



Australian Endurance Riders Association Inc.

Minutes of the Committee of Management Meeting

Date: Commenced at 9.00 am AEST on Sunday 17 September 2023.

Venue: Webinar – the meeting was recorded.

1. Meeting opening –

Mark Dunn opened that meeting at 9.04 with a quorum in attendance.

2. Attendance

2.1. Management Committee Members Present

Mark Dunn (President & Treasurer) (TEERA), Clare Fleming (NSWERA), Wayne Hegarty (NSWERA), Dick Collyer (Vice President, QERA), Kim Moir (Secretary) (QERA), Jil Bourton (SAERA), Sioux Reid (VERA), Natasha Ellery (WAERA).

2.2. Apologies

Rod Strahan (QERA Delegate); Xanthe Webb (QERA Delegate); Donna Nicholas (VERA Delegate); Cheryl Bullock (SAERA Delegate); Gertraud Norton (NSW ERA Delegate)

Ron and Val Males, Hon Members

2.3. Proxy Votes

Proxy Vote to Clare Fleming for NSW ERA

2.4. Visitors

AERA Delegates - Kerry Fowler-Smith, Belinda Hopley, Noni Seagrim (NSWERA); Andrew Miles, (TEERA); Brian Pullin (WAERA).

Honorary Members – Pat Hodgetts.

3. Portfolio Allocations

Sarah Pollard Williams' resignation from the AERA Management Committee was received and this resulted in her resignation also as Chair of the Horse Welfare Sub-committee, and as a member of the Governance and Rulebook Sub-committees.

Discussion

Resolved that membership of Governance and Rulebook Sub-committee was sufficient to continue work in these areas.

Kim Moir nominated Dick Collyer to hold the position of Chair of the HWSC.

Seconded by Clare Fleming. Appointment supported by all MC Members.

Dick Collyer was duly appointed as Chair of the Horse Welfare Sub-committee.

4. Register of Pecuniary Interest

Committee Member	Point of Conflict	Reason
Kim Moir	Honorariums	Recipient of payment

5. Previous meeting minutes

5.1. Amendments to the Minutes of the Management Committee Meeting held on 8 July 2023.

Nil amendments received.

Motion: 2023/09/01 Moved: Kim Moir / Dick Collyer

That the minutes of the AERA Management Committee Meeting held on 8 July 2023 be accepted. Carried unanimously.

5.2. Amendments to the Minutes of the Management Committee Meeting, Subsidiary Agenda, held on 8 July 2023

Nil amendments received.

Motion: 2023/09/02 Moved: Jil Bourton / Sioux Reid

That the minutes of the AERA Management Committee Meeting held on 8 July 2023, as per the Subsidiary Agenda, be accepted. Carried unanimously.

6. Business arising from the minutes – refer Action Sheet

6.1. AERA Honorary Members – criteria for nomination (Pat Hodgetts, Jil Bourton)

The sub-committee appointed to consider criteria for nomination of AERA Honorary Member recommended criteria to be considered in accepting someone as an AERA Honorary Member.

Criteria were discussed and accepted, noting that contribution to DAs as well as AERA are relevant; noted that language must be consistent in all documents and that Bylaw must be consistent with the AERA Constitution.

Motion: 2023/09/03 Moved: Dick Collyer / Natahsa Ellery

That the criteria as presented by written as a Bylaw for the appointment of AERA Honorary Members. Carried unanimously.

Action

AERA website be corrected to align with the constitution reference to “Honorary Members”.
Criteria as agreed, to be added to information on AERA website as a Bylaw.

6.2. 2024 Ride Calendar

Reminder to DAs that the 2024 calendar should be ready for publishing by end of October.

6.3. AERA Forms for accreditation of Vets and Chief Stewards

These documents have been updated and most current versions are available on the AERA website.

7. Online motions

7.1. Financial decisions

Payments from 10 June 2023					
No	Payee	Invoice No	Date	Amount	Description - comments
1	Peter Johnson	917	30/06/2023	5,120.50	Various includes Mindari work
2	Peter Johnson	909	14/06/2023	642.64	3 mths Server + 3 mths MS Azure
3	Helen Spencer	Reimbursement	19/05/2023	377.60	TQ23 Rep Vet VERA flights
4	Stirling's Crossing	1640	28/06/2023	2,386.63	AERA percentage for TQ23 Magazine

5	Harry Wever	203	6/07/2023	2,310.00	TQ23 Head Vet Fee and travel
6	Kim Moir	Payment	30/06/2023	681.00	Secretariat honorarium
7	Australian Post	1012537535	3/07/2023	53.35	Postage
8	C Nichols	Payment	30/06/2023	108.00	Webmaster honorarium
9	Anne Barnes	Reimbursement	18/05/2023	845.50	TQ23 WAERA Rep Vet flights
10	Gerard Bou	Payment	2/07/2023	26,880.00	TQ Buckles, Cups (2060 recovered)
11	Deb Edwards	190	30/06/2023	1,100.00	Bookkeeper hours
11	Lachlan Cameron	407935	10/07/2023	1,500.00	TQ23 2IC Vet
12	North East Equine Vet	46042	12/07/2023	1,860.00	TQ23 On Course Treatment Vet
13	Dave Nolan	10015	11/07/2023	2,000.00	TQ23 Treatment Vet
13	Ventraip	3 Invoices	17/07/2023	247.80	Domains aera.au; tomquilty.au; aera.asn.au
14	Ventraip	12279441	23/07/2023	168.00	tomquilty.com.au
15	Kim Moir	Payment	31/07/2023	681.00	Secretariat honorarium - July
16	Sue Martin	Reimbursement	22/06/2023	54.50	TQ23 Vet Travel from home to Airport
17	Australian Post	1012604100	3/08/2023	10.50	Postage
18	Peter Johnson	921	31/07/2023	2,403.50	Various
19	Chris Nichols	Payment	31/07/2023	108.00	Webmaster honorarium
20	Equestrian Australia	4235	22/06/2023	1,027.96	Post ride testing for Oso
21	Deb Edwards	191	31/07/2023	1,080.00	Bookkeeper hours
22	Australia Wide Badges	107140	6/07/2023	1,913.20	AERA annual awards
23	Fusion Financial	20493	21/08/2023	165.00	Business and Installment Activity Statements
24	Austrlian Tax Office		25/08/2023	3,243.00	BAS Statement
25	SUREWiSE	7031857	22/08/2023	4,527.00	PA Payment to June 2023
26	Kim Moir	Payment	31/08/2023	681.00	Seretariat Honorarium
27	Australia Post	1012672164	3/09/2023	210.35	Postage
28	Peter Johnson	924	31/08/2023	2,795.38	Various checks, fixes and additions
29	Deb Edwards	192	31/08/2023	1,460.00	Bookkeeper hours
				66,641.41	

7.2. Other on-line motions and discussions

7.2.1. SAERA – Nominations to AERA Hall of Fame

Motion

That the nominations from SAERA of Jillian Bourton and Chipchase Knight be accepted to the AERA Hall of Fame.

Moved Kim Moir, Seconded Natasha Ellery

Voting result: For - 7 votes: Against - 0 votes: Abstain - 1

Carried unanimously.

Jil Bourton abstained from voting due to conflict of interest.

7.2.2. QERA – CS accreditation

Motion

That Christal Rizk be accredited as an AERA Chief Steward.

Moved Jil Bourton, Seconded Mark Dunn

Voting result: For - 8 votes: Against - 0 votes.

Carried unanimously.

Action

Secretary to write to CS and QERA; to amend CS Status on AERASpace and to order CS vest.

Note actions completed.

8. Correspondence

8.1. Correspondence Inwards

No	Date	Correspondence Inwards	Action
1	06/07/23	SUREWiSE re New Claim 68344	Responded
2	07/07/23	SUREWiSE re potential claim for legal costs	Noted
3	09/07/23	TEERA advice re TEERA AGM Minutes	Noted
4	11/07/23	NSW ERA AGM Minutes for 19 Feb 2022	Noted
5		SAERA TOR for TQ24	Agenda 14.12.2
6	12/07/23	NSW ERA AGM Minutes for 18 Feb 2023	Noted
7	17/07/23	NSW ERA response to complaint	Noted
8	22/07/23	A Saint-John, QERA, correction to horse records	Fwd QERA
9	27/07/23	Horseforce Legal to NSWERA cc to AERA re National Sport Tribunal	Noted
10	29/07/23	K Roberts re AERA online nominations	Fwd to AERAOnline
11	04/08/23	J Majewski re horse records	Fwd to QERA
12		MZ Stables re horse FEI registration	Fwd to EA
13	13/08/23	M Watters re online nomination refund	Fwd to WAERA
14	17/08/23	NSWERA via C Fleming re proposed change to rules 57.2 and 57.3	Rule change to be submitted
15	22/08/23	S Sutcliffe re AERA Online process to set up ride.	Responded
16		K Sparnon, SUREWiSE re new Account Manager	Responded
17	28/08/23	R Harvey re age of horse to commence in endurance	Responded
18	02/09/23	TEERA re proposed Committee for TQ25	Agenda 14.7
19	04/09/23	WAERA Hall of Fame nominations	Fwd to registrar
20	06/09/23	S Pollard Williams resignation from AERA MC	Noted

8.2. Correspondence Outwards

	Date	Correspondence Outwards	Author
1	21/07/2023	C Rizk accreditation as CS – cc to QERA	KM
2	01/08/2023	NSWERA re comments to Horseforce Legal	KM
3	03/08/2023	DA Secretaries, Delegates, Hon Members – meeting notes	KM
4	04/08/2023	QERA Registrar re LNO for International rider	KM
5		DA Secretaries re Ride Calendar for 2024	KM
6	08/08/2023	Mindari re Team Collaboration	MD
7	11/08/2023	WAERA re PA update to AERASpace	KM

8	14/08/2023	TQ24 SA re reporting, Interim Agreement and TQ Manual	KM
9	17/08/2023	DAs, Delegates, Reportees and Hon Members re meeting date	KM
10		L Counsell response to correspondence	KM
11	23/08/2023	Australia Wide Badges re TQ23 Invoice	KM
12	28/08/2023	QERA re quote for ETS	LT
13	29/08/2023	ARFL re analysis results of atypical finding	KM
14	30/08/2023	Horseforce Legal re documentary request	KM
15		QERA re review of horse death	KM
16		WAERA re review of horse death	KM
17	31/08/2023	AON re confirmation of insurance claims	KM
18	04/09/2023	WAERA quote for ETS	LT

Motion: 2023/09/03 Moved: Jill Bourton / Natasha Ellery
That the inwards correspondence is received, and the outwards correspondence is endorsed.
Carried unanimously.

