



Jumping SA

Committee Functions, Guidelines & Policies

Jumping SA - Committee and Functions

Name of document	Jumping SA – Committee and Functions
Version	Version 10.03
Created/Reviewed	Equestrian South Australia – Jumping SA Discipline Committee
Date of next review	January 2023
Approved	ESA Board
Date	11/01/2022

Revision History		
Version	Date	Reason for change
1.0	December 2010	Initial version
2.0	November 2011	
3.0	November 2012	
4.0	November 2013	
5.0	October 2014	
6.0	September 2016	
7.0	July 2017	
8.0	March 2018	
9.0	January 2021	
10.04	January 2022	Complete review of document

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1 DESCRIPTION – JUMPING SA COMMITTEE

The role of the Equestrian South Australia (ESA) Jumping Committee (Jumping SA) is to manage and promote jumping on behalf of the ESA Board within South Australia.

This document should be read in conjunction with the ESA Constitution and the ESA Discipline Committee By-Laws. This document will be interpreted in the same manner as the Constitution and in accordance with it. In this document, all words or phrases defined in the Constitution and the ESA Discipline By-Laws have the corresponding definition.

1.1 STRUCTURE of COMMITTEE (Refer ESA Discipline Committee By-Laws)

Each committee will comprise a minimum of 5 and a maximum of 12 Individual Members (excluding the ESA Chair and ESA Executive Officer), being:

- A maximum of nine people appointed by the Board from nominations received following a process to be set by the Board.
- Up to three people co-opted by the Committee members, subject to at least five elected members being on the Committee.
- Where the jumping athletes elect an athlete to represent them, the Jumping SA Committee may choose to co-opt the Athletes' (Riders') Representative on to the Committee with voting rights.

1.2 Sub Committees

Sub-Committees may be formed from time to time for special events or reasons, however they will only be in force until the event is concluded, or 1 year from its formation unless otherwise stipulated by the Committee.

The Jumping SA Committee may appoint sub committees to act as the Officials' Accreditation Panel Selectors Panel; Program Approval Panel; and others as necessary.

A written report, when appropriate, from all sub committees is to be presented at all ordinary meetings of the Jumping SA Committee.

2 Functions and Responsibilities of Committee

The Jumping SA Committee is responsible to the ESA Board for the following functions:

- promoting and developing Jumping from junior to national level in South Australia and implementing Equestrian Australia policy and rules applicable to the discipline.
- establishing a strategic plan for the discipline within guidelines provided by the Board from time to time.
- appointment of working parties to conduct at least one State Championship event or one showcase event annually.
- selection and training of state squads; in association with EA and ESA policies.
- appointment of State Jumping Selectors to a State Jumping Selectors Panel
- recruitment, training, and appointment of adequate numbers of qualified national officials, who must be members of ESA.
- appointment of members to management and technical positions in the manner set out by the Committee in conjunction with the Executive Officer (EO).
- conducting meetings as it determines necessary for the conduct of business or as directed by the ESA Board.
- providing of copies of meeting minutes to the Executive Officer within 14 days of the completion of each meeting. The form and manner of minutes will be determined by the ESA Board.

- provide an annual report to the Board by July 30th of each year.
- appointing one or two representatives to attend an open forum conducted with the Board at least annually on dates agreed by the Board.
- to engage in fundraising activities, as approved by the EO, to assist the discipline development.

2.1 Financial management

This section must be read in conjunction with the ESA documents 'Discipline Committee Bank Accounts' and 'ESA Delegations of Authority Policy'.

- The Jumping Committee funds will remain in the Jumping SA bank account to be expended in accordance with the Jumping SA budget.
- The Committee is responsible for developing an annual budget for the discipline's funds, to be approved by the ESA Board, and management of funds within the approved budget. The discipline budgets must be submitted to the ESA Office by 30th April each year.
- The EO will notify both the Jumping SA Committee and FARMC of any funds exceeding budget.

2.2 Chairperson

This office is appointed from within the Committee. Such appointment is for a one-year term (appointed after the AGM or at the Committee's next meeting) and may be renewed but must be within the rules of the ESA Constitution.

The Chairperson plans, prepares and directs meetings of the Jumping Committee. Ensures all actions are completed within nominated time frames and generally carries out a leadership role in the administration of jumping in South Australia.

