



## HORSE SPORT IRELAND

### HSI Para-Dressage High-Performance Advisory Group Terms of Reference

#### 1. Principle

- 1.1 The purpose of the Para-Dressage High Performance Advisory Group is to act as technical advisors and a sounding board to High Performance Para Dressage Director (HPD), referred to as the **("the High-Performance Consultant")** for the Para Dressage High Performance Programme.

#### 2. Membership

- 2.1 The membership of the HSI Para-Dressage High-Performance Advisory Group, ("the Advisory Group") will be the following five persons **("the Members")** based on having the relevant expertise in the discipline of Para-Dressage and/or high performance and/or the governance of sport.

- 2.2 The membership of the Advisory Group will consist of:

2.2.1	The Chairperson	Appointed by Horse Sport Ireland
2.2.2	One Ordinary Member	The Chairperson of Para Equestrian Ireland, nominated by Para Equestrian Ireland and appointed by Horse Sport Ireland
2.2.3	One Ordinary Member	Nominated by Para Equestrian Ireland and appointed by Horse Sport Ireland
2.2.4	One Ordinary Member	Appointed by Horse Sport Ireland
2.2.5	One Ordinary Member	Nominated by the FEI Para-Dressage Riders Group and appointed by Horse Sport Ireland ("the Athlete Representative")

- 2.3 The **High-Performance Consultant** will attend said meetings of the advisory group and but not hold voting rights.
- 2.4 The Advisory Group may call upon the advice of other experts outside of the group when deemed necessary by the Chairperson from time to time.

#### 3. Term Limits & Appointments

- 3.1 Each member shall serve a term of four years (an Olympic Cycle) from the date of appointment. A maximum of two terms can be served.
- 3.2 Where it sees fit, Horse Sport Ireland may dissolve or reform the Advisory Group or remove members at its discretion. The decision of Horse Sport Ireland is final, and members hold no recourse in respect of same.

- 3.3 A member may be removed by Horse Sport Ireland for misconduct or improper behaviour that compromises the integrity or functionality of the Para-Dressage High Performance Advisory Group.
- 3.4 No substitution or assignment of membership is permitted by members.
- 3.5 Horse Sport Ireland reserves the right to stipulate and apply a gender balance quota in respect to any nomination sought.
- 3.6 Where the Terms of Reference provides for member who is the Chairperson of a nominating body (Showjumping Ireland, Eventing Ireland, Dressage Ireland, Para-Equestrian Ireland) and that individual holding that position is deemed to be conflicted (actual or perceived) by Horse Sport Ireland, then the nominating body will be invited to nominate an alternative member to the Advisory Group.

#### **4. Specific Responsibilities**

- 4.1 The Advisory Group will consider the following key areas within the Para Dressage High-Performance Programme:
- 4.1.1 Advise the High-Performance Consultant on the annual operational priorities, strategies, and performance targets for the overall development of the Para-Dressage programme;
- 4.1.2 Provide expert advice to the High-Performance Consultant on the development and execution of the high-performance strategies to obtain podium finishes at
- CEDI FEI events
  - European Championships
  - World Championships
  - Paralympic Games
- 4.1.3 Provide expert advice to the High-Performance Consultant on the development of Sport Ireland HP investment pathway requirements.
- 4.1.4 Provide input and feedback to the High-Performance Consultant concerning policies, training camps, rules, regulations as arising;
- 4.1.5 Analyse all key performance data available to ensure performance targets are met or require adjustment.
- 4.1.6 Receive and comment on the High-Performance Consultant arising from season activity.
- 4.1.7 Ensure the principles of [Clean Sport](#) are prioritised, promoted and strictly adhered to;
- 4.1.8 Provide technical comment upon selection policies and processes.
- 4.1.9 It is acknowledged that the Advisory Group reserves no power of selection, and this function is exclusively reserved for the High-Performance Consultant, however, the Advisory Group may support and provide feedback to the High-Performance Consultant;
- 4.1.10 The Advisory Group will review the programme spend as against the approved budget and to and input into expenditure as aligned with performance targets.

