

# Terms of Reference Sport Committees

## 1. Purpose

The purpose of this document is to set out the terms of reference, composition and operating arrangements of Pony Club WA Sport Committees (the **Committees**).

## 2. Mission

In accordance with Pony Club WA rules, regulations, policies and procedures, Committees are to coordinate all Championships, rules, tests and conditions relevant to the sport.

## 3. Reports to

All Committees report directly to the Chief Executive Officer.

It is important to remember that Committees are not autonomous, they are part of Pony Club WA. Decisions made by Committees must, therefore, be in accordance with Pony Club WA rules, regulations, policies and procedures.

Committee members must remember that they represent the Association and must act at all times in a manner that is not detrimental to the Sport or the Association.

## 4. Supported by

Pony Club WA provides designated staff members who offer ongoing support to Committees.

## 5. Responsibilities

- a. Coordinate the sport's State Championship.
- b. Coordinate other events as required.
- c. Motivate and encourage officials to become accredited.
- d. Coordinate the training and accreditation of officials.
- e. Work with the Pony Club WA office to ensure the Pony Club WA database of judges and officials is accurate and up to date.
- f. Maintain and update the rules, tests and conditions of the sport's competitions.
- g. Ensure all members of the Committee are aware of the current EA and FEI Rules.
- h. Attend to committee emails regularly so member queries are answered in a timely manner.
- i. Inform participants of any amendments to rules, tests and conditions of the sport's competitions in a timely manner.
- j. Provide training to riders and clubs to assist in developing, promoting and advancing the sport across Pony Club WA.
- k. Nominate members of the Committee to Nationals Taskforce and Festival Taskforce as required.
- l. Coordinate the selection and training of state squads and individual International representatives for the sport.
- m. Nominate a selection panel for National and International competitions.

## **6. Meetings**

- a. Each Committee will meet a minimum of six times annually, at times and dates that suit most committee members and the program schedule.
- b. All committee meetings shall be convened from the Pony Club WA office or an alternative location that is agreed upon by all committee members and Pony Club WA.
- c. Committee members may attend committee meetings via teleconference.
- d. All committee members are eligible to vote and hold one vote.
- e. Should a majority decision not be reached, the committee chairperson will hold a casting vote.
- f. A quorum for a committee meeting shall be one more than half the number of committee members eligible to vote.

## **7. Resolutions not in Meeting**

The Committee may pass a resolution without a Committee Meeting being held if:

- a. Notice in writing of the proposed resolution is given to each Committee Member.
- b. At least two-thirds of the Committee Members, who are entitled to vote on the resolution, assent to the resolution by confirming by email, text message or any other method of communication approved by the Committee.
- c. The resolution and outcome of the resolution is recorded in the minutes of the next committee meeting.

## **8. Conflict of Interest**

A conflict of interest is a situation in which a person has a material or other personal interest that could or could be perceived to improperly influence the performance of their duties.

Committee members have a duty to disclose, and take reasonable steps to avoid, any conflict of interest (actual or apparent).

At each Committee meeting the Chairperson will ask all Committee members to declare any actual or potential conflicts of interest arising out of the issues on the meeting agenda.

Where a conflict of interest has been disclosed the relevant Committee member and agreed upon by the Committee, that member:

- a. is required to abstain from voting on matters concerning the topic of conflict;
- b. is to abstain from entering into or influencing the discussion on matters pertaining to the topic in conflict (either at the meeting or with other Committee members before or after the Committee meeting);
- c. may be asked to leave the room while discussion or voting takes place.

Minutes of meetings shall record details of conflict of interest disclosures relating to particular agenda items, as well as details of conflict of interest disclosures made outside of meeting times.

## **9. Reporting**

- a. Copies of all Committee meeting minutes must be forwarded to the Pony Club WA office within

7 days of the date of meeting or uploaded onto OneDrive.

- b. An end of year Committee report must be submitted by 1 December each year by each Committee for inclusion in the Pony Club WA Annual Report.
- c. Each Committee must submit a committee update to the Board following receipt of a reasonable request from the Board to do so.

## **10. Budgets**

As Pony Club WA has limited opportunities for generating income, it relies on the Committees to generate income through the State Championships. It is imperative that Committees submit a proposed annual budget by the third week of November each year. This is necessary to enable Pony Club WA to compile an overall budget. The entire Committee is responsible for providing input into the annual budget.

