

Canterbury Dressage Group

Minutes

Date: Wednesday 13 November 2013

Time: 7pm – Racecourse Hotel, Upper Riccarton

Present: Robin Haberfield (Chair), Trish McKeown, Kerry Hume, Aubrey McRae, Jude Greenslade, Gael Kofoed, Andrew Bruce, Miranda Luddington, Melissa Kennett, Charlotte Mooney, Gill & Charles Usher and Anthea Gunner.

Apologies: Linda Warren-Davey, Judith Mackenzie, Chris Lovelady, Ena Graham, Mandy Blokland, Pat Ydgren, Ken Wilson and Nicky Forde.

Minutes of the Previous Meeting:

The minutes of the meeting held on 13 November 2013 were confirmed as a true and correct record.

Matters Arising:

- Robin is still to get in touch with Sally Goldsmith to advise Canterbury Dressage will no longer have a presence at the Canterbury A&P Show.
- The Open Forum on the proposed progression at NEC held on 28 November proved to be a successful evening. Robin tabled a portfolio of proposed new designs for the building adjacent to the new arena.

Correspondence:

Inwards

- Gill Usher tabled a letter and petition signed by riders which was presented to the Organising Committee of the FEI World Dressage Challenge 40 minutes prior to the event commencing and a subsequent reply to riders from Wendy Hamerton.

Finance:

- Trish McKeown tabled the November monthly transaction reports. The corrected South Island report to be corrected and resent to the committee.
- Trish advised two sponsors yet to pay for the Canterbury Champs which she will chase up
- The vouchers for Canterbury Equestrian raffled at the Canterbury Champs raised \$110.

Officer's Reports:

- Judges Officer Report
 - The discrepancy in judges' marks holding up the tests being put out was discussed and it was agreed that there was no reason why interim scores couldn't be presented. Also suggested those with 8% + discrepancies could be held back, or photocopied so the rest could be distributed to riders.
- Riders Rep:
 - Report attached to these minutes.

- Sponsorship:
 - Report attached to these minutes.
 - Aubrey & Robyn McRae, with the support of Charlotte Mooney, have agreed to coordinate the sponsorship for the SI Champs.
- Writers:
 - Report attached to these minutes
- Scorer:
 - For the Canterbury Champs, several riders didn't qualify for the Championship test on Sunday, which meant refunds being sent to those who didn't qualify. Ongoing, we will fill up the classes with the 20 riders, therefore not having to pay out refunds.
- Training Squad:
 - The squad did a fantastic job running the Canterbury Champs BBQ with very good feedback. The squad will do the same for the SI Champs, with the proceeds going back to the squad, less the beverage amount collected, which will be credited to the SI Champs account.
 - The squad has sufficient funding through to April next year.
 - Andrew congratulated the squad on its achievement to self-fund themselves.
 - The squad is now looking at putting a team together for the Nationals.
- Conference:
 - Report attached to these minutes.

General Business:

- **St Johns at Canterbury and South Island Champs**
Gill Usher raised that St Johns should have a presence at these Championships, which after discussion was agreed to, despite the \$500 + per day fee.
- **NEC Representative/Area Delegate for the April DNZ Planning Meeting**
Andrew raised that with Robin's pending retirement at the next AGM, these two key roles need to be addressed.

Gael advised that Robert was willing to represent the group as Area Delegate at the Planning Meeting as he could do this with no cost to the group with being able to incorporate the flights/accommodation into a sales visit to the Wellington area.

Meeting closed 8.30 pm

Next Meeting: 15 January 2014 – Racecourse Hotel

Committee Reports – 11 December 2013

Finance Report – Trish McKeown

Attached at end of this report.

Event Manager Report – Andrew Bruce

South Island Champs 2014

In addition to the minutes of the South Island Committee Meeting (attached at the end of these reports), the following have been actioned now that financial viability has been demonstrated to the approval of Dressage New Zealand.

