EA Coaching Advisory Group Appointment and Procedures Policy

To be read in conjunction with the EA Coaching Advisory Group Charter

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

1. Equestrian Australia Coaching Advisory Group Classification

The Equestrian Australia Coaching Advisory Group (EACAG) is an advisory body to Equestrian Australia (EA) consisting of up to fifteen (15) appointed members, based on their relevant skills and experience as outlined in this policy. This policy is applicable to the EACAG and any Sub-Committees (if any).

1.1 Advisory Group Membership

(a) To be eligible to be appointed to the EACAG, a person must be a member of Equestrian Australia (EA) in a category other than Junior Member and must not be an employee of EA or one of its State or Territory Branches.

(b) Subject to Clause 1.3, a member is eligible for re-nomination and re-appointment at the end of a term.

(c) Each member will be selected based for their experience and skills in one of the following specified skillsets:

i. Education Specialist:
   o Extensive knowledge of equestrian education methodologies and adult learning principles.
   o Experience in curriculum development and instructional design.
   o Understanding of different learning styles and how they relate to equestrian education. Expertise in adult learning theories and methodologies.
   o Experience in designing educational programs specifically tailored for adult learners.
   o Understanding of adult learners' motivations, needs, and challenges in acquiring new skills.
ii. Equestrian Discipline Experts:
   o in-depth knowledge and experience in specific equestrian disciplines.
   o Understanding of the specific skills, techniques, and training methods required for each discipline.
   o Familiarity with competition standards and requirements within their respective disciplines.
iii. Equestrian Safety and Welfare Expert:
   o Knowledge of safety guidelines, protocols, and best practices in the equestrian industry.
   o Awareness of equine welfare standards and the ability to ensure the syllabus aligns with ethical and humane practices.
   o Understanding of risk management and the ability to incorporate safety considerations into the curriculum.
iv. Equestrian Industry Representative:
   o Experience in the equestrian industry, preferably with a broad understanding of various sectors, such as riding schools, horse training facilities, equine therapy programs, or equine-assisted learning programs.
   o Knowledge of the current trends and developments in the equestrian field.
   o Ability to provide insights into the practical applications of the syllabus within the industry.
v. Curriculum Evaluation and Assessment Specialist:
   o Proficiency in designing effective evaluation and assessment methods for measuring learning outcomes.
   o Knowledge of formative and summative assessment strategies.
   o Ability to ensure the syllabus aligns with measurable goals and learning objectives.
vi. Equestrian Australia Accredited Coach:
   o Practical experience as an Equestrian Australia Accredited Coach.
   o Understanding of participation.
   o Familiarity with the challenges faced by coaches in teaching equestrian skills.
   o Ability to provide valuable insights into the pedagogical aspects of the syllabus.

vii. High Performance Coach:
- o Practical experience as a High Performance Coach.
- o Familiarity with the challenges faced by coaches teaching in a performance daily training environment.
- o Understanding of performance pathways.
- o Can contribute valuable insights into the performance aspects of the syllabus.

viii. Para Equestrian Coach:
- o Practical experience as a Para Equestrian Coach.
- o Familiarity with the challenges faced by para-athletes in the coaching space.
- o Can contribute valuable insights into the accessibility and inclusivity aspects of the syllabus.

Additional criteria include:

- o A thorough knowledge of the EA Disciplines, including Rules and Regulations (mandatory).
- o Ability to maintain confidentiality (mandatory).
- o Punctuality, reliability and the time to spend on and constructively contribute to the development of the coaching framework and syllabus (mandatory).
- o An understanding of the barriers which impede the development and implementation of the coaching framework and syllabus (highly desirable).
- o The ability to think strategically and in the best interest of EA, equestrian coaches, and the whole of the sport (highly desirable).
- o Familiarity with Sport Governance Principles as outlined by the Australian Sport Commission (highly desirable).
- o Administrative skills including the use of email, MS Office, and Teams (desirable).

(d) All members of the EACAG must adhere to EA's requirements regarding Advisory Group confidentiality which includes a requirement to sign the EA Confidentiality Agreement before attending their first (or next) EACAG meeting.

(e) All members serve on a voluntary basis.

(f) All members of the Advisory Group must hold a current and valid Working with Children Check (or State equivalent).

(g) The EA Participation Manager (or delegated staff member) will hold an ex-officio position on the EACAG.

