

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

## **PCAV STATE COUNCIL MEETING**

### **MINUTES**

Held at PCAV State Office "Irving House" 12 Warleigh Grove North Brighton,  
on Tuesday 14<sup>th</sup> September, 2004 at 10.00am.

**1. OPEN MEETING 10AM**

**2. PRESENT / APOLOGIES**

Present: President – Stephen Coffey, Vice President – Neil Clinton, Vice President – Jan Faulkner, Treasurer – Janice Ray, CZ – Glenda Perry, EGZ – Stephen Bragg, MZ – Kaye Blanchard, NMZ – Wendy Olenick, NZ – Fiona Matheson, NEZ – Jess Hull, SMZ – Ron Gates, WZ – Petie Marshall, WGZ – Vicki Kneebone  
EO – James Fitzpatrick, SCD – Clare Lewin, OA – Suanne Waugh  
Apologies: BZ – Phillip Cobbledick

**3. CONFIRMATION OF THE MINUTES (27<sup>th</sup> July 2004)**

Moved: Stephen Bragg  
That the Minutes 27/07/04 be approved.  
Seconded: Fiona Matheson

**Carried**

**4. CODE OF CONDUCT HEARING**

The President briefed the State Council as to his visit with Neil Clinton to Macclesfield Pony Club, the letter exchanges, and the outcome of communications.  
He outlined the process of the morning hearing at 10.30am.  
The State Council and Macclesfield Pony Club had received copies of all written correspondence.

Hearing opened 10.30am.

Ryan Davis addressed the State Council addressed the Council.  
Simon Garnett (Macclesfield Pony Club)  
Marilyn Healey (National Mounted Games)

The State Council had a discussion.

The State Council discussed the previous motions of 27 July 2004 which were:

Moved: Phillip Cobbledick  
That the State Council suspends Ryan Davis from the NMG Development Squad and non-selection from the NMG Senior Championships in Victoria for a period of twelve months from the 27 July 2004.  
Seconded: Wendy Olenick

**Carried**

Moved: Phillip Cobbledick  
That Ryan Davis, Phillip Davis, Julie Harvey not be permitted to participate in any capacity in the 2005 State Games, Flat Teams & Musical Ride Championships.  
Seconded: Stephen Bragg

**Carried**

Moved: Phillip Cobbledick

That an appropriate letter of apology from Ryan Davis be directed to the State Games Committee.

Seconded: Stephen Bragg

Carried

Moved: Phillip Cobbledick

That the State Council write a letter to Macclesfield PC to express their disappointment in the behaviour of some of the Club members at the State Games, Flat Teams & Musical Ride Championships and that further instances of this type of behaviour may result in disaffiliation.

Seconded: Stephen Bragg

Carried

The State Council amended, confirmed or revoked the motions for decision as follows:

Moved Neil Clinton

1) That the State Council suspends Ryan Davis from the NMG Development Squad and he will not be eligible for selection to the NMG Senior Championships Team for a period of 12 months.

2) That Ryan Davis and Phillip Davis not be permitted to participate in any capacity in the State Games, Flat Teams & Musical Ride Championships for 12 months.

3) That an appropriate letter of apology from Ryan Davis be directed to the State Games Committee.

4) That the State Council write a letter to Macclesfield PC to express their disappointment in the behaviour of some of the Club members at the State Games, Flat Teams & Musical Ride Championships and that further instances of this type of behaviour may result in disaffiliation.

5) That the resolutions 1 and 2 be suspended for a period of 12 months from 14/09/04 and that any inappropriate behaviour during this time will result in immediate imposition of the penalties above.

Seconded Wendy Olenick

Carried

Ryan was informed of the outcome.

The President closed the hearing at 11.40am.

