



COACHING NSW COMMITTEE

TERMS OF REFERENCE

Version 3



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

These Terms of Reference will be reviewed every three years.

4. COMPOSITION OF THE COMMITTEE

- a) The Committee shall consist of:
 - i. seven Members, with voting rights, who shall be elected in accordance with Clause 8;
 - ii. the NSW Board's appointed representative, with no voting rights; and
 - iii. the NSW CEO, with no voting rights.
- b) Final appointment of Committee members will be subject to the approval of the NSW Board.
- c) The Committee Chair shall be elected by the Committee from amongst its voting Members.
- d) The elected Committee Members shall be:
 - i. accredited, registered and financial with the EA coaching program;
 - ii. current financial Members of NSW; and
 - iii. live in NSW.

5. TERM OF COMMITTEE MEMBERS

- a) Committee Members shall serve two-year terms.
- b) In each two-year interval, three Committee Members will be elected in the first year and four Committee Members will be elected in the second year.
- c) Committee Members may serve a maximum of three 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 by NSW to the Committee, including:

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

Alternatively, one of the elected Members may provide administrative support to the Committee and be paid a fee by NSW, to be proposed by the Committee and approved by the NSW Board.

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

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Document Owner – NSW Chief Executive Officer

Document Approver – NSW Board

Version Control

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