- Nova from 'The Swamp' is confirmed to cater for judges, but I will catch up with her regarding menu and costings so no surprises
- Scorers caravan booked to be collected Friday, may need to be Thursday night to minimise cost \$150 per day, depending on start time on Friday
- Need to look at having sufficient First Aid for all days, perhaps St John - Miranda
- Liquor licence application posted last week
- Handheld radio from Dick Smith \$69 per pair – permission to purchase
- Marquee has been tentatively booked with JNC to coincide with National SJ two weeks later. Will confirm or cancel pending updated budget in the new year. Will reduce quantities of the accessories, mainly tables and chairs and confirm
- Have also enquired hiring through Clausens at a no cost proposal either from them, or through a dedicated marquee sponsor – need to confirm both
- Linda sourcing a TD, Jane Robertson has been emailed re Stewards
- Area delegates emailed re helping out, and a quick update

Area Judges Officer Report - Jude Greenslade

Canterbury Champs

The Canterbury Champs went well – in many ways – but there are always things to learn.

It was wonderful to have the two International judges who had judged the WDC stay on and judge at our championship show. Riders and local judges both really benefitted from having Tiina Karkkolainen and Maria Schwennesen judge here.

Once again Nicky Vavasour generously hosted two of our visiting judges – she looks after them so exceptionally well that they are truly keen to return – she will host two more for SICH -thank you so much Nicky!

This was the first Canterbury competition where 'Discrepancy' forms were required to be used – this happens when there is an 8% or more difference in percentages between judges in a class for any combination. A form has to be filled out, signed and sent to Sue Hobson within 7 days – it details the judges, the % difference, details of the discussion between the judges looking at what caused the difference, and also detailing any support/education that the judges involved think that Sue Hobson and the Judges' Sub-Committee could offer to be of assistance. Judges are still getting accustomed to this, and the form and requirements may well evolve over time, but I think that riders can be encouraged to know that we as judges are being held very accountable for our judging in this way, and that the JSC is continuing to work to improve dressage judging in this country.

There were some problems with riders waiting for their papers which were not made available as the judges still needed to review them. The judge at C cannot sign off a class until they have viewed papers where there is a significant discrepancy – so the papers are not available. I know this caused some angst and I am hoping to discuss this with Sue Hobson and work out a way where papers are not held up.

Ken was unhappy with having to hold the papers as riders harassed him about this.

Also – there again were judges who did not fill in all marks or did not sign their papers. We all need to make a real effort to prevent this happening as it is just unnecessary, frustrating extra work for the scorers.

South Island Champs

On to the SICH and it is all go now. Many invited judges have confirmed for the SICH with a few still pending. Unfortunately only one of our NZ International judges is available – Helen Hughes-Keen, but we do have a number of different North Island List 1s, 2As and 2s coming so the riders won't just see the old familiar faces

sitting at the end of the arena as they enter at A. Also one Australian 'A' judge – Jacqui Huppert - is coming as part of the Queensland exchange programme.

Hopefully Canterbury judges who are not judging will be able to take advantage of the opportunity for continuing education by writing and sitting in with various higher level judges, and also some shadow judging.

Report from Linda Warren-Davey

I had a full on educational weekend in Brisbane (7/8 December) and really enjoyed learning more about the philosophy and judging of the Young Dressage Horse. Saturday was filled with theory, in the classroom, and then practice judging in the afternoon. Sunday began with the theoretical exam at 8 - 9am, and then we shadow judged from 9.30 to 2.30. 4* judge Maria Schwennesen and 5* Mary Seefried were the Clinicians, and again we were well looked after by our Australian sisters, and had an enjoyable BBQ at Maria's home on the Saturday evening.

Australia really does have a depth of experience within their judges' education programme and those that manage it, and it's really important that we strive hard to keep improving our own knowledge, to meet with the demands that judging brings.

A small group of judges are planning a trip to Germany next year to further expand on what we learnt this weekend.

I am quite excited about the whole concept, and how much more potential there is to educate, foster and promote this aspect of our sport, and looking forward to being involved in that. Eventually the goal is to run the YDH competition as a stand alone, possibly alongside the YR champs or something similar.

Riders Liaison Report - Kerry Sutherland

Another smooth completion to Canterbury Champs with minimal issues on the riders' front. As always, there were complaints about arenas. The new arena plan really confused a lot of people. It also meant that one of our best arenas ('usual 4' though was 8 for the competition) wasn't utilised to the best effect. I did have a request from the higher level riders (Level 5 +) to not use the eventing arenas. It is certainly difficult to canter up the centre line when you have to dodge a tree and come in over the rocks!

