



DRIVING NATIONAL DISCIPLINE COMMITTEE CHARTER

Version 1.0

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The Equestrian Australia National Discipline Committee Charters is accessible on the Equestrian Australia website: www.equestrian.org.au

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Driving National Discipline Committee Charter

1 Purpose

The Equestrian Australia National Driving Discipline Committee (EADrC), appointed by the Equestrian Australia (EA) Board, is a Sub-Committee of the EA Board of Directors and assists the Board in fulfilling its oversight responsibilities relating to the promotion and development of Carriage Driving in Australia.

The EADrC is in all respects accountable to, and subject to, the control of the EA Board. The EADrC is an administrative representative of the EA Board and will conduct business to reflect this. The EADrC is not authorised to enter into any contract or to incur liabilities on behalf of EA or independently.

The EADrC must recognise and preserve the integrity of Driving through common goals and a shared commitment to constructive and cooperative relationships.

2 Authority

The Board has authorised the EADrC, 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 Driving information it considers relevant (via EA staff) to its responsibilities under this charter
- Create Sub-Committees and/or Working Parties as required, subject to Board approval

3 Committee Classification and Membership

3.1 Classification

All Equestrian Australia National Discipline Committees are Skills Based Committees comprising five appointed members based on their relevant skills within the Discipline, plus an Athletes' Representative.

3.2 Membership Eligibility

To be eligible for appointment to an EADrC member, a person must:

- Be a member of Equestrian Australia in a category other than Junior, Recreational
- Not be an employee of EA or one of its State or Territory Branches
- Be of high integrity and consent to an EA Integrity check prior to appointment
- Must hold a current Working with Children Card or equivalent
- Meet the experience and skills criteria outlined in Section 3.3

3.3 Member Selection Criteria

Each member will be selected based on their experience and skills relevant to Driving, including:

Mandatory Requirements:

- Thorough knowledge of the Discipline, including working knowledge of both the EA Discipline and FEI Rules and Regulations
- Ability to maintain confidentiality
- Punctuality, reliability and time to constructively contribute to the development of the Discipline
- Complete the recognised ASC governance education prior to nomination or prior to term commencement, including The Start Line, The Defence, The Spirit of the Game and The Players [Sport governance education and training | Australian Sports Commission](#).

Highly Desirable:

- Understanding of issues impacting sport and Discipline development in Australia
- Ability to think strategically and in the best interest of EA, the Discipline, and the whole of the sport

Desirable:

- Administrative skills, including use of email and MS Office

3.4 Member Expectations

All appointed members must meet the following minimum commitment requirements:

- Be an active contributor to the EADrC
- Reach consensus on matters in the best interests of the sport and the Discipline nationally
- Endeavour to attend all meetings and actively participate
- Not miss more than two consecutive meetings without notifying the Chair or EA Sports Development Officer with due cause
- Follow up and complete allocated tasks within agreed timeframes
- Promptly respond to correspondence via phone or email in a timely manner (usually within 24 hours)
- Agree to have contact information (phone and/or email) published on the EA website
- Sign the EA Confidentiality Agreement prior to attending their first (or next) meeting
- Adhere to the EA Code of Conduct

Failing to meet these requirements may result in a Committee member being stood down.

3.5 Term of Appointment

- One term equates to three years, starting 1 January each year
- Committee members may serve a maximum of three terms (nine years total), after which they must step down for a minimum of three (3) years
- To ensure knowledge retention and continuity, no more than 50% and preferably a maximum of 33% of terms will expire in any one year

4 Chair

4.1 Role of the Chair

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

4.2 Election of Chair

- By majority vote, EADrC members shall recommend to EA one of their members to be appointed as Chair at the first meeting of the calendar year
- Where only one person seeks appointment as Chair and does not receive the required majority, EA will appoint an Interim Chair until a Chair is recommended by majority vote
- The Chair is eligible for re-election at the end of a term
- The Chair cannot hold the position longer than two consecutive terms (six years total)

4.3 Chair Responsibilities

The Chair must:

- Maintain timely correspondence with the EA National Office on Discipline matters
- Ensure the EA Sports Development Officer is immediately informed of matters that may significantly impact the Discipline or EA's reputation
- Preside at all meetings, or if absent, ensure another member is appointed to Chair that meeting
- Cannot move a motion but may second a motion

4.4 Chair Absence

Should the Chair be absent from a meeting, the NDC Members present must appoint a Chair for that particular meeting.

