



## Coaching and Education Advisory Forum Terms of Reference

### 1. Principle

The purpose of the Coaching and Education Advisory Forum (**"the Advisory Forum"**) is to act as a ready exchange of ideas and stakeholder collaboration for the development of an educational framework in equestrianism which complements the existing coaching pathways and advise on the programmes required to complete this objective.

### 2. Membership

- 2.1 The membership of the Coaching and Education Advisory Forum will be the following seventeen persons (**"the Members"**) based on having the relevant expertise in equine coaching and education. The nominating bodies can be updated at any time.

2.2.1	One Member	Ordinary	Nominated by the Royal Dublin Society and appointed by Horse Sport Ireland
2.2.2	One Member	Ordinary	Nominated by the Show Jumping Ireland and appointed by Horse Sport Ireland
2.2.3	One Member	Ordinary	Nominated by the Eventing Ireland and appointed by Horse Sport Ireland
2.2.4	One Member	Ordinary	Nominated by the Dressage Ireland and appointed by Horse Sport Ireland
2.2.5	One Member	Ordinary	Nominated by Irish Pony Club and appointed by Horse Sport Ireland
2.2.6	One Member	Ordinary	Nominated by Irish Pony Society and appointed by Horse Sport Ireland
2.2.7	One Member	Ordinary	Nominated by Association of Irish Riding Establishments (AIRE) and appointed by Horse Sport Ireland
2.2.8	One Member	Ordinary	Nominated by Association of Irish Riding Clubs (AIRC) and appointed by Horse Sport Ireland
2.2.9	One Member	Ordinary	Nominated by Teagasc and appointed by Horse Sport Ireland
2.2.10	One Member	Ordinary	Nominated by Sport Ireland Coaching and appointed by Horse Sport Ireland
2.2.11	Three Members	Ordinary	Nominated by each Third level Institutes with equine science/business programmes (UL, UCD, MU) and appointed by Horse Sport Ireland
2.2.12	One Member	Ordinary	Nominated by NI CAFRE and appointed by Horse Sport Ireland
2.2.13	One Member	Ordinary	Nominated by Gurteen Agricultural College and appointed by Horse Sport Ireland
2.2.14	One Member	Ordinary	Nominated by Kildalton Agricultural College and appointed by Horse Sport Ireland
2.2.15	One Member	Ordinary	Nominated by Irish Equine Veterinary Association and appointed by Horse Sport Ireland

### **3. Term Limits & Appointments**

- 3.1 Each member shall serve a term of three years from the date of appointment. A maximum of two terms can be served.
- 3.2 Membership of the Advisory Forum by any individual member will be considered vacated, if the Member:
  - 3.2.1 Is directly or indirectly interested in any contract or proposed contract with Horse Sport Ireland and fails to declare the nature of her/his interest;
  - 3.2.2 Resigns by notice in writing to the Company;
  - 3.2.3 Fails to attend three consecutive meetings of the Forum and the Forum resolve that he or she be removed for this reason;
  - 3.2.4 the health of the Member is such that he or she can no longer be reasonably regarded as possessing an adequate decision making capacity;
  - 3.2.5 holds any office or place of profit within Horse Sport Ireland beyond the extent permitted by Article 8 of the Memorandum of Association;
  - 3.2.6 Ceases to be a Director of any other Company under any provision of the Companies Act 2014, or becomes prohibited by law from being a director of Company;
- 3.3 No substitution or assignment of membership is permitted by members.
- 3.4 In line with Government Policy on ensuring gender balance, Horse Sport Ireland reserves the right to stipulate and apply a gender balance quota in respect to any nominations sought. To that end, each nominating organisation must nominate a male and a female candidate for consideration by Horse Sport Ireland who will select candidates on basis on ensuring at least 40% gender balance across the Advisory Forum.
- 3.5 The Advisory Forum shall elect a Chairperson from within its own number who shall act as Chairperson of the Advisory Forum.

### **4. Specific Responsibilities**

- 4.1 In fulfilling its role, the Advisory Forum will provide the following support to Horse Sport Ireland :
  - 4.1.1 To act as a key forum to enable the ready exchange of ideas, stakeholder collaboration and information between recognised Affiliates and stakeholders, and provide opportunities for cross fertilisation.
  - 4.1.2 To advise on priority areas and topics – the development of new priority areas, the recommended actions or interventions to be taken to address priorities, and when to cease or reduce investment in existing areas.
  - 4.1.3 To advise on key policies and practices that will shape the environment and sustainability agendas of sport horse breeding in Ireland (nationally and internationally) over the long-term.
  - 4.1.4 To advise on areas where Horse Sport Ireland should be taking a lead, facilitating or convening within the industry in the context of equestrian coaching and education.
  - 4.1.5 Analyse any industry data available to ensure targets are met or require adjustment.
  - 4.1.6 To make recommendations with regard to the best use of funding vis-à-vis programmes and initiatives, including but not limited to key investments and strategic coaching and education projects.

- 4.1.7 Pursuant to the Horse Sport Ireland Constitution and Board Terms of Reference, the Advisory Forum will nominate four candidates (two male & two female) for consideration as a director of Horse Sport Ireland.

## **5. Quorum**

- 5.1 The quorum required for the transaction of the meeting shall consist of at least 10 members.

## **6. Administrative Support & Attendance**

- 6.1 The Chairperson of Horse Sport Ireland, the CEO of Horse Sport Ireland, or any other HSI employee or HSI Contractor designated by the CEO, relevant to the work of the Committee may attend for all or part of the meetings.
- 6.2 The CEO shall designate an appropriate HSI staff member(s) to provide administrative services to the Committee.
- 6.3 The persons listed at Art.6.1 and 6.2 shall have no voting rights.

## **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 Forum will be reported to the board the CEO or his/her nominee by way of the quarterly operational report.

## **9. Frequency of meetings**

- 9.1 The Advisory Forum will meet as required and determined by the Chairperson, with a maximum of four meetings per year.
- 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 Forum 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. Remuneration**

- 13.1 The membership of the Advisory Forum is voluntary and no remuneration arises for members. Members will have no entitlement to expenses from Horse Sport Ireland, and should agree with their nominating body whether expenses will be paid by their respective nominating body. Members, including the Chairperson, will have no entitlement to expenses from Horse Sport Ireland to attend other meetings outside of the Advisory Forum.

#### **14. Proceedings at meetings**

14.1 In order to effectively conduct an Advisory Forum 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.
- 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 the breeding and production initiatives of 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.

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