There were a couple of complaints regarding the tree felling next door and the resultant dust during both Canterbury Champs and the World Challenge. It is a real shame that this wasn't discussed with the Council earlier on in the piece. I had raised this months before at our meetings and it was frustrating to see my fears come to fruition.

There were a few minor gripes about the lack of watering on the show jumping and eventing surfaces. It appears that it is possible that the show jumping arena in particular can be watered, but Stan doesn't wish to as it would set a precedent. Would it be possible for a couple of keen volunteers to set up the irrigator for that arena instead?

From a prize giving point of view we seem to be refining our technique further and further. Ken and his team are absolutely phenomenal at getting results out to us promptly, which means the prize giving can run smoothly.

Our 'bag' system this time meant it was easy to identify who has collected their ribbons and means people are no longer approaching the already overworked Miranda in the office! We will continue with this at South Islands.

Chris Lovelady was a great MC on the Sunday and Mel Kennett was great at helping me to keep things organised in the office. I really like tying the Saturday BBQ in with the prize giving and would like to see this continue.

Training & Development – Mandy Blokland

I am sorry I won't be attending tonight's meeting as I will be doing the taxi service picking up Jeremy Steinberg from the airport and delivering him to Brugs' property ready for the three day clinic which wonderfully, is a clinic with a weekend day (Thurs/Fri/Sat) so that people who work can come and watch if they want. YAY.

The course filled quickly, with a lot of Cantabrians riding. Tracey Johnson and Kate Dodd are travelling as per usual. Only a few SI squad members are on the clinicI think exams and end of year celebrations have impacted on the lower South Island Young Rider attendees but this has made gaps for local riders who would not have had priority but have left their names as reserves. As usual, I have received people wanting lessons at the last moment but I have told them they can be reserves if others pull out which is all I can offer them so late in the proceedings.

The clinic has been advertised with times of riders on our website, thanks to Helen Maskery, and on Facebook - thanks to Kerry Sutherland. The private lessons have been allocated to the beginning and the end of each day - this way spectators can have uninterrupted viewing. Spectators are charged \$20 for auditing and Canterbury judges are free as part of their continuing education (this is paid by Canterbury Dressage judges fund). The money made over the clinic goes toward the costs of having Jeremy here.

Now all we want is lovely weather but of course, with Brugs/Tonys property having an indoor school the pressure is off if the weather changes.

Looking forward to seeing you all there. It would be great to see Canterbury riders, judges and supporters make use of the Jeremy's great communication skills and generous information which he loves to share. He is always positive and always constructive...a great learning environment for all.

Office/Entries Report - Miranda Luddington

Canterbury Champs

All in all everything ran fairly well. I had a few issues with entries in the run up to Champs as John and Vicki were updating the website and whilst this was happening I was receiving the email confirmation of riders entries but they weren't actually entered in the system, however between us we managed to make sure that everyone was where they were supposed to be before Chris did the draw!

The stable/yarding did cause a few headaches as so many riders had mistakenly requested a stable/yard for just one night when they were actually needing 3 or 4 nights. This involved a lot of time on the phone/computer double checking and then more time chasing extra payment!! This problem has been addressed for SI Champs with the inclusion of a stable/yard request form with the schedule.

I am now able to scratch riders using my laptop from the Office, which I think works as well for Ken and the scorers as it does for me, as I am not running backwards and forwards with bits of paper interrupting them.

Kerry assisted by Melissa did a fantastic job with the prize giving. The "bag" system works really well, aided by the super-efficient scoring team, Kerry was able to have everything organised well in advance, making things considerably easier in the office at the end of each day of competition.

I know the subject of arenas has already been mentioned but just to add to that, there were a few comments to the effect that it would be preferable to keep arenas 1 to 5 as we have had them in the past, thereby having the majority of the competition taking place in one area increasing the "foot traffic" from the float park, past the catering and the sponsors marquee.

Many thanks to Trish and Carolyn for all their help over the week end.

Sponsorship – Gael Kofoed

Canterbury Champs

Most of the sponsors have paid but I believe there are still a couple outstanding which Trish will chase up.

South Island Champs Sponsorship

It was a great relief to me to hear that Aubrey and Robyn McRae, with the help of Charlotte Mooney, have taken over the coordination for the sponsors for the SI Champs.

