

Pony Club Association of Victoria

PCAV STATE COUNCIL MEETING

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MINUTES

Meeting held at Werribee Park National Equestrian Centre
on Tuesday 11th April 2006 at 10.00am.

1. OPEN MEETING

2. PRESENT / APOLOGIES

Present: (Chair) President – Stephen Coffey, Vice President – Jan Faulkner, Treasurer – Janice Ray, BZ – Deidre Davey, CZ – Norm Glenn, EGZ – Dallas Barton, MZ – Kaye Blanchard, NMZ – Linda Smith, NZ – Fiona Matheson, NEZ – Jess Hull, SMZ – John Barlee, WZ – Anthea Sutherland, WGZ – Vicki Kneebone.
EO – James Fitzpatrick, SCD – Clare Lewin

Apologies: Vice President – Neil Clinton, Jan Faulkner (late)

3. CONFIRMATION OF THE MINUTES (13th February 2006)

Moved Jess Hull

That the Minutes of the meeting held on 13 February 2006 be approved.

Seconded Norm Glenn

Carried

Moved Janice Ray

Item 5.1 – the reimbursement of the State Councillor and Executive Fees will commence on 1 April 2006 paid quarterly on the completion of a State Council Reimbursement Form.

The amounts stated in February Minutes will have GST added to the amount.

The President \$2000pa, Vice Presidents and Treasurer \$1000pa each.

\$1000 each for "5 Outer Zones" (Wannon, Midland, Northern, North Eastern and East Gippsland)

\$500 each "5 Inner Zones" (Barwon, Central, North metro, South Metro and West Gippsland)

Seconded Jess Hull

Carried

4. BUSINESS ARISING FROM THE MINUTES

Items not ready for Council requiring additional development

4.1 Rules re-write for governance motions

4.2 Zone Authority Motion – legal advice

4.3 Club Voting Rights – legal advice

4.4 Participation Survey

4.5 Risk Management Analysis

4.6 Minimum age for a horse in Dressage

4.7 HRCav and EFA recognition

4.8 SJ Disobedience

4.9 SJ Heights

5. ITEMS FOR CONSIDERATION AND DECISION

5.1 Incorporation Update

Clubs outstanding

| | | |
|--------------------------------|-------------------------|---------------------------|
| Warragul Pony Club | West Gippsland Zone | 28/02/2000 |
| Monbulk Pony Club | South Metropolitan Zone | 31/12/2002 |
| Dingley Pony Club | South Metropolitan Zone | 28/02/2003 |
| Woodend Pony Club | Central Zone | 28/02/2003 |
| Longford Pony Club | East Gippsland Zone | 31/01/2004 |
| Dandenong Ranges Pony Club | South Metropolitan Zone | 28/02/2004 |
| Werribee Pony Club | Central Zone | 28/02/2004 |
| Broadford & District Pony Club | Central Zone | 31/03/2004 |
| Donvale Pony Club | North Metropolitan Zone | 30/06/2004 |
| Eltham & District Pony Club | North Metropolitan Zone | 31/12/2002 now 31/12/2004 |
| Mansfield Pony Club | North Eastern Zone | 31/12/2003 now 31/12/2004 |

Incorporation Status Required - Clubs outstanding

| | | |
|-------------------|--------------------|-----------------------|
| Apsley Pony Club | Wannon Zone | |
| Finley Pony Club | Northern Zone | |
| Howlong Pony Club | North Eastern Zone | Going in to recession |

That the clubs with an outstanding or late return be named in the minutes requiring immediate followup and lodgement by the club executive.

That the clubs that we are unsure of their incorporation status make contact with their zone representative and supply a copy of their incorporation certificate.

5.2 National Police Check Update and Deadline

Clubs should be aware that there is a policy relating to National Police Checks for regular (more than 4 times) instructors who are not current parents. Clubs must follow up instructors and check the lists to ensure that all instructors have been screened. DCI visits should check the instructor attendance lists on each visit.

The Executive Officer will supply the Councillors be supplied with the club instructor lists and a copy of the incomplete forms. Clubs must comply with the National Police Check Policy. Review at the June Council Meeting.

5.3 Building Sub-committee Recommendations and Process Plan

The building sub-committee has met and developed a process plan. The plan focuses on the relocation of Irving House, the PCAV Office.

The process plan is as follows:

Overview

The Building Sub-Committee met at the Showjumping and Dressage State Championships with a view to discussing the process to be used to undertake the asset review.

The sub-committee agreed the following statements

- 1) That an asset or building review was required as discussions over the last decade had not reached a formal level and that it was the right time for PCAV to explore it's options to best service members needs and to continue to provide an asset base that was appreciating.
- 2) That the current building was not in an ideal location
- 3) That the current building was in need of money (significant) to bring it back to an acceptable standard of office accommodation
- 4) That the meeting and office size/requirements are too small at Brighton and it does not have the necessary layout for the functions performed

- 5) That the value of the site was in the development of the land and the building played little to no part in the valuation
- 6) That the PCAV did not want to take the role of developer in the current site or any new site
- 7) That a more suitable location could be found on the ring road
- 8) That the financial position of the PCAV allowed for a relocation as we have a current building valued at @ \$500,000 and @ \$400,000 cash in the bank with no borrowings
- 9) That we require an office with access to administration services eg broadband, post etc
- 10) That the office be able to accommodate up to 6 staff, storage and meeting facilities for 30 people
- 11) That we would allow for additional commercial tenants eg RDA if the request was made and it was commercially viable
- 12) That we have a desire to have freehold title to the asset to enjoy capital growth for the future
- 13) That it is not wise to invest members funds in leasehold arrangements
- 14) That a temporary location could be found to house the office if the current building was sold prior to purchasing a new site
- 15) That we do not have desire to build a new Werribee
- 16) That the State Council would make the decision on the location of the office. A club member vote was not required under the rules.
- 17) That member clubs be informed of the progress of the process and invited to have input through information nights etc
- 18) The location of the new Irving House site on the ring road could be from Keysborough to Melton. That particular attention be placed on under developed or under utilized sites.

Based on the above discussion points, the Executive Officer was requested by the Building Sub-Committee to write a "ProcessPlan" to be made available to the April State Council Meeting.

| Process Plan | |
|---------------------|---|
| February | Building Sub-Committee Meeting 1 |
| March | Executive Officer to draft a Process Plan |
| April | State Council Stage 1 discussion and in principle approval |
| May | Executive Officer to source temporary site to be used if necessary Investigate potential long term permanent sites Treasurer and EO to undertake feasibility studies on various sites (ongoing) |
| June | Shortlist of areas for new location Advice from Real Estate Agents on sale process Advice from zones on where the new Irving House should be located State Council Meeting asked to sign off on location Executive Officer to list Brighton for sale (price \$500,000+) |

| | |
|--------------|---|
| July-Aug | Clubs have input through Zone Conferences and are informed of the progress and benefits of the preferred pathway. |
| September- | Consolidation of plans, negotiations etc |
| Dec/Jan 2007 | Ideal moving time |

Moved Jess Hull

That "in principle" approval be granted for the process plan.

That the Building Sub-committee return to the June State Council Meeting with a shortlist of areas for new Irving House location, advice from Real Estate Agents on sale process and the Zone Representatives to seek advice from zones on where the Irving House (office) should be located

Seconded Anthea Sutherland

Carried

Moved Jess Hull

That the Zone Representatives to seek advice from zones on suitable locations for the new Irving House

Seconded Anthea Sutherland

Carried

5.4 Leave of Absence for State Councillors

The State Council noted the leave of absence for Stephen Coffey (4 weeks), Phillip Cobbledick (2 weeks) and Stephen Bragg (3 months).

Philip Cobbledick Barwon Zone 2 weeks from the end of March

Stephen Bragg East Gippsland Zone

And NMG Chairman 3 months effective immediately

Stephen Coffey President 6 weeks from 13 April

The replacements are

Deidre Davey 53 69 2261 Barwon Zone

Dallas Barton 51 56 8460 East Gippsland Zone

Jan Faulkner 53 34 7416 Acting President

Janice Ray 9320 8960 Chair NMGames Sub-Com

5.5 Media Policy

Moved Janice Ray

The letter tabled regarding media liaison was agreed by the State Council.

The Executive Officer to develop this letter in to a policy framework.

Seconded Fiona Matheson

Carried

5.6 Appointment of the Chairman of the National Mounted Games Sub-Committee (temporary)

Moved Jess Hull

That Janice Ray be appointed as Chairman of the National Mounted Games Sub-committee.

Seconded John Barlee

Carried

5.7 Training Outline

Clare Lewin gave an overview of the current routine and project work being undertaken to develop a training module delivered on a statewide basis.

The new Dressage for Pony Club rules book will be released in July with new dressage tests for all grades.

Moved Kaye Blanchard

In late April, the rules sub-committee and publications sub-committee will provide input and after that has occurred the draft will be provided to the State Council. Final approval will be by the State Council.

Seconded Fiona Matheson

Carried

A phase in period will be implemented where a club may choose to offer current tests or new tests.

5.8 APCC Meeting

The State Council gave feedback to Vice President Jan Faulkner as PCAV delegate at the next APCC Meeting at the end of April.

Not for Profit Clause Agreed

Nomination Process Agreed

Name change to Pony Club Australia Agreed

NMG Selection Process Agreed but must have training day with event selection

Discussion Paper The PCAV will provide any assistance required by the national body.

5.9 Trailer Safe Promotion

That the Executive Officer and State Coaching Director continue to develop a Trailer Safe Promotion and send to clubs. That the Executive Officer write to Rob Hulls MP stating the action being taken.

5.10 Working with Childrens Bill

The rollout for the Victorian State Government Working with Childrens Bill is 2008-2010 for clubs and associations.

Overnight camps is 2006. However, the application form has not been developed by the state government and clubs who run camps should watch each newsletter carefully for the commencement date.

5.11 Horse Trials Riders in 1,2,3 not 4,5

Moved Fiona Matheson

For Horse Trials, a rider may compete on a second horse as per the table below

Grade 1 in 1, 2 or 3

Grade 2 in 2, 3 or 4

Grade 3 in 3 or 4

Grade 4 (no second horse)

Grade 5 (no second horse)

Seconded No seconder

Lapsed

5.12 National Mounted Games Financial History

The Executive Officer presented a past 5 year financial statement of costs for National Mounted Games.

Moved John Barlee

- That the Executive draft guidelines for financial operation of sub-committees.
Seconded Janice Ray **Carried**
- 5.13 National Mounted Games Sub-Committee Nomination Chris Dyson
Moved Linda Smith
That the nomination for Chris Dyson be approved for 2006.
Seconded Anthea Sutherland **Carried**
- 5.14 National Mounted Games PPG Location WPNEC
Moved Norm Glenn
The State Council approves the location for the National PPG Championships be WPNEC
in December 2006 subject to the receipt of the correspondence.
Seconded Jess Hull **Carried**
- 5.15 DCI Nominations
Moved Jess Hull
That the State Council ratify the Chief Instructors Panel recommendation for the DCI
Nominations of Sandra Pollock (MZ) and John Barlee (SMZ).
Seconded Fiona Matheson **Carried**
- 5.16 Scoring in Pony Club (WGZ) World Cup Proposal
Moved Vicki Kneebone
Notice of Motion for the next meeting
That World Cup Scoring be used for the show jumping state championships
West Gippsland Zone to provide additional supporting documentation including teams
scoring.
This is a discussion topic only and is not approved by Council to-date.
- 5.17 Day attendance request for EFA and HRC AV Exemption
The criteria for Day Attendance was set by AON Insurance and the State Council has no
flexibility over whether to include or exclude any group from the \$5 admin fee payable to
AON. The current policy stands that all non pony club members must pay a \$5 fee when
riding in an open section at an event.
The Executive Officer to write to clarify the status of two organisations running an event on
the same day and the implications of \$5 attendance fee.
- 5.18 Procedure for Recession of a Pony Club
That the Executive Officer develops the recession clause to include the process of
recession.
- 5.19 Banned Substances in pony club and penalties
That the Executive Officer place a link on the website to the WADA and FEI for banned
substances. Results of testing to be placed on the website. All tests at State Showjumping
and Dressage Championships were clear.
- 5.20 Saddleworld in-store DVD
Moved Fiona Matheson
That the PCAV allocate a budget of \$2000 for the development of an in-store DVD with
Saddleworld and Big Plug Media. The Proviso is that PCAV maintain editorial control over
the representation of the Pony Club movement.

Seconded Janice Ray Carried

5.21 Newsletter Circulation

The feedback from the February Mailout was positive and the Executive Officer should continue with mailing to riders via bulk mail to clubs. The April newsletter will be externally printed due to the volume of newsletters.

5.22 Interschools Review

Moved Kaye Blanchard

That the State Council has a desire to participate in the inter-schools movement and that a sub-committee be developed to design criteria for inter-schools events.

Seconded Anthea Sutherland

Carried

Moved Anthea Sutherland

That the Executive Sub-Committee revisit the draft Constitutional changes to have "Schools" as non-voting Members.

Seconded Linda Smith

Carried

Moved Kaye Blanchard

Send out immediately a clarification that any pony club conducting an inter-schools event must follow all the current pony club rules specific to the competition. (eg course accreditation, day attendance, etc)

Seconded Anthea Sutherland

Carried

5.23 CIP Recommendations

Moved Anthea Sutherland

Stage 3 dressage riders may use a whip not exceeding 110cm exclusive of the lash and/or spurs. For grade 3 horse trials dressage phase, whips are not allowed but spurs may be used.

This will be effective when the new Dressage for Pony Club rule book is released. Clubs will be notified when the new rule book is to be released.

Seconded Dallas Barton

Carried

Moved Anthea Sutherland

Dressage Tests may be called in Pure Dressage competitions excluding State Championships.

No Seconder

Lapsed

5.24 Electronic Formats for website from Sub-Committees

Moved Kaye Blanchard

The each sub-committee must provide the office with an electronic copy of all information booklets and entry forms for state level events.

Seconded Norm Glenn

Carried

5.25 Membership Card

Moved Vicki Kneebone

That the addition of a panel on the membership card for a Project Connect Exemption is authorised.

Seconded Fiona Matheson

Carried

- 5.26 Macorna Pony Club
Moved Fiona Matheson
That the Macorna Pony Club in Northern Zone be granted Full Membership.
Seconded Jess Hull **Carried**
- 5.27 EFA Affiliation
Noted that the EFA affiliation date has been moved from 30 June to 30 September at no cost to align with EFA insurance renewals.
- 5.28 Chiltern Pony Club
That the Chiltern Pony Club status reflect the recent windingup process. The Executive Officer to remove from website and not renew insurance cover.
- 5.29 Open Day Attendance for March
Noted at 554 people. Clubs who did not remit the \$5 fee and forms were in breach of the insurance and PCAV requirements.

6. TREASURER'S REPORT

- 6.1 Profit and Loss Statement, Balance Sheet as at 28 February 2006
Moved Janice Ray
That the financial reports as presented be approved
Seconded Jan Faulkner **Carried**

REPORTS TO READ

7. MEMBERSHIP REPORT

Membership numbers show 8149 as at end of March 2006.

8. PRESIDENT'S REPORT

9. COACHING DIRECTOR'S REPORT

10. EXECUTIVE OFFICER'S REPORT

11. SUB-COMMITTEE REPORTS

- 11.1 APCC
11.2 PCAV Executive
11.3 EFA
New WPNEC Centre Manager employed, Graham Barker.
- 11.4 Chief Instructors Panel
Treeless saddles that are commercially available are acceptable in pony club. They have been manufactured to fit that way.
- 11.5 State Games, Flat Teams & Musical Ride Sub-committee
11.6 National Mounted Games Sub-committee
Moved Dallas Barton
That the Development Squad, Junior Squad and Senior Squad be approved
Seconded Linda Smith **Carried**
- 11.7 State Dressage & Showjumping Championships (2007 SMZ)
11.8 State Horse Trials Championships (2006 BZ)

Late qualifiers to ring Judy Beasely.

11.9 Inter-Zone Teams Horse Trials

Volunteers are being co-ordinated by Ron Gates. Ron has asked for the lists from zones and the zone contact is responsible to ensure their officials are organised.

11.10 Speed to Safety

11.11 Rules Sub-committee

11.12 Publications Sub-committee

11.13 Asset Review Sub-Committee

11.14 Polocrosse Sub-Committee

11.15 History Sub-Committee

11.16 Jamboree State Camp Sub-Committee

12. GENERAL BUSINESS

12.1 Vichealth research project document circulated to State Councillors. The review of the club development program ranged from small to large clubs, zones and state. The outcomes were extremely positive and re-inforced the need to continue the development of resources for clubs.

12.2 Personal accident insurance is not available for riders under 5 years or officials over 80 years. The President to raise with AON as PCAV has people outside the age categories.

12.3 Probationary Club Membership – riders competing in events. The new book allows riders to ride in state, zone and inter-club events. Prior books stated that they were not allowed ride in zone, state and national events.

Notice of Motion to be discussed at the next meeting

That the Council considers the right of riders in Probationary Clubs to compete in National and State Championships at the next meeting.

12.4 Rule Books to be copyrighted with an ISBN. Janice Ray to bring back information to the next meeting.

12.5 CZ - Armbands in Pony Club for Open Riders. Zones to discuss and tabled at the next State Council Meeting.

12.6 CZ - Gear Check should be undertaken for all activities in Pony Club including Shows and Gymkhanas. Zones to discuss and tabled at the next State Council Meeting.

12.7 CZ – Open Riders – discussion as to whether the rule should revert back to January draft, establish a waiver on the attendance form, eligibility, etc to be reviewed by PCAV with legal advice and approval from AON. The Executive Officer to investigate.

12.8 All zones to provide Agenda Items at least 2 weeks prior to State Council Meetings.

12.9 Information for State Council Meetings shall be mailed 12 days prior to the meeting.

13. CLOSE MEETING

14. NEXT MEETING

Executive

Tuesday 6 June 2006

State Council

MONDAY 19 June 2006