1.2 Decision Making Methodologies

The Chair will be responsible for determining each position as having one of the following designations:

- Full consensus – when no one in the group speaks against the recommendation in its final reading. This is also sometimes referred to as Unanimous Consensus.
- Consensus – a position where only a small minority disagrees, but most agree.
- Strong support but significant opposition – a position where, while most of the group supports a recommendation, there are a significant number of those who do not support it.
- Divergence or No Consensus – a position where there isn't strong support for any particular position, but many different points of view. Sometimes this is due to irreconcilable differences of opinion and sometimes it is due to the fact that no one has a particularly strong or convincing viewpoint, but the members of the group agree that is worth listing.
- Minority view – refers to a proposal/recommendation where a small number of the group support the proposal/recommendation. This can happen in response to a Consensus, Strong support but

significant opposition, and No consensus, or it can happen in cases where there is neither support nor opposition to a proposal/recommendation made by a small number of group individuals.

In cases of Consensus, Strong support but significant opposition, and No consensus, an effort should be made to document that variance in viewpoint and to present any Minority view recommendations or positions that have been made.

Consensus calls should always involve the entire EACAG and, for this reason, should ensure that all Working Group members could fully participate in the consensus process.

The EACAG will utilize the EACAG Decision Tree (appendix A) when determining the position and outcome of recommendations and proposals presented to the group. This also includes the consultation required to be undertaken as part of the process.

1.3 Term

(a) One term equates to three years.

(b) Advisory Group members and Chair may serve a maximum of two terms, being six years in total, after which they are required to step down from the EACAG for a period of at least one year.

(c) To ensure appropriate knowledge retention a succession plan must be implemented.

(d) In the case of a newly established Advisory Group, appointed members will draw for the following initial terms:

- One Third (or closest ratio) for a term of two years
- Two Thirds (or closest ratio) for a term of three years

(e) Each of these initial terms will count as one term of three years for the purposes of succession planning.

1.4 Member Expectations

All appointed members must meet the following minimum commitment requirements:

a) Actively seek the view of the broader equestrian community and equestrian coaches on any matters to be discussed at an EACAG meeting.

b) Consensus on any matters must be reached on the basis of what is in the best interests of equestrian coaches and the broader equestrian community.

c) Minimum requirement of 75% attendance annually.

d) Three (3) consecutive failures to attend scheduled meetings will result in removal from the EACAG.

e) 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.

f) Follow-up and in the agreed timeframe, complete allocated tasks.

g) Promptly respond to correspondence via phone or email in a timely manner (usually within 72 hours).

h) Sign the EA Confidentiality Agreement prior to attending their first (or next) meeting.

     i) Adhere to the EA Code of Conduct.

Failing to meet these requirements may result in an Advisory Group member being stood down as per 3.1 (f).

2. Appointment Process

2.1 The EA Board will appoint an Advisory Group of up to fifteen (15) members.

2.2 For appointments to the EACAG, the following procedure is followed:

a) EA will appoint an advisory group of up to fifteen (15) members taking into consideration the importance of gender balance, geographical spread and diversity of representation.

b) At least two months before the end of the term of any member, EA will call for nominations from the general EA membership to fill the forthcoming position(s).

c) Nominations will be sought to replace the skillset of the outgoing advisory group member(s) per clause 1.1(c).

d) The call for nominations must remain open for 30 days.

e) Any EA member meeting the specific requirements listed in Clause 1.1 may nominate, or be nominated, and be considered for appointment to their nominated Committee.

f) After the closing date, the EA Board will be sent the applications and must have a minimum of seven days to review all candidates thoroughly.

g) EACAG members will continue to be active until replacement members have been elected.

h) Insufficient nominations or positions becoming vacant during a term due to a member resignation, will result in a casual vacancy. The EACAG may source and nominate an appropriately qualified/experienced person to the EA Board. The EACAG endorsed nomination will then be recommended to the EA Board for appointment to fill the casual vacancy and hold office for the balance of the term of the Member whom he/she replaces, or in the case of insufficient nominations, for the full term of that position.

2.3 Appointment of the Chair
a) The EA board will appoint an independent chair to oversee process and governance on the EACAG. The chair will be in addition to the appointed skills-based members.

b) Subject to Clause 1.3, the Chair is eligible for re-appointment at the end of a term.

