



National Discipline Committee Appointment and Procedures Policy

**To be read in conjunction with each National Discipline
Committee Charter**

This policy is also accessible on the Equestrian Australia (EA) website: www.equestrian.org.au

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1. Equestrian Australia National Discipline Committees Classification

National Discipline Committees (NDCs) are decision-making bodies reporting to the Equestrian Australia Board (EA) and can be either State Based or Skills Based. State Based Committees consist of a representative from each State, plus an Athletes' Representative. Skills Based Committees consist of five appointed members, based on their relevant skills within the Discipline, and an Athletes' Representative. This policy is applicable to all NDCs and their Sub-Committees (if any).

1.1 Committee Membership

- (a) To be eligible to be appointed to an NDC, or their Sub-Committee (if any), a person must be a member of Equestrian Australia (EA) in a category other than Junior or Recreational or Day (if any) Member and must not be an employee of EA or one of its State or Territory Branches.
- (b) Subject to Clause 1.3, a delegate is eligible for re-nomination and re-appointment at the end of a term.
- (c) Where an applicant holds a National Team position (eg. National Coach, Chef d'Equipe, National Selector) the final decision of appointment is to be determined by EA following consultation with the current Chair of the respective NDC.
- (d) Each member will be selected for their experience and skills relevant to the work of the NDC and the following:
 - A thorough knowledge of the Discipline, including a working knowledge of both EA Discipline and FEI Rules and Regulations (mandatory).
 - Ability to maintain confidentiality (mandatory).
 - Punctuality, reliability and the time to spend on and constructively contribute to the development of the Discipline (mandatory).
 - An understanding of issues which impact on the development of the sport and the Discipline in Australia, or the ability to quickly acquire such knowledge (highly desirable).
 - The ability to think strategically and in the best interest of EA, the Discipline, and the whole of the sport (highly desirable),
 - Administrative skills including the use of email and MS Office (desirable).
- (e) All members, including any second State or Territory Branch delegate, Sub-committee member or co-opted person, of an NDC must adhere to EA's requirements regarding committee confidentiality which includes a requirement to sign the EA Confidentiality Agreement before attending their first (or next) NDC meeting.
- (f) All members serve on a voluntary basis.
- (g) Each NDC should aim to have an even spread of representation across all facets of the sport (eg. competitor, coach, judge, official, vet, owner, or an Organising Committee representative).
- (h) Co-opted members should satisfy either one or more of the following demonstrable practical and industry experience criteria:
 - Discipline specific;
 - Horse industry experience;
 - Coaching or officiating;
 - Safety.

1.2 Voting

- (a) All members, including the Athletes' Representative, are entitled to one vote.
- (b) Co-opted, a second State Branch or Territory delegate and ex-officio persons will not have voting rights.
- (c) Any second delegate will act in the place of an appointed member who is unable to attend a meeting and will be eligible to vote.
- (d) Any matters requiring decision, will generally be decided by consensus, or if consensus is not achievable, then by majority vote of the 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 three years.
- (b) Committee members may serve a maximum of two terms, being six years in total, after which they are required to step down from the NDC for a period of at least one year.
- (c) Any existing Committee members who have completed the:
 - i. First year of their:
 - i. First two-year term will have their term automatically extended by 1 year to become a three-year term.
 - ii. Second two-year term, will be considered as having finished their second term and will be offered a new term of three years.
 - ii. Second term, may seek re-appointment. To ensure integrity is maintained, their re-appointment will only be for two years and will constitute a three-year term.
 - iii. First term of two years, will automatically have their first term extended by one year.
- (d) Subject to Clause 1.3b, and as a result of the addition of Clause 1.3c, where the terms of more than 50% of an NDC will expire in any one year, EA has the discretion to vary the terms so that no more than 50% and preferably a maximum of 33% will expire in that and subsequent years.
- (e) To ensure appropriate knowledge retention a succession plan must be implemented.
- (f) The appointed Chair's term will align to their term as a member.
- (g) Given the impact of COVID-19 and the appointment of an EA Interim Board, stability in the Discipline space at a national level is important. Subject to Clause 1.3b), and the support of each NDC's members, all current NDC Chairs will have their term as Chair automatically extended for one additional year.
- (i) Co-opting of members is allowed.
- (j) In the case of a newly established Committee, appointed members will draw for two- and three-year terms on as close to an equal split as possible.
- (k) For a new committee, each of these initial terms will count as one term of three years for the purposes of retention of corporate knowledge.

1.4 Member Expectations

All appointed members must meet the following minimum commitment requirements:

- a) Be an active contributor to the NDC.
- b) For State Based NDCs, actively seek the view of their State Branch on any matters to be discussed at an NDC meeting.
- c) Whilst they may express the view of their State or Territory Branch, consensus on any matters must be reached on what is in the best interests of the sport and the Discipline nationally.
- d) For a State Based NDC, actively engage with their State or Territory Branch ensuring that following a national meeting, they provide a report in whatever form is deemed by their State or Territory Branch Board to the next State or Territory Branch Board meeting including a copy of the national meeting summary from the most recent national meeting.
- e) Endeavor to attend all meetings and actively participate.
- f) Not miss more than two consecutive meetings without notifying the Chair or EA Committee Liaison/Sports Services Officer 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 Code of Conduct.

