



MOUNTED ARCHERY ASSOCIATION OF SOUTH AFRICA

NATIONAL COUNCIL MEETING MINUTES

DATE	Monday 28 March 2022
VENUE	Virtually, via ZOOM
TIME	19:00

PARTICIPANTS:

NAME	NUMBER	E-MAIL ADDRESS
Deirdre Janse van Rensburg (Via Zoom)	0833471143	admin@mountedarcheryassociation.co.za
Callie Kruger (Via Zoom)	0729864244	vp@mountedarcheryassociation.co.za
Diane Horn (Via Zoom)	0845498119	President2@mountedarcheryassociation.co.za
Maretha Kruger (Via Zoom)	0823243936	athlete@mountedarcheryassociation.co.za
Petro Wium (Via Zoom)	0716793818	finances@mountedarcheryassociation.co.za
Skye Arrowsmith (Via Zoom)	0741026082	kznmountedarchery@gmail.com
Vicky van Zyl (Via Zoom)	0828366482	galopvirjesus@gmail.com

ABSENT/APOLOGIES:

NAME	NUMBER	E-MAIL ADDRESS
Zelda Klemp		zeldaklemp@gmail.com

MINUTES:

	POINTS	DISCUSSION/DECISION	TASKS
1.	Meeting Formalities		
1.1	Opening of meeting	The President opened the meeting & welcomed everyone.	
1.2	Attendance register & apologies	Members of council present recorded, apologies recorded.	
1.3	Quorum	It was established that a quorum is present, provinces represented NW & KZN (Gauteng without a president will not be formally represented or have a vote in this meeting).	
2.	Minutes of previous meetings		
2.1	Matters arising from previous minutes	No matters arising from previous minutes	
2.2	Acceptance of minutes of previous meeting	No minutes required to sign off as all previous minutes have been signed off & AGM can only be signed off at next AGM.	
3.	Voting on Council Matters (Diane)		
3.1	Provision for family members in constitution	<p>Our Constitution makes provision for how to vote when there are family members on Council:</p> <p><i>13.9. In the event that more than one member of a family is elected onto or co-opted onto any committee structure of MAASA at any level, this shall comprise a conflict of interest in terms of this clause, and only one member of the family shall be entitled to have a vote in respect of any matter to the exclusion of the other family members, and this conflict of interest shall be declared in terms of the provisions of clause 13.5.2 above, and shall expressly be subject to the provisions of clause 13.8 above. For the purpose of this clause, such conflict in respect of family relationships shall include, but not be limited to:</i></p> <p><i>13.9.1. spouses, life partners</i></p> <p><i>13.9.2. children / stepchildren</i></p> <p><i>13.9.3. siblings and half siblings</i></p> <p><i>13.9.4. parents and in-laws</i></p>	
3.2	Direct representation of athletes	However, our Constitution also states that our Athletes must at all times have direct representation on the MAASA Council:	

		<p><i>14.2.2. The Special Members shall be bodies representative of current Mounted Archery/Horseback Archery Athletes, coaches and officials known as the Athlete’s Representative, Coaching and Judging Head, and established from individual MAASA enthusiasts participating in the sport of Mounted Archery/Horseback Archery, as defined in this Constitution. Such Members shall at all times have direct representation on the MAASA Council.</i></p>	
3.3	Solution	<p>In the past, we have not allowed Maretha (as Secretary) to vote. Now that she has been elected Athlete’s rep, Diane suggests that Callie should rather be the one abstaining from voting, since he still has a vote on the EXCO level, among the three directors.</p> <p>Deirdre suggested an alternative: On normal day to day matters that we vote on as a council where it is not necessary to obtain mandates from members then between the two of them there should only be one vote.</p> <p>If however it is on formal or official votes at e.g. AGM and OGM’s Callie as the VP should still have the right to vote in his personal capacity. Maretha should obtain mandates from her athletes via email and vote accordingly. This means she doesn’t vote in her personal capacity but according to the mandate received from her athletes and therefore it doesn’t represent a conflict of interest.</p> <p>Decided that VP has vote in committee meetings. Accepted & seconded by Deirdre & Skye</p>	
4.	MAASA & SAEF Compliance Audits		
4.1	Club Audits (Diane)	<p>Background: we have a number of clubs (in Gauteng especially) that no longer meet the criteria for a properly constituted club, according to the MAASA By-Laws – Article 20 pg 21:</p> <p><i>20. For a mounted archery club to be considered properly constituted and affiliated to MAASA, the club must comply to the following criteria:</i></p> <p><i>20.1. A committee comprising of the minimum positions of Club Chairperson, Vice Chairperson, Club Treasurer and Club Secretary</i></p> <p><i>20.2. A minimum of 4 active members, of which at least 3 must be mounted archery athletes (not officials and / or administrators).</i></p> <p><i>20.3. Have a signed constitution in line with MAASA and SAEF policies and procedures</i></p>	

