

# Pony Club Queensland Management Committee Meeting Minutes

3<sup>rd</sup> November 2022

Held electronically via Zoom Conferencing

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- 2022.11.01 Open Meeting – Chairman:** The President opened the meeting at 7.02 pm.
- The President acknowledged the Traditional Custodians of the lands and waters of Queensland, past, present & emerging.
- 2022.11.02 Attendance & Apologies**
- 2.1 Present: Executive Committee** – Sarah Standen (Pres), Scott Jackson (VP), Geoff Thomson (VP), Brett Coombe (VP), Tracey Camilleri (VP), Melinda Hughes (Secretary), Megan Wray (Treasurer) and Michael Carlson (SCI).
- Zones:** John Martin/Peter Ryan (1); Jillian Bird (2); Katrina Finnsson (3); Alice James (4); Beryl Burkhardt (6); Leah Frohloff (8); Deb McLucas (10); Robert McLachlan (11); Nicole Evans/Angela Hoskinson (16) Lois Dawes/Julianne Madsen (18); Ken Jensen (26); Kevin Tomkins (27); Michael Shaw/Pat Lunney (Proxy) (28).
- 2.2 Observers:** James Fisher (zone 18)
- 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 (13).
- Confirmed:** Quorum Present
- 2.5 Apologies:** Tracey Camilleri (VP), Thomas Madigan (Zone 10) & Di Elder (Zone 28)
- Motion:** “that the apologies be accepted”.
- Moved:** Melinda Hughes      **Seconded:** Michael Shaw      **Carried**
- 2022.11.03 Minutes from Previous Meeting**
- Motion:** “that the minutes of the previous meeting of 8<sup>th</sup> September 2022 are a true and accurate record of the meeting”.
- Moved:** Megan Wray      **Seconded:** John Martin      **Carried**
- 2022.11.04 Business Arising from Previous Minutes**
- Nil
- 2022.11.05 Treasurer’s Report**
- The meeting was presented with the August & September 2022 Balance Sheet and Profit & Loss Statements.
- It was suggested that the corresponding month from previous year also be included in the reports.
- Motion:** “that the Treasurer’s Report be accepted”.
- Moved:** Megan Wray      **Seconded:** Julianne Madsen      **Carried**
- 2022.11.06 Executive Committee Report**
- Since the September meeting, the Executive Committee has conducted the following business:
- PCQ:**
- Sub-Committee Reports from Management Committee Meeting of 8<sup>th</sup> September 2022.**
- **Coaching** – report accepted.
  - **Sporting** – no report
  - **Dressage & Combined Training** – report accepted
  - **Tetrathlon** – report accepted.
  - **Jumping Equitation & Showjumping** – report accepted.
- The Executive reviewed these reports and resolved to accept all reports as per above.
- Minimum Medical Standards:**
- PCQ is waiting on receipt of what services & products St John’s Ambulance provides throughout the state before considering whether to form an alliance.
- Strategic Plan:**
- An operational plan is currently being formulated to align with the Strategic Plan.

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## Horse Land Transport:

Consultation has been conducted over some considerable time with stakeholders, the community and state & territory government agencies on the benefits and impacts to improve poor horse welfare during land transport. Three options have been proposed and final submissions closed on Friday 28<sup>th</sup> October 2022.

Option 1: Do nothing – maintain the status quo

Option 2: Enhance the existing non-mandatory guidelines – non regulatory approach

Option 3: Revised mandatory standards and non-mandatory guidelines – regulatory approach

We envisage that option 3 will be the final outcome which would result in the adoption of a package of amendments to the current standards and guidelines. Implementation would include the adoption of the revised and new standards through amendments to state and territory animal welfare legislation. The guidelines would continue to be non-mandatory. However, it is now a wait to see what the final outcome will be.

In the meantime, clubs and members are reminded that PIC numbers are required to be recorded and when transporting your horse that a horse health declaration & movement form is to be completed. It is also understood there is a horse movement record APP available.

## PCA:

A webinar was conducted during October on the understanding of the Pony Club Insurance program. This webinar was conducted by Gow Gates Insurance Brokers and covered the topics of:

- What is Public & Products Liability Insurance
- What is Personal Accident Insurance
- Claims Examples
- How to get cover for non-Pony club activities

It is recommended clubs view this webinar which is now available on the Pony Club Australia YouTube page.

