

Summary of Minutes of a Meeting of the Board of Dressage NZ
Monday 8 October 2018
West Plaza Hotel | Wakefield St | WELLINGTON



Present: Lynda Clark (Chair), Sara Hazlewood, Sue Hobson, Scott McKenna, Linda Warren-Davey, Michelle Zielazo (9.30 - 12.30 only on Zoom)
Apologies: Nick Pyke (ESNZ Chair), Dana Kirkpatrick(ESNZ GM)
In Attendance: Wendy Hamerton (Sport Manager & Minute Sec)

The Chair reminded the Board that the Dressage strategic vision is a guiding force for decision making.

Health & Safety Report September 2018 (C Filbee)

Five reported incidents in September. The Area Dropbox Health & Safety documentation has been updated for the upcoming season and twenty-nine Health and Safety Folders have been posted to all Area Groups. ESNZ waiver advised to be included in all schedules.

The Board requested a copy of the Incident xls spreadsheet to be provided for all meetings to be able to see any trends.

Agenda Items

- 1. Lead Rein Classes Guidelines** to be formulated as a number of areas are holding these
Recommended the Leader minimum age be 14yrs / solid footwear/ on inside of rider / use nearest had to steady rider/ no grass reins.
Rider minimum age in calendar year turn 5/ Max 8 yrs at 31 July
Once taken in ridden alone competition can no longer take part in lead rein
- 2. Staff Contracts**
To be completed
- 3. Dressage NZ Comms Plan**
Michelle Zielazo to drive this with Michelle Taylor from ESNZ
- 4. Roadshow**
C Filbee to present on Zoom Volunteer management strategy and to include Health & Safety documentation reminders/instructions as follow up to documentation sent
- 5. Online Competition**
Online competitions discussed in respect of sanctioned /non-sanctioned by Dressage NZ and use of ESNZ Dressage Draft a communication for judges noting re not judging non-sanctioned events.
- 6. Board Pro Software**
Investigate possible use of this software
- 7. Appointment of Patron**
Resolved that an approach be made to secure a Patron to replace Pam Gilmour

8. Performance Committee Review

A review of this committee to be undertaken with a report to the Dec board meeting
Suggested participants: Linda Warren-Davey as TDO, Scott McKenna, Sarah Dalziell (ESNZ HP Director), Penny Castle, Victoria Underwood, Fiona Watson

The scope, list of tasks to be carried out by this committee and composition of the committee to be considered

9. Selectors TOR Amendment to Include Annual Review

Agreed the review represents an opportunity for the selectors to communicate with the Board regarding any matters concerning the role. That the terms of the review be included in the individual selectors TOR document

10. Permanent fundraising standing committee

Agreed in principle

- That a fundraising committee needs to align with the appointment of a marketing panel
- That any fundraising committee be ongoing
- That the policy re designation of TD income requires a review

11. Right to Employ

Noted that ESNZ Board requested the “right to employ” clause be removed from Bylaw 17 as all individual employment contracts or independent contractor agreements must be with ESNZ. This to be actioned.

12. USDF tests

Communication to continue with USDF regarding license requirements to use USDF as part of the exploration process re possible use of these tests

13. FEI Judges Payments at NCH

Payment process was clarified for NZL based FEI judges

14. Queensland Young Rider Exchange

The success of this exchange noted. Christine Lovelady CDE report accepted. Resolved to secure, if possible, one U25CH OC member to manage the loan horses at Taupo, April 2019

15. YR Nth vs Sth Challenge

To continue subject to agreement with SICH OC (Dressage Canterbury)

16. MPI request for an article re new noseband rule to be actioned

17. Finance Report accepted

18. WEG CDE Report

The CDE report was accepted noting a full ESNZ HP debrief and review still to be undertaken. Noted possibility that an all discipline WEG may not be viable in the future. Developments to be monitored

19. NI Future Stars & U25CH Management

The Sport Manager recommended that the Jack It Up quote be accepted if still available. If not Dressage bay of Plenty to be approached

20. NCH SCHEDULE & OC 2019

Agreed that there be no rider age restriction other than provided for in the Dressage rules. Ponies may enter any class for which they are eligible

