

EC OPERATIONAL COMMITTEES

*Volunteer Welcome
& Onboarding*





VIRTUAL MEETING ETIQUETTE | ÉTIQUETTE DES RÉUNIONS VIRTUELLES



Keep your microphone muted unless speaking.
Mettez votre microphone en sourdine si vous ne parlez pas.



Use the “raise hand” function if you would like to speak. Utilisez la fonction “lever la main” si vous souhaitez prendre la parole.



Turn your video on if possible.
Allumez votre vidéo si possible.

More information | Plus d'informations :

[Zoom](#) | [Microsoft Teams](#) | [Google Hangout](#)



LAND ACKNOWLEDGMENT

The following text was approved by the Algonquins of Pikwakanagan First Nation on Dec. 21, 2020.

Equestrian Canada respectfully acknowledges that Equestrian Canada is located on the unceded, Unsurrendered Territory of the Anishinaabe Algonquin Nation, whose presence and stewardship of the Kitchisippi and its tributaries, dates back to time immemorial and will continue in perpetuity. We honour their long history of welcoming many Nations to this territory and we acknowledge our shared responsibilities to ensure health and wellbeing for all creation for generations to come.

Further, we respect and affirm the inherent and Treaty Rights of all Indigenous Peoples in Canada. Our acknowledgement of the Algonquin Anishinaabe territory recognizes the oppressive history and current experience of colonization, and is a reflection of our commitment to decolonize, and to recognize and honour the pursuits of Indigenous Nations and Peoples' self-determination and sovereignty.

Pronunciation:

- Pikwakanagan (PIK-WOK-ANA-GON)
- Anishinaabe (A-NISH-NAW-BAY)
- Kitchisippi (KIT-CHISIP-EE)



RECONNAISSANCE DES TERRITOIRES

Le texte suivant a été approuvé par la Algonquins of Pikwakanagan First Nation le 21 décembre 2020.

Canada Équestre reconnaît respectueusement que Canada Équestre est situé sur le territoire non cédé et non abandonné de la Nation algonquine Anishinaabe, dont la présence sur la Kitchisipi et ses cours d'eau tributaires et l'intendance continue à l'égard de ceux-ci remontent à des temps immémoriaux et se maintiendront indéfiniment. Nous saluons leur longue tradition d'accueil dont ont bénéficié de nombreuses nations dans ce territoire et nous reconnaissons notre responsabilité commune envers la santé et le bien être de toute création, et ce, pour les générations à venir.

De plus, nous respectons et affirmons les droits fondamentaux et issus de traités de tous les peuples autochtones au Canada. Par cette reconnaissance du territoire algonquin Anishinaabe, nous reconnaissons l'oppression historique et l'expérience actuelle de colonisation. Nous nous engageons aussi à contribuer à la décolonisation et à reconnaître et honorer le processus d'autodétermination et de souveraineté des nations et peuples autochtones.

Pronunciation :

- Pikwakanagan (PIK-WOK-ANA-GON)
- Anishinaabe (A-NISH-NAW-BAY)
- Kitchissippi (KIT-CHISIP-EE)



WELCOME & THANK YOU

- EC's success depends on you
- Your experience and expertise offers advice we need to produce measurable and impactful outcomes
- We appreciate your passion and your service to our sport and industry

A photograph of two people riding horses on a dirt trail through a wooded area. The person on the left is wearing a dark long-sleeved shirt and a white helmet. The person on the right is wearing a red vest over a light-colored long-sleeved shirt and a dark helmet. The background is filled with green trees and bushes. The text is overlaid on the image.

OUTCOMES OF THIS SESSION

- Provide an overview of EC and how committees support the work
- Create common understanding
- Clarify expectations and code of conduct
- Answer questions



TRAINING OVERVIEW



A photograph of an older man with a mustache, wearing a light-colored cowboy hat and a light-colored button-down shirt, smiling broadly. He is holding the lead rope of a dark horse. The background shows a stable or barn setting with other horses and a building. The image is overlaid with a semi-transparent dark teal color.

