

2016 PLANNING FORUM

5th / 6th April

WEST PLAZA HOTEL
110 -116 WAKEFIELD ST - WELLINGTON



LIBBY LAW

PHOTOGRAPHY

libbylawphotography.com



DRESSAGE

DRAFT MINUTES

Dressage NZ Planning Forum West Plaza Hotel - Wellington

5th / 6th April 2016

Present:

Board

Karen	Trotter	Chairman
Sara	Bright	Finance Officer
Sue	Hobson	Judges Officer
Kat	Macmillan	Marketing & Communication
Gen	Denize	Rules Officer
Lynda	Clark	Training & Development

In attendance:

Nick	Pyke	ESNZ Board Chair (Tues evening / Wednesday)
Wendy	Hamerton	Dressage Sport Manager & Secretary
Celine	Filbee	Event Manager
Jan	Bird	Minute Secretary

Committee Area Delegates (D),

Judith	Matthews	Dressage Northland (D)
Robin	Potter	Dressage Waitemata (D)
Betty	Brown	Dressage Akld-Manukau (D)
Debra	Cowen	Dressage Waikato (D)
Sue	Harris	Dressage Gisborne
Sally	Isaac	Dressage Bay of Plenty
Susan	Tomlin	Dressage Central Districts (D)
Dana	Haszard	Dressage Taranaki (D)
Bernice	Frost	Dressage Taihape (D)
Gill	Morley	Dressage Nth Hawkes Bay (D)
Sharon	Field	Dressage Sthn Hawkes Bay(D)
Wendy	Jeffery	Dressage Wairarapa(D)
Jacqui	Thompson	Dressage Wellington (D)
Janelle	Sangster Ward	Dressage Marlborough (D)
Wendy	Sowerby	Dressage Nelson (D)
Aubrey	McRae	Dressage Canterbury (D)
Nicola	Sim	Dressage Ashburton (D)
Marty	Pow	Dressage Sth Canterbury / North Otago (D)
Kate	Dodd	Dressage Otago (D)
Jenny	Affleck	Dressage Southland (D)
Allie	Harper	SI Riders Rep©
Alicia	Collin	NI Riders Rep©
Helen	Hughes-Keen	(Chair of Selectors)

Members

Julia Thomson (Tuesday only), Linda Warren-Davey (arrived at 2.25), Judy Collin, Amanda Waddell, Jo Telfer, Genevieve Quin, Karen Shields (President of AMDG)

Apologies:

Vicki Glynn (ESNZ CEO), Andrea Raves, Rosanne Rix, Judy Alderdice, Richard Sunderland

Chairman's Introduction & Welcome – Karen Trotter

Karen Trotter stressed that communication needed to take place for the forum to be successful. Karen introduced the Board members to the meeting and advised the speaker for the evening function will be Nick Pyke, Chair of the ESNZ Board.

1. PREVIOUS MINUTES

Minutes of Dressage NZ Committee meeting held at Millennium Hotel Rotorua on June 28 2015

Proposed: These be taken as read and confirmed

Moved : Gill Morley Seconded: Sally Isaac

CARRIED

2. FINANCIAL REPORT

The Finance Officer Sara Bright spoke to her financial report year to date 29 February advising that the position was ahead of budget and hoped to maintain this for year end.

Betty Brown questioned some of the figures with regard to events and Sara explained it was due to a timing issue when compiling her report.

Moved by Sara Bright and seconded by Susan Tomlin that the Financial Report be adopted.

CARRIED

ANNUAL DRESSAGE LEVIES

Sara Bright moved that annual starts be increased by \$5 per horse given that general costs are ever increasing and we may have an Olympic representative.

Sally Isaac asked when the levy had last been increased and suggested the increase should be \$10 per horse as it hasn't been increased for 3 years.

The Chair asked for a show of hands as to whether delegates thought \$10 was an acceptable increase.

Wendy Sowerby (Nelson) considered the unregistered riders would not be too happy for the extra expense of an increased levy to move up to compete at Level 1 graded.

