



# Australian Endurance Riders Association Inc.

## Minutes of the Committee of Management Meeting

**Date:** Commencing at 10.00 am AEDT on Sunday 12 November 2023.

**Venue:** Webinar – the meeting was recorded.

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### 1. Meeting opening –

Mark Dunn welcomed everyone to the meeting, thanking them for giving up part of their weekend and declared the meeting open at 10.00am.

### 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), Brian Pullin (WAERA).

#### 2.3. Proxy Votes

Nil received.

#### 2.4. Visitors

AERA Delegates - Kerry Fowler-Smith, Belinda Hopley, Gertraud Norton, Noni Seagrim (NSWERA); Xanthe Webb (QERA) (from 2.10 pm); Cheryl Bullock (SAERA); Andrew Miles, (TEERA); Donna Nicholas (VERA).  
Honorary Members – Pat Hodgetts (TEERA).

### 3. Portfolio Allocations

No changes

### 4. Register of Pecuniary Interest

None noted.

### 5. Previous meeting minutes

#### 5.1. Amendments to the Minutes of the Management Committee Meeting held on 17 September 2023.

Nil amendments received.

**Motion: 2023/11/01 Moved: Kim Moir / Sioux Reid**

**That the minutes of the AERA Management Committee Meeting held on 17 September 2023 be accepted.**

**Carried unanimously.**

#### 5.2. Amendments to the Minutes of the Management Committee Meeting, Subsidiary Agenda, held on 17 September 2023

Nil amendments received.

**Motion: 2023/11/02 Moved: Kim Moir / Sioux Reid**

**That the minutes of the AERA Management Committee Meeting held on 17 September 2023, as per the Subsidiary Agenda, be accepted.**

**Carried unanimously.**

## 6. Business arising from the minutes – refer Action Sheet

### 6.1. Tom Quilty 2026

AERA has sent an invitation to QERA to host TQ26.

### 6.2. National Vet Panel

DAs have been asked to nominate their representatives to the National Vet Panel for 2024 to 2026.

### 6.3. Previous TQ Trophies

The TQ Best Conditioned trophy showing winners from 1966 to 1999 will be housed at the Australian Stockman's Hall of Fame from early in 2024 as part of the TQ display there.

### 6.4. Endurance Pathways

The Endurance Pathways document is now available on the Equestrian Australia website <https://www.equestrian.org.au/endurance> providing a clear explanation of the road to qualifying as an open endurance rider to international competition.

### 6.5. TQ Book

Correspondence had been received from QERA, TEERA and VERA to advise their preference was to continue to include historical data in the TQ Book. MC members from NSW ERA, SAERA and WAERA advised that they were also in favour of this.

### 6.6. AERA Honorary Members

A Bylaw to support the nomination and appointment of Honorary Members has been written and will be shown on the AERA website.

### 6.7. AERA Hall of Fame

AERA Hall of Fame has been added to the AERA website and is gradually being added to.

## 7. Online motions

### 7.1. Financial decisions

Payments from 16 September 2023					
No	Payee	Invoice No	Date	Amount	Description - comments
1	Chris Nichols	Payment	31/08/2023	108.00	Webmaster honorarium
2	Peter Johnson	919	15/09/2023	647.81	3 mths Server + 3 mths MS Azure
3	Chris Nichols	Payment	30/09/2023	108.00	Webmaster honorarium
4	Peter Johnson	992	30/09/2023	992.75	Various
5	Deb Edwards	193	30/09/2023	880.00	Bookkeeper hours
6	Kim Moir	Payment	30/09/2023	681.00	Secretariat honorarium - September
7	SUREWiSE	7045017	20/10/2023	2,518.00	PA Insurance x 20 - July to September
8	ES Print	50733	30/10/2023	3,958.90	Arrows
9	Racing NSW	1037	26/10/2023	5,158.68	Threshold testing of samples
				15,053.14	

### 7.2. Other on-line motions and discussions

#### 7.2.1. VERA – CS accreditation

##### *Motion*

*That Paul Nugent be accredited as an AERA Chief Steward.*

*Moved Jil Bourton, Seconded Natasha*

*Voting results: For – 7 votes; No votes – 1.*

*Carried by majority.*

Action

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

*Note actions completed.*

**7.2.2. Motion re TQ Horse Plaques**

***Motion***

***That Tom Quilty Horse Plaques cost remains at \$400 and that payment to Gerard Bou will increase to \$130.***

***Moved Kim Moir***

***Seconded Sioux Reid***

***Voting Result: For – 6 votes; No vote – 2.***

***Carried by majority.***

Action

Advice to AERA Bookkeeper and to Gerard Bou

**7.2.3. Motion re Hall of Fame Nomination -WAERA**

***Motion***

***That the nominations from WAERA of Liz Mulcahy, Blue and Poseidon Moon, be accepted to the AERA Hall of Fame.***

***Moved Kim Moir, seconded Natasha Ellery***

***Voting result: for - 6 votes; against - 0 votes; no vote - 2.***

***Carried by majority.***

Action

Forward profiles and photographs to Webmaster for inclusion in AERA Hall of Fame

**7.2.4. Motions re increase in costs associated with Tom Quilty events.**

***Motion***

***That AERA accepts the quotes from G Bou for manufacture of Tom Quilty Keepsake Cup at \$2100 and orders one for 2024.***

***Moved Kim Moir, seconded Sioux Reid.***

***Voting result: For 8 votes; Against - 0 votes***

***Motion***

***That AERA accepts the quote from G Bou for the manufacture of TQ Buckles at \$185 and orders 100 buckles (suggested 150 nominations with 60% completions total 90 buckles)***

***Moved Kim Moir, seconded Sioux Reid.***

***Voting result: For 8 votes; Against - 0 votes***

***Motion***

***That AERA accepts the quote from G Bou for the manufacture of 1000-mile buckles at \$360 and orders 3 to be made in preparation for TQ24.***

***Moved Kim Moir, seconded Sioux Reid.***

***Voting result: For 8 votes; Against - 0 votes***

***Motion***

***That AERA will invoice TQ24 for \$340 per buckle presented at TQ24.***

***Moved Kim Moir, seconded Sioux Reid.***

***Voting result: For 6 votes; Against - 1 votes; Non-vote - 1.***

Action

Advice to Gerard Bou and Deb Edwards on outcome of this discussion.

**7.2.5. Motion re Hall of Fame Nominations – QERA**

***Motion***

***That Anne Jones, Bob Sample, Brook Sample, Gail Hamilton, Gayle Holmes, Janet Fournier and Michelle Chapman be accepted into the AERA Hall of Fame as nominated by QERA and qualifications confirmed by the AERA Registrar.***

***Moved Kim Moir, seconded Clare Fleming***

***Voting result: For – 8 votes; Against – 0 votes.***

***Carried unanimously.***

Action

Forward profiles and photographs to Webmaster for inclusion in the AERA Hall of Fame when received.

Discussion

Item 9 from *Financial Decisions*, Invoice from ARFL – this was for the cost to AERA for testing to establish the thresholds for the two AAFs for salicylic acid. QERA has agreed to forward to AERA the financial penalties to cover this cost (\$5000). QERA's support acknowledged.

Noted that this is a complex issue with further testing required to establish the violation and this is not addressed in the rules or in the affiliation agreement. A protocol needs to be established for this as AERA receives no income from swabbing. The initial report advised on the presence of a substance and did not advise on thresholds measured which would allow us to establish a violation.

With reference to Rule 24.2 the AERA Review Panel may conduct further investigation of an atypical finding.

Action

AERA Bookkeeper to invoice QERA and Secretary to thank QERA for this support.  
Mark Dunn to review ruling on atypical finding to establish a protocol on this.

**8. Correspondence**

**8.1. Correspondence Inwards**

No	Date	Correspondence Inwards	Action
1	17/09/2023	QERA notification of horse catastrophe at event on 17/09/23	Fwd to AERA MC
2	19/09/2023	EA acknowledge receipt of EADCM results from QERA rides	Noted
3	22/09/2023	TQ24 Committee – signed Interim Event Agreement	Signed and returned
4	25/09/2023	T-L Cossor – signed Form 10 Administrative Procedure	Noted
5	01/10/2023	R Dell, WAERA Member re online nomination	Responded
6	02/10/2023	NSWERA to Hearing Panel re AAF – cc to AERA	Noted
7	03/10/2023	NSW ERA query re criteria for appointment of AERA Delegates	Responded
8	04/10/2023	R Hooker and C Dibbens, Uni of Adelaide request to conduct research into use of electrolytes	Responded
9	04/10/2023	TQ24 Committee advice re error in TQ Manual re version number	Noted
10	05/10/2023	NSW ERA reports on Horse Catastrophe at event on 2/09/23	Fwd to HWSC
11	07/10/2023	QERA reports on Horse Catastrophe at event on 17/09/23	Fwd to HWSC
12	17/10/2023	SUREWiSE AERA Renewal Report for insurance in 2024	Fwd to AERA - Agenda

13	18/10/2023	N Clarkson re AERA historical records in storage	Agenda
14	18/10/2023	WAERA Hall of Fame Profiles for Poseidon Moon	Noted
15	24/10/2023	TEERA response re AERA Historical Information for TQ Book	Noted
16	30/10/2023	VERA via S Reid re AERA Historical Information for TQ Book	Noted

## 8.2. Correspondence Outwards

	Date	Correspondence Outwards	Author
1	20/09/2023	TQ24 copy of TQ Manual	KM
2	22/09/2023	NSWERA re AAF from VERA State Championships Sept 2022	KM
3	25/09/2023	DAs, Delegates, Hon Members Notes from AERA MC Meeting on 17 September 2023	KM
4	27/09/2023	P Nugent re CS accreditation	KM
5	27/09/2023	L Henley, NSWERA re Vet Accreditation	KM
6	28/09/2023	EA re use of image	MD
7	29/09/2023	QERA President – invite to host TQ26	MD
8	06/10/2023	TQ24 – amended version of TQ Manual	KM
9	08/10/2023	DA Secretaries re appointment to NVP for 2024 - 2026	KM
10	10/10/2023	TQ23 – thank you letter	MD
11	12/10/2023	DAs, Delegates, Honorary Members and reports re AERA MC Meeting on 12 November 2023.	KM
12	16/10/2023	DAs promotion of Vet Accreditation Course	KM
13	16/10/2023	TQ25 Committee re reports and interim event agreement	KM
14	19/10/2023	Westpac Banking Corporation updates to allow for Term Deposit	KM
15	20/10/2023	DAs with Minutes of September AERA Meetings	KM
16	20/10/2023	DAs re increase to vet fees for 2024	KM
17	20/10/2023	M Sample re AAF	KM
18	22/10/2023	TQ24 Committee re reporting cc SAERA	KM
18 - 22	22 – 24/10/23	C Nichols, J Bailey, L Tanian, D Edwards re increase to honorariums and fees for 2024	KM
23	27/10/2023	President NSW ERA re AAF for NSWERA member	KM
24	27/10/2023	T-L Cossor re AAF Administrative Procedure	KM
25	31/10/2023	R Hooker, C Dibbens response to request for research project	KM
26	01/11/2023	DAs report re horse catastrophies	KM / DC
27	01/11/2023	EA re FEI AAFs for AERA horses	MD
28	01/11/2023	NSWERA re Ride and Tie events	KM

## 8.3. Business arising from Correspondence Inwards

### 8.3.1. Item 13 AERA Documents in storage

#### Discussion

Historical documents have been stored with Neil Clarkson and have to be moved. Neil and Kerry Fowler Smith moved the records there from Lyn Bailey. NSW ERA also has documents and other items in storage, and they have offered to move the AERA resources with their own to another storage container.

KFS advised that there is a lot of historical information about the sport that may be worth keeping and perhaps in a different format and that there is nothing later than the year 2000, but also it is more than just minutes and financial records. There are individual ride record cards for horses and riders and also there is the original

Senate Select Committee Enquiry Report which was the basis for many of the rules of the sport. DC noted that he may have a digital version of the Senate Enquiry Report from files received from Anne Jones.

