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British Carriagedriving Council Minutes

Ashfields Carriage & Polo Centre, Great Canfield, Dunmow, Essex, CM6 1LD

Monday 19th March 2018 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 Patti Atkinson.</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 previous meeting were proposed by DW, seconded by JB and agreed unanimously. The Chairman signed the minutes as a true record of the meeting.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Social Media Strategy: BF noted he had not made any progress with this. 2. Memorandum and Articles Revision: It was noted that nothing further had been heard. MK will ask Peter Bridson if this had been accepted. 3. SDF funding for training clinics: CS noted he wished to discuss this in conjunction with items 4.5 and 7. CS noted MK had applied for funding from the BEF and obtained £5k for training which comes with targets that need to be met. AF noted that the SDF had not yet given her a definite answer to her request to repeat last year's funding and she will ask them again for a decision. CS asked AF if it was possible to run Try Driving again through the clubs. It was noted that the format used by SCDA had worked well although this had relied on a vast amount of volunteer time and access to an adequate number of suitable turnouts. CS noted that BC or SDF funding would be required to support Scotland as the money from the BEF came from SportEngland and cannot be allocated to other countries. JI felt that organisers were needed before dates were set. AF will prepare a list of criteria to circulate to clubs asking if they are able to participate. MK will ask the BEF if funding can be put towards training existing drivers. BF noted the club training grants were a different issue and he proposed they stay as they are at present as he has not updated the form. BF requested that the old form was used this year. 4. Sponsorship: CS noted that marathon numbers will appear with Howden and Fenix logos. CS asked MK to produce a mock up for approval. JB noted that the PR company with whom he had been working had suggested delaying any promotion until after the conclusion of the Six Nations championships. BF proposed that the required funding is supplied to JB, This was seconded by JI and agreed unanimously. 5. Club Training Grants: This was discussed under item 4.3. 6. General Data Protection Regulation including appointment to ensure data protection compliance: It was agreed that MK would take on the role of

Compliance Officer and CS felt a refresher course annually should be undertaken. A policy is required detailing, amongst other details, the method for collecting and destroying data, who processes it, why we have it and a written agreement with anyone processing data. CS felt that he and MK needed to develop a policy.

BF asked about security of financial records and archive files. It was agreed that it was necessary to see what was stored to enable an informed decision.

MK asked about the purchase of encryption software will look into the cost.

7. **Meeting Survey:** It was agreed that this was ready to go. CS asked for this to be e-mailed to members with a link on the web-site. The e-mail should note that Council will see the answers for the purpose of formulating policy.
8. **Kisbér-Ászár invitation to a Pony Four:** JH confirmed that Roger Campbell had accepted this invitation.
9. **Horse Pairs Chef d'Equipe:** CS noted that liaison with Derrick Mayes, to identify a suitable replacement, was ongoing. JB felt it was necessary to find someone prepared to take on a long term commitment and ideally have an assistant to take over in due course.
10. **On-line membership platform:** An on-line webinar with Revolutionise Sport, an Australian company offering a web-based platform for memberships and entries, had been arranged to offer Council members an insight into how the system would operate. CS noted PA had forwarded her views by e-mail. CS confirmed that, although Australia was not considered secure for data storage, if Revolutionise were GDPR compliant, then their server would be somewhere other than in Australia. JI asked if event organisers would need to learn how to use the platform and it was agreed that some familiarisation with the system would be needed. DW asked about functionality comparison between Revolutionise Sport and Sport 80; it was agreed they were broadly similar. CS noted Revolutionise had the ability to attach documents to a profile and BF noted they would be able to provide a new web-site based in WordPress.

A second webinar then took place with a second Australian company SportLoMo, which has an office in Ireland. It was agreed that this option was directed towards large team sports and not appropriate for our needs.

JB noted that some aspects of Google enabled information to be obtained regarding the background and on-line habits of members. DW asked if there was an option to test the site and BF said Revolutionise offered this. CS confirmed he had tried the same with Sport 80.

DL noted that a system that met the needs of BC, and in particular make the life of the BC office easier, would be advantageous. It was felt that the financial saving of Revolutionise was a significant consideration.

CS noted he had been in touch with Equo who offer an on-line entry system which is being developed to include a membership database and functions which would again meet the needs of BC. He was expecting a pricing offer at some point today. There is a Stripe fee (common to all platforms) and also a basket fee of £1.50 / visit to the web-site. Their show centre system could be adapted to serve an organisation and could be done in time for the 2019 membership season.

