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British Carriagedriving Council Draft Minutes

Best Western Premier Yew Lodge Hotel
33 Packington Hill, Kegworth, Derby, Derbyshire, DE74 2DF

Wednesday 28th September 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> <p>The Chairman drew attention to the letter from David Titmuss (item 5.12). BH felt that DT had been a great help stabilising the finances in a troubled time and noted Council's appreciation. DT indicated that he will be prepared to remain in an advisory capacity. He will continue to look after the trailer and its contents and indicated he would be happy to remain on the Horse Pairs Selection and Ratification Panel.</p>
2.	<p>Conflicts of interest</p> <p>No new conflicts of interest were noted. JI and IG noted a potential conflict under item 7.</p>
3.	<p>Minutes of the previous meeting</p> <p>The minutes of the last meeting were proposed by DT, seconded by DW and agreed unanimously as a true record of the meeting.</p>
4.	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Countryman Fairs Meeting: BH reported that this meeting did not take place. CS noted he had spoken to GBIV re Lowther and asked to speak to Jerome. He will approach Jerome directly and noted that CMF will need to work around our dates as we cannot allow our calendar to be restructured 2 years in a row. DW noted that he had visited the event at Weston Park where the scale of the event was greater than had been indicated on an earlier site visit. He felt careful planning and organisation would be required if an event was scheduled at this venue. 2. Club Meeting at National Championships: to be discussed under item 16.3 3. Safety Committee actions re 15.5: MK noted she had asked Peter Bridson for an update but had not received a reply to either of her e-mails. She was asked to continue pursuing this. 4. Merchandise Update: JB noted he had spoken to a company who were interested. They have seen the proposal but were firm that they would not pay any money up front. JB noted that he was insistent that sample products were made available for inspection. He felt that merchandise would be available by Christmas. JI noted the RDA had a company who ordered on demand, supplied a good quality product and samples were freely available. CS hoped that a bulk buying discount could be considered for retailers but a company retailing through a web-site would be unlikely to offer a bulk discount. 5. Insurance for foreign drivers at International events: MK noted that a foreign driver was not insured at our events. CS noted that liability insurance was only relevant if an incident occurred in respect of which the driver was in fact legally liable to an injured party. Since a foreign driver would probably have to be sued abroad this would be difficult to know. MK noted that foreign drivers had to be BC members if they entered any National events although this does not apply to FEI events. CS felt all we could do is suggest to FEI organisers that anyone who is not a BC member should either provide proof of insurance or join BC. 6. Prize money for FEI 3* events: to be discussed under item 7 7. National Championship organiser: IG noted that there had been no interest expressed in this role. IG suggested asking Mary Jane Campbell and noted that Jill Holah would not be available in the office. CS felt that the proximity of the Pony Worlds precluded this as a realistic suggestion. 8. Officials List. MK confirmed this had been updated.
5.	<p>Correspondence</p>

1. **Email from Carriage Driving:** MK noted that BDS members received a discount on a magazine subscription although this was not currently extended to BC members. CS wondered if they would offer prizes of subscriptions. JB volunteered to meet with them and see if there was a way to progress this idea.
2. **Email from Cassie Glennie:** IG felt that we needed to identify an entry point for returning drivers. CS suggested discussing this under the discussion on class structure.
3. **Email from Emma Young:** to be discussed under item 5.4.
4. **Email from Sonny Hillier:** The rule pertaining to qualification for Horse or Pony Fours was discussed earlier this year at which time Council agreed that it would not be changed. JR asked about the historical reasons for this rule. JB felt that driving a pair or tandem was not in fact good preparation for driving a team at Nationals. It was noted that many club events were considerably less challenging than National Events. CS felt it was still necessary to have entered some Nationals as it would be inappropriate for a driver to enter their first National with a four and JB agreed that some National experience was still necessary for a four in hand driver in order to minimise the step up from club events.

IG suggested having alternative routes and, after some further discussion, it was agreed to leave the existing qualification route and offer an alternative where 3 club events with a signed Competence Card could be used as a route to Nationals with a Four but participation in 3 National events was still required at Open or Advanced in any class. This was proposed by CS, seconded by BH and agreed unanimously.

It was noted there were 2 aspects: one regarding a qualification route for fours and one to remind the PoJ of their power to spin someone if they are creating a safety risk. It was felt that PoJs should be advised of the rule change and reminded of their powers. CS will write an amendment to the Rule Book.

