

# Pony Club Queensland Management Committee Meeting Minutes

3<sup>rd</sup> February 2022

Held electronically via Zoom Conferencing

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- 2022.02.01 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 and present.
- 2022.02.02 Attendance & Apologies**
- 2.1 Present: Executive Committee** – Sarah Standen (Pres); Tonia Murtagh (VP); Brett Coombe (VP); Geoff Thomson (VP); Tracey Camilleri (VP); Megan Wray (Treas); Melinda Hughes (Sec) and Michael Carlson (SCI).
- Zones:** Peter Ryan/John Martin (1); Kerri Burgess (2); Owana Francisca (3); Alice James/Christine Topalov (4); Beryl Burkhardt (6); Leah Frohloff (8); John Hughes (9-Proxy); Robert McLachlan (11); Cara Haig (13); Nicole Evans (16); Lois Dawes/Lyn White (18); Scott Jackson (20); Annette Howarth/Ken Jensen (26).
- 2.2 Observers:** Barry Dossetto (26)
- 2.3 Staff:** Margie Davidson & Mary Genocchio
- 2.4 Confirmation of Quorum and Confirmation of Delegates:** 50% of Executive Committee (6) and 25% of Zones (13).
- Confirmed:** Quorum Present
- 2.5 Apologies:** Jan Morland (2); Darren Pirie (27); Di Elder & Michael Shaw (28)
- Motion:** “that the apologies be accepted.”
- Moved:** Robert McLachlan      **Seconded:** Megan Wray      **Carried**
- 2022.02.03 Minutes from Previous Meeting**
- Motion:** “that the minutes of the previous meeting of 24<sup>th</sup> November 2021 are a true and accurate record of the meeting”.
- Moved:** Melinda Hughes      **Seconded:** Robert McLachlan      **Carried**
- 2022.02.04 Business Arising from Previous Minutes**
- Age Group Change for Formal Gymkhana and Sporting Gymkhana– this is not specific to state championship events and the Executive Committee ratified the sub-committees’ decision at its January 2022 meeting.
  - PCQ Sub-Committees’ Charter – the President spoke on the rationale behind the drafting of this document. Over the past fifteen months, the sub-committees have been empowered to utilise their experience and skills and it is important to have a documented charter outlining their responsibilities. The President asked the delegates to review this document and if they wish, provide any feedback to the office at [mary@ponyclubqld.com.au](mailto:mary@ponyclubqld.com.au) before the next meeting. The President also indicated she would be available to discuss this charter with individuals and is keen to adopt this charter at the next meeting.
- A query from a delegate as to whether this would necessitate a change to the constitution. The President didn’t believe the charter was a constitutional change but would be happy to discuss.
- 2022.02.05 Treasurer’s Report**
- The Treasurer presented the November & December 2021 Balance Sheet and Profit & Loss Statements.
- There were no queries.
- Motion:** “that the Treasurer’s Report be accepted”.
- Moved:** Megan Wray      **Seconded:** Geoff Thomson      **Carried**
- 2022.02.06 Executive Committee Report**
- Since the November 2021 meeting, the Executive Committee have conducted the following business:

# Pony Club Queensland Management Committee Meeting Minutes

3<sup>rd</sup> February 2022

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## PCQ:

### Sub-Committee Reports from Management Committee Meeting of 24<sup>th</sup> November 2021.

- Coaching – the Executive had no queries.

The Executive Committee reviewed this report and resolved to accept it.

**Sponsorship** – negotiations are currently underway with existing sponsors to renew their sponsorship with Riverina and Oz Sholtz Photography both having renewed their sponsorship.

**Interschool Qld/PCQ Invitational Showjumping Event** – this event was successful with 80 riders participating. Both Associations are keen to continue this event and the Executive agreed to include this event into the calendar with it being the final event of the year and most likely to be conducted around the same time.

## PCA:

**Medical Services Requirements** – these new requirements will now come into effect from 1<sup>st</sup> July 2022. PCQ sent to PCA the entire response that was received to the PCQ questionnaire regarding these requirements with what appears to be little effect. Thank you to all those who responded to this questionnaire with a 30% response received. The Executive discussed these requirements at its recent meeting and agreed with the introduction of the new guidelines effective 1<sup>st</sup> July 2022. Those clubs & zones impacted and unable to conduct their events as in the past, need to provide evidence to demonstrate how unreasonable these guidelines are and that they are detrimental to the sport.

**PCA/Member States Meeting** - at the last meeting in December items discussed were the strategic plan, better culture and constitution review.

**2022 National Gear Rules** – these rules which PCA were set to implement from 1<sup>st</sup> January 2022 have been delayed and will now come into effect from 1<sup>st</sup> July 2022. PCQ has now reinstated the 2021 PCQ Saddlery and Gear Rules effective immediately. The committee was further advised that a PCA/State Members' meeting was scheduled for next week at which time the PCQ would be voicing their views re: implementation timeline.

The President also took the opportunity to assure the meeting that the Executive were fully aware of the difficulty that secretaries and member were experiencing transiting to the new JustGo database.

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

**Moved:** Peter Ryan

**Seconded:** Annett Howarth

**Carried**

2022.02.07

## Office Manager's Report

Membership as at the beginning of February

Riding 2,418, Social 780 - Total 3,194

The membership is down by 1,393 from this time last year.

