

# *Pony Club Association of Victoria*

## **PCAV STATE COUNCIL MEETING**

### **MINUTES**

Held at PCAV Head Office "Irving House" 12 Warleigh Grove North Brighton,  
on Tuesday 8<sup>th</sup> April 2003 at 10.00am.

1. **OPEN MEETING**

10.15am

2. **PRESENT**

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

3. **APOLOGIES**

NMZ – Wendy Olenick

4. **CONFIRMATION OF THE MINUTES (11<sup>th</sup> February 2003 minutes)**

**MOVED: That the minutes of the meeting held on Tuesday 11<sup>th</sup> February 2003 be accepted as a true and accurate account.**

EGZ – Stephen Bragg/Vpres – Jan Faulkner

**CARRIED**

5. **BUSINESS ARISING FROM THE MINUTES**

a. **Governance – Points Sheet (Feedback)**

**ACTION:** Stephen Coffey to visit Midland and Northern Zone for presentation of Governance changes.

**ACTION:** James Fitzpatrick to visit North Eastern Zone for presentation of Governance changes.

b. **Leaving Age Increase to 26 years**

The target of 75% of clubs voting on this issues was not reached.

**MOVED: That the leaving age of PCAV Riding Members remains as under 22 years of age on June 30 in any year.**

BZ – Philip Cobbledick/NEZ – Jess Hull

**CARRIED**

c. **Public Relations Firm – Executive (follow up)**

The Executive Sub-committee recommended that engaging the services of a Public Relations firm was currently not required but if there was ever a need it would be considered.

d. **Financial Assistance to National Competitors – Executive (follow up)**

**ACTION:** Review of reimbursements to all volunteers and development of a reimbursement plan.

e. **Horse Trials Rules Book – Review and Reprint**

**MOVED: That the PCAV Horse Trials Rulebook with the discussed amendments should be proofed by the Rules Sub-committee and adopted at the June Council meeting.**

NEZ – Jess Hull/Vpres – Cheryl White

**CARRIED**

6. **TREASURER'S REPORT**

Ian Wardell presented the proposed budget for 2003-2004 for comment. Approval will be sort for the 2003-2004 budget at the June 2003 Council meeting.

**MOVED: That Zones must submit their request for Zone subsidies prior to the 1<sup>st</sup> June 2003 otherwise Zones will forfeit their subsidy.**

NEZ – Jess Hull/MZ – Kaye Blanchard

**CARRIED**

7. **CORRESPONDENCE**

a. **Incoming**

b. **Outgoing**

8. **PRESIDENT'S REPORT**

Stephen Coffey tabled his report and welcomed James Fitzpatrick to the position of Executive Officer. See attached President's report.

9. **STATE COACHING DIRECTOR'S REPORT**

Clare Lewin tabled her report and added that Bev Parson had been nominated as a Deputy Chief Instructor for West Gippsland Zone. The CIP recommended to the State Council that all riders should attain a "D" certificate before being able to compete in Horse Trial events this issue was referred to the Rules Sub-committee.

**ACTION:** Rules Subcommittee to review ruling regarding riders attaining "D" certificate level and eligibility to compete in PCAV competitions.

10. **EXECUTIVE OFFICER'S REPORT**

See attached Executive Officer's report.

11. **REPORTS**

a. **APCC**

Stephen Coffey reported that a meeting would be held on the 12<sup>th</sup> April 2003.

b. **EFA**

John Barlee reported that there was meeting to be held on the 8<sup>th</sup> April 2003. The changes to Affiliate Membership would be discussed at this meeting and PCAV's concerns would be raised.

**ACTION:** John Barlee to report back to the State Council any changes to the EFA Policy on Affiliate Membership.

c. **RDA**

No report – no one to give report therefore report requested to be removed.

d. **National Mounted Games Sub-committee**

Cheryl White reported that the Senior National Mounted Games were conducted on the 4<sup>th</sup> – 6<sup>th</sup> April in Melbourne. The event was very successful and the National Mounted Games Sub-committee should be congratulated on their efforts in organising this event.

**MOVED: That a letter from the PCAV State Council be sent to the National Mounted Games Sub-committee to congratulate them on their conduct of this event.**

Treasurer – Ian Wardell/MZ – Kaye Blanchard

**CARRIED**

**ACTION:** PCAV State Office to write a letter of congratulation to the National Mounted Games Sub-committee

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

Janice Ray noted that due to Central Zone conducting their Zone Games Elimination earlier than in previous years they had experienced difficulties obtaining the score sheets for their event. Janice requested that the State Games, Flat Teams and Musical Ride Sub-committee should be informed that this would be the case next year therefore they could plan to have this paperwork ready at an earlier date.

**ACTION:** Central Zone to write a letter to the State Games, Flat Teams & Musical Ride Subcommittee requesting that information is available earlier next year.

f. **State Horse Trials – NZ**

Fiona Matheson reported that all was going well.

g. **State Dressage & Showjumping – MZ**

Kaye Blanchard reported that the State Dressage & Showjumping Championships would be held at Avoca Racecourse. The proposed format was presented to the State Council for endorsement.

**MOVED: That the State Dressage & Showjumping program as presented be endorsed by the State Council.**

MZ – Kaye Blanchard/No Seconder

**MOTION LAPSED**

**MOVED: That rounds 2 and 3 of the Showjumping grades were acceptable events but round 1 was not, an AM 3 for PA grade and a Table A with special conditions for PB and PC grades would be considered acceptable.**

NMZ – Neil Clinton/NEZ – Jess Hull

**CARRIED**

**ACTION:** Kaye Blanchard to represent 2004 State Dressage & Showjumping Championship format.

h. **Uniform Review Sub-committee**

Clare Lewin reported that results had been reviewed but further investigations were required.

i. **Schools Advisory Committee**

Clare Lewin reported that guidelines on how to conduct schools equestrian events had been developed and would be presented to the EFA board.

j. **Publications Sub-committee**

John Barlee reported that the Sub-committee had reviewed the Horse Trials Rule Book.

k. **Rules Sub-committee**

No report

- l. Webmaster  
No report
- m. National Championships Guideline Working Party  
No report
- n. Inter Pacific Rally Organising Sub-committee  
Clare Lewin reported that horses were urgently required. Jess Hull thanked Todd Crawshaw for his efforts at finding people who were willing to offer their horse for the competition in Wodonga.

12. **GENERAL BUSINESS**

- a. State Horse Trials 2005 – Date  
Stephen Bragg suggested he would enquire to find out what the problem was regarding the East Gippsland and the date for the State Horse Trials 2005.  
**ACTION:** Stephen Bragg to report back to the State Council at the June meeting regarding East Gippsland's query.
- b. National Mounted Games Coach – Accommodation  
**MOVED: That the land fee for the National Mounted Games Coach be paid for the 2003 Senior National Mounted Games and that all reimbursements to volunteers be reviewed and a reimbursement plan devised.**  
MZ – Kaye Blanchard/BZ – Philip Cobbledick **CARRIED**
- c. Club Teams at State Horse Trials – Review  
**MOVED: That Club Teams will continue to be included in the State Horse Trials Championships.**  
MZ – Kaye Blanchard/BZ – Philip Cobbledick **CARRIED**  
**MOVED: That sashes go to sixth place for Club Teams at the State Horse Trials Championships.**  
MZ – Kaye Blanchard/WGZ – Chris Morris **CARRIED**  
**MOVED: That medallions be presented to each of the members of the winning Club team at the State Horse Trials Championships.**  
MZ – Kaye Blanchard/SMZ – John Barlee **CARRIED**
- d. Risk Analysis Management System Proforma  
Stephen Coffey stated that James Fitzpatrick would address the request for a Risk Analysis Management System Proforma.  
**ACTION:** James Fitzpatrick to develop a Risk Management Plan for PCAV.
- e. Games Skills Training Clinic query regarding heat and PCAV Policy  
It was noted that PCAV did have a Sunsmart policy. Stephen Bragg suggested that information regarding Sports Trainer courses should be circulated to Clubs.  
**ACTION:** PCAV State Office to write a letter to the National Mounted Games Sub-committee requesting they address this issues raised by the Northern Metropolitan Zone.  
**ACTION:** PCAV State Office to obtain and circulate information regarding Sports Trainer Courses.
- f. Bank Signatures, Public Officer & Tax Department  
**MOVED: That James Fitzpatrick be included as a signature on the PCAV bank accounts, assume Public Office from Jacquie Anderton and become the contact for the Australian Taxation Department.**  
WZ – Petie Marshall/SMZ – John Barlee **CARRIED**
- g. Rules for Motorbikes and Riders  
**ACTION:** James Fitzpatrick to investigate and report back to the June Council.
- h. Horse Trials Elimination Ruling  
**ACTION:** Rules Sub-committee to address the ruling regarding eliminated combinations in Horse Trials.
- i. Roped Dressage Rings  
Clare Lewin confirmed that the EFA had implement a rule to ban the use of roped Dressage Rings at EFA events and that this was not a PCAV ruling.
- j. "C" Certificate and Eligibility to compete in PCAV State Championships  
Kaye Blanchard reported that Midland Zone were having difficulties implementing this ruling and requested that the rule be amended to either exclude Games events or the age lifted to 14 years.  
**ACTION:** Zones discuss the ruling regarding "C" certificates and report back to the June State Council meeting.

k. Review of the Helmet Standard required at PCAV

Clare Lewin stated she would raise this issue at the APCC Instructional meeting to be held on the 12<sup>th</sup> April 2003.

**MOVED: That other helmet standards that are at least equivalent to the AS/NZ 3838 standard be made acceptable for use at PCAV activities.**

WGZ – Chris Morris/Vpres – Cheryl White

**CARRIED**

**ACTION:** Clare Lewin to raise this issue at the APCC Instructional Meeting and report back to the State Council on the 10<sup>th</sup> June 2003.

l. Saddles and Gear Checking Guidelines

Neil Clinton requested that the Gear Checking Guidelines be altered to remove mention of a specific measurement when checking saddles stating that with the new close fitting saddles this guideline was not relevant and was causing confusion within the field.

**ACTION:** PCAV State Office to remove dot point 2 under heading Saddles on page 4 of the Gear Checking Guidelines.

m. District Commissioner signature on entry forms to PCAV competitions

Neil Clinton requested a review of the ruling that requires DC's to sign competition entry forms.

Northern Metropolitan Zone would like to trial entries over the web and would therefore require this ruling to be altered to allow entries to be received without DC signatures.

**ACTION:** Rules Sub-committee to review the ruling that requires a DC's sign competition entry forms.

**CLOSE MEETING**

3.00pm

Next Meeting: 10 June 2003