

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF THE MEETING OF THE VICTORIAN ENDURANCE RIDERS ASSOCIATION INC. STATE MANAGEMENT COMMITTEE HELD AT WERRIBEE PARK ON 4th OCTOBER 2009 COMMENCING AT 10.00 AM

1. WELCOME

Linda welcomed all to the meeting.

2. PRESENT

Linda Tanian, Sandy Horton, Jane McLaughlin, Lorraine Cubbin, Lissy Verity, Adrian Cavill, Carl Adamson, Pauline Wallace, Julie Woods,. Debi Chisholm, Sheryl Herbert.

3. APOLOGIES

Ellen Prestage, Chris Gates.

4. MINUTES OF PREVIOUS MEETING: 9th AUGUST 2009

4.1 Adoption of Minutes

MOTION 1004 0001 "That the minutes be amended to reflect that Lorraine resigned as Merchandise Officer at the time of discussion of Item 5.2 of the Action List and that Motion 08090018 be amended to include "for rides where the distance is less than 90km" and are adopted."

Moved Adrian Cavill

Second Sandy Horton

Carried

5. DISCIPLINARY MATTER

As the matter to be dealt with related to members of the SMC and, therefore, had potential bearing on the meeting's proceedings it was agreed that discussion would be brought forward as the first matter on the agenda.

MOTION 1004 0002 "That the disciplinary matters be held in camera."

Moved Sandy Horton

Second DC

Carried

The committee agreed that, due to the extensive amount of time taken to hear the disciplinary matters, priority items on the agenda would be dealt with first.

6. PRIORITY BUSINESS

6.1 Children to be supervised at rides

It was noted that there were adequate steps now being taken to supervise the child in question and a letter is to be sent thanking the guardian for their attention to the request from the SMC.

6.2 Unregistered Endurance Horses

After a manual search of the records was conducted, it has been identified that there were 3 riders who had ridden unregistered horses in 2009. The new database will be able to automatically identify if a horse is registered so future infringements of the rules will be able to be captured quickly.

A letter will be sent to each rider and the owner and guardian of the junior rider involved requiring them to show cause why the rider and horse should not be disqualified because the horse was not registered.

Each newsletter and the website will include notice that a horse must be registered.

6.3 Endurance Horse Entered in Training Ride without Logbook

Ellen will be requested to approach the owner/rider to make amendments to the logbook to ensure that the training ride is entered into the logbook.

A letter will also be sent to Chief Stewards, Ride Secretaries and Ride Organisers reminding them that ownership labels and registration labels need to be checked and that the penalty is possible post-ride disqualification of the horse and rider.

6.4 Novice Riders Entered in 122km Event

The ride was advertised with a distance of 120km. The entry form was filled in as 120km but then amended to 122km. The ride briefing indicated the correct distance of 122km. A letter will be sent to the Ride Organiser querying the reason for the change in the distance. A letter will also be sent to the two novice riders requesting them to justify their situation.

6.5 Horse Welfare Reports

The Horse Welfare Officer provided reports of invasive treatments at recent rides.

6.6 Early Warning Points

Jo Brock has requested that vets include details of metabolic vet out within the logbook for the purposes of the EWS. AERA delegates will raise this issue at the next AERA meeting.

6.7 Ride Results – Mt Cole

Julie Woods produced the logbook of the horse whose performance at the Mt. Cole ride had been questioned. The Committee viewed the book and were satisfied that the horse had successfully completed the ride. The Committee agreed to the following actions:

- A letter be forwarded to R Stanes advising that the logbook was viewed by SMC and the SMC was satisfied that the horse in question had successfully vetted through the ride
- A letter be sent to the owner apologising for any embarrassment that may have been caused by the querying the results
- A letter be sent to the ride secretary explaining that results and logbook have been inspected by SMC and that the SMC had no question in regard to their integrity

1.51pm Lorraine Cubbin left the meeting.

MOTION 1004 0005 “That a letter is sent to Jen Green advising what has taken place regarding the logbook issue concerning the horse in question and the action the SMC has taken on the matter.”

Moved Sandy Horton

Second Adrian Cavill

Carried

6.8 Training Weekend

The consensus was that Training weekend should be conducted by very experienced Ride Organiser and due to the lack of submission of the appropriate paperwork and ride bond the proposal submitted by Rachel Saunders would not taken up at this time. The President will notify Rachel of this outcome.

6.9 Proposed Rule Change

The wording for the rule change, in relation to the heart rate change for AERA rides run in conjunction with FEI rides, has been altered by AERA to the following:

A new rule is created and the rule book amended to:

“If an AERA VGIH ride is run in conjunction with an FEI ride that the Organising Committee has the option for the AERA ride to be conducted under prevailing FEI criteria for heartrate and present times.”

