

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

## **PCAV STATE COUNCIL MEETING**

### **MINUTES**

Held at PCAV State Office "Irving House" 12 Warleigh Grove North Brighton,  
on Tuesday 27<sup>th</sup> July, 2004 at 10.00am.

**1. OPEN MEETING 10AM**

**2. PRESENT / APOLOGIES**

Present: President – Stephen Coffey, Vice President – Neil Clinton, Vice President – Jan Faulkner, EO – James Fitzpatrick, 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  
Apologies: CD – Clare Lewin

**3. CONFIRMATION OF THE MINUTES (13<sup>th</sup> April 2004)**

Moved: Stephen Bragg  
That the Minutes 13/04/04 be approved.  
Seconded: Wendy Olenick

**Carried**

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 First Aid Training**

Moved: Janice Ray

That First Aid Training be offered by the State in every zone. The presented model for a correspondence course with a three hour practical session for \$100 per head was approved.

That the State offers and pays the course cost of one person per zone and per club to attend this training. In year two and onwards the State will part subsidise the First Aid training to be reviewed annually. PCAV will not fund external First Aid Training.

The Executive Officer is to source the best provider and the training is to be scheduled and co-ordinated in every zone by 31 December 2004.

Seconded: Chris Morris

**Carried**

Moved: Kaye Blanchard

That the First Aid Rules be altered as follows:

That a club will make every effort to have a designated Level 2 First Aid Officer in attendance at rallies.

That a club will have a well maintained industry approved first aid kit.

Seconded: Fiona Matheson

**Carried**

**4.2 Rules on the Website**

Discussion was held about availability of rules for riders/officials and loss of revenue.

Moved: Janice Ray

That the Rules and Purposes, Bylaws, Horse Trials and Dressage rules be available on the new website from 30 August 2004. Printed rules will still be available from the State Office in A4 and A5 size.

Seconded: Petie Marshall

**Carried**

- 4.3 State Dressage and SJ Championships Format  
Moved: Kaye Blanchard  
That the State Dressage and SJ Championships be held over two days in 2005 on 5 and 6 February at Tonimbuk Equestrian Centre WGZ. This date change is for this year only.  
Seconded: Chris Morris Carried
- 4.4 Insurance Excess Provision  
Moved: Fiona Matheson  
That the insurance provision in the Balance Sheet in 2003-2004 be approved.  
Seconded: Neil Clinton Carried

## ITEMS FOR CONSIDERATION AND DECISION

### 5. ORGANISATIONAL

- 5.1 2004 PCAV Annual Accounts Approval  
Moved: Philip Cobbledick  
That the audited PCAV Accounts for 2003-2004 showing a surplus of \$8,022 be approved with the amendment of the Cash Flow Statement and notes for the Photocopier.  
In the opinion of the State Council, the financial report :  
1)Presents fairly the financial position of the Pony Club Association of Victoria Inc as at 30<sup>th</sup> June 2004 and it's performance for the year ended on that date in accordance with the Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.  
2)At the date of this statement, there are reasonable grounds to believe that the Pony Club Association of Victoria Inc will be able to pay its debts as and when they fall due.  
That the President and acting Treasurer be authorised to sign off the accounts on behalf of the State Council.  
Seconded: John Barlee Carried
- 5.2 2004-2005 Business Plan  
That the 2004-2005 Business Plan be approved subject to the following amendments:  
5.2.1.1 Moved: Janice Ray  
That the "C" Workbooks written by Sue Kukawski be withdrawn from sale subject to the Executive subcommittee consulting with the State Coaching Director regarding their accuracy.  
Seconded: Wendy Olenick Carried  
5.2.1.2 Noted that wording was changed "to investigate Police Checks and develop policy"  
5.2.1.3 That the Executive Officer develop a proposal outlining the structure of the interschools movement.
- 5.3 2004-2005 Budget Draft Three  
Moved: Jess Hull  
That the 2004-2005 Budget Draft Three be approved showing a surplus of \$28,215 with the following amendments  
5.3.1.1 That a provision of \$57,185 be created for insurance increases or membership refunds.  
Seconded: Kaye Blanchard Carried

- 5.4 PCAV Treasurer  
Moved: Philip Cobbledick  
That Janice Ray be appointed PCAV Treasurer from 29 August 2004. That the Council write to Peter Smith to thank him for his application.  
Seconded: John Barlee Carried  
Central Zone will nominate a replacement Zone Representative for the next State Council meeting due to Janice Ray standing down to take up the position of State Treasurer.
- 5.5 2005 Training  
Held over to the September State Council Meeting.
- 5.6 Governance Motions  
The results for the motions were as follows:  
Motion 1 81% YES  
Motion 2 88% YES  
Motion 3 81% YES  
Moved: Stephen Bragg  
That the Executive Officer commence the redraft of the Rules and Purposes and Bylaws to be presented at the September State Council Meeting.  
That a budget of \$5,000 has been set aside for the rules redraft.  
That the Executive Officer utilise Burke and Associates for final wording in the rules.  
Seconded: Chris Morris Carried
- 5.7 Event Dates 2005  
Moved: Kaye Blanchard  
That the following events be held as follows:
- |           |                                     |            |
|-----------|-------------------------------------|------------|
| 5-6/2     | State Dressage and SJ Championships | Tonimbuk   |
| 30/4-01/5 | State Horse Trials                  | Rosedale   |
| 21-22/5   | Zone Teams Challenge                | Werribee   |
| 11-12/6   | State Games, Flat, Musical          | Geelong    |
| 04/9      | Speed to Safety                     | Flemington |
| 28/8      | AGM/Conference                      | TBA        |
| 1-2/10    | Cancelled                           | Werribee   |
| 19-20/11  | Equitana (TBA)                      | MEC        |
- Seconded: Philip Cobbledick Carried  
James gets dates for 2006 from WPNEC so that availabilities can be reviewed.
- 5.8 EFA Delegate  
Moved: Philip Cobbledick  
That Stephen Coffey be appointed PCAV Delegate for the EFA.  
Seconded: Wendy Olenick Carried
- 5.9 Cobblers Creek Pony Club Probation Membership  
Moved: Stephen Bragg  
That Cobblers Creek Pony Club be approved Probationary Membership of the PCAV from 23 May 2004.  
Seconded: Kaye Blanchard Carried

- 5.10 Leighdale Pony Club Probationary Membership  
Moved: Philip Cobbledick  
That Leighdale Pony Club be approved Probationary Membership of the PCAV.  
Seconded: Chris Morris **Carried**
- 5.11 Sponsorship  
Held over to the September State Council Meeting.
- 5.12 2004 Awards  
Moved: Jess Hull  
That Mark Hanley be approved for a Distinguished Service Award.  
Seconded: John Barlee **Carried**
- 5.13 Staff Structure review  
Held over to the September State Council Meeting.
- 5.14 Zone Chief Instructor Appointments  
Moved: Chris Morris  
That the State Council ratifies the following persons be appointed Zone Chief Instructors  
Midland                      Aileen Marshall  
Northern                      Narelle Bond  
South Metro                      Sally Francis  
Wannon                      Anthea Sutherland  
That the Council is awaiting Nominations from  
Barwon, Central, East Gippsland, North East, North Metro, West Gippsland  
Seconded: Jess Hull **Carried**
- 5.15 Award of Merit Candidates  
Moved: Jess Hull  
That the State Council approves the following riders for Award of Merit Candidates  
Seconded: Stephen Bragg **Carried**
- 5.16 Office Closure January 2005  
Held over to the September State Council Meeting.
- 5.17 AGM or Conference Motions  
Not discussed
- 5.18 Advertising  
Not discussed

## 6. DATABASE AND WEBSITE PRESENTATION

Developing the new site

## 7. RULE CHANGES

- 7.1 Horse Trials Rulebook  
Moved: Fiona Matheson  
That the distance for horse trials Showjumping Courses be not more than 400m across all grades.  
Seconded: John Barlee
- 7.2 Moved: Chris Morris  
That the showjumping diagrams be removed and reviewed for reinstating in a future edition of the Horse Trials rulebook  
Seconded: Kaye Blanchard
- 7.3 Moved: Neil Clinton  
That the judging diagrams for horse trials cross country be added to the Horse Trials rulebook reprint.  
Seconded: Chris Morris
- 7.4 Recession Motion  
Held over to September State Council Meeting
- 7.5 Motorcycle Policy  
Moved: Wendy Olenick  
That the motorcycle rule in the PCAV Bylaws be as follows:

### **Motor Cycle Policy**

#### **Rationale**

The following policy is to ensure that usage of motorcycles at events is as per Victorian Government legislation and meets the legal requirements.

#### **Who is affected by the Policy**

This policy applies to all Pony Club Victoria members, administrators, officials, coaches, riders, participants, visitors, volunteers and employees. This policy also applies when any of these listed individuals are representing Pony Club Victoria or attending any Pony Club Victoria facilities, functions, or events.

#### **Policy**

The insurance underwriter states that for insurance to be current all Victorian Laws must be followed.

Vicroads states that all motorcycles must be registered if they use a road or road related area.

The definition of a road or road related area is:

"A road is defined as an area that is open to, or used by the public, and is developed for, or one of its main uses is for, the driving or riding of motor vehicles.

A road related area is an area that is not a road, and is open to the public and is designed for use by cyclists or animals, or for driving, riding or parking motor vehicles. It includes an area that divides a road, a footpath, or a nature strip adjacent to a road and off-street car parks.

Any area that is used by the public for riding motorcycles (including an open area of land or bush) could be either a road or a road related area."

All riders must hold a current Victorian Licence

A licenced rider of a recreation registered motorcycle may NOT carry a passenger. Licenced riders of road registered motorcycles may carry a pillion passenger whose feet must be able to place both feet on the footrests.

When riding a motorcycle, a helmet meeting the Australian Standard 1698 in serviceable condition must be worn.

All motor cycles must be insured (third party cover) through the Vicroads Registration.

**Non Compliance**

Non-compliance with this policy will result in disciplinary action by the Club/Zone or PCAV Executive on behalf of the Council

**Authorisation**

This policy was adopted by the PCAV State Council, at the State Council meeting 17<sup>th</sup> April 2004

**Review Date**

This policy shall be reviewed on 27<sup>th</sup> July 2004.

The TAC confirmed that recreational registered bikes have TAC insurance included in the registration premium.

Seconded: Kaye Blanchard

Carried

7.6 Zone Authority Motion

Held over to the September State Council Meeting.

7.7 Qualification for State Horse Trials

Moved: John Barlee

That the entries rule for the State Championships change from 120 to 100 jumping penalties.

The Rule states:

**ENTRIES FOR THE STATE CHAMPIONSHIPS**

Any member who wishes to compete in the P.C.A.V. Horse Trials State Championships must qualify by completing two (2) Grade 1 and/ or Grade 2 accredited Horse Trials in the twelve months prior to the championships, without elimination or incurring more than **100** jumping penalties in the cross country. At least one (1) qualification must be gained during the calendar year of the Championships. The previous year's Championships shall not count as a qualification.

At the closing date for entries for the Championships, ALL combinations of horse and rider must be qualified as per the Rules, for the Grade/s in which they wish to enter.

Seconded: Philip Cobbledick

Kaye Blanchard and Fiona Matheson recorded as against the motion

Carried

Horse Trials Rules

7.8 Dressage Scores

That the collective marks of competitors will be totalled to separate an equality be referred to the Rules Sub-Committee.

7.9 Distance for Showjumping

Moved: Kaye Blanchard

That the speeds for showjumping in horse trials remain the same

Seconded: Jess Hull

Carried

7.10 Time in Cross Country

Riding closest to optimal time be referred to the Rules Sub-Committee.

7.11 Entries in Grade 3

There was discussion to delete Grade 3 Rider from this clause allowing them to ride in Grade 4,5.

Moved: Philip Cobbledick

That the rule remain currently recorded in the Horse Trials rulebook.

**B2 ENTRIES**

The Entry Form must be signed by the Club District Commissioner to verify that the combination is eligible to compete. Riders in Grade 1, 2 or 3 may not ride a horse in grade 4 or 5. Riders in Horse Trials in Grades 1, 2 & 3 may ride two horses competitively – at the discretion of the Organising Committee.

A rider with two horses must state on the Entry Form the order in which he wishes to ride them, or must abide by the order of the draw.

In Grade 1 & Grade 2 accredited events a rider may qualify two horses on the same day for the Horse Trials State Championships provided they complete the course/s without elimination or incurring more than 100 jumping penalties in the cross country phase.

A combination, which is re-graded after entries close, must be transferred to the appropriate grade.

Seconded: Jess Hull

Carried

The following persons wanted their vote recorded against the current rule:

Neil Clinton, Chris Morris, Wendy Olenick

7.12 Certificates - Disabled riders

That the zone representative has the power to grant a certificate to a disabled rider be referred to the Chief Instructors Panel for recommendation to the State Council at the next State Council Meeting in September.

7.13 Percentage Rally Attendance

Moved: Wendy Olenick

The horse given the rally attendance must have completed 75% of the rally days activity.

Seconded: Stephen Bragg

Lost

- 7.14 C Certificate Age – 2 items  
Moved: Kaye Blanchard  
That the rule be changed as follows:

Pony Club State Level Competitions

**BY-LAW:** After 1<sup>st</sup> January 2005, any rider who has been in Pony Club for more than two years and is over the age of 13 years must have attained their "C" Certificate in order to compete at any State Event.

Seconded: Fiona Matheson

**Carried**

#### Zone/Club Items

- 7.15 Lungeing  
Referred to the Chief Instructors Panel
- 7.16 Defining Associate Membership  
That a rider becomes an Associate Member at their birthday.
- 7.17 Showjumping Heights  
Held over to September State Council Meeting.

#### REPORTS TO READ

8. TREASURER'S REPORT
9. MEMBERSHIP REPORT
10. CORRESPONDENCE
11. PRESIDENT'S REPORT
12. COACHING DIRECTOR'S REPORT
13. EXECUTIVE OFFICER'S REPORT
14. SUB-COMMITTEE REPORTS

14.1 APCC

Moved: Stephen Bragg

That the capitation fee for the APCC to the states/territories be thirty five percent per State maximum two thousand dollars and sixty five percent per head subject to agreement by each of the States.

Seconded: Wendy Olenick

**Carried**

Moved: Philip Cobbledick

That Victoria support the recommendation on capitation fees but that any State failing to comply with the capitation agreement, Victoria will move for their disaffiliation from the APCC.

Seconded: Wendy Olenick

**Carried**



Moved: Janice Ray

That the Executive Officer be approved to attend the APCC Secretaries Conference in November 2004 with the associated costs.

Seconded: Jan Faulkner

Carried

14.2 PCAV Executive

14.3 EFA

14.4 State Games, Flat Teams & Musical Ride Sub-committee

That Stan Barrett, Steve Bragg, Robyn Coutts, Glen Drake, Peter Mathieson, Chris Morris and Ian Wardell be approved as members of this Subcommittee for a three year term with reappointment times to be defined.

Philip Cobbledick stated that the musical ride rules need to be clearly defined and judging and officials of the Games needs to be addressed. Philip is to write to the State Games, Flat Teams and Musical Ride Championships regarding these concerns. In the musical ride, riders must wear Pony Club uniform under their enhancements and horses must pass gear check. The State Games, Flat Teams & Musical Ride Sub-committee will review musical ride.

The State Council made four motions regarding a series of incidents at the 2004 State Games Championships. These motions will be discussed with the affected parties.

Stephen Coffey and Neil Clinton are to meet with Macclesfield Pony Club on Monday 2 August 2004. The outcome or appeal will be referred to the September State Council Meeting.

14.5 National Mounted Games Sub-committee

Reimbursements for expenses was raised as an issue by the NMG subcommittee. James will submit current reimbursement policies at the next meeting.

Moved: Chris Morris

That the Junior National Mounted Games Team of Miranda Campbell, Jillian Fitzgerald, Lyndall Hamilton, Beau Karolos, Jason McKinley, Melissa Ball (reserve), Marilyn Healey (coach) and Albert Pol (team manager/chaperone) be approved.

Seconded: Jess Hull

Carried

Expressions of Interest for 2005 positions of Coach and Team Manager for Senior and Junior, Committee Members, Selectors and Instructors are being called for and will be put to the November 2004 State Council Meeting.

Senior National Mounted Games on 4/5 December 2004

Moved: Stephen Bragg

That the State Council approve that Victoria will host the Senior NMG.

Seconded: Chris Morris

14.6 State Dressage & Showjumping Championships Sub-committee (WGZ)

14.7 State Horse Trials Championships Sub-committee (EGZ)

14.8 Zone Teams Challenge Sub-committee

Will be held again in 2005.

14.9 Speed to Safety  
15 August 2004. Entries close 6 August.

14.10 Publications Sub-committee

14.11 Rules Sub-committee

**15. GENERAL BUSINESS**

15.1 Annual Report Deadline  
The Executive Officer stated that all items must be received by 29 August or they would not be included.

15.2 James Fitzpatrick Holidays 17 Sept to 11 October  
Noted

15.3 State Council Nominations  
Noted including the election in Northern Zone.

15.4 Horse Trials – Rosedale Technical Adviser  
Moved: Stephen Bragg  
That Yvonne Morrison be appointed to the position of Technical Adviser for the State Horse Trials 2005.  
Seconded: Neil Clinton

15.5 2005 Interpacific Rally  
Moved: Wendy Olenick  
That Anthea Sutherland and Jan Faulkner be nominated from Victoria to the APCC as Coach and Chaperone for the 2005 Interpacific Rally. Victoria is the reserve state for the riders.  
Seconded: Stephen Bragg.

15.6 2005 Nationals in WA  
The dates are now 5-13 July 2005 in WA. Victoria has budgeted \$25,000 to send the team from Victoria.

15.7 Forms and Policies  
The membership form, instructor form, codes of conduct policy, Privacy Statement, Medical History Form were circulated and are to be reviewed and approved at the September State Council Meeting.

15.8 Kaye Blanchard tabled the letter regarding cards at Equitana and this item was carried over to the September State Council Meeting.

**16. CLOSE MEETING 5.00pm**

**17. NEXT MEETING**

AGM	29 August 2004
Executive	7 September 2004
State Council	14 September 2004