**Motion:** “that the Executive Committee’s Report be accepted”.

**Moved:** Robert McLachlan

**Seconded:** Melinda Hughes

**Carried**

2022.11.07


## Office Manager’s Report

### Membership:

Membership as at 31/10/2022 is 6969, Riding members total 5150, Social 1819

Membership as at 21/10/2021 was 7630, Riding members total 5682, Social 1948

This makes membership down by 661

**Pending Memberships:** There are 243 riders sitting in Pending Approval, so clubs need to check **Summary by Club Membership** – Summary by Club Member Status. This will show you every registered member plus the members Pending Approval.  These members will not have the option to pay for their membership until they have been approved and notified of the approval. If they no longer wish to purchase membership for 2022, they can be rejected – click on the three little black dots to the right of the member’s name.

**Horse Registrations:** There are 31 Pending registrations sitting in Credentials, going back to the beginning of July. Payment must be made by credit card (phone) or direct deposit before cards are issued. If these pending registrations are still there by the end of the year, they will be cancelled.

**2023 State Championship Events:** There have been no applications to host any 2023 PCQ State Championships. The application forms can be found on the PCQ website under Events – State Championships and have been on the website since the end of June this year.

[https://ponyclubqld.com.au/wp-content/uploads/2022/07/2023-Application-to-Host-State-Events\\_.pdf](https://ponyclubqld.com.au/wp-content/uploads/2022/07/2023-Application-to-Host-State-Events_.pdf)

**2023 Official Day Forms** have been posted on the website, the closing date for the first round is Monday 1<sup>st</sup> November 2022. Dates to be allocated by Wednesday 9<sup>th</sup> November followed by the 2023 Calendar of Official Days being posted on the PCQ website under Events.

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**2022 Club/Zone Office Bearers Returns:** 100 Clubs (out of 197) and 8 Zones (out of 25) are yet to respond despite being reminded multi times. Without these returns it is impossible to keep accurate records of current Office Bearers, some are outdated as far back as 2016.

**Fees for 2023:** The PCQ fees for Riding and Social membership were set at the AGM in September.

**Riding** \$ 99.05 (PCQ)

\$ 27.50 (PCA)

**TOTAL \$126.55**

**Non-Riding (Social) \$37.75**

We are waiting on Pony Club Australia to advise States when they can review their Membership Setup for 2023 on the JustGo database.

Below is a link to from Blue Card Services regarding setting up an Organisational portal for processing new and renewing Blue Card applications.

Blue Card Services Organisation Portal Team [organisationportal@bluecard.qld.gov.au](mailto:organisationportal@bluecard.qld.gov.au)

## Don't Forget

- Official Day Programs must be sent into the office for approval prior to being advertised.
- Clubs/Zones please forward your Official Day Results for posting on the website, we have received very few this year.
- When renewing leases on club grounds, if asked by the Council to provide a Certificate of Placement (Certificate of Currency) including your Club as an affiliated association, please email the request to PCQ for us to onforward; Gow Gates will not action the request unless it comes from PCQ.

**Christmas Closure:** The administration office will close for Christmas break at 5.30pm on Friday 16<sup>th</sup> December 2022 and will re-open at 8.30am on Monday 9<sup>th</sup> January 2023

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

**Moved:** Peter Ryan

**Seconded:** Robert McLachlan

**Carried**

## 2022.11.08 State Coaching Panel Report

As per Appendix 1, this report was tabled for discussion and referred to the Executive Committee for endorsement. There were no queries.

## 2022.11.09 Sporting, Campdraft, Mounted Games & Stockmans Challenge Sub-Committee Report

No Report.

## 2022.11.10 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 meeting was reminded that the sub-committee hasn't adopted any changes of rules as yet and PCQ is using dressage tests as per PCQ website. Also, if using Nominate to register events advise it is a Pony Club ® event.

## 2022.11.11 Tetrathlon Sub-Committee Report

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

The meeting was advised that there are 18 Unofficial entries at the State Championships and the sub-committee will revisit the State Championships.

The meeting was further informed of the possibility of changes to target scoring.

## 2022.11.12 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.

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Items highlighted from the sub-committee report were;

- Item 7.3 – Showjumping Cups – metal cups with 2 prongs be banned from 1<sup>st</sup> January 2024
- Item 7.3 – FEI approved plastic cups & breakaway cups with depths of no more than 20mm be phased in with aim to become mandatory from 1<sup>st</sup> January 2025
- Item 7.3 – Horse Trials: guidelines for course building; considering when to add to rule book, putting links to guidelines
- Item 7.6 – PCQ/Interschool SJ Event – PCQ has about 25-30 applications

**Motion:** “that the above reports be received”.

**Moved:** Geoff Thomson

**Seconded:** Ken Jensen

**Carried**

The President at this time commented that the sub-committees were working well and whilst they have been empowered to perform their tasks and do it well, the President emphasised the need for the delegates to read these reports as the sub-committees relied on the Management Committee delegates to scrutinise these reports.