## 5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Items held over to November Meeting
  - 2005/2006 Training
  - Sponsorship
  - Zone Authority Motion
  - Rules re-write for governance motions
  - DCI Training
  - Organisational communication flow
  - Commencing an asset review

## ITEMS FOR CONSIDERATION AND DECISION

6. ORGANISATIONAL

6.1 2005 Meeting Dates

Moved: Kaye Blanchard

That the meeting dates for 2005 be as follows:

JANUARY

1-26 Office Closure

27 Office Reopens

FEBRUARY

5/6 State SJ and Dressage Championships Tonimbuk

6 Executive Meeting (8-10am morning) Tonimbuk

7 Council Meeting (10am – 3pm) Brighton

MARCH

22 Executive Meeting

APRIL

12 Council Meeting with CIP Workshop

30 State Horse Trials

MAY

1 State Horse Trials Championships

21 Zone Teams Challenge

JUNE

JULY

12 Executive Meeting

26 Council Meeting

AUGUST

28 AGM/Conference (North Metro Zone)

SEPTEMBER

4 Speed to Safety

6 Executive Meeting

13 Council Meeting focusing on rules

OCTOBER

1&2 State Games, Flat Teams and Musical Ride

25 Executive Meeting

NOVEMBER

8 Council Meeting

TBA Equitana

Seconded: Jess Hull

Carried

6.2 2005 State Showjumping and Dressage Format (WGZ)

Moved Vicki Kneebone

That the format be approved as follows

5 and 6 February 2005

Saturday

Showjumping

Event 1 Two Rounds Article 273

Round 1 Table A

Round 2 Table A

Jump-Off

Events 2 Accumulator Table 269  
Pony Club Points Scoring

Sunday

Dressage	Grade 1	Tests D&G
	Grade 2	Tests C&E
	Grade 3	Tests B&D

Equality is acceptable.

That Vicki Kneebone include a full scoring system in the program.

Seconded: Wendy Olenick

Carried

6.3 **2005 State Horse Trials (EGZ)**

Moved: Stephen Bragg

That the Dressage Tests and judges be approved.

Stage 1	Test 2
Stage 2	Test C

Grade 1 Judges	Bev Shandley Mary Longden
Grade 2 Judges	Bev Weir Bev Milner Heather Notting Sonia Perkins

Seconded: Ron Gates

Carried

6.4 **Account Signatories**

Moved: Janice Ray

That the signatories for the PCAV Cheque Account, V2 and Fixed Term Investments be Stephen Coffey, Janice Ray, James Fitzpatrick, Suanne Waugh, Jennifer Goard with any two to sign on cheques.

That Ian Wardell be removed as a signatory.

Seconded: Neil Clinton

Carried

6.5 **Internet Banking**

Moved: Janice Ray

That the PCAV establish internet banking with ANZ.

That Jennifer Goard be authorised a limit of \$1000 with James Fitzpatrick signing the printout on file.

That James Fitzpatrick be authorised a limit of \$8000 with Janice Ray signing the printout on file.

That all amounts over \$8000 require the signed permission of Janice Ray prior to the transaction.

That Janice Ray have passwords to view files daily on-line.

Seconded: Neil Clinton

Carried

6.6 **Office Closure**

Moved: Janice Ray

That the office be closed from 25 December 2004 to 26 January 2005.

Seconded: Jan Faulkner

Carried

6.7 **AGE to 25 Years**

After much discussion as to the pros and cons, the State Council reached a decision on age limits.

Suggestions included a 3 tier system riding, associate, adult members – keep competitions separate where adults cannot ride against young kids.

They must run under the current rule book.

That it goes out to a vote at clubs.

Could not see the value in it for the youth movement.

International definition is 26 years.

Kaye Blanchard moved

That all clubs be asked to vote on increasing the age to 26 by 17 January 2005.

Council will review the data in February 2005.

Seconded Fiona Matheson

Carried

6.8 **Grading Points System**

Moved Wendy Olenick

That the CIP develop a model for discussion.

Seconded: Neil Clinton

Carried

6.9 **State Dressage and Showjumping Format and Dates from 2006**

March would clash with dates.

Qualifiers too far from event.

Long weekend in March has too much on.

In general, March is very busy with events.

That the State Dressage and Showjumping Championships be moved to March each year.

That the competition be run over two days.

Lost

Moved Jess Hull

That the date and format for Showjumping and Dressage be over one or two days in the second weekend in February.

Seconded Stephen Bragg

Carried

Vicki Kneebone and Kaye Blanchard voted against

**Moved Wendy Olenick**

That the Flat Teams, Musical Ride, Games Championships be moved to Werribee Park National Equestrian Centre on the weekend of 1/2 October 2005 onwards.