BH asked about noting the changes at Conference. CS felt that it was premature before the FEI Rules were finalized.

MK will write to Sonny and Emma and indicate that the Rule is being changed although there will still be a requirement to drive at Open or Advanced at a National or Regional event.

Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.
5. **Email from Patti Atkinson:** to be discussed under item 10
6. **E-mail from Sue Mart:** BH noted the Club Championship had been well received however the proposal from Bennington may cost the National Championships £500 in lost revenue which would be undesirable. CS reminded Council that the main concept of the Club Championship had been to get more club members coming to National Events. JI felt the idea of offering training was to be applauded. CS noted he was still liaising with Jeannie Lane re the SDF training proposal. CS felt we should engage with Bennington and seek a common ground. It was noted that, if the reduction in membership costs went ahead, this potentially would open our National Events to more club members. MK will reply to Sue to note that this has been discussed and confirm Dave West will be in touch to discuss this in more detail.
7. **E-mail from Derrick Mayes:** BH noted this pertained to the subject raised by Rachel Belliere-Wilson in her Championships report where a Dutch driver had responded to shouts from the crowd that he had missed a cone. CS noted he had spoken to Philip Bateman about this. He agreed that while it was almost allowing a caller for dressage, the problem was crafting wording for a rule which was difficult as the assistance was not solicited even although he benefitted from it. In addition, he felt it would be extremely difficult to police. DW asked if it was possible to draft a wording that created a penalty when any outside assistance was found to benefit the driver. It was agreed that the situation was certainly unfair. IG felt it was an unusual situation and the rule was best left as it was. CS felt that the existing FEI rule lacked clarity and was expressed in poor English. It was noted that the proposed changes for 2017 did not include reference to this issue although the FEI were aware of the situation. CS felt that Derrick is sent a reply to say this has been considered by Council and the Rules Committee and note that it is difficult, if not impossible, to draft a rule to cover this situation but clarification and wider publication would be an advantage. CS confirmed this will be kept under review.
8. **E-mail from Mary Jane Campbell:** The content was noted.
9. **E-mail from Jill Holah:** CS had spoken to Jill Holah and explained that the issue of WC qualification at FEI 3* events had not come to his attention until a few days before the last Council meeting at which it had been agreed that the way forward was clear with an objection required. CS noted he had apologised for not involving Jill and with hindsight ought to have done so. CS noted he had missed the change pertaining to the composition of the WEG team. CS asked that Jill is sent a response noting the oversight that caught us by surprise and the WEG change which was not noticed although Council see no reasonable grounds to object. MK will reply on behalf of JI.
10. **E-mail from Janet Pilling:** This will be discussed under class structure.