#### **5. Quorum**

- 5.1 The quorum required for the transaction of the meeting shall consist of at least three [3] members.

#### **6. Administrative Support**

- 6.2 The HSI High Performance Operations Manager or her designate will act as administrative support to the High-Performance Advisory Group.

#### **7. Decisions and voting**

- 7.1 Each question at a meeting shall be determined by consensus, but where in the opinion of the Chairperson, consensus is not possible, the question shall be decided by a majority of the members present and voting on the question and, in the case of an equal division of votes, the Chairperson shall have a second and casting vote.

## **8. Reporting**

- 8.1 The activities of the Advisory Group will be reported by the Head of Sport by way of the quarterly operational report.

## **9. Frequency of meetings**

- 9.1 The Advisory Group will meet as required and determined by the Chair, during the Para-Dressage season.
- 9.2 Meetings will take place via MS Teams or Zoom Platform or where necessary in person, these meetings will, where possible, take place during work hours.

## **10. Code of Conduct**

- 10.1 Each member is bound by the Horse Sport Ireland Code of Conduct for Advisory Group Members appended at **Schedule 1.**

## **11. Conflicts of Interest**

- 11.1 Each member is bound by the Horse Sport Ireland Conflict of Interest/Loyalty Policy appended at **Schedule 2.**

## **12. Social Media**

- 12.1 Each member is bound by the Horse Sport Ireland social media policy at **Schedule 3.**

## **13. Travelling and expenses**

- 13.1 The membership of the HSI Para-Dressage High-Performance Group is voluntary, and no remuneration arises for members.
- 13.2 Members shall be entitled to out-of-pocket expense for their travel to and from official meetings in person, at the standard rate agreed by HSI on the approved expenses form.
- 13.4 Members may also receive out of pocket expenses incurred in attending shows or events that they are specifically asked, in advance, to attend by the CEO. The Policy governing the provision of expenses for such travel is appended at **Schedule 4.**

## **14. Proceedings at meetings**

- 14.1 The respective effectively conduct an Advisory Group meeting a quorum of the members must be present.
- 14.2 The chairperson calls a meeting to order once the quorum is present.
- 14.3 The following steps are applicable:
- i. Where possible meetings should start and end on time. Within this time each agenda item should be dealt with. If not, the Chairperson must decide to hold longer or more regular meetings or defer items to the next meeting.
  - ii. The agenda, draft minutes of the previous meeting, and relevant papers must be circulated in advance of a meeting.
  - iii. The accuracy of the previous meetings minutes must be confirmed by those present at the meeting.
  - iv. On occasions, the members may discuss confidential or sensitive items, the Chairperson should highlight which item they consider confidential/sensitive.

## Appointments of Nominees to High Performance Advisory Groups

- v. Members must keep and store securely all documentation with respect to meetings, correspondence, minutes of the meetings.
- vi. Any advice provided made must always be the best interest of Irish High Performance Programme Equestrian Horse Sport Ireland.
- vii. Members are to seek to speak through the Chair.
- viii. Members must always behave with courtesy and respect towards other members.
- ix. Members who have not attended a meeting cannot re-open discussion at a subsequent meeting. Only members who attend can discuss the minutes of a meeting.

Approved		
Revision Date 1.0		
Revision Date 2.0		



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## **Schedule 1**

### **Code of Conduct for HSI High-Performance Advisory Group Members**

#### **1. Introduction**

- 1.1 This Code of Conduct sets out in written form the agreed ethical standards that inform the conduct of High-Performance Advisory Group Members ("the Members") of Horse Sport Ireland both collectively and individually, in performing their functions and duties.
- 1.2 Horse Sport Ireland encourages 'best practice' through its commitment to providing an environment that demonstrates dignity and respect and understanding for individual's rights, safety and welfare.
- 1.3 The achievement of best practice is reliant upon the adoption of this Code of Conduct by Horse Sport Ireland Members.
- 1.4 This code sets out the standards of conduct and performance for all Members to adhere to.

