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### British Carriagedriving Draft Council Minutes

The Kegworth Hotel, Packington Hill, Kegworth, Derbyshire, DE74 2DF

Wednesday 24<sup>th</sup> November 2016 at 9.30am

1	<p><b>Present at the Meeting:</b> James Broome, Jane Isaac, Dick Lane, James Rooney, Chris Smith and David West.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</p>
2	<p><b>Conflicts of interest</b></p> <p>JB noted a conflict of interest as he was now an event organiser. Conflicts with individual agenda items will be noted at the time.</p>
3	<p><b>Election of Vice-Chairman</b></p> <p>It was agreed to defer a decision until the next meeting to enable any co-opted directors to be included.</p>
4	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the last meeting were proposed by DW, seconded by JI and agreed unanimously as a true record of the meeting.</p>
5	<p><b>Matters arising</b></p> <ol style="list-style-type: none"> <li>1. <b>Maximum presentation mark at National and Regional events with a marathon carriage:</b> This had been referred to in the previous minutes without resolution. It was agreed to remind judges that no maximum presentation mark exists although it was felt that it would be unlikely for a driver to achieve a Presentation Mark of 10 with a marathon carriage.</li> <li>2. <b>Wording of the FEI rule pertaining to verbal outside assistance:</b> CS noted he had referred this matter back to the International Committee as he had been unable to identify a workable wording. Derrick Mayes had responded on their behalf with a new proposed wording. CS noted he had concerns a driver could be penalised for unsolicited outside assistance and felt that it would be very difficult to "police" such a rule. JB noted that this was in response to one incident, however unfortunate it had been. It was noted that many drivers would not hear shouts from the crowd and some, if they did listen, could be hindered by wrong information. After further discussion JB proposed sending the wording to the FEI as it had been a high profile incident. This was seconded by DW and agreed unanimously. MK will write to the BEF and request this is brought to the attention of the FEI. It was felt that this would only be added to the BC Rule Book if it was adopted by the FEI.</li> <li>3. <b>BEF Medal of Honour:</b> BC were delighted that their nomination of Derrick Mayes had been accepted by the committee and this presentation will be made at Olympia. Sydney Smith also receives this award as she was nominated by Para-dressage. Presentations will be made at The London International Horse Show at Olympia.</li> <li>4. <b>Correspondence with Countryman Fairs:</b> CS noted he had not received a response to his e-mail.</li> <li>5. <b>Collaboration with Carriage Driving:</b> JB reported that he had spoken to a representative from the magazine and agreed a members' discount of 25-30%. Negotiations had been delayed but their representative would return to work in a week. JB suggested enclosing an advertising flyer with our Yearbook and printing a banner advert for "Carriage Driving" at the foot of a page. He also suggested some text to accompany the monthly e-mail to members</li> </ol>

	<p>with a copy of the BC pages in “Carriage Driving” and an advert on Facebook. He had to discuss the method of payment by Direct Debit in more detail before anything was finalised.</p> <p>6. <b>Bennington Proposal re Club Championship:</b> DW confirmed he had spoken to Sue Mart who was now aware that their proposal did not fit with the BC thinking and reasons for introducing the Club Championship. She confirmed Bennington were still keen to be involved in some way and DW confirmed he will discuss the matter further with Bennington.</p>
6	<p><b>Correspondence</b></p> <p>1. <b>Letter from Horse Pairs Chef d’Equipe re changing the procedure for RWHS invitations for Horse Pairs:</b> JB noted a conflict of interest with this agenda item. CS noted that drivers must be qualified at FEI 3<sup>rd</sup> level to be eligible to enter RWHS. Council noted that the existing procedure was to invite the winner of the National Championships and then pass the invitations down the Fenix Driver of the Year points table with the proviso that the driver must have achieved a dressage mark at a National or Regional event, comparable to their class’s World Championships dressage qualification score, in the previous year. This is now 65 for all classes. It was noted that the purpose of this was to maintain standards and reward those drivers who participated at our own events although a conflict could exist with some drivers wishing to support our National events but also compete internationally. After some discussion, it was agreed that it would be unfair to change the system for one class and without established criteria it would be difficult to reach an alternative decision. DL proposed retaining the existing system for all classes. This was seconded by DW and agreed unanimously.