn Thompson, [marilyn@nzquestrian.org.nz](mailto:marilyn@nzquestrian.org.nz)  
**Friday 24<sup>th</sup> May 2024**



# SHOWHUNTER

## Remit Submission Form

Please refer to the latest Show Hunter rules at the following link:

[JumpingandShowHunterRules](#)

Article or Annex No#	Page No#:
Current Rule:	
Proposed Rule Change:	
Rationale:	
Area Nominated By:	
Nominator: <i>(Area Chairman/Delegate/ Secretary)</i>	
Secunder: <i>(another area group)</i>	

Please return to the Jumping Sport Manager – Marilyn Thompson, [marilyn@nzequestrian.org.nz](mailto:marilyn@nzequestrian.org.nz) by  
Friday 24<sup>th</sup> May 2024





## 2024-2025 Jumping & Show Hunter Area Committee Contact Details

Area: \_\_\_\_\_

POSITION	NAME	ADDRESS	PHONE	E-MAIL ADDRESS
Area Delegate				
Area Secretary				
Show Secretary				
Chairman				
Vice-Chairman				
Publicity Officer				
Treasurer				



## ESNZ Jumping New Zealand Expense Claim Form

**Name of Claimant:** (If not for you who is this for)?

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**Position:** What is your position? (Judge, Admin, Delegate etc.).

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Date	Detail: What are you claiming for.	Amount (NZD)	Code: (ESNZ to fill)
<b>Bank Account #</b>			
<b>Total(NZD)</b>			

**Please Provide Receipts for all claims.**  
**For Mileage please inform us where you were travelling to and from**

**Signature of Claimant** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved Signature** \_\_\_\_\_ **Date** \_\_\_\_\_