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### British Carriagedriving Council Minutes

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

Wednesday 2<sup>nd</sup> August 2017 at 9.30am

1	<p><b>Present at the Meeting:</b> James Broome, Frank Campbell, Angela Flanagan, Ben Freer, Jane Isaac, James Rooney and David West. Chris Smith joined the meeting at 13.30 and took over the Chair from JB. Agenda items were dealt with out of order to accommodate this.</p> <p>Apologies were received from Dick Lane.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</p>
2	<p><b>Conflicts of interest</b></p> <p>No new conflicts of interest were noted. Conflicts with individual agenda items will be noted during the meeting.</p>
3	<p><b>Additional agenda item</b></p> <p>Emails were being received regarding a request for input to the Radio 2 Jeremy Vine Show at lunchtime today. Some discussion ensued regarding suitable candidates to take part. It was agreed to contact George Bowman Snr., Mark Broadbent and Sara Howe with JB from Council.</p>
4	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the last meeting were proposed by DW, seconded by JB and agreed unanimously as a true record of the meeting. The minutes were signed by the Chairman.</p>
5	<p><b>Matters arising</b></p> <p>1. <b>Social Media Strategy:</b> CS felt that BF's suggestion of a Social Media Coordinator was desirable. Creating content was one of the biggest barriers. BF felt current members, prospective members, event promotion and other stakeholders were areas where communication was required. BF introduced his paper on the need for a social media strategy.</p> <p>CS felt that liaison should be with all BEF member bodies as we all need to talk to each other more and, while Social Media communication is important, we need to focus on other media outlets (print/radio) too. CS felt that a focus on top athletes could be off-putting for new drivers and JB confirmed that many large companies were now focusing on grass-roots competitors in their promotions. JB noted that the main stars of dressage, show jumping and eventing were limited to 2 per discipline. It would be necessary to manage expectation as it is not practical to have the winners of all classes mentioned regularly. JB felt Instagram could be another valuable resource as exposure was greater than Facebook.</p> <p>CS felt that the appointment of the coordinator was the first step as this would lead to the enabling actions with development taken forward by a smaller group. CS suggesting mentioning the desire to appoint a volunteer at the Conference and on Facebook. JB suggested paying someone's phone bill to entice them to take the job. CS noted that there was not a focus on international competitors on BD/BS etc. and that the BC website was excellent with a variety of quality photographs. AF proposed that BF draft an appropriate post. This was seconded by JI and agreed unanimously.</p>

	<ol style="list-style-type: none"> <li>2. <b>Sponsorship and the Publicity Working Group:</b> CS noted he proposed to host a cocktail reception at the NCs to thank the main sponsors, the winners of the Points League and Council. Other relevant discussion is recorded under item 12.</li> <li>3. <b>Progress re cascade of safety information:</b> FC is now working on this and has reviewed the Accident and Incident Report forms. FC felt that the recipients were not yet identified and asked if it was necessary. CS noted this had already been confirmed as necessary to enable a route to be identified to share information when it was important to do so and noted FC had already agreed to do this. CS asked MK to share the accident reports with all the members of the Safety Committee.</li> <li>4. <b>Pneumatic tyres:</b> It was agreed that this will be added to the Rule Book for 2018. The issue of measuring the track width of a vehicle with pneumatic tyres was raised. It was agreed that these should be measured with cones to replicate the actual competition.</li> <li>5. <b>Memorandum and Articles Revision:</b> This is still work in progress.</li> <li>6. <b>RWHS Invitations – procedure for allocation:</b> It was agreed that confirmation of the number of invitations for each class would be required from RWHS before invitations were extended to drivers although this could be difficult for drivers when planning their competition season.</li> <li>7. <b>Electronic communication with members:</b> CS felt that communication should now be electronic except when no e-mail address was available. This was proposed by BF, seconded by FC and agreed unanimously. JB felt a paper Yearbook should still be supplied and it was agreed to retain this for the time being.</li> <li>8. <b>Weighbridge for National Championships:</b> MK will e-mail DL to ask about progress.</li> </ol>
6	<p><b>Confirmation of e-mail decisions</b></p> <ol style="list-style-type: none"> <li>1. <b>Letter from Horse Pairs Chef d’Equipe re allocation of the Individual place for the Horse Pairs World Championships:</b> The decision to award the individual place to Joanna Attenborough, subject to her meeting various conditions, was confirmed by e-mail. This was proposed by DW, seconded by BF and agreed unanimously.</li> <li>2. <b>E-mail from Chris Smith seeking Council permission to compete abroad:</b> It was agreed that CS met all the necessary criteria and his permission to compete abroad was agreed by e-mail.</li> <li>3. <b>Funding for individuals competing in the Pony World Championships:</b> FC congratulated BF on his crowdfunding campaign which had raised over 5K for the Pony WC fund. The donation to the individual Pony WC representatives was agreed by e-mail as £800, rather than the original figure of £1,200. This was agreed by e-mail, proposed by DW, seconded by JI and agreed unanimously.</li> </ol>
7	<p><b>Correspondence</b></p> <ol style="list-style-type: none"> <li>1. <b>E-mail from Lucy McGill re scoring:</b> JB noted the results had been slow to be published on the internet at Cricklands. DW noted that queries had to be dealt with before scores were published. It was noted that some confusion had been caused by partial scores being published. It was agreed that it was necessary for scorers to be allowed to work in a controlled environment. JB felt managing spectator expectation was key to resolving such issues. FC felt that live scores were now the norm and JR felt Council had to establish who was in charge of publication. JI noted the need to specify that results are provisional. JB proposed that the scorers were in charge of publication and Council will manage competitor expectation. This was seconded by JR and agreed unanimously.  BF noted that the Leinart system specified when scores were provisional although the Mike Watts’ system did not. JB felt the format of the Mike Watts system was difficult to interpret for people who are not familiar with the sport. It was agreed to write to the scorers noting that they are empowered to publish provisional results at their discretion. JB proposed the amendment to Article 9.10. CS will refine the wording. This was seconded by AF and agreed unanimously.</li> <li>2. <b>E-mail from Pony Chef d’Equipe re amendment to FEI rules:</b> A proposal had been submitted to alter the number of individual invitations to a World Championship event for countries who were unable to send a full team. It was agreed to ask Jill Holah to draft an</li> </ol>

