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British Carriagedriving Council Minutes

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

Wednesday 6th February 2019 at 9.30am

1	<p>Present at the Meeting: Patti Atkinson, James Broome, Angela Flanagan, Jane Isaac, Dick Lane, James Rooney, Chris Smith and David West.</p> <p>Apologies were received from Ben Freer. CS noted BF had e-mailed some points of note.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</p> <p>MK noted that the meeting would be recorded. CS noted MK's request to time stamp the agenda items to make it easier to review the recording.</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 9th November meeting were proposed by DW, seconded by JI, and agreed as a true record of the meeting. The minutes of the 10th November meeting were proposed by PA, seconded by JR, and agreed as a true record of the meeting. The Chairman signed the minutes of both meetings.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Social Media Strategy: CS noted that the training initiative and the additional Try Driving Days should be publicised via the Social Media strategy. <p>JB noted that the PR company wished to train up to 10 drivers in interview techniques on Friday 8th March before the pre-season event at Cricklands. An initial presentation will be followed by one to one training. A second group of people who have an interest in the sport, would be trained to generate content to be provided to PRfect and disseminated by them. This would also be on Friday 8th with training materials being distributed to those unable to attend at a later date by e-mail. JB noted the cost was £4k / year. The intention is to promote all aspects of our sport to a wider audience. CS suggested MK could hold a copy of the package for distribution. JB noted Amy Mundell had already volunteered and JI noted Rebecca March was happy to represent Scotland. CS suggested all the Nationals and Regionals plus any clubs running Novice Qualifiers, Indoor Driving, UKCC coaches, international teams and young drivers will be invited to nominate a representative to receive the training and/or the training materials. JB asked MK to send an invitation to all these groups and will supply an appropriate wording.</p> <p>MK noted she had been asked for suggestions for contacts for a "Have a Go" driving article for Horse and Hound. AF volunteered and it was agreed that Minta Winn, Joanna Broadbent and Sue Mart would also be ideal candidates to take part if they were willing to do so.</p> 2. CASC appeal: CS noted he had not had a chance to progress this but planned to do so in the next few weeks. He will liaise with MK to source the necessary paperwork. 3. On-line membership platform: MK reported back on the additional questions she had posed to GoMembership. JB asked about the cost comparison between MyClubhouse and GoMembership. MyClubhouse has add on packages but once the figure is established it's a fixed price annually. CS reviewed the history of discussions regarding the cost of Sport 80 and the cost to BC. CS noted that he had calculated the total transaction cost to be around 8-9K / year. PA queried the need for BC to contribute towards event costs.

MK had circulated initial thoughts of the MyClubhouse system before the meeting after a presentation yesterday.

The presentation from MyClubhouse to Council was then given on-line. Matthew noted he had done quite a bit of set up without adding any specific functionality although some tweaks in the long term would be required. The method of joining was demonstrated with the member's registration process. Discounts can be applied in the basket. We would write our own privacy policy and there's a page to insert this information. The overseas surcharge needs members to be honest as it cannot be linked to their address. There are options to ask as many or as few questions as we wished. Young drivers would be shown a parental consent form which creates an audit trail in the event of a safeguarding issue. Members can also choose what level of email communication they wish which can be filtered and should prevent any communication errors. There is also a category for legitimate use but this needs used with care. The membership secretary receives an e-mail to say who has joined, the member receives a confirmation and the membership is automatically accepted. The system supports as many Stripe or Gocardless accounts as we wish. It is possible to have the event receive the entry, with the start fee going to BC.

Matthew then demonstrated the way members would enter an event. A map plots the event location. Classes can have a minimum or maximum ability level. The costs and add-ons were listed. Horses can be registered with as much detail as required. The system will then suggest the names of a member's horses. Members can be allowed to enter their own ability level and record an audit trail of their progression. Alternatively, it can be set to only allow administrators to set ability levels or can be made as an advisory note regarding levels. The system can also fill in the form for future events. An organiser can log in and see who has paid and the system will sort out how many entries there are in each class, how many have asked for a stable, hook up etc. CS asked if this information could potentially be downloaded into the scoring programme. Matthew said it would depend on the format. The columns can be exported in a set format although some of the column names may be different. Matthew asked if it was possible to see the scoring programme and he would see if he could make them compatible. The option exists for the event administrator to make changes and their access can be limited to creating an event but not having any access to others. There is no limit to the number of people in any role. CS asked if affiliated clubs could use the same system. Matthew noted that there is an ability to define any subset and allocate permissions to set lists. The option to join different clubs is not currently supported although he wished to extend the system to do this and offer a greater ability to allow individual branding. It would be possible to offer a separate licence to each club but Matthew felt greater interaction would be desirable. He offered to work with BC to create a system that could work and ideally apply to other clubs.