Moved Scott McKenna / Seconded Michelle Zielazo

That the NCH OC to comprise the following personnel and officials

| | |
|---------------------|-----------------------|
| Honorary President: | Dressage Chair |
| Members: | Event Manager (Chair) |
| | Technical Officer |
| | Sport Manager |
| | Technical Delegate |
| | NI Riders Rep |
| | Judges Officer |
| | Chief Steward |

And that if any member is conflicted around any decision they must declare that interest and/or stand down from that decision

21. 2019 HOY SCHEDULE

The SM advised had consulted with the HOY OC / DNZ Board on changes and approved the schedule

22. Marketing Panel Appointment

Agreed that this also dovetails into appointing a standing committee to raise funds for pinnacle events. **Action:** Appoint a standing committee for marketing and fundraising

23. Technical Roles Succession Planning

The Chair initiated discussion around succession planning for key technical roles

It was agreed a medium /long term (5-10 years) plan was required for both judges and stewards

Noted the FEI may remove the 70year retirement age for dressage judges and replace with a competency exam

Jane Robertson to be contacted re Stewards succession planning

24. AGA 9 October

No discussion re any matters pertaining to AGA required

25. Business Plan

The updated Business Plan (Financial Stability) was reviewed

- Noting a 53% increase in TD YTD 31 August. More detail required to determine if this reflects more efficient payments or increased participation or a combination of both
- Draft portfolio budgets to be presented at February meeting for 2019/20 and presented to April Planning meeting
- Possible threat loss of future income from Test pads and books if USDF tests adopted. More information to be sought re commercial license.
- Stable of Stallions income projected down considerably. Hard to sell available service in 2019. A number of owners had already supported WEG this year
- Moved to form Marketing / Fundraising standing committees

26. PORTFOLIO REPORTS

The meeting resumed at 3.35pm (Michelle Zielazo not present for this session)

i. CHAIR

The Chair noted that there had been no recent ESNZ Board meeting. Challenges relating to the database and on-line registration processes will be discussed at the 9th Nov ESNZ Board meeting.

ii. TECHNICAL

The TO noted some guidelines needed to be issued around monitoring the tightness of nosebands. Some riders were concerned about having their warm up interrupted for noseband checking, and the possible disruptive effects, especially on head shy horses.

Nosebands:

The TO recommendations / notes:

- that riders could be proactive and seek advice from the steward prior to the beginning of their warm up.
- That stewards have the right to check any horse in the warm up that that may be seen to have illegal gear
- That in principle nosebands should be checked after the test and that judges have the right to specifically request the steward to check the gear of any horse after a test

Concussion Training

Recommendation: That concussion training for stewards be undertaken

iii. MARKETING

No further items

iv. TRAINING & DEVELOPMENT

The TDO noted the MYSmart Coach opportunity for Squad riders is progressing well
TID squads/camps

- PC to consider if more camp time required to add increased value
- Consider changing name from TID "Squad" to ???
- SI riders having follow up in January, but NI not. Consider how best to follow up rider progress
- Consider appointing 2019 convenors asap
- Consider having a standard syllabus, but taking into account year one and year two attendees

The TDO has reviewed the current TDO position description. To be included with minutes for further Board review. One key point is that the Dressage Performance committee to consider working more with ESNZ HP Dressage riders as there seems to be a "support gap"

v. NI NEC - P Barke

Report Noted and accepted

vi. SI NEC - S Wells

No report received from S Wells, but noted from local Board members that

1. The new groundsman is now employed.
2. That urgent works are required on arenas. Warm up arena is really bad and needs priority

vii. JUDGES REPORT

The Judges Officer report was accepted as read

viii. Sport Manager Report

The Sport Manager report was noted and accepted

Item 6 re NCH 2020 date and venue was discussed

Moved Scott McKenna and seconded Lynda Clark

That the 2020 Championships be held at Taupo NEC 20-23 February 2020

CARRIED

That the Sport Manager book judges and officials accommodation as soon as possible

That the Sport Manager liaise with Leonie Coker re availability of houses

The meeting was declared closed at 5.00pm