



# MINUTES

## EQUESTRIAN AUSTRALIA LTD

### Equestrian Australia Interim Coaching Committee

HELD: Monday 15<sup>th</sup> April 2019  
Teleconference - 7.30pm AEST

#### 1. ATTENDANCE

##### COMMITTEE MEMBERS

|                                    |                          |
|------------------------------------|--------------------------|
| Robert Stewart (NSW)               | Interim Chair            |
| Tim Calkin (VIC)                   | Interim Committee Member |
| Sue Leslie (VIC)                   | Interim Committee Member |
| Geraldine van Montfrans-Eady (QLD) | Interim Committee Member |
| Judy Peel (TAS)                    | Interim Committee Member |
| Lynda Smith (SA)                   | Interim Committee Member |
| Sally Ann Barbera (NSW)            | Interim Committee Member |
| Phillipa Collier (WA)              | Interim Committee Member |
| Gill Botten (WA)                   | Interim Committee Member |

##### ALSO ATTENDING

|                  |   |
|------------------|---|
| Karen Myers      | EA Committee Liaison Manager                      |
| Gillian Canapini | EA Board Member                                   |
| Roger Kane       | EA National Safety Officer (Agenda Item 5.1 only) |

#### 2. OPENING/WELCOME

Opened: 10.35pm

Robert thanked everybody for their attendance and confirmed deviating from the agenda to enable Roger to address the committee.

Robert thanked Roger from sharing his time with the committee and agenda item 5.1 was addressed. **(Note: minutes have been kept in agenda order)**

### 3. APOLOGIES & DECLARATION OF CONFLICT OF INTEREST

#### 3.1 Apologies

No apologies. Noted Phillipa Collier departing the meeting early.

#### 3.2 Declaration of conflict of interest

All attending coaches are employed coaches.

### 4. MINUTES FROM PREVIOUS MEETING AND OUTSTANDING ITEMS

| Discussion   | Action |
|--|--------|
| <p>Outstanding items will be addressed in meeting agenda items.</p> <p><b>Acceptance of Previous Minutes – 15 March 2019</b><br/><b>Minutes as recorded be accepted as a true and accurate record of proceedings.</b><br/><b>All in favour, Carried.</b></p> |        |

### 5. AGENDA

#### 5.1 Concussion Protocols

| Discussion  | Action |
|---|--------|
| <p>Roger Kane addressed the meeting in relation to the following:</p> <p>Two documents were also provided to committee members to supplement the above points- Concussion Talk &amp; Process at Competitions.</p> <ol style="list-style-type: none"><li>1) Why is EA implementing a concussion protocol</li><li>2) What is the process at competitions</li></ol> <p><b>Process at Competitions</b></p> <ol style="list-style-type: none"><li>1. Having medical/first aid personnel at each competition to recognise concussion.</li><li>2. Having a designated official at each competition to:-<ol style="list-style-type: none"><li>a. Advise medical/first aid personnel of the EA concussion personnel and the need to advise the officials of any occurrences</li><li>b. Provide advice (verbal and follow up email) to the athlete of the suspension and where possible issue the concussion advice card</li><li>c. Report the incident to the NSO and the Committee Liaison Manager <a href="mailto:reporting@equestrian.org.au">reporting@equestrian.org.au</a></li></ol></li><li>3) What actions does the discipline committee need to take<ul style="list-style-type: none"><li>- Advise Discipline Officials and OCs of the requirements</li><li>- Advise competitors at upcoming events of Introduction July 1 2019</li><li>- Review effectiveness of arrangements on an ongoing basis</li></ul></li><li>4) What resources are(will be) available to assist<ul style="list-style-type: none"><li>- Presentation pack for presenting to officials OCs and competitors</li><li>- CRT5 tool</li><li>- Return to competition guidelines on Concussion in Sport website</li><li>- Email template</li></ul></li></ol> |        |