GN noted that an abbreviated version of the report is probably available on the Hansard website.

KM noted also that the handwritten version of the early minutes of the association could best be forwarded to the Australian Stockman's Hall of Fame to add to the display there.

Consensus that the offer to re-locate to NSW ERA container to gradually be transported to AERA Secretary by Clare Fleming was the best option.

**Motion: 2023/09/04 Moved: Dick Collyer / Jil Bourton**

**That the AERA records currently stored with Neil Clarkson will be moved to the NSW ERA storage to be progressively moved to Kim Moir**

**Carried unanimously.**

#### Actions

Letter to Neil Clarkson thanking him for support and inform of decision and to NSW ERA Secretary similarly.

#### **8.4. Business Arising from Correspondence Outwards**

No business arising from outwards correspondence.

**Motion: 2023/09/03 Moved: Jil Bourton / Sioux Reid**

**That the inwards correspondence is received, and the outwards correspondence is endorsed.**

**Carried unanimously.**

#### **9. President's Report – Mark Dunn**

Since our last meeting, State Championship events have been held in Victoria, South Australia and NSW. I expect there will be some commentary on these in the relevant DA reports to this meeting.

Worth noting is that ride numbers are up on 2022. As of 29/10/23, 6767 entries had been recorded for 2023 rides v 6352 for the whole of 2022. Given that there are still some rides to come in 2023, including the NSW and Tasmanian State Championships, this is a good result – we look like being 10% or so up on last year.

Not a lot more to say that isn't included in other reports.

**President's report received.**

#### **10. State Reports**

##### **10.1. NSWERA Report – Annette Bailey**

No report received.

##### **10.2. QERA Report – Dick Collyer**

Only a brief report as not a lot has changed since the last meeting. We have held a couple more rides and, at time of writing this report, there are still 2 more to go.

The recent FEI affiliated ride at Inglewood (28 October) attracted 22 entries in the FEI categories, which is a pleasing number and reflects Peter Toft's relentless efforts to host these rides so that members can become qualified for the World Endurance Championships and WEG events coming up in the next few years. As per the EAEC Report, an international team event is being planned for next year and this will be a great vehicle to promote Australian Endurance and should be supported by the AERA as much as possible, through promotion and possibly some sponsorship.

### Discussion

The international event proposed to be run at Inglewood in early June 2024 has been supported through discussions with FEI, EA, QERA and ESNZ. This has scope to be a significant promotional event for the sport. There is an option for AERA to have a representative to join this committee and reps from other states, if there is interest – contact Dick Collyer.

It is proposed that the International Teams event will be on the Friday as a stand-alone FEI 1\*, hopefully as a six-team competition – Australia, NZ, Malaysia, Thailand, China and Japan. Team members will be at Inglewood for several days before the event to meet their horses. This will require a pool of 30 horses, all eligible to enter a 1\* event to be allocated by ballot. There will be a schedule of AERA rides and other FEI rides over the weekend.

KM to look for team information from 2017 TQ Trans-Tasman competition.

### **10.3. SAERA Report – Jil Bourton**

SA has had two more affiliated rides since our last MC meeting, the most recent being our State Championship/ TQ test event, comprising of the 160km, a 120km elevator, an intermediate and introductory ride. The event proved to be a success even with only small numbers and it was pleasing to see several combinations from interstate make the effort. The downside was that they took most of the “loot” except for our homegrown Junior Champion. The general consensus was that it is a tough endurance course even though the high success rate and respectable overall riding times don't seem to reflect that. I put it down to a high standard of riding and horse management, well prepared athletes (both human & equine) and an unusual camaraderie for an event of this calibre.

Seven of our eleven rides so far this year have shown a profit, with three having a small loss which isn't too bad considering entry numbers have been declining throughout the year. It is expected the SC will also show a loss. But generally the SAERA finances are robust for the small club we are.

At this point in time we have also reached our swabbing target with 3 horses swabbed at Sandy Creek 80km 1/10/23 as well as the 4 winners at the recent SC.

The recent Victorian SC is of note with SA rider Tracy Brandon winning the cup convincingly against a fairly strong competitive field. Yours truly also completed in the Top 5.

There are two more rides on offer for SAERA members – both VERA rides being affiliated with us although it's not expected great numbers will cross the border – blame it on the cost of living I guess.

Because of the addition of these Vic rides to our calendar it was decided to delay our EOY awards & AGM until January 14.

Our ride calendar for 2024 is slowly coming together with the first part of the year looking fairly good but still a lot of gaps to fill after SC in June and I'm about to try get a bit of inspiration happening to try and get some of those dates filled. Also the Development Subcommittee is recommending at least 4 CATE's to be run next year as they have certainly been the most profitable part of our “business” this year and has attracted a few new riders but there's certainly room for improvement.

### Discussion

Acknowledgement of the number of *Come and Try Endurance* events scheduled for 2024.

### **10.4. TEERA Report – Mark Dunn**

TEERA has staged three rides since our last report, all of which were well attended and successful events. A new ROC staged their first event at Bakers Beach (near Devonport) in September and this was the best attended event in Tas in years – 94 riders including 33 in the 20km introductory ride.

Preparations are well in hand for our one remaining event this year – the State Championships. The ROC has imported both a CS (Lainie Ray) and head vet (Narelle Cribb) for the event.

As advised at our last meeting, TEERA has appointed a TQ25 ROC and this group is already hard at work. A 120km ride was recently staged at what will be the 2025 TQ venue. This event used, for the first time, part of the proposed TQ ride base layout – this was well received by riders and officials.

### Discussion

The TEERA 2024 Calendar is almost finalised with probably 12 rides to be listed.

#### **10.5. VERA Report – Sioux Reid**

VERA SMC is working well together with monthly zoom meetings.

The ride calendar for 2024 is shaping up well with two rides left for 2023, Dergholm and Brimpaen.

Draft financials are being prepared for the auditor, to be forwarded to AERA upon completion. VERA has had requests from SAERA to co-ordinate calendars between the two DA's. Further discussion to be had.

NSW have also requested dual affiliation. One has been done for the Eldorado ride to date.

The Ride Calendar Policy is currently under review with the possibility of publishing the next years rides after the October meeting once the calendar has been co-ordinated to suit as many rides as possible across the geographical area of Victoria.

New merchandise is now available to order and purchase. Quotes for new bibs are being sought from a local provider.

There will be a new policy drafted to supply or renew eTag's for the ETS to be done by the Membership Registrar.

Members seem to be confused by rides advertising midnight starts. Is it midnight at the start of the day or end? One solution has been to add a 'muster time' of 11:30pm of the previous day with a midnight start on the day of the ride. Common sense does not seem adequate.

Social media has Jen Green as the Admin with the FB page running smoothly. Admin Assist has been added to the FB page which rapidly deals with join requests that meet the standard criteria. Jen reviews them and actions any that need to be dealt with further. Parameters indicate a healthy and engaged group.

Narelle Cribb, VERA Head Vet, has concerns over Vets at the SC in particular. Namely being first endurance Vets at the event which isn't ideal for the other participating Vets or the horses/competitors. Whilst there is an AERA Vet:horse ratio ruling, having a line Vet swabbing and the possibility of the treatment Vet being needed leaves the Vet ring with minimal Vet/s.

VERA has voted for the inclusion of historical data in the hard copy of the TQ magazine. It was agreed the history of our sport is very important to the future of endurance and to respectful to those who have successfully completed/been awarded. AERA Secretary has been notified.

2 new VERA ride trailers will be ready for use soon. Final electrical work and checks are being done by accredited personnel. There will be a new audit form created with an inclusion of a waiver form for damage to driver's vehicle and signatory required. Yearly automotive checks will be done at the conclusion of the years ride calendar.

2022 State Champs account will be closed, and funds transferred to VERA into a working account for funds to be used to attract more members to our sport.

The VERA AGM will be held at Tabcorp Melton 20/01/24 subject to venue availability and suitability.

#### Discussion

SR noted that there has been general confusion about how to set up rides that start at midnight generating queries to Ride Organisers about the day of the ride. Several strategies were suggested to clarify this.

#### **10.6. WAERA Report – Natasha Ellery**

No report received.

***DA Reports received.***



## 11. Treasurer's Report – Mark Dunn

### Google Drive Documents

- 11.1 AERA September Profit & Loss Budget Analysis
- 11.2 AERA September YTD Profit & Loss Budget Analysis
- 11.3 AERA September Profit & Loss with Year to Date
- 11.4 AERA September Balance Sheet
- 11.5 AERA Aged Receivables Summary as at 10<sup>th</sup> October 2023
- 11.6 AERA Item List Summary as at 10<sup>th</sup> October 2023
- 11.7 AERA September Category Profit and Loss Statement

### 11.1. Treasurer's Report – Mark Dunn

By the time of this meeting, I hope to have the October financials. I don't expect there to be any change to the 2023 financial position I detailed in late October – we are on budget and have a strong balance sheet.

Our 2024 budget was set at our September meeting based on the assumption that our insurance costs would increase by approx. 10% in 2024. This has roughly proved to be the case (caveat – Marsh insurance proposal not yet received) so advice on DAs on 2024 Fees and charges is good to go.

**Insurance** – at the time of writing we have a renewal proposal from SUREWiSE, and this is in on the Google Drive for your review. It notes an increase of approx. 7%, somewhat less than we thought it might be. It includes a \$7,500 sponsorship component. We haven't yet received the proposal from Marsh, but I expect we will have this for this meeting and that it will be on the Google Drive. We will need to make a decision at this meeting. The Finance SC will have a recommendation.

**Term deposit** – hopefully but the time of this meeting we will be in a position to make a decision on whether we can establish a short-term interest-bearing investment with Westpac.

**TQ vet fees** – this is a standard item for review each November. At present they are:

Head Veterinarian	\$2,000
Assistant Head Veterinarian	\$1,500
Senior Treatment Veterinarian	\$2,000
On-Course Veterinarian	\$1,500
All other Veterinarians	The recommended fee for a 160km event for that year as published by the AERA.

Increase or leave as is? Suggestion → increase HV, AHV, STV, OCV by 5% and round.

### Discussion

At our last meeting we did note that our PL recovery from the DAs was not fully covering the PL expense and we voted to recover this amount from DAs. Now with further income the gap is less – there is still a shortfall but not significant and may reduce further with the events on the 2023 ride calendar still to be concluded.

Recommendation from the Treasurer is that we do not invoice DAs for this deficit. Suggested that deficit will be closer to \$5000 and enough of a buffer to cover that – note that the previous motion did allow for a part of the deficit to be absorbed by AERA.

### **Motion: 2023/11/04 Moved: Mark Dunn / Clare Fleming**

**That motion 2023/09/08, 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, is rescinded.**

**Carried unanimously.**

### Insurance

MD reported that no proposal had been received from Marsh after some discussion and AON said they would not propose unless we were not happy with the performance of the existing broker.

The proposal from SUREWiSE shows an increase of approx. 7% so not as much of an increase as had been anticipated; this includes again sponsorship of \$7500. Note that the sponsorship is invoiced to SUREWiSE separately from the payment of the premium. It is the recommendation of the Finance Team that we accept the proposal from SUREWiSE. Jessica Leonardi is the new account manager, taking over from Kendal Sparnon.

**Motion: 2023/11/05                      Moved: Mark Dunn / Dick Collyer**  
**That AERA accepts the 2024 Insurance Renewal Proposal from SUREWiSE.**  
**Carried unanimously.**

### Action

Letter to SUREWiSE to formally accept the proposal and request all documents. Mark to provide this advice by phone.

### Term deposit

This process has been more complex than we expected as current arrangements with Westpac don't give the information they need to set up a new account. Finance team to explore with Bendigo Bank, given they have sponsored a number of TQ events, what they might be able to offer. The aim is to have enough available funds to function but have an income from what is sitting in the bank. Finance Team suggest a deposit of \$50k for 12 months and \$30k at a lower rate for a shorter period.

The approach to financial management has been cautious and the amount of money available at the end of the financial year is enough to pay immediate expenses in the next year regardless of any potential delay in income.

