

Pony Club Queensland Management Committee Meeting Minutes

8th September 2022

Held electronically via Zoom Conferencing

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- 2022.09.01 Open Meeting – Chairman:** The President opened the meeting at 7.28 pm.
- 2022.09.02 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); Kerri Burgess/Jillian Bird (2); Alice James/Christine Topalov (4); Grace Brodie (5); Sharne Andrews/Beryl Burkhardt (6); Debbie Iker (7); Leah Frohloff/Julie Brown (8); Thomas Madigan/Deb McLucas (10); Robert McLachlan (11); Nicole Evans/Angela Hoskinson (16) Lois Dawes/Julieanne Madsen (18); Sarah Holt (20); Annette Howarth/Ken Jensen (26); Kevin Tomkins (27); Michael Shaw (28).
- 2.2 Observers:** James Fisher (zone 18); Christine Holmes (Allora); Sandy Pollitt (Brookfield); Barry Dossetto (Burpengary); Tracey Hanel (Cabarlah); Sarah Lilburne (Dalby); Kym Luis (Gumdale); Leanna Donaldson (Gympie); Joanne Sing (Jimboomba); Richelle Dredge (Karana Downs); Di Youles (Kilcoy); Karen Crouch (Kingaroy); Kate Meager (Maleny); Colin Goffin (Maroochy); Brent Doyle (Moggill); Rebecca Jeffries (Nambour); Liv Warner (Roma); Kelly Prevost (Redlands); Shannon Ferraro (Sarina); Penny Cole (Southport); Dwayne Makemson (Southside); John Hughes (Tamborine); Jackie Frawley/Ping Jaa (Tallebudgera); Kay Paulsen (Beaudesert); Carmen Coombs/Tracy Hornick (SJ/JE/HT PCQ sub-cttee); Melinda Munro (Dressage/CT PCQ sub-cttee); Peter Tornabene/Warren Keyes/Wendy Lehmann (Sporting PCQ sub-cttee); Melda McBeath (MPIO)
- 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 (15).
- Confirmed:** Quorum Present
- 2.5 Apologies:** Lyn Coombe (Zone 5); Di Elder (Zone 28).
- Motion:** “that the apologies be accepted”.
- Moved:** Michael Carlson **Seconded:** Ken Jensen **Carried**
- 2022.09.03 Minutes from Previous Meeting**
- Motion:** “that the minutes of the previous meeting of 14th July 2022 are a true and accurate record of the meeting”.
- Moved:** Megan Wray **Seconded:** Scott Jackson **Carried**
- 2022.09.04 Business Arising from Previous Minutes**
- Nil
- 2022.09.05 Treasurer’s Report**
- The meeting was presented with the July 2022 Balance Sheet and Profit & Loss Statements.
- Query as to the change in banks. The Treasurer advised of the difficulty setting up signatures and poor customer service.
- Motion:** “that the Treasurer’s Report be accepted”.
- Moved:** Megan Wray **Seconded:** Peter Ryan **Carried**
- 2022.09.06 Executive Committee Report**
- Since the July 2022 meeting, the Executive Committee has conducted the following business:
- PCQ:**
- Sub-Committee Reports from Management Committee Meeting of 14th July 2022.**
- **Coaching** – report accepted.
 - **Sporting** – report accepted.
 - **Dressage & Combined Training** – no report.
 - **Tetrathlon** – report accepted.
 - **Jumping Equitation & Showjumping** – report accepted.
- The Executive reviewed these reports and resolved to accept all reports as per above.

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PCQ:

Minimum Medical Standards:

EQ has entered into an agreement with St John's Ambulance to provide services, training and products. Prior to making any decision to follow suit, PCQ will be circulating a questionnaire to clubs/zones to establish what current services are available and what providers if any, clubs and zones are using.

The President emphasised the importance of replying to questionnaire once circulated.

Serious Incident Management Plan:

This has now been circulated to zones for onforwarding to clubs and can also be downloaded from the PCQ website see below link:

<https://ponyclubqld.com.au/wp-content/uploads/2022/08/PCQ-Final-SIMP-2022.pdf>

Query as to whether the plan is specific to horse trials. The meeting was advised no, it relates to all disciplines, the header on the document to be amended to reflect this.