### Renewing Membership on JustGo:

- To access the JustGo database – pca.justgo
- The User name for every PCQ member is the membership number (ID)
- Renewing members no longer require club approval.
- New members do require approval and can be found in Summary by Membership – Summary by Club Member Status
- Transfers also require approval and can be found under:  
Club Members – Membership – Transfer Requests
- **Please** do not join as a Centre Member only, if you do you are not a current member of PCQ and will need to go to PCA to have the membership deleted and monies refunded before you can join pony club this year.

### Paying the \$20 Affiliation Fee on JustGo:

Go to My Club – Affiliation – and follow the prompts.

**Vouchers for Membership:** – are now available through Sport and Rec.

There are two ways these vouchers can be used

The members joins and pays, the voucher is given to the club to redeem and the member is reimbursed.

# Pony Club Queensland Management Committee Meeting Minutes

3<sup>rd</sup> February 2022

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The member gives the voucher to the club, the club joins the member and redeems the voucher. Please Note the vouchers cannot be used by Queensland members through JustGo

## Office Bearers Returns:

It is more important than ever for Zones and Clubs to return the 2022 Office Bearers Return following their Annual General Meetings. Without searching through each Zone or Club on JustGo database, clicking on Club Members – Summary by Membership – Member Role and opening the different categories individually e.g., Secretary, President etc we have no idea who the current Office Bearers are for 2022.

## Horse Registrations:

The Horse Registration Application Form can be found on the PCQ website – Resources – Forms – General.

The JustGo database offers Horse Registrations in the members Credentials **however** it does not generate a registration number and does not allow for cards to be printed or paid for.

To overcome this problem, we have gone back to the paper form (which has been recently updated), please fill it out and email back to PCQ as an attachment; the cards will be mailed out upon receipt of payment.

**Clubs and Zones running Official Events in February** may allow riders to compete competitively without producing their performance cards, providing they can prove they have applied for the card. There is a huge backlog which is being addressed as quickly as possible, Australia Post is very slow and it doesn't help when members leave it a few days out from a competition to ask for a horse to be registered.

## Coaches/Officials:

There appears to be multi problems on the JustGo database in regard to Coach and Official information. At this point in time, we are unable to change incorrect dates, update those showing expiry dates or add notes, hopefully these problems will be resolved as soon as possible.

## Official Programs and Gymkhana/Sporting/Campdraft or Open Day Programs:

All Official programs must be sent in to PCQ for approval, once the program has been approved it will be posted on the PCQ website and can be circulated. Prior to the competition a list of all Officials/Judges must also be forwarded to PCQ for approval.

Any other program must be approved by the Zone Chief Instructor prior to circulation

**Open Days** – Clubs need to ensure Open Day Advice Form for Competitions, Clinics etc has been signed by the Zone Secretary prior to forwarding to PCQ.

**Please Note:** There is now a separate form for Come and Try Days

Remittance Advice form to be returned to PCQ within the 14-day period even if it is a nil return.

Please advise if cancelled or rescheduled. Please ensure the number of Coaches/Officials etc has been completed.

As you will appreciate the PCQ Office is extremely busy at this time of year so we do ask for your patience.

The President recommended the delegates forward this report to zones & clubs.

The Office Manager updated the meeting on the current situation with the processing of horse registrations. As mentioned, the office has reverted back to the submitting of the paper form until further notice.

The Treasurer at this time thanked the Office Manager for her invaluable report which she has already circulated to clubs and zones within her region.

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

**Moved:** Megan Wray

**Seconded:** Annette Howarth

**Carried**

VP Geoff Thomson left the meeting at 8:00pm.

2022.02.08

## State Coaching Panel Report

As per Appendix 2, this was tabled for discussion and referred to the Executive Committee for endorsement.

The SCI gave a summary of his report due to the incorrect report being circulated with the agenda: CIP/RDC met at Southport PC on 6 January 2022

# Pony Club Queensland Management Committee Meeting Minutes

3<sup>rd</sup> February 2022

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- Election of State Chief Instructor – Michael Carlson; Deputy – Rachel Lornie.
- Former SCI Raymond Stacey has stepped down from the CIP and the CIP would like to thank Raymond for his contribution to the state. Raymond will continue to be a key resource within pony club.
- Quiz Phase 2 scheduled for 2022
- There were 124 coaches who gained accreditation in the past year
- PCA National Gear Rules – an eNews was distributed to all members for their availability to provided feedback to PCA with the advice to those submitting a response to ensure a good and valid reason for the proposed amendment.
- Congratulations to Dezi Roos for gaining her A proficiency certificate

Query as to whether the other states have issues with first aid requirements and gear check

The meeting was advised in some cases PCQ sits alone and some states follow EA requirements.

## 2022.02.09 **Sporting, Campdraft & Stockmans Challenge Sub-Committee Report**

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

There were no questions.

## 2022.02.10 **Dressage and Combined Training Sub-Committee Report**

As per Appendix 4 was tabled for discussion and referred to the Executive Committee for endorsement.

The sub-committee Chair expanded on the tests for 11-13 years. As a lot of riders are not ready for novice at this age the sub-committee agreed to introduce a new group with this group now completing the prelim test only and the other group to complete the novice and prelim tests.

## 2022.02.11 **Tetrathlon Sub-Committee Report**

No Report – no meeting held.

## 2022.02.12 **Showjumping, Jumping Equitation & Horse Trials Sub-Committee Report**

No Report – no meeting held.

The President briefly mentioned with the conducting of the 2022 State Championships be held at the Dalby Show Grounds the possible impacts on restrictions around COVID. Currently, the Agricultural Society is saying it will be a double vaccinated event however PCQ is lobbying to get this changed.

The above reports were received.

