

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 Werribee Park National Equestrian Centre
on Monday 18th June 2007 at 9.00am.

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 (17th April 2007)

Query on the April State Council Minutes by Linda Smith. Linda raised that the letter on the agenda item from Central Zone regarding PF showjumping was tabled and discussed at the meeting and as a result thereof the rules sub-committee were going to look at some minimum starting heights etc and submit to the next meeting.

Moved Steve Bragg

That the Minutes of the State Council Meeting held on 17 April 2007 be approved.

Seconded Anthea Sutherland

Carried

4. BUSINESS ARISING FROM THE MINUTES

Items not ready for Council requiring additional development

4.1 Club Voting Rights – Rules sub-committee to review and provide a definite proposal for clubs.

4.2 Procedure for Recession of Clubs

4.3 Executive Officer to review the mailing list for Janice Ray

5. ITEMS RECEIVED AFTER CLOSING DATE

Items received after the State Council Agenda Closing Date

5.1 Safety Guidelines for PCAV Instructors CZ

5.2 Uniform Rule - Full Zip Jacket CZ

5.3 Alexandra Pony Club request to go back to NEZ

5.4 NZ letter regarding signatories

6. TREASURER'S REPORT

6.1 Profit and Loss Statement, Balance Sheet as at 30 April 2007.

Moved Janice Ray

That the financial reports as presented be approved.

Write an article in the newsletter showing financial performance and membership.

Seconded Anthea Sutherland

Carried

REPORTS TO READ

7. MEMBERSHIP REPORT

Membership numbers show 7938 to May 2007. James to provide end of year analysis of membership losses as membership has dropped from 8400 members in 2006 to 7938 in 2007. The Associate Members category to also be analysed.

8. PRESIDENT'S REPORT

Will be included in the newsletter and there is additional detail provided in Executive Minutes. Congratulations to the NEZ for the State Horse Trials and sub-committee for Interzone Teams Horse Trials. Two very well run events.

9. COACHING DIRECTOR'S REPORT

Agenda covered items

10. EXECUTIVE OFFICER'S REPORT

11. SUB-COMMITTEE REPORTS

11.1 Pony Club Australia

Project Connect grant received from ASC for inclusive coaching module and promotion. Training modules to also be forthcoming.

11.2 PCAV Executive

11.3 Equestrian Federation of Australia -Victoria

11.4 Chief Instructors Panel

Next meeting in July.

11.5 State Level Events

Moved Kammy Cordner-Hunt

Event condition, booklets and entry form templates to be maintained by the state office, which are the only formats to be used at State Level Events. Host zones or sub-committees to provide logistical information relevant to the running of the event for inclusion in the information.

The following services also be provided by the state council or nominees at future State Level Events:

Gear Check overviewer – State Coaching Director or nominee

Results after events – office post to web and newsletter

Co-ordinating and presentation of awards – State Executive Sub-committee

Seconded Vicki Kneebone

Carried

Proposal for consideration

The State Championships and State Level Events are PCAV events and authority to implement to a zone or sub-committee under the direction of the State Council.

That State Council appoints a State Event Advisor who reports to the State President for each State Championship

An agreement be drafted between State Council and the Organising Body would assist in clarifying roles and responsibilities.

Moved Philip Cobbledick

That this proposal have time for consideration and tabled to a future meeting.

Seconded Steve Bragg

Carried

11.6 State Games, Flat Teams and Musical Ride Sub-committee

There are three year terms and the rotation for committee is as follows:

2007 Ian Wardell, Steve Bragg, Glenn Drake
2008 Robin Coutts, Stan Barrett, Jan Bromwich, Chris Morris
2009 Frances Corry, Daphne Christopherson, Oriel Gardner

Committee of 12 with two vacancies

Disappointed in the number of entries for the championships. A meeting will be held on 29 July to review this years event and propose future recommendations.

The 2007 event had an insufficient entry fee which will be addressed for the 2008 event.

A budget and program will be supplied to the State Council for next year.

NEZ raised problems with entry forms eg stabling, straw, camping.

In future we will use a WPNEC form for booking.

Moved Norm Glenn

The State Council is to send a letter to the sub-committee expressing our discontent that the musical ride judges directive was not implemented and various risk management and logistical issues were overlooked.

Judges for Games, Flat Teams and Musical Ride must be approved by the State Coaching Director and a process for appointment of judges for all State Championships.

Seconded Jess Hull

Carried

11.7 National Mounted Games Sub-committee

The PCAV State Prince Philip Mounted Games Championships has been postponed to 28 October 2007 at WPNEC.

Teams have been selected from the approved squads to go to National Championships in Toowoomba

11.8 State Dressage and Showjumping Championships (2008 NZ - Swan Hill)

Dressage tests are from July 2006 Dressage Rules

Grade 1 Test C and F

Grade 2 Test C and D

Grade 3 Test B and D

Swan Hill Showgrounds

10 February 2008

State Council to provide the competition booklet and entry forms to the zone which will be finalised three weeks prior to the August State Council Meeting. The zone to provide information to the office for inclusion. This is for all State Championship events (refer 11.5 of these minutes).

11.9 State Horse Trials Championships (2008 NMZ)

Report tabled by NEZ and TA for the 2007 Event.

NEZ were thanked and congratulated for the terrific championships.

NMZ - State Council to provide the competition booklet and entry forms to the zone which will be finalised three weeks prior to the November State Council Meeting. The zone is to provide information to the state office for inclusion, as booklets, schedules and forms are now required to be compiled and formatted by the state office for all State Level events. (refer 11.5 of these minutes)

Stephen Coffey has accepted the position as TA for 2008 State Horse Trials.

11.10 Inter-Zone Teams Horse Trials

State Council to provide the competition booklet and entry forms to the committee which will be finalised three weeks prior to the November State Council Meeting. The committee to provide information to the office for inclusion. This is for all State Level events.

11.11 Rules Sub-committee

11.12 Publications Sub-committee

11.13 Asset Review Sub-Committee

11.14 Polocrosse Sub-Committee

11.15 History Sub-Committee

Kammy Corder-Hunt provided a proposal to undertake the history project. A statewide competition will be offered for individuals, clubs and zones to contribute to collecting history articles, stories, photographs, journal entries, etc.

Prizes will be offered eg rosettes. Final product may be a DVD or Book. Public exhibition of entrants. Opening 1 July 2007 and closing 31 March 2008. Categories and sections will be included on the entry form. Advertise internally in pony club and in The Age literary sections. A budget has been tabled and the State Council has a set-aside funds.

Moved Kammy Corder-Hunt

That the PCAV launch the history competition and commence by offering the competition for the collection of historical information. The budget has been already allocated at \$5000 which is in the balance sheet.

Seconded Philip Cobbledick

Carried

12. ITEMS FOR CONSIDERATION AND DECISION

Administration

12.1 Dressage DVD

The Dressage DVD files are slightly larger to get the quality at a high level and are a very large download for the computer. The files will be loaded but available only to high speed broadband due to the file size. As internet speeds increase, the file size will be acceptable in the future.

There will be 5 DVD's for sale – Gr1, Gr2, Gr3, Gr4-5, Judges at a nominal production cost. Each DVD will have the rider viewpoint and judges comments.

The final disk design and menu are being fine tuned and the product will be available late July.

12.2 Certificate Manuals

The C Certificate Manual finished and is at the printers and will be available in July 2007. Zoe Harrison is working on D and D* Manual and has finished the draft text.

12.3 Distinguished Services Awards

Moved Philip Cobbledick

That the following members be granted a Distinguished Services Award: Names withheld.