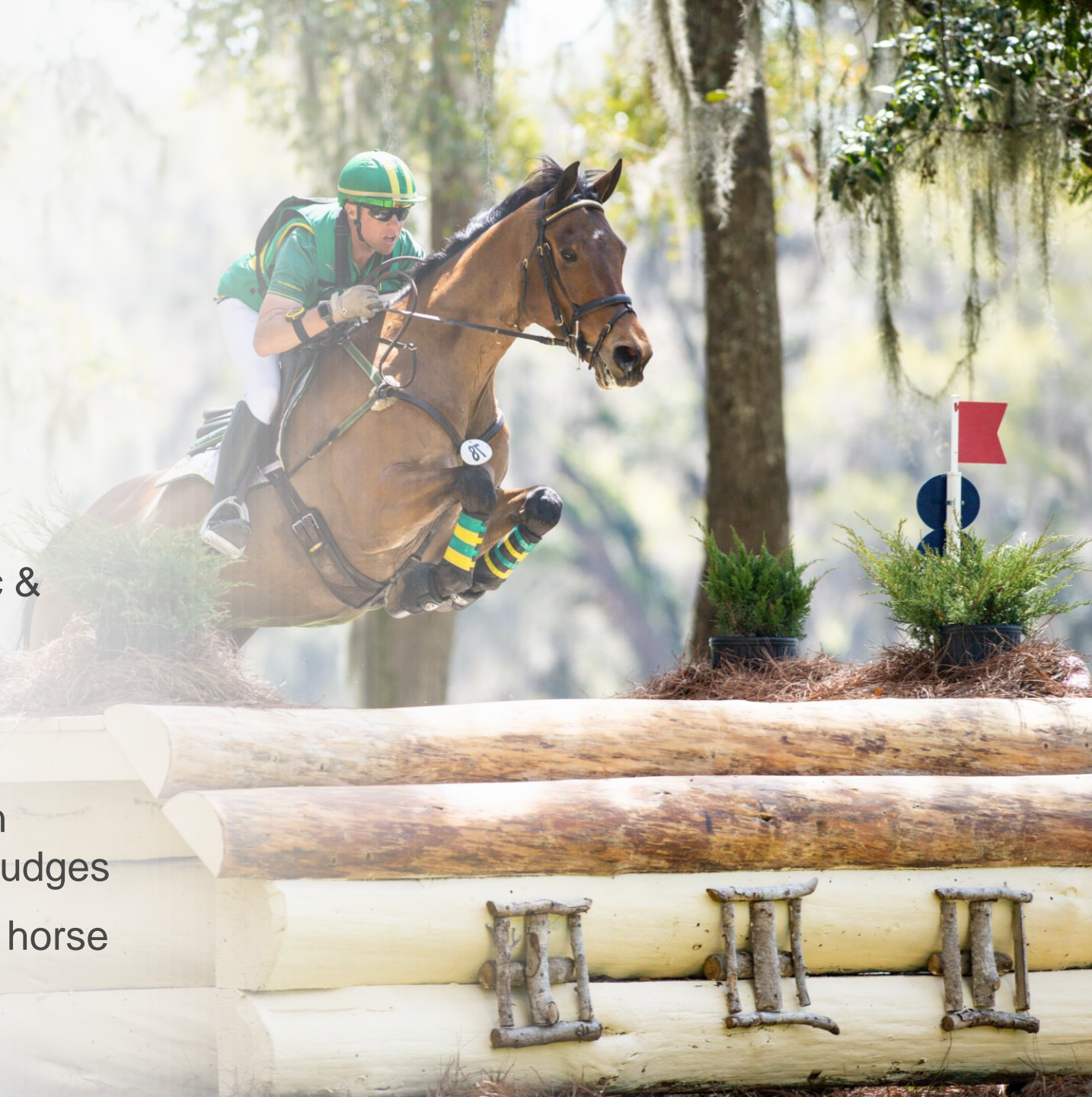
EC OVERVIEW

- History
- Mission, Vision, Values
- National Sport Organization Role
- Sport System 101
- Organizational Structure
- Safe Sport

HISTORY

Equestrian Canada (*Canada Équestre*), formerly known as Equine Canada and commonly known by its acronym, **EC**, is Canada's comprehensive national governing body for equestrian sport.

