

Summary of Minutes of a Meeting of the Board of Dressage NZ
5 December 2018
Airport Gateway Motel | CHRISTCHURCH



Present: Lynda Clark (Chair), Sara Hazlewood, Sue Hobson, Scott McKenna,
Linda Warren-Davey, Michelle Zielazo, Nick Pyke (pm session)
Apologies: Dana Kirkpatrick (ESNZ GM)
In Attendance: Wendy Hamerton (Sport Manager & Minute Sec)

The Chair welcomed the Board members to the meeting reminding them of the purpose of the Board. One of the key messages was to **"Focus on providing our sort of people what they want"**

Minutes: Of the Dressage NZ Board meeting held 8 October were confirmed as true and accurate

Health & Safety Report November 2018 (C Filbee)

H & S Report accepted noting ongoing dialogue with ESNZ re Dressage NZ liability when running classes/events on behalf of Para Equestrian

General Agenda Items for Discussion/Decision

- 1. WDC and SIFFS events:** To be held at NEC CHC in April 2019. It was clarified Dressage NZ is responsible for the finances and management of the WDC. Agreed that any Event management fee for additional events other than WDC (e.g. SIFFS) at this time needs to be built into the particular event budget if that is the wish of the OC. Agreed that Dressage NZ will assist with joint funding applications for WDC and SIFFS but will not undertake overall management / funding responsibility
- 2. Rider Incentive Scheme:** Agreed the Performance Committee to review with the overarching guide to increase the performance level and level of event
- 3. Road Show:** It was agreed to defer the roadshow initially proposed as good communication was being developed with areas by C Filbee, particularly in respect of events.
- 4. YR Interisland Team Challenge:** Confirmed that Canterbury will host at SICH. Mel Bruce to manage loan horses
- 5. National Championships 2020:** Confirmed for Taupo NEC 26 Feb - 1 March 2020
- 6. 2019 Planning Meeting:** Confirmed for Commodore Hotel Christchurch Fri/Sat 29/30 March 2019
- 7. Stewards Training:** A budget of \$3500 confirmed until 31 May 2019. Two FEI level stewards to be offered \$250 each to participate in exchange programme with Sydney CDI
- 8. Tests Review Committee:** To be activated now that AUS version of USDF tests are available. Terms of Reference for the Review confirmed. Member survey to be conducted once final recommendations of review committee are confirmed.

- 9. Pony Competitions:** A sub-committee is formed to investigate the promotion and increased activity of dressage for pony riders. To be invited to sit on Sub-committee: NI & SI Young Rider Convenors, Celine Filbee, Scott McKenna, Sam Gradowski-Smith
- 10. Lead Rein Classes:** Agreed guidelines as presented be approved and circulated to areas for comment with the view to being presented to Planning Meeting 2019 for inclusion in Rule Book see page 6.
- 11. Art 477: Re Gear:** Noted some lack of clarity around penalties for use of illegal gear. The Technical Officer to review and present recommendations to the Board
- 12. Appointment of Patron:** It was agreed to leave the appointment of a Patron in abeyance
- 13. Selectors Appointment & Appointment Panel:** To be convened to appoint selector as Helen Hughes-Keen current appointment tenure is due for reappointment. Applications have been advertised. It was agreed the Board recommend to the Committee Meeting that By-law 17 be amended to a maximum two x 4-year terms for selectors
- 14. Isobel Wessels Clinics:** Confirmed for Taupo NEC 1/2 March 2019. Squad riders to be subsidised \$100 per lesson on 1st. Open clinic on 2nd for judges, riders, coaches on 2nd. \$40pp The JO to present budget at January Board meeting
- 15. Funding Applications:** The Board approved funding applications totalling \$14,000 for the NIFFS and U25CH in April
- 16. T & D Board Member position description:** An updated version to be circulated to Board for approval at next meeting. This version would delete reference to (training of) "other officials"
- 17. Event Management Training:** That a budget of \$3,000 be allocated. No charge for attendees but they pay own travel and accommodation
- 18. 2019 U25CH & NFFS Event Management**
Two EOI had initially been received. One had since withdrawn but was keen to still be involved. It was resolved that Debra Cowen be offered the role. That the individual who had withdrawn be offered a place at the event management workshop with some financial support for travel and accommodation
- 19. Prime Minister's Scholarship**
It was agreed the Board ratify Judith Cunningham's application and undertakes to ensure these scholarships are more widely advertised in the future
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Board Work

The Chair reported progress on the ESNZ Culture & Values project.

A working SWOT session was undertaken by the Board to be further analysed for action points at the next Board meeting.

Positive feedback was noted from the ESNZ AGA and combined discipline sessions and dinner following.

Part 1a: Communication Discussion Key points

- Everyone is subjected to an overload of information “white noise” from many sources
- Hard to keep on top of all the information. An example being ESNZ helmet tagging which was widely published months in advance but still thousands of people seemed upset and “didn't know”
- Noted that Dressage NZ bears responsibility for ESNZ and FEI decisions that change the way things must be done. Dressage NZ needs to identify and differentiate the source of the changes
- Considers we are good at what we do at DNZ - but not always so good at differentiating where the decisions come from
- Website - too difficult to find information
- Board needs to communicate better as individuals e.g. following Board meetings create a sentence from each portfolio holder, use imagery, promote the Board and the work it does
- Facebook - remains the number one social media platform across all age groups
- Instagram - powerful imagery - limitations to manage - not as broad
- Emails still a predominant means of communication
- Consider txt message service Michelle Zielazo and the SM to investigate and report back to Board with recommendations with how we can better utilise email and text message services. Liaise with ESNZ to gauge timing of more strategic use of Database to communicate with sectors of our community

