



EA Coaching Committee

Charter

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Introduction

The Equestrian Australia Coaching Committee (EACC) is an advisory body to Equestrian Australia (EA) consisting of up to twelve (12) appointed members, based on their relevant skills and experience as outlined in this Charter. This Charter is applicable to the EACC, the Panel of Experts and any Sub-Committees formed and constituted by the EACC in accordance with this Charter.

1. Definitions –

Capitalised terms not otherwise defined herein shall be defined as follows:

Administrative Assistant – A person appointed in accordance with the provisions of this Charter to provide administrative services to the Chair and the EACC.

Board Chair – means the person duly appointed as the chair of the EA Board.

Chair or EACC Chair – means the person duly appointed in accordance with the provisions of this Charter, as the Chair of the EACC.

Charter – means the EACC Charter as constituted in this document.

Coaching Administrator - means a person who is employed or engaged by EA who is properly authorised by the Board to sit on the EACC in an ex-officio capacity, and includes a delegated EA staff member in the event that the EA Coaching Administrator is unable to personally attend an EACC meeting.

Board or EA Board – means the Board of Equestrian Australia as constituted from time to time.

EACC - means Equestrian Australia Coaching Committee as constituted in this Charter.

Equestrian Australia or EA – means the national equestrian body and, where the context so requires, includes the State and Territory Equestrian Bodies.

Members or EACC Members – means the duly appointed and current serving members of the EACC.

Panel of Experts – means the panel of experts appointed by the Board to act as a resource for the EACC, from which the EACC and its Members may consult with to seek advice, guidance, knowledge or insights, as necessary, to undertake the purposes of this Charter.

Sub-Committee – means any sub-committee elected and constituted by the EACC under this Charter to perform a specified function or functions as delegated by the EACC, including any discipline-based sub-committee(s) representing any specific equestrian discipline.

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2. Purpose

2.1 Reporting to the Board

The EACC, appointed by the Board, assists the Board in fulfilling its responsibilities relating to the advancement and growth of coaching, in the disciplines of Dressage, Jumping, Eventing, Vaulting, Show Horse, Driving and Para Equestrian throughout Australia (collectively, EA Coaching Disciplines).

The specific objectives of the EACC include:

- a) provide direction, perspective, advice and recommendations to the Board on all aspects of coaching and coaching related equestrian education,
- b) to review and enhance the standards of coaching in all equestrian disciplines to world class standards, and
- c) to continuously develop an environment where EA coaches are educated and promoted, to ensure coaching at all levels is developed in the interests of excellence in:
 - (i) coaching quality and success of coaching,
 - (ii) performance at all levels,
 - (iii) delivery excellence,
 - (iv) horse and rider safety, and
 - (v) welfare and integrity in Equestrian Sports managed by EA.

2.2 EACC Responsibilities

The EACC will be responsible for, but not limited to, the following:

Syllabus review, including:

- (i) Collaboratively review and approve a detailed syllabus for equestrian education across all EA Coaching Disciplines, including identifying and defining the learning objectives, skills and knowledge required at each level of each EA Coaching Discipline in the syllabus.
- (ii) Collaboratively review and approve the syllabus/process for coach education.
- (iii) Determine appropriate teaching methodologies, instructional resources, and assessment strategies.
- (iv) Ensure the syllabus integrates safety guidelines, equine welfare considerations, and ethical practices.
- (v) Regularly review and update the syllabus to reflect advancements in the equestrian field and evolving educational practices.

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- (vi) Maintaining, updating and adopting best practice in child safeguarding, WorkSafe and insurance liability as determined by Government departments.
- (vii) Managing the EACC budget appropriately.
- (viii) Recommend and develop new initiatives to support and promote coaching in Australia.
- (ix) Recommend a “coaching business model” for EA to maximize the development and improvement of coaching.
- (x) Developing and managing any Sub-Committee as necessary.
- (xi) Review Current Renewal Practices.
- (xii) Active engagement of EACC regarding coaching insurance discussions, policy and reviews.

