



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 19th June 2017 at 9.30am

1	<p>Present at the Meeting: James Broome, Frank Campbell, Angela Flanagan, Ben Freer, 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>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 BF, seconded by AF and agreed unanimously as a true record of the meeting. The minutes were signed by the Chairman.</p>	
4	<p>Matters arising</p> <ol style="list-style-type: none"> Social Media Strategy: As the proposal had been sent by BF in the last few days, CS asked for this to be carried forward to the next agenda to enable Council to assimilate the content prior to discussion. Photography Policy – MK noted some issues with the administration of the policy and DW commented that it had been very beneficial at Catton. JI noted she had concerns regarding its implementation. Alternative options such as issuing numbered bibs and insisting on Public Liability insurance will be considered when the policy is reviewed at the Council meeting at the end of the season. Sponsorship and the Publicity Working Group: To be discussed under item 11. Para-equestrian drivers – lap strap versus harness: The Rules Committee had indicated they were all in favour if the mechanism releases effectively. FC proposed adopting this into the BC Rule Book. This was seconded by DW and agreed unanimously. CS will draft a suitable rule. Progress re cascade of safety information: CS noted a procedure was needed. FC will revisit this under these criteria. Event feedback form: CS asked what JI and DW would feel was the most useful time to receive the information. They felt 2 months for competitors to submit feedback would be suitable before JB sent the poll results. Stabling and electric hook up at NCs 2017: Julia has obtained a quotation for stabling; 30 boxes for £3,000. JB felt this was expensive. JI noted it had been trialed at Hopetoun although there was very little interest. It was felt that an insufficient number of people were aware of this as it had not been in the schedule. <p>For the electric hook up, CS felt cabling along the fence line with approx. 20 outlets would be feasible and suggested asking those qualified for the NCs for their views to establish if these facilities were wanted. JR suggested offering it to the stewards on the other side of the fence. CS will speak to Julia re red diesel</p>	<p>CS RULES</p> <p>FC</p> <p>JB</p> <p>CS</p>

	<p>and DL will look into the size of generator needed. JB will also speak to Julia regarding alternative stabling suppliers. It was agreed to leave the booking as late as possible and this will be decided by CS and BF.</p> <p>8. Pneumatic tyres recommendation from Rules Committee: The Rules Committee had suggested offering this option up to Intermediate. It was suggested that an alternative would be to remove it completely. FC proposed total removal. This was seconded by DL and agreed unanimously.</p> <p>9. Sandringham update: CS had a very positive meeting with Marcus O'Lone who was very keen to see the event continue. He hoped BC would do more to support all nationals, especially through sponsorship. A title sponsor for the series of all events would be ideal with the possibility of organising a sponsor's event at Sandringham. CS felt we had quite a lot to offer. Marcus O'Lone was very supportive of the stabling and electricity concept and will adopt that next year if the trials are successful. JI noted Hopetoun would also buy into the sponsorship concept.</p> <p>10. Insurance Update and Membership Review: This will be discussed under item 12.</p> <p>11. Merchandise: This is now operational. MK noted Vic was taking quality photographs of the merchandise as the company was unable to supply these. JB will ask JSTeamwear to contact the event organisers with a view to promoting sales.</p> <p>12. Memorandum and Articles Revision: This requires further revision and Peter Bridson is working on this as there needs to be provision for allocation of funds if the association is wound up. CS noted that nationals who cannot reclaim VAT could maybe do so through BC in the future but this is very complex and will be discussed further at a later date.</p> <p>13. Judges conflict of interest - new wording for Rule 984.3: CS noted he had not yet done this but the Rules Committee are happy in principle.</p> <p>14. Donation from 200 Club: MK reported that after the scoring programme and additional cones equipment had been purchased, the items identified by David Titmuss as needing replaced in the trailer accounted for the remaining funds. MK noted she had written to thank Heather Clark on behalf of the 200 Club.</p> <p>15. Anti-doping testing results: MK reported that Sophie Thomas, who is the sole administrator for BEFAR for 8 disciplines, had replied to say that it would be very time consuming to notify every individual and any delays by the lab would lead to speculation regarding test results. She noted that BEFAR follows the lead of UK Anti-Doping (who deal with human anti-doping in the UK) who do not notify athletes of negative results. She suggested we must encourage our athletes to be confident that they know exactly what they are doing regarding equine anti-doping and controlled medication, in which case any samples taken at any point should not be a cause for concern.</p> <p>16. Officials clinic qualification: While updating the clinic attendance for publication onto the web-site, MK noted it had, until now, been the practice to accredit qualification to an official in both their roles if it was a combined clinic and asked Council if they wished to continue this practice. This was agreed.</p> <p>MK asked for clarification regarding National clinic attendance for retired international officials. It was agreed to take the date of retirement from the FEI list as counting as clinic attendance after which the BC Rule Book would apply.</p> <p>MK asked Council what wording was required regarding FEI Officials. It will be added to the officials list that FEI officials can officiate even if they are not on the BC list.</p> <p>MK noted she had asked the Judges Committee to consider how Specialist Cones Judges were appointed and what qualifications were required as this was unclear. Philippa Thompson indicated she would add this to the agenda for the next Judges Meeting. JR noted 2 people were interested in doing this.</p>	<p>JB DL CS/BF</p> <p>CS RULES</p> <p>JB</p> <p>CS RULES</p> <p>MK</p>
5	Confirmation of e-mail decisions	