## 2022.02.13 **Correspondence**

### 13.1 Inward Correspondence

	From	Committee
13.1.1	Dept of Agriculture & Fisheries – HBMALG meeting minutes	Executive/Management
13.1.2	SR Industries – Multicultural Projects Funding	Executive
13.1.3	Sport & Rec North Coast – Guidelines for Addressing Spectator Racism in Sport	Executive/Management
13.1.4	PCA – Insurance Premiums	Executive
13.1.5	QSport – Member Update (Dec21)	Executive
13.1.6	Sport & Rec – Industry COVID Update	Executive/Management
13.1.7	SR Industries – Fair Play Vouchers	Executive/Management

### 13.2 Outward Correspondence

	To
13.2.1	Zone 2 – 2021 State Tetrathlon

# Pony Club Queensland Management Committee Meeting Minutes

3<sup>rd</sup> February 2022

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13.3 Business Arising from Correspondence –

13.1.3 – reiterate to clubs the guidelines.

13.1.7 – Fair Play Vouchers are now available

## 2022.02.14 Lease of Horses - Nil

**Motion:** “that the inward & outward correspondence be accepted”.

**Moved:** Annette Howarth

**Seconded:** Beryl Burkhardt

**Carried**

## 2022.02.15 General Business:

Query as to whether there was any point in clubs making complaints to direct to PCA re: JustGo database.

The President responded, she thought clubs are doing this and Office Manager advised JustGo themselves are also trying their best to accommodate changes.

Discussion took place regarding Q's being utilised from EA jump days and Jump Club Events. The President advised that this could/would lead to all disciplines wanting to follow suit and that every effort should be taken to provide qualifiers within the regions. Common sense should prevail, and extenuating circumstance taken into consideration. We note there are some other specific defined disciplines that are managed differently.

Zones were asked to share with the meeting their current and upcoming activities:

Zone 11 – have conducted clinics and using the indoor arena for riders going to the State JE & SJ Championships.

Zone 6 – conducting its 1<sup>st</sup> official equitation and showjumping competition this weekend followed by another 2 within months and will start dressage in March.

Zone 3 – held their sign on/start up days and experienced problems with the new database and hoping for a good year without impact of COVID.

Zone 16 – haven't started the year as yet as its still quite hot and are holding off until end of February.

Query as to whether the Management Committee meetings for 2022 will have more regular scheduling.

The President advised, she hoped there would be more uniformity.

## 2022.02.16 Close Meeting

The President closed the meeting at 8.26pm and thanked the delegates for their attendance and as this was the first meeting of the year took the opportunity to extend her best wishes for 2022. The next meeting to be confirmed.

**Signed:**

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

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

### Role

The role of the PCAQ Discipline Committees is to provide a consultation forum comprised of nominated Zone representatives whom will advise the PCAQ Executive Committee on the development and management of sporting disciplines in Pony Club Queensland.

A discipline committee will be formed for:

- Showjumping/Jumping Equitation/Horse Trials
- Dressage/Combined Training
- Tetrathlon
- Sporting/Campdraft/Stockman's Challenge/Mounted Games

### Membership, Term & Processes

The sub-committee will be made up of one representative of each Zone, nominated by that Zone on an annual basis as below:

- Dressage & Combined Training – 1 delegate per zone per discipline (2)
- Jumping Equitation, Showjumping & Horse Trials – 1 delegate per zone per discipline (3)
- Sporting, Campdraft & Mounted Games – 1 delegate per zone per discipline
- Tetrathlon – 1 delegate per zone (1)

Each committee will be chaired by an elected PCAQ Executive Member and be accompanied by a Technical Advisor from the State Chief Instructors Panel.

The terms of reference provides a pathway on actions and advice for committees to follow and will be presented to the Management Committee for input prior to approval by the Executive Committee.

### Responsibilities

- Develop and maintain the discipline for the benefit of all pony clubbers in QLD.
- Discipline rules review and recommendations to PCAQ Executive.
- Keep minutes and accurate records for distribution and monitor participation numbers.
- Provide a framework for the running of official, state and national events.
- Allocation of official event dates.
- Approve judges and technical delegates for official events.
- Develop a competition program template and review annually.
- Recommendations of selections of Interstate and National Teams
- Annual review of gear and notification of changes to PCAQ Executive.

### Meetings

Meetings will be held 4-6 times per year by on-line teleconference as determined by the committee.

Meeting minutes to be forwarded to PCAQ Office within 5 days of meeting and/or at least 7 days prior to the scheduling of a Management Committee meeting to ensure inclusion in the meeting agenda.



## Pony Club Association of Queensland



### State Chief Instructors Panel Management Committee Report

#### Details

Date	6 <sup>th</sup> January 2022
Time	10:05am
Pay Respect to Traditional Land Owners	I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Kombumerri and Yugambeh of the Gold Coast and pay our respect to Elders past and present.
Members	Michael Carlson, Tracy Camilleri, Sarah Standen, Rachel Lornie, Jan Morland, Megan Wray, Grace Brodie, Di Elder, Bridgette Bennett, Raymond Kelley, Beryl Burkhardt, Sue Bondfield, Stephanie Commens, Heather Atherton, Pat Lunney, Danae O'Keefe, Lyn Coombe, Raymond Stacey, Jenny Murphy, Carol Paterson
Attendees.	Michael Carlson, Rachel Lornie, Grace Brodie, Beryl Burkhardt, Danae O'Keefe, Raymond Stacey, Jan Morland, Di Elder
VIA ZOOM:	Sarah Standen, Megan Wray, Raymond Kelley, Heather Atherton
Guest:	Leah Frohloff (Burnett), Adrienne Kelley (Northern), Alice James (Southern) Niki Ryan (Capricornia), Vicki Groves Pearce (Western)
Apologies:	Carol Paterson, Pat Lunney, Lyn Coombe, Tracey Camilleri, Carol Paterson, Jenny Murphy, Vicki Groves-Pearce, Grace Brodie, Stephanie Commens, Bridgette Bennett, Sue Bondfield