2.3 Working with Other EA Committees

The EACC is aware of the various State and Territory discipline committees and will seek to work in conjunction with such committees so as not to duplicate or work in ways that may be inconsistent with such committees. The EACC may actively seek contribution from these committees to further and support the work of the EACC.

2.4 Eligibility

To be eligible to be appointed to the EACC, a person must:

- (i) be a member of EA via EA State Branch membership, in a category other than Junior Member of EA,
- (ii) not be an employee of EA nor one of its State or Territory Branches,
- (iii) not be a current chair of a State EA coaching committee,
- (iv) serve on a voluntary basis, and
- (v) hold a current and valid Working with Children Check (or State equivalent).

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2.5 Panel of Experts

The Panel of Experts shall be selected by the Board, at the Board's discretion, in accordance with the same criteria applicable to the selection of EACC Members as set forth in this Charter.

The Panel of Experts appointed by the Board, shall be utilized by the EACC as a resource for the EACC and its Members in order to consult, seek advice, guidance or insights, as necessary, to undertake the purposes of this Charter.

Members of the Panel of Experts may be invited to participate in EACC meetings or Sub-Committee meetings to provide expertise or input, and shall be subject to the same rules and guidelines as Members as required by this Charter, as well as the same ethics, code of conduct and confidentiality requirements as the EACC Members.

Members seeking advice, insight or guidance as individuals (that pertain to EACC matters) from any member(s) of the Panel of Experts shall share such advice, insight or guidance with the Chair of the EACC.

3. Committee

3.1 Member Term of Office

- a) The term of office for appointed Members; One term equates to three years.
- b) In the case of a newly established EACC, appointed Members will draw for the following initial terms:
 - (i) One Third (or closest ratio) for a term of two years, and
 - (ii) Two Thirds (or closest ratio) for a term of three years.
- c) Each of these initial terms will count as one term of three years for the purposes of succession planning.
- d) A Member is eligible for re-nomination and re-appointment at the end of a term.
- e) EACC 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 EACC for a period of at least one year.
- f) To ensure appropriate knowledge retention a succession plan must be implemented.

3.2 Appointment Process

- a) The Board will appoint an EACC coaching committee of up to twelve (12) Members plus a Panel of Experts of approximately (6) members.
- b) For appointments to the EACC, the following procedure is required to be followed:

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- (i) The Board will appoint Members taking into consideration the importance of gender balance, geographical spread and diversity of representation.
- (ii) At least two months before the end of the term of any Member, the Board will call for nominations to fill the forthcoming position(s).
- (iii) Nominations will be sought to replace the skillset of the outgoing Member(s).
- (iv) The call for nominations must remain open for 30 days.
- (v) Any EA member meeting the specific eligibility criteria may nominate, or be nominated, and be considered for appointment to the EACC.
- (vi) After the closing date, the Board will be sent the applications and must have a minimum of seven days to review all candidates thoroughly.
- (vii) Members will continue to be active until replacement Members have been elected.
- (viii) In the event of insufficient nominations or positions becoming vacant during a term due to a Member resignation, will result in a casual vacancy. The EACC may source and nominate an appropriately qualified/experienced person to the Board. The EACC endorsed nomination will then be recommended to the 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.

4. Selection Criteria

Each person will be selected as a Member of the EACC based on their experience and skills in at least one of the following specified skillsets:

- a) Education Specialist:
 - (i) Extensive knowledge of equestrian education methodologies and adult learning principles.
 - (ii) Experience in curriculum development and instructional design.
 - (iii) Understanding of different learning styles and how they relate to equestrian education.
 - (iv) Expertise in adult learning theories and methodologies.
 - (v) Experience in designing educational programs specifically tailored for adult learners.
 - (vi) Understanding of adult learners' motivations, needs, and challenges in acquiring new skills.