Strategic Plan:

A plan has been drafted (see attached) for the period of 2023-2025 which aligns with PCA's plan and also our requirements under our funding agreement with the Department of Tourism, Innovation and Sport. An operational plan will be formulated from this plan.

Emerging Athlete Pathways (EAP) Program:

This pathway aims to foster the development of young athletes and support elite athlete pathways by providing financial assistance to help alleviate the costs associated with attending championship events. Officials (such as coaches, referees and scorers) officiating at eligible events can also apply for assistance if they meet the eligibility criteria. A PCQ eNews was circulated to all members on 7th August providing a link to the website for the eligibility criteria.

Questionnaire:

PCQ participated in a questionnaire through QSport and delivered by the Active Queenslanders Industry Alliance (AQIA) on "What is Required to Make Sport Contemporary and Sustainable". A follow up interview was also conducted to review our response. We have been advised, once the responses have been received from all those sports that participated, a state-wide report card at the completion of the project will be provided.

PCA:

National Gear Rules:

A review is occurring in September with an opportunity to submit comments for review and inclusion of new gear rules for 2023. A PCQ eNews was circulated to members on the 14th August asking for feedback on the forms provided and to submitted to PCQ by the 28th August. These submissions have now been collated and forwarded to PCA.

Horse Welfare Policy:

An updated policy has now been finalised and can be downloaded from the PCA website at:

<https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-Horse-Welfare-Policy-WEB.pdf>

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

Moved: Peter Ryan

Seconded: Scott Jackson

Carried

2022.09.07

Office Manager's Report

Membership as of 02/09/2021 is 6854, Riding members total 5072, Social 1782

Membership at September 2021 was 7507 which makes the total down by 653 from last year

Reminders to send in to the PCQ Office

- 2022 Club and Zone Office Bearers Returns with AGM Minutes, financials and Risk Management Check List; at least 25% of Clubs are yet to send in Returns.
- 9 out of 25 Zones have failed to send in returns this year.
- 2022 Disciplines Sub Committee Nomination Forms
- Official Day Programs for approval
- Results from Official Days
- Open Day Remittance form and payment for 2022

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Applications to host 2023 State Championships are on the website under Events – State Championships <https://ponyclubqld.com.au/state-championships/>

- Jumping Equitation & Showjumping – Northern Region
- Dressage, Combined Training & Horse Trials – Central Region
- Formal Gymkhana, Sporting, Stockman's Challenge, Campdraft & Mounted Games – Southern Region
- Tetrathlon – All Regions

Although not classed as a State Event, the application form to host the 2023 PCQ Masters Championships is also available under the same heading as above.

2023 Official Day Forms have been posted on the website, the closing date for the first round is the 1st November 2022. The forms for each Olympic discipline can be found under Resources – Forms – Zones and Clubs <https://ponyclubqld.com.au/resources/forms/>

- Dates for 2023 will be allocated at the November Management Committee Meeting.
- Found under Disciplines/Rules on the PCQ website is a link to the National Gear Rules. Because PCA are frequently updating the Gear Rules it was felt a better option was to put a direct link rather than download them to the PCQ website.

Searching for Judges/Officials:

Under each Discipline you will find a heading with a drop-down box called Officials and Official Day Kits. The lists are dated when uploaded to the website so you are able to see how recent they are <https://ponyclubqld.com.au/disciplines/>

As previously mentioned, with the change from Omnisport to the JustGo database at the end of last year not all information was migrated across so we are constantly updating and most appreciative of emails and phone calls advising of missing accreditations.

Horse Registrations:

Still a bit of confusion on the online process but the registration form can still be found on the website for those who may have internet difficulties.

Online Process

- Login to the JustGo database – riders' profile – Credentials – Add a Credential – Horse Registration.
Be sure to tick the Official Box then fill in the required fields.
When completed, the horse will sit in a Pending file waiting approval.
- The cards are \$6 for each discipline and payment for the cards can only be made by credit card (phone PCQ Office) or direct deposit.
- Once payment is received the cards will be posted out to the rider's address.
Pony Club Assn of Queensland Inc.
BSB: 084-034
ACC: 87-730-5062
Ref: Horse Registration & riders name

Please note: the Sporting and Campdraft cards can be ordered on the Stationary Order Form or over the phone.