- Executive branch of Canada's Olympic & Paralympic equestrian teams
- National association and registry of Canadian equestrian athletes
- National regulatory body for equestrian coaches, competition organizers, and judges
- National federation of Canadian active horse breeders and breed registries



THE CREATION OF EC

- The **Canadian Equestrian Federation (CEF)**, which governed domestic equestrianism merged with the **Canadian Equestrian Team (CET)**, which represented Canada in international competition to create **Equine Canada**.
- The CEF was an earlier merger of the **National Equestrian Federation of Canada**, the national domestic equestrian sport organization, and the **Canadian Horse Council**, the national equestrian industry association.
- Significant restructuring in 2015 aligned EC with Canada's Not For Profit Corporations Act, and in 2016 the name and branding were changed to **Equestrian Canada Équestre** to clarify its mandate to the community and the general public.





**EQUESTRIAN
CANADA
ÉQUESTRE**

From championing best practices to encouraging fun and participation, Equestrian Canada is the dedicated national voice working to serve, promote and protect the interests of horses and Canada's equestrian community



OUR VISION

An aligned Canadian equestrian community that inspires and serves equestrians in their pursuit of personal excellence from pony to podium.

OUR MISSION

To lead, support, promote, govern and advocate for the equine and equestrian community in Canada.

OUR VALUES

- **Excellence** – Upholding world-class standards in all our initiatives.
- **Welfare** – Protecting the safety and welfare of equestrians and equines equally.
- **Partnership** – Generating a culture of unity and collaboration across the equestrian community.
- **Service** – Effectively and proactively serving the Canadian equestrian community to support the advancement of sport and industry.
- **Integrity** – Championing an ethical, responsible and respectful approach to all roles, levels and areas of equestrian participation.



WE DON'T PLAY...WE RIDE



<https://youtu.be/vADszWRpxDY>

EC'S ROLE

- Serving all active equines and active equine facilities as defined in the EC bylaws
- Supporting recreational riders by licensing and certifying riding coaches and instructors, publishing national riding tests and curriculum, and encouraging public participation in horse sports
- Offering high performance riders team management, technical advisory, national team selection, athlete pathways
- Governing the seven FEI disciplines of dressage, driving, endurance, eventing, show jumping, para-dressage, and vaulting and the non-FEI disciplines of general performance, hunt seat, pony club sports, saddle seat, reining, and breed-specific/western sports
- Official relations with the [Fédération Equestre Internationale \(FEI\)](#)
- Equestrian relations with the International Olympic Committee (IOC) and the International Paralympic Committee
- Dealings between the government of Canada and Canadian equestrian athletes and professionals. Federal funding partners include Sport Canada and Agriculture and Agrifoods Canada.



SPORT SYSTEM 101



National Sport

- Many organizations make up Canada's sport system, each playing their own role. Some provide Canadians with access to sport and help athletes participate and succeed in competitions.
 - [National Multisport Service Organizations](#)
 - [National Sport Organizations](#)
 - [Canadian Sport Centres and Institutes](#)