8.3. Business arising from Correspondence Inwards

8.3.1. Item 19 WAERA Hall of Fame

Nominations received for Liz Mulcahy and horses, Blue and Poseidon Moon. Awaiting confirmation from the AERA Registrar.

Action

Online motion to be sent to MC members for voting once eligibility is confirmed?

8.4. Business Arising from Correspondence Outwards

Secretary note – there are two DAs who have requested quotes for ETS. These now are quoted at \$17653.65.

9. President’s Report – Mark Dunn

Not much to say that isn’t said elsewhere in this agenda.

Things are returning to ‘normal’ after the busyness of the Quilty in late June.

I would ask that MC members liaise with their DAs to encourage them to consider carefully who their management committee member(s) will be for 2024. Our workload has been significant this year and the need is as great as ever for MC members to have the time and skills to contribute meaningfully to AERA’s work.

President’s Report received

10. State Reports

10.1. NSWERA Report

Late report received and is included in late agenda.

10.2. QERA Report – Dick Collyer

Membership

Membership uptake continues to be sound without being up to where we would like to be – which is always more if we can. We have a training weekend scheduled for 2024 which will specifically target new members in 2023, and a portion of our State Government funding will assist with this event.

Finances We have received approval for our ongoing State Government grant (about \$18000), which we receive annually, and which is really beneficial in supporting us financially. We have to state very specific parameters for how this funding can be used.

Ride Calendar

The Winton to Longreach Ride was a great success. A huge amount of hard work and planning underpinned this event, but endurance received a lot of good publicity as a result. There was a large and expert vet team, and the horse welfare outcomes were excellent, with no treatments and no serious issues with horses. A number of riders found the physical demands of the event, with very warm conditions in the middle of the day, to be quite challenging.

Our State Championships, at Inglewood, was an excellent event. It was dual-affiliated with NSWERA and there were a number of NSWERA members who attended – and who were very successful! Perhaps NSWERA could consider a reciprocal arrangement with their SCs?

We have a number of rides to go in the season – with a few more being added to the calendar, including at least one and perhaps two with FEI rides attached.

AGM

As usual, our AGM is scheduled for December this year.

Discussion

DC noted that NSW ERA did apply to dual affiliate their State Championships, but QERA was not able to allow this due to other QERA rides on the calendar.

Queensland Government funding noted.

10.3. SAERA Report – Jil Bourton

The SAERA ride calendar has progressed smoothly throughout 2023 with no cancellations to date over eleven events – two of which were very successful CATEs early in the season where we picked up a few shorter ride members hence participant numbers have been strong in the Intermediate & Intro ride categories throughout the year adding to a steadily growing membership with 93 members to date (Note – these are not all riding members).

80km rider numbers have been lower for most of the year but seem to be picking up now with several combinations aiming for our State Championship-TQ24 pre run @ Wirrina 28-29th October.

The TQ committee are progressing with their organisation and are close to launching the logo and website.

The SMC took a hit mid-year with the sudden resignation of our very competent secretary along with our trusted Ride Secretary which increased the load and stress levels of the Executive somewhat, each of us taking on some of the secretarial workload to get us through the rest of the year.

We've also created a new cross border Affiliation policy this year – mainly aiming at the Western Victorian rides and including several well-established SAERA rides, with the intention of creating a closer relationship with our southern neighbour state going forward into the future.

A recent ride returned to the Kapunda area (Mid North), which was utilised often in the past under the Barossa Endurance Riders Club banner (long since defunct). The last ride in the area was a State Championship in 2005 but with no current members from that area it has been overlooked for some time. Fortunately, a wonderful ride base at the local Harness Club is still there and very keen on attracting events to their venue and their town. The Kapunda ride had huge support locally from a range of people including the local council and several landowners. We are lucky that it's a very "horsey" district and still not too "built up" with kilometres of unmade public roads available and many old stock routes, which are still open, over some spectacularly scenic country including several challenging ranges and rolling private properties. The Kidman Trail, Heysen Trail and the Mawson Trail are all in this area and have some horse access in very scenic country.

It is SAERA's intention to run our State Championship there next year (and perhaps subsequent years?) with the long-term goal of a future Tom Quilty. The harness club is right behind us in this vision.

Discussion

Loss of personnel caused a bit of turmoil but others learning and carrying multiple roles. AGM will be in January – a move from the traditional date in December. Commendation on sourcing a new venue and good social media promotion for new memberships.

10.4. TEERA Report – Mark Dunn

TEERA has staged two rides since our last report, one on 29 July which was relatively poorly attended and another on 25 August that saw better numbers.

The rest of our year is looking good with three more rides scheduled before our state championships in November.

Preparations are well in hand for our premier annual event – the State Championships – support from sponsors has been excellent this year.

Member numbers are creeping up and are close to the 2022 number. TEERA has appointed a TQ25 ROC and are hopeful AERA will endorse this group at this meeting. The committee is very motivated and quite a bit of preparatory work has already been done.

Discussion

Ride just done was a new committee and a new venue. The area had been a popular venue back in the 1980's and the return to this area was well received. This ride attracted the highest number of entries for Tasmania in a long time, probably attributed to good social media. Also noted that there were a lot of "newbies" doing the 12 km ride and TEERA Memberships are now over 2022 numbers which may be due to TQ in Tasmania creeping up.

10.5. VERA Report – Sioux Reid

VERA is ticking along nicely towards the end of our endurance year, 2023. There are 3 rides left on our calendar. State Champs in September and Dergholm & Brimpaen in November. Along with SAERA State Champs this gives our members 3 x 160km rides to qualify for TQ24. We have 2 rides already on the calendar for 2024 with our State Champs being confirmed soon for June or July.

VERA recently purchased 2 new custom built ride trailers. Most of the fit out has been completed with some electrical work & sponsors sought for the signage to be done. Hopefully both trailers will be completed in time for use at our State Champs.

New merchandise is now available to order. Great new hi-vis vests are available which will be great in those low visibility/dark hours to improve rider safety.

There has been a concentrated effort to reinvigorate our website. Posts to Facebook are now being posted to view on vicera.com.au so those members not immersed in social media are also kept up to date with news.

Jen Green has put huge effort into migrating our Facebook page to a closed group. A group has a lot of settings that can control what can happen i.e. No-one can post a thread until it has been approved and if they wish to edit the original post, it goes back to admin/mods to be approved again before posting. First time participants cannot comment until they have been approved which cuts out scammers, as happened at TQ23. It does require more admin/mod control/time but since going from 'Public' status to a 'Closed Group' status Facebook has been running really well.

Narelle Cribb, our Honorary State Vet, has developed a new 'Booking Form' for RO's to submit prior to

applying to run an endurance ride. The idea being that Vets are asked and confirmed prior to putting rides on our calendar with a 12-week minimum confirmation for availability of Vets. I like to think of it as an "Ask your Vet 1st" form.

A 'Ride Organiser Mentorship Program' has been launched with key people across Victoria being available to mentor new RO's to have a go at getting more rides up for 2024. Hopefully we may get some old rides back up & running too.

Our VERA policies are in the process of being looked at to make sure they are up to date and relevant. These are being added to our website and on Facebook.

Along with policies we are posting random rules from the AERA rulebook weekly to remind our members what they are and also to discuss if clarification is needed. A good reminder for all.

Having left "Closed due to Covid" times in Victoria behind, we have decided that face to face meetings are still beneficial from time to time. Usual meetings are via Zoom, but 3 meetings/year will now be in person. Our next meeting will be face to face, 7/10/23.

10.6. WAERA Report – Richard Summerfield

With the sad passing of Terry Sweeney in May, there has been a change in the executive committee. Brian Pullin is now President, with Richard Summerfield, Vice President.

With the membership reaching only 100 this year, ride numbers have been low. Several factors seem to be affecting the numbers, fuel prices being one, and a number of retiring endurance horses another. The number of horses doing 40km training rides with experienced riders is roughly double that of those doing 80km rides. With this in mind, next year's entries in the longer rides should improve.

Since the last report, we have had several rides. Jarrahdale, Ravensthorpe, Dwellingup, the State Championships and Collie, run by the members, and York, Bakers Hill and Greenhills run by the Wheatbelt Endurance Riders Inc. The State Champion was Natasha Ellery on Sundale Bellagio, first Heavyweight and BC. First Middleweight and BC was Kirsten Melis riding Woodybrook Houdini, and First Lightweight and BC was Donna McKee on Tora Mariah.

Due to the reduced membership numbers, we are also struggling with volunteers, but seem to manage on the day. Hopefully this will also improve next year.

Finally, but by no means least, the Collie ride at the end of September will be called the "Terry Sweeney Memorial Ride" in honour of the time and great efforts Terry put into the club as a member, Chief Steward and active President.

Discussion

Hoping to have a good turnout for the Terry Sweeney Memorial Ride also being run as a fundraiser for the Ambulance Service.

Andrew Miles recalled his trip to TQ21 and that Terry Sweeney along with Cuz Brian had been of great assistance.

DA Reports Received

Meeting adjourned from 10.00 to 10.10 am.

11. Treasurer's Report – Mark Dunn

Google Drive Documents

11.1 AERA July Profit & Loss Budget Analysis

11.2 AERA July YTD Profit & Loss Budget Analysis

11.3 AERA July Profit & Loss with Year to Date

11.4 AERA July Balance Sheet

11.5 AERA Aged Receivables Summary as at 7th August 2023

11.6 AERA Item List Summary as at 7th August 2023

11.7 AERA July Category Profit and Loss Statement

11.8 AERA Draft Budget for 2024

11.9 Table to show AERA Fees and Charges for 2024_first draft

11.1. Treasurer's Report – Mark Dunn

With regard to our present financial position, I refer you to the comments circulated in August based on the July financials. We are tracking along OK with respect to budget, and we have enough in the bank to meet our commitments.

