

Pony Club Queensland Management Committee Meeting Minutes

16th February 2023

Held electronically via Zoom Conferencing

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- 2023.02.01 Open Meeting – Chairman:** The President opened the meeting at 7.02 pm.
The president welcomed all to the first meeting of the year and acknowledged the Traditional Custodians of the lands and waters of Queensland, past, present & emerging.
- 2023.02.02 Attendance & Apologies**
2.1 Present: Executive Committee – Sarah Standen (Pres), Scott Jackson (VP), Geoff Thomson (VP), Brett Coombe (VP), Tracey Camilleri (VP), Melinda Hughes (Secretary) and Michael Carlson (SCI) who joined the meeting at 7.30pm.
Zones: John Martin/Peter Ryan (1); Jillian Bird/Kerri Burgess (2); Katrina Finnsson (3); Alice James (4); Grace Brodie (5); Beryl Burkhardt/Sharne Andrew (6); Debbie Iker (7); Leah Frohloff/Julie Brown (8); Robert McLachlan (11); Nicole Evans/Angela Hoskinson (16); Sarah Holt (20); Debbie Nichols (23); Ken Jensen/Annette Howarth (26); Trish Tarry(27).
2.2 Observers:
2.3 Staff: Margie Davidson & Mary Genocchio
2.4 Confirmation of Quorum and Confirmation of Delegates: 50% of Executive Committee (7) and 25% of Zones (14).
Confirmed: Quorum Present
2.5 Apologies: Megan Wray (Treasurer), Adrienne Kelley (11); Lois Dawes (18); Jess Cosh (20); Michael Shaw Zone & Di Elder (28).
Motion: “that the apologies be accepted”.
Moved: Tracey Camilleri **Seconded:** Annette Howarth **Carried**
- 2023.02.03 Minutes from Previous Meeting**
Motion: “that the minutes of the previous meeting of 3rd November 2022 are a true and accurate record of the meeting”.
Moved: Melinda Hughes **Seconded:** Ken Jensen **Carried**
- 2023.02.04 Business Arising from Previous Minutes**
Nil
- 2023.02.05 Treasurer’s Report**
The meeting was presented with the October to December 2022 Balance Sheet & Profit & Loss Statements.
There were no queries.
Motion: “that the Treasurer’s Report be accepted”.
Moved: Geoff Thomson **Seconded:** Ken Jensen **Carried**
- 2023.02.06 Executive Committee Report**
Since the November meeting, the Executive Committee has conducted the following business:
PCQ:
Sub-Committee Reports from Management Committee Meeting of 3rd November 2022.
 - **Coaching** – report accepted.
 - **Sporting** – no report
 - **Dressage & Combined Training** – report accepted
 - **Tetrathlon** – report accepted.
 - **Jumping Equitation & Showjumping** – report accepted. Item 5.4 Age of Competitors 2023: The Executive resolved to keep the status quo as is, as no advice has been received from PCA as yet and there is not a full consensus from the PCQ sub-committees.
The Executive reviewed these reports and resolved to accept all reports as per above.**First Aid Courses:**
A survey was conducted late last year to ascertain if clubs currently have qualified first aid officers. To assist clubs with ensuring they have the required first aid officers as required as per the PCA Minimum Medical Standards, PCQ has submitted an application for funding under the Active Industry Project

Fund to enable up to 160 members from our affiliated clubs to attend a HLTAID011 first aid course, in an online format conducted through the First Aid Online.

The course is completed through a self-paced online pre course, which covers all of the training and testing for the course. The candidate attends a pre booked zoom session, where an instructor will talk the candidate through all of the practical components of the course using training equipment that is posted out.

We are currently waiting on whether our funding application is successful and if so, PCQ will circulate a registration form to clubs to have their designated candidate complete and return this form.

