

Pony Club Association of Victoria Inc

12 Warleigh Grove, Brighton North. Vic. 3186
ABN 64 320 020 091 Inc Number A0013413S

PCAV STATE COUNCIL MINUTES

Meeting held at Monash and Nunawading Pony Clubs Grounds
on Tuesday 17th April 2007 at 10.00am.

1. OPEN MEETING

2. PRESENT / APOLOGIES

Present: (Chair) President – Jan Faulkner, Vice President – Kammy Cordner-Hunt,
Vice President – Neil Clinton, Treasurer – Janice Ray, BZ – Philip Cobbledick, CZ – Norm Glenn,
EGZ – Stephen Bragg, MZ – Kaye Blanchard, NMZ – Linda Smith, NZ – Fiona Matheson,
NEZ – Jess Hull, SMZ – Tony Curwen, WZ – Anthea Sutherland, WGZ – Vicki Kneebone.
EO – James Fitzpatrick, SCD – Clare Lewin

3. CONFIRMATION OF THE MINUTES (12th February 2007)

Moved Anthea Sutherland

That the Minutes of the State Council Meeting held on 12 February 2007 be approved.

Seconded Tony Curwen

Carried

4. BUSINESS ARISING FROM THE MINUTES

Items not ready for Council requiring additional development

4.1 Club Voting Rights – Rules Sub-committee to table rule in June.

4.2 Procedure for Recession of Clubs

5. ITEMS FOR CONSIDERATION AND DECISION

5.1 PCAV Uniformity

The State Council had a discussion on gaining a greater level of uniformity across the zones.

Moved Norm Glenn

That the state council as the PCAV management of committee:-

- a. Confirms the PCAV rules and by-laws (policies) are not discretionary and are to be followed by all who are associated within or encompassed within the PCAV.
- b. Resolves to ensure that observance of rules occurs at all levels of PCAV with the objective of uniformity throughout the PCAV to:-
 - Diminish the likelihood that a competitor would be confronted with an unexpected elimination when visiting other zones
 - Eradicate edicts that disadvantage someone in one zone compared to another zone
 - Remove confusion and disagreements amongst the rank and file regarding rules
 - Increase risk management by having all operate within the rules thereby avoiding the possibility of anyone being left uninsured.

Seconded Kammy Cordner-Hunt

Carried

Moved Norm Glenn

That State Executive and Zone Representatives commit to: -

- a. Be diligent in ensuring that the state, zone, clubs and club members follow the PCAV rules/policies and refrain from creation of or continuance of, any written or unwritten rules/policies that contradict or alter the intent of PCAV rules.

Seconded Kammy Cordner-Hunt

Carried

Moved Norm Glenn

That each state sub-committee, zone and club committee of management, be sent a statement from the state council advising them that: -

- a. The state council has a new resolve to ensure that the rules and policies of PCAV are followed without compromise
- b. State Executive and Zone representatives have agreed to provide a united front to ensure uniformity of rules across zones and therefore, throughout the PCAV
- c. Zones, clubs and all within the PCAV are required to follow the PCAV rules/policies and refrain from creation of or continuance of, any written or unwritten rules/policies within their zone or club, that contradict, contravene or alter the intent of PCAV rules
- d. The process to change rules is followed and until such time as a rule is changed, the existing rule is observed.

Seconded Neil Clinton

Carried

The State Council will have training by sharing common issues, ensure zone rules are consistent with the Handbook.

A training night will be held after State Games with the accommodation and meal to be paid by PCAV at Monte Villa. EO to book for 16 people.

5.2 Day Attendance

Moved Steve Bragg

That the new Day Attendance Form and relevant section of the Handbook of Bylaws changes be approved and are effective 1 July 2007.

Seconded Kaye Blanchard

Carried

5.3 Review of the Handbook of Bylaws

The final draft will be circulated and tabled for approval at the June Meeting for implementation effective 1 July 2007.

Moved Neil Clinton

That Norm Glenn draft the discussed changes and the Executive Officer to send to State Councillors for rotary resolution. The Handbook will be mailed to State Councillors mid May for approval and implementation on 1 July 2007.