Part 1b : Communication between officials and competitors

Key points

- Training needs to be undertaken about how officials could communicate with riders and others at events to create win/win environment
- Riders need to be made more aware that stewards are there to make it fair and safe for everyone

Actions:

- a) Nick Pyke agreed to take this topic to ESNZ to investigate collaborative training
- b) Investigate if this topic can be incorporated into steward training at SICH & Waikato Champs

Board Work - Part 2 Business Plan

Financial Stability

a) Review purpose of TD levy (\$3 per start)

Noted the levy (\$2.50 excl delegate support to conference) has more recently been incorporated into operational funds hence the depletion of the Tour Fund

It was agreed to defer the topic of the TD fund to a further meeting

Action: Sarah Hazlewood and the SM to investigate further the impact on the budget if a portion of TD levy is set aside for Tour or rider development fund.

b) Fundraising for International Events

Resolved TOR proposal for a fundraising committee be deferred

c) **Collection of data for monitoring income trends**

Resolved the Sport Manager discuss the accessing of Equestrian Entries data with John Lawson.

Reports

1. CHAIR

Emma Gown from ESNZ now working closely with Mogul to expedite work on aspects of data base
A custom build financial module to be provided by Mogul
Constitutional review underway, this also addresses NEC venue structure.
Breeding project underway
ESNZ Awards at 2019 HOY Gala Cocktail party - includes some new awards
HP Board Sub Committee formed

2. FINANCE OFFICER

a. Starts / registration income

Noted T & D and Registration income ahead of budget at this point

b. NCH

- i. Added Stripe to NCH EE account so riders can by credit card AND Should pay at time of entry
- ii. Premium stables allocated in order of receipt
- iii. In the event of excessive entries in any grade, entries will be accepted in order of payment date

3. TECHNICAL

Little to report - ongoing questions re gear during the season

4. MARKETING

- i. Could Dressage NZ implement subscription offers - simple offer - key rings etc. Subscribers get special deals such as a debrief with an international judge, class of bubbles at events
- ii. Premier League Canterbury did a great job
- iii. Planning meeting needs to inspire and motivate delegates
- iv. Owners / Breeders Club - can we offer something to owners / breeders. Owners Restricted to non-family owners - at PL events. Agreed to implement at nationals 2019. Breeder of the Year Award

5. TRAINING & DEVELOPMENT

- i. General - Isobel Wessels. Plan noted.
- ii. Recommended Rebecca Copplestone is appointed as SI Young Rider Convenor until 2021. The Board approved this appointment. The SM to contact R Copplestone to confirm.
- iii. Young rider development camps discussed
- iv. Dressage NZ to connect with international riders to determine their goals
- v. Can a squad get together be organised at NCH?
- vi. Judges protocol days popular with riders
- vii. Present Performance Committee review findings at next meeting after discussion with Scott

6. JUDGES

The Board resolved to sanction the JSC proposed action to restructure the Judges list to delete list 2A. Current List 2A Judges will become either List1 or List 2. To be promoted to List 1, judges will be required to complete the List 1 exam and undertake shadow judging.

7. SPORT MANAGER

- **Board Management Software:** The SM advised BoardEffects had presented their Board management software package in an hour-long presentation. The Dressage Chair had joined for the final summary. It was agreed that it was a very good package but unaffordable at 8k per annum approx. including the Minutes module or \$4.4k for the base model for NFP organisations
- **Communication:** From the ESNZ Sport Manager meeting: Consider if ESNZ and discipline Board members could be more available to the membership to create better member engagement in the sport. The SM suggested advertising specific times at key events where possible. This was agreed in principle and noted could be actioned at SICH and possibly NCH
Other Action:
Resolved to trial a Board/Delegates session early January on ZOOM
- **NI Riders Meeting:** The SM to contact the NI Riders Rep re timing of the NI Riders meeting which is yet to be scheduled as was not held in October at North Island Championships

8. PARTNERSHIP FACILITATOR

The report was noted and accepted

The Board noted the excellent work being done by C Filbee re Volunteer recognition and Area support and requested the SM convey thanks

Other General Business

- a) **Succession Planning for Info**
Board members to retire by rotation (Chair & Technical) in June 2019 noted and will come back to next meeting with an indication of intention.
- b) **WEG Fundraising**
WEG reports were distributed for information
- c) **Olympics 2020 Qualification Notification from FEI**
The qualification process for Tokyo was discussed
Action: Discuss with riders

Guidelines for Lead Rein Dressage Classes

LEAD REIN DRESSAGE

1. Lead rein classes are designed for child riders
2. Riders should turn at least 5yrs in the calendar year of the competition and may not be older than eight years as at the 1 August in any calendar year
3. Lead Rein Ponies should be safe and suitable for purpose
4. Lead Rein Ponies must be 138cm and under.
5. Riders must wear ESNZ approved safety hats and suitable solid shoes or riding boots
6. Lead rein riders are those as yet unable to ride without assistance from a leader or attendant.
7. Lead rein combinations shall not be expected to canter
8. Riders taking part in this section are excluded from taking part in other sections of the event
9. Riders who have competed in any non-lead rein dressage class (graded or non-graded) may not compete in any lead rein class
10. The lead must be attached to the cavesson of a simple snaffle bridle – refer to Dressage Saddlery rules.
11. Grass reins, running reins or any type of bearing reins are not permitted
12. Spurs and whips or canes are not allowed.
13. All other dressage rules re permitted and illegal gear apply
14. The attendant/leader must be 14 years or over and hold the lead in a manner that they are able to assist the rider if necessary.
15. The attendant/leader must wear footwear suitable to protect the leader's feet