

Pony Club Queensland Management Committee Meeting Minutes

14th July 2022

Held electronically via Zoom Conferencing

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- 2022.07.01 Open Meeting – Chairman:** The President opened the meeting at 7.32pm.
The President acknowledged the Traditional Custodians of the lands and waters of Queensland past, present and emerging.
- 2022.07.02 Attendance & Apologies**
2.1 Present: Executive Committee – Sarah Standen (Pres); Brett Coombe (VP); Geoff Thomson (VP); Scott Jackson (VP) Megan Wray (Treas); Melinda Hughes (Sec) and Michael Carlson (SCI).
Zones: John Martin (1); Jillian Bird (2); Alice James (4); Debbie Iker (7); Leah Frohloff (8); Deb McLucas (10); Robert McLachlan (11); Lois Dawes/Julianne Madsen (18); Barry Dossetto/Annette Howarth (26); Kevin Tomkins (27); Michael Shaw (Z28).
2.2 Observers: John Hughes (2)
2.3 Staff: Margie Davidson & Mary Genocchio
2.4 Confirmation of Quorum and Confirmation of Delegates: 50% of Executive Committee (7) and 25% of Zones (11).
Confirmed: Quorum Present
2.5 Apologies: Peter Ryan (Z1), Grace Brodie (Z5), Di Elder (Z28).
Motion: “that the apologies be accepted”.
Moved: Robert McLachlan **Seconded:** Michael Carlson **Carried**
- 2022.07.03 Minutes from Previous Meeting**
Motion: “that the minutes of the previous meeting of 19th May 2022 are a true and accurate record of the meeting”.
Moved: Melinda Hughes **Seconded:** Megan Wray **Carried**
- 2022.07.04 Business Arising from Previous Minutes**
Nil
- 2022.07.05 Treasurer’s Report**
The meeting was presented with the May 2022 Balance Sheet and Profit & Loss Statements.
Points highlighted by the Treasurer were currently working on the budget and met with the Auditor
Motion: “that the Treasurer’s Report be accepted”.
Moved: Megan Wray **Seconded:** Geoff Thomson **Carried**
- 2022.07.06 Executive Committee Report**
Since the May 2022 meeting, the Executive Committee has conducted the following business:
PCQ:
Sub-Committee Reports from Management Committee Meeting of 19th May 2022.
 - **Coaching** – report accepted.
 - **Sporting** – report accepted.
 - **Dressage & Combined Training** – report accepted.
 - **Tetrathlon** – the Executive discussed the purchase of additional shooting equipment and it was agreed the Treasurer to contact Christine Topalov re: costs.
 - **Jumping Equitation & Showjumping** – It was noted the report from the 2022 State JE & SJ championships event co-ordinator is not a recommendation and should be discussed by the sub-committee.The Executive reviewed these reports and resolved to accept all reports as per above.
Serious Incident Management Plan – yet to be circulated. Final amendments to be reviewed before circulating.

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Gender Equity Plan – as a recipient of funding under the Active Industry Fund from the Queensland Government, and to continue to be eligible for this funding, moving forward, PCQ is required to develop a Gender Equity Plan with an ongoing commitment to maintain it once it has been achieved. Whilst this plan will not come into effect till 2029, it is expected that the Association will begin steps to address this requirement. The Executive at its June meeting resolved to support gender equality at state level (Executive Committee) and will take positive action and affirmative steps to address gender equality through deliberation and set criteria to meet the requirements by 2029.

PCQ AGM – is scheduled for Thursday 8th September. Margie Davidson has been appointed as the Returning Officer. For further information refer to the Office Manager's report.

PCA:

2023 Fees – PCA has advised the fees as at 1st January 2023 for riding members will be \$27.50 (incl GST). This is an increase of \$11 (incl GST). PCA will respond to any questions directly from its riding members about the fee increase.

National Integrity Framework - Pony Club Australia (PCA) has committed to the implementation of the National Integrity Framework which provides greater transparency and independence for sport integrity issues. This will see major integrity concerns in Pony Club® managed by Sport Integrity Australia (SIA). Sport Integrity Australia will provide an independent and professional complaint handling service for breaches of the major policies that threaten safety and fairness. That includes things such as Abuse, Bullying, Harassment, Child Safety, Competition Manipulation and Illicit Drugs.

The new policies are on the PCA website but the standards within are very much like our past Member Protection and Child Safeguarding policies. Members report directly to SIA, and PCA (or a state, zone or club) will not be involved in the investigation or have a say on sanctions imposed for a breach of a policy.

The President asked the PCQ MPIO Melda McBeath to address the meeting. The meeting was advised that certain types of complaint were to go to PCA and Sports Integrity Australia. She had also spoken to the PCA CEO querying whether the MPIO's were still going to be viable to which she was advised yes. Depending on the type of complaint as to where it is submitted, and these complaints may also be referred back to the state, club etc. The PCQ MPIO also added that the zones and clubs will need to be made more aware of what their responsibility is, what is the breach outline etc and there will be an onus on zones and club to read the policies. The best solution is always to try and resolve at the grass roots level.