The Innate system was then discussed. It was noted that membership database operations were not their main corporate area of expertise although systems developed by Mike Watts were already in use by IHDT, EACDG and BHC and they had offered to create a suitable system for BC. The cost of £5k plus development costs was noted to be more expensive than the Revolutionise Sport system.

JB felt it was very helpful to be able to call on assistance as required, and this could be a major issue with an Australian based company given the time differences.

DL asked about event scores appearing live on the web-site and it was noted that this would continue as it does at present.

BF will ask Revolutionise if a window for support can be identified and ask the cost of support.

	<p>CS asked the directors if they wished to confirm the option of adopting a web-based platform for 2019. It was agreed that this was the intention with the final choice between Revolutionise, Innate and Equo if Equo were able to offer a competitive quotation. CS asked for a decision by e-mail in due course to ensure this moved forward.</p>
5	<p>Correspondence</p> <ol style="list-style-type: none"> Email from a member re RWHS invitation: It was agreed that it was unfortunate that the member had been unaware of the revised system for issuing invitations to RWHS. It was noted that this information had been circulated after Council made the decision and published in a number of areas. MK will respond to the member apologising for the fact that he had missed this information. CS asked MK to circulate future minutes to the class reps with a request to highlight any information that affects their class. Email from a member re RWHS invitations: DL felt the wording of the rule could benefit from increased clarity. DL noted he was unaware of any discontent amongst horse fours as there had been no recent meetings for the class. It was noted that the procedure was on the agenda for further discussion. CS felt that the list of horse fours invitations reflected the intention of the selection procedure fairly. MK will respond to the member. Letter from an official re volunteer classification and horse welfare: CS noted that a number of European countries had great difficulty in dealing with vociferous groups claiming that all horse sport was cruel. The need for a judge at the halt was considered. The difficulty of insisting on formal training for volunteers in order to call them stewards was considered impractical. JB suggested horse welfare is highlighted by the TD / PoJ / Chief Steward at the briefing. DW noted he had spoken to some officials at the National Clinic and further details were expected. MK was asked to remind club secretaries that stewards, at event briefings, should be asked to be vigilant of horse welfare. Letter from Bywell event re dispersal of obstacle materials from Cirencester The OC for Bywell had offered to remove the obstacle materials from Cirencester. It was agreed that, should the materials need to be lifted, the offer would have to be opened up to all the National and Regional organisers and affiliated clubs before accepting Bywell's offer to uplift the materials at no cost. CS noted that the only way we could return to Cirencester was for a Regional or club event to be organised. CS felt it was premature to uplift the obstacles as no final decision had been made regarding future events. DL proposed that the obstacles remain until such time as a decision was taken regarding the future of the venue. This was seconded by AF and agreed with one abstention.
6	<p>Ratification of e-mail decisions</p> <ol style="list-style-type: none"> Venue for the End of Season Ball: This was proposed by JB, seconded by DW and agreed unanimously. Queen's Award for Equestrianism: It was noted that there were no nominations. Horse ear hoods with BC logo: It was agreed that the published procedure should be followed. Ratification of drivers invited to RWHS: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.
7	<p>Review of wording Annex 19, paragraph 1</p> <p>CS summarized the process leading up to the current wording which reads, "The selection of Athletes to receive invitations to compete at the Royal Windsor Horse Show will be made by the Chef d'Equipe for each class receiving invitations, subject to ratification by Council. Selection is to be based on the concept of producing a balance of those needing additional international exposure and those likely to be representing Great Britain at the next World Championship for each class."</p> <p>After considerable discussion, it was agreed that the second sentence is amended to read, "Selection should be based on the long term development of the international performance of Team GBR. Drivers will be required to achieve their FEI 3* status by the</p>

