

Midland Zone of PCAV Committee Meeting Held on 27th January 2015 at Maryborough

Meeting Open: 8.05pm

Apologies: Neangar Park PC, Debbie Browell (Bendigo), Beryl Pearse, Faye Barnett (Bealiba), Kira Chalmers and Julie Robins (Maldon), Liz McCourt (St Arnaud)

Club Representatives Present:

Ararat –
Bealiba – Deb Weir
Beaufort – Bronwyn Cuthbertson
Bendigo –
Castlemaine –
Charlton – Kaye Blanchard
Donald – Jill McEwen
Harcourt –
Horsham –
Huntly Spring Gully –
Loddon –
Maldon –
Mandurang South – Mindi Bell, Kylie Akers
Maryborough – Nicole Kendt, Chelsea Gerring
Neangar Park –
Stawell – Viv Cole, Narelle O'Callaghan
St Arnaud –
Midland Zone – Sue Foley, Christine Linton, Linda Gerring, Deb Ruff

Business Arising from 2015 Minutes:

- Email has been sent to clubs with prices and an order form for Comets to be ordered for past events that were won by clubs in the Zone
- The annual statement was sent to Consumer Affairs
- Letter was sent to Bealiba PC regarding the addition to their club uniform and also about what the Zone is doing with the money in the Term Deposit
- Linda spoke to Tuff Rugs about the sponsorship that they offered
- Letter has been sent to Dunolly HAC about the grounds hire and sponsorship
- Email has been sent to clubs with a XC course who hold HT's with the updated XC Course Accreditation Forms
- Letter has not been sent to PCAV as yet regarding their decision to change the rule about the use of portable yards at events and our concerns with this rule change
- Unsure if Nicki has spoken to Huntly-Spring Gully about holding the Zone Camp there in Feb/March 2015
- Beaufort PC (from Section A) have offered to host the Games & Flat event to be held in April 2015
- Linda still to contact Section C clubs asking who would like to host the Flat Ride & SJ event to be held in Aug 2015
- Linda still to contact Section B clubs asking who would like to host the Dressage & SJ Qualifying event to be held in Dec 2015
- Prices are still to be obtained for portable PA system
- Grants are still to be sourced to purchase portable PA system

Confirmation of Minutes:

Moved: Deb Weir

Seconded: Viv Cole

Correspondence In: 3/12/2014 through to 27/1/2015

Clubs

- Event programs
- Horses/ponies for sale
- Bealiba PC – asking for an updated version of the Zone Contact list and Zone Booklet
- Emails from clubs regarding dates for the Zone calendar

Zone

- Deb Weir
 - updated forms for Horse Trials Cross Country Accreditation
 - asking for Don Roach to resend the results
- Emails back and forth re: set up for the Zone Dressage & SJ Qualifiers held in Dec 2014
- Don Roach
 - Zone results from Dressage & SJ Qualifiers held in Dec 2014
 - Resending the amended Zone Results
- Sue Foley
 - asking for approval from Zone Exec to run some clinics with part of the profits to come to the Zone
 - info on the 2015 Phase 2 Country Action Grant Scheme and Victalent

PCAV

- Pony Club Victoria Equestrian Centre Open Day and Working Bee, Dec 14th 2014
- State Dressage & SJ 2015 Entry Forms
- Revised State Dressage & SJ 2015 Entry Forms
- Open Riders updated forms
- Advising that the flat team ride has been put on the website
- Revised State Dressage & SJ 2015 program and merchandising order form
- Info regarding Facebook and websites for the 2015 State Dressage & Show Jumping Championships

Hard Copies/Other

- Dept. of Justice – info re: WWCC online service
- Wood shield – advertising their SJ products

Correspondence Out: 3/12/2014 through to 27/1/2015

Clubs

- To all clubs - Programs forwarded on from clubs
- To all clubs – Ponies/horses for sale
- Emails back and forth between clubs and Secretary regarding Zone Calendar dates
- To all clubs – 2015 Zone calendar
- To Bealiba PC, Charlton PC, Maldon PC, Maryborough PC and Mandurang South PC – updated Zone XC Course Accreditation Forms
- To Bealiba PC – reply to letters received from Bealiba at last Zone meeting
- To Dunolly HAC – reply to letter received from Merron Ipsen at last Zone meeting
- To all Clubs – Order form for Comets for clubs that have won past Zone events to order if they wish

Correspondence Moved: Debbie Ruff

Seconded: Jill McEwen

Presidents Report from Linda Gerring

Welcome to 2015 and all the changes that have come out of PCAV. I implore club executives to take the time to read changes to the

- PCAV Bylaws

- Gear Check Rues
- Dressage Rules
- Horse Trials Rules
- Show Jumping Rules

Club leaders need to strongly encourage all club members to read the rules and keep up to date with changes.

