



Minutes of Meeting

ESNZ Eventing Board Meeting held;
9.00am Tuesday 14 June 2016
Butterfly Creek Conference Centre, Auckland Airport.

Present: Todd Gloyn (Chair), Angela Lloyd, Alison Watters, Bundy Philpott (Rider Rep), Kate Wood, Melissa Da Souza (OC Rep), Marg Evans, Nick Pyke.

Attended by: Nicola Felton (Sport Manager) (Minutes), Eliza Riedel
Apologies: None

1.a.i.1. Welcome/apologies

9.00am - The chair welcomed everyone to the meeting and gave an outline of the day.

1.a.i.2. Meeting administration

Action list needs to be created for every meeting.
Conflicts document still to be amended.

3.0 - ITEMS REQUIRING DECISIONS

3.1 - Confirmation of minutes

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

Moved: Alison
Seconded: Todd

3.2 - Board self review

Board Only time took place 9.15am – 10.00am and during this time reviewed their processes and procedures.

Action: The Board would like to see the Action List/Work-In-Progress page reinstated in the board papers

3.3 - AGM and awards dinner planning

Nicky gave an update on the AGM and Awards dinner planning to date.

The board discussed the potential for an activity between the end of the AGM and the beginning of the Awards dinner.

Action: Angela to look into options.

No remits have been put forward as yet, the closing dates for remits is Friday 17th June.

Good riding initiative

The board also discussed the new Eventing board initiative of presenting prizes for good riding which will be introduced at the Open Forum. It was decided this would be taken to the AGM so that OC's can have an input into the structure and implementation of this initiative. This would be at a budget of \$50 per event; anything above this Eventing would need to seek a sponsor for.

It was decided that categorized riders would not be eligible for this prize.

Motion to implement the 'style prize'.

Moved: Kate

Seconded: Nick

Action: Kate to put together content and wording around the prizes for good riding, and work with sport manager to communicate.

Sport Manager to send out remits and ask OC's for any input into Open Forum discussions.

3.4 - Performance

3* Rider Scholarship

Angela discussed concerns as to whether the 3 rider scholarship is achieving its goals in recognizing 3* riders.*

The board ratified the selection of the two candidates that the Performance Selection Committee have selected to receive the 3* rider scholarship.

Applicants who weren't accepted will remain on the application list so they don't have to apply again. The scholarship would be re-advertised following the next FEI events.

Action: Selection committee to communicate the selection to candidates who were selected and not selected, and the reasons for this. Todd to discuss with selectors. Sport Manager to facilitate payment to successful candidates.

Regional Camps

Melissa da Souza has been appointed as the organiser for the North Island camp. Melissa to have a discussion with Penny Castle to book in dates. The structure of the camps was discussed. Notification of the camps will be given at the AGM and advertised shortly after.

Emily Cammock has been appointed organiser for the South Island Camp and a tentative date has been confirmed for the last weekend (Friday, Saturday, Sunday) in the September school holidays at McLeans Island.

Performance director – Penny

Following Penny Castle's request in her board report, the board discussed potential options of how to integrate squad riders with riders not on the formal squads.

The board strongly supported Penny getting involved with the new Regional camps and felt that this was a great way to get involved with the grassroots level of the sport, and that it's a great opportunity to bridge the gap.

The board discussed increasing publicity of the fact that squad riders pay for their lessons when there are clinics with overseas riders, and wanted to increase visibility of this. Also thought needs to be given to informing any riders from outside the Performance programme of potential training opportunities in plenty of time.

Action: Todd to communicate to Penny.

3.5 - FEI Testing fee introduction

Nicky gave an overview of the recent meeting.

Nick expressed his concerns about this fee, and wanted to strongly push back on the FEI to get more answers to the grey areas and questions we have. Nick suggested the FEI testing fee is collected from the competitors but held by ESNZ for payment to the FEI on receipt of a business plan and budget outlining the proposed use of these funds.

Action: Nick to work with Vicki Glynn to draft communication to the FEI regarding this.

The board also discussed options of how ESNZ Eventing could operate without the FEI.

The board discussed options as to how to implement the testing fee. It was decided that individual OC's would determine how they collect the fee.

The board were not happy with the suggestion to standardise the fee and round it up for ease of convenience. If an administration cost needs to be added in then it should be publically declared.

Action: Todd to communicate with Vicki and Dana.