Should any Committee not provide a proposed annual budget by the third week of November, the Chief Executive Officer will prepare an annual budget and provide this to the Committee.

Each Committee must work within its annual budget, ensuring that expenses do not exceed income.

All procurement must be conducted through the Pony Club WA office. A purchase order shall be raised and sent to the goods and service provider. If the purchase order matches the invoice it will automatically be included in the next payment run. If there is a variance, the invoice will be sent to the Committee for approval.

## **11. Composition**

Committees should be comprised of between seven and thirteen members who may be nominated or appointed members.

## **12. Eligibility**

- a. All Committee members over the age of 18 must have, or be in the process of obtaining, a current Working with Children Check. Parent exemptions do not apply.
- b. To minimise potential conflicts of interest, Committee members must not be an employee of Pony Club WA. In special circumstances, the Board may determine, in its absolute discretion, to grant an exemption from this rule for a Committee member.

### 13. Term of Appointment

- a. The term of appointment for both nominated and appointed members of each Committee is 12 months commencing on the following dates as set by each Committee:

Committee	Start Date
Active Riding	March 1st
Dressage	March 1st
Eventing	March 1st
Hickstead & Hunter Trials	March 1st
Showjumping	Oct 1st
Tetrathlon	June 1st

- b. Members cannot hold the position of Committee Chair for more than three consecutive terms, after which a break of at least 12 months' duration must follow.

### 14. Nominated Members

#### 14.1 Eligibility

Nominated Committee members must be a member of a club affiliated with Pony Club WA whose nomination is approved by their zone in accordance with clause 14.2.

#### 14.2 Process

- Clubs submit nominations for each Committee to the zone on the prescribed nomination form.
- Zones list the nominations for each Committee in order of preference on the prescribed nomination form.
- Zone President and Zone Secretary to approve/decline nomination and sign committee nomination form.
- Each Zone must forward all Committee nominations directly to Pony Club WA office to be submitted to the Board to support Zones recommendation for approval/decline.
- Should the number of nominees exceed the number of vacancies, each zone's first listed nominee will fill the vacant positions and all other zone nominees will be balloted by the Board to fill any remaining positions.
- No zone shall be represented by more than one quarter of the members of a Committee, unless no other nominations are received.
- Should the number of vacancies exceed the number of nominations, these positions shall become casual vacancies and may be filled by nominated or appointed members for the remainder of the 12-month term set out in clause 13(a).

### 15. Appointed Members

#### 15.1 Eligibility

Appointed members are persons who are not members of Pony Club WA and possess relevant skills and experience that will assist the Committee in carrying out its responsibilities (e.g.

technical knowledge of the sport, financial expertise, committee governance experience, event management experience etc.)

## **15.2 Process**

- a. Appointed Members must fill out the prescribed application form and submit it to Pony Club WA.
- b. To affect the appointment, the application must be approved by the Committee and then submitted to Board for approval.

## **16. Roles**

### **16.1 Chairperson & Deputy Chairperson**

- The position of Chairperson and Deputy Chairperson will be appointed by election at the first meeting of each Committee following the commencement of their 12-month term.
- Any Committee member who is a current member of the Board of Pony Club WA shall not be eligible for election Chairperson or Deputy Chairperson of a Committee.
- All Committee members are eligible to vote on the election, excluding those who have disclosed a conflict of interest.
- Duties of the Chairperson and Deputy Chairperson are listed in Appendix C.

### **16.2 Secretary**

- The position of Secretary will be appointed by election at the first meeting of each Committee following the commencement of their 12-month term.
- All Committee members will be eligible to vote on the election, excluding those who have disclosed a conflict of interest.
- Duties of the Secretary are listed in Appendix C.

### **16.3 Treasurer**

- The position of Treasurer will be appointed by election at the first meeting of each Committee following the commencement of their 12-month term.
- All Committee members will be eligible to vote on the election, excluding those who have disclosed a conflict of interest.
- Duties of the Treasurer are listed in Appendix C.

