

2024.02.06

Executive Committee Report

Since the November 2023 meeting, the Executive Committee has conducted the following business:

PCQ:

Sub-Committee Reports from Management Committee Meetings of 2nd November 2023.

- **Coaching** –
- **Sporting** – no report
- **Dressage & Combined Training** – no report
- **Tetrathlon** – purchase of new laptop: decision to be determined
- **Jumping Equitation & Showjumping** – Business Arising 5.6 Metal Cups: request for funding of equipment upgrade for clubs \$ to \$ basis – the Executive did not approve this request however would fully support clubs wishing to apply for funding through the various grants available for the purchase of this equipment.

The Executive reviewed these reports which were approved with the exception of the above as outlined.

Strategic Plan 2023-2025:

The strategic plan comprises of 4 pillars being Governance & Culture; Participation, Development & Resources; Communication & Marketing; Integrity & Ethics. Most strategies are in progress with several being completed. An APP for horse declaration has been developed and trialled at Southport and from reports works well. The use of the APP is not compulsory and will be set up for each individual club on request. The APP allows an individual to login via a QR code or JotForm, complete and submit, copy of which goes to the recipient club; by using this APP privacy of member's details remains inhouse with PCQ.

The strategic plan can be accessed via the PCQ website at Resources>Insurance & Policies.

Volunteers' Register:

This is a reminder that clubs and zones should have a Volunteer/Workers Register in place at each activity outlining the name of the volunteer/worker, the assigned job etc. This document is important in the event of an incident occurring which may result in an insurance claim. A template will be forwarded to all clubs for use should a club not have this register in place.

Model Constitution for Pony Clubs:

As advised previously this is currently being developed and work is ongoing.

Scheduled Meeting Dates:

The dates for the remainder of the year are 21 March, 23 May, 25 July, 5 September (also AGM) and 7 November.

Please note when scheduling these dates, holidays, Executive meetings, key personnel availability, National Committee meetings, PCQ sub-committee meetings and report deadlines were considered.

Agendas will be forwarded no later than the Tuesday preceding the scheduled meeting. If a delegate is unable to attend the meeting, please ensure an apology is sent through to enable it to be recorded in the minutes.

Hot Weather:

Due to the heat wave conditions we have recently experienced, this is a timely reminder to zones & clubs to ensure they are aware of and abide by the PCA Hot Weather and Horse Welfare Policies

Game Plan:

This is a free resource that is available through the Australian Sports Commission to clubs and now the state authority and is designed to measure, develop and improve the capability of all levels of sport. Game Plan replaced the previous Health Check portal. Only a handful of pony clubs have accessed this resource.

Food Safety Supervisors Legislation Standard 3.2.2A:

This legislation covers non-profit organisations that sell meals on at least 12 days each financial year and are required to hold a food business licence with their local council. A meal is defined as food that is, or is intended to be eaten by a person sitting at a table, with cutlery and is of adequate substance as to be ordinarily accepted as a menu. PCQ investigated whether this applied to pony clubs and advise clubs do not meet the specific requirements (if in doubt consult your local council). Whilst not compulsory, clubs should consider having at least one person undertake the free online course.

Pony Club Queensland Management Committee Meeting Minutes

15th February 2024

Held electronically via Zoom Conferencing

PCQ eNews Publications:

Over the past three months, the following eNews publications have been circulated to members.

Topic	Date Sent
2024 State Seminar – save the date	22.10.2023
YouTube – Series 6 Ground Handling	22.10.2023
YouTube – Series 7 Master the Art of Groundwork	05.11.2023
National Fire Ant Eradication Program – Updates to Fire Ant Biosecurity Zones	11.11.2023
YouTube – Series 8 Master the Art of Groundwork – Groundwork Advance	12.11.2023
YouTube – Series 9 Bridling Your Horse	19.11.2023
PCQ Moving Together	21.11.2023
YouTube – Series 10 Discover the Anatomy of a Saddle	26.11.2023
Horse Medication	02.12.2023
2024 State Seminar – nomination form	03.12.2023
PCQ Performance Cards	10.12.2023
National Fire Ant Eradication Program – Update	10.12.2023
National Fire Ant Eradication Program – Changes to the Fire Ant Biosecurity Zones	10.12.2023
PCQ Last Minute Christmas Gift Ideas	10.12.2023
2024 State Seminar – nominations closing soon	10.12.2023
PCQ Christmas Message	23.12.2023
Off The Track – identify participation	21.01.2024
UQVETS – Horse Health Lecture Series	27.01.2024
UQVETS – Horse Health Lecture Series Sessions Closing Soon	31.01.2024
Australian Sports Commission – Australian Sport Participation Strategy	03.02.2024
State Chief Instructor Copper Medal	05.02.2024
State Chief Instructor Bronze Medal	06.02.2024
State Chief Instructor Silver Medal	07.02.2024
State Chief Instructor Gold Medal	08.02.2024
Friendly Reminder Contacting PCQ	12.02.2024
PCQ Performance Cards	13.02.2024

PCA:

2023 National Championships:

PCQ has forwarded feedback to PCA on the conducting of these championships. PCA thanked PCQ for its feedback and will collate the information to capture all learnings and the Nationals 2025 will be included as an agenda item at the upcoming PCA/State Reps meeting in February.

VP Tracey Camilleri advised the meeting that both Lara & Emily still haven't received their rugs. The PCQ Office Manager to follow up.

The meeting resolved to accept this report.

