

**MINUTES OF THE COUNCIL MEETING
OF THE PONY CLUB ASSOCIATION OF NEW SOUTH WALES INCORPORATED**

DATE: TUESDAY 28 MARCH 2015

VENUE: THE CATHOLIC CLUB, (PHILLIP ROOM) CAMPBELTOWN

1. PRESENT:

Chairman	Mrs D Cullen (Zone 4)	Zone 15	Apology
Zone 2	Apology	Zone 16	Ms K Breitkopf
Zone 3	Mr G Harmer, Mrs T Cameron	Zone 17	Apology
Zone 4	Mrs F Pennell	Zone 18	Mrs S Woodhouse
Zone 5	Mrs J Alston *	Zone 19	Dr F Kelleher
Zone 6	Mrs M Tanti	Zone 20	Mr K Felton
Zone 7	Ms J Gorman, Mr P Logue	Zone 21	Mrs G Habermann
Zone 8	Mrs J Morgan	Zone 22	Unavailable
Zone 9	Mrs K Wood	Zone 23	Mr M Syme
Zone 10	Mrs J Frankum	Zone 24	Mr P Petherbridge, Mr S McIntyre
Zone 11	Mrs M Clark	Zone 25	Mrs S Adams
Zone 12	Mr F Smith, Ms E Bent	Zone 26	Mr B Gribbin
Zone 13	Mr G Croft	Zone 27	Mrs J Waugh
Zone 14	Mrs K Taylor, Mrs S Feeney	Zone 28	Mrs P Durant, Mrs E Caswell

Visitors: Mrs K Britton (Executive Officer) *indicates members present holding proxy forms.

Mrs D Cullen congratulated the recipients of the Volunteer of the Year Awards, Junior Service Awards, and Keith Lowe Awards and opened the meeting at 10.30 am.

APOLOGIES: Mrs M Pestell OAM (Zone 2), Mr A Rip Hagen (Zone 3), Mr P Patterson (Zone 5), Mrs T Schipp (Zone 10), Ms B Williamson (Zone 13), Mr P Painter OAM (Zone 15), Mr A Morrall (Zone 17), Ms A Sutcliffe (Zone 20), Mrs M Marsh (Zone 22), Mr G Temm (Zone 23), Mr J Kay (Zone 27).

C42/15 That the apologies be accepted.

Moved: Mrs K Taylor Seconded: Mrs S Woodhouse (carried)

It was announced that there were 28 registered voters, including proxies and excluding latecomers or visitors.

2. MINUTES of Council Meeting held Tuesday 31 March 2015.

3. CONFIRMATION of the above Minutes.

C43/15 That the Minutes of the previous Meeting dated 31 March 2015 be adopted.

Moved: Mr M Syme Seconded: Mr P Petherbridge (carried)

4. BUSINESS ARISING out of the above Minutes.

Nil

5. REPORTS

i) Presidents Report- Mrs D Cullen – as circulated at the meeting

C44/15 That the Presidents Report be accepted.

Moved: Mrs D Cullen Seconded: Mr P Petherbridge (carried)

Mrs D Cullen also passed on her condolences to the Wilson family and friends on the passing of a long time member Mrs Nola Wilson of Gilgandra Zone 4 who will be missed.

Mrs D Cullen congratulated the riders selected for the 2015 National Championships to be held in South Australia in September and noted that letters would be sent to riders from the office as soon as possible after these meetings.

Executive Recommendations

C45/15 That Pony Club Association NSW ratify the changes to the association logo as distributed

Moved: Mr P Petherbridge Seconded: Mrs S Adams (carried)

C46/15 That the PCA NSW adopt the Nationals Policy on reinstated accreditation for instructors.

Coaches accredited prior to 2008

Coach to

- **Complete modules 1.1-1.4**
- **Attend update clinic – state based**
- **Teach lesson to the required standard**
- **Sign code of ethics**

Coaches accredited post 2008

Coach to

- **Attend update clinic – state based**
- **Teach lesson to the required standard**
- **Sign code of ethics**

Moved: Mrs J Frankum Seconded: Mrs E Caswell (carried)

C47/15 That the PCA NSW Heat Policy be adopted by the Association

Moved: Mrs E Caswell Seconded: Mr P Petherbridge (carried)

C48/15 That from 1st January 2016 the cancellation date for all State schools and workshops will be one month prior to the date of school or workshop.

