

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

## **PCAV STATE COUNCIL MINUTES**

Held at

Irving House, 73-75 Mackie Rd, Mulgrave. Vic. 3170  
on Tuesday 22<sup>nd</sup> November 2011 at 10AM

### **Minutes**

#### **1. PRESENT / APOLOGIES**

Present:(Chair) President - Jan Faulkner, Treasurer – Pam Davey, BZ – Deirdre Davey, CZ – Leonie Lang, EGZ – Mathew Gault, MZ - Kaye Blanchard, NEZ – Adrian Dowell, NMZ - Linda Smith, NZ – Bronwyn Glenn (Delegate), SMZ Sue Muirhead, WZ – Anthea Sutherland, WGZ – Darrelyn Boucher, EO - Clare Lewin

Apologies – Vicki Kneebone, Rosemary Oram, Philip Cobbledick

#### **2. CONFIRMATION OF THE MINUTES (19<sup>th</sup> September 2011)**

**Moved:** Leonie Lang

That the Minutes of the State Council meeting held on September 19<sup>th</sup> be approved

**Seconded:** Adrian Dowell

**Carried**

#### **3. BUSINESS ARISING FROM THE MINUTES**

Items not ready for Council.

##### **3.1 Protection of PCAV Intellectual property (LS)**

Linda Smith has done some preliminary investigation and has found an Intellectual property Lawyer who will assist to Draft a letter to send to those individuals and groups who are using PCAV intellectual property. They would be offered an opportunity to affiliate with PCAV and in return receive the benefits outlined in the paper presented. Council was invited to consider the ideas outlined and to contact Linda with any other thoughts they may have.

**Moved:** Linda Smith

That PCAV meets with Intellectual Property Lawyer to discuss the protection and use of PCAV Intellectual property

**Seconded:** Anthea Sutherland

**Carried**

##### **3.2 Investigate the possibility of creating new Membership categories – Rules Committee**

The Rules Committee was invited to put some categories together via email including an optional Adult Membership category for Clubs wishing to include adults as part of their membership.

Zone Representatives were asked to notify the EO of any Clubs who may be interested in using this category of membership.

Items requiring additional development and discussion

- 3.3 Yarding at events - EA has not completed its policy in the meanwhile PCAV recommends the adoption the EA portable and electric tape yards guidelines as outlined in the document Guidelines for the keeping of Horses at Events dated March 29<sup>th</sup> 2011.

**4. ITEMS FOR CONSIDERATION AND DECISION**

**Strategic Plan Review**

- 4.1 Strategic Plan for 2012-2015

**Moved:** Darrelyn Boucher

That the contents of the Draft Strategic Plan as presented be endorsed for final approval in February 2012

**Seconded:** Deirdre Davey

**Carried**

Councillors were invited to contact the EO with any additions or ideas for inclusion

**Administration**

- 4.2 Office report

Racing Victoria initiatives

PCAV was approached by Lisa Coffey who is the Racing Victoria (RV) Workforce Development Officer with the view of reestablishing the previous relationship which will with mutual benefits for both organisations.

The three areas identified were

1. Speed to Safety

This will be in a slightly different format with RV being more active in driving the process. Lisa will identify three regional tracks that are keen and able to be involved. She will liaise with them and be present on the dates arranged. Riders will prepare at Club or Zone level and then spend a day at the track undergoing some training in racing etiquette and then undergo a time trial. The riders who compete at Flemington on Race Day will be the highest qualified combinations from the three elimination days.

2. Yogi Breisner Clinic

RV is bringing Yogi Breisner to Victoria in January next year. He is the trainer of the British 3DE Team and a world renowned trainer of race jumping horses. They have offered us a day of his time for a XC clinic. Each Zone will be invited to send a Grade 1 rider to participate at the clinic as a demonstration rider. The clinic will be open to observers. It will be held at Wandin Park on Wednesday January 4<sup>th</sup>. The cost will be \$20.00 for observers. This will be a great opportunity for coaches and parents to participate.

3. Track Riding at Rallies

RV has offered to go to Club rallies to give coaching sessions on track riding. Lisa is a qualified coach and currently teaches at Pony Club. PCAV would manage requests from clubs and pass them on to Lisa. This would be a great rally activity, all that is required is an enclosed area and pony club horses.

Sponsorship

The launch of the new magazine and subsequent sale of advertising has shown that there are several companies interested in sponsoring PCAV as an

organization in various ways. At this stage we do not have a sponsorship policy and would need to formulate one if we were to go down this path. We are in the process of working out just what it costs in real terms to run our various competitions and activities so we can put dollar values to each.