### Action

Consensus that we should proceed with this but to get paperwork for Westpac in order and action through an online motion once we have confirmed amounts and terms.

### Fees and Charges for 2024

The 2024 AERA budget assumed a higher cost for Public Liability. We will amend the budget to reflect this which will show a better surplus due, more in line with what we aim for as a "comfortable surplus". This will also improve the capacity of the budget to allow for another shortfall in Public Liability collection.

We had approved at previous meeting to increase the ride entry levy by \$1 but reserving the right to increase other fees if the cost of insurance required that.

The insurance proposal also shows an increase in Personal Accident premiums, and it is suggested that this is offered as \$165 for seniors and \$50 for juniors to reflect the increase proposed by SUREWiSE. This is the first increase for this premium since 2018.

Finance Team also recommended a change of fee for Volunteer Insurance applied to each event – this amount had been set at a time to support AERA solvency but the current cost of this insurance; PL recovery is now more in line with ride entries and income from this levy is much higher than the cost to AERA.

Recommendation is that the fee is reduced from \$80 to \$40.

**Motion: 2023/11/06                      Moved: Mark Dunn / Jil Bourton**  
**That the Fees and Charges be amended to reflect Personal Accident costs of \$165 for senior riders and \$50 for junior riders, an event fee reduced from \$80 to \$40, and a Ride Entry levy increase from \$4 to \$5.**  
**Carried unanimously.**

TQ Vet fees

Secretary note – the TQ vet fees have not changed in recent years and are noted in the TQ Manual as set fee for the Senior Vet Team.

Consensus that the vet fees for TQ remain as they are for 2024 to review again next year, noting that there are other compensations given such as full travel expenses, meals and accommodation. This is all as per the agreement signed by attending vets.

**Motion: 2023/11/07 Moved: Mark Dunn / Wayne Hegarty**  
**That the vet fees for the TQ Senior Vet Team remain as per the manual for 2024. Carried**  
**Carried unanimously.**

**Motion: 2023/11/08 Moved: Natasha Ellery / Dick Collyer**  
**That the Treasurer’s Report is accepted**  
**Carried unanimously.**

**Meeting adjourned from 11.32 to 11.55 am.**

**12. Insurance Report**

Nothing reported since the last meeting.

**13. National Ride Entry Statistics – as at 1 November 2023**

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2019</b>	<b>2018</b>
NSWERA	1774	1831	1874	2587	2695
QERA	2388	1916	2426	3470	2938
SAERA	373	336	382	327	545
TEERA	743	593	798	766	976
VERA	753	998	516	914	960
WAERA	785	773	919	1028	1072
Totals	6816	6447	6915	9092	9186

The numbers for 2023 reflect the position of ride entries at 1 November with still 7 events to be added to numbers, so it is anticipated that final numbers should reach a total of over 7000, which is better than for 2021 and for 2022 but still a long way from pre-covid entries.

**14. Portfolio Reports**

**14.1. AERA Registrar – Jo Bailey**

No report received.

Secretary note – Jo has been diligent in completing confirmation of Hall of Fame applications with a total of 10 riders and 18 horses in line for induction to AERA Hall of Fame.

**Motion: 2023/11/09 Moved: Sioux Reid / Natasha Ellery**  
**That Annie’s Girl, Bremervale Justice, Edenfels Pepperina, Electra BBP Murdoch, Faraway Verdict, Grand Marquis, Jackson Brown, Joseph, Kalkadoon Viva, Kalkadoon Zorro, Moondarra Echo and Wertaloona Lionel be accepted into the AERA Hall of Fame as nominated by QERA and qualifications confirmed by the AERA Registrar.**  
**Carried unanimously.**

## **14.2. Website / Webmaster – Chris Nichols**

Not a lot to report for the website, other than that I've got the design done for the Hall of Fame and am now adding horses and people.

I've done a number of software updates, there is a major version update available, I'm holding off for a month or two as new versions usually need some bugs fixed in the early stages of the release.

The AERA probably needs to find a vet that can come onboard and assist with the vet training course. At the moment it's just me since Sarah resigned. Who do I notify once a vet has completed the course, do they need 100% to pass etc. A few have been getting rules-based questions wrong.

### Discussion

Mark is working with Chris to resolve requirement for a vet to be involved. Chris can provide feedback if an incorrect answer relates to rules, but we need a vet to provide feedback on vet related issues.

CF advised that Sarah Pollard Williams is happy to continue to be involved with the AERA Vet Training working with Chris Nichols but she does not have the technical skill to setup; she also said that perhaps Classroom was not able to provide the four units and to do these multiple times so we may need to look at another platform.

MD – we are looking at the ability to make people redo the assessment until they do get 100% but hopefully this will not require a change of platform.

## **14.3. Social Media – Sioux Reid**

[www.aera.asn.au](http://www.aera.asn.au)

I have yet to contact Chris Nichols so that is an ongoing task. My apologies.

### Facebook

There have been requests to publish numerous articles or announcements which have been done in a timely manner, to my knowledge.

After posting I always keep an eye on comments to ensure that it is within our social media engagement rules.

I have added to the post on the swabbing at TQ23 to remove one comment and put up a general reminder to “play nice or be removed”. There was a comment made on Endurance Chatter but that was dealt with by Chris Bailey (not my admin).

SAERA SC Pre-Quilty Test Event had several active comments following photos posted. The comments are still ongoing. They are being monitored. Tash intercepted some scammers on the day, like TQ23. No more have engaged so far. Membership rose during the weekend but with no actual admin procedure to approve this, it is an automated response of being added to the group.

I did post to other DA pages and Endurance Chatter, but traffic was minimal from WA & Tassie, as to be expected with none of their own horse/riders present. In future I think keeping it to the DA's involved would minimise unnecessary traffic to other DA's who can view it on the AERA page if they wish.

Sarah Sullivan's posts have popped up this week with photos from endurance rides, so I posted those to AERA FB for the members to access the photo galleries and purchase. I think supporting our photographers in this way is valuable to them and our relationship.

### Discussion

Noted that the post on Salicylic Acid was looked at or commented on or something done by 15,000 people. Things that interest people do attract comment.

Recent comments from Mandy Barth have been very negative towards AERA. She is not a member of any DA and comments were made on Endurance Chatter. We have the option to exclude her from sites we control but not from the other sites that may be busier – so we can only ban her from AERA and ask DAs to support this action, but this could be counterproductive. Endurance Chatter did remove her comments.

Option to engage with her by letter to say comments about AERA have not been well regarded and the aim of the Facebook page is to engage with people who are interested in the sport. Negative comments as she has given are not acceptable and we can prevent her from commenting. Advise that concerns were raised and that she should be aware of the Social Media Policy. Concern that a strong response may create a bigger problem.

It was requested that Kim and Mark should be added as moderators – this is being worked on. NS offered to assist with this.

### Action

Letter to Mandy Barth – Secretary.

Kim and Mark to be given some admin access for Facebook – Sioux, Tash and Noni.

#### **14.4. AERA Database Sub-committee – Linda Tanian**

No report received from Database Sub-committee at time of agenda going out.

Report from Kim Moir

Meeting of DBSC held on 2 October 2023 – very brief overview from Kim

- Recording of officials on the database – the DBSC has given some time to thinking about how records of officials can be enhanced on the database to support ensuring that processes are followed with regard to accreditation in line with the rules.

For example to ensure that records for a CS show that each step of the accreditation process is followed and records support ongoing accreditation, that the correct number of rides are done in the required timeframe, that a CS who is no longer accredited can't be selected for a ride – option to advise DAs automatically when accreditation has lapsed. Significant time was taken up at DBSC in discussing how the database can better keep track of Vets and CSs and maintaining the currency of their accreditation status.

The new procedure of the AERA secretary adding newly accredited vets and CSs was accepted as the way forward with new personnel, though there was focus on whether we were ensuring that a CS accreditation is in line with the requirement that provisional events are completed within the designated timeframe as per clause 8.

There was also the challenge of managing records of officials whose accreditation may have lapsed due to non-attendance at events - this point is still being looked at.

- Cancelled rides – do we need these to show these on the results page when they have been completely cancelled? They remain on the calendar but noted as cancelled.
- Terms of Reference Review with request from the DBSC that they have capacity to advise on who may be appointed to the committee. This is on the agenda under the Governance item.
- Rule Change re TPR – considered that no record for respiration would not affect the system but will look at required changes if NVP wish to record this in a different way.

- Online Memberships – moving towards this being available for the next year’s membership; testing to proceed with registrars; discussion with bookkeeper; test reports available to treasurers, etc. Important that this includes the option for Parents / Guardians to sign waivers for minors.
- It has been difficult to get a report that provides accurate membership numbers with a variety of reports giving different membership numbers. Something perhaps to look at once online memberships is finalised and running?

#### Discussion

MD – not thinking we need to save documents relating to accreditation but flags to note that accreditation has lapsed would be useful. Suggestion that HV, TV and CS need to be entered when the ride is set up.

CF – asked on behalf on NSW ERA that advice be provided on costing of the online membership platforms so that fees can be determined for 2024. NSW ERA is looking at offering an early bird membership option to encourage membership and wondering how this might be affected with two membership levels being offered. Also seeking a report that is itemised for each ride.

KM – Online Nominations report provides Ride Organisers with a report advising on costs applied for each ride. Report from DBSC relating to Online Memberships has suggested a fee of \$2.50 but examples given only show the WBC fee (55 cents + 1.2% of the fee). Online nominations currently charges a fee of \$2.50. The cost associated with online memberships would relate to the work done by the AERA Bookkeeper to do payments to DAs – work that is being done at the moment to invoice DAs for fees to AERA.

MD – any fees for Online Memberships are set up by the DA Registrars so will allow for different fees as per Clare’s example of an early bird fee.

JB – suggest that AERA not charge a fee at this time for Online Memberships, noting that a percentage of the fees already come back to AERA.

BH – with reference to question from Clare is more about the invoicing from AERA and that it is difficult for the registrar to reconcile this to ride numbers. This is affected by rides happening over an end of month weekend where numbers.

MD – Online Nomination provides a report per ride about what has been paid to the RO and what has been retained by AERA. The monthly invoices that AERA provides to DAs is complicated and an explanation was provided two years ago. The complexity comes from the reconciliation from one month to the next – eg fees that are charged don’t align to a calendar month; the invoice is for the yearly total to the end of the month minus what has been invoiced preciously to allow for any changes that have occurred during the month.

Discussion about where this document should go resolved that it would go to all MC members and to DAs.

KFS acknowledged the decisions that have been made at this meeting regarding fees and that this should be promoted.

#### **14.5. Chief Stewards and TPRs – Jil Bourton**

No report received.

Note that TPR documents are to be updated to reflect the rule change regarding respiration.

#### **14.6. National Vet Panel – Mark Dunn, NVP Liaison**

The NVP has not formally met since our last meeting however there has been a fair bit of email discussion on a few issues.

1. The NVP discussed whether the Rule that notes a horse that receives IT after a successful completion is appropriate. This is still an active discussion and may result in a Rule change proposal in 2024.
2. How / whether to incorporate an assessment of respiration also remains a live issue with no resolution yet.
3. Other ideas around changes to the vetting / logbook parameters have also been floated eg that ‘demeanour’ be assessed and that ‘surface factors’ be better incorporated (it is in the BC evaluation).

4. What is the best way to facilitate a 'help desk' for less experience endurance vets? WhatsApp? FB? Other

All of these are works in progress that will, hopefully, reach conclusions in the next few months.  
New vet accreditation course

At the time of writing (29/10/23), 13 vets had registered for the course, 7 had paid and one has completed. Promotion of this course will continue.

#### Discussion

From the Action Sheet, suggesting that we review the Vetting Crash Card which was developed 12 years ago and the NVP are of a mind that this document is too simplistic to be of any real use and could mislead. The recommendation from the NVP is that this be dumped.

The AERA Vet Accreditation course has been promoted and as of this meeting date 13 have registered, 10 have paid and two have completed. This is going along well with income to AERA of \$150 per registration and no ongoing cost. Presently Mark keeps a record of participations and completions and this forms part of the accreditation process. How does this information get to the DA as it is the DA who recommends a vet for accreditation.

