



**Minutes of the Board of ESNZ Endurance
Held from 4.45pm on 28th September 2017
At Meeting Room 1 at West Plaza Hotel, Wakefield Street, Wellington
Continued 29th September, ESNZ Offices**

Present:	Alison Higgins – Chair	AH
	Marie Wakeling	MW
	Sue Billigheimer	SB
	Shane Dougan	SD
	Louisa Muir	LM
	Daryl Owen	DO
	Jenny Weston	JW

Apologies: Shane Dougan (for 29th September)

In Attendance: Jo Lankow – Endurance Administrator & Minute Taker

1. **Welcome:** Alison welcomed everyone to the meeting.
2. **Conflicts relevant to the agenda:**
 - Sue Billigheimer declared a conflict relevant to the National Championships and Fiber Fresh Sponsorship.
 - Louisa Muir declared a conflict relevant to the Performance Squad.
 - Daryl Owen declared a conflict relevant to the Performance Squad.
3. **Minutes of Previous Meeting – 4th August 2017**

The Board agreed that the minutes of the meeting held on the 4th August 2017 were a true and accurate record. **Moved: Alison Higgins/Daryl Owen**

 - Minutes to be published on the website. **Action: JL**
4. **Matter Arising from Previous Minutes:**
 - Next Board meeting will be on 25th November, not the 26th and this meeting will be held in Wellington in conjunction with the SGM.
 - Alison advised that ESNZ will be looking at the issue of unaffiliated organisations using ESNZ rules and officials.
5. **Action List**
 - Risk Register – Alison to sort prior to next meeting
 - Veterinary Sub-Committee – Jenny confirmed that Lucy Holdaway is keen to continue. Kasia Chapman-Labecka has also been appointed to the sub-committee.
 - Coordination of all ToR's and Portfolios – Louisa to be completed prior to next meeting.
 - Performance Criteria and national selectors – to be discussed further in conjunction with Performance Committee request.
 - Tidy up of Budget – Alison to check with Dana to ensure this has been done.
 - Submission to FEI – sent to FEI and FEI have acknowledged receipt of the submission.
 - Review of national rules completed.

- Longer rides at non-affiliated events – An additional clause regarding mandatory rest periods to be added to the waiver that all competitors will need to sign at all ESNZ Endurance events.

Action list completed

5. **Disclosure Register**

- Added for Louisa – Equine Dentist.
- Register now complete.

6. **Sponsorship**

- Sue was appointed to the sponsorship portfolio. She is to liaise with all the major sponsors and also the clubs holding the championship events to see where they are at with their sponsorship arrangements. **Action: SB**
- Sue is to contact Kelly Stewart from Fiber Fresh to discuss sponsorship going forward. **Action: SB**
- Sue to draw up a sponsorship contract. Jo to send her a copy of the one used last season. **Action: SB & JL**
- Letter to be sent to Canterbury, Ruahine, Kohuratahi and Mt Nimrod Clubs advising of Sue's appointment and that she is there to assist where she can. **Action: JL**
- Mitavite will sponsor the FEI Series. Logo to go on website as a main sponsor. **Action: JL**

7. **Performance Request regarding some Squad Members**

Discussion on this request for advice The Board went into committee to discuss this agenda item

- Board agreed the squad members needed to commit to doing a minimum of five ESNZ rides with their squad horse. If no commitment from the riders to this then they are to be removed from the squad. The five rides to be done are to be agreed upon by the rider and the Performance Committee.
- All members of the squad to be on the squad as a combination with their horse.
- Letter to be sent to the Performance Committee from the Board advising the above and also asking for new criteria to be drawn for the Performance Squad and also for Performance Selectors with recommendations for people to fill the selector positions.

Action: JL

8. **Waiver for All Events**

Discussion on the waiver and also, in conjunction with this, the proposed rule changes (rule 5.4) regarding the consequences of competing when a horse should be on a mandatory rest.

- Waiver for the riders to sign will be as presented in the meeting papers but taking out the words "timeframe of".
- Clause 14 to be highlighted.
- Send waiver out to clubs along with a reminder for riders that this is a serious declaration that they sign. Two versions to be available of the waiver. One for each rider to sign an individual copy of the waiver. And one where one copy of the waiver is available and all riders sign a form stating they have read it.
- Members to be advised this is a serious declaration. **Action: JL**

9. **CTR Committee Discussion Paper of Lead Rein Classes**

Discussion on lead rein classes and the need to encourage these riders and to make it easy and affordable for the parents.