Moved: Mr P Petherbridge Seconded: Mrs K Taylor (carried)

C49/15 That a combined state championship be held in 2016

Moved: Mrs J Frankum Seconded: Mrs K Taylor

Discussion held and Mr M Syme asked if the wording of the motion could be amended to include that approval be given in principal to holding a combined state championship in 2016. Agreement to amend the motion so that it now reads

C49/15 That approval be given in principal to combined state championships being held in 2016

Moved: Mrs J Frankum Seconded: Mrs K Taylor (carried)

Mrs D Cullen said that the Executive were looking at holding two combined championships in 2016, discussion held in regard to best time and venue for these championships and concerns raised in regard to lack of information provided prior to the meeting.

Mrs D Cullen said that the executive needed to be authorised to start planning, and so there were few details to give out. However information would be circulated to delegates as soon as it was available. However as no applications to host a state championship had been received, the other alternative was to not hold the any championships scheduled in early 2016 as the cut-off date for applications for those championships was this meeting.

Mrs D Cullen said that at this stage in order to ensure enough volunteers Zones with riders participating would be required to provide a minimum of two (2) volunteers for every five (5) riders who would be scheduled to volunteer throughout the championships. Names, phone numbers and emails would be needed along with times in attendance.

C50/15 That Old System Instructors whose instructor's certificates have lapsed may renew under the following conditions:

- That they are current financial members
- That they attend a state run Instructors School
- That they are assessed by their Zone Chief Instructor
- That they submit a completed renewal form signed by the relevant people.

Moved: Mrs J Frankum Seconded: Dr F Kelleher (carried)

ii) Treasurers Report

C51/15 That the Treasurer Report be accepted.

Moved: Mr P Petherbridge Seconded: Mrs S Woodhouse (carried)

iii) Chairman of Chief Instructors Committee – Mrs J Frankum as circulated at the meeting

C52/15 That the Chairman of Chief Instructors Report be accepted.

Moved: Mrs J Frankum Seconded: Mrs E Caswell (carried)

From the Chairman of Chief Instructors Report

PCANSW have been asked to host the 2016 National Coaching Conference which the Executive have agreed to do. Mrs J Frankum reported on the changes to Ready Set Trot and suggested that members may like to view this information on the EA website, however the main change was the participant are now allowed to ride and the program can be delivered within a centres current programs.

RAS were happy with how the Pony Club classes went this year and would like to see more of our Associates acting as stewards and a very keen for PCANSW to take a bigger part in the show and intend on promoting Pony Club in their publications and have asked that we do the same.

Discussions with other equestrian bodies continue with the aim of signing Memorandum of Understanding with them currently in discussion with NSW Endurance Riders, RDA NSW and Stock Horse Association.

Mrs J Frankum wished to congratulate the members of the Australian Mounted Games team, especially the NSW participant Julia Devitt on their win in Kentucky at the International Mounted Games Exchange.

Recommendations from the Zone Chief Instructors Committee meeting for consideration by Council.

53/15 That we hold a State Jumping Equitation clinic prior to the November State meetings, 28-29 November.

Moved: Mrs J Frankum Seconded: Mrs E Caswell (carried)

C54/15 That for all State Championships (outside of any combined championships) attending zones must provide one volunteer for every five (or part thereof) riders attending.

Moved: Mrs J Frankum Seconded: Mrs E Caswell (carried)

C55/15 That we hold a State Eventing Technical Delegate clinic with a date and venue to be confirmed.

Moved: Mrs J Frankum Seconded: Mrs S Woodhouse (carried)

iv) 2015 State Sporting and Campdraft Championship – Mrs P Logue as read and attached.

C56/15 That the State Sporting and Campdraft Championship report be accepted.

Moved: Mr P Logue Seconded: Mrs J Gorman (carried)

v) 2015 State Dressage Championship report – Mrs K Wood as circulated and attached

C57/15 That the State Dressage Championship report be accepted.

Moved: Mrs K Wood Seconded: Mr S McIntyre (carried)

vi) 2015 State Jumping Equitation Championship report – Mrs E Caswell as circulated and attached

C58/15 That the State Jumping Equitation Championship report be accepted.

Moved: Mrs E Caswell Seconded: Mr K Felton (carried)

Mrs E Caswell wanted to apologise to riders who had bling on as she had thought that the motion late last year was passed and she had now been made aware that the motion was lost. She also wanted to thank Dr F Kelleher and the judges for their assistance on the day.

vii) **2015 State Showjumping Championship report – Mrs J Frankum as circulated and attached**

C59/15 That the State Showjumping Championship report be accepted.

Moved: Mrs J Frankum Seconded: Mr P Petherbridge (carried)

6. APPLICATIONS to host State Championship

No applications received.

