



ESNZ EVENTING BOARD MEETING

9.00am Monday 3rd May 2016

Butterfly Creek Conference center, Auckland

CONFIDENTIAL



AGENDA

A Meeting of the Board of ESNZ Eventing
Will be held at 9.00am Tuesday 3rd May 2016
Butterfly Creek, Auckland

1.	Welcome / Apologies <ul style="list-style-type: none">• Outline of the day	9.00am
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2.	Meeting Administration <ul style="list-style-type: none">• Conflicts	
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3	Items Requiring Decisions <ol style="list-style-type: none">1. Confirmation of Minutes - Eventing Board Meeting 22 Feb 162. Board Succession planning3. Conference/AGM planning4. Performance – 3* scholarship + regional camps5. FEI rule changes and Olympic format – effects on the sport6. Health and Safety – new legislation and effects on OC's and ENZ.7. Sponsorship plan8. Communication – Media liaison roles9. Eventing Technical – technical committee items	
	LUNCH BREAK	1.00pm

4	Items Requiring Discussions <ol style="list-style-type: none">1. Calendar dates for Spring Season 20162. Finance update – levies, start numbers3. NRM National Three Day 2016 update4. Taupo NEC – further discussions5. Progress Report – Relationship with NZPCA6. Thoroughbred racing – form relationships <p>If time allows: Survey of Officials to Develop Overview – progress update</p>	
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5	Reports <ul style="list-style-type: none">• Financial Report• Sport Manager's Report• Performance Director's Report• High Performance Director's Report• Selectors Report• NRM National three day Event Directors report	3.30pm
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6	Close of Meeting	5.00pm
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1. Welcome/apologies

The chair welcomed everyone to the meeting and gave an outline of the day.

Nick Pyke's apology was accepted.

Present: Todd Gloyn (Chair), Angela Lloyd, Alison Watters, Bundy Philpott(Rider Rep), Kate Wood, Stephen Montgomery (OC Rep), Marg Evans.

Attended by: Nicola Felton (Sport Manager) (Minutes), Eliza Reidel

Apologies: Nick Pyke

2. Meeting administration

1.1 - Any new conflicts to document.

Nicky advised she was creating a conflicts document and asked that all board members who haven't yet sent their conflicts through to be added to the document please do so, so that the document can be completed.

3.0- ITEMS REQUIRING DECISIONS

3.1 - Confirmation of minutes

Alison asked that the minutes of the previous meeting were amended to include the decision to give financial support to the value of \$1000 to Arran Station to aid in official development at their event.

The minutes of the previous meeting held on the 3rd May 2016, were confirmed as true and correct with Alison's amendment.

Moved: Todd
Seconded: Alison

Mattes arising

It was noted that it was documented in the last minutes that the board would come back with wording on the Eventing **special condition events** and that this had not been done.

Action: Nicky to email the board to prompt this.

3.2 - Board Succession Planning

Todd lead discussion on board succession planning and which positions were up for re-election. Board members skills were all documented (see below table).

The board reviewed members 'skills' they felt the board needed. Upon reviewing these, the following skills were documented as skills the board requires:

- Sponsorship, PR, Communications – could be in support staff rather than on the board
- Legal expertise

- Grant applications and Funding
- Media and Promotion

The board discussed adding a maximum term a member can serve on the board and it was decided that 3 terms would be implemented.

	In	Out	Skills
Angela	2013	2016 – unless standing again	Past 3* rider/performance coach/Pony Club involvement/Head Coach, District Coach/Event director/ TD (lists)
Todd	2013	2016 – unless standing again	Sport/rider/Organizer/Governance/Business + Strategy
Kate	2015	2018	Whole Sport Perspective. Rider/OC/official relations
Marg	2015	2018	Committee/board experience/ H+S/History in Sport
Alison – Appointed	2012 – 2 nd term	2018	Governance/Stakeholder Management/Finance
Nick – Appointed	2015	2016	Business/Governance/marketing/customer relations/rider/official course designer
OC reps	2014	2017	Stephen: Rider/CD/Organiser/business background Melissa: Organiser/ Journalism/ Media/ Pony Club/ Communications and PR/networking
Riders Reps	2015	2018	Bundy: Rider + Truck park liaison + communication
Vacant appointed			

**Action: Present remit to conference on maximum board position of 3 terms.
Nicky to check that latest Bylaw version reflects that Riders Rep are part of the board.
Alison enquire as to cost of advertising board roles through NZ Gov etc.**

Meeting dates:

One day meeting before AGM – Tuesday 14th in Auckland

Two day retreat following AGM – Late August early September

3.3 - AGM and awards dinner planning

Nicky gave an overview of the options in terms of venue and date for the 2016 AGM and awards dinner.

