



EQUESTRIAN CANADA

OPERATIONAL COMMITTEE MANUAL

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POLICY TYPE: GENERAL

EC MISSION/VISION/VALUES

VISION

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

MISSION

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

CORE 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.



POLICY TYPE: OPERATIONS

EQUINE MEDICATION AND CONTROL COMMITTEE

PURPOSE

The general purpose of the Equine Medication and Control Committee (the 'Committee') is to provide strategic guidance and counsel to management concerning the national medication control and anti-doping of horses program at Equestrian Canada (EC) sanctioned competition as it relates to EC's pursuit of industry best practice in clean sport, fair play and the welfare of competition horses.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the CEO. The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum nine (9) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee Members
- Up to nine (9) Committee members from EC registered participants in good standing.
- One (1) of the members is to be the FEI National Head Veterinarian for Canada
- One (1) National Steward recommended by the EC National Stewards Committee
- One (1) member recommended from the Equestrian Sport Development Committee and;
- All remaining positions are to be filled by Veterinarians.

In appointing the members of the Committee, consideration shall be given to diversity, including without limitation, national/international knowledge and experience in equine medication and anti-doping, active practicing equine competition veterinarians, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is



present.

The EC staff member responsible for the management of the Equine Medication Control portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.

Operations – Cooperation

The Committee will work in collaboration with other Equestrian Canada committees and management to deliver on its mandate.

The Equine Medications and Control Committee Chair will contact the Health & Welfare Committee Veterinary co-Chair in advance of Medications and Control Committee meetings to ascertain if there are areas of overlap, discussion or issues that should be on the Medications and Control meeting agenda. Meeting minutes will be sent to the Health & Welfare Veterinary co-Chair.

The Equine Medications and Control Committee Chair will provide a quarterly report to the EC Board and the Health & Welfare Committee.

The Health & Welfare Committee is obligated to provide the same meeting courtesy and information as outlined in the two bullets above.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.



10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management concerning medication control and anti-doping of horses at EC sanctioned competition as it relates to EC's pursuit of industry best practice in clean sport, fair play and the welfare of competition horses, including:

- Provide EC management with annual program priorities and strategies relating to medication control and anti-doping of horses in Canada;
- Prepare an annual program budget in consultation with EC management for CEO approval;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related its specific responsibilities;
- Support management in dealing with emerging issues within horse anti-doping and medication control globally;
- Communicate with Provincial/Territorial Equestrian Sport Organizations (PTSOs), EC Committees, task forces, working groups, EC sport license holders and the Canadian equestrian sport community at large as required on key initiatives, developments, issues, challenges, and achievements in the Equine Medication and Control program.

TERM OF OFFICE

Committee members will be appointed for a term of three (3) years.

Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.

One year of service will be from April 1 - March 31

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.



ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign EC's Code of Conduct and Confidentiality agreement and file it annually at the EC office.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO on the recommendation of the Committee may appoint a qualified individual to complete such term. The Committee and/or the CEO may remove a member from the committee in the following circumstances:

1. A conflict of interest issue arises that cannot be resolved and/or;
2. A member is unable to fulfill his/her responsibilities and/or
3. A member has been found to be in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

EQUINE INDUSTRY DEVELOPMENT COMMITTEE

Equine Industry: a business practice or pursuit that involves horses; a high functioning industry should foster one's ability to raise, train and rear horses in a manner that promotes accessibility, generates productivity, demands good animal welfare and allows financial gain.

PURPOSE

The general purpose of the Equine Industry Development Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of, and advocacy for, the Canadian equine industry as it relates to EC's mandate.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the CEO. The Committee shall make strategic and operational recommendations to the CEO for approval, save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:

Chair – appointed by the CEO in consultation with the Committee from the Committee members.

Up to eight additional Committee members: four (4) representing the four registered affiliates with the largest national memberships as of January 31 of the current year; two (2) from the other registered affiliates as of January 31 of the current year; three (3) members from other stakeholder groups appointed by the CEO for their expertise and knowledge. Other ad hoc members with specialized expertise may be appointed from time to time. Consideration shall be given to diversity, including without limitation, national/international knowledge and experience in the development of the Canadian equine industry, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Committee will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.



The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.

Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, management, Category C Members of EC and represent EC on Governmental industry and agricultural committees/groups to provide assistance in implementation of the respective mandates.

A minimum of one (1) Committee member should be appointed to attend Health & Welfare Committee meetings either as a liaison or member of the Health & Welfare Committee. The two committees have commonalities and need to ensure that between them they are aware of issues and initiatives that affect the equine industry.