5 Meetings

5.1 Meeting Format and Notice

- The EADrC will meet in a manner agreed to by the members of the EADrC
- All meetings may be conducted by teleconference, electronically, face to face or as otherwise agreed by all members
- All EADrC members will be provided with a minimum of 10 days' written notice of a meeting, unless all members agree to shorter notice
- An agenda and supporting information will be provided a minimum of three days before the meeting

5.2 Calling Meetings

The EADrC Chair, any EADrC Member or the EA Sports Development Officer may call a meeting of the EADrC.

5.3 EA Sports Development Officer Attendance

The EA Sports Development Officer or their delegate will attend all EADrC meetings to provide support on behalf of EA and assist with meeting administration.

5.4 Meeting Recording

All meetings will be recorded for the purposes of preparing accurate minutes and maintaining proper records of EADrC proceedings.

5.5 Meeting Attendance

- EADrC members must do all things reasonably necessary to attend and participate in all meetings
- Commitment to attendance is fundamental to the effective operation of the EADrC
- Any person may be invited by the EADrC to attend meetings, but not necessarily for the full duration
- EA will pay for all representatives to attend face-to-face meetings out of the EADrC budget

5.6 Meeting Preparation

All members are expected to be prepared for meetings, having:

- Studied the minutes and Active Actions Register (AAR)
- Considered possible action for agenda items
- EADrC members must follow meeting rules and the instructions of the Chair

6 Quorum and Decision Making

6.1 Quorum

A quorum must consist of four (4) voting members of the EADrC. No business will be conducted unless a quorum is present.

6.2 Decision Making

- Matters are decided by consensus, or if not achievable, by majority vote of appointed members present
- All members, including the Athletes' Representative, are entitled to one (1) vote each
- In the case of an equality of votes, the EADrC Chair will not have a second vote
- Co-opted and ex officio persons will not have voting rights
- Before casting a vote, members must consider the interests of EA, the Discipline and the whole of the sport

7 Minutes and Documentation

7.1 Minutes Preparation

The EA Sports Development Officer or delegate must prepare the minutes of the EADrC within seven (7) working days after the meeting.

7.2 Minutes Approval and Distribution

The minutes are to be:

- Promptly approved by the EADrC Chair
- Circulated to all EADrC members and the EA CEO

8 Confidentiality

8.1 Confidential Information

All EADrC members will be privy to sensitive and confidential information. At no stage should this information be publicly referred to, disclosed or discussed to any third party outside of the EADrC.

8.2 Escalation to EA Board

If a matter is escalated to the EA Board, members of the EADrC may discuss the issue at the Board's request only.

8.3 Breach of Confidentiality

Should an EADrC member pass on any confidential information to any external third party, that member may be required to stand down from the EADrC.

9 Appointment Process

EA will appoint up to six (6) EADrC members following the procedures outlined in this Charter.

9.1 Athletes' Representative Appointment

- The Athletes' Representative will be elected by the relevant EA discipline membership via electronic vote
- At least two months before the end of the current term, EA will call for nominations for 30 days
- Any EA member meeting the Athlete Representative Position Description requirements may nominate
- The membership elected member will be nominated to the EADrC, endorsed by the EADrC, and then recommended to the EA Board for appointment

9.2 Committee Appointments

- EA will call for nominations in October each year from the general EA membership to fill forthcoming positions
- The call for nominations must remain open for 21 days
- A Discipline Committee Panel will be established by the Sports Development Officer to assess applications if more nominations than vacancies are received
- The Discipline Committee Panel will be chaired by the Sports Development Officer
- The Panel will conduct discussions and vote via a ranking system
- The Committee will be made up of no more than three (3) members from the same State, unless approved by the Board
- Recommendations will be submitted to EA for Board appointment

9.3 Casual Vacancies

- Insufficient nominations or mid-term resignations will result in casual vacancies
- The EADrC may source and nominate appropriately qualified persons to the Discipline Committee
- The Committee will assess nominations and recommend to the EA Board for appointment

- A person appointed to fill a casual vacancy will be appointed until 31 December of the year they are appointed

9.4 Discipline Committee Voting Panel

- The Discipline Committee Voting Panel will be made up of a maximum of 7 people, including:
 - One representative being either the Chair or the Chair's appointed delegate from each State with an active State Driving Committee.

10 Resignations, Terminations and Code of Conduct

10.1 Resignations

- A Committee member may resign at any time by giving written notice to the EADrC Chair or the EA Sports Development Officer
- Resignation takes effect immediately upon receipt or as otherwise agreed
- Member resignations must be filled following the process in Section 9.3
- Chair resignations must be filled by the EA following EADrC's recommendation

10.2 Termination

- If an EADrC member has not fulfilled Member Expectations (Section 3.4), they may be stood down at EA's discretion
- Should three or more EADrC members issue a vote of no confidence about another member, it must be submitted in writing to the EA Sports Development Officer
- EA may dismiss all or any members of an EADrC and call for replacement nominations

10.3 Code of Ethics and Good Conduct

In addition to the EA Code of Conduct, EADrC members must:

- Act honestly and in good faith at all times
- Act in the interest of the sport and the Discipline as a whole
- Declare all interests that could result in a conflict of interest in line with EA's Conflict of Interest Policy
- Be diligent and devote sufficient time to the EADrC
- Avoid deception, unethical practice or dishonourable behaviour
- Not disclose confidential information except as agreed by EA, EA CEO, the EADrC or as required by law
- Abide by EADrC decisions once reached and be publicly supportive
- Not devalue EA or harm its public image
- Act responsibly on social media, not contradicting EA or EADrC decisions

11 Sub-Committees and Working Parties

11.1 Authority to Create Sub-Committees

The EADrC has the authority to create Sub-Committees and/or Working Parties as required, subject to EA Board approval.

11.2 Funding

Any funding required for the operation of these groups will come from the overall EADrC budget. Additional funding will not be provided.

12 General Responsibilities

The EADrC will be responsible for, but not limited to:

- **Rules Management:** Maintaining National Rules and Measuring Rules (in consultation with other relevant disciplines and the EA Pathways Manager - Officials)
- **Calendar Management:** Maintaining the National Calendar
- **Competition Organisation:** Selecting and appointing hosts of National Championships, where applicable

- **Budget Management:** Managing the EADrC budget appropriately to ensure no overspend
- **Development:** Developing new initiatives to support Driving in Australia
- **Promotion:** Promoting Driving positively at all times
- **Strategic Planning:** Assisting with strategic planning for the discipline and its direction in Australia
- **Officials Development:** In conjunction with the Pathways Manager – Officials, assisting with maintenance, training and appointment of adequate national and FEI qualified officials
- **FEI Compliance:** Implementing FEI policy and rules applicable to the discipline
- **Communication:** Providing advice relating to discipline development from junior to international level
- **Issue Resolution:** Addressing issues and considering agenda items thoughtfully
- **Sub-Committee Management:** Developing and managing any sub-committees as necessary

13 Rule Changes

13.1 Rule Change Process

- Rule changes are reviewed biennially for implementation on 1 January or as required
- Recommendations regarding rule changes are to be submitted to the Sports Development Officer
- EA must approve all rules and rule changes before implementation
- EADrC must allow a lead-time of at least three months for implementation

13.2 Emergency Rule Changes

If an EADrC believes a rule change is appropriate for safety reasons, they may recommend the change for EA to consider earlier implementation.

14 Review

14.1 Charter Review

EA will review this Charter at least annually and recommend to the Board its approval, including any appropriate amendments.

14.2 Ongoing Governance Review

In conjunction with the EA CEO or their nominated delegate, the EADrC will review the effectiveness of this Charter at least biennially to ensure consistency with EA's objectives and responsibilities.