

**STATUTORY POSITION
TECHNICAL COMMITTEE MEMBER
DISCIPLINE COMMITTEE**

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A. JOB SPECIFICATIONS

1. TERM

The term will begin at the close of the Board Meeting at which the Technical Committee Member (the "Member") has been appointed and remain in office for a period of 4 years, unless the Member resigns, is removed by the Board or ceases to act as Member for any other reason.

2. PRIMARY RESPONSIBILITIES

To act in accordance with the role, functions and responsibilities as Member set out in FEI Rules and Regulations.

3. KEY REQUIREMENTS

The Applicant must:

- 3.1. Have proven knowledge and experience in the Discipline (such as, but not limited to, Official, Athlete, Organiser, Chefs d'Equipe, trainer, owner, groom, NFs administrator);
- 3.2. Have thorough knowledge of the Discipline Rules and General Regulations;
- 3.3. Be proficient in the English language;
- 3.4. Have availability to attend numerous meetings (General Assembly, Board, Technical Committee, Stakeholders, Forums, etc.);
- 3.5. Have analytical and evaluation skills;
- 3.6. Have strong problem-solving skills;
- 3.7. Be open-minded, innovative and forward-thinking as well as have ability to work as part of a team;
- 3.8. Be proactive and reactive with the ability to drive assignments to completion using creativity/innovation;
- 3.9. Have a commitment to ethics, fair play and honesty;
- 3.10. Have an understanding of the goals and remit of the Committee and willingness to work toward promotion of the athletes safety and horse welfare and the growth and development of the Discipline globally, with no personal or national agenda;
- 3.11. Have time availability for the Committee, such as, but not only, attendance at committee in-person meetings 1-3 times per year, 2-3 days including travel days, attendance at teleconferences, daily access to email, willing to commit approximately 4-8 hours per fortnight for Committee work;
- 3.12. Have working knowledge of computer skills and be proficient in the use of: email, spread sheets, PowerPoint and Word;
- 3.13. Having experience in Youth equestrian sport will be positively evaluated.

4. TECHNICAL COMMITTEE FUNCTIONS

- 4.1. The Committee shall advise the Headquarters on the following matters:
 - Amendments to the relevant Sport Rules;
 - Management of International Events in their respective Discipline(s);
 - Development of their respective Discipline(s);
 - Appointment and education system of FEI Officials;
 - For Olympic Disciplines, the development of Olympic Solidarity programs;
 - Any advice requested by Headquarters;
 - Shall in cooperation with Headquarters prepare every year an annual activity plan to be submitted to the Board, and shall report to it annually on progress;

- Shall conduct any other tasks assigned to them by the Board, as reflected in the Internal Regulations of the FEI.
- 4.2. The Discipline Committees shall be responsible for making proposals to the Headquarters on the following matters:
- Establishing and amending Rules for Events and, where relevant, Olympic Regulations and programmes at Olympic Games, Championships and World Cups and/or other Series, including Rules specific to Young Riders, Juniors and Pony and Children Riders, and any particular category of Horses;
 - The recommendation of appointment, the education system, monitoring, of Officials and other relevant representatives of the FEI, such as the Course Director General as per the FEI Rules and Regulations; and
 - The allocation of FEI-named Events (as appropriate) according to the procedure established in the General Regulations, and the allocation of Events on the Calendar
- 4.3. Youth shall be the competence of Discipline Committees and each Discipline Committee shall have Youth as a mandatory Agenda item for each meeting.

5. ROLES OF THE TECHNICAL COMMITTEE MEMBERS

- 5.1. To be familiar with and comply with all relevant FEI Rules and Regulations related to their role;
- 5.2. To maintain contact throughout the year with Headquarters through the Committee Chair and Discipline Director and to respond to FEI correspondence on Discipline related matters within a reasonable time-frame;
- 5.3. To have sufficient available time to commit to the Committee;
- 5.4. To attend and actively participate at Committee meetings (in-person and teleconferences) and to provide impartial advice on all policy matters;
- 5.5. To encourage the diverse composition of the Committee and take into consideration the advice of the Nomination Committee;
- 5.6. To develop policy plans, as tasked by the Chair and the Discipline Director;
- 5.7. To undertake tasks as assigned by the Chair and Discipline Director;
- 5.8. To support FEI Solidarity initiatives.

