

NORTHERN METROPOLITAN ZONE DCI/ZA PANEL

Minutes of the DCI/ZA Panel meeting held at Wyena Pony Club on Wednesday 20th August 2008 at 8pm.

PRESENT: Kate Wilson, Peter Smith, Jennifer Smith, Marjorie Waterbury, Ina Moss, Diane Baxter, Michele Thomas, Brenda Mitton, Melinda Saldaneri, Jim Page, Rachael Edwards

APOLOGIES: Sue winter, Prue King, Chris Townsend, Gill Gascoigne, Anna Bear, Kylie Parker, Linda Smith, Rob Welch, Shayne, Collins, Richard Collins.

Rachael Edwards in the chair opened meeting at 8.20pm.

MINUTES of the previous meeting held 21st May 2008 as circulated be accepted.

Moved: Jim Page

Seconded: Peter Smith

BUSINESS ARISING/ACTION LIST:

C certificate examining fee. Diane not in favour of an hourly rate structure as too difficult to implement and monitor.

“That the C certificate examiner’s fee remains at \$75.00 plus traveling”

Moved: Diane Baxter

Seconded: Brenda Mitton

All present in agreement.

Invitation to join the DCI/ZA Panel accepted by Melinda Saldaneri, Melinda welcomed to the Panel.

CORRESPONDENCE: As per attached list.

TREASURER’S REPORT: None supplied.

ZONE CHIEF INSTRUCTORS REPORT:

- ZCI out of pocket expenses to be paid by Zone includes petrol for all courses, CIP meetings, panel meetings, zone meetings, phone calls, photocopying and other related purchases. Any panel members can claim out of pocket expenses from Zone. Panel members volunteer their time so shouldn’t cost them any money.
- There is a need for more Comfort and Safety workshops in our Zone. Discussion resolved that State should organize and we could host/facilitate?
- Judges and instructors clinics – encourage older riders and parents to attend.
- DC’s are not to push riders to get C certificates. All riders must purchase C kit and hand in assessment sheet. Person training riders is to decide when they are ready for assessment not parents or DC’s. Must send competency report to Diane before booking dates.

- Organisers are to make sure riders in CTD or HT don't use whips in dressage tests (where stipulated). Organisers should inform judge if they are judging pure dressage section or horse trials dressage section as the whip ruling changes.
- Medical armbands must be worn on the arm definitely NOT on the leg, use smaller bands or elastic bands on small children to secure armbands. Ambulance and doctors will always check arm for medical info.
- Cross country judges must have a fall report form when on course jump judging in case of fall at or near their designated jump.
- Chinks – are short thigh chaps that go down to knee. From knee to ankle it is a gaiter
- Fore girths – loose extra girth found on some dressage saddles.
- Current NCAS qualifications and experience in teaching were requirements of the newly appointed State Coach Assessors. Of 60 applications 16 were selected to attend training at Melbourne Airport. Kate Wilson and Heather Wilson from our zone have been accredited as State Assessors.
- The new, revised NCAS Coaching system is now available from PCAV, the coach works through a log book, a mentor fills in the competency and when completed the candidate applies for practical assessment through State office. The course will take approximately 2 years to complete.
- Parents can sit in on their child's D & C certificate theory as a means to completing their coaching workbook requirements.
- Judging inconsistencies – State sheet for assessing judges. Train judges through penciling, DVD's open rule book exam. Shadow judging, car mentor, clinics and then assessment by a qualified person.
- Club visit paperwork doesn't say to check grading cards. Club inspectors no longer assess instructors. Panel members queried "who" will now be doing this? Club visit form to be left with club do not send to PCAV office – Rachael queried as distinctly remembers form stating otherwise. Michele to clarify please. Panel felt we should send copy to PCAV and leave a copy with the club as reference. Responsibility of the panel member to complete the form – **DO NOT** leave it with the club for them to fill out. Rachael also added that club visit forms had been updated with our suggestions.
- New format for waivers – EI – Just to and from events required all other information on entry forms.
- Toe stopper query – must fit stirrup, one finger width. Panel unsure if you can compete in toe stopper – Michele to clarify.
- Gear check may be conducted unmounted although saddle must be checked for fit, girth tightness & stirrup fit. Panel voiced concern at unmounted gear check, felt it must be mounted to complete gear check satisfactorily. Michele to clarify.
- C certificate kit is now one booklet not 3 separate books as previous.
- C certificate gallop can be a faster canter, must be in 2 point position, and must be able to show controlled decrease in paces, recognize difference between canter and gallop by feel, change of footfalls.
- C written paper questions passed onto Clare for State level written papers.
- State level judging list also passed onto Clare as requested.

- K certificate discs are ready available from PCAV shop. Panel queried whether they were different from previous discs.
- D certificate kit now ready and available from PCAV shop costs \$15.00. Will eventually have D* bound into same kit. Those who've purchased D kit will have D* supplied free.
- Using current information for DC resource kit
- More consistency across Zones – D & C manuals, coaching manuals, NCAS, Dressage DVD's
- How do we get more instructors to get their qualifications? Safety issues, PCAV restricted by insurance, unqualified instructors need to be more careful regarding what they are covered with by insurance.
- There will be no more National Police Checks as we will move over to Working with Children Checks. Mandatory by July 2009. 6 instructors have been removed from PCAV list for various infringements.
- DCI/ZA panel – certain members will eventually perform certain roles within Zones/State based on their skill area. New forms for panel members to fill in will assist in determining these roles based on experience, interest, availability, etc.
- Panel uniforms – T-shirts, vest etc area available from State office for Panel members. Suggested that Zones fund these uniforms for all voluntary support from panel members. Other Zones around the state are doing the same.

ZONE EXAMINING SECRETARY'S REPORT: As per attached.

In addition Diane expressed a need for more C examiners if anyone has suggestions for appropriate people please advise. Brenda suggested Gael Samson. Jennifer suggested Leanne Lake. Diane to follow up.

Jennifer noted that the K certificate has changed a lot in the new syllabus.

D & K kits are available from PCAV.

Diane requested that the Zone minutes must have all reports attached please. Kate to send letter to Zone Exec with request.

Diane queried the current fuel rates/km paid by businesses to employees. She wondered if our mileage rate was in keeping with increasing petrol costs. No one new current rate. Kate suggested that all C examiners should have and be familiar with the new C manuals that riders are being asked to use.

MOTION: That all C examiners be given a C manual by Zone.

MOVED: Peter Smith **SECONDED:** Diane Baxter

All in favour. Diane said she would organize this with the Zone.

CLUB VISITS: Since our last meeting Eltham, Seville, Kangaroo Ground, Healesville have been done.

GENERAL BUSINESS:

- Pre 5 and inexperienced grade 5 clinic at Mooroolbark had 40 entries (5 groups of 8). Lots of very new riders to pony club at this clinic, couple of accidents requiring ambulance attendance (precautionary). Went fairly well albeit a few hiccups. Lilydale grade 4 & 5 clinic entries filling well.

- Senior rider clinic has been penciled in for the end of March at Wyena. Suggested coaches are Wil Enzinger, Jonathon McLean, Tim Calkin, Sue Leslie, Chris Height. Michele to re check date with Wyena with reference to their event around that time and course closures. Jim said he would organize toilets for the event from Tandivale.
- Dressage judging accreditation is being run by Sth Metro Zone, awaiting flyer from Wendye Myers. Kate to forward by email when received. Panel members please help distribute this info when you get it.
- Kate gave a brief run down of the State Assessor training weekend she attended in August and the new NCAS coaching program. New preliminary coaching looks very user friendly with workbook based assessments as well as practical assessments. Effective from Jan 1st 2009. Preliminary coaching will be required to progress to Level 1. Previous level O not nationally recognized so those coaches will need to go through the new coaching program to become accredited. Rachael extended congratulations on behalf of panel to Kate and Heather Wilson on being selected as State Coaching Assessors.
- Appointment of chairperson and secretary for 2008/2009. Michele nominated Sue Winter, seconded Peter Smith, all in favour. Rachael nominated Kate Wilson, seconded Jennifer Smith, all in favour.
- Namebadges – Rachael will order namebadges for Michele Thomas and Melinda Saldaneri and on forward them.
- Thanks again Ina and Brenda for supplying supper.

Signed:

Date:

