

Pony Club Association of Victoria

PCAV STATE COUNCIL MEETING

MINUTES

Held at PCAV State Office "Irving House" 12 Warleigh Grove North Brighton,
on Tuesday 12th November, 2002 at 10.00am.

1. **OPEN MEETING**

10.20am

2. **PRESENT**

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

3. **APOLOGIES**

Vice President – Cheryl White

4. **CONFIRMATION OF THE MINUTES (10th September 2002 minutes)**

General Business item 12 aii – first motion deleted, Reports item 11b Correction there were no changes to the FEI pure showjumping rules.

MOVED: that the minutes with the above alterations be accepted as a true and accurate account of the meeting held on Tuesday 10th September 2002.

VPres – Jan Faulkner / Treasurer – Ian Wardell

CARRIED

5. **BUSINESS ARISING FROM THE MINUTES**

a. **FEI Scoring System – Zones**

MOVED: that the current scoring system for the Dressage phase of Eventing competitions be replaced with the previous scoring system, effective as of the 1st February 2003.

MZ – Kaye Blanchard/EGZ – Stephen Bragg

CARRIED

b. **Leaving Age of PCAV Riding Members Pros & Cons (21 to 26years) – Executive**

MOVED: that the PCAV State Council would abide by the majority vote of Clubs on the referendum on increasing the leaving age of riding members, provided that 75% of Clubs vote, otherwise the PCAV State Council would use it's discretion on this issue at the April 2003 PCAV State Council meeting.

WGZ – Chris Morris/WZ – Petie Marshall

CARRIED

ACTION: Send referendum voting forms and list of positives/negatives – PCAV State Office.

c. **Accident/Incident procedure – Executive**

Stephen Coffey reported that the APCC had decided that a National Accident/Incident Report Booklet would be created, which would be modelled on the current PCAV Accident/Incident Report Booklet. It was noted that clubs should currently be recording all accidents or incidents, no matter how minor they may seem, in the PCAV Accident/Incident Report Booklet (available from the PC Shop). Jacquie Anderton stated that a Risk Management Analysis Report form had also been created to assist Clubs to formalise their risk management plans. This form would be circulated with the minutes and would be accompanied with a sample form to get Clubs thinking about risk management planning.

ACTION: Send Risk Analysis Management form and Risk Checklist to Clubs – PCAV State Office

d. **Rehearsed Ride Scoring System – State Games**

It was reported that the State Games, Flat Teams and Musical Ride Sub-committee had discussed the rehearsed ride scoring system and were looking at changes but had not recommended anything at this stage. The unrehearsed ride would have three tests written by the Sub-committee and guidelines on movements would be circulated.

e. **Brighton Men's Club Car Parking Proposal – Executive**

Chris Morris reported that he had spoken with the President of the Brighton Men's Club, reporting that the BMC were considering postponing their original parking proposal. Chris suggested that they submit to the PCAV State Council a formal proposal stating intended works with costs and extent of financial commitment for PCAV.

f. **Council Authority/Decision Making – Motion on Notice (PCobbledick)**

Phillip Cobbledick withdrew his motion. Chris Morris who had seconded the motion stated that he was happy for the motion to be withdrawn but still felt the matter should be given further

consideration. Stephen Coffey stated that the PCAV Constitution already gave the PCAV State Council the power to make decisions to effectively manage the affairs of the Association. Further discussion on this issue was deferred to the February meeting.

6. TREASURER'S REPORT

Ian Wardell stated that he was currently working on next year's budget and advised that the PCAV Membership fee would be set in February when it was anticipated he would have a better knowledge of the cost of the insurance component.

MOVED: that the Treasurers report be accepted as presented.

Treasurer – Ian Wardell/NEZ – Jess Hull

CARRIED

7. CORRESPONDENCE

a. Incoming

b. Outgoing

8. PRESIDENT'S REPORT

Stephen Coffey stated that he had been away and therefore had nothing significant to report.

9. STATE COACHING DIRECTOR'S REPORT (SCD)

Clare Lewin reported that there had been four DCI's endorsed at the Chief Instructors Panel meeting held on the 26th of October 2002.

MOVED: that the PCAV State Council approved the endorsement of Sue Korver (SMZ), David Mortimer (NEZ), Wayne Munt (NEZ) and Pam Kennedy (NEZ) to the position of Deputy Chief Instructor for their respective Zones.

SCD – Claire Lewin/NEZ – Jess Hull

CARRIED

Clare stated that applications for the Interpacific Rally would close on the 6th January 2003.

Congratulations were extended to the National Teams on their performance at the National Championships. It was noted that the results of the Nationals would be published in the December edition of *Hoofprints*. See attached State Coaching Director's report.

MOVED: that the State Coaching Director's report be received as presented.

Treasurer – Ian Wardell/BZ – Philip Cobbletick

CARRIED

10. EXECUTIVE OFFICER'S REPORT

Jacque Anderton presented the "Racism in Sport" posters that would be circulated to Clubs with the November minutes. See attached Executive Officers report.

ACTION: Send "Racism in Sport" posters to clubs – PCAV State Office

11. REPORTS

a. APCC

Clare Lewin presented a pamphlet illustrating a new type of stirrup, which had been introduced, called the "Safe Rider Stirrup".

MOVED: that the "Safe Rider Stirrup" be acceptable for use at PCAV activities/events.

WZ – Petie Marshall/BZ – Philip Cobbletick

CARRIED

It was reported that the National Body was working on creating National Guidelines for National competitions. Clare stated that the CIP hoped to have a calendar of dates available early 2003. Clare reported that it had been clarified that the National Competitors Badge was given to those individuals that represented Australia at International events. Kylie Wegner (AON) had indicated to the APCC that the underwriter of this year's public liability insurance had decided they were not interested in continuing their cover and that AON were currently seeking other interested parties. Stephen Coffey reported that the APCC would work on preparing a risk management strategy including policies and procedures to be circulated to the States. Stephen reported that there had been reports of some poor behaviour during and after the close of the National Championships, which had resulted in vandalism and damage to the Roseworthy College and unfortunately Victorian Representatives had been implicated. PCASA reported that there was a large bill payable for damages and thefts and therefore requested \$300.00 be paid by each State to reimburse this expense. It was also reported that there were outstanding bills from individuals who competed at the National Championships.

MOVED: that any individual who owed money for the National Championships would not be eligible to compete at a State or National level until their debit was settled.

WGZ – Chris Morris/NEZ Jess Hull

CARRIED

MOVED: that in the future any rider/team member who is found guilty of misconduct at a

National or International event would not be permitted to represent Victoria at a National or International level again.

WGZ – Chris Morris/Vice President – Jan Faulkner

CARRIED

MOVED: that the legal issues of managing misconduct of riders whilst representing the Association be investigated by the Executive Sub Committee

NMZ – Wendy Olenick/MZ – Kaye Blanchard

CARRIED

ACTION: Investigate legal issues involved with disciplining misconduct of PCAV members - Executive

MOVED: that PCAV pay PCASA \$300.00 as requested for damages incurred at the 2002 National Championships, South Australia.

BZ – Philip Cobbledick/WGZ – Chris Morris

CARRIED

It was reported that Victoria had agreed to accept the capitation fee proposed by APCC which was set at \$1.00 per rider. Jacquie Anderton suggested to the PCAV State Council that they should ensure that the APCC was accountable for the levy by providing regular financial statements and presenting a three-year plan detailing future directions.

b. EFA

John Barlee reported that there would be a branch meeting that evening.

c. RDA

No report

d. Mounted Games

i National

Information relating to the National Championships was tabled and circulated to all State Councillors. A compilation of all the policies developed by the National Mounted Games committee was also circulated to the State Councillors for their perusal and approval. The National Mounted Games Sub committee presented a proposal to host the 2003 National Mounted Games in Melbourne for the approval of the PCAV State Council. The National Mounted Games Sub-committee recommended Ellyse Davis to represent Victoria in the International Mounted Games team to compete in Canada during 2003.

MOVED: that the PCAV State Council endorsed the selection of Ellyse Davis as the International Mounted Games Representative for 2003.

WGZ – Chris Morris/NMZ – Wendy Olenick

CARRIED

The National Mounted Games Sub-committee recommended Marilyn Healey as National Mounted Games Coach and Albert Pol as Team Manager for the 2003 year.

MOVED: that the PCAV State Council endorsed the selection of Marilyn Healey to the position of National Mounted Games Coach and Albert Pol as Team Manager for the 2003 year.

WGZ – Chris Morris/NMZ – Wendy Olenick

CARRIED

Nominations for the Coach and Chaperone of the International Mounted Games team was noted as closing on the 31st January 2003.

MOVED: that the proposal by the National Mounted Games Sub committee to host the 2003 Senior National Mounted Games in April 2003 be approved subject to the submission of a budget which will be subsequently approved by the PCAV State Treasurer.

Treasurer – Ian Wardell/WGZ – Chris Morris

CARRIED

ii State

No Report

e. State Dressage & Showjumping – NMZ

Wendy Olenick reported that organisation of the 2003 State Dressage and Showjumping Championships was coming along well.

f. State Horse Trials – NZ

Minutes of the State Horse Trials Organising Sub-committee and a letter detailing the progress of this event were tabled. Fiona Matheson reported that things were now coming along and the PCAV State Council was satisfied that Northern Zone would request assistance if they required it.

g. Uniform Review Sub-committee

Jacquie Anderton reported that data entry was progressing.

- h. Schools Advisory Committee
No Report
- i. Publications Sub-committee
The Bylaws for reprint in November were presented and it was felt that they were not ready to be printed in February. This issue was deferred to the February meeting.
- j. Rules Sub-committee
No Report
- k. Webmaster
No Report
- l. National Championships Guidelines Working Party
No Report

12. GENERAL BUSINESS

- a. Vic Health Presentation
VicHealth representatives congratulated PCAV on their participation in the VicHealth funding strategies, commenting on the innovation of the "Riders without Horses" program. It was noted that the "Riders without Horses" program was regularly used both Nationally and Internationally to illustrate participation opportunities and club development. Report attached.
- b. Governance
Not discussed in length, referred to the February meeting.
- c. Insurance
Insurance issues discussed in the President's report and the APCC report.
- d. Interpacific Rally 2003
The Interpacific Rally Organising Sub-committee reported that they had investigated the costs of hosting the entire event. It was reported that the first week had been mapped out and further investigations for the second week were underway.
- e. Nominate Interpacific Selection Interview Panel
MOVED: that the President (Stephen Coffey), Vice President (Jan Faulkner) and State Coaching Director (Clare Lewin) be nominated and approved as the Interpacific Rally Selection Interview Panel.
BZ – Philip Cobbledick/WGZ – Chris Morris **CARRIED**
- f. Public Relations Firm Engagement – NEZ
Jess Hull presented NEZ's idea of contracting a Public Relations firm to assist with exposing Pony Club to a wider market. The Executive Sub-committee was given the task of investigating the option further.
ACTION: Investigate the issues surrounding contracting a Public Relations firm - Executive.
- g. Moleskins – NEZ
MOVED: that Bylaw 5.6, point 5, page 21, now read Jodhpurs or Moleskin trousers - in fawn, banana, oatmeal. Any other colour is not acceptable for Pony Club uniform.
WGZ – Chris Morris/NMZ – Wendy Olenick **CARRIED**
- h. Financial Assistance to National Competitors – EGZ
This issue was referred to the Executive Sub committee to create a policy for all National Teams.
- i. PCAV State Council Meeting Dates 2003

11 th February 2003	8 th April 2003	10 th June 2003
3 rd August 2003 (AGM)	9 th September 2003	11 th November 2003

MOVED: that the annual July State Council meeting be moved to June.
MZ – Kaye Blanchard/Vice President – Jan Faulkner **CARRIED**
ACTION: Ensure all issues involved with the July meeting are moved appropriately – PCAV State Office
- j. "K" Certificate Badges – BZ
MOVED: that the proposed gold, silver and bronze plastic disc for the different levels of the "K" Certificate to be displayed behind the "K" disc be made available for purchase through the PC Shop.
BZ – Philip Cobbledick/WZ – Petie Marshall **CARRIED**
ACTION: Investigate producing the plastic discs – PCAV State Office

k. Governance Concerns – MZ

Kaye Blanchard indicated that the limited discussions on the governance issue had explained the concerns expressed by her Zone. Stephen Coffey stated that at no stage would the PCAV State Council be in a position to change the governance structure of PCAV as this change would be a constitutional change and could only be made by a vote of Clubs.. It was emphasised that the model circulated was the model that the Executive Sub-committee had researched and compared with other models of governance and had decided was the best option available to PCAV. The intention of the motion was to have the PCAV State Council as a united body, commit to a model of governance, which would then be presented and explained to Clubs. The Club's ultimately would have the final decision on whether PCAV undertook this model of governance at a special general meeting of the Association. All Clubs would be notified of the intended change and given the opportunity to discuss and vote on an issue that would alter the constitution of their Association. Zone Representatives were asked to consider the information given to them before the February meeting where a decision to commit to the governance change would be expected.

l. PCAV State Office Christmas Time

It was stated that the PCAV State Office would close on the 20th of December 2002 and reopen on the 6th January 2003

m. Executive Officer's Departure

Jacquie Anderton was presented with a gift to thank her for her 5 years of service to PCAV and wished all the best for the future.

13. CLOSE MEETING

4.30pm

Next Meeting: 11th February 2003



Merry Christmas and a Happy and Safe New Year to all!