- It was moved that the ride levies be removed for all lead rein classes up to and including 15km. **Moved: Jenny/Shane**

- Clubs to be advised of change to levies. **Action: JL**
- See also under Item 17 (inwards correspondence for more on this issue).

10. General Business

Some General Business was discussed as Shane was unable to attend the following day.

- Discussion on club affiliation agreements - These are to be reviewed and are to include an asset register. In the meantime clubs to be asked for a copy of their assets register.

Action: JL

- Clubs are to be asked to send in their financial statements – these will be kept confidential as will any areas of concern.

Action: JL

- Equidays Budget – Site fee \$590.33. Tickets for those working on the stall \$95.00

Meeting adjourned at 6.30pm until 8.00am the following morning.

Meeting resumed at 8.20am at ESNZ National Office, 86 Customhouse Quay, Wellington.

All attendees from previous day present except for Shane who had a prior business commitment.

11. Rules Review

- The Board accepted the draft rules as presented in the meeting papers and approved them to be published as a clean copy for comment on by the members. Send out with an overview highlighting some of the changes. **Action: JL**
- Rules for combined CTR/Endurance classes to be included in the CTR rules. **Action: JL**
- It was noted that the mandatory rest periods in the current Discipline Rules had been replaced with the FEI mandatory rest rules with just some minor changes so they applied to all events. This should prevent the confusion that occurred last season, make it the same for everyone and ensure the same horse welfare rules are applied to all horses.
- Rules for multi day and combined CTR/Endurance rides are included to make it possible for riders to compete on consecutive days on the same horse without breaching the mandatory rest rules.
- Not possible to claim kilometres for registered horses being ridden by an unregistered rider.

12. Online Entries

Discussion about online entries and the various systems available for use.

- Equestrian Entries – advantage is that it links to the ESNZ database so makes it easy to check registrations for horses and riders. Disadvantages are that internet access is required at the event and there is a cost to both the riders and OC.
- Another system currently being used by some clubs is free of charge but does have some limitations and doesn't link to the database. Not too much of an issue if entries close a few days prior to the event as they can then be checked. Clubs using this system are happy with it so far.
- Contact Vicki at Equestrian Entries and advise her that we are not ruling it out but looking at other options at the moment. Also want to wait until the new database is in use. **Action: JL**

13. Results

- Clubs to be advised why the results are sometimes late being published on the website.
- Clubs to be asked to make sure the results are correctly completed before being sent to the Sports Administrator. All club secretaries have a copy of the procedure for completing the results along with all other necessary information. **Action: JL**

14. Strategic Planning

- The Board members found the workshop in August with Frank Aldridge of The Integral Group Ltd was very helpful.
- A new strategic plan to be finalised, presented to the Board in two weeks' time and to the members at the forums on the 28th October. Need to choose a photo and slogan to be included in the brand. **Action: LM, MW, JW**

15. Hi Viz Rider Bibs

Discussion on the need for hi viz bibs especially for championship events.

- Louisa will get quotes for the making of the bibs and screen printing of the numbers. **Action: LM**
- Sue will look for sponsorship in the first instance, preferably from outside the equestrian industry to avoid conflict with event sponsors. **Action: SB**
- Daryl to send Jo a pattern of the Waikato Club's bibs. **Action: DO**

16. Trophies

Discussion regarding the trophies and how they are recorded in the General Regulations

- Many of the trophies were presented long before we started holding FEI events in NZ and this needs to be taken into consideration.
- There are quite a few championship classes that don't have trophies for the class winners and this needs to be addressed.
- There are other classes that have two trophies for the winner or BC for a class.
- Trophies for championship class winners to be the priority.
- Jo to go through the trophy list again sort out what classes still require trophies, what the current trophy should be awarded for and resend to the Board. **Action: JL**