At the end of 2014 the zone held the dressage & SJ State qualifying event at Maldon. Thank you to the clubs in section C who supplied equipment and manpower for this event. As the Zone events move around sections the onus is on the clubs in each section to contribute somehow in the planning and organising of the events.

Well done to all the riders who competed at the zone event and to the Zone riders who qualified for the PCAV State Championships in Feb at Wonthaggi and a big Thank you to all the parents who are willing to travel over 4 hours to the state event.

It was great to see the Xmas photos from club rallies on face book and websites. I encourage all Zone members to join the Zone Facebook page and then the Zone Information & Club Events Group to help stay abreast with up to date information.

I would like to remind all clubs that they need to have their events programs approved by Sue Foley (Zone Rep) before they are distributed.

Linda Gerring - Midland Zone President

Treasurers Report from Christine Linton

Financial statement for Midland Zone PCAV as at 27/01/2015

Opening Balance \$4986.91

Income

Entries Qualifiers	\$1710
Half state entries	\$490.00
Raffle	\$26.00
December Interest	\$13.92
Uniform	\$380.00

Total Income \$2619.92

Expenses

Judges	\$575.00
Bal of Honorarium	\$601.00
C Expenses	\$14.00
Sashes	\$440.54
Consumer affairs	\$53.00
State Entries	\$1120.00
Total Expenses	\$2803.54

Closing Balance \$4803.29

Statement balance \$6123.39

Less Outstanding Cheques \$1320.10 = \$4803.29

SJ & Dressage Qualifiers
\$160.46 profit

Moved: Christine Linton

Seconded: Deb Ruff

Zone Rep Report from Sue Foley

Hi everyone. Firstly a big thanks to Maldon Pony Club for the use of their grounds to host the Zone Show jumping and Dressage qualifiers last December. Thank you also to Section C for hosting the event and to everyone who helped in any way. Special thanks to our admin extraordinaire on the day, Linda Gerring and Debbie Ruff and to Don Roach as always for the great job he does with the scoring.

Best of luck to all our riders' competing at the PCAV State Dressage and Show jumping Championships on February 21st and 22nd. Your clubs and your Zone are proud of you all. January 1st saw the implementation of the rule additions and update to the Handbook of Bylaws, the Dressage Rules, Horse Trials Rules, Show Jumping Rules, Games Rules and, of course, Gear Check Rules. These have all been added to the PCAV website with new rules and amendments highlighted in red.

Everyone involved in pony club should read the rules. At a minimum all pony club committee members need to read the rules. The first thing I would advise clubs to do is print off and laminate a copy of the Gear Check Rules 2015 Quick Reference Guide to have handy at your first rally.

The Coaches registration procedure and process has proven to be as clear to us all as mud in a beer bottle on a dark night. I have spent some time emailing and talking with Clare at head office to clarify it. Firstly, the rationale behind the registration.

Coach Membership - Why do Coaches need to become members of PCAV?

Best practice

Pony Club has many officials and personnel who actively represent the organization. Best practice would suggest ensuring you know who these individuals are, what qualifications they hold and be able to communicate with them directly. Most sporting, membership based organisations ask individuals, such as coaches, to become members of the organisation to formalise this association. Membership is a contractual relationship and provides a clear intent to operate on behalf of the organisation under the rules of its operation and to receive benefits as provided by the membership category.

The best method to ensure the accuracy of the registered data is for the individual coach to provide and update the details.

Risk management

As members of the Board of Management of an Incorporated Association, Zone Committees and State Council members have a duty of care to ensure the safety of our members and to adhere to legal requirements. Currently the State Association does not have an accurate record of individuals participating in Pony Club activities as a coach; this is a risk management issue for all levels of governance in Pony Club. Coaches are legally required to hold a WWCC card. One way to manage this risk is to know who is coaching in Pony Club and request proof of undertaking this legal requirement. Clubs and Zone can assist with this risk management process by ensuring all coaches are paid members of the Association and by asking coaches to produce proof of PCAV membership. Coach Membership will streamline this process for Clubs.

Insurance

Pony Club Victoria has a responsibility to members to adequately manage the Association's risk for insurance by understanding the scope of its potential liability. Coach Membership is a formalisation of an existing member group which enables the organisation to better understand the number of coaches operating in Pony Club, which individuals are actively representing the organisation as a coach, their level of qualification and adherence to legal requirements.

Supporting Pony Club

Pony Club Victoria is a not-for-profit organisation which currently depends largely on membership fees and government grants to run its operations, services and programs. Members' money is channelled back into programs and services such as membership management, club official and coach training, NCAS training and accreditation, club development programs, insurance, websites and the magazine.

