



Equestrian Australia Coaching Advisory Group Charter

1. Purpose

The Equestrian Australia Coaching Advisory Group (EACAG) appointed by the Equestrian Australia (EA) Board assists the Board in fulfilling its oversight responsibilities relating to the advancement and growth of Coaching in Australia.

The primary objective of the EACAG is to provide advice to the Board on all aspects of coaching and equestrian education, to continuously develop an environment where coaches are promoted and coaching at all levels is developed in the interest of excellence, horse and rider safety and welfare and integrity in Equestrian sports.

2. Authority

The Board has authorised the EACAG, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board via EA Management.
- have access to management, employees, and Coaching information it considers relevant (via EA staff) to its responsibilities under this charter.

3. Membership

The EACAG appointed by the Board is a Skills Based Advisory Group and shall comprise of a mix of skills outlined in the EA National Coaching Advisory Group Appointment and Procedures Policy.

The EACAG Members shall be required to meet the criteria as outlined in the EA National Coaching Advisory Group Appointment and Procedures Policy.

4. Chair

The main role of the Chair is to demonstrate leadership and to ensure effective governance of the EACAG.

The Chair of the EACAG will be appointed by a method outlined in the EA National Coaching Advisory Group Appointment and Procedures Policy.

The EACAG Chair must not be the Chair of a State Coaching Advisory Group or Committee.



Should the EACAG Chair be absent from a meeting, the EACAG Members present must appoint a Chair for that particular meeting, who should not be the Chair of their State Coaching Advisory Group or Committee.

The EACAG Chair will ensure that the EA Participation Manager is immediately informed of matters that may have a significant impact on Coaching or the reputation of EA.

The Chair must fulfil the duties as outlined in the EA National Coaching Advisory Group Appointment and Procedures Policy.

The Chair must maintain a timely correspondence with the EA National Office on Coaching matters.

5. Meetings

The EACAG will meet in a manner agreed to by the members of the EACAG in accordance with the EACAG Appointment and Procedures Policy.

The EACAG Chair, any EACAG Member or the EA Participation Manager may request a meeting of the EACAG.

EACAG members must do all things reasonably necessary to attend and participate in all meetings and acknowledge that commitment is fundamental to the effective operation of the EACAG.

Any person may be invited by the EACAG to attend meetings, but not necessarily for the full duration.

Meetings will adhere to the EA National Coaching Advisory Group Appointment and Procedures Policy.

6. Quorum and Voting

A quorum must consist of eight (8) members of the EACAG.

7. Decision Making Methodology

All decisions of the EACAG are to be made according to clause 1.2 in the EA National Coaching Advisory Group Appointment and Procedures Policy.

8. Minutes

The EA Advisory Group Participation Manager or delegate must prepare the minutes of the EACAG within seven (7) working days after the meeting. The minutes are to be promptly approved by the EACAG Chair and then circulated



to all EACAG members and EA CEO. A meeting summary update will be prepared and placed on the EA website once the minutes have been reviewed by all Advisory Group members.

9. Confidentiality

All EACAG members will be privy to sensitive and confidential information. At no stage should this information be publicly referred to, disclosed or discussed to any third party outside of the EACAG. If the matter is escalated to the EA Board members of the EACAG may discuss the issue at the Board's request only.

Should an EACAG member pass on any confidential information to any external third party that member may be dismissed from the EACAG.

10. Review

EA will review this Charter at least biannually and recommend to the Board its approval including any appropriate amendments.

11. Sub-Advisory Groups & Working Parties

The EACAG has the authority to create Sub-Advisory Groups and/or Working Parties as required. Any funding required for the operation of these groups will come from the overall EACAG budget. Additional funding will not be provided.

Currently, there are no EACAG Sub-Advisory Groups.

12. Roles and Responsibilities

The EACAG will be responsible for, but not limited to, the following:

- Syllabus review, including:
 - Collaboratively review and approve a detailed syllabus for equestrian education, including identifying and defining the learning objectives, skills, and knowledge required at each level of the syllabus.
 - Collaboratively review and approve the syllabus/process for coach education.
 - Determine appropriate teaching methodologies, instructional resources, and assessment strategies.
 - Ensure the syllabus integrates safety guidelines, equine welfare considerations, and ethical practices.
 - Regularly review and update the syllabus to reflect advancements in the equestrian field and evolving educational practices.
- Advise on compliance issues, including maintaining and adopting best practice in child safeguarding, WorkSafe and insurance liability.



- Managing the EACAG budget appropriately
- Recommend and develop new initiatives to support and promote Coaching in Australia
- Recommend a “coaching business model” for EA to maximise the return of coaching.
- Developing and managing any sub-Advisory Groups as necessary

13. Self-Assessment

On an annual basis, members will be required to evaluate their performance as well as the performance of the group. This process will provide solid insights into the group's effectiveness, and areas for improvement.

Self-assessment provides the following benefits:

- Transparency:
 - Enables members to openly discuss their roles, responsibilities, and contributions, fostering a sense of accountability.
- Continuous improvement:
 - Helps members identify areas where they excel and those requiring attention, leading to enhanced performance.
- Alignment with strategy:
 - Ensures the members activities meet the organisation's goals and missions.
- Stakeholder confidence:
 - When stakeholders see members are committed to self-improvement, it bolsters their confidence in the organisation's leadership.