

# Equestrian Australia Limited



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

**Final – 29 April 2019**

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 a National Committee consisting of representatives from the 6 EA member States.

### **1.1 Committee Membership**

- (a) To be eligible to serve on 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 branches.
- (b) Ordinary members are entitled to one vote. Co-opted members have no voting rights.
- (c) Each member will be selected for their experience and skills relevant to the work of the EACC and should include some of the following:
  - i. C: A working knowledge the EA Coaching Scheme and its rules and procedures.
  - ii. C: Current coaching accreditation and registration with the EA.
  - iii. Either/ or Assessor/SSTA or CE qualifications.
  - iv. Administrative skills including the use of email and MS Office,
  - v. The ability to think strategically and in the best interest of EA , the Coaching Scheme and the whole of the sport,
  - vi. An understanding of issues which impact on the development of the sport and coaching in Australia (or the ability to quickly acquire such knowledge),
  - vii. Ability to maintain confidentiality, and
  - viii. Punctuality and the time to spend on coaching business for the committee.

**The letter C refers to mandatory requirements.**

- (d) One term equates to two years.
- (e) Committee members may serve a maximum of three terms, being six years total, after which they are required to step down from the Committee for a period of at least one year. To ensure appropriate knowledge retention a rotation structure must be implemented. In the case of a newly established Committee, elected members will draw for the following initial terms:
  - i. Two members for a term of one and a half years
  - ii. Three members for a term of two and a half years
  - iii. The Chair will serve for a term of two and a half years
  - iv. Each of these initial terms will count as a full term of two years for the purposes of Committee rotation
- (f) All members of the EACC must adhere to EA requirements regarding committee confidentiality.
- (g) All members serve on a voluntary.
- (h) Co-opting of members is allowed.
- (j) Co-opted members should satisfy either one or more of the following criteria: namely demonstrable practical and industry experience in: discipline specific, horse industry expertise, coach or general education including curriculum design and vocational training packages, or safety.
- (k) Co-opted members do not have voting rights.

## **1.2 Member Expectations**

All members elected to sit on the EACC must meet the following minimum commitment requirements:

- a) Be an active contributor to the EACC,
- b) Endeavour to attend all meetings,
- c) Not miss more than two consecutive meetings without notifying the Chair or NCM with due cause,
- d) Follow up and complete allocated tasks appointed at Committee meetings,
- e) Respond to correspondence via phone or email in a timely manner,
- f) Agree to have a method of contact information (phone and/or email) published on the EA website, and
- g) Adhere to the EA and Coaching Code of Conduct.

## **2. Appointment Process**

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

- a) Each State Branch will nominate either 1 representative (and an alternative if so desired) who meet the requirements in 1.1.
- b) A resignation of a sitting Committee member must be re-filled by the relevant State Branch within 14 days.

## **3. Role and Function of the Chair**

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

### **3.1 Appointment of the Chair**

- a) The EACC shall elect one of their members to be Chair.
- b) The Chair cannot hold the position longer than three consecutive terms, totalling 6 years. A break of at least one year must follow before that person can be re elected Chair.
- c) In all cases, even when there is only one person nominated and standing for election, the Committee will be required to cast a vote to appoint the Chair.
- d) Where only one person is nominated and standing for election and this person does not receive the required majority, the Board will appoint an Interim Chair until a Chair is elected by the Committee with the required majority votes.

- f) Duties of the Chair include but are not limited to:
  - i. Providing leadership to the Committee,
  - ii. Communicating effectively the vision and purpose of the Committee,
  - iii. Ensuring the Committee functions effectively,
  - iv. Planning and conducting meetings in accordance with these Bylaws,
  - v. Chairing meetings appropriately, preserving order in the conduct of those present and confining discussions within the scope of the meeting,
  - vi. Facilitating change where needed and addressing conflict or issues that may arise,
  - vii. Advocating for and representing the Committee and EA as needed,
  - viii. Managing the Committee budget,
  - ix. Handling all matters in an impartial manner,
  - x. Understanding the liaison function with EA, and
  - xi. Compiling Committee meeting agendas in conjunction with the appropriate staff member.

## **4 Resignations, Terminations and Code of Conduct**

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### **4.1 Resignations and Termination**

- a) A Committee member may resign at any time by giving written notice to the Chair of the EACC, the EA CEO and their State Branch CEO.
- b) The resignation will take effect immediately upon receipt of the notice or as otherwise agreed.
- c) If a Committee member has not fulfilled the minimum requirements as outlined in 1.2 they may face being stood down from the Committee at the discretion of the Board.
- d) Should three or more members feel the need to issue a vote of no confidence in relation to another EACC member it must be done in writing, outlining the reason and providing examples, and submitted to the EA Committee Liaison Manager.

### **4.2 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 interest of the sport as a whole,
- c) **Declaring all interests that could result in a conflict of interest, recognising and accepting that this Committee and the EA Board do not view coach registration and coaching either professionally, full time, part time or paid/unpaid as a conflict.**
- d) Being diligent, attending Committee meetings and devoting sufficient time to 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 indentified at a meeting as "confidential" as outlined in the confidentiality undertaking other than agreed by the Board, EA CEO, EACC or as required by law,

- g) Abiding by Committee decisions once reached and being publicly supportive of 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.

## **5 Committee Procedures**

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### **5.1 Convening a Meeting**

- 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, unless all Committee members agree to hold a meeting at shorter notice.
- c) An agenda will be provided to all Committee members a minimum of three days before the meeting and will be compiled by the Chair with the EA Coaching Manager.
- d) Emergency meetings may be called as and when required.
- e) State Branches will pay for all costs associated for their State Representative(s) to attend meetings. EA will pay for the EACC Chair.

### **5.2 Meeting Procedure**

- a) A quorum consists of 4 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 Committee Chair shall preside. If the Committee Chair is not present or unwilling to act, the meeting 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 considered possible action for agenda items. Members are also expected to seek input from their State Coaching Sub-Committee.
- 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 the respective discipline likely to be affected by the decision.
- g) The Chair cannot move any motion put forward, 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 will be planned to come in to effect, each year, on 1 January or 1 July:

- a) Committees must allow a lead-time of at least three months for the implementation these changes.
- b) As an exception if the EACC believes a rule change is appropriate for safety reasons, they may consider earlier implementation.