Debra Cowen (Waikato) considered that an extra \$10 was of more value rather than \$5 which would only raise about \$7,500 and this cost is spread over the year, whereas an increase in the T&D levy would impact every start.

Betty Brown noted the fees used to be over staged over 3 levels and wondered if we should revert to this. The Chair advised two levels are on the database and this is ESNZ approved.

Kate Dodd (Otago) stated \$5 would not be noticed but the perception that an increase \$10 would be as the higher levels would be paying \$100.

Noted that WEG will be 2018 and could potentially require funding if we have representation

Proposed by Sally Isaac and seconded by Debra Cowen that annual start fees be increased by \$10

The Chair asked for a show of hands for a \$10 levy increase

CARRIED

VOTES AGAINST were recorded by SCNO, Central Districts, Otago, SI Rider's Rep.

Note: There is no increase in TD levies or Flexi (Casual Starts)

3. ELECTION OF COMMITTEE REPRESENTATIVE ON APPOINTMENT PANEL

One Nomination received

Debra Cowen: Nominated by Michelle Paterson & Seconded by Nicky Hallen (Waikato)

Moved: Karen Trotter **Seconded:** Sara Bright

CARRIED

The Chair congratulated Debra on her appointment as the member of the Appointment Panel for 2016/17

4. PROPOSED CHANGES TO ESNZ BY- LAW 17 DRESSAGE RULES for ADMINISTRATION

The Rules Officer (G Denize) spoke to the meeting outlining the rationale as to whether or not this by-law should be adopted. For the by-law to be adopted at the AGM this year, this meeting must vote and a 75% majority is required. If this is achieved then advice of acceptance will immediately be communicated to areas and ESNZ and then the Annual Conference will be conducted under the terms of this new by-law.

The reason behind staggered rotation of positions is so that the “expertise” of the Board is not lost.

Elected positions: Tenure of position would become 3 years, with no more than two consecutive terms. It would mean that in June this year there would be three elections for 3 positions – Training and Development, Judges Officer and Chair. In order to implement the staggered elections the first term under the new By law for Training and Development will be for a tenure of one year, Judges Officer will be 2 years and the Chair for three years. The following term for each role will be for 3 years.

Appointed positions: Marketing appointment will have served 1 year at time of Conference and will be appointed for a further 3 years. The Finance Officer will have been in office 2 years and then subject to a new appointment process and then Rules will have their role up for appointment in 2019.

The Finance Officer (S Bright) explained that the position of Finance Officer on the Board involves dealing with the financial affairs of the discipline. It does not involve any duties with regard to that of National Scorer. This is a role that was undertaken prior to her election to the Board and is a personal interest.

The Rules Officer (G Denize) explained that the adoption of the by-law would equate to good governance practice.

Lynda Clark (TRDO & Review sub cte) explained that no-one is locked into the terms of these positions as people’s lives change and there must be flexibility within the new format.

It was explained that there will provision for the Board to co-opt and suggest appointments if no nominations are received for a vacated position.

Dressage is under the main Constitution of the ESNZ which is the umbrella Board for various disciplines. Dressage is an extension of ESNZ , and acts as agent for the sport of Dressage.

With a view to moving that this by-law be adopted, Lynda Clarke read and explained the amendments made to the by-law.

“The appointment panel shall be a sub-committee of the Board” Clause 19(b)

“...selectors will be “appointed” for a 4 year term...” (17a)

Selectors will be appointed by Selectors appoint panel (17b)

“Selectors will be subject to a yearly review by the Selector appointment panel” (17c)

Clause 17 = should be (e)

(page 20) Clause 12 not 11, Clause 12 = 13, Clause 16 = Clause 17, Clause 18 = 19.

The Chair re-iterated that a lot of work had gone into the writing of this new by-law and asked for the Committee to vote by way of a show of hands

Moved L Clark : That the by-law be adopted.

CARRIED UNANIMOUSLY

Karen Trotter advised the meeting that she would be standing down at the 2016 AGM.

5. RIDERS MEETING MINUTES

NORTH ISLAND: Alicia Collin spoke to her report and she advised that during her term there was dissention amongst the riders about the shortness of 2015/2016 season. Alicia will follow this matter up and was aware that the riders appreciated that it was mainly due to the date of HOY being moved to an earlier date.