4.3 Staff Review and Executive Officer Contract

The following items were brought forward from recommendations discussed at the Executive meeting on November 9<sup>th</sup>

Member Protection Information Officer Honorarium (MPIO)

**Moved:** Linda Smith

That an honorarium of \$250 per quarter be made available for the person acting in the position of PCAV Member Protection Information Officer.

**Seconded:** Leonie Lang

**Carried**

**Moved:** Bronwyn Glenn

That the Office restructure and subsequent re allocation of duties as outlined below be endorsed.

**Seconded:** Sue Muirhead

**Carried**

The introduction of the new Magazine and the on-going coordination of the NCAS Coaching Accreditation Scheme and State Clinics has required an Office restructure resulting in a reallocation of staffing responsibilities.

Suanne Waugh is taking on the responsibility for the Magazine and the resulting advertising and sponsorship.

The positions of Executive Officer and Coaching Director have been performed by Clare Lewin for the last 18 months.

Kate Wilson the current NCAS Coordinator will assume the duties of State Coaching Director.

Clare Lewin will continue in the position of Executive Officer.

**Moved:** Linda Smith

That Kate Wilson assume the position of Coaching Director. The position be subject to annual review.

**Seconded:** Deirdre Davey

**Carried**

**Moved:** Linda Smith

That Clare Lewin retain the position of Executive Officer with a salary package to be negotiated. The position be subject to an annual review

**Seconded:** Darrelyn Boucher

**Carried**

**Moved:** Anthea Sutherland

That all staff, with the exception of the Executive Officer, be given a Christmas bonus of \$500.00 Gross. This is in recognition of the exceptional work achieved this year with the hosting of the National Championships

**Seconded:** Bronwyn Glenn

**Carried**

4.4 Grievance Procedure

The MPIO reported that it is very important that grievances are dealt with immediately they come to hand. The sooner the issue is addressed the better the outcome for all parties.

Current policy dictates that matters go via Club, Zone and then if no resolution they go to PCAV. There have been examples of grievances taking far too long to be resolved. It is requested that Councilors notify PCAV of all grievance matters as they come to hand.

4.5 Role of PCAV Nominated Chair to Sub Committee

The Office is in the process of putting together documentation for all sub committees. A draft has been given to the NMG Committee for their comments and consideration. All subcommittees will be provided with similar Terms of Reference.

Position Descriptions for all Committee roles will be part of this process

4.6 Format of PCAV Games Sub Committees

Deferred

4.7 Inter zone Teams Horse Trials Scoring

A document outlining the scoring at the event was prepared by the Committee and presented at the September Council meeting for discussion at Zone level.

The Committee has used the points system for two years at the Interzone Teams Horse Trials, and in the light of the previous arguments and review of the results, has proposed the following motion.

**Moved:** Leonie Lang

That for the **Interzone Teams Horse Trials**, the team scores be the sum of the penalty points for the best three competitors, having first standardised the dressage penalty points in all sections

**Seconded:** Anthea Sutherland

**Motion Lost**

Two abstained

Darrellyn Boucher requested that this matter be referred back to the Zones for a more detailed discussion. Leonie was asked to provide detailed scoring examples so that Zone Reps could discuss this matter in a more informed manner with their Zones. A final decision on the method of scoring will be left until February 2012.

**Events**

4.8 National Championships Debrief

The President gave a brief overview of the event which was in the most part very successful. The organizing Committee was congratulated on running a very professional and friendly event despite the extremely wet weather that was experienced during the event.

We were extremely fortunate to have very experienced FEI and EA qualified Judges and Officials with an allegiance to Pony Club which helped make the competitions run well.

The PCAV Office staff worked very hard in the lead up to the event on the many tasks involved in running a major event such as sourcing sponsors, processing entries, merchandise and preparing the program.

The part of the program that did not work well was the Official dinner. Trying to feed 600 people in an indoor arena in the middle of a rainstorm was not successful.

There were grateful for the number of volunteers who assisted in the daily running of the event.