The Zone 1 delegate supported these comments.

A query from the Treasurer was briefly mentioned however the meeting was advised this would be discussed at the next Executive meeting.

Query also raised as to whether the age of competitor was changing as at 1<sup>st</sup> January 23. The meeting was advised there is no change at the present time for Queensland riders.

The President briefly referred to the SJ report Item 7.7 Proposed Budget 2023 and advised the meeting the Executive is considering asking the sub-committees to submit budgets for the following financial year, this is still to be decided.

Vice President Geoff Thomson excused himself and left the meeting at 7.39pm.

**2022.11.13**

## Correspondence

### 13.1 Inward Correspondence

	From	Committee
13.1.01	Zone 26 – 2023 Zone Teams Sporting & MG Challenge	Executive/Subcommittee
13.1.02	DTIS – Sports Governance Standards	Executive
13.1.03	DTIS – FairPlay Vouchers Update	Executive/Management
13.1.04	DAF – Horse Land Transport	Executive/Management
13.1.05	QSport – Member Update 25/22	Executive/Management
13.1.06	Sport & Rec – State of Play October Newsletter	Executive/Management

### 13.2 Outward Correspondence

	To
13.2.1	John Mansfield – 60year Club Membership
13.2.2	PCA – Rules National Disciplines

### 13.3 Business Arising from Correspondence

13.1.01: Zone 1 – Query as to whether Zone 1 will conduct the Zones Team Challenge, the meeting was advised in the negative. Another query as to whether the Zone Team Challenge is a state event, the meeting advised it is not a state event.

**2022.11.14**

## Lease of Horses

Lessor	Lessee	Club – Lessee	Horse	Colour	Sex	Hh.	Expiry
Marina Sues	Cindy Wallis	Edmonton	QL Strait Ole Ruben	Chestnut	G	15. 1	31.07.24

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**2022.11.15 Coach Leave of Absence**

Nil

**Motion:** “that Items 13 & 14 moved en bloc.

**Moved:** Megan Wray

**Seconded:** Beryl Burkhardt

**Carried**

**2022.11.16 General Business:**

The President sought comment from various zones from the South East up to the Far North on their recent and upcoming activities.

While clubs, zones and regions are now winding down for Christmas and will finish the year with the festive breakups, there has been various activities conducted throughout the state including gymkhanas, coaching and officiating clinics and various competition events.

Some zones are reporting that numbers are down, with members complaining about the number of rules now being introduced and the database proving difficult to negotiate. These members are now looking at joining other horse sports groups instead of pony club®.

The meeting briefly discussed the above claim with the general consensus that there is a need to escalate marketing of pony club®.

The President advised she is open to ideas/suggestions which she would be happy to discuss when she attends the State Seminar at Southport in January or open to a phone discussion.

**2022.11.17 Close Meeting**

The President closed the meeting at 7.58pm and thanked the delegates for their attendance and engagement over the past year and further extended the Executive’s best wishes to all for the festive season. The next meeting to be confirmed.

**Signed:**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Date**



## State Chief Instructors Panel Management Committee Report

### Details

Date November 3<sup>rd</sup>, 2022

#### State Championships

Congratulation to those riders who recently attended and competed in the State Formal Gymkhana, Sporting Gymkhana, Stockman's Challenge, Campdraft and Mounted Games at Kilcoy in September.

#### Coach Assessment

Regional Directors of Coaches along with their panel members and Zones are in preparation for upcoming coach assessments.

We wish those coaches in their final stage of preparation all the very best for their assessment and look forward to welcoming them into the coaching ranks.

#### 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**
- State Chief Instructor Medals - **COMPLETED**

#### 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](mailto:admin@ponycubqld.com.au)

Region	Planned Activities	Activities	Date
Burnett	Coaches Seminar - Tiaro		Jun-23
Capricornia	Instructors Preschool/refresher/exam zone 9 Instructor preschool/refresher/exam Zone 27 Train the trainer (Michael Carlson) TBC Instructors preschool/refresher/exam zone 9 Instructors preschool/refresher/exam zone 27		5/6 Nov22 12/13 Nov22 Feb/Mar23 March23 March23
Central	Course building & showjump judging		29/30-Oct-22
Far North	Regional Seminar		Jan/Feb-23
Far West	Regional Seminar		8/9-Apr-23
Northern	Regional Training Camp Coach Development		1-3-Oct-22 Jan-2023
North West			
South East	Dressage judges refresher 7 accreditation Regional instructors preschool/refresher		Jan-Jun23 dates TBC
Southern Border	Regional Preschools & refreshers & Dressage Judge Accreds Assessments		20/21Aug22 10/11Nov22
Western	Regional Seminar - postponed due to rain will now be held in Chinchilla & November		5/6-Nov-22 19/20-Nov-22

## HEATHY EATING



FOR THE PCQ RIDER





Zone	Coach Dev Activity	Activity Dates	Officials Dev Activity	Activity Dates	Grass Roots Activity	Activity Dates
1	Accreditations Refresher & Accreditations	22-Oct-22 11-Mar-23	Course Building Refreshers/Accreds SJ Judges Refreshers/Accreds	6-May-23 13-May23	Zone Camp	25-26-Jun23
2	Preschool/instructors exams Preschool/coach clinic	1/11/2023 Jan-Jun23	CB.SJJ,JE,Tet,Quiz	Sep-Jan-22	Zone Camp	Apr-23
3	SJ coaching Sports Physiology Flat work/dressage coaching XC coaching clinic	20-Aug-22 17-Sep-22 Oct-22 Dec-22/Jan-23			SJ & flat work clinic with Rebecca Jenkins & Elizabeth Coe	16/17-Oct-2022
4	preschool/refreshers	20/21-Aug-22	Dressage Judge Accreditations	20-Aug-22	Activity TBC	1/2-Oct-22
5					Activity TBC	26/27-Nov-22
6	Assessments Introduction/Refresher Pre-school/Refresher Pre-school/Refresher	5/6-Nov-22 28/29Jan-23 16-Apr-23 17-Jun-23	Course Builders Clinic Jumping Equitation Judges Prelim Dressage Training Nov Dressage Training/Accred Prelim Dressage Accred	10/11-Sept-22 18-Feb-23 11-Mar-23 16-Apr-23 18-Jun-23	Junior Development	26-30-Sep-22
7	Introduction/Refresher	Mar-23	Clinic - Maryborough	11/12-Feb23	Clinic - Maryborough	11/12-Feb-23
8	Introduction/Refresher	Mar-23	Clinic - Maryborough	11/12-Feb23	Junior Development	Mar-23
9	Activity TBC	Mar-23	Activity TBC	Mar-23	Zone Camp	20-Sep-22
10	Instructors refresher & accreditation	22/23-Jul-22	Dressage Accreditation & Refresher School	19/20-Mar-23	Zone Camp	2023
11	Refresher/Pre-School & Assessment	5/6-Nov-22	Jumping Equitation Judging Clinic	29/30-Oct-22	Zone Camp - Giru PC	Nov-22
12	Activity TBC	25/26-Mar-23	Activity TBC	10/11-Jun-23	SJ, Sporting, PoloX, XC, Dressage, Flatwork	5-8-Jul-22
13	Activity TBC	8/9-Apr-23	Activity TBC	2/3-Jun-23	Activity TBC	18/19-Feb-23
14						
15	Instructors refresher & accreditation	26/27-Nov-22	Dressage Judge Accreditations	Apr-23	Riders Clinic	Apr-23
16	Coaching Clinic	Dec-22	Course Building	Mar-23	Activity TBC	TBA
18	Assist with costs incurred in Far North Regional Seminar - SJ/CB/ intro to JE	8/9-Oct-22	Dressage with KP & SS	2/3-Dec-22	Zone Camp	Apr-23
20	Coach Refresher 'PCQ C' - Injune	19/20-Nov-22				
21	Coaching Clinic	20/21-Aug-22	Refreshers/Accreds	26/27-Nov-22	Activity TBC	TBA
22	Coaching Assessment (Level B)	29/30-Oct-22	Jumping Equitation Judging Clinic	29/30-Oct-22	Rider Development	TBA
23						
25						
26	Refresher/assessments Prelim, 1, C, B	Jan-Jun-23	Prob/Gymkhana	Mar/Apr-23		
27	Activity TBC	14/15-Jan-23	Activity TBC	14/15-Jan-23	Zone Camp	12-15-Jan-22
28	Activity TBC	24/25-Feb-23	Activity TBC	17/18-Jun-23	Activity TBC	20/21-May-23



# Pony Club Queensland

## State Chief Instructor Medals



	Copper	Bronze	Silver	Gold
SCI Medal Registrations:	78	10	3	2
SCI Medals Awarded:	1	1		
Regions:	Burnett Central Far North South East Southern Western	Burnett Central Far North South East Southern Western	Southern	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)
<b>Medal Components</b>				
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](mailto: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](mailto:admin@ponyclubqld.com.au) or 07 3216 1255 or your Regional Coaching Director.*