Seconded Jess Hull

Carried

- 12.4 Award of Merit
 Moved Philip Cobbledick
 That the following members be an Award of Merit: Names withheld
 Seconded Anthea Sutherland Carried
- 12.5 DCI Appointment Lisa Young CZ
 Moved Norm Glenn
 That Lisa Young be approved as a DCI.
 Seconded Janice Ray Carried
- 12.6 Staffing Update
 There will be a review of staffing when the final SRV Grant application is assessed. The PCAV has \$35,000 grants approved from SRV and Vichealth but we are waiting on final \$20,000 submission. As Suanne Waugh is taking maternity leave in November, we need to evaluate our staffing requirements.
- 12.7 Holidays
 James Fitzpatrick will be on holidays from 14 September to 6 October 2007.
- 12.8 Uniform
 There was a discussion on whether a jumper may be worn over a polo shirt as part of the official uniform.
 Moved Philip Cobbledick
 Declined. Uniform combinations as specified in the Gear Rules are to be maintained to preserve the original intentions of the more relaxed uniform rules. It is also reconfirmed that jumpers are not to be removed, when wearing a shirt and tie, unless permission is given in accordance with uniform section of the Gear Rules.
 Seconded Neil Clinton Carried

Events

- 12.9 Event Timing
 The State Council discussed the timing for events and acknowledged the "busy" time in the first half of the year.
 Moved Philip Cobbledick
 That the event dates for 2007-2008 be as follows:
- | | |
|------------------------------------|--|
| State Polocrosse Champs | 8 October 2007 |
| Prince Philip Mounted Games Champs | 26 October 2007 |
| SJ and Dressage Champs | 10 February 2008 |
| State Horse Trials Champs | 3-4 May 2008 |
| Interzone Teams Horse Trials | Tentative 10-11 May 2008 like 1 wk later TBA |
| State Flat, Musical, Games Champs | 21-22 June 2008 |
- Seconded Norm Glenn Carried
- 12.10 State Level Events
 Refer 11.5 above

12.11 State Championship Manuals and Working Forms (NEZ)

Moved Jess Hull

Refer the concept of a State Manual and working forms be designed by the Rules Subcommittee for each State Championship.

Seconded Philip Cobbledick

Carried

12.12 Cross Country Fall Report (NEZ)

Moved Jess Hull

That Neil Clinton develops a Cross Country Fall Report for cross country falls. The organising committee is still required to complete an Accident Report Form for riders injured during any PCAV activity or event.

Seconded Vicki Kneebone

Carried

12.13 Polocrosse Event Format

Moved Philip Cobbledick

That the PCAV Polocrosse Championships be held at Moorooduc Polocrosse grounds.

Teams of 6 riders. Entry Fee \$25 per rider

4 sections – dependant on official entries, 12 minutes per game, 1 final

There will be no equals. Sashes 1-6. Rugs and medallions for winners

Event Budget

Income

75 riders at \$25= \$1875

Expenses

Rugs \$180

Sashes \$80

Medallions \$20

Slashing \$400

Ground hire \$1100 donation based on event surplus

Referees \$Donated by Polocrosse Vic

Equipment hire \$Donated by Polocrosse Vic

Total expenses \$1875

Surplus \$0

Seconded Fiona Matheson

Carried

12.14 Equitana Format

Moved Kammy Cordner-Hunt

That the PCAV assist Equitana and run a PA grade showjumping on Sunday morning, an interactive corner using the dressage DVD, and not have a booth.

Seconded Norm Glenn

Carried

Compliance

12.15 Working with Childrens Act

Moved Linda Smith

As Working with Childrens Cards are now acceptable instead of Police Checks, details be included in the new Handbook.

That the Executive Officer provide a summary of the rollout of the Working with Childrens Act to zones and clubs.

Clubs must be aware that persons attending overnight camps without their own children require a Working with Childrens Check NOW.

Penalties for non-compliance include fines/jail terms for both the person and club officials for non-compliance. See the PCAV website at www.ponyclubvic.org.au and go to Publications, Statutory Rules, Working with Childrens Act.

