



PONY CLUB QUEENSLAND

PROCEDURES TO RUN OFFICIAL DAYS

28 MARCH, 2022

Clubs/Zones: please read this reminder as to the requirements to hold an Official Day and please adhere to the procedures and times that are required. Unfortunately, this is not happening in some instances.

- **Official Day Application Forms** can be found on the PCQ website - <https://ponyclubqld.com.au/resources/forms/>
- These need to be **completed and the dates approved at a Zone meeting** with the form signed by both the Club and Zone Secretary and then forwarded to PCQ by 1 November. Late applications need to select dates around those already approved. [Refer to information on Application Form]
- **Official and Zone Championship Day Kits** can be found on the PCQ Website, as well as officials, rule books and other relevant information for the particular discipline – [under Disciplines/Rules] <https://ponyclubqld.com.au/>
- The Official Day Kit should be read and followed as it is a useful guide
- **Your programme must be approved by the Sub-Committee**: it needs to be sent in plenty of time prior to distributing to clubs. Please forward to the PCQ Office to forward to the Discipline Sub-committee. If unofficial events are run in conjunction with an official competition, this part of the programme must also be submitted. You will be notified when your programme has been approved or if anything needs to be altered: a revised programme would need to be re-submitted for approval.
- **Using the “Officials” form in the Kit, the names and credentials of your PCQ Steward, judges etc need to be sent to PCQ, to forward to the Discipline Sub-committee for approval at least 3 weeks prior to the event**. If there are changes made to the list after approval is given, the sub-committee must be notified and new judges/course builders approved by Chairperson of Sub-committee prior to the event.
- **“The Report on the Official Day” form in the Kit needs to be completed and returned to the PCQ Office, along with results within 2 weeks of the competition**
- Please be aware that failure to submit may result in your event not being recognised as a State Qualifying Event.
- Organisers can apply to use a person not on the list but must supply details of their experience.

Melinda Hughes

Melinda Hughes
State Secretary