

# MINUTES: Dressage NZ Committee Meeting 2022



Date: Sunday 17<sup>th</sup> July 2022 @ 8.30am

Venue: Rydges Latimer Hotel Christchurch, Savoy East Room

## 1. PRESENT

### In Attendance:

Wendy Hamerton/Sport Manager

Amanda Condon / Minute Secretary / Partnership Facilitator

### Apologies:

Tania Simmons, Peri Scrivenor, Bernice Frost, Ashleigh Kendall (NI Riders Rep) ,

Jos Gresham (DNZ Series Points/Calendar) Lucarne Dolley (Youth Council Chair)-Candice Nichol(SCNO)

Lynda Clark (ESNZ Chair)

Delegates				Observers Registered	
1	*Sue Hobson	ESNZ President	20	Andrea Raves	PC Coach Rep / Interim PC Chair
2	Anna Gale	SI Riders Rep	21	Linda Warren-Davey	Canterbury
3	S Tomlin for B Frost	Taihape	22	Christine Latch	Waitemata
4	Betty Brown	Auckland-Manukau	23	Mel van der Pol	Canterbury
5	Diane Wallace	Marlborough	24	Chris Lovelady	Canterbury
6	Genevieve Quin	Northern Hawke's Bay	25	Glenda Jones	SI NC Rep
7	Andrea Fuehrer	Waitemata	26	Tracey Cooper	Wairarapa
8	Laura Hayes	Otago	27	Scott McKenna	Dressage NZ Board
9	Leonie Coker	Bay of Plenty	28	Sarah Hazlewood	Dressage NZ Board
10	Becky Corlett	Taranaki	29	Suzanne Inglis	Dressage NZ Board
11	Lois Andrewes	Northland	30	Olivia Ballantyne	Dressage NZ Board
12	Margs Carline	Waikato	31	Judith Cunningham	Dressage NZ Board
13	S Hobson* for T Simmons	Sth Hawke's Bay	32	Alicia Cameron	Dressage NZ Board
14	S Waddell for P Scrivenor	Ashburton	33	Angela Valentine	Nelson
15	Rachel McCallum	Steward General	34	Wendy Jeffery	Wairarapa
16	Mary Davis	Southland	35	Sue Harris	Gisborne
17	Robin Friend	Wellington	36	Susan Tomlin	Central Districts
18	Sally Goldsmith	Canterbury	37		
19	Cushla Cairn	Sth Cant/Nth Otago			

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## 2. **CONFIRMATION OF MINUTES of the 2022 Planning Forum**

of the 2022 Planning Forum held by Zoom on 4<sup>th</sup> May 2022 having been circulated, be confirmed as a true and correct record:

**Moved:** Diane Wallace    **Seconded:** Angela Valentine

**CARRIED**

**Matters Arising:** Betty Brown (AMDG delegate) noted that Auckland trialled running YR PSG classes. The riders really appreciated this opportunity, it helped breach the gap to INT I in Small Tour level. Discussion was held on options for supporting YR PSG classes for the 2022/23 season:

- a sponsor for this at regional shows to increase participation
- an option for Super 5 to run PSG as the Level 7 test
- Do we look at the 3 test for a championship model to allow for more opportunities to ride the PSG; e.g. – FS champ; PSG Champ; this format also gives you the chance to offer other classes e.g. FEI pony classes; equitation classes.
- Offer PSG at the local/regional levels and the Inter I for Premier League.
- PSG needs to be offered for those riders wanting to compete in WDC.
- PSG is also an important test to be able to measure ourselves against the rest of the world
- PL focus always seems to be on championships, is this good for the development of the sport?-
- Northland trialled 1 and 2 class championships – riders didn't like the 1 class format; 2 class format resulted in lots of = places, difficult for organisers.
- Is another option to include put PSG in level 6 ?

### **Conclusion**

The majority were in agreement that for this season allow Level 7 Super 5 to run either PSG or Inter 1 for Super 5 level.

### **Action:**

To be taken to the next board meeting for further discussion, with an update to the committee to follow.

