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British Carriagedriving Council
Draft Minutes pending approval at the Council Meeting on 16/6/16
The Kegworth Hotel, Packington Hill, Kegworth, Derbyshire, DE74 2DF
Wednesday 23rd March 2016 at 9.30am

1.	<p>Present at the Meeting: James Broome, Ian Gilbert, Barry Hilditch, Jane Isaac, James Rooney, Chris Smith, David Titmuss and David West.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</p>
2.	<p>Conflicts of interest</p> <p>No new conflicts of interest were noted. CS will not participate in the discussion for 6.4.</p>
3.	<p>Minutes of the previous meeting</p> <p>CS noted that Council had agreed to apply the new Selection Procedure from 2016 for all classes except Single Horses although this was not recorded in the minutes. BH asked MK to make this change and re-issue the January minutes.</p> <p>There being no further points raised, the minutes of the last meeting were proposed by IG, seconded by CS and agreed unanimously as a true record of the meeting. It was noted that the additional discussion on "The Way Forward" constituted part of the minutes from January.</p>
4.	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Time Clocks: DT reported that 3 were not working although this was not an issue as fewer were needed given the restructured marathon. MK to let Heather know these are no longer required. 2. Pony World Championships: MK reported that this idea would not be taken forward as Hungary had already submitted a bid for 2019, having lost out to Minden for 2017. 3. Diana Brownlie's retirement: MK reported that flowers and a note of thanks had been sent as agreed. Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council. 4. Queen's Award for Equestrianism: CS had attended the meeting at which the recipient of this award was decided. The results are confidential. 5. 2016 Dressage Tests: IG reported that JR had written a dressage test for the Evolution Class. It was noted that this was not yet on the web-site. JI suggested giving Vic an Honorarium. BH will contact Vic to discuss the situation. 6. Clarification of Selection Process: MK noted that Item 14 in the January minutes had been revised to include Catton as the 5th Selection Event for the Horse Singles. This will be further discussed under Item 7. 7. DT noted he had now obtained additional coloured sleeves for the cones. 8. CS apologised that he had not yet spoken to George Bowman IV. CS will also ask for advance information regarding the intentions of Countryman Fairs events for the 2017 calendar. 9. DT asked about the composition of the Safety Committee and MK confirmed Ray Bragg had resigned.
5.	<p>The Way Forward: progress and action required</p> <p>JB had committed to finding a format for "Have a go" days and spoken to Bennington and Fenix. He felt that the Bennington format at £95/day was well structured. He also felt that BC should have a UKCC qualified coach in charge on the day. JB had prepared a spread sheet and asked Council for their thoughts on the cost. CS felt that this was expensive for a club to be asking non-members to pay for a taster. JI suggested cutting the cost and offering an intensive half day. DW felt it was important to identify the target audience; was it pleasure drivers who wished to take up driving trials or people new to the idea of driving? He felt that Bennington days sold out as it was marketed as an "Experience" day.</p>

	<p>MK noted that she was often asked by people where to go and this happened throughout the year. JB noted that many UKCC coaches did not have suitable turnouts for new drivers. JI suggested that the RDA had UKCC coaches and suitable animals and some form of partnership may be an option. DT noted people were often hooked by having a drive on the back step. CS suggested contacting the clubs to see how they could take this idea forward, possibly as an "add on" to an existing event. After further discussion, JB felt he would try to create a list of appropriate people to which newcomers could be directed. CS recommended caution as Safeguarding had also to be considered. It was suggested that an advertorial in a variety of riding magazines could be productive but these would need to have details of points of contact. CS felt this should also be put to the clubs. BH also suggested asking the clubs for an outline of similar days they may already run.