- 20.4. *Have an official club bank account with a recognized financial institution*
- 20.5. *Must provide proof of affiliation with SAEF as an equestrian club*
- 20.6. *Must apply for affiliation to MAASA*

However, the SAEF directives on elections states the following:

1.10. In terms of the White Paper on Sport and Recreation for the Republic of South Africa, 2012 ("the Sports White Paper"), a Club is defined as "an association of two or more people united by a common interest, in this case sport and recreation. In the sports sector a club provides a structured, constituted base for participation in sport and serves as a vehicle for long term participant development as well as mentorship programmes to cater for high performance." Several Discipline Associations have, in their Constitutions, determined a minimum number of members that a Club has to have before it is recognised as a Club for the purposes of that Discipline. This is not ideal as it limits participation of certain Clubs within the Discipline Association structures and does not fall in line with the Principles of the White Paper.

1.11. In line with the White Paper, a Club -with two or more active Members (ie athletes not officials or administrators) is recognised for voting and nominating purposes in terms of this Directive.

1.12. This Directive into effect on 10 April 2021. All Elections held after this date will be held in terms of this Directive.

2. CLUBS

2.1. Club elections must be held in terms of the Club's SAEF approved Constitution.

Diane has emailed SAEF legal to enquire as to which process to follow – MAASA By-Laws (approved by majority vote at our OGM), or the SAEF directives. Diane will report back once she receives an answer.

Deirdre:
 Find Club checklist & update it & circulate to provinces.
 Deirdre deadline 1st of April.
 To send out to Provinces.

		<p>In the meantime, we still need to hold an audit of clubs affiliated to MAASA, in order to check whether they still meet the required criteria.</p> <p>In keeping with Diane’s aim to encourage Provincial responsibility, she suggested we ask each Provincial structure to run an audit on each of their clubs, and send us the result of that audit. To assist them, we can send a checklist of the criteria that must be met, and they can take it from there.</p> <p>Comment that 2 isn’t much of a club and with only 2 members that means that there is no formal club structure (President, VP, Treasurer and Secretary). That opens the door for any two people to casually create a “club” which means if a group of people want to swing a vote, they simply create a bunch of clubs of 2 and all vote the same way. She suggested that we follow the MAASA constitution & By-laws regardless of what SAEF documentation recommends, but to wait and see how they respond.</p> <p>Feedback from Diane: Irregularity in SAEF documents general rules vs electoral directive. SAEF confirmed 5 member minimum for clubs and SAEF electoral directive will be amended accordingly.</p> <p>Conclusion: Provinces to use checklist provided by MAASA national to run club audits on their clubs. Deadline: Club Audits end of April</p>	
4.2	Provincial Audits (Diane)	<p><u>Background:</u></p> <p>MAASA By-Laws state that Provincial structures must comply with certain criteria – Article 14 pg. 7 of the MAASA By-Laws refers:</p> <p><i>In order to qualify as a properly constituted provincial body and ordinary member of MAASA, the following criteria will need to be met:</i></p> <ol style="list-style-type: none"> 1.1. <i>A provincial committee consisting of at least the following members: President, Vice President, Secretary, Treasurer</i> 1.2. <i>A signed constitution, in line with MAASA and SAEF policies and procedures, must be in place</i> 	<p>Deirdre To make a note of the deadline date and send a reminder out before the time.</p> <p>Provincial Presidents To send requested documentation to Diane by 8 April.</p>