Provincial Sport

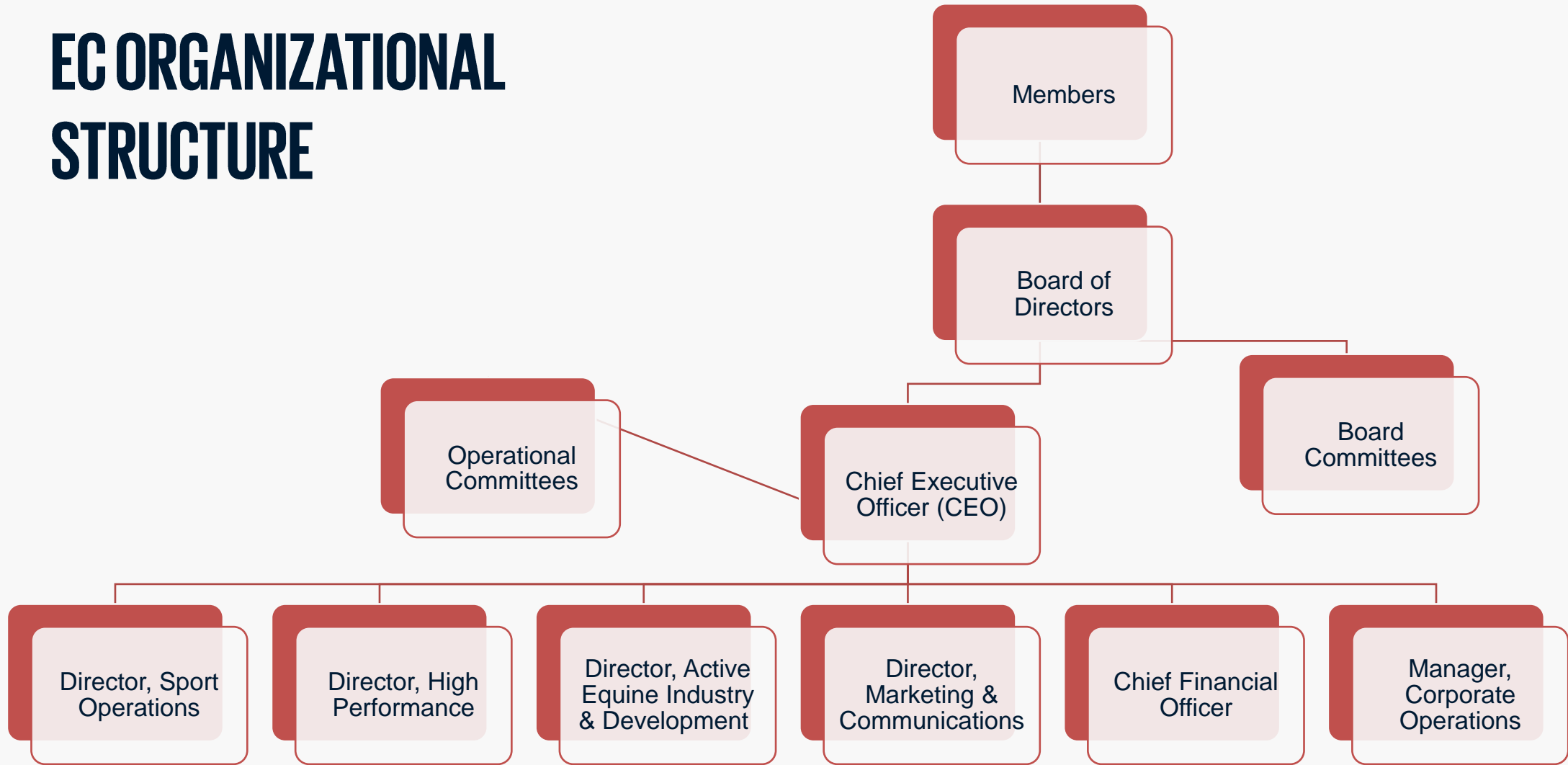
- Provincial and territorial sport organizations and multi-sport organizations (PTSO/MSOs) encourage participation in recreational and competitive sport programs with their primary function of developing athletes, coaches and officials
- They are self-governing, not-for-profit organizations and formally recognized by provincial Ministries of Heritage, Sport, Tourism and Culture Industries
- They are responsible for:
 - developing their respective sports
 - providing a competitive pathway for athlete development
 - selecting provincial teams
 - recruiting and training coaches, officials and volunteers
 - conducting provincial championships
 - ensuring they operate within their National Sport Organization rules

OLYMPIC DISCIPLINES





EC ORGANIZATIONAL STRUCTURE



SAFE SPORT

- EC is committed to the ongoing development of education and resources to create and protect the safe and respectful environment for all participants
- All active EC Sport Licence Holders must complete the **free** Fostering Healthy Equestrian Environments and EC Concussions courses via the [ECampus](#)
- Reporting is critical in creating and maintaining a safe environment for all equestrian participants. Independent, third-party complaints management is a directive of Canada's [Safe Sport movement](#)
- Learn more about EC's complaints management process and/or how to submit a complaint visit www.equestrian.ca/about/governance/submit-a-complaint.
- Canadian Sport Helpline: 1-888-837-7678
info@abuse-free-sport.ca
<http://abuse-free-sport.ca>

ROLES & RESPONSIBILITIES

- Overview
- Board
- Staff
- Volunteers

ROLE RESPONSIBILITIES OVERVIEW



BOARD

- Nominated by peers and voted in by Voting Members
- Entrusted with the mission and resources of the organization
- Act as fiduciaries held to certain legal standards including the duties of care, loyalty & good faith
- Sets the strategic direction of the organization
- Hires and appraises the CEO to effectively run the organization

CEO

- Hired by and subject to the Board's authority
- Day-to-day operation and administration in accordance with regulations, policies, procedures and bylaws
- Leadership, HR, Board, constituency & stakeholder relations, member programs and services, financial management, reputation management
- Hires staff and selects volunteers

