

**THE EQUESTRIAN FEDERATION  
OF AUSTRALIA (VIC) BRANCH  
INCORPORATED  
(Reg No. A5054)**

**Discipline Committee By-Laws**

**Amended by Board of Directors**

**22<sup>nd</sup> July 2008**

# 1. State Discipline Committees

The Board will establish State Discipline Committees (SDCs) for each equestrian discipline. The established (March 2005) Committees are the:

- (a) Dressage Discipline Committee,
- (b) Eventing Discipline Committee,
- (c) Showjumping Discipline Committee,
- (d) Show Horse Discipline Committee.

1.2 The Board will also establish a National Coaching Accreditation Scheme committee (NCASVC).

1.3 The SDCs and NCASVC will be constituted and managed in accordance with these By-Laws

## 2 Committee Structure

### 2.1 Dressage

- The Dressage Discipline Committee shall consist of the following:
  - (a) Those delegated nominated from the branch committee annually in accordance with the Branch Committee provisions of the constitution. **(amended 28.3.06)**
  - (b) Representative of the DJEP
  - (c) Representative of the Dressage Selectors Sub-Committee
  - (d) Representative of the Young Rider Squad
  - (e) One (1) representative nominated by each affiliated Dressage Club
    - Berwick
    - Macedon Ranges
    - Victorian
    - Western Victoria
    - Westernport
    - Whittlesea
    - Yarra Valley
  - (f) The term of all positions shall be two years.
  - (g) A maximum of 2 members may be co-opted. Members may only be co-opted for 12 months, one (1) member may be appointed in each year of odd number and one (1) member may be appointed in each year of even number.
  - (h) The President & Executive Director of EFAV (Ex Officio)
  - (i) Once formed, the committee will nominate one (1) representative to represent the committee on each event organising committee (DF, DWTS, YR&PD)  
(NOTE: the committee will seek, whenever possible, to have each member represent as many organisations as practicable – e.g. branch member/club representative)

### 2.2 Eventing

- The Eventing Discipline Committee shall consist of the following:
  - (a) Those delegated nominated from the branch committee annually in accordance with the Branch Committee provisions of the constitution. **(amended 28.3.06)**
  - (b) Two (2) representatives from each of Western, Northern, Gippsland and Metropolitan Zones.
  - (c) One (1) representative from H.O.R.S.E.
  - (d) Chair of the Eventing Selectors Sub-Committee
  - (e) One (1) representative nominated by each event organising committee (Melbourne 3DE)
  - (f) One (1) riders' representative popularly elected at the annual meeting of the Eventing Discipline Committee. The term of this position shall be two years.
  - (g) One (1) representative nominated by VEA or Riders' representative.
  - (h) The term of all positions shall be two years.
  - (i) A maximum of 2 members may be co-opted. Members may only be co-opted for 12 months, one (1) member may be appointed in each year of odd number and one (1) member may be appointed in each year of even number.
  - (j) The President & Executive Director of EFAV (Ex Officio)

### 2.3 Show Horse

- The Show Horse Discipline Committee shall consist of the following:

- (a) A maximum of 5 popularly elected representatives each of who shall be elected at the annual meeting of the Show Horse Discipline Committee. No more than 3 positions shall be voted upon in a given year. The term of each of these positions shall be for two years.
- (b) Those delegated nominated from the branch committee annually in accordance with the Branch Committee provisions of the constitution. **(amended 28.3.06)**
- (c) One (1) rider's representative popularly elected at the annual meeting of the Show Horse Discipline Committee. The term of this position shall be two years.
- (d) The term of all positions shall be two years.
- (e) A maximum of 2 members may be co-opted. Members may only be co-opted for 12 months, one (1) member may be appointed in each year of odd number and one (1) member may be appointed in each year of even number.
- (f) The President & Executive Director of the Victorian Branch (Ex Officio)

## 2.4 Showjumping

- The Showjumping Discipline Committee shall consist of the following:
  - (a) Those delegated nominated from the branch committee annually in accordance with the Branch Committee provisions of the constitution. **(amended 28.3.06)**
  - (b) One (1) representative from each of affiliated Showjumping Club
    - Border District
    - Geelong
    - Melbourne
    - Northern Victoria
    - Peninsula
    - Sale
    - Yarra Valley
  - (c) Chair of the Showjumping Selectors Sub-Committee
  - (d) One (1) representative nominated by each event organising committee (-)
  - (e) One (1) riders' representative popularly elected at the annual meeting of the Showjumping Discipline Committee. The term of this position shall be two years.
  - (f) The term of all positions shall be two years.
  - (g) A maximum of 2 members may be co-opted. Members may only be co-opted for 12 months, one (1) member may be appointed in each year of odd number and one (1) member may be appointed in each year of even number.
  - (h) The President & Executive Director of EFAV (Ex Officio)