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- b) Equestrian Discipline Experts:
 - (i) in-depth knowledge and experience in specific equestrian disciplines.
 - (ii) Understanding of the specific skills, techniques, and training methods required for each discipline.
 - (iii) Familiarity with competition standards and requirements within their respective disciplines.
- c) Equestrian Safety and Welfare Expert:
 - (i) Knowledge of safety guidelines, protocols, and best practices in the equestrian industry.
 - (ii) Awareness of equine welfare standards and the ability to ensure the syllabus aligns with ethical and humane practices.
 - (iii) Understanding of risk management and the ability to incorporate safety considerations into the curriculum.
- d) Equestrian Industry Representative:
 - (i) Experience in the equestrian industry, preferably with a broad understanding of various sectors, such as riding schools, horse training facilities, equine therapy programs,
 - (ii) Knowledge of the current trends and developments in the equestrian field.
 - (iii) Ability to provide insights into the practical applications of the syllabus within the industry.
- e) Curriculum Evaluation and Assessment Specialist:
 - (i) Proficiency in designing effective evaluation and assessment methods for measuring learning outcomes.
 - (ii) Knowledge of formative and summative assessment strategies.
 - (iii) Ability to ensure the syllabus aligns with measurable goals and learning objectives.
- f) Equestrian Australia Accredited Coach
 - (i) Practical experience as an Equestrian Australia Accredited Coach.
 - (ii) Understanding of participation.
 - (iii) Ability to provide valuable insights into the pedagogical aspects of the syllabus.
- g) High Performance Coach:

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- (i) Practical experience as a High Performance Coach (High Performance Coach).
 - (ii) Familiarity with the challenges faced by coaches teaching in a performance daily training environment.
 - (iii) Understanding of performance pathways.
 - (iv) Can contribute valuable insights into the performance aspects of the syllabus.
- h) Para Equestrian Coach:
- (i) Practical experience as a Para Equestrian Coach.
 - (ii) Familiarity with the challenges faced by para-athletes in the coaching space.
 - (iii) Can contribute valuable insights into the accessibility and inclusivity aspects of the syllabus.
- i) Additional criteria include:
- (i) A thorough knowledge of the EA Disciplines, including Rules and Regulations (mandatory).
 - (ii) Ability to maintain confidentiality (mandatory).
 - (iii) Punctuality, reliability, and the time to spend on and constructively contribute to the development of the coaching framework and syllabus (mandatory).
 - (iv) An understanding of the barriers which impede the development and improvement of coaching and the coaching framework and syllabus.
 - (v) Implementation of the coaching framework and syllabus (highly desirable).
 - (vi) The ability to think strategically and in the best interest of EA, equestrian coaches, and the whole of the sport (highly desirable).
 - (vii) Familiarity with sport governance principles as outlined by the Australian Sport Commission (highly desirable).
 - (viii) The administrative skills including the use of email, MS Office, and Teams (desirable).

5. Code of Ethics and Good Conduct

Members appointed to the EACC are expected to conduct themselves professionally and with integrity as representatives of EA. This includes:

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- a) Signing the EA Code of Conduct and EA Confidentiality Agreement prior to being appointed to the EACC.
- b) Acting honestly and in good faith at all times.
- c) Acting in the interest of the sport and the coaching movement as a whole.
- d) Declaring all interests that could result in a conflict of interest and refrain from voting in items where a conflict exists.
- e) Being diligent, attending EACC meetings and devoting sufficient time to the EACC as required.
- f) Ensuring avoidance of deception, unethical practice or any other behavior that is, or might be construed as, less than honorable.
- g) Not disclosing to any other person information identified at an EACC meeting as “confidential” as outlined in the confidentiality undertaking other than agreed by the Board, EA CEO, EACC or as required by law.
- h) Abiding by EACC decisions once reached and being publicly supportive of EA and EACC decisions.
- i) Not doing anything that in any way devalues EA or harms its public image.
- j) Acting in a responsible manner in public and 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 EACC.
- k) Adherence to EA’s requirements regarding EACC confidentiality.