The Chairperson has the following duties:

- Approves the agenda.
- Attends and chairs the meetings.
- Ensures all actions arising from the meetings are completed within the nominated time frame.
- May take part as an ex officio member with voting rights on all jumping sub-committees.
- Plays a major leadership role in policy making and planning. It is essential the Chairperson is available to all committee members for regular communication.

2.3 Committee Members

Other than co-opted members, all members shall be appointed to the Committee for a period of three years, unless otherwise set out in the Discipline Committee By-Laws or determined by the Board. Co-opted members may only be co-opted for 12 months from the date of formal notification to the ESA Board. Co-opted members can only serve for two consecutive terms.

Commitment

Committee members are expected to accept a range of duties and responsibilities. It is expected that members be committed to working for and making a substantial contribution to jumping in South Australia. It is the responsibility of this Committee to ensure that the objectives, aims, and operational activities are achieved.

Responsibilities

Committee members are responsible to the general membership for their conduct, decision making and performance.

Adequate preparation for every meeting is expected. Members must have studied the previous minutes and considered agenda items. Members are expected to have available appropriate information to assist with decision making, e.g., previous minutes, FEI jumping rules, National Jumping rules, and this document.

The interests of all jumping members should be considered prior to casting a vote. Committee members **must** vote in the best interests of South Australian Jumping.

Members must be prepared to be active in sub-committees or special projects on behalf of the Committee.

Qualities of Committee Members

- Adequate knowledge of meeting procedure.
- Good working knowledge of FEI & EA National Jumping Rules.
- Experienced organisational and administrative roles in conducting jumping events.
- Good oral communication skills

2.4 Individual Committee Roles

The jumping committee may appoint members of the Committee, or where appropriate persons from outside the committee to manage and report on the following portfolios as required:

2.4.1 Secretary

The Secretary is responsible for the management of correspondence and the flow of information to and from the Jumping SA Committee. The Secretary will take minutes at Jumping SA Committee meetings and distribute them to the EO and Committee members after approval by Chairperson.

2.4.2 Treasurer

The Treasurer is required to manage the Committee's financial affairs in conjunction with the EO and ESA Accounts Officer. The Treasurer will be recommended to the Board for access to the Jumping SA bank account. The Treasurer's duties include:

- Preparation of periodic financial reporting for presentation to the Jumping SA Committee.
- Management and reporting of the financial matters for Championships and special events.
- In conjunction with the Committee members, to prepare the annual budget.
- Co-ordinate the preparation of disbursement and acquittal reports for grant funding which may be provided to the Committee from time to time.

2.4.3 State Jumping Awards Coordinator

The Jumping Committee manages a series of awards, including the Balharry and Fosters Cups and State Leagues. The jumping committee may appoint a person who will be responsible for the collation and preparation of up-to-date scores for presentation to the Committee and publication on the Jumping SA web page.

2.4.4 Event Liaison Officer

The communication and assistance to jumping clubs and agricultural shows is vitally important. Assistance is regularly required with programming, rules and obtaining suitable officials. The Jumping SA Committee may appoint a liaison officer(s) to assist/guide jumping clubs and agricultural show convenors in preparing for their event. The liaison officer will also provide advice and reference material to promote their event.

2.4.5 State Squad Coordinator

The Jumping SA Committee may create state jumping squads to develop horse and athlete combinations for State and National team competitions. Squad sub-committee members may be appointed to develop a training program, recommend coaching clinics, and assist squad members with their development. The State Squad Coordinator is the liaison officer between the Committee and the squad members. The State Squad Coordinator will obtain details of fees for coaching and venue hire before making recommendations to the jumping committee to conduct clinics.

2.4.6 Web Page & Membership Communication

The Committee recognises the importance of communicating information to the members in a timely manner. The Committee may appoint a member as communication officer to liaise regularly with the ESA Office to ensure relevant information is made available on the ESA Jumping web site. This member may also prepare articles on behalf of the jumping committee for publication in the ESA Quarterly Newsletter E-mag. The article must be approved by the Jumping SA Chair, or delegate, prior to publication.