## 2.5 National Coaching Accreditation Scheme

- The NCAS Committee shall consist of the following:
  - (a) Those delegated nominated from the branch committee annually in accordance with the Branch Committee provisions of the constitution. **(amended 28.3.06)**
  - (b) Two (2) representatives elected by registered coaches in each of:
    - Level I
    - Level II
    - Level III
  - (c) The term of all positions shall be two years.
  - (d) A maximum of 2 members may be co-opted. Members may only be co-opted for 12 months, one (1) member may be appointed in each year of odd number and one (1) member may be appointed in each year of even number.
  - (e) The President & Executive Director of EFAV (Ex Officio)

# 3 Committee Procedures

## 3.1 Convening a Meeting

- (a) The committee shall meet as required, but shall meet at least 6 times annually.
- (b) Unless all Discipline Committee members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence) not less than 14 days' written notice of the meeting of the Discipline Committee shall be given to each Discipline Committee member.
- (c) Written notice of each Discipline Committee meeting, specifying the general nature of the business to be transacted, shall be served on each Discipline Committee member by:
  - (i) delivering it to the Discipline Committee member personally;
  - (ii) sending it by prepaid post addressed to the Discipline Committee member; or
  - (iii) sending it by facsimile or other means of electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched) in accordance with

the Discipline Committee member's last notified contact details, and no other business shall be transacted at such meeting.

### **3.2 Meeting Procedure**

- (a) At meetings of the Discipline Committee the Discipline Committee Chair shall preside. If the Discipline Committee Chair is absent the Deputy Chair shall preside. In the absence of both the Chair and Deputy Chair the meeting shall appoint one of its members to preside for the meeting.
- (b) Questions arising at a meeting of the Discipline Committee 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.
- (c) Each Discipline Committee member present at a meeting of the Discipline Committee (including the person presiding at the meeting) is entitled to one vote and in the event of an equality of votes on any question, the person presiding may exercise the second or casting vote.
- (d) A resolution in writing signed or assented to by facsimile, telex or other form of visible or other electronic communication by all the Discipline Committee members for the time being present in Australia shall be valid and effectual as if it had been passed at a meeting of the Discipline Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Discipline Committee members.
- (e) Without limiting the power of the Discipline Committee to regulate its meeting as it thinks fit, a meeting of Discipline Committee members may be held where one or more of the Discipline Committee members is not physically present at the meeting, provided that:
  - (i) 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;
  - (ii) notice of the meeting is given to all the Discipline Committee members entitled to notice in accordance with the procedures detailed in 2.1;
  - (iii) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Discipline Committee members which constitutes a quorum, and none of such Discipline Committee members are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until condition (i) 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 Discipline Committee members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Discipline Committee member is there present and if no Discipline Committee member is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

### **3.3 Voting**

#### **3.3.1 Quorum**

- (a) Any 4 members of the Discipline Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (b) Any 3 members of the NCAS Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (c) 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.

#### **3.3.2 Voting Rights**

The only persons entitled to be present or vote at Discipline Committee Meetings shall be those Members properly elected or appointed to the Discipline Committee. Proxy votes are not permitted.

### **3.4 Annual Meeting**

#### **3.4.1 Business of Meeting**

The Annual Meeting of the Discipline Committee is not an Annual General Meeting. EFAV has only one AGM. The Annual Meeting of a Discipline Committee is scheduled for the following business:

- (a) The election of Discipline Committee representatives
- (b) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

- (c) A Member desiring to bring any business before a meeting shall give at least 14 days notice in writing of that business to the Discipline Committee which shall include that business in a notice calling the next General Meeting after the receipt of the notice.

### **3.4.2 Notice of Meeting**

The discipline co-ordinator shall, at least 21 days before the date fixed for holding the Annual Meeting, send each Member entitled to receive notice, a notice by prepaid post stating the place, date and time and the nature of the proposed business to be transacted at the meeting. This will usually be done via a notice placed in the preceding issue of the Victorian Newsletter.