#### **2. Standards**

- 2.1 The following are the basic standards members are expected to adhere to:
  - 1. Members must be conscious of the fact that as an advisory group member of a Horse Sport Ireland, you are representing Horse Sport Ireland. Consequently, members must display high standards of behaviour.
  - 2. All members are required to act with integrity and must never engage in fraudulent or dishonest activity at any time.
  - 3. Members must always act in the best interest of the Horse Sport Ireland.
  - 4. Members are required to read, implement and comply with the policies and procedures outlined Horse Sport Ireland Safeguarding Policy.
  - 5. Members must demonstrate leadership by promoting and supporting the application of the Code of Conduct.

#### **3. Values**

##### **3.1 Dignity and Respect**

- 1. Members must respect the rights, dignity and worth of each person in their right to self-determination.
- 2. Specifically, members must ensure to treat everyone equitably and sensitively within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, political beliefs or socio-economic status.
- 3. Members should respect one another and expect respect for their worth.
- 4. members must act in a professional and courteous manner and must ensure their actions, words or gestures do not breach the protected areas covered under Equality Acts (Protected areas covered under the Equality Acts are gender, civil status, family

status, sexual orientation, religion, age, disability, race, membership of the Traveller Community).

### 3.2 Commitment

1. members must become familiar with and committed to the responsibilities of the High-Performance Advisory Group.
2. Members must devote sufficient time preparing for and attending meetings. They should attend meetings in a punctual manner and stay present until they conclude.
3. Members must actively participate in members meetings. Members should identify and promptly explicit any actual, potential or perceived conflicts of interests affecting them. Members are bound by the Horse Sport Ireland Conflict of Interest/Conflict of Loyalty Policy. Members are obliged to abide by the decisions of the Advisory Group.

### 3.3 Confidentiality

1. Advisory Group Members by the nature of their work, which they undertake, are privy to considerable information, which may be unproven, sensitive, controversial and of commercial value or/ economic interest.
2. Therefore, it is expected that members shall not disclose to a third party having no direct association with Horse Sport Ireland any information or material obtained by him/her while performing or as a result of having performed any activities for or on behalf of Horse Sport Ireland. This prohibition does not apply to information, which is demonstrably already in the public domain.
3. It is the Member's duty to observe such confidentiality. The restriction shall continue to apply after the expiry of the term.
4. Advisory embers must reach agreement about what is to be regarded as confidential information.
5. Members must only apply information gained as a member to proper purposes and keep this information confidential.
6. members must make themselves aware of the Data Protection Policy for electronically held data and ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained.
7. members must make themselves aware of the EU General Data Protection Regulation (2016/679) and the Freedom of Information Act (2014).

### 3.4 Openness and accountability

1. Members must be open, responsive and accountable to each other, members of staff and other stakeholders about their decisions, actions and work, including their use of Horse Sport Ireland resources, if any.
2. Members must disclose anything in their past which could bring Horse Sport Ireland into disrepute e.g. removal from any previous governance role or membership of organisations which may conflict

with the aims, principles and values of Horse Sport Ireland.

### 3.5 Integrity

1. Members are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of Horse Sport Ireland.
2. The Members as a collective must act in the best interests of Horse Sport Ireland in their dealings with stakeholders and ensure that Horse Sport Ireland is represented fairly and in balanced manner with regard to any representations made.
3. Members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or individual.

## 4. Communication

1. Each member agrees to keep all deliberations at the meetings strictly confidential.
2. With regard to High Performance Advisory Groups all official communication with international athletes with regard to selection will be through the High-Performance Consultant unless a member is so delegated to make a specific communication to an athlete(s) by the High-Performance Consultants.
3. All communications with HP athletes in relation to other matters should be through the High-Performance Consultant, the CEO, Equestrian Sport Manager or whoever they delegate to communicate with the riders. All official communication with the media shall be through Horse Sport Ireland. Members shall not comment to the press on any matters in relation to the High-Performance squad unless so delegated by the CEO of Horse Sport Ireland. Neither shall they provide off the record briefings or comments to Journalists.

