

PARA-EQUESTRIAN PANEL

Terms of Reference

RECITALS

1. The High Performance Panel recognise that the High Performance sport of Para-Equestrian is a specialised area of sports administration. The High Performance Panel considers that its Para-Equestrian Program would benefit from management and oversight from a panel of experts.
2. In view of this, the High-Performance Panel has determined to establish a Committee pursuant to the delegations under 33.1(b) of its Constitution to provide such oversight and guidance. The Committee will be known as the Equestrian Australia Para-Equestrian Panel (EAPEP).
3. The primary objective of the EAPEP is to oversee short and long term strategy leading toward sustainable medal winning performances by the Australian Para-Equestrian Team at the Paralympic Games. This may include but not limited to;
 - a. Development
 - b. High-Performance Pathways
 - c. High-Performance Plan
 - d. Officiating
 - e. Classification
 - f. Event Management
 - g. Para-Equestrian Rules
4. EA receives substantial investment from Sport Australia/AIS for the administration of its High Performance function. Sport Australia/ AIS provides this funding subject to it being satisfied of a range of requirements including (but not limited to) an agreed High Performance Plan that articulates how the funding will be applied and what results are expected in order to support future funding.

DEFINITIONS

5. The following definitions apply:
 - a. **EA** –Equestrian Australia
 - b. **The Board of EA**– the Board of Directors of Equestrian Australia
 - c. **EA High Performance Program** – Program that is funded by Sport Australia and their investment arm in the AIS as part of their broader High Performance Investment Strategy.
 - d. **EA High Performance Team** – employees of EA who are specifically charged with the management of the High Performance Program. The EA High Performance Team report to the HPD. The EA High Performance Team includes (but is not limited to) High Performance Director, High Performance Staff, Coaching Staff, Trainers, SSSM staff and team veterinarians.
 - e. **High Performance Director (HPD)** – the individual engaged by EA to manage its High Performance Program

- f. **High Performance Sport** - In equestrian the definition of high-performance sport is intended to specifically refer to the Olympic disciplines of Dressage, Show-jumping and Eventing and the Paralympic discipline of Para Equestrian (Dressage).

COMPOSITION OF EAPEP

6. The EAPEP will be comprised of a mix of individuals who have some or all of the following skills:
- a. experience in high performance Para-Equestrian sport generally;
 - b. high level experience in high-performance equestrian sport teams
 - c. key relationships within stakeholders such as the Australian Institute of Sport and Sport Australia.
7. The EAPEP will comprise of up to six (6) members that will be called for by Expressions of Interest.
8. In addition, the EA CEO as well as a representative of AIS and/ or Sport Australia may attend.

TERM

It is intended that the composition of the EAPEP and these terms of reference will apply to the conclusion of the Paris Paralympic Games in 2024 and may be reviewed at the end of December 2022.

ROLES

9. The EAPEP will provide oversight and guidance of EA High Performance Para-Equestrian Program. This will include (but is not limited to):
- a. Discussion of conceptual ideas and initiatives for EA High Performance Para-Equestrian Program
 - b. Discussion of conceptual ideas and initiatives for Pathways into the EA High Performance Para-Equestrian Program
 - c. Discussion of High-Performance Plans and Individual Performance Plans for identified groups of athletes.
 - d. Discussion of Sports Australia benchmark competitions and outcome targets.
 - e. Monitoring of the results of the High-Performance Para-Equestrian Program against Sport Australia Benchmark and Outcome Targets.
 - f. Any other matter impacting on the performance of EA High Performance Para-Equestrian Program and Paralympic Team

RESPONSIBILITIES

10. The EAPEP will declare and manage conflicts of interest in accordance with EA conflict of interest policies and act in the best interests of the EAPEP and these terms of reference.
11. As members of EA they will observe and comply with all other applicable policies of EA.
12. The EAPEP will provide copies of minutes of its meetings in a timely fashion (and not later than 14 days after the meeting) to the High-Performance Panel and will keep it appropriately informed of:
 - a. Stakeholder relationships;
 - b. Ongoing discussions regarding the High-Performance Program and Development Initiatives
13. The EAPEP will provide periodic updates to the AIS and Sport Australia as required by each.

PROCESS

14. The process of the Board under Rule 24 of the Constitution does not apply. In place, the following rules apply:
 - a. Timing - The EAPEP shall meet 3 times per year and more frequently as it deems necessary to properly discharge its function and may adjourn and otherwise regulate its meeting as it sees fit.
 - b. Decisions - Questions arising at any meeting of the EAPEP shall be decided by a majority of votes. The Chair to have a casting vote in the event of an equality of a vote.
 - c. Meetings – Without limiting the power of the EAPEP to regulate its meetings as it sees fit, a meeting of the EAPEP may be held where one or more of the members are not physically present at the same place, provided that:
 - i. All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication; and
 - ii. Notice of the meeting is given to all the members entitled to notice in accordance with the usual procedure agreed upon by the EAPEP and such notice specifies that members are not required to be present in person.
 - d. Quorum - At a meeting of the EAPEP the number of members whose presence for participation is required to constitute a quorum is 4 members.
 - e. Minuting of meetings – minutes of the meetings will be kept by Stefanie Maraun and will record decisions and actions of the meeting.