

Equestrian Australia Limited



COACHING COMMITTEE CHARTER

**To be read in conjunction with the EA Coaching Committee
Appointment and Procedures Policy**

The Equestrian Australia Coaching Committee Charter is accessible
on the Equestrian Australia website:
www.equestrian.org.au

Equestrian Australia Coaching Committee (EACC) Charter

1. Purpose

Coaching is an important, integral, and specialised area of the administration of equestrian sport. For the sport to develop and for Equestrian Australia (EA) to provide much-needed athlete and horse management skills development for members at all levels, programs will benefit from independent and objective input, advice and oversight from a number of technical areas including a panel of EA accredited practicing and experienced coaches.

Appointed by the EA Board, the EACC will assist EA to fulfil its oversight and responsibilities by providing advice to develop, implement and review national coach syllabi, training, assessment and ongoing education of coaches to enable and advance learning and skills development by all members.

The EACC will work with EA to preserve the integrity of coaching and its pivotal role as a technical area in the ongoing development of the sport in Australia. The EACC should recommend policy as appropriate to the advancement of the EA coaching programme for all disciplines and sports.

2. Authority

The EACC is authorised by the EA Board within the scope of the Roles and Responsibilities set out in sections 6 and 7 of this Charter to:

- (a) provide advice and make recommendations to the EA Board; and
- (b) have access to management, staff, and sport discipline information (via EA staff) considered relevant to fulfil its Roles and Responsibilities.

3. Membership

- a) The EACC is an advisory body to EA with nominated representatives from State and Territory Branches.
- b) Branches may send a second delegate to meetings in an ex-officio capacity. In the event that a representative is unable to attend a meeting, any second delegate will act in their place.
- c) EA will appoint a committee of up to seven (7) members.
- d) EACC members understand and agree that they may relay and advocate respectfully, the views of their State/Territory during discussion but when voting all EACC members must vote in the best interests of the sport and the national coaching scheme.
- e) The EACC members shall meet the criteria in Clause 1.1c) of the EACC Appointment and Procedures Policy, ie:
 - 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).
- f) The EACC may from time to time co-opt any person to join the EACC through majority vote of the EACC. The EACC will decide on the duration of and may terminate their appointment at any time, again by majority vote. Co-opted persons will be an ex-officio member.
- g) The EACC has the authority to create Sub-Committees and/or Working Groups as required. Any funding required for the operation of these groups will come from the Coaching budget allocation. No additional funding will be provided.

4. Meetings

- a) The EACC will meet in a manner agreed to by the EACC members.
- b) The EACC will meet a minimum of four times per annum.
- c) The Chair, any EACC member, or the EA Pathways Officer – Coaching (in consultation with the Chair) may call a meeting.
- d) EACC members must make a reasonable effort to attend and participate in meetings and acknowledge that commitment is fundamental to the effective operation of the EACC.
- e) Any person may be invited by the EACC to attend meetings, but not necessarily for the full duration.
- f) Meetings will adhere to the EACC Appointment and Procedures Policy.
- g) A quorum must consist of four appointed members of the EACC.

5. Confidentiality

Members, including any second delegate and/or co-opted person, will be privy to sensitive and confidential information at times. At no stage should this information be publicly referred to, disclosed, or discussed with any third party outside the EACC. If the matter is escalated to EA, EACC members may discuss the issue at EA's request only.

6. Roles and Responsibilities

6.1 Chair

The main role of the Chair is to demonstrate leadership and to ensure effective governance and management of the EACC. Duties of the Chair include but are not limited to:

- Providing leadership to and to ensure effective governance and management of the EACC.
- Effectively communicating the vision and purpose of the Committee.
- Ensuring the Committee functions effectively.
- Planning and conducting meetings in accordance with the requirements of the *Corporations Act 2001* (Cwlth), the EA Constitution and Bylaws.
- Chairing meetings appropriately, preserving order in the conduct of those present and confining discussions within the scope of the meeting.
- Facilitating change where needed and addressing conflict or issues that may arise.
- Advocating for and representing the EACC and EA as needed.
- Handling all matters in an impartial manner.
- Ensuring that EA is immediately informed of any matters that may have a significant impact on the national coaching program or the reputation of EA.
- Maintaining effective and timely communication with the Pathways Officer – Coaching.
- Compiling Committee meeting agendas in conjunction with the EA Pathways Officer – Coaching.

- Ensuring the Meeting minutes and Summaries are produced and disseminated promptly and Active Actions Register updated and maintained.
- Drafting a report for inclusion in EA's annual report.
- Attending and participating in EA or NDC/CC meetings.
- Casting a second vote in the event of a tied EACC member vote.

6.2 EA Pathways Officer – Coaching

- Provide administrative and secretariat support to enable the EACC to operate effectively and efficiently, including:
 - Calling for agenda items from EACC members for EACC meetings.
 - Working with the Chair to prepare, finalise and disseminate the meeting agenda and meeting details to EACC members.
 - Preparing and disseminating the Meeting minutes within seven (7) working days of the meeting to the Chair and following their prompt approval, to the EACC.
 - Updating and maintaining the Active Actions Register.
 - Preparing a summary of the Meeting minutes for publishing on the EA website once the minutes have been reviewed by the EACC members.
 - Attending all meetings in an ex-officio capacity, contribute to discussions and provide specialist administrative advice.

6.3 EA CEO or their nominated delegate

- Aid and provide guidance on governance, financial management and interpretation of any matters related to this Charter or the Appointment and Procedures Policy to enable the EACC and the national coaching program to operate effectively and efficiently.

7. General responsibilities

The EACC is responsible for, but not limited to, the following:

7.1 Quality assurance

Providing support, advice, and technical expertise to enable EA to continuously improve the standard of equestrian coaching in Australia, including:

- Managing, developing, and administering all matters related to coaching either in equestrian or that may impact upon coaching in equestrian.
- Increasing and improving the number, and standard of, professional development opportunities for accredited coaches.
- Fostering the sharing of training and accreditation resources with all Disciplines.
- Producing national guidelines, resources and standards and reviewing and updating these regularly.
- Developing initiatives to improve the quality and standard of coaching.
- Making representation to and receiving feedback from all coaching-related stakeholder groups.
- Developing and managing any Sub-Committees and/or Working Groups, as necessary.

7.2 Coach professionalism and behaviour

Setting an example that:

- Fosters a high level of professionalism and ethical behaviour amongst coaches.
- Addresses any issues and thoughtfully consider proposed agenda items.

7.3 Marketing and communication

Providing support to enable EA to:

- Always promote the coaching scheme positively to members and the wider equestrian world.
- Develop and maintain dialogue and co-operation with all Disciplines.
- Produce a national annual calendar and promote events.
- Communicate with State and Territory Branch Coaching Committees outlining any changes in the national coaching program that they need to implement and/or seeking feedback on any aspects of the coaching program including course content reviews.

7.4 Safety and risk management

Providing support to enable EA to:

- Continually improve safety practices in coaching and co-operate with all Disciplines to improve athlete safety.
- Enhance, develop, and implement better and more effective risk management and provide ongoing support to coaches on insurance.

7.5 Succession planning

Provide support and advice to enable EA to:

- Attract coaches with the necessary experience, skills, and passion to be nominated to become EACC members from time to time regardless of their accreditation level.

7.6 Planning

Work with the EA Pathways Officer – Coaching to develop an annual workplan.

8. Review

In conjunction with the CEO, the EACC will review this Charter 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 Charter.