Sara advised that this is why the YRCH has been moved out to the later April date to alleviate this.

Susan Tomlin noted that the Championship shows were condensed into a shorter time.

Sally Isaac stated that areas needed to have earlier RE qualifiers to give riders more opportunity to qualify for squads.

The Sport Manager advised she had attended the ESNZ SJ riders meeting and that showjumping riders also wanted more elite type shows. It was evident the SJ riders meeting that this discipline also was short of non-riding volunteers and that riders needed to be prepared to have more input into the running of the shows they wanted. Competitors want more high quality events, but to achieve that in voluntary organisations, this wasn't feasible unless more volunteer input could be achieved. Riders don't seem to want the additional cost of paying more for shows to be professionally managed either. The sport is expensive to deliver.

The only way to deliver what riders wish to have, then riders need take more responsibility for their sport as the current volunteers are suffering burnout

In answer to Sally Isaac's query about running regional shows in the winter, the SM advised this was acceptable subject to:

- schedule being submitted and
- judges were correct for the classes, run from Levels 1 – 9
- No “Test of Choice” but un-registered can still be included.
- No Super League or Musical series
-

Debra Cowen advised that it was not that difficult to run Regional shows in the winter and it also provided opportunities for Judges upgradings.

Betty Brown asked if was viable to run two series shows within one year. Would it be a viable option to run an upper North Island Championship say combined with Waitemata and Waikato.

Re two series shows: The SM advised that a problem could arise with the gaining of series points between Apr/Sept as riders may then be getting points on two levels of leaderboards and then upgrade. There would be additional costs of rosettes, and if some areas have two series points shows, is this equitable for riders in other areas ?

Alicia Collin suggested the time may have come to split the North Island into two ICH, a northern & central.

The SM suggested that maybe have two series with the “summer” Super Five and Zilco, and then have a second Winter Regional series. Maybe a selection of 3 or 4 “Winter” venues and run series with North Island divided into north / south. Maybe areas need different conditions according to weather and availability of venues. Areas are free to organise what would suit their area.

Betty Brown asked if the Musicals could be held at a separate show to the Super 5. The SM advised that this could be possible but all sponsor requirements re advertising and promotion need to be met. This had been suggested previously but riders seemed to prefer being able to do both Super 5 and Zilco at the same events. .

Auckland area would like to see the “season” be extended out over the whole year.

Judith Matthews asked why not just have a one day regional show in Winter but still qualifies for Nationals. The SM advised that this was totally acceptable. Sponsors could actually be attracted to this idea.

SOUTH ISLAND: The South Island Rider’s rep Allie Harper reported on her position this year. She had had little response from her riders on any queries that she had sent out for comment.

6. SUBMISSIONS TO DRESSAGE NZ PLANNING FORUM 2016

8. From Dressage Auckland – Manukau

Re Ear Hoods:

Change our rule to allow ear hoods to provide noise reduction. We need to be in line with the FEI rule for the stewards to rule at events where both national and FEI classes are conducted.

Amended DNZ rule to read:

3.7 Ear hoods are permitted for all events and may also provide noise reduction. However, ear hoods must not cover the horse's eyes and earplugs are not permitted, with the exception of Article 477.3.8

The Rules Officer explained the new FEI Rule was very complicated but what they meant was that they totally banned earplugs in competition, but allowed noise reducing ear hoods. The hoods must not cover the horse's eyes.

The RO recommended DNZ follow the FEI rule as it gave a clear instructions to the Stewards. However, if in the advertising for ear covers includes that it **cancel**s noise, then they should be beware. Earplugs "stop" noise, and ear covers can "reduce" noise.

It was **agreed** that the rule as reworded would be in line with the FEI rule 477.3.7.

9. From Dressage Auckland – Manukau

Re Grading Points / ESNZ Rider & Horse Performance Records (Profiles)

We have had riders request that %'s that do not earn grading points not be recorded with the ESNZ. Very low %'s can affect future sales and true performances of horses if they go through a bad patch. The rules seem to back up recording of grading points but nowhere does it say all starts must be recorded if no grading points are gained. While people can search through results to see a horses performance if they want to, the ESNZ results should record %'s that gain grading points only under the horses performance record.