2024 Budget

A copy of the initial draft of the 2024 budget is included in the meeting papers. Also, there is a copy of the proposed 2024 Fees and Charges.

It is based on no change to any 2023 fees to DAs with the exception of an increase in the 'Affiliation Fees - Ride Entry' (ride levy) from \$4 to \$5. It provides for an increase in the Public Liability Insurance premium of approximately 20%. Likely (hopeful?) we will come in under that.

Estimates of income are based on the same number of events being staged in 2024 as in 2023 and on member numbers being the same as in 2023 – ie conservative estimates.

Incorporated into the income estimate is a conservative projection for likely TQ24 (SA) numbers.

Most of the other costs are based on historical actuals and are very likely close to the mark.

Bottom line shows a surplus of about \$10,000 or about 3.6% of turnover.

We may do slightly better than this as we may avoid the honorarium for the database manager (\$4237) as that hasn't been claimed for the last few years. We can't however, rely on that (or budget for that). It has been our practice for the last few years to aim for a budget surplus of 5 -10% of turnover to account for unanticipated costs. If we are to continue with this, we need to either find another \$5-10,000 in revenue or cut that amount off our expenses. Our expenses are mostly fixed - there is little scope to reduce them.

Options that would generate about \$10,000 in additional revenue:

- Increase the adult member affiliation fee from \$32 to \$40
- Increase the ride levy by \$2 instead of \$1 – ie from \$4 to \$6
- Increase the adult member insurance liability fee by \$10 from \$50 to \$60. Note all member insurance liability fees rose significantly in 2023.
- Increase the day member insurance liability fee from \$25 to \$35. Note again, this rose very significantly in 2023 (\$14.40 - \$25).

OR

We can leave all fees and charges exactly as they were in 2023 because we are currently running with a consistent cash balance in excess of \$50,000 surplus to our needs – and potentially operate at a deficit in 2024.

OR

We could reduce some or all fees for a year on the basis of that cash “surplus”.

OR

We could spend some of that cash surplus on initiatives to advance our sport.

Honorariums

CPI for the last year has been in excess of 5%. I suggest we increase all honorariums by approximately 5% and rounded. Net cost of this is approx. \$1000 (less if the honorarium for AERA space is excluded).

Current payments compared to proposed 2024 payments.

<i>Position</i>	<i>Honorarium for 2023</i>	<i>Honorarium with 5% increase</i>
<i>Secretary</i>	<i>\$681 per month</i>	<i>\$715 - \$8580 per annum</i>
<i>AERASpace Administrator</i>	<i>\$330 per month</i>	<i>\$347 - \$4164 per annum</i>
<i>National Registrar</i>	<i>\$275 per month</i>	<i>\$289 - \$3468 per annum</i>
<i>AERA Webmaster</i>	<i>\$108 per month</i>	<i>\$113 - \$1356 per annum</i>

Bookkeeper

Our book-keeper Deb Edwards is happy to continue in the role. Note that her workload has increased in line with the take-up on the AERAOnline nomination platform.

Her hourly rate has been \$40 for some years now. She has requested that this be lifted to \$45 / hour. I support her request. We have no other on costs (worker’s comp, office costs, provision of computer, etc) associated with her - \$45/hr is very reasonable.

Recoup of PL insurance from DAs

A couple of years ago, we passed a motion enabling us to recoup some costs from DAs when our anticipated public liability recoup from them falls short of what we pay.

At the end of August, we had recouped \$80,628 and the 2023 invoice was for \$95,461 so we will probably have a shortfall of \$10k to \$12k.

My recommendation is that we invoice DAs for half of the likely shortfall - \$5,500, proportional to their 2022 member numbers.

	2018	2019	2020	2021	2022
NSWERA	431	432	352	429	416
QERA	480	509	423	401	378
SAERA	84	59	66	83	92
TEERA	229	183	135	135	116
VERA	193	186	118	157	159
WAERA	198	198	191	187	175
Total	1615	1567	1285	1392	1336

Insurance

I have commenced the process of getting a quote from SUREWiSE for 2024.

At the time of writing, Kim and I have a meeting scheduled with Marsh Insurance Brokers (7 September) to discuss whether they are able to quote for us as well. EA uses Marsh for its insurance.

Vet Fees

Current recommended vet fees compared to fees with 5% increase are:

	Current fee	Increase by 5%	Increase amount
80 km	\$777	\$815	\$38
Pre-ride vetting only	\$184	\$193	\$9
Daily rate – ride day only, marathon	\$567	\$595	\$28
120 km	\$875	\$919	\$44
160 km	\$1090	\$1145	\$55

As CPI for the last year is approx. 5%, I suggest all fees be raised by 5% and rounded.

Motion: 2023/09/04 Moved: Sioux Reid / Dick Collyer
That the Treasurer’s Report is received.
Carried unanimously.

Discussion

Treasurer spoke to his report and noted that August financial reports had been received since the agenda went out and noted that the comment made from July reports is still relevant to August reports – tracking okay, noting that we had underreported on income in the budget. We are almost exactly on budget which is reassuring in framing next year’s budget that our estimates have been very close to actual. Other points from the report were highlighted to inform discussion by MC Members in consideration of the proposed budget for 2024. Proposed budget gives a bottom-line surplus of about \$10,000 (3.6% of turnover). Any one of the options for increase to fees noted in the Treasurer’s report would result in this outcome. This is a smaller surplus than we have previously aimed for by adopting any of the other increases suggested. We could do nothing and this is because policy to keep the surplus consistent may have given us some “wiggle room” and use some of the surplus.

CF – NSW ERA would be keen to leave fees and charges as they are.

DC – understand CPI is increasing and to be fiscally responsible, we need to at least maintain our position so would advocate for at least the increase in the ride levy and an increase in insurance costs by whatever the increase may be to us.

JB – preference for a one-off increase, such as an increase to membership, whereas ongoing fees, such as ride entry levy is an ongoing payment though see it as a user pay method; membership insurance is out of our hands and has to be covered; would also support increase to day membership with thought this would encourage membership.

KM – acknowledge that our budget has a 6-year cycle with ebbs and flows depending on where a Quilty is held; the costs of the event to AERA doesn’t vary but income is variable; the principle as a Finance Team has been to hold with a surplus each year rather than have larger increases when we are low in funds. Insurance always has to be paid up front and we need to always have the funds to cover that expense.

AM – accept that no increase for one or two years can cause a bigger increase down the track – better to have small increases each year. Suggest we should maintain a modest increase and a modest surplus and that day memberships should be low to encourage people into the sport.

DC – note also that we are still facing a shortfall in PL recovery.

SR – agree with previous comments and do need to keep up with CPI.

MD – noted that increases agreed to last year were in keeping with the increase in our costs. Event fee went from \$85 to \$120; full riding member went from \$30 to 50; intermediate went from \$12 to \$24; day member from \$14.40 to \$25 and suggest we don't want to set such a big increase again. Note Affiliation fees have not changed for several years. Agree that we don't want to go backwards so do we accept the proposed smaller surplus and only increase the ride levy fee.

Motion: 2023/09/05 Moved: Dick Collyer / Jil Bourton
That the 2024 AERA Budget as proposed is accepted with the ride entry fee increased from \$4 to \$5 showing a proposed surplus of approximately 3.6% of turnover.
Carried unanimously.

DC acknowledged the work that has been done by the Finance Team.

MD noted that investment options through term deposit is still being investigated.

Motion: 2023/09/06 Moved: Mark Dunn / Dick Collyer
That the Honorariums for AERA Secretary, AERASpace Administrator, National Registrar and AERA Webmaster be increased by 5% from 1 January 2024.
Carried unanimously.

Motion: 2023/09/07 Moved: Mark Dunn / Jil Bourton
That the AERA Bookkeeper hourly rate is increased from \$40 to \$45 per hour from 1 January 2024.
Carried unanimously.

Motion: 2023/09/08 Moved: Mark Dunn / Sioux Reid
That AERA invoice the Division Associations for 50% of the Public Liability Insurance recovery deficit, estimated at \$5500, as at 31 August 2023 proportional to their membership numbers for 2022.
Carried unanimously.

MD noted that we agreed to go to market for our insurance and have provided our current broker with the information to proceed with a quote for 2024. We have also met with Marsh and had a cold call with Gow Gates and we will engage with them. Anticipate we will bring confirmed information to the next meeting.

Motion: 2023/09/08 Moved: Mark Dunn / Sioux Reid
That the vet fees be increased to \$815 for an 80 km ride, \$193 for pre-ride vetting only, to \$567 per day for multi-day rides, to \$919 for 120 km ride and \$1145 for a 160 km ride from 1 January 2024.
Carried unanimously.

12. Insurance Report

No report received.

Note that new account manager for AERA with SUREWiSE is Jessica Leonardi.

13. National Ride Entry Statistics

Division	2023 Endurance	2022 Endurance	2023 Intermediate	2022 Intermediate	2023 Introductory	2022 Introductory	2023 FEI	2022 FEI	2023 Total	2022 Total	Rides still to hold
NSWERA	559	965	478	451	351	402	31	13	1419	1831	5
QERA	992	845	609	593	401	415	34	63	2036	1916	8
SAERA	120	161	79	79	109	96	-	-	308	336	2
TEERA	249	337	188	253	91	101	-	-	528	593	4
VERA	310	553	213	253	151	192	-	-	674	998	3
WAERA	182	246	197	215	280	172	-	-	659	733	3
Totals	2412	3107	1764	1746	1383	1478	65	76	5624	6407	25

The numbers reflect the position of ride entries at 6 September with still 25 events to happen and this includes four State Championship events, one being the test event for TQ24.

With an estimate that we have completed 75% of the calendar, we could exceed 7500 entries for 2023 – an improvement potentially on last year - good for the sport and good for our finances.

Note possibly higher numbers for Intermediate and Introductory rides so possibly good indication of people coming into the sport.