Seconded Janice Ray

Carried

The PCAV Rules and Purposes will be reviewed with Burke and Associates to ensure the Rules and Bylaws are consistent.

5.4 Gear Checks at Competition

Moved Philip Cobbledick
No action/change be taken - that Gear Checks be conducted prior to each competition, phase or test.
Seconded Steve Bragg **Carried**

- 5.5 Gear Rule Addendum
Moved Anthea Sutherland
That the Gear Rule Addendum be approved.
Seconded Linda Smith **Carried**

Note: the current jumper rule applies as per Handbook.

- 5.6 Showjumping Addendum
Moved Norm Glenn
That the Showjumping Addendum be approved effective 1 July 2007.
That the Rules Sub-committee continue creating a proposal for FEI/EFAPCAV for the June State Council Meeting.
Seconded Philip Cobbledick **Carried**

- 5.7 State Council Induction
Moved Jess Hull
That upon the first year appointment, a Zone Representative must undergo an induction programme as arranged by the State Council.
Seconded Vicki Kneebone **Carried**

Moved Jess Hull
That minutes of council meetings are made available to the members after the PCAV President has signed the minutes and within 21 days of the applicable meeting.
Seconded Anthea Sutherland **Carried**

These two motions shall be included in the new Handbook of Bylaws.

Administration

- 5.8 Dressage Judges
A recommendation from the State Council is that, as a courtesy, the organising committee negotiate with the dressage judge prior to the competition of the number of participants to be judged in each section.

- 5.9 First Aid
Moved Philip Cobbledick
Inform Central Zone that the club should investigate the incident noted in their letter with St Johns and take the necessary action. The Handbook of Bylaws does not specify a company (first aid provider) and clubs/zones/state are able to choose a first aid provider of their choice (see rule 20 Handbook of Bylaws).
Seconded Stephen Bragg **Carried**

- 5.10 Dressage DVD
The files are being loaded to the website for members.
Members will be able to access this dressage product from 1 July 2007.

- 5.11 NCAS Preliminary and Level 1 Re-write
The State Coaching Director gave an overview of the new NCAS modules. Now that it is competency based, it will be the only recognised coaching accreditation in pony club in Australia from 2008.
- 5.12 Certificate Workbook
Zoe Harrison has completed the C Workbook and it is in the final formatting/print stages. It will be available 1 July 2007. Zoe has commenced writing the D/D* Workbook.
- 5.13 Staffing Update
The Executive Officer will await Vichealth funding for 2007-2011 and submit a document outlining staff requirements at the June Meeting.
- 5.14 DCI Appointments
Moved Philip Cobbledick
That Judy Winter and Mary Long from Barwon Zone be approved as DCI's.
Seconded Anthea Sutherland **Carried**
- 5.15 Duties of a Zone Examining Secretary
Moved Anthea Sutherland
That the duty statement for Zone Examining Secretary be approved.
Seconded Kammy Cordner-Hunt **Carried**
- 5.16 Application Procedure for Efficiency Certificates
Moved Anthea Sutherland
That the Application Procedure for Efficiency Certificates be approved.
Seconded Vicki Kneebone **Carried**

Events

- 5.17 PCA 2007 Nationals
Moved Neil Clinton
That the team be approved as follows:

Eventing

First Name	Surname	Club
Junior		
Anthea	Buckland	Wangaratta
Georgia	Stephens	Ballarat
Katherine	Climas	Riddells Creek

Senior

Georgie	Birrell	Barwon Heads
Simone	DeKever	Barwon Heads
Niki	Kennedy	Kergunyah
Narelle	McFee	Drouin
Jacqueie	Sayers	Barwon Heads
Shay	Smith	Heytesbury