	<p>1.3. <i>A separate bank account in the name of the provincial body/committee</i></p> <p>1.4. <i>The following documentation must be submitted to MAASA National Council for approval:</i></p> <p>1.4.1. <i>Minutes of the inaugural meeting whereby the provincial body / committee is formed</i></p> <p>1.4.2. <i>Proof of bank account – referring letter from the relevant bank</i></p> <p>1.4.3. <i>Signed constitution</i></p> <p>1.4.4. <i>List of Committee members</i></p> <p>With the above in mind, Diane will be conducting an audit of MAASA provincial structures for Gauteng, North West and KZN, to ensure that they comply with the By-Laws. Once the audit has been completed, and we are satisfied that everything is in place, Diane will ask Deirdre to add the provincial structures to the website, with names and contact details for all the provincial committee members, so that people can get hold of their relevant provincial contacts).</p> <p><u>Diane requested the following from Gauteng, North West and KZN:</u></p> <ul style="list-style-type: none"> • Names and email addresses of current President, Vice President, Secretary, Treasurer • Signed copy of provincial constitution (if it hasn't already been submitted) • Minutes of the inaugural meeting (if it hasn't already been submitted) • Proof of bank account (account must be in the name of the Provincial body) • Minutes of all AGM's that have been held since the inaugural meeting • Financial reports from the Provincial Treasurer <p>Once all the relevant documentation has been received and checked, Diane will upload it to Dropbox.</p> <p><u>Deadline for submission of all documentation: 8th April 2022.</u></p>	<p>Diane</p> <p>To check documents & upload to Dropbox.</p>
--	--	--

		<p>North West Issues picked up during preliminary audit: <i>Each position on a Provincial body must be filled with members in good standing of MAASA and SAEF</i> Committee Structure currently:</p> <ul style="list-style-type: none"> • President – Vicky (MAASA member) • VP – Naeema Gabru (not a MAASA member?) • Secretary – Elizma du Toit (not a MAASA member?) • Treasurer – Karien Niemand (not a MAASA member?) <p><i>Those who serve as committee members must apply for / renew MAASA membership annually and register as SAEF members (officials). It is a FREE Membership</i></p> <ul style="list-style-type: none"> • NW constitution signed and dated 20/7/2020 – no signature from Vice President (Zuber). (Confirmed that Zuber is no longer VP, Naeema was appointed as VP, was she elected? Can proof of elections be provided? If not then elective AGM need to be held). • No Council meetings or AGM’s have been held since the inaugural meeting. (June 2020) • NW constitution states that an AGM must be held annually, within 15 months, and that the Council should meet at least once every 4 months. • No Financial reports received • No proof of bank account received <p>Conclusion for NW: NW (although originally properly constituted), is not currently properly constituted and will need to hold their AGM within 90 days, following the correct procedure as laid down in their Constitution. Their committee members need to sort out their MAASA and SAEF memberships. NWMAA will also need to submit the following documentation:</p> <ol style="list-style-type: none"> 1. New council elected (new council must be MAASA Members) 2. NW Constitution with full signatures 3. Financial report from their Treasurer, including a summary of income and expenses from the time of their inaugural meeting. 4. Proof of a banking account in the name of the Provincial body. 	<p>NW Deadline End of June for NW to get constitution, bank account & do elections</p>
--	--	---	--

		<p>5. 90 Day process for NW (By end of June, 30 days to get organised, bank accounts etc. & 60 days for elective process)</p> <p>KZN Issues picked up during audit:</p> <ul style="list-style-type: none"> • Did not provide their Constitution until recently (1st March 2022) – signed into effect 12th February 2022 – • Confirmation of Bank account outstanding. <p>Committee Structure currently:</p> <ul style="list-style-type: none"> • President: Skye – no MAASA Membership • VP: Janine Crago – MAASA member (paid) • Treasurer: Toni Easson – no MAASA Membership • Secretary: Amanda Nesom – no MAASA Membership (only her daughter)(need to join as free member) • Meetings: No minutes received except record of SGM held 12/2/2021, which was not signed. • Dalene was only elected KZNEF President in June 2021; why was this SGM called in February & Skye appointed as President before the KZNEF elections were held? • Did KZN follow correct procedure in calling for SGM? <p>18. <u>SPECIAL GENERAL MEETINGS ("S.G.M.'s")</u></p> <p>An S.G.M. of Members shall be convened:</p> <p>18.1. By resolution of KZN MAA Council, or</p> <p>18.2. Upon the written requisition of not less than 5 (five) Members, addressed to the CEO/President and delivered to the National Office provided that such written</p>	<p>KZN Deadline End of June for KZN to get constitution, bank account & do elections</p> 
--	--	--	---