14. Portfolio Reports

14.1. AERA Registrar – Jo Bailey

No report received.

14.2. Website / Webmaster – Chris Nichols

No report received.

14.3. Social Media – Sioux Reid

14.3.1 AERA Business Plan 2023_Social Media

I have compiled a business plan for the AERA Sub Committee as attached. Mark Dunn has commented on this and supported the content.

Facebook

My comment to this would be that all DA pages are updated to the AERA page as they become available. I do check them regularly through the day.

I have also posted several updates as requested from Mark and/or Kim as requested. Am happy to add other AERA MC member posts when requested.

In discussing this plan initially with Mark I also mentioned I would like to have a more frequent posting of Facebook posts to our web page.

When I look at aera.asn.com.au I find it stagnant and in need of reinvigoration. I would like to approach Chris Nicholls to work out a plan that suits him to do this if that is agreeable?

The AERA Facebook page has been busy with posts, including and since TQ23.

FYI: We have 5,677 followers. 1,355 in Australia and 4,322 internationals.

Qld – 421, Vic – 270, NSW – 260, WA – 198, SA – 140, ACT – 66. No stats for Tas were given?

The gender split is 16.3% male and 83.7% female.
 In the last 28 days we have reached 11,243 people and had 3,668 engagements over all those posts.
 From looking at the post engagements it appears that the “human/equine interest” videos are the most popular. As some examples:

	Reach	Engagement
“Try Endurance they said”	3,654	2,177
TQ Strapper Central	10,137	1,226
TQ23 midnight start	3,063	843
Beautiful morning @ Stirling’s	16,594	1,269
Also of interest were the following:		
Wishing Eadie good luck	3,370	880
100 miles in a neck rope	4,324	812
TQ23 greys pre-ride	7,336	2,083
TQ future options meeting notice	4,551	1,760

AERA Facebook page was problematic over TQ23 with the first video attracting scammers that posted links in the comments to enable them to access individuals background IT devices once they had clicked on the links in the comments.

The only way to disable this was to block and delete all such posts. This was not made easy by the minimal internet coverage available. Warnings were posted and, I believe, that safeguarded our online Facebook community.

In working with Jen Green, Victoria, over that event and in the weeks ensuing I would like to propose a change to our Facebook presence. Jen has migrated the VERA Facebook page successfully to a closed group. I will try to explain the difference between the two different types of pages:

Page:

Company, Organisation

Not private

There to be available to everyone, popular and looked at.

Posts that are already up are able to be posted on by anyone e.g., scammers.

Admin or mods can suspend or remove people, posts or comments or turn commenting off.

We could have a page where no comments are able to be made, however, I think this would shut down our audience. And possibly offend them regarding “free speech”.

Group:

More control in settings (Zero tolerance to bad posts or comments).

As much or as little interaction as we want.

Anyone can apply to join but must be approved.

No-one can post a thread until it has been approved.

1st time participants cannot comment until they have been approved (cuts out scammers more).

Comments can still be shut down if needed. Usually when Jen or I do this we offer an explanation.

Does need greater interaction from Admin/mods.

Transition from a page to a group has been dealt with seamlessly by Jen without followers noting any difficulties.

Jen Green has offered to assist us with the change- over if we approve a change. Jen could be signed in for 1 week to explain to our followers what and why we are making a change, make changes, then sign off once completed.

We have a team of several admins & mods who are available across the day (if they agree) to keep up to date with a group setting.

Personally, I think it gives our followers greater protection from scammers at times of high traffic and if internet connection is poor to safeguard them during interaction with AERA on Facebook.

Discussion

Sioux spoke to the report, noting high engagement with “human interest” stories and the attention that a Quilty brings. Concerns had been raised about “scammers” and the potential for financial impact. NE noted that the banking industry places the onus on the individual who clicks the link – not the Facebook holder.

General sense that AERA Facebook presence will remain as a page but that there needs to be more traffic and ensure that commentary from the Facebook page also goes to the website. Facebook should not be relied on as the only link to members.

Action

Sioux to discuss with Chris opportunities for new news items being posted to the website.

All MC Members and Delegates to look for content to be forwarded to Social Media team – Sioux, Tash and Noni.

14.4. AERA Database Sub-committee – Linda Tanian

No report received from Database Sub-committee.

Kim Moir noted that the group have been busy in their own individual areas. Their main focus has been on getting the online membership to be ready for 2024.

14.5. Chief Stewards and TPRs – Jil Bourton

No report received.

Recommendation to approve Paul Nugent (VERA) as a CS has been circulated by Jil for voting. QERA have another CS in the process of accreditation.

Jil will be looking at review of questions on both test papers with particular consideration of updates relating to the ETS and also the TPR documents and with specific reference to the rule change regarding TPRs.

Actions

Review of CS test papers and TPR documents to align with rule changes.

14.6. National Vet Panel – Mark Dunn, NVP Liaison

The NVP has not met since the last AERA meeting however there has been quite a bit of discussion about the two horse deaths earlier this year and AERA’s response to them.

The AERA HWSC reviewed each death and prepared reports to go back to each DA about them – one to WA and another to QERA.

I ran these past the NVP for comment just to make sure that there wasn’t anything in them that might provoke disagreement between NVP and HWSC. The outcome was that these went pretty much in the form written by HWSC. Each report went to the DA secretary and was cc’ed to the honorary vet in each DA with the comment that the vet might like to discuss the report with the vets who treated the horses. HWSC also prepared a more general report to go to each DA circulating learnings from the two deaths and recommendations flowing from them. I also ran this document past the NVP.

There was a lot of discussion about this document and two main points of difference emerged. HWSC recommended specific advice be circulated to vets and CSs about appropriate doses of some drugs. NVP took the view that there were so many variables to consider when assessing and treating a horse that this was not appropriate.

HWSC also recommended that the Treatment Vet 'Crash Card' be reviewed, updated and circulated. Again, NVP felt that the crash card was too simplistic and could not account for the many variables that exist. They believe it should not be circulated. None of them were aware of the existence of the crash card. I have provided all of the NVP members' comments to HWSC and asked them to consider these and, if appropriate, amend their report.

We have a situation at present where we have two authoritative bodies (HWSC / NVP), most members of which are vets, advising on horse welfare issues. Unsurprisingly, there are differences of opinion amongst these 10 or so vets.

I think a good process in future would be for the HWSC to liaise with the NVP on any issues that would benefit from input by our sport's most senior vets before finalising any SC output.

Discussion

Noted that NVP and HWSC are looking at horse catastrophes from different perspectives, but no one are seeing the horse at it presented on the day. Terms of Reference for the HWSC is to look at procedures to ensure that these have been followed and may consult with the NVP.

Reports have been provided to the relevant DAs with a recommendation to discuss the concerns with the vets who attended these rides.

Action

Clarify role of HWSC

Secretary to send all Terms of Referend for review by Sub-committee to advise on any changes for 2024.

14.7. Horse Welfare and Invasive Treatments – Sarah Pollard Williams

14.7.1. General report - Sarah Pollard Williams

14.7.1.1 *IT Report 0106 to 060923*

14.7.1.2 *Fluids given 0106 to 060923*

A number of horses have received invasive treatment and rest orders in the period 1/06/2023 to 31/08/2023.

The majority of these were at the Tom Quilty:

Horse	Treatment	Outcome
Abbeywood Zsarina	20L fluids	6-week RO
Flemingo Queen	Dexamethasone	nil
Picnic Park Vanita	20L fluids	6-week RO
Teddy	20L fluids	4-week RO

And one horse at the Pioneer Trek

Ameens	Phenylbutazone 10 ml	8-week RO (galls)
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Again, these results beg the question as to why a full dose of non steroidal drug was given to one horse, why another received steroids and not fluids, and whether a 4-6 week rest order is sufficient after treatment at a 160 km ride.

Discussion

Note that 13 horses had received treatment during the period of 1 June to 31 August 2023 with forms for others added after this report had been submitted to meet the agenda deadline.

There is still inconsistency about how information is uploaded to the database.

DBSC is still waiting for advice on other reports that the HWSC may require for reporting.

Belinda Hopley noted that she had access to reports in her capacity on the HWSC,

Action

Note again to DAs to remind them of the process for uploading of IT reports.

14.7.2. Report on horse catastrophes

A verbal report was provided to AERA President and Secretary regarding a horse catastrophe at John's River. This was followed up with a written report from the CS.

Verbal advice had also been provided that a horse was euthanised at the Biggenden ride on 16 September. Reports are still to be received by QERA but will be forwarded to AERA as soon as available.

Clare commented that officials dealt with the Johns River incident very professionally.

Note that reports will be forwarded to HWSC when received.

14.8. Medication control – Marylou Locke

In total 50 swabs performed
 4 Tasmania all negative
 4 Western Australia all negative
 42 Queensland No results. (Included 13 for TQ23)

2023									
State	Ordered by	Swabbing Site	Date	Event	Swabs ordered	Number of kits sent to	Bloods	Urine	RESULT
TAS	Dr P Hodgetts	P Hodgetts	18/2/2023	CCEB	6	1	1		negative
OLD		B Hew	3/05/2023	Lake Manchester		7	7		
QLD		B Hew	4/08/2023	Far Away Easter		8	8		
QLD		B Hew	30/04/23	Stirling Classic		7	7		
Tas		P Hodgetts	5/06/2023	CASTRA		2	2		negative
Tas		P Hodgetts	21/05/23	Sun Coast		1	1		negative
QLD		B Hew	6/03/2023	Ingelwood		3	3		
Qld		Earle Olaisen	24/6/23	Quilty		13	13		
WA	Dr A Barnes	Dr A Barnes	29/07/23	Collie back to base	4	1	1		negative
QLD		B Hew	26/08/23	QLD State Champs		4	4		
WA		Dr A Barnes	7/01/2023	WA champs		3	3		negative
						50	50		

The results are not published for Queensland, as it has been requested for results to be sent to QERA. EA no longer are sent the results to be published. QERA need to rectify this situation as QERA members that have been swabbed, can no longer check results. This of course also means that results from swabs taken at TQ23 have not been published.