### **3.4.3 Election Procedure**

- (a) The respective Committee of the EFA will communicate the need for nominations not less than 21 days prior to the closing date for the acceptance of nominations. This will usually be done via a notice placed in the preceding issue of the Victorian Newsletter.
- (b) The closing date for the acceptance of nominations shall be not less than 14 days prior to the Annual Meeting at which an election would be conducted if required.
- (c) Nominations shall be returned to the Public Officer of the EFA, who shall act as the returning officer, at the usual postal address for the Victorian Branch.
- (d) Nominations shall remain confidential until the date set for the closing of nominations.
- (e) All elections shall be conducted via a secret ballot with each member eligible to vote receiving only one vote.
- (f) The Public Officer of the EFA shall act as scrutineer for the purpose of any election and may be assisted by one other person appointed by the Committee for which the election is being held.
- (g) In a secret ballot the final numbers shall remain confidential at all times. The voting slips shall be destroyed by the returning officer 7 days after the completion of the voting process.
- (h) It is the responsibility of each individual signing a nomination form to ensure they are financial members of the EFA and to ensure the form is received by the EFA Office prior to the closing of nominations. Nominations failing to meet these two requirements will be deemed invalid.
- (i) Any person standing for election and defeated in a given year may be co-opted to the Discipline Committee in an observer status, but may not be eligible to hold a voting position until the next annual meeting.

### **3.4.4 Entitlement to Vote**

The only persons entitled to be present and vote at the Annual Meetings shall be those members who have nominated ha discipline as heir primary discipline. Proxy votes are not permitted.

### **3.5 Election of Chair**

The Chair of the Discipline Committee shall be elected by the members of the Discipline Committee at the first meeting after the Annual Meeting. The Chair must be elected from the individuals appointed from the EFA Branch Committee, and shall be elected via a secret ballot. Voting rights shall be as outlined above.

## **4 Committee Terms of Reference**

### **4.1 The Board delegates to each SDC all or any of the following functions and responsibilities:**

- (a) Promotion and development of the discipline from junior to national level in Victoria and implementation of EFA policy and rules applicable to the discipline;
- (b) Establishment of a strategic plan for the Discipline and of a corresponding annual budget;
- (c) Recommend the appointment of organising committees (OCs) to conduct at least one state championship event and one show case event annually;
- (d) Appointment of state selectors;
- (e) Selection and training of state squads and establishment of a High Performance Panel/Squad;
- (f) Recruitment, training and appointment of adequate numbers of qualified National officials, who must be members of the EFA;

- (g) Appointment of members to management and technical positions in the manner set out in the attached appointments procedure.
- (h) Stewardship of budgeted and other funds for the discipline, subject to the approval of the Board;
- (i) Acknowledgement of the overall interest of the EFAV with respect to sponsorship, and demonstration of respect for that interest;
- (j) Provision of copies of meeting minutes and an annual report to the Board;
- (k) Conduct meetings as directed by the Board;
- (l) Conduct an annual meeting for the purpose of
  - electing committee members, and
  - holding an open forum to discuss discipline related issues for all interested members; and
- (m) Appointment of two or three representatives of the Committee to meet with the EFAV Board annually in each financial year.

#### **4.2 National Coaching Accreditation Scheme (NCASVC) Committee**

- (a) Administer the training and assessment of coaches to enable them to obtain accreditation through the NCAS.
- (b) Development and administration of equestrian coaching in Victoria.

## **5 Carriage Driving –**

The Carriage Driving Discipline Committee shall consist of the following;

- (i) Carriage Driving members from the Branch Committee
- (j) One (1) representative from each of affiliated Carriage Driving Club-if affiliated
- (k) Chair of the Carriage Driving Selectors Sub-Committee (if formed)
- (l) One (1) representative nominated by each event organising committee (if required)
- (m) One (1) drivers' representative popularly elected at the annual meeting of the Carriage Driving Discipline Committee.
- (n) The term of all positions shall be two years.
- (o) A maximum of 2 members may be co-opted. Members may only be co-opted for 12 months, one (1) member may be appointed in each year of odd number and one (1) member may be appointed in each of event numbers.
- (p) The President & Executive Director of EFAV (ex Officio)

## Appointment Procedure

### 1. Technical/sports positions

State Selectors and Coaches (technical/sports positions) are appointed by the SDCs, in whatever way they decide (currently by election). The election or appointment processes for technical/sports positions should take place between October and December, so that appointees begin their term in the New Year, in time for the February meetings.

### 2. Management positions

State Managers, Chefs d'Equipes, Vets, Farriers, etc. (team management positions) are appointed by application, interview, and decision on merit.

- (a) State Managers and Chefs d'Equipes are appointed for at least a two year term.
- (b) The appointments will be on merit – the best person for the job should be selected.
- (c) An appointment process will be established, to be used routinely for chefs and other management positions.
- (d) 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.
- (e) The Board will appoint a Selection Committee, on the recommendation of the Chair of the SDC, with delegated responsibilities to make recommendations to the Board for ratification.
- (f) The Selection Committee for the appointment of chef d'equipes will be:
  - The Chairman of the SDC (Chair of the selection panel)
  - One other member of the SDC
  - A Board Member
- (g) Candidates will submit applications detailing their relevant skills and experience, with names and contact details for referees.
- (h) The selection panel will discuss all applications, decide on a short list, and, if appropriate, interview the best candidates.
- (i) The Branch Office will provide administrative support for this process – call for applications, receive and document applications, distribute to selection panel, arrange interviews, follow up with referees, etc.
- (j) The Board will formally ratify any appointment.
- (k) The Chairman of the selection panel will be responsible for contacting the successful applicant, and the unsuccessful ones.
- (l) The Chairman of the Board, through the Branch Office, will make any public announcements about the appointments.