STAFF

- Hired by the CEO
- Specific job descriptions and duties related to their role, program, and specialty area
- Tasked to achieve the Board's strategic intent for the organization
- Work closely with volunteers who provide advice and counsel in areas of high expertise

VOLUNTEERS

- Selected by the CEO
- Populate operational committees
- Support the organization's departments and responsibilities to achieve the Board's strategic intent
- Donate their time to provide experience and specialized knowledge to assist in program delivery and decision-making
- Work closely with staff



BOARD OF DIRECTORS



- EC Voting Members appoint members of the public to the Board of Director's Nominating committee
- The Nominating committee interviews and creates the list of candidates available for the annual Director election



- The Voting Members elect the Board of Directors annually as outlined by EC Bylaws & Governance Manual
- Each Board year is October-September, and Directors are eligible for 3-year terms, with a maximum of two consecutive terms

A woman with dark hair tied back, wearing a light blue short-sleeved shirt and white gloves, is examining the back of a brown horse. She is holding a stethoscope to the horse's side. The background is slightly blurred, showing what appears to be a stable or veterinary setting. A solid red horizontal bar is located at the top left of the page, above the section header.

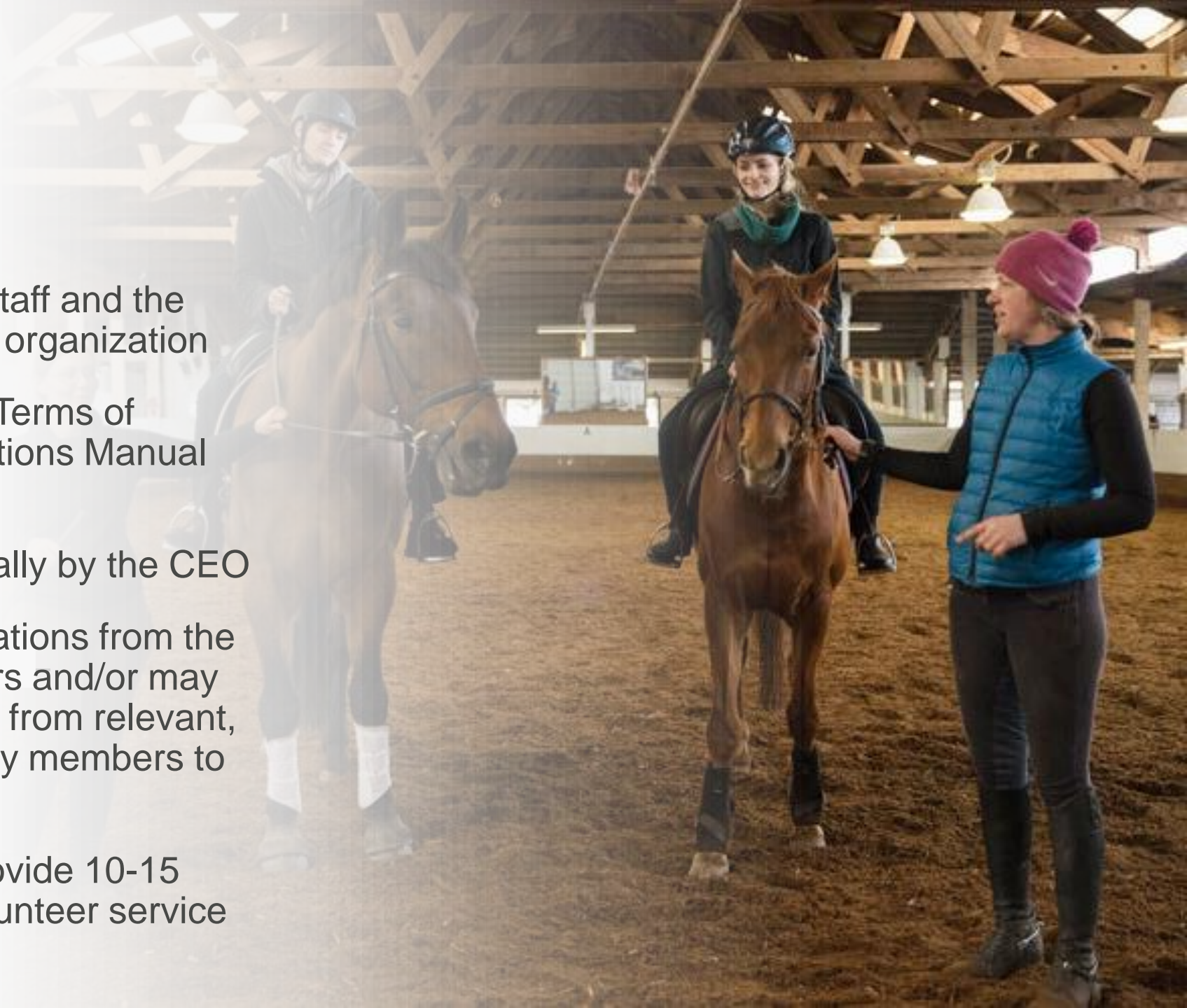
STAFF

- The Board of Directors hires a CEO whereas all other employees are accountable to the CEO
- The Board directs the CEO through the President. Only direction given this way, or occasionally through a written board resolution, is binding on the CEO
- Since the Board has authority to act only as a group, individual Board members do not give instructions to the CEO or evaluate the CEO
- The CEO hires all other employees within the organization and establishes operational advisory committees and advisory groups based on the CEO's requirements to implement the Board's strategic intent



VOLUNTEERS

- Volunteers work closely with staff and the CEO to inform the work of the organization
- Committees are governed by Terms of Reference noted in the Operations Manual and report to the CEO
- Members are appointed annually by the CEO
- The CEO solicits recommendations from the Chair and Committee members and/or may ask for expressions of interest from relevant, qualified equestrian community members to fill positions each year