		<p>requisition shall state the exclusive purpose for which the S.G.M. is to be called and the text of the motion to be put to the meeting.</p> <p>18.3. Within 14 (fourteen) calendar days after receipt of the resolution or requisition referred to in sub-clause 13.1, the CEO/President shall send written notification to all Members, which notice shall specify the time, date and place of the S.G.M., which time, date and place shall have been determined by KZN MAA Council provided that the date shall not be less than 21 (twenty-one) calendar days of the date of posting dissemination of the notification, together with written notification of the purpose of and measures to be transacted at the S.G.M. and the text of motions to be put to and considered by the meeting.</p> <p>18.4. No business other than that stated in the notification, referred to in sub-clause 18.3, shall be transacted at the S.G.M.</p> <p>18.5. Only the persons referred to in 16.3 shall be entitled to attend and speak at S.G.M.'s.</p> <ul style="list-style-type: none"> • Were the timelines for KZNMA elections followed for the elective process as outlined in the Constitution? • Were the elective procedures followed to fill the position of KZNMAA President? • Was the meeting minuted, and did the members receive a copy thereof? <p>Response from KZN: SGM Done over Whatsapp, meetings have thus far been done over WhatsApp Toni (Treasurer) should be busy organising the bank account Regarding Minutes before they were constituted: they haven't had a lot of meetings & everything was a mess.</p> <p>Conclusion for KZN:</p> <ol style="list-style-type: none"> 1. KZNMAA is currently not properly constituted according to the MAASA By-Laws, and must hold an elective AGM within 90 days, following all the correct Election procedures / timelines as per SAEF directive on Elections, and their own Constitution. 2. Financial report from their Treasurer, including a summary of income and expenses from the time of their inaugural meeting. 3. Proof of a banking account in the name of the Provincial body. 	
--	--	---	--

		<p>Conclusion for KZN & NW: Neither province has been able to prove that they are currently properly constituted, and this could lead to potential issues with their involvement on National Council over the past year. It is imperative that each province follows their constitution to the letter, and that MAASA National has oversight of their operations at Provincial level in order to assist where they do not understand/follow the correct procedure. MAASA has a good reputation with SAEF, and is known for being one of the few disciplines who try to follow all rules and directives, and we need to keep this relationship with SAEF in good order. Until KZN & NW have completed their elective AGM processes and their structures comply with all requirements, they will not be entitled to vote on MAASA Council matters, although they are encouraged to attend and participate in Council meetings in the meantime.</p> <p>Skye (KZN) & Vicky (NW) agreed, Maretha & Petro seconded.</p>	
4.3	Provincial Participation (Diane)	<p>The MAASA By-Laws Article 4 page 9 refers:</p> <p><i>The Provincial Committees are responsible for the development of mounted archery in their province, subject to the authority of the MAASA National Council and in line with National directives, goals, and vision</i></p> <p>One of Diane's goals this term is to move away from doing everything at National level, the provinces need to take more responsibility to develop the sport within their province. MAASA National can and should play a supporting role in assisting the provinces with their development plans, should not be doing it for the provinces. Funds are budgeted for each province for this purpose, provided that the province applies for funding, and can motivate their application. National can help with marketing of those plans, either through the MAASA website or the MAASA National Facebook page.</p> <p>Suggestions Provinces should look for opportunities to display the sport at community events e.g. Kragdag, Medieval fayre, Highveld Horsecare day etc. KZN and NW have few riders and mainly novice, but NW can ask for assistance from Zelda/El-rico from FS and Gauteng Riders can also assist. KZN has Amy who could possibly help with demo's. Even if no Demo can be done, an info stall can be set up at local shows with someone demonstrating in-hand shooting, a tv screen set-up showing mounted archers in action. Awareness at schools?</p>	<p>Provincial Presidents to investigate possible places for Demo's & report back at next meeting</p>