Additional responsibilities include:

- (i) Respect the rights, dignity and worth of all people involved in equestrian sport (including all participants, officials and administrators) regardless of gender, ability, sexual orientation, age, cultural background or religion.
- (ii) Be aware of, accept and abide by the codes of conduct for welfare of the horse adopted by EA.
- (iii) Be fair, considerate, and honest and act appropriately at all times.
- (iv) Recognise that you may be a role model for others in the sport and ensure that you do not commit any act that shocks or offends the community or which shows a manifest contempt or disregard for public morals or decency.
- (v) Refrain from any form of harassment, bullying, abuse, violence, intimidation or vilification of others, including via the use of social media.
- (vi) Be professional in, and accept responsibility for, your actions.

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- (vii) Make a positive commitment to supporting and achieving the aims and objectives of the appropriate selection policy and EA.
- (viii) Be aware of, accept and comply with EA's rules, standards, policies and procedures.
- (ix) Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of EA and its member bodies in the best interests of oneself and other athletes.
- (x) Avoid any conduct using privileged information to gain a personal or commercial advantage.
- (xi) Refrain from any actions designed to influence the result of a competition in a manner contrary to sporting ethics.
- (xii) Respect the spirit of the rules of the sport (including, without limitation, national and international guidelines which govern equestrian sport) and fair play and behave accordingly.
- (xiii) Demonstrate a high degree of individual responsibility especially when dealing with persons under the age of 18 years, as your words and actions are an example.
- (xiv) Refrain from any behaviour that may bring EA, its member bodies or equestrian sport into disrepute.
- (xv) Not engage in conduct that is (in EA's reasonable opinion) unethical, unbecoming or likely to cause harm to the reputation of EA and/or its member bodies or the sport of equestrian.
- (xvi) Not engage in conduct which may potentially negatively affect performance.
- (xvii) Comply with all relevant laws of Australia, including anti-discrimination, employment, occupational health and safety and child protection laws.
- (xviii) Contribute to a safe sporting environment and respectful culture which is accepting of individual differences and behave accordingly.
- (xix) Use appropriately the facilities and equipment made available for events, administration, coaching and training.
- (xx) Condemn the use of violence or abuse in any form, whether it is by other spectators, participants, coaches, officials, volunteers or athletes.
- (xxi) Do not consume or be affected by alcohol or other substances such that it impairs your judgement or the safety of yourself or others.
- (xxii) Do not take, consume or be affected by illicit substances.

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6. Authority.

6.1 EACC Duties and Responsibility to Board.

The Board has authorised the EACC, within the scope of its duties and responsibilities set out in this Charter to:

- a) Perform the activities required to address its purpose and responsibilities, set forth above, in order to make recommendations to the Board through the Board Representative or directly by the Chair or designated EACC representative, as requested by the Board.
- b) Have access to EA management and employees, as well as any EA coaching information the EACC acting within its authority considers relevant to its responsibilities under this Charter.
- c) Direct EA staff to implement new or amended processes, communications and initiatives that have been proposed by the EACC and have been accepted by the Board.
- d) The EACC has the full support of the Board to work through the Chair and the Board Representative to advise and direct EA Staff and Management to review, amend, improve and advance equestrian coaching in Australia. In such advising and directing EA Staff and Management, the Chair, the Members and the Board Representative shall always treat staff with due respect and consideration.

6.2 EACC Relationship with EA Administration.

Without first consulting with the EACC (through the Chair and/or the Board Representative), EA Staff and management shall not (i) make amendments to policy, process, accreditation or syllabus and (ii) may not engage or contract coaches, EA Coach Educators, EA Skills Specific Training Assessors (SSTAs), Assessors or external service providers.

EA Staff and management shall make decisions affecting matters of significance to the coaching scheme and/or the coaching community in consultation with the Chair, the Board Representative and the EACC (including, but not limited to, matters affecting insurance coverage for coaches, the recruitment of coaching staff, and setting up strategic meetings pertaining to coaching).

