

# A Life With Horses Starts Here.

Pony Club Australia is the national governing body for Pony Club in Australia

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19 May 2026

## TERMS OF REFERENCE: EVENTING SUB-COMMITTEE

### REPORTS TO

Pony Club Australia Chief Executive Officer (CEO)

### PURPOSE

The Eventing Sub-committee drives the development of the discipline of Eventing across the organisation.

### STRATEGIC RESPONSIBILITIES

- Promote the discipline of Eventing across Australia, providing exciting and accessible competitions.
- Develop and maintain the rules of competition for Eventing in Australia.
- Develop and maintain training programs in conjunction with state Eventing committees (if applicable) which help riding members to stay actively involved with Eventing for their lifetime and help develop our riders at all levels of the organisation.
- Assist with the development and maintenance of training programs to increase participation in coaching programs providing consistency in coaching and the development of riders.
- Assist with the development and maintenance of training programs which create easy pathways for members to become officials and provides consistency in the provision of the sport.
- Ensure all training maintains a focus on providing a safe and inclusive environment within the discipline of Eventing.

### ROLE & DELEGATION

**The Sub-committee has responsibility for:**



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- Update, refine and maintain the discipline rules for the sport of Eventing, to be used by all levels of the organisation.
- Support the development of games coaches and officials across Australia in line with the broader national strategies.
- Support the development of participation in the discipline of Eventing in line with the broader national strategies.
- Assist to develop challenging and enjoyable competition programs at National Championships within the scope provide by the National body.
- Provide input into the running of National Championships to assist with providing a quality competition for Eventing at National level.
- Develop and maintain a strategic plan to develop the sport of Eventing across Australia.

## SUB-COMMITTEE STRUCTURE & APPOINTMENT

### The team will consist of:

- One representative for each state.
- Nomination will be open to any member of the state but must be endorsed by the State.
- Each representative will be eligible to serve on the committee for a two-year period and up to three consecutive terms. (Total of six years)
- State Representative terms will be staggered to ensure continuity of representation and maintenance of institutional knowledge.
- Where a nomination is not received from a State, the committee can fill the vacancy with a suitably qualified member from that State.

### Nominations

- Nomination will be called in April each year and the committee ratified by the PCA Board each May.

### Committee Rotation Schedule

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QLD/TAS	NSW/SA	VIC/WA/NT
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## CHAIR

The Chair is appointed to the committee by the CEO.

- If the Chair is absent the meeting will be rescheduled or abandoned.

## OPERATION OF THE COMMITTEE

### Meetings called by

- The Chair must call meetings, or a meeting may be requested by a committee member through the Chair.

### Meeting Frequency & Number

- The committee must meet at least 4 times a year but may meet more often.

### Meeting Attendance

- All those nominated to the committee or invited to attend by the committee may attend a meeting.
- Meeting attendance or non-attendance must be recorded in the meeting minutes.
- If a member is absent from 3 consecutive meetings the committee may vote to have the committee member removed and call for nomination to fill the vacancy.

### Quorum

- 50% plus 1 must be in attendance at meeting for decisions to be made.
- Meetings can be held without a quorum present however decisions will not be made at these meetings.

### Committee Member Confidentiality

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- All members agree to keep the confidence of the meeting, ensuring no one's name is put to comments at the meeting and significant decision making is not discussed outside of the meeting until a final decision is made and formally communicated.
- All committee members agree to support majority decision and will not undermine the meeting by talking against decisions made in the committee meeting.
- All committee members will sign a confidentiality agreement and agree if it is breached, they may be asked to resign the committee

### Committee Code of Conduct

- All members agree to treat every member of the committee with respect, no idea will be spoken poorly of, no threats, rude language or name calling will be tolerated.
- All committee members will be required to sign a Committee Code of Conduct and agree any breaches of this Code of Conduct may result in resignation or removal from the committee.

## REPORTING

### The Eventing Sub-committee will provide:

- Minutes of the meeting to the CEO.
- A meeting report to the State Presidents, CEO/State Office and State Eventing Subcommittees.

## REVIEW & ASSESSMENT OF THE COMMITTEE

- The committee must undertake an annual review of its performance against the strategic plan and report back on its success and areas for improvement or future directions to achieve strategic objectives.