And

Rule A12.1 is amended to add “unless run in conjunction with an FEI ride as per rule XX”

Linda has prepared the case in favour and is awaiting Lorraine’s case against the proposed rule change so that the members can be polled. A poll is to be forwarded and the outcome transmitted to AERA at the next meeting.

6.10 Perpetual Trophies

Carl has located 8 of the 17 annual perpetual annual trophies. The committee discussed the advantages and disadvantages of perpetual trophies and whether they should be replaced.

MOTION 1004 0006 “That VERA purchase replacement trophies for all end of year awards.”

Moved Carl Adamson

Second Sandy Horton

Carried

The standing order of the agenda was resumed.

7. MINUTES OF PREVIOUS MEETING: 9th AUGUST 2009 (Cont.)

7.1 Action List

The action list was reviewed and completed items identified.

8. RATIFICATION OF ON-LINE DECISIONS

Item 1 has been dealt with in Item 6.2 above.

Item 2 & 3 – Motions were withdrawn.

9. CORRESPONDENCE

9.1 Late Correspondence Inwards

Manilla Quilty Committee were seeking sponsorship for their Quilty.

MOTION 10004 0007 “That VERA take out a rug sponsorship package for the Manilla Tom Quilty for an amount of \$300.”

Moved Jane McLaughlin

Second Debi Chisholm

Carried

MOTION 10004 0008 “That the inwards and outwards correspondence be accepted.”

Moved Adrian Cavill

Second Debi Chisholm

Carried

10 REPORTS

10.1 President’s Report

A letter will be sent to Tom Quilty Committee congratulating them on outstanding event. Lissy noted that there were a record number of Juniors, Tasmanians & South Australians entered and it was the first time ever for indoor vetting.

10.2 Treasurer

The Treasurer reported that the finances for the 2009 year should breakeven.

MOTION 1004 0009 “That the Treasurer’s Report be received.”

Moved Sandy Horton

Second Adrian Cavill

Carried

MOTION 1004 0010 “That the Treasurer be authorised to pay all outstanding accounts”

Moved Sandy Horton

Second Adrian Cavill

Carried

10.3 Pointscore Registrar

The Tom Quilty results have been received.

10.4 Calendar Co-ordinator

MOTION 10004 0011 "That the calendar as submitted for 2010 be accepted."

Moved Julie Woods

Second Debi Chisholm

Carried

MOTION 10004 0012 "That VERA agree in principle for a 160km ride to be held on the weekend prior to the Melbourne Cup for 2011 and 2012."

Moved Julie Woods

Second Sheryl Herbert

Carried

11. GENERAL BUSINESS

10.1 Setting of Fees – Lodgement Fee for Appeal

MOTION 10004 0013 "That the fee for lodging an appeal be set at \$200."

Moved Julie Woods

Second Debi Chisholm

Carried

10.2 Review of Constitution

The draft version of the Constitution has been sent to SMC members and comments are required as soon as possible. SMC members requested a marked up copy of the constitution be sent.

10.3 Policy Adoption

10.3.1 Swabbing Policy

MOTION 10004 0014 "That VERA adopt the Swabbing Policy."

Moved Adrian Cavill

Second Debi Chisholm

Carried

10.3.1 Communications Policy

MOTION 10004 0014 "That VERA adopt the Communications Policy."

Moved Sheryl Herbert

Second Lissy Verity

Carried

10.4 Ride Organisers Handbook

MOTION 10004 0015 "That, subject to modification regarding the Risk Management Policy, VERA adopt the Ride Organisers' Handbook."

Moved Sheryl Herbert
Second Carl Adamson
Carried

10.5 Code of Conduct

This matter was deferred for discussion to the next meeting due to Lorraine's absence.

10.6 Posting to Email Lists

This matter was deferred for discussion to the next meeting due to Lorraine's absence.

11 NEXT MEETING

The next meeting of the SMC will be held on the 29th November, commencing at 10 am, and will be located at the Quest Windsor.

12 MEETING CLOSURE

The meeting closed at 4.30 pm.