## 5. Abuse of Privilege

1. Members should avoid the use of their position as a member of the Advisory Group members to seek any undue advantage for themselves, family member or associates.
2. Members will have access to contact information and must only use this to contact athletes/stakeholders with information relating to Horse Sport Ireland activities.
3. Members who fail to abide by the Code of Conduct shall be removed from the Advisory Group.

**To be part of a Horse Sport Ireland High Performance Advisory Group it is a requirement to read, agree to and sign this document.**

### Statement of acceptance

I have read and understood the above Code of Conduct. I agree to abide by the standards set in the code.



Signed:

Name (please print) .....

Date .....

## Schedule 2

### Horse Sport Ireland Conflicts of Interest & Conflicts of Loyalty Policy

#### 1. Introduction

Horse Sport Ireland as a publicly funded organisation is accountable to its Stakeholders for its actions. Horse Sport Ireland business which must be undertaken in a way that is transparent and guards against potential, actual or perceived conflicts of interest or conflicts of loyalty, influencing the outcome of decisions. Advisory Group Member

This Policy is designed to ensure, that Advisory Group Members Advisory Group Member engaged in different business or other activities, involving a conflict of interest or conflict of loyalty, carry on those activities at a level of independence and impartiality.

#### 2. Definitions

Horse Sport Ireland understand a conflict of interest as one that arises when private interests compete with a Advisory Group Member Advisory Group members duties to act always in the best interests of the organisation.

We understand a conflict of loyalty is where an Advisory Group members may be involved in decisions and may be (or perceived to be) potentially influenced by considerations other than the best interests of the organisation. This might happen when the Advisory Group Member has come onto the Group as a nominee of a particular organisation e.g., affiliate, or retain a particular sectoral interest. This situation may possibly cause the member to think that they should act in the interests of the grouping that nominated them. However, in all cases, regardless of how they got onto the Advisory Group Member Advisory Group, all members should act in the interests solely of Horse Sport Ireland, rather than acting in the interests of the grouping that nominated them.

#### 3. Types of Conflict

For the purposes of identifying the types of conflict of interest that arise in the course of the organisations activities and whose existence may damage the interests of Horse Sport Ireland, the Horse Sport Ireland takes into account, by way of minimum criteria, the following situations:

- a. that Advisory Group Member is likely to make a financial gain, or avoid a financial loss, at the expense of Horse Sport Ireland;
- b. that Advisory Group Member has an interest in the outcome of a service or an activity provided to Horse Sport Ireland; or of a transaction carried out on



- behalf of the Horse Sport Ireland, which is distinct from Horse Sport Ireland's interest in that outcome;
- c. that an Advisory Group Member has a financial or other incentive to favour the interest of another member or organisation over the interests of the Horse Sport Ireland;
  - d. that an Advisory Group Member receives or will receive an inducement in relation to services provided to Horse Sport Ireland, in the form of monies, goods or services;
  - e. that an Advisory Group Member is voting in relation to a contract or potential contract which involves someone connected to the Advisory Group Member (i.e. child, spouse, related Company);
  - f. that an Advisory Group Member is involved in a transaction with another Advisory Group Member of Horse Sport Ireland;
  - g. that an Advisory Group Member is involved in horse ownership within the programme.

Horse Sport Ireland when identifying the types of conflict of interests or conflicts of loyalty, takes into account the interests of Horse Sport Ireland and the duty of the Horse Sport Ireland towards its stakeholders. Advisory Group Members are obliged to declare their interests when an actual, potential or perceived conflict of interest or conflict of loyalty arises.

