



# TERMS OF REFERENCE

## 1. Purpose

The Interschool Queensland (IQ) Regional Sub-Committees (hereafter referred to as “Sub-Committees”) are established to support the objectives of the Interschool Queensland Sport Committee and Equestrian Queensland (EQ).

As extensions of the IQ Sport Committee, the Sub-Committees provide regional leadership, coordination, and representation to ensure the growth, development, and sustainability of interschool equestrian sport across Queensland.

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## 2. Term

- Sub-Committees are appointed for a twelve (12) month term and re-appointed each year via an expression of interest process, subject to review by IQ.
  - Membership is reviewed annually to ensure representation reflects the needs of the region.
  - Members may be re-appointed following the conclusion of their term, subject to IQ approval.
  - All sub-committee members must attend a Sport Committee induction each year.
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## 3. Governance and Accountability

- All IQ Regional Sub-Committees are an extension of the **IQ Sport Committee**.
  - Accordingly, the same requirements and standards that apply to members of the Sport Committee also apply to Sub-Committee members.
  - Sub-Committees are accountable to the IQ Sport Committee and, ultimately, to the **EQ Board**.
  - Further information can be found in:
    - The **EQ Constitution**
    - The **Sport Committee Membership Policy**
    - The **EQ Sport Committee Manual**
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## 4. Objectives

The objectives of the Sub-Committees are to:

- **Plan, organise, and deliver the annual Regional Championships** within their region to a high standard.
- **Provide a safe, fair, and inclusive competition environment** that complies with sport-specific rules, organisational policies, and risk management requirements.
- **Promote participation and engagement** through effective communication, marketing, and community outreach.
- **Foster strong relationships with stakeholders**, including sponsors, volunteers, schools, and the wider equestrian community.
- **Support the strategic direction of Interschool Queensland** by providing advice and recommendations to the IQ Sport Committee on regional matters.

## 5. Functions

The Sub-Committees are responsible for:

### **Event Planning & Delivery**

- Planning and delivering the annual Regional Championships within their region.
- Managing competition logistics, including entries, scheduling, stabling, technical equipment, catering, and facilities.
- Overseeing event set-up and pack-down, ensuring venues are safe, accessible, and functional.

### **Compliance & Risk Management**

- Ensuring all events comply with sport-specific rules, organisational policies, and safety standards.
- Implementing risk management requirements (e.g. child safety, concussion protocols, incident reporting, emergency procedures).
- Maintaining horse and rider welfare as the highest priority.

### **Sponsorship, Fundraising & Finance**

- Coordinating sponsorships and fundraising initiatives to support the Regional Championships.
- Managing sponsorship agreements, including signage, presentations, public acknowledgements, and digital promotion.
- Ensuring financial accountability by managing budgets and providing reports as required.

### **Marketing & Communications**

- Coordinating event communications, including programs, schedules, catalogues, website updates, and social media.
- Promoting the Championships through member communications, media releases, and community engagement.
- Managing branding to ensure consistency with EA, EQ and IQ guidelines.

### **Volunteers & Stakeholder Engagement**

- Recruiting, briefing, and allocating roles to volunteers to ensure smooth event delivery.
- Providing recognition and support to volunteers and officials.
- Representing the organisation professionally in dealings with sponsors, partners, schools, and the public.

### **Reporting & Regional Feedback**

- Providing post-event reports, advice, and recommendations to the IQ Sport Committee on regional matters.
- Identifying opportunities for improvement in future events.

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## 7. Membership & Appointment

- Each year, Interschool Queensland opens **Expressions of Interest (EOIs)** for membership of Regional Sub-Committees.
- Members are appointed through this process in line with EQ's Sport Committee Membership Policy.
- Sub-Committee membership should reflect a balance of skills, experience, and school representation.
- Each Sub-Committee should appoint a **Chairperson, Secretary, and Treasurer** (if applicable) to support effective governance.

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## 8. Meetings & Reporting

- Sub-Committees should meet monthly, or as required.
- Minutes or Summary of Actions/Outcomes must be recorded and provided to the IQ Sport Committee.
- A budget must be provided to the IQ Sport Committee.
- A debrief report summarising regional championships successes and challenges must be submitted to the IQ Sport Committee.

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## 9. Review of Terms of Reference

These Terms of Reference will be reviewed by the IQ Sport Committee every **two years**, or earlier if required, to ensure they remain current and effective.