</p> <p>IG referred to items 2 and 3. MK confirmed she had updated the Entry Form which was on the web-site and asked drivers to specify their main club for the Club Championship. It was felt that the scoring programme and event organiser could cooperate to produce a list of entries with this information included. MK asked if a reward for winning the Championship had been considered. Cash was suggested rather than a trophy and CS felt something more tangible should be considered. After some discussion it was agreed to award medals to those drivers whose scores had contributed to the club's success. MK asked how points were to be allocated. After some discussion it was agreed that points allocated in the Points League would transfer across and this will include all Novice Qualifiers. Evolution classes and Young Horse classes will not count.</p> <p>BH noted he had attended the North CD clinic and the breaks between sessions were also a good opportunity for exchange of information.</p> <p>There was some discussion on publication of a Council meeting report or the minutes in their entirety and the protocol for confidential issues. CS felt that the minutes should be made available on the web-site and these should be the full minutes with a confidential discussions and decisions removed. This was agreed.</p> <p>BH noted that he planned to conduct an Office Review which he had missed in 2015. This could pick up on some points regarding allocation of finances and time.</p> <p>CS noted Rita Bundock had agreed to distribute a flier about Evolution and Young Horse classes at the Indoor Finals. JB noted his arena event had generated suitable photos and the one of Linda Hamblen would be an appropriate one to use. It was agreed that MK would produce a flier with the BC logo, event dates and words from CS. MK will print 200 A5 sheets and post to Rita as soon as possible.</p>
6.	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Letters from Leonie Marshall: MK will respond to say that the new initiatives are being trialed in 2016. It was noted that drivers can ask an event to participate in dressage only and that many events already have rosettes for each phase as a separate competition. 2. E-mail from Zoe Morgan: Will be dealt with under Item 7. 3. E-mail from Heather Clark: It was felt that any approach should be made to John in the first instance and Council was supportive of the principle of this idea. 4. E-mail from Chris Smith: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council. 5. E-mail from Peter Bridson: This will be dealt with under 14.6.
7.	<p>Appointment of Council Representative to Selection Panels and stand in for Horse 4s Chef d'Equipe</p> <p>BH noted that the Selection Procedure document did not specify that the 3rd member of the team should have competed in at least one selection event. JB stressed that the aim was to produce the best team which may be achieved by including a driver based abroad. BH noted he felt strongly that the aim of BC was to support our events and he regretted an illness had caused him to miss the January meeting as he could not have agreed to this. IG felt that the Selection Procedure had been discussed in January and a note included specifying that the 3rd member of the team should normally be the third person in the points table unless there was a compelling reason for someone else to be selected. CS noted this item had been in and out the draft document and finally omitted. CS felt that any driver, only competing abroad, was taking a huge risk of being able to persuade the Ratification Panel to include them and noted that if the Ratification Panel was not unanimous, the decision would revert to Council. He felt that insisting on participation in a British event was unnecessarily restrictive if inserted into the rules for selection. IG noted that if the same system was retained for entering RWHS in 2017 as it was this year, drivers would need to compete in Britain to qualify for the National Championships and the Fenix Driver of the Year. CS felt that the risk drivers were taking if they only competed abroad was sufficiently great that their performance would have to be outstanding if they wished to be selected.</p> <p>The composition of the Ratification Panels was agreed as follows:</p> <p><u>Horse Singles:</u> Based on the Selection Procedure in place when this class commenced their Selection Process, Horse Singles will comprise the BC Chairman, a representative from the Competitions</p>

	<p>Committee, the class Chef d'Equipe and a person nominated by the class. This was agreed as BH, Dick Lane, who will be contacted by IG, Jeff Bannister and possibly Patti Atkinson. It was agreed that MK will write to the Class Representative, Patti Atkinson, suggesting she take on this role as the process is already half way through. JR asked a related question regarding the Class Representative and asked if this person should be an active competitor in that class. The answer to this question was not known.</p> <p>All other classes will conform to the new Selection Criteria with the Selection / Ratification panel comprising the BC Chair or representative, a Council nominee and the Chef d'Equipe (or team trainer should there be a conflict of interest).</p> <p><u>Horse Fours 2016</u>: A conflict of interest was noted with Zoe Morgan as Chef d'Equipe. The team trainer is Boyd Exell who was also noted as having a conflict as a fellow competitor. This was considered but agreed as an acceptable appointment given the circumstances. If he was unable to take on this role, Sarah Garnett was suggested as a capable alternative. BH noted he had concerns but hoped he could be objective. The Council nominee was suggested as Sara Howe and CS will ask her if she would be willing to undertake this role.</p> <p><u>Horse Pairs 2017</u>: CS and JB left the room due to a conflict of interest. This will comprise DT on behalf of Council, James Rooney as the Council nominee and Jo Attenborough as Chef d'Equipe.</p> <p><u>2017 Combined Ponies</u>: This will comprise CS on behalf of BC, James Rooney as the Council Nominee and Jill Holah as Chef d'Equipe.</p>
8.	<p>Dressage Test competition: ref minutes July 2015, 10.2</p> <p>MK noted she had come across this in the minutes which did record if a decision had been reached. It was agreed this would not be taken forward.</p>
9.	<p>UKCC Review</p> <p>MK noted that she was conducting a review of the names on the UKCC list to update details. Angela Flanagan had sent MK new proposals which she wished forwarded to all the UKCC coaches. MK felt that Council may wish to consider the implications of these before they were sent out. These were discussed with outcomes as follows:</p> <ol style="list-style-type: none"> 1. Proposal: ONLY L3 and L4 Coaches will be advertised via the BC web in keeping with other disciplines. Outcome: Council agreed to retain the list as it exists at present. 2. Proposal: ALL Coaches MUST be Full members of BC in order to Coach under the BC umbrella. Outcome: Council agreed that Full or Associate membership will be sufficient with names removed from the list by 31st March for the remainder of the year if membership is not renewed. 3. Proposal: A list of L2 Coaches will be available to Clubs. Outcome: Covered under point 1. 4. Proposal: ALL Coaches will be asked to pay an annual Levy of £40 to remain endorsed by BC (this will be part of a UKCC a/c that can be used to part-fund CPD) and the annual day for L2 will no longer be compulsory (although it will still be available for those who are interested.). All L2's wishing to remain endorsed will need to send proof of their First aid, (updated every 2 years), Safeguarding, (updated every 5 years) and their annual list of CPD to me [Angela Flanagan] - via email - (not originals). Outcome: JR noted that CPD could take many forms and was not necessarily satisfied by attendance on one day per year. He felt that different points values should be allocated for different activities and that all coaches will need to send proof of certification. JI asked if the BHS monitored certification but this was not known. JI raised the issue of insurance for coaches and it was agreed that a copy of their insurance certificate should also be provided. <p>Proposal: As L1 can now be completed with any discipline we will expect anyone who has gained this with a view to progressing then they need to contact me [Angela Flanagan] to arrange a Mentor coach for them to work with prior to undertaking L2. Outcome: JI noted this happened automatically.</p> <p>Proposal: Anyone who has qualified via Horse Scotland or RDA must be re-assessed (practical), through BC (at their expense) in order to Coach for BC. Outcome: Council agreed they did not employ coaches so this was not relevant.</p> <p>Based on the decisions above, MK will modify the information to be sent to the coaches.</p>
10.	<p>Mailmark Technology Franking Machine</p> <p>MK notified Council of an improved offer from Neopost for a reduction in the cost of franked mail using new technology. Council agreed this made economic sense and queried the cost of the ink cartridges. MK will ask how long an ink cartridge will last compared with the existing machine and, subject to this being at least as efficient, will proceed with the order.</p>
11.	<p>FEI Elections 2016</p>

	<p>MK had circulated the details form the FEI as there was a vacancy on the FEI Driving Technical Committee. Council asked MK to contact Philip Bateman to see if he would like to put his name forward. It was noted he had been unsuccessful last year.</p>
12.	<p>2017 New Year Honours List</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
13.	<p>Finance</p> <p>DT noted the finances at this time of year were fairly meaningless due to the imbalance created with membership income. He was happy with the current situation.</p>
