

# Equestrian Australia Limited



EQUESTRIAN  
AUSTRALIA

## COACHING COMMITTEE CHARTER

**Final – 29 April 2019**

The Equestrian Australia Coaching Committee Charter is accessible on  
the Equestrian Australia website:

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

# Equestrian Australia Coaching Committee (EACC) Charter

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## 1. Recitals

The Board of Equestrian Australia (EA) recognises that Coaching is an important, integral and specialised area of the administration of equestrian sport. The Board considers that for the sport to develop, and for EA to provide much needed rider and horse management skills development to members at all levels our programs will benefit from input, management and oversight from a panel of practicing and experienced coaches.

EACC and its coaches are the guardians of the sport.

The EACC appointed by EA will assist the Board in fulfilling its oversight and responsibilities relating to the development and implementation of coach training, assessment and ongoing education of coaches and to promote learning and skills development for all members.

The EA and the EACC will work together to preserve the integrity of coaching and its pivotal role in the ongoing development of the sport in Australia.

## 2. Authority

The Board has authorised the EACC 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.
- have access to management, employees and sport discipline (including HPP) information considered relevant (via EA staff) to its responsibilities under this charter.

## 3. Membership

- The EACC consists of 6 State Members. One vote per member is allowed.
- States may send a second delegate to meetings. This delegate does not have voting rights.
- **The EA member States and all representatives understand and agree that representatives are encouraged to relay and lobby respectfully, the views of their State during discussion but when voting all EACC members must vote in the best interests of the coaching scheme and the sport.**
- The National Coaching/Education Manager (NCM) shall attend all meetings, and is expected to contribute to discussions and provide specialist administrative advice but is not a Committee member and has no right to vote.
- The EACC members shall meet the criteria specified in the EACC Appointment and Procedures Policy.
- The EACC may from time to time co-opt new members. The EACC will decide on the duration of the appointment and may terminate that appointment at any time upon a majority vote. Co-opted members will not have voting rights.

#### **4. Chair**

- The main roles of the Chair are leadership and to ensure effective governance of the EACC.
- The Chair will be elected in accordance with the procedures in the EACC Appointment and Procedures Policy.
- The Chair will be elected by the committee.
- If the Chair is absent from a meeting the EACC members present must appoint a Chair for the meeting.
- The Chair will ensure that the NCM is immediately informed of any matters that may have a significant impact on Coaching or the reputation of EA.
- The Chair must maintain effective and timely communication with the NCM.

#### **5. Meetings**

- The EACC will meet in a manner agreed to by the members.
- The EACC will meet a minimum of 4 times per annum. At least 2 of those meetings will be face to face.
- The Chair or the NCM (in consultation with the Chair) may call a meeting
- 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.
- Meetings will adhere to the EACC Appointment and Procedures Policy.

#### **6. Quorum and Voting**

- A quorum consists of 4 members.

#### **7. Decision Making**

- All decisions of the EACC must be made by a simple majority of members present at the meeting.
- All members are entitled to one vote.
- In a case of an equal vote the Chair has the casting vote.

#### **8. Minutes**

- The National Coaching Manager is responsible for preparation and dissemination of the minutes within 14 working days of the meeting. The minutes must be promptly approved by the Chair and circulated to all EACC members, State Sub-Committees and State Branch CEO's.

## **9. Confidentiality**

- Members may be privy to sensitive and confidential information. At no stage should this information be publicly referred to, disclosed or discussed with any 3rd party outside the EACC. If the matter is escalated to the EA Board EACC members may discuss the issue at the Board's request only.

## **10. Review**

- The CEO in consultation with the Chair will review this Charter bi-annually and recommend to the Board its approval including any appropriate amendments.

## **11. Sub-Committees and Working Parties**

- The EACC has the authority to create Sub-Committees and or Working Parties as required.
- Any funding required will come from the EACC budget. No additional funding will be provided.

## **12. Roles and Responsibilities**

The EACC is responsible for, but not limited to:

- Fostering a high level of professionalism and ethical behaviour amongst coaches
- Providing and improving the number of, and standard of, professional development opportunities for accredited coaches and trainees
- Promoting the Coaching Scheme to members and the wider equestrian world
- Developing and maintaining dialogue and co-operation with all EA disciplines
- Fostering the sharing of training and accreditation resources with all EA disciplines
- Producing national guidelines, resources and standards and updating these regularly
- Continually improving safety practices in coaching and co-operating with all EA disciplines to improve rider safety
- developing initiatives to improve coaching
- producing a national annual calendar and promoting events
- oversee and promote better and more effective risk management and provide ongoing support to coaches on insurance.
- The EACC members will work with the National Coaching Manager to achieve the aims of the Coaching Scheme
- Advise on the development and administration of equestrian coaching in Australia
- Ensure representation of all stakeholder groups within coaching.
- Attract coaches with the necessary experience, skills and passion to become Committee members from time to time regardless of their accreditation level