#### **4. Disclosure**

Where any Advisory Group Member faces an actual, potential or perceived conflict of interest or conflict of loyalty, including those outlined above and is personally involved or is related to any person who may be the subject or have a direct involvement in a matter, that Advisory Group Member shall disclose to Horse Sport Ireland the fact of that relationship and the nature thereof at the commencement of the meeting where the matter is considered.

Once a disclosure is made at the Advisory Group Members meeting the procedures as outlined in Article 5 below will apply. Failure to disclose an interest in accordance with this policy may result in removal of that Advisory Group Member from the Group.

#### **5. Meeting Procedures**

Below are the steps to be taken when a potential conflict of interest or loyalty arises:

- a. Each Advisory Group Member must advise the Chairperson, if they believe they have a conflict of interest or loyalty on a matter to be decided on at a meeting. This declaration must be completed at the outset of the meeting.
- b. Any Advisory Group Member who feels there is a potential conflict of interest or loyalty that is not being declared should raise this for discussion. Where a question arises as to whether or not a case relates to the interests of a Advisory Group Member or a person or body connected with that Advisory Group Member, the Chairperson of the Advisory Group should determine the question.
- c. If the Advisory Group decides that there is no conflict of interest or loyalty, the meeting proceeds as normal.

- d. If the Advisory Group decides that there is a conflict of loyalty, this will be minuted and the meeting proceeds as normal.
- e. If the Advisory Group decides that there is a conflict of loyalty that is serious enough to warrant being a conflict of interest, it will be treated as such.
- f. If the Advisory Group decides that there is a conflict of interest, the Advisory Group Member (s) in question must temporarily leave the meeting at which the matter is being decided upon.
- g. On return, the Advisory Group Member (s) should be told what decision was reached.
- h. Conflicts of interest & Loyalty are recorded in the minutes of the meeting.
- i. Thereafter, declared conflicts of interest & conflicts of loyalty are recorded on the Conflicts Register.

## 6. Review

This policy will be reviewed in three years or sooner if circumstances change.

## 7. Amendments/Interpretation

This Policy may be amended by Horse Sport Ireland as it deems appropriate. Horse Sport Ireland will be the ultimate authority with respect to the interpretation and implementation of this Policy.

## 8. Disclaimer

Horse Sport Ireland believes all material produced for this publication is correctly and accurately researched. However, we give no warranty in relation thereto and disclaim liability for all claims against the organisation its employees or any person associated, which may arise from any material contained within its pages that may be challenged by any persons.

### Schedule 3 Horse Sport Ireland social media Policy

## 1. Introduction

Social media gives individuals, groups, organisations and businesses the opportunity to instantly share information with online communities. Blogs, forums, social networking and video sharing sites are the most popular types of social media sites, however, any forum which allows a user to upload and share information is considered part of the social media space. It is also important to note that information that is shared need not be written; it could take the form of an image or audio-visual material.

Horse Sport Ireland supports the use of social media as a timely and effective method of communication. In addition to engaging with stakeholders in the equestrian community, social media can help the organisation reach members of the broader public and traditional media. Horse Sport Ireland proactively seeks positive media coverage and does so for the benefit of all its stakeholders. Traditionally this media coverage has been through TV, radio and print media outlets however the rise of social media has widened this landscape.

Whilst social media provides Horse Sport Ireland with a great opportunity to raise equestrian's profile and reach new audiences, it also has the potential to harm the reputation of the organisation and its stakeholders. It is crucial therefore that all Horse Sport Ireland '*persons bound*' are aware of the implications of using social media.

The purpose of this document is to provide '*persons bound*' with guiding principles for using social media. Horse Sport Ireland encourages anyone bound by this policy (refer to section 2 – Policy Application) to use social media within the parameters outlined in this policy. Please note, this policy should be read in conjunction with the Horse Sport Ireland General Rules.

