



PARA DRESSAGE 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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Para Dressage National Discipline Committee Charter

1 Purpose

The Equestrian Australia National Para Dressage Discipline Committee (EAPDC), 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 Para Dressage in Australia.

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

The EAPDC must recognise and preserve the integrity of Para Dressage through common goals and a shared commitment to constructive and cooperative relationships.

2 Authority

The Board has authorised the EAPDC, 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 Para Dressage 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 EAPDC 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 Para Dressage, 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 EAPDC

- 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 two terms (six 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 EAPDC.

4.2 Election of Chair

- By majority vote, EAPDC 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 EAPDC will meet in a manner agreed to by the members of the EAPDC
- All meetings may be conducted by teleconference, electronically, face to face or as otherwise agreed by all members
- All EAPDC 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 EAPDC Chair, any EAPDC Member or the EA Sports Development Officer may call a meeting of the EAPDC.

5.3 EA Sports Development Officer Attendance

The EA Sports Development Officer or their delegate will attend all EAPDC 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 EAPDC proceedings.

5.5 Meeting Attendance

- EAPDC 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 EAPDC
- Any person may be invited by the EAPDC 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 EAPDC 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
- EAPDC 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 EAPDC. 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 EAPDC 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 EAPDC within seven (7) working days after the meeting.

7.2 Minutes Approval and Distribution

The minutes are to be:

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

8 Confidentiality

8.1 Confidential Information

All EAPDC 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 EAPDC.

8.2 Escalation to EA Board

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

8.3 Breach of Confidentiality

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

9 Appointment Process

EA will appoint up to six (6) EAPDC 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 EAPDC, endorsed by the EAPDC, 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 EAPDC 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 EAPDC 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 EAPDC 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 EAPD's recommendation

10.2 Termination

- If an EAPDC member has not fulfilled Member Expectations (Section 3.4), they may be stood down at EA's discretion
- Should three or more EAPDC 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 EAPDC and call for replacement nominations

10.3 Code of Ethics and Good Conduct

In addition to the EA Code of Conduct, EAPDC 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 EAPDC

- Avoid deception, unethical practice or dishonourable behaviour
- Not disclose confidential information except as agreed by EA, EA CEO, the EAPDC or as required by law
- Abide by XXX decisions once reached and be publicly supportive
- Not devalue EA or harm its public image
- Act responsibly on social media, not contradicting EA or XXX decisions

11 Sub-Committees and Working Parties

11.1 Authority to Create Sub-Committees

The EAPDC 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 EAPDC budget. Additional funding will not be provided.

12 General Responsibilities

The EAPDC 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 EAPDC budget appropriately to ensure no overspend
- **Development:** Developing new initiatives to support Para Dressage in Australia
- **Promotion:** Promoting Para Dressage 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 biannually 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
- EAPDC must allow a lead-time of at least three months for implementation

13.2 Emergency Rule Changes

If an EAPDC 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 EAPDC will review the effectiveness of this Charter at least biennially to ensure consistency with EA's objectives and responsibilities.