



East Overhill Farm
 Stewarton
 Kilmarnock
 KA3 5JT
 Tel. 0845 643 2116
 email@britishcarriagedriving.co.uk
www.britishcarriagedriving.co.uk

British Carriagedriving Council Minutes

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

Wednesday 22nd March 2017 at 9.30am

1	<p>Present at the Meeting: James Broome, Angela Flanagan, Ben Freer, Jane Isaac, Dick Lane, James Rooney, Chris Smith and David West.</p> <p>Apologies were received from Frank Campbell.</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. Conflicts with individual agenda items will be noted during the meeting.</p>
3	<p>Minutes of the previous meeting</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. The minutes were signed by the Chairman.</p>
4	<p>Terms of Reference for Vice-Chair</p> <p>CS had circulated a document detailing the proposed terms of reference prior to the meeting.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • the term of appointment should be 2 years with the option of standing for re-election, • the Vice-Chair should be a member of the F&GP committee, • there would be an expectation that the Vice-Chair would progress to the role of Chair although there would be no obligation to do this. <p>This was proposed by BF, seconded by AF and agreed unanimously. MK will add this to the Policies and Procedures manual and publish it on the website.</p>
5	<p>Election of Vice Chairman</p> <p>CS had asked for expressions of interest prior to the meeting. JB was proposed by JR, seconded by AF and agreed unanimously.</p>
6	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Committee Structure – Training and H&S: FC has been involved with H&S and MK confirmed she had written to Chris Doughty but had received no reply. MK will send a follow up letter by e-mail. AF confirmed Sue Mart will join her on the UKCC aspect of the Training Working Group. CS noted FC had suggested that a replacement for Ian Gilbert for next season should be identified now to enable them to shadow Ian this year before taking on the role of Chair next year and had volunteered for this role. This was agreed. 2. Social Media Strategy: BF noted he had not yet had time to progress this. FC has prepared a Risk Assessment to send to photographers which was unanimously approved. MK will write to events and known photographers with a copy of the RA and ask for their cooperation. Issues around identifying an official photographer for specific events were discussed. CS suggested writing into the RA that being on the panel is necessary although each event can appoint one or more official photographers who have the only priority access. CS will liaise with FC over revised wording. CS also raised the issue of sponsorship and how this was approached. He asked the Council members to come back to the next meeting with thoughts on this. CS felt that this idea could be taken forward by the Publicity Working Group which could be renamed as appropriate.

3. **Para-equestrian drivers – lap strap versus harness:** Details and photographs of the proposed equipment had been supplied. It was agreed that this would fall into the category of Compensating Aids for PE drivers. CS will speak to the members of the Rules Committee. JI will reply to Rachel Belliere-Wilson to say that this will be accepted if agreed by the Rules Committee. It was noted that this device had been accepted by the FEI however clarification from the FEI was suggested as there seemed to be a contradiction in the FEI Rule Book. JB asked how the standard of equipment would be approved. CS felt we should not be prescriptive and that the design should be left to the individual. He suggested a wording which put the onus on the driver for ensuring the efficacy of the system.
4. **Progress re cascade of safety information:** As FC was unable to attend, this will be deferred to the next meeting.
5. **Weighbridge:** FC reported James Campbell had indicated he was unable to offer his scales for use by BC. Further aspects of this discussion were deemed to be confidential by the British Carriage Driving Council.

CS suggested adding a line to the entry form with a tick box to be completed by the competitor stating “I confirm that my carriage(s) comply with the requirements of Article 937 and understand that my marathon carriage may be the subject of random weight checks to ensure compliance with article 937.4”. This was agreed.
6. **Event and Publicity Officer:** CS reported that all negotiations had been concluded.
7. **Event feedback form:** JB was complimented on the production of the survey. JB summarised how to interpret and understand the results and noted he had 76 replies from the e-mail shot and 101 responses from the web-site. Distance to events and work commitments seemed to be the main barriers to increased participation and spectators would like further information to understand the rules. CS suggested closing the survey for 2016 next week and circulating the information to each event organiser with an explanation of the reasons for the survey and JB will look into the practicalities of doing this. Each organiser will receive the link for their own event.

