



# **COACHING NSW COMMITTEE**

## **TERMS OF REFERENCE**

**Version 2**



## **1. PURPOSES**

The purposes for which the Coaching NSW Committee (the Committee) is established and maintained are to:

- a) Continuously improve the standard of equestrian coaching in NSW;
- b) Attract coaches with the necessary experience, skillset and passion, appointed to the Committee regardless of their accreditation level;
- c) Administer the training and assessment of Equestrian coaches, Skill Specific Trainers & Assessors, Coach Educators and Coach Assessors, to enable them to obtain accreditation through the Equestrian Australia (EA) Program;
- d) Administer and enable the attainment of riding and horse management certificates;
- e) Advise on the development and administration of equestrian coaching in NSW; and
- f) Contribute to the national development of the EA Coach Accreditation Program
- g) Ensure that a high level of professionalism and coach care is maintained;
- h) Provide sound and proactive administration;
- i) Provide education courses at Introductory Level, Level I, II and possibly Level III
- j) Provide opportunities for professional development and updating;
- k) Provide representatives to all other relevant committees and the ENSW Board;
- l) Maintain a balanced operational budget for all events and activities staged by the Committee;
- m) Promote accurately the majority opinion of all members;
- n) Ensure representation from all stakeholder groups within the coaching membership;

## **2. GOVERNANCE**

- a) The Coaching NSW Committee is a subcommittee of Equestrian NSW (ENSW) and as such is governed under the ENSW Constitution.
- b) Committee Members shall comply with the Equestrian NSW Committees - Code of Conduct.
- c) The ENSW Board may, at any time, remove Committee Members for serious breaches of the ENSW Subcommittees Code of Conduct, having provided natural justice and procedural fairness.
- d) Following Committee meetings, the minutes shall be promptly provided to the ENSW Board for review.
- e) The Committee shall represent the best interests of NSW Coaches and communicate regularly with the ENSW Board and CEO about emerging issues and progress against strategic objectives.

### **3. TERMS OF REFERENCE REVIEW**

- a) This Terms of Reference is effective from 24 September 2018 and shall be reviewed as soon as practicable after the re-instatement of the EA National Coaching Committee.
- b) Thereinafter, the Terms of Reference will be reviewed every three years.

### **4. COMPOSITION OF THE COMMITTEE**

- a) The Committee shall consist of six voting members, including:
  - i. five elected Members, who shall be elected in accordance with Clause 8; and
  - ii. the ENSW Board's appointed representative.
- b) The ENSW Board Representative shall have a vote on all motions raised in the business of Committee, but not in the election of the Chair of the Committee.
- c) Final appointment of Committee members will be subject to the approval of the ENSW Board.
- d) The position of Committee Chair shall be appointed by the Committee from amongst its number, except for the ENSW Board Representative.
- e) The ENSW CEO shall be an ex-officio, non-voting Committee Member.
- f) Committee Members shall be:
  - i. accredited and financial with the EA coaching program;
  - ii. current financial Members of ENSW; and
  - iii. live in NSW.

### **5. TERM OF COMMITTEE MEMBERS**

- a) Committee Members shall serve a three-year term.
- b) In each three year interval, two Committee Members will be elected in the first year and second year and one Committee Member will be elected in the third year.
- c) Committee Members may serve a maximum of two consecutive terms (ie a total six years).
- d) Any Committee Member that has served the maximum term shall be eligible to return to the Committee following an absence of not less than 12 months.

### **6. APPOINTED COMMITTEE MEMBERS**

- a) Up to two people, with specific skills, may be appointed by the Committee as non-voting Committee Members.
- b) Appointed Committee Members shall serve a maximum term of one year.

## **7. CASUAL VACANCIES**

- a) If any Committee Member resigns or is removed mid-term, the Committee may elect to:
  - i. not fill the vacant position; or
  - ii. call for nominations to fill the position; or
  - iii. appoint a co-opted Committee Member.
- a. Any Committee Member filling a casual vacancy shall serve up to the end of the term of the Committee Member they are replacing.

## **8. ELECTION OF COMMITTEE MEMEBRS**

- a) The CEO shall call for nominations in accordance with Clause 5b.
- b) All Committee positions will be advertised through NSW communication networks and any developed by the Committee.
- c) If nominations exceed the number of vacancies on the Committee an election shall be held.
- d) Only EA accredited and financial coaches shall be eligible to vote.
- e) Electronic voting shall be used, as determined by the NSW Board from time to time.
- f) The CEO shall be the returning officer for the election of Committee Members.

## **9. QUORUM FOR MEETINGS**

- a) The quorum for Committee meetings shall be at least three Members of the Committee, with each Member having one vote with the Chair having a casting vote if required.

## **10. ADMINISTRATIVE SUPPORT**

Administrative support shall be provided to the Committee by the NSW Office, including:

- a) organising meetings, agendas and recording minutes; and
- b) assisting with the coordination of Committee events and activities.

## **11. STAKEHOLDER MANAGEMENT**

The Committee will be mindful of the following groups as stakeholders as being intrinsic to their success:

- a) Equestrian Australia
- b) NSW Board
- c) NSW Office
- d) Clubs
- e) Officials
- f) Coaches
- g) Riders
- h) Volunteers

## **DOCUMENT CONTROL**

**Document Name – Coaching NSW Committee Terms of Reference**

**Document Owner – NSW Chief Executive Officer**

**Document Approver – NSW Board**

### **Version Control**

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| Version 2      | Amended following review by the NSW Board – 24 Sep 18 |