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## SUB-COMMITTEE Minutes

1. Meeting scheduled: 10<sup>th</sup> October 2022

2. Opening: 7.34pm

3. Members:

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

1: Kim Luis, 1: Carmen Coombes 2. Kathy Teese, 3: Owanna Francisca, 4: Alice James, 5: Grace Brodie 5: Gayle Bunker 6. Beryl Burkhardt 6. Claudia Laird 7: Megan Wray 7.Melissa Chapman	8: Leah Frohloff, 8. Julie Brown 9: Ann Packer, 10:-Deb McLucas, 10: Tracey Camilleri 15 Faye Hawke, 16: Nicole Evans 13: 14: Heather Atherton 18: Melinda Munroe	18: Sarah Standen 20: 21: 22: 23: 25: 26: Annette Howarth, 27: Peter Bridgeman,
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4. **Delegates Present:** Tracey Camilleri, Megan Wray. Beryl Burkhardt, Leah Frohloff, Beryl Burkhardt, Kay Paulsen, Kim Luis, Carmen Coombs, Melinda Munro

5. **Apologies:** Melissa Chapman (7) Claudia Laird, (6) Kathy Teese (2) Annette Howarth (26)

6. **PREVIOUS MINUTES:** Circulated

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

a.

Actions	Responsible	Status
Contact Nominate re Dressage Penalties	Megan Wray	Completed
Contact Office re downloading EA Tests	Megan Wray	Completed
Information regarding Penalty Points	Megan Wray	Completed
Promotion of Preliminary Dressage clinics: <b>E NEWS</b>	Megan Wray	Finalised
Program Template now on PCQ website	Office	Completed

b. **RECOMMENDATIONS**

Recommendations	Responsible	Status
Video tapes for Novice and Elementary: <b>Dressage Sub-Committee is keen to develop videos for Judge Development and Updating;</b> <b>Stephen Clark Tape: Novice - Elementary only.</b>  <i>Kay and Kim to research links for appropriate videos for distribution to members.</i>	State Ci/Committee	Not Considered cost effective.  Ongoing
The age of a rider being set as at 1 <sup>st</sup> January each year*	Supported.	Pending

## PCQ DRESSAGE SUBCOMMITTEE MEETING

*This is a PCA recommendation so will probably be enacted		
<b>Judge Upgrade:</b> Leah Frohloff, upgrade to Novice Judge.	<b>Accepted</b>	<b>Approved</b>

### 8. Correspondence:

#### 9. Inward:

- i. Programs Approved,

#### 10. Outwards: Nil

### 11. Items for General Business:

### 12. Programs Approved to date:

Organisers	Venue	Discipline	Dates	Contact	Details

### 14. Dressage Judges Clinics Dates 2022:

Organisers	Venue	Level	Dates	Contact	Details
Burnett	ZOOM	Nov/Elem	05/10/22	Megan	0402 470 616
Burnett	ZOOM	Nov/Elem	19/10/22	Megan	0402 470 616
Burnett	ZOOM	Nov/Elem	02/11/22	Megan	0402 470 616
SE Region	ZOOM	Prelim	TBA/11/22	Kim	0412 974 429
SE Region	Southside PC	Prelim/Nov	19/11/22	Kim	0412 974 429
Northern	Freshwater	Prelim/Nov	2/3 <sup>rd</sup> 12 2022	Julie	0417 379 900

### 15. Accreditations and Applications for accreditation: TD Applications

Zone	Club	Level	Name	Postcode	Contact Details

### 16. AGENDA ITEMS:

- a. **Requirements for refreshers;** Novice; Elementary: For refreshers the series of 3 ZOOM workshops, can be considered as refresher for judges.  
Candidates are encouraged to also attend face to face refreshers when they are able.  
(ideally within 3 year periods)

### 17. Next Meeting: TBA ( 12/2022/ )

### 18. Meeting Closed:8.25

Committee Representative:

Date Approved. 2022

220913

TOPIC FROM GUY: Nationals ride is highly likely to be a virtual SJ Course - should we move to pure SJ in QLD?