	<ol style="list-style-type: none"> Change to members' personal accident insurance provision: It had been agreed to go ahead and ask Howdens to implement the new policies from July. This was proposed by DW, seconded by BF and agreed unanimously. Permission to compete abroad for Frank Campbell and Sara Clough: FC left the room. Council had granted permission for both to do so with the proviso that they successfully completed Cricklands. MK had notified both drivers of this decision. This was proposed by DL, seconded by JR and agreed unanimously. FC returned to the room. 	
6	<p>Correspondence</p> <ol style="list-style-type: none"> E-mail from Swingletree - query re photo credits: Swingletree asked what BC would do for a photographer if an image was used with an incorrect or missing credit. It was agreed that it is not the intention to use photographs without the appropriate credit therefore Council will not make any provision for what will happen if an error is made. This will be decided if the situation arises. MK will reply to Swingletree. E-mail from a member re Lowther and NC qualification: CS noted that technically, under the rules, Lowther should not have been approved as a National event. CS suggested amending the rule to allow Council to take a decision where any variation to the format is proposed. This was proposed by DW, seconded by JR and agreed unanimously. Letter from a member regarding criteria to upgrade to Open: CS suggested amending the rule to say that only classes with at least 3 starters for Novice or Intermediate would count for drivers' promotion. Classes with only 1 or 2 starters will still count for voluntary progression. CS will write an appropriate wording. This was proposed by JI, seconded by AF and agreed unanimously. E-mails from Taken Photography regarding behaviour of photographers: MK will reply to confirm it is up to the event's safety officer to speak to any photographers felt to be acting dangerously. Council will consider the need for liability insurance when the policy is reviewed at the end of the season. E-mail from Jean Lane re reflectors on carriages: CS had spoken to Minta Winn, who was involved with the current litigation, and noted that marathon vehicles did not incur a penalty if there were no reflectors although these were a legal requirement for driving on the roads. JB suggested a publicity campaign to raise awareness of the Highway Code and the fact that reflectors are a legal requirement. MK will add this to the next news pages in "Carriage Driving". This was proposed by BF, seconded by AF, and agreed unanimously. E-mail from a member re eliminations: CS noted he had consulted with the Rules Committee. They had agreed use of seat belts was a safety issue and while the competitor had not been stopped immediately, DW noted she had been stopped as soon as it was possible for a judge to eliminate her. It was noted that it was not possible for stewards to eliminate a competitor. It was agreed that this rule needs to be highlighted. DW noted that he would not object to the Yellow Card sanction. CS felt that safety was paramount and the rule should stay. CS suggested adding a note regarding wrapped belts to Rule 966.1.1 which says there has to be a safety check for hat and body protectors. This will need to go to the judges clinic. This was proposed by DL, seconded by JB and agreed unanimously. <p>Ear muffs: CS suggested amending the penalty for breaching the rule regarding tying ear muffs to the nose band to a yellow card in the first instance unless, in the opinion of the Ground Jury, it is clearly affecting the welfare of the horse, in which case elimination will still apply. This was proposed by DL, seconded by DW and agreed unanimously.</p> <ol style="list-style-type: none"> Letter from the Chef d'Equipe re pony WCs: BF and FC declared a conflict of interest. The request was for increased funding to support the team travelling with the Combined Ponies to the World Championships. Currently the ponies receive £1,000; the other teams £600. JB proposed an increase of £200. This was seconded by DL and agreed unanimously. 	<p>MK</p> <p>CS RULES</p> <p>CS RULES</p> <p>MK</p> <p>MK</p> <p>MK</p> <p>CS RULES</p> <p>JR</p> <p>CS RULES</p> <p>CS</p>