### **3. Health & Safety**

#### **ESNZ Medical Standards Draft GR 153.**

#### **From ESNZ proposal to be effective 1/1/23**

##### **Discussion**

- these higher standards will incur more costs. Issue will be sourcing EMTs, therefore will events still be able to run?
- this is an unrealistic expectation given the current state of the country's health system.
- This is a huge jump to what is required at the moment; the health system isn't coping
- Taupo - \$3k to have ambulance on site; the ambulance refused to be on site for the full day at the last event as they are too busy to have an ambulance and their staff out of action for a full day, they felt that as the ambulance could be there in 20 mins that would be sufficient.
- Standard of care for first aiders has also increased – 6400 standards; therefore upskilling required; issues with availability of ambulance on site.
- Looking from the other side – if there is an accident and the right level of care wasn't provided, what would be the outcome, and who would be responsible?
- DNZ is very good at reporting their incidents; other disciplines aren't so good
- A lot of the accidents are outside of the competition time
- First aid kits - there a standard; everything should be provided by the employed first aider.

##### **Feedback summary**

All can manage qualified first aider and first aid kit

Approx 50% delegates/OC consider they will have trouble providing a rapid response vehicle and EMT for events over 100.

An alternative could it be to provide more 6400 trained first aiders at events

Delegates are encouraged to email the Chair advising what do you currently do and what those costs are, so that he can take this feedback to the board.

## 4 Stewards Development – Role & Recruitment

Rachel McCallum – Dressage Steward General

**Action:** The SM to follow up the creation of a Dispensation disc (similar to the Para disc) so stewards can identify riders with DNZ Dispensations

**Information that is good to have before the event**

**Riders Notes:** quite often the following information is included which helps us, help your riders by knowing beforehand we can provide answers.

This document provides information that could be specific for your ground which is especially important if you have not worked at that show before.

H&S considerations specific for your venue, such as traffic flow, parking areas etc.

Contact details for On Call Vet and Farrier.

Rider Notes may also have information relating to any Series that may be running at your event, tests which can/cannot be called, where music drop-off for musicals is.

**Arena Familiarization:** so we know that we may need to be at your event earlier than normal.

These are all questions that we are asked by riders and their support people throughout the day, while not specific to Steward responsibility, we are the easiest people to find, and this is a way we can help with things running smoothly for the OC.

### **Programme**

Gives us time to review rules for specific classes you may be holding; Young Dressage Horse, Super 5 Series, Young Rider, FEI etc

### **Crisis Management Plan**

It is good to be able to read over this prior to the event.

### **Information when we arrive at your event**

**Scratchings** and updated throughout the weekend.

**Stables/Yard List** - with contact numbers

### **Para Riders and Riders with Dispensations**

This helps us identify those riders who have dispensation for some aids and who may not have their Orange Para Disc displayed.

### **Arena Plans with Judges**

I like these as you can tell at a glance if you are waiting on more judges for an arena after a break, before you send the next rider over, especially if you are marshaling riders to arena's to help out the OC.

**Programme**..... because we will have left the one you emailed prior at home J

**Rules:** It is also vital that the OC has **on hand, in the office** the current DNZ Rules, ESNZ GR's and FEI Dressage Rules for quick reference for Riders, Officials and yourselves.

If you have any questions please do not hesitate to get in contact with me,

**Rachel McCallum, Dressage Steward General 0272186 011 or email millroad501@gmail.com**

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## 5. Judges Technical Manual Update

With **Judith Cunningham** – National Judges Officer (*covered in AGM on Saturday*)

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## 6. Appointments Panel

The meeting agreed that nominations could be taken from the floor for the Committee representative on the Appointment Panel as there had been no prior nominations

Christine Latch advised the meeting she would be available for the position having HR experience

Margs Carline nominated Linda Warren-Davey.

This nomination was seconded by Christine Latch

**Linda Warren-Davey** appointment was unanimously carried by delegates

**6. Note:** This information is included from the agenda for Information

## 6. Area Groups & Area Delegates - Administration & Support

### i. Structure & Purpose

**Based on information from Sport NZ website:**

<https://sportnz.org.nz/resources/committees-roles-and-meetings/>

#### Committees and your club's management team

Generally, a committee is a small group of people formed with the intention of making decisions about issues or taking action on tasks. A club's main committee will be the management team.

Your club may also have a number of different sub-committees who are in charge of specific events like fundraisers or tournaments, health and safety, day-to-day management, fundraising etc. A sub-committee is usually answerable to the overall management of the organisation.

#### DRESSAGE

The current ESNZ constitution is silent on the area group management structure. Most area groups are not incorporated in their own right and therefore rely on the ESNZ constitution for their non-profit incorporated status. Groups who may be separately incorporated may be recognised as the official area ESNZ group but are bound by ESNZ rules for the delivery of events.

