

# **Equestrian Australia Limited**



## **EA COACHING COMMITTEE APPOINTMENT AND PROCEDURES POLICY**

**To be read in conjunction with the EA  
Coaching Committee Charter**

The Equestrian Australia Coaching Committee Appointment and  
Procedures Policy is accessible on the Equestrian Australia website:

**[www.equestrian.org.au](http://www.equestrian.org.au)**

## **1. Equestrian Australia National Coaching Committee Classification**

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The Equestrian Australia Coaching Committee (EACC) is an advisory body to Equestrian Australia (EA) with nominated representatives from State and Territory Branches.

### **1.1 Committee Membership**

- (a) To be eligible to be appointed to the EACC, a person must be a member of Equestrian Australia (EA) in a category other than Junior Member and must not be an employee of EA or one of its State or Territory Member Branches.
- (b) Subject to Clause 1.3 and 2.3c), a delegate is eligible for re-nomination and re-appointment at the end of a term.
- (c) Each member will be selected for their experience and skills relevant to the work of the EACC and the following:
  - A thorough knowledge of the national coaching program and its rules and procedures (mandatory).
  - Current coaching accreditation and registration with EA (mandatory).
  - Ability to maintain confidentiality (mandatory).
  - Punctuality and the time to spend on and constructively contribute to the development of the national coaching program (mandatory).
  - Either current Assessor/SSTA or CE qualifications (highly desirable).
  - The ability to think strategically and in the best interest of EA, the national coaching program, and the whole of the sport (highly desirable).
  - An understanding of issues which impact on the development of the sport and coaching in Australia, or the ability to quickly acquire such knowledge (highly desirable).
  - Administrative skills including the use of email and MS Office (desirable).
  - Familiarity with Sport Governance Principles as outlined by Sports Australia
- (d) All members, including any second State or Territory Branch delegate or co-opted person, of the EACC must adhere to EA requirements regarding committee confidentiality which includes a requirement to sign the EA Confidentiality Agreement before attending their first (or next) EACC meeting.
- (e) All members serve on a voluntary basis.
- (f) Co-opted members should satisfy either one or more of the following demonstrable practical and industry experience criteria:
  - Discipline specific;
  - Horse industry expertise;
  - Coach or general education including curriculum design and vocational training packages; or
  - Safety.

And should be employed for a finite period on a project basis as defined in 1.3(g).

### **1.2 Voting**

- (a) Each appointed member will be entitled to one vote.
- (b) Co-opted, a second State Branch or Territory delegate and ex-officio persons will not have voting rights.
- (c) In the event that an appointed member is unable to attend a meeting, any second delegate will act in their place.

- (d) Any matters requiring decision, will generally be decided by consensus, or if consensus is not achievable, then by a majority of votes of appointed members present.
- (e) In the event of a tied vote, the Chair will have a casting vote.

### **1.3 Term**

- a) One term equates to two years.
- b) Committee members may serve a maximum of three terms, being six years in total, after which they are required to step down from the EACC for a period of at least one year.
- c) To ensure appropriate knowledge retention a succession plan must be implemented.
- d) In the case of a newly established Committee, appointed members will draw for the following initial terms:
  - Three members for a term of one and a half years
  - Four members for a term of two and a half years
- e) The appointed Chair's term will align to their term as a member.
- f) Each of these initial terms will count as one term of two years for the purposes of succession planning.
- g) Co-opted members are appointed for a maximum period of 1 year with a maximum of 1 year extension given majority support of the voting members of the committee.
- h) Once appointed by the State branch, no committee member may be replaced by their state branch until the end of their term without due cause as outlined in 3.1 and 3.2.

### **1.4 Member Expectations**

All appointed members must meet the following minimum commitment requirements:

- a) Be an active contributor to the national coaching program and the EACC.
- b) Actively seek the view of their State Branch on any matters to be discussed at an EACC meeting.
- c) Whilst they may express the view of their State Branch, consensus on any matters must be reached on the basis of what is in the best interests of the sport nationally.
- d) Actively engage with their State Branch ensuring that following a national meeting, they provide a report in whatever form is deemed by their State Branch Board to the next State Branch Board meeting including a copy of the national meeting summary from the most recent national meeting.
- e) Endeavour to attend all meetings.
- f) Not miss more than two consecutive meetings without notifying the Chair or EA Pathway Officials - Coaches with due cause.
- g) Follow-up and in the agreed timeframe, complete allocated tasks.
- h) Promptly respond to correspondence via phone or email in a timely manner (usually within 24 hours).

- i) Agree to have a method of contact information (phone and/or email) published on the EA website.
- j) Sign the EA Confidentiality Agreement prior to attending their first (or next) meeting.
- k) Adhere to the EA and Coaching Code of Conduct.

Failing to meet these requirements may result in a Committee member being stood down as per 3.1(e).

## **2. Appointment Process**

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2.1 EA will appoint a committee of up to seven (7) members.

2.2 For appointments to the EACC, the following procedure is followed:

- a) All State and Territory Branches are invited to nominate representatives who meet the requirements in Clause 1.1.
- b) Each nomination will be submitted to EA Board for ratification.