- Members should expect to provide 10-15 hours per month with their volunteer service



A woman with blonde hair, wearing a light blue button-down shirt and dark pants, is seen from behind, feeding a group of horses and a donkey in a grassy field. She is holding a piece of hay in her hand, which is being eaten by a brown horse. To her right is a white horse, and in the foreground, there is a grey donkey and a dark brown horse. The background shows a large dark brown horse. The scene is set in a natural, outdoor environment with tall grass.

COMMITTEES

- Governance
- Responsibilities
- Decision-making

COMMITTEES

COMMITTEE	STAFF LEAD
AWARDS & RECOGNITION	Melanie McLearn, EC Director, Marketing & Communications E: mmclearon@equestrian.ca P: 343 308 4390
DRESSAGE	Christine Peters, EC Senior Manager, Dressage Olympic/Paralympic Program E: cpeters@equestrian.ca P: 343 308 5034
DRIVING	Anna Johnson, EC Manager, Sport Development E: ajohnson@equestrian.ca P: 343 308 5320
ENDURANCE	Anna Johnson, EC Manager, Sport Development E: ajohnson@equestrian.ca P: 343 308 5320
EQUINE HEALTH & WELFARE	Kristy Laroche, EC Director, Active Equine Industry and Development E: klaroche@equestrian.ca P: 343 308 5032
EQUINE INDUSTRY DEVELOPMENT	Kristy Laroche, EC Director, Active Equine Industry and Development E: klaroche@equestrian.ca P: 343 308 5032
EQUINE MEDICATION CONTROL	Shauna Curran-Cooper, Coordinator, Equine Medication Control E: scurrancooper@equestrian.ca P: 343 308 5026
EVENTING	Fleur Tipton, EC Manager, Eventing E: ftipton@equestrian.ca P: 343 308 4391
JUMPING	Karen Hendry-Ouellette, EC Manager, Jumping E: khendry-ouellette@equestrian.ca P: 343 308 1023
NATIONAL BREED SPORTS	Kristy Laroche, EC Director, Active Equine Industry and Development E: klaroche@equestrian.ca P: 343 308 5032
NATIONAL RULES	Rachel Huebert, EC Director, Sport Operations E: rhuebert@equestrian.ca P: 343 308 5024
PARA-DRESSAGE	Christine Peters, EC Senior Manager, Dressage Olympic/Paralympic Program E: cpeters@equestrian.ca P: 343 308 5034
VAULTING	Anna Johnson, EC Manager, Sport Development E: ajohnson@equestrian.ca P: 343 308 5320





GOVERNANCE – TERMS OF REFERENCE



- Volunteer committees are governed by Terms of Reference (TOR) noted in the Operations Manual
- The TOR is created and approved by the CEO with input from the committees