The President thanked the PCQ MPIO and resolved that PCQ will work with Melda to draft a simplistic document for circulation to zones and clubs and took the opportunity to acknowledge the wonderful work that Melda does which was endorsed by the Treasurer.

Prince Phillip Mounted Games – to be held in NSW in October 2022. As PCQ received an invitation to nominate a junior and senior team an eNews was sent to all members seeking expressions of interest. PCQ has responded back to the hosting body and are awaiting further details.

Interpacific Exchange 8-26 January 2023 – PCQ sent an eNews to members seeking expressions of interest from those riders between the age of 17-25 as at 1st January 2023 and with a "B" certificate. Nomination forms sent to those riders who meet the criteria as well as nominations for Coach and Manager, with nominations to be submitted to PCA by 26th July 2022.

National Rules Committees - PCQ sought confirmation from PCA as to whether all these committees are still relevant and functioning as it appears there has been a reduction in some of these committees meeting. The Executive also enquired in the long term, if National Discipline Rules are generated, are these rules specifically for national events or are they to be adopted Australia wide?

PCA advised the Tetrathlon, Quiz and Mounted Games committees are still active and that as the Dressage, Showjumping and Eventing committees had not met for some time there has been little progress and not sure if these committees will be re-activated.

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

Moved: Melinda Hughes

Seconded: Megan Wray

Carried

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2022.07.07

Office Manager's Report

Members as at 8th July 2022

Riding: 4818 Social: 1692 Total: 6510 This total is 770 down from July 2021

Clubs Affiliated – 195 as at 08-July-2022

The Office is following up on Barcaldine, Mackay North, Nebo and Gracemere who are yet to affiliate. There are a number of clubs with no members to date for 2022

Monthly Reminders:

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 still have some active clubs that have not supplied any returns since 2016 in spite of being repeatedly reminded.

Zone Office Bearers Return:

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. Eleven out of 25 Zones have sent in 2022 returns. Waiting on Zones 3,11,12,13,14,15, 21, 22, 23, 25 & 28

<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. Not yet received - Zones 4, 8,11,12,13,14,15,16,20,21,22,23,25 & 28

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

It is also very important to make sure your club Coaches and Officials have details listed for their Blue Cards on their profiles in JustGo. Applicants need to be linked to PCQ or their club, clubs can set this up through organisationportal@bluecard.qld.gov.au

NCAS Preliminary and Level 1 Coaches are reminded they must Re-register and send in an Activity Sheet every four years. The forms can be found on the PCQ website – Resources – Forms – Clubs

<https://ponyclubqld.com.au/wp-content/uploads/2020/10/2020-NCAS-Coaches-Re-Registration-Form-v2.pdf>

JustGo Database:

Processing new memberships

- Approve the Pending membership, the member is unable to pay until the approval has been activated.
- Once approved the club must notify the members so they are able to access their profile and pay.

There are multi members sitting in clubs under No Membership, there is no need to do anything with the ones that show Expired however the ones that have greyed out dots have been approved but not advised membership can now be purchased.

Migration of Data from OSM

In every member profile there is a Credentials Tile which is where Coaching, Officials, Proficiency Certificates and Horse Registrations can be found.

Unfortunately, a lot of information on the OSM database did not migrate across to JustGo and we have now lost that history. Please contact the PCQ Office if you have concerns about missing accreditations, certificates, horses etc so that we can try to rectify the problem.

Coaching & Official Accreditations

The JustGo database does not allow anything to be deleted at a state level so if any Credentials show up as Expired, they cannot be removed or updated. To overcome the problem a new Credential is created, we try to keep the original start dates but an email is sent out from PCA each time which indicates members have brand new accreditations.

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Horse Registrations:

When entering Horse Registrations on the JustGo database as Official, there is no option to pay for the cards. Payment can be made by credit card (phone) or direct deposit to PCQ; the horse will sit in a Pending File until payment is received. Currently there are six pages of Pending registrations, members who have registered horses this year on the database and not received cards please contact the PCQ Office

Annual General Meeting:

The PCQ AGM will be held via zoom at 7:00pm on Thursday 8th September.

To ensure zoom meeting invitation is forwarded to the Club delegate email details must be provided.

Clubs and Zones have until Friday 29th July, 2022 to submit motions for the AGM. The agenda will then be finalised and posted to all clubs and zones no later than the 8th August 2022.

The Notice of the 2022 PCQ Annual General Meeting has been emailed to zones to pass on to their clubs followed by a hard copy being posted to all zones and clubs on Wednesday 28th June 2022

PCA National Medical Requirements

<https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/Minimum-Medical-Standards-for-Pony-Club-Guidelines-revision-June-2022.pdf>

PCA First Aid Check List

<https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-First-Aid-JUN-2022.png>

It is to be noted the Human Checklist and Equine First Aid Checklist are a recommendation only

PCA National Gear Rules (amended)

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

PCA Incident Reporting Guide & Poster

<https://ponyclubaustralia.com.au/Incident-Reporting/>

It is to be noted all paper forms for Incident Reporting are now obsolete

National Fire Ant Eradication Program:

Flyers have been sent out to Zone 2 regarding the activity of Fire Ants in areas around the Scenic Rim.

Fire ants are everyone's responsibility. Under the [Biosecurity Act 2014](#), everyone is required to check their property for fire ants and take all reasonable steps to prevent spread.

Official Events:

A reminder that all Official Day Programs and a list of Officials must be forwarded to the PCQ Office for approval prior to advertising. On completion of the event **please forward the results** so they can be posted each month on the PCQ website Events/Results – Official Events Results

<https://ponyclubqld.com.au/official-pony-club-events/>

Uniform Changes:

Peak Downs Pony Club – Light Blue Shirt, Navy Blue Jodhpurs, Navy Blue Tie, Maroon Vest, Saddle Cloth Maroon with light Grey & Navy Blue Trim

Surat Pony Club – Sky Blue Shirt, Beige Jodhpurs/Stockman Cut Trousers (Gymkhana/Campdraft only), Maroon Tie, Saddle Cloth – Sky Blue with White Trim

Townsville Pony Club – White Shirt, Navy Jodhpurs/Stockman Cut Trousers (Gymkhana/Campdraft only), Maroon Tie, Saddle Cloth - Maroon

Important:

When anyone is making a direct deposit payment into the PCQ Account, it is imperative the payee identifies themselves with a Reference, e.g., abc pony club.

The President encouraged the delegates to circulate this report to their clubs for their information.

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

Moved: Kevin Tomkins

Seconded: Melinda Hughes

Carried

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2022.07.08 State Coaching Panel Report

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

The SCI advised the meeting that he had received a good number of applications for SCI medals which was extremely encouraging.

2022.07.08 Sporting, Campdraft, Mounted Games & Stockmans Challenge Sub-Committee Report

As per Appendix 2, this report was tabled for discussion and referred to the Executive Committee for endorsement. The President advised the meeting that VP Scott Jackson is now the Chairman of the sub-committee.

Query re: Age Of riders as at 1st Jan which the sub-committee did not support

The meeting was advised this was a point of discussion with feedback from zones and there were more age groups across the board.

A brief discussion ensued with the President commenting while it would have been nice to have a consensus across all the sub-committees, PCQ will probably have to fall in line with the national body.

2022.07.09 Dressage and Combined Training Sub-Committee Report

No report.

2022.07.11 Tetrathlon Sub-Committee Report

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

The meeting briefly discussed the State Championships which is scheduled for 19/20 November re: costing and unofficial classes which is needed to get the numbers as per last year.

2022.07.12 Showjumping, Jumping Equitation & Horse Trials Sub-Committee Report

As per Appendix 4, these reports were tabled for discussion and referred to the Executive Committee for endorsement.

Items highlighted were:

5.1 List of SJ Judges and Course Builders – letter to be sent to zones to confirm if current
The meeting was advised of the current difficulty marrying the data from the database.

5.2 JE proposals – Option B adopted.

5.4 PCQ HT TD/CD Clinic 15 nominations to date, but there is still time to register attendance.

6.1 10 & Under age group in SJ class to be reinstated, as an option at club/zone competitions. At State Championships to remain as 12 & u with heights at 60/70/80cm. Effective 1/1/23.

6.3 PCA HT Risk Assessment – looking to simplify the form and redesign to a more user friendly form for all disciplines to carry out risk assessment.

The President queried whether the HT TD/CD Clinic could also be conducted in the regions if required to which she was advised it was possible.

The above reports were received.

2022.07.13 Correspondence

13.1 Inward Correspondence

	From	Committee
13.1.01	Biosecurity Qld-Animal Care & Protection Act 2001	Exec/Management
13.1.02	EQ-Service Partnership (St Johns Ambulance): Training Products	Executive
13.1.03	Sport & Rec – Fair Play Vouchers	Exec/Management
13.1.04	Sport & Rec – Deed Funding Variation	Executive
13.1.05	Sport & Rec – Community Recreational Activities & Resilience Program	Executive
13.1.06	PCA – 2023 Fees	Exec/Management

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13.1.07	PCA AGM Minutes	Executive
13.1.08	PCA – Interpacific 2023	Exec/Management

13.2 Outward Correspondence

	To
13.2.1	PCA – National Rules Committees

13.3 Business Arising from Correspondence

13.1.02 The Secretary advised she is waiting to hear back from her initial contact.

The President advised PCQ would provide a copy of any of the above correspondence on request.