Swabbing target set for 2023 was 62 swabs overall. Numbers for each DA are:

- NSWERA 19 swabs
- QERA 17 swabs + TQ numbers
- SAERA 3 swabs
- TEERA 7 swabs
- VERA 11 swabs
- WAERA 5 swabs.

Discussion

Noted that no swabs have been done yet in New South Wales, South Australia or Victoria.

SR spoke on behalf of VERA to advise that this will be rectified over the next few rides in Victoria, which will include the State Championships.

CF on behalf of NSW ERA noted the challenges in getting a steward to attend endurance event with only one "endurance steward" available. NSW ERA have set aside funds to support people being accredited but have had no take up.

SR also advised that discussions with the EV swabbing person suggested that if VERA was a member of EV, they are obliged to put our events on their list of events to be swabbed and thus may attract the interest of stewards.

AM noted the affiliation fee to EA but also that individuals have to be members to be accredited stewards and now requiring DAs to be members of state bodies.

BH – has spoken often about trying to get courses to accredit stewards which have to be run by EA. The process to become accredited is onerous and the attendance at an endurance event is more demanding than swabbing for other disciplines.

KM – the AERA Protocol is clear about who is responsible for payment and organising and this is that the DAs schedule swabbing, apply for the kits and pay all associated costs. EA is responsible for accrediting stewards and training is difficult to arrange nationally.

MD – noted that TEERA has just had someone go through the process, the first in a long time.

Secretary note

At what age do we require a junior rider to sign a declaration, or should this always be signed by a parent or guardian?

Discussion re Juniors signing to say they have enquired of the trainer owner about what may have been given to the horse and does signing by parent /guardian provide appropriate support. What are we expecting juniors to have knowledge of feeding of a horse and parent / guardian may be no better informed. This will be discussed in rule changes later in the agenda.

Note that advice on swabbing results for QERA has been going directly to QERA during 2023 and correspondence has been sent to ARFL and to EA. Results for QERA 2023 swabs have now been provided to EA and will be published – this includes results for TQ23.

Meeting adjourned 11.51 am – 12.20 pm.

14.9. Biosecurity – Dick Collyer

Nothing to report.

14.10. EA Endurance Committee – Sonya Ryan / Dick Collyer

Report: EAEC Meeting, 10 August, 2023 via Microsoft Teams

As the AERA representative on this EA sub-committee, I attended this meeting, along with:

Sonya Ryan Committee Chair, Penny Toft Committee Member, Darien Feary, Andrea-Laws King, Naomi O'Shaughnessy Committee Member Athletes Representative, Caiwen Cusworth EA Sport Services Officer, Peter Toft FEI Endurance Event Organiser, Robyn Parnell FEI Endurance Official & Event Organiser, NZ Endurance Rep, Di Saunders EA High Performance Sport Manager Officer, Will Enzinger EA High Performance Director APOLOGIES: Rachel Ratini, James Sheahan.

The following matters were discussed:

1. Nomination of the 2000 World Championships Gold Medal winning team to the EA “Hall of Fame”.

EA response: The EA Hall of Fame is currently not functional, but it is on EA's “to do” list this year. So, we can take the nomination but we don't have a timeline for when we will be able to address it. Caiwen will check EA's Criteria and guidelines for Hall of Fame Nominations in relation to Teams. - The Gold Medal winning young riders team from 2005 should also be nominated- DC to take that suggestion back to AERA.

2. Workshop for young Riders with a Sports Physiologist

Amanda Ross is happy to talk to a small group via ZOOM. Caiwen has asked Amanda on availability. Dates are being considered. Caiwen will follow up.

3. Oceania Championships

This is an Ozendurance proposal. Currently researching requirements. Looking at last weekend in May/June next year (2024) and possibly running as an Oceania Teams Test Event. NZ is on board.

4. A Team Camp for riders/officials wanting to compete internationally.

Planning to perhaps hold this in conjunction with the Oceania championships. Plan to Organise an EA Staff presence there to promote the relationship with EA - potentially Jill Taylor (Participation Pathways Manager)/Rachel Ratini (GMSO). Di Saunders from HP - Create an OC to organise the team camp?

5. Young Horse competition/classes

One page proposal on the potential to run a young horse championship with the 2024 calendar. This would be for 7 yo in 2* classes and 8yo in 3* classes - 1* maybe? needs to complete 1x 1* - will also depend on FEI's new proposed law rule of horses needing to be 7yo to compete 1* - if the rule gets approved.

6. Draft Endurance Pathways document now updated and on the website.

7. AERA logbooks /passports

Sonya and I need to get cracking on this to see what needs to be done to draft a proposal to the FEI.

Next meeting: Thursday, 9 November, 2023 – 7pm

Discussion

Nomination of 2000 Team who won the gold medal at World Championships to the EA Hall of Fame is on hold as the EA Hall of Fame is not functioning currently. Members of the EAEC had suggested that the two reserve members who travelled to the event as reserve riders and horses, but ended up riding as individuals, should also be included. Team is selected on the day by the Chef d'Equip.

AERA discussion was that the full team that was selected as representing Australia should be named and who ran on the day as the team should be acknowledged as the winning team, with consideration to how other disciplines are presented on the EA website. To await feedback from EA.

Oceania Championships proposed to be held at Inglewood as part of ride being hosted there at end of April by Oz Endurance and hoping to hold a team camp as well.

Young Horse championship was flagged but no offer of support for this from EA. JB recalled that this had been supported in 2009 by Castlebar. It was held over several rides – there was one in SA and the final was held in northern Victoria. JB had attended both rides and they had 22 entries.

AERA Logbooks vs Passports – some changes to be made and some are more challenging. One of the more challenging is the horse health record including a record of EI vaccination which would consume a significant amount of space. Note this is only for a small percentage of the population with suggestions of different logbooks for EA events. Document from Dick re logbooks to be circulated for discussion.

Note EA officer attached to the EAEC is Caiwen Cusworth who has been very supportive. She has attended a ride in Queensland and Dick has encouraged her to enter a 40 km ride.

Actions

Points 2, 3 and 4 to be promoted on our Facebook – Dick and Sioux.
Endurance Pathways document to be promoted also - Mark.

14.11. Governance and Policy

Late report received from Kerry Fowler Smith re constitution with reference to changes to model rules.

14.12. Tom Quilty Gold Cup

14.12.1. TQ 23

14.12.1 TQ23 Audited Financial Reports

The Audited Financial Reports from Stirling's Crossing Endurance Club have not yet been received by the Stirling's Crossing AGM which is scheduled for 21 October 2023. The Treasurer has advised that she has no comments to add to the report.

Kim Moir, TQ23 Chairman, reported that the Club's EOFY is 30 June so the balance showing in the reports includes funds still to be paid out relating to TQ23 expenses. These have now been paid including all payments to AERA.

Action

Secretary to write to TQ3 Committee thanking them for their efforts in concluding all reporting requirements to AERA in a timely manner.

14.12.2. TQ 24 – SAERA

14.12.2 SAERA TQ24 Terms of Reference

Secretary note – correspondence was sent to TQ24 on 14 August.

The Interim event agreement was included with the correspondence and the committee was asked that this be returned promptly and that AERA should be receiving reports and minutes of meetings. Most recent advice was that the Interim Event Agreement has been signed by the TQ24 Committee and has been forwarded to SAERA for signing.

I have linked the committee with Chris Nichols to be able to access the tomquilty.com.au website. He has advised that he is not able to do this work, but he will assist them in use of the platform.

Also note that minutes have been received for meeting held to date and these have been included in the Subsidiary Agenda. There are a few milestones that the Committee are behind with but seem to be working well towards all aspects of planning. Conversations with some committee members to reassure that we are available to help. The test event had been promoted as a Hendra Vaccinated only event with all horses required to present with a 3-day temperature log but that has been changed. They are working on securing a referral option from the event. We are also waiting on an initial draft budget.

JB – Lisa Brown, SAERA Treasurer, and Paula Van Eck are SAERA representatives to the committee, and this has allowed for reporting to SAERA. The Committee seem to be gathering momentum and preparation for the test event, the SAERA State Champs is looking good.

DC – noted that the TQ Manual, even in draft form is almost there. The minutes showed some out-of-date comments re biosecurity, but more recent minutes are more encouraging. We should be looking for their Biosecurity Plan.

KFS suggested that AERA should review the AERA Biosecurity statement to remove naming of locations.

Note that AERA is required to have an AERA Advisor to the Committee and Tom McCormack had been asked to fulfill that role, noting he is also the Event Director. AERA also needs to appoint an AERA representative to the TQ24 committee to support a perspective on AERA's role in TQ24 events.

Sioux Reid had previously advised of her interest in being involved and indicated willingness to take the position as AERA Representative to the TQ24 Committee.

***Motion: 2023/09/09 Moved: Jil Bourton / Natasha Ellery
That SR be the AERA Representative to the TQ24 Committee
Carried unanimously.***

Note two roles are different. AERA Representative to the TQ Committee, now Sioux Reid, is a member of the committee and has voting rights on that committee as per the standard and will report back to AERA. AERA advisor is an outside person to whom the committee can refer for advice. This position is held by Tom McCormack. Jil Bourton will also liaise with Sioux from SAERA's perspective.

Action

AERA Biosecurity Statement referred to Biosecurity Sub-committee for review.
Secretary to advise TQ24 of appointment.

14.12.3. TQ25

TEERA has advised that their committee for TQ25 consists of the following personnel – information in brackets provided by Secretary:

President - Deborah Wyllie [2 Quilty buckles; ride contact or ride director for various rides; rider since 2013]

Vice President - Angie Clark [6 Quilty buckles; limited volunteer roles since 2016; rider since 2005]

Treasurer - Tracy Nutting [Volunteer history as a TPR; rider since 2001]

Secretary - Celine Lee [Endurance vet since 2013 and vetted at 2TQs; rider since 2015]

Public Officer - Andrew Miles [CS at 2 TQs though not in record for 2020; 2 roles noted in capacity of ride organiser]

AERA representative, advisor – Mark Dunn

Committee members - Mark Wyllie, Amelia Napier, Angela Hawkes, Kirstie Lockhart, Trenton Huxtable, Grace Huxtable and Pat Hodgetts

Discussion

Andrew Miles, TEERA President, spoke to the Committee's ability to take on this venture. Mark Dunn is noted as AERA Representative to the Committee as well as AERA Advisor and agreeable to this being changed if AERA has someone else in mind – consensus that Mark can do both roles. Pat Hodgetts is an advisor to the Committee on all things Quilty. Of the 12 committee members, 7 are on TEERA Management Committee.

The Committee is ready to sign the Interim Event Agreement.

Lots of discussions have occurred and believe the venue is settled and have an aim to put on the best Quilty they can. The process was started at the end of 2021 and conversations at TQ22.

Minutes will be forwarded to AERA Secretary once the committee is ratified.

Noted also that the TQ Manual sets out very well what the committee needs to attend to.

TEERA MC Members are Deb Whyllie and Angie Clark.

Motion:2023/09/10 Moved: Kim Moir / Jill Bourton
That AERA ratify the TQ25 Committee as presented from TEERA.
Mark Dunn abstained from voting.
Carried by majority.

Motion: 2023/09/11 Moved: Kim Moir / Jil Bourton
That Mark Dunn is appointed as AERA Representative to TQ25 Committee and AERA Advisor to the TQ25Committee.
Mark Dunn abstained from voting.
Carried by majority.

Andrew Miles advised that the planning is to have TQ25 mid-May 2025.

Action

Letter to TQ25 re committee ratified and reporting requirements and to include Interim Agreement and include request recommendation on Head Vet and Chief Steward.

14.12.4. Tom Quilty Gold Cup – Future Options

Secretary note – notes from meeting held at TQ23 still to be compiled.

JB – comment on TQ Future Options and the importance that this is not forgotten about. There were comment from Tom McCormack and others about AERA taking on running of the TQ Gold Cup. This has been a common view for some time but not sure that AERA in its current format has capacity to take this on.

Proposed that AERA do need to be involved in some aspects. Maybe each DA can put forward a member to be on a Sub-committee/Board and would be on that committee for a two-year period with possibly two reps from the hosting DA in any year. There needs to be an overall business plan for that committee developed with AERA.

There was also the comment about each state identifying two potential venues with tracks where future TQ events can be hosted. Lack of venues with tracks is becoming a significant barrier.

For future further discussion.

There are potentially three people who could achieve 1000 miles in 2024 and we have no 100-mile buckles in stock.

Buckles – no 1000-mile buckles in stock with potentially 3 to be presented at TQ24 (Angela Hawks, Steve Gray and Tahlea Hasko Stewart).

Note that there are no 2000-mile buckles in stock, but we are at least 4 years away from that.

Action

Quote from G for 1000-mile buckles.

15. Rule Book

15.1. Rulebook Sub-committee report – Mark Dunn

The Rulebook SC has worked on several rule change proposals in the leadup to this meeting. They are all on the agenda for consideration.

Members of the Rulebook SC participated in a discussion about a proposal from NSWERA to review Rules 57.2 and 57.3, to do with 'whipping' a horse. This rule change sits with NSWERA to be brought back to this meeting.

15.2. Proposed rule changes presented for a first vote.

15.2.1. Rule Change Proposal – Rules 28.2 and 29.3

During an MC email exchange in 2022, it was suggested that the progression from novice to endurance status for riders should be automated. A request to a DA registrar to manually upgrade a rider was seen as unnecessary. Changes are required to Rules 28.2 and 29.3 (and possibly others) to facilitate this.

The appropriate changes appear below. The DBSC advise that implementing this is about one day's work for Peter – ie approx. \$700. Should we proceed or not?

At present we have:

28.2 A rider may compete indefinitely at novice rider status until they apply to upgrade pursuant to Clause 29.

29.3 To progress from novice rider status to endurance rider status, the rider shall:

- a) Successfully complete two (2) intermediate rides as required in Clause 29.1 (c), and*
- b) Successfully complete three (3) endurance rides in any riding division, and*
- c) Apply to their respective DA to have their rider status upgraded from novice to endurance status.*

Motion: That Rules 28.2 and 29.3.c be deleted, that 29.3 will become 29.2 with a new 29.2.c be added:

'When a) and b) have been satisfied, rider status will be automatically upgraded to 'endurance' on the AERAspace database.

Motion: 2023/09/12

Moved: Mark Dunn / Sioux Reid

That Rule 28.2 and 29.3 be deleted and that Rule 29.3 will become 29.2 with a new Rule 29.2 c added "When a) and b) have been satisfied, rider status will be automatically upgraded to 'endurance' on the AERAspace database.

Voting: KM – yes; JB – yes; CF – yes; DC – yes; SR – yes; NE – yes; WH – yes; MD – yes.

Carried unanimously and passed for a first vote.

15.2.2. Rule Change Proposal – Rule 1.3

Earlier this year, Kim suggested that Rule 1.3 either needs amending to list all forms (as it attempts to at present) or, alternatively, simply references the Forms page on the website.

At present we have:

1.3 The Australian Endurance Riders Association Incorporated Rulebook (hereinafter 'Rulebook') comprises the following documents:

Section 1: General Rules (this document).

Section 2: Complementary Competition Rules.

Section 3: Veterinary Rules.

Section 4: Social Media Engagement Rules.

Section 5: Equine Anti-doping & Controlled Medication (EADCM) Rules.

Section 6: Risk Management Rules.

Section 7: AERA Forms comprising: full list of forms or maybe just a link to the forms section of the website?

Motion: That Rule 1.3 be amended to replace:

'Section 7: AERA Forms comprising: [list of forms]'

with

'Section 7: AERA Forms as listed on the Forms page on the AERA website'.

Motion: 2023/09/13 Moved: Mark Dunn / Kim Moir

That Rule 1.3 be amended to read Section 7:AERA forms as listed on the Forms Page on the AERA website.

Voting: KM – yes; JB – yes; CF – yes; DC – yes; SR –yes; NE – yes; WH – yes; MD – yes.

Carried unanimously and passed for a first vote.

Action

PH noted that Form 14 Medication Control form is missing page 2 – Kim to look at.

15.2.3. Rule Change Proposal – S2 Complementary Competition

Motion: That the Ride and Tie Rules detailed below replace those currently in the AERA Rulebook S2 Complementary Competition Rules

Ride and Tie - GENERAL RULES

1. All AERA Inc. Rules and procedures apply, except as provided within these Ride and Tie Rules.
2. All Novice horses and or Riders including day Members competing in Ride and Ties shall comply with a minimum riding time determined by the ride committee in consultation with the Chief Steward and Head Veterinarian. The minimum riding time shall be calculated by dividing the distance of the ride or leg by 14 kms per hour or less.

3. All horses competing in Ride and Ties will comply with a maximum heart rate criterion of 55 beats per minute or below on all legs of the ride. Horses must be a minimum of 4.5 years of age on the day of the ride.

4. A Horse may enter only one Ride and Tie event per day.

5. Each team will consist of two persons who are members of a Division of the AERA Inc or are day members. The minimum age for participation is 12 years old on the day or the ride.

6. Each team must tie its horse and switch from rider to runner and runner to rider at least two (2) times during an event. Teams may tie as many times as they desire anywhere along the trail as long as the ties do not obstruct the trail or are not made in designated "No Tie Areas."

7. Allowable tie points are anything that exists along the course for all participants to tie to unless in designated 'no tie' areas. Artificial ties are not allowed. Hand ties are not allowed unless with the express permission of the Chief Steward.

[An artificial tie is anything that does not exist along the course for all participants to tie to. For example, a participant cannot carry a metal stake and hammer with them and create an "artificial tie" as they go. Trees, fences, roots, bushes etc. are all allowable ties since all participants can use them. A "hand tie" is when support personnel hold the horse for the team.]

8. Both riders and the horse must be present at all vet examinations. Only contestants may take a horse through the vet checks before, during and after the ride.

9. It is not permissible for both members of a team to use their horse at the same time for forward movement. "Tailing" (meaning the rider dismounts, grips the horse's tail and allows the horse to pull him/her) is allowed but it is not permissible for one team member to ride while another tails.

10. A team has not completed the event until both human teammates and their horse have reached the finish line.

RIDE AND TIE RIDERS

1. There are no riding divisions for Ride and Ties. Riders do not need to weigh.
2. All riders must attend the pre-ride briefing or risk disqualification.
3. All riders entering Ride and Tie rides must be identified as Ride and Tie riders.
4. All riders must wear an equestrian standard helmet that complies with the Equestrian Standards in Australia, the U.S.A. or Europe, current at the time of manufacture.

RIDE AND TIE DISTANCE

1. The ride distance must be between 5 kms and 40 kms.

RIDE AND TIE AWARDS

1. All successful ride and tie teams must receive a completion award.
2. Placing awards are allowed.

Discussion

Earlier discussions about these events determined that the rules that are in our Rulebook don't align with the motion to establish those rules in 2015.

When this event has been run to date it has been a 10 km ride and only one rider has been entered in the database. To correctly record this and report on it would take considerable work for the DBSC/ Peter Johnson – the introduction of the concept of two riders is quite complex coding and need to make decisions to introduce EWS, use of ETS with lapsed times – changes to online nominations.

Discussion

KM – consulted with the DBSC and established how this has been done previously. This is an event that has been run occasionally, has been run as a 10 km ride and has been recorded in the database with one rider as that is all the Database would allow. For this to be recorded accurately, there would be considerable work to be done to the database. I am advised that introducing the concept of one horse to two riders requires quite complex coding. We need to decide whether the riders will incur penalties in the Early Warning System; will have to re-think the use of the ETS as there may be lapsed times with one rider coming in with the horse and the second rider may not have arrived or it may be the runner will be in first. Advice is that this could be an expensive exercise to set up. Also concern that if riders are not nominated, they may not be covered by insurance.

MD – the rules for Ride and Tie exist so events can be run but the rules are not as was proposed in the original motion so do need to be amended.

CF – noted that NSWERA routinely runs a ride and tie event annually and it is on the calendar for next year – has run for the last three or four years. The option to run these events is in the Rulebook so the rules need to be amended.