5.	Rulebook																										
5.1	Suggested Change to Novice Grading Matrix (Deirdre)	<p>Request for the council to revise the grading matrix for novices (see below). The Matrix was compiled years ago by the founding members without using much thought as to how the grading would work or in fact calculating what possible scores could be attained.</p> <p>Currently in novice level if you walk you only get your target points, if you trot you get target points plus half of your target points and if you canter you get your target points plus 100% of your target points as a bonus for cantering.</p> <p>This works pretty well and it is a nice system that encourages riders to experiment in trot and canter but with the safety of knowing they're allowed to fall back to a walk or trot if a run in a trot or canter didn't go well.</p> <p>The grading matrix is however not an accurate representation of what happens in competition.</p> <table border="1" data-bbox="600 874 1635 1002"> <thead> <tr> <th colspan="6">MAASA Level Matrix (Novice Archer Grade)</th> </tr> <tr> <th>Discipline / Class</th> <th>Runs</th> <th>N1</th> <th>N2</th> <th>N3</th> <th>N4</th> </tr> </thead> <tbody> <tr> <td>Raid (1-2-3) 90m</td> <td>6 runs (1-1-2-2-3-3)</td> <td>15</td> <td>20</td> <td>40</td> <td>80</td> </tr> <tr> <td>Raid (2-3)</td> <td>6 runs (2-2-2-3-3-3)</td> <td>17</td> <td>23</td> <td>45</td> <td>90</td> </tr> </tbody> </table> <p>If an archer walks and shoots the Raid123 and they shot every single target as a bullseye, the top possible score that they could ever achieve is 66 points. This means that achieving 80 points or Novice level 4 in a walk on novice level is not physically possible. If an archer trotted and shot all of the Raid123 targets as bullseyes (maximum score 66points) then the total theoretical score could amount to 99 points with the bonus points of a trot, but let's face it this is really not very realistic and even more so in a canter.</p> <p>Suggestion: To alter the grading matrix to a realistic representation of levels. E.g N1 is 15, N2 is 25, N3 is 35 and N4 is 45 for Raid123 and N1 is 20, N2 is 35, N3 is 50, N4 is 65 for Raid23.</p>	MAASA Level Matrix (Novice Archer Grade)						Discipline / Class	Runs	N1	N2	N3	N4	Raid (1-2-3) 90m	6 runs (1-1-2-2-3-3)	15	20	40	80	Raid (2-3)	6 runs (2-2-2-3-3-3)	17	23	45	90	<p>Deirdre To draw up a corresponding grading matrix for Student Archers on the Tower & circulate to council for consideration.</p>
MAASA Level Matrix (Novice Archer Grade)																											
Discipline / Class	Runs	N1	N2	N3	N4																						
Raid (1-2-3) 90m	6 runs (1-1-2-2-3-3)	15	20	40	80																						
Raid (2-3)	6 runs (2-2-2-3-3-3)	17	23	45	90																						

		<p>Skye accepted, Vicky seconded, Callie & Petro also agreed.</p> <p>Suggestion: To make Tower compulsory for Student Archer grading. It would need to be calculated & brought in on the Student Archer grading matrix.</p> <p>Suggestion:</p> <ul style="list-style-type: none"> • Maretha to poll the riders once matrix has been approved by council. • Suggested changes to rulebook would need to be voted in at next OGM. <p>Decided to discuss and look at matrix at next meeting.</p>	
5.2	Event Reports (Diane)	<p>It is stated in the SAEF General Regulations:</p> <p>08.11.0 – REPORTS, RECORDING PROTEST AND PENALTIES Officials' Reports <i>08.11.1 Officials are required to send Reports to the relevant Discipline Association or Veterinary Committee (in the case of Veterinary Reports) at the conclusion of Events, in accordance with these General Regulations and the applicable Discipline rules. Matters giving rise to Protests must be included in such Reports</i></p> <p>MAASA has never requested a Judges report after our qualifiers, provincials or national competitions. Although most qualifiers are running smoothly, there is always room for improvement, and things can & do go wrong on the day.</p> <p>Suggestion: To implement this procedure, so as to be compliant with SAEF directives if they should ever request a copy of the report, but also so that we can identify shortcomings / issues that arise during official competition, and address them.</p> <p>A standard form can be set up, and given to the judge of the day to complete and submit after the competition.</p> <p>Skye accepted, Petro seconded, Maretha also agreed</p>	<p>Diane To set up a basic event report form for judges. Send to committee to add suggestions/changes.</p> <p>Diane To investigate setting up the judges commission.</p>

		<p>Suggestion:</p> <ul style="list-style-type: none"> • Mailing list set up of qualified MAASA judges & every judges report sent to all judges • Provincial Secretary to send provincial report to all MAASA national judges. • Red & Yellow cards, warnings & final warnings need to be communicated to all judges. • Judges commission can be set up & then all info pertaining to judging, red cards & judging reports can be sent to this group. <p>Diane to investigate setting up judge’s commission.</p>	
5.3	Horse Safety Assessments (Deirdre)	<p>According to the MAASA rulebook a horse needs to undergo a horse safety assessment <u>before</u> entering for a competition (See below).</p> <p>3.1 Fitness to compete</p> <p>3.1.1 Any new horse must be graded by a MAASA judge as “On Track” or “Off Track”. This assessment will be based on the safety level and control that can be displayed when a rider is shooting bow & arrow from the horse’s back with NO rein contact. The rider will also have to show that they can bring the horse back to a halt from a walk, trot, canter and gallop at any point during the track. Should a rider wish to compete at a trot then this level of control should be shown in a trot etc. The horse is not allowed to break pace.</p> <p>3.1.2 Horses will be graded as “On Track” or “Off Track” before they are allowed to participate in any MAASA organised event.</p> <p>3.1.3 It is the responsibility of the rider to ensure that their horse is graded by a MAASA judge as “on” or “off” track before a MAASA organised event. Horse gradings will be done at scheduled practice days with a form to be completed by the MAASA judge assessing the horse. An application must be filed via email with the relevant organiser of the practice day for a horse to be graded . The completed Horse Safety Assessment form will have to be kept in the passport at all times.</p> <p>3.1.4 Should a rider wish to compete on track bit-less or wearing just a neck-rope, adequate control of the horse needs to be shown by riding a simple dressage exercise (walk, trot, canter, change rein, halt, rein back, figure of 8). Permission to ride bit-less/without a bridle is to be indicated on the Horse Safety</p>	

		<p>We've been pretty lenient with this rule to date and have allowed riders to do their horse safety assessments on the day of competition and have used the horse's practice runs as part of the horse safety assessment.</p> <p>Recently at a qualifier in Gauteng there were 3 horses that needed horse safety assessments done on the day and none of the 3 horses successfully passed their horse safety assessments.</p> <p>One horse was completely scratched from competition for being dangerous while the other two were allowed to complete their runs and still compete with the rider's scores still counting as part of the qualifier while their horses competed without having passed their horse safety assessments. This creates a dangerous situation for the rider's safety and opens us as MAASA, as judges and competition organisers up to a lot of criticism from riders/parents and or spectators.</p> <p>Suggestion: the following changes to be proposed to be made to the rulebook:</p> <ol style="list-style-type: none"> 1. That horses should complete their horse safety assessments prior to the competition (e.g. they need to upload proof of their horse safety assessment as part of the entry) AND that they should complete their horse safety assessment at a venue other than their home track (a horse at home is a lot different (and safer) to a horse at a different/strange venue). 2. Also to amend the rulebook to say that if a horse is deemed unsafe on the day of competition that they may be allowed to complete their runs (at the judge's discretion) but that the runs will be non-scoring and be used to help desensitize the horse to the track, environment etc. <p>Concerns were raised with regards to the above suggestions regarding logistics & checking horses for pain as reason for horse misbehaving.</p> <p>Suggestion:</p> <ul style="list-style-type: none"> • that with all competition notices, it should be mentioned that only track approved horses will be allowed to compete (this is already the case)(suggestion, proof of track approval to be uploaded along with proof of vaccinations) • should a rider wish to have a horse approved, they should apply for this along with 	
--	--	---	--