2022.07.14

Lease of Horses

Lessor	Lessee	Club – Lessee	Horse	Colour	Sex	Hh.	Expiry
Amber Hamilton	Jessie Evans	Gayndah	Karouselle Kat Walk	Grey	M	12.3	25.01.2023
Jeanine Hamilton	Jessie Evans	Gayndah	Hanley Park Honeysuckle	Palomino	M	13.2	04.02.2024
Bronwyn Dyson	Robert McLachlan	Charters Towers	Lil Ruf N Tuf	Chestnut	G	15.1	20.06.2024
Susan Davies	Lisa Hoole	Hendra	Champagne Supanova	Paint	M	14.3	18.06.2022

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

Moved: Megan Wray

Seconded: Brett Coombe

Carried

2022.07.15

General Business:

2022 State Dressage Championships – query as to how the event went under the new gear rules.

The Treasurer advised Zone 7 had a FEI bit measurer which went well and they also used Nominate for the scoring with no issues.

The Zone 2 delegate congratulated Zone 7 on the success of the event.

The President encouraged the participants to forward letters of thanks to the Sponsors.

Pony Club Grounds – The President raised concerns that pony clubs were under pressure from councils to move to joint multi user facilities. Some clubs are struggling to maintain sustainability & viability and need to be proactive and engage with council and build a relationship to ensure positive outcomes

The meeting was further advised that clubs need be aware they need to lobby their local councillors and local MPs, be lateral in your thinking as it's a numbers game and to incorporate EA/EQ numbers as using your club. Further advice to also lobby the local councillor's main office staff, to develop a strategic development plan i.e., highlighting a 5-year plan and what you are working towards.

NSW State SJ Championships – the Office Manager advised the QLD representatives enjoyed themselves and had a great time and did quite well with the only downside being a lot of theft.

Funding – the President informed the meeting of the availability of funding for zones & regions and to lobby their local RDC.

The SCI advised the meeting that new allocations would be released soon and that the acquittal process was becoming more difficult and at the end of the 6-month period, PCQ has 10 days to submit its acquittal.

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Meeting Commencement Time: The President queried if there was any objection to future meetings commencing at 7pm, there was no objection.

2022.07.16

Close Meeting

The President closed the meeting at 8.34 pm and thanked the delegates for their attendance. The next meeting is scheduled for Thursday 8th September 2022 following the conclusion of the AGM which will commence at 7.00pm.

Signed:

President

Date

Sub-Committee Reports

Appendix

Appendix	Item	Sub-Committee Report
1	2022.07.08	State Coaching Panel Report
2	2022.07.09	Sporting, Campdraft & Mounted Games
3	2022.07.11	Tetrathlon
4	2022.07.12	Showjumping, Jumping Equitation and HT

Pony Club Association of Queensland



State Chief Instructors Panel Management Committee Report

Details

Date July 14, 2022

State Championships

Congratulations to those members who attended the State Dressage, Combined Training and Horse Trials Championships in Maryborough in July, who competed in the spirit of sportsmanship and achieving personal best performances.

Riders are well underway with preparation for the up and coming State Formal Gymkhana, Sporting Gymkhana, Stockman's Challenge, Campdraft and Mounted Games at Kilcoy in September.

Funding

Pony Club Queensland has been awarded funding from the State Government under the Active Industry Fund Program for the delivery of various programs for physical activity participation and capability improvement.

PCQ has available various funding opportunities for Zones to access. This funding can be sourced to assist in the conducting of state events, coaching programs/schools/clinics and other activities.

The updated guide for 2022-23 provides a simple explanation of what funding is available, funding value, who can apply, the application process and acquittal requirements.

As a result of funding and acquittal requirements, PCQ has streamlined the system by paying funding upfront on the completion of an agreement to utilise the funding appropriately and provide an acquittal in a timely manner after the activity and within the funding period.

Funding is available for the 1 July 2022 to 30 June 2023 period and must be acquitted within the funding period. Contact your Regional Director of Coaching for any assistance.

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**

Scheduled Clinics

Region	Seminar	Coach Preparation/ Accreditation/Updating	Officiate Accreditation	Other
Far North	<ul style="list-style-type: none"> Zone 18 FNQ Regional Seminar Oct/Nov'22 		<ul style="list-style-type: none"> Zone 18 - Ravenshoe Course Design & Showjumping Judging Preparation and Accreditation Robert McLachlan & Sarah Standen 8th & 9th Oct'22 Zone 18 - Ravenshoe Jumping Equitation Judging Preparation and Updating Sarah Standen 9th Oct'22 Zone 18 - Virtual Dressage Judge Preparation & Updating Sarah Standen Oct'22 Zone 18 - Freshwater Dressage Judge Accreditation Kay Paulsen & Sarah Standen Nov'22 	<ul style="list-style-type: none"> Zone 18 Back to Basics Eventing Clinic 9th & 10th Jul'22
North West				
Northern Central		<ul style="list-style-type: none"> Zone 15 Coach Preparation/Updating/Accreditation 26th & 27th Nov'22 	<ul style="list-style-type: none"> Zone 15 Course Design 29th&30th Oct'23 Guy Creighton 	
Capricornia				
Burnett				
Western				
Far West				
Southern				
South East				<ul style="list-style-type: none"> Zone 1 - Moggill Showjumping Clinic 30th Jul'22