3.6 - Health and Safety

Revised health and safety document

Marg presented on her progress with the ESNZ Eventing Health and Safety report which she's been working on. The board thanked Marg for her dedication to and work on creating this document.

Nick talked from the ESNZ perspective, and advised that there is no work going on to develop templates for Health and safety, but that they are working on a draft for a policy. He advised that templates for disciplines will be a responsibility of each discipline as they will be individual.

Melissa discussed the need to 'standardise' health and safety processes and procedures to be given to OC's. This

would mean all OC's and events have the same conditions and policies.

Data including falls and injuries need a much stricter documentation procedure. It was suggested that Events all appoint a health and safety convener who is in charge of collating all incident reports and forms which will then be passed to the Sport Manager.

The board acknowledged that there's time urgency on this matter considering the next season is approaching quickly. There is also a need to have this plan signed off by ESNZ so it's officially endorsed. Marg pointed out that this will be a working document which will change as needed and as recommendations are given.

Action: All board members to review the health and safety document and provide feedback to Marg via email before 21st June 2016.

It was noted that more vigilant management of medical services and personnel needs to be implemented at events. The board also noted that the Events need to work closely with the Sport Manager to ensure that their officials are current, and are also correctly qualified to officiate. In order to ensure this it was suggested that Organising Committees send their officials through to the Eventing Sport Manager 8 weeks prior to the event so that they can be checked.

Action: Sport Manager to draft a form for OC's to fill in documenting all Officials for their up-coming Events.

Crisis management plan

Melissa expressed her concern with the current Crisis management plan and suggested that we update the current Eventing Crisis Management plan so that it's both comprehensive and easy to follow.

Action: Board to review Marg's Crisis management plan and give feedback as per above action point. Melissa to work with Marg to finalise Crisis Management plan following this.

3.7 – Frangible Pins

The board reviewed Bill Phiskie's letter regarding frangible pins, and discussed this.

The board decided to adopt the FEI policy on the matter. They advised that they do have pins available in New Zealand should designers wish to use them. If pins become compulsory under FEI rules then the sport will need to look at how we can fund this.

The board agreed that their focus is on creating better, safer courses and investing in course designers and development is their first priority.

Action: Todd to respond to Bill Phiskie to communicate the board's decision.

3.8- Communications and Media

Shared media role with ESNZ

The board discussed the potential idea of combining a media role with ESNZ and contracting out to Eventing. Vicki

advised that it's on the ESNZ radar however that they didn't have funds to initiate this at this point in time.

Sarah Young Communications Internship

Eventing thanked Sarah Young for jumping on board to assist with the media side of things.

The board resolved to remunerate Sarah on a weekly basis up until late September.

The board moved that ESNZ Eventing pay Sarah Young \$100 per week on a week by week basis.

Moved: Todd

Seconded: Nick

Media and communications for the Rio Olympics

The gap in ESNZ Eventing Media over the Olympics was discussed.

Vicki Glynn advised that Diana Dobson will be in Rio as HP Media Liaison writing articles for general media.

Vicki Glynn will update the Eventing social media with Rio-based coverage over the Olympics. This will combine with the NZ-based media input from Sarah, ESNZ & the Eventing Sport Manager.

3.9- Technical

Officials and organising committees liability

Vicki advised that anyone who's a member of ESNZ except for community members are, covered under insurance.

Committee members who aren't members of ESNZ are not covered which is a concern for the sport. ESNZ are looking at re-structuring the membership process to ensure the best liability coverage for all.

There is some resentment amongst committee members & some Officials that they need to pay a membership to serve the sport as working volunteers.

Action: ESNZ Eventing to lobby ESNZ to have a lower cost of membership for those that fit in this category.

Access to courses and arenas

Angela discussed the issue of riders riding at both NEC's within the 4 week time period, which is a rule that's being broken on a regular basis. At several venues, including the NEC, it is impossible to comply without compromising other uses.

The board decided that this rule needed to be changed, and moved to ask the rules officer to draft a rule with more flexibility which allows un-flagged jumps to be jumped at the discretion of the committee.

Action: ESNZ Eventing to ask Technical to process rule change. Angela to follow up.

HC rule change/special class – wording around the rule change.

The special class addition rule change, and 'HC' rule changes still need to be processed. Board members had been asked to provide wording on the rule changes which only Nick had done. It was decided that this should be left to the Rules Liaison.