The Committee will keep all Industry Affiliates registered with EC in any given year, informed by providing them with the EIDC meeting minutes and other measures as stated in the EIDC Communication protocol. Meeting minutes should also be sent to the Chair of the Breed Sports Committee.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or Participation & Equine Development Manager to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. A call for agenda topics will be made by the Chair two (2) weeks prior to a scheduled meeting where possible.
6. An agenda will be circulated by the Chair one (1) week prior to the scheduled meeting.
7. Minutes from the meeting will be sent to Committee members, all Industry Affiliates registered with EC, the CEO; the Health & Welfare Committee, the Breed Sports Committee, Category C Members and the PTSOs by the staff person assigned to the Committee, within two (2) weeks of the meeting.
8. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principle stakeholders.



Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of, and advocacy for, the Canadian equine industry as it relates to EC's mandate, including:

- Advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of, and advocacy for, the Canadian equine industry;
- Monitor, analyze and respond to key issues that affect the equine industry.
- Represent Equestrian Canada and the equine industry on Government committees and/or groups * (note 1)
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related its development and advocacy functions;
- Support management in dealing with emerging issues within the Canadian equine industry;
- Interface as a unit with the Canadian equine industry in partnership with management on key developments, issues, challenges, and achievements within the Canadian equine industry;
- Provide strategic counsel to the Program Manager, Equine Development on matters concerning equine industry programs and services;
- Nominate representatives to various EC committees as required;
- Appoint ad-hoc equine industry committees in accordance with management approved terms of references as required;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) in order to further the effectiveness of EC concerning its mandate and role within the Canadian equine industry.



TERM OF OFFICE

Committee members will be appointed annually, owing to Affiliate Organizations having to renew their membership with EC on an annual basis.

Committee members shall be eligible for re-appointment up to a maximum of six (6) years.

After serving six (6) years as a Committee member, an individual may be appointed to serve one further term (for clarity – one (1) year) after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Every effort will be made to stagger Committee members' terms to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Six (6) members of the Committee come from the Affiliated Organizations registered with EC as of January 31 each year.

Between February 1–15 of each year the staff person assigned to the EIDC will provide a list of all Industry Affiliates registered with EC, their membership numbers and the contact information to the CEO and current EIDC Chair.

The four registered Affiliates with the largest national memberships as of January 31 of the current year may assign one person each to the Committee.

The CEO will direct the staff person to advise the four largest Industry Affiliates that they may submit a member to the EIDC to represent their Affiliate. Names should be received by February 28.

The remaining Affiliate Organizations who must be registered with EC by January 31 may have two seats on the Committee.

The CEO will direct the staff person to advise the remaining Industry Affiliates that they may submit their candidates' information to the CEO via the staff person.

Each of these Affiliates may put forward one candidate with a brief profile of the person's background by February 28 of the current year. The CEO will then appoint the two most suitable candidates to the Committee.

Industry Affiliate EIDC members should be named by March 15.

The remainder of the Committee may be selected from one or more of the following sectors: veterinarians, PTSOs, veterinarian universities, colleges, businesses such as commercial transporters and processors, Government. The CEO may appoint such members on the recommendation of Committee members or other person's involved in the Industry.



Members of the Committee should come from a cross section of the Canadian Equine Community who are appointed for their active involvement and knowledge of the current industry sector.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the Committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved;
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual “Inability to Complete a Term of Office”.

Note 1: It is essential to equine business that Equestrian Canada has representation on the following Government committees/groups: Canadian Federation of Agriculture (CFA); National Farm Animal Care Council (NFACC); Canadian Animal Health Coalition (CAHC); National Farmed Animal Health & Welfare Council (NAFHWC); and the Canadian Trails Federation (CTF). See addendum for descriptions for each of the above.

EIDC members should be willing to volunteer time to act as EC representatives on these committees/groups on a regular basis. The intent would be for one EIDC member to be assigned to each committee/group preferably one they are familiar with and report back to the full EIDC which would then share information with their memberships.



POLICY TYPE: OPERATIONS

EQUESTRIAN SPORT DEVELOPMENT COMMITTEE

PURPOSE

The general purpose of the Equestrian Sport Development Committee (the 'Committee') is to provide strategic guidance and counsel to management for cross-discipline equestrian sport development initiatives as they relate to EC's mandate.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the CEO. The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of seven (7) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Up to nine (9) Committee members from EC registered participants in good standing

In appointing the members of the Committee, consideration shall be given to national/international knowledge and experience in the development of equestrian sport, and to diversity, including without limitation, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the LTED portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces and management to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

OPERATIONS – RESOLUTIONS

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of cross-discipline equestrian sport development initiatives as they relate to EC's mandate, including:

- Advise management on the annual operational priorities, strategies, and performance targets for development initiatives;



- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to its development initiatives;
- Support management in dealing with emerging development issues within Canadian equestrian sport;
- Interface as a unit with the Canadian equestrian sport community in partnership with management on key sport development initiatives;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) in order to further the effectiveness of EC and its alignment with PTSOs.