All of these activities are aimed to create a quality Pony Club experience. Currently our Riding Members are the only membership category who financially supports the running of the organisation. However many services are targeted and made available to support personnel. Membership is a way of supporting an organisation and helping to ensure it can continue to grow and provide its services to all who operate within its ranks. Coach Membership is about asking coaches to assist with supporting the organisation on this level

and being proud to say they are a member of Pony Club. Becoming a Coach Member of Pony Club is a way of supporting our riders and Pony Club's aim to create a fun, enjoyable, challenging and inspiring space for riders to enjoy their horses with their friends. Head office will admit they have learned a lot from the numerous phone calls and emails they have received in regard to the introduction of the registration process. They have listened. Consequently those adult riding members who teach at pony club and also the senior members now register but they don't have to pay a fee.

Coach Membership

Coach membership is moving to a fee base soon. From January 2015 coaches are required to register for membership with the State Body. Coach membership is mandatory. Coaches not registered on the PCAV Database are not considered approved and will not be covered under the PCAV insurance policy. All coaches over the age of 18 must have a Working with Children's Check card. The following Fee Structure will apply:

- \$25 | Non PCA NCAS Qualified/EA Coaches
- \$75 | PCA NCAS Preliminary Coaches
- \$150 | PCA NCAS Level 1 Coaches

A coach/instructor is defined as anyone who receives any sort of payment for teaching at pony club. This means parents/genuine volunteers do not have to register. They do need a WWCC. There must be records kept of volunteers at club rallies.

13.9 Adult Supporter

13.9.a - An adult supporter is a person aged 18 years or over, who has an interest in the welfare of the club and who is not an associate member of a pony club.

13.9.b - It is the prerogative of the individual pony club to decide its own policy as to how adult supporter status is achieved.

13.9.c - The club must clearly define its policy on adult supporter status and record the policy in the club's minute book, by-laws or rules of incorporation.

13.9.d - An adult supporter must be financial with the pony club to be eligible for election to the club committee. However, the club may deem adult supporters to be financial without payment of a fee, if the club's rules permit, in accordance with rule 9.6.b.

13.9.e - Clubs must record all adult supporters as club members in the club members' register, in accordance with rule 6.6.a.vii, and register them with the PCAV, in accordance with rule 11.

13.10 Service Provider

13.10.a - A service provider is an instructor/coach who is not a parent or adult supporter in the club in which they are coaching.

13.10.b - A service provider has no voting rights in a club.

13.10.c - Clubs must hold a record of all service providers and volunteers at each club activity and register them with PCAV in accordance with Rule 11.

Coaches/instructors who have registered before midnight on December 31st 2014 will need to register again and pay the fee. The fact that they did not get the pay on line Try Booking system live before Christmas has contributed to this confusion. Some Coaches felt that if they registered by December 2014 they were exempt from paying the fee. Others feel it is a "money grabbing" exercise which it is not. The two are mutually exclusive; Coach Membership has been on the table since 2013. This was never the case – it was always going to be a two phase approach – registration then an annual membership fee in line with the calendar year. Calendar year was chosen to help align better with Club activities and programs.

Genuine volunteers do not need to register but clubs must keep accurate records of volunteers for insurance purposes. From January 1st 2015, every DC of a club must sight the coach's ticket before allowing them to teach at a rally, clinic or activity.

Since I presented this report there have been further developments in regard to genuine volunteer coaches. State Council has implemented a process to enable coaches who feel, as

a genuine volunteer, they should not be required to pay a fee to become a Coach Member of PCAV.

A volunteer coach is defined as one who may be qualified or non-qualified and who receives no reimbursement for coaching, time or travel. These coaches can apply to their Club or Zone for volunteer endorsement. The Club/Zone must submit the following details to Kate Wilson at ncas@ponyclubvic.org.au to ensure the coach is registered and approved and therefore covered under the PCAV Insurance Scheme:

- Coaches name
- Club/Zone
- Address
- Email address
- Phone number
- WWCC number and expiry
- Current Qualification

Coach Members who register via this process will be provided with a card indicating that they are registered and approved by PCAV. There is also a new requirement for Working with Children Checks.

Working with Children Check – WWCC

The following motion was passed by State Council at the November 2014 State Council meeting. It is a proactive decision designed to provide a duty of care to all PCAV members. The WWCC Legislation outlines minimum mandated requirements; organisations can broaden their policy and widen the field beyond those listed by The Department of Justice to protect the children/youth in their respective fields. That from July 1st 2015 clubs must ensure that all parents/guardians/carers of members and members over 18 must provide a current WWCC. This motion supersedes Bylaw 8.2.a

A lot of thought and discussion goes into the decisions that are made at State Council. Every decision is made for the long term best interests of the riders, the clubs and the association. State Council are being proactive as an organization and have a duty of care to our riders and to anticipate the risk to the children. The rule for the WWCC is no different to any of the many other rules in the Hand Book of Bylaws. Insurance is put at risk if clubs fail to abide by the rules and all clubs should follow PCAV rules and directives. Litigation will be no different for this than for any other rule that a club does not abide by. A WWCC should form part of a club's risk management to provide a safe environment for its members.