Action: It was decided that the AGM and Awards Dinner would be held on July 16th in Hamilton at the Novotel. The board approved to go ahead with the Novotels pricing proposal.

3.4 - Performance

3* Rider Scholarship

Following the release of the 3* rider scholarship information, around 6 riders have asked for the application form, and one has put in an application. Discussions around the purpose and criteria of the scholarship was discussed and clarified.

Action: Guidance to be given to selectors that ideal recipients would have the potential to compete competitively at Oceania, with the future ability to be available for the Accelerator squad. Kate to liaise with selectors to give guidance on criteria.

Regional camp proposal – created by Nick Pyke

Nick Pike's proposal for the development camps was reviewed. The camps were identified as a good opportunity to develop coaches.

One camp in Taupo and one in Christchurch this coming Spring. These camps will be used to test the model which would then be developed overtime. It was decided that the camps would cater to riders from CNC80 upwards.

It was suggested that someone take ownership of the camps to administrate. It was decided that a budget of \$1500 would be set aside to pay this person.

Action: Todd to approach suitable candidate.

3.5 - FEI – Testing changes + Olympic format

New FEI Testing fee

The introduction of the FEI drug testing fee was discussed. The board were very clear on their stance on the introduction of this fee. The implication of this fee will have dire effects on the progression of riders in the sport, hindering participation particularly at 1* level.

A list of questions was compiled for Nicky to take to the meeting in Wellington later this month.

Action: Nicky to take questions to the meeting and report back on results. Todd to work with Vicki draft letter to the FEI in regards to the fee. Information to be drafted to present to riders at Taupo.

Vicki Glynn's summary of the FEI Sports Forum.

Feedback from the FEI Sports Forum was reviewed and discussed. Please note the below amendment to the minutes which was sent in after the papers were printed.

Amendment:

The Bureau concluded that for the Olympic Games nations can qualify with either a team of maximum three athletes, or, if they have not qualified a team a maximum one individual per nation for each Olympic discipline, and the Bureau asked the Technical Committees to finalise their proposals in that direction to be submitted to National Federations prior to a vote at the General Assembly in November.

Refunds at FEI events – riders rep feedback

Bundy highlighted that there's no fixed ruling around refunds at FEI events and that this was a concern. At

this stage FEI events manage their own refunds and they set their own policy on this. It was decided that there's not much that the board can do about this (apart from changing the Taupo policy), so it was up to riders to suggest this to their OC's.

3.6 - Health and Safety

Alison provided feedback from the Audit, Finance and Risk committee meeting committee meeting held 2nd May at ESNZ. The purpose of this ESNZ sub-committee, and in particular the most recent meeting is to create an overarching ESNZ board policy on Safety. Alison will be working together with Catharine Roberts to draft this H&S document. Alison provided an overview as to how the Eventing H&S plan works in with this plan.

Marg then presented her draft Health and Safety plan to the board. The intention for this document is that it's a tool for Organising Committees to utilize and add to for their specific events. Marg asked for feedback on the draft, and for input into how we can capture information on H&S from each event. The document is intended to be amended and reviewed constantly rather than being a 'fixed' type document so changes are to be made on a regular basis.

Capturing data was identified as a major weakness and area for improvement.

**Action: Stuarts Crisis Management plan from technical to be sent to Marg once completed, then reviewed and signed off for use by the board.
Marg to refine based on the boards feedback.
H&S to be added as an item to discuss with O/C's at conference.**

3.7 - Sponsorship

Discussions around the current sponsorship situation was held.

3.8 - Communications

The current Communications situation was discussed including the lack of Media Liaison, and the needs regarding communications around the Rio Olympic Games.

It was decided Nicky would continue to manage the communications in the short term with the view of reviewing for next season.

3.9- Technical

Angela gave a overview of the technical meeting held 31st March, and the items discussed.

The issue of falls and dangerous riding were discussed in length.

-Reference to the letters received from Helen Christie and Neil McKenzie-Hall, the Technical liaison group recommendation is that we follow FEI best practice. Not everyone is in favor of the walk home rule when the fall is insignificant but the implications could change significantly with new H&S. Suggested topic at AGM and will probably come up again as a remit.