6. DUTIES OF THE POSITIONS

- 6.1. To sign at the time of the submission of the candidature this document which includes a non-disclosure of confidential information (Annex I) and a conflict of interest disclosure statement (Annex II) and send it together with the Candidacy document by the established deadline;
- 6.2. If elected/appointed for the first Term, to attend the integration meeting organised by FEI Headquarters, take the "What is the FEI" course in FEI Campus as well as other courses that the FEI may identify from time to time;
- 6.3. As an FEI appointed Official to undertake to respect all FEI Rules and Regulations, as well as the FEI Code of Ethics and Conflict of Interest Policy (see Appendix 3 – Internal Regulations of the FEI). Particularly to commit to avoid any actual or perceived conflict of interest. To maintain a neutral, independent and fair position towards all FEI constituents. Financial and/or personal interests shall never influence the Member's duties as Member and the Member shall take all reasonable efforts to avoid any such perception. In this sense to update the Conflict of Interest Statement annually or as necessary;
- 6.4. To refrain at all times from making any statements either written or oral, including but not limited to the media or in social media, or behaving in any way or taking any actions

- or omitting to take any action, that might cause harm to the FEI or to equestrian sport in general. This includes statements that might create a perception of bias;
- 6.5. To remain neutral when performing their duties as member and may not represent the interest of any specific stakeholder;
 - 6.6. To acknowledge that the Curriculum Vitae (without contact details information) of appointed/elected bodies are published on Inside.fei.org and available to the public.
 - 6.7. Notwithstanding any other provision of the FEI Rules and Regulations, the FEI reserves the right to take appropriate measures in relation to the Member in the case of any non-compliance by the Member with the terms of this Responsibility Acceptance. Such measures include, but are not limited to:
 - 6.7.1. removal;
 - 6.7.2. the imposition of a Provisional Suspension;
 - 6.7.3. the imposition of a Final Suspension.
 - 6.8. Cannot serve on more than 1 Standing Committee at the same time;
 - 6.9. Cannot serve more than 2 full consecutive Terms of 4 years without a break of at least 2 years (filling a vacancy for any period of less than 3 years does not count as a full term);
 - 6.10. This position is honorary and carries no remuneration (apart from the annual fixed indemnity). Reasonable expenses incurred while fulfilling the functions of a member of the Committee shall be met by the FEI; and
 - 6.11. To not exceed travel and subsistence budget, unless authorised by the Board.

7. ADMINISTRATIVE DETAILS

In order to support the Member in the delivery of their duties, an annual fixed indemnity as per the FEI Fixed Indemnity Policy (available here <https://inside.fei.org/fei/about-fei/structure/fei-board/fixed-indemnity-policy>) will be provided. Any FEI related and approved travel is covered by the FEI as per the Travel Policy which the Member agrees to comply with.

B. ANNEX I - NONDISCLOSURE OF CONFIDENTIAL INFORMATION

“Confidential Information” shall include but not be limited to any and all specifications, commercial and technical or non-technical data, contracts or other agreements, financials, business plans and analysis, drawings, product and service concepts and configurations, marketing proposals, documentation, or other technical or business information in relation to the FEI and the Committee, which is marked with an indicator such as “Confidential” or identified as such by the FEI President and/or FEI Secretary General, but excluding information which:

- is or comes into the public domain otherwise than by disclosure or default by the Member;
- was or is lawfully obtained or available from a third party who was lawfully in possession of the same and free to disclose it; or
- was already known to the Member as evidenced by written record pre-dating such disclosure.

The Member will not disclose any Confidential Information to third-parties other than persons under appropriate burden of confidentiality and who are required to have the information in order to carry out the discussions regarding the Committee. The Member will take all reasonable measures and such measures shall include the highest degree of care to protect the secrecy of and avoid disclosure or use of Confidential Information in order to prevent it from falling into the public or the possession of persons other than those persons authorised to have any such information.

The Member will notify the President and the Secretary General in writing of any misuse or request of disclosure of Confidential Information, which may come to the Member’s attention.

I have read and understood this Responsibility Acceptance and accept the responsibilities and constraints listed above. I recognise that I might be removed or suspended from the position for which I was elected if I do not comply with these responsibilities and constraints.

C. ANNEX II – CONFLICT OF INTEREST DISCLOSURE STATEMENT

1. Do you or a member of your immediate family transact business with or provide services to the FEI, one of its National Federations, an organiser of FEI events, and/or a sponsor of FEI Events? Please list the relevant entities or persons below and describe the dealings. If none, please state "none".
2. Are you or a member of your immediate family an officer, partner, director, trustee, owner (in the case of public companies, of at least 5% of total equity), beneficial owner, consultant or employee of any person or entity that does business with or provides services to the FEI, one of its National Federations, an organiser of FEI events, and/or a sponsor of FEI events? Please list the relevant entities or persons below and describe the dealings. If none, please state "none".
3. Is there any other relationship or matter not disclosed above that might be perceived to compromise your obligations to the FEI or its National Federations, competitors, owners, organisers, officials and/or sponsors? If none, please state "none".

I have read and understood the FEI Conflict of Interest Policy (see [Internal Regulations of the FEI](#): Chapter 8 and Appendix 3) and certify that the answers to the questions above are complete and fully reflect any conflicts of interest as defined in this policy. I understand that this document must be submitted annually to the FEI Secretary General and that I have a responsibility to update it as often as necessary in the interim should my circumstances change. Refusal to provide the requested information, failure to timely update such information or provision of incomplete information is a violation of the policy and may result in removal from the Board, Executive Board, Committee, Subcommittee, or other relevant body including but not limited to working groups or task forces or employment.

D. SIGNATURE

Name

FEI Position for which I apply

Signature