

Pony Club Association of Victoria

STATE COUNCIL MEETING

Held at

Irving House, 73-75 Mackie Rd, Mulgrave. Vic. 3170
on Tuesday 10 July 2012 at 10am

Minutes

1. PRESENT / APOLOGIES

Present:(Chair) President - Jan Faulkner, Vice President – Philip Cobbledick, Vice President Vicki Kneebone, Pam Davey - Treasurer BZ – Deirdre Davey, CZ – Gary Lenne (delegate), EGZ – Matthew Gault, MZ - Kaye Blanchard, NMZ - Linda Smith, NZ – Rosemary Oram, SMZ Sue Muirhead, WZ – Julie Houlihan(delegate), WGZ – Darrelyn Boucher, EO - Clare Lewin, CD- Kate Wilson

Apologies: CZ -Leonie Lang, WZ – Anthea Sutherland,

2 MINUTES/BLOCK AGENDA ITEMS

2.1 Minutes of the Previous Meeting

MOTION “That the minutes of the meeting held on Tuesday 17th April 2012 be confirmed.”

Moved: Darrelyn Boucher **Seconded:** Rosemary Oram **Carried**

2.2 Block Agenda Items

MOTION “That all ****block agenda items be noted without further discussion**”

Moved: Linda Smith **Seconded:** Vicki Kneebone **Carried**

2.3 Matters arising not dealt with separately on the agenda

2.3.1 PCAV Intellectual Property

MOTION That the letters drafted by Lancaster legal in relation to use of PCAV Intellectual Property be sent to the membership categories as listed in 2.3.2 below

Moved: Linda Smith **Seconded:** Vicki Kneebone **Carried**

2.3.2 Membership Categories

MOTION The introduction of an adult riding member category in PCAV be postponed until May 2013 to allow:

- i) All clubs to be presented with a detailed proposal of the new adult riding member category and
- ii) All clubs are provided with the opportunity to vote on the proposal.”

Moved: Mathew Gault **Seconded:** Gary Lenne **Motion Lost**
EGZ, CZ for

MOTION That the following Membership categories be offered for the 2012-2013 membership year

Annual Competition	Compete at PCAV Events; participate in PCAV run Clinics and activities for 12 months – membership card provided	Public Liability	\$50
Friend of PCAV	Magazine 4 times per year, enews mailout	No	\$55
Affiliate - Competition (for schools and bodies like RAS using PCAV brand)	Use of PCAV Rules, Grading system and officials – see attached document Magazine x 4	No	\$250
Affiliate - Intellectual Property (schools/tafes using our Manuals)	Use of PCAV Manuals – see attached Magazine x 4	No	\$400
Affiliate - Commercial Riding Centres Affiliation	Use of PCAV Resources, certificates and training structure – see attached and PCUK doc	No	\$250
Affiliate - Individual	Right to sell Resources based on PCAV Intellectual property but not created by PCAV	No	\$500

Moved: Deirdre Davey **Seconded:** Darrelyn Boucher **Carried**

MOTION That Clubs wishing to adopt the Adult Riding Membership category for the 2012 – 2013 membership year must lodge their

intention and the criteria under which the adult riders will be admitted to the club using the PCAV form provided

Moved: Linda Smith **Seconded:** Kaye Blanchard **Carried**

MOTION That the Adult Riding membership form presented be approved with the additional provision to have a WWCC for those who do not have children at the club which they are joining.

Moved: Adrian Dowell **Seconded:** Sue Muirhead **Carried**

2.3.3 Intellectual Property – Trademark Pony Club Australia

MOTION That correspondence from Pony Club Australia as tabled be received and that PCAV work with Pony Club Australia to trademark the name The Pony Club Association of Victoria Inc

Moved: Gary Lenne **Seconded:** Vicki Kneebone **Carried**

2.3.4 Qualifying criteria for State Competitions – Games/Flat and Musical Ride

The question was asked as to whether a team that presents to the Zone qualifier should automatically go forward to the State Championships.

