

Pony Club Queensland Management Committee Meeting Minutes

24th March 2022

Held electronically via Zoom Conferencing

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- 2022.03.01 Open Meeting – Chairman:** The President opened the meeting at 7.31pm. The President acknowledged the Traditional Custodians of the lands and waters of Queensland past and present.
- 2022.03.02 Attendance & Apologies**
- 2.1 Present: Executive Committee** – Sarah Standen (Pres); Tonia Murtagh (VP); Brett Coombe (VP); Tracey Camilleri (VP); Megan Wray (Treas); Melinda Hughes (Sec) and Michael Carlson (SCI).
- Zones:** Peter Ryan/John Martin (1); Kerri Burgess/Jillian Bird (2); Alice James (4); Grace Brodie (5); Beryl Burkhardt (6); Debbie Iker (7); Leah Frohloff (8); John Hughes (9-Proxy); Robert McLachlan (11); Nicole Evans/Angie Hoskinson (16); Lois Dawes/Julianne Madsen (18); Scott Jackson (20); Barry Dossetto/Ken Jensen (26).
- 2.2 Observers:** James Fisher (18)
- 2.3 Staff:** Margie Davidson & Mary Genocchio
- 2.4 Confirmation of Quorum and Confirmation of Delegates:** 50% of Executive Committee (6) and 25% of Zones (13).
- Confirmed:** Quorum Present
- 2.5 Apologies:** Geoff Thomson (VP); Adrienne Kelley (11); Annette Howarth (26); Di Elder & Michael Shaw (28)
- Motion:** “that the apologies be accepted.”
- Moved:** Melinda Hughes **Seconded:** Ken Jensen **Carried**
- 2022.03.03 Minutes from Previous Meeting**
- Motion:** “that the minutes of the previous meeting of 3rd February 2022 are a true and accurate record of the meeting”.
- Moved:** Melinda Hughes **Seconded:** Megan Wray **Carried**
- 2022.03.04 Business Arising from Previous Minutes**
- PCQ Sub-Committees’ Charter – some minor amendments recommended by the Showjumping Sub-committee to be included, the President to liaise with sub-committee delegate Peter Ryan, all other feedback to be forwarded to the Executive Assistant mary@ponyclubqld.com.au by 4pm Friday 1st 2022. The President advised, moving forward there would always be an opportunity to make changes.
- 2022.03.05 Treasurer’s Report**
- The meeting was presented with the January & February 2022 Balance Sheet and Profit & Loss Statements.
- There were no queries.
- Motion:** “that the Treasurer’s Report be accepted”.
- Moved:** Megan Wray **Seconded:** Beryl Burkhardt **Carried**
- 2022.03.06 Executive Committee Report**
- Since the February 2022 meeting, the Executive Committee have conducted the following business:
- PCQ:**
- Sub-Committee Reports from Management Committee Meeting of 3rd February 2021.**
- **Coaching** – Junior Coaching Recommendation: provide complimentary t-shirts to Junior Coaches on registration for the 2021 & 2022 years. The SCI confirmed this was correct.
 - **Sporting** – the Executive discussed this report which was not accepted.
Recommendation 1: PCA Gear Rule Book – query re: what spurs are allowed in various disciplines – the Executive determined this was not a recommendation.
Recommendation 2: Amendment to point accumulation for the Percy Bishop Trophy – the Executive agreed this would need all sub-committees to be in agreement.
- The Executive did not accept this report.

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A brief discussion re: recommendation 2 ensued with the meeting agreeing the Sporting Sub-committee Chair organise a meeting with all sub-committee Chairs President to discuss and determine the point allocation as all sub-committees need to agree. It was further suggested an additional person per sub-committee also be included in the meeting.

- **Dressage & Combined Training** – Recommendation: Tests 11-13 Years – it was clarified that there will be 2 groups, 1 group to do the prelim tests only and the 2nd group to do the novice and prelim tests. The Executive further determined this would be a 3-year trial commencing from 1st January 2023.
- **Jumping Equitation & Showjumping** – this report dated 22 February 2022 is included in this meeting's agenda but was presented at the Executive meeting of 24th February 2022.
Item 7.5 – Proposed changes to classes offered for Jumping Equitation. Tabled for consideration only, no decision by the sub-committee until their next meeting.
Item 7.6.5 – PCQ Horse Trials Course Design Clinic – PCQ to provide subsidies to assist with the travel & accommodation for one representative from a club conducting ODE's attending. The Executive confirmed an amount of \$20,000 has been allocated.
- **Tetrathlon** – no report

The Executive reviewed these reports and resolved to accept all reports and recommendations with the exception of the Sporting Report.

Complaints – a reminder that complaints from members should, where possible, be resolved at club level. Please note a Checklist for Complaints and a Dispute Resolution flowchart can be sourced from the PCQ website see link: <https://ponyclubqld.com.au/resources/rulebooks/policies/> as a guide.

Serious Incident Management Plan – has been drafted. This plan while suitable for all incidents, is particular to the worst-case scenario in relation to how information is circulated, the scene controlled etc. This management plan will be circulated. The Executive Committees wishes to acknowledge and thank John Hughes for developing this document.

Schedule Management Committee Meetings – dates for the remainder of the year are: 19th May, 14th July, 8th Sept (also AGM) and 3rd November 2022. Please note when scheduling these dates, holidays, Executive meetings, National Committee meetings, PCQ sub-committee meetings and report deadlines were taken into account.

PCA:

Medical Services Requirements – PCA has forwarded the Minimum Medical Standards to clubs in preparation for its implementation from 1st July 2022.

2022 National Gear Rules – PCQ wrote to PCA requesting approval be granted for an exemption for the use of the PCA National Gear Rules due to be implemented from 1st July 2022 for the remainder of the 2022 year as the timing would have an impact on our upcoming state events due to riders already qualifying under the PCQ Gear Rules. This request was denied.

Comment from the Secretary that any rider wishing to apply for a gear exemption should start to apply now.

Pony Club Trademark – requirements for use of the trademark as set down by PCA will be circulated to zones and clubs.

Motion: "that the Executive Committee's Report be accepted".