TERM OF OFFICE

Committee members will be appointed for a term of three (3) years.

Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.

After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term (for clarity –three (3) years) after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign EC's Code of Conduct and Confidentiality agreement and file it annually at the EC office.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.



For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual “Inability to Complete a Term of Office”.



POLICY TYPE: OPERATIONS

NATIONAL RULES COMMITTEE

PURPOSE

The purpose of the National Rules Committee (the 'Committee') is to examine EC's competition rules and regulations in concert with ECs approved rule amendment processes and procedures.

RELATIONSHIP WITH DISCIPLINE COMMITTEES AND BREED SPORT COMMITTEE

For clarity, the EC equestrian sport discipline committees and breed sport committee will be responsible for:

- Development and approval of all rules that govern their respective competitions in accordance with ECs schedule for the amendment of rules.
- Submitting rule amendments to the EC Manager, Technical Development in accordance with EC's rule amendment process and procedures.
- Incorporating FEI rule changes by disciplines, where applicable.

Note: Rule changes or amendments become official for an equestrian sport discipline or breed sport when published by EC. (Published is defined as published online; the official version of the rules appears on the EC website.)

AUTHORITY

The Committee is created by EC with reporting responsibility and accountability to the CEO. The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:



Chair – appointed by the CEO in consultation with the Committee from the Committee members
Up to nine (9) Committee members from EC registered Participants in good standing.

- One member must be the Canadian FEI Steward General.

In appointing the members of the Committee, consideration shall be given to experience, knowledge, and competency concerning EC's competition rules and regulations as well as regional and technical balance, and to diversity, including without limitation, gender, regional, technical, and linguistic balance. In addition, a majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the National Rules portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President, or designate is entitled to be present at all meetings in an advisory capacity.

Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to achieve its mandate.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.



Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing recommendations to the CEO concerning the establishment of new or amended general rules and regulations in accordance with ECs approved process and procedures governing the establishment or modification of EC's competition rules and regulations.

TERM OF OFFICE

Committee members will be appointed for a term of three (3) years.

Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.

After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term after an absence of at least one (1) year from the date he or she last served as a Committee member. Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign ECs Code of Conduct and Confidentiality agreement and file it annually at the EC office.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or



2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

DRESSAGE COMMITTEE

PURPOSE

The general purpose of the Dressage Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of Dressage in Canada.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the Chief Executive Officer (CEO). The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Up to nine (9) Committee members from EC registered participants. In appointing the members of the Committee, consideration shall be given to national/international experience and competency in the sport of Dressage, and to diversity, including without limitation, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Dressage portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of Dressage in Canada, including:

- Advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of Dressage in Canada;



- Review and report on the achievement of its annual operational priorities and performance targets and identify key areas for improvement;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Dressage in Canada;
- Support management in dealing with appeals related to Dressage;
- Interface as a unit with the Canadian Dressage community in partnership with management on key developments, issues, challenges, and achievements within Dressage;
- Provide strategic counsel to the High Performance Director on matters concerning Dressage High Performance programs and services;
- Nominate Dressage representatives to various EC committees as required;
- Appoint ad-hoc Dressage committees in accordance with management approved terms of references as required;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) in order to further the effectiveness of DC programs and services.

TERM OF OFFICE

- Committee members will be appointed for a term of three (3) years.
- Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.
- After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC and hold a valid Sport License. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign EC's Code of Conduct and Confidentiality agreement and file it annually at the EC office.



INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

EVENTING COMMITTEE

PURPOSE

The general purpose of the Eventing Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of Eventing in Canada.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the CEO. The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Up to nine (9) Committee members from EC registered participants. In appointing the members of the Committee, consideration shall be given to national/international experience and competency in the sport of Eventing, and to diversity, including without limitation, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Eventing portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of Eventing in Canada, including:

- Advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of Eventing in Canada;



- Review and report on the achievement of its annual operational priorities and performance targets and identify key areas for improvement;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Eventing in Canada;
- Support management in dealing with appeals related to Eventing;
- Interface as a unit with the Canadian Eventing community in partnership with management on key developments, issues, challenges, and achievements within Eventing;
- Provide strategic counsel to the High Performance Director on matters concerning Eventing High Performance programs and services;
- Nominate Eventing representatives to various EC committees as required;
- Appoint ad-hoc Eventing committees in accordance with management approved terms of references as required;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) and Provincial Horse Trials Associations (PHTAs) in order to further the effectiveness of CEC programs and services.