Acknowledge	<p>Past &amp; Present</p> <p><b>Past</b></p> <p>Barty Dean,  Bob Hickson,  Claudette Rolf,  Clive Black,  Col Thompson,  Colin Meagher OA,  Dalarie Patterson,  Debbie MacNicol,  Gay Dempsey,  Ian Hoobs,  Jack Makin,  John Moffort,  Kay Keys,  Ken Hutchinson,  Kevin Kelly,  Lou Stacey,  Lyn Melsen,  Margaret Campbell,  Nerril Mawhinney,  Ned Twohill OAM,  Persy Bishop,</p>
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	Peter Bondfield, Robert Ryan, Stacey Locastro, Trudy Kasper (Dougall) <b>Present</b> Beryl Burkhardt, Brigitte Bennett, Carol Paterson, Danae O'Keeffe, Di Elder, Grace Brodie OAM, Heather Atherton, Jan Morland, Jenny Murphy, Lyn Coombe, Megan Wray, Michael Carlson, Patrick Lunney, Rachel Lornie, Raymond Kelly, Raymond Stacey, Sarah Standen, Stephanie Commens, Sue Bondfield, Tracey Camilleri
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Approval of Minutes Tabled		
Previous Meeting Date	18 <sup>th</sup> October 2022	
Correction/Discussion		
Accepted	Yes [Y]	No [ ]

Agenda Item #	Topic	Main discussion points
	<b>President's Update:</b> Sarah Standen	Presented: Di Elder

Agenda Item #	Topic	Main discussion points
	<b>PCAQ Office – Accounts – Update</b>	
<p>The new database will have a heap of Coaches and officials missing.</p> <p>Quite sure the information that is there will not always be correct.</p> <p>At this point no idea how we add Coaches/Officials and there doesn't seem to be anywhere for notes e.g. date, venue, assessor etc.</p> <p>The new Coaches on Attendance-Results-Reports that have come through in December have all been added to the Omni database.</p> <p>Don't know if JustGo will be doing a final data dump when they close Omni down.</p> <p>At the moment the State still has access to Omni, Clubs and Zones don't.</p> <p>Office reopens: <b>Monday 10<sup>th</sup> January 2022</b></p>		



Agenda Item #	Topic	Main discussion points
	<b>CIP Executive Elections</b>	2 year appointment in accordance with PCQ Constitution <ul style="list-style-type: none"><li>• SCI</li><li>• Deputy</li></ul>
<b>Appointments</b>		
<b>SCI:</b> Michael Carlson		<b>Nom:</b> Di Elder <b>Second:</b> Raymond Stacey
<b>Deputy:</b> Rachel Lornie		<b>Nom:</b> Di Elder <b>Second:</b> Raymond Stacey
<b>Advisory Committee</b>		<b>CIP/RDC members</b>
<b>CARRIED</b>		

Agenda Item #	Topic	Main discussion points
	<b>Resignation Acknowledgment</b>	Raymond Stacey Service
<p>The State Chief Instructors Panel will miss your knowledge, experience, &amp; insight in Pony Club Queensland. Your problem-solving ability and thoughtfulness towards all riders from beginners through to our elitist riders has been appreciated.</p> <p>We sincerely thank you for your contribution to the State Chief Instructor Panel &amp; time as State Chief Instructor. You will always remain a key resource to the State Chief Instructors Panel on all matters Pony Club.</p> <p>We wish the very best in your future endeavours.</p>		

Agenda Item #	Topic	Main discussion points
	<b>Funding</b>	Awarded funding for 12months – F’21-’22 Allocation of Funding Funding Agreement Acquittal
<p>Funding Claimed – 1<sup>st</sup> July – 31 Dec 2021</p> <p>Some regions omit to claim funding (\$3,375) between 1<sup>st</sup> July and 31<sup>st</sup> Dec ’21. Funding claims received for Far North, Southern, South East, Capricorn, Western.</p> <p>Reminder to Regions funding to the value of \$3,375 available and <b><u>must be used by June 30,2022.</u></b></p> <p>Once the acquittal period has closed we are unable to claim allocated funding. For this reason it is important to plan and conduct allocated funding within the required time period. Claim Forms required,</p> <p>Zones have until 30<sup>th</sup> June to avail of \$1,500 (1,5,12,20 claimed) of funding for</p> <ul style="list-style-type: none"><li>• officiating and coaching clinics and</li><li>• grass roots.</li></ul> <p>RDC’s please commence discussions and planning with ZCI’s and Zones to avail of funding prior to 30<sup>th</sup> June 2022. Our funding cycle has changed and we now receive funding per annum and per financial year.</p>		