## 2. Policy Application

This policy applies to licensed Athletes, High Performance Advisory Group Members, High Performance Team Managers, High Performance Coaches, IRL National Federation Officials, (including Veterinarian Officials), Board Advisory Group Members, Committee Members, HSI Service Providers, Parents of youth licensed Athletes, Volunteers, and associated interested persons. .

Horse Sport Ireland '*persons bound*' have the opportunity to act as ambassadors for the organisation, simply by maintaining an online presence.

All forms of social media activity are covered under this policy, including, but not limited to:

- Creating and maintaining social or business networking sites such as Facebook, Twitter, LinkedIn;
- Sharing audio-visual content on sites including Flickr, Instagram and Pinterest (photo sharing) and YouTube and Vimeo (video sharing) and Snapchat;
- Authoring, Administrating and commenting on blogs or forums

## 3. Core Principles

Persons bound by this policy should be mindful that information shared on social media appears in public so careful consideration should be given to content before it is posted. Never forget that information shared within online communities could have implications for the sport and those associated with it. Information which is shared online can be difficult to retract. A representative might be able to remove his/her original comments however the very nature of social media encourages a person to share information which makes it difficult to know where the information they post finishes up. Persons bound by this policy should assume that all posts and information they share via social media can be traced back to them. Adhering to this Policy, Horse Sport Ireland will ensure its reputation is protected.

- Persons bound by this policy should ensure that comments made on social media should
  - a. *Respect the rights, dignity and worth of others;*
  - b. *Refrain from any form of harassment of others;*
  - c. *Refrain from any behaviour that may bring Horse Sport Ireland into disrepute;*
- Persons are advised to view the applicable Horse Sport Ireland Codes of Conduct in conjunction with this Policy;

- Comments which are contrary to the spirit and integrity of sport will not be tolerated. Persons bound by this policy who share information online should consider themselves representative of the organisation and must never reveal confidential or sensitive information that could jeopardise Horse Sport Ireland's relationships with its commercial or government funding partners;
- Personal sites, blogs and accounts that have a Horse Sport Ireland 'look and feel' and could be perceived as being Horse Sport Ireland is strictly prohibited;
- Please note: athletes, coaches, officials and other representatives that are selected on other teams and participate in major events such as the Olympic Games and Paralympic Games should also adhere to the guidelines imposed by the governing bodies of those organisations.

#### 4. Horse Sport Ireland Social Media Platforms

Horse Sport Ireland recognises that members of the public are entitled to voice their opinion and welcome engagement through the Horse Sport Ireland social media platforms. These social media platforms include but are not limited to: *Team Ireland Equestrian - Facebook, TIE Twitter, TIE Instagram, the Irish Sport Ireland Facebook, the Irish Horse Gateway Facebook/IHG website and the Horse Sport Ireland Facebook.*

However, Horse Sport Ireland will not tolerate any of the following on its social media pages and comments, images, videos and other material which are posted on these platforms will be removed if found to be:

- Defamatory material*
- Material infringing copyright or intellectual property rights*
- Material in breach of privacy or confidentiality obligation*
- Offensive, obscene or sexual material*
- Threatening, abusive or insulting statements likely to stir up hatred*

#### 5. Breach

Where it is alleged that a 'person bound' by this policy violates any of the core principles as stated above, the Horse Sport Ireland CEO has the right to issue this individual with take-down notice with immediate effect. An individual who refuses to comply with a take-down notice may be referred by the CEO to the HSI Disciplinary Officer for further investigation and possible referral to the Horse Sport Ireland Disciplinary Committee pursuant to the HSI General Rules. Further, Horse Sport Ireland reserves all rights to take direct legal action where appropriate.

#### 6. Legislation

As with any form of public communication, online communication can also be subject to legislation including but not limited to the Defamation Act 2009 and the Prohibition of Incitement to Hatred Act 1989. Persons bound by this policy should be mindful that unsubstantiated claims, false statements, defamatory, offensive and threatening comments could lead to litigation and or prosecution.