Seconded Steve Bragg

Carried

Grants

12.16 2007-2008 SRV Grants

The PCAV has received confirmation of a \$20,000 grant from SRV. This funds the ongoing development of the PCAV Business Plan, State Council Training and a rollover of the Officials Training grant. State Training Workshops will be held in Wannoon Zone (Sept 07), Midland/Northern (Nov 07) North Metro (March 08), Barwon (May 08).

The State has a list of approved presenters for the workshops and a modula format has been designed. All presenters must be approved by the State Coaching Director prior to their engagement. Zones are responsible to co-ordinate and conduct the workshops and report to the State Council through the State Coaching Director. A budget for each workshop will be approved with each zone in the planning stages. The State Council nominate the venue in consultation with the zone.

12.17 SRV 2007-2008 Grants

We have applied for an additional \$20,000 grant and are awaiting the outcome.

12.18 Vichealth 2007-2009 Grant

The PCAV has received a grant of \$15,000 per year for two years from Vichealth.

12.19 Australian Sports Commission Grant

The Pony Club Australia has applied for an ASC Grant for Project Connect and it is likely PCA will receive a grant for 2007-2008. PCAV would receive funding as we have contributed writing time to the project.

12.20 SRV Grant Officials Training Workshop NZ

The officials training weekend is postponed and will now include Midland Zone as Northern Zone had insufficient preparation for the event. The new date will be 18 November and will be hosted by Midland Zone in Charlton.

Zoe Harrison will have completed C and D/D* Manuals under SRV Grant.

Dressage DVD's will be completed under SRV Grant.

June State Council Training session will be completed under SRV Grant.

NMZ C DVD is being modified as a State Product under the grants.(includes 300 copies)

12.21 SRV Grant Squads NEZ

Rider Squads were conducted on June long weekend and a review is underway and a report will go to SRV and the State Council.

12.22 SRV Grant Mentor Program WZ

Generation8 have completed their template for a Club Strategic Plan using base clubs in Wannan Zone. This template is being rolled out to Wannan Zone in September for all clubs to use and a workshop.

Property

12.23 Office Purchase

The Executive Sub-committee has searched many buildings and inspected two but has not found a building worthy of purchase. The site research is the highest priority over the coming month. Leasing was discussed but it was agreed that a purchase is the preferred option.

12.24 Property Approval Process EGZ

Moved Norm Glenn

The State Executive will view identified sites and once a suitable site has been found, the State Council will be invited to an inspection. The State Council authorises the Executive Sub-committee to act on it's behalf and purchase the property.

Seconded Linda Smith

Carried

The brief for the building is unchanged – 250-350m², office, suitable meeting room, storage, parking for staff with suitable additional parking, on or close to the freeway system, street exposure, signage and naming rights, approx \$600,000 for own use or \$800,000 with additional tenant.

12.25 RDA State Training Facility in Officer

The Executive Officer has met with RDAV and Vicurban to discuss the facility being built in Officer. This 6 acre site has training rooms, indoor and outdoor arenas, stabling/yards, parking and managers residence. This venue will be the home of the RDA Mobile unit, RDA Officer centre, RDAV State Training facility. The venue is being funded by Vicurban, Govt Grants, and the RDA. RDAV would like to invite PCAV to participate as our training needs could be met in a joint facility and by joining together the government assistance would be dramatically increased.

The State Council thanked the RDAV for their invitation to participate but felt that the site could not meet all the requirements of the PCAV at this time. Both the location and size were not a match and the PCAV declined the invitation.

