

AUSTRALIAN WORLD CUP JUMPING COMMITTEE

Functions of the Committee

The Australian World Cup Jumping Committee operates under the following terms:

Composition:

Composition NFs involved may appoint World Cup™ Sub-Committees dealing with matters in Leagues outside of Western Europe. These Sub-Committees normally consist of:

- Representatives of the NFs involved;
- Representatives of the Organising Committees within the League;
- Representatives of the Athletes in the League.

The initial terms for the EA representative and Convener representative may serve a two year term and the Chair may serve a 3 year term.

Appointment of Chairman:

The NFs concerned will appoint the Chairman. In the Event of disagreement among the NFs, the FEI shall appoint the Chairman. Members should hold the position of Chair not longer than two consecutive two-year terms, after which a break of at least one year's duration should follow.

Elections:

For elections to the Committee, the following procedure is followed:

- a) Any member meeting requirements listed above may nominate or be nominated for election.
- b) EA will form an appointment panel on the following basis:
 - One member appointed by the EA Board;
 - The High Performance Manager
 - One member of the High Performance/National Jumping Committee working group
 - One member for and appointed by each EA Branch Jumping Committee / Council.
 - The current chair of the Australian World Cup Jumping committee (where appropriate) may sit on the panel in an advisory role only but is not entitled to a vote
- d) After the closing date for nomination, the appointment panel elects the number of nominees required to fill the vacancies. Each panel member has one vote.

Meetings:

The Australian World Cup Committee will meet in person in accordance with an EA Board-approved operational plan at locations and venues that minimise the travel, accommodation, venue and catering costs. Meetings must include the EA CEO or the CEO's representative.

Basic Commitment:

Members of Equestrian Australia nominating for election to the Australian World Cup Jumping Committee accept that election to the Committee brings with it a range of duties and responsibilities. In general terms, Committee Members are, as members of the rule making body of the sport in Australia, committed to work for and make a substantial contribution to, the Committee to ensure that it achieves its constitutional and operational objectives. Decisions taken by the Committee must be in the best interest of the sport as a whole, rather than be unduly influenced by parochial or other special interests.

Functions and Responsibilities

Key Result Areas

- To make rules for and control the sport of World Cup Jumping in Australia, including the approval of the calendar of CSI-W events. Note: Show Jumping members participating in Official competition must be members of EA.

Overall Responsibility

- Committee members are responsible to the general membership of Equestrian Australia for the conduct, decision-taking and performance of the Committee in achieving its constitutional objectives for the sport as a whole
- They are committed to make decisions in the best interest of the sport as a whole.
- They are also committed to show loyalty to the elected Chair and support Committee decisions even when they go against the individual's own thinking ("committee solidarity").

Meetings

- They are properly prepared for the meeting, have studied the minutes and considered possible action for agenda items.
- They notify the Chair of major items for discussion and prepare a précis of the issues so that it can be included on the agenda and help other members in their preparation for the meeting.
- They attend and actively participate in Committee meetings.
- They follow the meeting rules and obey instructions of the Chair.

Decision Making

- Before casting a vote, they consider the interests of all EA members and in particular participants of the respective sport likely to be affected by a decision.

Special Projects

- They are active and contributing in all special projects.

Nominations

- The position/s will be advertised on the EA website and through EA State Branches inviting applications from the EA membership
- The National Office will advise the successful applicants.

Position Description:

Personal Competencies for the World Cup Committee Chair and EA representative roles:

- Experience and understanding of the Australian CSI-W League
- Proven Leadership
- The ability to make informed decisions
- The ability to think strategically and in the best interest of World Cup Jumping Competition in Australia.
- Thorough knowledge of the rules pertaining to World Cup Jumping including both EA and FEI rules and procedures.
- Knowledge of meeting procedures.
- Experience in sport administration or event organisation.
- Financial and business experience
- Analytical skills.
- Innovative problem solving and decision making skills.
- Proven ability to maintain confidentiality.
- Good interpersonal and written communication skills with the ability to adapt to various situations.
- Administrative skills including the use of e-mail, word processing and spreadsheet applications.

Code of Ethics and Good Conduct

WCC members will follow ethical conduct in all areas of their responsibilities and authority and shall:

- Act honestly and in good faith at all times
- Act in the interests of the whole of the sport and not in a particular interest group.
- Declare all interests that could result in a conflict between personal and organisational priorities.
- Be diligent, attend Committee meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Committee's decision making; Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honorable in the pursuit of the EA's business.
- Not disclose to any other person confidential information other than as agreed by the Board, the Committee or as required by law.
- Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
- Abide by Committee decisions once reached notwithstanding a Committee member's right to pursue a review or reversal of a Committee decision and
- Not do anything that in any way denigrates the EA or harms its public image.

WCC Members shall:

- Make every reasonable effort to ensure that it does not raise community, supplier or stakeholder expectations that cannot be fulfilled.
- Ensure that all staff employed by the EA are treated with due respect.
- Regularly review its own performance as the basis for its own development and quality assurance.
- Carry out its meetings in such a manner as to ensure fair and full participation of all Committee members and
- Ensure that the EA's assets controlled by the Committee are protected via a suitable risk management strategy.

Conflict of Interests

The Australian World Cup Committee places great importance on making clear any existing or potential conflicts of interest for Committee members.

Conflicts of interest may occur:

- When Committee members, or their immediate family or business interests, stand to gain financially from any business dealings, programs or services provided to EA
- When a Committee member offers a professional service to EA
- When a Committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage
- Any business or personal matter that could lead to a conflict of interest of a material nature involving Committee members and their role and relationship with EA, must be declared and registered in the Register of Interest.
- All such entries in the Register shall be presented to the Committee and minuted at the first Committee meeting following entry in the records.
- All conflicts of interest must be declared by the Committee member concerned at the earliest time after the conflict is identified.
- The Committee shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
- Where a conflict of interest is identified and/or registered, and the Committee has declared that it is of material benefit to the individual or material significance to the company, the Committee members concerned shall not vote on any resolution relating to that conflict or issue.
- The Committee member shall only remain in the room during any related discussion with Committee approval.
- The Committee will determine what records and other documentation relating to the matter will be available to the Committee member.
- All such occurrences will be minuted.
- Individual Committee members, aware of a real or potential conflict of interest of another Committee member, have a responsibility to bring this to the notice of the Committee.