### **16.4 Other Roles**

Each Committee will allocate the following roles to Committee members:

#### **16.4.1 Sponsorship Coordinator**

Works in conjunction with the Pony Club WA Marketing and Events Administrator to meet sponsorship needs for State Championships which include, but are not limited to:

- ensuring all sponsorship agreements are prepared and meet their funding agreements, including:
- approaching business to obtain new sponsorship;
- renewing previous sponsorships;
- ensuring there is no conflict of interest with other sponsorship or similar agreements;

and

- developing relevant sponsorship packs.

#### **16.4.2 Skills and Development Coordinator**

Works in conjunction with the Pony Club WA Development Officer to provide continual training and accreditation of officials, and members, including:

- sourcing potential officials and guiding them through the requisite training;
- providing training courses to up-skill officials; and
- encouraging officials and coaches to mentor trainees through a buddy system.

#### **16.4.3 Equipment and Assets Coordinator**

Works in conjunction with the Pony Club WA Accounts Officer to maintain an asset register of all the current Committee assets and other relevant tasks including:

- updating asset register;
- reporting damaged goods and equipment;
- sending proposals to the Board for the purchase of new assets as required; and
- providing information to Pony Club WA to allocate depreciation at the end of the year.

### **17. Discontinuance of membership**

Committee members are expected to regularly attend Committee meetings or give their apologies as early as possible prior to the meeting.

A Committee member's appointment shall cease in circumstances where he or she:

- a. is absent for more than:
  - i. three consecutive meetings;
  - ii. three meetings in the same financial year, without providing an apology to the Secretary or Chairperson of the Committee;
- b. resigns from the Committee; or
- c. is the subject of a resolution passed by the Board terminating his or her appointment as a Committee member.

### **18. Removal of a Committee Member**

- a. A member, volunteer, staff member, official or committee member may report misconduct by or breach of policies by a committee member to the Board in writing.
- b. The Board, or CEO on behalf of the Board, will investigate all reports of misconduct or breaches directly.
- c. The Board may remove a member from a committee if, in the reasonable opinion of the Board, the Committee Member:
  - i. has acted in a manner that is inconsistent with the Objects and interests of the Sport or Association;
  - ii. has acted in a manner that has brought, or is likely to bring, the Association into disrepute; or
  - iii. breaches, or is suspected of breaching, the terms of the Pony Club WA Constitution,

Committee Terms of Reference or other Pony Club WA Policies or Codes of Conduct.

- d. The Board shall notify the Committee Member of the Board's intention to terminate his or her position on the relevant Sport Committee and shall set out the grounds for doing so in writing not less than 14 days prior to the Board Meeting at which termination is to be considered.
- e. The Committee Member that is the subject of a resolution in accordance with clause 0 may make representations to the Board in relation to the proposed termination, either in person or in writing, before the Board determine the matter.
- f. Alternatively, or in addition to rule 18.c, the Board may impose disciplinary measures on an individual as per the Discipline Policy.

### **19. Authority**

Committees have the power to advise and recommend but must seek approval from the Pony Club WA office and/or Board (as applicable) before making changes that significantly alter the current operations of the Committee or sport or any existing rules, regulations, policies or procedures.

### **20. Observers and visitors**

Observers and visitors must receive prior permission from the Chairperson to attend Committee meetings. Observers and visitors must leave the Committee meeting if any confidential matters are to be considered.

### **21. Confidentiality**

Committee members must not:

- a. disclose any confidential information about Pony Club WA or its members; and
- b. must not use any information, process, papers, or documents to which they have access for any unauthorised purpose.

### **22. Access to resources**

Committee members will be provided with access to any resources that are reasonably required to fulfil their duties as a Committee member.

Administration support will be provided in the form of:

- a. preparation of financial reports in coordination with the Committee treasurer;
- b. preparation of financial budget forecast in coordination with the Committee treasurer (printing charged out to the Committee);
- c. prize orders e.g. rosettes, trophies, rugs, etc.;
- d. collation of thank you letters and photographs for event sponsors; and
- e. management of Committee email accounts and support in responding to member queries.