Discussion took place in relation to the minimum qualifying criteria required, if for example there was only one team in the event. It was agreed that safety was paramount and that the Zone Representative in consultation with the judge could make a decision against sending a team.

MOTION That the wording in Bylaw 36.6.d – “if the Zone Representative deems competitors in the qualifying competitions to be of an unsatisfactory standard, the zone representative is not compelled to enter riders into the state championship” be amended in the next revision to apply to all State Championship events

Moved: Darrelyn Boucher **Seconded:** Linda Smith **Carried**

2.3.5 PCAV policy on replying to correspondence

Correspondence should reach the PCAV office via the Zone and a response will be sent back via the Zone rather than to the club or individual who submitted the letter. Where a letter is received the PCAV Office will respond via letter. It is up the Zone to respond to the individual's/club letter.

This is outlined in Bylaw 2.2 - Organisational structure

MOTION

All correspondence that is received from a Zone at State Council requesting a reply should be replied to in writing.

Moved: Vicki Kneebone **Seconded:** Rosemary Oram **Carried**

2.4 Matters noted not ready for discussion

2.4.1 Yarding at Events

2.4.2 Role of PCAV nominated Chair to Subcommittees

2.4.3 Format of PCAV Games Subcommittees

2.4.4 State Council Tenure

3 CORRESPONDENCE

- 3.1** Tooradin Pony Club 24/7 PA Insurance
- 3.2** DSE Review of Land Conservation Regs 2002
- 3.3** CZ Re Adult Riding Membership
- 3.4** NZ Re use of EA Dressage Tests in Pony Club
- 3.5** EGZ re Adult Riding Membership & Governance
- 3.6** Department of Justice re Consumer Law & Fair Trading Act 2012
- 3.7** NEZ supporting letters from DCI Panel & Shepparton Pony Club
- 3.8** NEZ DCI/ZA Panel supporting Greg Hair letter
- 3.9** Shepparton PC re 24/7 PA Insurance
- 3.10** MZ re condition of horses at rallies
- 3.11** Melinda Fitzpatrick change of format of PCAV Games
- 3.12** Bacchus March PC EOI host IZTC 2013 – referred to IZTHT Committee
- 3.13** Jan Faulkner not seeking re-election 2013
- 3.14** NZ re Incident at State Horse Trials 2012 – see 6.2
- 3.15** SRV – T1000 Funding – refer action plan 1.8
- 3.16** SRV – VIP Funding – refer action plan 1.8
- 3.17** SMZ supporting – DCI/ZA Letter re Greg Hair letter

MOTION That correspondence as tabled be received

Moved: Deirde Davey **Seconded:** Darrelyn Boucher **Carried**

The correspondence relating to membership was considered in the discussion that took place under 2.3.2 Membership categories

EO to write to Tooradin Pony Club to remind them that letters to PCAV needed to come via the Zone

MOTION That the survey related to the conduct of Mounted Games at Pony Club be closed on September 30th

Moved: Philip Cobbledick **Seconded:** Adrian Dowell

4 FINANCE

4.1 Administration Financial Statement tabled

The treasurer reported that the 2011-2012 year had been a better year based on the cash flow budget and the organisation was in a financially sound position.

Sub Committees and Event organisers are trying to make positive budgets with break even or small surplus results so they stand alone and do not require the use of member funds.

The magazine whilst a major cost but has been identified as a very good method of communication. Advertising is slowly increasing which is offsetting production and the opportunities offered are have opening other doors for PCAV. There are still problems with return magazines due to incorrect mailing details our mailing lists are only as good as the information we have on the data base. Please encourage people to let the PCAV Office know if they are not receiving a Magazine so we can check details.

The shop is trading well due to increased sales and realistic margins. Certificate Manuals for C* and above are printed in house. The staff does well to maintain the quality of the products and satisfy supply and demand.

The accounts are currently being prepared for the auditor, who will make adjustments for depreciation and provisions. When the final position is known, the Council can start planning to reinvest back into the membership.