Seconded Glenda Perry

Carried

6.10 **Zone Chief Instructor Appointments**

Moved: Jess Hull

That the following Zone Chief Instructors be approved for appointment:

Barwon	Maxene Argento	*
Central	Wendy Abey	*
East Gippsland	Sonya Perkins	*

Midland	Aileen Marshall	*
Northern	Narelle Bond	*
North East	David Mortimer	*
North Metro	Prudence King	*
South Metro	Sally Francis	*
West Gippsland	Oriel Gardiner	*
Wannon	Anthea Sutherland	*

\* Returning

Seconded: Fiona Matheson

Carried

6.11 **Rules Sub-Committee Appointments**

Moved: Jess Hull

That the following persons be on the Rules Sub-Committee for 2004/05.

John Barlee

Anthea Sutherland

Wendy Olenick

Neil Clinton

Kaye Blanchard

Seconded: Vicki Kneebone

Carried

6.12 **Publications Sub-Committee Appointments**

Moved: Jess Hull

That the following persons be on the Publications Sub-Committee for 2004/05.

John Barlee

Wendy Olenick

Neil Clinton

Seconded: Kaye Blanchard

Carried

6.13 **National Mounted Games Coach Appointment**

Moved: Wendy Olenick

That Marilyn Healey be appointed the National Mounted Games Coach for Senior and Junior Teams in 2005.

Seconded: Petie Marshall

Carried

6.14 **National Mounted Games Team Manager Appointment**

Moved: Wendy Olenick

That Albert Pol be appointed the National Mounted Games Team Manager for Senior and Junior Teams in 2005 subject to not having a child in the team.

Seconded: Petie Marshall

Carried

6.15 **National Mounted Games Sub-Committee Appointments**

Held over to November State Council due to short nominations.

6.16 **National Mounted Games Senior Team Selection (Victoria Dec 2005)**

Moved: Wendy Olenick

That the following people be approved as selected in the Victorian Senior NMG Team to represent Victoria at the Senior National Mounted Games Competition in Victoria (Dec04).

Albertina Pol

Derk Pol

Andrew Rodaughan

Scott Cruise

Ryan Davis

Elyse Davis (Reserve)

Coach Marilyn Healey

Team Manager That NMG submit to the PCAV Executive a new Team Manager as there is a directive from the APCC to avoid possible conflict of interest.

Seconded: Jess Hull

Carried

6.17 **Membership and Instructor Forms**

Moved: Glenda Perry

That the Membership Form and Instructor Forms and Code of Conducts are compulsory for clubs to collect.

That the Medical History Form be optional for clubs.

That these forms be held at club level in a secure place with controlled access.

Seconded: Ron Gates

Carried

6.18 **Code of Conduct**

Moved: Jess Hull

That the Codes of Conduct be implemented for all PCAV events including International/National/State/Zone/Club and to be incorporated into the PCAV Handbook and Bylaws with immediate effect.

Seconded: Neil Clinton

Carried

6.19 **National Police Records Checks**

Moved: Janice Ray

That the following positions be required to have a National Police Records Check in May 2005

PCAV Executive

PCAV Staff

Zone Representatives

Zone Chief Instructors

Club District Commissioners

Club Re-imbursed instructors

Club Paid Instructors

That the State pays the costs of the search for

PCAV Executive

PCAV Staff

Zone Representatives

Zone Chief Instructors

Club District Commissioners

Club Re-imbursed instructors.

That the Club Paid Instructors shall pay their own cost of a National Police Records Check.

That parents (unpaid) must be under continuous supervision when assisting instructors to be exempt from a National Police Records Check.

That no person in the above categories may hold the position from 1 July 2005 without a National Police Records Check.

That in year two, the PCAV pays for

PCAV Executive

PCAV Staff

Zone Representatives

Zone Chief Instructors

Club District Commissioners

The club is responsible for payment for new reimbursed instructors and non-parent instructors from year two.

That the Bylaws be re-written to reflect these changes.

Seconded: Neil Clinton

Carried

6.20 **Equitana Letter (Midland Zone)**

The State Council acknowledged the letter from Pat Hedger and affirms that the no card, no ride rule applies where a card discrepancy cannot be rectified.

6.21 **DCI Travel Re-imburement**

Moved: Janice Ray

That the current travel re-imburement for DCI visits remains at 35 cents per kilometre.

Seconded: Stephen Bragg

Carried

## REPORTS TO READ

### 7. TREASURER'S REPORT

Moved: Janice Ray

That the Profit and Loss Statement for July-August 2004 showing a surplus of \$30,068 be approved.