2024.02.07

Office Manager's Report

Membership as at February 13th

Riding – 2790 Social – 1027 Total = 3817 248 less than February 2023

Membership Age Groups as listed on the JustGo database:

- Junior 3 Years – 16 Years
- Senior 17 Years – 25 Years
- Adult 26 Years – 80 Years
- Non-Riding All members above the age of 18 Years

Renewing Membership on JustGo:

- To access the JustGo database – pca.justgo.com or access through the PCQ website
- The User name can be your member ID number or email address
- Clubs have the option of setting a restriction on renewing members. This will prevent payment until the club has approved the member/s through a meeting.
All new members 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 a pony club this year.

2024 Waiver Forms:

Individual Member Agreement will be a compulsory field when joining or renewing membership on JustGo.

PCA will load the member waiver on Just Go and the member will also be required to acknowledge compliance with the PCA National Integrity Framework as a mandatory requirement for joining or renewal.

Day Participant Event Waiver and Liability Declaration is on the PCQ website – Resources – Forms – Clubs and has replaced the Open Day Liability Dec and Open Day Waiver.

To be filled out and signed by any non-financial PCQ rider and Come and Try Day Participants

<https://ponyclubqld.com.au/wp-content/uploads/2022/12/Day-Participant-Event-Waiver-and-Liability-Declaration-Pony-Club-Australia.pdf>

Come & Try can also be made Active in a club Membership Setup and entitles the participant to be covered under the Pony Club's Equine Liability Insurance Policy only. The PCA fee is \$11, the PCQ fee is \$9 making the total 'Display Alternative Price' \$20; a club fee may also be added if desired.

Individual Member Event Waiver and Liability Declaration will be a compulsory field on any online nominations set up through JustGo.

If using Nominate or any other event software for online nominations, the Waiver will need to be incorporated in the setup as a compulsory field.

For any other competitions e.g., Gymkhana, Campdraft etc. the Waiver must be handed in with the Horse Health Dec prior to the commencement of the competition.

Clubs/Zones will be advised to note this on their programs and keep a supply on hand on the day of competition.

This Waiver can be found on the PCQ website – Resources – Forms – Clubs

<https://ponyclubqld.com.au/wp-content/uploads/2022/12/Individual-Member-Event-Waiver-and-Liability-Declaration-Pony-Club-Australia.pdf>

Please note: The Individual Event Waiver is **not** required on Muster/Rally Days

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.
- 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

Paying the \$20 Affiliation Fee on JustGo:

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

Office Bearers Returns:

It is more important than ever for Zones and Clubs to return the 2024 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 2024.

Horse Registrations:

There are two (2) options available for Horse registrations.

Option 1: JustGo database through the rider's profile. The steps are:

- Click on Credentials
- Add new – select horse registration from drop down options
- Ensure the "Official" box is ticked if performance cards are required
- As there is no payment option attached to horse registrations, payment to be made by either calling the office with credit card details or a direct deposit into the PCQ bank account.

Option 2: Complete the Horse Registration Application Form which is located on the PCQ website at:

- Resources > Forms > General. Payment options are on this form.

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.

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.

Club Uniform Details:

If changing or adding to club uniform you must get approval from your zone before submitting the form below to PCQ.

<https://ponyclubqld.com.au/wp-content/uploads/2020/10/Club-Zone-Uniform-Details-Form.pdf>

- Brookfield have added Black Jodhpurs
- Jimboomba have added Navy Jodhpurs

General:

- 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
- When paying by direct deposit please ensure the club is identified by name and not initials.
- PCQ Office will be trialling an Administration Q & A session via zoom commencing shortly. Initially, clubs from a selection of zones will be invited to participate to gauge the success of this initiative.
- Don't forget there are numerous funding opportunities available through Sport & Rec Grant Program.

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

Query from the meeting as to how members were adapting to the JustGo database. The Office Manager advised it was still a challenge and is seeking feedback from the other states.

The President also advised the State Secretary was following up with those clubs that had not paid their 2023 affiliation as well as those zones who had not submitted their 2023 Office Bearers Return.

The President reiterated the importance of reading the Office Manager's report and encouraged delegates to bring this report to the attention of their clubs.

The meeting resolved to accept this report.

Pony Club Queensland Management Committee Meeting Minutes

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- 2024.02.08 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.

The President congratulated Southport PC, Rachel Lornie and Michael Carlson on the success of the State Seminar.
- 2024.02.09 Sporting, Campdraft, Mounted Games & Stockman's Challenge Sub-Committee Report**
No Report
- 2024.02.10 Dressage and Combined Training Sub-Committee Report**
No Report
- 2024.02.11 Tetrathlon Sub-Committee Report**
As per Appendix 2, this report was tabled for discussion and referred to the Executive Committee for endorsement. There were no queries.
- 2024.02.12 Showjumping, Jumping Equitation & Horse Trials Sub-Committee Report**
As per Appendix 3, this report was tabled for discussion and referred to the Executive Committee for endorsement

The sub-committee Chair emphasised the following:
 - Official Events: Clubs must follow protocols, provide a list of judges & forward results to the PCQ office. After events completed will do an audit. Also encourage all zones ensure that clubs are running the events as per protocols.
Also noted there were minimal Gear Checker Assessors in zone 2 as per the SCIP report and will work towards improving the number of assessors.

The President advised that the criteria was set by PCA, and believed that assessors were to be NCAS level 1.

The sub-committee reports were received.