### **23. Related Documents**

- a. Member Protection Policy
- b. Discipline Policy

## **APPENDIX A**

### **COMMITTEE CODE OF CONDUCT**

1. A committee member must act honestly, in good faith and in the best interests of the Sport and Association as a whole.
2. A committee member has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. A committee member must use powers of office for a proper purpose, in the best interests of the Sport and Association as a whole.
4. A committee member must not make improper use of information acquired as a committee member.
5. A committee member must not take improper advantage of the position of committee member.
6. A committee member must not allow personal interests or interests of an associated person or group to conflict with the interests of the Sport or Association.
7. A committee member has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the committee.
8. Confidential information received by a committee member in the course of exercising committee duties remains the property of the Association and it is improper to disclose it unless the disclosure has been authorized or is required by law.
9. A committee member should not engage in conduct which is likely to bring discredit upon the Sport or Association.
10. A committee member has an obligation at all times to comply with the constitution, the Terms of Reference and all applicable Pony Club WA policies and procedures.



## **APPENDIX B**

### **PONY CLUB WA CODES OF CONDUCT**

Pony Club Western Australia promotes the following codes of conduct to all people involved in any way with the sport of pony club. These codes of conduct highlight the principles and values of Pony Club WA and our related policies.

In competition, breaches of the Codes of Conduct, including the use of bad and/or abusive language, by competitor, parent, team manager, coach or official may entail disqualification of the individual competitor or team. At all other times, breaches of the Codes of Conduct by persons involved in the sport of pony club will follow disciplinary procedures as outlined in the Disciplinary Policy.

#### **General Code of Conduct**

As a person involved in any way with the sport of pony club, the following standards of behaviour are expected.

#### **Fairness**

1. Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
2. Encourage opportunities for participants to learn appropriate behaviours and skills.
3. Encourage participation in all aspects of the sport.
4. Be fair, considerate and honest in all dealing with others.

#### **Respect**

1. Treat each person as an individual.
2. Be a positive role model.
3. Display control, tolerance and courtesy to all involved with the sport.
4. Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

#### **Safety**

1. Ensure your actions contribute to a safe environment.
2. Ensure your actions contribute to a harassment free environment.
3. Do not tolerate violence or abusive behaviours.
4. Show concern and caution towards others who may be sick or injured.

#### **Responsibility**

1. Be aware of Pony Club WA's standards, rules and policies including, but not limited to, the Member Protection Policy.
2. Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
3. Always make responsible choices and adopt appropriate behaviours with respect to alcohol and recreational, illicit and performance enhancing drugs.
4. Act with integrity and accept responsibility for your actions.
5. Make a commitment to providing quality service.
6. Understand your responsibility if you breach, or are aware of any breaches of these Codes of Conduct and other Pony Club WA rules, regulations and policies.
7. Be a positive role model.

### **Rider**

1. Abide by the General Code of Conduct.
2. Ride by the rules.
3. Never argue with an official. If you disagree, have your Team Manager approach the Official during a break or after the competition.
4. Control your temper. Verbal abuse of officials, sledging other competitors, deliberately distracting or provoking other competitors is not acceptable or permitted behaviours in any sport.
5. Work equally hard for yourself and/or for your team. Your team's performance will benefit; so will you.
6. Be a good sport. Applaud all good efforts whether they are by your team or other competitors. Treat all participants in your sport, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another competitor.
7. Cooperate with your coach, teammates and other competitors. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Parent/Guardian**

1. Abide by the General Code of Conduct.
2. Remember that children participate in sport for their enjoyment.
3. Encourage children to participate, do not force them.
4. Focus on the child's efforts and performance rather than winning or losing.
5. Encourage children always to play according to the rules and settle disagreements without resorting to hostility or violence.
6. Never ridicule or yell at a child for making a mistake or losing a competition.
7. Remember that children learn by best example. Appreciate good performances and skilful plays by all participants.
8. Support all efforts to remove verbal and physical abuse from sporting activities.
9. Respect officials' decisions and teach children to do likewise.
10. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
11. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### **Spectator**

1. Abide by the General Code of Conduct.
2. Respect the decisions of officials and teach young people to do the same.
3. Never ridicule or scold a young rider for making a mistake. Positive comments are motivational.
4. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or riders.
5. Show respect for other competitors. Without them there would be no competition.
6. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass riders, coaches, officials or other spectators).
7. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## **Administrators**