#### Management Structure

Some groups elect a committee with a defined number of committee members to hold regular meetings and manage the group activity.

Others having open general meetings to encourage participation the group but also elect an “executive” committee to enact any decisions or matters arising between general meetings. It is important that this is a transparent process.

An ongoing challenge for clubs is involving the membership the governance and administrative functions and getting input from their members - of overcoming the seeming disconnect with the majority of riders they are delivering programmes and competitions for.

**Dressage Committee** members have set roles and jobs to complete. The roles of people on your committee or management team could be:

As a minimum the roles marked \*\* should have **OFFICIALS MEMBERSHIP** status of ESNZ Others can join as free volunteer if not already a member. Please encourage all volunteers at your events to sign up for the Free Volunteer membership – this ensures a more robust Health & Safety matrix

- \*\* president/chairperson
- \*\* vice president
- \*\* secretary
- \*\* treasurer
- \*\* area delegate
- \*\* judges officer
- health & safety officer
- publicity officer
- national sponsorship liaison for national series
- other as designated/agreed by the group

**Job descriptions** (sometimes known as position or role descriptions) should be simple and straightforward. Tailor them to meet your club's needs and make sure they are encouraging – not daunting.

Here's a basic guide to what they should include:

- the benefits for the volunteers such as companionship, warmth, new skills
- a title that's clear and simple and identifies the role
- the importance of the role to the organisation
- primary objective – try to make them specific and achievable
- key tasks – be clear but not over-detailed
- skills or qualifications required – those that are needed for the role
- any police check/references required
- for and to whom the role is responsible and other relationships
- reporting procedures and record keeping required
- limits and extent of authority
- time commitment required (hours and length of commitment)
- location of organisation
- flexibility to encourage the volunteers' initiative and creativity
- what resources and support will be available – training, travel expenses, parking, equipment, supervision (internal and external)
- opportunities for the person to influence the direction of the organisation.

The more details, the better chance there is of recruiting someone suitable. Think about whether you'd want to apply. Are the expectations realistic? Put the date on it – so you can identify different versions. Keep it simple and preferably on one page, accompanied by basic information about your club.

Job description templates are in the in the resources section.

Committees can be a lot of fun and are a great way of ensuring everyone is involved and able to make a contribution to your club. Don't forget that committee meetings can also be good social events! Remember to allow some social time, separate from the main meeting agenda.

### **How to run a meeting**

Along with deciding on your club's structure and putting together your management team (as above), you'll need to create a plan for the type of meetings your club needs and decide on who will run these.

Within a club there are several different types of meeting that may be required. Some are informal, others are more formal such as an annual general meeting (AGM). The AGM is held annually, usually when financial reporting and annual report is made.

A good meeting will ensure everyone has the information they require, understands the outcomes, and knows what they need to contribute to achieve these.

Any meeting will need someone to be in charge or 'chair' it and another person to write down the minutes (the written record of a meeting). The minutes often give an overview of the structure of the meeting, starting with a list of those present, a list of the various issues discussed, and any responses/decisions that are made.

**Informal meetings** should still be managed, but they also encourage members to relax and join in. You might hold an informal meeting to:

- discuss new ideas
- solve problems
- gather opinions
- ensure everyone is still feeling enthusiastic about the club
- brainstorm ideas for fundraising or sponsorship.

### **Tips for running a good meeting**

Establish the purpose and desired outcomes of the meeting.

- Check that everyone understands the topics to be discussed. Distribute an agenda (list of points to discuss usually distributed before the actual meeting) prior to the meeting if necessary.
- Ensure everyone listens to each other carefully.
- Ensure only one person speaks at a time.
- Encourage everyone to be objective and keep the discussion focused on the topic.
- Examine each option individually and objectively and reaching a conclusion for that option.

Formal meetings such as the AGM are usually a reporting meeting for the club. This means that your club's aims, activities, and finances are reported on at the meeting. They are usually held annually and they are open to anyone directly involved with the club. It is also when key roles like the chairperson are decided upon.

These meetings are based around an agenda which is similar to a programme or list of points to discuss. The club's secretary and treasurer usually prepare the agenda and send it out to everyone who will attend the meeting. There are many types of agenda – but by keeping it simple you'll be able to run a straightforward and effective meeting. Your club's chairperson will run the meeting and make sure that the agenda is used.