Showjumping

First Name	Surname	Club
Junior		
Eliza	Baldwin	Tocumwal
Edwina	Hare	Deniliquin
Ellie	Kennett	Macedon
Hannah	Ramage	Benalla
Sophie	Tyler	Loch/Nyora
Steff	White	Loch/Nyora
Senior		
Emma	Greaves	Beechworth Murmungee
Liam	Hartz	Gisborne
Lisa	Morrison	Donvale
Jesse	Ramage	Benalla
Elise	Whittaker	Mt Duneed

Dressage

First Name	Surname	Club
Junior		
Hannah	Gillard	Mansfield
Juliette	Haddow	Monbulk
Javais	Ham	Rochester
Breeana	Hicks	Shepparton
Jane	Salter	Geelong Grammar
Jaimie	Wicks	Ballarat
Senior		
Bridget	Croagh	Ballarat
Alysha	Hart	Macclesfield
Lucy	Kolomanski	Drysdale/Leopold
Sarah	Langdon	Werribee
Shay	Smith	Heytesbury
Georgie	Birrell	Barwon Heads

Officials

First Name	Surname	
Coaches		
Jan	Faulkner	President
Neil	Clinton	Coach
Marilyn	Healey	Coach - Snr Games
Clare	Lewin	Coach
Val	McKenzie	Coach
Kelly	Morris	Coach - Jnr Games

Seconded Linda Smith

Carried

There will be a pre-event function (probably MCG) to be held in June 2007.

The Executive Officer has be allocated 125 hours for a casual staff member to assist co-ordinating the Nationals if required.

Moved Janice Ray

That a chef and one coach per eventing, showjumping and dressage be funded \$1000 per position to attend the Nationals.

That the NMG be allocated \$1000 to cover the cost of coaching and team managers and they may allocate this funding between up to four positions.

Seconded Anthea Sutherland

Carried

Moved Janice Ray

That NMG riders receive 75% airfare and competition entry fees paid.

That Showjumping, Dressage and Eventing entry fees be paid by PCAV and a subsidy of \$200 per riders in eventing, showjumping and dressage = total \$277 subsidy

Seconded Vicki Kneebone

Carried

5.18 Polocrosse State Championships

As there are 17 teams replied to the expression of interest, we will commence planning for a one day competition on 7 October 2007. The final format will be approved at the June State Council Meeting and released to clubs upon approval.

5.19 2007 Prince Philip State Championships

Moved Steve Bragg

The State Council approves the annual conduct and title to be the PCAV "Prince Philip Games" State Championship commencing 20 May 2007 and staged annually and that it be a State Level Event.

Seconded Norm Glenn

Carried

5.20 Australian Quarter Horse Youth Association – request for demonstration days

Moved Neil Clinton

That the Executive Officer meet with AQHYA to discuss competition options.

Seconded Philip Cobbletick

Carried

Compliance

5.21 Images of Children

Moved Anthea Sutherland

That the PCAV display the Australian Sports Commission policy on images of children on the PCAV website.

Seconded Kammy Cordner-Hunt

Carried

Grants

5.22 SRV Grants - Training Modules NZ

The weekend is in the planning stages and a draft format has been supplied to the zone.

5.23 SRV Grants - Rider Squads NEZ

The zone has called for rider nominations and the weekend is planned for 9-10 June 2007.

5.24 SRV Grants - Mentor Program WZ

The zone is developing a Club Plan based on Heywood Pony Club which will be available for all clubs around the state on-line. This will assist clubs wanting a strategic plan addressing issues such as membership, facilities, structures, etc.
Additional club visits will occur with three more clubs prior to 30 June 2007.

Property

5.25 Office Purchase

The Executive Sub-committee has viewed many buildings but has not found a building worthy of purchase. The site research will be escalated to High Priority over the coming month.

Finance

5.26 Approval of PCAV Signatories

The PCAV has had many financial controls in place over the years and a summary of the old and new protocols are as follows;

Moved Janice Ray

The ING account transactions can only be performed by the Treasurer and transfers can only be made from PCAV ANZ to PCAV ING and vice-versa. There is no provision for a payment to be made outside the nominated accounts.

The PCAV Cheque account shall have a balance not exceeding \$25,000.