7	<p>Evolution Points Allocation</p> <p>In Evolution, anyone can enter even if they are not eligible to qualify for the National Championships. It was agreed that points for these competitors would not be added to the Points League. CS will add this to the rules.</p> <p>At 11am a minute's silence was observed to remember the victims of the Grenfell Tower disaster.</p>	CS RULES
8	<p>Adoption of BEF Safeguarding Policy</p> <p>CS felt we should be seen to adopt this policy. This was proposed by FC, seconded by JI, and agreed unanimously.</p>	
9	<p>Irish drivers – procedure to ensure competence</p> <p>CS suggested accepting a recommendation from Carriage Driving Ireland to establish the competence of drivers and their appropriate level of competition where access to events to complete a Competence Card was restricted. MK will add this to the Policies and Procedures manual.</p>	MK
10	<p>RWHS Invitations – procedure for allocation</p> <p>CS noted this has been discussed in the past. CS, FC and DL all noted a conflict of interest. CS had consulted with the International Teams Committee who felt this was not a matter for Council as they are not necessarily the best qualified to take the decision. He felt the matter should not be left to the Selection and Ratification Panel as they already had an onerous work load. He recommended setting guidelines for the Chefs d'Equipe to take the decision on the following lines: in Year A, when the class has its World Championship, invitations should go to people on the selection list who were most likely to be on the team. In Year B, invitations would go to those drivers who would most benefit from international experience with the proviso that their names should be on the selection list.</p> <p>After considerable discussion, DW proposed that the Chefs d'Equipe were charged with taking this decision based on the concept of producing a balance of those needing additional international exposure and those likely to be representing GBR at their World Championships, with the final decision to be ratified by Council. This was seconded by AF and agreed unanimously by those eligible to vote.</p>	CS
11	<p>Sponsorship Co-ordinator</p> <p>Due to time constraints, this will be carried forward to the next meeting.</p>	
12	<p>Membership review</p> <p>CS reported that he had received very few responses but those he had received were all positive. He felt Council therefore had a mandate to move ahead with this proposal. He noted that insurers had now agreed that the additional liability insurance would not incur any cost as this had been offset by the amended cover for marathon groomers. He estimated the total cost to BC will be around £2.5k. CS suggested mitigating the financial risk by retaining the marathon groom membership category until 2019. There was some discussion regarding the rate of discount for additional members at the same address but it was felt £15 was appropriate. DW proposed taking the risk of the whole package in 2018 and tweaking the rates if there was a significant drop in membership income. This was seconded by JI and agreed unanimously.</p> <p>From July members will be able to buy a separate PA policy at a cost of £75 with enhanced benefits. It was agreed to retain the existing PA until the end of the year as this was included when members renewed.</p>	
13	<p>Sport 80 and Mike Watts' platforms</p> <p>CS reported that he had spoken to Mike Watts and received a proposal from Innate which he had circulated to Council. CS had met Sport 80 and had been asked to make them an offer rather than them tell us what reduction, if any, they could offer.</p> <p>BF noted the benefit to BC of adopting the Sport 80 system and it was felt that they offered the best way forward and were the preferred option although the Innate system would not be discounted until negotiations with Sport 80 were concluded. He calculated that at 4% they would generate £14k which could go up to £22.5k if the clubs used it too.</p>	