		<p>entering the competition (need to create an option for this on the entry form)</p> <ul style="list-style-type: none"> • Should the rider not be able to attend a training day before the competition for this purpose, special arrangements should be made that the horse and rider and the judge of the day, be at the venue at least one hour before the start of the competition to do the official track approval (this has been unsuccessfully implemented before, the rider is never ready on time for track approval and the judge is busy overseeing track & venue at that time) • that the initial track approval is seen as a pre-approval and that the first competition will determine full approval • Pre-approval is granted with the understanding that should the horse become dangerous at any point, the judge may disqualify the rider/horse • These riders should be made aware that they are risking the possibility that the horse might not be approved and of forfeiting the entry fee. • the rider may then participate non-competitively in order to train the horse, as long as the rider remains in control at all times. <p>Conclusion to suggestions:</p> <ul style="list-style-type: none"> • Training shows & training days should be used to do Horse Safety Assessments by an approved MAASA judge only • Use 1st competition as a pre-approval & 2nd competition as final approval. Then 1st competition doesn't count as a graded competition. • If horse is new, its first competition is to be used for pre-approval for track assessment then this first competition is deemed as non-competitive & non-grading. <p>To be further discussed & voted on it at the next meeting to put forward as motion in rulebook or not.</p>	
5.4	Refresher session for officials (Diane)	<p>There is an urgent need for a refresher of the rules, especially in some provinces. When we switched from the Hungarian / Korean events to the Tower/Raid events, Diane designed new scoresheets and Deirdre put together an information package, which she presented online as an info session, which was well received and well attended. We need to offer another info session, so that the provinces can invite their officials (scribes especially) to attend. Diane spends way too much time correcting mistakes on scoresheets before sending the final results to Deirdre for grading, and it sometimes results in the placings at qualifiers changing after the fact, which is not fair to the competitors.</p>	<p>Deirdre to schedule an info session for all officials.</p> <p>Provincial Presidents & Representatives Communicate the date and time of the session once Deirdre has confirmed, and</p>

		<p>Suggestion:</p> <ul style="list-style-type: none"> • To make the info session /officials course compulsory for any official before they can officiate at a competition. • Send link to online assessments to officials prior to a competition so they can do assessments & online course in order to become familiar with basic rules & scoring prior to competition. 	<p>get your officials to attend.</p> <p>Diane To check officials course & assessment & upload refresher course (Deirdre's Info session) onto online as well</p>
6.	International Competition (Deirdre)		
6.1	General	<p>There were talks at the end of 2021 regarding arranging an international competition with Turkey.</p> <p>When Jaco and Johan were competing there last year they had talks with Turkey. Turkey would love to come to SA for a competition. They have an official national team which means if we arrange a test match competition with them on SA turf then we could apply for our Protea colours using this competition.</p> <p>Kazakhstan also sponsored 500 dollars as prize money to use in such a competition, provided that the Kazakh style is one of the events in the competition.</p> <p>We decided not to have the competition in March this year because of Covid and the Omicron wave which made international travel unpredictable and impossible.</p> <p>Can we arrange for later in the year?</p> <p>SAEF directives on hosting an international competitions:</p> <p><i>If a discipline wishes to host an international event in South Africa, the following documentation must accompany the above application:</i></p> <ol style="list-style-type: none"> 1. Letter of application from a Discipline to SAEF to Host an International Event 2. Letter from International Federation whether they will contribute financial support or not 	<p>Deirdre to speak to Emrah regarding season, national team & official letter from Turkey.</p>

		<p>3. Endorsement letter from the Host Province (SAEF Provincial Federation)</p> <p>4. Endorsement letter from the Host City (Local Municipality)</p> <p>5. Endorsement letter from the Provincial Sport Confederation</p> <p>6. Endorsement letter from the Provincial Department of Sport Arts and Recreation of the Province where an Event is hosted.</p> <p>7. Budget for the Event indicating that the necessary funds are available for the successful completion of the event</p> <p>8. Supporting documents from Sponsors supporting the event</p> <p>9. Project plan / Business Plan</p> <p>How to handle point 3 – the Gauteng Provincial Federation has been dissolved, and they are battling to get nominations from people to serve on this committee, need advice from SAEF regarding the matter.</p> <p>Diane requests an official request from Turkey directed to MAASA, stating that they want to send their National team for competition, before we start putting time and resources into the planning of this.</p>	
7. Administrative (Deirdre)			
7.1	Whatsap Group	<p>Deirdre received a complaint from a parent. He said that it is hard to keep track of official MAASA messages when there's so much chatter on the group (with Birthdays etc.). He asked if a separate group could be created for formal communication.</p> <p>Deirdre has stopped with birthday messages and in general there isn't too much chatter on the group. Doesn't want to lose the sense of community that we have on the group by clamping down on all communications. Not sure if a second group should be created or if we should try to limit the communications on the WhatsApp group to formal communications only.</p> <p>Suggestion:</p> <ul style="list-style-type: none"> To replace the current WhatsApp group with a Broadcast list for formal communication. Broadcast lists are a one-to-many communication – when you send a message, it will be sent to all recipients who have your number saved in their phone's address book. They will receive the message as a normal message, but 	<p>Deirdre: To set up broadcast group for MAASA Members Only</p> <p>Deirdre: To send message on whatsapp regarding Broadcast group & keeping whatsapp</p>

		<p>when they reply, it will appear in the sender's CHATS screen – i.e. their reply will not be sent to other recipients in the list.</p> <ul style="list-style-type: none"> • There is a need for a chatter group as well, suggestion to create a separate broadcast group. Then we place a notification on the current group saying that all will be added to the broadcast as well and official communication will be sent through that group going forward. Anyone who is not interested in the chat group is then welcome to remove themselves and whoever wants to stay can stay. • Stipulation that the broadcast group we set up for official communication only consist of MAASA members and parents of MAASA juniors. 	
7.2	Records and Record Status Events	<p>Last year we started keeping track of South African Records. These records can also be used to apply for Regional Records with IHAA and also with international records with IHAA.</p> <p>Need to create a section in MAASA rulebook that defines records and specifies which events qualify as record events and what criteria they need to comply with in order for a record to be considered as a valid record.</p> <p>In the past we've used MAASA and non-MAASA events such as MAASA qualifiers, IHAA wGP competitions and SANESA Competitions (when the person applied for a MAASA grading only). We need to decide is it just MAASA qualifiers, or do we allow any official competitions where a MAASA judge is present and track criteria and rules are followed? Do they have to have selected the MAASA grading when at a SANESA Grading and how then do IHAA competitions qualify if not an official MAASA competition etc.</p> <p>Suggestion:</p> <ul style="list-style-type: none"> • To use official qualifiers, Provincials and Nationals as record events, since they are all run according to the MAASA rulebook. • To use IHAA wGP competitions as record events, since IHAA is the international body MAASA is affiliated to, and we select our riders for the wGP team by applying our selection criteria. • Shouldn't use IHAA Postals (unless run together as part of a qualifier) to be used for record purposes. • Records set at SANESA qualifiers only to be awarded if the optional MAASA grading has been requested when entering through the SANESA system. 	<p>Deirdre To write up record status events for the MAASA Rulebook & send to council.</p> <p>To be approved by council & then put forward as motion to include in rulebook at next OGM.</p>

		Diane approved, Maretha seconded, Skye & Petro also approved	
8.	General		
8.1	Provincial Reps Representation on the council (Deirdre)	Clarification: some of the provinces e.g. FS that aren't formally constituted sit on the MAASA Council & are privy to council meetings but without a vote. Request is to include the EC representative as well. Maretha Approved, Diane Seconded, Petro & Skye & Callie also agreed.	Deirdre Add EC Representative Emma Platt to the National Council Email & group & invite to next meeting
8.2	SAEF Outstanding Membership	Members whose SAEF Membership was not paid where contacted & given until the end of March to pay memberships. Some members did respond & pay or send proof of prior payment. Deirdre to follow up with those that haven't responded.	Deirdre Send follow up email to each individually.
8.3	Covid Capacity Certificate	Covid Capacity Certificate regulations received from SAEF. Every venue needs to display the capacity certificate at every competition. Provincial Presidents to send out to their venues to comply.	Provincial presidents have to get their venues to comply.
8.4	Zoom Subscription	To renew or not to renew? For now not to renew. Council agreed. Will take a bathroom break every 40 minutes.	
8.5	Drop Box	Deirdre pays monthly amount for MAASA Dropbox out of her own funds.	Diane to speak to Petro about this.
9.	Closing		
9.1	Next meeting date	Tentative date 9 th of May	Deirdre to confirm date & set meetings
9.2	Meeting Closure	The president thanked everyone and formally closed the meeting.	

Greetings



.....
Diane Horn (Chairman)."

Signed at Pretoria on the 27th day of May 2022.