2.4.7 Jumping Riders' Representative

Engaging with the jumping athletes is important to the jumping committee. The JSA Committee encourages SA athletes to elect one of their number to represent them on the JSA Committee. The Jumping Riders Rep must conduct a riders' meeting at least twice yearly to update members on "jumping" issues and gather input from athletes for the JSA Committee to consider.

The Riders' Representative will automatically be a co-opted member of the JSA Committee.

2.4.8 Media and Publicity Officer

Critical point. ESA communications policies must be strictly adhered to. These include Delegation of Authority Policy; Social Media Policy; Child Protection Policy and Member Protection Policy

Promotion of appropriate jumping competitions or competitor information of interest is important. The Committee may appoint a Media and Publicity Officer to collect and collate details of all State squad athletes for media and commentators as appropriate. The Media and Publicity Officer will provide significant competition results to the media in a timely manner. The Media and Publicity Officer will assist media representatives to obtain interviews when sought.

2.4.9 Fundraising Officer

The jumping committee may appoint a Fundraising Officer. The Fundraising Officer function is to drive the Jumping SA processes for obtaining sponsorship and raising funds from other initiatives.

2.5 SA State Jumping Selectors Panel

The Jumping Committee may choose to appoint a panel of four Selectors for a two (2) year term commencing Jan 1 in the following year.

The Chairperson of the Jumping Committee is by virtue of office the Chairperson of the State Jumping Selectors Panel. The Chairperson of the Jumping SA Committee may delegate this responsibility to another member of the Jumping SA Committee. The Chairperson of the Jumping SA Committee will notify all squad members of all additions and omissions.

The selectors work together to identify teams for major competitions, by attending events, and assessing performances. Selectors are also involved in the selection of individual competitors and/or teams for other competitions (e.g., Competitions on borrowed horses) as required.

Selectors also identify and select elite and talent squads, in accordance with the selection criteria and policy document of the Jumping SA Committee.

The Selectors will always comply with all policy directions of the Jumping SA Committee

The Selectors will monitor individual performances of athletes and their horses for inclusion on State Squads and State Teams competitions. Ideally Selectors should be present at most competitions in SA, in particular those competitions holding championship title events and classes that accrue points for overall annual awards such as the Balharry and Foster's Cup.

The role will also include assisting the Jumping Squad Coordinator with squad activities; selection and recommendation for other events/activities relevant to the sport such as selection of Youth Development Scholarship finalists.

The Selectors will meet during each year to update Squads and make selections for key Teams competitions such as State Championships, Australian Championships and Junior/Young Rider Festivals.

The Selectors will report to the Jumping SA Committee via the Chairperson of Selectors.

2.5.1 Appointment Procedure

The State Selector positions will be advertised to the SA Jumping community bi-annually. Any interested candidates who satisfy the set criteria are welcome to submit an expression of interest application to the Jumping SA Committee. The role description and application form will be made available when advertised and will follow the criteria at 'The Person – Qualifications and Experience' below.

- Members of the State Jumping Selectors Panel will be elected for a term of two years commencing 1st January in even years of each year.
- The outgoing Panel will remain in office until such time as the new Panel is formed and ratified by the ESA Board.
- The Jumping SA Committee will call for nominations from the general membership. Applicants must complete a nomination form and forward together with their resumé and other supporting documentation to the Jumping SA Chairperson (or delegate) by the required date.
- The appointment process will be as per EA National High Performance Position Appointment & Procedures Policy guidelines.
- If a selector steps down during the term, nominations will be called from the membership as per the normal appointment procedure or if a replacement is urgent, an interim appointment can be made by the Jumping SA Committee until such time as the normal appointment procedure can be undertaken.

2.5.2 The Role - Primary purpose:

- Select horse and athlete combinations for team or individual entry in South Australian; Interstate and National Jumping events and Championships according to EA and ESA determined and agreed selection and nomination criteria.
- Contribute to the development of selection procedures for the sport of Jumping.

2.5.3 Issues and challenges:

- Ensuring a consistent approach to selection.
- Maintain effective communication with athletes, owners, and coaches and especially with the Jumping SA Committee, via the Jumping SA Chairperson.