	<p>appropriate letter which we will formally submit to the FEI and EEF Driving Committee. This was proposed by FC, seconded by JB and agreed unanimously.</p> <p>3. <b>Letter requesting permission to affiliate a new club:</b> Following receipt of the relevant paperwork from Breckland Carriage Driving, DW proposed their application is approved. This was seconded by JI and agreed unanimously.</p> <p>4. <b>Email from a member regarding the venue for the National Championships:</b> JB noted he had received an e-mail noting the distance for Scottish drivers and the suggestion that the National Championships could rotate between a north and south venue. DW noted there was no plans to this at present. FC noted the Competitions Committee would look into this possibility and the views of the membership sought. JB suggested plotting the post codes of all the national drivers to look at the geographical spread of drivers. It was agreed that JB would reply to note a more strategic approach to event planning in the future.</p>
8	<p><b>BC web-site publishing guidelines and use of BC logo on external web-sites</b></p> <p>JB noted that the above documents were published on the web-site. DW proposed formally adopting these. This was seconded by BF and agreed unanimously.</p>
9	<p><b>2017 FEI Awards – Equestrian Heroes Nominations: Longines Rising Star, Best Athlete, Best Groom, Against All Odds and FEI Solidarity</b></p> <p>It was agreed that a nomination may be submitted if successful results were achieved at Minden.</p>
10	<p><b>2017 AGM and Conference</b></p> <p>It was noted that AF, BF and FC were prepared to stand for election. JB noted he was willing to stand for re-election. It was agreed that CS would chair the Club Meeting and Philip Bateman asked to chair the International meeting. The Event Organisers meeting will take place on Friday 27<sup>th</sup> October and be chaired by JI. DW felt a light lunch for Council was desirable as this avoided the main rush at the bar. This will be a business meeting and MK will request a separate room.</p> <p>It was agreed that the Pony and Horse Pairs WCs would give a presentation. BF will ask Rosanna if she will do the presentation and JB will liaise with the Horse Pairs to identify a volunteer. JI suggested some old photos to show their origins in driving and this was felt to be a good idea.</p> <p>The membership review will need to be presented to the members at the Conference and this will be finalised by CS.</p> <p>FC noted he had written a document relating to the way forward for the sport and would like to present it to the members. BF noted a long-term strategy for the sport was needed. JB suggested putting it to the members that various topics were going to be discussed e.g. participation and performance pathways and invite consultation in due course with the members. DW suggested that FC circulate the document he has prepared and discuss this at the next meeting to identify a selection of bullet points on which to focus. JB suggested FC make this presentation.</p>
11	<p><b>Education System for Driving Officials</b></p> <p>DW felt that the general principles were sound. It was agreed we had no comment to make.</p>
12	<p><b>Sponsorship Coordinator</b></p> <p>CS felt we needed a more coordinated approach to sponsorship to maximise the impact on the sport and to support events and that a coordinator, who was a member of Council was needed. CS felt a package of benefits could be useful to attract a principal sponsor for the event series. Marathon numbers could have logos on them etc. He suggested trying to form a partnership with a company whose products epitomise a tough outdoor image.</p> <p>JB felt a title sponsor for each class could also be a good way forward and that the package must be delivered effectively. CS suggested referring to the Howden Novice Classes at all times.</p> <p>CS asked Council to come back to the next meeting with at least one suggestion for companies to contact with ideas that can be promoted. AF felt that we needed to have the package organized as the first question from any prospective sponsor will be what's in it for them and this needs to be professionally presented.</p>