Staff may make electronic payments of accounts with a daily limit set by the ANZ of \$5,000.

That payments over \$900 and payments to employees, require the approval of the PCAV Treasurer.

That one-off payments above \$25,000 require the cheque signature of the President or Treasurer.

That the signatories on the ANZ Cheque account be Jan Faulkner, Janice Ray, James Fitzpatrick, Jennifer Goard, Suanne Waugh, any one to sign.

Seconded Neil Clinton

Carried

5.27 Proposal for State Council Re-imburements to be Annual (NEZ)

Can be paid annually or quarterly in arrears or in advance by agreement.

6. TREASURER'S REPORT

6.1 Profit and Loss Statement, Balance Sheet as at 31 March 2007.

Moved Janice Ray

That the financial reports as presented be approved

Seconded Phillip Cobbledick

Carried

REPORTS TO READ

7. MEMBERSHIP REPORT

Membership numbers show 7775 to March 2007.

8. PRESIDENT'S REPORT

See Newsletter

9. COACHING DIRECTOR'S REPORT

The "Project Connect" exemption system and inclusive coaching model are in draft format.
Congratulations to Amy Holland from Mornington Peninsula who was awarded an A Certificate.

10. EXECUTIVE OFFICER'S REPORT

11. SUB-COMMITTEE REPORTS

- 11.1 Pony Club Australia
Name change complete.
NSW survey very interesting and James to liaise with Jenny on outcomes.
Project Connect progressing.
Nationals 12-20 July 2009 in Sydney.
National website to be integrated in PCAV website technology.
Anthea Sutherland to be coach of InterPacific.
PCA would like to move to National rules and discussion will be held within states.
- 11.2 PCAV Executive
- 11.3 Equestrian Federation of Australia -Victoria
- 11.4 Chief Instructors Panel
- 11.5 State Games, Flat Teams and Musical Ride Sub-committee
Please supply new terms for committee for June Meeting.
Judges in Musical Ride to be in separate cars and the scores aggregated and averaged.
Council thanks Philip Cobbedick for his role.
- 11.6 National Mounted Games Sub-committee
- 11.7 State Dressage and Showjumping Championships (2007 SMZ) (2008 NZ - Swan Hill)
- 11.8 State Horse Trials Championships (2007 NEZ)
Ross Spalding provided a written report to Council.
PCAV Executive course walk 11.30am Friday.
- 11.9 Inter-Zone Teams Horse Trials
Meet next Saturday and first draw shortly thereafter. CC on Saturday.
- 11.10 Rules Sub-committee
- 11.11 Publications Sub-committee
- 11.12 Asset Review Sub-Committee
- 11.13 Polocrosse Sub-Committee
- 11.14 History Sub-Committee
Kammy Cordner-Hunt has prepared a letter to clubs and has developed a format for the history. Key people are being targeted to tap in to a significant wealth of information. The final product may be a book or DVD format. Work will progress in the coming months.
James to resend Life Members form to State Councillors

12. GENERAL BUSINESS

- 12.1 State SJ and Dressage Qualifier
Moved Vicki Kneebone
WGZ (only) be granted approval for a pilot series for selection to the 2008 Zone Qualifier for State Showjumping and Dressage
Seconded Norm Glenn **Carried**

12.2 2008 TA State Horse Trials Appointment

Moved Kaye Blanchard

That Stephen Coffey be approved as a Technical Advisor.

That Stephen Coffey be the Technical Advisor for the 2008 State Horse Trials in Northern Metropolitan Zone.

Seconded Fiona Matheson

Carried

12.3 All zones should ensure that DC's are not involved in the letting out or selling of horses etc

12.4 State Council gave advice and guidance to a Zone Representative on the process for implementing a grievance between a member and club which is clearly documented in all club rules.

13. CLOSE MEETING 5.10pm

14. NEXT MEETING

Executive Tuesday 29 May 2007

State Council Workshop Sunday 17 June 2007 at 6pm (Monte Villa)

State Council Monday 18 June 2007 at 9am (Werribee)