14.	<p>Committee Reports</p> <p>1. F&GP: BH noted there had not been a meeting.</p> <p>2. Competitions: IG had visited Cirencester and everything was on target so far. Additional water pipe and another permanent obstacle have been promised. MK asked about the contract which the estate had agreed to attend to and confirmed this had not yet been received. MK will pursue this. IG noted he had organised teams of people to fulfil the various roles at the event but would act as overall coordinator. Campbell Bosanquet had arranged for use of an Avant Tractor in exchange for a display stand. The bridge will be renewed but the erection of permanent posts has still to be confirmed. A double gate in the bottom corner of the parking field will be installed to facilitate lorry egress.</p> <p>IG noted Louise McCutcheon will continue to collate the Points Leagues and dates were still being negotiated for the new Evolution Classes.</p> <p>3. Rules:</p> <p>a) Review of Competence Card: It was agreed that the anomaly in the rule pertaining to the age at which drivers were entitled to drive tandems and teams had been clarified and drivers can drive tandems at 14. The existing Competence Card seemed to be working.</p> <p>b) 14 year olds driving teams and tandems: See above. Council noted the need to monitor performance in some cases.</p> <p>e) Entry to FEI 1* Events: CS noted a query regarding eligibility to enter an FEI 1* event. It was noted that the FEI had no requirement to enter their 1* events. CS proposed amending Annex 16, 4.11 with immediate effect in the BC Rule Book as follows: Before entering their first international event at FEI 2* Level or above, athletes must achieve the qualifying dressage score applicable to their class for a World Championship on at least one occasion. They must complete the event without retiral or elimination with any permutation of horses or ponies. An application seeking Council approval should then be made with the athlete's competition record as evidence of their ability to consistently achieve an appropriate standard to represent Great Britain abroad. To gain Council approval to compete in FEI 1* events, athletes must be competing at Open National level and be competing in the National Advanced Class if they wish to enter an FEI 2* event.</p> <p>MK will publicise this for Sandringham.</p> <p>4. Judges: JR noted he wished to report on this under training.</p> <p>5. Health and Safety: Peter Bridson circulated a report prior to the meeting.</p> <p>Working Groups</p> <p>6. Training: JR reported on the Club Judges Clinics where there were 7 delegates attending in the North and 14 in the South. It had worked well at both venues but the north clinic would also like live turnouts. An annual clinic was requested in the South at Cricklands.</p> <p>The National Conference had judges and CDs who were happy with the system, although the TD's view was reflected in the e-mail from Peter Bridson where a greater emphasis on BC matters was agreed. BH noted the need to remind Philip Bateman of this commitment nearer the time.</p> <p>At the Scorers Clinic, IG noted that some people felt that BC were insisting on the Leinart system. It was noted this was not the case. DT noted the room provided had been far too small. The range of expectations was also difficult to manage and Hans Gribnau had done in his best in the circumstances. IG noted that Mike Watts was keen to run a clinic on his system.</p>

	<p>JR noted Jeff Bannister had asked if there was money available for training for Single Horses. It was agreed that this was not an option. Funding for officials was agreed.</p> <p>7. Public Relations: JB had prepared a document inviting tenders for supplying merchandise.</p>
15.	<p>Any other reports</p> <p>1. Office: MK noted that she had sent the membership discount offer to all past members whose subscriptions had been lapsed for 5 years or more. BH referred to the membership statistics and noted they were largely similar to last year.</p>
16.	<p>Dates and venues for 2016 Council meetings</p> <p>Thursday 16th June was agreed as the date for the next meeting although it was noted that JI is unable to attend on this date.</p>
17.	<p>AOCB</p> <p>CS felt that an emergency meeting may be required after Sandringham depending on the outcome of the Horse Fours selection process.</p> <p>CS noted he was having trouble getting information from Howdens regarding insurance for the Evolution class.</p> <p>JB asked MK to put a note on the web-site to ask drivers to check international schedules for the test they are to drive.</p> <p>MK noted the need for a list of approved international drivers and she will attempt to create one. JB suggested asking for a form to be completed when they sought permission to start competing internationally. This was agreed and MK will produce and publicise this.</p> <p>BH closed the meeting at 3.15pm and thanked members for attending.</p>