**Action: Angela to work with Judy to develop wording for both rules
Finalized rule change to be sent to OC's to include in the schedules for next season.**

Melissa's course designer form

Melissa identified that there isn't a specific form for course designers assessments. She put together a form for course designers following her research with course designers. She also highlighted issues around the process of upgrading applications.

Angela moved that we adopt Melissa's form for course designers and we do a full review of all officials forms specific for each title, and refine and formalize the assessment process as it can be very drawn out or without a paper trail.

**Moved: Angela
Seconded: Alison**

**Action: Melissa to draft a similar form for all official titles/levels.
Angela to liaise with Technical what the views are at with reviewing the upgrade process.
Melissa and Angela to work with Technical to finalize the form.**

3.9 – Oceania Update

Todd advised that the date clash between Taupo and Oceania has been resolved. Taupo has been locked in at 12th-14th May 2017, Oceania will be four weeks later, 10th-12th June at Melbourne.

3.11 - Calendar

Spring season dates

Angela advised that she's been chasing OC's regarding securing dates for the spring season. These will go out this week.

HOY – Future of the Event

The feedback on HOY was reviewed. The board discussed the potential of running HOY as an express event rather than a full FEI event.

Action: Sport Manager and Todd to write a letter of recommendation to the HOY committee suggesting they run an express event at 2* and 2*+ levels.

YR and JR champs and One Day Champs

Angela explained that the term for the Young Rider and the Junior rider Champs was up for renewal after the two year contract. ESNZ Eventing will call for expressions of interest for the event.

Action: Sport manager to send out expressions of interest.

Assistance funding

The Spring 2016 Organising Committee of the National One Day Champs, Arran station, will receive \$1000 in support for officials from ESNZ Eventing. The National Three Day Event will receive \$2000 of support from ESNZ Eventing for their 2017 event also to cover the costs of officials.

Action: Sport manager to notify.

4.0 - ITEMS REQUIRING DISCUSSION

4.1 - Finance Update

Sponsorship

Action: SM to follow up with Maxine regarding which sponsors invoices are still outstanding.

Levies

Nicky advised that all start forms are in and have been uploaded to the Dropbox folder that's shared between Maxine and Alison. Maxine now needs to go in and check off what events have been invoiced and which have paid.

Action: Nicky to talk with Alison and Maxine about this before she leaves.

4.2 – NRM National Three Day Event

The board were very happy with the way the event ran, although they noted they don't yet know the financials of the event. Sarah Bromley advised that she will provide a full event report in July.

The board would like to see the event being run in a more independent manner, as long as the transparency of the event is maintained and the strategic objectives of ESNZ Eventing are met.

The Eventing board see that Sarah will be able to manage the event quite independently with the support of a organising committee team.

Bundy commented that the cross country tracks were well designed and they saw an improvement on last year in this area, and the board agreed.

Todd moved that the Eventing board reappoint Sarah to continue managing the event in 2017.

**Moved: Todd
Seconded: Bundy**

Nick Pyke declared his conflict of interest and left the meeting prior to the board discussion around future course design at the NRM National Three Day Event.

The board discussed Sarah's suggestions in regards to course designers for the Event.

Todd moved that the Eventing Board ask Nick Pyke to do the CCI1* and CCN105 at the Taupo Three Day Event in 2017.

**Moved: Todd
Seconded: Kate**

Action: Nick to consider the invitation.

The board will continue to discuss the course designer appointments for 2* and 3*.

4.3 - Relationship with NZPCA

Action: Melissa and Todd to write email to NZPCA and look to meet over the Winter.

Additions to the agenda

Series

Angela discussed the option of increasing the number of starts that count towards the final score for the Grassroots Series from 6 to 10, which would sort the issue of having equal placings in the series points. The board accepted the change.

Action: Angela to notify Vicki Lawson, and update the Eventing Series document.

Helmet standards

Vicki notified that a British EN1384 standard of helmets have been discontinued because the standards were not satisfactory.

Action: Vicki proposes to adopt the same time frame that Pony Club have on this, after 31st July 2017 that we will not be allowing helmets under this standards.

Vicki also brought up that Eventing could look into 'tagging' helmets in the same manner that Pony Club do. The board were in favor of this, and decided it will be implemented 31st July 2017.

Action: Technical to action this in a rule change.

All reports were taken as read.

Meeting closed 4.53pm