Moved: Melinda Hughes

Seconded: Brett Coombe

Carried

2022.03.07

Office Manager's Report

Membership

Members: Total 5,413 Riding – 4,005 Social – 1,408

Clubs Affiliated – 115 as at 22-Mar-2022

The Office is following up on clubs yet to affiliate

Club Office Bearers Return:

The 2022 Club Office Bearers Return can be found on the PCQ website – Resources – Forms – Clubs <https://ponyclubqld.com.au/resources/forms/> This form along with the Risk Assessment; AGM Minutes & Financial Report **must** be forwarded to the PCQ Office each year so club contacts can be updated on the database and website. We have some active clubs that have not supplied any returns since 2016 in spite of being repeatedly reminded.

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Zone Office Bearers Return:

To date we have returns from Zones 1,2,4 and 5. These returns also have a form for the Zone Delegates to PCQ for the current year and the details are used to send out invites to State Management Committee meetings. Our information is only as good as the information we receive and that is very limited from Zones

<https://ponyclubqld.com.au/wp-content/uploads/2021/11/2022-Zone-Office-Bearers-Return-Form.pdf>

Zone Nomination Form for PCQ Discipline Sub-Committees:

Failure to return these forms results in either an incorrect Delegate or no Delegate attending the relevant Sub-Committee meetings

<https://ponyclubqld.com.au/wp-content/uploads/2021/11/2022-Discipline-Sub-Committee-Nomination-Form.pdf>

Coaching/Officials:

The coaching section on the JustGo database is still being updated to hopefully suit our requirements. The Office is fully aware that a considerable number of Coaching Accreditations have not been migrated across from the OSM database so please be patient as we try to re-capture the information.

All your qualifications are stored in your profile under Credentials, should the word Expired appear incorrectly unfortunately we are unable to delete at this point in time; the only way around this at the moment is by entering the qualification back in as if new.

Proficiency Certificates:

Below is a link to the PCA Academy where riders are able to login and complete their C Certificate Written Test, once submitted the test is returned to PCQ and forwarded on for marking. Assessors for D & D* at Club level please remember to forward the Attendance-Results-Report (form on PCQ website) in to the Office for uploading into the riders Credentials.

<https://ponyclubaustralia.com.au/members/pca-academy/>

Horse Registrations:

To Register a horse on the JustGo database

Log in to the rider's profile – Credentials – Add a Credential – Horse Registration.

If you require cards, please tick **Official** and follow the prompts.

The Registration will sit in a Pending File, once payment has been made for the cards (\$6 each) the registration will be approved and the cards printed and posted out to you.

Payment can be made by direct deposit or by phone (credit card) to PCQ, Payment is not available through JustGo.

Regarding the JustGo database it is recommended queries be directed to the PCQ Office as a high percentage of queries sent to PCA are referred back to the PCQ Office.

Please ensure your clubs are made aware of the above information.

Motion: "that the Office Manager's Report be accepted".

Moved: Megan Wray

Seconded: Debbie Iker

Carried

2022.03.08

State Coaching Panel Report

As per Appendix 1, this report was tabled for discussion and referred to the Executive Committee for endorsement.

The SCI highlighted the following:

- Growing interest in the SCI Medal uptake at all levels.
- The need for clubs to develop the junior arm as they are the sports future
- Healthy Eating – as part of our funding agreement requirements, will continue to promote the provision of healthy food and drink at events and sporting facilities

2022.03.09

Sporting, Campdraft & Stockmans Challenge Sub-Committee Report

No report.

2022.03.10

Dressage and Combined Training Sub-Committee Report

As per Appendix 2, this report was tabled for discussion and referred to the Executive Committee for endorsement. The sub-committee Secretary highlighted their concerns re: phasing out of 10 & under groups.

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2022.03.11

Tetrathlon Sub-Committee Report

As per Appendix 3, this report was tabled for discussion and referred to the Executive Committee for endorsement.

The sub-committee Chair highlighted their concerns re: portable cross country not being secured properly. They were going to do an audit on their gear.

2022.03.12

Showjumping, Jumping Equitation & Horse Trials Sub-Committee Report

As per Appendix 4, report dated 22nd February previously endorsed by the Executive at their meeting of 24th February. Report dated 15th March 2022 was tabled for discussion and referred to the Executive Committee for endorsement.

Items highlighted were:

- General Business dot point 10: Breakaway Cups – the meeting agreed an eNews be circulated to everyone as a reminder. The President to confirm with Ken Jensen if acceptable to have him as a contact for queries.
- Recommendation 2: Adopt the Easter School Holidays as time slot for JE & SJ Championships based on data of past 7 years. Unanimous agreement of those present.

Prior to the meeting discussing this recommendation, the President declared her conflict of interest as her club is based in the far north of the state. The President commenced the discussion informing the meeting that due to the time of the year it is highly unlikely that the Far North would apply to host the state event taking into consideration the heat policy in place. The President whilst not questioning the integrity of the sub-committee voiced her wish to view the data compiled. Zone 10 is only now about to have its first competition for the year, 2 weeks out from the state event. The sub-committee delegates had not seen the data either. The Secretary advised she would circulate the spreadsheet to the sub-committee delegates. Zone 11 delegate advised as he had voted against the motion, it was not a unanimous decision as recorded in the minutes. The meeting was advised by conducting this event in the Easter holidays it would not clash with the State Sporting & Nationals events held in September annually and biennially respectively and some venues in the southeast needed to lock in events for up to 5 years to ensure availability. The meeting was advised the data showed wherever the event is held, attendance is better if held in April. Comment from the floor that attendance should not be the only consideration.

- Business Arising Item 6: PCQ HT Design Schools – a flyer advertising clinics to be circulated. Funding subsidy available for one representative from each club with a XC fences for competition or training.

The President queried about the possibility of conducting such a course outside of the southeast corner. There maybe an opportunity for someone like John Hughes to conduct a similar course in the remote areas.

- General Business dot point 7: PCAQ or PCQ – Trademark – the meeting was advised the association's legal name is The Pony Club Association of Queensland.

The above reports were received.