	<p>11. Letter from Lynda Christian: Part of this will be discussed under class structure. The other part concerned the different courses at the National Championships. It was agreed that they had been designed by different people and this gave more officials the opportunity to build a Championship course. It was noted that the arenas were different sizes which was also a factor. MK will reply on behalf of JI.</p> <p>12. Letter from David Titmuss: BH noted this had already been acknowledged.</p>
6.	<p>Update on Office Review</p> <p>BH noted that he had taken sections of the draft job description to create a list of tasks that could be undertaken by another person and reduce the present workload that fell to MK. BH reminded Council that the previous office at Stoneleigh office had 2 full time members of staff and a part time membership secretary and that considerable sums of money had been saved by reducing the office to one member of staff with an assistant on average 1 day / week. BH stressed he was not trying to criticize MK's ability to fulfil the role of Executive Officer but felt it was Council's job to oversee the service offered to members and clubs. This had come to his attention when MK was ill for a few days in January 2016 and also applies to times when MK is on annual leave. He felt it was inappropriate to have her respond to e-mails when on holiday. He proposed appointing someone to work from their own home and, in time, be linked to the office computer and telephone. He noted the tasks he had identified had come from discussion with MK and recognised that much of the NC work she currently undertakes had devolved to her since she organised this event in 2014. BH noted these were still ideas at this time. He asked Council to consider whether or not this support could be justified by the cost and referred Council to the figures produced by DT. BH noted that certain times of year produced an overload of office administration which he felt had not been fully considered by the Council when the change to the office administration was implemented in 2007. BH noted that Council would ask MK to leave the room when they made their final decision.</p> <p>DT noted that he would endorse what BH had said and felt that the current structure was at fault leaving too much for MK to deal with.</p> <p>JI asked for it to be minuted that MK has offered an excellent service given the number of tasks taken on.</p> <p>CS felt that the draft job description was more a list of jobs needing to be done than a fair job description for one person.</p> <p>JB noted that it was possible to have annualised hours to cover peaks and troughs. JI noted that the appointment of an NC organiser could make use of annualised hours. CS asked if other tasks could be identified to go with this and suggested the possibility of introducing a role of Publicity Officer. DW noted that peak period cover was one aspect and the other was the fall back plan. He also felt good prompt publicity was required and could be integrated with this role. He felt that administrative support was already available.</p> <p>CS asked about the office assistant. CS suggested that the office assistant's role should be more formally organised. MK noted the office assistant was on an "as required" basis and cost very little in quiet months. MK noted that Sport 80 had offered a platform for administration.</p> <p>MK noted that she had pointed out to the interview panel that prioritizing certain tasks would be needed during times of high workload.</p> <p>BH returned to the concept of illness cover. CS noted he shared this concern as there was no fall back plan and an outline of a plan should be in place. BH noted that it was impracticable to have someone shadow MK. MK noted that she had got the office up and running very quickly when taking this on with no background help. She noted that the BEF and other people knowledgeable about the sport could be asked for assistance in the event of her incapacitation.</p> <p>At this point MK left the room and the minutes of the discussion were taken by CS.</p> <p>BH reviewed the history of this issue.</p> <p>JB commented that a key issue to consider was management and how council could and should manage both MK's performance and, if we appointed a new member of staff, that person's performance.</p> <p>IG commented that it would be useful to have a list of tasks that needed to be considered. He had identified 5 tasks namely the National Championships, Publicity, the Points League, Checking Entries and Back Up for MK.</p> <p>JI stressed the importance of working with MK if we were to appoint a new member of staff.</p> <p>BH stressed that it would also be necessary to ensure proper management of the Office Assistant.</p> <p>CS proposed that Council should advertise for a permanent new member of staff (although initially on a probationary period) to work one day per week on an annualised basis with responsibility for organising the National Championships and for Publicity generally with a view to them becoming, over a period of time, aware of the office systems generally.</p> <p>Various members expressed the view that one day would not be sufficient but others were concerned that two days may be too much.</p> <p>CS proposed that the job be advertised on the basis that the hours would be "between one and two days per week on an annualised basis with the precise job description and number of days to be fixed after consultation with the appointee and MK in due course".</p> <p>BH suggested that as part of this proposal Council should also resolve that in future all hours worked by the Office Assistant would have to be approved in advance by the Chairman.</p>

	<p>JB stressed that it was important that MK should be able to work well with whoever appointed and JI suggested that MK should be asked to sit on the interview panel.</p> <p>JB seconded CS' proposal as amended and it was passed unanimously.</p> <p>MK returned to the room and Council noted that they planned to appoint an individual to a support role with the initial focus on organising the National Championships and improving publicity who would gain an insight, over time, in the office administration.</p>
7.	<p>Costs of running an FEI 3* event</p> <p>A number of nations are objecting to the proposed requirement for drivers to only qualify at an FEI 3* event. CS felt that we need to commit in principle what BC's course of action will be should this rule be accepted. He felt that BC money could not be used as it did not benefit all members. IG noted he had met with Philip Bateman and JI and estimated the increased cost to upgrade an FEI 2* event to 3* would be in the region of £2k. CS noted it was the people on the selection list that actually needed the 3* events.</p> <p>After some discussion CS suggested sending an e-mail to the Open and Advanced classes offering options for consideration including:</p> <ul style="list-style-type: none"> • a higher entry fee for the international classes at the event • increase the selection fee to £400 with £200 to the class and £200 to the events • introduce an International Membership Fee which would be around £400 and include the cost of driver registration. <p>The e-mail will also note that this will be discussed at the international meeting at the Conference and ask for their preferred option and alternatives if they were unhappy with Council's suggestions.</p>
8.	<p>BEF Medal of Honour</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
9.	<p>FEI Championship Reports</p> <p>BH asked if there was anything for attention. It was noted that the only controversial item had been that of the outside assistance advancing the Dutch Team in the para-equestrian World Championships and this had already been discussed under item 5.7.</p>
10.	<p>National Championships Report</p> <p>IG thanked DT, Jill Holah and Julia Crockford for their assistance. He commented that competitors seemed to enjoy themselves. He had requested the estate to hire a mini digger to level the ground in the obstacles where harrowing had proved inadequate to eradicate the ruts. He noted water had been a problem with 50,000l used on Saturday (twice what was used the previous year). The estate is looking into a new water supply as currently the nearest mains is 1 mile away. It was noted that the mud on the marathon had been excessive this year. IG noted he had the pump in storage and it was available for next year.</p> <p>IG referred to the e-mail from Patti Atkinson and explained how he had come to ask for her help with this class. He noted the various points she raised and Council agreed this had been a good initiative with many points to be improved after the initial attempts to run these competitions.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>BH queried information he had received that judges at the NCs had been told that the FEI max score of 6 should be applied if a driver used a marathon vehicle for dressage. He also noted that grooms sitting on the mud guard, rather than a central "dickie" seat, unbalanced the vehicle. CS felt this was something that the Safety Committee could monitor.</p>
11.	<p>Driver of the Year Rule amendment</p> <p>MK suggested applying the same rule to the reserve spot in the Fenix and Howden Driver of the Year Points Leagues that were used to produce an outright winner. She noted that this would mean rosettes could be ordered much earlier as the exact results are not known until after the final event of the year. This was agreed unanimously.</p>
12.	<p>AGM and Conference</p> <p>BH had circulated a few changes to the 2015 programme. CS agreed to chair the affiliated clubs meeting and asked MK to send an e-mail asking them to suggest topics.</p> <p>BH will ask Philip Bateman to chair the International meeting.</p> <p>It was agreed to invite each class to give a WC report. The Open Forum will be the place for our proposals re memberships. MK was asked to contact chefs and ask for a volunteer to give the presentation if they were not enthusiastic about doing it themselves.</p> <p>BH complimented MK on the Conference Pack and noted the benefit of having it presented in a format that could be distributed by e-mail to all members after the Conference.</p> <p>MK noted that the Notice of AGM and proxy forms had not yet been sent out as she did not have a copy of the accounts. She noted that the deadline of 21 days notice was imminent. It was agreed to send these documents</p>

	<p>as soon as possible with a note that the accounts would be available from the BC office on request and at the AGM. It was agreed to print 200 copies. MK noted there was no requirement for an election for Council as only 2 nominations had been received.</p>
13.	<p>2017 Training Clinics</p> <p>It was agreed continue alternating the focus for club clinics which will be for Club TDs in 2017. DW agreed to take the north one and Ian Douglas will be asked to do the one in the South.</p> <p>JR noted a Club Judges clinic was planned at Cricklands on 11/12 March, starting at 10am, and remaining the same cost as 2015.</p> <p>JR agreed to consult with Dick Lane re the Carriage Fair.</p> <p>The National / FEI combined clinic at Stow is from 24-26 Feb 2017 with Judges taken by Joaquin Medina (ESP), Technical Delegates by Philip Bateman (GBR) and Course Designers by Richard Nicoll (USA).</p>
14.	<p>Finance</p> <p>DT circulated a breakdown of the NC income and expenditure which looks like breaking even.</p> <p>DT estimated £150k in the bank by the end of the financial year which was considered a reasonable reserve total given the level of expenditure.</p> <p>DT noted he was happy to maintain a supervisory role as Treasurer until a replacement was found. CS proposed a vote of thanks to DT for his excellent custody of the association's finances and wished him well in his retirement.</p> <p>Changes to membership levels will be discussed under item 16.3 and with the members at Conference but if no change in the membership structure is agreed, a small increase will be applied to membership fees with a Full member in 2017 costing £165, an Associate £70, a Marathon Groom £40, a Single Event Marathon Groom £20 and existing discounts for combined categories will be retained.</p> <p>Start fees and affiliation fees remain unchanged.</p>
15.	<p>Committee Reports</p> <ol style="list-style-type: none"> F&GP: BH reported that F&GP have not met since the last Council meeting. Competitions: <ol style="list-style-type: none"> 2016 Statistics: BH noted competitor numbers were down, even lower than 2012 when a number of events were cancelled. Novice driver numbers have remained the same. Class Structure Review: The e-mails from Janet Pilling and Lynda Christian were considered. IG noted that the obvious classes to amalgamate would be Novice and Intermediate. CS felt that the progression to Open would become too steep. He felt that small classes may not actually put people off. The dressage test requirement was also considered. The jump in standard was a concern including the increase in cones speed. CS expressed concerns that without the progression some may be put off continuing beyond Novice. IG suggested writing a specific test for the Open classes. CS noted it had to be progressive. This was considered as a suitable topic for the Conference. JB will lead this discussion. MK will reply to Lynda and Janet. JR will ask the judges committee to review the dressage tests and write a new one if required. <p>IG asked about the invitations for RWHS and MK confirmed that the winner of the NCs was invited and then the highest placings in the Fenix Driver of the Year points league filled any remaining invitations. An alternative system may be used to decide which drivers, of those invited, make up the GBR team for the CAIO 4* team competition.</p> <p>IG noted some selection events needed confirmed for 2017. It was agreed that for the Horse 4s European Championships, Catton, Hopetoun and Sandringham were suggested and IG will write to the class in case they prefer Ashfields. The first selection event for Single Horses will be the 2017 National Championships.</p> <p>CS noted that the new selection and ratification panels should be decided and this will be added to the agenda for the next meeting.</p> <p>Event dates: It was agreed to run the National Championships on the same weekend as 2016 if this date was available. CS asked if EACDG was having a NQ. He will look into this.</p> <p>IG noted that the Evolution class had been increasing in popularity throughout the year. He noted many drivers had competed although not many had gone to the NCs. IG will check to see if the test will work in a 100m x 40m arena. CS suggested removing the word indoor from the description of the obstacles and this was agreed. JB noted that some drivers had asked if the obstacles could be driven twice and this was agreed. IG felt that a coefficient was required to obtain a better balance between the phases. It was agreed to half the dressage total.</p> <p>Evolution and Young Horse Championship rosettes will be presented at Conference but not trophies.</p> <ol style="list-style-type: none"> Rules: CS noted George Bowman wished to remain on the Rules Committee.