7. NOTICES OF MOTION

No motions received.

8. AGENDA ITEMS

- a) Work Health and Safety – Mrs K Britton said that Work Health and Safety would continue to be an agenda item to give members an opportunity to discuss any issues that they feel may need to be addressed. Mrs K Britton said that the office had received correspondence from WorkCover to advise the Association that a Code of Practice would be developed and that the Association would be involved in the consultation process.

- b) Working with Children Check – Mrs K Britton reminded all that volunteers would need to be registered for WWC checks by the 1st April 2016 and suggested that it was better to organise their registrations sooner rather than later. Full details of the process and exemptions can be found on our website or the Office of Children’s Guardian website, just Google Working with Children Checks. Clubs and Zones would need to register as ‘employers’ listing two authorised persons to verify the registration numbers provided to clubs as without verifying the process is not completed.

Discussion held into possible exemptions for volunteers however Mrs K Britton reminded everyone of the unique position that pony club is in compared to other sports i.e. most instructors do not just supervise a group that involves their own child all day and the fact that many clubs and zones hold overnight camps. Mrs K Britton reminded everyone of the best practice ratio of adults to children for supervision of one adult for every six to eight children. Discussion held in regard to no exemptions for volunteers for clubs or zones who hold camps with dormitories. Clubs and zones wanting more information should check the association’s website or can organise an Administration Workshop.

9. CORRESPONDENCE

- 1. PCA AGM and forum notification – tabled
- 2. RAS letter re meeting – tabled
- 3. Draft Heat Policy – already approved
- 4. RAS re Horse Show Society Meetings — tabled and discussed in Chairman of Chief Instructors report
- 5. Jane Frankum & Sarah Venamore re Regional school cancellation policy – already approved in Executive recommendations.
- 6. S Ayres re grants – DR - \$3000, SP&CD - \$3000, SR - \$2500 – tabled
- 7. PCA AGM and National Conference update – tabled
- 8. PCA media release re new logo – already approved in Executive recommendations
- 9. WWCC – How do I keep kids in sport safe update – tabled

10. WorkCover letter re providing feedback and code of practice – discussed in WH&S
11. PCASA re updates on accommodation for Nationals – tabled
12. NSW Government – \$175 million budget for NSW Sport and Recreation – tabled
13. SIEC re CPI increases to fees as of 1 July 2015– tabled
14. NSW DPI – CVO bulletin to horse owners – Hendra virus case at Murwillumbah June 2015– tabled
15. Gundagai change of uniform colours

C60/15 That the change of uniform for Gundagai be accepted.

Moved: Mr F Smith Seconded: Mr P Petherbridge (carried)

16. Eumungera PC reforming minutes

C61/15 That the reformation of Eumungera be approved.

Moved: Mrs F Pennell Seconded: Mrs J Frankum (carried)

17. Kootingal Cross Country grant application

C61/15 That approval be granted to Kootingal PC for a Cross Country grant.

Moved: Mrs J Alston Seconded: Mr P Petherbridge (carried)

18. Clubs in recess notification – Hillston, Shandilo, Big River, Border Ranges, Lismore and Ingleburn – tabled and discussed Mrs K Britton reminded everyone that the correct procedure for a club to go into recess for the club to contact the state office and provide a copy of the minutes of the Special General Meeting held or the attempt to hold a meeting, pay any outstanding accounts and forward any further money to the association for it to be held in trust (as per by-laws) unfortunately this is not always the case and the only notification that we have is when the association does not receive office bearer forms. Request for letters to be sent to all clubs with the exception of Hillston to request office bearer forms or confirmation of club in recess.
19. Zone 16 motion in regard to Micklem Bridle – to be submitted for November meeting.

10. GENERAL BUSINESS

- Dr F Kelleher reminded everyone that Zone 19 were holding a Showjumping Judges Clinic on 7-8 November at Kurrajong with Graham Davey anyone wishing to attend should contact Dr F Kelleher.
- Mrs J Alston asked if Mrs K Britton could follow up with Ms Jane Frankum on the Zone 5 participants who attended a Graham Davey clinic to find out where their certification is.
- Mr K Felton asked for clarification on what to do if a rider changes gear after being gear checked, the advice was that this is a major breach of the rules, and the rider should be disqualified from the event.
- Ms K Breitkopf encouraged everyone to attend the State Mounted Games Championship and said that Zone 16 had a great raffle on offer this year.

11. CLOSE MEETING

There being no further business Mrs D Cullen thanked everyone for their attendance and closed the meeting at 11.35am.