JB – commented on harness that does require two people – own driver and one groom who pays a day membership. There is suggestion that more harness events will happen next year.

BH – asked about minimum age and would this require a change to a table about the minimum age for entry to a ride. Also thought that this was going to be non-competitive so do we need to remove section about awards. This has been run for 3 years.

AM – this is a small number of events that has been run without going through the ETS so can this just be one with manual slips. How has it worked to date?

WH – lots of questions with no answers so may need further discussion.

NS – Tom had said that there is capacity in the database to include the groom / co-driver and that this could probably be tweaked to include Ride and Tie.

DC – this not an endurance event as we know it so not sure it needs to be in the database; the question re insurance and suggest as long as rules are there and complied with, we don't need to concern about the ETS or competitiveness and no need to record and record on paper.

JB – personal concern re horses tied up somewhere with no person responsible for them.

CF – have seen the event run and there is a lot of fun and good team spirit.

BH – need to be clear about who signs the paperwork for the horse – one or two people signing as responsible person. Need to get it right when we are amending the rules. Suggest that Ride and Tie events would not count as a qualifying 40 km for a rider moving to novice endurance rides.

WH – if this creates an interest that may attract new people to the sport, we should be looking at it.

Motion: 2023/09/14 Moved: Dick Collyer / Clare Fleming

That the Ride and Tie Rules as presented replace those currently in the AERA Rulebook S2 Complementary Competition Rules.

Voting: KM – abstain; JB – abstain ; CF – yes; DC – yes; SR – yes; NE – abstain; WH – yes; MD – yes.

Voting outcome: For – 5 votes: Abstain – 3 votes.

Carried by majority and passed for a first vote.

Motion: 2023/09/15 Moved: Dick Collyer / Sioux

That we write to NSW listing the concerns we have regarding the running and administration of the Ride and Tie rules and ask for their recommendations in dealing with those issues.

Carried unanimously.

Action

Letter to NSW ERA listing concerns about running these events and seek their responses.

15.2.4. Proposed rule changes to EADCM rules 8.4, 14.2 and addition of new rule 9.4

EADCM Rule changes to respond to Juniors and / or Minors.

Recent discussions relevant to an AAF where the rider was a Junior requires us to consider how we deal with Junior Riders and minors in the administration of EADCM Rules.

The current AERA EADCM Rules only references “junior” in clause 25.3 Administrative Procedure and includes the clause 25.3.4.

“Where the *person responsible* is a junior at the time of the Event, the consequences shall be limited to *disqualification* from the Event and forfeiture of all prizes, in addition to payment of any costs associated with the Administrative Procedure.”

The only difference in how seniors are dealt with is that no fine is imposed.

Does this apply to Minors or Juniors? I have written the rule as relevant to minors.

I recommend that additions be made to Chapter 2 and 3 to allow for junior riders to be dealt with differently and these proposed changes align with the FEI EADCM Regulations.

8.4 Provisional Suspensions – addition to this clause

8.4.1 Upon *receipt* of the notification from the *AERA review panel*, the relevant DA shall provisionally suspend the *person responsible*, members of the *support personnel* (where appropriate), and/or the *person responsible's horse* prior to the opportunity for a full hearing based on:

- a) an admission that an EAD Rule violation has taken place (for the avoidance of doubt, an admission by any *person* can only be used to provisionally suspend that person); or
- b) all of the following elements:
 - i. an *Adverse Analytical Finding* from the *A Sample* or the *A and B Samples*;

- ii. the review described in Clause 8.1.2 above; and
- iii. the Notification described in Clause 8.1.3 above.

Where the *person responsible* was a minor at the time of the *Event* and to whom Clause 9.4 (Special Procedure for Minors) applies, the relevant DA will not provisionally suspend the minor but shall provisionally suspend the relevant *horse*.

Where the *person responsible* was a minor at the time of the event and Clause 9.4 does not apply, the DA may provisionally suspend the minor but shall provisionally suspend the *horse*.

- 8.4.2 The DA may also provisionally suspend a *person responsible*, member of the *support personnel*, and/or the *person responsible's horse* prior to the opportunity for a full hearing based on evidence that a violation of these EAD Rules is highly likely to have been committed by the respective *person*.

Where the *person responsible* was a Junior at the time of the *Event* and to whom Clause 9.4 (Special Procedure for Minors) applies, the relevant DA will not provisionally suspend the minor but shall provisionally suspend the relevant *horse*.

Where the *person responsible* was a minor at the time of the event and Clause 9.4 does not apply, the DA may provisionally suspend the minor but shall provisionally suspend the *horse*.

Motion that Clauses 8.4.1 and 8.4.2 in the EADCM rules be amended to add the sentences: Where the person responsible was a Junior at the time of the Event and to whom Clause 9.4 (Special Procedure for Minors) applies, the relevant DA will not provisionally suspend the minor but shall provisionally suspend the relevant horse.

Where the person responsible was a minor at the time of the event and Clause 9.4 does not apply, the DA may provisionally suspend the minor but shall provisionally suspend the horse.

14.2 Public Disclosure

- 14.2.1 Neither the AERA or its Affiliates shall publicly identify *horses* or *persons responsible* whose *horses' samples* have resulted in *Adverse Analytical Findings*, or *persons responsible* and/or members of the *support personnel* who were alleged to have otherwise violated these Rules, until the earlier of completion of the administrative review and Notification described in Clauses 8.1.2 and 8.1.3 above or the start of the *provisional suspension* of the *person* alleged to have violated the EAD Rule. Once a violation of these EAD Rules has been established, it shall be *publicly reported* in an expeditious manner on the AERA website unless another mechanism for *publicly reporting* the information is warranted at the discretion of the AERA. Public reporting shall be for a period of 12 months from the date of notification. If the *person responsible* and/or member of the *support personnel* or the AERA makes information concerning an EAD Rule violation or alleged EAD Rule violation public prior to release of this information on the AERA website, the AERA may comment on such public information or otherwise *publicly report* the matter.
- 14.2.2 In any case where it is determined, after a hearing or appeal, that the *person responsible* and/or member of the *support personnel* did not commit an EAD Rule violation, the *decision* may be disclosed publicly only with the consent of the *person* who is the subject of the *decision*. The AERA shall use reasonable efforts to obtain such consent, and if consent is obtained, shall *publicly disclose* the *decision* in its entirety or in such redacted form as such *person* and the AERA Affiliate may jointly approve.
- 14.2.3 Neither the AERA, EA, any FEI approved *laboratory*, or any official of any of the above, shall publicly comment on the specific facts of a pending case (as opposed to a general description of

process and science), except in response to public comments attributed to the *person responsible* and/or member of the *support personnel* or their representatives.

14.2.4 Recognition of *decisions* by AERA Affiliates

Any decision of the AERA and/or a DA regarding a violation of these EAD Rules shall be recognised and enforced by all Division Associations affiliated with the AERA who shall take all necessary action to implement any and all ramifications relating to such *decisions*. Failure to do so may be considered a violation of these EAD Rules and the AERA Division Association Affiliation Agreement.

14.2.5 The mandatory Public Reporting required in Clause 14.2.1 shall not be required where the Person Responsible and/or member of the Support Personnel and/or other Person who has been found to have committed an antidoping rule violation is a Minor. Any optional Public Reporting in a case involving a Minor shall be proportionate to the facts and circumstances of the case.

New rule to be added.

9.4 Special Procedure for Minors

9.4.1 For Adverse Analytical Findings involving one or more Banned Substances, where the Person Responsible is a Minor, the Minor may elect to have their case processed under the “Special Procedure for Minors” provided that:

- a. The Minor and the Horse are first-time offenders (namely, no record of any EAD or ECM Rule violations, or violations of any predecessor rules) without any pending or concluded cases within the last four (4) years preceding the Sample which caused the Adverse Analytical Finding; and
- b. The Special Procedure form for Minors has been submitted as per Clause 9.4.4; and
- c. The Event during which the Sample was taken from the Horse is not taken at a Tom Quilty event.

9.4.3. Where the Special Procedure for Minors is applied by the AERA, the following consequences shall be imposed and no other consequences, including those set forth elsewhere in these EAD Rules, shall be applicable to any Minor who has elected to avail of this Special Procedure for Minors:

- a. Disqualification of the Minor and the Horse from the whole Event and forfeiture of all prizes won at the Event;
- b. Two-month period of Ineligibility for the Minor, such period of Ineligibility to commence on the date that the Acceptance Form referred to in Clause xxx below is received by the AERA;
- c. Two-month period of suspension for the Horse, such period of suspension to commence as of the date of Notification (i.e. the date the provisional suspension of the Horse commenced);
- d. A Fine of \$1,500 and costs of \$1,000. However, if a B Sample analysis is requested and the Special Procedure for Minors is accepted after the B Sample Analysis, the costs payable shall be increased to CHF 2,000.

9.4.4 In order to apply this Special Procedure for Minors, the Minor and their legal guardian must execute an Acceptance Form within fourteen (14) calendar days following the date of the Notice in which the AERA offers this Special Procedure for Minors to the Minor alleged to have committed the EAD Rule violation. The AERA may reasonably extend such deadline provided the file has not yet been circulated to the DA Hearing Panel or any of its members.

9.4.5 If the Minor does not elect to avail of the Special Procedure for Minors within the fixed time limit, the Special Procedure for Minors shall be considered declined, and the case shall be submitted to the DA

Hearing Panel for final Decision. The relevant Division Association may impose Sanctions and costs which may be more or less severe than the ones provided under Clause 9.4.3 above.

8.3.6 The principles contained at Article 14.3.5 shall be applied in cases dealt with under the Special Procedure for Minors.

Discussion

KM – caused to think about this due to an AAF earlier in the year with a horse testing positive with a junior rider. The current EADCM Rules only references juniors in clause 25.3 allowing an administrative procedure for a controlled substance. We also need to clarify our sense of “minors” compared to “juniors”. There is also the expectation that our rules will align with the FEI EADCM Regulations that do give some consideration to minors, horse testing positive to a banned substance, as per the suggested rule addition Rule 9.4 which is a “special procedure” for minors. This allows minors to be considered under a procedure similar to the Administrative Procedure offered currently in the CM Rules for all persons responsible. We may need to think further to consider how we manage a minor signing as the owner or trainer of a horse. This allows minors to be dealt with through an Administrative Procedure if this is their first instance of a positive swab. The horse is still disqualified, and it doesn’t exclude adult owners or trainers from being penalised. This is a procedure for minors – so they could be senior riders who are still under 18 years of age at the time of the offence.