2022.03.13

Correspondence

13.1 Inward Correspondence

	From	Committee
13.1.1	QSport – AGM/Nominations	Executive
13.1.2	PCA – Use of Pony Club Trademark	Executive/Management
13.1.3	PCA – Horse Archery	Executive/Management
13.1.4	PCA – Minimum Medical Standards	Executive/Management
13.1.5	PCA – Cross Country Inspections	Executive
13.1.6	PCA – Response re: Exemption Gear Rules Request	Executive
13.1.7	QHIA – Encephalitis Precaution for Horses	Executive/Management
13.1.8	SR Industries – Extreme Weather x 2	Executive/Management
13.1.9	SR Industries – State of Play Newsletter	Executive/Management

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13.2 Outward Correspondence

	To
13.2.1	Muttaborra PC – reopening of club
13.2.2	Yvonne Webster – letter of appreciation
13.2.3	Southport PC – letter of support
13.2.4	PCA – exemption request PCA national gear rules until 31.12.2022

13.3 Business Arising from Correspondence – Nil

2022.03.14

Lease of Horses

Lessor	Lessee	Club - Lessee	Horse	Colour	Sex	Hh.	Expiry
Caitlin Isaac	Belinda Griffiths	Dalby	Gregory Ringo Star	Bay	G	16	01/05/2022
Cameron Moffatt	Kirsten Greer	West Toowoomba	Isabelle Rose	Bay	M	16.7	01.06.2022
Heather Poland	Rebeca Humphries	Oxenford	Sightholder	Chestnut	G	16.1	15.07.2022
Lyndall Vaughan	Amanda Christian	Hendra	Rodborough Safir	Grey	M	14.2	25.01.2023
Sydney Williams	Amanda Living	Tallebudgera	LP Tuxedo	Grey	G	14.1	01.02.2023

Motion: “that items 13 & 14 be moved en bloc”.

Moved: Megan Wray

Seconded: Melinda Hughes

Carried

2022.03.15

General Business:

Minimum Medical Standards – no further feedback received from clubs & will come into effect from 1st July 2022.

Extreme Weather Event – the President queried if many clubs had been impacted and welcomed input from the floor.

Clubs such as Gympie possibly the worst impacted as it was completely flooded, currently electricity has been disconnected and clubhouse needs totally rewiring. Still assessing what if any equipment loss & currently has lodged an insurance claim. Unable to conduct musters.

Other clubs impacted were Buderim, Tallebudgera, Burpengary, Redcliffe, Waterford, Corinda and Brookfield with various levels of repairs and replacement to be carried out but are able to hold musters.

2022.03.16

Close Meeting

The President closed the meeting at 8.42pm and thanked the delegates for their attendance The next meeting is scheduled for Thursday 19th May 2022.

Signed:

President

Date

Sub-Committee Reports

Appendix

Appendix	Item	Sub-Committee Report
1	2022.03.08	State Coaching Panel Report
-	2022.03.09	No Report
2	2022.03.10	Dressage and Combined Training
3	2022.03.11	Tetrathlon
4	2022.03.12	Showjumping, Jumping Equitation and HT – 22.02.22 Showjumping, Jumping Equitation and HT – 15.03.22

Pony Club Association of Queensland



State Chief Instructors Panel Management Committee Report

Details

Date March 24, 2022

State Championships

Chief Instructor Panel wishes the organising committee and competitors at the upcoming PCQ State Jumping Equitation & Showjumping Championships a very safe and successful event.

Funding

Reminder Zones have until 30th June to avail of \$1,500 who have not claim funding during the period July 1st, 2021 and June 30th 2022for

- officiating & coaching clinics and
- grass roots.

Scheduled Clinics

Region	Seminar	Coach Accreditation	Officiate Accreditation	Other
Far North		Mar'22 - Junior Coach Accreditation		Mar'22 - Coach Preparation - Course Design
North West				
Northern		Jan'22 - Zone 11 - Coach Preparation / Accreditation Feb'22 - Zone 22 - Coach Preparation / Accreditation Jul/Aug/Sept - Coach Preparation / accreditation Nov'22 - Coach Preparation / Accreditation	Jan'22 - Zone 11/22 - Showjumping Judging / Course Design May/June - Jumping Equitation Refresher & Accreditation Jul/Aug/Sept - TD Clinic	Mar'22 - Zone 11 & Zone 22. Proficiency Preparation Day Apr'22 - Zone 11 & Zone 22 Proficiency Assessment Days Oct'22 - Regional Training Camp
Central				
Capricornia				
Burnett		Zone 6 29th/30th Jan T Noosa Zone 8 5th/6h Feb Kingaroy	Dressage 19th/20th Feb Canina JE Judge 26th Feb Tiara Dressage Judge 23rd April Tiara	Regional Meeting 18th Jan, 25th & 26th Jan Mar'22 - Coach online Presentation
Western		Chinchilla - Refresher Taroom - 19 th & 20 th Feb Refresher clinic		Chinchilla - Junior Coaching Clinic
Far West				
Southern		Zone 4 - August - Refresher & Preschool	Dressage Judges Refresher & Accreditation	
South East				Mar'22 - Zone 1 - Coach Accreditation Mar'22 -Zone 1 - Coach Refresher / online & practical

Horse Archery

PCA conducted an online webinar release of horse archery.

The session was attended by members across Australia and numerous representatives form PCQ. PCA advised this sport has raised some questions from our insurer, which have been resolved by negotiation.

- The Personal Accident and Public Liability cover for members is currently limited to participation in this sport at Pony Club® events/rallies/clinics/musters only, not 24/7 and practicing at home.

- Coaches teaching the sport are asked to complete a short questionnaire that demonstrates that they have read the rules and guide on the PCA website. This response will go to the state coaching delegate.

The handbook and resources for Horse Archery are on the PCA website

<https://ponyclubaustralia.com.au/sports/competition-rules/>

Strategic Plan – Pillar 5 (Education and Development)

Update.