#### Action

Kim and Mark to work out a process for advising DAs when vets have completed training to support accreditation.

### **14.7. Horse Welfare and Invasive Treatments – Dick Collyer**

The AERA HWSC has looked at the reports on the deaths of two horses at endurance events – at Biggenden (Qld) and John's River (NSW). Both catastrophes appear to have been as result of unexpected circumstances and were dealt with by the ride officials in accordance with the AERA rules and procedures and no further action is required.

The HWSC will have a meeting in the end-of –season break to review the AERASpace data from 2023 that is relevant to Horse Welfare.

#### Discussion

Dick provided some background to each of the incidents that led to horse deaths to support the finding that both were "no blame" attributed to persons responsible.

#### Action

Dick to provide a more detailed report that will be sent to QERA and NSWERA and to DAs.

### **14.8. EADCM Panel review – Mark Dunn**

There has been a little activity since our last meeting.

Two positive samples (salicylic acid – a controlled medication) were reported from the April Stirling's Classic event. These have been dealt with – all RPs have accepted the administrative procedure – disqualification from the event, forfeiture of prizes, a \$1,000 fine and \$1,500 in costs. AERA was recently informed of a third positive swab for salicylic acid from the FEI event held in conjunction with the AERA event. The FEI is dealing with this.

The AAFs recorded at the 2022 Victorian State Championship event remain a work in progress although this may have changed by this meeting as NSWERA has proposed a November final hearing date to the RPs.

Discussion

Noted that there is at least one other possible two AAF results from the FEI event held and we found out by accident – there is no mutual obligation to share information relating to members who are participating in FEI events. Correspondence was sent to EA raising this issue and the issue of confidentiality was raised but this does become an issue if a second positive swab was to eventuate.

JB – moving forward should this be included in our Affiliation Agreement with EA, which is due to be reviewed?

JB – where do fines and costs go from penalties imposed. The DA of which a person responsible determines the penalty but the DA that affiliates the event pays the costs associated with the swabbing. The AAF that occurred at SA State Champs in 2022 was a VERA member – they imposed the fine.

KM – does this need to be looked at to include in rules or procedures? The current matter before NSW ERA relates to their members but an event hosted by VERA. Should this be left to the DAs to resolve?

KFS remember affiliation with EA is dependent on following FEI rules and any change should be done in line with those rules. This is also relevant to the EA AERA Affiliation Agreement.

CF – NSW ERA has been discussing this and sense is that the rules should be reviewed to reflect endurance in Australia rather than FEI. KM noted that NSW ERA have incurred some costs in managing the matter related to VERA State Champs and this should be considered also.

SR – noted that the AERA EADCM rules do follow the FEI guidelines and would be difficult to manage otherwise.

MD supported that the case before NSW ERA has been time consuming and costly.

Action

Follow up on correspondence to EA re sharing of information.

Rulebook Sub-committee to review rules to consider how payment of penalties and costs are distributed.

**14.9. Medication control – Marylou Locke**

Swabbing target set for 2023 was 62 swabs overall, spread over DAs as below and showing numbers swabbed to date (66), so total is pretty well on target, with two State Championship events to come.

- NSWERA 19 swabs 4
- QERA 17 swabs + TQ numbers 42 (13 at TQ)
- SAERA 3 swabs 7 (as per JB report – ML not aware)
- TEERA 7 swabs 4
- VERA 11 swabs 5 (done at State Champs as reported by SR)
- WAERA 5 swabs. 4

Noted that Marylou Locke does not receive advice from SAERA regarding swabbing.

State	Ordered by	Swabbing Steward	Date	Event	kits ordered	number of kits sent to Lab	Bloods	Urine	RESULT
TAS	Dr P Hodgetts	P Hodgetts	18/2/2023	CCEB	6	1	1		negative
OLD		B Hew	5/03/2023	Lake Manchester		7	7		
QLD		B Hew	8/04/2023	Far A Way		8	8		
QLD		B Hew	30/04/23	Stirling's 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	3/06/23	Inglewood		3	3		
Qld		Earle Olaisen	24/06/23	Quilty		13	13		negative
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		negative
WA	Dr A Barnes	Dr A Barnes	1/07/23	WA champs		3	3		negative
NSW	Earl Olaisen	Earl Olaisen	23/9/23	Wattagan Mountain	4	4	4		
							54		
Divisional Associations Total									
	Bloods	Urine							
VERA									
TEERA	4								
WAERA	4								
NSWERA	4								
QERA	42								
SAERA									
Total	54								

Swabbing for 2024

Note endurance entries for 2023 will be in region of 3000, not including TQ numbers, so 2% swabbing target would mean a total of 60 swabs with much the same distribution, though SA will have Quilty numbers.

- NSWERA 17 swabs
- QERA 19 swabs
- SAERA 4 swabs plus TQ numbers
- TEERA 8 swabs
- VERA 8 swabs
- WAERA 5 swabs.

Discussion

JB - Melanie Scott did accredit as a medication steward and she liaises with the EA accredited stewards, however Melanie is not an EA Member. A SAERA MC who is not riding liaises with Melanie to ensure swabbing is done. SAERA could pay Melanie's EA membership, but she is a rider so may not want to be involved.

SR – getting kits only requires a form to be completed and sent to Marylou Locke who then arranges kits to be delivered to nominated address.

KM – noted that kits are charged to the DA once they have been sent for processing so a DA can request information that supports their payment of an invoice.

KFS referred to rules and noted that the Administrative Penalty and any penalties are offered by AERA.

#### Action

Letter to DAs re swabbing targets for 2024.

Discussion with EA to offer courses to accredit stewards.

***Agenda suspended at 1.00 pm to consider the report from the DBSC – Linda Tanian attended the meeting to respond to queries.***

#### **DBSC Report was distributed to MC Members**

Linda Tanina provided responses to queries emanating from her report.

#### **Online Memberships**

DBSC confident that all is in hand to launch this for 1 January 2024; had a session with QERA and NSW ERA Registrars (they have the biggest memberships and see more variation) and noted something that was not covered; a lot of testing has been done and will move to other DA Registrars for introduction to the system. There is a lot of variation in what is offered by all DAs. Note if a Membership Declaration is not signed and paid, a membership will still be sitting in pending, they will not be able to enter a ride – or vote. This will be picked up by the Online Nomination system.

Responses to specific questions -

- Gst consideration been included and relevant to each DA or club.
- Admin fee of \$2.50 for each membership renewal suggested by DBSC but AERA is not inclined to impose this fee – LT to change this in the system.
- Membership categories can be added to by the Registrar – they can set up the membership table and can add a change eg half-year memberships. Basic template is set up based on information received to date. Noted that this is a very complex process, but a lot of the information is already in the database through the online nomination system set-up.
- Parents / guardians will be added before this goes live noting that members are as young as 5 years and just need to be linked appropriately – this will lead to all online nominations for minors being linked to a parent or guardian.
- Sessions for members – this could be by running a session and recording it so this is available for anyone who wants to access this. There has still continued to be some resistance to online nominations, but memberships will have to be done this way.
- This is referred to as “membership renewal” but will link to past data including past membership number for lapsed members or for people who have data in there.
- NSW ERA constitution states that a member who does not renew within 60 days of end of year they are then a new member and must be ratified by NSW ERA MC – how do we alert “new” people that their membership must be accepted by the DA before they can proceed.
- There is ability to send out email notification so it may be possible to alert those people maybe 3 weeks before renewal must be done and then liaising with the DA about how this will be handled.
- Declaration must be signed before they proceed to payment – look at account and see what is outstanding.
- RFID card number is already in the system so does not need to be added.
- DBSC confidence level that this will be available as of 1 January – that is the aim of the DBSC and nothing is raising concerns at this time.
- Working with children checks are recorded in person details but must be confirmed by the Department of Justice. Number must be linked to the Association. Note that linking to the Association is about getting notification if someone’s card is lapsed or cancelled.

- The proposal from SUREWiSE has been accepted this morning for our 2024 insurance. It is linked to the AERA Website to the current form needs to be uploaded there.
- A member who has an ideological opposition to doing anything online is resisting online memberships so could be dealt with differently by usual process and payment to the Registrar. This would complicate the process of AERA having to invoice for one member.

### **Release notes delivered**

A pop-up message has been added recently and this will advise that release notes are there when a user is uploading a new version. There is no way of knowing that these are read.

### **Cancelled rides**

Cancelled rides are showing on the public ride results and this gives a report that shows everything, including rides that were scheduled but had to be cancelled. This is shown on the Ride Calendar but is not seen unless you choose to go back, as default presentation for the calendar is just to show rides to come. The only reason this would be needed would be to verify that a ride was planned if someone was injured in preparing for that ride we can confirm to the insurer that the ride was scheduled. Rationale from DBSC is that it shows on the results page so that all rides are shown.

If a nominated rider does not appear the entry should be deleted.

### **Emergency contact details**

The ONS has been running for about 18 months and no-one had noted this was missing. This information would have been collected on the Ride Entry Form previously. It will be addressed in the end of year update with the addition of a couple of database tables. This can be added as part of online nominations and will automatically populated for the next ride but can be over-ridden and can choose whether to save for next ride. It now is included in the report showing all nominations, declarations etc.

### **Guardian / parent**

This is significant for Parents /Guardians are not members; discussions have begun about how to do this and will be discussed further at the next meeting of the DBSC.

### **Refunds**

Recently a rider had asked via Facebook for the process to receive a refund. This is on the AERA Online Help tab – *Cancelling and getting a refund*. Suggest this is posted on AERA Facebook early next year.

### **FEI Ride Results**

FEI reports are still waiting to be updated but changes to FEI rules are pending and all will be done together. Noted that the option for “retired” is combined with DNE. FEI rides do not allow elevation but when the selection was made in ride outcomes this then listed the ride as an elevator. Ride outcome of Retired/DNE needs to be separated into two outcomes.

### **Rider reports for Intermediate rides to allow reporting of completions in order of time and placing**

With reference to recent request from EA to have reports that give completion times and leg speed times, and that can be printed in order of time completion can be provided by adding the placings. There is a preference to be more responsive to EA as a key partner.

LT suggested that a different report would have to be created to show the placings. KM - the Ride Details Final Report and has a column for “status” but does not print in order even if time order is selected. Another report does print in order of time but does not give placings. LT suggested that a new report was preferred so that this is only allowed for an EA Ride. Also noted that the ride report is named as Introductory Ride when it should read intermediate – not an urgent tidy-up.

### **Officials Accreditation**

This was discussed at length at the last DBSC to support accurate records of accreditation currency. Ride set up already has Ride Contact person as a mandatory field in ride set up so can add the Head Vet and Chief Steward. Note priority is completion of Online Membership.

### **Ride and Tie**

NSW ERA has two of these events on the calendar for 2024 and AERA would like to have a costing on having capacity to – want costing for this being available in the Database.

### **Horse Welfare reports**

Establishing a format for final reporting that will allow an end of year overview of treatments received but there still seems to be difficulty in enduring that reports are uploaded. The quality of the report is only as good as the data entered. Discussion of flagging for reports to be uploaded before a ride is finalised – this could generate an email to the appropriate person. DA Management Committee is responsible for this via HW officer. Linda to look at this.

### Actions

Personal Accident form for 2024 to be uploaded to the AERA website.

Post in early 2024 to AERA Facebook to show link to refund option for Online Nominations.

### DBSC Actions

- Online Membership – change to reflect no fee to AERA
- Alert for NSW ERA memberships that have lapsed as their membership will have to be approved by MC. This could be alerted by an email notification 3 weeks before membership lapses.
- Parent / Guardians to be able to sign for memberships at start of year.
- Ride outcome of “retired” to be separated from DNE for FEI rides.
- Ride report for Intermediate rides reads as introductory and to be such that reports can show placings for EA purposes.
- Flag to include Head Vet and CS when set up is done.
- Costing to allow for data recording of Ride and Tie events
- Option to flag for all ride reports before ride is finalised

***Meeting adjourned from 1.51 – 2.00 pm.***

***Agenda suspended at 2.00 pm to receive a report from TQ24 Event Director, Tom McCormack (this is minuted at 14.13.1).***

#### **14.10. Biosecurity – Dick Collyer**

Late report received.