Discussion took place about the programme being used to record horses points and scores in the ESNZ data base. It was asked if low scores could not be recorded. However, there was also the opinion that all scores should be included on the data base.

The SM asked if all scores should be included on the data base some riders were quite concerned that these scores (esp when low) are publicly available.

Kate Dodd advised that insurers also have access to their insured horses' results.

Comment was made that it was advantageous for Event Secretaries to be able to verify points for qualification to ride at a particular level and this is a valuable resource.

The Chair advised that there is nothing that can be done as this is an ESNZ decision to make.

The Chair then asked that this matter be taken back to areas so that DNZ can request the ESNZ new software be modified so that DNZ can dictate what scores can and cannot be included on the data base.

10. From Betty Brown

Betty Brown proposed the DNZ rule re Judges Conflict of Interest be brought into line with the FEI CODEX.

The **Rules Officer** asked that this be taken back to areas asking if they have any preferences to add to the wording of the NZ Codex.

The **Chair recommended** that the Rules Officer rewrite the NZ Codex to reflect that of the FEI and their recommendations.

11. From Dressage Canterbury

That Level 6 and Level 7 be split for the Super 5 and Zilco Musical Series

The Sport Manager advised that DNZ agrees in principle with the splitting of the Level 6/7 Super 5 League. However, this is dependent upon finding a sponsor whose product doesn't clash with any other sponsor's products / brands in the league . The two levels can still be run in one class but the scores of the two different levels can be taken out, placed and awarded prizes separately.

Re the Zilco Musical Series: The level 6/7 can be run in one class as there are optional movements and horses / riders need not be overfaced. The scores of the two different levels can be taken out, placed and awarded championship points/ prizes accordingly.

12. From Dressage Waitemata

National Championships Amateur Criteria

1. Amateur classes at NCH be restricted to Level 5 and below
2. Rider criteria - the rider cannot have ridden in competition above Level 5

Rationale for Submission

- Level 6/7 can become depleted of the best quality riders
- The riders at this level have to be more than amateur to have achieved training to this level
- The riders really should be judged against their peers by this level

The SM stated she would not like to see riders with a few points at Level 6 excluded from the level 5 Amateur as there is not a huge difference between 5D & 6A as an example

DNZ advised that they had already discussed this following the 2016 NCH and had agreed that Amateur Championships be held up to level 5 only at the 2017 NCH and the rider should be C6 and below to qualify

8. 2016 RULES REVIEW:

The Rules Officer advised that she has had lots of discussions with outside people that the Rules of Dressage are quite prohibitive in some respects. In particular she referred the delegates to the meeting that they go on to the ESNZ website and read the FEI Stewards Manual and Annexe in relation to what is acceptable re hyperflexion which is clearly illustrated in this document.

Dress Code

The RO (G Denize) explained how well the new dress code introduced in 2015 had been accepted by both riders and retailers.

With reference to boots and boot decorations, as long as the boots are black or are **the same colour as the jacket** at level 6 or above, they are acceptable to DNZ.

Black piping on white jodhpurs is permitted by DNZ

Downgrading rule - the 2015 amended rule has worked well this season, especially in respect of young riders being able to revoke the downgrade and compete at the YRCH in the original grade.

Whips – Super 5 competition caused a small anomaly in SI which will be addressed for the coming season .

Bitless Bridles – The RO will send out to areas an interesting article about bitless bridles. She advised that there are trends overseas that would see this as totally acceptable. She asked areas to think about how could bitless bridles be introduced in New Zealand? And what sort of classes/events could be held for competing in a bitless bridle.

The RO read from an “old master’s” writing that describes the point of dressage, which did not mention either contact or biting.

The forum then split into groups and bits were handed out together with a worksheet so that “workshopping” could take place. A selection of bits were displayed to delegates for them to study and comment on.

