

# Discipline Committee By-Laws

Date: 23<sup>rd</sup> November 2010

**EQUESTRIAN VICTORIA**

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# Discipline Committee By-Laws

## EQUESTRIAN VICTORIA

Date: 23/11/2010

These Regulations are made by the Association's Board under rule 30 of the Constitution.

### 1. INTERPRETATION AND DEFINITIONS

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This Regulation will be interpreted in the same manner as the Constitution and in accordance with it. In this Regulation, all words or phrases defined in the Constitution have the corresponding definition. Further, unless the contrary intention appears:

**Appointments Procedure** means the procedure for SDCs appointing people to technical and management positions which is set out in Annexure A.

**Committee** means, in this Regulation, any committee of the Board created under this Regulation.

**Constitution** means the constitution of the Association as amended from time to time.

**Discipline** means an element of Equestrian, including but not limited to Dressage, Eventing, Jumping and Show Horse.

**NCAS** means the National Coaching and Accreditation Scheme.

**President** means the president of the Association appointed in accordance with the Constitution from time to time.

**Regulation** means this regulation.

**SDC** means the Committees (or any one of them) established under clause 2(a) of this Regulation.

**Standing Committees** means the Committees established under the Constitution.

### 2. COMMITTEE ESTABLISHMENT

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(a) The Constitution recognises the following Standing Committees for the respective Equestrian disciplines:

- (i) Dressage Victoria;
- (ii) Eventing Victoria;
- (iii) Jumping Victoria;
- (iv) Show Horse Victoria.

Under this Regulation, the Board will establish Committees for these disciplines. Such Committees will be constituted and managed in accordance with this Regulation.

- (b) In addition to those noted in clause 2(a), the Board will establish a Committee to administer the Association's NCAS program. Such Committee will be constituted and managed in accordance with this Regulation.

### **3. COMMITTEE TERMS OF REFERENCE**

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- (a) Each SDC is responsible for:
- (i) promoting and developing its discipline from junior to national level in Victoria and implementing Equestrian Australia policy and rules applicable to the discipline;
  - (ii) establishing a strategic plan for the discipline within guidelines provided by the Association from time to time;
  - (iii) recommend the appointment of organising committees (OCs) to conduct at least one state championship event and one showcase event annually;
  - (iv) appointment of state selectors;
  - (v) selection and training of state squads and establishment of a High Performance Panel/Squad; in association with the EA policies;
  - (vi) recruitment, training and appointment of adequate numbers of qualified national officials, who must be members of the Association;
  - (vii) appointment of members to management and technical positions in the manner set out in the Appointments Procedure;
  - (viii) establishing an annual budget for the discipline's funds and stewardship of such funds, but this is expressly subject to the approval of the Board and Chief Executive;
  - (ix) conducting meetings as it determines necessary for the conduct of business or as directed by the Board;
  - (x) provision of copies of meeting minutes and an annual report to the Board on demand;
  - (xi) appointing two or three representatives to ensure that an open forum is conducted with the Board at least annually on dates set by the Board.
- (b) The NCAS Committee is responsible for:
- (i) administering the training and assessment of Equestrian coaches to enable them to obtain accreditation through the NCAS;
  - (ii) advising on the development and administration of Equestrian coaching in Victoria.
- (c) For the avoidance of doubt, Committees are administrative representatives of the Association and are not authorised, entitled or empowered to enter into contracts or to incur liabilities on behalf of the Association or independently.

## **4. COMMITTEE STRUCTURE**

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### **4.1 SDCs**

- (a) Each SDC will comprise a maximum of 15 people (excluding the President and Chief Executive), being:
  - (i) a maximum of five people appointed by the Board from nominations received following a process to be set by the Board;
  - (ii) where relevant, one representative of the Discipline's "Officials Sub-Committee";
  - (iii) where relevant, one representative of the Discipline's "Selectors Sub-Committee";
  - (iv) where relevant, one representative of the Discipline's "Young Rider Squad Sub-Committee";
  - (v) one representative nominated by agreed state Zones, Clubs or other method in a manner approved by the Board;
  - (vi) up to two people co-opted by the other SDC members; and
  - (vii) where relevant, one representative from the Association's Discipline major events committees (for example Melbourne 3-day Event, Dressage and Jumping with the Stars, YR&PD). (NOTE: the Committee will seek, whenever possible, a representative from each eligible committee in a manner to avoid duplication of representatives).
- (b) Other than representatives co-opted under clause 4.1(a)(vi), all representatives shall be appointed to an SDC for a period of two years, unless otherwise set out in this Regulation or determined by the Board. Representatives co-opted under clause 4.1(a)(vi) may only be co-opted for 12 months.
- (c) The President and Chief Executive are ex-officio members of any SDC.
- (d) The Board may, at any time, remove people from an SDC if it deems it appropriate.

### **4.2 National Coaching Accreditation Scheme Victoria**

- (a) The NCAS Committee will comprise:
  - (i) six people appointed by the Board from nominations received following a process to be set by the Board, which shall consist of two representatives who are registered coaches in each of Level I, Level II and Level III; and
  - (ii) up to two people co-opted by the other NCAS Committee members.
- (b) Other than representatives co-opted under clause 4.2(a)(ii), all representatives shall be appointed to an SDC for a period of two years, unless otherwise set out in this Regulation or determined by the Board. Representatives co-opted under clause 4.2(a)(ii) may only be co-opted for 12 months.

- (c) The President and Chief Executive are ex-officio members of the NCAS.
- (d) The Board may, at any time, remove people from the NCAS Committee if it deems it appropriate.

## **5. COMMITTEE PROCEDURES**

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### **5.1 Convening a Meeting**

- (a) All Committees established under this Regulation shall meet as often as required, but at least six times annually;
- (b) All Committee members will be provided with at least 14 days' written notice of all meetings of the Committee, unless all Committee members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence). Written notice of each Committee meeting, specifying the general nature of the business to be transacted, shall be served on each Committee member by:
  - (i) delivering it to the Committee member personally; or
  - (ii) sending it by electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched) in accordance with the Committee member's last notified contact details.

Alternatively, Committee members may nominate another preferred method of communication.

### **5.2 Meeting Procedure**

- (a) A quorum for the transaction of business of a meeting will be constituted by:
  - (i) any six members of an SDC; or
  - (ii) any three members of the NCAS Committee.

No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week.

- (b) At all meetings of a Committee, the Committee chair shall preside. If the Committee chair is absent or unwilling to act, the meeting shall appoint one of the other Committee members to preside at that meeting. The Committee chair shall be appointed annually by the Committee from amongst their number. However, a person nominating for Committee chair must have had 24 months on the Committee they are standing for before they can nominate.
- (c) Questions arising at a Committee meeting shall be determined on a show of hands or, if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.
- (d) Each Committee member present at a Committee meeting (except the Chief Executive, but including the President) is entitled to one vote on any issue. However, if a Committee member holds a position on the Committee as a representative or two or more sub-committees, zones or other group, that

Committee member will be entitled to two votes on any issue. In the event of an equality of votes on any question, there will not be a casting vote and the question will lapse. Proxy votes are not permitted.

- (e) A resolution in writing signed or assented to by facsimile, text or other form of visible or other electronic communication by all the Committee members for the time being present in Australia shall be valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Committee members.
- (f) Without limiting the power of the Committee to regulate its meeting as it thinks fit, a meeting of Committee members may be held where one or more of the Committee members is not physically present at the meeting, provided that:
  - (i) notice of the meeting has been given to all the Committee members entitled to notice in accordance with the procedures detailed in clause 5.1(b);
  - (ii) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously – whether by means of telephone or other form of communication;
  - (iii) in the event that a failure in communications prevents the conditions in clause 5.2(f)(ii) from being satisfied by that number of Committee members which constitutes a quorum, then the meeting shall be suspended until the condition is satisfied again. If such condition is not satisfied within 15 minutes from the interruption, the meeting shall be deemed to have terminated; and
  - (iv) any meeting held where one or more of the Committee members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Committee member is there present and if no Committee member is there, the meeting shall be deemed to be held at the place where the chair of the meeting is located.

### **5.3 Annual Meeting**

- (a) Unless otherwise determined by the Board, the "Annual Meeting" of a Committee is called to deal with the following business:
  - (i) for an SDC, the election of any Technical / Sport positions on the SDC as required and in accordance with Annexure A; and
  - (ii) any other business which a Member desires to bring before the meeting of which at least seven days notice in writing has been given to the Committee.

No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

- (b) The Committee shall, at least 21 days before the date fixed for holding the Annual Meeting, send notice to each Member entitled to receive notice of that meeting. Notice will be sent by electronic communication only in accordance with the Member's last notified contact details, unless the Member has nominated another preferred method of communication.

#### **5.4 Appointment of people by Committee's subject to Board approval**

For the avoidance of doubt, the Board may, at any time, remove and/or replace any person who has been elected or appointed to a Committee position, including but not limited to the technical/sports positions and management positions referred to in Annexure A.

## ANNEXURE A

### Appointment Procedure

#### 1. Technical/sports positions

State Selectors and Coaches (technical/sports positions) are appointed by the SDCs, after in whatever way they decide (currently by election). The election or appointment processes for technical/sports positions should take place between Annual Discipline Committee meeting, so that appointees begin their term in the New Year, in time for the February meetings.

#### 2. Management positions

(a) State Team Managers, Chefs d'Equipes, Vets, Farriers, etc. (team management positions) are appointed by application, interview, and decision on merit with SDC.

(i) State Team Managers, Chefs d'Equipes, are appointed per event. The appointments will be on merit – the best person for the job should be selected. An appointment process will be established, to be used routinely for chefs and other management positions.

(ii) A generic position description will be developed for all Disciplines. Responsibilities and requirements will be the same for all Disciplines, including an on-going squad management role between major competitions.

(b) The Selection Committee will discuss all applications, decide on a short list, and, if appropriate, interview the best candidates.

#### 3. Selection Committee

(a) The SDC's Selection Committee will make recommendations to the Board for appointment. The Selection Committee for the appointment of chef d'equipes will be:

(A) The Chairman of the SDC (Chair of the selection panel)

(B) Member of the SDC.

(b) Candidates for the Selection Committee will submit applications detailing their relevant skills and experience, with names and contact details for referees.

(c) The EV Office will provide necessary administrative support for this process. The Chief Executive will be involved in any interview process along with the Selection Committee.

(d) The Board must formally ratify any appointment under this process.

(e) The Chairman of the Board, through the EV office, will make any public announcements about the appointments.