Scorer – Ken Wilson

Canterbury Champs 2013

First I personally wish to thank my small group of loyal helpers who always turn up at the major events and make certain that results are out on time. I think having the prize giving on time at 1.00pm was the first time when I have been around.

The change that I got John to make in the scoring system, by making the + work as the point five, certainly helped speed this up. Also I did a couple of tests using the scoring system to see if we can get special things like "Teams" and "Hanoverians" via the system and they worked perfectly so from now on at all major competitions these reports will come via the system. I also did a test on the overall championship, just on one level, and again this was 100% correct up to the qualifying. Our system of giving one and half times points on Sunday at this stage is too much for the system but if we can at least get the qualifiers even quicker it will help. As it was we did have the draw out for Sunday in record time.

Now I have finished with the good there is the bad. There are still just far too many mistakes by Judges and writers! I know I have written on this before but it is not improving. At a guess, and I did some notes of my own time alone without how much time other spent, we spent over three hours walking back to arena's and waiting. I averaged my times out and it was about 4.5 minutes for each correction, as it seems you always get there just as the next test starts. The worst thing is that the major reason for us having to go back out is missing scores! It was my understanding that judges were supposed to check this before the signing the test off. Also I must apologise to the couple of riders where we entered scores incorrectly and they were texted twice with scores.

Then I would like an answer on why we hold onto papers where the difference is around 10% when nothing can be done to change the result? Riders think it is a scorer's problem and blame us when in fact we have completed the scoring on time. If nothing is going to change, and we have double checked that correct papers are together etc., then why can we not just hold onto the problem paper?

I think we have made lots of progress, with this being our first major competition using the new scoring system, and we will be now able to be even better for S.I. Champs.

Writers Report – Charlotte Mooney

Canterbury Champs:

Overall it seemed to go well – still a few issues with writers not turning up or turning up late despite me asking them to be there 30 minutes before. For South Islands I will be drilling into them the importance of being early! I believe most of the sheets we OK – but after talking to Ena and Linda I will have some "instructions for writers" to go on the boards just to try and avoid the few papers coming in with marks missing etc. We hope this will help Ken!

Many thanks to all those who helped me with organising writers – it was much appreciated.

South Island Champs:

For the South Islands, it is great to see Gael has put in the programme that all rider/writers need to notify me if they scratch and also they need to put a substitute in in case their times clash with writing, much appreciated.

There are a number of riders who are consistently nominating to write but ride several horses so I can't use them – so having a substitute should help greatly.

I have a good list of people who said that they would be available for South Islands who weren't available for Canterbury Champs and many of the Canterbury Champs writers are free too so I think we are tracking OK.

NEC

The Committee met on 28 November. Jim Ellis was present.

The issue of one membership for NEC was discussed but no decision was made as the future financial structure of the NEC has yet to be formulated.

There were letters from Show jumping re the hardness of the grounds for their Labour Weekend competition. A motion was passed that each discipline needs to examine the facilities prior to an event and liaise with the groundsman about what might need to be done to have them in their optimum condition. Show Jumping informed us they would withhold the ground fees from that competition, but it was resolved that they must pay.

There was discussion about the frequency of meetings and the publishing of the minutes. It was decided to hold monthly meetings and that the minutes be available in draft form for publication on the various websites.

Jim Ellis reported on the bequest from the late June Cresswell for the NEC. We will receive approximately \$92 000 which will be used to build new covered yards which will be named in her memory.

The Chairman introduced Paul and Rudy from Coffey Group which is a project management company. Paul and Rudy have been working on the plans we have for the development of the NEC as to how we can actually bring them to fruition. This lead onto the open forum for all interested parties on the future of the NEC. It was a very positive meeting and most people present could see that our "dreams" are in fact quite possible. I have some illustrations of their proposals which I will bring to the meeting.

Training Squad - Jude Greenslade

There was a weekend of squad lessons in November which I believe went well.

The squad members and supporters have now organised and run two twilight dressage sessions - the first VERY successful - and I am sure the 2nd was also but haven't actually heard details yet.

The BBQ run by squad members and families at the Canterbury Champs was a huge success - very well done all of you.

I am so impressed with everything the squad members are doing both to generate funds for their ongoing lessons, and to support Canterbury Dressage.

Flights are booked for Christine to come for the final four training weekends - Jan and Feb prior to the SICM, then end of March and April.

We will need to start looking at organising a team to be sent to Nationals - as long as we can get sponsorship - as this of course was one of the aims of the Squad.

Karen Daniel has had a horrendous year with initially the fire and subsequently the diagnosis and following rapid demise of her mother from aggressive cancer - this of course has limited her involvement in Squad business to some degree.

I am pleased to report that Karen is now back on board and has been busy organising the scheduling of the January lessons.

Conference Report – Robert Kofoed

- Date - 27 - 29 June 2014
- Venue - Commodore Airport Hotel
- Programme
 - Thursday 26 June
 - 4 hotel rooms held for NZ Board members
 - Friday 27 June
 - Dressage NZ Board meeting and area delegates - venue Endeavour Room
 - 22 hotel rooms held
 - Saturday 28 June
 - 40 hotel rooms held
 - Dressage NZ Conference 100 attendees - venue Head of the Avon room
 - Catering requirements to be confirmed
 - Conference Dinner 'Buffet Menu' - venue Head of the Avon room
 - Steve Val der Pol is to be MC for the evening
 - Ideas for suitable 'entertainment' please
 - Sunday 29 June
 - Dressage NZ Conference for board and delegates - 60 attendees, venue Head of the Avon room
- Confirmation deposit has been paid by Dressage NZ, catering menus and final attendees costs are to be confirmed prior to the April planning meeting when registration forms will be distributed.
- Robert would like to extend an invitation to Melanie Bruce, Linda Warren-Davy, Pat Ydgren and Gael Kofoed to assist, subject to the committee's approval.

CANTERBURY DRESSAGE- MONTHLY TRANSACTIONS				NOVEMBER	2013
		DEPOSITS	00 acc		
	D/C	E/Fees	oct	\$	5,710.00
		sponsors	canty ch.	\$	1,293.75
	D/C	arena hire	CAPC	\$	57.50
	Banked	B-b-q		\$	30.00
	d/c	From	Twilight	\$	910.00
	Banked	Squad	1/2 lesson payments by Karen	\$	760.00
TOTAL	NOVEMBER	DEPOSITS		\$	8,761.25

NOV		PAYMENTS	00acc				
DATE	CHQ NO	PAYEE	DETAILS			AMOUNT	
1-Nov	a/p	Bank Fees				\$ 10.00	
		Parrots	progs	oct		\$ 51.60	
		Zilco	rugs &	embroidery(C.C.s		\$ 1,414.50	
		ESNZ	dues	organising C.C.s	Nov 3 days	\$ 123.00	
		Cash	judges /	writers	C.C.s	\$ 2,015.00	
		C Weal	squad	Cweal lessons		\$ 1,440.00	
20-Nov	a/p	to rapid save	acct 097			\$ 10.00	
		B Thomson	refund	e/fee		\$ 70.00	
TOTAL		NOVEMBER	2013 PAYMENTS			\$ 5,134.10	

ACCOUNT B/ BALANCES AS AT		30/11/2013				NOV	2013
CHEQUE ACCOUNT	000acc	\$ 18,780.30	less unrepresented		\$ 18,780.30		
RAPID SAVE	097 acc	int \$23.39	int ex TD		\$ 7,680.93		
INTERNET ACCOUNT	001 acc	memberships			\$ 1,819.70		
CASH IN HAND		2 x sets of equal placings prize money			\$ 144.00		
CASH IN HAND		office float			\$ 39.20		
CASH IN HAND		to be banked			\$ 805.00		
CASH IN HAND		unclaimed prize money oct	been banked		\$ -		
Achiever	066 acc	Judge Training Fund	int \$2.36		\$ 2,970.52		
TERM DEPOSIT	03001 acc	180 days	4.30%		\$ 5,424.18	due12/3/14	
FIXED TERM INVESTMENT	03005 acc	18 months	4.25%		\$ 12,698.36	due25.2.2014	
TOTAL FUNDS	AS AT	30-Nov	2013		\$ 50,362.19		