Further discussion took place about the “legality” of various bits and how their actions differed and whether or not they could be adopted into our list of “approved” bits.

The action of the bits needed to be taken into consideration when coming to a decision whether or not they should be adopted.

It was felt by the meeting that before any acceptance of new bits be approved, that there needed to be guidelines laid out and criteria formulated so that there is a basis upon which to either accept or decline any bit.

Alicia Collin referred to Australian rules which explain the uses of bits and with the increase in technology new bits could be viewed as “legal” or “approved”. DNZ should have the ability to “approve” various new bits where the evidence proves that they should be “approved”. If the FEI does not “approve” it this should maybe not exclude it from use in New Zealand.

The RO asked for a mandate to include the flat plate Stubben bit to be approved for use in New Zealand. Sprenger bits also have evidence that suggests that they too be approved for New Zealand.

The Rules Officer said she had approached a “riding” Vet, who would be only too happy to help become part of a working committee comprising a top rider and judge, to formulate such guidelines and put them before DNZ for approval.

The meeting was in agreement that such a sub-committee be formed and that the Rules Officer proceed with an appropriate remit at Conference so this can be put in place.

Suggested Remit:

“That a clear criteria be formulated for bits and if new bits comply with this criteria then DNZ look at the inclusion of these bits for use by riders under the DNZ rules.”

It was agreed that this proposal be accepted in principle.

Hoof Boots – shoeing alternatives

The matter of alternative shoeing methods and hoof boots have been raised periodically Sue Hobson advised that boots had been used in Australia and they competed in “boots” which were so disguised they could not be detected. It was the decision of their Ground Jury that the horse could compete with “barefoot” in the next competition – it was totally crippled

The boots themselves may be not an issue, but as with bandages, it what can be used in them that can cause the problem for them to be used legally. Eg weights, covering injuries. The SM agreed to get more information from the ESNZ FEI vet

Helmet Safety Standards

Further information is to follow but it is likely we may need to make a slight amendment to our helmet standard rule to incorporate the amendment to this standard which is set to take place in September 2016.

Definition of a Horse

The RO noted that perhaps it was timely for ESNZ to include a definition of a “horse” in the Gen Regs. This was raised as now there are increasing numbers of mules being bred, and overseas riders are competing on them in low level dressage competitions

Day One session Concluded

DAY 2 : THURSDAY 6TH APRIL

The Chair spoke to the meeting and advised there are arrangements being made for the formation of a Dressage Foundation with appointed trustees for the protection and growth of the sport.

9. MARKETING – AREA GROUP MARKETING (KAT MACMILLAN)

The Marketing Officer, Kat Macmillan, spoke to her e-presentation on marketing within the regions. Very interesting ideas came through from the delegates with ideas for promoting Dressage locally such as the inclusion of Pony Club riders, night “Dressage Express” events where riders informally rode before judges with liaison with them after each test, purely social events and informal days. (Presentation attached)

One really well accepted idea came from SCNO group where they supply a sponsored “breakfast” for all their volunteers on the day of competition by way of thanks.

General discussion took place with some very positive responses from all areas

DNZ Area Information (the Drop Box) contains sponsorship material and there is also a Sponsorship application template which Celine agreed to make available in the DNZ Area Information drop box.

With regard to sponsorship and valuing their contribution, Celine Filbee referred to the Dressage A-Z for event organisers. This could be made available to Groups in a separate drop box or upon application to the Sport Manager. Because of IP considerations it was not feasible to put this on the general ESNZ website.

10. NATIONAL SERIES 2016/17 & CALENDAR | SPORT MANAGER

Dates

Delegates were requested to submit any changes to the draft calendar at the meeting

Noted that Canterbury dates had been omitted by accident in the draft handed out.

The SM advised further changes and a new draft will be added to the Area Drop Box folder.

The SM noted it would be appreciated if all details could be put on the excel spreadsheet as supplied by DNZ to enable ease of compiling the calendar in all the same format for ESNZ web site upload.