The Secretary advised the meeting that the Active Clubs Round 3 is now open and provides funding of \$2500 to strengthen volunteer capacity and provide a variety of safe participation opportunities. Club could access this funding to provide first aid courses. Applications close 5:00pm Wednesday 1st March 2023.

iSponsor:

PCQ has entered into a Memorandum of Understanding with iSponsor who is a shopping gateway that serves as a fundraising and sponsorship platform for groups and businesses. iSponsor currently has a group of businesses registered including businesses in small communities that provides a percentage of a purchase back to a designated club. The process being, every time a member shops at a registered business a percentage goes back to the club whether the purchase is conducted online or in person. A webinar is currently being developed by iSponsor and will be available shortly for participation/viewing.

Management Committee Meetings:

• Presenters/Presentations:

Moving forward, the Executive is looking to engage suitable presenters to provide relevant & topical presentations of up to 30 minutes to the Management Committee prior to the commencement of the Management Committee meeting. This does not necessarily mean this will occur at every meeting.

The meeting was briefed on how this would be conducted with the guest speaker and/or presentation taking 15 minutes or so with any questions to be emailed through to the office. Furthermore, any suggestion on topics for presentation would be welcomed.

A couple of topics raised by the delegates being:

- Councils & ground leases
- Membership; adult riders

The President agreed these issues are of significant interest to clubs and that and advice would be beneficial.

• Scheduled Meeting Dates:

The meeting schedule for the 2023 PCQ Management Committee meetings has been circulated to zones and delegates. Agendas will be forwarded no later than the Tuesday preceding the scheduled meeting. If a delegate is unable to attend the meeting, please ensure you send through an apology to enable it to be recorded in the minutes.

PCQ Rule Books:

The Executive discussed the timeline for the updating of rule books and resolved that the rule books be available and enacted by the 31st January each year. The Executive further acknowledge those personnel who update the rules books are volunteers and there is a lot of detailed work involved.

PCQ 2023 Membership:

A reminder that proof of club membership is required when nominating and competing and riders attending muster/rally must be a 2023 current financial member of have completed and paid the "Come N Try" or "Day Participation" forms. An ePCQ publication has been circulated to all members advising of this requirement.

Proficiency Certificates:

The Executive at their January meeting approved the introduction of an administration fee of \$15 per application for the marking and processing of assessment papers for Certificates C, C*, K, B and A effective 1st January 2023. PCQ has appointed designated co-ordinators to mark these papers to ensure there is transparency and consistency in marking of the assessment papers. Just for "C" certificate alone there were over 100 assessment papers submitted for marking during 2022.

PCQ State Formal Gymkhana Showjumping:

The Executive at their January meeting accepted the recommendation from the CIP that the State Formal Gymkhana Showjumping is to be conducted as an Official event with the final jump off against the clock.

Campdrafting Age Group:

The Executive at their January meeting resolved to accept the recommendation that the CIP are against the introduction of under 12 State Campdrafting age group following assessment and exposure to unacceptable risk.

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. Again, an ePCQ publication has been circulated to all members as this not only affects riders but our horses as well.

FairPlay Website:

Round 8 of the FairPlay vouchers is currently open for parents, carers or guardians to apply for a voucher valued up to \$150 for their child, which can be used towards sport and active recreation membership, registration or participation fees with [registered activity providers \(Opens in new window\)](#). There is a limit of 1 voucher per child per calendar year.

The FairPlay website has been updated and clubs need to ensure they are registered on the new website as registered activity providers to ensure they can redeem the FairPlay vouchers.

PCA:

PCA/States Representatives Meeting

PCQ was represented by the President & Vice President Geoff Thomson at the November meeting where the following was discussed:

- Day Insurance – states to report on number of day members as part of insurance return
- Relevant Persons – reinforce the need to ensure that parents and supporters that attend pony club R) events and rallies/musters are also members. Further information on who is a “relevant person” is required in order to understand the importance that regular attendees are members. Volunteers expecting to be covered by insurance must be identified and known. More to come from PCA Integrity Manager.
- Discipline Committees 2023 – PCA is refreshing the membership of the PCA National Discipline Committees and moving to a skills-based model.
- Participation Pathways for Riding Centre Members – seeking further information on transition of riding centre members to club members. To be further discussed at next meeting.
- Adult Members: successful membership models for adults – to be further discussed at next meeting.
- PCA Nationals 2023 – Western Australia is the host state

