

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

DATE: TUESDAY 2 DECEMBER 2014

VENUE: THE CATHOLIC CLUB, (PHILLIP ROOM) CAMPBELTOWN

1. PRESENT:

Chairman	Mrs D Cullen OAM (Zone 16)	Zone 15	Apology
Zone 2	Mrs M Pestell OAM	Zone 16	Apology
Zone 3	Mr G Harmer	Zone 17	Apology
Zone 4	Mrs F Pennell, Mrs T Delany	Zone 18	Apology
Zone 5	Mrs J Alston	Zone 19	Dr F Kelleher, Mr A Newham
Zone 6	Apology	Zone 20	Mr K Felton, Ms A Sutcliffe
Zone 7	Ms J Gorman, Mr P Logue	Zone 21	Mrs C Trengrove
Zone 8	Mrs J Morgan	Zone 22	Mrs J Wilson, Mrs M Marsh
Zone 9	Mrs K Wood	Zone 23	Mr M Syme, Mr G Temm
Zone 10	Mrs J Frankum, Mrs T Schipp	Zone 24	Mr P Petherbridge, Mr S McIntyre
Zone 11	Mrs M Clark	Zone 25	Mrs S Adams
Zone 12	Mrs K Sutherland	Zone 26	Mr B Gribbin
Zone 13	Mr G Croft, Mrs B Williamson	Zone 27	Mr J Kay, Mrs J Waugh
Zone 14	Mrs K Taylor, Mrs S Feeney	Zone 28	Mrs E Caswell, Mrs P Durant

Visitors: Mrs K Britton (Executive Officer)

Mrs D Cullen welcomed everyone attending especially the new Councillors and opened the meeting at 9.00 am.

APOLOGIES: Mr J Dixon (Zone 5), Mrs M Tanti (Zone 6), Mr F Smith (Zone 12), Mr P Painter OAM (Zone 15), Mrs M Whalan (Zone 16), Mr A Morrall (Zone 17), Mrs A Jones (Zone 25)

C59/14 That the apologies be accepted.

Moved: Mrs S Adams Seconded: Mrs E Caswell (carried)

It was announced that there were 36 registered voters, including proxies and excluding latecomers or visitors.

2. MINUTES of Council Meeting held Tuesday 29 July 2014.

3. CONFIRMATION of the above Minutes.

C60/14 That the Minutes of the previous Meeting dated 29 July 2014 with the amendment of motion C40/14 seconded by Mrs J Alston – should read seconded by Mrs E Caswell and notation in relation to the RAS report by Mrs J Frankum Area should read Zone be adopted.

Moved: Dr F Kelleher Seconded: Mrs T Delany (carried)

4. BUSINESS ARISING out of the above Minutes.

- Mrs J Alston noted that on page 10 of the minutes it was noted that Mrs K Britton could not find a motion in regard to the banning of 'bling', Mrs J Alston said that she had found the motion in the Zone Chief Instructors minutes in 2009 however it had never been brought to a Council meeting. Mrs K Britton advised that the motion would need to be submitted by a Zone to the Council meeting to be voted on, to become policy.

5. REPORTS

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

C61/14 That the Presidents Report be accepted.

Moved: Mrs D Cullen

Seconded: Dr F Kelleher

(carried)

From the Presidents report

State Camp - Mrs D Cullen said that selections had been completed with riders notified and names listed on the website and wanted to congratulate those riders who had been selected and remind all members to apply next year.

Membership Mrs D Cullen was concerned at the down turn in memberships (down 948 from the same time last year) and asked all to think of ways of boosting our numbers and retaining our riders.

Assessment Workshop Mrs D Cullen said that the workshop held over the weekend was excellent and believed that all who had attended had gained a lot from the experience and now we have more volunteer assessors ready to help out with NCAS assessments.

National Mounted Games Mrs D Cullen thanked Mr A Newham and Mrs M Newham for their work as Coach and Chaperone respectively to the Junior Mounted Games team who competed in Western Australia. Mrs D Cullen congratulated the team on achieving second place noting that the results came down to the final three races.