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

Agenda Item #	Topic	Main discussion points
	<b>Strategic Plan – Pillar 5 (Education and Development)</b>	Update PCA Strategic Plan
<b>Update.</b>  Pillar 5 – Education and Development <ul style="list-style-type: none"> <li>PCA Syllabus of Instruction <ul style="list-style-type: none"> <li>2021 RDC's &amp; CIP - <b>COMPLETED</b></li> <li>2021 Zone &amp; Club Coaches – <b>COMPLETED</b></li> </ul> </li> <li>Official <ul style="list-style-type: none"> <li>Initiative commenced with Dressage Committee to develop Dressage Judges – <b>COMPLETED</b></li> <li>TD introduction scheduled for Burnett Region in February <b>COMPLETED</b></li> </ul> </li> <li>Rider Development – new syllabus <ul style="list-style-type: none"> <li>Proficiency Certificate Roll Out - <b>COMPLETED</b></li> </ul> </li> <li>Development of Future Leaders – <b>In progress</b></li> <li>Junior Coaches – <b>COMPLETED</b></li> <li>Junior Officials – <b>In Progress</b></li> <li>Officiating pathway - <b>In progress</b></li> <li>PCQ New Look Coaching – <b>COMPLETED</b></li> </ul>		

Agenda Item #	Topic	Main discussion points
8.	<b>Initiatives</b>	Rachel L - Quiz Phase I & Phase II– Update Mike C - PCAQ Coaching E,D,D* - Update Mike C - SCI Medals – Update Mike C - PCAQ Level B – Progress Junior Coaching Initiative Regional Visits PCQ Junior Officials PCQ Level A Coach
<b>Rachel – Update on Quiz Phase 1 &amp; Phase II:</b> Number of zones have expressed interest in conducting competitions Has seen reasonable take up in clubs and zones. Quiz Handbook to be updated  <b>PCQ Coaching – Update.</b> Total 145 Trainees for 2021 as at Oct'21 Total 24 awarded for 2021 as at Oct'21		

NCAS Preliminary and Level 1 to be awarded with PCQ 'D\*' – this will get them into our system with an opportunity move to PCQ 'C', 'B'  
 Open book rule test available on line  
 Policy for re-accreditation of expired coaches: OBT, Attend Clinic, teaching component, code of ethics etc)

### SCI Medal Update

73 enquiries from 47 clubs across 8 regions  
 Registrations – 14 Copper, 3 Bronze, 1 Gold.  
 Proficiency Certificates required for National and International Certificates).

### PCQ Level B

Currently undergoing reformatting.  
 Variation is the inclusion of PCQ notes (similar to PCQ 'E','D', 'D\*' and 'C')

### Junior Coaching Initiative

21 registration in 2021 from 4 regions.

**Recommendation:** Complementary T shirts to be provided to Junior Coaches on registration, initiative to be for 2021 & 2022 years **Moved** Rachel Lornie, **Seconded:** Beryl Burkhardt

Exemption Forms: stand up to 3 years, applications apply, staged approval (Club/ CIP) Record kept at PCQ and kept current.

### Regional Visits conducted in 2021

- Burnett
- Far North
- Far West
- Southern
- Western
- South East

**Recommendation :** Histories behind each State Trophy to be compiled and updates to be completed as incurred: Di Elder/Megan Wray

### Junior Officials

Workshop

**Recommendation:** Guidelines for accreditation to be developed- request each Sub Committee provide these: CIP to review and final process to be documented, including coaching.

### PCQ Level A

Workshop

Action Items	Person Responsible	Due Date
<b>Quiz Phase II:</b> Continue implementation	RachelL	Enter date.
<b>PCQ Level B</b> CIP to provide Feedback	MikeC	Enter date.
<b>PCQ Junior Officials Apprenticeship</b> Work shop	SCIP/RDC	Enter date.
<b>PCQ Level A</b>	SCIP/RDC	Enter date.
<b>Regional Visits</b> RDC's to schedule biannual visit by SCI	MikeC	Enter date.

Agenda Item #	Topic	Main discussion points
	<b>Documentation</b>	PCA National Gear Exemption Impromptu Committee Official and Technical Delegate Accreditation Overview
<b>Gear Exemption Impromptu Committee</b> SCI and Deputy to appoint Impromptu Committee to deal with Gear Exemptions as they arise. Impromptu Committee to comprise a minimum of 5 including SCI and Deputy – excluding any conflict of interest.		
<b>Official and Technical Delegate Accreditation Policies</b> CIP Technical Delegate to work through with PCQ Subcommittee for Accreditation Overview? <ul style="list-style-type: none"> <li>• Dressage &amp; Combined Training</li> <li>• Showjumping &amp; Jumping Equitation</li> <li>• Horse Trials</li> <li>• Sporting &amp; Formal Gymkhana</li> <li>• Mounted Games</li> <li>• Campdraft &amp; Stockman's Challenge</li> </ul>		
Action Items	Person Responsible	Due Date
<b>Official and Technical Delegate Accreditation Policies</b> PCQ Office to forward to Subcommittees as inward correspondence	CIP	Enter date.
Dressage & Combined Training	MeganW	
Showjumping & Jumping Equitation	JanM	
Horse Trials	StephanieC	
Sporting & Formal Gymkhana	GraceB / PatrickL	
Mounted Games	GraceB / PatrickL	
Campdraft & Stockman's Challenge	GraceB / PatrickL	

Agenda Item #	Topic	Main discussion points
10.	<b>PCA</b>	Sarah S - National Safety Committee National Gear Rule Book – roll out National Discipline Rules National Coaching Committee A certificate to be in draft form by November 2021 Di E – PCQ A Certificate summary
<b>National Safety Committee</b> Request clubs/zones consider events and compare with PCA expectations. Recommend clubs and zones document issues and communicate to PCQ. Focus on results for participation and sustainability. For feedback to PCA.		
<b>Workshop - National Gear Rule Book</b>		
<b>National Discipline Rules</b> No further update at this time.		
<b>National Coaching Committee</b> <u>New CAC member</u> <ul style="list-style-type: none"> <li>• South Australia - Jacqui Arnold</li> </ul> <u>Coaching Moodle:</u> features videos and information. <u>Badges for coaches</u> <ul style="list-style-type: none"> <li>• Will be for sale in 2022</li> </ul> <u>Lungeing education</u> <ul style="list-style-type: none"> <li>• circulated for finalisation</li> <li>• PCQ Comments submitted.</li> </ul> <u>Rider Certificate Assessor:</u> criteria and accreditation <ul style="list-style-type: none"> <li>• PCA to work towards a standardised criteria across all states in order to increase the number of assessors for C, C* and K certificates.</li> </ul> <u>PCA seeks to standardise RPL:</u> for coaching qualifications for incoming coaches		

- PCQ assess each coach on a case per case bases as each coach is different.