Here's an example of a straightforward agenda for an AGM:

1. Welcome by the chairperson – this starts the meeting off.
2. Apologies – from people who can't get to the meeting.
3. Confirmation of minutes of the previous AGM – a summary of what was discussed.
4. Correspondence – important letters, email, and faxes to and from your club.
5. Chairperson's report – usually an overview of the activities and aims of the club.
6. Treasurer's report – usually an overview of the financial activities and the club's current finances.
7. Notice of any new management committee members.
8. General business – anything that hasn't been covered by the chairperson or treasurer.
9. Guest speaker – this is optional but sometimes a guest speaker can provide new ideas or inspiration for your club.
10. Confirming the date of the next meeting.
11. Close of meeting – serving refreshments at this stage can be a great way to thank everyone for their efforts and will keep the meeting fun.



## Dressage Area Delegate Role

- **The Area Delegate has responsibility to keep well informed and act as a liaison between the Area Group and the national sport. Communication is the key**
- **Area Delegates are appointed annually by a properly constituted Annual General Meeting of each ESNZ Area Dressage Group**

### Responsible to:

- 1.1 **Committee and Conference:**  
To attend committee and subcommittee meetings as designated (or appoint a substitute if necessary)
- 1.2 To form discipline policy and rules within the framework of both the Discipline Rules for Administration and ESNZ constitution.
2. **Represented Area:**
  - 2.1 Make sure information from meetings and remits for conference are readily available for discussion at area level.
  - 2.2 Represent area views on proposed policy and rule changes
  - 2.3 Ensure that all dressage competitions within the delegate's area meet with ESNZ/ Dressage NZ rules. Check schedules to ensure above. Investigate and report any violation of the above that cannot be remedied at local level.
  - 2.4 Promotion, implementation and recording of results as required for all national points prizes. (These conditions are forwarded to areas annually).
  - 2.5 Be available to riders and judges in your area with information and advice on how to handle any problem that may occur or refer to appropriate board member.
  - 2.6 Promote dressage within the area and encourage discipline involvement by having available ESNZ Membership Forms and Horse Registration Forms.
  - 2.7 Advise the Sport Manager of annual changes to area dressage group officers.
3. **Planning:**
  - 3.1 Furnish dates to the Sport Manager within the required time frame and in the format requested.
  - 3.2 Assist with running of national events.
4. **Judges**
  - 4.1 Ensure an Area Judges Officer is appointed annually and share any relevant information from national committee.
5. **Selections and Training**
  - 5.1 Advise selectors of any outstanding new potential horses, ponies/riders.
6. **Publicity**
  - 6.1 Ensure a good rapport between local dressage group and media.
  - 6.2 Inform Sport Manager of any stories re personalities, events, etc that could be used to enhance the profile of the discipline.
7. **Finance and sponsorship:**
  - 7.1 Assist Sport Manager by ensuring that sponsors requirements are met at local level in respect of national sponsorships.
  - 7.2 Area Balance Sheets to be forwarded to Sport Manager as requested.
8. **Rules**
  - 8.1 Discuss proposed rule changes at area level, and report back to the Rules Officer with suggestions
  - 8.2 Liaise with Sport Manger or Rules Officer if there are any problems re rules or interpretations.

## Other Items:

- **Drop Box Access**

**Action:** – Areas to advise after conference who should have access.

**Reminder** – please do not delete anything from the Dropbox.

- **Road Show** – Feedback and ideas – Zoom series or in person

History – Wendy & Celine did a national trip to the areas talked about the roles of DNZ, discussed committee roles, rules, event management as per the A-Z folder

Agreed that Zoom could be more inclusive with a number of short, targeted sessions – (this was the delegates preference)

Considered however an in-person road show is more interactive

Consider a combo of in-person at a big area with zoom in for surrounding areas

Could be combined with an event; or do in combination with a grassroots master class

Consider timeframes

**Action:** Do a snapshot prep zoom sessions now (e.g. technical), that will give some planning time for the in-person area visits for engagement - add to board agenda

- **Evo Events Updates & QA** - Zoom to be held 7pm 23<sup>rd</sup> August - *Link will be sent to delegates who can share to appropriate team members*

- **Google Forms – Dates / Officers** - *Please keep Jos Gresham updated using the forms*

- **ESNZ Insurance** – Further confirmed current information to follow from ESNZ and clarification if all activities (not just events) are covered

- **Database & Results** - Currently importing last year's results; then EvoEvents results will automatically upload into the database going forward. This will be covered off in more detail on the zoom call.