The time frame to be up and running can be very short and the critical factor is how much customisation is required and the time and effort put in by club officials to push it forward.

CS asked if there was cost for support and Matthew confirmed that this was not charged. For the first few months a lot of the set up will be done for us.

An annual subscription is payable depending on how many members we have and how many add-ons we purchase. If we have between 800 and 2000 members, there will be no extra cost.

CS thanked Matthew for his time yesterday and today and disconnected the link.

It was agreed that MyClubhouse had a greater degree of flexibility but required a greater degree of technical knowledge to set up. The directors were in agreement that they felt this system was suitable and had been impressed with Matthew. The size of the company was discussed but the directors did not feel this was an issue as they had been working with a variety of sports for many years.

CS asked whether any member wished to propose that the decision to go with Revolutionise be revoked. This was proposed by PA, seconded by AF and agreed unanimously. CS felt that there were 3 options: look into MyClubhouse further, approve MyClubhouse or approve GoMembership. MK noted she would like to take up the offer from MyClubhouse of a month's free trial with a Stripe account to run dummy transactions. CS noted this time frame would enable him to create a better financial comparison. DW asked which was the cheaper option financially and CS felt this was a tricky comparison due to the different pricing structure. His feeling was that MyClubhouse was the cheaper option long-term but the month's free trial would offer the option to see which add-ons were required. CS suggested having the trial in March and for the dummy event set up the National Championships. This was proposed by DL, seconded by AF and agreed unanimously. MK will communicate this to Matthew and set a date for the trial.

CS referred to the PA's query over the decision to bear the cost as it was more transparent to have a fixed annual cost. Much of this would be covered by the saving in the office assistant's time. During the trial MK will look into such things as the different payment

methods. JB noted that if the system was used, this year organisers were under no obligation to use Stripe. JB noted that Stripe did not refund the transaction fee.

4. **Barclays / Santander options – carried forward from 9/11/18:** CS reported BF had written to say he had made no progress. It will be carried forward to the next meeting.
5. **Action from letter of representation – carried forward from 9/11/18:** CS noted the accountants had indicated a problem with invoice authorisation which was a matter of corporate governance regarding who had authorisation to sign off on expenditure. CS suggested a more flexible but fixed procedure, detailing delegated levels of authority, to increase the number of people able to authorise expenditure, in addition to the Treasurer, and this was agreed.
6. **ATVs and insurance – carried forward from 9/11/18:** CS apologised for not actioning this item. It refers to whether or not any insurance provision for members driving quad bikes at events is incorporated into our existing insurance policy.
7. **Financial assistance for FEI 2* events in GBR:** BF had indicated he felt it is difficult to know what assistance might be available until we know what costs we will incur with the new database and also that seeing the Hopetoun and Sandringham accounts would be helpful. JI noted an extra £4.5k roughly was spent on FEI judges and additional veterinary regulations. CS noted the advantages of enabling drivers to attain FEI 3* status on home soil the opportunity to achieve qualification scores for World Championships. JR noted that without home internationals, the rules would need to be changed regarding progression to enter events abroad. This would then mean drivers would have to enter their first 2* event abroad and travel abroad for all qualifying scores. DL agreed the 2 FEI events on home soil were therefore important but expressed concerns as he felt there could be some resistance to money being spent on FEI events by ordinary members. CS felt the contribution from BC to the classes could be redistributed to support the events. JI noted a conflict of interest but felt some support would encourage other events in future to make the transition and run as an international and CS agreed a support package would assist other events taking up the FEI mantle. CS noted BF had not come back with a proposal but more questions. DW felt it was important to acknowledge the need to offer support in some way but not in a way that affected the general membership who had no international aspirations. CS asked JI to prepare a note of the total costs associated with the FEI event and any additional entry fees. MK was asked to write to Sandringham, asking for the same information, with a note of the intention to create a support package.
8. **Stickers for club members' carriages:** DL felt we should be able to offer BC stickers. MK will ask Owen Pilling for a cost of different sizes. It was agreed to discontinue the idea of club stickers.
9. **Selection and Ratification Panels for Horse Fours 2019 and Single Horses 2020:** MK noted that Boyd had accepted the invitation but Anna Grayston and Di Hayes had declined. Fred Pendlebury was proposed by JR, seconded by DW and agreed unanimously by those eligible to vote. MK will ask Fred Pendlebury if he will take on this role for the Horse Fours. Sue Mart was proposed by AF, seconded by JI, and agreed unanimously. MK will ask Sue Mart if she will take on this role for the Single Horses.
10. **Storage of records:** MK noted that she had not received any reply to emails sent to BF. She had therefore contacted CS with quotations for storage locally. CS noted the high cost of this and it was agreed the records would be returned to Ian Gilbert's premises where they were in a locked and alarmed room. CS noted he agreed that the premises were suitable.
Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.
11. **Membership Survey:** CS thanked MK for organising this. After some discussion of the results, CS wondered if there was a way to publicise the insurance package BC offered and felt this could be created with input from Howden. PA suggested adding this to the Facebook page. CS asked for an enhanced reference to insurance with the reminder letter.
12. **Pre-season Training for Novice and Evolution drivers:** AF noted that the next installment of £1.6k of the grant was agreed. She reported she had received 8 replies requesting one to one dressage training, or groups for cones and obstacles, although they are spread widely around the country. CS asked if the coaching could be offered at events but it was felt pre-season training was preferred. AF noted a voucher could be sent but feedback would be needed. CS suggested £100 / person split between 2 sessions subject to feedback being received and conditional on an invoice being submitted from the trainer and feedback from the driver. CS suggested AF design a form which asked the necessary questions. This was proposed by DL, seconded by PA and agreed unanimously. AF will administer this offer and liaise with the drivers. CS suggested adding a paragraph for the next Carriage Driving news pages. AF will send this to MK and MK will also send this to the clubs to encourage drivers to progress.

	<p>Jl asked what can be done for Scotland, Ireland and Wales and said HorseScotland were booked to talk to the SCDA members at their AGM next weekend. At present there is no funding for areas other than England.</p> <p>13. Event organisers suggestion of a flat rate start fee: Due to the pressure of time, this will be discussed at the next meeting.</p> <p>14. Event organisers' suggestion of compulsory National event entry for Novice drivers: CS noted this might increase national entries but remove the option to qualify at a club or regional event. It was felt this would be a deterrent to prospective Novice drivers. CS felt that encouraging them to come to an Intermediate class was a better strategy. DL suggested removing club Novice Qualifiers from Championship qualification but it was agreed that this would deter people moving up and affect the entries at the National Championships. After considerable discussion, it was agreed no changes would be made.</p>
5	<p>Correspondence</p> <p>1. Letter from a member suggesting alternative ways to construct obstacles: While this was a good idea in principle, it was felt that the logistics would preclude this being a practical option as we struggled to get the scoring trailer to events. The cost of transportation and the time to construct them was not viable. It was agreed to thank the member for the suggestion.</p> <p>2. E-mail regarding congestion of Regional event dates: DW felt there was nothing more that could be added to the reply already sent and that many events' dates were set by the venues, although Council appreciated the need to keep events spread. His comments will be taken into account when organising the 2020 calendar.</p> <p>3. E-mail from a member of Council re Competence Card for National Novice: PA had been approached by members who noted there was no difference at Escrick between the Novice Qualifier class and the club class and suggested that a member could drive in the qualifier and qualify even if they had not completed their competence card, although National Championship qualification would only apply once the competence card had been completed in full. It was agreed that this would over-complicate the current simple system and had the potential to compromise safety. It was agreed to retain the present system.</p> <p>4. E-mail from a member re selection procedure for RWHS: The member had expressed concerns about a conflict with the Chef d'Equipe and the drivers selected. CS noted that the Chef's could be asked to submit their lists earlier. CS noted that one Chef had a conflict which was allowed to continue as it did not affect choices and would be reviewed if that situation changed. CS suggested writing to the member to say that Council has full confidence in the Chef d'Equipes to perform their roles, noting that all decisions by Chefs are subject to ratification by Council. This course of action was agreed.</p> <p>Garden Party invitation Tuesday 21st May: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
6	<p>Ratification of e-mail decisions</p> <p>1. Change of prizes from the Saddlers Company: The Saddlers' Company had noticed that many of the prize headcollars were being won on more than one occasion by the same person. It was proposed to change the system and award a training voucher to para drivers or young drivers who completed at least 3 National or Regional events in one calendar year. The value of the voucher will be determined by the number of applicants. This was proposed by PA, seconded by DW and agreed unanimously.</p> <p>2. Adoption of the FEI Rule Changes into the BC Rule Book and changes to BC specific rules: Subject to a satisfactory revision of the rule pertaining to selection of singles and pairs for the pony team, this was proposed by PA, seconded by JR and agreed unanimously.</p> <p>3. New sponsor for Driver of the Year Points League: CS expressed thanks to MK for finding HarnessStuff to replace Fenix, a decision with which everyone was happy.</p>
7	<p>Date and venue for the AGM 2019</p> <p>The 19th October had been published in the Yearbook before JB noted Bury Farm's date had moved and now clashed. The next available date was 16th November. The Council meeting will be held in October to sort out the 2020 committees.</p>
8	<p>Equality Action Team meeting invitation</p> <p>The BEF had e-mailed to request a representative of BC with responsibility for equality and diversity issues. It would involve some BEF training and how to implement this. It was noted that we already were inclusive although further work needed to be done to encourage BME participation. AF volunteered and CS noted this fitted well with her portfolio of training and participation.</p>