#### PCA Education Plan

- Vocational Education and Training system (VET) mapping for both rider and coach certificates for discussion

#### **Coach update policy being reviewed**

#### **PCA A certificate to be in draft**

November 2021. No update at this time.

#### **Di E – PCQ A Certificate summary**

Di E advised congratulations to Deziree Roos, completed the A certificate.

Sadly Jadynd Bromley was unable to attend due to unavoidable circumstances.

RDCs provided with updated resource materials.

Agenda Item #	Topic	Main discussion points
11.	<b>Regional Roundup</b>	RDC's Brief Report and plans for 2022
Refer to appendix. Verbal Reports: Alice James Southern, Rachel Lornie South East, Leah Frohloff Burnett, Di Elder Far West, Sarah Standen Far North, Adrienne Kelley Northern, Niki Ryan Capricornia, Grace Brodie Western (Michael Carlson presented)		

Agenda Item #	Topic	Due Date
12.	<b>Next Meeting</b>	Monday March 14, 2022 (ZOOM)

Agenda Item #	Topic	Time
13.	<b>Meeting Closed</b>	12.30pm

## **APPENDIX - Regional Roundups**

### **Northern Region Round Up 2021**

A big year for competition in the Northern Region, with a neighbouring region bringing the State Show Jumping and Jumping Equitation Championships to Zone 10 (Sarina). We had an action packed calendar with almost every weekend offering at least one, if not 3 or 4 competition opportunities, within a few hours drive of each club in the Region. This made organising coaching and official (prep/accreditation) days/weekends a little difficult - there just aren't enough weekend days in the year some years!

We had a couple of coaching weekends (pre-schools, refreshers and assessment) right at the start, and right at the end of the year, which were well attended. The future of coaching in the Northern Region appears to be in good hands, with a wide range of backgrounds coming together to coach our kids. A Jumping Equitation refresher was also hosted attached to one of our last "State Qualifiers" in the lead up to the Sarina State Event. The wet season also saw us run some Show Jump Judging and Course Building clinics, to bring our current officials up to speed, and offer the opportunity for new faces to learn the roles.

In the lead up to the state event at Sarina, a number of rider proficiency certificate days were held (some of which also included "Protocol" events, to build competition arena skills), to ensure as many of our riders as possible, had the opportunity to participate in such a "close to home" state event.

Throughout the year, various clubs within the Region held rider development training days and clinics in a variety of disciplines, all of which appeared to be well attended.

Our annual "Regional Training Camp" for rider development was hosted by Collinsville PC in Zone 22 this year, and feedback has been nothing but positive - we are already looking forward to making the 2022 Camp an even better event for all who attend.

Communication lines have been established this year across our region, and it is exciting to see riders, their families, coaches and officials from different clubs and zones all communicating, getting to know one another, sharing resources, and just generally hanging out together.

### **What's coming in 2022 for the Northern Region?**

***Details TBC (we're a little slow to get rolling, hot and wet weather don't encourage much action!)***

**January** - Coach Preparation / Accreditation Clinic (Zone 11)

**January** - Show Jump Judging / Course Building Clinic (Zone 11 / Zone 22)

**February** - Coach Preparation / Accreditation Clinic (Zone 22)

**March** - Proficiency Preparation Days (Zone 11 & Zone 22)

**April** - Proficiency Assessment Days (Zone 11 & Zone 22)

**May/June** - Jumping Equitation Refresher & Accreditation Clinic (to be negotiated)

**July/August/September** - would like to organise a TD Clinic of some form (to be negotiated)

**July/August/September** - more Coach Prep / Accreditation Clinics (to be negotiated)

**October** - Regional Training Camp (rider proficiency and development) (hosted by Zone 11 this year)

**November** - Coach Preparation / Accreditation Clinics (Zone 11 & Zone 22)

Regards  
Adrienne

### **Western Region**

Queensland's Western Region has had a reasonably productive year despite COVID restrictions and wet weather.

I had the pleasure of attending the Zone 20 and Western Region end of year breakup in Roma in November. Juniors and instructors participated in showjumping, flatwork, polocrosse and horsemanship and children did preparation for the Chief Instructor's Medallions. I was delighted to see Zone 20 acknowledge the achievements of all of their members throughout the year.

Jandowae Pony Club and Wandoan Pony Club have scheduled Jumping Equitation and Showjumping Qualifiers for the last weekend of January and the first weekend of February respectively and Charleville Pony Club will also host one on 19/20 February, 2022.

Taroom Pony Club is set to host an Instructor's Refresher and Clinic on 19 & 20 February 2022 with the following instructors: Clem Smith (Showjumping), Felicity Bartlett (Flatwork), Edwina Keating (Polocrosse) and Meagan Macintosh (Horsemanship).

Chinchilla's Refresher, Pre School and Junior Coaching Clinic had to be cancelled in December 2021 due to road closures and flooding and we will aim to run it before the end of June 2022 with instructors in showjumping, flatwork, horsemanship and polocrosse.

I look forward to working with more Pre School Instructors who are working towards Level C accreditation early this year.

As of January 2022 I am taking a step back as I mentor Vicki Groves-Pearce in her newly appointed position as Regional Director of Coaching for the Western Region.

I wish everyone all the best for another fantastic year of horse sports in 2022!

Kind regards,  
Grace Brodie

### **FNQ Region report in brief.**

- 2021 started up very slowly but ended in a with some good outcomes.

- Ran some *twilight clinics* which seemed to suit busy people. Broke down preschools into sections to be accommodated under this fashion
- Utilised all available funding.
- Placed some focus on junior coaching (JCP) Utilised a facilitator from outside the region. worked extremely well, used more modern communications and methods.
- Had SCI and office staff up to regional clinic. Also included junior coaching facilitator for some face to face work. Costly but paid off.
- Best uptake for level C coaches that for many years.

#### Plans for 2022

- Continue with JCP.
- Look to increase dressage judges. (Preliminary)
- Shore up techniques around rider class judging
- Back to Basics clinics for young riders
- Promote SCI medals.
- Repeat the FNQ Regional Seminar as in 2021 if SCI and Office Staff are available.

No dates set as yet and very much in the preliminary planning stages. In unusual fashion the FNQ region is likely to utilise all available funding.

Sarah Standen  
RDC

## Southern Border Round Up 2021/22



Pony Club Queensland acknowledges and appreciates the financial support provided by the Queensland Government through the Active Industry Fund to enable Queenslanders to participate in sport and recreation activities.

## 2021 Round up



<p>Refresher &amp; Preschool – 21/22 August @ Warwick</p> <ul style="list-style-type: none"> <li>• Preschool – 17</li> <li>• Refresher – 14</li> </ul>	<p>Showjump judging accreditation – 21 August @ Warwick</p> <ul style="list-style-type: none"> <li>• Update – 2</li> <li>• Refresher – 2</li> <li>• Probationary – 8</li> </ul>	<p>Jumping Equitation &amp; Coursebuilding accreditation – 23 October @ Crows Nest</p> <ul style="list-style-type: none"> <li>• 1x in progress</li> </ul>	<p>Instructor Accreditations – 14 November @ Toowoomba</p> <ul style="list-style-type: none"> <li>• 3x NCAS Prelim (+2 from PCNSW)</li> <li>• 1x PCQ Level D</li> <li>• 1x PCQ Level D* jnr</li> <li>• 2x PCQ Level C (1x jnr)</li> <li>• 2x PCQ Level C posts</li> </ul>
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Pony Club Queensland acknowledges and appreciates the financial support provided by the Queensland Government through the Active Industry Fund to enable Queenslanders to participate in sport and recreation activities.



## 2022 plans



Refresher & Preschool – August 2022 in Zone 4

Dressage judges refresher & accreditation – to be completed over 3x online sessions with face-to-face practical assessment; in first 6 months

Follow up to ensure accreditations from 2021 are completed:

- Jumping Equitation judging
- Coursebuilding
- Showjump judging

Instructor Accreditations – one day per zone (ie 3)

Pony Club Queensland acknowledges and appreciates the financial support provided by the Queensland Government through the Active Industry Fund to enable Queenslanders to participate in sport and recreation activities.



**Regional Director**  
Megan Wray,

**BURNETT REGION PONY CLUBS INC**  
A.B.N. 42611066017



**Regional Secretary**  
Beryl Burkhardt

### 2021 Burnett Region Report January 2022

In all, Burnett Region has had a reasonable year accrediting 9 new coaches, including one level B. Activities for the year included pre-schools and refreshers, rider camps, course building and show jump and dressage judging across our four Zones. Many thanks to our amazing Regional Panel: Leah (my deputy and pending RDC) Beryl, regional secretary, Hayley our ever-reliable treasurer and Lyndal our long serving President also Rachel, Christine, Judy and Kelly, (Z6) Julie (Z8) Barry, Courtney, and Dezi (Z7), Joy and Emma from (Z16).

Such a great group of instructors who have taken up the challenge of supporting the Burnett by sharing their expertise, enthusiasm and most of all their time to ensure the continuity of Pony Club for the future. Thank You to all

An extra thankyou to Michael for making the time to attend Burnett Region, presenting courses to our coaches and educating our riders; this was very beneficial indeed and something we hope to repeat this year.

**Dates so far for Burnett are:**

Regional Meeting	18 <sup>th</sup> January	ZOOM
Region Zoom	25 <sup>th</sup> /26 <sup>th</sup> January	ZOOM
Zone 6	29 <sup>th</sup> /30 <sup>th</sup> January	T Noosa
Zone 8	5 <sup>th</sup> /6 <sup>th</sup> February	Kingaroy
<b>Dressage Clinic:</b>	19/20 February	Canina
JE Judge School	26 <sup>th</sup> Feb	Tiaro
Dressage J School	23 <sup>rd</sup> April	Tiaro

Megan Wray/Leah Frohloff  
RDC Burnett Region

## PCQ SUBCOMMITTEE MEETING

Date: 19<sup>th</sup> January 2022  
SPORTING SUB COMMITTEE – MEETING HELD BY ZOOM CONFERENCING

