

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

## **STATE COUNCIL MEETING**

### **MINUTES**

Held at PCAV State Office "Irving House" 12 Warleigh Grove North Brighton,  
on Tuesday 9<sup>th</sup> July, 2002 at 10.00am.

1. **OPEN MEETING**

10.10am

2. **PRESENT**

President – Stephen Coffey, VPres – Jan Faulkner, Treasurer – Ian Wardell, EO –  
Jacquie Anderton, CD – Clare Lewin, OA – Suanne Waugh, BZ – Phillip Cobbledick,  
CZ – Glenda Perry, MZ – Kaye Blanchard, NMZ – Wendy Olenick, NZ – Fiona  
Matheson, NEZ – Jess Hull, SMZ – John Barlee, WZ – Petie Marshall, WGZ – Chris  
Morris

3. **APOLOGIES**

EGZ – Marion Dawson, VPres – Cheryl White

4. **CONFIRMATION OF THE MINUTES (9<sup>th</sup> April 2002 minutes)**

**Moved that the minutes be accepted as a true and accurate account of the  
meeting held on Tuesday 9<sup>th</sup> April 2002.**

VPres – Jan Faulkner / Treasurer – Ian Wardell

**CARRIED**

5. **BUSINESS ARISING FROM THE MINUTES**

a. **Recommendation on Sack Race (State Games)**

Ian Wardell reported that State Games, Flat Teams and Musical Ride Sub-  
committee had discussed the Sack Race but had not come to any decisions  
regarding it's inclusion in next year's event. The State Games, Flat Teams and  
Musical Ride Sub-committee were happy to be directed by the PCAV State  
Council on this issue. The PCAV State Council directed the State Games, Flat  
Teams and Musical Ride Sub-committee to consider the issue again and come  
back with a recommendation.

b. **Recommendation on Bylaw 6.16 (Rules)**

Bylaw 6.16 Eligibility for Pony Club Competitions, point 4, definition of the word  
activity recommended by the Rules Sub-committee.

**Moved that the word activities be defined as follows "Activities are non  
competitive programmes (other than rallies) organised and conducted by a  
Pony Club, Zone or State organised committee".**

BZ – Philip Cobbledick/NMZ – Wendy Olenick

**CARRIED**

c. **Recommendation on Bylaw 6.6.3 (Rules)**

John Barlee reported that the Rules Subcommittee recommended that the  
publication "PCAV Handbook including Bylaws, Rules and Commentary" was  
currently under review and that the bylaw 6.6.3 Criteria for Rally Attendance  
should be reviewed in conjunction with this effort.

6. **TREASURER'S REPORT**

Ian Wardell presented the proposed budget for the 2002-2003 PCAV year. Ian noted  
that the increase in insurance costs would be subsidised approximately \$2.00 per  
riding member for the 2002-2003 PCAV year.

**Moved that the budget for the 2002-2003 PCAV year be accepted as presented.**

Treasurer – Ian Wardell/NEZ – Jess Hull

**CARRIED**

7. **CORRESPONDENCE**

a. **Incoming**

b. **Outgoing**

8. **PRESIDENT'S REPORT**

Stephen Coffey reported that it had been a difficult time with uncertainty surrounding  
PCAV's insurance. Major changes to the previous policy had been circulated to Clubs.  
Insurance for riding members had increased and therefore the PCAV membership fee  
charged to riding members would have to increase. The increase was reported as \$12

for Riding/Associate Members and \$7 for Riders without Horses members. Those members who had already paid the \$33 at PCAV Membership Return time would be required to pay the increased amount. It was reported that refunds would be paid to riding members who decided not to pay the increase. Appropriate methods to pay increased fees or obtain refunds would be circulated to Clubs with their membership cards in due course. A different coloured member (sticky) label would be issued to riding members before the 30<sup>th</sup> September to indicate whether a rider had paid the increased fees. All riding members would be required to have this new label displayed on their PCAV Membership Card after the 30<sup>th</sup> September 2002.

**Moved that the PCAV Membership fees increase \$12 for Riding Members and \$7 for Riders without Horses members payable on or before the 31<sup>st</sup> August 2002 with new sticky labels required to be displayed on PCAV Membership cards after the 30<sup>th</sup> September 2002.**

MZ – Kaye Blanchard/BZ – Phillip Cobbleidick

**CARRIED**

Stephen also noted that he had attended the State Horse Trials and State Games, Flat Teams and Musical Ride Championships, which were both very successful events and extended his congratulations to the organising committees of these events. See attached report.

**9. COACHING DIRECTOR'S REPORT**

Clare Lewin tabled her report and noted that Wendy Abey had been appointed Zone Chief Instructor (CI) for Central Zone.

**Moved that Wendy Abey's appointment to the position of Zone Chief Instructor for Central Zone be endorsed by the PCAV State Council.**

SCD – Clare Lewin/NMZ – Wendy Olenick

**CARRIED**

Clare reported that the Comfort and Safety Workshops had been well attended and well received. It was noted that Fay Mitchell (Central Zone) and Trevor Feldtmann (Northern Zone) had both resigned from the position of Zone Chief Instructor their efforts were acknowledged. Clare reported that in conjunction with Sally Francis they were creating guidelines to assist participation of riders with disabilities. The date of the "A" Workshop had been changed to the 15<sup>th</sup> & 16<sup>th</sup> March 2003 and time has been allocated to work on the Level 2 NCAS qualification. The National Coaching position description was reported as available on the APCC website and is attached with these minutes. It was clarified that one fall of a rider in Showjumping means elimination. See attached report.

**Moved that one fall of a rider in showjumping gain the penalty of elimination.**

NEZ – Jess Hull/SMZ - John Barlee

**CARRIED**

**10. EXECUTIVE OFFICER'S REPORT**

Jacquie reported that Barwon Zone, Central Zone, East Gippsland Zone, North Eastern Zone and West Gippsland Zone had yet to submit an organiser for Speed to Safety and requested this be addressed. See attached report.

**11. REPORTS**

a. APCC

Stephen Coffey reported that the APCC were discussing placing a capitation fee on all riders to assist with funding the National Body. It was reported that some of the State were not happy with this proposal and had suggested they would not pay the capitation fee. The PCAV State Council supported the view that ideally all States should be members of the APCC and therefore be governed by all polices and procedures outlined by that Committee. If State bodies choose not to comply they should forfeit their right to be associated with the National Body.

**Moved that the Victorian State President, Stephen Coffey use his discretion when dealing with the issues raised regarding capitation fees and other issues of affecting membership to the National Body.**

NMZ – Wendy Olenick/BZ – Phillip Cobbleidick

**CARRIED**

b. EFA

John Barlee reported that the annual EFA Three-day Event held over the Queen's Birthday weekend had been very successful. It was reported that EFA

were continuing negotiations for insurance and that some coaching courses would be held in July/August.

c. RDA

No Report.

d. State Games, Flat Teams & Musical Ride Sub-committee

Ian Wardell reported that the State Games, Flat Teams and Musical Ride Sub-committee had discussed the Unrehearsed Ride due to problems experienced with it in this year's event. It was felt that some teams had more time to come up with their presentation because they were scheduled later in the day and could watch others perform. The Sub-committee recommended that the Unrehearsed Ride be taken out of the event and be replaced with a freestyle type event where all competitors were informed of the specific moves required to be performed within a specified time prior to the event. The time allocated and required moves would be circulated in November with the program for the State Games, Flat Teams and Musical Ride Championship.

**Moved that the Unrehearsed Ride be replaced with a new freestyle type ride that shall be given an appropriate name by the State Games, Flat Teams and Musical Ride Sub-committee.**

Treasurer – Ian Wardell/BZ – Phillip Cobbledick

**DEFEATED**

Ian reported that this year's event had been a very successful one with gear check being good overall, catering and stabling were satisfactory and the stewards did a fantastic job on the day.

e. National Mounted Games Sub-committee

Ian Wardell reported that the selections for the Prince Phillip Games Team had been conducted. The riders selected for the Prince Phillip Team were Katherine Clegg – Maryborough PC, Ellyse Davis – Macclesfield PC, Chris Height – Wyena PC, Claire Fitzgerald – Upper Beaconsfield, Derk Pol – Warragul PC and **RESERVE:** Alice Carson – Warragul.

**Moved that the riders as listed be endorsed by the PCAV State Council as the Victorian Prince Phillip Games Team.**

BZ – Phillip Cobbledick/WGZ – Chris Morris

**CARRIED**

Selections for the Master's Games Team due to be held at Tonimbuk had to be cancelled due to insurance issues. The Master's Games Team would be selected on the 10<sup>th</sup> August at Werribee Indoor.

f. State Dressage & Showjumping Championships Sub-committee (NMZ)

Wendy Olenick presented the program for the State Dressage and Showjumping Championships 2003. Wendy stated that the venue had not yet been confirmed due to insurance issues but that they hoped to have a venue in the near future. It was reported that Clare Lewin, State Coaching Director, had approved the tests. See attached program.

**Moved that the presented State Dressage and Showjumping Championships 2003 program be accepted with some minor alterations.**

BZ – Phillip Cobbledick/SMZ – John Barlee

**CARRIED**

g. State Horse Trials Championships Sub-committee (NZ)

Fiona Matheson reported that preparations for the event were coming along and requested Laurie Cole be formally advised of his appointment as Technical Adviser for the State Horse Trials 2003.

**ACTION:** Send Laurie Cole formal letter of appointment to Technical Adviser – PCAV State Office.

John Barlee debriefed the State Horse Trials event held in South Metropolitan Zone stating that the event had been a very enjoyable and successful one.

h. Uniform Review Sub-committee

Jacque Anderton reported that the response to the Uniform Survey had been overwhelming with some very interesting ideas being presented. It was hoped that there would be some feedback from the surveys available at the AGM/Conference.

- i. Schools Advisory Committee  
Jacquie Anderton reported that Clare Lewin and herself had attended meetings of this Committee and felt that progress was being made. The Committee's aim was to be recognised as the official body to register schools events through and to develop standard guidelines under which these events would be conducted.
- j. Publications Sub-committee  
Jacquie Anderton reported that progress was being made on the PCAV Handbook including By-Laws, Rules and Commentary and that it was expected that the book would be ready to be printed and circulated by February 2003
- k. Rules Sub-committee  
No Report.
- l. Webmaster  
Jess Hull reported that events could now be entered directly on to the website in the calendar area and requested that a form be created that resembled the information requested on the Internet to streamline this process.

**ACTION:** Create events form – PCAV State Office.

## 12. GENERAL BUSINESS

- a. Laurimar PC - Full Affiliation  
**Moved that the prior approval of Laurimar Pony Club as a fully affiliated Club of the PCAV be officially endorsed by PCAV State Council.**  
NEZ – Jess Hull/NMZ – Wendy Olenick **CARRIED**
- b. Risk Management (SWaugh)  
Suanne Waugh reported that she had attended a Risk Management workshop presented by the Australian Sports Commission. The workshop had been aimed at board members of a National Management Body but there were many things that a State Management Body and its members could learn from the information provided. The main message from the workshop was that an organisation should approach risk management in an organised and ongoing manner. The structure presented would assist any organisation to commence a risk management plan. For more information see www.standards.com.au. Risk Management will be discussed as an item at the PCAV Annual Conference 4<sup>th</sup> August 2002.
- c. Zone Annual Reports  
All Zones were requested to submit their Zone Annual Report no later than the **24<sup>th</sup> July 2002** for inclusion in the PCAV Annual Report for 2002-2003.  
**ACTION:** Submit Zone annual report – Zone Representative.
- d. PCAV AGM & Annual Conference  
**Moved that the cost for the AGM/Annual Conference be set at \$15.**  
President – Stephen Coffey/NEZ – Jess Hull **CARRIED**  
The PCAV State Council discussed Northern Zone's (representing ten Northern Zone Clubs) submission requesting a Special General Meeting. Legal advice indicated that the members (the clubs) of the PCAV could call a Special General Meeting to amend/change Rules of Incorporation. As issues raised by the Northern Zone submission were pertinent to regulations made by the PCAV State Council it was agreed that a Special General Meeting could not be called to override these decisions. The PCAV State Council felt the issues raised within the Northern Zone submission should be discussed but that the appropriate time for this discussion was during the Conference.  
**Moved that a letter be sent explaining the PCAV State Council decision not to conduct a Special General Meeting and that the issues raised within the Northern Zone (representing ten Northern Zone Clubs) submission be scheduled for discussion at the Annual Conference of the Association.**  
MZ – Kaye Blanchard/BZ – Philip Cobbledick **CARRIED**  
**ACTION:** Send letter to Northern Zone and ten Clubs involved – PCAV State Office.
- e. Governance Agreement  
Philip Cobbledick suggested that the governance issue be placed on the Annual Conference agenda where he will speak to it.

- f. Interpacific Rally 2003  
Discussion deferred due to a lack of time.
- g. Beyond 2000 National Championship  
Clare Lewin reported that the teams for the Nationals had been selected and that riders would be notified by mail of their selection and any rider who was not selected would also be informed by mail.  
**Moved that the teams as selected to represent Victoria at the Beyond 2000 National Championships to be held in South Australia be endorsed by the PCAV State Council.**  
WGZ – Chris Morris/NEZ – Jess Hull **CARRIED**  
Susannah Clarke's nomination for team manager was presented to the PCAV State Council. Due to a lack of nominations for Team Managers for the teams representing Victoria at the National Championships Clare requested that she be given the authority to find appropriate people to fill these vacant positions.  
**Moved that Susannah Clarke's nomination be endorsed by the PCAV State Council and that Clare Lewin be given the authority to find appropriate people to fill vacant Team Managing positions.**  
WGZ – Chris Morris/Jess Hull **CARRIED**
- h. Victorian Horse Council – Membership Renewal (\$350)  
It was felt that the Victorian Horse Council was an umbrella body for the equestrian industry and that as an equestrian body the PCAV should support this organisation by affiliating to it.
- i. State Games, Flat Teams & Musical Ride Entries Closing Date 2003  
Ian Wardell stated that the closing dates for next year's event would be the moved forward to the **7<sup>th</sup> May 2003**.
- j. Welsh Pony Proposal  
**Moved that the PCAV State Council reject the proposal presented by the Welsh Pony Association and that a letter be forwarded stating that the PCAV were grateful of the offer but have decided to decline it.**  
BZ – Philip Cobbledick/SMZ – John Barlee **CARRIED**  
**ACTION:** Send letter to Welsh Pony Association – PCAV State Office.
- k. Rule Changes (MZ)  
There was some difference of opinion over the role of the Zone Representative on the State Council. Some Zone Representatives felt that all issues discussed at the State Council table should be referred back to the Zone to be voted on. Some Zone Representatives were of the opinion they were democratically elected to their position to represent the interest of their Zone. It was also stated that to take all issues back to the Zone slowed down the decision making process and impaired the ability of the PCAV State Council to govern the affairs of the Association.  
**Moved that the PCAV State Council define its role in the decision making process and determine those decisions that can be made by the PCAV State Council and those that must be referred back to the Zone.**  
BZ – Philip Cobbledick/WGZ – Chris Morris **MOTION ON NOTICE**
- l. Pending Probationary Membership – Western District PC  
The PCAV State Council agreed that Western District Pony Club should move straight to Probationary Membership status.  
**Moved that Wannon Zone's request for probationary membership status for the Western District Pony Club be endorsed the PCAV State Council.**  
WZ – Petie Marshall/NZ – Fiona Matheson **CARRIED**
- m. Rokewood PC – Full Affiliation (BZ)  
**Moved that Barwon Zone's request for full membership status for the Rokewood Pony Club be endorsed the PCAV State Council.**  
BZ – Philip Cobbledick/WGZ – Chris Morris **CARRIED**
- n. Dressage Ring – Request for more than 30 riders  
No longer required discussion.

o. Award of Merit

**Moved that the nominations for the Award of Merit as presented be endorsed by the PCAV State Council.**

BZ – Philip Cobbledick/SMZ – John Barlee

**CARRIED**

**13. CLOSE MEETING**

Next Meeting: 10<sup>th</sup> September 2002

4.10pm

**SPECIAL NOTE OF THANKS:** Zone Representatives Glenda Perry (Central Zone) and Marion Dawson (East Gippsland Zone) announced they will not be standing for re election. The PCAV State Council thank them for their dedication and commitment during their term of office.