That the Balance Sheet for August 2004 be approved.

That the Chart of Accounts re-write be approved.

Seconded: Neil Clinton

Carried

### 8. MEMBERSHIP REPORT

That the Membership of 7190 be noted as ahead of last year and on budget.

### 9. CORRESPONDENCE

### 10. PRESIDENT'S REPORT

### 11. COACHING DIRECTOR'S REPORT

The State Coaching Director gave her report.

Jumping Heights be as per the Rule Book. Need to educate course builders and judges.

Council to revisit this item in November Meeting.

Discussing a linear model for NCAS Coaching accreditation. More information to follow.

A strong recommendation for all Efficiency Certificate examinations candidates must present on their qualified Pony Club Mount.



Clare has reviewed the C Certificate Workbook by Sue Kakowski had some minor errors which are being rectified. APCC is providing learning outcomes and a when available the new workbook will be released.

## 12. EXECUTIVE OFFICER'S REPORT

The Executive Officer outlined the staffing changes for the coming year.

Moved:

That James Fitzpatrick continues as Executive Officer

That Clare Lewin continues as State Coaching Director

That Suanne Waugh is on maternity leave from 8 October 2004 (up to 12 months)

That Suanne Waugh is available for MYOB phone support.

That Vicki Jans works 20 hours per week undertaking membership

That Jennifer Goard works 20 hours per week undertaking accounts/shop

That Georgia Appleton's contract ends on 3 February 2005 and that she will undertake grant project work from Sept 04 to Feb05.

That the Executive Officer, in January 2005, will discuss a return date with Suanne.

That the Executive Officer employs a contract person if Suanne's leave is likely to be 12 months on a pro rata salary of \$35,000.

Seconded:

Carried

## 13. SUB-COMMITTEE REPORTS

### 13.1 APCC

President Stephen Coffey gave an update on the productive APCC Meeting in Canberra 10/11 September 2004 with the Australian Sports Commission.

### 13.2 PCAV Executive

### 13.3 EFA

State Games, Flat Teams & Musical Ride Sub-committee

The Sub-Committee met on 9 September 2004 to undertake a rules review. When finalised, the new rules shall be tabled to Council.

That the letter from Macedon PC (Central Zone) be logged as received by the State Games Sub-Committee. A response is required for discussion at the November State Games Sub-Committee.

### 13.4 National Mounted Games Sub-committee

### 13.5 State Dressage & Showjumping Championships Sub-committee (WGZ)

### 13.6 State Horse Trials Championships Sub-committee (EGZ)

### 13.7 Zone Teams Challenge Sub-committee

Judges must come from close to the venue and \$100 re-imbusement provided. Asking for a zone volunteer co-ordinator from each zone who will report to Norm Glenn who is overseeing the volunteers for the event. This must be provided to the November Council Meeting.

### 13.8 Speed to Safety

Event a success, need a commitment from VRC earlier.

### 13.9 Publications Sub-committee

### 13.10 Rules Sub-committee

Items under discussion at the Rules Committee

Recession motion

Disabled riders and efficiency certificates

Lungeing

Equality of Dressage Scores

Time in Cross Country

**14. GENERAL BUSINESS**

- 14.1 2005 Nationals WA  
Expression of interest form to go out with September Minutes.  
Selection criteria, application forms, costs, transport to follow.
- 14.2 James Fitzpatrick Holidays 17 Sept to 11 October  
Noted
- 14.3 Zone Officials Form  
Please return as soon as possible for Zone Committee changes.
- 14.4 Freshmans Events  
Moved Janice Ray  
That the Executive Officer survey clubs for the following  
    To ascertain the number of clubs, events, participants involved in Freshmans  
    To ascertain the number of instructors (voluntary, reimbursed, paid) in clubs
- 14.5 Loan to East Gippsland Zone (State Horse Trials)  
Moved Janice Ray  
That subject to a satisfactory budget being supplied to the Executive Officer, a loan of  
\$5,000 be forwarded from PCAV to East Gippsland Zone to be repaid by 31 May 2005.  
Seconded: Stephen Bragg Carried

**15. CLOSE MEETING 3.40pm**

**16. NEXT MEETING**

Executive	26 October 2004
State Council	9 November 2004