- The TOR outlines each committee's:
 - Purpose
 - Authority
 - Composition
 - Operations (Cooperation, Meetings, Resolutions)
 - Duties and Responsibilities
 - Terms of Office
 - Eligibility
 - Inability to complete a term of office
 - Vacating the role

COMMITTEE RESPONSIBILITIES

- Committees meet at a minimum quarterly, however many meet monthly
- One staff lead is responsible for guiding and supporting the committee
- The staff lead and Chair work together to develop agendas and discussion topics for meetings
- The group deliberate and discuss various topics requiring specialized expertise, and prepare recommendations to the CEO





DECISION MAKING

Volunteers make recommendations brought forward to staff & the CEO but do not make binding decisions on behalf of the organization.

Staff are empowered to make decisions on behalf of the organization based on the level of their job responsibility.

The CEO relies on staff and volunteers to provide specialized expertise to inform strategic decisions.

The CEO has the final responsibility for strategic and operational decisions under the direction and authority of the Board.

EXPECTATIONS & CODE OF CONDUCT

- Responsibilities
- Meetings
- Communication
- Standards of Behaviour
- Conflict of Interest
- Conduct Violations

VOLUNTEER EXPECTATIONS - RESPONSIBILITIES



Understand and support EC's vision, mission and values

Act in the best interests of EC


Adhere to EC Code of Conduct and Ethics

Come to meetings prepared

Provide knowledge, skills & information to assist in achieving objectives

Respect confidential or personal information obtained

Abide by EC Non-Disclosure Agreement & Privacy Policy



MEETINGS – PREPARATION, ATTENDANCE & AVAILABILITY

- Prepare for meetings by reading reports and background materials distributed in advance
- Maintain an excellent meeting attendance record
- Be able to attend the entire meeting, not just parts of meetings
- Respect meeting protocols
- Participate in and contribute to their purpose
- Offer advice and assistance as required

VOLUNTEER EXPECTATIONS – MEETING ETIQUETTE

Demonstrate high ethical standards in personal and professional dealings

Make every effort to positively contribute to achieving the objectives of the meeting

Respect and abide by the limits of the Terms of Reference of any operational committee



VOLUNTEER EXPECTATIONS – COMMUNICATION & INTERACTION



Demonstrate good judgement

Interact appropriately with the leadership & staff

Participate fully and frankly in the deliberations and discussions

Bring a positive attitude and offer constructive criticism

Be open to others' opinions with a willingness to listen

Maintain collaborative and congenial relationships before, during and after meetings

Inform the staff lead, the CEO or the Chair when introducing significant and/or previously unknown information or materials

Understand and adhere to EC's policies on communication with the public



STANDARDS OF BEHAVIOUR – UNWELCOME ACTIONS



INAPPROPRIATE BEHAVIOUR

- Avoid engaging in any inappropriate behaviour including harassment or discrimination, based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, marital status, political affiliation, presence of disabilities, or educational background.

LANGUAGE

- Refrain from using disrespectful, insulting, harassing, or otherwise offensive language in their interactions. Disruptive, harassing, or inappropriate behavior toward other meeting participants, volunteers, stakeholders, or staff is unacceptable.

REMOVAL

- If needed individuals will be removed from meetings and a report filed with the CEO, and if required the Complaints Manager



CONFLICT OF INTEREST

Employees and volunteers are expected to act in the best interest of EC in an objective and impartial manner and should not be controlled or restricted in carrying out their duties by any outside interests or connections (professional, business, volunteer, personal or other).

- An **actual** conflict of interest occurs when outside interests or connections (professional, business, volunteer, personal or other) influence one's ability to act with integrity, objectivity and independence in relation to his/her EC duties.
- An **apparent** conflict of interest occurs when such factors may be perceived to or appear to influence one's ability to act with integrity, objectivity and independence in relation to one's EC duties.
- A **potential** conflict of interest arises when one is aware that such factors, if acted upon, may influence the member's ability to act with integrity, objectivity and independence.



CONFLICT OF INTEREST – DEFINITIONS & RESPONSIBILITY



- It is the responsibility of each volunteer to reflect, identify and disclose any actual, apparent or potential conflicts of interest and to adhere to EC policies and procedures to avoid conflicts of interest.
- EC volunteers are to report actual, apparent or potential conflicts of interest, regardless of whether the volunteer derives benefit, to the staff lead or Chair for consideration and corrective action as required.