#### **14.11. EA Endurance Committee – Sonya Ryan / Dick Collyer**

##### **1. Workshop for young Riders with a Sports Psychologist/Coach**

Amanda Ross conducted this via ZOOM at the Inglewood FEI ride. The intention is to follow this up with further information about sport psychology assistance for endurance athletes.

##### **2. Oceania Championships – now to be called “The Australia Regional Championships”**

The EAEC and EA are working on this proposal, with a working party set up. AERA has been invited to delegate a member to this working party. As per my QERA Report, this event has the potential to be a great promotional tool for endurance in Australia. It will, hopefully, involve teams from at least 6 countries. (Aus, NZ, Japan, Malaysia, China, Thailand)

### **3. New FEI Rules for Endurance**

A number of new rules have been passed and will start from 1 January, 2024. Some of these will make it easier for ROs in Australia to fulfil the requirements for officials, etc.

### **6. Draft Endurance Pathways document now updated and on the website and well-received**

There are now 6 people qualified for Australia for the World Endurance Championships to be held at Montpazier in France in September next year: Alexandra Toft (on 2 horses), Penny Toft, Jodie Salinas, Andre Lawes-King, Catherine Bailey and James Sheahan.

### **7. AERA logbooks /passports**

Sonya is preparing a mock-up of a logbook which would be acceptable to EA, to present to AERA. The person who prints the AERA logbooks lives across the road from her!

**Next meeting: Thursday, 9 November, 2023 – 7pm – so might have more to report on at the AERA meeting.**

#### Discussion

Logbooks are still under discussion and hoping to provide a mock-up of what would have to be done to meet both FEI and AERA requirements.

#### **14.12. Governance and Policy**

- 14.12.1 *AERA By-law MC Office Bearers and Sub-committees*
- 14.12.2 *Terms of Reference AERA Rulebook Sub-committee*
- 14.12.3 *Terms of Reference AERA Database Sub-committee*
- 14.12.4 *Terms of Reference AERA Finance Sub-committee*
- 14.12.5 *Terms of Reference AERA Governance Sub-committee*
- 14.12.6 *Terms of Reference AERA Strategic Planning Sub-committee*
- 14.12.7 *AERA By-law AERA Honorary Members v170923*
- 14.12.8 *Standing Orders Meetings V4*

#### Secretary Report

An action from the last meeting was to review the Terms of Reference for all Sub-committees. A change recommended by the DBSC regarding a SC having say in who is appointed by AERA is perhaps best added to the Bylaw as per last sentence added to the attached document since this would apply to all Sub-committees.

The Governance TOR have been amended to include ongoing reporting on the AERA Strategic Plan with the thought that now the SP is developed there was no need for a separate SC. SP TOR also included for reference.

Another action was to present the criteria for Honorary Membership as a By-law.

Standing Orders included for review according to requests being made for distribution of minutes.

#### Discussion

Consensus that the addition to the AERA By-law MC Office Bearers and Sub-committees is appropriate.

Terms of Reference were all noted as minor changes.

The Terms of Reference for the Governance Sub-committee was suggested to now incorporate review of the Strategic Plan now that is in place. Reminder that everyone should be reporting to the tasks in the Strategic Plan. This one put on hold for now.

Changes to Standing Orders to support agenda and minutes going to DAs and Delegates and that minutes will be posted within 14 days of being ratified.

**Motion: 2023/11/10      Moved: Mark Dunn / Sioux Reid**  
**That the amended By-law MC Office Bearers and Sub-committees be ratified.**  
**Carried unanimously**

**Motion: 2023/11/11      Moved: Mark Dunn / Dick Collyer**  
**That the amended Terms of Reference for the Rule Book Sub-committee be ratified.**  
**Carried unanimously.**

**Motion: 2023/11/12      Moved: Dick Collyer / Jil Bourton**  
**That the amended Terms of Reference for the Database Sub-committee be ratified.**  
**Carried unanimously.**

**Motion: 2023/11/13      Moved: Dick Collyer / Jil Bourton**  
**That the amended Terms of Reference for the Finance Sub-committee be ratified.**  
**Carried unanimously.**

**Motion: 2023/11/14      Moved: Natasha Ellery / Kim Moir**  
**That the AERA By-law AERA Honorary Members be adopted.**  
**Carried unanimously.**

**Motion: 2023/11/15      Moved: Natasha Ellery / Wayne Hegarty**  
**That the amended Standing Orders Meeting v4 be adopted**  
**Carried unanimously.**

#### **14.13. Tom Quilty Gold Cup**

##### **14.13.1. TQ 24 – SAERA**

*14.13.1 SAERA SC Pre-Quilty Test Event – report provided by Sioux Reid*

##### **TQ24 TEST EVENT**

This was conducted on the 28<sup>th</sup> of October albeit with a small field of entries.

Unfortunately, due to a last-minute change with my work, I had to cancel my airfare, car hire and accommodation and spend the week in Armidale for work.

However, all the reports I received were positive.

Mel Scott our course director, advised that the course was very similar to the 2017 course. AERA should be aware that as the course is largely ridden in State Forests, there is always a possibility that depending on weather conditions on the day, certain parts of the forestry can be closed or have restricted access. This is just a simple fact of life.

AERA should also be aware that as per the 2017 course there is a section of approx 6kms (common on 3 legs) where it is difficult for a float to access.

There is also a similar distance on leg 4 where it is difficult for a float to access.

## **BUDGET**

Attached is the current version of the TQ24 budget which is obviously a living document and will be updated as we progress.

## **RIDER FEES**

Below are the current rider fees (inc. GST) as per the current budget:

Ride Entry Fee	\$500
Swabbing Fee	\$ 20
Vet Hospital Fee	\$ 30
Forestry permit	\$ 10
Total	\$560

Camping fees \$150 for an unpowered site and \$200 for a powered site which are limited.

## **TREATMENT VET**

TQ24 wishes to nominate Dr. Darrien Feary as the Treatment Vet.

Darrien has accepted the role subject to final confirmation following the current foaling season.

## **BIOSECURITY PLAN**

TQ24 shall adopt the AERA Biosecurity plan with the following acknowledgments:

1. Pre ride base horse health check at Yankalilla Showgrounds (same as 2017).
2. The Biosecurity Plan states that "for National Championship (Tom Quilty) the temperature log duration is at the discretion of the Head Veterinarian, the Biosecurity officer and AERA". Our HV in consultation with fellow SA veterinarians and potential SA Treatment Hospitals, want a 3 day temperature log with an exception that all horses travelling from NSW and QLD will be 10 days irrespective of vaccination status.
3. There will be ample pre-ride notification that if a horse may require referral to an offsite facility, "that immediate referral may not be an option for some unvaccinated horses originating from known Hendra High Risk areas".

## **OTHER ITEMS**

1. Can we arrange for Mel Bright to be given a login for the TQ24 website please? I think Kim was researching this for Mel.
2. Can you confirm that the Top 10 Rugs are sponsored/managed by AERA, and that there is no cost to the TQ24 Committee?
3. Can AERA clarify if the course vet needs to be AERA accredited?
4. TQ Booklet: The TQ24 committee is not keen to have the responsibility to collate and print the TQ Booklet. It is seen as another task for a small committee, and for which the bulk of the booklet consists of AERA and Divisional material.

Could the AERA please consider taking the Booklet under their wing going forward not only for TQ24 but for all future TQs. The AERA could then sell 'advertising space' back to the relevant TQ Committee for any specific event sponsors. For example, TQ24 may sell a 'Sponsorship' package to 'Castlebar endurance' which includes a ½ page advertisement in the booklet. If the AERA sets the advertising prices early in advance then TQ24 can include the cost in our 'package' and we pay AERA for the advertisement if we sell a package.

I personally believe the concept of the AERA taking over the booklet is worth considering. I know it caused Sonia Bonham a lot of grief collating it in 23 and if you talk to other previous TQ I am sure you will find a similar situation.

Will speak at the meeting.

## **Tom McCormack spoke to his report –**

### **Test Event**

Course – ran well and is very similar to the course used in 2017. Should there be a last minute shut down in the forestry, Mel Scott, Course Director, is confident that she can mark an alternate course at short

notice, probably because of risk of damage to the tracks. Camping was ad hoc with only a small number of horses.

Sioux Reid attended as AERA Committee Member – all went well. There was one leg not used with numbers not being sufficient to warrant marking another 40 km leg. The ride base entry and exit points will be re-done for TQ24; vet hospital was not set up; there was one horse vetted out on metabolics and managed well by vets – Lachlan Cameron, Paul Lubbe and Bruno Ros. Property owners have supported the Ride Organisers by commitment to move stock from areas that will be used for the track so fewer gate / check point personnel will be required. AERASpace worked well with updates done by hot-spotting to a phone and not sure if other arrangements will be made for TQ24. Lighting to the vet ring was overlooked but won't be for TQ Event!

Tom – test ride was successful; meeting recently with a review of budget done as provided to AERA and there is a deficit showing currently. There is only \$4000 showing currently in sponsorship and the drive for sponsorship is ready to start. The history of the event is that most committees are able to attract \$30,000 to \$40,000 in sponsorship and any surplus tends to be what is gained in sponsorship. The budget as is, endeavours to reflect a true position of costs. Budget is based on 160 riders with 55% completion, 10 vets and a loss of \$40,000

All riders must apply for an individual permit for forestry access and paperwork for this will be included in the Online Nomination paperwork. Note that total entry fee will be \$560 including gst; camping fees \$150 or \$200 for a powered site.

**Biosecurity Plan** will be as AERA document with requirement of 10-day temperature logs for horses travelling from Qld and NSW and 3-day from other states. Head vet and secured the option to have a Hendra Exclusion Test with a suggested turn-around time of 12 hours. SA don't live with Hendra day to day so there is some hesitancy in treating horses who are not vaccinated.

DC – AERA has agreed to remove LGAs from the AERA Biosecurity Statement. Question also about why all horses would not have a 10-day temp log because this is about more than Hendra. JB concur with a 10-day temperature log.

KFS – a public health point of view a 10-day temperature log is more robust; LGAs were only ever there as a guideline.

PH asked if there was any advancement on stall side testing – DC responded that the one that was developed at UQ has disappeared from public discussion. Research at USC is still ongoing led by Dr Joanne Macdonald who are currently surveying needs from horse owners and event organisers.

KM also noted that Biosecurity Qld reports at a quarterly meeting on the number of exclusion tests done for Hendra, usually around 200 tests with only one positive in the last 6 years of reporting. Most recent one was in NSW.

View is that a 10-day temp log for all horses is preferred and Tom will take this back to the committee.

### **Other matters**

TQ website – this has been provided by Chris Nichols to Mandy Penney.

Top ten rugs – confirmed that the TQ Committee can include these in their sponsorship packages.

On-course vet – consensus that this needs to be an accredited vet and noted that there is a separate agreement for the on-course vet. This is supported by the TQ Manual and they are paid a higher fee than a line vet.

TQ Booklet - the TQ24 Committee is not keen to do this and following recent discussions at TQ23, this could be something that AERA could take over. The majority of the content is not from the committee and advertising could be sold back to TQ Committee to include with their sponsorship packages, including local advertising. Noted the need for very firm timeframes to receive confirmation of advertising to fit with printing deadlines. Also magazine is part of package given to riders so there may be a nominal fee to the TQ Committee.

Swabbing – confirm that an interstate swabbing steward's accreditation is acceptable to EA.



Vetting – support for the same vetting panel as used at TQ23 which gave consistency. Tom confirmed that this had been discussed

Track – sections noted as not accessible for a float but will be accessible for a 4wd vehicle so will be able to get a vet or a medic to assist. This will be well noted in pre-ride information and will be marked so riders know where these sections are. Suggest that Ambulance service is aware of this access requirement to have a 4wd ambulance available.