International Mounted Games Exchange Mrs D Cullen congratulated Jack Durr on his selection to the National Team and noted that the team came third.

Grants Mrs D Cullen congratulated the staff in the office for their hard work in obtaining grants which went towards the cost of our state championships, along with some fantastic product sponsorship that has been a benefit to our members through state championships, vouchers and competitions.

ii) Financial Report

C62/14 That the Treasurers Report be accepted

Moved: Mr P Petherbridge

Seconded: Mr M Syme

(carried)

From the Treasurers Report

Mr P Petherbridge went over the key points in the profit and loss and balance sheet noting that while the current figure for the year looked promising the income for the next few months would be minimal and our outgoings would continue, however he was confident that the association would again make a profit.

iii) Chairman of Chief Instructors Committee

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

Ratification of appointments

Invitations to be sent to the following as Technical Delegate:

Sporting & Campdraft	Mr P Logue with Mr P Petherbridge as assistant TD
Dressage	Mrs K Wood

Invitations to be sent to the following as Chief Gear Stewards:

Sporting & Campdraft	Mr J Kay
Dressage	Mrs K Taylor

C63/14 That the Induction Policy and Club/Zone volunteer's and parents induction form be adopted.

Moved: Mr J Kay

Seconded: Mr M Syme

(carried)

Mounted Games

C64/14 That for 2015 Mounted Games Championship Ride and Lead be replaced by Pyramid and Spillers be replaced by Stepping Stones

Moved: Mrs S Adams

Seconded: Mr P Petherbridge

(carried)

The full list of games for 2015 to be:

Tack Shop

Balloon Race

Sword Race

Old Sock Race

Hurdle Race

Five Flag

Rope Race

Postman

Pyramid

Stepping Stones

Showjumping

This motion came from the original motion submitted by Zone 28 to the 2014 March Council meeting and had been referred to the Showjumping Advisory Meeting and Zone Chief Instructors meeting prior to being referred back to Council.

C65/14 That for Showjumping an Introductory grade, for independent riders, with a maximum starting height of 30cm and width of 40cm may be allowed, at the discretion of the Zone Chief Instructor or Club Senior Instructor at a Zone or Club competition. No grading points are to be allocated for these competitions.

Moved: Mrs E Caswell

Seconded: Mr J Alston

(carried)

C66/14 That only black or brown riding boots to be worn at Pony Club

Moved: Dr F Kelleher

Seconded: Mrs K Wood

(carried)

From the Zone Chief Instructors meeting report

Mrs J Frankum reported on the bi-annual Pony Club Australia Coaches Conference and assessor weekend and noted that she believed that NSW needed to organise some workshops for club Examiners to make sure that everyone is assessing their riders in certificate work in the same way.

Mrs J Frankum updated the meeting on the Horse Safety conference in SA that she had attended with Mr J Kay and Mrs K Britton noting that there was no representation from EA at the conference. Mrs J Frankum said that considering the impact of the Safe Work Australia guide on pony club and equestrian bodies in general that this was a disappointing result.

Mrs D Cullen reminded everyone about the ZCI Seminar and Administration Workshop and encouraged everyone to submit an application if they had not already done so.

iv) 2014 State Mounted Games Championship – Mr A Newham as circulated.

C67/14 That the State Mounted Games Championship report be accepted.

Moved: Mr A Newham

Seconded: Mr P Petherbridge

(carried)

v) 2014 State One Day Event Championship report – Mrs S Turner-Davis as circulated

C68/14 That the State One Day Event Championship report be accepted.

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

From the One Day Event Championship report

Mrs J Frankum said that the championship had gone very well with only a few issues that were dealt with at the time by the Technical Delegate. The issue related to nosebands being too tight has resulted in the recommendation by Mrs S Turner-Davis that clubs and zones look into the purchase of a noseband gauge. Mrs J Frankum said that we do have rules in regard to how tight a noseband should be, however the gauge may help in that it takes out peoples opinion.

vi) 2014 National Mounted Games Championship report – Mr A Newham as circulated

C69/14 That the National Mounted Games Championship report be accepted.