SOUTH ISLAND CHAMPIONSHIP ACCOUNT		005 acc	30/11/2013
CHEQUE ACCOUNT	\$18,780.30	less unrepresented	\$911.49
TOTAL FUNDS IN STH ISLAND ACCOUNTS			\$ 17,868.81
NOVEMBER DEPOSITS	005acc		
			\$ -
TOTAL NOVEMBER DEPOSITS	2013		\$ -
NOVEMBER PAYMENTS	005acc		
	nil		
TOTAL NOVEMBER PAYMENTS	2013		\$ -

South Island Champs 2014 – 1st Planning Meeting

Thursday 28th November 2013 - 7.30pm

Present – Andrew, Miranda, Linda, Aubrey, Melanie, Nicki & Gael

Apology from Chris

Canterbury Champs Debrief – What didn't work so well but can be improved for SI

Grooming of arenas wasn't done prior to measuring arenas

– *will be sorted. AB*

Watering of arenas during competition

– *Stan was away, but will be sorted. AB*

Quality of the new arenas behind the covered yards

– *Robin H / NEC ?? AB to follow up*

Issues with entries – Prydes classes, Stabling dates and deposits

– *Rider Checklist Form covers this*

Scheduling of Saturday evening classes. Arena utilisation

– *Not a criticism of Chris L, but if poss more focus on ordinary 1-5 arenas*

Championship tests not filled to capacity

– *discussed these must be filled and how if insufficient qualifiers. Aubrey to inform Ken process*

No TD present, confusion around stewards, lack of radios for communication

– *AB to follow up*

Insufficient plastic letters to arenas

– *AB to follow up*

South Islands

Schedule - Days removed to show only class numbers

- Rider checklist detail confirmed
- Variety of wording modified, with references to year book
- Slight increase in entry fees
 - Levels 1-3 \$20
 - Levels 4-9 \$25
 - Admin \$25
 - Yard \$20 duration of event
- Gael to tidy up some other parts
- Emails from Brugs and Wendy considered but no major changes

BBQ

- Squad members to organise, net proceeds for food only to be squad fundraising
- Liquor licence to be obtained - *AB*
- BBQ \$20 includes one complimentary drink, tighter control of paid attendees
- Bar to operate before and during BBQ – proceeds back to SI Funds
- Timing of evening to compliment prize giving, MFS & YDH to provide entertainment
- Hireage of plates and glasses preferred – *AB*

Area Input - regional groups to be delegated tasks to assist organising committee – *AB to email*

- Toilets – SCNO
- Cleaning of Hall Fri/ Sat only – Marlborough & Nelson
- Arena grooming – Otago & Southland

Finance

- Budget / Forecast distributed for discussion – requires updating – *AB to email*
- Previous years figures misleading, agreed need for improved P&L reporting
- All incoming funds to be banked into South Island Bank account only – *Miranda / Gael*
- Invoices to be created and raised for sponsorship and area contribution – *Aubrey*
- Area contribution increased to \$400 +gst, and no underwriting at this stage – *Nicki to email*
- Sponsorship currently at \$4500 incl gst, early days – *Aubrey to continue*
- Will be a slight increase in revenue due to increased entry fees – *AB to update budget*
- Forecast expenditure agreed on, to be monitored – *AB ongoing*

- Opening bank account balance discrepancy of around \$2600 – *AB to follow up*
- Refund Request Form to be created with conditions – *Aubrey / Gael*
- Access to Sth Island Bank account – *seek permission at CDG meeting*

- General
- Draw for Champ. tests advertised at 6pm on scoreboard, after 7pm on Facebook – *Linda*
 - General consensus this group is solely responsible to administration of Sth Islands
 - Contact area delegates to reassure and instil confidence - *Nicki*
 - Report back to Wendy and Karen with minutes and budget - *AB*
 - Marquee not required / wanted unless cost neutral – *AB to follow leads*
 - Scoring caravan necessary cost, but 3 days hire only – *booked AB*
 - 4 judges to be accommodated at Racecourse Hotel \$100 per night share twin
 - Catering for judges more than adequate, control costs though
 - Requirement for St Johns as inadequate First Aider availability – *Miranda to follow up*
 - Arena Plan and scheduling to be discussed at 2nd meeting in conjunction with Chris

Second meeting time to be confirmed once we have a better idea of entries