Minutes for PCQ TET SUB-COMMITTEE ZOOM MEETING AND FOLLOW-UP EMAIL		
Date:	Tuesday 13th SEPT 7.30 – 9.20pm	
Attendees:	Brett Coombe, Kev Walsh, Christine Topalov, Guy Clare, apologies Jenny Lanskey	
	DISCUSSION TOPIC	OUTCOME / PLAN
7:37:00 PM Discussion about PCQ pistols ordered through Jaimie (MPQ) contact	Pistols, discussion about \$480 for postage. Christine has emailed as we have been charged twice. We don't have the pistols yet.	Christine, to chase up invoice details and postage and check her JUNK folder. Give more time, if not then we will ask for our deposit back
7.47 pm	Faultable Rail discussion. Not deemed acceptable to have a SJ pole over the top of a XC Fence. Should we move the State Event to pure SJ?	Motion: State Event to now be a Tetrathlon SJ Course. Moved and unanimous vote - carried. Christine to discuss with Eve
8:10	John Huges to be JIC and KW to be Tet TD. No word from CIP whether they are accepting this	Brett happy to proceed with this
8:13	Barry Desotto offered help directly to Eve	Possibility for Barry to help with the shoot. We will wait on John Hughes availability for JIC
8:15	Waiting on John Hughes if he can be the JIC for the State Event	John Hughes to confirm availability
8:18	Let Greenbank know that moving to pure SJ for the State Event. Mudgereeba has pulled their competition.	GC to contact Mark re Greenbank and SJ Course. Programme to get put to Tet sub-Committee to margie admin@ponyclubqld.com.au and cc tet sub-committee personal emails
8:24	SJ Course - no body protector. Zone Formal Uniform (shirt, tie +/- the vest, decided on the Day)	Christine to mention to Eve about Programme Change
8:30	Guy put forwards the idea that the run and shoot phases in Pony Club Tetrathlon should be Combined in a Laser-Run. The reasons are that the equipment is far cheaper and more transporable. It would also mean that the shoot and run phases combined would be a shorter time frame than the separate run and shoot. The Sub-Committee agreed that this was a good idea.	Brett to table this with the Management Committee for their opinion, before this gets tabled at a 'National Tet Committee Meeting'

8:45	Christine prompted discussion on Tetrathlon Funding and previous availability of \$500. This is now not available as nobody was claiming it. What is the heirarchy regarding the \$500 incentive	Brett will chase this up with the Management Committee
8:57	Brett mentioned that 19/20th November Interschool v Pony Club. PCQ and Interschool negotiations have come to this date and at Toowoomba Showgrounds	Our recommendation is that Pony Club should not accept the invitation as it clashes with our State Tetrathlon event. Brett will table this with the Management Committee
9:05	Kev started discussion about Tet TD List. Need a list with probationary Tet TD list and Tet TD on the PCQ website	GC to get the names and pass on to Margie at admin@ponyclubqld.com.au the following names: Michael Carlson (Runcorn PC mcarlsonpc@gmail.com), Belinda North (Mugereeba PC E: mudgereeba.phc@gmail.com) and Brigitte Bennett (Southport PC E gcheg@hotmail.com).
9:13:00 : 09:20 meeting closed	Greenbank Tetrathlon on Nov 12th. Mark likely to be Tet TD. Needs to pass the written test. Can have the targets to practice set-up prior to the Day. Glasshouse is 23rd October	Guy to email Mark: TetTD Test; information about ride pure SJ, Dress requirements, Programme to PCQ
ADDENDUM 1	A motion moved by BC seconded by RK that we ratify the flying minute that was sent around on 20/05/22 and should have been recorded in the minutes of the meeting 22/06/22	Motion carried. Guy Clare has been co-opted to the Tetrathlon Sub-Committee
ADDENDUM 2	A new motion: to co-opt Kev Walsh and Christine Topalov to the Tet Sub-Committee at the meeting held last week 13/09/22 moved by BC seconded by GC	Motion carried. Christine Topalov and Kev Walsh have been co-opted to the Tetrathlon Sub-Committee
Next Meeting	11th Tues OCT 19:30	-