Medical Services Framework:

The National Safety Committee has revised the Minimum Medical Standards for 2023 and the revised framework is on the PCA website at:

<https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/Minimum-Medical-Standards-for-Pony-Club-Guidelines-2023.pdf>

There is a change affecting Showjumping events and many events will be rated as Base Plus. Combined Training and Showjumping with more than 100 riders or with three or more rings running concurrently are rated Intermediate.

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

Moved: Melinda Hughes

Seconded: Annette Howarth

Carried

2023.02.07

Office Manager’s Report

Membership as at 14th February 2023

Riding Members: 2992 Social Members: 1073 Total Members: 4065

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.

2023 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>

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. Secretary advised that Nominate has been asked to do this and it will be an automatic inclusion in programmes which are Pony Club.

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.

In the JustGo database under the State “Come & Try” Membership a fee of \$20 has been Activated - Come & Try includes Open Competition Days.

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

There are two ways these vouchers can be used

The members join 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 2023 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 2023.

Query as to whether the signature was required on the form as it can be difficult to get if in remote areas. The President advised the form can be signed on behalf of the Secretary if need be.

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.

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

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

Moved: Sarah Holt

Seconded: Brett Coombe

Carried

2023.02.08 State Coaching Panel Report

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

Cadet program – framework to be developed in consultation with sub-committees

2023.02.09 Sporting, Campdraft, Mounted Games & Stockmans Challenge Sub-Committee Report

No Report.

2023.02.10 Dressage and Combined Training Sub-Committee Report

No Report

2023.02.11 Tetrathlon Sub-Committee Report

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

Query from the Secretary as to how the amendments fare with the national rules. The meeting was advised there was no issue.

2023.02.12 Showjumping, Jumping Equitation & Horse Trials Sub-Committee Report

No Report

Motion: “that the sub-committee reports be received”

Moved: Brett Coombe

Seconded: Tracey Camilleri

Carried

2023.02.13

Correspondence

13.1 Inward Correspondence

	From	Committee
13.1.01	DTIS – Active Industry Project Fund Round 2	Executive
13.1.02	DTIS – Accelerate 2022-2025 Industry Consultation Outcomes	Executive
13.1.03	PCA – Game Plan “What is Game Plan”	Executive/Management
13.1.04	PCA – Youth Advisory Council “We Love Pony Club” Project	Executive/Management
13.1.05	PCA – Indicative Member Insurance	Executive
13.1.06	PCA – Gear Rules	Executive/Management
13.1.07	PCA – 2023 Waivers	Executive/Management
13.1.08	Volunteering Australia – Draft National Strategy for Volunteering	Executive
13.1.09	DTIS – Minor Infrastructure Program	Executive/Management
13.1.10	DTIS – Brisbane 2032 Legacy Plan	Executive
13.1.11	DTIS – Senate Community Affairs Committee “Invitation to Submit” Inquiry into Concussions	Executive
13.1.12	DTIS – Fair Play Vouchers	Executive/Management
13.1.13	DTI – State of Play Newsletter December 2022	Executive/Management
13.1.14	DTIS – Media Release “Supersized Grants for Qld Communities”	Executive/Management
13.1.15	PCA – Presentation of National Rules (response to PCQ)	Executive/Management
13.1.16	PCA – Patron	Executive/Management
13.1.17	PCA – PCA 2022 Annual Report	Executive
13.1.18	PCA – Minutes PCA/State Representatives Meeting Nov22	Executive
13.1.19	PCA – PCA Disciplines Committees	Executive/Management
13.1.20	PCA – 2023 International Events	Executive/Management
13.1.21	QSport – AICD Sports Governance Course	Executive
13.1.22	Zone 26 – 2023 Masters Championships	Sub-committees

The President advised the office could provide a copy of the correspondence on request.

