

Equestrian Victoria Carriage Driving Committee Terms of Reference

UPDATED: 11 April, 2019

EQUESTRIAN VICTORIA

1. PURPOSE

The Equestrian Victoria Carriage Driving Committee (EVCDC) appointed by the Equestrian Victoria (EV) Board assists the Board in fulfilling its oversight responsibilities relating to the promotion and development of Carriage Driving in Victoria.

2. INTERPRETATION AND DEFINITIONS

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

Appointments Procedure means the procedure for Sports Discipline Committees (SDC's) appointing people to technical and management positions which is set out in Annexure A.

Association means Equestrian Victoria Incorporated

Committee means, in this Terms of Reference, the committee of the Board created consistent with the Constitution.

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, Show Horse and Carriage Driving.

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.

Terms of Reference means this Terms of Reference.

SDC means the Sport Discipline Committee(s) established under the Constitution and includes EVCDC.

Standing Committees means the Committees established under the Constitution.

3. COMMITTEE TERMS OF REFERENCE

- (a) The EVCDC 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) 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 (see Annexure A);
 - (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) maintaining the State's Carriage Driving calendar;
 - (x) communicating with Victorian Carriage Driving Clubs;
 - (xi) conducting meetings as it determines necessary for the conduct of business or as directed by the Board;
 - (xii) liaising and communicating with EV, EA and the FEI as necessary; including provision of copies of meeting minutes and an annual report to the Board;
 - (xiii) 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) 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

4.1 Chair

The main role of the Chair is to demonstrate leadership and to ensure effective governance of the EV Carriage Driving Committee.

Should the EVCDC Chair be absent from a meeting, the EVCDC Members present must appoint a Chair for that particular meeting.

The EVCDC Chair shall ensure that the EV CEO is immediately informed of matters that may have a significant impact on Carriage Driving or the reputation of EV.

The Chair must maintain a timely correspondence with the EV Office on Carriage Driving matters.

4.2 Committee

- (a) The EVCDC will comprise a maximum of seven (7) people (excluding the President and Chief Executive), being:
 - (i) a maximum of three (3) people appointed by the Board from nominations received following a process to be set by the Board;
 - (ii) up to two (2) representatives nominated by affiliated EV Clubs approved by, and insured with EV;

- (iii) up to two (2) people co-opted by the other EVCDC members; and
 - (iv) where relevant, one representative from the Association's Discipline major events committees (for example Melbourne 3-day Event, Dressage and Jumping with the Stars). (NOTE: The Committee shall seek, wherever 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)(iii), all representatives shall be appointed for a period of two years, unless otherwise set out in this Terms of Reference or determined by the Board. Representatives co-opted under clause 4.1(a)(iii) shall only be co-opted for 12 months.
 - (c) One of its number shall represent the EVCDC to Equestrian Australia (EA) as required.
 - (d) The President and Chief Executive are ex-officio members of any SDC.
 - (e) The Board may, at any time, remove people from an SDC if it deems it appropriate.

5. COMMITTEE PROCEDURES

5.1 Conflict of Interest

Declarations of perceived or actual conflicts of interest are to be made at the outset of any meeting of the committee with members to act consistent with the Associations Conflict of Interest Policy.

5.2 Convening a Meeting

- (a) The Committee 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.

5.3 Meeting Procedure

(a) A quorum for the transaction of business of a meeting will be constituted by:

(i) any four (4) members of the EVCDC.

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 its numbers.

(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.

(e) 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.

5.4 Decision Making

(a) All decisions of the EVCDC are to be made by a simple majority of votes cast by the Members present at the meeting.

(b) All Members are entitled to one (1) vote each.

(c) In the case of an equality of votes, there will be no casting vote and the motion will fail.

5.5 Annual Meeting

- (a) Unless otherwise determined by the Board, the "Annual Meeting" of a Committee is called to deal with the following business:
 - (i) the election of any Technical / Sport positions on the EVCDC as required and in accordance with Annexure A; and
 - (ii) the election of members consistent with Clause 4 of this Terms of Reference; and
 - (iii) 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.

5.6 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.

6. CONFIDENTIALITY

All EVCDC members will be privy to sensitive and confidential information. At no stage shall this information be publicly referred to, disclosed or discussed to any third party outside of the EVCDC. If the matter is escalated to the EV Board members of the EVCDC may discuss the issue at the Board's request only.

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

7. REVIEW

EV will review this Terms of Reference at least every two (2) years and recommend to the Board its approval including any appropriate amendments.

8. SUB-COMMITTEES & WORKING PARTIES

The EVCDC has the authority to create Sub-Committees and/or Working Parties as required. Any funding required for the operation of these groups will come from the overall EVCDC budget. Additional funding will not be provided without the express permission of EV.

ANNEXURE A: APPOINTMENT PROCEDURE

Note: As adopted from the EV Sport Discipline Committee (SDC) Bylaws

1. Technical/sports positions

State Selectors and Coaches (technical/sports positions) are appointed by the relevant SDCs, after in whatever way they decide (currently by election). The election or appointment processes for technical/sports positions shall take place between Annual Discipline Committee meetings, 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 to be appointed following application, interview, and decision on merit by the SDC.

(i) State Team Managers, Chefs d'Equipes, are appointed per event. The appointments shall 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) 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 may 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.

(f) The term of appointment for the SDC Selection Committee will be two (2) years.

END