Finance

12.26 Zone Instruction subsidy forms for 2006-2007 have been sent out to zones.

Rules

12.27 Pending Probationary Membership

Held over to future review of Handbook or Rules of Incorporation

- 12.28 Handbook of Bylaws
 Moved Norm Glenn
 That the Handbook of Bylaws be approved effective 1 July 2007.
 Seconded Neil Clinton Carried
- 12.29 Logo on Rule Books
 Moved Janice Ray
 That the V Logo be authorised for use on all Rule Books.
 Seconded Tony Curwen Carried
- 12.30 Day Attendance Form
 Moved Steve Bragg
 That the Day Attendance Form be approved effective 1 July 2007.
 Seconded Vicki Kneebone Carried
- 12.31 Table of Penalties for Showjumping Rules
 Moved Kammy Cordner-Hunt
 That the 3 refusals and table of penalties be approved for showjumping and horse trials showjumping.
 Seconded Vicki Kneebone Carried

PENALTIES FOR TABLE A SHOWJUMPING COMPETITIONS

Error/Disobedience	Penalty
First disobedience	4 penalties
Second disobedience	8 penalties
Third disobedience	Elimination
Disobedience plus knocking down an obstacle	4 penalties, plus 4 seconds for time correction
Obstacle knocked while jumping	4 penalties
One or more feet in the Water Jump or on the lath defining its limits	4 penalties
First fall of horse or rider	Elimination
Exceeding the Time Allowed	1 penalty for each 4 second or commenced fraction of a second
Exceeding the Time Limit	Elimination
Exceeding the time allowed in all final jump-offs against the clock	1 penalty for each second or fraction of second

12.32 Horse Trials Rules

Moved Norm Glenn

That the Horse Trials Rules have been amended to make them compatible with the Handbook, Gear and Dressage Rules effective 1 July 2007.

Seconded Linda Smith

Carried

Noted that this is an interim update only that a full review of Horse Trials and Showjumping Rules will occur in the near future.

12.33 Gear Rules

Moved Norm Glenn

That the Gear Rules be approved effective 1 July 2007.

Seconded Fiona Matheson

Carried

13. GENERAL BUSINESS

13.1 Howlong Pony Club

Moved Jess Hull

That Howlong Pony Club cease to be a club affiliated with PCAV effective 18 June 2007.

Howlong is affiliating with NSWPC Zone 20.

Seconded Fiona Matheson

Carried

13.2 Victorian Horse Industry Councils

That Linda Smith investigates progress and membership with the Victorian Horse Industry Council.

13.3 Horse South Australia

Kammy provided a report on the horse forum and she attended with Horse SA.

A discussion on equine land management, legislation. The concept of responsible land management to be considered by PCA to be introduced in to certificates.

NMZ are running a clinic.

Clubs or zones are encouraged to run a one and a half hour education program and can contact Julie Fiedler on email horsesa@horsesa.asn.au to organise a clinic.

13.4 Showjumping New Rule Book Draft

Adjourn to August 2007 meeting.

13.5 Martingale in Musical Ride and Flat Teams

Refer to next CIP Meeting.

13.6 Sub-committees

To be reviewed at the November State Council Meeting.

13.7 Signage at State Events

That a review of signage for State Championships be conducted.

13.8 Life Membership

Jess Hull was honoured for her Life Membership and thanked the Council.

13.9 State Coaching Director's Contract

The State Council confirmed that having the on-line and cheque signatories in place as per April Minutes is acceptable and complies with the Incorporated Associations Act and the PCAV ROI (Rules of Incorporation). ROI section 30 allows the PCAV State Council authority to set the authorized persons for the financial accounts. In this process, the state council also has a fiduciary responsibility to establish adequate safe guards to protect the interests of the PCAV, which it has done. It was noted that many clubs rules require two signatories for cheques, which is consistent with the 'Model Rules' and/or the clubs' own ROI. However, the Consumer Affairs Model Rules do not apply to a club unless specifically approved as the ROI for the club. The Act requires that an Association (club) includes minimum requirements set down for ROI. An association may include rules to suit its own needs, providing all comply with the Act. When the PCAV became an incorporated association in 1987, the ROI was tailored to suit the needs of the organisation, state operations and structured to comply with the act, it was adopted accordingly.

Moved Norm Glenn

That the Executive Sub-committee negotiate a new three year contract with the State Coaching Director.

Seconded Vicki Kneebone

Carried

14. CLOSE MEETING 5.10pm

15. NEXT MEETING

Executive	7 August 2007
State Council	28 August 2007