	<p>4. Judges: The Judges Committee asked Council to approve Sarah Louise Oxborrow's appointment to List 3 and this was agreed. IG felt that Joyce Simpson had been assistant POJ 3 times and proved she was equal to this role on her own. JR will take this back to the Judges Committee.</p> <p>5. Health and Safety: MK will chase a response.</p> <p>Working Groups</p> <p>6. Training: JR had nothing to add to the discussion under item 13.</p> <p>7. Public Relations: JB suggested having a standard format, including information on the quality of the photographs etc., to ensure that material submitted for the front page of the web-site is of sufficient quality. He felt this would raise awareness that information for publication needs to be sent to the web-site.</p>
16.	<p>Any other reports</p> <p>1. Office: MK had submitted a report prior to the meeting. She added that she had created a FB post detailing the bronze medal winners at the European Youth Championships which included the sponsors' logos.</p> <p>2. Safeguarding: John Anslow had presented a report which was circulated before the meeting. BH drew attention to the need for clubs to supply a named lead for Safeguarding. MK noted she planned to add a request for this information to the Club Affiliation Form. BH asked her to add a request for contact details of the club's Chairperson.</p> <p>3. Club Meeting at National Championships: CS reported on a successful meeting which had proved popular. The general consensus was in favour of change and the Driving and Non-driving memberships proved popular as did the idea of a day ticket. Calling everyone an affiliated member was also popular. CS suggested proposing to Conference that all club members should be treated as affiliated members of BC and clubs provide their membership lists. Club day tickets would also be an option but input from the insurers would be needed to ascertain if this was viable. The intention would be to retain the same insurance and voting rights as presently exist. The cost of the Day ticket would be discounted from the total if upgraded. It was suggested that Marathon Grooms could be included with the driver membership but the insurers need to be consulted in case they need to be named.</p>
17.	<p>Dates and venues for 2016 Council meetings</p> <p>The next meeting will convene at 4pm, after the Conference, to elect a Chairman. At this meeting date will be set for the next Council meeting.</p>
18.	<p>AOCB</p> <p>MK noted an anomaly with the idea behind the Club Training Grants which stipulate that other clubs should be invited. She noted that under the present arrangements, they would not be insured unless they joined the organising club or BC.</p> <p>DT advised Council that he was happy for the content of his letter may be made public. He did not wish to create any speculation on Social Media regarding his reasons for resigning.</p> <p>CS asked the remaining Council members to consider future co-options.</p> <p>BH thanked DT and IG in particular as he closed his last meeting at 3.45pm and noted he had actually enjoyed being Chairman despite initial reservations. He thanked Council for their help and support.</p>