Query as to whether the completion of the form must be completed and submitted by the Secretary. The meeting was advised no, the President or Treasurer are able to if required.

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

Moved: Peter Ryan

Seconded: John Martin

Carried

2022.09.08

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.

2022.09.09

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

No Report.

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2022.09.10 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.

Highlighted item 17b in report – clarified PCQ still using 2019 EA dressage tests with penalty points, if using clubs are using Nominate advise it is a Pony Club competition and Nominate will adjust to use penalty points.

2022.09.11 Tetrathlon Sub-Committee Report

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

2022.09.12 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.

Highlighted complaints received from delegates for late notice of meetings, delegates were reminded the date was in the previous minutes. Also, the positions of secretary and meeting co-ordinator remain open.

The above reports were received.

2022.09.13 Correspondence

13.1 Inward Correspondence

	From	Committee
13.1.01	QSport – changes to Emerging Athlete Pathways Program	Executive/Management
13.1.02	PCA – Medical Services Variation Consent	Executive/Management
13.1.03	SR Industries – Fair Play Vouchers	Executive/Management
13.1.04	SR Industries – Activate Qld Strategy-2022-2025 phase	Executive/Management
13.1.05	PCA Horse Welfare Policy	Executive/Management

13.2 Outward Correspondence

	To
13.2.1	Grant Lynham – letter of appreciation
13.2.2	Roma PC – State Regional Seminar
13.2.3	Ray Kelley – letter of appreciation retirement from CIP
13.2.4	Equestrian Qld – Service Partnership with St Johns Ambulance

13.3 Business Arising from Correspondence

Nil

2022.09.14 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

2022.09.15 Coach Leave of Absence

Christine Mumford (Maleny Pony Club) from 1st July 2022 to 31st December 2022.

Motion: “that Items 13, 14 & 15 moved en bloc.

Moved: Ken Jensen

Seconded: Beryl Burkhardt

Carried

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2022.09.16

General Business:

Age of Rider – the meeting discussed whether the age of the rider for competition will be as at 1st January as there seems to be some confusion surrounding this.

The President advised this had been discussed at the subcommittee meetings with all except one subcommittee in favour of the change and that it is hoped moving forward there will be a general consensus amongst the sub-committees to enable all to start 2023 with common ground. The Chairman of the Sporting Sub-committee addressed the meeting confirming it was this committee which was not in favour of any changes as there are particular age groups at state events. He further advised the sub-committee had checked with every zone who were all against the change.

The meeting was advised that with EA, it applies the age the rider is turning that year e.g., a rider turning 11 in May will ride as 11-year-old all year. The meeting agreed, as a decision needs to be made soon it will be looked at again next meeting. It was also recognised there may be no choice if it becomes a PCA directive.

The President thanked the delegates for their comments and always welcomed their opinions.

Minimum Medical Standards – query as to whether an ambulance is required for a showjump competition with 55 riders. The meeting was advised, an ambulance not required however will need to contact both local ambulance and vet to advise of activity. Apparently, there is a common contact number/email address for the QAS where clubs can submit the date of the activity. Clubs can also apply for an exemption.

IQ/PCQ Showjumping Event – query as to whether PCQ will be sending a reminder to those riders who have been invited to nominate.

The meeting was advised the dates are still to be confirmed as there is a conflict with the selected date, once this has been resolved a save the date claimer and reminders will be forwarded.

Life Membership – as the PCQ Vice President Tracey Camilleri was in attendance at this meeting, the President took the opportunity to again announce the bestowing of Life Membership to Tracey and repeated her words from the AGM acknowledging Tracey's contribution to pony club®.

Tracey thanked the meeting for this recognition and felt humbled and very proud of her association with pony club.

2022.09.17

Close Meeting

The President closed the meeting at 8.15 pm and thanked the delegates for their attendance. The next meeting is scheduled for Thursday 3rd November 2022 and will commence at 7.00pm.

Signed:

President

Date

Sub-Committee Reports

Appendix

Appendix	Item	Sub-Committee Report
1	2022.09.08	State Coaching Panel Report
-	2022.09.09	Sporting, Campdraft & Mounted Games – No Report
2	2022.09.10	Dressage & Combined Training
3	2022.09.11	Tetrathlon
4	2022.09.12	Showjumping, Jumping Equitation and Horse Trials

Pony Club Association of Queensland



State Chief Instructors Panel Management Committee Report

Details

Date September 8, 2022

State Championships

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 funding from the State Government under the Active Industry Fund Program for the delivery of various programs for physical activity participation and capability improvement was rolled out to State Chief Instructor Panel Members and Regional Directors of Coaching in August.

PCQ has available various funding opportunities for Zones to access. Regional Directors of Coaching have been consulting with Zone Chief Instructors and Zones in relation to available funding for Grass Roots, Coaching and Officiating programs and clinics.

As a result of funding and acquittal requirements, PCQ has streamlined the system by paying funding upfront on the completion of an agreements to utilise the funding appropriately within the acquittal period.

Funding is available for the 1July 2022 to 30June 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**
- 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

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 8th & 9th Oct'22 Zone 18 - Ravenshoe Jumping Equitation Judging Preparation and Updating 9th Oct'22 Zone 18 - Virtual Dressage Judge Preparation & Updating Oct'22 Zone 18 - Freshwater Dressage Judge Accreditation Nov'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 	
Capricornia		<ul style="list-style-type: none"> Zone 9 Preschool/Updating/Assessment 5th & 6th Nov'22 Zone 27 Preschool/Updating/Assessment 12th & 13th Nov'22 Zone 9 Coach Development Mar'23 Zone 27 Coach Development 14th & 15th Jan'23 Zone 27 Coach Development Mar'23 	<ul style="list-style-type: none"> Zone 27 Official Development 14th & 15th Jan'23 	<ul style="list-style-type: none"> Zone 27 Zone Camp 12th – 15th Jan'23

Scheduled Clinics

Region	Seminar	Coach Preparation/ Accreditation/Updating	Officiate Accreditation	Other
Burnett Western	<ul style="list-style-type: none"> Regional State Seminar Jan-Jun'23 			<ul style="list-style-type: none"> Zone 5 Grass Roots 26th & 27th Nov'22
Far West				<ul style="list-style-type: none"> Zone 12 Showjumping, Sporting, Polo X, XC, Dressage, Flatwork 4th – 8th Jul'22
Southern		<ul style="list-style-type: none"> Zone 4 Preschool/Updating Clinic 20th & 21st Aug'22 Zone 4 Dressage Judge Accreditation 20th Aug'22 		<ul style="list-style-type: none"> Zone 4 Grass Roots 1st & 2nd Oct'22
South East	<ul style="list-style-type: none"> State Seminar Jan'23 	<ul style="list-style-type: none"> Dressage Judges Refresher & Accreditation Jan-Jun'23 Regional Coach Development Jan-Jun'23 Zone 1 Coach Accreditation 22nd Oct'22 Zone 1 Coach Accreditation 11th Mar'23 Zone 2 Preschool/instructors exams 1st Nov'22 Zone 2 Preschool/Coach Clinic Jan'23 – Jun'23 Zone 2 Course Design, Showjumping Judging, Jumping Equitation, Quiz Sept'22- Jan'23 Zone 26 Coach Assessment/Updating Jan-Jun'23 	<ul style="list-style-type: none"> Zone 1 Showjumping Judge / Course Design Accreditation/Updating 13th May'23 Zone 26 Showjumping & Course Design Mar-Apr'23 	<ul style="list-style-type: none"> Zone 1 Zone Camp 25th & 26th Jun'23 Zone 2 Zone Camp Apr'23 Zone 3 Showjumping Coaching 20th Aug'22 Zone 3 Sports Physiology 17th Sept'22 Zone 3 Flat Riding/Dressage Coaching Oct'22 Zone 3 XC coaching Clinic Dec'22 – Jan'23 Zone 3 Showjumping & flat work clinic 16th & 17th Oct'22 Zone 26 Grass Roots 21st & 22nd Jan'23

HEALTHY EATING



FOR THE PCQ RIDER



Pony Club Queensland

State Chief Instructor Medals



	Copper	Bronze	Silver	Gold
SCI Medal Registrations:	78	10	2	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)
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.