</p> <p>MK asked how many invitations Council wished to apportion to which class and noted that in the past RWHS had stipulated the numbers. Should the decision be left to Council, CS asked MK to produce a list of those eligible and wishing to attend if an invitation was forthcoming to enable this to be discussed at the next meeting.</p> <p>CS noted he wished to create a book of Policies and Procedures which would contain such details as the process of allocating RWHS invitations and other such details that did not require published in the Rule Book.</p> <p>2. <b>E-mail from the Chairman of the International Teams Committee re use of weighbridge at National Events:</b> The weighbridge is currently at Ashfields and will need recalibrated if it is to be used. CS noted transport would be needed. DL suggested he could speak to Zoe and ask about the condition of the existing weighbridge and research the option of purchasing a light weight option. This was agreed.</p> <p>3. <b>Email from the Chairman of the International Teams Committee re wording in Annex 19:</b> A concern has arisen as annex 19 does not specify the £200 selection fee had to accompany the selection form. It was agreed that both now need to be sent together. CS will amend the wording to ensure events, driven before the form and payment are sent, are not counted. DL noted a driver could still join the selection half way through and the Selection / Ratification panel could still consider them as the 2<sup>nd</sup> or 3<sup>rd</sup> team member.</p> <p>DL noted a conflict of interest. For Horse Fours at WEG there will be 2 on a team. DL felt the top 2 from the selection table should form the team. Pony fours, ratify the first, select the 2<sup>nd</sup> and ratify the 3<sup>rd</sup> team member. JB reported a conversation with George Bowman IV who reported some discontent from the Horse Fours regarding the selection process. JB felt the principle of the process used for the ponies should be adopted as the most professional approach. He suggested this is used to select any team of 2. DW asked if the 2<sup>nd</sup> person in the selection table would be reserve if not selected and this was agreed. DL left the room for the vote. JR proposed adopting the same procedure as the ponies. This was seconded by JB and agreed unanimously. DL returned to the room.</p> <p>CS drew attention to the revised Selection Form which noted an “agreement” with the driver and chef d’equipe. CS felt “discuss” would be a more appropriate wording which would avoid conflict as it was noted that lack of agreement would preclude a driver signing the Selection Form. Council agreed to have the following wording: “At the beginning of the selection process to discuss with the Chef d’Equipe my proposed programme of competitions, whether in the UK or Europe, and thereafter to keep the Chef d’Equipe informed of any changes in that programme.”</p> <p>4. <b>E-mail from the Chairman of the International Teams Committee re WEG 2018:</b> DL declared a conflict of interest. CS felt it was right to raise this issue early. Costs of £70k per competitor were predicted. DL felt that all the drivers would like more information regarding logistics and timing for travel, quarantine requirements, horses’ departure airport etc. DL indicated he wished to go if he was considered to be of the required standard and if some funding was available. DL noted Boyd will know costs and any plans as he had been elected to the FEI Driving Committee. JI felt we should be supportive in principle and some fund raising effort would be required. CS noted we did not want to raise money, then not have anyone of the required standard, and suggested creating an international fund for future events. DL asked what help we could expect, if any, from the SDF. It was explained</p>

	<p>that the SDF is set up as a trust fund and out with the remit of Council. The trust document will dictate how their funds can be spent. DL felt personal fund raising would be better. JB felt that any money raised could possibly be better spent rather than sending 2 drivers to WEG. CS felt that the suggestion of fund raising towards the team's support personnel could be a way forward where drivers would pay their own costs. It was agreed that Council did not feel enough information was available to make an informed decision. DL will obtain further information for consideration at the next meeting.</p>
7	<p><b>Confirmation of e-mail decisions</b></p> <ol style="list-style-type: none"> <li><b>Retrospective request from Swingletree Photography to allow use of the BC logo on their 2017 calendar.</b> The decision was taken by e-mail to issue a one off licence for Swingletree to use the BC logo for their 2017 calendar. In future, they would be expected to ask for permission to make use of our logo (in which we own the IP rights) before the event, not retrospectively.</li> <li>CS asked if such decisions should be in the minutes and this was agreed.</li> </ol>
8	<p><b>Use of names in Council minutes</b></p> <p>CS reported that he had been approached by an individual who felt their name was appearing too often in the Council minutes. CS suggested referring to individuals by their title e.g. Chair of the International Committee. This was formally proposed by DW, seconded by JB and agreed unanimously.</p>