Pillar 5 – Education and Development

- PCA Syllabus of Instruction
 - 2021 RDC's & CIP - **COMPLETED**
 - 2021 Zone & Club Coaches - **COMPLETED**
- Official
 - Initiative commenced with Dressage Committee to develop Dressage Judges - **COMPLETED**
 - TD introduction scheduled for Burnett Region in February **COMPLETED**
- Rider Development – new syllabus
 - Proficiency Certificate Roll Out - **COMPLETED**
- Development of Future Leaders – **In progress**
- Junior Coaches – **COMPLETED**
- Junior Officials – **In Progress**
- Officiating pathway - **In progress**
- PCQ New Look Coaching – **COMPLETED**

SCI Medal Update

- 73 enquiries from 47 clubs across 8 regions
- Registrations – 14 Copper, 5 Bronze, 2 Gold.
- Proficiency Certificates required for National and International Representation.
- Congratulations to Alyssa Jurlina achieving SCI Medal BRONZE



QUIZ

Zones are encouraged to conduct Quiz competitions in preparation of release of QUIZ Phase 2.
Quiz Phase 1 handbook available from PCQ Office.
Contact PCQ Office at admin@ponycubqld.com.au

Junior Coaching

Clubs encouraged to develop Junior Coaches

PCQ 'E' – PCQ 'D' – PCQ 'D*' – PCQ 'C' – PCQ 'B'

Pony Club Queensland introduces three (3) additional coaching levels to engage participation and development of situational coaching tailoring to coaching strengths.

PCQ 'E', PCQ 'D' and PCQ 'D*' provide flexible entry to become a Pony Club Queensland Coach and a progressive coaching pathway development program to move to another level.

Category	Coach Accreditation				
	PCQ 'E'	PCQ 'D'	PCQ 'D*'	PCQ 'C'	PCQ 'B'
Practical Riding	NA	NA	NA	NA	Yes
Coaching Principles	✓	✓	✓	✓	✓
Horse Care					
• Feeding	✓	✓	✓	✓	✓
• Hoof & Shoeing	✓	✓	✓	✓	✓
• Grooming	✓	✓	✓	✓	✓
• Saddlery	✓	✓	✓	✓	✓
• Horse Care	✓	✓	✓	✓	✓
• Travel, Rugs, Bandages & Boots				✓	✓
General Knowledge	✓	✓	✓	✓	✓
Safety	✓	✓	✓	✓	✓
Equine Science	✓	✓	✓	✓	✓
• Slow, Step Back, Park, Head Down				✓	✓
Course Design Accreditation					✓
Specialist Area					✓
Officiating Accreditation					✓
Coach Flat Riding		✓	✓	✓	✓
Coach Games Riding		✓	✓	✓	✓
Coach Jump Riding – Poles & Grid			✓	✓	✓
Coach Jump Riding – Poles, Grid & Course				✓	✓
Coach Cross Country				✓	✓
Troop Drill				✓	✓
Lungeing				✓	✓
Rule Book Orientation / Alignment Table		✓	✓	✓	✓
Coach Outside of Pony Club Activity					
Preparation Clinic	✓	✓	✓	✓	✓
Practical Assessment	✓	✓	✓	✓	✓
Updating Requirement	✓	✓	✓	✓	✓

Coaching Pathways

Coaches can commence at PCQ 'E' or PCQ 'D' or PCQ 'D*' or PCQ 'C' – flexible entry and moving to another level with Recognised Prior Learning.

Recognised Prior Learning (RPL) applied to:

PCQ 'D' if PCQ 'E' is held

PCQ 'D*' if PCQ 'E' and/or PCQ 'D' is held

PCQ 'C' if PCQ 'E' and/or PCQ 'D' and/or PCQ 'D*' is held

For more information contact PCQ Office admin@ponyclubqld.com.au or 07 3216 1255 or your Regional Coaching Director.

HEATHY EATING



FOR THE PCQ RIDER



PCQ DRESSAGE SUBCOMMITTEE MEETING

Date: 2022 03 01 Via ZOOM

SUB-COMMITTEE AGENDA

1. Opening:

2. Members:

Tracey Camilleri,(Chair) Megan Wray, (*Secretary*), Kay Paulsen. (Co-Opted)

1: Kim Luis, 2: Amber Bromiley, 3: Owanna Francisca, 4: Alice James, 5: Grace Brodie 6: Beryl Burkhardt 7: Megan Wray 8: Leah Froloff, 9: Heather Davidson,	10:-Penny Incledon, 11: Dee Ann Dunworth, 12: 13: Deanne Dennis (<i>Michelle Gordon</i>) 14: Heather Atherton 15: Faye Hawke, 16: Nicole Evans 18: Sarah Standen	20: 21: 22: 23: 25: 26: Annette Howarth, 27: Peter Bridgeman, 28: Carmen Coombs
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3. Delegates Present: Tracy Camilleri, Megan Wray, Annette Howarth, Beryl Burkhardt, Nicole Evans, Kym Luis, Carmen Coombs, Leah Froloff.

4. Apologies: Kay Paulsen **Moved** Megan Wray **Seconded:** Beryl Burkhardt

5. PREVIOUS MINUTES: Circulated **Moved** Megan Wray **Seconded:** Annette Howarth

6. Business arising/outstanding actions:

a. **ACTIONS From Previous Minutes:**

- i. Promotion of Preliminary Dressage clinics
- ii. PCA National Rules: NO Progress at this time, retain PCQ 2021 Rules

a. **Flying Minute** regarding closed book exam for Preliminary Judges:

b. **RECOMMENDATIONS From Previous Minutes:**

- i. Introduce preliminary Group to 12U:
Approved Feb 2022; 3 year trial commencing January 2023
- ii. Result Flying Minute:
Closed Book Exam to be removed form Preliminary Dressage Judges Course:

7. Correspondence:

- 1) Inward: Various programs approved,
- 2) Outwards: Nil

8. PCA National Dressage Sub Committee; Update: No meetings have been held

9. Items for General Business:

PCQ DRESSAGE SUBCOMMITTEE MEETING

10. Programs Approved to date:

Organisers	Venue	Discipline	Dates	Contact	Details
Maleny	Maleny PC	Dress	06/03/22	Maleny PC	malenyponyclub@gmail.com
Yeppoon	Yeppoon	Dress	19/03/22	Madeine	0413 483 850
Yeppoon	Yeppoon	Ct	19/03/22	Madeine	0413 483 850
Tallebidge PC	Tallebidge PC	CT	20/03/22	Jackie	0413 500 118
Zone 1	Runcorn PC	Dress	19/03/22	Margie	0411 418 349
Zone 1	Runcorn PC	CT	20/03/22	Margie	0411 418 349
Redcliffe PC	Redcliffe PC	Dress	27/03/22	Ken	0418 880 019
Zone 7 PCs	Maryborough	Dress	02/04/22	Debbie	0427 582 809
Maryborough PC	Maryborough	Dress	03/04/22	Bec	0400 001 583
Calliope PC	Calliope PC	Dress	21/05/22	Jonathon	0427 024 272
Calliope PC	Calliope PC	CT	22/05/22	Jonathon	0427 024 272

Noting Moggill PC has moved their date to enable Zone to run.

15. Dressage Judges Clinics Dates 2022:

Organisers	Venue	Level	Dates	Contact	Details
Burnett	ZOOM	Prel	09/03/22	Megan	0402 470 616
Burnett	ZOOM	Prel	30/09/22	Megan	0402 470 616

16. Accreditations and Applications for accreditation:

17. AGENDA ITEMS:

- a. **National Gear Rules: implementation NOW 1st July 2022:** highly recommended everyone familiarizes themselves with these. QLD supplied multiple comments and submission regarding these. Some minor changes were obtained, however, we have no further say on this matter. Gear Exemption Forms are available from PCQ website.
- b. **From Sporting Sub-Committee:** That changes to the Point Accumulation for the Percy Bishop Trophy be changed to only 1/2 a point being awarded for participation in each Discipline, opposed to the current 1 Point Accumulation. * **Rational:** *Unlike other Disciplines, the State Championships for Sporting, Formal Gymkhana, Campdraft & Mounted Games equates to 4 points for a Rider who participated in all 4 Disciplines. A Rider placing 10th in three Disciplines would acquire 3 points (1 point for each 10th place). Therefore a Rider who participated would technically have a higher score than a Rider that placed in the Events.*
Dressage Sub-Committee: *does not support this as the ethos of the trophy was intended to reward the versatility of a horse and rider combination, and only uses points from placings to split the eligible riders.*
- c. **From Showjump & JE Sub-Committee** The organising committee of a State Championship has the option to allow a rider to compete on two horses, if they have qualified, as per the existing PCQ rules for the relevant discipline.
Dressage Sub-Committee: *accepts this recommendation, on the provision that all riders should be offered the same opportunity to ride a second horse without cut-off at set numbers.*
- d. **Zone 7 is keen to include a Medium Class in the State Dressage Program for 2022.**
Dressage Sub-Committee: *supports this and is willing to recognise EA qualifying rides at this level.*

PCQ DRESSAGE SUBCOMMITTEE MEETING

- e. Concerns were raised regarding the 10 and under age group being phased out. The **Dressage Sub-Committee**: does not support this, and considers the group is a means of developing good pathways for riders.*


- f. Regarding Novice and above judges: **Dressage Sub-Committee**: is keen to get video tapes developed for Judge development and updating.*

18. **Next Meeting:** TBA (April/May)

19. **Meeting Closed:** 8.36pm

Committee Representative: Tracy Camilleri

Date Approved. 01 03 2022

Minutes for PCQ TET SUB-COMMITTEE ZOOM MEETING AND FOLLOW-UP EMAIL			
Date:	Thursday 17 th MARCH 7.30 – 9.40pm		
Attendees:	Brett Coombe, Ray Kelly, Kev Walsh, Christine Topalov, Guy Clare,		
	DISCUSSION TOPIC	OUTCOME / PLAN	
MOTION moved by Ray	1. PCQ Tet Sub-Committee accepts the documentation and Power Points provided by Guy and recommend for General Availability on the PCQ website. Seconded by Kev Walsh and unanimously carried	1. Word doc x4 Lessons - Coaching Shooting Technique 2. Word doc - How to Organise a Tetrathlon 3. Power Point presentation - Setting up the Smart PLT Targets. All to be moved to the next level by Brett for wider publication	
GENERAL BUSINESS	2. Greenbank Programme Template, mistakes rectified by Christine	Hopefully this event can be re-scheduled and the Template changed following Christine's recommendations	
FEEDBACK FROM STATE EVENT & DISCUSSION	Kev and Guy raised concerns regarding the use of portable XC fences and non-compliance with respect to anchoring down these obstacles in competition and at training days / Rallies / Musters	<p>Brett to make PCQ aware of the problem and possible solutions: Horst Trials Sub-Committee to produce written guidelines concerning the anchoring of portable XC fences in addition to what's currently published. Ideally easy to follow diagrams to be used and circulated to ALL Clubs concerning the MINIMUM REQUIRED STANDARD. ALL Instructors need to be made aware that they should check any obstacle prior to jumping, especially those that have been present in the same location for many years. Historically a 'Star-Picket' system has been used and there is now a dedicated SPIRAFIX system, but the attachments has to be into solid structure, now worn or rotten. Hence the problem with portable fences that have been in the same location for some considerable time. It can't be assumed that they are correctly anchored. AIM: make the State Body aware of concerns so that standards of safety can be improved with respect to anchoring of portable XC fences.</p>	
TETRATHLON JUMPING TEST - FAULTABLE RAIL DISCUSSION	Guy raised the concept of Derby Courses used in USA. Here the 'fill' is in keeping with an XC fence, but there is a faultable rail. In essence 2 wings could be placed either side of the XC fence with a SJ pole cut to size. This would remove the requirement for the anchoring of fences and MERS. It was decided that more thought would need to go into this type of course.		
DISCUSSION	MERS is required for Horse Trials when competing above 90cm. This affects 17yrs and >17yrs in tetrathlon where their course height is 95cm. It was decided that MERS would not be required to compete in tetrathlon where XC fences made-up a Derby course. However a letter of Competence would be needed from the relevant Zone Chief Instructor.		
DISCUSSION	Tetrathlon Jumping Test can be entirely made-up of SJ or a Derby Course where there are SJ & XC fences		
DISCUSSION	It has been noted that many competitors have not had sufficient training on XC fences and as such confidence is low		
DISCUSSION	In qualifying for the Tetrathlon State Event, where a Derby Course will be used, then a pre-requisite for Official entry would be competence at XC fences		

MOTION moved by Guy	Qualification for 2022 Official Tetrathlon State Event - Competence could be proven either at: Tetrathlon Official Event where the ride was a Derby Course and the competitor achieved 1000 or > 10000 in the ride phase, or following recommendation of competence from the relevant Zone Chief Instructor, which should be in writing. Extenuating circumstances could be presented to PCQ Tet Sub-Committee. Seconded by Christine. Unanimously passed.	PASSED
MOTION moved by Kev	Tetrathlon adopts the policy that the age on the 1st January is the age the Rider competes at for the whole of that year. Seconded by Guy. unanimously carried	PASSED
MOTION moved by Brett	Tetrathlon Sub-Committee will accept the roles as outlined in the PCAQ Discipline Committee Documentation. Seconded by Ray, unanimously carried	PASSED
TET TD COURSE FEEDBACK	TD Course ran by Guy at Southport State Conference in January. Competence was established with a written test (open book). Kev mentioned that anybody on the Tet Sub-Committee who hasn't 'sat' the Course and who wants to be a Tet TD should sit and pass this written test. This was felt very important for transparency and accountability. In line with other disciplines 'passing' the Test then places individuals on the 'probationary Tet TD List' and to move from probationary to competent then a discussion followed on the number of shadow events that would be required. After discussion it was decided 1 shadow event. It was considered very important that the Tet TD could manually score and therefore check results validity. In addition emphasised the Tet TD needed to walk every course and be present for the whole day.	
MOTION moved by Kev	Existing Tet Sub-Committee members should sit and pass (85%) the 'Open Book' Written Test to become a Tet TD and then probationary Tet TD's could shadow them. In addition 1x shadow experience would be required to move from the probationary list in 2022. Seconded by Guy and unanimously carried	PASSED. Guy to re-publish the Written Test to Tet Sub-Committee Members
SHOOTING EQT	More than one gun is currently faulty and an application to PCQ for more equipment has been made. PCQ feedback was that they would like a complete audit of current 'Tetrathlon Stock'. PCQ would need a quote to replace any equipment PCQ would need a quote to purchase more equipment, it was noted that we are short of pistols	Kev and Christine to perform the stock audit Christine to obtain a quote for replacement pistols and additional pistols
Next Meeting	TBA: Agenda, further discussion on XC style fences with a faultable rail	-

PCQ SUBCOMMITTEE MEETING Show Jumping, Horse Trials & Jump Equitation Minutes

Date: 22/02/2022

Minutes

1. Meeting opening: 7.30pm

2. Delegates present:

Geoff Thomson [VP] Chair: Technical Advisors: Jan Morland [SJ/JE] John Hughes [HT]

Z			Z		Z		Z		Z	
1	Peter Ryan HT	X	2	Kirilee Isherwood HT		2	John Hughes HT	X	4	Christine Topalov SJ/JE/HT
1	John Martin SJ/JE	X	2	Jan Morland SJ/JE	X				6	Becky Jeffries SJ/JE
6	Sharne Andrew HT	X		Deziree Roos SJ/JE			Courtney Iker HT		8	Leah Frohloff SJ/JE/HT
9	Lyn Coombe SJ/JE/HT		10	Tracey Camilleri SJ/JE/HT	X	11	Robert McLachlan SJ/JE	x		Adrienne Kelley HT
	Charmaine Thureson SJ/JE						Jenny Murphy SJ/JE		26	Ken Jensen SJ/JE
	Di Elder SJ/JE/HT			Barry Dossetto HT	X		Kev Tomkins SJ/JE		9	M Hughes
4	Cassie OBrien					4	Steph Commens			

3. Apologies:

4. **PREVIOUS MINUTES:** Meeting of 30/10/2021 Circulated
Approved: Sharne Andrew, Melinda Hughes. Carried

5. **Business arising/outstanding actions:**

- List of SJ Judges and Course Builders – John Martin – Lists attached.
John explained that he had to create a new data base for these records as not all the information in Omnisport transferred to JustGo. Our records had not been updated for two years. These list are correct as at December 2021 with the information that was available.

John proposed that starting with the Showjumping lists, each judge and course builder be sent an email to confirm the information. For those that bounced back or no response was received, a follow up phone call, letter or contact with zone or club be made.

Officials will receive a "Request for Assistance" email to begin with.
Each zone to be asked to distribute list of their zone to each club and ask for confirmation also. **Action**
- Gear Check General– PCQ/PCA
Members are encourage to look at the new PCA GEAR CHECK RULES which are to become effective on 1.7.2022, to see what impact these rules will have on the gear they currently use. If there is a change which they are not happy with, members should complete the PCA form (available on website) to express their concern stating WHY they would like PCA to reconsider the change. This should be done by 15th March as there is a National meeting later in the month, after this it will probably be too late.
Proposal to EOB that Queensland apply for an Exemption to use current PCQ rules for remainder of the year as timing will impact on state championship commencing beginning of July. Our riders have qualified using our rules as PCA rules were not operating from beginning of the year. **Action**
- State JE & SJ Championships:
 - The preferred time for PCQ State Championships for JEQ and SJ is to be Easter, to avoid clashes with PCQ State Championships in Sporting, Campdraft, Mounted Games and Formal Gymkhana and with the PCA Nationals.
No resolution has been reached as sub-committee waiting on the statistics from the group compiling the spreadsheet, before a decision is made. **Action**

- The organising committee of a State Championship has the option to allow a rider to compete on two horses, if they have qualified, as per the existing PCQ rules for the relevant discipline.

This proposal waiting on agreement from the Dressage & Combined Training sub-committee, at this point our committee and Sporting committee support the proposal.

Melinda Hughes to verify that the proposal went to the Dressage sub-committee.

Action

- Update X Country Subsidiary Form – Geoff Thomson advised the revision is in its final stage.

6. Correspondence:

- Inward: None forwarded to sub-committee

- Programs for Approval: Up to date with approvals

- Outwards:

Programs Approved to 22 February:

Date	Club/Zone	Programme App.	Officials Approved	Results Received
Jan 29/30	Jandowae	X	X	
Jan 30	Samford GV	X		
Feb 6	Runcorn	X	X	
Feb 5/6	Wandoan	X		
Feb 5/6	Nambour	X		
Feb 12/13	Zone 4 at Dalby	X		
Feb 12/13	Redcliffe	X	X	
Feb 19/20	Oxenford	X	X	
Feb 19/20	West Toowoomba	X		
Feb 20	Gympie	X		
Feb 27	Tallebudgera Open	X		
Feb 26/27	Zone 6 at Nambour	X	X	
Mar 5/6	PRV			
Mar 6	Maryborough	X	X	
Mar 5/6	Yeppoon	X		
Mar 12/13	Cannonvalley	X	X	
Mar 12/13	Tamborine	X	X	
Mar 12/13	Glasshouse	X		
Mar 20	Mudgeeraba	X	X	
Mar 27	Tallebudgera JE/CT	X	X	
Apr 3	Hendra	X		
Apr 8-10	State at Dalby	X	X	

7. Items for General Business:

- SJ Amendments Jan 2022 – Following PCQ State Seminar a number of errors and omissions from Rule Book have been listed to make corrections in Rule Book and Website. There are no rule changes. Thanks to Peter Ryan for documenting these typos etc.
- Sub Committee Terms of Reference – This will be implemented for Subcommittees at a time to be advised. For our subcommittee this will mean each zone may have a one delegate for all three disciplines or a different delegate for each.
- SIMP Plan – Emergency Process – Geoff Thomson presented one that was used at the IQ/PCQ Showjumping in November, John Hughes has also been working on one.
- HT Rule Book amendments – These were added to Rule Book for 2022.
- JE Proposal – A proposal for a change to the classes offered for Jumping Equitation was presented. The changes are based on discussions with participants at State championships over the past couple of years.

Option A: 12 & under at 50cm, 60cm, and 70cm
13-18 years at 70cm and 90cm
18-26 years at 80cm and 1.00cm

Option B: 12 & under at 50cm, 60cm and 70cm
13-26 years at 70cm, 80cm,, 90cm and 1.00cm
This was the preferred option as it lines up with other disciplines of D, CT, HT and SJ.

Option C: was presented verbally by Tracey Camilleri at the meeting.
Keep age groups and heights as they are currently. Offer an Open Age Group at 80cm and 1.00cm. This would add two more classes.

A decision will be made at the next Subcommittee after delegates have had the opportunity to take the proposal to their zones for consideration. Depending on the decision at next meeting it is proposed that a trial period commence after the State Event in April. Organisers can choose to stay with the existing format as per Rule Book or offer the Option that is passed. A final decision would then be made after last competition for the year.

Recommendation

6. Delegate Lists and Committee attendees
 1. Zones are reminded to forward their Delegates and Committees to the PCQ Office as soon as possible following their AGM. At the moment we are working off the Delegates list for 2021 for the meetings.
 2. Schedule of Dates for Meetings will be compiled - GT
 3. IQ/PCQ Showjumping Competition has been ratified by subcommittee to continue and be held on last weekend in November in Toowoomba. **Add to Events Calendar. It was also agreed to issue an invitation at the State Championships to riders eligible to participate as a result of their performance at the Showjumping, Combined Training and Horse Trials.** Melinda Hughes and Jan Morland to compile the invitation. **Action**
 4. EA Horse Trials Course Design clinic is being held at **Fig Tree Pocket on 9th & 10th April** with Des Hughes. Pony Club members have been offered the opportunity to attend. Application form on NOMINATE.
 5. PCQ Horse Trials Course Design clinic is being held at Tamborine on 30th & 31st July with Darryl Burgess. An application form will be available closer to the date.
PCQ would like a representative from every club running ODEs. PCQ will subsidise One delegate per club, but clubs may have more than one delegate attend either or both clinics. Club Delegate to attend either School.
 6. A general discussion was held regarding how clubs organise their programmes over one or two days. It was pointed out by KJ that EA allows a horse to have 3 rounds per day.

ACTION ITEMS:

ACTIONS

Action	Responsible	Status
• Item 5.1		
• Item 5.2		
• Item 5.3 (X2)		

RECOMMENDATIONS:

Recommendations	Responsible	Status
• Item 7.5		
•		
•		

8. **Next Meeting:** Tuesday 15/03/2022 – 7.30pm

9. **Meeting Closed:** 9.15pm

PCQ SUBCOMMITTEE MEETING Show Jump Horse Trials Jump Equitation

Date: 15/03/2022

Minutes

1. Meeting opening: 7.30pm

2. Delegates present:

Geoff Thomson [VP]: Technical Advisors: Jan Morland [SJ/JE] John Hughes [HT]

Z			Z		Z		Z		Z		
1	Peter Ryan HT	X	2	Kirilee Isherwood HT		2	John Hughes HT	X	4	Christine Topalov SJ/JE/HT	x
1	John Martin SJ/JE	A	2	Jan Morland SJ/JE	X					Becky Jeffries SJ/JE	
6	Sharne Andrew HT	X		Deziree Roos SJ/JE			Courtney Iker HT		8	Leah Frohloff SJ/JE/HT	
9	Lyn Coombe SJ/JE/HT		10	Tracey Camilleri SJ/JE/HT		11	Robert McLachlan SJ/JE	x		Adrienne Kelley HT	
	Charmaine Thureson SJ/JE	x					Jenny Murphy SJ/JE		26	Ken Jensen SJ/JE	x
	Di Elder SJ/JE/HT			Barry Dossetto HT	x		Kev Tomkins SJ/JE		9	M Hughes	x
4	Cassie OBrien			Sally Corey		4	Steph Commens	x			

3. Apologies: John Martin

4. PREVIOUS MINUTES: Meeting of 22/02/2022 Circulated
Approved:

5. Business arising/outstanding actions:

- List of SJ Judges and Course Builders – John Martin
Zones are requested to confirm for their Zone any errors or omissions on the list.
- JE Proposal
Zone Delegates asked to discuss the proposal with their members and report back at next meeting.
- Recommendation for allocated time for State Comps
 - The preferred time for PCQ State Championships for JEQ and SJ is to be Easter, to avoid clashes with PCQ State Championships in Sporting, Campdraft, Mounted Games and Formal Gymkhana and with the PCA Nationals.
 - Stephanie Commens and Sharne Andrews reported on the statistic compiled from data of nominations over the 3 years of the trial and of the 4 years prior to trial. Steph to provide a copy of spreadsheet ; advantages vs disadvantages; 250km radius of venue resulted in strong representation for the delegates. Nothing led to an area being disadvantaged.
Recommendation: Adopt the Easter School Holidays as time slot for JE & SJ Championships based on data of past 7 years. Unanimous agreement of those present. **Recommendation**
- Update X Country Subsidiary Form nearing completion.
- JE Proposal for Future as above.
- PCA/PCQ Gear Check: Waiting on written confirmation from PCA that application for exemption requests for any gear in our book but not in PCA book goes to States. Letter has been sent to PCA asking that we can use our rules for the remainder of the year. Awaiting a reply.
- PCQ HT Design Schools – Notices for schools. John Hughes and GT to compile form for PCQ clinic on 30/31 July at Tamborine with Darryl Burgess.