Taranaki asked about the “approved” shows for Series, ie: the Masters. The SM advised that events can be approved after the publication of the Year Book. Any approved event may count

The Sport Manager advised that October will be very busy and will include an Equidays feature event. This could be freestyles only with max of 12 horses – 3 teams of 4 or 4 teams of 3 across the grades and this could be ridden for charity but no firm arrangements have yet been made.

The FEI WDC has a completely different format for 2016. It is now a global competition (no zones), with international rankings for team and individuals. FEI 5* judge Mary Seefreid been secured to judge the NZL event with Linda Warren-Davey who has been appointed the national NF judge. There will be 40 horses competing – Juniors 12-15 at Elementary, Seniors at Medium, Advanced, PSG and Inter I. All previous WDC tests have been deleted. 2016 tests will be 2016 FEI tests at each level and will be announced with the eligibility criteria. This could be our last WDC if we have a successful rider at the Olympics in RIO but this has not affected our eligibility so far.

There will be no minimum qualification % but riders will be chosen upon application dependent on performance from 1/10/15.

There will be no warm-up day for the WDC. Discussion took place as to whether this affected scores last year in the South Island. The SM considered very windy weather conditions may have affected scores.

DNZ will organise an additional CDIW to be run in conjunction with the WDC and the Central Districts Championships at Manfeild 28/30 October to offer another PAL qualifier for our GP horses. Combining these competitions is the only way that New Zealand can fund these very expensive competitions, using the same international judges and sharing with Australia.

There was good feedback about the change of date for the Young Rider Champs at Taupo to be held in April over Anzac weekend.

The Sport Manager advised that little feed-back had been received re the new Super 5 League. The Nationals in the North Island the week before the South Island Champs in Gore could possibly affect the competition more than in 2015 when the SICH were the week prior to NCH at Manfeild.

South Island delegates were asked for their views re the change of date submitted for the SICH by Southland. It was noted this date was governed by other scheduled events and availability of grounds.

Aubrey McRae noted he had recommended late March for the South Island Champs to extend the SI season, but then this may be impacted by HoY.

Linda Warren-Davey said that the judges enjoyed the Super 5 experience, and she had had very positive feedback. The concept was great.

The South Island Rep (A Harper) advised that the riders would like to see the Series continue for another year in its present form to see how it develops.

The SM asked if maybe having only one travelling judge could cut costs rather than the number used for the first Super 5 series.

The SM questioned from a marketing perspective, that if the final was held in Gore the week after the nationals how many prospective winners would attend the final based on 2015 results and would this event be able to give sufficient publicity and status for the national sponsors.

The SM advised in answer to a question from Auckland, of the 32 entries for Levels 1 and 2 in South Island Champs, only 12 actually qualified which meant an additional class had to be added to the SICH schedule for levels 1 & 2. If there had been no qualification requirements, there would have been 33 entries. It was agreed the qualification remain at 63% for Levels 1 & 2.

The SM proposed Island finals, one in the North and one in the South so more competitors could participate and the sponsors receive better exposure. There could still be an overall Super-5 ranking, using different judges. Recommended that wherever possible a NI & SI judge be used relaxed and South and North Island judges could be used to cut costs.

The SM proposed a North Island Leaderboard and South Island Leaderboard, Island Semi-finals and merged scores for the final rankings. Leaderboards to count best only top 5 scores. In the event of a tie, the higher place will be awarded to the combination with the highest place in the island final. This option keeps the concept of the competition and this should be acceptable to sponsors.

It was agreed that this option be proceeded with.

PERFORMANCE CARDS (YOUNG RIDER, AMATEUR, MASTERS)

The riders who enter are very enthusiastic but we need to find ways to get more riders submitting cards. Areas must make an effort to distribute the Year Book as widely as possible to enable members to be aware of what competitions they can participate in.

This number of events / scores to count was perceived to be a barrier to people submitting card if they did not have 15 scores.

It was agreed:

“For the coming season the performance cards will show Top 10 scores instead of 15 as the qualification”

ESNZ Dressage – Transitions – riders need to subscribe to the Newsletter which will advertise the criteria and formats of all these different competitions and also look at the website.