The changes recommended an additional clause in 8.4 and 8.4.2 to include the provision of a Special Procedure for minors.

The section on banned substances in FEI also notes that minors will not be named, and we should consider if we name minors in the procedures following a banned substance as per suggested clause 14.2.5.

Discussion

Distinction between juniors and minors – a minor is a person under the age of 18 years; a junior rider is in AERA Rules someone who remains under the age of 18 during the year of their current membership.

PH – suggest that we are basing this on FEI rules, can’t we say that we can refer to FEI rules if our rules are silent on something.

BH – may need to include a definition of minor in the Rulebook.

MD – noted this is a complicated issue and not everyone is familiar with these rules.

AM – do we have an issue with asking people who are not adults to sign significant documents, that they may not understand and may not be reasonably expected to know. Should this responsibility all fall to adults.

BH – similar concerns about parents/guardians signing the same forms and can we reasonably expect them to know this information.

NS – suggest we need to be cautious about perhaps opening more loopholes than we are closing.

DC – this is complicated as are the full EADCM Rules; some support for aligning with EA/FEI rules and think it may be best to leave things as they are. Support the change to non-disclosure but inclined to leave other rules as they are.

KM – starting from the basis that this happens so seldom, and our swabbing target is small, it is not going to hurt if this is not advanced now. The current rules allow for a junior to be banned for two years for having a banned substance in a horse they have ridden. This rule still imposes penalties with two months’ suspension and financial penalties. This is only for minors and only allowed once. We have a variance in

the rules for controlled medications – it seems reasonable to give the same consideration for a banned substance. These points have been raised in recent discussions.

Motion:2023/09/16 Moved Kim / Clare

That amendments be made to Chapter 2 of the AERA EADCM Rules to amend 8.4.1, 8.5.2 and 14.2.5 and to include a new clause 9.4 Special Procedures for Minors, to allow for junior riders to be dealt with differently and that AERA rules align with the FEI EADCM Regulations.

KM – abstain; JB – yes; CF – yes; DC – yes; SR – abstain; NE – yes; WH – yes; MD – yes.

Voting result: Abstain – 2 votes; Yes – 6 votes.

Motion carried by majority for a second vote.

15.2.5. Proposed rule change to Rule 27.7

Rule change to 27.7 to clarify how minors may be dealt with this may not be the best place to address this but this needs to align with the proposed EADCM rules.

JUNIOR RIDERS

27.7 If the *rider* has or will attain the age of 17 years or less in the year of the *ride*, then the following must also be satisfied:

- a) a responsible adult (not necessarily a member of a DA) must sign the ride entry form, who will be present at the ride base and is prepared to act as a representative for the *rider* (if required) during the course of the *ride*.
- b) a parent or legal guardian of the *rider* must complete the 'Junior Permission & Waiver Declaration' on the ride entry form or attach a completed AERA Form 36 to the ride entry form.
- c) Where a rider is required to respond to any matter that may incur significant penalties such as suspension or financial penalties, eg an Adverse Analytical Finding, and the rider is under 18 years of age, they will be dealt with as a Minor.

KM – this is an amendment to chapter 3 and consider this is relevant to how we deal with minors in all aspects of the sport . Accepting the earlier point that we may need to include a definition of a minor. Note that in the year they turn 18 they are a senior rider. For example, in the online nomination system, they may be a senior rider but may still require a parent or guardianship signature.

Rule change proposal withdrawn to consider further information.

Action

To circulate a clear statement that describes what a junior is and what a minor is..

15.2.6. Proposed rule change to Tables 15 and 18

EWS changes to accommodate lameness vet outs at 4th and subsequent rides.

Linda recently brought to our attention that our EWS Rules do not provide guidance on sanctions for lameness beyond three consecutive rides, for example a 4th consecutive lameness vet out.

The Rulebook SC proposes the addition of the highlighted words below in the relevant parts of Table 15 (rider) and Table 18 (horse).

Vet out lame at a 3rd **and any subsequent** consecutive rides

Motion: 2023/09/17

Moved: Mark Dunn / Dick Collyer

That the relevant parts of Tables 15 Rider and Table 18 Horse be amended to include the words “and any subsequent”

Discussion

CF – suggest that we also review the table for points accrued and recovered as they can escalate exponentially but the removal of points is not proportionally equal. Horse may vet out for 3 different reasons and at the third vet out they get 18 points, but the next ride completed successfully will only reduce by 8 points.

MD – this would require a review of the Early Warning System, and this could be considered by the Horse Welfare Sub-committee to come back with a recommendation. Clare to consider a proposal to change this rule and consult with the HWSC.

Voting: KM – yes; JB – yes; CF – abstain; DC – yes; SR – yes; NE – yes; WH – abstain; MD – yes.

Voting result: For – 6 votes; Abstain – 2 votes.

Carried by majority and passed for a first vote.

15.3. Proposed rule changes to come to the table for a second vote.

15.3 2023 TPR Accreditation Procedure

Other documents to review are TPR Steward – Practical Task Test; TPR Theory Test; TPR Course Notes; and TPR Applicants Study Guide.

15.3.1. Proposed changes – Rule 24 Temperature, Pulse and Respiration Stewards

The National Vet Panel (NVP), at its October 2022 and April 2023 meetings, expressed the view that this served no clinical purpose and should either be removed from the duties of the TPR altogether or changed to a process that does provide some clinical use.

It proposes, initially, through the NVP liaison, that Rule 24 be changed as shown below and that the additional changed flagged under this also be made.

Note discussion of this rule change resolved that the role be maintained as TPRs by use of the title Temperature and Pulse Rate Stewards. Rule change amended to reflect this.

24. TEMPERATURE ~~AND~~, PULSE-RATE ~~& RESPIRATION~~ STEWARDS (TPRs)

24.1 A sufficient number of accredited AERA TPR stewards shall be appointed by the ROC, preferably a minimum of 2 weeks prior to the event pursuant to Clause 14.3.

24.2 All TPR stewards at a ride are under the control and direction of the chief steward.

24.3 TPRs are responsible to check and if directed, record a horse's pulse ~~rate~~, ~~respiration~~ and temperature according to parameters decided at the pre-ride briefing between the head veterinarian, chief steward and TPR stewards.

24.4 The procedure for taking a horse's pulse is:

a) approach the horse in a non-threatening manner and de-sensitise the chest area over the heart by rubbing with the back of the hand before applying the stethoscope.

b) before beginning to take the pulse ~~rate~~, listen to the heart for up to 15 seconds so the rhythm of the pulse becomes obvious.

c) TPRs are required to take the pulse ~~rate~~ over a full minute.

24.5 Occasionally it may be necessary to take into account other factors not associated with the horse being examined that may cause a temporary elevation and/or aberration to the pulse ~~rate~~ and which would be unfair if included in the count. If this is the case, the count is started again.

24.6 The TPR steward must use a digital stopwatch or similar digital device to determine the pulse rate. The timing device is started at a pulse beat. The pulse count is commenced at the next pulse beat.

24.7 When a horse's pulse ~~rate~~ is above the maximum permitted for that leg:

- a) the TPR steward will not indicate the result to the handler or support personnel, nor record any result in the logbook, but must request a veterinarian's verification of the pulse **rate** through the chief steward. The handler may reserve the right not to move the horse for the verification of the pulse **rate**.
 - b) the chief steward shall request a veterinarian to perform an immediate re-count of the pulse **rate**. If a veterinarian is not immediately available, the chief steward may perform an independent re-count, however, a veterinarian is still required to ultimately verify the pulse **rate**.
 - c) if the pulse **rate** taken by the veterinarian is above the maximum set for that leg, the horse is eliminated irrespective of any variation in count between the TPR steward, chief steward and the veterinarian, and the pulse **rate** taken by the veterinarian will be recorded in the logbook.
 - d) if the pulse **rate** taken by the veterinarian is below the maximum set for that leg, the counts taken by the TPR, and the Chief steward (if taken) shall be relayed to the veterinarian and the veterinarian has the discretion to make the final decision on the count to be recorded in the logbook.
- 24.8 A TPR shall be accredited in accordance with the prevailing AERA TPR Accreditation Policy as amended from time to time.

In addition to the changes noted above, 'TPR' will need to be changed in the Rulebook Table of Contents, in Tables 1 Acronyms & Table 2 Definitions, in Rules 10.7, 14.3.a, 23.2.f, 65.1.1 and 66.1.1. The words 'respiratory rate' will need to be removed from Rules 65.1.1 and 66.1.1.

In the Rulebook Table of Contents. The Rule 24 title will need to be changed from 'TEMPERATURE, PULSE & RESPIRATION STEWARDS (TPRs)' to 'TEMPERATURE AND PULSE RATE STEWARDS (TPRs)'.

The definition of TPR (will be TPR) in Table 1 well need to be changed from 'Temperature, pulse and respiration steward' to 'Temperature and pulse rate steward'.

This rule change was voted on at the AERA Management Committee Meeting on 8 July 2023. Note that 5 Members were in attendance – absent were Dick Collyer, Sarah Pollard Williams and Natasha Ellery.

Rule changes was presented for a first vote at the AERA Meeting on 8 July 2023 with all MC Members voting in favour.

Motion: 2023/09/18 Moved: Dick Collyer/ Sioux Reid

That Rule 24 be changed as shown and that the additional changes flagged to other documents also be made.

Voting: KM - yes; JB – yes; CF – yes; DC – yes; SR – yes; NE – yes; WH – yes; MD – yes.

Carried unanimously to be implemented as a rule change from 1 January.

16. General Business

No general business items put forward.

17. Next meeting dates

12 November – 10.00 am AEDT.

18. Meeting closure

The meeting was declared closed at 14.38.

President: Mark Dunn

Signature:  _____

Date: 21/11/23