Failing to meet these requirements may result in a Committee member being stood down as per 5.1g).

2. Appointment Process

2.1 EA will appoint all NDC members.

2.2 The Athletes' Representative must be elected by the EA membership. The NDC will seek nominations for a representative at the Discipline's National Championships, or by another suitable forum in the absence of a Discipline's National Championship being held in a calendar year, and an election process will follow to select the representative. If only one application for the role is received the NDC will choose to either accept or reject the application (based only on whether the applicant meets the relevant criteria if any).

2.3 Skills Based Committees

For appointments to a Skills Based Committee, the following procedure is followed:

- a) EA will appoint a committee of up to five (5) members taking into consideration the importance of gender balance, geographical spread and representation.
- b) At least two months before the end of the term of any Committee member, EA will call for nominations from the general EA membership to fill the forthcoming position(s).
- c) The call for nominations must remain open for 30 days.

- d) Any EA member meeting the requirements listed in Clause 1.1e may nominate, or be nominated, and be considered for appointment to their nominated Committee.
- e) EA will appoint a Discipline Committee Panel (Panel) for each individual Discipline as per Appendix 1.
- f) After the closing date, each Discipline Committee's Panel will be sent the applications and must have a minimum of three days to review all candidates thoroughly.
- g) Each Panel member, excluding the Chair, has one vote.
- h) The Panel will partake in a teleconference or other communication forum to discuss the suitability of those nominated. This will provide an opportunity to discuss any concerns before voting occurs. After the teleconference, the Panel will submit their vote to EA via email, on a confidential basis, indicating their preferred candidate/s via a ranking system. This must be done within 48 hours or the vote will not be considered.
- i) Voting by proxy is prohibited.
- j) The current NDC members will continue to be active until replacement members have been elected.
- k) Insufficient nominations will result in casual vacancies and will be filled in accordance with the procedure to fill vacant Board positions outlined in the EA Constitution.

2.4 State Based Committees

For appointments to a State Based NDC, the following procedure is followed:

- a) All State and Territory Branches are invited to nominate representatives who meet the requirements in Clause 1.1e.
- b) Each nomination will be submitted to EA for ratification.
- c) Each State and Territory Branch is invited to nominate an alternate for its nominated member.
- d) Insufficient nominations will result in casual vacancies and will be filled in accordance with the procedure to fill vacant Board positions outlined in the EA Constitution.

2.5 Appointment of the Chair

- a) By majority vote, NDC 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 NDC.
- 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, totaling six years. A break of at least one year must follow before that person can be re-appointed Chair.

3. Committee Transitions – State to Skills Based

3.1 Moving from a State Based NDC to a Skills Based NDC

- a) EA will determine if a State Based NDC transitions to a Skills Based NDC.
- b) To move from a State Based NDC to a Skills Based NDC the current NDC members must vote, and if the result is a majority, the outcome of their vote will be considered by EA.
- c) If a Committee moves from a State Based to a Skills Based Committee the current Committee, irrelevant of term conclusion, will continue to sit until a new Committee has been appointed.
- d) When appointing the new NDC, the process outlined in 2.2 must be followed.

4. Resignations, Terminations and Code of Conduct

4.1 Resignations and Termination

- a) A Committee member may resign at any time by giving written notice to the NDC Chair, the Committee Liaison Officer/Sports Services Officer and in the case of a State Based NDC, their State Branch CEO.
- b) Any resignation will take effect immediately upon receipt of the notice or as otherwise agreed.
- c) A resignation of an appointed NDC:
 - i. State Based member must be filled by the relevant State or Territory Branch within 14 days.
 - ii. Skills Based member must be filled by following the process outlined in Clause 2.2.
- d) The Chair may resign at any time by giving written notice to EA.
- e) A resignation by the Chair must be filled by EA following a recommendation by the NDC at the earliest option, otherwise EA will appoint an Interim Chair.
- f) If an NDC member has not fulfilled the Member Expectations as outlined in Clause 1.4, they may face being stood down from the NDC at EA's discretion.

For a State Based Committee, this may also be because of a request from a State Branch to replace their State representative.

- g) Should three or more NDC members feel the need to issue a vote of no confidence about another NDC member it must be done in writing, outlining the reason and providing examples, and submitted to the EA Committee Liaison Officer/Sports Services Officer.
- 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 a NDC and call for nominations for replacement members.

4.2 Code of Ethics and Good Conduct

In addition to the EA Code of Conduct members appointed to an NDC are always expected to conduct themselves with good grace as representatives of EA. This includes:

- a) Acting honestly and in good faith at all times;

- b) Acting in the interest of the sport and the Discipline 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 NDC as required;
- e) Ensuring avoidance of deception, unethical practice or any other behavior that is, or might be construed as, less than honorable;
- f) Not disclosing to any other person information identified at a meeting as “confidential” as outlined in the confidentiality undertaking other than agreed by EA, EA CEO, the NDC or as required by law; abiding by NDC decisions once reached and being publicly supportive of EA and NDC decisions;
- g) Not doing anything that in any way devalues EA or harms its public image; and
- h) 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 NDC.