9	<p><b>Approval of event officials for 2017</b></p> <p>MK circulated the details from the schedules she had received so far. Acceptance of the schedules and officials was proposed by DL, seconded by CS approved unanimously. It was agreed that Lowther needed to list Dick Carey as an assistant CD as he is not a BC official. The only schedule still requiring approval is Goodwood.</p> <p>JB noted that the FEI no longer had appeal committees. This will be discussed further under rules.</p>
10	<p><b>Appointment of Event and Publicity Officer</b></p> <p>This post had been advertised internally. CS noted that no objections had been raised by the members regarding the planned expenditure. 4 members had expressed interest to the Chairman. CS suggested there were 3 ways forward: look at all 4 and advertise externally if it is felt that a wider spread of expertise is needed, consider in which candidates there is the greatest interest and move to interview or consider all 4 CVs today and take a decision. CS noted that Conference raised the possibility of possibly needing 2 people. MK noted that one person had applied for a split job and that an external person had noted interest as there was no closing date. She suggested considering an advert through Linked-In, an on-line advert with H&amp;H and an e-mail to the other BEF member bodies. JI felt a different discipline approach could work well as she had transferred from eventing. It was agreed that if the job was to be split an alternative advert was desirable as the first advert may have put some people off. JB noted the person for publicity needed to be proactive and find news as well as write the article. They would be expected to send press releases and regular updates for the web-site. After some discussion, it was agreed to read the CVs.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>DW proposed the appointment of Julia Crockford as advertised, with support for PR if required, which is a probationary appointment for one year. This was seconded by JB and agreed unanimously. MK asked if CS intended to write to the 4 candidates and he agreed to do this. CS felt that much of the publicity could be hung on the Championships.</p> <p>On the subject of publicity, MK asked if CS would request Fiona Powell sends articles to Hoefnet and BC simultaneously. It was agreed that Hoefnet may be able to publish the information more quickly but it was desirable to have to have reports from our own events on our web-site. It was noted that Vic spends considerable time preparing reports for publication to ensure a high standard is maintained.</p>
11	<p><b>Insurance Update and Proposal</b></p> <p>CS reported a successful meeting with himself, MK and Howdens. Numerous queries had been resolved. One issue CS had been asked to raise was the possibility of reducing the age of Young Drivers joining BC from 10 years to 8 years. CS noted the insurers had left this decision to BC. This age reduction, to be introduced with immediate effect, was proposed by JB, seconded by DW and agreed unanimously.</p> <p>Cover pertaining to marathon grooms was discussed and the lack of cover for grooms in dressage, cones, at club events or in the box park noted. It was mentioned that drivers often have different grooms throughout the year, particularly multiples. Howdens thought the underwriters would extend cover to everyone with the driver who was a groom at the event and will check this and revert.</p>

	<p>Day tickets were going to be difficult to implement for club drivers but will be relatively simple for National drivers. They would join BC as a day member which entitled them to buy a ticket for a specific event. For clubs, it will be easier to extend cover to all clubs' events.</p> <p>The different level of benefits for members, officials and international drivers was discussed. CS noted a member had raised concerns that the insurance provision provided through BC membership did not cover loss of earnings or incapacity insurance. It was noted that the cost of increasing our level of cover to supply this for members would be prohibitively expensive.</p> <p>CS felt that the membership review has the potential to create a more stream lined structure but the time frame was too short to create a well thought out proposal for 2017. He proposed renewing our policy with any changes in July and implementing it for the membership in January 2018. This was agreed.</p> <p>CS noted that a dedicated insurance web-site was planned which would have information to answer members' questions. In addition, accident and incident report forms would be merged into one document which will be completed on-line.</p> <p>DL asked if max number of grooms should be specified. It was noted that BC would lose income from Marathon Grooms. CS noted it had also been suggested that officials could pay a lower membership fee and the supporter category could be expanded to include officials. Insurance for officials would still be in place at events. It was agreed a decision should be delayed until a treasurer was in place and we had figures for the additional costs. CS felt grooms needed to carry liability insurance although he was not in favour of increasing the accident benefit for members. He felt higher compensation was fair for officials. It was noted this did not extend to club officials and asked MK to write to Howdens to extend personal accident and travel to cover officials at club events. CS mentioned the higher level of cover for our international competitors.</p> <p>JB reported the members' views from the International Meeting. Options to raise additional funding to support our 2 international events upgrading from FEI 2* to FEI 3* were discussed and included increasing the entry fee, increasing the cost of putting your name on the selection list and an international membership. The consensus was that the international drivers preferred the international membership category but a method was needed to extend this to foreign drivers living in Britain.</p> <p>CS proposed this was kept under review but needed resolved before July so that we can renew the insurance appropriately.</p>
12	<p><b>Report from the AGM, Conference and associated meetings:</b></p> <ol style="list-style-type: none"> <li> <p><b>Event Organisers:</b> JI noted that a request came from this meeting to have 4 evolution obstacles, the dressage and cones in a 100m arena and permission to wear protective boots in all 3 phases. Council agreed all these proposals.</p> <p>It had been noted that small ponies run a risk if they are outdoors without a groom or backstepper. It was agreed that events may allow small ponies to run, with the groom in close attendance instead of being carried on the carriage, if the organiser has carried out a full risk assessment.</p> <p>The need to know a driver's next of kin at events was discussed. MK will add ICE contact to the declaration form. It was noted that it was good practice for organisers to know who was on the showground.</p> <p>JI noted an event feedback form was requested. CS suggested a very simple response form and JB suggested a Survey Monkey form. This was discussed in some detail and a survey, asking for feedback from the 2016 events, will be sent early next year. JI will ask the event organisers for additional input. In addition, short surveys will be sent to all competitors directly after the event. JB will prepare the surveys.</p> </li> <li> <p><b>Affiliated Clubs:</b> CS noted everything raised has already been covered other than the threat from the Scurry and Trials Driving Group which had been investigated and found to carry no weight.</p> </li> <li> <p><b>International:</b> MK reported that Philip Bateman had covered selection and qualification events, championship dates and venues, international dressage tests and rule changes. The unsolicited outside assistance proposal and FEI 3* event costs have already been covered.</p> </li> <li> <p><b>Conference:</b> CS felt it was a good Conference without controversy. JI noted some members wanted to attend both the International and Club meetings. It was agreed that next year the international meeting would start at 10am, coffee will be served at 11am with the club meeting starting at 11.30. Lunch will be at 12.30 with the AGM at 2pm.</p> </li> </ol>
13	<p><b>Membership review</b></p> <p>This has already been discussed. It was noted that circulating the proposals to members during the summer would help identify potential problems before it was implemented.</p>

14	<p><b>Selection Forms and Payments</b></p> <p>This has already been discussed.</p>
15	<p><b>UKCC</b></p> <p>Angela Flanagan had sent a new UKCC statement and this was approved unanimously. It will replace the existing web-site information.</p>
16	<p><b>Finance</b></p> <p>CS noted this seemed to be fine until a new treasurer was appointed.</p> <p>CS queried the costs associated with credit cards and MK noted this was the cost to BC of members paying through PayPal with either a debit or credit card. It was agreed that the appropriate charge should be added to memberships paid in this way and MK will ask Vic to amend the web-site to reflect this for forthcoming memberships if possible.</p>
17	<p><b>Committee Reports</b></p> <ol style="list-style-type: none"> <li><b>F&amp;GP:</b> CS noted this committee had not met. CS proposed that BH remain as Chair of F&amp;GP for a year and continue this practice in future to retain the knowledge of the outgoing Chairman. The new treasurer will be appointed to this committee in due course.</li> <li><b>Competitions:</b> No chair is in place at present. None of the 3 members present at the Council meeting had the time or experience to take on this role. It was suggested that Ian Gilbert was asked to remain as Chairman to co-ordinate this committee for 12 months, as Barry Hilditch is doing with F&amp;GP, with Dave West likely to take on the role next year. MK will speak to Ian. CS asked for a decision regarding the composition to be deferred until after any co-options took place.