-A spreadsheet was talked about being developed to record information gathered from the event reports. Made accessible to OC's & Officials.

-There has been some feedback that the Fall report is too long. Neil McKenzie-Halls' document needs to be shortened for inclusion in Secretary packs.

Action: Angela to take back to Neil McKenzie-Halls' with comments.

Systems for identifying riders riding dangerously were brainstormed. Rider mentoring was seen as a good option. The board brainstormed positive options and ideas for how to encourage better riding in comparison to making rules to punish bad riding was discussed and collectively agreed that it was a good idea. *The board to work on a programme and system for 'style' prizes to encourage good riding, members to generate ideas on how this could work to be presented at the next board meeting*

The issue of events using unsanctioned officials was discussed and was very concerning regarding insurance and liability.

Todd to address situation with a letter to the OC, TD's and CD.

Technical has concerns around officials liability and insurance, discussed at length and Alison informed us that the Health and Safety documents are being prepared by ESNZ, these will feed down into disciplines for the specifics to be added, this should be in place prior to season commencing.

2016 Technical seminars are to be held at Wairarapa-November and Canterbury-September, actual dates TBC as could be prior to event to allow for local officials to still hold positions at the event.

The issue that the Puhinui Seminar does not include upgrade to 3* & 4* FEI officials was discussed.

Action: The board, in conjunction with Nick Pyke will approach the FEI to explain his, and New Zealand's situation

The board to work on a programme and system for 'style' prizes to encourage good riding, members to generate ideas on how this could work to be presented at the next board meeting.

4.0 - ITEMS REQUIRING DISCUSSION

4.1 - Calendar

The dates that organizing committees have proposed for their events were reviewed. Bundy gave the feedback from the riders on the Calendar – these concerns were discussed at length.

The issue of a lack of CCI3* events was discussed at length. With the changes to the qualification criteria for 4*, NZ riders are struggling to qualify to make it to Adelaide to compete in the 4* due to limited options to qualify. McLean's Island said they were open to the idea, but working it out in the calendar was the main issue.

It was also noted that the One Day Champs two year term expires after this year.

Action: Angela to keep working with OC's to confirm dates to be secured at the AGM.

4.2 - Finance Update

Start stats and levies

Alison presented a review of the start stats based on the levies that we have in, and with estimating the levies that are still to come in for the rest of the season.

It was decided that Eventing New Zealand would not increase their fees for the next season.

Action: Alison to advise ESNZ that Eventing will not be increasing fees.

An updated financial report was submitted by me following amendments made to start numbers as discussed at the meeting, and approved post meeting by Todd.

4.3 - Taupo Three Day Event

The event directors report was reviewed and the board were very pleased with the progress that was being made.

Refunds at FEI events – riders rep feedback

Bundy highlighted that there's no fixed ruling around refunds at FEI events and that this was a concern. At this stage FEI events manage their own refunds, but Taupo has never done these refunds.

It's the boards recommendation that the Event Director looks at the possibility of providing scratching with a portion of their entry fee back following the event, subject to it running at a profit.

4.4 - Taupo NEC progress update

Todd advised that Frank Phillips has been appointed and has attended his first meeting and that it was very positive. Frank will provide feedback back to the board on progress.

4.5 - Relationship with NZPCA

Todd advised that a meeting would be scheduled with NZPCA over the winter to discuss the relationship between NZPCA and ESNZ.

Action: Todd and Melissa to meet with NZPCA over the winter.

4.6 - Relationship with Racing

Discussion to be had:

- **How can we work to progress our relationship with racing connections to attract owners and investment for New Zealand riders?**

High Performance Director Sarah Dalzeill attended the last Eventing NZ board meeting in Wellington in February and talked about the need to build more relationships with racing NZ in order to attract racing

owners to become owners for our NZ based Eventers.

Marg presented her progress on initiating relationships with Racing. Marg has made contact with Simon Cooper from NZTR to initiate conversations however he has advised he's leaving but has facilitated contact with Aleisha Moroney. Bundy will assist Marg.

Bundy spoke about opportunities to get involved with the Karaka Sales in having a stall there, and identified that this would be a great starting point. Bundy also suggested creating relationships with Hong Kong racing.

**Action: Marg and Bundy to continue conversations with Aleisha and Sarah Dalzeil.
Bundy to follow up on the opportunity to have a stand at the Karaka Sales.**

5.0 - All reports were taken as read. Meeting closed: 5.20pm