	<p>CS noted the event organisers were on side if the cost was borne by BC. The stripe fee is 1.2% plus 20p / transaction. CS felt that the cost could, if necessary, be recovered (at least in part) through an increase in start fees. JB suggested approaching Sport 80 and giving them the figure BC can afford. CS felt it would be worth identifying the concrete cost saving of the office assistant and then calculate the amount that would need to be added to the start fee to produce the 1% and 2% options which would form be the basis of negotiations with Sport 80. CS will advise Mike Watts that Council have not yet made a decision. CS felt a fixed fee was desirable from BC's perspective, if Sport 80 would accept that, or 1% of all transactions with a minimum of £5k.</p>	CS/BF
14	<p>Club Training Grants</p> <p>BF noted that this pertained to the BC training grant. CS noted there should be an entry in the P&P manual regarding the procedure for awarding these. After some discussion, it was felt that a move to merge the existing club training grants with the BC/SDF joint grants could be desirable but the long term plans of the SDF will need to be established before any decision can be made. AF will forward the proposal from the SDF to Council. AF and BF will feed back to the next meeting.</p> <p>AF noted 4 joint BC/SDF grant applications had been received so far.</p>	MK AF AF/BF
15	<p>Finance</p> <ol style="list-style-type: none"> Approval of annual accounts for 2016: BF noted he had hoped to circulate these prior to the meeting but they were not yet ready. BF will circulate them as soon as possible and seek approval by e-mail. 2017 budget: BF noted the point to which MK had alluded in her office report of slightly falling numbers. BF noted anomalies with training finances. MK and BF will liaise to reconcile this. BF noted a budget surplus was still predicted. Financial structure of events and implications for VAT: This was discussed under 4.12. Move to electronic communication with members: BF noted he would like to stop sending postal communications to members. MK noted around 10% of members do not have e-mail. DW noted some communication was still needed on paper. It was felt that paper copies can be easier to reference. JB noted that MailChimp was good for sending out newsletters. BF noted that it was not necessary to send paper copies of the AGM notice etc. DW felt that many members paid in order to receive communication. Paper will be necessary for those members who do not have e-mail. Due to time constraints, no firm conclusion was reached. 	BF MK/BF
16	<p>Committee Reports</p> <ol style="list-style-type: none"> F&GP: CS reported that F&GP had met twice to consider the Membership and Insurance Proposal (now passed), Sport 80 and on line entries (already discussed) and MK's office and salary review. CS reported that F&GP had not been able to reach a consensus in relation to certain aspects of MK's remuneration package. MK left the room and a confidential discussion took place. Competitions: Ian Gilbert had circulated the minutes of the Competitions Committee meeting which took place at Catton. <p>FC noted there was a new venue offering to host an event near Newcastle. DW noted the estate was perfect for driving trials, particularly a Championship, with an excellent water supply already in place, no barrier to building permanent obstacles (which would include water) and plenty space for numerous dressage arenas. DL felt Cricklands would be a better venue for a NC. An organiser is still to be identified.</p> <p>The Competitions Committee recommended removing the need to extend the axle for dressage. Council did not wish to adopt this recommendation.</p> <p>The Competitions Committee recommended a greater proportion of the committee should consist of members as most were currently also members of Council. BF noted he disagreed with this view.</p> <ol style="list-style-type: none"> Rules: CS noted there were no further items to discuss. 	MK

	<p>4. Judges: JR noted the Judges Committee recommended Ivor Harper was relisted onto List 3. This was proposed by AF, seconded by FC, and agreed unanimously.</p> <p>5. Health and Safety: Nothing to report.</p> <p>Working Groups</p> <p>6. Training: Nothing further to report.</p>	
17	<p>Any other reports</p> <p>1. Office: MK had circulated a report prior to the meeting and had nothing further to add.</p> <p>2. NOD Funding Meeting: MK noted Zoe Morgan had attended on behalf of BC and had indicated she would send the minutes but these had not yet been received.</p> <p>3. Insurance Review Meeting: CS reported that all the new proposals had been agreed. Some costs will be saved with the membership restructure. It was agreed to retain the same levels for the Group Personal Accident policy during the transition to the new membership structure that are presently in place.</p> <p>4. Office Review Meeting: Updated under F&GP.</p>	
18	<p>Dates and venues for 2017 Council meetings</p> <p>This will be decided by Doodle Poll. FC asked if weekend dates were an option. CS noted that this was an agenda item for the next meeting.</p>	MK
19	<p>AOCB</p> <p>Clarifying FEI Article 913 regarding eligibility to compete as a 3* driver: FC raised this as Lynda Christian had entered Hopetoun twice hoping to upgrade to FEI 3* level. CS referred to the rule book wording. BF noted he remembered Philip Bateman, at the annual conference, saying you can enter twice at the same event. CS noted this was not accurate; the FEI 1* format allows for 2 separate events on the same weekend. The FEI had refused to accept a double entry in the FEI 1* at Sandringham in 2016. FC felt the rule remained unclear and left room for interpretation. DW agreed with CS that the rule was clear as it said 2 events. FC still felt clarification of the FEI rule book was required. FC proposed writing to the FEI to ask for clarification of that rule with the definition of an event. There was no seconder for the proposal which fell. JB asked if we needed to speak to Lynda but it was agreed no further action would be taken. MK will respond to Lynda.</p> <p>Non-attendance at events without withdrawing: JH noted a competitor had not withdrawn from Cricklands and 2 other competitors had sent messages via Facebook. CS referred to the rule which stipulated a fine was payable if no official withdrawal was made. MK noted she had put a reminder in the next Carriage Driving news pages. It was agreed to write to the member in question with a warning that any further occurrences generate a fine as prescribed in the Rule Book.</p> <p>Vehicle weights: MK noted it had been drawn to her attention that at least 2 drivers had vehicles under weight. JB felt ignoring this rule could allow the problem to get worse. DL will look into hiring a weigh bridge for the NCs.</p>	MK MK
20	<p>Presentation from Clare Salmon at 1.30 pm: Blueprint for BEF Strategy</p>	

Signed _____

Date _____

Chris Smith: Chairman British Carriagedriving