Victorian riders performed well and at the end of the Event it came down to the NMG Teams to decide who would be the most successful State and win the Roger Braham Shield. Both the Junior and Senior Teams won and so Victoria has its name on the shield

4.9 Dressage and Showjumping State Championships – NEZ Albury February 25 & 26<sup>th</sup> 2012

Ratification of Judges

Grade 1 Sandra Rosenbrock  
Peggy Cockayne

Grade 2 Kerry Wise  
Jobina Kennedy

Grade 3 Jacqui Melbourne  
Jenny Smith

Ratification of Course Designers

A Grade Ken Felmingham  
B Grade Marcus McMaugh  
C Grade Gary Baxter

Ratification of Judges

A Grade Sue Leslie  
B Grade Melissa Lee  
C Grade Carol Jacobs

**Moved:** Adrian Dowell

That the Judges and Course designers as submitted be approved

**Seconded:** Kaye Blanchard

**Carried**

Clarification of accommodation required – PCAV Councillors to book and pay for their own accommodation. PCAV provides accommodation and travel for the State appointed TD and the Zone is responsible for the scorers

4.10 Horse Trials State Championships (SMZ)

A draft Schedule was tabled. It was noted that there will be no taped yards allowed at the venue. This created some concern as not all riders have their own portable yards. It was suggested that options such as local stabling or yards be offered as an alternative to staying on the venue.

## Rules

### 4.11 Items for Decision and Ratification

#### Rally Accreditation for horses

19.3 b The rider must be qualified in accordance with Rule 33.5 and the mount must be graded in accordance with Rule 32.2. Once rider qualification and grading have been achieved the horse may be granted a qualifying rally attendance when it is ridden at one of the following

- A Zone run rider squad/clinic which has been sanctioned and minuted by the Zone
- A State run rider squad/clinic which has been sanctioned and minuted by State Council.

The qualifying activity does not have to occur on the same day as the rider's club rally and the horse cannot receive more qualifying attendances than the club holds rallies.

**Moved:** Anthea Sutherland

That the new Rule 19.3.b as outlined above be endorsed for inclusion in the 2012 PCAV Bylaws.

**Seconded:** Mathew Gault

**Carried**

#### Breakaway Cups

#### 2.3 Obstacle Construction

2.3c.ii FEI approved Breakaway or Safety cups must be used as a support for the back pole on a spread obstacle in all A,B and C Grade competitions from January 2013

**Moved:** Anthea Sutherland

That the new Rule 2.3.c.ii as outlined above be endorsed for inclusion in the 2012 PCAV Showjumping Rules

**Seconded:**Kaye Blanchard

**Carried**

Changes to Showjumping Heights and Spreads

3.1 Heights and Spreads

3.1a The limits on the height and spread of obstacles laid down by these rules must be observed with the greatest care. However, if it should happen that a maximum dimension has been marginally exceeded as a result of the material used for construction and/or by the position of the obstacle on the ground, the maximum dimensions laid down will not be considered as having been exceeded, but the permitted tolerance is 5 cm maximum in height and 10 cm in width, where no other alternative exists.

**Table 1: All measurements are in metres.**

Grade	No of Obstacles	Minimum Starting Height	Maximum Starting Height	Maximum Finishing Height	Maximum Spread	Maximum Course Distance	Speed metres per minute
also refer to rules 3.1.b to i, below							
A	9 to 12	<del>1.05</del> 1.00	<del>1.15</del> 1.10	No limit 1.25	<del>1.40</del> 1.35	450 <b>Refer to 3.1.b</b>	<del>325</del> 350
B	9 to 12	0.90	1.00	<del>1.20</del> 1.15	1.20	450 <b>Refer to 3.1.b</b>	<del>325</del> 350
C	9 to 12	0.75	0.85	<del>1.05</del> 1.00	1.05	400 <b>Refer to 3.1.b</b>	300 325
D	8 to 10	0.60	0.70	0.85	0.85	<del>350</del> <b>Refer to 3.1.b</b>	250
E	8 to 10	0.45	0.55	0.70	0.70	<del>350</del> <b>Refer to 3.1.b</b>	250
F	6 to 10	0.35	0.45	0.55	0.55	<del>350</del> <b>Refer to 3.1.b</b>	250

**NB:** The first round of the first class ~~on the day of competition~~ in a competition program cannot exceed the maximum starting height for the respective Grade.

*Rationale: This is required to allow a competition to be held over two days ie State Championships*

The maximum finishing height for each grade can only be used in the second and subsequent round of a class.