7. Correspondence:

Inward:

- Age as of 1st Jan: Subcommittee discussed, agreed to support the recommendation.

- Eventing Qld: This organisation is looking for a Pony Club on which to run their 3* EA State Championships.
- Programs for Approval:

PCQ Official JE & SJ Competitions 2022

Date	Club/Zone	Programme Approved	Officials Approved	Results Received
Jan 29/30	Jandowae	X	X	
Jan 30	Samford GV	X		
Feb 6	Runcorn	X	X	
Feb 5/6	Wandoan	X		
Feb 5/6	Nambour	X		
Feb 12/13	Zone 4 at Dalby	X		
Feb 12/13	Redcliffe	X	X	
Feb 12/13	Zone 27 at Yeppoon	X		
Feb 19/20	Oxenford	X	X	
Feb 19/20	West Toowoomba	X		
Feb 19/20	Zone 13 at Charleville	X		
Feb 20	Gympie	X		
Feb 27	Tallebudgera Open	X		
Feb 26/27	Zone 6 at Nambour	X	X	
Mar 5/6	PRV			
Mar 5	Zone 7 at Maryborough	X	X	
Mar 6	Maryborough	X	X	
Mar 5/6	Yeppoon	X		
Mar 12/13	Cannonvalley	X	X	
Mar 12/13	Tamborine	X	X	Cancelled
Mar 12/13	Glasshouse	X		
Mar 20	Mudgeeraba	X	X	
Mar 26/27	Pioneer River Valley	X		
Mar 27	Tallebudgera JE/CT	X	X	Postponed
Apr 3	Hendra	X draft		
Apr 8-10	State at Dalby	X	X	
Apr 30 May 1/2	Southport CT/JE, SJ	X		
May 8	Charters Towers Open	X		
May 22	Tallebudgera JE/SJ	X		
June 12	Tallebudgera JE/CT	X		

Horse Trials Approved: Yeppoon

- Outwards:

8. Items for General Business:

- SJ Amendments Jan 2022 – Updated on Web Page on 15 March
- HT Inspection Criteria PCA: John Hughes, Barry Dossetto and Geoff Thomson to look at it and reply prior to 6th April.
- Delegate Lists and Committee attendees: As listed above.
- EA SJ Judge Transition – Diann Petersen EA Level 1 to PCQ Official: Request for history of judging. On receipt of information recommendation to be made.
Geoff Thomson and Ken Jensen to look at the process for EA Level 1 transition to PCQ. Clubs/Zones can use current EA judges and Course builders for Official days provided they are applied for with qualifications listed along with PCQ judges and course builders.
- Medical Services for Competitions: PCA requirements become effective 1st July. Clubs/Zones need to make themselves aware of these requirements.
Zones/Regions are encouraged to organise First Aid Clinics for their members, that includes parents as well as instructors (not compulsory for latter), to at least cover rallies and low level competitions.

It was agreed to request EOB send a letter to PCA noting that it is unreasonable for the requirement “that an ‘official’ ambulance must present at ‘specific’ events”, and ask for it to be removed. Christine Topalov to provide a contact in Qld Ambulance who has data on the availability of ambulance vehicles throughout the state.

Recommendation

- Terms of Reference formalising how sub-committees operate received.
- PCAQ or PCQ: Melinda Hughes and Peter Ryan to investigate that our legal name is PCAQ through a public search of Trade Marks Australia. As we understand PCQ is a registered trade mark with PCA. Melinda and Peter to verify the current status.
- Robert McLachlan drew attention to a contradiction of rules in Showjumping Rule Book between Art 203 and 224. Ken Jensen to look into this and provide clarification. In the meantime judges to apply Art 203 subject to Art 224. Ken to talk to TDs at State championships.
- TD Reports of Official competitions to comment on Facilities eg up to standard; and any issues with courses.
- BREAKAWAY CUPS: TDs, Judges and Course Builders please note, Oxers MUST have FEI approved breakway cups on the back element, or middle and back in case of a triple bar. If these cups are not available, then all obstacles must be verticals. Melinda Hughes to include it in E-news with attachment from website.
- IQ/PCQ Invitational Showjumping Competition. It was agreed that winners of appropriate levels at the State Showjumping, Combined Training and Horse Trials we invited to represent Pony Club with a Invitation presented at the event.

9. ACTION ITEMS:

ACTIONS

Action	Responsible	Status
<ul style="list-style-type: none"> • Letter to Club and TD where approved breakaway cups were not used on Oxers. 	Geoff Thomson	
<ul style="list-style-type: none"> • E-news bulletin on FEI approved breakaway cups 	Melinda Hughes	
<ul style="list-style-type: none"> • Notice for HT Course Design Clinic in July 	John Hughes	
<ul style="list-style-type: none"> • PCAQ name 	Melinda Hughes Peter Ryan	
<ul style="list-style-type: none"> • PCA cross country course inspection criteria 	John Hughes Barry Dossetto Geoff Thomson	
<ul style="list-style-type: none"> • Procedure for EA accredited to transition to PCQ Official judge 	Ken Jensen Geoff Thomson	
<ul style="list-style-type: none"> • Letter for invitation to represent PCQ at the IQ/PCQ Showjumping competition at Toowoomba in November 	Melinda Hughes Jan Morland	

RECOMMENDATIONS:

Recommendations	Responsible	Status
<ul style="list-style-type: none"> • Letter to PCA asking for the mandatory requirement "that an ambulance must be present" be removed as it is not reasonable. 	Geoff Thomson	
<ul style="list-style-type: none"> • Adopt the Easter School Holidays as time slot for JE & SJ Championships based on data of past 7 years. Unanimous agreement of those present. 		

10. Next Meeting:

11. Meeting Closed: 9.30pm