- **Acceptance of Favors:** a volunteer shall not demand, accept, agree to accept or offer, directly or indirectly, gifts, discounts, loans, services, or benefits from a person or corporation having dealings with EC.
- **Financial Interests:** if volunteer directly or indirectly owns, is beneficially entitled to, or has an interest in any land, building, leases, mortgage, goods, services, or contract which is offered for option, sale, lease, or assignment to EC and/or persons receiving direct service from EC, the volunteer shall disclose the situation to the Chair or staff lead.

A photograph of a person's hands writing in a white notebook on a wooden desk. The person is wearing a striped shirt and a watch. A laptop is open to the right, and a smartphone with a green case is in the foreground. The background is a light, neutral color.

CONDUCT VIOLATIONS

- Anyone can report a violation verbally or in writing, to the staff present at the violation, or, if the staff is involved, to the CEO
- Possible actions for violations:
 - requiring and receiving an acknowledgement from the non-compliant participant recognizing the violation, and agreement to avoid any future such violation
 - requiring the participant to leave the meeting, or refrain from attending such future meetings as the CEO shall determine
 - requiring training to address the violation
 - requiring volunteers to leave their position(s)
 - precluding volunteers from serving in EC roles in the future
- In cases of alleged persistent and/or serious violations, the CEO shall report the occurrence to the EC Safe Sport Complaints Manager to review the evidence and shall take such actions as may be appropriate, as outlined in the *Discipline, Complaints & Appeals Policy*.
- EC, through its Board of Directors, reserves the right to pursue additional measures as appropriate.



WHAT DO I DO WHEN...



I can't attend a committee meeting?

- Contact the Committee Chair if you cannot attend a meeting. Remember the requirements for meeting attendance.

I have a conflict of interest?

- If you are aware of a committee discussion or recommendation that will place you in a conflict of interest, advise the Chair in advance. If/when a conflict arises during a meeting, declare your conflict. This will be recorded in the minutes. You will be asked to leave the meeting room during the discussion and decision about the agenda item where the conflict exists.

I want to add an item to the agenda?

- Advise the Committee Chair and staff lead sufficiently in advance of the meeting so that it can be added to the agenda and any necessary background information prepared.



WHAT DO I DO WHEN...



I disagree with a recommendation the committee has made?

- At the time a recommendation is made, you have a right to request a dissenting vote be recorded in the minutes. Once made, there is an expectation that all committee members publicly respect the decision.

I receive a complaint about an operational matter?

- If you are approached with a complaint, you should not offer any evaluative comment or solution. Inquire if the protocol for registering concerns has been followed. If not, direct the individual to the staff lead and take no further action.

I see or hear about committee members or staff doing something that seems to be in violation of our policies?

- Advise the Committee Chair who will request the CEO to investigate and determine whether the situation constitutes non-compliance with the policy.



FOR THE LOVE OF EQUESTRIAN



https://youtu.be/2yM8RbD_Ck



QUESTIONS?

Canada



THANK YOU!

*We appreciate your time, attention
and commitment to equestrianism
in Canada!*

LINKS AND RESOURCES



Annual Report/AGM Documents

<https://www.equestrian.ca/events-results/general-meeting>

Bylaws

https://www.equestrian.ca/cdn/storage/resources_v2/7eME39JnFKuRpbSDB/original/7eME39JnFKuRpbSDB.pdf

Operations Manual

https://www.equestrian.ca/cdn/storage/resources_v2/RNoiPJPJKiY8P8Bdb/original/RNoiPJPJKiY8P8Bdb.pdf

Governance Manual

https://www.equestrian.ca/cdn/storage/resources_v2/AJktj2kF7MBfD4RD9/original/AJktj2kF7MBfD4RD9.pdf

Policies

<https://www.equestrian.ca/about/governance/policies>

Audited Financial Statements

<https://www.equestrian.ca/about/governance>

Governance FAQ

https://www.equestrian.ca/cdn/storage/resources_v2/DAsM8s4qwSZwpFRMi/original/DAsM8s4qwSZwpFRMi.pdf

Strategic Plan (2018-2022)

https://www.equestrian.ca/cdn/storage/resources_v2/nLuZpyrB4ZuWQYdKj/original/nLuZpyrB4ZuWQYdKj.pdf

Thank you to our funding partners:
Merci à nos partenaires financiers :



Canada