3. Resignations, Terminations and Code of Conduct

3.1 Resignations and Termination
a) An Advisory Group member may resign at any time by giving written notice to the Chair.

b) Any resignation will take effect immediately upon receipt of the notice or as otherwise agreed.

c) A resignation of an appointed Advisory Group member must be filled as soon as practical.

d) The Chair may resign at any time by giving written notice to the EA Board.

e) A resignation by the Chair must be filled by the EA Board following a recommendation by the EACAG at the earliest option, otherwise the EA Board will appoint an Interim Chair.

f) If an Advisory Group member has not fulfilled the Member Expectations as outlined in Clause 1.4, they may face being stood down from the Advisory Group at the EA Board's discretion.

g) Because the EA Board is responsible for the actions of its Advisory Groups, it may dismiss all or any members of the Advisory Group and call for nominations for replacement members.

3.2 Code of Ethics and Good Conduct

In addition to the EA Code of Conduct members appointed to the EACAG are always expected to conduct themselves 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 Coaching movement as a whole;

c) Declaring all interests that could result in a conflict of interest and refrain from voting in items where a conflict exists;

d) Being diligent, attending Advisory Group meetings and devoting sufficient time to the EACAG 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 the EA Board, EA CEO, EACAG or as required by law;

g) Abiding by EACAG decisions once reached and being publicly supportive of EA and EACAG decisions;

h) Not doing anything that in any way devalues EA or harms its public image; and

i) 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 EACAG.

4. Advisory Group Procedures

4.1 Convening a Meeting
a) All meetings are to be conducted by teleconference, electronically, face to face or as otherwise agreed by all members. Where any expenditure is required, this

must fall within the EACAG budget.

b) The EACAG will meet a minimum of four times per year.

c) All EACAG members will be provided with a minimum of 10 days written notice of a meeting, unless all Advisory Group members agree to hold a meeting at shorter notice.

d) The Participation Manager will call for agenda items from EACAG members and work with the EACAG Chair to finalise a meeting agenda and supporting information.

e) An agenda and supporting information will be provided to all Advisory Group members a minimum of three days before the meeting by the Participation Manager.

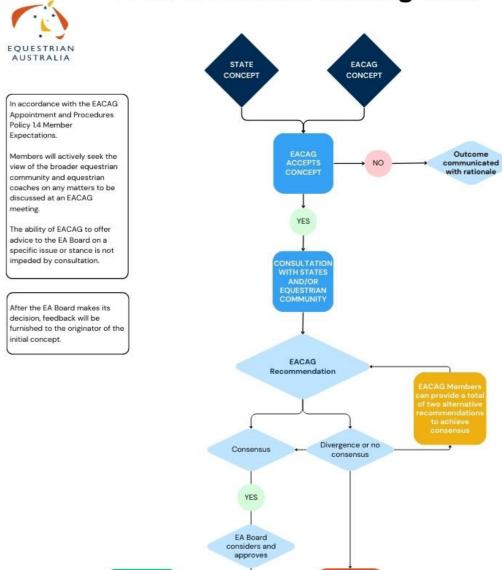f) More frequent meetings may be called as and when required in consultation with EA management.

4.2 Meeting Procedure

a) A quorum consists of eight 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 Advisory Group members present shall appoint one of the other EACAG members to preside.

d) Advisory Group members are expected to follow meeting rules and the instructions of the Chair.

e) Before making recommendations at a meeting, members must consider the interests of EA, equestrian coaches and the broader equestrian community likely to be affected by any decision. Recommendations are to be presented on the approved agenda item template and submitted at least 7 days prior to the scheduled meeting.

5. Review

EA will review this Appointment and Procedures Policy at least biennially to ensure that it remains consistent with EA's objectives and responsibilities.

EACAG Decision Making Tree

In accordance with the EACAG Appointment and Procedures Policy 1.4 Member Expectations.

Members will actively seek the view of the broader equestrian community and equestrian coaches on any matters to be discussed at an EACAG meeting.

The ability of EACAG to offer advice to the EA Board on a specific issue or stance is not impeded by consultation.

After the EA Board makes its decision, feedback will be furnished to the originator of the initial concept.

STATE CONCEPT

EACAG CONCEPT

EACAG ACCEPTS CONCEPT

NO

Outcome communicated with rationale

YES

CONSULTATION WITH STATES AND/OR EQUESTRIAN COMMUNITY

EACAG Recommendation

EACAG Members can provide a total of two alternative recommendations to achieve consensus

Consensus

Divergence or no consensus

YES

EA Board considers and approves

Recommendation/Proposal accepted

YES

NO

Recommendation/Proposal Declined

Outcome communcated