#### 7. Amendments/Interpretation

This Policy may be amended by Horse Sport Ireland as it deems appropriate. The Board of Horse Sport Ireland will be the ultimate authority with respect to the interpretation and implementation of this Policy.

#### 8. Disclaimer

Horse Sport Ireland believes all material produced for this publication is correctly and accurately researched. However, we give no warranty in relation thereto and disclaim liability for all claims against the organisation its employees or any person associated, which may arise from any material contained within its pages that may be challenged by any persons.

## 9. Conclusion

Horse Sport Ireland understands that social media is a new method of communication and as such encourages all persons bound by this policy to seek clarification from the Horse Sport Ireland Marketing Department if they are unsure what constitutes appropriate and inappropriate content.



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#### **Schedule 4** **HSI High Performance Committee** **Volunteer Expense Policy**

Please be advised of the following expenses/allowances that apply to nominated voluntary unpaid members of the HSI High Performance Advisory Groups. Please note that High Performance Consultants are dealt with separately pursuant to their service provision arrangements. The expenses as specified below may be claimed by nominated members to the HSI HP Advisory Group who provide time on voluntary and unpaid basis.

Please be advised that the funding of such claims is drawn from the High-Performance Funding allocation for the specific discipline.

#### **1. Individuals carrying out work on a voluntary and unpaid basis:**

Revenue guides that the reimbursement of expenses of travelling and subsistence to individuals who work on a voluntary and unpaid basis for organisations whose functions and aims are both altruistic and non-commercial (for example, voluntary unpaid workers working for sports bodies, etc.) may be paid tax-free provided the expenses of travelling and subsistence -

- (a) merely put the unpaid individual in a position to carry out his/her work; and
- (b) no more than reimburse the individual the expenses actually incurred by him/her and do not exceed what are known as the Civil Service rates for reimbursement of expenses of travelling and subsistence.

Please note Revenue deem that a person is not considered a volunteer if they are in receipt of any paid services from Horse Sport Ireland i.e., from any activity of HSI.

#### **2. Attendance at Advisory Group Meetings (in person)**

Attendance at officially convened advisory group meetings held at Horse Sport Ireland office, Naas, Co Kildare. The following kilometrage allowance will apply.

<b>Motor Travel Rates per kilometre</b>				
<b>Distance Bands</b>		<b>Engine Capacity up to 1200cc</b>	<b>Engine Capacity 1201cc to 1500cc</b>	<b>Engine Capacity 1501cc and over</b>
Band 1	0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

\* KM thresholds and associated rates for official motor travel in a calendar year.

#### **3. International Travel**

Where Advisory Group Members have been officially requested by Horse Sport Ireland to attend official FEI competitions/events abroad the following daily allowances shall apply: -

UK	Stg 46.57
BELGIUM	€64.40
CZECH Republic	972.38 korunas
FRANCE	€65.33
GERMANY	€58.83
HUNGARY	16,001 forints
ITALY	€86.67
NETHERLANDS	€74.93
POLAND	393 zlotys
PORTUGAL	€60.33
SPAIN	€81.32

Other countries are available upon request from the HSI Finance Dept.

Note: For the avoidance of doubt, the daily allowance shall apply for actual attendance within the following parameters.

1. From the date of trot up to the finishing date of the Irish team participation in the relevant discipline.
2. Viewing/Training Days in Ireland
3. Where advisory group members have been officially requested to attend the respective FEI event/viewing/training days the following daily subsistence allowance shall apply, where food is not supplied at the expense of HSI: €33.61 per day (10 Hours or more)

#### **4. To Claim Expenses**

Please note that approval for attendance at any of the above must be obtained in writing and in advance from the CEO of Horse Sport Ireland.

Please contact the relevant HP Programme Executive. Expenses claimed are subject to the approval of the CEO. HSI shall not be liable to any expenses where approval has not been obtained in advance or that are out of scope of this policy. HSI reserves the right to change this expense policy at any time.