2.5.4 The Person - Qualifications and Experience

The available Jumping SA Selector positions must be filled with persons meeting the following criteria:

- Have actively participated in Jumping at an International or National level either as an athlete, technical official or coach/trainer and have the ability to assess Jumping performances at the highest state and national levels.
- Demonstrated ability to work on a committee and contribute to the strategic development of policies for success at the highest level of state and national competition.

Other Requirements

- Must be available to travel at times required by the State Selector role, including to weekday events and some interstate events as may be required.
- Must be prepared to attend all key events as identified by the Jumping SA Committee and any other competitions deemed necessary for competent and complete assessment of potential squad and team members promptly to requests by the Jumping SA Chair.

2.5.5 Skills and Personal Attributes

- Ability to communicate effectively at all levels.
- Attention to detail.
- Highly articulate with excellent oral and written communication skills.
- Some computer literacy (word and excel would be expected)
- Be accountable for their actions and prepared to justify decisions.
- Ability to make decisions and be prepared to convey those decisions to the people affected as required.

Ethical Considerations

- A State Jumping Selector must have qualities of tact, integrity, and ability to preserve confidentiality of the information that is conveyed to them both by individual athletes and other EA and ESA officials.
- The State Selector must respect athletes, officials, administrators, and other key contributors in the sport.
- A State Selector should have an open and approachable personality able to deal efficiently and appropriately with athletes, owners, etc. Many of the issues are sensitive and need to be handled tactfully and with the best interest of the sport and ESA in mind.
- Selectors should have the ability to deal appropriately with the media if required, but also be aware of the requirements within the ESA Delegation of Authority and ESA Social Media Policies.

2.5.6 Conflict of Interest

- It is essential that the position of State Jumping Selector should be above any criticism of perceived or actual conflict of interest or bias.
- State Jumping Selectors should not be athletes or owners of horses with potential for selection, or instructors of potential state-level competitors. This can include direct family member of an athlete with potential for selection i.e. Mother, father, daughter, son.
- A declaration to this effect will be required and made at the time of nomination.
- Any member of the Selection Panel must notify the Jumping SA Chairperson of any potential conflict of interest at the commencement of any selection meeting or when a conflict is identified. The Jumping SA Chair (in consultation with the Executive Officer as may be required) will decide the appropriate course of action to maintain the integrity of the selection panel. If a situation of permanent conflict of interest arises during the term of office, then the affected state selector shall step down from the position.

2.5.7 Applications

Interested candidates will be asked to complete an Expression of Interest in no more than 250 words and forward to the Jumping SA Secretary by the due date. The Jumping SA Committee will nominate and recommend the successful applicants. All applicants will be duly advised of the outcome. If a selectors panel cannot be formed, the Jumping SA Committee will assume the role of Selectors Panel and will seek opinions of EA level 3 and FEI judges and course designers during the selection process.

3 Officials Accreditation & Training Panel

The training and development of officials is vital to the continual improvement of jumping. The committee may appoint a panel responsible for providing up to date advice to ensure appropriate training seminars are conducted. They will monitor the status and number of officials, recommend seminars to provide opportunities for officials to update and/or upgrade their qualifications.

The jumping committee is responsible for the approval of officials to levels 1 and 2. The jumping committee is responsible for recommending officials for promotion to level 3 or FEI. This panel is to make recommendations to the Jumping SA Committee for the promotion of officials. The panel must include a member of the Jumping SA Committee, and a Course Designer and Jumping Judge whose names appear on the FEI Directory of Officials.

4 Program Approval Panel

The Jumping Committee may appoint up to three committee members to form a Program Approval Panel. Otherwise, the Committee will jointly review and approve show programs. The review and approval process will ensure all classes have appropriate details and comply with EA National Jumping Rules. In this section the word 'Panel' shall mean the Committee or a Program Approval Panel when such has been formed.

The panel is delegated the authority to approve programs without consulting the jumping committee. The panel chairperson will ensure the ESA office is advised when programs are approved and report all approvals at the next monthly jumping committee meeting. Only Jumping committee members appointed to this panel will be able to approve programs, or changes to programs.

Event organisers must submit their Program and Conditions of Entry to the Panel for approval before the program is distributed. Event organisers are required to email their program to the ESA Office via reception@equestriansa.com.au and copy jumping@equestriansa.com.au for consideration by the Panel.

The Panel will approve or return the program for correction within 7 calendar days. Approval of all programs will be in writing by email from the Panel with a copy to the ESA Office and Jumping Chair.

For detailed information, please see the Jumping Program Approvals document on the ESA website: www.sa.equestrian.org.au click - Sports/JumpingSA/For Show Organisers/ShowProgramApprovals

5 State Jumping Squads

All information relating to the State Jumping Squads and any related positions, are outlined in the JumpingSA document “State Jumping Squads” which can be viewed on the ESA website.

www.sa.equestrian.org.au click - Sports/Jumping SA/For Riders/Jumping SA Squad Criteria

6 SOUTH AUSTRALIAN STATE JUMPING CHAMPIONSHIPS

The State Jumping Championships event is the responsibility of the Jumping SA committee. The Jumping SA committee may appoint a sub-committee to make recommendations to ensure suitable planning is in place for this event.

Sufficient time must be allowed for appropriate planning, e.g., sponsorship, programming, advertising, and promotion.

6.1 The State Championship program must include the following classes:

- Senior State Championship
- Young Rider State Championship
- Junior State Championship
- Senior Speed Championship
- Junior Speed Championship
- John Bruggemann Trophy
- Monalita Junior Grand Prix

7 Jumping SA Awards and Trophies

7.1 John Sheekey Memorial – Volunteer of the Year

To be awarded annually at the State Championships to a volunteer having shown long standing commitment to jumping in South Australia.

Any ESA financial member can nominate a worthy candidate by making that nomination in writing to the Jumping Committee by 1st March each year.

The Jumping SA Committee will consider all nominations and determine the recipient. Current Jumping Committee members are not eligible.

7.2 SA State Country Jumping Championships – “Henly Excell Cup”

As a tribute to Henly Exell’s contribution to jumping in SA, the Henly Exell Cup is awarded to the winner of the SA Senior Country Jumping Championships.

The Jumping SA Committee recommends allocation of the SA Country Championships based on the following factors:

- The Show is conducted at a venue with suitable grounds and facilities
- The Show committee has a history of being capable of conducting a class of this nature
- The Show has a history of attracting reasonable entries
- The Show would benefit through increased status if conducting this class

The class must be a minimum of 1.30m. There must be at least 2 vertical fences at 1.35m and 2 spread fences at 1.30m high by 1.50m wide. The first fence and the first fence of the first combination may be 1.25m.

Any Agricultural Show that meets the class requirements (or a Show located 100kms from the Adelaide CBD that meets the class requirements), may apply to run the SA State Country Championships.

If the show has been allocated a round of the Balharry Cup, this class can also be the Country Jumping Championship Class, BUT Balharry Cup rules must apply.

The Henly Excell Cup is held at the ESA Office and will be awarded in the name of the winner. Shows holding this event may present a token trophy on the day.

NOTE: A Junior Country Championship class can be run at the same approved show with or without a Fosters Cup BUT Fosters Cup rules must apply.

8 Interstate and Overseas Invitations

It is the SA Jumping committee’s responsibility to be aware of interstate and overseas invitations and advise any eligible members of the opportunity.

9 Jumping Committee Schedule

The jumping committee is responsible for various decisions annually, to assist with management of regular issues. The jumping committee will develop a schedule of important timelines to ensure important milestones are not missed. This schedule will be recorded in the jumping committee minutes.

10 Jumping Equipment

Jumping SA is the proud owner of a set of international-standard jumping equipment. The equipment is easily transported on trailers. The equipment is available for hire at the following rates plus breakages at the discretion of the jumping committee. The hirer is required to sign an ESA equipment hiring contract prior to collecting the equipment.

- \$300 + GST for one day.
- \$150 + GST per day (Agricultural Shows)
- \$500 + GST for 2 days
- \$650 + GST for up to and including four days
- or by negotiation with the Committee

11 Jumping Clubs

The Jumping SA Committee will conduct an annual meeting (usually in May) with all SA Jumping Clubs. At the meeting Jumping Club event dates for the following 12 months will be negotiated to avoid any clashes with other club events and agricultural shows. The agreed schedule must be approved by the Jumping SA Committee and cannot be altered without prior approval of the Jumping SA committee.

The Jumping SA committee will provide all jumping clubs with information for their web pages where appropriate.