17. Inwards Correspondence

Officials Training Panel

- Reviewed the Information relating to FEI Course Directors as included in the meeting papers.
- Officials Training Panel to be asked to recommend the best applicants to apply for the positions and the Board will endorse their choices. **Action: AH**
- The OTP and Board need to be looking to the future when recommending and endorsing applicants.
- Terms of Reference to be drawn up for the OTP. **Action: LM**
- Copy of the Course Directors report should be provided to the OTP to ensure all those who attended a course have been listed as attending. This is essential for future promotion of the officials. OTP to be advised of this. **Action: AH**

Letter from Nick Page

- Further discussion on this.
- No plans to have any events declared as unsanctioned.
- Any horse welfare issues can be dealt with by the waiver and the rules.
- Jenny to draft a reply to Nick. **Action: JW**

Letter from Sue Reid

- Letter to go to Sue advising of Chris's resignation and asking if she requires an assistant. If she does, then to advise the Board of her choices so the necessary approvals can be put in place. **Action: JL**

Letter from Chris Enstrom

- The Board accepted Chris's resignation from the Junior/Youth Development Team. Letter to go to Chris thanking him for his time and input into this programme. **Action: JL**

SI NEC Minutes

- In addition to the minutes Sue gave an update on what is happening at the NEC and in particular with tracks that can be used for an endurance/CTR event.

Casual Memberships for Lead Rein Classes

During a break Alison and Jo met with the Dana and Heidi to discuss this issue.

- Agreement was reached as follows:
 - If the adult doing the leading is on foot the following applies:
 1. They do not need to pay a Casual Membership fee.
 2. They must be named on the entry form of the junior they are leading and sign the entry form as the person responsible.
 - If the adult doing the leading is on horseback the following applies:
 1. They must pay the Casual Membership fee.
 2. They must be named on the entry form of the junior they are leading' and sign the entry form as the person responsible.
 3. They must to be entered in a separate class of their own.
 4. Their horses must be vetted pre-ride and post ride.
- Clubs to be advised of the above. **Action: JL**

18. Reports

- CTR Report noted as read and accepted.
- High Performance Report noted as read and accepted.
- OTP Report noted as read and accepted.
- Performance Report noted as read and accepted. Request for advice already discussed.
- Trans-Tasman Report – letter to go to Andrea thanking her for her work and asking her to put guidelines in place for future Trans-Tasman events and recommendations for team management. **Action: JL**
- Trans-Tasman Chef D' Equipe's report - letter to go to Kelly to thank her for all she did in her role. And advise that the Board would like to share her report with ESNZ and Equestrian Australia. Also ask Kelly if she would give serious consideration to Chef training. **Action: AH**
- Letter to also go to Equestrian Australia thanking the owners who loaned horses to our team. **Action: AH**
- National Champs Report - Ursula is liaising with Kelly Haywood regarding a foreign vet that Kelly met while in the USA.
- All reports taken as read and approved.

19. General Business

Grant Funding

- Notice to go to clubs advising them if they are applying for any grant funding to contact the Board first prior to applying. **Action: JL**

Sport Administrator

- "It is resolved that ESNZ Endurance apply for grant funding to support the Sport Administrator's position" **Moved: Alison/Louisa**
- After the meeting is finished Alison and Dana to discuss the job description and then send it to the Board for discussion and approval.

Board Meeting Dates

- The January Board meeting cancelled and instead the February meeting will be an in person meeting held in Wellington.

Forums

- Taupo and Christchurch forums being held on 28th October to discuss proposed rule changes. Times for both forums : 11am – 3pm
- Draft rules and forum notice to be published on Monday 2nd October. Forum notice to be to include venues and times and also advising members to bring their lunch.

Action: JL

Buckles

- A sponsor has been secured for the buckles. The sponsor wishes to remain anonymous.
- Sue mentioned that Canterbury Club had suggested they sell sponsorship for each buckle and then purchase the buckles from ESNZ Endurance. Consideration was given to this but decided it could get messy.

Newsletter

- New name required for the newsletter.
- Should the newsletter format remain the same or be changed to something new? No decision made.
- All Major sponsors to be given one advert in the newsletter

Multi Discipline Event

Discussion on holding multi discipline events at the NEC's at the end of the season.

Decided this needs to be brought up as ESNZ Board level

Action: AH

20. Close of Meeting

There being no further business the meeting closed at 11.40am