

**MINUTES OF THE NORTHERN METROPOLITAN ZONE OF PCAV HELD ON 13/02/08 AT
RINGWOOD PONY CLUB**

Reg No: A15609C

PRESENT: Judy Wood (Don) Tracy Hosier (Elth) Jill Mullen, Rebecca Kelly (Hurst) Virginia Mock, Liz Carey (KG) Debbie Lisa Veitch, Miranda Cousins (LP) Lindy Whitfort (Moor) Julie Oliver (MtE) Howard Fitzgerald (NE) Wendy D'Ortenzio (Nuna) Kerry Hill, (Ring) Toni Warrell (Temp) Tammy Barber (UY) Robina Stevens, Mick Callaghan (Wy) Cathy Shackleton, Elisa Ling (Yarr) Jim Page (ZP) Jim Hurley (ZVP) Linda Smith (ZR) Jan Dear (ZT) Lynne Brown (ZEVs) Diane Baxter (ZES) Michelle Campbell (ZCI) Jennifer Smith (DCI), Neil Clinton (LM)
APOLOGIES: Joanna Potton (ZS), Dallas Barber (UY), Marie Smith, Tonia Robinson (King), Laurimar PC, DVPC, Brian Copeland (ZVP), YGPC

MEETING OPENED: at 8.15 with Jim Page welcoming all present, particularly Wendy D'Ortenzio (Nun) who was attending a zone meeting for the first time. .

MINUTES OF THE PREVIOUS MEETING: accepted

Requested that previous minutes be recirculated in view of time lapse between meetings

Moved: Judy Wood

Seconded: Robina Stevens

Carried.

MATTERS ARISING: Nil

CORRESPONDENCE:

Inward

Distribution

RTC – caravan registration

Wyena PC – re use of caravan for HT event

Ringwood PC - \$216.00 event levy

Peter Smith – response to zone executive

Outward

Dressage, S/J judges, course designer re qualifying day

P. & J Smith, R Edwards, Kedosa Pty Ltd re 'C' certificate DVD

TREASURER'S REPORT: presented by Jan Dear

Copy tabled and summary attached

Moved: Jan Dear

Seconded: Mick Callaghan "that the treasurer's report be accepted"

Carried

P.C.A.V. REPORT: presented by Linda Smith, with an initial update on EI management by James Fitzpatrick (PCAV)

- The last horse diagnosed with EI was on 22/12/07. Situation still being closely monitored in NSW & Qld. Australia hopes to be able to declare EI free status by the end of March. However to comply with international requirements biosecurity measures, mainly relating to horse traceability will remain in place but will be downgraded, particularly in Victoria. A permit is still required for horse movement across the border into Victoria (see PCAV minutes and website for details) and events should be registered with DPI until 1/3/08. Additional changes will be that the waiver relating to lock down arrangements will become a condition of membership of PCAV, rather than a competition entry requirement, and DC's should consider contingency plans (process, rather than specific plans) for a lockdown for any event where there are > 100 horses. All submissions for compensation for Sept/Oct have now been funded and the Nov/Dec submissions are being assessed. If clubs were subject to losses due to EI and have had submissions refused or have not applied, please contact PCAV office ASAP. Request from the meeting that PCAV consider reformatting/wording generic entry conditions to allow sufficient space for biosecurity requirements and still allow entry forms to fit 1 page.
- PCAV membership levy to increase from \$63.00 to \$66.00. Membership has reduced slightly to 6,616 members at Dec 07. For review of impact of EI on membership numbers. Pro-rata fees (\$40.00) will take effect from 1/2/09. Club PCAV levy remains at \$6.00.
- Funding has been obtained from Dept Sport & Recreation to run training clinics throughout the state. NMZ will host a clinic at Wandin Park on 29/3/08. Large variety of subjects to be offered with excellent instructors including Will Enzinger, Emily Anker X/C, Jenny Muir S/J course design, Jamie Murray S/J ('guinea pigs' needed), Di Keech (National Coach) dressage instruction & judging, Ewan Kellett X/C course design, Clare Lewin comfort & safety, Sally Francis teaching the disabled & very young, Norm Glenn rally planning & grading. Senior riders, instructors, interested parents should be encouraged to attend. Entry is free; Linda to distribute entry forms shortly. Suggested that sessions on Lungeing be included. Linda noted that Clare is currently writing up training notes on Lungeing.
- "C" Certificate kit now available from PCAV. Excellent resource, with a "D" and "D*" kit now in development.
- In response to a request from the meeting, Michelle noted that an updated (state-wide) dressage judges list is currently being compiled by the CIP. Should be available soon.
- National Mounted Games Squads – a number of NMZ riders have been selected for inclusion in the development, senior and junior squads following recent clinics and try-outs. See PCAV Jan minutes for details.
- PCAV calendar has been developed and printed in hard copy. Will be published and distributed annually to all clubs and zones. Also available on the web and will be updated 'live'

- Polocrosse Championships – only 3 (rather than 6) riders now required per club.
 - State Interzone Teams Horse Trials for Grades 3 & 4 to be held on weekend of 11 May. Tests 3C & 4C. A grade show jumping competition to be held on the indoor arena on Saturday evening. Entry forms will be circulated shortly. Zone helpers will be required to run the event.
 - Prince Phillip Games – choice of date has been deferred to the April meeting
 - Irving House – new building and renovations excellent. Members encouraged to visit. Breakdown of costs listed in Jan PCAV minutes – total change-over cost from sale of Brighton premises and purchase and renovation of Mulgrave office was \$81,523. Noted easy access and parking, with improved working conditions for PCAV staff.
 - Reminder to clubs regarding care of financial management. Several Victorian clubs are facing/ have faced financial difficulties as a result of mismanagement/fraud by club officials.
 - State dressage and S/J champs – Elmore Showgrounds
 - Guide for jump judges now published on the web (under Horse Trials)
 - Accreditation process and guidelines to be developed for appointment of DCI/ZA members
 - State games & flat teams event – lane stewards now must be available to officiate for the full day (including morning briefing) and must have previous experience in either zone qualifying or state events.
 - State Horse Trials championships 2009 – to be held at Axedale, hosted by Midland Zone.
 - Pony Club history competition – information has been circulated to clubs. Please encourage participation. A survey relating to the history is being sent to parents and members, remind members to complete and return.
 - Neil Clinton has resigned as state VP – Phil Cobbledick now acting VP pending new election.
 - State polocrosse and games event to be held on one day in October. Venue and details to be advised.
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ZCI REPORT: presented by Michelle Campbell

- Report from Brenda Mitton who advised criteria for selection of clubs to host zone clinics (see attached details)
 - Letter read to advise of reasons for cancellation of the “C” information night. – Related to a letter received from the zone executive about the use of the “C” DVD.
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ZES REPORT: presented by Diane Baxter (report attached)

- Dates for “C” written paper – 5/3, 8/4, 13/5, 17/6, 22/7 & 3/9/08
 - Dates for practicals have been set for most clubs – St A TBC, and Eltham, Seville & Donvale to advise Dianne of preferred dates.
 - Please ensure that “C” candidates have been prepared according to the NEW syllabus. Jumping requirements have changed from the old syllabus
 - E mail received from Clare re requirements for preparing a horse for floating – candidates should be able to demonstrate how they would prepare their own horse with bandages or boots, according to their preferred method.
 - Reinforced that “K” candidates can begin preparing and covering off on their options at any time. The only time constraint within the “K” certificate requirements is for completion of the practical riding test within 2 years from successfully completing the written paper.
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GENERAL BUSINESS

- Jim Hurley reported on the progress and status Yeringberg cross country redevelopment (copy of report attached). Noted there have been 86 new jumping efforts built including 35 portable and 20 semi-portable fences. The course has been built with fences for both grade 3 & 4 to cater for the teams horse trials. Jim also noted that the cost has been \$25,510 compared with an allocated budget of \$25,000. A further \$3000 will be needed to harrow the tracks to ensure suitable going for horses. Saddle-Up have generously returned to NMZ as naming sponsor for Yeringberg and will donate \$5,000 towards building the course. Future working bee dates are **23/2, 15/3, 12/4 & 19/4/08**. Clubs are requested to please assist at the working bees – contact Jim Page for details.
 - Wyena PC thanked Jim Page & Jim Hurley for their assistance with their X/country course.
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MEETING CLOSED: 9.45 pm

NEXT MEETING: 13 March 2007 at 8:00 Pm at Ringwood PC clubrooms

SUPPER: Please see roster from December minutes

Northern Metropolitan Zone of PCAV

(A15609C)

130 Reynolds Road

Diamond Creek

3089

Profit & Loss Statement 1/11/2007 through 31/01/2008

18/02/2008

5:18:18 PM

Income

Annual Zone Affiliation Fees	\$500.00
Books Badges Dvd's	\$523.00
Donations	\$30.00
Entries	\$100.00
Interest	\$108.48
Raffle Income	\$6,666.00
Sponsorship	\$550.00
Sponsorship P.C	\$650.00
Yeringberg Development Levy	<u>\$28.00</u>

Total Income

\$9,155.48

Expenses

Books Badges DVD's	\$475.00
Building Materials	\$7,888.64
Course Design	\$4,752.00
Equipment Hire	\$242.00
Gifts	\$54.00
Photo Copying	\$81.80
Postage	\$82.54
Printing	\$57.50
Telephone	<u>\$318.66</u>
Total Expenses	<u>\$13,952.14</u>

Operating Profit

-\$4,796.66

Other Income

Other Expenses

Net Profit / (Loss)

-\$4,796.66

REPORT ON YERINGBERG DEVELOPMENT FOR NMZ MEETING ON 13 FEBRUARY 2008

INTRODUCTION

Northern Metropolitan Zone of PCAV is required to run the PCAV Horse Trials Championships in 2008. To this end a Project was developed and agreed by delegates to build a Grade 1 and Grade 2 Cross Country Course by 03 May 2006 at an estimated cost of \$25,000, employing Ewan Kellet, an accredited FEI course builder, for design and building of the courses with the assistance of Zone volunteers. PCAV agreed with the Zone's nomination of Mr Steven Coffee as Technical Delegate.

ACHIEVEMENTS TO DATE

The Grade 1 & 2 course building is 95% complete and in addition the Grade 3 & 4 Courses are almost complete to facilitate the Teams Horse Trials in June and make best use of off-cuts from the Grade 1 & 2 course building activities. This ensured minimum wastage due to warping of the treated pine. In all 86 new Jumps/Efforts have been built, 35 of which are portables and 20 of the remainder semi portable. Further, the water jump and coffin have been completely rebuilt and a sunken road has been developed for the Grade 3 and 4s. Maps of the courses and jump descriptions are on the notice board.

All jumps are built to a standard normally seen at international events and are robust enough to last for the 10 year period until NMZ are again liable to hold the championships. Profits from running the annual two events at Yeringberg over the next ten years will more than meet the cost of the course building.

FUNDING

Due to completion of the additional Grade 3 & 4 Courses comprising some 40 jumps/efforts the State Championship estimate of \$25,000 has been exceeded by \$510 and an estimated additional \$3000 may be required to put the finishing touches including the hiring of plant to harrow the tracks to ensure optimum going.

Some elements of income have been less well supported than expected probably due to the difficulties caused by the EI epidemic; however **Saddleup** have agreed to donate \$5000 to be major naming rights sponsor. Most disappointing was the poor result of the Raffle which achieved less than half expectations. Thanks to those clubs and members who made the effort to sell the ten \$2 tickets allotted to each member, however the efforts of some clubs was very disappointing particularly those who sold no tickets, considering the workload undertaken by Peter Smith to organise the event and in view of the decision to limit books to 10 tickets to minimise the selling effort. Most annoying was the fact that unsold books were returned at the last minute which prevented further sales and a lot of unnecessary additional work for Zone officials chasing ticket returns.

Dear Clinic Convenor,

Thankyou for offering your Pony Club grounds to host the Northern Metropolitan Zone's Grade 4 & 5 Eventing Clinic on Wednesday 26th and Thursday 27th September 2007.

All entry cheques will be made payable to your Pony Club and your club will then be responsible for paying expenses such as photocopying, instructor's fees, providing morning tea and lunch to the coaches, etc. We have attached a financial projection sheet to give you an idea of income and expenses to assist you in planning. Naturally whatever money you make on catering is sheer profit for your club and we would also like to suggest that you could run a raffle over the 2 days to boost your profits from the clinic. There are a lot of clubs in our Zone with no Cross Country facilities and we would hope that profits from your clinic go back into maintaining and upgrading your cross country course from time to time so that other clinics and schooling can be conducted there in the future to assist riders across the Zone develop their skills.

As you are aware the aim of these clinics is to not only provide instruction in the 3 disciplines of a Horse Trials competition but to simulate a mini Horse Trials on day 2, so to help us facilitate this could you please ensure the attached equipment requirements can be met.

We will need access to your incident report book in case of any accidents. The Dressage and Showjumping rings need to be ready by 8.30am on day 1 to allow the instructor's time to make any adjustments before lessons commence therefore it is imperative that these jobs are completed the day before the clinic starts. If you can advise us of your set up time we would like to have someone there to oversee and assist with the setting up.

The clinic participants have been advised that canteen facilities will be available on both days starting with breakfast so if your canteen staff could have food ready before 8.30am this will prevent the mornings starting off late waiting for children to finish eating.

We have included a copy of the entry form for you to start photocopying and distributing to clubs. Please have these available at the Zone meeting 2 months prior to your clinic date for each club to collect, or post them directly to each club. We will also have this posted to the Zone's website for people to download. Word of mouth is by far the best means of advertising this clinic so we suggest that if you know people at other pony clubs you ask them to hand out entry forms on your behalf or maybe speak directly with club committees yourselves to ensure the entries don't get "lost" in rally day activities. Having the entries included in other club's newsletters is also quite effective.

Any queries you have regarding this clinic should be directed to Brenda Mitton on 9722 1369 or Kate Wilson on 9723 8789.

Regards

Brenda Mitton.

On behalf of the Northern Metropolitan Zone DCIIZA Panel

As several clubs have asked me if the zone panel could use their grounds to run a zone clinic, I feel there is a need to explain to all N.M.Z. clubs the reasons, and ways in which certain clubs are selected.

To start with, the reason we started the clinics for pre five riders, was to prepare non graded riders to be at grade five standard and to prepare them for their first grade 5 outing.

Originally they could compete in a training event for non graded riders, now they can't so they need to be graded, and to do that they have to be capable of riding a grade 5 course. Now the clinics have expanded to grade 5 and grade 4 riders, we have to select clubs with suitable courses

on which to run these clinics. The clinics now usually have 6 groups of 8 to 10 riders, and as they do the three disciplines that means there are always two groups out on cross country which could mean 16 to 20 riders on the course in every session. This means that we have to find clubs with plenty of cross country room, parking space for up to forty floats, two dressage rings, two show jumping rings plus some warm up areas. There are not a lot of clubs which are centrally situated, with those facilities. The idea of giving the host clubs the income from the clinic, is a new one, and was developed because the DCI panel used to have several able bodied members who were free to go to the venue the day before) set it up. Those members are now either working full time or are physically not able bodied enough to lift the equipment needing to be put out. Because the children are usually juniors, we put up large amounts of bunting to keep them enclosed, and all this has to be set up the day before too. So it was clear there had to be another way, and we came up with the new idea, that the DCI panel ran the clinics, but the host club did all the work, e.g. the printing, posting, and distributing entry forms, advertising, setting up, providing all equipment, instructors meals and provide helpers and a canteen for two days. They also pay the instructors, and usually, with the left over entry fees, and the profit from a well run canteen the host clubs makes a good profit. However, the understanding is, that the money they make is put back into upgrading and improving their equipment, especially the cross country course, so that future clinics can be run to benefit all zone riders, particularly those with less or no cross country at their own club. If you think you have the venue, facilities and manpower, and would like to run a clinic at your club, please ring Kate Wilson on 97238789, or Gill Gascoigne on 97120631, or Marg Hinkley on 97120257 or me, Brenda on 97221369 and we would be delighted to come and look and discuss it with you.

Enclosed is a letter sent out to the host clubs for the 2008 clinics, which will give you some idea of what Equipment is needed.

All the best Brenda Mitton

EQUIPMENT REQUIREMENTS FOR EVENTING CLINIC

- 2 x Roped Dressage Arenas 40m x 20m - including all letters and sufficient warm area for riders to enter rings.
- 2 x bunted Showjumping Arenas each set up with a course comprising a selection of approximately 10 jumps including uprights, spreads, at least one double, start and finish flags, and numbers. Jumps can include fill such as dazzle boards, witches hats, brick walls, plants, etc.
- 2 x sets of Red and White Cross Country flags, numbers and start/finish markers. We need enough to mark out 2 full cross country courses on day 2. If at all possible to set up a Start box and Vet check area that would be terrific.
- Starter bells/horns, stopwatches, back numbers, clipboards, etc would also be appreciated.

EVENTING CLINIC FINANCIAL ESTIMATES

INCOME

\$75.00 x 48 riders (maximum entries)	\$3360.00
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EXPENDITURE

Instructor's fees \$325.00 x 6 (maximum groups)	\$1950.00
Photocopying	<u>\$ 20.00</u>
	TOTAL \$1390.00

This will leave your club with a profit of approximately \$1390.00 on entry fees alone; any further profit will be derived from canteen and raffles across the 2 days.

Please note these figures are based on filling the clinic with 6 groups of 8 riders each, Zone cannot guarantee a full clinic as this will depend on the host club's ability to have entries available in plenty of time and to advertise the clinic to other clubs within our Zone.