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

HEATHY EATING



FOR THE PCQ RIDER



Pony Club Queensland

State Chief Instructor Medals



	Copper	Bronze	Silver	Gold
SCI Medal Registrations:	49	9	0	2
SCI Medals Awarded:	1			
Regions:	Burnett Central Far North South East Southern Western	Burnett Central Far North South East Southern Western		Far North South East

PCQ SCI STATE CHIEF INSTRUCTOR MEDAL				
	Copper	Bronze	Silver	Gold
Age requirements	Between 9 and 25 years 6 months	Between 13 and 25 years.	New participant: • 15 and 25 years Bronze Medal holder: • 14 and 25 years	New participant: • 18 and 24 years 6 months Silver Medal holder: • 17 and 24 years 6 months
Time to complete (minimum)	3 months	3 months	12 months 6 months (if Bronze Medal holder)	18 months 12 months (if Silver Medal holder)
Medal Components				
On the ground	Yes	Yes	Yes	Yes
Under Saddle	Yes	Yes	Yes	Yes
Lunge	N/A	Yes	Yes	Yes
Horse Management	Yes	Yes	Yes	Yes
Journal	Yes	Yes	Yes	Yes
New Skill	N/A	NA	Yes	Yes

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

PCQ Junior and Senior Coaching Levels

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	X	X	X	X	X
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:

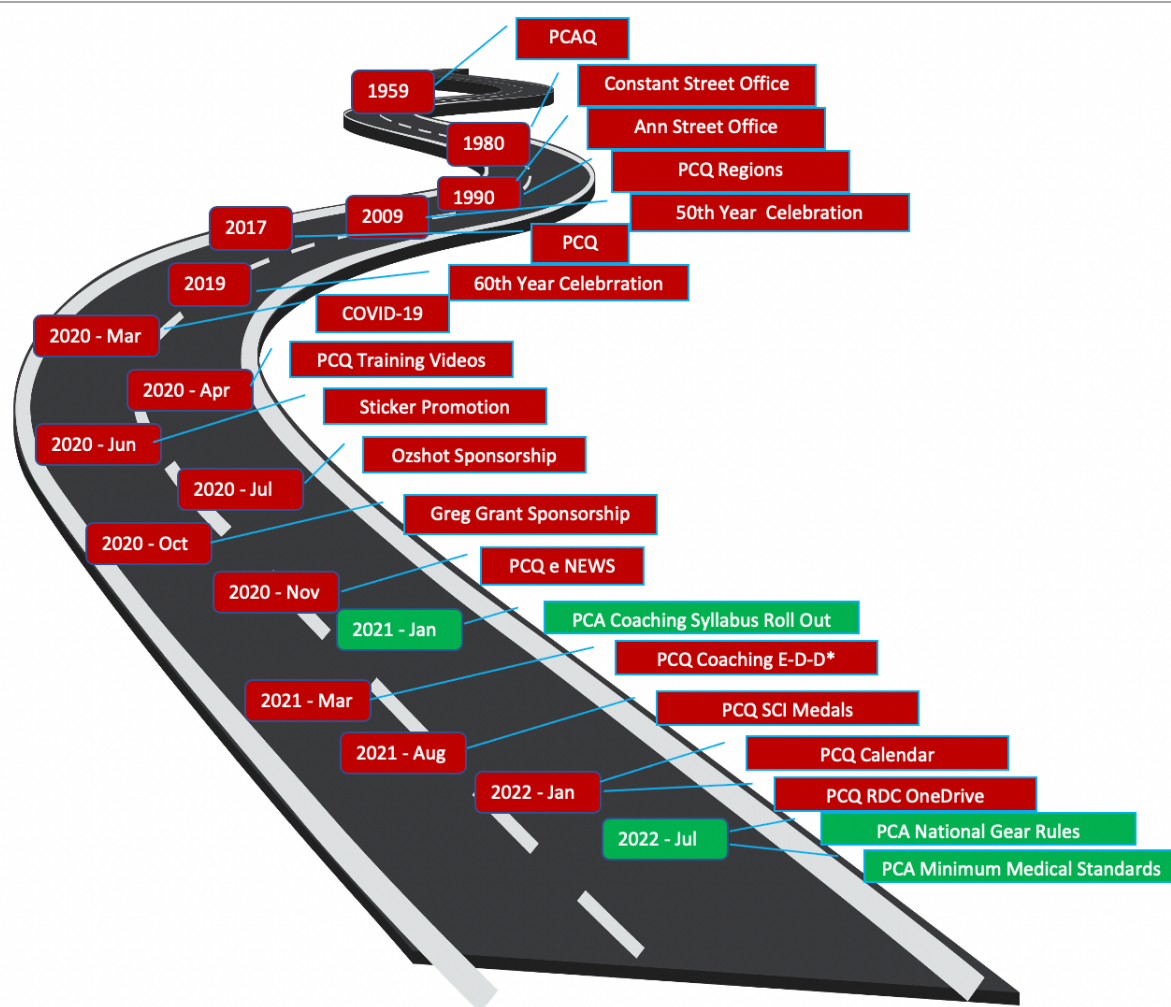
PCQ 'D' if PCQ 'E' is held

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.

PCAQ Historical Timeline



Appendix 2

PCQ SUBCOMMITTEE MEETING

Date: 20th June 2022

SPORTING SUB COMMITTEE – MEETING HELD BY ZOOM

Committee Delegates: Chairperson: Scott Jackson

Mobile: 0428 102 710

Email jackomichelle4692@yahoo.com

Tina Smith	Sandra Brunner	Rob Kahn
Di Youles	Linda Brown	Grace Brodie
Pat Lunney	Wendy Lehmann	Sonia Law
Vicky Groves-Pearce	Scott Jackson	Alyssa Ellis
Cameron Magick	Warren Keyes	Jane Green
Julie Sandy	Peter Tornabene	Sharryn Livinstone
Angie Bauer (Margaret Pomeroy	Natalie Lewis
Michael Shaw		

MINUTES – PROCEEDINGS

- 1. Meeting opening 7,08**
- 2. Attendance:** Warren Keys, Sonia Law, Peter Tornabene , Vicki Groves , Scott Jackson, Robert Kann, Wendy Lehman, Michael Shaw, Megan Wray, Sandra Brunner, Di Youles
- 3. Apologies:** Grace Brodie, Angeline Bauer.
- 4. Confirmation Of Quorum:** Scott Jackson
- 5. Minutes of Previous Meeting:** Minutes of 22nd March were taken as being read;

Moved: Megan Wray.

Seconded: Warren Keys

ACTIONS

Recommendations	Responsible	Status
MG Power Point to be shared with Sub Committee	Megan Wray	Completed

BUSINESS ARISING FROM PREVIOUS MINUTES

RECOMMENDATIONS:

Recommendations	Responsible	Status
Sonia Law appointed Scorer in Chief for State Event.	PCQ	Approved
The Percy Bishop Trophy.	PCQ	Completed

Age of Riders as of 1st January: NOT SUPPORTED

Committee feels age should be at the first day of competition.

State Event:

- i. *Plans are progressing well for this,*
- ii. *Judges list to be sent to PCQ State CI,*
- iii. *Request Sonya Law be appointed Chief Scorer.*
- iv. *Program finalised and forwarded to PCQ/Sub-committee for approval.*
- v. *Currently seeking cattle; have sufficient for stockman's challenge, still hoping to get sufficient for Campdraft*
- vi. **Mounted Games** being held in middle of competition due to logistics of Cattle

Master Games: Proposed: Challenge Pattern

National Gear Rules:

*REMINDER these take effect on 1st July. **MUST USE***

JULY 2022 EDITION: Exemptions: *PCA has specified this only applies to bits,*

Sub Committee discussed that some of these rules soften Qld's current requirements: e.g: Two girth points, Clip taping, Taping reins,

Approved

Approved

Approved

Pending

Accepted

Approved

For
Consideration

2. Correspondence: Nil

3. General Business:

1. **Sub Committee Charter:** *To be recirculated for committees' interest.*
2. **PCA Medical Requirements:** *Have been modified*

4. Close of Meeting: 8.02pm

5. Next Meeting: *July 18th 2022: 7.00pm*

Appendix 3

Minutes for PCQ, TET SUB-COMMITTEE ZOOM MEETING AND FOLLOW-UP EMAIL			
Date:	Tuesday 14th JUNE 7.30 – 9.21pm		
Attendees:	Brett Coombe, Ray Kelly, Kev Walsh, Christine Topalov, Guy Clare		
	DISCUSSION TOPIC	OUTCOME / PLAN	
	REVIEW OF MINUTES 03.05.22 & email from Margie regarding Samford Questions regarding their State Event	Unofficial Programme State, ride on the Saturday and therefore not part of the Mounted Presentation on the Sunday. Medals. PCQ pays JIC, Scorer, Tet TD, (accom and travel) plus medals and rugs e.g. \$2.5K for a single event. Margie should be able to send a 'State Pack' regarding what PCQ will be paying for via a Claim Form.	
Margie email	Motion: Undertaken that Samford can run an Unofficial and Official Classes as part of their State Tetrathlon Event	Motion moved by Ray Kelley, seconded Christine. Motion carried	
Margie email	Motion: Unofficial classes and Official Classes at a State Event	Moved by Ray and seconded by Christine. Motion Carried	
	Engraving of Tet trophy	Need to check that engraving undertaken. Brett to check	
	Back numbers from PCQ	Supplied by PCQ	
	Code of Practice State Events 2022, e.g. what to do if < 3 competitors	Tetrathlon Discipline not included at present. Combined Training a useful model as there are many classes. How do you calculate Zone Teams and State Teams etc?	
Samford's Programme	Motion: No combined classes in individual age groups at State Tetrathlon	Motion moved by Kev, seconded by Christine. Carried	
Samford's Programme	Date: 19&20th NOVEMBER - IDEA that if going to be very hot then could run some Official Events on the Saturday e.g. the run	Christine to discuss with Eve from Samford. In addition the 'How to run a State Event', for a 'State Kit' as part of Resources, Handbooks, 2018 Adminstration Handbook p.86 - Holding a State Event on PCQ website	
Samford's Programme	CIP appoint Tet TD and JIC. Tet Sub-Committee recommendation: KW for Tet TD	Ray to ask the question	
Tetrathlon documentation	If more than 3 Zone Teams of 3 participants (in any age-group) then Zone Competition will be run as part of the State Event	Christine to discuss with Eve from Samford. In addition the 'How to run a State Event', for a 'State Kit' as part of Resources, Handbooks, 2018 Adminstration Handbook p.86 - Holding a State Event on PCQ website	

Tetrathlon documentation	Motion: Teams Award is given to the Zone team with the highest 3 tetrathlon points score (after 4 disciplines have been completed) within their Zone submitted towards the Zone Tally	Motion moved by Ray, seconded Christine. Carried
Tetrathlon documentation	Updating Programme	GC to write
Tetrathlon documentation	Request other discipline document for a 'State Kit' see Resources, handbooks, 2018 Adminstration Handbook p.86 - Holding a State Event on PCQ website	Brett will action
MERS	Derby Course, PCQ discussion with CIP: MERS will become compulsory for 95cm, unless there is a faulttable rail. No MERS required for < 95cm	Update from Ray
MERS	The only other way around a Derby Course is that this should be part of a SJ Course, which doesn't require MERS	Update from Ray
What is MERS	3x 80cm XC course gets MERS to do a 95cm tetrathlon	Information from Christine
Christine's work	Tetrathlon Equipment Inventory	Christine has had problems as the eqt has been out on loan. Christine to complete within a week
Christine's work	Need quality hard plastic cases to house targets and computers	Christine to get information to Brett
Christine's work	\$1860 owed to Christine for 3x pistols	Christine to get receipt to Brett
Tetrathlon Events	Glasshouse Tet Programme - approved	Brett to action that this gets put on the PCQ website to Margie
Tetrathlon Events	West Toowoomba 25th Sept Tetrathlon	Notification of intent - save the date
Next Meeting	26th JULY 19:30	-

PCQ SUBCOMMITTEE MEETING Show Jump Horse Trials Jump Equitation

Date: 04/07/2022

MINUTES

1. Meeting opening: 7.35pm

2. Delegates present: As indicated below by X

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

Z			Z			Z			Z		Z
1	Peter Ryan HT	X	1	Carmen Coombs JE	-	1	John Martin SJ	A	2	Kirilee Isherwood HT	-
2	John Hughes HT	X	2	Jan Morland SJ/JE	X	3	Christina Hooper SJ/JE	X	4	Christine Topalov SJ/JE/HT *	X
4	Steph Commens *	X	5	Grace Brodie SJ	-	5	Gayle Bunker HT	-	5	Lyn Coombe JE	A
6	Becky Jeffries SJ/JE	-	6	Sharne Andrew HT	A	7	Deziree Roos SJ/JE	-	7	Courtney Iker HT	-
8	Leah Frohloff SJ/JE/HT	-	9	Kim Creed JE/SJ	X	10	Tracey Camilleri *	-	10	Sonya McLeod HT	
11	Robert McLachlan SJ/JE *	X	11	Adrienne Kelley HT	-	18	Susan Swanson SJ	-	18	Julie Sheppard 18 JE	-
26	Ken Jensen SJ/JE	X	26	Barry Dossetto HT	X	27	Kev Tomkins *	-	9	M Hughes (Proxy Z9)	X
	Di Elder SJ/JE/HT *	-	21	Sue Bonfield SJ/JE *	A	20	Kim Witt *		20	Jahra Taylor HT	-
27	Joanna Lowe SJ/JE		10	Tracey Hornick JE		10	Thomas Madigan SJ				

NOTE; * Marked above are those awaiting confirmation as Zone Delegates – 2022 Updated 24 June, 2022

3. Apologies:

Sue Bonfield, John Martin, Lyn Coombe, Sharne Andrews

4. PREVIOUS MINUTES: Meeting of 05/05/2022 Circulated

Approved: Moved M. Hughes, seconded K. Jensen. Carried

5. Business arising/outstanding actions:

5.1 List of SJ Judges and Course Builders – John Martin.

Action:

Letter to individuals asking to confirm details. Letter to Zones asking them to confirm those listed in their Zone are still current and details correct.