Funds will be directed towards projects identified through the Strategic Plan

MOTION That the treasurer's report be received

Moved: Julie Houlihan **Seconded:** Adrian Dowell **Carried**

5 STRATEGIC PLAN 2012-2015

~~Action Plan 1.2 — Develop a Strategic Plan~~

Action Plan 1.3 State Training Clinics 2012 – Clinics held

- Bealiba, March 31st
- Glenormiston, June 30th

Action Plan 1.4 Develop a DC Resource Kit –
• awaiting printing quotes

Action Plan 1.5 NCAS Coach Training and Assessment
• See CD report 7.2

Action Plan 1.6 Provide skills based training for CI and DCI/ZA panels

A workshop will be held on 14 July at Riddles Creek. Vicsport will facilitate some introductory mentor and assessor training with a workshop forum in the afternoon. Currently there are only 25 attendees which is very disappointing

~~Action Plan 1.7~~ ~~Negotiate Annual Insurance Premiums~~

Action Plan 1.8 Negotiate and furnish Grants

Funding has been received in two project areas which have specific funding conditions

Target 1000 (T1000) – To increase the number of NCAS qualified coaches by 100 within the funding period, to be used towards supporting coaches in their training and assessment.

Supporting Volunteers – Volunteer Innovation Program (VIP)

“Volunteers – Our Future” – identify volunteer positions throughout PCAV – Club, Zone, State, 3 step process. Step 1- develop a matrix to outline training pathways, accreditation processes and an implementation plan. Step 2 - develop a registration process. Step 3 - prioritize training pathways and produce a plan to develop and produce tools and resources to support each pathway

Action Plan 1.9 Membership

Current membership figures at 09 July 2012 – 4580 comprised of 565 Associate and 4004 Junior. By comparison at the end of July 2011 we had 5001 members so we are tracking well and the increase in fees due to 24/7 PA Insurance.

Clubs we who have not yet lodged a strength return – Lilico, Longford, Midura/Alcheringa, Robinvale/Euston, Swifts Creek, Tatura, Yinnar South

Action Plan 1.10 Write lungeing notes for A & H Candidates

Action Plan 1.11 Provide Training at State Council meetings

Action Plan 1.12 Review Zone Representative's Position Description and provide an Induction process

~~Action Plan 1.13~~ ~~Update Rule Books in February each year~~

Action Plan 1.14 Select Train and prepare teams for National Championships 2013

The championships will be held in Western Australia, selection criteria has been posted to the website. Interested riders should be keeping records of their results with selection of teams being planned for early in 2013. This will give riders time to prepare and fund raise as necessary.

Action Plan 1.5 Select Riders for the Inter Pacific Rally – A rider will need to be selected as first reserve and Pony Club Australia notified by November 2012

Action Plan 1.6 Select Riders for International Mounted Games – A rider will need to be selected and Pony Club Australia notified by November 2012

Pony Club Australia is also calling for nominations for Coach, Team Manager and Crisis Management Team (CMT) by November 1st. All relevant documentation can be found on the PCA website www.ponyclubaustralia.com.au under International Exchanges

6 STATE CHAMPIONSHIPS

6.1 Dates for 2013 Dressage & Showjumping State Championships.

NMZ had requested some flexibility in the dates for the 2013 due to the size and availability of the venues in the Zone. Linda Smith outlined the scheduling options available to cater for all showjumping and dressage rings

It was agreed that all Dressage will be conducted on Saturday then at the conclusion of the dressage one jumping class will be conducted on Saturday afternoon. The remaining two jumping classes will be conducted on Sunday.

The Championships will be conducted at Yarambat Park on Saturday 23rd and Sunday 24th February 2013

6.2 Horse Trials State Championships May 4th & 5th 2012

Held at Mornington Peninsula Pony Club, Baxter Park

Technical Delegate Report – Neil Clinton

Report tabled.

TD Congratulated the hard working organizing committee for running a well-organized and efficient event despite the inclement weather.

