

BRITISH UNIVERSITIES & COLLEGES SPORT

EQUESTRIAN EVENT MANAGEMENT GROUP

TOURNAMENT DIRECTOR - ROLE DESCRIPTION

Organisation	British Universities & Colleges Sport (BUCS)
Title	Tournament Director
Remuneration	Voluntary Role (Reasonable Expenses Covered)
Reports To	BUCS Equestrian Event Lead
Commitment	Variable throughout the year, with heightened commitment in the leadup to National Finals. Required to be onsite for National Finals (3 days of competition plus travel a day prior)
Term of Office	3-year term, reviewed annually

ROLE PURPOSE

BUCS is looking to recruit an enthusiastic and motivated individual who will take on the role of Tournament Director (TD) for the Equestrian National Finals in June each year, as well as sitting on the Equestrian Event Management Group. The TD is vital to the successful running of the event, providing the sport specific knowledge and experience to help our Equestrian National Final run smoothly and accurately.

MAIN DUTIES AND RESPONSIBILITIES

Ongoing

- Comply with the BUCS [Volunteer Code of Conduct](#).
- Advise the BUCS Event Management Group (EMG) on all matters relating to BUCS Equestrian National Finals (And previous stages of the programme, where needed and asked to by the Chair).
- Lead the continuous improvement of the programme for the National Finals
- Act as an ambassador for BUCS and the Equestrian programme at all times.
- Deputise for the Chair where needed.
- Any other duties that may be necessary to ensure the smooth running of the National Finals

Pre-Event

- Advise BUCS on all pre-event information and assist in the preparation of relevant documentation, both digital and print, for the National Finals.
- Assist in the booking of Dressage & Showjumping judges for the National Finals.
- Utilise expertise to ensure that all risks and health and safety obligations are considered and fulfilled.
- Ensure that, in conjunction with the venue lead, enough horses are sourced of an appropriate level and prestige for the National Finals.
- Attend planning meetings in the run-up to the event with relevant stakeholders, utilising technical knowledge where necessary.

At Event

- Lead on running the BUCS Equestrian National Finals in collaboration with the BUCS Event Lead, including, but not limited to:
 - o Leading technical briefings with participants, judges and anyone else as deemed necessary by the BUCS Event Lead;
 - o Ensure a thorough knowledge of the rules and regulations for the event, to be able to confidently answer questions and solve any problems which may arise throughout the running of the competition;
 - o Ensuring the clear and smooth running of the competition, leading wherever necessary;
 - o Lead on event medal ceremonies and prize-giving, ensuring students are recognised for their efforts.
- Take a proactive approach throughout the event, monitoring and foreseeing issues before they happen.

Post-Event

- Provide an event report with feedback on how to improve the event.
- Attend a post-event debrief meeting after the event with relevant stakeholders to share feedback

KEY RELATIONSHIPS

EMG Chair, BUCS Equestrian Event Lead, National Governing Bodies, EMG members, BUCS member institutions, other external partners as appropriate.

CLOSING DATE FOR APPLICATIONS

30th October 2026

HOW TO APPLY

Please send your application to [Chris Lamb](#) in the form of a covering letter (No more than 2 sides of A4 detailing the reasons why you are suitable for the role, including all relevant experience.

PERSON SPECIFICATION

Role: Tournament Director – BUCS Equestrian National Finals

Requirements	Essential/ Desirable
Experience/ Knowledge	
Previous experience organising or helping to organise Equestrian/sports events	E
A developed knowledge of BUCS Equestrian	E
Working within voluntary committees	D

Understanding of developments within the wider Equestrian landscape	D
Good understanding of the HE sporting landscape	D
Skills & Abilities	
Proven organizational skills	E
Excellent communication skills	E
Ability to think and act creatively, particularly when under pressure and/or time constraints	E
Time Commitment	
Approximately 2-3 hours per week in the 3 months prior to National Finals (March – June). From October to March, ad-hoc commitment as needed by the BUCS Equestrian Event Lead and/or BUCS Equestrian EMG Chair.	Approx. 50 hours throughout the season
Attendance at National Finals in June of each year	3 days plus 1 travel day prior