



## TERMS OF REFERENCE FOR TECHNICAL COMMITTEES

### 1. Overall Aims

Technical Committees are sub committees of the Board of British Dressage and exist to advise the Board. They are appointed by the Board to offer technical expertise and insight, to put forward policy recommendations and proposals for new initiatives, as well as provide help, support and guidance for implementation of activity at regional level.

This policy principally relates to the Sport Operations, Training, BD Youth, International, Para and Judges Committees. Each committee will also consider decisions made by other committees and report back to the relevant Director as necessary. Where there is a specific policy issue or question that may need to be addressed, this should be fed through the most appropriate Director or member of the Senior Management Team for resolution.

### 2. Composition

The Chair of the Committee is appointed through the process detailed in the Memorandum and Articles of Association for BD.

Also in attendance:

- Chief Executive (where available) and / or Chief Operating Officer
- The Senior Manager responsible for that technical portfolio
- The nominated Development Officer

For a recommended list of Technical Committee representatives please see Appendix 1.

**Wherever possible there needs to be a good geographical spread of representation on all technical committees, as well as a cross-section of interests across the sport at all levels.**

### 3. Term Limits

All Technical Committee vacancies will be advertised and will follow the **Technical Committee Recruitment policy**. The Technical Director and Senior Manager will consider all applications, with input from the committee if required. A short list will be drawn up and the Chair, Senior Manager and an independent representative will interview and select their preferred candidate, based on the specified criteria for each role. All appointments need to be ratified by the Board.

All Technical Committee members, including the Chair, may serve two terms of four years each. After the first four year term the Chair will discuss with the committee member whether they feel they have a further contribution to make and / or wish to continue for a further four years.

After completing two terms Technical Committee members are not then eligible for re-appointment to any position on the same Technical Committee for a minimum period of 12 months. All Technical Committee members are required to be at least a non-competing member of British Dressage.

#### **4. Meetings**

Technical Committees should meet a minimum of three to four times a year and all Committee Members are required to attend. One of these meetings can be held via conference call. At the Chair's request the Chief Executive may call an emergency meeting with a minimum of seven days' notice.

A working group may be set up under the direction of the Board, with the agreement of the Chair and Senior Manager, to work on specific tasks or projects. Working groups will consult with the relevant Technical Committees, as and when appropriate, prior to any recommendations going to the Board for approval and / or ratification.

#### **5. Budgetary Responsibility**

Budgetary control and responsibility lies with the relevant Director and Senior Manager. Budgets should be agreed in consultation with the CEO, COO and Finance Manager, as they will be aware of the wider context. All issues relating to budgets must be cleared and/or approved with the relevant Director and the Senior Manager. All Technical Committee members must operate within the financial regulations set for British Dressage.

#### **6. Quorum**

The quorum needed to deal with the business of the committee is over 50% of the Technical Committee members in attendance, with at least one of the Chair, CEO / COO or appropriate Senior Manager in attendance.

#### **7. Voting**

Decision making will ideally be by consensus; however, if this is not possible then the decision will go to a vote, with the Chair having the casting vote, albeit that all significant decisions will still need to be ratified by the Board. Only those appointed to the Technical Committee as full members (rather than in attendance) will have the right to vote.

#### **8. Review of Terms of Reference**

The Terms of Reference will be reviewed and renewed annually by the committee and put forward for ratification at the first full meeting of the committee each year.

#### **9. Responsibilities**

All Technical Committee members are required to abide by the British Dressage Code of Conduct, working as an ambassador for BD and representing the sport's best interests, while taking into account the wider context of all stakeholder groups. This includes effective team work, taking collective responsibility and respecting confidentiality at all times.

Further details on the relationship between Committee Representatives and Staff is detailed under Appendix 2.