Recommendations

- That for future events Showjumping judges are selected from the current EA accredited judges list
- The current PCAV regulation for cross country requiring only a first aid officer is not sufficient, particularly in the event of a serious fall on the cross country course. That for future state championship events PCAV follow the requirements of all other Equestrian organisations which is a minimum of a registered medical officer and /or paramedic plus and ambulance in attendance.

Zone Representative Report – Sue Muirhead

Report tabled – Sue thanked the following people

Craig Gordon and the course designer and Neil Clinton, the TD, who both imparted their wealth of knowledge to make our event so successful; the Frankston City Council for their assistance with ground works and allocation of extra areas etc; the Frankston Football Club for the use of their clubrooms and the Frankston Archery Club for the use of their grounds and lastly the Mornington Peninsula PC for the use of their grounds and club facilities. We also want to acknowledge the care & respect the competitors showed in how clean the grounds were left after all competitors had gone home.

Northern Zone letter – Rosemary Oram,

Bringing attention to a jump judge had acted outside their jurisdiction by asking a rider to leave the course because they felt the horse was stressed.

Suggesting that Chief Cross Country Judge must ensure that the jump judges are briefed clearly on their responsibilities prior to the competition,

6.3 Horse Trials State Championships May 4th & 5th 2013

Appointment of Technical Delegate

MOTION That Neil Clinton be appointed TD for the 2013 State Horse Trials

Moved: Rosemary Oram **Seconded:** Vicki Kneebone **Carried**

6.4 Games Flat and Musical Ride State Championships June 16 & 17th

Jan Faulkner congratulated the Subcommittee on the running of a very successful event.

Verbal report by Philip Cobbledick

The weekend went very well and the new format with the run off worked well with the best 5 Teams going head to head. Feedback from Midland Zone was that they felt the old format was much better.

MOTION That the run off format used in 2012 be endorsed for use in 2013

Moved: Linda Smith **Seconded:** Deirdre Davey **Carried**

6.5 Inter-Zones teams Horse Trials

Linda Smith – report tabled

Linda reported that numbers are slightly down on 2011. Horseland would be providing rider gifts as part of the sponsorship package which would go into their show bags.

Duty roster discussed - still waiting on names of Dressage judges.

Course building is well under way with some 20 new fences.
Contingency plans in place should the weather be inclement.

Event Organisers will call on Expressions of Interest from other Clubs to host the event in the future

6.6 Prince Philip Games Challenge

Date: Sunday August 5th at Doongala Pony Club, Sheffield Rd, Montrose.

Schedules available on website, hope that the event will be well supported.

The NMG Committee will be putting a formal proposal to request State Championship status for future events

7 SUB COMMITTEE REPORTS

7.1 PCAV Executive – Minutes tabled

7.2 Chief Instructor's Panel – Kate Wilson

NCAS Assessments – conducted at Riddells Creek PC in May with four Preliminary Coaches and two Level 1 formally accredited.

Future dates for 2012

- NEZ July 28th
- WGZ October 8th
- NMZ End of November
- BZ date to be confirmed

Zones need to be proactive in offering coach training and volunteering to host assessments.

State Training Workshops

- Next workshop will be held at Boolarra in EGZ on October 27th
- 2013 rotation will be NMZ, WGZ and CZ

Certificates – NEZ has been actively encouraging the higher certificates and supporting riders to train and prepare. There are currently 2 A Candidates and an H Candidate in training

Pony Club Australia National Conference – a bi annual conference convened on behalf of PCA by PCAV, to be held at the Holiday Inn Melbourne Airport. The focus is on NCAS Accreditation, PCAV will have 16 delegates, in previous years it was only for NCAS Assessors but this year members of the CIP with NCAS qualifications have been invited as they are pivotal in the Zones promoting the accreditation process.