2.3 Appointment of the Chair

- a) By majority vote, Committee members shall recommend to EA one of their members to be appointed as the Chair.
- b) Where only one person is seeking appointment as Chair and this person does not receive the required majority, EA will appoint an Interim Chair until a Chair is recommended by majority vote by the appointed members of the Committee.
- c) Subject to Clause 1.3, the Chair is eligible for re-election at the end of a term.
- d) The Chair cannot hold the position longer than two consecutive terms, totalling four years. A break of at least one year must follow before that person can be re-appointed Chair.

2.4 Appointment of Co-Opted Members

- a) Co-opted members can be nominated by the branches for a specific project or area of expertise as outlined in 1.1 (f) but need the support of the majority of the voting members to confirm appointment

## **3. Resignations, Terminations and Code of Conduct**

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3.1 Resignations and Termination

- a) A Committee member may resign at any time by giving written notice to the Chair, the EA Pathways Officer - Coaching and their State Branch CEO.
- b) A resignation of an appointed Committee member must be filled by the relevant State or Territory Branch within 14 business days.
- c) The Chair may resign at any time by giving written notice to EA.
- d) A resignation by the Chair must be filled by EA following a recommendation by the EACC at the earliest option or an Interim Chair appointed.
- e) Any resignation will take effect immediately upon receipt of the notice or as otherwise agreed.

- f) If a Committee member has not fulfilled the Member Expectations as outlined in Clause 1.4, they may face being stood down from the Committee at EA's discretion. ~~This may also be as a result of a request from a State Branch to replace their State representative.~~
- g) Should three or more members feel the need to issue a vote of no confidence about another EACC member it must be done in writing, outlining the reason, and providing examples, and submitted to the EA Pathways Officer - Coaching.
- h) Because EA is responsible for the actions of its Committees, it may, notwithstanding the nominations by the State and Territory Branches, dismiss all or any members of the Committee and call for nominations for replacement members.

### 3.2 Code of Ethics and Good Conduct

In addition to the EA Code of Conduct members appointed to the EACC are expected to conduct themselves in good grace at all times as representatives of EA. This includes:

- a) Acting honestly and in good faith at all times;
- b) Acting in the best interest of the sport and the national coaching program as a whole;
- c) Declaring all interests that could result in a conflict of interest;
- d) Being diligent, attending Committee meetings and devoting sufficient time to the national coaching program and the Committee as required;
- e) Ensuring avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable;
- f) Not disclosing to any other person information identified at a meeting as "confidential" as outlined in the confidentiality undertaking other than agreed by the EA Board, EA CEO, EACC or as required by law;
- g) Abiding by Committee decisions once reached and being publicly supportive of EA and EACC decisions;
- h) Not doing anything that in any way devalues EA or harms its public image; and
- i) Acting in a responsible manner on social media, which includes, but is not limited to, not commenting on pages or in forums on matters that contradict the decisions or governance of EA or the EACC.

## 4. Committee Procedures

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- a) All meetings are to be conducted by teleconference, electronically, face to face or as otherwise agreed by all members.
- b) All Committee members will be provided with a minimum of 10 days written notice of a meeting unless all Committee members agree to hold a meeting at shorter notice.
- c) The EA Pathways Officer – Coaching will call for agenda items from EACC members and work with the Chair to finalise a meeting agenda and supporting information.
- d) An agenda and supporting information will be provided to all Committee members a minimum of three days before the meeting by the EA Pathways Officer - Coaching.
- e) More frequent meetings may be called as and when required.

- f) State and Territory Branches will pay for all costs of their representative(s) including any second delegate, to attend face-to-face meetings. EA will pay for the EACC Chair out of the EA approved coaching budget allocation.

## **5. Meeting Procedure**

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- a) A quorum consists of four members.
- b) No business will be conducted unless a quorum is present. If a quorum is not present and cannot be achieved within a short period of time the meeting shall be adjourned and rescheduled.
- c) At all meetings, the Chair shall preside. If the Chair is not present or unwilling to act, the Committee members present shall appoint one of the other Committee members to preside.
- d) All members are expected to be prepared for meetings, having studied the minutes, and Active Actions Register (AAR), and considered possible action for agenda items. Members are also expected to have sought input from their State Branch.
- e) Committee members are expected to follow meeting rules and the instructions of the Chair.
- f) Before casting a vote at a meeting, members must consider the interests of EA and the whole of the sport, in particular of any respective Discipline likely to be affected by any decision.
- g) The Chair cannot move a motion, but they can second a motion.

## **6. Rule Changes**

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Rule changes which affect the administration of coaching, for example pre requisites or qualifications coaches may need to demonstrate, or changes to syllabi are a function of the EACC and should be reviewed annually for implementation in line with the EA Coach renewal process – 1 July.

- a) Recommendations regarding rule changes are to be submitted to EA.
- b) EA must approve all rules and rule changes before their implementation.
- c) EACC must allow a lead-time of at least three months for the implementation of rule changes. As an exception if the EACC believes a rule change is appropriate for safety reasons, they may recommend the change for EA to consider earlier implementation.

## **7. Review**

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In conjunction with the CEO, the EACC will review this Appointment and Procedures Policy at least biennially to ensure that it remains consistent with EA's objectives and responsibilities.

EA will consider the EACC's review and either approve or further review this Appointment and Procedures Policy.