11. NATIONAL SERIES – RESPONSIBILITIES OF HOST OC @ RE (C FILBEE)

Celine spoke on the promotion of sponsors. She urged OCs to invite sponsors to their events. The drop box has contacts and sponsorship information. Templates are available. A presentation timetable needs to be provided to the sponsors if they are at the event so they know when they are required. Fiber Fresh are often present as they have area reps, and a number of other national sponsors are regularly at events eg Zilco, Hobsons, and Matthews Hanoverians.

It is extremely important having the right officials in the right place. She stated If she can get through Nationals without a protest this is essentially very good the show. Protests detract from the success of a show.

Timetabling is also essential. The event officials need to be really proactive in keeping judges to time. The scoring team needs to be given ample time to have the classes scored to fit into presentation schedules.

Do not skimp on volunteers, communication is vital within the OC and with competitors, and use peoples' strengths to get the jobs done.

The Rules Officer stated not to forget involving the TDs and Stewards in all organisational decisions so they are kept in the “same tent” and ensuring that communication is an utmost priority to form a well-oiled event.

Competition surfaces are now paramount to the success of the event. Contact other disciplines for joint ventures to improve the ground conditions at your venue, ie: irrigation, grooming, etc. A National competition can no longer be run without a professional surface. You may have to go outside your areas for professional staff and advice for the formation and upkeep of surfaces.

Stable management has also become an important aspect of events, which are now involve much more than just the allocation of boxes and yards. Just arranging for changes in allocation of boxes to ensure the amicability of the horses is important and is paramount for “welfare of the horse”.

The Area drop box folder contains templates for formatting results for ESNZ, documents regarding para classes, the rules, the current year book, the test pads order form, all series conditions, Judges contacts and information links to the website. There is a crisis management plan template for Health & Safety plus key considerations from Event Professionals organisation. The moment you employ someone, you are liable under the Act. It is now incumbent on all Organisers to be responsible for the safety of everyone involved in the running of the event. Risks and hazards need to be recognized, mitigated and then documented.

This is essential to avoid prosecution.

The Rules Officer said her presentation on Health & Safety is still on-line to help OCs to recognise and deal with potential hazards and risks.

It has been proved that the risks are less likely to involve a rider on a horse, but rather an accident in the carpark or the grounds. ie: access for ambulances to the grounds, maintenance of toilets, catering areas etc.

In response to a query as to commitments to sponsors in programmes, Celine advised that sponsors advertisements should appear in a programme in either colour or black and white and so long as they are acknowledged with their logos etc.

12. HEALTH & SAFETY LAW

There have been changes in Health & Safety law with the creation of new responsible entities, (PCUB) powers of investigation and prosecution of someone who has breached a Law may end in a criminal prosecution.

Obligations however, have not changed, it is all about good practice. ESNZ has been working with Sport NZ to formulate a manual with some form of guidance. A document has been produced by them but it is important that we are guided by ESNZ as the umbrella of our organisation. MBIE has great information on Health & Safety issues which can be accessed via the internet. (Ministry of Business Innovation and employment).

Area Delegates need to have someone on their committee with the Health & Safety portfolio and that at every committee meeting, be invited to speak to meeting updating them of procedures, risks, and action taken and risk plans to be adhered to. They should be responsible for any breaches and table an incident report to the meeting.

Traffic light system: Profile of **Red light** incident and set of protocols that the committee will take. There will be many factors to take into consideration and each incident will be different.

Orange: Not so important but identified and noted. **Green:** No significant issues identified.

Good records need to be kept. Keep a book of incidents registered. This could be developed in an app to record data. A monthly review, a six monthly review and an annual report and this identifies any patterns that may become apparent. But steps can then be put in place to mitigate the risks.

A volunteer is included in the Act as “a worker who carries work on your behalf on an ongoing regular basis and an integral part of the undertaking”. Recreational assistance to a sports club, is not covered, but this still leaves the organisation responsible. In the case of an accident Worksafe will interview everyone involved and will ask for written documentation or the risk management plan you have in place.

Keep Health & Safety as an item at the TOP of your monthly Agenda and notes included in the Minutes of what has been said. The meeting can then put processes in place and documentation can be produced to prove that you have been taking steps to mitigate the risks as they arise.