CS felt 2 issues needed addressed by Council: more events would generate logistical issues but should be on the long-term strategy whereas provision of electricity and showers were seen as very desirable. JB noted the safety issues of providing electricity when stabling is not provided. Stabling provision was identified as an addition which could attract more entries. CS noted BC could offer to underwrite the additional cost so that event organisers could see how effective this idea could be. CS suggested contacting organisers with this offer with a view to implementing stabling and electric hook up next year. CS and BF will talk to Julia with a view to trialing this at the NCs 2017.
8. **Contribution from BC to YDs International Team:** CS had spoken to Mary Jane Campbell who is now aware that they are entitled to this financial assistance from BC.
9. **Pneumatic tyres recommendation from Rules Committee:** CS noted this had not yet been discussed.
10. **Sandringham update:** CS has arranged to visit Marcus O’Lone next week to see what could be achieved.
11. **RWHS Invitations:** MK confirmed invitations had been sent out and, as only 6 horse teams were now entered, no decision was required from the Selection and Ratification Panel.
12. **Safeguarding update and DBS checks:** Nothing further to report.
13. **Appointment of Selection / Ratification Panels:** All invitations to participate in this process were accepted.
14. **Progression to International Competition (Rule Revision Annex 16 4.11) including Young Drivers and PE drivers:** CS noted the alternative proposal from the International Teams Committee. It was felt that 3 Nationals are insufficient. It was agreed to have 2 National events and one 2* event or 2x 2* events. This will be added to the Rule Book in 2018 and used as the basis for decisions in 2017.
15. **SDF offer of funding for club training:** Amendments have been made, with input from the SDF, to the initial proposal sent to clubs based on numbers attending. One application has been received so far. It was noted that it was not practical to insist on UKCC coaches. CS asked AF to approve any trainers who were not UKCC qualified and this was agreed. She will circulate queries to Council for an additional opinion if required. AF will oversee applications as long as the SDF are in agreement and will liaise with them in this respect. CS thanked AF for her input to this initiative.
16. **Insurance Update and Membership Review:** To be dealt with under item 12.
17. **Merchandise:** JB noted ongoing issues and reported that no progress had been made. It was noted that the tender agreement had been signed. JI noted she had a company supplying items on demand. JB noted it may be necessary to forget about bulk discounts to equestrian retailers in order to make the items available.
18. **BEF Stewards:** MK confirmed David Taylor wished to remain on the list and CS has been added.
19. **Memorandum and Articles Revision:** CS noted Peter Bridson was working on this with the time frame of having it approved at the AGM. BF noted it will save BC around 5-6k in irrecoverable VAT annually if some minor changes are made.

	<p>20. Account Signatories: CS and BF have been added.</p> <p>21. Sport England Investment Guides: CS noted these were all too restrictive to be viable.</p>
7	<p>Confirmation of e-mail decisions</p> <ol style="list-style-type: none"> 1. Queen's Award for Equestrianism: It was agreed to put forward The Unicorn Trust for this award and FC wrote the recommendation which has been submitted to the BHS. CS noted he had been unable to attend the meeting. 2. RWHS Invitations: On publication of the schedule, the number of invitations did not meet with the Council decision to award invitations equally to all classes. For Horse Fours, the decision at the January meeting would be implemented with the remaining 2 places allocated by the Selection and Ratification panel. For Horse Pairs and Pony Fours, it was agreed to retain the format of past years and invite the National Champion with the remaining 2 invitations from the next highest placed drivers in the Points League. The alternative proposals for allocating invitations in 2018 will be discussed further at the next meeting.
8	<p>Correspondence</p> <ol style="list-style-type: none"> 1. E-mail from a member asking if pairs may compete in YH and Evolution classes: It was agreed to allow pairs in Evolution Classes, with a similar wording to that used by the small ponies, where classes may be split at the discretion of the event organiser. For YH cases, the intention was to follow the FEI rules so pairs will not be permitted. 2. Letter (by e-mail) regarding the use of leverage devices at club events: JR had forwarded further correspondence on this issue from another source. JB explained the operation of draw reins and a Market Harborough which are both banned in competition and gave further background to the issue which had arisen at the pre-season event at Cricklands where draw reins had been used in the dressage phase. JR noted that there had been an issue over whether or not the drivers were entering HC although it was noted that HC entries still require to comply with the Rule Book. JB noted that some rules were ignored as it was a training event which had created uncertainty. DW felt that it had now happened but we needed to be clear how to ensure there was no repetition. JB will amend his schedule to make it clear which rules are being amended. CS asked JB to liaise with the Competitions Committee to remind organisers of the need to apply rules. MK will write to the clubs to recommend that when events are run in accordance with BC Rules but with some rules relaxed, the schedule should make it clear which rules are being relaxed and that all other rules would apply. Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council. 3. Request from Don Walsh to enter National Novice classes based on past experience in Ireland: This was approved unanimously.
9	<p>Recommendation to recategorize Andrew Simmons for 2017</p> <p>DW noted a conflict of interest due to his involvement with Catton. This was considered after item 10 and agreed unanimously.</p>
10	<p>Revision of Rule pertaining to Eligibility of Officials Article 985 1.2</p> <p>Officials had been asked for feedback on this issue which was circulated before the meeting.</p> <p>CS noted confusion over how often attendance at clinics was required for CDs but felt that every 3 years was sufficient. It was noted that club level clinics had different priorities, particularly for a TD. JR felt that judges had to be "in practice" to a greater degree than other officials. Ian Gilbert had made the point that CDs had time to check the Rule Book as most of their work was done in advance whereas TDs and Judges were taking quick decisions. JB propose clinic attendance every 2 years for TDs and Judges and every 3 years for CDs. This was seconded by DL and agreed unanimously. MK will leave all approved officials on the list and identify those that are not clinic qualified.</p>
11	<p>Discussion of possible Equal Opportunities Policy</p> <p>MK had circulated the BEF Equal Opportunities Policy and CS suggested adopting this and will make some changes to make it relevant for BC.</p>
12	<p>Membership review</p> <p>CS had circulated a document with proposals and had invited comment from Ian Gilbert, David Titmuss and Barry Hilditch due to their experience in the sport and on Council. IG had suggested a small revision to the ticketing costs to reduce the impact of people not joining as Full members. CS noted that the group medical cover from Hospital & Medical Care Association was no longer an option as anything to do with horses was considered a dangerous sport and excluded, however Howdens can still supply this.</p> <p>BF asked about membership levels for Novices. BF queried whether international drivers entering only GBR internationals would join as normal and pay their own FEI registration and CS indicated this had been his intention. BF asked if drivers on the selection list needed to be International members and CS agreed this had been his intention. A discount of £15 off the total bill will be offered for 1 or more members at the same address.</p>