9	<p>Directors and BC membership</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
10	<p>Ratification of RWHS entries</p> <p>The Chefs d'Equipe had been asked to provide a list of the members they wished to send to RWHS. The list of Pony Four drivers was proposed by JR, seconded by JB, and agreed unanimously.</p> <p>JB and DL left the room. CS noted the Horse Fours list could be controversial due to the earlier e-mail. Philip Bateman had telephoned this morning to confirm invitations for 6 horse fours. There was some discussion regarding the performance levels of some of the Horse Fours. CS noted the Chefs were asked to take the development of the team into account and that Council is not a selection panel. After some further discussion, the Horse Fours list was proposed by DW, seconded by PA and agreed unanimously by those eligible to vote.</p> <p>CS left the room and DL and JB returned. JB took the chair. The Chef d'Equipe had asked Council to choose 4th and 5th places. It was agreed that Lindsay Falloon would be first reserve. The Horse Pairs list was proposed by DW, seconded by AF and agreed unanimously.</p>
11	<p>Qualities of a Chef d'Equipe</p> <p>It was agreed to thank Jill for producing this document and suggest it is used as a template for the next workshop which Jill is planning. It was agreed that it would not be appropriate to publish it on the web-site.</p>
12	<p>Chef d'Equipe for Para Driving</p> <p>Julie Camm had been proposed as the replacement for Rachel Belliere-Wilson. CS had thanked Rachel at conference and MK was asked to also write to express the thanks of Council. Julie's appointment was proposed by PA, seconded by AF and agreed unanimously.</p>
13	<p>Tender for 2020 National Championships</p> <p>CS asked if any alterations were needed for the 2020 tender document and suggested tenders are submitted before the next meeting. CS asked if the schedule should have a dressage option on Thursday and this was agreed. He will delete references to Young Horse classes. Flexibility on the date will be offered. It was agreed to leave the option to provide stabling open and look at bids when they are received. Once CS has completed the update, MK will send the invitation to tender to event organisers, clubs, Countryman Fairs and put it on the web-site.</p>
14	<p>BC / Zilco collaboration to produce a harnessing up video</p> <p>MK and AF had been approached by Zilco who were looking for someone to help make a video on harness fitting. MK noted the Worshipful Company of Saddlers were willing to offer funding to make an educational video on this subject. Council felt this subject was already covered extensively on-line and agreed not to take this forward.</p>
15	<p>Strategic Plan and Risk Register</p> <p>CS noted the need for a strategic plan and risk register. CS asked for views on the benefit of a risk register which would document steps to be taken in relation to certain eventualities. MK and CS will look into a template which can be modified to suit our needs. MK will add an agenda item to identify additional risks to be managed.</p> <p>CS had collected some strategic plans and asked MK to circulate these and any other templates identified by members of Council to Council. This will be considered in more detail at the next meeting.</p>
16	<p>Finance</p> <p>BF had emailed CS to say he was working with the bookkeeper on the accounts and, as they were still reviewing adjustments, there were no December figures as yet.</p>
17	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. F&GP: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council. 2. Competitions: DW reported interest from some venues who had potential to run events. Council asked DW to continue exploring options. <ol style="list-style-type: none"> a) Appointment of John Goodwin as probationary CD: DW noted he had submitted an impressive list of experience. John's appointment was proposed by AF, seconded by JR and approved unanimously. 3. Rules