- **EvoEvents U25CH** – Noted venue & management currently under review for Friday 27<sup>th</sup> & Sat 28<sup>th</sup> Jan

- **NI Young Rider Convenor** - Noted that this position is still vacant, the role is to organize the NI development camp.

## 7. Matters Referred from Conference

- Call it Out! Local Rider Rep at Events - *is this a useful appointment / role*

### **Discussion of Rep at Events**

Facilitator / Liaison / Fair Play Committee/Officer/Ambassador (share the load)

Could be a committee member / is it part of the delegates role?

Role model good behaviour

Could wear change the rein merchandise

### **How can we deal with bad behaviour without the need for formal complaints?**

Need a more informal resolution process.

Young riders council role for that age group

Generic letter from individual (committee/DNZ) – to be sent out to people whose unacceptable behaviour is noted. Politely reminding them of the DNZ culture, here are links to policies

At prize givings take the time to remind people of the expected behaviour

What are other sports doing?

- **Rider Categories - Bronze Silver Gold**

Summary of changes discussed at AGM: 4yrs in bronze; dropping scores from 65 to 63;

Increasing number of scores from 9 to 11, with freestyles counting.

Discussion of grading at night before the competition or change to close of entries – committed voted: close of entries – 10 votes; date of competition – 6 votes

**Note:** Further investigation of this post meeting indicates that aligning with grading policy the night prior to the competition is more equitable

- **Performance Committee & Coaches Development (Chair & A Raves)**

Oliva Ballantyne - Officer (DNZ Board) noted on 8 August – the Performance Committee will meet to plan for year ahead to develop the sport

Discussion of squads at area level – is this the right terminology; is squad a little 'elitist' do we need something more inclusive 'club' or 'protocol', work in with other clubs, e.g. adult riding clubs

## 8. Series Update - A Condon Presentation re Series & Other Sponsorships

Please refer to Dropbox\USB for Areas\1. Area Dropbox Induction Documents for an overview, and the Premier League Programme Folder. Contact Amanda Condon ([dressagemarketing@nzequestrian.org.nz](mailto:dressagemarketing@nzequestrian.org.nz)) if you have any questions regarding national sponsors.

<b>Musicals</b>	Zilco	Confirmed
<b>Premier League</b>	Kiwi Arena Rake	Confirmed
<b>Small Stars Top 10 League</b>	Oro Equestrian	Confirmed
<b>Masters Top Ten League</b>	Excel Equine	Confirmed
<b>Super 5 Preliminary</b>	Vetpro	Confirmed
<b>Super 5 Novice</b>	Matthews Hanoverians	Confirmed
<b>Super 5 Elementary</b>	Animal Therapeutics	Confirmed
<b>Super 5 Medium</b>	Dunstan Horse Feeds	Confirmed
<b>Super 5 Advanced Medium</b>	Back on Track	Confirmed
<b>Super 5 Advanced</b>	Hobson Horsecoaches and Motorhomes (2018) Ltd	Confirmed
<b>Super 5 Small Tour</b>	Custom Logistic Services	Confirmed
<b>Super 5 Medium Tour</b>	AR Dressage	Confirmed
<b>Super 5 Grand Prix</b>	Superior Rubber Surfaces	Confirmed
<b>FEI Dressage World Challenge</b>	Livamol	Confirmed
<b>Nationals Naming Rights</b>	Bates Australia	Confirmed
<b>Dressage Futures Prize</b>	Prestige Equestrian	Confirmed
<b>Our People Volunteer</b>	Big Barrel	Confirmed
<b>Our People Official</b>	AR Dressage	Confirmed

### Land Rover Dressage League v1: 5/7/22

#### Purpose:

- To create a supportive team spirit and culture combined with friendly rivalry amongst athletes in a very individual focused sport
- To encourage the participation of less experienced members and transition from Local Events to

#### Feedback

- A great idea.
- Something to include the gold riders – the focus is targeting grassroots riders (therefore have someone who is first sport registered); perhaps one could be gold/higher level as a mentor/team captain. **Agreed maximum one gold member per team**
- Does the team captain have to be a rider on the team? **Preference is yes**
- FB page suggested – list draft riders pool;
- Something to include the masters. **To be considered if continues next season**
- Possibility to have a saddle pad patch; **This was investigated post meeting and does not meet Land Rover brand guidelines**
- Suggested everyone who wants to be in a team enter their name and teams randomly selected?

The Chair thanked everyone for their attendance and declared the meeting closed at 12.45 pm

Draft Approved S McKenna 5/10/22