13	<p><b>Sport 80 and Innate platforms</b></p> <p>CS noted that it had not been possible to conclude due diligence with Sport 80. BF will suggest that he is happy to sign a non-disclosure agreement and not share the information with Council. BF felt the Sport 80 financial position had improved substantially over the last 12 months although he felt that the 10k + VAT figure was too high.</p> <p>CS noted 3 options were on the table: Sport 80, Innate or continue as we do at present. BF felt that cost savings with the platform would be around 6k. With a 2% increase in revenue generating streams, this would come to 8k, while a 3% increase would raise 9.5k. CS felt the Stripe fee would have to be covered by the user but BC would stand the cost of Sport 80. Although BF is projecting a surplus again this year CS noted some of the predicted surplus was accounted for through the changes implemented via the membership review. BF felt that we were experiencing a higher risk if Sport 80 were not happy to provide the financial information requested. CS was concerned that the contract did not commit them to a price for the term of the contract. CS asked if the additional expense of Sport 80 was justified. BF felt that a figure of around 8-9k would be more viable. It was noted that Innate system was not focused on sport management which was the area of expertise for Sport 80 and that the Sport 80 database was much more sophisticated.</p> <p>JB felt that BC needed to meet with the decision maker at Sport 80 and put our offer on the table. Until this is known it is too difficult to reach a decision. JB proposed that no decision is taken today until such time as an effort is made to try and reduce the price. This was seconded by FC and agreed unanimously.</p>
14	<p><b>Club Training Grants</b></p> <p>BF noted he had made no progress with this. AF had no further information from the SDF regarding their future plans. This will be carried forward to the next meeting.</p> <p>MK noted she had received nothing back re clarification of the clinic funding from BF. He noted he had been busy and had yet to look into this.</p>
15	<p><b>Finance</b></p> <p>BF noted there was nothing to report. The 2016 accounts are with the auditors and will hopefully be signed off shortly.</p> <p>BF asked for the accounts to be sent to members by e-mail with a printed copy to those without e-mail. DW suggested a detailed balance sheet in the Conference Pack with the full accounts on the web-site. The same abbreviated accounts could then be sent out to members with the AGM notice. BF proposed that an e-mail is sent to members with the AGM Notice and associated paperwork with a postal notice to those without e-mail. This was confirmed under 5.7 after CS joined the meeting.</p>
16	<p><b>Committee Reports</b></p> <ol style="list-style-type: none"> <li><b>F&amp;GP:</b> CS noted that a meeting had taken place to discuss Sport 80 at which Barry Hilditch presented the event statistics which were encouraging for this year.</li> <li><b>Competitions:</b> IG had submitted a report to Council prior to the meeting. FC noted he had some concerns regarding the operation of the Competitions Committee and felt he was not as involved as he would like to be prior to taking over when IG retires at the end of this season. FC felt a review of the 2016 events would be desirable. JB noted finding possible dates was always a problem. DW highlighted problems if any national dates were moved as this created a huge problem for clubs. DW felt a longer lead time than next year's calendar was required if dates were to be changed. FC felt this was an issue for Competitions Committee to discuss and will work to progress this.</li> </ol> <p>Bywell was discussed regarding approval to run as a Regional event in 2018. JI noted it was important to be supportive of organisers. FC felt BC needed to know more of the detail however JI noted there was no financial risk to BC and that Patti Atkinson was already working hard on the event. JB felt that feedback from the event would be the best guide as to the standard of the event and the possibility of a future upgrade to a National. This addition to the event calendar was duly approved.</p> <p>DW noted that Onley was prepared to upgrade to a Regional if a date could be agreed. JB noted distance to events was one of the biggest identified hurdles.</p>