Moved: Mr A Newham Seconded: Dr F Kelleher (carried)

Mr A Newham said how proud he was of the riders who represented NSW at these championships and thanked the association for the opportunity to coach the team.

6. RECOMMENDATIONS FROM THE EXECUTIVE COMMITTEE

C70/14 That the dates for Mounted Games and One Day Event Championships in 2015 be

Mounted Games	10-11th October
One Day Event	17-18th October

Moved: Mrs J Frankum Seconded: Mrs J Alston (carried)

C71/14 That the scoring for State Showriding be completed on paper as well as via tablets and the cloud system

Moved: Mr M Syme Seconded: Mrs E Caswell (carried)

7. QUESTIONS TO THE EXECUTIVE - Nil

8. APPLICATIONS to host State Championships received.

Applications from Zone 15 and Zone 11 to host the State Showriding Championships on the 5-6th December 2015 received. Mrs M Clark spoke on behalf of Zone 11 and Mrs D Cullen and Mrs K Wood spoke on behalf of Zone 15 in the absence of a Zone 15 delegate.

Following questions a vote was held.

C72/14 That the 2015 State Showriding Championship be hosted by Zone 11 at Parkes.

Moved: Mrs J Alston Seconded: Mrs J Frankum (carried)

One application from Zone 10 received to host the 2015 State Dressage Championships 18-19 April 2015.

C73/14 That the 2015 State Dressage Championship be hosted by Zone 10 at Bi-centennial Park, Camden

Moved: Mrs J Frankum Seconded: Mr M Syme (carried)

Applications from Zone 15 to host a State Sporting Championships only with the provision that if the weather improves Campdraft would be added and Zone 4 to host the State Sporting and Campdraft Championships on the 11-12 April 2015 received. Mrs F Pennell spoke on behalf of Zone 4 and Mrs D Cullen and Mrs K Wood spoke on behalf of Zone 15 in the absence of a Zone 15 delegate.

Following questions the motion was put.

C74/14 That the 2015 State Sporting and Campdraft Championship be hosted by Zone 4 at Coonamble.

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

Mrs K Britton requested that all further applications to host 2015 Championships be submitted before the March 2015 meeting those outstanding were Mounted Games and One Day Event. Mrs K Britton requested that zones look at submitting 2016 applications early in 2015 so that both the zone and state have time to prepare for the events.

9. NOTICES OF MOTION

Nil

10. AGENDA ITEMS

- Work Health and Safety – Mrs K Britton that the topic had already been discussed in some of the earlier reports however reminded everyone of the importance of following procedures and policies at all times. Mrs K Britton said that we needed to be very mindful of encouraging all clubs to ensure that they have qualified instructors as at this time those clubs are still covered by insurance however with the recommendations from the Safe Work Australia guide this was likely to change.

Mrs K Britton said that it was very pleasing to see that PCA NSW already had adopted a number of policies to bring us in line with the Safe Work Australia guide however that we needed to follow through with documentation and the new near miss forms and induction policy will help clubs and zones achieve this. All documentation would be uploaded to the website as soon as possible after this meeting.

11. CORRESPONDENCE

- I. PCA Coaching delegates minutes – circulated via email – tabled
- II. Myf Clark report on US Quiz – circulated via email – tabled
- III. Helen Wilkinson report on US Quiz – circulated via email – tabled
- IV. Thank you from Helen Wilkinson re US Quiz – tabled
- V. Information in regard to PCA logo survey – tabled
- VI. Barmedman PC winding up advice – tabled and accepted noting that funds deposited to be held in trust if club reforms.

C75/14 That the Association accept and note that Barmedman PC is in recess

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

- VII. Change of name from Forster & District PC to Wallanbah River & District PC – tabled and discussed

C76/14 That the Association accepts that change of name of Forster and District PC to Wallanbah River & District PC.

Moved: Mrs K Wood Seconded: Mrs J Alston (carried)

- VIII. Letter from Minister re grant for Volunteer Training Seminar \$1250 – tabled
- IX. Pony Club Australia 2013 annual report – tabled
- X. DSR – SDP funding extension for 2014-15 – tabled
- XI. PCA – request for host state for IMG – tabled

- XII. PCA – updates on MPP, MOU with states, Coaching Committee Charter, Board Update – tabled
- XIII. PCA – nominations for Coach and managers for International Teams in 2015 – tabled
- XIV. PCA – notification of V Connelly’s passing – tabled and noted that condolences had been passed the PCA and Mrs Connelly’s family.
- XV. J Devitt – thanks re NSW Junior Mounted Games – tabled
- XVI. PCA – IMG 2016 request for host – tabled
- XVII. Panura PC request for new club Zone 3 – tabled and discussed with all paperwork correct

C77/14 That the Association accepts the new club Panura PC

Moved: Mr G Hamer Seconded: Mr M Syme (carried)

- XVIII. PCA – information from Board meeting 17/8/14, MOU with States, PCA Strategic Plan & requests for reports – tabled
- XIX. Vice Regal Patronage with His Excellency General The Honourable David Hurley AC DSC (Ret’d) Governor of New South Wales – tabled
- XX. Zone 3 – request for variance on Zone 3 uniform – tabled and discussed

C78/14 That the Association accepts the variance to Zone 3 uniform with the tie to be plain maroon and the saddle blanket being royal blue with white trim and a maroon corner bearing a white 3.

Moved: Mr G Hamer Seconded: Mr M Syme (carried)

- XXI. PCA – 2015 IPE in Canada information – tabled
- XXII. Equine Veterinarian Australia – Event Risk Management and the Hendra vaccine – tabled and to be emailed to all Zones.
- XXIII. PCA – bi-monthly reporting from states – tabled
- XXIV. Zone 15 support for Showriding Championship host application & offer if no other host for Sporting Championship only – tabled however already discussed
- XXV. Zone 13/NEGS application to change name and uniform – tabled and discussed with all paperwork correct

C79/14 That the Association accepts that change of name of N.E.G.S PC to Martins Gully PC.

Moved: Mrs B Williamson Seconded: Mrs J Frankum (carried)

- XXVI. Application from Zone 14/Milton for Cross Country Course grant – tabled and discussed with all paperwork correct

C80/14 That the Association approves the application for a Cross Country Course grant from Zone 14 Milton PC payable upon completion of course.

Moved: Mrs K Taylor Seconded: Mrs A Sutcliffe (carried)

Meeting adjourned at 10.20am for presentations and morning tea.

Presentation of a small gift was made to Mrs L Ferguson by Mrs D Cullen wishing her all the best on her maternity leave. Presentation of a small token of the Associations appreciation to Mr D Denby for his years as State Treasurer taken in his absence by Mr B Gribbin. Presentation of certificate was made to Dr F Kelleher for the Volunteer Award, Sydney, North/West Region.

Meeting recommenced 11am

12. GENERAL BUSINESS

- Dr F Kelleher confirmed the closing date for RAS entries as there seemed to be some discrepancy Mrs K Britton advised that the RAS have extended the cut-off date therefore all entries must be in the office by the 9th January 2015.
- Mrs J Gorman asked about replacement of helmets noting that she had been advised that helmets needed to be replaced every five (5) years and that suppliers were concerned that this would not be possible if the five years was from the date of manufacture rather than the date sold. Mrs K Britton said that the Australian Standard did not mandate replacing helmets every five years as is the case with motor bike helmets that it only recommended that they be replaced. Mrs K Britton reminded everyone that helmets should be replaced after an accident where the helmet is dented or if the helmet is damaged in some way, including sun damage regardless of the age of the helmet.
- Mrs J Gorman asked if the Association had a heat policy as she was concerned about the State Showriding Championship with the recent spate of hot weather, Mrs J Frankum said that we do not have a specific policy, Mr J Kay said that we were signatories to the Horse Welfare Policy therefore that policy would be the default policy. Dr F Kelleher said that SIEC had also asked for a hot weather policy for camp and had produced the EA Heat Policy noting that if we did not have a specific policy in place that this would be the default for camp and suggested that we needed to look into each policy and draft a suitable policy for PCA NSW.
- Mrs T Delany asked if the Association was aware of the Hendra Forum that was organised by the DPI and wondered if we had been invited. Mrs K Britton said that we had not been invited and requested that Mrs T Delany forward information so that she could follow up with the DPI and ensure that the association was invited in the future.
- Mrs S Adams asked if the Zone 25 letter to the Dressage Advisory Committee had been discussed, Mrs J Frankum said that it had been discussed and was deferred to the ZCI Seminar
- Mrs D Cullen requested that agenda items for the ZCI Seminar and Administration Workshop be sent to the office as soon as possible.
- Mr P Petherbridge wanted to ask that a reminder be sent to all clubs to remind them to send in memberships in the appropriate time frame this included life memberships which needed to be paid by the club to state for the life membership to be valid. Mrs K Britton to write to all clubs to remind them of the correct procedures.
- Mr M Syme asked about the progress with the Stock Horse Society, Endurance NSW and RDA NSW in regard to proposed MOU with each organisation. Mrs D Cullen said that the meeting with the Stock Horse Society had been very productive and that meetings with the other two organisations would be scheduled shortly. The proposed signing of an MOU with each organisation was to create pathways of participation for our members, and an exchange of policies and ideas. It would also be helpful with applying for additional grants and would strengthen our position with relevant government bodies.
- Mrs E Caswell said that in the report from Ms Jane Frankum to the ZCI meeting she noted that she and Mrs K Britton had attended a Concussion workshop which was very informative and had congratulated PCA NSW for being at the forefront by having implemented a policy and that it was very important that all members were aware of this policy and adhered to it.
- Mrs E Caswell asked for clarification if safety glasses had the actual standard noted on them. Mr P Petherbridge said that as far as he was aware all safety glasses needed to have the relevant Standard Mark noted on them somewhere, and that unless they were prescription sunglasses should not be worn.
- Mrs E Caswell said that she felt that PCA NSW should have a rule in regard to the ratio of rider weight to horse similar to that imposed for Mounted Games riders. Discussion held that a motion would need to be carefully drafted and that there were a number of theories/ratios online that the motion could be based on. Mrs K Taylor said that information on weight ratios could be found by Googling greater weight debate via Horse Science news.
- Mrs K Sutherland said that her ZCI was looking at retiring, and was concerned with the current wording of the hand book as the current wording did not include NCAS instructors. Mrs J Frankum said that updating of this section was an agenda item for the ZCI seminar and that in the meantime she was happy to discuss procedure with her noting that the Zone Chief Instructor is voted on by the Zone Committee, and the Club Senior Instructor is voted on by all the Club Instructors including NCAS.
- Mrs K Sutherland said that they had some clubs in her Zone who at present did not have a qualified instructor, Mrs K Britton advised that currently a club could utilise a suitable horseperson i.e. someone who's instructors certificate had lapsed for some reason or another very experienced horseperson as

long as the club had conducted a risk assessment and supervised the instruction. This would change with the implementation of the Safe Work Australia guide and clubs and zones were encouraged to take advantage of the Introductory Instructors and Gear Check certificates but more importantly organise for NCAS assessments.

- Mrs K Taylor thanked the association for the high level of instructors and the opportunity to have regional and instructor schools each year.
- Mrs K Sutherland asked if Zones could update Instructors as Examiners Mrs J Frankum advised that Examiners were still able to be updated and now included NCAS Preliminary Instructors in the process.

13. CLOSE MEETING

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