As an example an AV worker entering the indoor arena at Nationals without a helmet on. The Event Manager was advised and the person involved was requested to wear the helmet. Risk identified, action taken and resolved.

Lynda Clarke advised that it is important that a first-aider needs to be included at your event. It could be that areas cover the expense of one member attending an approved first-aid course and to hold an current first-aid certificate. An emergency plan has to be in place.

13. SELECTORS REPORT

The Chair of Selectors, Helen Hughes-Keen reported that we now have two riders who have qualified and met the NZ qualification as well as the NZOC qualification for the Rio Olympics

Julie Brougham is training in Europe and has just had an exciting training session in front of a judge, with her trainer with a headset and with comments from the judge at the end of the test. John Thompson is about to compete at the Sydney CDI so we await patiently for his progress.

Squads: ESNZ High Performance & ESNZ High Performance Accelerator. It looks as though Dressage will have more riders qualified for this squad than in 2015

There will also be:

Dressage NZ Futures Squad for Level 4 – 5 horses .

Dressage NZ Youth Squad which includes under 25 riders, young riders and pony squad.

There will Pony & Young Rider Youth Camps for encouragement of our future young riders.

The Performance Pathway document will be on the website shortly outlining these squads in more detail.

Susan Tomlin spoke a financial contribution to the two exciting prospects for Rio. She noted Central Districts had made a contribution towards Julie's expenses, and that now John Thompson has qualified asked was if area groups and DNZ able to offer any financial support.

The Chair advised that a \$5,000.00 performance grant has been given to both riders on the basis they had met their qualification scores and that the funds from the Grand Prix rose promotion will go toward support for actual Rio participation

14. FEI UPDATES

It was agreed these can be taken as read as set out in the Agenda.

DNZ will send out the rules and tests for the WDC and these lower grade tests could be incorporated at regional show level prior to the competition to familiarise them with the tests.

The FEI Sports Forum is being held at the FEI with Vicki Glynn present. The Olympics is the main dilemma if it is to maintain the integrity of the sport in the future.

15. JUDGES SUB - COMMITTEE UPDATE

Sue Hobson advised the meeting that owing to business commitments, Michelle Paterson would not be standing for the Judges Sub-Committee again in 2016. Sue noted that Judith Cunningham had expressed an interest in joining the sub-committee. She thanked the sub-committee for their work during the year current year.

16. TRAINING & DEVELOPMENT UPDATE

Lynda Clark addressed the meeting regarding the "training" strand of the strategic plan, noting that a great deal of good work is undertaken by area groups at the "coal face" of the sport. Delegates outlined the opportunities for development at area level which included freestyle clinics, training days and various sports science presentations eg rider fitness, horse nutrition

17. CONFERENCE 2016

Taranaki Delegate Dana Haszard summarised arrangements for conference 2016 and urged delegates to get their accommodation booked as soon as possible. It was noted the them for Awards Dinner would be Rock n Roll.

18. GENERAL BUSINESS

YOUNG HORSES CLASSES / SHOW : Linda Warren-Davy advised that there had not been a lot of support of the YDH at local/regional shows in its present form and perhaps the time is now right to introduce a standalone show with YDH classes.

She noted Canterbury is planning a new event, the South Island Future Stars Championship, with two tests, one each day and a guest rider. However, this needs more entries to make it viable. Musical classes were to be included and in-hand classes, including maybe brood mare classes. An evening class would be held as a show-case with GP horses. The South Island Elite Equine YDH final will be held at this event. South Island judges need to be upskilled and maybe train in Australia to obtain qualification. The NZ Warmblood Association was on board and supported the concept.

The SM noted the YDH national final will still be held at Nationals 2017.

The Sport Manager asked why the “**South Island** Future Stars Championships” ? If it was just known as” Southern Future Stars Championships YDH” or Future Stars Championships it may not be so suggestive of being restricted to SI competitors ? **Debra Cowen** agreed to discuss this concept with Waikato Dressage to see if it would be viable to organise a similar event in the North Island.

The meeting closed at 2.30pm