2024.02.13 Correspondence
13.1 Inward Correspondence

	From	Committee
13.1.1	OMG Apparel – equestrian designs	Exec/Management
13.1.2	PCA – Sports Integrity	Exec/Management
13.1.3	PCA – 2023 National Championships	Exec/Management
13.1.4	PCA – Concussion	Exec/Management
13.1.5	Zone 2 – Application to host 2024 State Dressage, CT & HT	Dressage/CT & HT
13.1.6	Cabarlah PC – Application to host 2024 Tetrathlon	Exec/Tetrathlon SC
13.1.7	Ridgewood Heights – club closure	Exec/Management
13.1.8	Sport & Rec – Active Women & Girls Program	Exec/Management
13.1.9	Sport & Rec – 2024 DISA Forum	Executive
13.1.10	Sport & Rec – Aust Sport Participation Strategy	Executive
13.1.11	Sport & Rec – Qld Pathway Blueprint	Executive
13.1.12	Sport & Rec – Active Industry Project Super Fund	Exec/Management
13.1.13	Sport & Rec – Survey	Executive
13.1.14	Sport & Rec – State of Play Dec23	Executive
13.1.15	Sport & Rec – Severe Storms Extraordinary Disaster Assistance Recovery Grant	Exec/Management

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13.1.16	Sport & Rec – Disaster Recovery Program	Exec/Management
13.1.17	Sport & Rec – Play Our Way Program	Exec/Management
13.1.18	Sport & Rec – Integrity Education Program	Exec/Management
13.1.19	Sport & Rec – Fair Play Round 9	Exec/Management
13.1.20	Sport & Rec – Active Industry Project Fund	Exec/Management
13.1.21	National Fire Ant Eradication Program – Fire Ant Updates	Exec/Management
13.1.22	Wendy Smith – Application for SJ/JE Technical Delegate	SJ/JE Sub-cttee

13.2 Outward Correspondence

	To
13.2.1	PCA – Clarification & queries in current National Rules
13.2.2	PCA – 2023 National Championships
13.2.3	PCA – National Gear Rules (Mounted Games)
13.2.4	Qld State Team Members – 2023 National Championships

13.3 Business Arising from Correspondence - Nil

The meeting briefly discussed the benefits of zones and clubs applying for funding of the various grants available through Sport & Rec, Gambling Community Benefit Fund and RACQ.

It was also noted, that while some of these grants may not need to be acquitted, documentation (e.g. receipts) many need to be provided at a later date.

Zone 18 Delegate Lois Dawes and PCQ Treasurer are happy to provide guidance for any club or zone wishing to apply for funding and don't know where to begin.

2024.02.14

Lease of Horses

Lessor	Lessee	Club – Lessee	Horse	Colour	Sex	Hh.	Expiry
Ping Jaa	Isabel Nielsen	Tallebudgera	Duell Escort	Bay	G	17.2	01.01.25
Tihana North	Juke Loxton	Mudgeeraba	Fliss Floss	Chestnut	M	12.2	23.11.26
Teah Enslin	Nikki Rudd	Mooloolah	Didntcostalot	Bay	G	16.1	16.12.24
Jo-Anne Sullivan	Shannon Andrewartha	Pine Rivers	Oxford Oaks Blues Hero	Chestnut	G	17.2	31.12.24
Ellie Flower	Kayleigh Johnson	Yeppoon	Southwind Chivas	Grey	G	15.2	01.01.25
Nikki Freeman	Shaune Johnson	Musgrave	Charlie	Bay	M	16	29.01.26

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

Moved: Lois Dawes

Seconded: Jillian Bird

Carried

2024.02.15

General Business:

PCA Safety Meeting – VP Geoff Thomson advised he attended a meeting of the committee recently where event medical variations and incidents reports were discussed. Reporting has increased with a 4.6% increase of QLD incidents being reported and overall reporting of safety issues on the grounds. He does not believe that clubs are reporting all incidents and will in due course ask PCA to refine the reporting requirements. Geoff further reiterated if a zone or club is unable to comply with the first aid requirements, he needs to be made aware. A comment from the meeting that there is a lot repetition on the incident reports which seems superfluous.

Extreme Weather – The President acknowledged the extreme weather which has affected the state over the past few months. It was noted in the south-east of the state that Albany Creek, Burpengary, Samford, Mudgeeraba, Cedar Creek, Tamborine & possibly Redcliffe and other clubs were affected in various ways.

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The central, north and far north regions of the state has been extremely hot resulting in no activities being conducted.

In the Cairns area, it was reported that a young pony clubber was instrumental in saving several horses from floodwaters.

Racing Qld – The President advised the delegates, that PCQ were meeting with Racing Qld shortly to discuss building a relationship and sponsorship opportunities.

PCQ Website – the President informed the meeting that a new modernised PCQ website is currently being developed by John Martin who is experienced in IT & works with young people. John is working closely with the SCI and the Office Manager on this project and when completed a special launch of the new website will be undertaken. The President thanked John for his dedication and commitment to PCQ.

Administration Q&A sessions – The office staff have agreed to conduct short 1-hour sessions on a trial basis to assist clubs and zones with general administration queries.

The meeting welcomed this initiative and agreed the benefits would be productive. Suggestions from the floor included submitting questions prior to the session and pre-determined subject matter.

VP Tracey Camilleri advised there is a Facebook group called PCQ Secretaries that secretaries can join. The President asked as this is not administered by PCQ who is the administrator.