7. EA and Board Representative

- a) The Coaching Administrator will hold an ex-officio position on the EACC.
- b) A representative from the Board (Board Representative) will hold a membership on the EACC. The Board Representative will not be subjected to the appointment and selection criteria as otherwise provided for in this Charter.
- c) The Board Representative will count for an EACC meeting quorum and will be entitled to vote at meetings of the EACC.

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- d) The Coaching Administrator (or delegated EA staff member) will not count for an EACC meeting quorum or be entitled to vote at meetings of the EACC.

7.2 Member Expectations

All appointed EACC 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 EACC 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 unexcused failures to attend scheduled EACC meetings will result in removal from the EACC.
- e) All Members are expected to be prepared for meetings, having reviewed 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 24 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 a Member being stood down and or removed from the EACC.

8. Chair

- a) The main role of the Chair is to demonstrate leadership, chair meetings, manage the EACC performance and accountability in accordance with the requirements of this Charter and to ensure effective governance of the EACC.
- b) The Chair of the EACC will be appointed by the method outlined in this Charter.
- c) In the event that the appointed EACC Chair is absent from a meeting, the Members present at that meeting shall appoint a Chair for that particular meeting,
- d) The EACC Chair will ensure that the Coaching Administrator (or delegated staff member) is informed of matters that may have a significant impact on coaching or the reputation of EA and will in all other respects keep the Board informed of EACC key issues.

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- e) The Coaching Administrator will ensure that the Chair of the EACC is advised of potential actions taken by staff regarding accreditation, renewal of accreditation, Prerequisites and changes to the syllabus.
- f) The Chair must fulfil the duties as outlined in this Charter.
- g) The Chair must maintain a timely correspondence with the national office of EA (National Office) on EA coaching matters.

8.2 Appointment of the Chair

- a) The Board will either (i) appoint an independent chair to oversee process and governance of the EACC or (ii) permit the EACC to elect a Chair. The chair will be in addition to the appointed skills-based Members.
- b) Subject to the maximum term provisions in this Charter, the Chair is eligible for re-appointment at the end of a term.

8.3 Appointment of Administrative Assistant

- a) The Chair may appoint a person as an Administrative Assistant to the EACC to carry out the administrative duties of the EACC and to assist the Chair in an administrative capacity.
- b) The duties of the Administrative Assistant may include the preparation of the agenda, in consultation with the Chair, sending notices of meeting to Members, preparing and distributing the minutes of meeting and such other administrative tasks and duties as directed by the Chair.
- c) The Administrative Assistant may be a Member, or may be an employee of EA. An Administrative Assistant, who is not a Member, shall at all times whilst engaged in EACC business be subject to the same requirements as prescribed in this Charter as Members, including maintaining the confidentiality of the EACC.

9. Voting

Each EACC Member shall have one vote.

- a) In the event of a tied vote the Chair will have the casting vote.
- b) All other attendees at EACC meetings, including the Administrative Assistant, Coaching Administrator and invited guests, are not entitled to vote at EACC meetings.

10. Meetings

- a) The EACC will meet in a manner agreed to by the EACC Members subject to and in accordance with the provisions of this Charter.
- b) The Board, the EACC Chair, any EACC Member or the Coaching Administrator may request a meeting of the EACC.

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- c) EACC Members must do all things reasonably necessary to attend and participate in all meetings and acknowledge that commitment is fundamental to the effective operation of the EACC.
- d) Any person may be invited by the EACC to attend a meeting and will do so in the capacity as a guest and not as an EACC Member. The guest may attend a meeting for all or part of the meeting as required and will be subject to and shall comply with all applicable provisions of this Charter whilst attending the meeting and thereafter. Any Member seeking to invite a guest to a meeting shall prior to the meeting inform the Chair of the reason and purpose of the guest being invited to a meeting, as well as the name of the guest.
- e) All EACC Meetings will be subject to and must adhere to and comply with the provisions of this Charter.