*This is to help the less experienced course builder*

**Moved:** Anthea Sutherland

That the new heights and speeds outlined in Rule 3.1.a be endorsed for inclusion in the 2012 PCAV Showjumping Rules

**Seconded:** Mathew Gault

**Carried**

- 3.1.b The total length of the course in metres must never exceed the number of obstacles in the course multiplied by 60  
*Rationale – this prevents too many jumping efforts in a small arena and allows a more flowing course to be built. Also follows PCA Rule*
- 3.1. c Spreads for PD, PE and PF grade should not exceed the height of the obstacle except for triple bars.
- 3.1.d Triple bars may be 15cm wider than the maximum spread.
- 3.1.e The finishing heights must not be exceeded.
- 3.1.f No single raise in the course for any grade shall exceed 15cms. ~~There is no restriction on the finishing height for PA grade events.~~
- 3.1.g Measuring the height of an obstacle, if cross bars are used the poles must be able to fall freely and two thirds of the face of the obstacle must measure at or below the height for the grade in question
- 3.1.h Double and treble combinations are composed of two or three obstacles and necessitate two or three successive jumps.
- 3.1.i The minimum distance between any two parts of a combination ranges from 6.6m to 7.50m and the maximum distance is 12m. The distance is measured from the base of the obstacle on the landing side to the base of the next obstacle on the take off side and will depend on the height of the obstacle. See 6.1 for more detail
- 3.1.j Treble combinations are permitted in PA, PB and PC grade only.
- 3.1.k Six bar competitions are permitted in PA grade only. For A Grade the maximum height Rule does not apply to Puissance and six bar classes

**Moved:** Linda Smith

That the changes to Rule 3.1.b and 3.1.k as listed above be endorsed for inclusion in the 2012 PCAV Showjumping Rules

**Seconded:** Kaye Blanchard

**Carried**

#### 4.2 Penalties for Table A Showjumping Competitions

- 4.2.g Time may be taken into consideration to separate equality for first place and/or lower places according to the conditions laid down for the competition.

For E & F Grade it is recommended that any equalities are separated using ideal time. Ideal time is calculated using the length of the jump off course and applying a speed of 300m/min.



**Moved:** Adrian Dowell

That the recommended method of separating equality of faults for E&F Grade as outlined in 4.2.g above be endorsed for inclusion in the 2012 PCAV Showjumping Rules

**Seconded:** Anthea Sutherland

**Carried**

Anthea spoke to the tabled documents which expanded and clarified existing rules as submitted by the Rules committee meeting Nov 2 2011.

**Moved:** Anthea Sutherland

That the Gear Rules amendments as tabled be accepted  
That the Bylaws amendments as tabled be accepted  
That the Horse Trials Rules amendments as tabled be accepted  
That the Showjumping Rules amendments as tabled be accepted

**Seconded:** Linda Smith

**Carried**

#### **Correspondence Received**

- a. Minister for Youth Affairs – re New Youth Advisory Committee – Evolve
- b. NEZ Judges for 2012 Dressage and Showjumping Championships
- c. Report NMG at National Championships – Marilyn Healey
- d. Thank you from Mimi Arnott

#### **REPORTS**

##### **5. TREASURER'S REPORT**

###### 5.1 Financial Report

The Treasurer tabled the financial report to date and reported that there was currently a Net surplus of \$253,000. This is usual at this time of year when we receive the bulk of the membership.

The National Championships returned a surplus of \$22,000. This is due to the sponsorship raised. The initial budget was prepared using the assumption that no sponsorship would be received and a surplus of \$2500. Sponsorships to the total of \$20,000 were received.

**Moved:** Pam Davey

That the Treasurer's report as received be accepted

**Seconded:** Linda Smith

**Carried**

##### **6. MEMBERSHIP REPORT**

- 6.1 Membership Graph as at October 31<sup>st</sup> 2011 - attached

##### **7. PRESIDENT'S REPORT**

The President invited Council to read her report in the next MAD Magazine. She thanked them for their hard work and support throughout the year and wished everybody a Happy Christmas and a Safe and Happy New Year.

## 8. COACHING DIRECTOR'S REPORT

### 8.1 NCAS Club Update

Successful Zone assessment days held in BZ and NEZ and a third will be held in WZ on December 18. These have been well attended and it is planned to hold 4 across the State in 2012. These may be joint Preliminary and Level 1 assessment.

There will be a cost to assessment but it is hoped to keep this as low as possible to encourage participation. At this stage we are looking at approximately \$150.00 for Level 1 and \$50.00 for Preliminary which includes workbooks, assessment and enrolment with the ASC.

NMZ has been piloting some Level 1 workbook evenings. Trainee Level 1 coaches need some mentoring and guidance plus some hands on Inclusive Coaching practice. NMZ will write a report on the pilot and make it available for others.

Zones are encouraged to inform Kate if they need any help organising assessments or mentoring.