#### AERA processes

The committee should be providing a 12-month progress report and budget; also draft risk-management; recommendation of TV and On course Vet to allow for signing of Final Event agreement

AERA to confirm appointments of HV, Treatment Vet and On-course vet (once advised). Also to confirm appointment of 2IC Vet and 2IC CS from TQ25.

AERA to request from DAs appointment of Rep Vets and CSs - to send in Feb for response by May. Ton include with this call for articles from DAs

AERA to provide data for TQ Book to include a list of inductees to Hall of Fame?

AERA Awards – cut-off date for applications is 20 July 2024 as confirmed with Jo Bailey and Kerry Fowler-Smith.

#### Actions

Sub-committee of Mark Dunn, Jil Bourton and Sioux Reid to develop a proposal to put out to tender covering all aspects from size, colour, pages to percentage of advertising. AERA will meet all costs to design and print and have all revenue from advertising. Possibility of offering this over a 6-year cycle. Suggestion that a member of TQ224 be involved with this group.

Letter to TQ24 thanking Tom for his attendance and prompting for provision of documents as listed above and for signing of the event agreement .

AERA website updated to show date for application of AERA Awards.

### **14.13.2. TQ25 - TEERA**

*14.13.2 TQ25 Committee Meeting 291123 Minutes*

*14.13.2 TasTQ25 18-month progress report*

Secretary noted that report provided good information for this early in the process.

#### Discussion

Interim Agreement is in progress for signing and returning. Those who are involved with TQ25 are also involved in organising the State Champs so will be done shortly after that. The State Champs venue is also the venue intended for TQ25 and the test event will be scheduled for next May.

Have considered who will be the Head Vet and Chief Steward and it is their intention to attend TQ24.

Working on State champs now and test event will be scheduled for May 2024, exactly one year out from the event. The tracks are new in terms if you have a 10-year perspective, but they have been used in the last 20 years. Every ride to be held at this ride base will be in part practice runs for the TQ event.

“Feeling that we are comfortable with where we are at now”.

***Meeting adjourned from 3.32 – 3.45 pm.***

### 14.13.3. Tom Quilty Gold Cup – Future Options

#### 14.13.3 TQ Future Options\_AERA Meeting 22 June 2023

Report provided a summary of the comments taken from the meeting, attended by over 100 people with contributions to some robust discussions.

Themes emerging on which there was consensus:

- That the Quilty should continue to move from state to state
- That AERA should do more of the heavy lifting – that not everything should sit with what can be a small group of people

And there were some comments about being more professional and it was about being there without the need for the “bells and whistles”.

*SR – there was a sense of keeping it at a grassroots level but there were things they did want – eg constant internet access; sense of “more professional” was maybe about moving to more of a business model so it might be possible to secure sponsorship for three years rather than year by year. Idea of same venue for 3 years did not get much support.*

*GN – observation that it would really help if it was more well defined – is it a Quilty where we are trying to be as inclusive as possible and to get a buckle or is it about a national championship. The latter should entail a qualification so would not be available to everyone so is more elitist. This should be decided and would make the marketing more clear.*

*MD – noted that it has been deemed to be our national championship but (GN) in the original constitution the purpose of the AERA was to hold the TQ and a national championship.*

*JB – recalled that the Quilty being the national championship was the outcome of a referendum when it was also decided that it would rotate around the states. Feel that the original concept of the Quilty should be kept as much as possible and with all people having the opportunity to enter a Quilty.. Louise Mackey’s comment about each DA should be able to locate one or two venues that they can rely on – need to do this moving forward rather than each year everyone is scrambling around for a venue.*

*BH – TQ was the ultimate to aim for and in some ways you had to qualify for this. It may be that the location did not allow for all comforts but that’s how it is. It’s you against the horse and maybe another 200 competitors, go from state to state, see amazing places, meet amazing people. The buckle is what matters to the average rider*

*AM – I don’t know why there is a discussion about separating TQ from Nat Champs – dividing resources and riders. I do endurance because it is anything you want it to be and it is for everyone – no impact on front runner if I come in at 11.30 pm – it is there for everyone. To complete is to win - one horse, one rider, one day – not just for the fast ones - has to be inclusive. Can’t comprehend turning the Quilty into an elite sport – has the capacity to allow people to turn up on the day – good ride base, good track, the rest is bonus.*

*GN – important to have an event of national significance that everyone can aim for – newcomers may not see the sport as spoken by Belinda and Andrew results for the Quilty not one professional rider who has won.*

*KFS – to contemplate the idea that not everyone has an equal opportunity to participate in a Quilty. If any change was to be made it would have to be based on a more robust consultation than the few people who spoke at TQ23. It would have to be an across the board agreement that the change was wanted. The idea of a National Championship that was FEI and it was agreed that the TQ would be the National Championship.*

*MD – clarifying that there is no intention to change anything.*

*KFS – the next step needs to be a report back to the membership with a recommendation from AERA about the way forward.*

*DC – what the forum showed was that there is support for the current model and just need it to work better. The model is a pretty good one – the members have given their view that it stay the same.*

*JB – the model is fine – it is the organisation is what needs to be looked at. The TQ committees do the grassroots stuff and are asking for support from AERA. Sponsorship is something to be carried on.*

*KM – process is to summarise the discussion in terms of the categories as in the report; professionalism does not need to be “bells and whistles” – it needs to be access for rescue, an accredited vet team and CS team, flushing toilets – when you set a standard you can always go higher. This could be discussed further at AGMs – the outcome of the discussion is that we have oversight of the national championship, as per the constitution – the model for the membership, the size of the country and the type of the sport is as good as its going to be. Each committee will find its own way to work through the challenges. The concept of national sponsorship was still met with some anxiety about what that would mean and the impact it would have to the DAs.*

*DC – the model we have can be a national championship is right for our sport – calling it that would perhaps attract more sponsorship; the model we have should not have a budget that is \$40,000 in deficit.*

*MD – good for your average jo to ride with the big boys – the manual provides*

*KM - as an inclusive sport the participation in the Quilty ranges from 3 – 18% of the membership.*

*AM – responding to concerns about what we can do to improve – all discussions over the last 18 months or so has been about AERA taking on more administrative tasks – the forum validates the thoughts we were all having.*

*NE – the message going out is what we discussed and that we have considered this – the magazine, the online nomination system making it easier for committees. It is for individuals to look at what they can achieve in participating in a Quilty.*

#### Action

Summary document to be written to post on Facebook and to DAs – Mark Dunn.

## **15. Rule Book**

### **15.1. Rulebook Sub-committee report – Mark Dunn**

No new Rule change proposals have been considered by the Rulebook SC since our last meeting. A number of proposals are on the agenda for a second vote at this meeting.

There was an exchange of emails between members of the SC around an end of ride trot-out at the recent Victorian SCs. It is alleged that a rider had up to 6 trot-outs. The SC took the view that there was not enough information available to it to get a true sense of what happened. It considers the existing Rules around trot-outs satisfactory and noted that the 2 CSs officiating were Sandy Little and Digger Lehane, both experienced and capable CSs.

### **15.2. Proposed rule changes presented for a first vote**

No rule changes to consider for a first vote.

### **15.3. Proposed rule changes presented for a second vote**

#### **15.3.1. 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.

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 a new 29.3 c) will** be added:

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

Outcome from Meeting on 17 September 2023

**Motion: 2023/09/12 Moved: Mark Dunn / Sioux Reid**

**That Rule 28.2 and 29.3 c) be deleted and that Rule 29.3 c) 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.**

Note motion changed to correct numbering – no change to intent of motion.

**Motion: 2023/11/16 Moved: Sioux Reid / Jil Bourton**

**That Rule 28.2 and 29.3 c) be deleted and that Rule 29.3 c) will be 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 second vote to be implemented from 1 January 2024.**

### 15.3.2. 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'*

*Outcome from meeting on 17 September 2023*

**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.**

**Motion: 2023/11/17**

**Moved: Natasha Ellery / Sioux Reid**

**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 second vote to be implemented from 1 January 2024 .**

### **15.3.3. 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.

**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.**

#### Discussion

MD reminded that this has come from the need to align these rules with what was passed for implementation in 2016. Belinda Hopley has provided advice on shortcomings of the rules as they are now and also responses from Talea Hasko Stewart responses to questions put by AERA. Comments from Belinda re shortcomings.

Options are to allow the rules that are sub-optimal to remain; or to run the same motion and maybe replace with these rules. If we don't change this now what is in place remains until 2025.

DC – this needs more work; this is not an endurance competition and is in the complementary competition. This may not ever need to be entered into the database. There has not been time to read the comments received this morning.

Consensus that this is carried forward to next year and Clare and Mark to do some work on the rules to represent.

BH suggested that we adapt these rules to make it fit and the year after we can review again to make it better. This would at least make it possible to run the event. The main issue is that rule require everybody to be full riding member which they had not realised previously. None of the changes suggested by BH have been shared with others and is further complicated by the responses received this morning from NSW ERA via Tahlea Hasko Stewart.

MD – not happy to accept these rules, with amendments as has been recently presented by Belinda and notes from Tahlea Hasko-Stewart. Suggestion that the DA can introduce an interim class of membership to satisfy the existing rule.

#### **15.3.4. 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 part of the Olympic Games, Paralympic Games or World Equestrian Games.

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 and prize money 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 \$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.

*Outcome from meeting of 17 September 2023*

**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.***

KM provided an overview of these rule changes and no further discussion was required.

***Motion: 2023/11/18 Moved: Dick Collyer / Jil Bourton***

***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 – yes; JB – yes; CF – yes; DC – yes; SR – yes; NE – yes; WH – yes; MD – yes.***

***Voting result: For – 8 votes; Against – 0 votes.***

***Motion carried unanimously for a second vote to be implemented from 1 January 2024..***

Note re Minor v Junior

A 'minor' is a person who has not yet turned 18 – ie is 17 or younger.

A 'junior', for our purposes, is someone who turns 17 years old or less in the year of the ride.

So, a senior rider who turns 18 in the year of a ride can still be a 'minor' if they have not yet had their 18<sup>th</sup> birthday.

### **15.3.5. Proposed rule change to Tables 15 and 18**

#### **EWS changes to accommodate lameness vet outs at 4<sup>th</sup> 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 4<sup>th</sup> 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*

*Outcome from meeting of 17 September 2023*

***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"***

***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.***

***Motion: 2023/11/19 Moved: Sioux Reid / Dick Collyer***

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

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

***Voting result: For – 8 votes; Against – 0 votes.***

***Carried unanimously and passed for a second vote to be implemented on 1 January 2024.***

**16. General Business**

**16.1. DAs Annual General Meetings - noted.**

- NSW ERA 3 February 2024 with electronic voting before that.
- QERA 9 December 2023 with electronic voting for committee before (8 November to 6 December) and voting on any motions after - probably mid-December to mid-January.
- SAERA 14 January 2024
- TEERA 2 February or 2 March 2024
- VERA 20 January 2024
- WAERA 25 November 2023

**17. Next meeting dates**

11 February – Committee Meeting – no rides on the calendar at present


27 March – AGM and Committee Meeting to determine Office Bearers – 7.30 pm start.

6/7 April – Committee Meeting

**18. Meeting closure**

This meeting was closed at 16.48

**President: Mark Dunn**

Signature:  \_\_\_\_\_

Date: 13/2/2024

## AERA Database Sub-committee Report – 12 November 2023

Late report accepted for discussion in main agenda,

### Online Membership Renewal

We are progressing well with the Online Membership Renewal development work. It has been tested within the Test database both by Subcommittee members and by Jacky Barlow and Colleen Shaw. Our next step is to involve the other Membership Registrars to gather their feedback on scenarios particular to each of their states.

The next step after remediation of any identified issues will be to run some sessions for members so that they can see how to renew their membership online. We are still on track to go live 1 January 2024.

To provide access to the set-up of the various membership categories the Division Registrar and Division Membership Registrar roles will have add/update/delete access to the Membership Items table, which is shown below.

Change Membership Items														
QERA Membership Items														
Copy 2023 Items to 2024														
Year	Description	Membership Category	AERA Category	Price	Adults Included	Juniors Included	Half Year Price	Half Year Day	Half Year Month	Early Payment Price	Early Payment Day	Early Payment Month	Newsletter Price	Item Type
2023	Adult Riding	Ordinary	Adult Riding	182.00	1	0	150.00	1	7	155.00	31	1		Membership
2023	Junior Riding	Junior	Junior Riding	103.00	0	1								Membership
2023	Full Time Student (ID requir...	Ordinary	Adult Riding	152.00	1	0								Membership
2023	Pensioner (ID required)	Ordinary	Adult Riding	152.00	1	0								Membership
2023	Associate (Non-riding)	Associate	Non-Riding	116.00	1	1								Membership
2023	#Family (2 Riding Members)			344.00	2	99								Membership
2023	#Extra Adult Riding - Family			162.00										Membership
2023	#Extra Junior Riding - Family			97.00										Membership
2023	#Adult Riding - Gold Star			132.00										Membership
2023	#Junior Riding - Gold Star			103.00										Membership
2023	#Full Time Student - Gold Star			122.00										Membership
2023	#Pensioner - Gold Star			122.00										Membership
2023	#Associate (Non-riding) - Go...			76.00										Membership
2023	#Family (2 Riding Members ...			244.00										Membership
2023	#Family (2 Riding Members ...			304.00										Membership
2023	Adult Intermediate	Intermediate	Adult Intermediate	137.00	1	0								Membership
2023	Junior Intermediate	Junior Intermediate	Junior Intermediate	88.00	0	1								Membership
2023	#Adult Intermediate - Gold S...			117.00										Membership
2023	#Intermediate Family - 2 Rid...			254.00	2	0								Membership
2023	Life Member	Honorary	Adult Riding	0.00	1	1								Membership
2023	Honorary Membership	Honorary	Non-Riding	0.00	1	1								Membership

This provides the ability to:

- Define the year of membership
- A description of the membership type
- Membership Categories for categorisation purposes
- The AERA Category to assist with reporting and statistics
- The \$ value of the Membership type
- How many adults and juniors can be included (mostly used for family memberships but also some peculiarities that QERA have)
- The cost of the half year membership and the day/month from which the half year membership is applied (as some states apply a half year membership from later than 1 July)
- Early bird details including price and date by which early payment must be made
- Newsletter price included in the membership cost

In addition, this screen allows the copying of the data structure between years to provide an easy set up for next year.

When the member logs into their AERA Online account the My Details page will show the status of their membership.

**Member Details**

Name	Member No	Details	Membership
Lazy Bazy	200004	<a href="#">Amend</a>	<a href="#">Membership Card</a>
Hannah Berry	N/A	<a href="#">Amend</a>	<a href="#">New</a>
Heather Buchanan	N/A	<a href="#">Amend</a>	<a href="#">New</a>
Poppy Kettlewell	128144	<a href="#">Amend</a>	<a href="#">Renew</a>
Linda Tanian	30233	<a href="#">Amend</a>	<a href="#">Renew</a>

[Pay for another membership](#)

Use this option to purchase membership for a person not linked to your account. If you are trying to renew your own or a linked membership but cannot see your record here, contact your registrar to get your e-mail address updated to match the one you have used to login.

This shows what a trainer may see in terms of their team riders. Items to note here:

- Lazy Bazy has renewed their membership card, and they can reprint the card (if a paper based version is required)
- Hannah Berry and Heather Buchanan are people who have a record within AERASpace but have not been a member either previously or in the current year
- Poppy Kettlewell and I are existing members who can renew their memberships

The screen provides the ability to amend any of the contact and address information for the person – this is functionality that already exists on the Member Details page. If any details are changed these are saved back to the AERASpace record.

The Pay for Another Membership button allows the logged in person to pay membership fees for someone who isn't linked to their account.

### Membership Renewal Page

The page displayed for membership renewal will be different dependent on state requirements. Here's an example of the VERA page with the half year membership option displayed:

AERA ONLINE Home Events My Details My History Account Logout Help ▾

### Membership for Hannah Berry

E-mail address: killara@wideband.net.au  
Contact phone:  
Home address: 472 Farley's Road, Rosedale, 3847  
Postal address: 472 Farley's Road, Rosedale, 3847

[Amend Details](#)

**Membership type**

VERA Adult Riding (\$95.00) ▾

- Include personal accident insurance (\$150.00)
- Receive e-mail newsletter
- Receive hardcopy newsletter (\$0.00)
- I require a plastic pocket for my Membership Card
- I do not wish to receive email notifications from VERA Inc
- I have completed the TPR Accreditation process and wish to have my name added to the VERA TPR List
- I hold first aid qualifications and am willing to volunteer my time at a ride as the official First Aider

[← Back](#) [Continue →](#)

And here's an example of the NSWERA page showing a variation in options:

AERA ONLINE Home Events My Details My History Account Logout Help ▾

### Membership for Poppy Kettlewell

E-mail address: killara@wideband.net.au  
Contact phone: 0428849720  
Home address: 387 Knox Rd, TABLE TOP, 2640  
Postal address: PO Box 95, LAVINGTON, 2641

[Amend Details](#)

**Membership type**

NSWERA Adult Riding (\$150.00) ▾

- Include personal accident insurance (\$150.00)
- Receive e-mail newsletter
- Receive hardcopy newsletter (\$40.00)

[← Back](#) [Continue →](#)

The determination of the page to be displayed (VERA, QERA, NSWERA, etc.) is dependent on the address of the person renewing their membership. For example, Hannah Berry has a Victorian membership, so the VERA page is displayed above. Poppy Kettlewell has an NSW address so the NSWERA page is displayed.

This page allows the member to amend any of their contact details, select the type of membership they wish to apply for and then determine whether they want personal accident insurance and other state-based requirements.

Membership Summary Page

This page shows what has been selected, the cost of the selection(s) and the Westpac processing fee that will be applied if the member proceeds. The member also has the ability to:

- Delete this selection
- Add in other family members to create a family membership (detailing the requirements for family membership for the selected state)
- Add other members and pay for their membership renewal

Description	Qty	Price	Total
NSWERA Adult Riding Membership for Poppy Kettlewell including PA insurance	1	300.00	300.00
Westpac processing fee (0.55c + 1.20%)	1	4.15	4.15
		<b>Total:</b>	<b>304.15</b>

**Family Membership (\$300.00)**

Family membership option will become available once two adults and at least one child have been selected. Please confirm all members are eligible to be part of a family and eligible children have been entered before pressing.

[← Add Another](#)
[Continue →](#)

Declarations Page

Once the member selects the Continue button the Declaration page is displayed.

AERA ONLINE Home Events My Details My History Account Logout 3 Help

### Acceptance of Declarations

Listed below are the appropriate declarations relevant to the memberships you have selected.

You cannot proceed to the 'payments' screen (and finalise your memberships) unless all the relevant declarations have been accepted by you.

Failure to 'accept' your personal declarations will result in all the memberships on this page being classified as 'pending' and will not be recognised as valid memberships.

Your personal membership declarations are labelled 'Read and sign here' and must be opened, read, and accepted by ticking the appropriate box.

Declarations for third parties are labelled 'Will be emailed'. The system will email the declarations to those persons who can click on the relevant declarations and accept them which will then update Aera Online accordingly.


Membership for Poppy Kettlewell	
Membership Declaration	<a href="#">Read / sign here</a>
Insurance Declaration	<a href="#">Read / sign here</a>

[← Return to Cart](#)
[Continue →](#)

*Continue option will become available once all declarations have been signed.*

Declarations must be signed before the Continue button is enabled. We have made this mandatory as members currently must sign the declaration section of their membership application form before their membership renewal is processed.

When the member clicks on the Read / sign here link for the Membership Declaration the following is displayed (for NSWERA members):

AERA ONLINE Home Events My Details My History Account Logout  Help  AERASpace

### Dangerous Activity Acknowledgement & Waiver

In consideration of the NSW Endurance Riders Association ("the Association") accepting me as a member for 2023, I understand and agree that:

1. This waiver governs my participation in any and all activities ("relevant activities") offered or organised, in whole or in part, by or in conjunction with the Association.
2. There are many real and potentially significant risks and hazards involved with horses and endurance riding.
3. Horses are powerful animals of individual free will and are potentially dangerous.
4. There are certain inherent risks in the terrain, public roadways, weather and other forces of nature which may arise during my participation in endurance riding, that such risks may vary from ride to ride and that I am responsible for assessing and managing all inherent risks that may arise.
5. The Ride Organisers and the State Management Committee make every effort to ensure the safety of the ride base and ride course, and the safety and well-being of all participants and their horses, and to minimize any risk of injury, death or loss due to negligence or omission by the organisers and the Association.
6. It is compulsory to wear an approved safety helmet at all times while on a horse at any event affiliated or endorsed by the Association.
7. I am responsible for the control and welfare of any horse in my care or which I elect to ride and for ensuring that I am capable of managing any such horse in the interests of my own safety, and that of other participants or the general public, horses and in regard to property.
8. If I fail to comply with any reasonable instruction, request or direction by Ride Organisers or other designated officials, upon my being so warned by the appointed Chief Steward, she/he may terminate any further participation by me, such termination being at my expense, and I waive any claim or refund.
9. I am free to withdraw my participation at any time, subject to compliance with the AERA rule book, should I determine that to do so is in the interests of my safety and well-being or that of other participants and horses.
10. I agree not to consume alcohol in an amount which causes my blood alcohol content to exceed the applicable legal limits whilst participating in the relevant activities. I understand and agree that I will be responsible for any loss, damage, cost, claim or expense arising from any injury, loss or damage caused or contributed to by my consumption of alcohol up to the applicable legal limit whilst participating in the Relevant Activities, and that I will not be covered by insurance in that event.
11. I agree not to consume any mind-altering drug or any other substance that may be prohibited by law before or during the relevant activities. I understand and agree that I will be responsible for any loss, damage, cost, claim or expense arising from any injury, loss or damage caused or contributed to by my consumption of such substances whilst participating in the Relevant Activities, and that I will not be covered by insurance in that event.

**I agree:**

12. That if I have a medical condition or impairment which may affect my capacity to act safely and in the best interests of the welfare of myself, other participants and horses, then I take full responsibility for any consequence of such medical condition or impairment.
13. To comply with AERA Inc. and the Association's Ride Rules and any reasonable instruction, request or direction from ride officials as to the safety and well-being of me and other participants, and the management of horses.
14. If there is an outbreak of a notifiable equine disease, such as Hendra Virus or Equine Influenza, the Department of Primary Industries or other State or Commonwealth government body, may restrict or prevent the movement of horses, vehicles and personnel for a period of time, otherwise known as a "standstill". I acknowledge that a standstill is a risk of competing and agree to pay any costs or expenses incurred by any person or organisation for and on behalf of my horse(s) as a result of the standstill.

Document version 1




I confirm that I have read and understood this document and hereby apply for Membership of the NSW Endurance Riders Association.

If accepted as a member, I agree to comply with the NSW Endurance Riders Association Inc. Constitution, and the Australian Endurance Riders Association Inc. and NSW Endurance Riders Association rules, procedures and policies.

[← Return to T&C](#) [Continue →](#)

The Continue button is enabled when the confirmation checkbox is ticked. Once that occurs and the Continue button is selected the Declarations screen is displayed again as this member has selected PA Insurance as an option.



AERA ONLINE Home Events My Details My History Account Logout  Help  AERA Home Page  AERASpace

## Acceptance of Declarations

Listed below are the appropriate declarations relevant to the memberships you have selected.

You cannot proceed to the 'payments' screen (and finalise your memberships) unless all the relevant declarations have been accepted by you.

Failure to 'accept' your personal declarations will result in all the memberships on this page being classified as 'pending' and will not be recognised as valid memberships.

Your personal membership declarations are labelled 'Read and sign here' and must be opened, read, and accepted by ticking the appropriate box.




Declarations for third parties are labelled 'Will be emailed'. The system will email the declarations to those persons who can click on the relevant declarations and accept them which will then update Aera Online accordingly.