13.2 Outward Correspondence

	To
13.2.1	PA – Presentation of 2023 Gear Rules
13.2.2	Lyn Coombe – letter of Appreciation

13.3 Business Arising from Correspondence

Item: 13.1.19 PCA Disciplines Committee – the meeting was advised of the process PCA is now engaging for appointment to the Discipline Committees. There will be a selection panel of 4 consisting of 2 from PCA and 2 (in total) from state bodies. Nominations close 24th February for anyone wishing to nominate for a discipline committee, the link is in the PCA February newsletter page 10.

The President encouraged members from the PCQ sub-committees to nominate.

13.1.22 Zone 26: 2023 PCQ Masters Championships – correspondence has been sent to sub-committees.

13.2.2: It was noted that Lyn Coombe had retired from the CIP and the President thanked Lyn be for her service and was confident Lyn would still offer advice as required.

2023.02.14 Lease of Horses

Lessor	Lessee	Club – Lessee	Horse	Colour	Sex	Hh.	Expiry
Madi Ormond	Bronte Lowe	Bundaberg	Beandema Gemma	F. Grey	M	13.3	01.12.23
Susan Danes	Lyndall Vaughan	Hendra	Champagne Supanova	Pinto	M	14.3	30.06.23
Ping Jaa	Isabel Nielsen	Tallebudgera	Cody	Bay	G	16	01.10.23
Farryn Gore	Rebecca Brown	Northern Subs	Classic Royale	Bay	G	16.1	13.01.24
Trish Crawford	Joanna Lowe	Crompton Pk	Donegal Downunder	Chestnut	G	16	14.01.24

2023.02.15 Coach Leave of Absence

Christine Mumford – Maleny PC from 1st February 2023 to 31st December 2023

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

Moved: Beryl Burkhardt **Seconded:** Ken Jensen **Carried**

2023.02.16 General Business:

Variation Consent Officer: PCA Medical Services Framework: the meeting was advised that Ping Jaa would be the Variation Consent Officer for the South East region once she had been provided with training and confirmation of liability cover. The meeting discussed this role and it was agreed to seek further personnel in the other regions perhaps (Central & Northern) to carry out this role in those areas. There would be training provided and guidelines to follow. Interested persons to submit their names to PCQ as soon as possible.

The President assured the meeting that there would be appropriate insurance cover and if anyone wished to cover the rest of the state, they would be most welcomed.

2023.02.17 Close Meeting

The President closed the meeting at 8.06pm and thanked the delegates for their attendance and engagement. The next meeting is scheduled for Thursday 30th March 2023 commencing at 7:00pm.

Signed:

President

Date

Sub-Committee Reports

Appendix

Appendix	Item	Sub-Committee Report
1	2023.02.08	State Coaching Panel Report
-	2023.02.09	Sporting, Campdraft & Mounted Games – No Report
-	2023.02.10	Dressage & Combined Training – No Report
2	2023.02.11	Tetrathlon
-	2023.02.12	Showjumping, Jumping Equitation and HT – No Report

Pony Club Association of Queensland



State Chief Instructors Panel Management Committee Report

Details

Date 16th February 2023

STATE CIP MEETING

Meeting conducted on Thursday 5th January at Southport Pony Club in conjunction with 2023 State Seminar.

Recommendation to Executive Committee:

1.1 As compliance with funding to develop junior officials the SCIP recommend the introduce Official Cadets.
Criteria:

- Cadets to be a current member of Pony Club
- Aged 15 yrs and above
- Each Cadet to complete a Basic Orientation Officiating Induction short course
- Mentor and assist Club Chief Instructor and/or discipline judge in chosen discipline with ideals of progressing to an official discipline judge when aged 18 years or over.

1.2 Appointment of CIP members for 2023-25.

Michael Carlson, Tracy Camilleri, Sarah Standen, Rachel Lornie, Jan Morland, Megan Wray, Grace Brodie, Di Elder, Bridgette Bennett, Beryl Burkhardt, Sue Bondfield, