

Time and Date	7:00pm 16 January 2023
Location	Zoom
Attendees	Caroline Hooper, Vireena Peacock, Ben Netterfield, Helene Brassier (Secretary), Sally Ann Barbera, Sharmayne Spencer, Rachael Down, Caroline Hooper

**1. ADMINISTRATION (WELCOME, APOLOGIES, CONFLICTS OF INTEREST, REVIEW OF PREVIOUS MINUTES)**

**1.1 Welcome**

Sally as Chair opened the meeting at 7:34pm

**1.2 Apologies**

Sarah Venamore, Jim Collins

**1.3 Conflicts of Interest**

As recorded. We will declare them as they arise.

**1.4 Review of Previous Minutes**

The Meeting Minutes from last meeting on 19 Dec 2022 have been reviewed.

Motion: to accept the Meeting Minutes from 19 Dec 2022.

Proposed: Rachael Downs

Seconded: Ben Netterfield

Motion Carried

**1.5 Correspondence**

- Megan Joerg asked some information on the process that the committee followed to give Coaches awards. Sally has replied. Coaches have been awarded fairly by the whole committee, and this is a process the Committee is working on improving. ENSW also raised that they would help with this. We have done a lot of work with COM with ENSW and EA, we will do the same with COTY.
- Coaches Awards 25th Jan: we have a complimentary table from ENSW which the Committee is very grateful for
- Videos from Gareth Hughes are now on LMS – Helene to put a message for Coaches (with How to use LMS)

**2. GENERAL BUSINESS**

**2.1 Chairs Report**

Nothing has been happening due to the Xmas break

**2.2 CNSW Zoom events (Horse Welfare)**

- a. Helene to upload the last Zoom event on YouTube and share with Vireena
- b. Next is Monday 27<sup>th</sup> Feb: Andrea Webb is super keen to do a presentation – Sadly, Jenny who was supposed to do it passed away recently.

A lot of work was made about rider weight size – high level guideline was about 20%. This could be discussed during the Zoom. Some countries have started to implement this as a rule.

### 2.3 Coach of the month / Coaches' awards

- **CoM:** We now know when we are due: **March** and **September**, and we know what we are looking for, thanks to Ben's presentation (Criteria...) A "Did you know" on FB (you can nominate COM...) would be great
- **COTY:** The choices we made this year are great as the Coaches awarded have contributed hugely to the Community. Now usually, the way it happens is lots of emails arrive around Nov/Dec, we just need to improve how we do it moving forward. We have 10 months now to put something together.
  - Highlight what we **encourage** and what we **reward, our criteria**, which can align with the Strategic Plan. (X discipline, Level, achievement, ...)
  - People need to understand that it is achievable (and not need to be a L2 or L3 level)
  - Helene to send a draft for documentation

### 2.4 Coach Development survey

- Mentorship was raised a lot which is great (especially people wanting to do L2)
- Advice to young coaches: Keep calm don't be afraid to ask questions / make mistakes / keep open mind.
- Summarise issues for the committee: issues with Legal, insurance. Names to keep in mind for COM.
- Publishing these results could be helpful to other coaches, but we have 45 answers so far
- Website issue: it has been raised a lot. But although it has been pushed by other states and at National level, it is not a priority yet for EA. The cost of it is significant. People struggle to find the information they need, and then lose interest in becoming coaches... The Learning management system is the priority and hopefully will help.
- Do another push to get results after the Zoom, and then publish to coaches (Fb/Email)

### 2.5 Coach Development Day

- Last event done a while in Tamworth. Sally will see with National what we can do. Sharmayne would be happy to help if required. We need to confirm where we do it, as Coaches are not all from this area.
- CE and SSTA update, and accreditation will need to happen, the last one was online. A couple of states did their own thing. Online is great for more people to attend, although last live session really created interactions. Face to face must happen at some point especially when you get to a new level.
- Hawkesbury dressage Festival: The Coach Development Day will be on Tuesday 20 June, similarly to last year

## 2.6 Business Arising from last meeting and general business:

### 2.6.1 Update from Vireena

Monday 6<sup>th</sup> Feb is the NSW AGM

If the committee can register and attend that would be helpful as we need a quorum.

### 2.6.2 NSW Goals and Actions to follow up

#### Our Goals

- Improve COTY our process to nominate coaches (this has already started).
- Coaches workshop at SIEC at Hawkesbury Dressage, with spotlight on other disciplines
- Connect Para Day with our Coach Development programs better

Topic	What	Who	Deadline	Status
Documentation	Finalise COTY process documentation and send Tina	All	15Feb	Delayed
LMS	All committee to provide feedback on concussion training	All	31Jan	To do
LMS	Upload Safety in eventing video	Helene	31Jan	To do
Coach day	Think about ideas (driving, showing...)	All	31Jan	To do
Comms	Put a "Did you know" on Fb for coaches about nominating COM	TBC	TBC	To do
Comms	After next Zoom (27Feb): do another push to get survey results + publish some results to coaches + summarise issues for the Committee	Helene	15Mar	To do
Accreditation	CE and SSTA Accreditation sessions	TBC	TBC	TBC
Improvement	Liaise with Alex to explain our data requirements	Helene Ben Sally	31Mar	To do

**Meeting Closed: 9:20pm**

Next monthly Meeting: Monday 20 February 2023 7:30pm