ACTION SHEET

Outstanding Actions from Previous Meetings

No.	Action	Allocated	Status
1	Constitutional changes to be prepared	MH/LT	Revised Constitution submitted to SMC
2	Vet Panel to provide addresses for the vets contained on the list	N Cribb	Ongoing
3	Formulate process for recording and updating all disciplinary matters	LT/AC/MH/JMcl	Ongoing
4	Compile updated TPR list	LT	
5	Compile Position Descriptions for all roles for review at next meeting	ALL	5 completed Publicity Officer to be reviewed next meeting
6	Compile vet database	PW	Continuing
7	Produce a treatment kit list for vets officiating at rides	Vet Panel	Followed up again but nothing heard back
8	Prepare a draft Child Protection Policy	LT/JMcl	
9	AERA Delegates are to propose the "Getting Started in Endurance Riding" booklet be developed by AERA	JMcl/SH	
10	Locate and obtain perpetual trophies	CA	Ongoing
11	Prepare laminated sheets outlining responsibility for actions for the ride trailers	AC/JMcl	
12	Organise purchase of limited stock of merchandise and provide publicity photos Develop a merchandise order form and post to website and newsletter	? LT	New Merchandise Officer required
13	List of TPRs to be sent to Dorte Colja	JW/PW	
14	TPR badge to be sent to Alan Garside	JW	
15	Notify Roger Bengtsson that he can dispose of photocopier	CA	
16	Letter of thanks to Jo Brock for her good work on the website	JG	
17	Respond to Camille Thorneycroft's email re Marquees	JG	
18	Prepare AGM timeline	LT	
19	Update Incident Report form	JB	
20	Ride Fees & Forms form to be updated later in the year to add in the swabbing levy	LT/JB	Jo has been asked to update the form
21	Provide a list of items that should be in the First Aid kits	Jen Moncur	Jen has been asked to provide list
22	Undertake a review of the trailers	SH/AC	
23	Take the issue of the staggered start of the Training Ride at Smythesdale to AERA for discussion	SH/JMcl	
24	Provide a proposal for an increase in membership fees as well as a breakdown of costs	SH	
25	Delegates to advise AERA that VERA is not in support of the imposition of the international levy.	SH/JMcl	
26	Send out poll to members regarding the 64 BPM heart rate within 20 minutes variation	LT	

	Write up a case against the new motions Write up a case for the new motions Include details in the poll Find out whether the website can be utilised to handle a voting situation Ask Jo Francis if she will be the Returning Officer for the voting	LC LT LT LT LT	
27	Obtain copy of the Mastersheet from Smythesdale and update the logbook of Corranderk Edison	EP	
28	Provide invoices for expenses from the Quilty totalling \$5000 for payment by VERA	LV	
29	Submit rule change for Rule No. A 6.1 (a) to AERA	LT	

Actions from October Meeting

No.	Action	Allocated	Status
1	Letter to Leah Leishmann about her positive contribution to the sport and control of child.	LT	
2	Letters to be sent to the riders and owners of unregistered horses asking them to give cause as to why the rider and horse should not be disqualified from the rides.	LT	
3	Insert regular article in the newsletter and on the website, about the need to register horses.	LT	
4	Letter to be sent to Fiona McAuley regarding the completion of the ride details in her logbook and ask that she only enter the horse under its correct name in the future.	LT	
5	Contact Chief Stewards, Ride Organisers and Ride Secretaries about allowing horses to be entered in rides without registration.	LT	
6	Letters to be sent to novice riders who entered Eldorado ride asking them to give cause why they should not be disqualified from the ride as per the rules	LT	
7	Letter to Faye Bushby and Carol Laidlaw regarding the incident arising from the Mt. Cole ride	LT	
8	Letter to Jen Green regarding actions taken by Committee in regard to Mt Cole ride incident	LT	
9	Letter to Rohan Stanes regarding the outcome of the investigation into the Mt Cole ride incident.	LT	
10	Contact Rachel Saunders and advise that the SMC will not approve the ride date application in this instance	LT	
11	Contact Pauline to get full list of TPRs & Vet database	JW	
12	Place a notice in the newsletter seeking sponsorship of new perpetual trophies from the membership	LT	
13	Obtain quotes for new perpetual trophies and bring along an example to next meeting	CA	
14	Place a notice in the newsletter seeking expressions of interest for the role of merchandise officer	LT	
15	Notify Katrina of the error in the ride results for The Reef ride	LT	
16	List the review of procedures for team selection for the Quilty on	LT	

	the agenda		
17	Send letter of thanks to Jen Green in her role as VERA Secretary	LT	
18	Send letter to Quilty Committee congratulating them on the effort and the letter is to be published in the next newsletter	LT	
19	Place an item in the next edition of the newsletter thanking the people who volunteered at the Quilty	LT	
20	Remove the Risk Management section of the Ride Organisers handbook and refer to VERA's Risk Management guidelines on the website in that section. Forward to all Ride Organisers.	LT	
21	Review QERA's Risk Management Policy, modify and adopt	?	
22	Obtain copy of detailed instructions from Arabian Society website on how to identify a horse and publish it in next newsletter	LT	
23	Place a reminder in the next newsletter about the microchipping all new endurance horses from 2010	LT	
24	Organise for payment of rug sponsorship package for the Manilla Quilty	SH	
25	Re-list deferred agenda items – Code of Conduct & Posting to Email Lists	LT	