2024.02.16

Close Meeting

The President closed the meeting at 8:10pm and thanked the delegates for their attendance. The next meeting is scheduled for Thursday 21st March 2024.

Signed:

President

Date

Sub-Committee Reports

Appendix

Appendix	Item	Sub-Committee Report
1	2024.02.08	State Coaching Panel Report
-	2024.02.09	Sporting, Campdraft & Mounted Games – No Report
-	2024.02.10	Dressage & Combined Training – No Report
2	2024.02.11	Tetrathlon
3	2024.02.12	Showjumping, Jumping Equitation and HT

Appendix 1

Pony Club Association of Queensland



State Chief Instructors Panel Management Committee Report

Details

Date	15 th February 2024
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STATE CHIEF INSTRUCTOR MERITS

REMINDER: PCQ State Chief Instructor Merits are available free of charge from PCQ Office. Contact PCQ Office and request merit ribbons.

Suggest clubs conduct various merit days to engage with members and reward engagement with issue of a merit ribbon.



PCQ State Chief Instructor Merits

Together, we can help Queensland Pony Club members be practical horsepersons

PCQ SCI Merits are a non-competitive, recognised program designed to encourage pony club members, both social and riding members to participate and develop practical horsemastership as a complement and prelude to PCQ State Chief Instructor Medals.

PCQ SCI Merits comprises of 3 levels – Bronze, Silver & Gold, available to all current Pony Club Queensland members.

PCQ SCI Merit – Overview and PCQ participant membership requirements

PCQ SCI GOLD MERIT	PCQ SCI SILVER MERIT	PCQ SCI BRONZE MERIT
<i>Designed for unaided rider or rider requiring minimal assistance.</i> <i>Current Riding Member</i> <i>No restriction on rider age.</i>	<i>Designed for rider requiring some assistance.</i> <i>Current Riding Member</i> <i>No restriction on rider age.</i>	<i>Designed for a non-rider.</i> <i>Current Social or Riding Member</i> <i>No restriction on rider age.</i>
CRITERIA <u>With or Without Assistance:</u> <ul style="list-style-type: none">Catch and lead a quiet pony.Lead with stop and go, left and right.Identify basic grooming equipment.What do you need to provide to care for your horse?Identify near side and off side of the horse. <u>Mounted with or without Assistance</u> <ul style="list-style-type: none">Be legged upRider exercises while mounted eg, touch toes, arm circlesWalk over poles.Ride a 'Z' pattern between poles to show control - unaided.Ride a mug race.Ride a bending race and demonstrate trot.Pick up a stationary item from a drum.	CRITERIA <u>With Assistance:</u> <ul style="list-style-type: none">Approach and catch a quiet pony.Lead a quiet pony with assistance.Groom a quiet pony.What do you need to provide to care for your horseFeed a treat. <u>Mounted on Lead</u> <ul style="list-style-type: none">Demonstrate around the world in both directions.Hold reins in 1 hand.Touch from the saddle the following horse points<ul style="list-style-type: none">1. Hip2. Shoulder3. Ears4. ManeDemonstrate stop and go while riding.Ride a 'Z' pattern between poles to show control.	CRITERIA <u>With Assistance:</u> <ul style="list-style-type: none">Approach a quiet pony.Feed a treat.Groom a quiet pony.What do you need to provide to care for your horseName the following points of a horse<ul style="list-style-type: none">1. Ears2. Hoof3. Tail4. Mane

AWARDS

Club Chief Coach or appointment to determine participant competency and present achievement. Recipient name can be inserted on to the ribbon.



PCQ State Chief Instructor Medal APP

Content:

- Overview of PCQ State Chief Instructor Medals
 - COPPER
 - BRONZE
 - SILVER
 - GOLD
- Application Form (apply for your PCQ State Chief Instructor Medal)
- Registration Form for Interview after completion of your medal components
- Medal Criteria - COPPER, BRONZE, SILVER & GOLD
- Access to on-line (electronic) journal submissions

Install this application on your Home Screen for quick and easy access when you're on the go.

CLICK the below LINK to access the above.

[LINK - Click HERE to visit PCQ State Chief Instructor Medals and APP](#)

[Click HERE to view SCI Medal AMBASSADORS](#)



SCI MEDAL UPDATE

Pony Club Queensland State Chief Instructor Medals



	Copper	Bronze	Silver	Gold
SCI Medal Registrations:	115	29	6	2
SCI Medals Awarded:	21	14		
SCI Leader Medals Awarded:	5	5		
Regions:	Burnett Capricornia Far North South East Southern Western	Burnett Central Far North South East Southern Western	Southern Capricornia	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
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.

ALTERNATIVE TO PROFICIENCY CERTIFICATES FOR STATE EVENT ENTRY

Established STATE CHIEF INSTRUCTOR MEDAL ALUMINI ON PCQ Website.

PCQ SCI MEDAL ALUMINI

REGIONAL FUNDING

Period: Jan'24 – Jun'24

Value: \$28,220 (\$2,822 per region)

Regions receiving:

- Far North
- Northern
- Central
- Capricornia
- Burnett
- Far West
- Western
- Southern
- South East

Calendar of Region – Coaching & Officiating activities to be published on the website.