### Minutes - Proceedings

1. **Meeting opened by** PCQ Vice President, Tonia Murtagh at 7.04pm
2. **Delegates present:** Tonia Murtagh, Warren Keys, Sandra Brunner, Sonia Law, Pat Lunney, Michael Shaw and Peter Tornabene
3. **Apologies:**

### ACTIONS

Action	Responsible	Status

### RECOMMENDATIONS:

Recommendations	Responsible	Status
<ul style="list-style-type: none"> <li>PCA Gear Rule Book, Page 59 – Query raised about what Spurs are allowed in various Disciplines as there appears to be some confusion (lack of specific detail). Pat Lunney has offered to follow up with the Chief Instructors Panel</li> </ul>	Pat Lunney	Ongoing
<ul style="list-style-type: none"> <li>That changes to the Point Accumulation for the Percy Bishop Trophy be changed to only ½ a point being awarded for participation in each Discipline, opposed to the current 1 Point Accumulation. Unlike other Disciplines, the State Championships for Sporting, Formal Gymkhana, Campdraft and Mounted Games equates to 4 points for a Rider who participated in all 4 Disciplines. A Rider placing 10<sup>th</sup> in three Disciplines would acquire 3 points (1 point for each 10<sup>th</sup> place). Therefore a Rider who participated would technically have a higher score than a Rider that placed in the Events.</li> </ul>	Sonia Law (Scorer)	Management Committee Meeting 03.02.2022

**Correspondence:** Nil

There being no further business the Meeting closed at 7.50pm

Date for next Meeting to be advised.



# Pony Club Association of Queensland Inc.

## Committee Report

Sub Committee: Dressage..... Date 14 .001.2022

1. Meeting Opened 7.34pm Thursday 2021 12 16

2. Members: Tracey Camilleri (Chair); Megan Wray (Secretary); Kay Paulsen (Co-Opted)

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

4. Apologies: Leah Frohloff

5. PREVIOUS MINUTES: Circulated

6. Business arising/outstanding actions:

a. ACTIONS From Previous Minutes:

	Action	Status
li	PCA National Dressage Rules	Outstanding
lii	Dressage/CT Program Templates	Completed

b. RECOMMENDATIONS From Previous Minutes:

	Action	Status
I	Retain 8 points as max allowed for CT State Qualifiers	Finalised

7. PCA National Dressage Sub Committee; Update: (Megan Wray) National Dressage Rules: awaiting draft to sub-committee.

8. Items for General Business:

- National Safety rules submissions. Strongly recommended everyone obtain a copy and familiarize themselves with these. PCQ is seeking realistic costings and abilities to meet the PCA recommended guidelines.
- Zone 16: would be keen to Organise training videos for judges; has been offered by Liz Coe to present these for judges through ZOOM.

**14. Dressage Judges Clinics Dates 2022:**

Organisers	Venue	Level	Dates	Contact	Details
SE Region	Southport	Prelim	Nov 2021	Rachel Lornie	<a href="mailto:rachel.lornie@gmail.com">rachel.lornie@gmail.com</a>
SE Region	Darra Oxley	Prelim	23 Jan	Kym Luis	<a href="mailto:klumpy7@hotmail.com">klumpy7@hotmail.com</a>
SE Region	Tallebudgera	Nov/Elem	12/13/Feb	Rachel Lornie	<a href="mailto:rachel.lornie@gmail.com">rachel.lornie@gmail.com</a>
Burnett R	Gympie	Nov/Elem	19 <sup>th</sup> & 20 <sup>th</sup> Feb	Megan Wray	<a href="mailto:megankwray@bigpond.com">megankwray@bigpond.com</a>
Burnett R	ZOOM	Prelim	7 <sup>th</sup> & 30 <sup>th</sup> March	Megan Wray	<a href="mailto:megankwray@bigpond.com">megankwray@bigpond.com</a>
Burnett R	Tiaro	Prelim	2 <sup>nd</sup> & 3 <sup>rd</sup> March	Megan Wray	<a href="mailto:megankwray@bigpond.com">megankwray@bigpond.com</a>

**15. Accreditations and Applications for accreditation:**

Name	Zone	Accreditation sought	Level	Club	Approval
Karla Farrell	1	TD Dressage/CT			

**16. AGENDA ITEMS:**

- a. **National Gear Rules:** implementation 1<sup>st</sup> January 2022: highly recommended everyone familiarizes themselves with these. QLD supplied multiple comments and submission regarding these. Some minor changes were obtained; however, we have no further say on this matter:  
**ACTION: list of changes to be compiled and circulated to Judges, Clubs, Zones.**
  - i. **Key to compile list for dressage rules.**
- b. **Dressage Presenters Course;** Presented in Zone 2 by Rachel Lornie (RDC SE) and Michael Carlson (SCI). Generally ran well, duration approx. 7.5 hours, focus is towards practical experience. Some minor amendments required and completed.
- c. **Dressage Judges Accreditation Process:** query - Kim Luis. Closed book exams are no longer considered to be an integral part of training.  
**ACTION: Flying Minute: Does the dressage sub-committee wish to retain closed book exam for the Preliminary Judges Clinics. Result: No do not retain**
- d. **Tests for 11 -13 Years: Zone 3**  
Currently an official dressage program the age group 11 & under 13 years are allocated a Preliminary and a Novice Test.  
Zone 3 have noted for the majority of their riders in this age group this is not suitable. and suggests either 2 levels be offered in this age group, or this age group can select the level that they ride at.  
**ACTION: Flying Minute: Do we offer two Prelim tests and/or Novice & Prelim tests. Result: Yes introduction of new group**

**17. Meeting Closed: 8.40**

Committee Representative: Name: Tracy Camilleri