	<p>For the purposes of members' consultation, the categories will be called Level 1, Level 2, Level 3 and International. CS will create a summary of this document for the members' consultation.</p> <p>CS highlighted the Affiliated Club membership to allow interclub event entries and the cost to BC of offering this. CS suggested £35 for a Level 1 member with a charge of £25 to use their ticket for a Regional and £30 for a National. For Level 2 members wishing to use their ticket at a Regional there would be no additional charge and for those wishing to use their ticket to enter a National there would be an additional charge of £5. For administrative purposes these costs could be paid by way of an enhanced start fee.</p> <p>CS drew attention to the income hit from removing marathon grooms although it was agreed this is a good incentive for drivers. DW asked if it would be worth increasing the membership to cover the loss of marathon groom income. Losing the marathon groom category and amending the cover for drivers reduces administration and ensures that all grooms are covered for liabilities, irrespective of the phase of the competition. JB raised the frequent question about whether or not grooms need to join at club events. CS noted that the additional cost of £50 for clubs' affiliation extended their members' cover to include their groom. At present, it is up to the club whether or not grooms have to join and grooms who are not members are not insured. CS proposed defraying other costs and offering an opt in personal accident policy. CS noted that personal accident for officials and damage to their cars would be retained.</p> <p>DL asked if the insurance was a last resort policy. CS will raise this with query with Howdens and confirm professional grooms are insured through their BC membership.</p>
13	<p>Finance</p> <p>BF noted David Titmuss was overseeing production of the 2016 accounts and noted the Chairman's statement was still outstanding. CS will deal with this when he receives the draft accounts. They should be ready for approval at the next meeting.</p> <p>BF has been working on a draft budget but still needs additional information. There is 10K less in the budget due to the loss of interest on one account and the cost of the Event and Publicity officer. BF will ask F&GP to review the budget which he will circulate to Council.</p>
14	<p>Committee Reports</p> <ol style="list-style-type: none"> F&GP: A meeting had been convened by phone. CS noted a plan to have the Office Review later today if time permitted and the proposal for the membership review. Competitions: No report received. Rules: Nothing further to raise. Judges: JR noted that he had been contacted by an event organiser who informed him he was unable to judge and compete at the same event. Rule 984.3 deals with conflict of interest and forbids a judge judging at an event if they have owned or trained any competing animal. JR suggested relaxing the rewording of this to prevent the judge from judging the class with the conflict. CS will consult with the Rules Committee to create a wording that reflects current practice. Health and Safety: No report received. <p>Working Groups</p> <ol style="list-style-type: none"> Training: AF noted she had nothing further to add. JR noted a number of clinics had been held. JR will submit formal reports to the next meeting. Public Relations: JB noted he had nothing more to report.
15	<p>Any other reports</p> <ol style="list-style-type: none"> Office: MK noted she had nothing further to add. BEF Strategy Meeting: CS reported that he had attended the second meeting. He noted the BEF had issues with the high proportion of money ring fenced for Olympic sport while representing all disciplines. They are looking at raising money more centrally. Biosecurity Project - Communications in the Event of Disease (BEF meeting): AF reported that containing disease was a major issue. They asked for feedback from BC on how vaccinations were monitored. She felt we needed information from the clubs on how they checked. MK explained the system presently used at National and Regional events where 10% of competitors are checked via the existing Spot Check form. It was felt that checking all passports would be logistically awkward. CS suggested formally adopting our present system into our Policies and Procedures manual and suggesting that clubs should adopt the same policy. MK will add a tick box to the entry form for drivers to confirm compliance with the vaccination rules. <p>JB noted that restricting horse to horse contact is important and people should avoid coming into contact with other peoples' horses. He also felt it was important to know a horse's temperature. AF will reply to the BEF. CS sked JB to write an article for the 2018 Yearbook.</p>
16	<p>Dates and venues for 2017 Council meetings</p>

