

Pony Club Association of Victoria

COUNCIL MEETING

MINUTES

Held at PCAV Head Office "Irving House" 12 Warleigh Grove North Brighton,
on Tuesday 11th July, 2000 at 10.05am.

1. **OPEN MEETING**

10.10am

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 – Marion Dawson, MZ – Kaye Blanchard, NZ – Fiona Mathieson, NEZ – Jess Hull, NMZ – Neil Clinton, SMZ – John Barlee, WZ – Peter Square, WGZ – Cheryl White

3. **APOLOGIES**

NMZ – Wendy Olenick

4. **CONFIRMATION OF THE MINUTES (8th February, 2000)**

Moved that the minutes be accepted as a true and accurate account of the meeting held on the 8th February 2000.

NEZ – Jess Hull/WZ – Peter Square

CARRIED

5. **BUSINESS ARISING FROM THE MINUTES**

a. **Suggestions for Technical Advisers – Zones**

The following nominations for Technical Adviser were presented to Council:

Trevor Feldtman

Yvonne Morrison

Neil Clinton

Phillipa Rowe

Laurie Cole

Moved that the above listed persons be appointed as Technical Advisers.

SMZ – John Barlee/NEZ – Jess Hull

CARRIED

The PCAV office was asked to send a letter of appointment to the newly appointed Technical Advisers which also included Bev Shandley, Steven Weir and Rob Nichols who were all previously nominated then accepted by Council.

b. **Freshmans, Open or Training events sub clause recommendations – Zones**

The letters received by EGZ and NEZ were circulated to all Council members. Many Zones felt they had had insufficient time to make a decision on this matter therefore it should be deferred to the September Council Meeting.

Moved that the formation of a sub clause to the Freshmans, Open or Training events rule be deferred to the September Council Meeting.

NEZ – Jess Hull/WGZ – Cheryl White

CARRIED

c. **State Events Organisers Information Package – J Hull, J Barlee, C White**

A draft was presented to Council who were happy with the content although felt more was needed. Comments revolved around the detail required, whether a disk with forms and other documentation would be useful. Creation of a standard program, which reflected the information, sent out on entry forms. It was also suggested that a list of invitees and other such lists would be very useful so that Hosting Zone did not have to seek this out every year. The size of the document was discussed with the result leaning toward a timeline procedures orientated document.

d. **Conference & AGM Venue Details**

The AGM & Annual Conference will be held on the 6th August 2000 at Pakenham Golf Club, Oaktree Drive. The day will commence at 10.00am and consist of a Special General Meeting, Annual General Meeting and the Annual Conference,

which will be in a workshop format. All Clubs are invited and encouraged to send a representative. Attendance notification due: 31st July 2000.

6. **TREASURER'S REPORT**

Ian Wardell presented the Council with a preliminary balance sheet and profit and loss statement.

Moved that the preliminary balance sheet and profit and loss statement be accepted as presented.

BZ – Phillip Cobbledick/EGZ – Jess Hull

CARRIED

7. **CORRESPONDENCE**

a. Incoming

i. *Jan Taylor – Corner Inlet*

John Hopkins retirement dinner was unfortunately unable to be attended by a representative from the Council although best wishes were sent. The Council expressed their appreciation to John Hopkins, a very dedicated and diligent supporter of Pony Club.

ii. *APCC – Harassment free Sport*

Council noted the literature received regarding Harassment – Free Sport and recommended that the PCAV Office organise the formation of policies specific to Pony Club.

iii. *Cheryl White – WGZ*

Council were notified of the winding up of the Oakwood Pony Club and informed any financial surplus would be donated to the RDA.

x. *Sandra Gilbee – Bethanga Pony Club*

Moved that Bethanga Pony Club be approved as Pre-probationary members of PCAV.

NEZ – Jess Hull/VP – Stephen Coffey

CARRIED

xi. *Gippsland Times*

Council congratulated Nancy and Jack Williamson on receiving the Order of Australia Medal and unanimously agreed it was well deserved.

xiii. *Sandra Pollock – Midland Zone*

See 5a.

xxiii. *Lynne Roberts – State Games & Flat Teams Sub-committee*

Council decided that the current method of eliminating unsuitable combinations from competition had yet to be tested therefore the best course of action was to continue as previously decided.

Moved that Zone Representatives involved be informed of the unsuitable combination ensuring they are notified of both the rider's and the horse's name.

BZ – Phillip Cobbledick/WZ – Peter Square

CARRIED

xxiv. *Kaye Blanchard – MZ*

Moved that Bealiba Pony Club be approved as full affiliation members of PCAV.

MZ – Kaye Blanchard/NZ – Fiona Mathieson

CARRIED

b. Outgoing

8. **PRESIDENT'S REPORT**

John Laird congratulated West Gippsland Zone on their organisation of a very successful State Horse Trials event. He informed all Zone Representatives that the Inter-Pacific Rally nomination form had been sent directly to the Zone and asked Zone Representatives to seek nominations from the Clubs. The date of the Inter-Pacific is approximately one month earlier than normal, resulting in all dates being brought forward, which explains the different nomination procedure. It was noted that Victoria's insurance claims had increased so be aware of incidents that could cause injury.

9. **COACHING DIRECTOR'S REPORT**

Clare Lewin announced that the K-Worksheets had been updated and would be available in the field soon. Clare asked Council if books, considered by the CIP as

suitable and useful resource material could be sold through the PCAV Bookshop. Council agreed there was no harm in stocking books that the CIP considered appropriate resource material. It was noted that none of these books could be published as recommended/endorsed by PCAV unless an arrangement/permission was sought through Council. Clare Lewin reported that the NCAS course held in Euroa on the 27th - 28th May was a cold yet successful day with 11 people in attendance. The next NCAS course will be held on the 15th – 16th July in Ringwood. Clare commented that she was continually disappointed that despite getting application forms out early for these courses she is even now receiving calls from people who wish to attend. Unfortunately these people have had to be refused due to the planning requirements of such events. She was also disappointed with the lack of interest shown in completing and returning NCAS projects. The second NCAS weekend has been planned for the 25th – 26th November with the venue to be advised. At the CIP meeting held on 17th June the following DCI were endorsed as nominations:

Robyn Harris – WGZ

Jane Parks – NEZ

Anne Payne – NEZ

Moved that the Council approve the nominations of the above listed persons to the position of DCI.

NEZ – Jess Hull/VP – Stephen Coffey

CARRIED

Clare clarified that the measurement of dressage whips for pure Dressage Competition should be no longer than 1100mm exclusive of the lash/flap.

Moved that a long whip for use in Stage 1 or Stage 2 pure Dressage Competition must not exceed 1100mm in length exclusive of the lash/flap.

BZ – Phillip Cobbledick/WGZ – Cheryl White

CARRIED

It was reported that problems were being experienced with regard to the use of wet weather gear. Clare suggested that riders should be able to use appropriate wet weather gear at all Pony Club events.

Moved that wearing of appropriate wet weather riding gear should be allowed at all Pony Club events.

CD – Clare Lewin/NMZ – Neil Clinton

CARRIED

Clare presented to Council a new leather medical armband that had been sent to her by Hamag. Following some discussion regarding the suitability of this product the Council decided that it was not appropriate for use at Pony Club. The reasons this product was considered inappropriate by both the CIP and Council were the absence of a standard proforma card and no see through plastic cover which would result in the need to remove the card to view the details. Council decided that the leather medical armband or any other armband with the above deficiencies was not acceptable for use at Pony Club.

Moved that the leather medical armband presented to Council was inappropriate for use in PCAV competitions/events.

VP- Steven Coffey/SMZ – John Barlee

CARRIED

The next CIP meeting has been re-scheduled to Saturday 28th October 2000 and an Agenda will be sent to that effect. The Gear Checkers Guidelines were reported as currently being worked on. The ruling regarding chaps was discussed because many Clubs are allowing riders to wear half chaps or chappettes. The ruling stated in the By-laws No.13. UNIFORM pg10:

NOT PERMITTED FOR ANY PONY CLUB ACTIVITIES/EVENTS ARE –

Chaps, chappettes, singlets or sleeveless garments.

A Club Committee may permit Club members to wear other than the official Pony Club uniform only for internal Club activities – except that regulation boots and equestrian helmets must be worn.

Moved that the rule stands as written.

VP- Stephen Coffey/NMZ – Neil Clinton

CARRIED

Phillip Cobbledick raised the issue of riders not complying with a gear checkers request

to move their legs for the gear checker to have a clear view of the gear. Many gear checkers have asked where they stand in regard to this issue. Council discussed the issue and decided that the most appropriate solution to a rider not complying with a gear checkers request was to ask the rider to dismount the horse. If the rider refused and continued to interfere with the completion of a gear check that the gear checker should simply not allow the rider to ride. The issue of reimbursing volunteers was raised and Council decided that the Executive should report back with recommendations regarding this issue.

10. EXECUTIVE OFFICER'S REPORT

Jacquie Anderton reported that the office had noticed a double up of forms with respect to gathering Club Contact details, which was creating more work for all involved. Ideas were requested to assist in streamlining this data collection. It was suggested that the origin of this form needed to be from one point with the return maybe to two places. It has also been noted that there are a large number of mail-outs, which prove to be both expensive and time consuming. It was therefore suggested that an Administration Folder, which contained necessary forms, could be created and sent to Zone Secretaries and Zone Representatives on a yearly basis. The viability of this suggestion will be investigated. It was reported that Strength Returns had been processed in a different manner this year. The aim was to enter member's details and then send cards to the Club with a complete list of all of their current members.

Unfortunately due to alterations to the database, data entry was deferred therefore leaving less time to complete this process. In retrospect the PCAV office believes the best method is still to data enter then send the cards and therefore with a few alterations this method will be used next year. Jacquie Anderton reported that most clubs should have received their cards by now. Council was informed that the Riders without Horses program was well on the way to being restructured. The program would now be presented in a ten-rally lesson format. The program is not compulsory, Club may adopt it if they wish. The fee for this program is yet to be decided. Jacquie mentioned that the office would be investing in a laminator, which would be useful for Riders without Horses, NCAS courses, and various other activities and products of PCAV. Many calls have been received from Clubs enquiring about ABN's, grants/sponsorship and withholding tax. In a circular received from the Tax Department Pony Clubs are exempt from tax because they are non-profit organisations. This means that the 48.5% withholding tax is not applicable to Pony Clubs. The source of this information is Taxpayers Australia – 1999 Tax Summary pg 547, 11.6 Clubs, Societies & Associations, Non-profit Clubs:

“Some non-profit clubs, including pony clubs, established to promote and encourage a sport or game are income tax exempt.” and

Guide to PAYG, Payments when an ABN is not quoted, When must I withhold?:

“You do not withhold from a payment for failure to quote an ABN if:

* the whole of the payment is exempt income of the recipient (for example, the recipient is an income tax exempt entity)”

These statements have already been confirmed as accurate and in place by John Straun, Vic Health, Safety Equipment Grants. Jacquie ended by saying that Stephen Coffey and herself had spoken with the organisers of the Summer Horse Show in an attempt to eliminate the confusion often experienced with this event. Discussion was focused on the resolution of confusing issues in the attempt to help RAS run this event more smoothly. A request was made by RAS for a list of suitable PCAV Gear Checkers who may be interested in assisting at this event. Any interested Gear Checkers should contact Jo Pincus at the RAS on (03) 9281 7507.

11. REPORTS

a. APCC

John Laird stated that he would be attending the next APCC meeting.

b. EFA

John Barlee reported that his term of office was at an end and nominations were

required for this position. John Barlee was nominated to continue in this position.

Moved that John Barlee be endorsed as PCAV Representative at the EFA.

VP – Stephen Coffey/NMZ – Neil Clinton

CARRIED

c. RDA

Marion Dawson reported that the National Dressage Championships were held in May and were very successful. Competitors came from all around Australia and the standard of horses provided was excellent. Next year the Buchan to the Sea will be held the week before Easter.

d. National Mounted Games

Cheryl White reported that they still required ponies between 13-15 hands. The raffle tickets for the Peter Horobin custom-made saddle had arrived and were circulated to all Zone Representatives. It was decided that the raffle tickets (fully sold) with money should be returned at the September Council Meeting. A logo competition is being run on the internet, the best design will be used at the National Mounted Games. The Council was requested to call for a team manager for the National Mounted Games. The final decision for this position to be endorsed at the September Council Meeting. The itinerary for the event has been set and campsites have been arranged.

The team has been selected as listed:

Ryan Davis (14) – Macclesfield Pony Club,

Carly Lamb (15) – Oaklands Pony Club

Carolyn Moylan (14) – Warragul Pony Club

Albertina Pol (15) – Warragul Pony Club

Derk Pol (13) – Warragul Pony Club

Reserve: Aleesha Whitelock (14) – Mt Evelyn Pony Club

Anyone interested in sponsoring a race or race set should call Marilyn Healey on (03) 5975 7155. It was mentioned that some of the equipment might be for sale after the event has been held. The problems with the Senior Mounted Games were discussed and it was decided that a letter regarding this issue would be forwarded to APCC.

e. State Games Committee - Debrief

The event went well, although it was mentioned that some of the ponies were down in condition. It was reported that for the first time ever a Gear Checkers report has been produced and is a useful and interesting read. The Gear Checkers report has been circulated with these minutes.

f. Horse Trials (West Gippsland Zone) - Debrief

No comments – report has been produced.

12. **GENERAL BUSINESS**

a. Award of Merit

Council was presented with the Award of Merit nominations.

Moved that the nominations presented to Council be accepted.

NEZ – Jess Hull/WZ – Peter Square

CARRIED

b. Showjumping NSW (Manila) – Jess Hull

Jess Hull wished to notify Council that the two riders who represented Victoria in the NSW Showjumping Championships held in Manila both did exceptionally well and also acted as fantastic ambassadors for the State.

c. Equestrian Helmets & Back Protectors – Kaye Blanchard

Kaye wished to clarify the standard of helmet acceptable for PCAV competition/events. The most current standard is the AS/NZS 3838; also acceptable is the AS 2063.3. Riders are advised if they need to purchase a new helmet to buy one that meets the AS/NZS 3838 standard. Please be aware the BHS 4472 is no longer an acceptable standard for a helmet at PCAV competitions/events. At this moment in time PCAV do not require members to use back protectors. As they are an optional piece of equipment PCAV have not stipulated a standard for back protectors.

- d. Membership cards – Kaye Blanchard
Kaye Blanchard requested that more room be made on the membership cards for recording of qualifying information. It was suggested this could be looked at for next year's membership cards.
- e. State Showjumping/Dressage – Phillip Cobbledick
Phillip Cobbledick reported that the State Showjumping/Dressage Championships would be held on the 10th – 11th February 2001 at Alcove Park (Corio-Mooroolbool Club Grounds) in Geelong.
- f. Winding up procedure/guidelines – Marion Dawson
Marion Dawson commented that the guidelines/procedures with regard to clubs who wished to go into recess or cease operation were not very clear. John Laird stated that the procedure for ceasing operation were in accordance with the Incorporation Act and the PCAV By-laws. The Council felt with regard to Clubs going into recess that the Executive should consider this issue and give a recommendation to Council at the September Meeting.
- g. Inter Zone Horse Trials (Balranald) – Fiona Mathieson
Fiona Mathieson reported that Northern Zone was holding their Inter Zone Horse Trials on the 20th August 2000 in Balranald. Any queries should be forwarded to Ms Wyn Scott on (03) 5020 1007.
- h. Jamie Lee Hill – Fiona Mathieson
PCAV wished to apologise to Jamie Lee Hill for omitting her name from the State Horse Trials winners list published in the May 2000 Hoofprints magazine. Congratulations Jamie, winner of the State Horse Trials 2000 Grade 1 Division 1.
- i. Dogs and PCAV events
The Council discussed the issue of dogs at PCAV events and whether a policy regarding their permissibility at these events needed to be developed. At this point in time the Council generally felt that dogs should not be taken to PCAV events as they create a potentially unsafe and hazardous situation.
- j. Video Evidence – Neil Clinton
Due to a phone call Neil Clinton received recently he enquired to the Council's position regarding the use of video evidence in the case of a protest. There was mixed opinion with regard to this issue but currently PCAV does not endorse the use of video evidence.

13. CLOSE MEETING

Next Meeting 5th September 2000

1.20pm – early adjournment for retirement lunch.

PCAV wish both John Laird and Keith Rooks the very best for the future and thank them for the dedication and commitment they have shown to Pony Club during their years of service.

NOTICE BOARD

- ◆ **PCAV MEMBERSHIP FEES**
1/7/00 – 28/2/01 = \$29.70 (\$27.00 + \$2.70 GST)
1/3/01 – 30/6/01 = \$18.70 (\$17.00 + \$1.70 GST)
- ◆ **OPEN SHOW INSURANCE**
5 Shows = \$27.50 (\$25.00 + \$2.50 GST)
10 Shows = \$55.00 (\$50.00 + \$5.00 GST)
- ◆ **PCAV AGM & ANNUAL CONFERENCE**
Pakenham Golf Club - 20th August 2000
Notification of Attendance due – 31st July 2000 (Ref: 5d)
- ◆ **CIP MEETING**
PCAV State Office – 28th October 2000 (Ref: no.9)
- ◆ **INTER ZONE HORSE TRIALS - NORTHERN ZONE**
Balranald – 20th August 2000 (Ref: no. 12g)