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| <ul style="list-style-type: none"> <li>- Concussion advice card</li> </ul> <p>5) Key dates:-<br/> Completion of Officials and OCs advice program - May15<br/> Begin Athlete communication program at key events - May 1<br/> Reminder to officials and OCs of process required at events - June 15<br/> Implementation begins July 1 2019<br/> Review of initial implementation October 2019</p> <p>Key points raised by the committee :</p> <ul style="list-style-type: none"> <li>- Signing of an indemnity at time of entry to an event – not fallen in so many days prior to date of entry. If fall between entry and event commencement medical clearance certificate will be presented, putting the onus back on the rider to be open and transparent about their fall history.</li> <li>- The need to identify context and modules appropriate in the coaching syllabus for inclusion of information and resources.</li> <li>- Could be presented at up coming coaching Updates</li> </ul> | <p>Roger to work with Robert on resources for inclusion.</p> |
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| <b>5.2 Insurance Update</b>  |  |
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| <b>Discussion</b>  | <b>Action</b>  |
| <p>Update by Robert - Steps taken to date:</p> <ul style="list-style-type: none"> <li>- Email introduction of Robert by Lucy to the Insurance Working Party</li> <li>- Email to Working Party outlining coaches concerns and requests (no response)</li> <li>- Follow up email (no response)</li> <li>- Followed up with Lucy and Karen, Working Party has not yet met.</li> <li>- Have now made contact directly with Will MacArthur (Gow Gates) and forwarded information to him.</li> </ul> <p>There is opportunity to make some change, however due to the timing this will be limited.</p> <p>Disappointment was expressed by the committee given discussion around insurance has been going since April 2018 and highlighted at the Coaches Forum in November.</p> <p>Tender will not be taking place this year.</p> | <p>Robert will continue to have contact with Will.</p> |

| <b>5.3 Coach Registration Fee Transparency</b>  |   |
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| <b>Discussion</b>   | <b>Action</b>   |
| <p>Report provided by EA Finance Manager distributed to Committee by Robert providing transparency on how the funds have been distributed.</p> <p>Discussion took place on:</p> <ul style="list-style-type: none"> <li>- how this information is going to be reported back to the coaches.</li> <li>- the need for assurances from EA that this will not continue to happen</li> <li>- EA under new management and being transparent with information</li> <li>- Important step forward being able to have input into the budget</li> </ul> <p>Phillipa Collier left the meeting 8.15pm</p> | <p>Robert to forward report to Karen.</p> <p>Sally to develop a statement for approval by EA and then to be placed on the EA website.</p> |

| 5.4. TAE Assessment Updates   |                           |
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| Discussion  | Action                    |
| <p>Robert reported on the need to have a TAE to be able to deliver on the AQF. This will enable an industry accreditation and a qualification.</p> <ul style="list-style-type: none"> <li>- Need to source quotes from RTO's to deliver Nationally.</li> <li>- QSkills – Skill Set details access TAESS00011</li> </ul> | Robert to forward details |

| 5.5 Board Paper Lodged   |   |
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| Discussion   | Action                                    |
| Board paper lodged (for 20 May Board Meeting) distributed to committee members regarding promotion of coaches. | Robert to forward copy of paper to Karen. |

| 5.6 2016 Syllabus Review Working Parties   |        |
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| Discussion   | Action |
| Robert confirmed emails have been distributed to all Working Party Members seeking access to what has already been completed and interest in continuing with the project. Positive replies have already been received. |        |

| 5.7 Coaching Budget   |   |
|---|---|
| Discussion  | Action  |
| <p>Discussion took place around the 19/20FY National Coaching Budget.</p> <p>Revenue:</p> <ul style="list-style-type: none"> <li>- Coaches registration (need to address forecast due to drop in numbers)</li> <li>- Coaching Events/Courses</li> <li>- Coaching Resources</li> </ul> <p>Expenses: (large)</p> <ul style="list-style-type: none"> <li>- Insurance (in &amp; out)</li> <li>- Staff salaries</li> <li>- Pathway Coaching Expenses (coach educator workshops/EACC Meeting)</li> <li>- Online Coach Learning Management System (CLMS) and hosting</li> <li>- National Coaching Conference (cyclically)</li> </ul> <p>Discussion took place around the Online CLMS as there is not a clear understanding of what value this has. Lucy had advised that a lot has been invested in the project thus far and that it will be continuing.</p> <p><b>Motion: Gillian to raise the Online CLMS with the board.</b><br/> <b>Moved: Tim Calkin</b><br/> <b>Seconded: Robert Stewart</b><br/> <b>Carried</b></p> | <p>Robert to work with Sashi on 19/20 Budget.</p> <p>Commence discussions on 2020 National Coaching Conference and project planning.</p> <p>Gillian to prepare paper for discussion at the board.</p> |