1. Abide by the General Code of Conduct.
2. Involve your people in planning, leadership, evaluation and decision making relating to the activity.
3. Give all young people equal opportunities to participate.
4. Create pathways for young people to participate in sport not just as a competitor but also as a coach, official and administrator etc.
5. Ensure that rules, equipment, competition and training schedules are modified to suit the age, ability and maturity of young riders.
6. Provide quality supervision and instruction for riders.
7. Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
8. Help instructors and officials highlight appropriate behaviour and skill development, and help improve the standard of instruction and officiating.
9. Ensure everyone involved in junior sport emphasises fair play, and not winning at all costs.
10. Where appropriate, make available a copy of the Codes of Conduct to spectators, officials, parents, instructors, riders and the media and encourage them to follow it. Remember you set an example. Your behaviour and comments should be positive and supportive.
11. Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
12. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background and religion.

## **Officials**

1. Abide by the General Code of Conduct.
2. Compliment and encourage all participants.
3. Be consistent, objective and courteous when making decisions.
4. Condemn non-supportive behaviour and promote respect for all competitors.
5. Emphasise the spirit of the competition rather than the errors.
6. Encourage and promote rule changes that will make participation more enjoyable.
7. Be a good sport yourself. Actions speak louder than words.
8. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
9. Remember you set an example. Your behaviour and comments should be positive and supportive.
10. Place the safety and welfare of the participants above all else.
11. Give all you people a 'fair go' regardless of their gender, ability, cultural background or religion.

## **Coaches**

1. Abide by the General Code of Conduct.
2. Abide by the NCAS Coaches Code of Ethics (refer to the Pony Club WA Handbook).

## **APPENDIX C**

### **Chairperson & Deputy Chairperson Duties**

- a. The Chairperson is to preside at committee meetings.
- b. The Chairperson is to facilitate the flow of information and discussion to ensure the Committee operates effectively.
- c. The Chairperson is to ensure each committee member is given the opportunity to participate in discussion and decision making
- d. The Chairperson is to ensure meetings are properly controlled
- e. The Chairperson is to support committee members and ensure they act as a cohesive and respectful team
- f. The Chairperson is responsible for making sure meetings (with the support of the Secretary and Pony Club WA Sports Administrator) are held regularly, planned effectively, properly recorded and conducted according to the Terms of Reference, Code of Conduct and other relevant policies.
- g. The Chairperson may from time to time be called upon to represent the Committee, the sport and act as a spokesperson.
- h. The role of the Deputy Chair is to support the Chair and when the Chair is unavailable, the Deputy Chair will be expected act in that role and chair Committee meetings as needed.

### **Secretary Duties**

Before the Committee Meeting:

- a. Consult with the Chairperson in respect of the order of business for the meeting.
- b. Decide what business requires discussion and a decision by the Committee.
- c. With the support of the Pony Club WA Sports Administrator, ensure that notice of the meeting is given, and that copies of the agenda and previous meeting minutes are prepared and circulated to all Committee members.
- d. Make sure that any reports or information requested at the last meeting is available.

At the Committee Meeting:

- a. Arrive in good time before the meeting with all relevant correspondence and business matters for that meeting in good order.
- b. Record the names of those members who are present and convey and record apologies received from those members who are absent.
- c. Read the minutes of the previous meeting, and if they are approved, obtain the Chairperson's signature on them.
- d. Report on action or matters arising from the previous minutes. Read any important correspondence that has been received.
- e. Unless there is a Minutes Secretary, take minutes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out.
- f. Make sure the Chairperson is supplied with all the necessary information for items on the agenda

and remind the Chairperson if an item has been overlooked.

**After the Committee Meeting:**

- a. Prepare a draft of the minutes (unless there is a Minutes Secretary) and consult the Chairperson for approval.
- b. Email draft minutes to the Pony Club WA Sports Administrator within seven days after the meeting, or upload onto OneDrive.
- c. Send a reminder notice of each decision requiring action to the relevant person; this can be done by telephone, or by an 'action list' with the relevant action for each person duly marked.

**Treasurer Duties**

To administer all financial affairs of the Committee including but not limited to the following:

- a. In conjunction with the Pony Club WA Sports Administrator and Accounts Officer, ensure payment of all accounts.
- b. Receive monthly financial reports from the Pony Club WA office to present at Committee meetings.
- c. Ensure records of all income and expenditure are accurate.
- d. Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval.
- e. Support any required auditing processes, e.g. ATO & External Auditor