Funds to be acquitted by 30th June 2024

PCQ OFFICIATING CADETS PROGRAM

- **SHOWJUMPING JUDGE – COURSE DESIGN**
 - \$2,180 available from Jan'24 – Jun'24
 - Develop Showjumping Judges & Course Designers in Zones & Regions with no officials or low number of officials.
 - Process
 - Apply to PCQ Showjumping Subcommittee Chair

Online Health Declarations Lodgement

Online Health & Horse Health Declaration lodgement pilot has been conducted with Southport Pony Club.

Rider/Parents/Volunteers/Visitor/Official scan club QR code and complete the online declaration and submit. A copy of the lodgement is sent to the applicant and to the club.

For privacy **only** club @ponyclubqld.com.au email address to be used by club as the document contains personal information.

In the event of a Biosecurity Incident PCQ and the pony club will be able to assist Biosecurity Queensland quickly.

PCQ 'E' Coach

PCQ 'E' Coach development program 1st July – 31st December.

- Registration – NO COST
- Resource material (Syllabus & Coaching Notes) – NO COST
- Assessment – NO COST

Currently developing PCQ 'E' Coach App

Register for PCQ 'E' Coach by completing the ePCQ NEWS!

Course Key Deliveries
4.1 Coaching in Equestrian Sports
4.2 Coaching Cadets can either complete Australian Sports Commission online training "COMMUNITY COACHING ESSENTIAL SKILLS" Online Training Link: https://www.ausport.gov.au/coaching/community/education/community-coaching-essential-skills
OR complete units 4.2.1 to 4.2.7 in the following worksheets. 4.2.1 The Role of the Coach 4.2.2 Safety 4.2.3 Coaching Children 4.2.4 Planning 4.2.5 control of a Group 4.2.6 Teaching Special Groups 4.2.7 Inclusive Coaching
4.2 Coaching Cadets are recommended to complete online training "CHILD SAFEGUARDING" course conducted by Australian Sports Commission. Online Training Link: https://www.playbytherules.net.au/online-courses/child-protection-and-safeguarding-course
4.3.1 Horse Care
4.3.2 Points, Colors & Markings
4.3.3 Grooming and Housing
4.3.4 Care of the Feet
4.3.5 Ground Handling
4.3.6 Saddlery, Tack & Equipment
4.3.7 Feeding
4.3.8 Road Safety

PCQ JUNIOR & 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	RPL/Demonstrate
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					Coach
Officiating Accreditation					√
Coach Flat Riding		√	√	√	√
Coach Games Riding		√	√	√	√
Coach Jump Riding – Poles & Grid			√	√	√
Coach Jump Riding – Poles, Grid & Course				√	√
Coach Cross Country				√	√
Troop Drill				√	Coach
Lungeing				√	Coach
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.

JustGo Data Base Membership Profile Credentials

IMPORTANT:

Coaches and Officials are reminded to check their JustGo Data Base Membership Profile Credentials and check currency of credentials and advise PCQ Office of corrections.

National Gear Rules

REMINDER:

Updated National Gear Rules for 2024 are now in effect.

Please refer to PCA National Gear Rules for updates.

[National Gear Rules \(link\)](#)

Regional Remote State Seminar

Congratulations to FAR NORTH Region for being awarded 2024 Regional Remote State Seminar.

PCQ GEAR CHECKER ACCREDITATION

PCQ has 71 registered GEAR CHECKERS and 29 Assessors across 15 Zones.

Below current list of PCQ GEAR CHECKERS and GEAR CHECKER ASSESSORS.

When applying to become a PCQ GEAR CHECKER select your Assessor from the below list.

We will arrange for the list to be added to the PCQ Website and updated as accreditations are awarded.

PCQ GEAR CHECKERS & GEAR CHECKER ASSESSORS

as at 28th Jan'24

Region	Zone	Assessor	Gear Checker	Assessor email
Burnett	6	A	Beryl Burkhardt	bburkhardt@bigpond.com
	6		Cheree Ventham	
	6	A	Christine Mumford	christine@luala.com.au
	6		Isobelle Ball	
	7	A	Megan Wray	meqankwray@bigpond.com.au
	7		Meghan Wehl	
	8	A	Leah Frohloff	leah.frohloff@bigpond.com
Capricornia	9	A	Catherine Cavanough	micat.cavanough2@bigpond.com
	9		Kate Reukers	
	9		Kylee Clark	
	9		Kym Hannant (Thomson)	
	27		Emma McKee	
	27	A	Nicole Ryan	michaelnniki@gmail.com
	27	A	Peter Bridgeman	ps_bridgeman@optusnet.com.au
	27	A	Stevie Dilley	stevie.dilley@my.icu.edu.au
Central	10	A	Tracey Camilleri	ctcamo71@outlook.com
	15	A	Kirstie Olive	k.olive@bigpond.com
Far North	18		Aemelia Steblina	
	18		Angela Coulson	
	18		Beth Clarke	
	18		Brielle Cavallaro	
	18		Donna Pyle	
	18		Helen Atkinson	
	18		James Fisher	
	18	A	Julie Sheppard	smilieju4@bigpond.com
	18		Kelli Smith	
	18		Lyn White	
	18		Melinda Munroe	
	18		Natalie White	
	18		Pamela Evans	
	18	A	Philippa Whitting	philippa@mckinnonandco.com
	18	A	Sarah Standen	sarahstanden1@gmail.com
	18		Selena Harding	
	18		Sonja White	
	18	A	Stacey Locastro	staceylocastro@westnet.com.au
Northern	18		Ursula Elms	
	18		Yvonne Frizzo	
Northern	11	A	Adrienne Kelley	rdcnorthern@ponyclubqld.com.au