TERM OF OFFICE

- Committee members will be appointed for a term of three (3) years.
- Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.
- After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign EC's Code of Conduct and Confidentiality agreement and file it annually at the EC office.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the



recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

JUMPING COMMITTEE

PURPOSE

The general purpose of the Jumping Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of the Canadian hunter, hunter/jumper equitation, and jumping sport from grassroots to international level.

AUTHORITY

The Committee is a committee created by Equestrian Canada (EC) with reporting responsibility and accountability to the Chief Executive Officer (CEO). The Committee shall make strategic and operational recommendations to the CEO for approval, save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- High Performance Technical Advisor
- Up to eight (8) Committee members from EC registered participants. In appointing the members of the Committee, consideration shall be given to national/international experience and competency in the sport of Hunter/Jumper and to diversity, including without limitation, gender, regional, technical, and linguistic balance. A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Jumping portfolio will attend all meetings of the Committee and play an advisory role in collaboration with the Chair in directing the agenda and mandate of the Committee.



The CEO, President or designates are entitled to be present at all meetings in an advisory capacity.

Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of Hunter/Jumper in Canada,



including to:

- advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of Hunter/Jumper in Canada;
- work in collaboration with the Manager Jumping to prepare an annual budget against annual operational priorities for CEO and Board approval;
- review and report on the achievement of its annual operational priorities and performance targets and identify key areas for improvement;
- provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Hunter/Jumper in Canada;
- support management in dealing with hearings and appeals related to Hunter/Jumper;
- provide recommendations to the CEO for his/her approval for the compensation of the High Performance Technical Advisor;
- interface as a unit with the Canadian Hunter/Jumper community in partnership with management on key developments, issues, challenges, and achievements within Hunter/Jumper;
- provide strategic counsel to the High Performance Director on matters concerning Jumping High Performance programs and services;
- nominate Hunter/Jumper representatives to various EC committees as required;
- appoint ad-hoc Hunter/Jumper working groups in accordance with management- approved terms of reference as required; initial ad-hoc working groups will include Finance, Rules and High Performance;
- liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs)/ Provincial Hunter Jumper Associations (PHJAs) in order to further the effectiveness of Hunter/Jumper programs and services;
- provide input and/or recommendations to the CEO when filling the position of Manager Jumping;
- provide input to the CEO on changes to the committee Terms of Reference when required.

TERM OF OFFICE

Committee members will be appointed for a term of three (3) years.

Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.

After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term (for clarity three (3) years) after an absence of at least one (1) year from the date he or she last served as a Committee member.



Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC and hold a valid Sport License. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign ECs Code of Conduct and Confidentiality agreement and file it annually at the EC office.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

PARA EQUESTRIAN COMMITTEE

PURPOSE

The general purpose of the Para-Equestrian Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of Para-Equestrian in Canada.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the Chief Executive Officer (CEO). The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Up to nine (9) Committee members from EC registered participants. In appointing the members of the Committee, consideration shall be given to national/international experience and competency in the sports of Para-Equestrian and to diversity, including without limitation, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Para Equestrian portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of Para-Equestrian in Canada, including:



- Advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of Para-Equestrian in Canada;
- Review and report on the achievement of its annual operational priorities and performance targets and identify key areas for improvement;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Para-Equestrian in Canada;
- Support management in dealing with appeals related to Para-Equestrian;
- Interface as a unit with the Canadian Para-Equestrian community in partnership with management on key developments, issues, challenges, and achievements within Para-Equestrian;
- Provide strategic counsel to the High Performance Director on matters concerning Para Equestrian High Performance programs and services;
- Nominate Para-Equestrian representatives to various EC committees as required;
- Appoint ad-hoc Para-Equestrian committees in accordance with management approved terms of references as required;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) in order to further the effectiveness of Para-Equestrian programs and services.

TERM OF OFFICE

- Committee members will be appointed for a term of three (3) years.
- Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.
- After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign ECs Code of Conduct and Confidentiality agreement and file it annually at the EC office.



INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual “Inability to Complete a Term of Office”.