Minutes for PCQ TET SUB-COMMITTEE ZOOM MEETING AND FOLLOW-UP EMAIL		
Date:	Tuesday 11th OCT 7.36 – 8.50pm	
Attendees:	Brett Coombe, Kev Walsh, Christine Topalov, Guy Clare, Jenny Lanskey	
	DISCUSSION TOPIC	OUTCOME / PLAN
7.38 pm	Gun payments	Christine, to chase up invoice details and postage and check her JUNK folder. Give more time, if not then we will ask for our deposit back once Crows Nest Tet is finished
7.40 PM	\$500 funding only the first 2 years. Brett has tabled discussion at Executive level to know what funding is available for the various Sub-Committees. Christine mentioned that we need a PCQ Policy about how to advertise	Motion: State Event to now be a Tetrathlon SJ Course. Moved and unanimous vote - carried. Christine to discuss with Eve
7.44 pm	John Hughes to be JIC and has confirmed availability to KW. KW says that the State Tet Course Builder knows that a pure SJ Course with Gate and Slip Rail	KW happy to keep liaising
7.47 pm	Guy updated everyone that Mark Harrison hasn't replied to the email request for him to do the Tet TD Exam	Guy to email Mark again and make sure he has the Test, will cc in everyone
7.52 pm	Brett suggested that Christine contact the Greenbank Organiser Marissa Alexander. KW suggested that CT contact Marissa re Mark has until 30th October to complete and Pass the Exam	Christine to action
7.53 PM	5 Additional competitors that would have competed at State Tet that have opted to do Interschool v PC Challenge	Brett to mention that next year need dates to not clash at Executivne Meeting
7.56 PM	Tallebudgera have been given the same date as State Tet for their SJ Open Day and Derby	Brett to mention at Executive Meeting
8.00 PM	GC sent into Margie about the Probationary Tet TD List	Brett to chase up on PCQ website
8.03 PM	Brett to talk with Melinda about Panel Stabling and liaise with Eve at Samford	
8.06 PM	KW asked who Eve has got to do the Phase organisation. Kerry Green judging the Tet SJ. In addition, where is Barry Desotto fitting in?	Christine to ask Eve who are the Phase Stewards
8.15 PM	Shooting lessons should be on the website, Tet TD and the Probationary Tet TD	Brett to chase up with the Executive after additional information from GC when emails were sent
8.21 PM	Update from CT and KW and GC with respect to Nationals. Now looking unlikely going to be in WA as Interschool have decided to take their Nationals to VIC. Question regarding has Interschool discussed with PCA regarding their decision to go to VIC in 2023 for their Nationals	Brett to mention to the Executive what has happened with respect to Interschool / EA discussion and PCA about dates etc
8.32 PM	National Tet Sub-Committee Minutes and who they should be sent to?	Brett will find out where do the Tet National Sub-Committee Minutes go to
Next Meeting	7th Mon NOV 19:30	-

**RECOMMENDATIONS:**

Recommendations	Responsible	Status
•		

**10. NEXT MEETING:** 30<sup>th</sup> January, 2023

Meeting Closed: 10.06pm

## PCQ SUBCOMMITTEE MEETING

### Show Jumping, Horse Trials & Jump Equitation

#### MINUTES OF MEETING on 24 October, 2022

1. **Meeting opening:** 7.32pm

2. **Delegates present:** As indicated below by X

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

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

**NOTE; \* Marked above are those awaiting confirmation as Zone Delegates – 2022 Updated 24 June, 2022. Delegates listed and not endorsed will no longer have a vote and may not receive an Invite to the meetings. Please follow up your Zones. Zone 20, 21, and 27**

**Positions of Secretary and Meeting Coordinator invited. Invitation remains open!!**

3. **Apologies:**

As listed 'A' above

4. **PREVIOUS MINUTES:** Meeting of 23/08/2022 Circulated

**Approved:** Moved: Robert McLachlan Seconded: Ken Jensen

**Amendment** to previous Minutes to read Apology for Melinda Hughes

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

5.1 List of SJ Judges and Course Builders – John Martin and Peter Ryan

When PCA changed membership Database to Just Go, nothing from PCQ database transferred across to Just Go at the end of 2021. As a result, our records are incomplete. When a member seeks clarification on a matter, e.g., why are my qualifications listed incorrect, PCQ office retrieves data from previous database and updates Just Go. This practice will continue until the end of 2022.

Just Go Membership Database – An attempt is being made for Database to send out Refresher notifications from PCA.

5.2 HT Risk Assessment Form Update is still in progress.

- Geoff Thomson has referred John Hughes to Rick Gill's copy.

5.3. Update X Country Subsidiary Form. Nearing completion but will contain a requirement to have programme and officials submitted by the correct time.

5.4. Age of Competitors – 2023: No advice has been provided by PCA, however ask EOB to confirm before Rule books are printed. Action; EOB

5.5. HT Schools – Accreditation of attendees following a TD course or Course Design clinic. John Hughes has developed the pathway, Geoff Thomson to inform the PCQ Office. Action; Geoff

5.7. State Kit to be brought up to date.

**Action;** Jan Morland to co-ordinate information received on errors and omissions. Notes on duties of Team Managers to be Included.

5.9 Melinda Hughes reported on findings of meeting with S. Commens, C. Issac, R. Lornie and J. Morland has been collated before forwarded to Nominate. Awaiting a response from Nominate.

5.10 HT Mers Query EA Rules; Lyn Coombe on response to letter EQ re 'Mers'. Lyn reported on looking into the rule

Re EQ Mers; it currently recognises some levels of Pony Club, the examples

- Referred to Grades in NSW and Victoria pony clubs.
- Letter to be sent to EQ/EA asking for clarification in writing.