### 8.2 State Training Clinics

The State Training Clinic scheduled for November 4<sup>th</sup> at Wandin Park was cancelled due to lack of support. It was a very busy weekend with many high profile Events being conducted such as Whittlesea Show and the AHRC TTT Dressage Championships

Three Clinics will be conducted in 2012

- March 31- Midland Zone Bealiba PC to host
- June 30<sup>th</sup> – Wannon Zone -
- September 29<sup>th</sup> – East Gippsland Zone

### 8.3 Rider Clinics

Dates and venues need to be sourced as a calendar in place early to ensure coaches can be secured and riders can put the date in their diaries.

It was discussed that the clinics could be separated as it was often difficult to find a venue to host all three disciplines.

Suggested venues to host all three were Doongala, Ballarat and Corio Moorabool for Dressage and Showjumping.

As soon as dates and venues are secured the Expression of Interest form will be loaded to the website. It is expected that the rider fee would be about \$75.00 to make it as affordable as possible. The Clinics need to be self-funding.

## 9. SUB-COMMITTEE REPORTS

### 9.1 Pony Club Australia – meeting November 5<sup>th</sup> & 6<sup>th</sup> Saturday 5<sup>th</sup>. November.

A Business Risk Training Workshop, Safety Risk Assessment and Management in Sport information session was presented by Andrew Cooke to all delegates and other invited personnel. This focussed on tours undertaken by PCA either in

Australia or overseas to International Mounted Games or the InterPacific Exchange and was aimed to the roles of the Tour Manager and the Tour Coach. At the recent PCA National Championships we had a Crisis Management Plan in place should there be an unfortunate incident or should a crisis arise during the event.

Other business:

1. A "Ponies to Podium" Operational Plan has been developed between PCA and EA aimed to;
  - Develop a value proposition for existing PCA members (riders, coaches, officials) to become dual members with EA.
  - Standardisation and transfer of equestrian sport resources across the industry
  - Ensure that a recreational membership is maintained through a seamless pathway between PCA and EA.
  - Investigate a nationalised collaborative structure for Junior and Interschools programs.
  - Development of a Junior Participation program, delivered by States.
  - Recognition of PCA coaches and educators and assessors levels – and of EA also.

Targets and KPI's and EA is to work in complete collaboration and consultation with PCA.

EA will manage all funding and reporting requirements for the Aust. Sports Commission.

Budget Allocation of ASC's Pathway to Success Participation Funding = \$150,000

2. The PCA Strategic Plan – new design, lodged with ASC and online.
3. International reports – Inter Pacific Exchange Aust. 2<sup>nd</sup>.
4. National Championships report presented
5. Events : IMG April 2012 NSW, IPE 2013 QLD, PCA National Champs 2013 WA
6. Horse welfare and well-being National updates
7. Biosecurity – Hendra virus, Animal rights lobby, other disease threats
8. Marketing and promotion - Logo
9. Aust. Horse Industry Council report –
10. National Rule books

9.2 PCAV Executive –see minutes

9.3 Chief Instructors Panel – minutes tabled

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

A subcommittee has been formed to produce a Games book, it will contain all 25 games which may be played. It will contain updated rules including Musical Ride and Flat Teams.

Rope arenas will not be used in 2012 for the musical and flat rides. Poles on ground will be used instead.

Composite Teams will be allowed. The Zone Representative will have the discretion on the make-up of these teams.

Financial report, the committee is working on a surplus of \$1800 – full report to next meeting.

Correspondence to riders will go through Team managers. Yards and meal bookings will go direct to Bacchus Marsh.

9.5 National Mounted Games Sub-committee

The minutes of the latest meeting were supplied.

Clare attended the meeting.

Committee Terms of reference being developed which will be used for all subcommittees of PCAV.

9.6 State Dressage and Showjumping Championships

9.7 State Horse Trials Championships

9.8 Inter-Zone Teams Horse Trials Sub-Committee

The committee is seriously considering two other venues as WPNEC is becoming cost prohibitive. All options will be considered. The cost to riders would be reduced and monies would be put back into PCAV Clubs

**10. GENERAL BUSINESS**

EGZ – Mathew Gault asked about the outcome of the letter from EGZ relating to Zone colours. The EO apologised as the letter was in correspondence for the September Council meeting and had been missed. It will be placed on the Agenda for February 2012. In the meantime we will endeavour to put a list together of the current colours in use.

**11. CLOSE MEETING 5.30**

**12. NEXT MEETING**

7<sup>th</sup> February 2012

73-75 Mackie Rd, Mulgrave