	<p>DW raised the query from Goodwood where a separate small pony evolution class had been run. The question was being asked if these should be amalgamated for NC qualification. DW felt that an additional class was at the organisers' discretion and proposed that the classes were amalgamated for NC qualification and points. This was seconded by FC and agreed unanimously.</p> <p>DW noted other items pertaining to Evolution. As the intention was to create progress to National events, he felt it should have a limit of 2 years. JB felt that no restriction should be placed yet until numbers increased. It was agreed to leave it be at present. Louise McCutcheon had noted that there was difficulty identifying drivers' eligibility. It was felt that this had to be largely taken on trust unless notified otherwise.</p> <p>3. <b>Rules:</b> CS noted he was working on incorporating any changes already agreed into the Rule Book for 2018, and it now remained to decide which of the FEI rule changes should be supported or an objection noted.</p> <p>The Rules Committee felt BC should oppose the second transfer. This was proposed by DW, seconded by JB and agreed unanimously. The removal of the Youth Single Horse was also considered undesirable. Objection to this was proposed by JI, seconded by AF and agreed unanimously. The other major issue was the difficulty to police the rule regarding talking in cones by grooms. FC proposed supporting this change and this was seconded by JB and agreed unanimously.</p> <p>4. <b>Judges:</b> Nothing to report. MK noted she had yet to receive contact details for Ivor Harper. JR said he would action this.</p> <p>5. <b>Health and Safety:</b> Peter Bridson had reported before the meeting. There was no trend identified in the reported accidents / incidents. FC felt the paperwork for reporting was satisfactory although could possibly be reduced in volume. JI noted that 2 of the events were FEI events and although the TD at Hopetoun was reported as not driving the course with the Safety Officer, this had been done by the FEI TD who does not report to BC. DW felt that photographers should check in with organisers. This will be included in the review of the photographers' policy at the next meeting.</p> <p><b>Working Groups</b></p> <p>6. <b>Training:</b> AF noted that the report had been received from SCDA's event and approved for payment.</p>
17	<p>Any other reports</p> <p>1. <b>Office:</b> MK had reported on options for the office photocopier to inform the discussion on future methods of communication.</p> <p>2. <b>EEF Driving Meeting:</b> JI had circulated the minutes having attended this meeting. JI noted that we had to write as a National Federation if action was required.</p> <p>There had been a lively discussion on many issues. One issue which prompted much discussion was the order for starting. The removal of Section A and a warm up in an arena containing a warm up obstacle produced additional questions and safety concerns and is at the discretion of the organiser. The second transfer created considerable discussion and was agreed as an undesirable change. The EEF considered an appropriate time frame for PE Championships was every 2 years but annually for the Youth Championships due to age changes.</p>
18	<p><b>Dates and venues for 2017 Council meetings</b></p> <p>CS asked MK to conduct a Doodle Poll to establish a convenient date for the next meeting. It was agreed to look for dates at the end of September/beginning of October.</p>
19	<p><b>AOCB</b></p> <p><b>Safeguarding Audit Representative:</b> CS had been asked to attend but was presently unable to do so. AF mentioned that she would be willing to attend if CS could not do so.</p> <p><b>Publicity for Combined Pony Results</b> JB noted that after the previous combined pony event there had been some criticism about the lack of publicity given to the outstanding results. It was agreed that BC should have a plan in place to ensure that maximum publicity was generated. BF agreed to liaise with Julia Crockford.</p> <p><b>Tackling challenges and barriers to joining Council:</b> FC expressed concern that the time required to attend council meetings and the expense involved acted as a deterrent to more</p>

members volunteering. The number of co-optees on Council seemed to support this conclusion. CS mentioned that it would be difficult to hold meetings at weekends during the summer. He was also concerned that if meetings were held at weekends over the winter the Executive Officer would not be present to take minutes. After some discussion, it was agreed to trial the holding of 2 meetings over the winter on weekends.

In relation to expenses CS was concerned that the membership might not support making payments to council members. The position of other volunteers such as judges, stewards, CDs and TDs was also discussed. After some discussion it was agreed to raise this issue during the open forum at the AGM to see how the membership felt.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Chris Smith: Chairman British Carriagedriving