Date: 2022 07 25 Via ZOOM

DRESSAGE SUB-COMMITTEE Minutes

1. Meeting Scheduled: 7.00pm

2. Opening: 7.03pm

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	8: Leah Frohloff, 9: Ann Packer, 10:-Deb McLucas, 10: Tracey Camilleri 15 Faye Hawke, 16: Nicole Evans 13: Deanne Dennis (<i>Michelle Gordon</i>) 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, Kay Paulsen, Leah Frohloff, Melinda Munroe, Beryl Burkhardt, Alice James, Owanna Francisca, Heather Atherton, Ann Packer, Carmen Coombe

5. **Apologies:** Annette Howarth,

6. **PREVIOUS MINUTES:** Circulated

Moved Megan Wray

Seconded: Beryl Burkhardt

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

a. **ACTIONS**

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

b. **RECOMMENDATIONS**

Recommendations	Responsible	Status
Video tapes for Novice and Elementary: Dressage Sub-Committee is keen to develop videos for Judge Development and Updating; Stephen Clark Tape: Novice - Elementary only.	State Ci/Committee	Ongoing
The age of a rider being set as at 1 st January each year* *This is a PCA recommendation so will probably be enacted	Supported.	Pending
TDs for Approval all accepted	Accepted	Approved
Judge Upgrade: Leah Frohloff, upgrade to Novice Judge.	Accepted	Approved

PCQ DRESSAGE SUBCOMMITTEE MEETING

8. Correspondence:

a. Inward:

- i. Masters Games Program: Approved
- ii. Programs Approved,
- iii. TD Applications

b. Outwards: Nil

- i. Masters Games Program: Approval
- ii. TD Applications; Approved
- Moved:** Kim Luis **Seconded:** Owanna Francisca.

9. PCA National Dressage Sub Committee; Update: *The committee has been communicating recently, and intends to meet.*

10. Items for General Business:

- a. Dressage Program Template now on PCQ website
- b. TD Applications; Zone 7

11. Programs Approved to date:

Organisers	Venue	Discipline	Dates	Contact	Details
Cannon Valley	CV PC	Dress	28/05/22	Sarah	0417 796 236
Cannon Valley	CV PC	CT	29/05/22	Sarah	0417 796 236
Zone 4	Toowoomba S G	Dress/CT	4 th June	Alice	ajame93@gmail.com
Jandowae PC	Jandowae S G	Dress/CT	5 ^h June	Kate	0409 486 421
Crompton Park PC	Crompton Park PC	Dress	18 th June	Trish	cromptonparkponyclub@gmail.com
Crompton Park PC	Crompton Park PC	CT	19 th June	Trish	gmail.com
Brookfield PC	Brookfield S G	CT	31 July	Erika	0407 860 568
Nerang PC	Dressage & CT	Dress/CT	31 July	Coral	0421 995 418
Zone 2 PC	Mudgeeraba PC	Dress/CT	28 th Aug	Belinda	0423 437 843
T' Noosa PC	T' Noosa PC	Dress	17/09/22		
T' Noosa PC	T' Noosa PC	Dress	18/09/22		

14. Dressage Judges Clinics Dates 2022:

Organisers	Venue	Level	Dates	Contact	Details
Burnett	ZOOM	Nov/Elem	08/06/22	Megan	0402 470 616
Burnett	ZOOM	Nov/Elem	13/07/22	Megan	0402 470 616
Burnett	ZOOM	Nov/Elem	27/07/22	Megan	0402 470 616

15. Accreditations and Applications for accreditation: TD Applications Zone 7

Zone	Club	Level	Name	Postcode	Contact Details
7	Tiaro	Dressage	Debbie Iker	4570	0427 582 809
7	Sth Kolan	Dressage	Melissa Chapman	4670	0428 335 385
7	Hervey Bay	Dressage	Lyndal Roos	4650	0408 839 824
7	Tiaro	Dressage	Courtney McCauliffe	4570	0448 807 889
7	Maryborough	Dressage	Amy Harth	4650	0408 986 352
7	Gin Gin	Dressage	Alyssa Ellis	4670	0421 459 504

16. Judges Accreditations

Zone	Club	Level	Name	Postcode	Contact Details	Level Accred
8	Kingaroy	Dressage	Leah Frohloff	4610	0417 714 386	Novice

17. AGENDA ITEMS:

a. State Event Verbal Report Tracey/Megan

b. Penalties vs Technical Faults:

NB The EA Rule Change with regards to using technical points instead of penalty points, has never been discussed or adopted by PCQ Dressage Committee, we are still using the penalty points.