DCI/ZA workshop – Riddells Creek PC July 14th , response disappointing with 1/3 of the attendees from 2010, despite a more central location and formal training from Vicsport

Change over in CIP

NMZ - Rachael Edwards as resigned and as yet no replacement has been found

EGZ – Greg Hair has resigned and Gabrielle Carrolan has taken up the role

MZ – Angela Carter has resigned but as yet no replacement has been found

7.3 Pony Club Australia

Jan Faulkner Delegate – report tabled

Summary

PCA has a current deficit so needed to address the issue of increased expenses

- Capitation fee for 2013 will be \$2 per riding member
- International Team riders will contribute more to costs of Coaches and Team Managers with PCA contributing a maximum of \$5000 per team

Motions An outline of voting by Coaching Panel and Delegates regarding the NMG and PP games National events.

From the Coaching Panel Minutes Saturday 12th May 2012

1. Moved NSW Seconded WA “ That the Mounted Games riders to Nationals bring their own horses as per all other disciplines”
Carried 5 for / 2 against

2. Moved NSW Seconded QLD “ That National Mounted Games Championships be held bi- annually in line with other disciplines at the National Championships”
Motion defeated 3 for/ 4 against
3. Moved NSW Seconded SA “ That the International Mounted Games be held bi-annually” Motion defeated 3 for / 4 against

Delegates Meeting Minutes Sunday 13th. May 2012

1. Moved NSW Seconded WA “ That the Mounted Games riders to Nationals bring their own horses as per all other disciplines”
Carried (No pooling of horses)
2. Moved NSW Seconded QLD “ That the National Mounted Games Championships be held bi-annually in line with other disciplines at the National Championships” Motion defeated by Coaching Panel. Motion reworded.
3. Moved NSW Seconded QLD “That the National Prince Phillip Mounted Games (Junior Championships) be held bi-annually in line with other disciplines at the National Championships”
Defeated
4. Moved NSW Seconded Tas “That the International Mounted Games be held bi-annually” Defeated

PCA National Championships

The National Championships will be held from 26th. September – 2nd. October 2013 at the W.A .State Equestrian Centre, Brigadoon. Junior and Senior Mounted Games will be included in the program as well as a Tetrathlon event and invitational quadrille.

Schedules and all Tests ready by November 2012.

Prince Philip Mounted Games Hosted by S.A. 8th.September 2012

Inter-Pacific Exchange 2013 hosted by Queensland July – August
Nominations to be received from eligible states (WA, NSW, NT, QLD)
3x reserves (VIC, TAS, SA) Nominations close 30 Nov. 2012

PPPM – Participation, Planning and Performance Monitoring

Committee - EA / PCA - G Bailey gave a report on joint operational plans, MOU update, dual membership rebate, Ponies to Podium and Go Gallop (a Junior participation program similar to Riders without Horses) an Education mapping project and an EA video competition.

7.4 Rules – no meeting

7.5 National Mounted Games – Minutes tabled

MOTION:

That the selection of the following riders for the PCAV Team to the 2012 National Mounted Games Championships be ratified;

Jesse Davis – Macclesfield PC
Jake Kirkham – Macedon PC
Tiff Sweet – Mornington Peninsula PC
Joe Pearson – Kangaroo Ground PC
Matt Wilson – St. Andrews PC
Alice Grieg – Kangaroo Ground PC (Reserve)

Moved: Philip Cobbledick **Seconded:** Sue Muirhead **Carried**

MOTION:

That the selection of Scott Cruise – Coach and Karen Somers – Manager to accompany the 2012 NMG Team 2012 be ratified.

Moved: Philip Cobbledick **Seconded:** Darrelyn Boucher **Carried**

8 OTHER REPORTS

8.1 President's Report - Tabled

9 OTHER BUSINESS

9.1 AGM Sunday September 9th – venue

Mulgrave Country Club is booked out on September 9th; quotes are being investigated for an alternate venue

9.2 Award of merit Nominations

MOTION: That the nominations as presented be endorsed

Moved: Philip Cobbledick **Seconded:** Linda Smith **Carried**

9.3 Scoring at State Championships

Kay Blanchard voiced her concerns in relation to the scoring system used at the State Horse Trials. After general discussion it was agreed that the system in place be monitored until 2013 and any agreed improvements be implemented as required.

10 NEXT MEETING

MONDAY September 10th 2012