	<p>a) Selection procedure for Pony Singles and Pairs: Jill Holah had noted the need to amend this due to the FEI changes to the composition of the team which is now 2 of each configuration, with the best finisher having their whole score counted. CS noted pros and cons to having both selected on points, or one chosen on points and one selected, as it is now necessary to produce drivers with an all round ability. Council agreed that it was desirable to retain the option to select one driver so the procedure for singles and pairs will now mirror the way the fours are selected.</p> <p>It was noted that the 2018 Rule Book wording says it is necessary to have driven at one of the selection events. It was agreed to amend this to read “completed” a selection event in the 2019 Rule Book but that for pony drivers this change would not be implemented until 2020 which will avoid penalising anyone who had already participated under the previous wording.</p> <p>These changes were proposed by DW, seconded by PA and agreed unanimously.</p> <p>b) Proposal to attach reins to the carriage at an event: DL had brought this idea forward as a possible benefit in case a rein was dropped. It was agreed to leave this as a matter of personal preference.</p> <p>4. Judges: JR had nothing to report.</p> <p>5. Health and Safety: Peter Bridson had sent a report and we will check that their recommendations match the web-site etc.</p> <p>The recommendation to mark moveable obstacles was well received and this recommendation will be communicated to clubs, event organisers and officials. DW will raise this at the National clinics.</p> <p>Working Groups</p> <p>6. Training: AF noted everything relevant had already been covered. AF will email MK with a note that some funding can be available to attend club clinics. MK will send this out to clubs and AF will compile the report.</p>
18	<p>Any other reports</p> <p>1. Office: CS thanked MK for making rapid progress with MyClubhouse. The new office number is being used by most members and it was agreed to discontinue all other numbers.</p> <p>2. Safeguarding: MK noted John Anslow had attended the BEF My Concern course and will work with MK to disseminate this to the clubs. Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>3. Equestrian Safety Group: DW reported from the meeting on 24th January. Nothing was directly relevant but there was a great deal of interesting content. A general awareness campaign is planned to highlight the need to service trailers. The BHS had highlighted that road incidents should be reported even if the incident does not result in an accident. This will give weight to the lobby to seek legislative change. MK will add the link to our web-site. DW had circulated a copy to the Safety Committee. MK asked for a copy.</p>
19	<p>Date and venue for the next Council meeting</p> <p>MK will create a Doodle Poll for the weeks beginning 11th and 18th March.</p>
20	<p>AOCB</p> <p>MK noted that a new procedure was in place for FEI rules. Rule change proposals for 2020 must be received by the FEI no later than 1 March 2019. It was agreed there were no changes we wished to suggest at this point.</p> <p>PA noted some concerns with the register of volunteers. It was noted that this would change once we had the platform up and running.</p> <p>JR noted a member’s concern over the amalgamation of pairs. It was noted that Council knew it was not going to suit all but stressed it was a trial for one year.</p> <p>JB commented on the video pertaining to social licence and suggested that this is highlighted to officials to mention at competitor briefings. MK was asked to resend it to all Council and Philip Bateman.</p> <p>There being no further business, the Chairman closed the meeting at 3.30pm.</p>