EA have now changed their 2022 tests to incorporate technical points, however,

PCQ WILL CONTINUE TO USE THE 2019 (CURRENT IN 2021) EA DRESSAGE TESTS.

UPDATE SINCE THE MEETING

Margie has been good enough to upload those EA tests, that were current up until January 2022, to PCQ website: <https://ponyclubqld.com.au/disciplines/dressage/>

We are also in negotiations with Nominate to ensure the Pony Queensland Scoring is in line with PCQ rules.

18. Next Meeting 10/10/2022

19. Meeting Closed: 8.02pm

Committee Representative:

Date Approved. 2022

Appendix 3

Minutes for PCQ TET SUB-COMMITTEE ZOOM MEETING AND FOLLOW-UP EMAIL		
Date:	Tuesday 26th JULY 7.30 – 9.21pm	
Attendees:	Brett Coombe, Kev Walsh, Christine Topalov, Guy Clare, Jenny Lanskey	
	DISCUSSION TOPIC	OUTCOME / PLAN
7:47:00 PM Discussion about PCQ eqt and what is needed	Pistols, discussion about \$480 for postage.	Christine, to chase up invoice details and postage
	Need 4 new computers, 5 new pistols (we have 3 already and need 2 more)	Christine to find out the spec for computers from her Zone invoice and to send to Brett. Christine to also send amount for 2 more pistols to PCQ so that PCQ are contacted directly to pay. This is likely to be around \$2.8K (guns \$1.6K and computers \$1.2K). Brett to put this to PCQ
8:03:00 PM discussion about State Event Programme	Unofficial shooting programme currently at same distances as the Official	Recommend Unofficial: Snr 10m, Jnr 7m, Sub-Jnr 5m, Minis 3m
	Discussed scoring and distances for Unofficial classes	Recommend that the same speed for the Official classes is used to work out the 'optimum time' for the Unofficial classes. GUY to email suggested times to Christine. Christine to put the idea to Eve
	Running Minis, currently 800, recommend 400m. Stick with 25m swim	Christine to mention to Eve. Guy to work out times and send to Christine
	Running Sub-Jnr, currently 800, stick with 800m. Stick with 50m swim	Christine to mention to Eve. Guy to work out times and send to Christine
	Programme needs to state that XC fences will be included in the Official Derby course (+ body protector) and Unofficial is purely SJ (body protector not a requirement)	Christine to mention to Eve.
	If a parent helper misses their allotted job or doesn't get a substitute, the sanction is that their Competitor will only be allowed to compete hors concours (HC)	Christine to mention to Eve.
	Swimming in the Programme says that swim caps are compulsory	Need to clarify with Eve if this is a swimming pool requirement, because it isn't compulsory in the Rules. If a swimming pool requirement, this needs to be highlighted even more and stated

Clause 25	Rugs are to be given even if the numbers are very low. Therefore no point combining classes. Clause 25 needs to be altered to reflect no division or combination of classes is needed	Christine to mention to Eve.
	Ray Kelly JIC and Kev Tet TD for nominations, put to CIP	
West Toowoomba Tet 26.09.22	CT and KW now in Sydney supporting Anastasia for Interschool Nationals	
	Mudgerieba Tet Date will have Derby Course 08.10.22 Glasshouse only SJ 23.10.22, State Event at Samford 19/20 Nov	
Previous minutes 17.03.22	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 > 1000 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.	KW moves that to amend the previous minutes from 17.03.22. Changed to extenuating circumstances to be presented to the Zone Chief Instructor for consideration. Qualification time frame to relate to the previous 18 months for a Derby Course. Seconded by GC - carried. The above to be sent to Samford
Previous minutes 14.06.22	Any XC for 95cm now has a faultable rail to avoid conflict with MERS	Christine to mention to Eve.
	KW concerned about the numbers of skinny fences in the Derby Course at previous Samford Tet	KW wanting to have the conversation with the Course Builder as to what it's expected in that only suiting eventers and not sympathetic to the showjumpers. KW to talk about it and then draft a letter afterwards
	Unofficial classes need no qualification	
Next Meeting	13th SEPT 19:30	-