</li> <li><b>Rules:</b> CS had summarised the FEI rule changes and few affect BC. He recommended that those that apply should be adopted. This includes: ear hoods cannot be tied to nosebands, 30m marked to define where a groom has to remount the carriage outside an obstacle or effect repairs, a maximum number of knock downs in obstacles, a standard specified for back protectors, age limits for juniors clarified, oxers in cones and 5 measured cones. CS will send MK notes. Other rule changes had been adopted throughout the year. Progression to international competition has still to be reviewed and will be added as an agenda item for the January meeting.</li> <li><b>Judges:</b> JR reported that the new Open single test will be tried in the next few weeks and published before Christmas.</li> <li><b>Health and Safety:</b> MK noted that Peter Bridson had responded and intends to send a formal Safety Committee recommendation in due course. MK and CS will liaise re the new web-site and the need to forward information.</li> </ol> <p><b>Working Groups</b></p> <ol style="list-style-type: none"> <li><b>Training:</b> JR noted he had nothing to report.</li> <li><b>Public Relations:</b> JB reported that the indoor final at Addington ran with 2 competitors although 2 pony teams had been invited to make up the numbers for the organiser. Serious negotiation was needed to run as the organiser had cancelled on discovering only 2 drivers were taking part. Dan Naprous was the winner and receives the BC wild card for The London International Horse Show at Olympia.</li> </ol> <p>The Liverpool Horse Show wants a glitzy show with motor bikes jumping over carriages and commentators on the carriages. A crew will visit Dick Lane to shoot a promotional video. Dan, Wilf and Dick plan to compete. The question of insurance was raised. MK suggested informing our insurers of this event and JB will forward details in due course. It was noted that a detailed Risk Assessment is needed.</p>
18	<p><b>Any other reports</b></p> <ol style="list-style-type: none"> <li><b>Office:</b> MK noted that she was making progress with the Yearbook.</li> <li><b>Saddlers:</b> MK noted she had attended the meeting with representatives from the Worshipful Company of Saddlers. They are continuing to provide headcollars and a training grant.</li> <li><b>International Teams Committee:</b> MK was asked to forward the minutes of this meeting to Council. It was agreed that most queries from this meeting had already been raised.</li> </ol>
19	<p><b>Dates and venues for 2017 Council meetings</b></p> <p>It was agreed to continue holding meetings in Kegworth. MK will co-ordinate dates via a Doodle poll once Council co-options are confirmed. The proposed dates are between 23 and 29 Jan.</p>
20	<p><b>AOCB</b></p>

<p>DL noted he had received a query about an international team driver qualifying for the Open Horse class rather than Advanced. JI noted a conflict of interest. JR commented that the horse had never been driven single. The BC rules allow drivers to return to Open from Advanced at any time. JB noted no-one is forced into the Advanced class and no rules had been broken.</p> <p>DL noted Ashfields has queried why it was not allocated a selection event. CS noted the timing of the event is too early for the following year and too late for the present year. DW noted that the Chefs wanted teams finalised as early as possible. Without further reference to the exact minute, it was not possible to be more specific.</p> <p>JI asked about appeal committees and we will follow the FEI in this respect. MK will remove this from the schedules and will inform the event organisers. The PoJ and Ground Jury will now deal with any issues.</p> <p>Co-options: Council expressed puzzlement over the number of parties interested in being co-opted who had failed to stand for election. Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>CS referred to the SDF funding proposal and noted he was looking at using this, if possible, as a means of taking the idea of taster days forward. The Affiliated Clubs meeting had expressed concerns that not all clubs had access to UKCC coaches. CS will go back to the SDF and ask for some leniency with regard to the level of coach used. The cost of indoor venues was discussed. It was felt that £250 would only cover a small part of the cost of an indoor venue. CS noted the SDF was looking at training and it was BC that wished to merge this with the taster day. JB felt taster days can be likened to "Red Letter days" whereas the Driving Back to Sport initiative targeted more committed people. CS also asked whether or not a more rigorous assessment was required at club events.</p> <p>JI mentioned the issue of para-equestrian drivers using lap straps or harnesses which she had been asked to raise. It was agreed to discuss this at the next meeting as more information was required.</p> <p>As there was no further business, the Chairman thanked everyone for attending and closed the meeting at 3.30pm.</p>
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