POLICY TYPE: OPERATIONS

REINING COMMITTEE

PURPOSE

The general purpose of the Reining Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of Reining activities in Canada.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the Chief Executive Officer (CEO). The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of three (3) and a maximum of nine (9) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Up to nine (9) Committee members from EC registered participants. In appointing the members of the Committee, consideration shall be given to national/international experience and competency in the sport of Reining, and to diversity, including without limitation, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Reining portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of Reining in Canada, including:

- Advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of Reining in Canada;



- Review and report on the achievement of its annual operational priorities and performance targets and identify key areas for improvement;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Reining in Canada;
- Support management in dealing with appeals related to Reining;
- Interface as a unit with the Canadian Reining community in partnership with management on key developments, issues, challenges, and achievements within Reining;
- Provide strategic counsel to the High Performance Director on matters concerning Reining High Performance programs and services;
- Nominate Reining representatives to various EC committees as required;
- Appoint ad-hoc Reining committees in accordance with management approved terms of references as required;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) in order to further the effectiveness of Reining programs and services.

TERM OF OFFICE

Committee members will be appointed for a term of three (3) years.

Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.

After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term (for clarity – two (2) years) after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign ECs Code of Conduct and Confidentiality agreement and file it annually at the EC office.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.



The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

Vaulting Committee

PURPOSE

The general purpose of the Vaulting Committee (the 'Committee') is to provide strategic guidance and counsel to management concerning the development of Vaulting in Canada.

AUTHORITY

The Committee is a committee created by Equestrian Canada (EC) with reporting responsibility and accountability to the CEO. The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum nine (9) members.

The composition of the Committee will be as follows:

- Chair – non-voting (except in cases where a tie-breaking vote is required).
- Up to eight (8) additional Committee members from EC registered participants in good standing as follows:

One member from each Provincial Vaulting Organization (PVO) nominated by the PVO as defined by the National Vaulting Committee per Appendix A. If there are less than eight (8) Committee members from the PVOs, the remaining vacancies may be filled by the PVOs nominating additional members using a ratio of competitive members' per-province to determine the number of Committee members per province.

Further consideration shall be given to diversity, including without limitation, national/international



knowledge and experience in the sport of Vaulting, gender, regional, technical, and linguistic balance. A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Vaulting portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to develop and guide the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.

Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management to provide assistance in implementation of the respective mandate.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.



DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management concerning the development of Vaulting in Canada:

- Advise management on the annual program priorities and strategies relating to Vaulting in Canada;
- Provide input to management regarding the annual program budget for CEO review and Board approval;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Vaulting in Canada;
- Support management in dealing with emerging issues within Vaulting in Canada and globally;
- Communicate with Provincial/Territorial Equestrian Sport Organizations (PTSOs), other EC Committees, taskforces, working groups, and the equestrian vaulting community at large as required on key initiatives, developments, issues, challenges, and achievements in Vaulting.

TERM OF OFFICE

- Committee members will be appointed for a term of three (3) years.
- Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.
- After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one additional term after an absence of at least one (1) year from the date he or she last served as a Committee member.
- Terms may be consecutive or non-consecutive.
- One year of service will be from April 1 – March 31.
- Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign ECs Code of Conduct and Confidentiality agreement and file it annually at the EC office.



INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

ENDURANCE COMMITTEE

PURPOSE

The general purpose of the Endurance Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of Endurance in Canada.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the Chief Executive Officer (CEO). The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Up to nine (9) Committee members from EC registered participants. In appointing the members of the Committee, consideration shall be given to national/international experience and competency in the sport of Endurance, and to diversity, including without limitation, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

A member of the EC management team will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of Endurance in Canada, including:

- Advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of Endurance in Canada;



- Review and report on the achievement of its annual operational priorities and performance targets and identify key areas for improvement;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Endurance in Canada;
- Support management in dealing with appeals related to Endurance;
- Interface as a unit with the Endurance community in partnership with management on key developments, issues, challenges, and achievements within Endurance;
- Provide strategic counsel to the EC management on matters concerning Endurance High Performance programs and services;
- Nominate Endurance representatives to various EC committees as required;
- Appoint ad-hoc Endurance committees in accordance with management approved terms of references as required;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) in order to further the effectiveness of Endurance programs and services.

TERM OF OFFICE

- Committee members will be appointed for a term of three (3) years.
- Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.
- After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC and hold a valid Sport License. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign ECs Code of Conduct and Confidentiality agreement and file it annually at the EC office.



INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

DRIVING COMMITTEE

PURPOSE

The general purpose of the Driving Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of Drive in Canada.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the Chief Executive Officer (CEO). The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will solicit recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Up to nine (9) Committee members from EC registered participants. In appointing the members of the Committee, consideration shall be given to national/international experience and competency in the sport of Drive, and to diversity, including without limitation, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Driving portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of Drive in Canada, including:

- Advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of Drive in Canada;



- Review and report on the achievement of its annual operational priorities and performance targets and identify key areas for improvement;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Drive in Canada;
- Support management in dealing with appeals related to Drive;
- Interface as a unit with the Drive community in partnership with management on key developments, issues, challenges, and achievements within Drive;
- Provide strategic counsel to the High Performance Director on matters concerning Drive High Performance programs and services;
- Nominate Drive representatives to other EC committees as required;
- Appoint ad-hoc Drive committees in accordance with management approved terms of references as required;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) in order to further the effectiveness of Drive programs and services.
- Develop selection criteria and a selection process for the Pemberton Education Fund.

TERM OF OFFICE

- Committee members will be appointed for a term of three (3) years.
- Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.
- After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC and hold a valid Sport License. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign ECs Code of Conduct and Confidentiality agreement and file it annually at the EC office.



INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

NATIONAL BREED SPORTS COMMITTEE

PURPOSE

The general purpose of the National Breed Sport Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of Breed Sports in competition in Canada.

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the Chief Executive Officer (CEO). The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members as follows:

Chair – appointed by the CEO in consultation with the Committee from the Committee members.

Up to nine (9) Committee members with a maximum of one from each Breed Sport each of whom is a "registered participant", holds a current EC Sport License and has been elected by their Breed Sport Organization to represent their Breed Sport on the National Breed Sport Committee with their appointment confirmed by the CEO. In confirming the appointment of the members of the Committee, both the Breed Sport Organization and the CEO shall consider national/international experience and competency in a specific Breed Sport, and to diversity, including without limitation, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff person assigned to the Committee will attend all meetings of the Committee and play a central role in collaboration with the Chair to direct the agenda and mandate of the Committee.

The CEO, President or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or the EC staff person responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. A call for agenda topics will be made by the Chair two (2) weeks prior to a scheduled meeting where possible.
6. An agenda will be circulated by the Chair one (1) week prior to the scheduled meeting.
7. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
8. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
9. Minutes from the meeting will be sent to Committee members, the EIDC Committee, Category C Members, and the CEO within two (2) weeks of the meeting.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management for the development of Breed Sport in Canada, including:



- Advise management on the annual operational priorities, strategies, and performance targets for the ongoing development of Breed Sport in Canada;
- Review and report on the achievement of its annual operational priorities and performance targets and identify key areas for improvement;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to the development of Breed Sport in Canada;
- Support management in dealing with appeals related to Breed Sport;
- Interface as a unit with the Canadian Breed Sport community in partnership with management on key developments, issues, challenges, and achievements within Breed Sport;
- Nominate Breed Sport representatives to various EC committees as required;
- Liaise with Provincial/Territorial Equestrian Sport Organizations (PTSOs) in order to further the effectiveness of Breed Sport programs and services.

TERM OF OFFICE

Committee members will be appointed for a term of three (3) years.

Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.

After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term (for clarity –three (3)years) after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered to ensure appropriate transition, continuity, and succession planning within the Committee.

Rotation shall be:

2018 - 2021 Arabian, Morgan, Welsh (next rotation 2021 – 2024)

2018 – 2020 American Saddlebred, Saddleseat, Hackney (next rotation 2020 – 2023)

2018 – 2019 Roadhorse (next rotation 2019 – 2022)

Thereafter Breeds are on 3-year rotations.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC, hold a valid Sport License and have been elected by their Breed Sport Organization to represent their Breed Sport on the National Breed Sport Committee.



INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC's rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

NATIONAL COACHING COMMITTEE

PURPOSE

The purpose of the National Coaching Committee (the 'Committee') is to provide strategic guidance and counsel to management for the development of, and advocacy for, Equestrian Sport National Coaching Certification Programs (NCCP).

AUTHORITY

The Committee is created by EC with reporting responsibility and accountability to the CEO. The Committee shall make strategic and operational recommendations to the CEO.

COMPOSITION AND OPERATIONS

Members of the Committee will be appointed by the CEO. In appointing Members of the Committee, the CEO will solicit recommendations from the Chair and Committee members, and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum of nine (9) members.

The composition of the Committee will be as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Up to nine (9) Committee members from EC registered Participants in good standing.
 - One member must be a Master Coach Developer.
 - Two members must be P/TSO administrators with responsibility for administering the EC National coaching program.

In appointing the members of the Committee, consideration shall be given to experience, knowledge, and competency concerning EC's national coaching program as well as a balance of regional, technical, gender, linguistic and equestrian discipline representation.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair is present.

