

Pony Club Association of Victoria

PCAV STATE COUNCIL MEETING

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MINUTES

Meeting held at Werribee Park National Equestrian Centre
on Monday 19th June 2006 at 10.00am.

1. OPEN MEETING

2. PRESENT / APOLOGIES

Present: (Chair) President – Stephen Coffey, Vice President – Jan Faulkner, Vice President – Neil Clinton, Treasurer – Janice Ray, BZ – Philip Cobbledick, CZ – Norm Glenn, EGZ – Stephen Bragg, MZ – Kaye Blanchard, NMZ – Linda Smith, NZ – Fiona Matheson, NEZ – Jess Hull, SMZ – Ron Gates, WZ – Anthea Sutherland, WGZ – Vicki Kneebone.
EO – James Fitzpatrick, SCD – Clare Lewin

Apologies:

3. CONFIRMATION OF THE MINUTES (11th April 2006)

Moved Jess Hull

That the Minutes of the meeting held on 11 April 2006 be approved.

Seconded Anthea Sutherland

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

5. ITEMS FOR CONSIDERATION AND DECISION

5.1 Change of Rules and Purposes

Consumer Affairs Victoria has on-file the amendment of rules in 1995 and 2000 but their records are not complete. They have asked if PCAV would seek ratification of the current Statement of Rules and Purposes by member clubs at the next AGM.

Moved Jess Hull

That notice of a motion for ratification of the current Statement of Rules and Purposes including the recently approved "Not-for-profit" clause be included on the AGM Agenda.

Seconded Anthea Sutherland

Carried

5.2 National Police Check Update and Deadline

Moved Stephen Bragg

That the PCAV advise clubs of an amnesty to 1 August 2006 by which time all DC's must have completed a National Police Check and all instructors who are not formally exempt

must have completed a National Police Check. DC's and instructors who have not applied for a check by 1 August 2006 will not be permitted to take part in Pony Club activities after that date. Clubs that permit DC's or instructors in breach of this requirement to continue to act after 1 August risk suspension or disaffiliation.

All approved instructors names be displayed on the myclub database.

The compliance will be implemented by the zone representative and a report tabled at every State Council Meeting.

Seconded Philip Cobbledick

Carried

The Executive Officer will send a letter to every DC and Secretary stating the policy from the Handbook of Bylaws and the compliance requirements.

5.3 Building Sub-committee Recommendations and Process Plan

The State Council had a discussion regarding the sale of building at 12 Warleigh Grove North Brighton and agreed to continue with the process plan as previously outlined.

The Executive Officer shall negotiate with interested parties and agents to eventuate a sale of the property. The State Council will be informed if a suitable offer was forthcoming and a decision would be reached based on the level of the offer as to whether to sell the building at that time.

Temporary office accommodation has been confirmed in Huntingdale. (if required)

The Zone Feedback on the suburb or location for the new Irving House was that the office should be located on the Ring Road somewhere in the northern or north eastern suburbs.

The comments from Northern Zone were noted but were dismissed as inaccurate as there are no debentures on the property (clubs were repaid or funds donated in 16/11/1966) and the ownership of the asset is the responsibility of the State Council.

NMZ seeking clarification on why the statement was made that we did not want another WPNEC. The replica WPNEC was deemed not financially viable by the PCAV.

MZ feedback was that a desirable location would be between Geelong Rd and Hume Highway.

BZ would like the the new building named Irving House. The existing facility is not suitable for our requirements. The costs of renovation was deemed in excess of the costs of relocation. The exercise should be financed from existing resources.

CZ want the input from zones defined.

The State Council discussed the input and felt that the zone conferences would discuss location and size and configuration of the new Irving House.

That Stephen Coffey and Neil Clinton write a specification document for the requirements of the new site and supplied to agents.

That a new Irving House site be investigated.

That current site is not viable to renovate

That we discuss with zones the specifications for the new Irving House.

The Executive Officer supply documentation to the August State Council Meeting of the values of any new sites and the present site.

The site should be accessible by the freeway system and a preference but not essential near rail networks.

5.4 Leave of Absence for State Councillors

The State Council noted the leave of absence for Stephen Coffey, Philip Cobble Dick and Stephen Bragg. All have returned from the leave and are back in their official capacity on State Council and Sub-Committees.

5.5 Scoring System – World Cup

Moved Vicki Kneebone

That the scoring system for Showjumping at the State Championships as presented by WGZ be incorporated in to the policy manuals/rule books for 2007 Championships onwards.

Seconded Anthea Sutherland

Lost

NMZ Championships – separating equality

Moved Linda Smith

That equalities be split by a countback system for all State Competitions only.

Seconded Fiona Matheson

Carried

Clubs have the flexibility to award equalities or split equals and the method to be used should be clearly stated on event programs.

Moved Neil Clinton

That the Rules Committee review the NMZ scoring in PC recommendations and report back to Council in August.

Seconded Norm Glenn

Carried

5.6 Guidelines for State Showjumping and Dressage Championships

Moved Philip Cobble Dick

Accept the document in principle and refer this item back to Council after scoring and Dressage Rule Book have been finalised

Seconded Norm Glenn

Carried

5.7 Dressage for Pony Club

Norm Glenn presented an overview of the new Dressage Rules booklet and the new Gear Check Rules. The new draft Dressage Tests were circulated to State Councillors prior to the meeting.

Moved Neil Clinton

That the Rules and Publications Sub-committees continue to develop the two separate rule books; Dressage for Pony Club and Gear Check Rules.

That a page be released called a transition page to go with new tests

That the new dressage tests ridden at 2007 State Championships and qualifiers

That "current or old tests" not be ridden after 31 December 2006

Seconded Vicki Kneebone

Carried

5.8 Membership Year

It was noted that in the rule books the membership year of the PCAV is not clearly defined. The state and club financial years are different causing a degree of confusion. The rules are ambiguous regarding the statement in the rules that a member is unfinancial if the fees have not been paid by 1 June.

These rules will be considered by the Rules Sub-committee with a view to presenting a draft of amended wording to the August State Council Meeting.

- 5.9 Award of Merit Nominations
Moved Neil Clinton
That the nominations be accepted as follows:
6 Barwon Zone
2 Central Zone
1 East Gippsland Zone
3 North Metro Zone
2 South Metro Zone
3 Midland Zone
8 West Gippsland
Seconded Jan Faulkner Carried
- 5.10 Team Composition State Horse Trials
Moved Linda Smith
That Zone composite teams be permitted to compete at State Horse Trials Championships.
Where possible, clubs must form club teams and all riders not in club teams will be available for zone composite teams to compete in one competition.
(This rule does not apply to the Interzone Teams Horse Trials)
Seconded Anthea Sutherland Lost
- Moved Kaye Blanchard
Delete the word zone in the above motion
Seconded Fiona Matheson Lost
- 5.11 Checks at completion of cross country
That a rider requiring medical attention may dismount with the approval of the marshal. For all pony club activities, common sense is the overriding requirement. The official in charge of any area should be notified as soon as practicable but in an emergency immediate action should be taken by the official on site. The Rules Sub-committee to draft words for the rule books.
- 5.12 Riders Without Horses Format
Defer to August until after discussion with AON insurance.
Letter from EO to AON for temporary cover.
Hold new programs from any other clubs from similar riding centre type programs.
State Council to consider at the August Council Meeting a suitable membership category for RWH not at rallies.
- 5.13 Riders Without Horses Membership Fees
Moved Philip Cobbedick
That the membership fee for RWH remains at \$40 and be fixed as an annual fee. The application for 6 monthly fees from Eltham Pony Club be declined as the insurance premium is annual.
Seconded Neil Clinton Carried
- 5.14 DCI Nominations
Held over to August Meeting
- 5.15 NMG Chair
Moved Linda Smith

Stephen Bragg was noted as returning from his leave of absence and takes up his position as chairman of the NMG Sub-committee
Seconded Fiona Matheson Carried

- 5.16 PCAV and EFA Alliance Meeting
The sub-committee of Neil Clinton, Ron Gates, Vicki Kneebone, (EO, James Fitzpatrick) met with the EFA and discussed the opportunity to improve the rider's pathway from beginners to advanced. The discussion was not about joining the organisations but simply a combined effort to streamline and simplify the rules and operating conditions such as training officials.

Moved Vicki Kneebone
That the PCAV State Council confirms that the sub-committee develops a programme for review to be presented to each organisation.
Seconded Jess Hull Carried

- 5.17 State AGM and Zone Conference Format
The State AGM is being held in Bendigo on Tuesday 29 August 2006 commencing at 6.30pm and concluding at 8.30pm. (The State Council Meeting is held from 10am-4pm)
The individual Zone Conference Format will be setup on request and a meeting held in each zone requesting a conference. Clubs to contact their zone by submitting items for discussion.

- 5.18 Interschools Sub-committee Nominations
Moved Vicki Kneebone
That the following persons be appointed on the Interschools Sub-Committee
Stephen Bragg
Anthea Sutherland
Philip Cobbledick (Chair)
The sub-committee has the power to co-opt members from the membership
Seconded Linda Smith Carried

- 5.19 Multiple combinations - All disciples
The Rules Sub-committee to review the motion to redraft multiple combinations wording and present a proposal to the next State Council Meeting.

- 5.20 Medical Arm Bands for Open Riders
Moved Kaye Blanchard
That the current rule be implemented (Handbook of Bylaws - Rule 18.4 Page 40) that all riders, including open riders, must wear medical arm bands at competitions.
Seconded Norm Glenn Carried

- 5.21 Rule Books Copyright and ISBN registration
The new copyright clause will be inserted in to all newly issued rule books.
All rule books will be lodged with an ISBN number.

- 5.22 Clarification of age for Personal Accident Insurance.
Personal accident insurance covers riders from 0 years to 80 years
Personal accident insurance covers voluntary workers from 5 years to 80 years.

- 5.23 Eligibility for riders in Probationary Clubs to compete in State Championships
Moved Kaye Blanchard
Re-instate the 2005 rule - the eligible riders in Probationary Clubs only be allowed to compete in State Championships if the club is a Full Member. A rider may compete to qualify, but the club must be a Full Member prior to the Championships.
Seconded Fiona Matheson **Lost**
- Moved Norm Glenn
That Handbook of Bylaws 7.6f and 7.6.g are confirmed
7.6.f Members of probationary clubs may attempt to gain efficiency certificates.
7.6.g Members of a probationary club may compete in all pony club competitions including state and national championships providing they are eligible, in accordance with rule 32 or 33.
Seconded Linda Smith **Carried**
- 5.24 Team Award – Dressage and Showjumping Championships
West Gippsland Zone presented a concept of a team award for the Dressage and Showjumping State Championships in the event that there were 5 or more teams consisting of 3-4 riders in A Grade Showjumping and Grade 1 Dressage as well as individual placings.
The item was withdrawn and will be re-tabled with amendments at the next meeting.
- 5.25 Purchase of Prizes for State Level Events – rugs, sashes, medallions
Moved Neil Clinton
That the office purchase all state level event prizes
Seconded Anthea Sutherland **Carried**
- 5.26 RAS Summer Royals - showjumping
Moved Philip Cobbedick
That the Executive Officer write to the RAS approving the concept of a showjumping competition at the summer royals organised by the RAS and granting permission for them to use pony club rules as a basis for the competition. All pony club eligibility and rules apply.
Seconded Jan Faulkner **Carried**
- 5.27 Executive Officer Contract
Moved Kaye Blanchard
That the Executive Officer be offered a new contract based on a three year term with an increased salary. The Executive Sub-committee is to negotiate suitable conditions to be effective 1 July 2006.
Seconded Jess Hull **Carried**
- 5.28 Interzone Teams Horse Trials Nominations
There are two vacancies on the sub-committee due to the retirement of Petie Marshall (Chairperson) and Jenny Spilsbury (Secretary). The State Council expressed it's appreciation to Petie and Jenny for their significant contribution to the establishment of this event. Letter of thanks to be sent.

The sub-committee to canvass for interested parties and nominations to be offered through the newsletter.

Future discussion to the date of the event and potential to move event to after 3 day event will take place and a decision be reached at the August State Council Meeting.

5.29 Format and Process for State Council Agendas

The Executive Sub-committee discussed the length and breadth of issues on the State Council Agenda and suggested to State Council that a process be established where items for the agenda are supplied three weeks in advance of the agenda. All items that do not require discussion will be circulated for rotary resolution prior to the meeting and if adopted by a majority of 75% of voting councillors, the item will be carried. The item then gets noted in the Council Minutes as carried without discussion at a meeting.

It is hoped that this process will allow greater discussion time for issues of significance.

5.30 Howlong Pony Club Recession (NEZ)

Noted that Howlong Pony Club has gone in to recession.

5.31 Technical Advisor 2007 State Horse Trials Championships

To be decided by rotary resolution.

6. TREASURER'S REPORT

6.1 Profit and Loss Statement, Balance Sheet as at 31 May 2006

Moved Janice Ray

That the financial reports as presented be approved

That an audit of Day Attendances for Open Riders be conducted on events in July.

Seconded Anthea Sutherland

Carried

REPORTS TO READ

7. MEMBERSHIP REPORT

Membership numbers show 8400 for 2006.

8. PRESIDENT'S REPORT

Negotiating with insurance underwriter. Will have insurance cover for 2006-2007.

9. COACHING DIRECTOR'S REPORT

New syllabus printed and going to CIP Meeting for discussion in July as to timing for implementation.

10. EXECUTIVE OFFICER'S REPORT

11. SUB-COMMITTEE REPORTS

11.1 PCA

11.2 PCAV Executive

11.3 EFA

11.4 Chief Instructors Panel

11.5 State Games, Flat Teams & Musical Ride Sub-committee

Zone reps to discuss the date and venue for 2007 with clubs and report back at the August State Council Meeting.

- 11.6 National Mounted Games Sub-committee
- 11.7 State Dressage & Showjumping Championships (2007 SMZ)
To be held on Mornington Peninsula.
To be held on one day.
Preferably the first or second weekend in February.
- 11.8 State Horse Trials Championships (2007 NMZ)
Thankyou to Neil Clinton from Barwon Zone. Report coming. Recommendation that office send invites to life members and PCAV invitees for all State Level Events. The State Council thanks Barwon Zone for a wonderful championships.
- 11.9 Inter-Zone Teams Horse Trials
- 11.10 Speed to Safety
Entries close 4 August 2006.
- 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 The Club Resource kit information is available on the website and it is not the intention of the State Council to produce more hard copy Resource Kits. Clubs should make their folder available to members and direct members to the website.
- 12.2 The Club Registered Name and Incorporation Number must be stated on all official club stationery including event entry forms. This is an incorporation requirement.

13. CLOSE MEETING

14. NEXT MEETING

Executive	Tuesday 15 August 2006
State Council	Tuesday 29 August 10am to 8.30pm