## 1 Purposes and Interpretation

- 1.1 These are the Disciplinary By-Laws of the Association to be administered by the PDSC
- 1.2 In these By-Laws unless the contrary intention appears
  - 'Association' means the Equestrian Federation of Australia Victorian Branch Incorporated (Reg No A5054)
  - 'Branch Committee' means the Branch Committee of the Association
  - 'National By-Laws' means the Appeals By-Laws and the Disciplinary By-Laws made by The Equestrian Federation of Australia ACN 077 455 755 in force at the relevant time
  - 'Offences' means the offences prescribed by the National By-Laws
  - 'Penalties' means the penalties prescribed by the National By-Laws
  - 'PDSC' means the Procedure and Disciplinary Sub-Committee established by the Branch Committee
  - 'Rules' means the Rules of the Association and Rule has a corresponding meaning
- 1.3 The Definitions Interpretation and Enforceability provisions in Rule 2 apply to these By-Laws

## 2 Committee Structure and Procedure

- 2.1 The PDSC has been established by the Association
- 2.2 Membership of the PDSC will consist of the following
  - (a) the 3 members elected by the Branch Committee of which 1 will be nominated as Chair
  - (b) the President and Executive Director (Ex Officio)
- 2.3 Meetings of the PDSC will be
  - (a) convened by the Chair or the Executive Director as required by giving not less than 7 days written notice to each member (unless the urgency of any matter to be considered requires that a meeting be held at short notice) by sending it by facsimile or electronic communication
  - (b) be held at the offices of the Association or another location agreed on by a majority of the members
- 2.4 Meeting procedure is as follows
  - (a) The Chair will preside if present and if absent the members present will appoint one of their numbers to preside
  - (b) Without limiting the power of the PDSC to regulate its meetings at it sees fit a meeting may be held where one or more of the members is not physically present provided that all members participating in the meeting are able to communicate with each other effectively and simultaneously by telephone or other means of communication
  - (c) If a meeting cannot be convened within an acceptable time frame a resolution in writing signed or assented to by facsimile or electronic communication by all the members for the time being present in Australia is as effectual as a resolution passed at a meeting of the PDSC duly convened and held
- 2.5 Voting Procedure is as follows
  - (a) A quorum for the transaction of business of a meeting is 3 members
  - (b) No business can be transacted without a quorum and if within half an hour after the time appointed for the start of the meeting no quorum is present the business of the meeting will be decided by the members present on a provisional basis subject to confirmation by the other members as provided in by-law 2.4(c)
  - (c) Questions arising at a meeting will be decided on a show of hands or other recognised form of assent or dissent
  - (d) Each member participating in a meeting will have one vote but if there is an equality of votes on any question the person presiding will have a second casting vote

## 3 Terms of Reference

- 3.1 The Board has delegated to the PDSC
  - (a) the powers of the Board in Rule 7.1 to be exercised in accordance with Rules 7.2(2) and(3)

(b) the obligations and powers in Rules 7.3 and 8 in relation to the Appeals Tribunal

3.2 The PDSC is also authorised

(a) to act as delegate of the Association in relation to any action to be undertaken by the Association under the National By-Laws; and

(b) to advise and assist the Executive Director in the execution of her or his duties in relation to complaints investigations and Offences and the imposition of Penalties under the National By-Laws and disciplinary matters reported to her or him under the Rules

## **4 Appeals Tribunal**

4.1 The purpose of the Appeals Tribunal is

(a) to act as the Disciplinary Tribunal for all matters referred to the Association for determination under the National By-Laws; and

(b) to hear and determine all appeals required under Rule 7.3

4.2 In carrying out its obligations the Appeals Tribunal must

(a) as far as is possible in the circumstances follow the procedures specified for the Disciplinary Committee in the National By-Laws

(b) impose Penalties in accordance with the National By-Laws

4.3 Members of the Appeals Tribunal are appointed in accordance with Rule 8.1 for a 3 year term which may be renewed on expiry

## **5 Exclusion of Liability**

5.1 No legal liability or financial responsibility will devolve on a member of the PDSC or the Appeals Tribunal in relation to or arising out of the consideration or determination of disciplinary proceedings or any other thing which the member is authorised or empowered to do under these By-Laws