5.2 JE Proposal – comments from Members/Delegates – Vote for new proposal.

Recommendation.

Option B was adopted with 2/3 of those who responded in person or via email.

5.3. Update X Country Subsidiary Form. Geoff Thomson to finalise revision

5.4. PCQ HT Design Schools – Notices and Responses.

At this point in time 15 candidates have registered. Awaiting further applications.

5.5. HT Schools – Accreditation of attendees

as per programme.

5.6. Updated PCA Medical Requirements – latest can be downloaded

'Recommended requirements for First Aid and Horse Kits'

5.7. Melinda Hughes reported on situation re Late arrival of Ambulance for HT. Delayed event. Query on Volunteer Insurance cover for Medical Specialists. Does the existing insurance cover the 'Specialist Insurance of these Volunteers.

Action;

Letter to PCA

5.8 State Kit to be brought up to date.

Action:

Jan Morland to co-ordinate information received on errors and omissions.

5.9 Melinda Hughes reported on findings of meeting with S. Commens, C. Issac, R. Lornie and J. Morland, to be collated before being sent to Nominate.

Action:

Melinda to collate and liaise with Nominate.

5.10. Follow up with Lyn Coombe on response to letter EQ re 'Mers'.

6. Correspondence:

- Inward:

6.1 Zone 10 – Mackay re 10 & u being re-instated in Showjumping. Zone 9 delegate also supported the letter.

RECOMMENDATION:

Organisers to have the option to include Official 10 & u at club/zone competitions. At State Championships to remain as 12 & u with heights at 60/70/80cm. Effective 1/1/23.

6.2 Zone 7 – seeking approval to run Showjumping phase ODE at State, before the Cross Country. As this is permitted within the rules, it was endorsed.

6.3 PCA HT Risk Assessment – Form sent out is similar to that used in work places. John Hughes is looking at it and will respond with a simplified form. Discussion on identifying potential hazards, how to manage them, potential injuries, and what to do if it does happen. Understanding the risks which are controllable and those that are outside out control. Action: John Hughes to develop new relevant SMWS for QLD competitions/events

Medical Requirements – Melinda Hughes reported heights had changed and introduction of a 'Variation Form' to be completed and forwarded to State body if club/zone cannot obtain medical services as recommended. Noted that National Safety Committee has not yet approved it.

7 ODE and Showjumping dates and programmes approved or for approval

Club/Zone	Date received	Date approved
Showjumping Bundaberg	13/14 August	
Dalby	16 July	
Maroochy	4 October	
Nerang	19 June	
Greenbank	16/17 July	
Parkridge	10 July	
Alligator Creek	15 August	

- Programs for Approval: As above

- Outwards:

Programs Approved: As above

7. Items for General Business:

7.1 Delegate Lists and Committee attendees nearly all zones have advised as at 24 June.

7.2 Medical Services for Competitions – covered in 6.3

7.3 Qualifications- Senior Officials – State Events – TD, JIC when using EA Qualified Officials or others experienced in their field.

Recommendation:

When using non pony club accredited personnel in these roles, of TD or JIC, the organising committee must obtain approval to use these suitably experienced person/s in their field. At the minimum one of the two MUST be pony club accredited.?????

7.4 NSW Showjumping Team of 7 riders and Team Manager Daniel Roche to compete on 9/10 July. Following recent weather venue has been moved to Warialda.

8 ACTION ITEMS:

ACTIONS

Action	Responsible	Status
<ul style="list-style-type: none">5.1 Letter to Zones and Individuals re Qualifications	John Martin and Office	
<ul style="list-style-type: none">5.7 Letter to PA re Insurance cover – Volunteer Medical Specialists	Melinda H	
<ul style="list-style-type: none">5.8 State Kit Update	Jan M	
<ul style="list-style-type: none">5.9 Update to Nominate	Melinda H	
<ul style="list-style-type: none">5.10 EQ Response re Mers (HT)	Lyn C	
<ul style="list-style-type: none">6.3 Develop new SWMS Form for Events	John H	

RECOMMENDATIONS:

Recommendations	Responsible	Status
<ul style="list-style-type: none">5.2 JE Rule Change for next year		
<ul style="list-style-type: none">6.1 10 & U Official SJ		
<ul style="list-style-type: none">7.3 Qualifications Top Level Officials at PCQ Events		

9 **Next Meeting:** 23 August, 2022

10 **Meeting Closed:** 9.15pm