	<p>end of the preceding calendar year”. This was proposed by AF, seconded by JI and agreed unanimously.</p> <p><i>Following the meeting, an alternative wording was suggested by BF which was agreed by e-mail. The rule will be amended to read “Selection should be based on the objective of developing the international performance of TeamGBR”.</i></p>
8	<p>Safeguarding and areas of concern e.g. writing for a dressage judge</p> <p>CS noted that JI had taken on responsibility for Safeguarding. CS had attended the BEF meeting and confirmed that the BEF provide resources to conduct any investigations. He noted issues around the level of support to be provided by the BEF to member bodies and felt BC needed to develop and refine their own policy.</p> <p>One risk, already identified, was young people or vulnerable adults writing for dressage judges. CS will check the trail of correspondence to confirm what action should be taken after which MK will write to event organisers to note care must be taken to ensure children or vulnerable adults are not placed in this type of environment.</p> <p>CS noted an information sharing agreement will need to be implemented in due course between the different equestrian sports, which has to be done without a breach of GDPR.</p>
9	<p>Finance</p> <p>BF noted that the number of International members was higher than expected and that that a report on the financial performance to date will be circulated when this is available.</p>
10	<p>FEI Athlete Representative for Driving and appointment to the FEI Driving Technical Committee</p> <p>MK noted she had circulated the specifications for these roles prior to the meeting and that the FEI Driving Technical Committee would prefer a candidate with a strong Organiser background. CS noted that the BEF’s International Influence Meeting had pointed out that election to these committees can lead to appointment to the FEI Bureau.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
11	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. F&GP: CS noted he had nothing to report. 2. Competitions: DW noted he had nothing to report. 3. Rules: MK noted she had been asked, under the new rule for a driver’s first international competition, how many events had to be completed before a driver can compete with a different turnout. After considerable discussion it was agreed that a sentence will be added to introduce a requirement that driver can only enter abroad if they are eligible to drive the turnout in Britain. CS will draft a rule for the 2019 Rule Book. 4. Judges: JR had circulated a proposal to tighten up the requirements for officials attending clinics. CS will liaise with JR to formulate a suitable rule for discussion at the next meeting. 5. Health and Safety: No report was received. JB noted that the first aiders had pointed out, when there was an accident at the recent training event, that medical information was requested on the form which identified the member by name. He suggested this could be done by competitor number. CS felt that the action required to make this GDPR compliant, was to specify that data is collected for accident prevention. DW noted it was possible to be brief when detailing medical information on the report form; the medical records kept by the first aiders could be more detailed. CS noted that medical information can be supplied on a voluntary basis. JI suggested drivers wear arm bands. JB noted that BE had stopped wearing armbands for reasons relating to data protection. MK noted there is no need to have names on the arm band. This will be raised with the H&S committee and reviewed at the next meeting. <p>Working Groups</p> <ol style="list-style-type: none"> 6. Training: JR noted there were 3 club clinics still to take place.

	<p>JR recommended that no Judge, TD or CD will be removed from the relevant list as a result of having been unable to attend this year due to the adverse weather conditions. Instead, anyone who might otherwise have been removed, will be allowed to remain on the list for this year and is required to attend next year. This was proposed by JB, seconded by DL and agreed unanimously.</p>
12	<p>Any other reports</p> <p>1. Office: MK noted she had nothing further to add.</p>
13	<p>Dates and venues for 2018 Council meetings</p> <p>MK will create a Doodle Poll for the week commencing Monday 18th June.</p> <p>It was agreed that Kegworth offered more convenient flight times but a 10.30 start at Ashfields was also an option.</p>
14	<p>AOCB</p> <p>DL asked about the progress of the Yearbook. MK confirmed she had almost everything she needed. JI asked if it would be a good idea to appoint someone to respond to comments on social media. JB felt this would create more problems than it solved. DL felt it may be too onerous leaving MK to produce all the advertisers. CS asked MK to put a note on the web-site confirming when the Yearbook would be sent to the printer and that all memberships have been processed. CS suggested F&GP will look into options to avoid delays in the future.</p> <p>JI noted that delegates at the National Equestrian Forum were unaware of carriage driving as a sport. CS noted that other equestrian bodies wished to forge stronger bonds with us and people had been interested to know that you did not need a horse to compete up to World Championship level in driving. JI suggested such a topic would be ideal for one of the 5 minute "Topical Slots" at next year's Equestrian Forum and suggested CS volunteer to make a presentation.</p> <p>CS noted that he had been asked about foreign drivers having to pay a start fee. MK confirmed that a foreign member category had previously existed for foreign drivers entering our national events. The new membership structure agreed for this year did not make provision for this category of membership and it was agreed that in future foreign drivers would need to join BC as either an Associate or Supporter and pay the required ticket and start fee.</p> <p>CS noted that his Chairmanship will conclude after 2 years as he is due to retire in 2018 and asked that some thought should be given to a successor. CS was asked if he intended to stand for a further term on Council. On agreeing that this was likely, the other members of Council made known their appreciation of the work done by CS and saw no need to consider anyone to replace him as Chair.</p> <p>MK asked if the draft Class Progression document was ready to send to clubs. DW noted he wished to review the final version with CS before confirming it was ready for consultation. Responses will be requested before the next Council meeting.</p> <p>There being no further business, the Chairman closed the meeting at 4.30pm and thanked members for attending.</p>