10.2 Convening an EACC 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 EACC budget.
- b) The EACC will meet a minimum of four times per year.
- c) All EACC Members will be provided with a minimum of 5 days written notice of a meeting unless the majority of Members agree to hold a meeting at shorter notice.
- d) An agenda and supporting information will be provided to all Members a minimum of five (5) days before the meeting by the Administrative Assistant.
- e) More frequent meetings may be called as and when required in consultation with EA management.

10.3 Meeting Procedure

- a) A quorum shall be the greater of 6 or one half of the number of Members.
- b) No business will be conducted at a meeting until and 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.
- d) EACC Members, staff and invited guests are expected to follow meeting rules and the instructions of the Chair including all confidentiality requirements applicable to the EACC.
- 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.

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- f) Any person invited to be present at an EACC meeting must complete the EACC Register of Interest form prior to attendance. Their attendance at the meeting is at the discretion of the Chair and will be for the specific agenda item or topic of discussion, for which the invitation has been extended.

11. Sub-Committees

The EACC may appoint Sub-Committees to assist the EACC in performing in accordance with this Charter.

Any Sub-Committee(s) appointed by the EACC shall in all respects be accountable to, and subject to, control of the EACC.

The overall purpose of each Sub-Committee is to assist the EACC in the manner requested by the EACC in accordance with the specified purpose(s) of that Sub-Committee's formation.

Each Sub-Committee will conduct business to reflect its specified purpose and shall not be authorised to enter into any contract or to incur liabilities on behalf of EA, EACC or independently. All EACC and Sub-Committee Meetings will be subject to and must adhere to and comply with this Charter.

Any funding required for the operation of a Sub-Committee will come from the overall EACC budget. Additional funding will not be provided, except with Board approval.

12. Decision Making Methodologies

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

- a) 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.
- b) Consensus – a position where only a small minority disagrees, but most agree.
- c) 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. •
- d) 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 it is worth listing.
- e) 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

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- f) 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, if possible, involve the entire EACC, in an effort to ensure that all Members of any Sub-Committee and working group can fully participate in the consensus process.

The EACC will utilize the EACC Decision Making Flow Chart (attached hereto as Schedule 1 which is incorporated herein by this reference) 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.

13. Communication of EACC Resolutions

Unless otherwise required by the Board, resolutions approved by the EACC, or by the Board pertaining to the EACC, shall be communicated as follows:

- a) Resolutions approved by the EACC with Consensus shall be communicated by the EACC Chair to EA Board Chair, with a copy to the Board Representative.
- b) Notice of EACC resolutions approved by the Board shall be communicated by the EA Board Chair to EA Chief Executive Officer (CEO) with a copy to the EACC Chair. The CEO shall then provide applicable instructions to the Coaching Administrator, with a copy to the EACC Chair.
- c) Notice of EACC resolutions rejected by the Board shall be communicated by the Board to the EACC Chair, with a copy to the Board Representative. The EACC Chair will notify the Coaching Administrator of such rejection by the Board.
- d) Board acceptance of EACC resolutions shall be communicated by EACC Members to Stakeholders, via EA Newsletter or Coaching Administrator email to Stakeholders on behalf of the EACC Chair.
- e) "Stakeholders" shall include but not be limited to the following, in addition to the Board and the EACC Members: coaching committees of EA State branches; EA accredited coaches; SSTAs and EA coach educators; EA trainee coaches; those coaches seeking EA course certifications; other potential EA coaches, including those coaching outside the EA coaching accreditation framework; and EA sport community of the coaching disciplines.