5.11 TD Applications and Responses

Application from Adrienne Kelley has been approved. Adrienne is now an official TD HT

Confirmed Lyndal Roos approved Official TD for HT, SJ and JE

5.12. Volunteer Medical Service: Melinda Hughes to follow up for written response from Gow Gates Insurance.

## 6. Correspondence:

- Inward: Applications from Riders to NSW State JE at Kootingal on 4 & 5 November have been approved. Kerrie Burgess to be asked to fill the Team Managers role.

6 ODE and Showjumping dates and programs approved or for approval

Club/Zone	Date	Approved
Tallebudgera Open SJ	20 November	Yes
Hervey Bay ODE	24/25 September	Yes
Herbert River ODE	15/16 October	Yes (no forms originally)
Mackay North ODE	1 & 2 October	Yes (no forms originally)

- Outwards:  
Programs Approved: As above

## 7. Items for General Business:

7.1 Passing of our friend **Gary Bryce**: Barry Dossetto spoke of the contribution both Gary and his wife Robyn had made not only to Burpengary club, but at zone and state level.

7.2 Applications for State Events for 2023: At this stage none had been received, but Susan Swanson from Zone 18 indicated that if it was in their region, it would be in September, but they were also concerned if others from around the state would travel to Zone 18.

Following discussion, it was agreed that Championships in the northern area should be in the non-national's year. In which case the northern area would run perhaps both the Showjumping and Sporting. All agreed that this was a good idea.

As a result, a number of delegates were looking into possible zones and venues to host Showjumping in 2023.

Zone 4 delegate, Christine Topalov, indicated there may be an application coming to host the Dressage, CT and ODE at Toowoomba.

7.3 SJ Rule Book Update to include the following:

- Fall – same wording as EA;
- Combined Groups – reword (e) Option 2 to read for State Events.  
Moved: Melinda Hughes, Seconded: Robert McLachlan. Agreed
- Outside Assistance for Showjumping - ADD 'or Showjumping phase of event'.
- Showjumping Cups: Discussion and consideration that 'fixed' metal cups with 2 prongs be banned from 1.1.2024; Clarification and photos to be included of specific cup types to be outlawed.
- Discussions to phase in FEI approved plastic cups and breakaway cups with depths of no more than 20mm with aim to become mandatory 1.1.2025.

Horse Trials:

Recommendation for 1.1.23. Guidelines will contain the reference for Course builders and TDs on How to build cross country obstacles. These recommendations will be reviewed and to be adopted 1.1.24.

Modifications: Link on website with Rule Books, with some items included in Rule Book. Barry Dossetto to inquire further on this topic.

7.4 Schedule of HT events on Calendar. Barry Dossetto spoke on the clashing of HT with other events like Dressage in the area, which made it difficult to obtain judges. The Calendar committee will be informed of these concerns.

PCQ Office will be asked to acknowledge receipt of Official Applications; and with Letter of confirmation

following allocation of date to include a brief statement of further requirements.  
Calendar committee to look at the Application Form.

7.5 SJ Combined Groups – Placings: This has been covered in rule changes above.

7.6 PCQ Inter School SJ Event – November 19/20, Toowoomba. Meeting informed that this was now open to all pony club riders to nominate as there had been very little take up of the invitations given to riders at State Events based on their overall result.

7.7 Proposed Budget 2023 for HT, SJ and JE:

- SJ – no financial contribution from PCQ,
- JE – no financial contribution from PCQ
- HT – currently receive \$40,000, distributed as \$3,000 per course for clubs/zones running Official events, to help maintain their course.  
\$5,000 Travel allowance for TDs to help advise on new courses as requested, and to inspect existing courses as requested. Committee to approve expenditure prior to departure.  
Discussion on possible solutions followed.

8. Formal Events – Calendar Committee including Jan M and Office staff to allocate dates from Applications for Formal Days

## 9. ACTION ITEMS:

### ACTIONS

Action	Responsible	Status
• Risk Management Form	John Hughes Geoff Thomson	In progress
• Age of Competitors - 2023	EOB	To confirm
• HT TD pathway	John Hughes Geoff Thomson	In progress
• State SJ & JE kit	Jan Morland	“
• State HT kit	Melinda & John Hughes	“
• EQ Mers letter	Lyn Coombe PCQ office	
• Notification of successful TD application	PCQ office	
• Volunteer Medical Service	Melinda Hughes	
• Recommendations to EOB re timing of State events for 2023 and 2024 for SJ	Geoff Thomson	
• Rule Book updates	Jan Morland Ken Jensen Robert McLachlan	
• Calendar and Official Applications		
• Proposed Budget	EOB Geoff Thomson	

### RECOMMENDATIONS:

Recommendations	Responsible	Status
•		

10. **NEXT MEETING:** 30<sup>th</sup> January, 2023  
Meeting Closed: 10.06pm