Southeast				
	1		Ben Pollitt	
	1	A	Carmen Coombs	ccoombs1@bigpond.com
	1		Elizabeth Sherriff	
	1		Emily Corbett	
	1		Emily Sherriff	
	1	A	Erika Woodland	erikawoodland@bigpond.com
	1		Fiona Strachan	
	1	A	Gemma Burger	burgergemma@gmail.com
	1		Jessica Whittle	
	1	A	John Martin	john@runcornponyclub.org.au
	1		Kylie Mackenzie	
	1		Liz Tennyson	
	1		Lucy Vaschina	
	1		Madonna Caffery	
	1	A	Maree Forrest	forestry@hotmail.com.au
	1		Marqaret Davidson	
	1	A	Michael Carlson	sci@ponyclubqld.com.au
	1		Olivia Dyer	
	1		Peter Ryan	
	1		Rebecca Brown	
	1		Ross Smith	
	1	A	Suzanne Newman	suzannenewman@hotmail.co.uk
	2		Lauren Summers	
	2	A	Rachel Lornie	rachel.lornie@gmail.com
	2		Sally Wiseman	
	2		Steve Gooley	
	2	A	Wendy Smith	wendys0209@gmail.com
	26	A	Karla Farrell	karlashane@bigpond.com
Southern				
	4		Alice James	
	4	A	Danae O'Keeffe	danae_okeeffe@hotmail.com
	4	A	Sarah Lilburne	sarahlilburne@gmail.com
	21	A	Susan Bondfield	rs.bondfield@hotmail.com
	28	A	Di Elder	mutooroo1@gmail.com

Appendix 2

Minutes for PCQ Tetrathlon Sub-Committee Zoom Meeting

Date: 19th November 2023- 7.30pm to 9.45pm

Attendees: Kev Walsh, Christine Topalov, Belinda Griffiths, Colin Goffin

Apologies: Michelle Hartwig, Marissa Alexander

Minutes: Minutes of Meeting 16/10/2023 Moved L Frohloff Sec K Walsh

Kev Walsh gave a report from National Tetrathlon meeting- positive feedback from Nationals. There will be rule changes and changes to Tet Handbook – nationally. International Tetrathlon exchange – 23 July to 12 August 2024, competitions will be conducted in Ireland and England, team of 10 (5M/5F) ages 16-25, details to be distributed by PCA.

Christine Topalov travelled to Charleville with equipment for the Tet competition held. The numbers were very small. Charleville provided a good venue and are talking about holding another competition next year.

Christine travelled to Caboolture with Tet pistols and targets on the Teams SJ weekend to give riders a try/practice and to try encourage more nominations for State event to be held end of November. Well received at this event.

Tet pistols made their way to Chinchilla PC camp – reports back were that they were enjoyed. Fingers crossed we might see a competition held in that area.

State Championships- a lengthy discussion was held regarding preparations for the event.

Qld Tetrathlon Handbook - we, the subcommittee discussed the benefits of adding a handbook to PCQ rulebooks section. It will have Qld modified rules attached to National handbook. We feel it may encourage more clubs/zones to hold competitions. Christine Topalov is compiling to be presented to EOB/CIP for consideration.

Next Meeting scheduled for Monday 11th December 2023

Minutes for PCQ Tetrathlon Sub-Committee Zoom Meeting

Date: 11th December - 7.30pm to 10.20pm

Attendees: Kev Walsh, Christine Topalov, Belinda Griffiths, Amber Monks

Apologies: Michelle Hartwig, Marissa Alexander

Minutes: Minutes of Meeting 19/11/2023 Moved B Griffiths Sec C Topalov

TD report from Tet State Championships held at Nambour, hosted by Maroochy Pony Club. Event needs to be run to State Championship standards, (team managers meetings). Some good points, running component and riding phase was well executed. Experience with Tet comps is required, going forward or ability to have experience on the organising committee.

Zone 4 to run a tetrathlon comp, proposed date 20th/21st April, date to be confirmed.

State Championship application received from Cabarlah Pony Club for 12/13 October 2024. Discussion regarding suitability of committee, venue. Application endorsed by committee.

Moved A Monks, Sec K Walsh

Kev Walsh gave a report on recent National meeting on 7th December, some rule changes. International requirements for national teams. Australia to host 2026 International exchange. PCA Hight point award.

A lengthy discussion of progress of Addendum – PCQ Tetrathlon rule – making a quick, easy to read guide for newbies coming into the sport. Boy/girls combined, same time. Christine to finish to present to EOB/CIP.

Next Meeting 12th February 2024

Minutes for PCQ Tetrathlon Sub-Committee Zoom Meeting

Date: 7th February 2024- 7.30pm to 9.30pm

Attendees: Kev Walsh, Christine Topalov, Belinda Griffiths, Kathryn Furhman,
Marissa Alexander, Kate Morrissey, Charmaine Thureson, Leah Frohloff
Megan Wray (CIP)

Apologies: Michelle Hartwig

Minutes: Minutes of Meeting 12/12/2023 Moved K Walsh, Sec M Alexander

Introduction of Megan Wray and explanation regarding CIP attending the meeting.

Greenbank Pony Club Tet program approved, had not been published pending approval of addendum by EOB & CIP. After discussion, Megan advised to go forward to publish program. Motion moved to publish program on Nominate.

Moved K Walsh Sec K Furhman

OTT Funding - discussed expenditure of funding for Prizes in Tet Series. Prizes for series winners, Overall champion, OTT champion, group prizes. Christine has sourced prices on rugs for overall (rug \$30+ screen print \$25), trophies \$15. Moved C Topalov, Sec K Walsh AIF

OTT Funding – Purchase of equipment. Discussion regarding update of equipment, costs, possibility of repairing existing equipment. To contact EcoAims rep, who is set to be in Australia soon, for opinion on repairs or upgrade/replacement of some equipment/pistols. Christine to follow up with Kate before next meeting.

Established we have 4 sets for training purposes. Booked by Zone 7 to use at riders clinic 10/11 Feb. Southport/Nerang requesting use in the near future, once returned to Christine.

Extensive discussion regarding different equipment - easy, accessible and reasonably priced, which clubs/zones/regions maybe able to purchase to initiate interest to grow numbers to compete. Ideas range from cheap children's toys to proper training pistols. Clubs/zones/regions would be encouraged to apply for funding to purchase.

Next meeting - 7th March 2024, 7.30pm

Appendix 3

PCQ SUBCOMMITTEE MEETING

Show Jumping, Horse Trials, Jumping Equitation

Date: 20th November, 2023

Meeting Minutes

1. Meeting opening: 7.35pm

2. Delegates present: As indicated below by X

Geoff Thomson [VP]: Technical Advisors: Jan Morland [SJ/JE] John Hughes [HT];
CIP Delegate Steph Commens

Z			Z			Z			Z		
1	Peter Ryan HT	X	1	Carmen Coombs JE	A	1	John Martin SJ	X	2	M Hughes HT	X
2	John Hughes HT TD	X	2	Jan Morland SJ TD	X	2	Kerri Burgess SJ/JE	—	3	Katrina Finnsson SJ/JE	X
			4	Jasmine Baker HT	—	4	Steph Commens HT *	X	4	Christine Topalov SJ/JE	A
5	Lyn Coombe JE	-	5	Grace Brodie SJ	—	5	Gayle Bunker HT	—	6	Sharne Andrew HT	X
6	Becky Jeffries SJ/JE	X	7	Barry Brunke SJ	—	7	Deziree Roos JE	-	7	Courtney Iker HT	A
8	Leah Frohloff SJ/JE/HT	X	9	Kim Creed JE/SJ/HT	-	10	Thomas Madigan SJ	—	10	Tracey Camilleri HT	X
10	Tracey Hornick JE	—	11	Adrienne Kelley HT	-	11	Robert McLachlan SJ/JE	X	16	Nicole Evans HT	X
16	Angie Hoskinson JE	X	16	Emma Muirhead SJ	—	18	Julianna Madsen SJ/JE/HT	X	20	Sarah Holt SJ/JE	—
21	Sue Bonfield SJ/JE/HT	—									
26	Ken Jensen SJ/JE	A	26	Barry Dossetto HT	X	27	Joanna Lowe SJ/JE	—	28	Di Elder SJ/JE/HT *	—

Current List of Delegates to be forwarded with Minutes. To have a vote, attendees must be allocated Delegates or appointed 'substitute' delegates.

Note: Update your Delegates for 2024 ASAP
See attached.

3. Apologies: As noted above

4. PREVIOUS MINUTES: Meeting of 16/10/2023 Circulated
Approved: Moved: Sharne Andrews Seconded: John Martin

5. Business arising/outstanding actions:

5.1 Risk Assessment Form – John H and Geoff T to review for minor amendments - ongoing

5.2 Scoring for JEQ/SJ and State Events – Jayne Sharrock advised that EXCEL program is 'generally' user friendly for her (as she created it) Is reviewing now to establish basic format and a manual. No timeframe.
PCA Data base - Just Go not user friendly, no report writing facilities.
OK for nominations only – no fees!!

5.3 TD Applications and Responses

- TD Application Forms being updated including amendments for JE Judging – in progress Jan M

REMINDER TO JE JUDGES: JE judges are now required to have Gymkhana level Showjump judging.

5.4 Proposal to create Online component for Refreshers (CB and Judging) to be resolved with CIP.

John M from Zone 1 reported on the progress of the project, and presented a short presentation of the concept he is developing. The delegates complimented John on the excellent work he has done.

How you can help? John is searching for photos or short videos showing examples of the penalties which can be incurred on a course.

NOTE: Judging and Course Building PowerPoint available with Handouts is available for Presenters to assist with Refreshers and Clinics.

5.5 State Champs 2024:

Applications to host 2024 Events.

Showjumping & Jumping Equitation: Zone 7 Approved for SJ/JE – Wednesday 3rd - Saturday, 6th April.

DR/CT/ODE No nominations as yet. Delegates asked to follow up with their Zones, keeping in mind that the events can be separated and run by different zones, e.g. Dressage only, OR Dressage & CT, OR Horse Trials only, OR Horse Trials & CT. A couple of zones indicated they might consider HT & CT.

5.6 Metal Cups (fixed) for SJ to be banned 1.1.2024 – Photo supplied.

As well, to note, in the Show Jump Rule Book, General Rules Q states ‘*FEI approved Show Jump cups and breakaway Safety Cups ...no longer acceptable by 01.01.2025.*’

The meeting agreed to extend this date to 01/01/2026 to allow Clubs time to upgrade.

This means that all Metal Show Jump Cups to be phased out by the end of 2025

Rule to be amended to be effective by 1.1.2026.

NO UPDATE ON: Sub Committee to request funding from EOB for Equipment Upgrades for Clubs on a \$ for \$ basis. Maximum support proposed at \$2000 per Club.

Also noted that there are lots of Grant Options available to assist in this process as it is a ‘Safety Aspect’

5.6 Interschool/PCQ Competition scheduled for 19 November was cancelled due to lack of nominations and sponsorship.

5.7 State Seminar at Southport Wednesday 3rd January – Saturday 6th January. The application form will be Online by end of the month. Closing date 23rd December. Please Note clubs or zones interested in a discussion on “Keeping Pony Club Relevant in the decade” are invited to attend the FORUM on Thursday evening, 4th January. BBQ Dinner followed by the Forum.

5.8 Rule Book Updates are now being done. No major rule changes this year, more clarification notes. Also seeking clarification from PCA on some of their rule changes.

- JE & SJ Rule Book: Geoff Thomson & Jan Morland
- Horse Trials Rule Book: John & Melinda Hughes
- Seniors Card for ODE: Melinda Hughes organising a Performance Card for Horse Trials for Seniors competing in 95+ classes.

Amendments to Rule books will be circulated to Sub-committee members.

5.9 Medical Standards: ARE THE CLUBS IN YOUR ZONE ABIDING BY THE CURRENT MEDICAL REQUIREMENTS?

Geoff Thomson requests clubs to let him know if the requirements are too erroneous as soon as possible.

Meanwhile a couple of things to note: The standard of cover required has CHANGED from the number of riders to the number of rings and the number of ACTIVE riders at any one time, e.g if you have 3 rings you probably have 6-8 active riders. There is a variation acceptable where one (1) person covers two (2) rings because of the position of the rings and the first aid, e.g. between two rings.

Advised ‘desired changes’ to Medical Requirements for presentation to PCA meeting.

Clubs are generally charging a levy on top of nominations to cover the First Aid requirements.

5.10 Gear Check Stewards. Knowledge of current PCA Gear Check Book.

Can do online. Zone 1 currently doing preparation by Zoom and running clinics

6. Correspondence:

- NSW CT & Horse Trials Championships on 18 & 19 November. Congratulations to the team who performed well in both competitions and as ambassadors for pony club. Results attached.
- All clubs have been advised that the 2024 Calendar is on the website.

- ODE and Showjumping dates and programs REMINDER to clubs and zones to send in programmes and officials for approval, and the report of the event.
- Samford Cross Country course has received Certificate of approval from the EA course builder that the course is ready for competition.

The TD reviewing the course for a competition approves the standard of obstacles being used for the current competition.

Outwards:

Melinda Hughes writing to PCA: re allowing the use of “running gags” for clarification on a couple of Horse trials Rules and as below for Gear.

7. Items for General Business:

7.1 Use of Nominate for interstate events. Discussion on how best to establish the Queensland riders nominating for interstate events. PCQ is required to approve the nominations, also needs to select a Team Manager, provide uniforms etc. Melinda Hughes to speak with PCQ Office and Nominate to implement this request.

7.2 Clarification to be obtained by PCA GEAR COMMITTEE:

1. Compression Hoods & Bonnets: they are not the same, they cannot be used together, and where they are allowed e.g. warmup/competition.
2. Stirrups hanging ‘freely’: rule to state this means ‘on the outside of the saddle’ or ‘breakaway stirrups must be used’.

Note when PCQ receives clarification on these points they will be advised to clubs via e-News.

7.3 OPEN DAYS: Notice to clubs or zone running Open Days:

- As per application form these days MUST BE RUN UNDER PCQ & PCA RULES. This is to be amended with more specific details. Basically, Open Days are run as follows:
 - Open Days can be Open Competition Days or Open Training Days
 - Competition days must have a Gear Check inspection; Showjumping a C/B and Judge from PCQ list. See Rule Book for specific requirements if your day is to be used as a qualifying event for State Championships.
 - Training Days must have a PCQ/EA Course Builder if being run as training for a competition, i.e. over a course; and a PCQ/EA Coach with jumping in the level of their certificate.

8. Next Meeting: Monday 19th February, 2024 unless required earlier.

SEASONS GREETING TO ALL THE DELEGATES

9. Meeting Closed: 9.15pm

NSW State Combined Training Championships – Nana Glenn

Asha Gosling – U11yrs Advanced 75cms – CHAMPION

Mackenzie Westbury – 11&U13yrs Novice 75cms – RESERVE CHAMPION

Arianna Sing – 13-15yrs Novice 80cm – CHAMPION

Amiteal Smith – 13-15yrs Novice 80cm – RESERVE CHAMPION

Phillipa Bennett – 13-15yrs Advanced 85cm – RESERVE CHAMPION

Irish Kerr – 15-17yrs Advanced 90cms – CHAMPION

Rebecca Humphries – Associate Novice 90cms – 4th

Maddison Herd – Associate Advanced 105cms – CHAMPION



NSW STATE EVENTING CHAMPIONSHIPS – Nana Glen

Arianna Sing - 10-17 years D Grade - CHAMPION

Asha Gosling - 10-17 years D Grade – 4th

Mackenzie Westbury 10-17yrs D Grade – 6th

Phillipa Bennett - 10-17 years C Grade -6th

Amiteal Smith – 10-17yrs B Grade – 3rd

Sarah Myers - Associate C Grade – RESERVE CHAMPION

Taylah Smith – Associate C Grade – 6th

Maddison Herd – Associate B Grade – CHAMPION

