



WAINUI PONY CLUB

Minutes of the Committee Meeting

Held on Thursday 13 November at 7.30pm
Pony Club Clubhouse, Wainui

Present: Caitlin Metz (Chair), Maree Drury, Stephen Simpson, Jenny Savannah,
Megan Plumbley, Karen Richardson, Chris Beech, Paula Croft, Marina Ander

Apologies: Kim Phillips- Harvey and Michelle Hatton

1. Previous Minutes

Minutes of 14 August were tabled as read. A meeting was booked for 10th October but only Kim and Chris turned up for it. A lot has happened since the meeting on 14 August and most action points were worked on.

Passed by

Seconded by

Caitlin went through actions from previous minutes.

Adult ride: confirmed as ok by owners, Karen Richardson to confirm how it will be run at the next meeting.

2. Correspondence in/out

In

- (i) Waitemata Rodney area: eventing rules changes with immediate effect due to health and safety regulation changes. Referred attached email.
- (ii) Club forum meeting Monday 17 November to discuss eventing rule changes will be held at Dairy Flat Hall. Caitlin and Paul to attend. Judith will be there also as our DC.
- (iii) Sports forum questionnaire from Auckland Council regarding needs of pony clubs in Auckland area. -Maree filled out questionnaire and sent to Council.

Outward

Letter to thank Mitre 10 Albany for discount on fridge.

Action Point:

- Write to sponsors and those who assisted with materials for area trials. Check with Paul if this has been done first and if not we need to organise it.

3. Treasures Report

September/October budget breakdown:

September 2014

Opening Balance. 9467.83

Plus fees and shirt. 685.00

Less power and

Insurance. 151.97

Closing Balance. \$10,000.86

October 2014

Opening Balance.	10,000.86	
Plus fees, Woodhill rally fees, shirts and canteen		3307.50
Less speedy embroidery, canteen costs, coaches fees, canteen float, power and insurance.		
	2435.35	
<i>Closing balance: \$ 10,873.01</i>		

4. Presidents Report

Pleased to get in all rallies except one so far.

Consistent turn out of about 26 riders.

It would be good if parents could contact Chris Beech or notify their instructor if they are unable to attend a rally. Especially if this known in advance.

Chris looking at examinations prior to Xmas for D+

Working Bee went well thank you to all participants.

Grass roots funding application has been prepared and lodged for \$10K for jumps, poles and container. Thank you to Maree for preparing this application.

5. Head Coach Report

Junior Pony Club Badges: requirements for each badge needs to be conveyed to junior instructors and inclusion of badge curriculum incorporated into rally plan.

Certificate testing scheduled for 9 December

District dressage try out on 2 December and one other rally prior to Xmas perhaps (2 tests) at pony club rallies.

Instructors need to keep filling in books with pre rally inspection information.

Chris has checked NZPCA regulations and found:

- earrings not allowed at pony club rallies.
- need risk management plan for every ridden activity undertaken at pony club
- Fully equipped first aid kit and a first aid person needed for each rally

If we have to cancel another rally Chris would like to do theory session. Incorporating theory into rallies but the C+ theory material is extensive and so need to have additional time allocated if a ridden rally is cancelled due to weather.

Action points:

- Maree to provide curriculum for badges and Badges to relevant pony club instructors (junior levels).
- Maree check if any draft or outline risk management plans are available on NZPCA website for each activity i.e. dressage, show jumping, cross country and/or coordinate development of risk management plans. (*Note: These were discussed at the Area Forum and templates will be available*)
- Instructors to talk to their groups about earrings and uniform requirements. Chris to speak to instructors about this discussion with groups.

- Marina to find out if District are going to be running first aid training for instructors and parents.
- Sue to fill out incident report from accident last rally using pro forma document in cottage.
- Megan to send committee updated spread sheet of members.
- Caitlin to send Chris email group for coaches
- Kim Phillips- Harvey to get 20 pony club badges from Rosedale
- Maree to organise new Wainui PC shirts -ask Judith Finch where to source them from

6. District and Area Meetings

Marina as our delegate informed us there was nothing of note to report from District meeting. Mainly discussed changes to event rules.

7. General Business

Events

Mini ODE will need to be **cancelled**

Not allowed to run 50 cm class -not recognised by NZPCA

Practice days not covered by same rules and hence these can continue.

Decided to keep the allocated mini ODE day (7 December) but run it as an additional cross country practice day.

Hours: 10am-1pm

Canteen open

\$20 entry fee.

Need to specify for all practice days that medical arm bands are required and no earrings allowed.

ODE open event

If an organised event: 65cm and upwards need to abide by new health and safety requirements including ambulance, level 2 technical delegate, and first aid requirements, vet.

Ambulance and technical delegates required for ODE on 15 February.

Paul Croft to do course design.

Dave Wilkinson Technical Delegate, consider assistant TD needed?

Rob Wilson cross country Judge

Fiona Tap show jumping Judge and course designer

Dressage judges; Marina has booked two but needs to book two more

Need to book ambulance

Need vet on the grounds- ask Maree Murphy.

Need to organise our parents to understand who will be doing what jobs. Need a Lead person for each main area of organisation. The ODE organisation spreadsheet needs to be sent around and volunteers called for.

We require to train two parents on equestrian entries and ODE scoring platform.

Need to allocate person to run the day.

Action point:

- Marina to send out email asking people to volunteer to look after each aspect of the event.

- Caitlin and Karen organise Email to be sent out and website to have notice cancelling mini ODE and advertise the running of a cross country practice day instead.

We do have another mini ODE booked for 26 April- consider at next meeting.

Meeting Closed 9.20pm

Next Meeting is 11 December 2014 at 7.30 pm in the clubrooms – this is after our Cross Country Practice night!

Action point Summary

Action Item	Person responsible	Completion Date	Status
Write to sponsors and those who assisted with materials for area trials. Check with Paul if this has been done first and if not request done	Paul Croft	21/11/14	Caitlin has emailed Paul
Provide curriculum for badges and Badges to relevant pony club instructors (junior levels)	Maree Drury	18/11/14	Judith provided curriculum
Check if any draft or outline risk management plans are available on NZPCA website for each activity i.e. dressage, show jumping, cross country and/or coordinate development of risk management plans	Maree Drury	18/11/14	Hamish from NZPCA advised templates will be available.
Instructors to talk to their groups about earrings and uniform requirements.	Chris Beech	18/11/14	
Find out if District are going to be running first aid training for instructors and parents.	Marina Ander	21/11/14	
Fill out incident report from accident last rally using pro forma document in cottage.	Sue Widdett	18/11/14	Completed
Send committee updated spread sheet of members.	Megan Plumbly	18/11/14	Completed
Send Chris email group for coaches	Caitlin Metz	18/11/14	Completed
Get 20 pony club badges from Rosedale	Kim Phillips Harvey	21/11/14	
Get new Wainui PC shirts -ask Judith Finch where get printed	Maree Drury	30/11/14	
Send out email asking people to volunteer to look after each aspect of the ODE.	Marina Ander	18/11/14	
Email to be sent out and website to have notice cancelling mini ODE and advertise the running of a cross country practice day instead	Caitlin Metz Karen Richardson	18/11/14	Completed

Date: Thu, 16 Oct 2014 20:02:12 +1300
Subject: Eventing Rules Changes, with immediate effect
From: waitematarodney@gmail.com

Hello WRAPC DC's and Branch Presidents

I write to you all regarding changes made to the Eventing Rules that affect the running of our ODE's with immediate effect. (I hope I got the affect and effect the right way round!)

Please use this link, [ESNZ Eventing Rules, updated August 2014](#) , and read pages 77 & 78. Annex 5 NZPCA. Article 626 regarding TD requirements at an ODE, Article 635 regarding Minimum Standards of Medical coverage at an ODE and Article 637 regarding Minimum Standards of Veterinary coverage at an ODE.

Do not panic about these changes, we will work through them together as an Area. It is on the Agenda for Monday's Meeting.

Because of the short notice of these new requirements and the shortage of appropriate qualified TD's, discussions with NZPCA have resulted in a seasons grace period regarding the TD situation. An Area can apply to have a Level 2 TD upgraded to Senior PC TD for this season only. We have initiated this process.

If anyone has any concerns regarding this matter please do not hesitate to email myself, or Marj (frank.marj@gmail.com, your Area President) and we will answer your queries or point you in the right direction.

Pre-Intro level ODE's - at the Conference in July, most, if not all, Delegates within WRAPC came away with the impression that this level ODE was accepted by NZPCA and that Rules governing it would be in place for the 2014/2015 season. Unfortunately this is not going to happen. Again, any concerns you may have please email myself or Marj.

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Regards Christine Watt

Secretary



Mobile: 027 3150815

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