## **Appendix 1 – Specific Roles of Technical Committee Members**

### **BD Youth Committee**

- BD Youth Director
- Coaching Representative
- BD Youth Regional Representative
- BD Regional Chair Representative
- BD Youth Ambassador Representative
- Horse Care & Education Representative
- Career Development (apprentices / YPA) Representative
- BD Youth International Representative
- Squad Test and Competition Development Representative
- BEF Representative
- Young Professionals Programme Representative

### **Sport Operations Committee**

- Sport Operations Director
- Small Organiser Representative
- Large Organiser Representative
- Premier League Organiser Representative
- Judges Representative
- Organiser, Judge and Riders Representative
- Judge, Trainer and Riders Representative
- Grassroots Representative
- International Representative
- Grassroots Rules Representative

### **Judges Committee**

- Judges Director
- Deputy Director
- FEI Judge
- Rider Representative
- Music written paper Representative
- Tests committee and Written Papers Representative
- Para Representative
- Mentoring Representative
- Teams Representative
- Events and Data Representative

### **Para Committee**

- Para Director
- World Class and Gold Rider Representative
- Silver, Bronze and leisure Rider Representative
- Regional Para Representative
- Judges Representative
- Organiser Representative
- Coaching Representative
- Youth Representative

Ex Officio (linked to the role/organisation they represent)

- Chair RDA Dressage
- RDA (Dressage and RDA National Championships)
- World Class Performance Manager / Pathway Manager
- Selectors

### **Finance and Business Development Committee**

- Finance Director (Chair)
- British Dressage Chair
- Business Development Director
- Charitable / Fundraising Representative
- Legal / HR Representative
- Commercial / Sponsorship Representative
- Investment Representative

### **Training Committee**

- UKCC / Training Representative
- International and Young Horse Representative
- UKCC / Training Representative
- Para Representative
- Training / Young Horse / Regional Training Representative
- BEF Representative

### **International Teams**

- International Director
- Chief Selector
- Senior Selector
- Junior / YR Selectors
- Pony Selectors
- Team Vet
- Coach Advisor
- Team Trainer (x 2)
- Junior / YR Chef d'Equipe
- Pony Chef d'Equipe

## **Appendix 2**

### **Communication and Escalation Policy**

It is essential that management, staff and volunteers are able to work together on Technical Committees in a harmonious, positive and productive manner. We expect all British Dressage staff, Directors, Technical and Regional committee members to be professional, polite and courteous in all communications, whether written or verbal, adhering to the BD Code of Conduct at all times.

Staff, Board and Technical Committee members should therefore treat each other in a respectful, fair and equitable manner in all engagements, ensuring that they are effective ambassadors for British Dressage, working together to promote the sport in a positive way to all members and stakeholders.

British Dressage has a number of HR policies and procedures linked to the performance and management of employees. We respectfully request that any interaction between volunteers and office staff includes the relevant Line Manager as the prime point of contact. This will ensure that individual workload can be managed and prioritised effectively, with tasks delegated to the team as required. All communication to office staff should therefore be directed through the relevant Line Manager, where possible, or the Line Manager copied in all email correspondence with individual members of staff.

If any volunteer or Technical Committee member has a concern regarding the performance, conduct or work output of a British Dressage employee, then these should be escalated through the appropriate channels in order to formally raise the issue with the relevant Line Manager or Director.

The Line Manager of the staff member in question should be made aware of the situation at the earliest opportunity. Directors or Technical Committee members should not attempt to manage the situation themselves or deal with the member of staff directly. This will then allow the Line Manager the opportunity to address the issue informally with the staff member or (if necessary) to instigate a formal procedure following the Disciplinary and Capability Procedure contained within the Staff Handbook.

As part of our Customer Charter and Complaints Procedure British Dressage operates a zero tolerance policy towards any behaviour that breaches the members' Code of Conduct. For reference, this is detailed below:

- British Dressage has a zero tolerance approach to any aggressive, confrontational, derogatory, abusive, violent or anti-social behaviour towards our staff.
- We have a duty of care to all our employees, including staff members who are working alone or out of the office.
- We believe that all correspondents and complainants have the right to be heard, understood and respected. We also believe that our staff have the same rights.
- We value our employees and volunteers and we will not tolerate any form of abusive, threatening, aggressive or violent behaviour towards them, whether physical or verbal.
- We reserve the right to record such instances, refer them to the Disciplinary Panel and / or escalate to the relevant authorities if deemed necessary.

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