The EC staff member responsible for the management of the Coaching portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to develop and guide the agenda and mandate of the Committee.

The CEO, President, or designate is entitled to be present at all meetings in an advisory capacity.



Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management, to achieve its mandate.

The Committee will also work with PTSO staff to ensure quality assurance and the successful implementation, administration and delivery of the NCCP program.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, a member may appoint a delegate acceptable to the chair.
3. Other members of EC management may attend meetings at the request of the Chair and/or Director, Technical Programs to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. PTSO administrative staff may be asked to attend and participate in meetings of the Committee at the request of the Chair and/or Director, Technical Programs.
6. A call for agenda topics will be made by the Chair two (2) weeks prior to a scheduled meeting where possible.
7. An agenda will be circulated by the Chair one (1) week prior to the scheduled meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. Minutes from the meeting will be sent to Committee members and the CEO within two (2) weeks of the meeting.
11. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.



DUTIES AND RESPONSIBILITIES

Specific Responsibilities

- The Committee shall, under the authority delegated to it by the CEO, be responsible for providing recommendations concerning the establishment of new or amended NCCP programs, policies, and procedures.
- The Committee shall advise management on the annual program priorities and strategies relating to the National Coaching program in Canada.
- Communicate with Provincial/Territorial Equestrian Sport Organizations (PTSOs), and other EC Committees, Taskforces, and working groups as required on key initiatives, developments, issues, challenges, and achievements related to the National Coaching program.

TERM OF OFFICE

Committee members will be appointed for a term of three (3) years.

Committee members shall be eligible for re-appointment up to a maximum of two (2) terms.

After serving six (6) years or two (2) terms as a Committee member, an individual may be appointed to serve one further term (for clarity –three (3) years) after an absence of at least one (1) year from the date he or she last served as a Committee member.

Terms may be consecutive or non-consecutive.

One year of service will be from April 1 – March 31.

Terms will be staggered where required to ensure appropriate transition, continuity, and succession planning within the Committee.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign ECs Code of Conduct and Confidentiality agreement and file it annually at the EC office.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or



2. A member is unable to fulfill his/her responsibilities; and/or
3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual "Inability to Complete a Term of Office".



POLICY TYPE: OPERATIONS

NATIONAL STEWARDS COMMITTEE

PURPOSE

The general purpose of the National Stewards Committee (the “Committee”) is to provide strategic guidance and counsel to management concerning the accreditation, assessment and development of Stewards of all disciplines within Equestrian Canada (“EC”).

AUTHORITY

The Committee is a committee created by EC with reporting responsibility and accountability to the CEO. The Committee shall make strategic and operational recommendations to the CEO for the approval save and except that the Committee may make decisions with respect to procedural matters.

COMPOSITION AND OPERATIONS

Composition

Members will be appointed by the CEO. In appointing Committee members, the CEO will consider recommendations from the Chair and Committee members and/or may solicit expressions of interest from the relevant, qualified equestrian community.

The Committee will be comprised of a minimum of five (5) and a maximum nine (9) members.

Committee Composition will be as follows:

- Chair – appointed by the CEO in consultation with the Committee from the Committee members
- Vice Chair – appointed by the CEO in consultation with the Committee from the Committee members.
- Up to nine (9) additional Committee members from EC registered participants in good standing as follows:
 - Senior or Senior National Stewards from a variety of discipline or breed backgrounds and from different geographical regions, at least two of whom must be accredited Dressage Stewards;
 - At least one Canadian FEI Steward.

Consideration shall be given to diversity, including without limitation, national/international knowledge and experience in equine medication and anti-doping, active practicing equine



competition veterinarians, gender, regional, technical, and linguistic balance.

A majority of the members of the Committee shall constitute a quorum, provided at least the Chair or Vice Chair is present.

The EC staff member responsible for the management of the Stewards portfolio will attend all meetings of the Committee and play a central role in collaboration with the Chair to develop and guide the agenda and mandate of the Committee.

The CEO, President or designate and the Past Chair are entitled to be present at all meetings in an advisory capacity.

Operations - Cooperation

The Committee will work in collaboration with other EC committees, task forces, and management to provide assistance in implementation of the respective mandates.