5. Committee Procedures

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 NDC members will be provided with a minimum of 10 days written notice of a meeting, unless all NDC members agree to hold a meeting at shorter notice.
- c) The Committee Liaison Officer/Sports Services Officer will call for agenda items from NDC members and work with the NDC Chair to finalise a meeting agenda and supporting information.
- d) An agenda and supporting information will be provided to all NDC members a minimum of three days before the meeting by the Committee Liaison Officer/Sports Services Officer.
- e) More frequent meetings may be called as and when required.
- f) For State Based Committees, the State and Territory Branches will pay for their representative(s) including any second delegate, to attend face-to-face meetings. EA will pay for the Athletes Representative and NDC Chair.
- g) For Skills Based Committees, EA will pay for all representatives to attend face-to-face meetings out of the NDC budget.

5.2 Meeting Procedure

- 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 NDC members present shall appoint one of the other NDC 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. NDC members are also expected to have sought input from their State Branch, if a State Based Committee.
- e) NDC 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, the Discipline and the whole of the sport, likely to be affected by any decision.
- g) The Chair cannot move a motion, but they can second a motion.

6. Rule Changes

Rule changes are a major function of the NDCs with Rules reviewed bi-annually for implementation on 1 January and/or 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) NDCs must allow a lead-time of at least three months for the implementation of rule changes in their Discipline. As an exception if an NDC believes that a rule change is appropriate for safety reasons, they may recommend the change for EA to consider earlier implementation.

7. Review

In conjunction with the EA CEO or their nominated delegate, the NDC 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 NDC's review and either approve or further review this Appointment and Procedures Policy.

Appendices

Appendix 1 – composition of each National Discipline Committee's Panel

- Dressage
 - The EADC comprises a mix of representatives (members) with a dressage background derived from any members of the State Branches.
 - The State Branches will form a panel to review any applications received comprising:
 - 3 x State Dressage Association (SDA) Chairs
 - SDAs will annually determine the 3 x SDA Chairs ensuring fair weighting and annual rotation.
 - The panel will assess all applications received and make recommendations for appointment on a first past the post basis to EA.

- Jumping
 - The EAJC is a skills-based Committee with representatives (members) with a Jumping background derived from any members of the State Branches.
 - Those States with an active State Jumping Committee will appoint one representative and that collective will form a panel and assess and vote on the applications received by EA with the applicants to be recommended to EA for appointment on a first past the post basis.

- Eventing
 - The EAEC comprises State-based representatives with particular and specific skill sets from the members of those States with an active State Eventing Committee.
 - The State Eventing Committee call for expressions of interest in that State from its members with an Eventing background.
 - Each State with an active State Eventing Committee will assess, debate and vote on the expressions of interest received and recommend their preferred applicant to their State Branch who will recommend to EA that that applicant be appointed.

- Endurance
 - The EAEC is a skills-based Committee with representatives (members) with an Endurance background derived from any members of the State Branches.
 - EA will call for EOIs from the individual members and AERA
 - A panel will be formed to assess the EOIS comprising:
 - The EA Endurance Committee Chair
 - A Representative from AERA (subject to a current MOU being in place)
 - An EA-nominated representative
 - The panel will assess and vote on the applications and submit recommendations to EA for appointment on a first past the post basis.

- Show Horse
 - The EASHC comprises State-based representatives from those States with an active State Show Horse Committee. Where a State does not have an active State Show Horse Committee, the respective State Board may nominate a representative.
 - EA will form a panel to consider the recommendations of the State Discipline Committees comprising:
 - The EA Show Horse Committee Chair or their nominated delegate
 - Two of the current Show Horse Committee members who are or State Show Horse Committee Chair from a State with an active Show Horse Committee whose representative on the EASHC is not up for re-election
 - Show Horse Committee Riders Representative
 - The panel will assess and vote on the nominations and submit recommendations to EA

for appointment on a first past the post basis.

- Driving
 - The EADC is a skills-based Committee with representatives (members) from any members of the State Branches, preferably with a Driving background.
 - EA will form a panel to consider the applications comprising the:
 - State Driving Committee Chairs of those States that have an active State Driving Committee
 - Current EA Driving Committee Chair or their nominated delegate
 - NDC Chair of Eventing or Dressage or their nominated delegate from their NDC
 - The panel will assess and vote on the applications and submit recommendations to EA for appointment on a first past the post basis.

- Vaulting
 - The EAVC is a skills-based Committee with representatives (members) from any members of the State Branches, preferably with a Vaulting background.
 - A panel will be formed to assess applications comprising the:
 - Current EA Vaulting Committee Chair or their nominated delegate as the Chair
 - State Vaulting Committee Chairs of those States that have an active State Vaulting Committee
 - Current Vaulting Committee Riders representative
 - The panel will assess and vote on the applications and submit recommendations to EA for appointment on a first past the post basis.