Appendix 4

PCQ SUBCOMMITTEE MEETING Show Jump Horse Trials Jump Equitation

Date: 23/08/2022

Meeting

1. Meeting opening: 19.40

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	X	1	John Martin SJ	A			-
2	John Hughes HT	A	2	Jan Morland SJ/JE	A	3	Christina Hooper SJ/JE	X	4	Christine Topalov SJ/JE *	-
4	Steph Commens HT *		5	Grace Brodie SJ	-	5	Gayle Bunker HT	-	5	Lyn Coombe JE	-
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)	-	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	A	18	Julie Sheppard 18 JE	-
						20	Kim Witt	-	20	Jahra Taylor HT	-
	Di Elder SJ/JE/HT *	-	21	Sue Bonfield SJ/JE *	A	26	Ken Jensen SJ/JE	X	26	Barry Dossetto HT	X
27	Joanna Lowe SJ/JE	-	27	Kev Tomkins *	-			-			

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 4,20, 21, and 27

Complaints received that receipt of Notice for this meeting was late to arrive.

Delegates were reminded that the date was in the minutes which had been sent previously.

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

3. Apologies:

As listed 'A' above

4. PREVIOUS MINUTES: Meeting of 04/07/2022 Circulated

Approved: Moved; Robert M

Seconded; Peter R

5. Business arising/outstanding actions:

5.1 List of SJ Judges and Course Builders – John Martin. Letter to Zones sent? **Action; John M and Margie to confirm**

5.2 HT Risk Assessment Form Update - ; **Action John H to advise status**

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

5.4. PCQ HT Design Schools – Report in General Business

5.5. HT Schools – Accreditation of attendees **Action; Schedule to be updated**

- 5.6. NSW Show Jumping Report 9/10 July – Waiting on report
- 5.7. Query on Volunteer Insurance cover for Medical Specialists. Does the existing insurance cover the 'Specialist Insurance of these Volunteers. Verbal response received – no correspondence
- 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: TD Applications
- CIP Recommendations

6 ODE and Showjumping dates and programs approved or for approval

Club/Zone	Date	Date approved
Mundubbera SJ and JE	15/16 Oct	22/08/2022
Blackwater SJ and JE	22/23 Oct	22/08/2022

- Outwards:
Programs Approved: As above

7. Items for General Business:

- 6.1 Delegate Lists – Status of non-ratified attendees. Action; Zones to be contacted. M Hughes Proxy to be confirmed.
- 6.2 Medical Services for Competitions – Progress – Peter R – Worked well for Zone 1 for all medical and vet needs. Medical fee added to Noms. Ken J No issues as process in place for EA Events. Barry D. No issues – process in place for EA events. Rural areas seeking Appropriate support more difficult. Recommend Variations be submitted to PCQ as soon as possible to assist in review process.
- 6.3 NSW Teams Report – waiting on report
- 6.4 State Event Recommendations – JIC and TD. Sub Committee to compile a list of appropriate personnel to provide to CIP for appointment to State Event
- 6.5 Chief Scorers – Recommendations by Sub Committees for State Event
- 6.6 Next State Event SJ/JE -Northern Group
- 6.7 PCQ Inter School SJ Event – November - seeking Venue; to be confirmed
- 6.8 Nominations for TD – Applications Considered
- 6.9 Interpretation of Mer Qualification requirements

7 ACTION ITEMS:

ACTIONS

Action	Responsible	Status
• 5.1 Officials List Update	John M Office	
• 5.2 Event Risk Form	John H	

• 5.3 HT Claim Form	Geoff t	
• 5.5 Schedule to be updated	Office	
• 5.8 Ste Kit Update	Jan M et al	
• 5.9 Nominate update	Melinda H et al	
• 5.10 Mer Approval update	Lyn C	
• 6.1 Delegate Lists	Office	

RECOMMENDATIONS:

Recommendations	Responsible	Status
• 6.4 Compile List of Officials for State Events		
• 6.5 List of Scorers for State Events		
•		

8 **Next Meeting:** 24 Oct 2022 TBC

9 **Meeting Closed:** 21.20