Membership for Poppy Kettlewell		
Membership Declaration	Already signed	✓
Insurance Declaration	<a href="#">Read / sign here</a>	

[← Return to Cart](#) [Continue →](#)

*Continue option will become available once all declarations have been signed.*

Now the Membership Declaration is updated to show that it has been signed but the Insurance Declaration needs to be finalised. When the member clicks on the Read /sign here link for the insurance declaration the following screen is displayed:

AERA ONLINE Home Events My Details My History Account Logout  Help  AERA Home Page  AERASpace

## Personal Accident Declaration

As you have elected to purchase personal accident insurance **you must also complete and submit the Personal Accident Insurance Application Form to the State Registrar/Membership Registrar.** The form can be found here: [PA\\_Application\\_Form\\_2023.pdf](#)

**NOTE:** A separate form is required for each member applying for Personal Accident coverage. Where the member is a Junior, the form needs to be signed by Parent/Guardian.

Be sure to read the Policy Description before deciding whether to take out PA insurance. The Policy Description is available on the AERA website at [AERA\\_Member\\_Comm\\_Pack\\_2023.pdf](#)

Where you have elected to purchase Personal Accident Insurance under the Australian Endurance Riders Association Inc. Member Insurance Program and paid the applicable fee indicated on the Payment Sheet at the head of this form, please be aware that your personal objectives, needs or financial situation have not been taken into account when preparing the cover provided under that policy. You should therefore consider the appropriateness of the cover being provided before making any decision to purchase this financial product.

As I have elected to purchase Personal Accident Insurance:

1. I confirm I have read the summary of cover and product disclosure statement applicable to the personal accident insurance and assessed the appropriateness of cover being provided.
2. I duly acknowledge that the terms and conditions of cover are acceptable to me and that I am aware my personal objectives, personal needs and financial situation have not been taken into consideration.
3. Signing of the Declaration below constitutes my full acceptance of the requirements of the Personal Accident Disclaimer.

Document version 1

I confirm that I have read, understood and agree to the conditions specified above.

[← Return to T&C](#) [Continue →](#)

### Invoice Details Page

When both declarations have been signed, the member can progress to confirm the data to be displayed on the invoice – changes can be made if the person making the payment is different to the member for whom renewal is being made, e.g. trainers paying for their riders or Studs/Companies making the payment.

AERA ONLINE Home Events My Details My History Account Logout Help AERA Home Page AERASpace

### Confirm Invoice Details

Any changes only apply for this invoice.

Full Name  
Poppy Kettlewell

Invoice Name  
Poppy Kettlewell

Contact Phone  
0428849720

Address Line 1  
387 Knox Rd

Address Line 2

Address Line 3

City  
TABLE TOP

Country  
Australia

State  
New South Wales

Postcode  
2640

← Back to T&C Continue →

When that has been confirmed the member is navigated to the standard payments screen where they can enter card details and finalise the renewal process.

Where the payment is processed successfully the following screen will be displayed and the member can view/print their invoice and membership card.

AERA ONLINE Home Events My Details My History Account Logout Help AERA Home Page AERASpace

### Payment Successful

Thank you Poppy Kettlewell for your membership payment.

[View invoice NSWERA000008](#)

[View Membership Card for Poppy Kettlewell](#)

Finished →

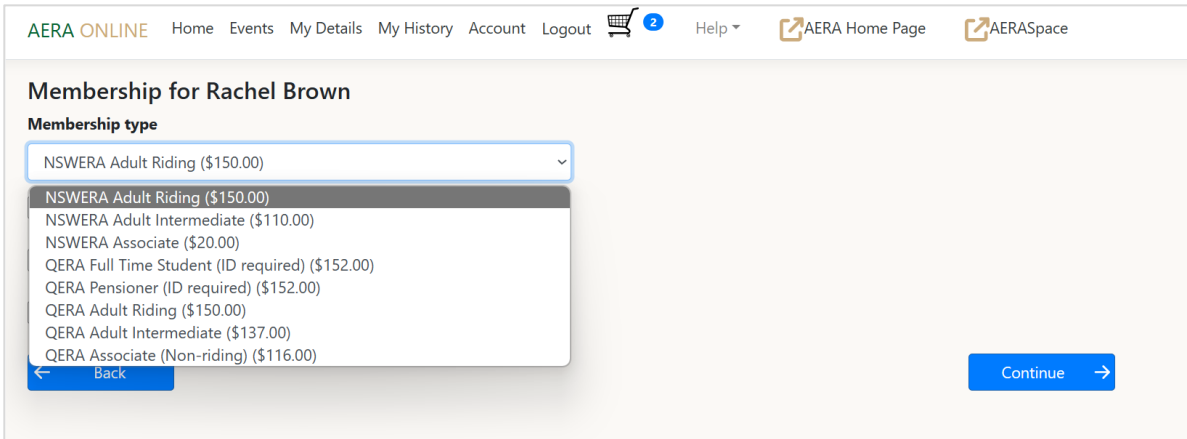
### Northern Rivers

And, of course, Northern Rivers always presents a challenge! Anyone who has an address with the following postcodes is defined as being part of the Northern Rivers Zone:

2370, 2371. 2372, 2455, 2456. 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2469, 2470, 2471, 2472, 2473,

2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490

When they go to do their renewal, they have the option of selecting either a NSWERA or a QERA membership category:



### Membership Cards

This is the default version of the digital Membership Card:



When you scan the QR code it takes you to the AERA Online website – this can be customised to take the member to the appropriate state website. It will be the Sub-committee’s recommendation that the Divisions do away with membership cards as there is no longer a requirement to have one. However, the digital card can be generated and printed by the member once their membership has been paid.

### Pending Nominations

If a member has not completed their nomination, it is shown as Incomplete/Unpaid on the My History page:

AERA ONLINE
Home Events My Details My History Account Logout 3
Help ▾
[AERA Home Page](#)
[AERASpace](#)

## Incomplete / Unpaid Memberships

Description	
Membership(s) for NSWERA	<a href="#">Amend / Pay</a>

## Incomplete / Unpaid Nominations

Start Date	Event Name	
Sat Dec 23, 2023	TOM QUILTY GOLD CUP	<a href="#">Amend / Pay</a>

## Declarations for upcoming rides

Start Date	Event Name	Declaration Type	Status
Sat Dec 2, 2023	Rosedale Ranch Ride	Rider Declaration	Already signed
Sat Dec 2, 2023	Rosedale Ranch Ride	Day Member Declaration	<a href="#">Read / sign here</a>
Sat Dec 2, 2023	Rosedale Ranch Ride	Trainer Declaration	<a href="#">Read / sign here</a>
Sat Dec 2, 2023	Rosedale Ranch Ride	Rider Declaration	Already signed
Sat Dec 2, 2023	Rosedale Ranch Ride	Trainer Declaration	<a href="#">Read / sign here</a>

## Past Memberships

Invoice Date	Description	
Wed Oct 25, 2023	Membership(s) for VERA	<a href="#">Invoice</a>

## Past Nominations

Invoice Date	Event Name	View	
Mon Sep 18, 2023	Rosedale Ranch Ride	<a href="#">Invoice</a> <a href="#">Confirmation</a>	<a href="#">Amend / Cancel</a>
Tue Jul 25, 2023	Rosedale Ranch Ride	<a href="#">Invoice</a> <a href="#">Confirmation</a>	<a href="#">Amend / Cancel</a>
Tue Jan 31, 2023	8 Year Test	<a href="#">Invoice</a> <a href="#">Confirmation</a>	


The member is able to select the Amend/Pay option to finalise their membership renewal or make the appropriate amendments. While a person has a pending membership (they haven't paid the membership fee and/or they have not signed the declaration They are not:

- Classified as being a member so cannot enter into any ride distances that require membership
- Included on membership counts in reports

- Displayed on voting reports so will be ineligible to vote

They will be displayed on a pending list that the registrars can review at any time.

Also note that the invoice for past memberships can be viewed and printed. Here’s an example of an invoice:



Australian  
Endurance  
Riders Association Inc

**Issued by:**  
Australian Endurance Riders Association Inc.  
ABN 14 684 748 206  
secretary@aera.asn.au

**Issued to:**  
Poppy Kettlewell  
387 Knox Rd  
TABLE TOP NSW 2640

**INVOICE / RECEIPT**

Date: 25/10/2023  
Reference: VERA000003

**AERA Inc. is acting as Agent for:**  
Victorian Endurance Riders Association

Qty	Item Details	Unit Price	Total Price
1	VERA Adult Riding Membership for Lazy Bazy without PA insurance	\$145.00	\$145.00
	Westpac processing fee (0.55c + 1.20%)		\$2.29
<b>TOTAL</b>			<b>\$147.29</b>
		GST included	\$13.18

**Release Notes Delivery**

We have talked about finding an alternative way of delivering the release notes with the automatic upgrade that occurs these days. We find that people don’t seem to know where these are located nor do they read them, so we want to highlight, using a pop up message, that these are available.

After the version upgrade is completed, a message will be displayed to the user asking them if they would like to view the Release Notes. They can select a Yes option to display the PDF version of the Release Notes. If they select a No option, this would display a message advising that the Release Notes are available under the Help menu.

**Cancelled Rides**

One of the items from AERA’s Action List is a request to review what is shown against horse and rider records when a ride has been cancelled. As an example, Tenterfield in October 2022 had some rides proceed and some rides were cancelled (the 80km on the Sunday).

The rider shows as:

QERA	Tenterfield	02-10-2022	NSWERA	HW	Graeme Burchell	Not started P/R	82.0km Endurance Ride	-	-	-
------	-------------	------------	--------	----	-----------------	-----------------	-----------------------	---	---	---

The horse displays the same detail:

QERA	Tenterfield	02-10-2022	NSWERA	HW	Graeme Burchell	Not started P/R	82.0km Endurance Ride	-	-	-
------	-------------	------------	--------	----	-----------------	-----------------	-----------------------	---	---	---

On the All Rides report on AERASpace the ride shows as Complete where it would be more accurate to show as cancelled:

Tenterfield	QERA	"	Complete	20.0KM Introductory Ride	6	No
"	QERA	"	Complete	40.0KM Intermediate Ride	22	No
"	QERA	"	Complete	40.0KM Intermediate Ride	18	No
"	QERA	"	Complete	82.0KM Endurance Ride	27	No

The other issues discussed were:

- Rides that cancelled ahead of the actual ride date were not displayed on list of rides for this year within the All Rides report
- People who nominate but don't show up on the day are displayed as Not Started

A fix has been implemented that

- Rides are displayed in the All Rides report even if they have been cancelled as this matches the All Rides criteria
- The All Rides report on AERASpace will now show the status of the ride as cancelled rather than completed
- If a nominated rider does not appear on the day their entry should be deleted so that they are not incorrectly flagged as Not started P/R – need to convey this information to ROs/Ride Secretaries. A special code is not required.
- Terminology will be changed to show cancellations
- Cancelled rides are ignored in the 100% awards

### Emergency Contact Details

As part of the end of year upgrade we will be adding the ability to enter emergency contact details as we need to add additional database fields to cater for this functionality. The following functionality will be available:

- Addition of Emergency Contact Name and Contact No. to the AERA Online Nomination screen
- These fields will be mandatory
- Day members will also be required to complete these fields
- Addition of fields on the Person record to store this information
- When a nomination is processed the Emergency Contact Name and Contact No. will be automatically populated into the nomination field but can be overwritten for that particular ride if the contact person is different

- Emergency Contact details will be added onto the Start List report so that this information is easily accessible to the RO/CS

### **Items not Progressed**

Due to the focus on the Membership Renewal development there are a number of tasks that we have not been able to progress due to lack of available time. These include:

- AERA Online User Survey
- Identification of Junior member guardians within the system where the guardians are not members
- Integration with Yamamah app

A couple of items that have been on our list for a little while will be dropped given lack of response:

1. Issue with NSWERA computers
2. Issues with the QERA ETS and computer

If we receive any further feedback in regard to these issues, we'll re-start the investigation process.

### **FEI Rule Changes**

This job is still on our horizon and we will need to be looking at this as soon as possible after the General Assembly has voted on the rules to be implemented.