14. Minutes

- a) The Administrative Assistant, or EACC delegate must prepare the draft minutes of the EACC within seven (7) working days after the meeting. The draft minutes are to be promptly submitted to and reviewed by the Chair to ensure the accuracy of the minutes. In doing so the Chair may revise the

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draft minutes. The draft minutes shall then be circulated to all EACC Members for their information and review. Members are to promptly review the draft minutes and not less than ten (10) days prior to the next meeting, provide the Chair with any revisions or corrections to the draft minutes. The Chair will review all submissions and requests for revisions to the draft minutes and make the appropriate changes. The draft minutes shall then be distributed to the Members not less than seven (7) days prior to the next meeting.

- b) The Chair will present the draft minutes to the next meeting as the first business item on the agenda to be ratified. Once ratified the minutes will constitute the true and accurate record of the previous meeting and will supersede the draft minutes.
- c) Upon the minutes of an EACC meeting being ratified as being true and correct and accepted by the EACC at its next meeting, a copy of the ratified minutes is to be communicated to the Chair of the EA Board within 7 days of the EACC meeting at which the minutes are accepted.

15. Confidentiality

- a) All Members will be privy to sensitive and confidential information at times. Agenda items that are to be deemed Confidential, will be clearly identified in the Meeting agenda as CONFIDENTIAL. At no stage should this confidential information be publicly referred to, disclosed or discussed to any third party outside of the EACC and the Panel of Experts. If the matter is escalated to the Members, the EACC may discuss the issue at the Board's request only.
- b) Should a Member pass on any confidential information to any external third party that member will have committed a breach of the EA Code of Conduct and may face disciplinary action by the EA Board.
- c) All Members must adhere to EA's requirements regarding EACC confidentiality which includes a requirement to sign the EA Confidentiality Agreement before attending their first (or next) EACC meeting.
- d) These confidentiality provisions shall apply, as appropriate, to persons other than Members attending EACC meetings and those otherwise involved with EACC matters.

16. Review

EACC will review this Charter at least annually to ensure that it remains consistent with EA's objectives and responsibilities. The EACC will recommend to the Board its approval including any appropriate amendments.

17. Resignations, Terminations

- a) A 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. A resignation of a Member is to be included in the minutes of the next meeting which shall serve as the formal record of the resignation.

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- c) The Chair may resign at any time by giving written notice to the Board.
- d) Upon resignation of the Chair the EA Board may appoint an Interim Chair of the EACC until a replacement Chair is appointed in accordance with the provisions of this Charter.
- e) If an EACC Member has not fulfilled the expectations of the EACC, they may face being stood down from the EACC at the Board's discretion.

18. Self-Assessment

- a) On an annual basis, Members maybe required by the EACC Chair to self-evaluate their performance as well as the performance of the group. Both evaluations are either to be submitted in writing to the Chair, or discussed in person with the Chair, depending on the preference of the Member.
- b) Upon receipt of the evaluations from all Members, the Chair will prepare a report and will submit the report to the next meeting. The report may exclude confidential or sensitive information which the Chair sees fit. This process will provide solid insights into the group's effectiveness, and areas for improvement.

Self-assessment provides the following benefits:

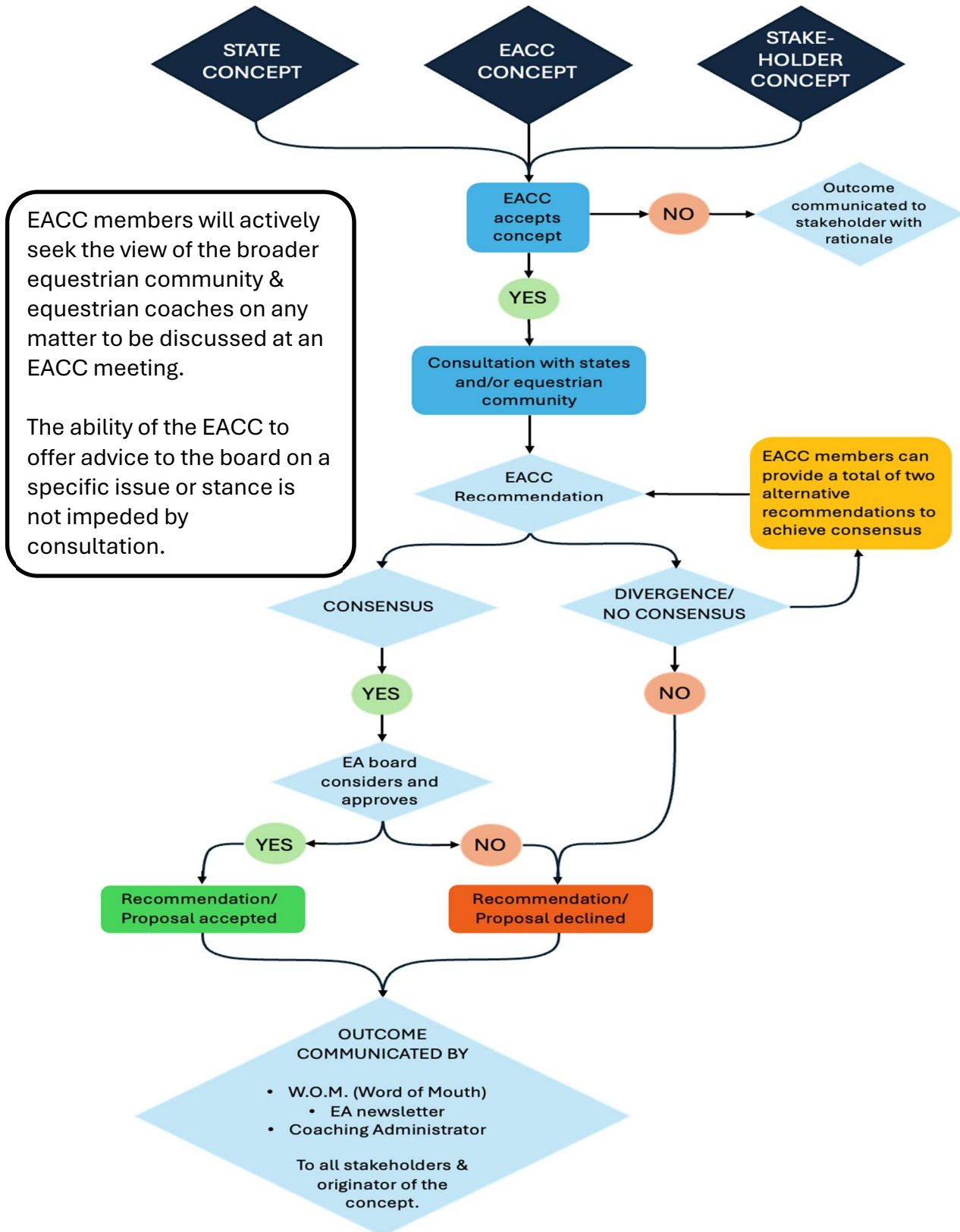
- (i) **Transparency:**
Enables Members to openly discuss their roles, responsibilities, and contributions, fostering a sense of accountability.
- (ii) **Continuous improvement:**
Helps Members identify areas where they excel and those requiring attention, leading to enhanced performance.
- (iii) **Alignment with EA coaching strategy:**
Ensures the Members activities meet the organization's goals and missions.
- (iv) **Stakeholder confidence:**
When stakeholders see that are Members are committed to self-improvement, it bolsters stakeholder confidence in the organization's leadership.
- (v) **Conflict Resolution:**
Reflect on rules and strategies to address and resolve any inter-team conflict in a healthy manner.

Next review of the Charter scheduled for: May 2025



SCHEDULE 1

EACC Decision Making Flow Chart



EACC members will actively seek the view of the broader equestrian community & equestrian coaches on any matter to be discussed at an EACC meeting.

The ability of the EACC to offer advice to the board on a specific issue or stance is not impeded by consultation.

EACC members can provide a total of two alternative recommendations to achieve consensus