| <b>5.8 EAEC Pre-Competition Licenses</b>   |  |
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| <b>Discussion</b>  | <b>Action</b>                          |
| <p>Coaches suggestion of pre-competition licences was not supported by the eventing committee.</p> <p>Coaching Committee not in favour of the proposal put forward by the Eventing Committee as there needs to be some level of learning assessed, possibly via online test and at least 6 coaching lessons with log book recordings.</p> <p>Coaching committee not wanting to be involved if moving along the lines Eventing Committee are suggesting.</p> <p>Recommendation from the Coaching Committee is for the Eventing Committee to look at MER's.</p> <p>Rider certification can work, however is a long-term process and not an interim fix. Will take time to develop and implement.</p> | <p>Robert to follow up with Roger.</p> |

| <b>4.9 Award for Workers in the Industry</b>  |  |
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| <b>Discussion</b>   | <b>Action</b>  |
| <p>Discussion around EA as the National Federation of Equestrian sports needs to create an award for workers in the industry - wages &amp; salaries award to help riders, coaches &amp; trainers, breeders all to risk exposure to HR breaches by mitigating risk through the payment of award payments for employees in our industry.</p> <p>Committee all supported the idea. Proposal to go the board.</p> | <p>Gillian to develop a proposal, from EACC, to be submitted to the EA Board as an agenda item for the next meeting.</p> |

| <b>4.10 Driving Coaches Working Party</b>  |                           |
|--|---------------------------|
| <b>Discussion</b>  | <b>Action</b>             |
| <p>Email correspondence received from Corby Cunnington on behalf of Bob Edwards (Level TWO Driving Coach and Coach Educator) regarding the need for the development of a Driving Coaches Working Party with interest from 2 coaches and also the development of a L3 course.</p> <p>Committee happy for them to form a working party, Judy Meredith will need to re-accredit and has been advised what is required to do this.</p> | <p>Robert to respond.</p> |

| <b>4.11 CE/SSTA Updates</b>   |  |
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| <b>Discussion</b>   | <b>Action</b>  |
| <p>Dates have been set for CE/SSTA Updates:</p> <p>NSW 20 &amp; 21/5/19 Evans Park Glossodia<br/>           QLD 27 &amp; 28/5/19 TBC Tamborine or Fig Tree Pocket<br/>           WA 27 &amp; 28/6/19 Venue TBC (<b>clash WA seeking a different date</b>)<br/>           TAS 28 &amp; 29/6/19 - Quamby Westwood</p> | <p>Gill to advise WA dates.<br/>           Judy Peel to confirm TAS dates.</p> |

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| <p>Robert is working with EA to fund one day of the 2 or three day clinics to allow Daryl Durham, Sport Aus to deliver a workshop of value.</p> <p>Robert checking with Sashi on what is remaining from \$28,000 for updates and \$15,000 surplus. No revenue will be going back to EA.</p> <p>Once the program is finalised, committee members will need to seek own state budget for the 2/3 day of the updates.</p> <p>Darryl Durham's availability also needs to be confirmed.</p> | <p>Robert to follow up on funding availability.</p> <p>Sally to follow up with Darryl Durham on availability.</p> |
|--|---|

| <b>4.12 State Nominations for Committee Commencing 1 July 2019</b>   |   |
|--|---|
|  | <b>Action</b>   |
| <p>Karen to call for State nominations.</p> <p>EACC Charter and Appointment Policy also needs to be distributed and as has been slightly amended.</p> <p>Change being States will be responsible for the costs associated with their representatives attending meetings due to budget constraints.</p> | <p>Karen to follow up with Robert and Lucy on Policy changes.</p> <p>Then follow up with State Branches on nominations.</p> |

| <b>4.13 Committee Representative – Appointment panel Coaching Administrator</b>                 |                              |
|---|------------------------------|
|   | <b>Action</b>                |
| <p>Committee agreed this should be Sydney based and nominated Robert Stewart for this role.</p> | <p>Karen to advise Lucy.</p> |

| <b>4.14 IGEQ Nomination</b>   |  |
|---|--|
|   | <b>Action</b>  |
| <p>IGEQ nomination must be a coach not an administrator.</p> <p>Simon Kale has gone in the past, self-funded.</p> <p>Nominated attendee needs to report back to the EACC.</p> <p>Gillian to circulate Simon's report from his last attendance and for the committee to review than make a decision on the nominated person.</p> | <p>Gillian to circulate Simon Kales report from last IGEQ.</p> |

## **5. NEXT MEETING**

Next meeting - teleconference Monday 13<sup>th</sup> May 2019 - 7.30pm AEST.

## **6. MEETING CLOSED**

Meeting closed at 10.10pm.