Operations – Meetings

1. The Committee shall meet at least quarterly and more frequently as circumstances dictate.
2. Meetings may be conducted in person, by teleconference, videoconference or other electronic means, when feasible. If unavailable to attend in person, members may participate at any meeting by telephone or other electronic means if acceptable to the Chair.
3. Other members of management may attend meetings at the request of the Chair and/or EC staff member responsible for the portfolio to provide consultations to the Committee or any member thereof.
4. With the consent of the EC CEO, the Committee may from time to time request EC's outside counsel or other expert(s) to attend a meeting of the Committee or to meet or provide consultations to the Committee or any member thereof.
5. The Chair will when possible, call for agenda topics two (2) weeks prior to a scheduled meeting.
6. The Chair will circulate the agenda one (1) week prior to the scheduled meeting.
7. The EC Staff person assigned to the Committee will write and circulate draft minutes from the meeting to Committee members and the CEO within two (2) weeks of the meeting.
8. Committee members must provide comments/additions/deletions on the draft minutes to the staff member responsible within two (2) weeks of receiving the minutes.
9. The staff member responsible will update any changes and resend the minutes as the approved version to the Committee members and *any other stakeholders as agreed to by the various committees.
10. The Chair is responsible to ensure that at minimum quarterly and an annual report and updates on key activities of the Committee are circulated to ECs principal stakeholders.

Operations – Resolutions

Resolutions of the Committee are passed at meetings by a simple majority.



DUTIES AND RESPONSIBILITIES

Specific Responsibilities

The Committee shall, under the authority delegated to it by the CEO, be responsible for providing strategic guidance and counsel to management concerning all matters relating to EC Stewards, including:

- Advise management on the annual program priorities and strategies relating to Stewards in Canada;
- Provide input to management regarding the annual program budget for CEO review and Board approval;
- Provide input and feedback to management concerning policies, programs, rules, regulations, and services related to its specific responsibilities;
- Support the Vision, Mission, Core Values and Principles of Equestrian Canada, in particular those related to horse welfare and fair play;
- Foster the maintenance and improvement of standards of Stewarding in all competitions under the jurisdiction of EC;
- Promote communication between Stewards, competitors, other officials, organizing committees and other stakeholders;
- Support and encourage the ongoing development of new and existing Stewards;
- Liaise with the Discipline Committees to establish and coordinate Stewards training and testing;
- Develop and publish educational materials and conduct training clinics and testing for Stewards, including but not limited to specific training and testing for Dressage and Jumping;
- Define Stewards development pathways including certification and maintenance criteria;
- Review applications and accredit applicants for Steward status and promotion;
- Review Stewards Reports in order to:
 - Identify and monitor issues relating to Stewarding, and
 - Recommend and implement standards for improvement;
- Promote the highest ethical standards among Stewards, with reference to the Code of Conduct and Ethics and ethical standards set out in the Rules;
- Investigate and take action regarding any allegations of inappropriate conduct by a Steward brought to the attention of the Committee;
- Remove, downgrade or suspend the accreditation of a Steward for failing to meet the maintenance standards set out in the EC Operations Manual, including but not limited to failure to attend clinics as required, failure to obtain an appropriate annual Sport License with Officials status, inactivity exceeding parameters set out in the Operations Manual, or inappropriate conduct;



- Provide technical direction to the management with respect to the number of stewards required by the Rules of EC for a competition;
- Assist management in the maintenance of the Steward's database contained in Find an Official;
- Review and grant applications for Steward Guest cards;
- Perform such additional tasks as may be assigned to the Committee by the Executive Director;
- Form sub-committees whenever necessary to facilitate the Committee's work;
- Recommend a representative to the CEO for the National Rules Committee;
- Support management in dealing with emerging issues within (the program/portfolio area) globally;
- Communicate with Provincial/Territorial Equestrian Sport Organizations (PTSOs), EC Committees, Taskforces and working groups, port license holders and the Canadian equestrian sport community at large as required on key developments, issues, challenges, and achievements in Stewarding.

TERM OF OFFICE

- Committee members will be appointed for a term of three (3) years.
- Committee members shall be eligible for re-appointment.
- One year of service will be from April 1 – March 31.

ELIGIBILITY

Members of the Committee must be registered participants in good standing with EC and hold a valid Sport License. In addition to being in compliance with EC's rules, regulations, policies and procedures, Committee members must sign EC's Code of Conduct and Confidentiality agreement and file it annually at the EC office.

INABILITY TO COMPLETE A TERM OF OFFICE

In the event that a member vacates his/her position during his/her term of office, the CEO, on the recommendation of the Committee, may appoint a qualified individual to complete such term.

The Committee and/or the CEO may remove a member from the committee under the following circumstances:

1. A conflict of interest issue arises that cannot be resolved; and/or
2. A member is unable to fulfill his/her responsibilities; and/or



3. A member is in violation of EC rules, regulations, and/or policy.

For policy and process concerning the underlined portion of this section of the TOR refer to the EC Policy and Procedure Manual “Inability to Complete a Term of Office”.