	The next meeting was agreed as Monday 19 th June. MK will enquire if there are alternative meeting rooms nearer the airport.
17	<p>AOCB</p> <p>200 Club donation: MK reported that Heather Clark had indicated she would send the balance of the donation to pay for the scoring license although the final invoice had not yet been received. This money would be ring fenced for this purpose. She also had a further £700 of which £400 could be allocated to purchase new cones to enable construction of the new oxers. MK will write and thank the 200 Club. There will be £300 left which CS suggested could go to funding the SDF initiative. Radios or stop watches or timing cocks were also suggested. MK will ask David Titmuss if there is anything else needed for the trailer.</p> <p>Anti-doping testing: Dick Lane queried the increased frequency of testing and asked why competitors were not informed of the result for peace of mind. MK will write to suggest this to BEFAR.</p> <p>Swingletree Photography: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
18	<p>Sport 80 Presentation</p> <p>Club members attended to hear the presentation. Dave West and Angela Flanagan represented Midlands Carriage Driving, Barry Hilditch, Mary Longbottom and Jane Wilson represented NEDTL, Debbie and Emma Jones represented CHDTL, Jane Isaac represented SCDA and Julia Crockford represented White Horse. Jane Kempton from South Downs was unable to attend due to traffic congestion.</p> <p>James Radford and Jack Waddingham gave the presentation on behalf of Sport 80, detailing the wide range of functions it offered including membership database and processing, merchandise sales, event entries, results archive and upload from events, qualification checks, newsletters etc. Clubs would also be able to use the platform with their own access details.</p> <p>Following this presentation, the Council meeting continued with the club representatives detailed above in attendance.</p> <p>It was agreed that it had been an excellent presentation and the Sport 80 platform offered a wide range of very useful functionality. Funding the system was discussed and CS suggested passing some expense to the clubs although BC would take care of the VAT.</p> <p>CS noted he had been in touch with Mike Watts who already provided an on-line entry system for a number of clubs including ICD at no cost other than the card cost (which was also lower). CS did not yet know whether Mike Watts' system could offer the same features as Sport 80. BF felt that the platform had potential for other efficiencies and savings. Entries would be very easy with information already entered. JB felt it would enable us to offer a result comparison which could sell it to the members to give them an enhanced service. JB felt that it would offer benefit to club members and provide checks which would take some of the responsibility away from the organiser. CS noted that some savings will be made but some cost will need to be passed onto the members. Some reservations were expressed over the limitations of what Mike Watts' system offered. MK noted the problems of the previous office database which was administered by one individual.</p> <p>DL asked if BC could adopt the system without the clubs. CS agreed this could be done but felt the clubs would strengthen our bargaining power. CS felt the idea was to integrate clubs and BC and this would not be achieved if clubs did not also adopt the system. MK noted that many of the advantages were administrative.</p> <p>BF asked how aspirational we wanted to be as a sport with an attractive infrastructure. Barry Hilditch asked if any money could be requested from the SDF to give clubs a free first year.</p> <p>CS asked the club representatives present to go back to their clubs and consider the level of functionality they would use. Barry Hilditch felt the Sport 80 system would remove the human element of checks currently done by aging volunteers. CS noted that clubs' administration should be able to run with a smaller number of volunteers and in a shorter time. BF highlighted the assistance the system could offer regarding biosecurity and updating vaccinations. DL felt we needed to create a list of benefits for clubs to take to their members.</p> <p>After further discussion, CS summarised the main points raised and noted that a discussion with Mike Watts was needed to see what database functionality it could incorporate. He also noted that as part of the office review, it would be necessary to identify financial savings and administrative efficiencies. BF wished a further discussion on fees.</p> <p>As there were no further points to raise, CS concluded the meeting at 5.45pm and thanked everyone for attending.</p>