

Pony Club Association of Victoria

PCAV STATE COUNCIL MEETING

PCAV STATE COUNCIL

MINUTES

Meeting held at Lakeview Resort, Bendigo
on Tuesday 29th August 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 – Tony Curwen, WZ – Anthea Sutherland, WGZ – Vicki Kneebone.
EO – James Fitzpatrick, SCD – Clare Lewin

Apologies:

3. CONFIRMATION OF THE MINUTES (19th June 2006)

Moved Neil Clinton

That the Minutes of the meeting held on 19 June 2006 be approved.

5.19 in previous minutes wording be changed from Rules Sub-committee to Norm Glenn.

Seconded Norm Glenn

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 Risk Management Analysis
- 4.5 Procedure for Recession of Clubs

5. ITEMS FOR CONSIDERATION AND DECISION

5.1 2006-2007 PCAV Business Plan

The State Council ranked the priorities in the Business Plan as follows

SUMMARY OF PROJECTS

High

To write and prioritise a PCAV Strategic Business Plan

To develop a State Training Schedule delivered in zones

To deliver Officials Training Program commencing in the Northern Zone (Mallee RSA)

To establish country rider squads commencing in North Eastern Zone (Hume RSA)

To develop a Club Mentor Program in Wannon Zone (South Region RSA)

To offer training at State Council Meetings

To develop training manuals and DVD's

To train DCI/ZA Panels
To launch Orange/Green Healthy Welcoming Clubs
To run first aid in zones
To re-write the constitution from the club votes
Continue with the newsletters and mail them to homes to increase communication
Redraft the Dressage Book, Gear Rules and Horse Trials Rules
To implement the State Disability Action Plan with Project Connect
To provide an insurance booklet in plain English version to each club/zone
The Annual production of Rule Books in February
To move the office from Brighton to the ring road

Medium

To train "Trusted Officials" on the membership and website system
To ensure that all instructors and DC's have been screened by a National Police Check
To achieve 70% of clubs performing on-line memberships
To consolidate the implementation of the database/website in Victoria and sell it nationally
To help clubs complete a second annual Risk Management Plan
Sharing rules with Pony Club States, EFA, HRCVA, RDA
To develop the inter-schools event structure through the new sub-committee

Low

To introduce Polocrosse to pony club in Victoria
To write the 50 Year History
To start a State Jamboree Camp

5.2 Training for the Future

The State Coaching Director and the Executive Officer gave an overview of the training for the future. Discussion centred on the selection of trainers for the state training program.

The accreditation of trainers and participants was discussed at length and forms a major component of the Department of Sport and Recreation Victoria funding for 2006-2007.

Moved Vicki Kneebone

That the PCAV continue to write training manuals and commence implementation of training course in 2007. In 2007 the following groups will be trained in approximately 6 sessions across the state; State Council, CIP, DCI, ZA, Zone Executives.

In July- 2007, state trainer accreditation will commence and in January 2008 courses will be implemented by newly trained and state accredited trainers.

EO and Treasurer to write a 10 year financial projection for the November meeting

Seconded Anthea Sutherland

Carried

Moved Neil Clinton

That all zones forward the State Coaching Director training resources prior to release for approval. This includes worksheets, DVD's, Videos, books, course notes.

Seconded Anthea Sutherland

Carried

Moved Norm Glenn

That a stamp of "PCAV Approved" be applied to PCAV Training Resources including state and zone material approved by the State Coaching Director.

Seconded Vicki Kneebone

Carried

5.3 Sub-Committee Workload

The State Council had a discussion regarding the History, Polocrosse and State Jamboree Sub-committees.

Polocrosse will be re-commenced with active participation.

Moved Philip Cobbledick

That Janice Ray be appointed Chair of the History Sub-committee and the State Council authorised Janice Ray to have discussions with universities to seek a writer for the history and report back to Council.

Seconded Fiona Matheson

Carried

5.4 TA Approval for 2007 State Horse Trials Championships

Moved Kaye Blanchard

That Ross Spalding be added to the list of PCAV Technical Advisors

That Ross Spalding be appointed TA for the 2007 State Horse Trials Championships.

Seconded Neil Clinton

Carried

5.5 Loan for 2007 State Horse Trials Championships

Moved Jess Hull

That the PCAV provide a loan of \$5,000 to North Eastern Zone to be repaid by the completion of the championships and no later than 30 May 2007.

Seconded Janice Ray

Carried

5.6 Event Dates for 2007

Moved Philip Cobbledick

That the following event dates and locations be approved

23 Dec – 8 Jan	January Office Closure	
23 January	Exec Meeting	Brighton
10-11 February	Showjumping and Dressage Champs	Moorooduc SMZ
12 Feb Monday	State Council Meeting	Venue TBA
24 February	CIP Meeting	Brighton
20 March	Exec Meeting	Brighton
10 April Tues	State Council Meeting	Venue TBA
5-6 May	State Horse Trials Champs	Albury NEZ
12-13 May	State Interzone Teams Horse Trials	Werribee
29 May	Exec Meeting	Brighton
16-17 June	State Games Champs	Werribee
18 June	State Council Meeting	Werribee
1 July	Written Certificate Exams	
2-8 July	Pony Club Nationals	Toowoomba
14 July	CIP Meeting	Brighton
28-29 July	NCAS L1 weekend two	Venue TBA
28 August Tuesday	State Council Meeting (day) and AGM (Night)	West Gippsland Zone
8 September	Speed to Safety	Flemington
13 October	CIP Meeting	Brighton

23 October	Exec Meeting	Brighton
13 November	State Council Meeting	Werribee
24-25 November	NCAS L1 weekend one	Venue TBA
2 December	Written Certificate Exams	

Seconded Jess Hull **Carried**

Moved Philip Cobbledick

That the State Council subsidise the State Flat Teams, Musical Ride and Games Championships a further \$500 on top of current State Level contributions for the event to be held at Werribee Park National Equestrian Centre on 16 and 17 June 2007.

Seconded Jess Hull **Carried**

Moved Norm Glenn

That a date be offered for a State Conference in 2007 as per the handbook.

Seconded Nil **Lapsed**

Moved Neil Clinton

That the AGM be held on a Tuesday evening 28 August 2007 in West Gippsland Zone.

That each zone is encouraged to stage a zone conference attended by state representatives.

Seconded Philip Cobbledick **Carried**

5.7 Grade 1 and 2 Horse Trials List

Moved Jan Faulkner

That each zone provide the Executive Officer with a list of Grade 1 and 2 Horse Trials events for 2007 for him to load to the website and print a list in the November Newsletter.

Seconded Janice Ray **Carried**

5.8 State Council Training

Sport and Recreation Victoria has provided a grant of \$10,000 to the PCAV for the training of State Councillors and the development of a Business Plan.

5.9 Sport Development Scheme Inclusive Regional Squads

Sport and Recreation Victoria has provided a grant of \$10,000 to the PCAV for the development of squads. The pilot program will be hosted by North East Zone and will be assisted by the Regional Sports Assembly in Wangaratta. This project will develop squads for riders with a disability and riders with talent.

5.10 Club Mentor Program

Sport and Recreation Victoria has provided a grant of \$15,000 to the PCAV for the development of a Club Mentor Program to assist and visit. The pilot program will be hosted by Wannon Zone and will be assisted by the Regional Sports Assembly in Warnambool. This project will employ a Regional Club Liaison Officer (part-time) to visit and assist clubs.

5.11 Officials Training Program

Sport and Recreation Victoria has provided a grant of \$10,000 to the PCAV for the development of an Officials Training Program. The pilot program will be hosted by Northern Zone and will be assisted by the Regional Sports Assembly in Swan Hill. This project will

aim to write training manuals and train officials in NCAS, Comfort and Safety, Course building etc.

5.12 Executive Officers Contract

The Executive Sub-Committee have agreed on the terms of the contract to be offered to the Executive Officer which is for a two year term.

5.13 Membership of Clubs

The Executive Officer informed the State Council that membership is 200 members lower than this time in the previous year. If this trend was to continue, the projected end of year margin would be an end of year decrease of 200 members.

Membership renewal of club life members, zone and state officials. The Exec Officer will develop a process to renew zone and state officials. A new category will be established for Life Members of clubs, zone and state so that they do not require annual renewal.

5.14 DCI Nominations

Loretta Routh and Natalie Lees. Awaiting instructions from SMZ. Held over to November Meeting

5.15 CIP Nominations

Moved Stephen Bragg

That the following nominations for the Chief Instructors Panel be approved

Barwon Zone	Maxene Argento
Central Zone	Wendy Abey
East Gippsland Zone	Sonya Perkins
Midland Zone	Ken Crosier
North East Zone	Pam Martin
Northern Zone	Jeanette Graham
North Metro Zone	Chris Townsend
Southern Metro	Wendy Myers
Wannon Zone	Anthea Sutherland
West Gippsland	Oriel Gardiner?
Seconded Jess Hull	

Carried

5.16 Sub-Committee Nominations

The following people have nominated for sub-committees

National Mounted Games Sub-Committee

Marilyn Healey* Coach Senior and Junior

Frank Scarce*

Chris Dyson*

Andrea Davis*

Susan Leitch*

Rosemary Cruise*

Kelly Morris* Development Squad Co-ordinator and Assistant Coach

*is seeking re-election

Moved Philip Cobbledick

That nominations as listed be approved

Seconded Neil Clinton

Carried

State Flat Teams, Musical Ride and Games

Moved Kaye Blanchard

That a selection criteria be written for sub-committees.

That a meeting be held with National Mounted Games and the State Flat Teams, Musical Ride and Games Sub-committees and candidates. That re-nominations be sought for State Flat Teams, Musical Ride and Games Sub-committee by the November State Council Meeting. The terms of the existing members of the State Flat Teams, Musical Ride, and Games Sub-committee be extended until that time.

Seconded Fiona Matheson

Carried

InterZone Teams Horse Trials Sub-committee

Moved Jan Faulkner

Janice Ray*

Wayne Cuthbert*

Linda Smith*

Karen Herman (subject to zone signoff)

Glenda Perry (subject to zone signoff)

Seconded Neil Clinton

Carried

Speed to Safety Sub-committee

Office to undertake – Delete as sub-committee

Moved Philip Cobbledick

All state squad coaches/instructors, team managers, chaperones are required to have completed a National Police Check under similar conditions per Handbook of Bylaws Rule 10. Rule 10 exemptions also apply.

This rule is effective immediately.

Seconded Anthea Sutherland

Carried

5.17 Zone Passwords for Certificates

The Executive Sub-committee to review

5.18 Staff Rotations

That the staff rotations be implemented by the Executive Officer.

Suanne to accounts payments, formatting new worksheets, books

Jennifer to accounts income, shop

Vicki to membership (add police checks)

Nat to grant work (include SRV)

5.19 Riders without Horses Format

Moved Norm Glenn

The Handbook of Bylaws rule 11.4 be amended to delete the words “at a rally”.

The Rules Sub-committee to receive submissions from NMZ (and others) for a rule amendment for the addition or a category for inclusion in the PCAV Bylaws to be released in February 2007.

Seconded Neil Clinton

Carried

- 5.20 National Police Checks
Moved Kaye Blanchard
That the clubs listed be suspended immediately until the DC applies for a National Police Check or a Police Checked approved replacement DC is appointed.
Seconded Neil Clinton **Carried**

Cobden & District Pony Club
Tooradin Pony Club
Colac Pony Club
Coleraine Pony Club
Beaufort & District Pony Club
Numurkah & District Pony Club
Oaklands Pony Club
Spring Gully Pony Club
Mallacoota Pony Club
Tarwin Lower Pony Club
Warragul Pony Club
Kardella South Pony Club
Trafalgar Pony Club

That the Executive Officer writes to club's financial instructors stating that instructors without an exemption or a National Police Check may not teach in pony club.
The Executive Officer to display a list of financial National Police Check approved instructors on the website updated on the first day each month.

- 5.21 Scoring System
The new rules will be applied to separate equal scores for winners and placegetters at State Championships. Club and other zone events may use these rules providing it is **specified on the entry program schedule**.
Full explanation will be provided in a summary sheet covering the new rule books effective 1 February 2007.
Moved Neil Clinton
The document tabled be approved with wording on number 19 be implemented with lowest classified score be used for Horse Trials and the amendment if after a countback, games equalities to be split by a run-off for all places 1-6.
Seconded Stephen Bragg **Carried**

- 5.22 Guidelines for State Showjumping and Dressage Championships
Held over to November.

- 5.23 Dressage for Pony Club and Gear Rules
Moved Norm Glenn
With wording amendments, that the Dressage for Pony Club and Gear Rules be released for members use effective 1 November 2006. That the rules be separated from the shop order form to a separate page.
Seconded Neil Clinton **Carried**

- 5.24 Membership Year
The Rules Sub-committee received feedback and clarification on the draft and will make a submission at the November State Council Meeting.

- 5.25 Eligibility of multiple mounts
Moved Norm Glenn

That a new section be created under the 'eligibility' section (2006 rule 29) of the *PCAV Handbook of By-laws* for January 2007 to include the following rule: -

Combination Participation at Competitions - Multiple Horses

- 1 At a graded competition or activity, a rider may compete on one or more horses (combinations) in one or more grades, provided that:
 - i. Each combination rides only within its grading
 - ii. Each combination meets all eligibility requirements (including rally attendances)
 - iii. Each horse may only compete in one grade of an activity or competition in accordance with rule 17.2.c.
- 2 The organising committee may accept none, one or more of the entries, at its sole discretion.

(This rule would also be cross-referenced in rule 17.2)

Grading Guidelines be reviewed for release in Jan 2007 to ensure they are consistent with this and other rules.

Seconded Kaye Blanchard

Carried

- 5.26 Teams Event for State Showjumping and Dressage Champs
Held over to November Council Meeting.

6. TREASURER'S REPORT

- 6.1 Profit and Loss Statement, Balance Sheet as at 30 June 2006
Moved Janice Ray
That the financial reports as presented be approved
Seconded Norm Glenn

Carried

REPORTS TO READ

7. MEMBERSHIP REPORT

Membership numbers show 6705 for July 2006.

8. PRESIDENT'S REPORT

Stephen Coffey, after 30 years of involvement at all levels of pony club, is retiring as President. Stephen added a thank you to the PCAV Council, Staff, and to all who volunteer their time to make Pony Club in Victoria the organisation that it is and for their wonderful support. Stephen reflected on his 7 years on PCAV State Council and thanked his colleagues and wished Jan Faulkner well in her role as incoming President.

9. COACHING DIRECTOR'S REPORT

New APCC Syllabus of Instruction available from November for a January 2007 commencement.

10. EXECUTIVE OFFICER'S REPORT

11. SUB-COMMITTEE REPORTS

11.1 PCA

Moved Stephen Bragg

That Jan Faulkner be the PCAV delegate for Pony Club Australia until March 2007. That Stephen Coffey to go to meeting with PCA and EFA meeting on 21/22 September 2006

Seconded Janice Ray

Carried

11.2 PCAV Executive

11.3 EFA

11.4 Chief Instructors Panel

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

11.6 National Mounted Games Sub-committee

11.7 State Dressage & Showjumping Championships (2007 SMZ)

Report tabled by Tony Curwen. Information to go out in mailout.

11.8 State Horse Trials Championships (2007 NMZ)

11.9 Inter-Zone Teams Horse Trials

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

13. CLOSE MEETING

14. NEXT MEETING

Executive Tuesday 24 October 2006

State Council Tuesday 14 November 2006 at 10am (venue TBA)