

# ***Pony Club Association of Victoria***

## **COUNCIL MEETING**

### **MINUTES**

Held at PCAV Head Office "Irving House" 12 Warleigh Grove North Brighton,  
on Tuesday 18<sup>th</sup> April, 2000 at 10.05am.

1. **OPEN MEETING**

10.05am

2. **PRESENT**

President – John Laird, Vice President – Stephen Coffey, Vice President – Keith Rooks, Treasurer – Ian Wardell, CD – Clare Lewin, EO – Jacquie Anderton, OA – Suanne Fitzgerald, BZ - Phillip Cobbledick, CZ - Glenda Perry, EGZ – David Perkins, MZ – Kaye Blanchard, NZ – Fiona Mathieson, NEZ – Jess Hull, NMZ – Neil Clinton, SMZ – John Barlee, WZ – Peter Square, WGZ – Cheryl White

3. **APOLOGIES**

EGZ – Marion Dawson, NMZ – Wendy Olenick

4. **CONFIRMATION OF THE MINUTES (8<sup>th</sup> February, 2000)**

Amendments to the minutes: Ref: 2. Present: CD – Clare Lewin, Ref: 6 ie. PCAV member insurance fee..., Ref 7ax. ~~The Workbooks C and D&D star were sited as examples of this situation~~, Ref 9 spelling correction Brian Schrapel, noted that Lisa Dopper and Cindy Morrison were awarded A Certificates on the 5<sup>th</sup> February 2000.

**The minutes plus the above corrections were accepted as a true and accurate account of the meeting held on the 8<sup>th</sup> February 2000.**

NEZ – Jess Hull/SMZ – John Barlee

**CARRIED**

5. **BUSINESS ARISING FROM THE MINUTES**

a. **Conference Format – Zone/Club input**

Marion Dawson faxed the following conference format suggestions noting that East Gippsland Zone had yet to discuss this matter:

- Short speeches
- Colourful/interesting keynote speaker
- Overview of key matters of interest to members/supporters
- Several workshops to take place in the afternoon/follow up/feedback

Central Zone suggested that the date be considered as it clashed with many Pony Club Rally days. North East Zone agreed with Marion Dawson's ideas. The Council had no further suggestions to contribute. The Executive shall consider these ideas when putting together the format for the conference.

b. **Technical Advisers List Update - Jacquie**

Some addresses were still required before all Technical Advisers could be contacted. So far one response (Neil Clinton) had been received; the Zone Representative shall contact those who had not responded in their area. Suggestions for Technical Advisers were requested and shall be discussed at the next council meeting. It was proposed that Steven Wier and Bev Shandley were good candidates to take up a position on the Technical Advisers list.

**Steven Wier and Bev Shandley shall be added to the Technical Advisers List subject to their approval.**

Clare Lewin/Neil Clinton

**CARRIED**

c. **Nominations For Sports Medal**

Nominations for the Sports Medal had been lodged with the APCC and Jacquie Anderton noted that the Medals would be posted directly to the recipient.

d. **Midland Zone Rule Change Request – PCAV Handbook Pg18, No. 9 Pt 2.**

WGZ letter regarding the rule change was read out and the rule was found in both the PCAV Handbook and the minutes in which it was passed. The rule had been

moved and carried in July 1996 and was recorded in the July 1996 minutes page 3. As recorded below:

*"That the individual clubs promulgate rules to ensure that financial members of pony club are not permitted to compete in any freshmans, open or training events, being held on the same day as a pony club graded competition."*

*Note: "Freshmans" – is a term applying only to showjumping and it is not a competition.*

**It was moved that the rule as specified above remains the same.**

NEZ – Jess Hull/WZ – Peter Square

**CARRIED**

Following the acceptance of this motion the Council members engaged in a conversation that illustrated how the rule was being implemented in the field. Concerns were expressed at this point that many of our senior riders feel that as a result of this rule they are forced to make a choice between the two Associations. It was suggested that the rule was forcing riders to leave Pony Club earlier than need be. Phillip Cobbledick suggested that there needed to be a more specific rule created to cover those riders who wished to qualify for EFA competition and were being hindered by the above rule. In light of these discussions it was suggested by John Laird that the rule be discussed at Zone level and a more specific rule formulated and presented to Council at the next meeting. The rule will not override the above-accepted rule but shall be an added clause.

e. PCAV Commercial Endorsements - Executive

John Laird informed the committee that the Executive had discussed this matter and he would report on it during his Executive Report.

f. Changes to Incorporation Rules/Purposes & Rules Legal Presentation

The changes had not yet been presented to a legal authority but Stephen Coffey assured the Council that he would attend to it.

6. **TREASURER'S REPORT**

Ian Wardell presented the balance sheet and profit and loss statement and mentioned that some of the figures may look a little strange due to a reassessment of our assets and due to staff changes the budget for staff wages will also look a little strange. Other than that there was little to report. The GST was addressed and the suggestion to clubs at this point was to do nothing. This recommendation has been made because most Pony Clubs would not have a turnover of more than \$100 000.00 per year, they are tax exempt and the ATO remain unclear on some issues regarding associations like ourselves. Clubs shall receive information with the minutes explaining the above recommendation. It is important to stress that any Pony Club who wishes to register for an ABN or the GST is welcome to do so. The recommendation put forth by PCAV is simply that – a recommendation. As some Clubs differ in the way they fund themselves this recommendation may not be suitable for all clubs i.e. those who are trading. The recommendation from PCAV has been made on the best information available to us at present. PCAV will continue to investigate the best course of action and advise Clubs if the recommendation in these minutes changes. PCAV welcomes any information Clubs may have obtained during their own investigations on the GST if they feel it would be a useful resource. Phillip Cobbledick suggested that the information sheets should be published with a proviso for Clubs who may be in a different financial situation than the majority of our Clubs. Officials were reminded that the GST would impact on insurance paid to PCAV, therefore Clubs should allow for this increase in their fees. The GST may also affect other costs associated with running your Clubs so ensure when setting your fees to allow for these changes. PCAV memberships will be \$27 + \$2.70 GST from 1/7/00 – 28/2/01 then \$17 + \$1.70 GST from 1/3/01 – 30/6/01. Please ensure you inform your Treasurer.

**The Council recommends that Clubs do not register for an ABN or the GST at this point.**

WZ - Peter Square/WGZ – Cheryl White

**CARRIED**

7. **CORRESPONDENCE**

a. **Incoming**

ii. *Robyn Coutts – SMZ*

The Council discussed this matter and decided that if one State event was funded in this manner then why not all of them which would mean a significant increase in membership fees. The Zones who had already hosted the State Championships reported that there was sufficient time to budget and raise funds to run this event. The Council dismissed the matter with no action being taken.

v. *Tony Williams - Dept of SRV*

Jacque Anderton attended this meeting and reported that PCAV shall be applying for funding in the following areas Administration, Future Direction and Sports Development Officer. Sport and Recreation Victoria have promised the full amount of the grants; GST will not be taken out of this amount.

vi. *Justin Madden – Minister for Sport and Recreation*

John Laird reported that Sport and Recreation Victoria have given PCAV a \$4000 grant to be devoted to the Riders without Horses program.

vii. *Val Armstrong – EGZ*

In response to an incident which occurred at the State Championships held in Bairnsdale the Council decided that a set of guidelines should be created to assist organising committees with all components of organising each of the individual State events. Many of the Zone representatives agreed that each time they had hosted one of the events it seemed that they needed to chase information or start from scratch. Guidelines with respect to judging individual and team events would be included in this package, along with previously used formats, expected guest lists, suppliers of prizes and other information relative to the events organisation. The package would be created as a guide to simplify the organisation that must happen for the event to be run.

viii. *Val Armstrong – EGZ*

The Council noted the comments made; Stephen Coffey apologised for his absence. Phillip Cobbledick stated that he was disappointed that as a member of council who attended all of the State Championship functions he received a general letter disapproving of the Councils lack of attendance. John Laird stated that in Marion Dawson's fax Council members who did attend were thanked for their presence.

xvii. *Lyn Brown – NMZ*

It was suggested by NMZ that the individual riders in Grade 1 and A Grade receive a medallion for first place at State Dressage and Showjumping Championships and that the names of all team members be recorded on the PCAV perpetual trophy. The Council agreed that medallions could be awarded but as the teams trophy was no longer being awarded the recording of names was irrelevant.

**It was moved that medallions be presented to all winning teams and individuals at State Level.**

NEZ – Jess Hull/NMZ – Neil Clinton

**CARRIED**

xviii. *Barbara Richards – CZ*

Central Zone requested that gators be allowed for Associate Members. The Council were shown a pair of gators and following discussions had no objections to Associate members being allowed to wear them as long as they matched the colour of their boots.

**It was moved that Associate Members may wear black or brown boots with matching leather gators/leggings, which are full grain (not suede) on at least the exposed side. Chaps or chappettes may not be worn.**

CZ – Glenda Perry/NZ – Fiona Mathieson

**CARRIED**

b. **Outgoing**

**8. PRESIDENT'S REPORT**

John Laird congratulated East Gippsland on their very successful organisation of the State Championships. The Office Administrator had been reviewed at the pre-set three-month timeframe and was found to be progressing well. The issue of sending out bulk correspondence had been addressed, due to the high cost of machinery used for this purpose it was considered not to be a viable option for PCAV. The office has decided to attempt to find a person who would be interested in cleaning, bulk correspondence and wrapping packages. A position statement had been created for the Coaching Director's position. The Executive decided that all Efficiency Certificates will be ordered from APCC from now on instead of PCAV having them printed. All Zones will be required to pay up front for goods – this includes a 30day-credit period as given to the Clubs. The PCAV Shop now has Dressage master scoresheets for sale for those who are interested. It was decided that PCAV would create a Club Directory that will include the numbers of all PCAV Officials and Club Officials. One copy of the publication will be distributed to Clubs at no charge any Club who requires another copy will have to buy one. Any commercial business requesting contact numbers will also need to buy one. The Executive decided that any article that is sold with **PCAV endorsed** or **PCAV approved** printed on it must first be seen by PCAV to receive its endorsement/approval.

**A booklet with DCs and Secretaries numbers be created and sent to Clubs.**

WGZ – Cheryl White/NEZ – Jess Hull

**CARRIED**

**9. COACHING DIRECTOR'S REPORT**

The CIP meeting presented in a workshop fashion was held at PCAV Head Office on Saturday 18<sup>th</sup> March. Many issues were identified, tasks were delegated so that solutions could be formulated and set in motion. Communication and horsemastership were two of the issues identified. Improvements to the web site were considered one way of improving communication. To increase horsemastership an increased emphasis on attaining certificates especially the "C" certificate was considered most important. The CIP decided that 2000 would be the YEAR OF THE "C". A recommendation made by the CIP was by the year 2001 in order to represent Victoria riders must have a "C" certificate in horsemastership.

**It was moved that by the year 2001 in order to represent Victoria riders must have a "C" certificate.**

VC – Stephen Coffey/NZ – Fiona Mathieson

**CARRIED**

Other issues discussed were safety riding, cross-country and the concept of the All Champions Day. Due to the event not continuing it was thought that it should be re-created with a slightly different angle. The details of this event are yet to be decided. Gear checking was also seen as an area that needed to be addressed. It had been suggested that a simple set of guidelines in list format/flip cards be created with cross-references to the relevant rules. Clare Lewin was issued with Judges for the State Horse Trials and they were all fine. A State Lungeing Workshop will be held in Horsham on Saturday 13<sup>th</sup> May. The "A" review day will be held in conjunction with the ABK weekend Sunday 30<sup>th</sup> April. Two NCAS weekends have been scheduled the first in Euroa on the 27<sup>th</sup> – 28<sup>th</sup> May and the second in Ringwood on the 15<sup>th</sup> – 16<sup>th</sup> July applications have been sent out. Clare Lewin reported that Peter Smith was working on the "B" instructor notes so they would be available soon.

**10. EXECUTIVE OFFICER'S REPORT**

Jacquie Anderton reported that the strength returns would be sent out in two formats this year. The two options available to clubs this year are as they were last year or on disk. The PCAV office is also offering direct deposit for Clubs to help make transfer of strength return payments easier. Clubs are still welcome to send in a cheque for payment of strength returns. Vic Health 2000 Sport Safety Equipment Program was posted on the web for all who were interested. Hoofprints is expected to be at the mailing house around the end of May. Jacquie mentioned that the PCAV WebPage was spoken about on an Albury Radio Station that reviews interesting and user friendly

sites. The \$4000 grant received from Sport and Recreation Victoria to be devoted to Riders without Horse was considered at the CIP meeting. It was suggested that a 10 rally long programme of horsemastership could be conducted and funded with this grant. The advantages were seen as greater involvement from a group who may otherwise never have the opportunity to experience Pony Club, development of contacts which could result in continued membership and generally allow a possible member to get a feel for what Pony Club could be for them. The Clubs also gain by having a constant turnover of new members with the possibility of gaining members. A working committee has been assigned to making this idea a working reality.

11. **REPORTS**

a. **APCC**

The APCC's AGM was held and office bearers have remained the same. The Australian Sports Commission has created a database for all sports in Australia called Sports Net. The Prince Phillips run off game requires changing as it was released. The APCC has requested that all States provide them with a report of any State Games held. Brian Schrapel has been reappointed as National Coach for a further 12months.

b. **EFA**

Nothing to report.

c. **RDA**

Nothing reported – Marion Dawson apology.

d. **National Mounted Games**

Prince Phillip games 2000 budget was presented to council if all goes to plan the event shall break even and it was expected that a lesser subsidy than initially thought would be requested from PCAV. To assist with fund raising a saddle will be raffled, the Zone were asked to sell 200 tickets each. Zone Representatives agreed to take on the responsibility of selling 200 raffle tickets.

e. **State Games Committee**

The State Flat Teams Games Committee formulated a new method of deciding whether a rider/horse combination. This method was presented to Council for discussion. Following this discussion it was decided that the current system was yet to be tested and proven as inadequate therefore it should remain as is for this year.

**Suitability of riders/horse combination shall continue to run as set previously.**

VC – Stephen Coffey/VC – Keith Rooks

**CARRIED**

The above motion shall be reviewed in September and a plan for the next games submitted at this meeting. Ian Wardell wished to clarify that the Ball and Bucket game was the same as the Fishing Game i.e. if the fish falls off the line you are able to dismount the horse attach the fish and remount or run to the designated area. This therefore applies if the ball bounces out of the bucket. The catering was reported as organised. The possibility of food vans was addressed but they were not available.

f. **Horse Trials (West Gippsland Zone)**

The event was reported as progressing nicely.

**Council approved the Judges for the State Horse Trials.**

BZ – Phillip Cobbledick/SMZ – John Barlee

**CARRIED**

g. **Dressage/Showjumping (East Gippsland)**

No report made – Marion Dawson apology.

12. **GENERAL BUSINESS**

a. **AON Insurance – Roy Sheckle 2.00pm**

Roy Sheckle a representative for AON Insurance came to speak to the Council about the insurance policy we hold with them and what it covers. The red booklets that were sent out with the last Council Minutes acts as use-friendly reference to the insurance policy. In summary the insurance policy covers (See red booklet):

- Public/Products Liability (pg 1); legal liability arising from your Club, members or voluntary workers alleged negligence resulting in bodily or property damage (including death).
- Personal Liability (pg 2); legal liability arising from their negligence which causes injury/damage to property of other persons (excludes family)
- Errors and/or Omissions (pg 4); the insured is indemnified against a claim of professional duty (includes - paid/volunteer instructors) from any negligent act, error or omission.
- Directors and Officers Liability & Company Reimbursement (pg 5); indemnifies Directors and Officers personally, in respect to claims made against them.
- Personal Accident (Members) (pg 7); personal injury whilst engaged in authorised Pony Club activities.
- Personal Accident (Voluntary Workers) (pg 10) personal injury whilst engaged in authorised Pony Club activities.
- Optional Policies - Industrial Special Risks (pg 13) & Equine Multicover (pg 16)  
Important issues raised were that Clubs have a **DUTY OF CARE** which means that Clubs must show that reasonable care has been taken to reduce the chance of injury/accident occurring i.e. ensuring cars are parked away from main horse thoroughfare areas, keeping grounds repaired, ensuring buildings are maintained. An interesting point was made regarding opening your facility to the public. Be aware once your land is open to the public it is considered a public area and all roads are therefore considered public roads. This would definitely impact on the use of unregistered vehicles on your property during open shows or events where the general public might be in attendance. Pony Club members are not covered by their insurance for personal injury while participating in private practise, private lessons or other activities not connected with an authorised Pony Club activity. The policy indemnifies owners who lease their land to your Pony Club while being used by your Pony Club in authorised activities. Voluntary workers are workers who have volunteered their time to help out they do not need to be a member.  
“**DO NOT UNDER ANY CIRCUMSTANCES ADMIT LIABILITY**” the insurer is entitled to void your policy on the basis that their legal defence has been jeopardised because liability has been incorrectly admitted.

b. TA – Wannon Zone

Peter Square requested that Rob Nicol be approved as TA for Wannon Zone.

**Rob Nicol shall be appointed as Technical Adviser for Wannon Zone.**

SMZ – John Barlee/VC – Keith Rooks

**CARRIED**

c. Dressage Rule Amendment

Glenda Perry questioned the rule regarding snaffle bits recorded in the Dressage for Pony Club on page 15 & 16. Clare Lewin investigated these rule and made the listed amendments:

*Dressage for Pony Club – Page 15*

1. Rings may be loose, egg-butt or “D” shaped and must not exceed 80mm in diameter.

*Amendment:*

Rings may be loose egg butt or “D” shaped. The shank of the “D” ring must not exceed 80mm.

*Dressage for Pony Club - Page 16*

NB. Snaffle bits may be composed of a metal, metal and rubber, or metal ... The ring of the bit must not exceed 80mm in diameter.

*Amendment:*

Delete - The ring of the bit must not exceed 80mm in diameter.

**13. CLOSE MEETING**

Next Meeting 11<sup>th</sup> July 2000

4.20pm