A lot has been happening at the Pony Club Victoria Equestrian Centre. The first event has been held there. This wonderful facility belongs to every member of pony club. It has a beautiful indoor arena, an outdoor arena. It is on 156 acres with the most amazing home that the riders can camp in. The InterZone 3/4 Challenge is to be held there in October. After this all State events will be held at PCVEC so in the not too distant future there will be a Ewan Kellet cross country course up and going! It is all very exciting.

I encourage all clubs of the Midland Zone to consider holding a pony club camp at the venue. There are some stables and yards. Costs will be added to the PCAV website very soon. The facility is available to non-pony club members too so get in early and book your dates!

Happy riding everyone!

Sue Foley – Zone Rep

Moved: Sue Foley

Seconded: Christine Linton

Zone Chief Instructor Report from Nicki Chalmers

No report as Nicki was not at the meeting

Zone Events Report:

- Made a small profit of \$160.00 from the Dressage & SJ Qualifiers held in December

- Sue to contact Nicki regarding the Zone camp to see what progress has been made
- Bronwyn will let us know if Beaufort can hold the Games, Flat and Musical in April
- Linda will contact Maldon PC to see if their XC course will be finished in time for the HT in May

General Business:

- Deb Weir asked if the Zone should look at using an online Event draw for the Zone HT. The majority of people at the meeting believe that we should continue to do it the "old fashioned" way to keep up our skill base
- Viv is upset that a lot of the State event details, info, etc. is on Facebook. She believes that it shouldn't be predominantly Facebook. Unfortunately Facebook is part of the times and there is not much that can be done about it
- Narelle and Viv asked if the website is being updated, Deb Weir will contact PCAV about this
- The Award of Merit nominations needs to be emailed out to all clubs ASAP as clubs need to have these nominations in to the Zone by the end of March
- Julie Robins and Linda Gerring would like to nominate Peggy Mills for Midland Zone Life Membership. Christine and Kaye believe that she is already a life member, Linda will contact Don Roach to see if he remembers
- Viv asked if we can have composite teams for the Musical Rides. We don't see why not as we can have composite Games teams that can compete at State.
- We need to contact PCAV about the Life Members that are on the Midland Zone data base – most of the Life Members listed are not Life Members of the Midland Zone but of Bendigo PC

Meeting closed: 9.40pm

Next meeting: Tuesday 24th March 2015 at St Arnaud (venue TBC)

Job list from Meeting

Job	Responsible	Timeline	Completed
Old Midland Zone documents that require archiving to be sent to the Donald History Group (this is where previous Midland Zone documents are archived).	Debbie	ongoing	
Letter to be sent to PCAV re: their decision to change the rule about the use of portable yards at events	Debbie	By next meeting	
Contact Nicki to see what progress has been made about the Zone Camp being held Huntly-Spring Gully	Sue	ASAP	Camp was cancelled
Beaufort PC will get back to us about hosting the Games & Flat event to be held in April 2015	Bronwyn	ASAP	DONE
Contact Section C clubs asking who would like to host the SJ & Flat Team event to be held in Aug 2015	Linda	By next meeting	

Contact Section B clubs asking who would like to host the Dressage & SJ Qualifying event to be held in Dec 2015	Linda	By next meeting	
Contact Maldon PC about the progress that has been made on their XC course for the Zone HT	Linda	By next meeting	
Get prices for a portable PA system to be used at Zone events	St Arnaud & Maryborough	By next meeting	
Look at possible grants available to purchase PA system	St Arnaud & Maryborough	By next meeting	
Contact PCAV about possible updates to the website	Deb Weir		DONE
Award of Merit nominations to be emailed to all clubs	Deb Ruff	ASAP	DONE
Contact Don Roach re: Life membership of Peggy Mills	Linda	By next meeting	

Midland Zone Sections:

SECTION A	SECTION B	SECTION C	SECTION D
Ararat	Charlton	Bendigo	Bealiba
Beaufort	Donald	Huntly-Spring Gully	Castlemaine
Horsham	Loddon	Mandurang South	Harcourt
Stawell	St Arnaud	Neangar Park	Maldon
			Maryborough

Section Calendar:

EVENT	2014	2015	2016	2017
Instructors School	A	C	B	D
Horse Trials	B	D	A	C
Games & Flat	D	A	C	B
Instructors School	C	B	D	A
SJ & Flat Team	A	C	B	D
AGM	B	D	A	C
Dressage & SJ Qualifiers	C	B	D	A