



Shop Orders, Invoices and Mail out

The cost of production of manuals has increased due to an increase in the cost of raw materials. Similarly the purchase prices of some of the resource books have increased.

The shop price list will be adjusted on an ongoing basis to reflect any rise in production.

Australia Post no longer guarantees next day delivery so the Shop Order day has been moved to Tuesday to ensure Clubs receive orders by the weekend. We will endeavour to bulk mail membership Cards with the mail pick up as well.

The current practice of putting invoices with the Shop Orders and Membership Cards will also be streamlined to ensure they reach the Club Treasurer. Monthly statements will be issued to the Treasurer with a 7 day term. Hopefully this will reduce multiple payments and cheques.

Clubs must start preparing for 2016 when cheques will be phased out by the Banks. It is possible to set up accounts that require two electronic signatories.

It was recommended that a strong education program be commenced to ensure that Clubs and individuals identify payments to make it easy to reconcile bank statements.

Coach registration process and fees

The coach registration process has commenced following the Gow-Gates requirement that Coaches must be registered with and approved by PCAV to be covered by Insurance.

An online booking system called Trybooking is being trialled. Coaches manage their own details and on completion they can print out a ticket with their details which they can then carry with them and produce when required.

A spreadsheet with all the names can be exported and uploaded to the PCAV Data Base. This system is free when no fee is being charged. It also provides secure online payment options for a booking fee of 30 cents plus the usual credit card charges.

The next phase of the registration process will be the collection of Coach Membership fees.

The following points were considered when deciding the fee structure.

- PCAV has a duty of care to know who is coaching its riders and whether they have the requisite legal compliance check ie WWCC. Currently we rely on Clubs to ensure that coaches are members by adding them to a club data base as an adult supporter. We also rely on clubs to check for WWCC. Some clubs are better at this process than others.
- Coaches must be members so their association with PCAV is formalized. Membership will ensure we know who is they are and can communicate with them directly if required. We can ensure they sign on to a Code of Conduct and have met the legal obligations of WWCC
- PCAV currently subsidizes Coach Education and Assessment via Grants obtained and/or revenue obtained via rider membership fees.
- PCAV Rider Membership fees cover the Coach Liability and Personal Accident Insurance premiums; coaches do not contribute to these annual Insurance premiums.
- Under the new insurance policy Level 1 Coaches have 24/7 Personal Accident plus Public Liability cover when coaching PC riders outside of PCAV activities
- Most coaches are reimbursed for their coaching at rallies and other PC activities at rates ranging from \$50 - \$400
- Coaches trained by PCAV also coach PC riders outside of PC activities for which they receive payment.

Summary of the decisions State Council meeting – September 9th 2014



- To ensure ongoing sustainability of PCAV and that coaching programs can continue should Grant funding opportunities change in the future. Coaches should contribute financially to PCAV to take pressure of the riding membership.

Following a great deal of discussion it was agreed that;

MOTION “All coaches must be registered with PCAV from January 2015 and produce their trybooking ticket as proof of registration before coaching at any PCAV activity.”

This process is free of charge via the trybooking system and will produce a ticket which can be printed out as proof of registration.

Note that **All Coaches**, including EA qualified coaches must register with PCAV via trybooking and produce their trybooking card as proof of registration.

As part of the Registration process coaches will ask for permission to add their name, qualifications and contact details to a list that will appear on the PCAV website. Coaches can choose to have their details displayed or not. This list can then be used by clubs to source coaches.

MOTION “That the following Coach membership fees apply from January 2015. NCAS Level 1 \$150.00, NCAS Preliminary \$75, Trainee coaches \$25.00”

Coaches who pay a membership fee will receive 4 copies of the PCAV magazine as part of their annual Membership.

PCAV Contribution to National Championship Teams

MOTION “That PCAV cover the Team competition entry fees and the travel and accommodation of the appointed PCAV Officials – Manager/Coach - for the event. Riders will be responsible for their own costs”

Governance Sub Committee

The next stage of the Governance Review needs to commence which will include updating the PCAV Constitution with the 2012 Associations Incorporations Act

MOTION “That the PCAV Governance Subcommittee be re activated with Darrelyn Boucher as Chair”

Expressions of Interest will be called to fill the other positions on the Governance Committee. The PCAV Membership – Clubs - will be consulted as part of the process of formulation of any proposed structure.

A submission has been put to vicsport for support through the process

Select Train and prepare teams for National Championships 2015

The National Championships Advisory Committee has begun to formulate timelines leading up to the event. There will be regular updates we get more information from South Australia.

Tetrathlon requirements are being formulated and a meeting will be held with Modern Pentathlon to discuss some partnership possibilities.

Selection criteria document for the Olympic Disciplines has been loaded to the web and riders are encouraged to begin keeping records of their performances in the format provided.

Summary of the decisions State Council meeting – September 9th 2014



NMG riders will be selected via the skills training and squad selection weekend and subsequent training activities.

2015 Dressage & Showjumping State Championships – hosted by WGZ

Venue to be Wonthaggi Pony Club – Date 21st & 22nd February

MOTION That the following Dressage Tests be approved; Grade 1 EA 3.1, 3.2 Grade 2 EA 2.1,2.2 Grade 3 PCAV C & E

MOTION That the Show Jumping Classes be as follows;
Class 1 – Two Phase Competition - Article 274.5.2
Class 2 – Competition over Two Rounds – Article 273 3.3.2 4.3

National Mounted Games

Proposed Calendar 2015

- Skills Training & Selection – 31st Jan – 1st Feb.
Fees 2 days -\$110, 1 day - \$95.00, un- mounted \$50.00
- Team Selection – June 27/28 or July 4/5
- Team training – Aug 9th or August 16th
- Team Camp – 12/13 September
- National Championships – 25-30 September 2015 take own horses

Discussion is underway to host the IZTNMG Challenge later in the year, possibly in September

PCAV Park Committee of Management

The following infrastructure has been put into place;

- Indoor Arena floor has been replaced with Equitex
- Roof repaired and Skylights replaced
- Sprinkler system, new sprinkler heads and filters fitted
- Toilets upgraded
- Electricity in the Indoor and outbuildings has been checked and repaired to make compliant

Purchasing and servicing the loan for PCAV Park will not affect the Core Business of PCAV. However, fundraising activities will be required to upgrade further infrastructure such as driveway, car parking, exercise arenas, administration building and cross country track.

Stay tuned for more updates which will be posted to website and facebook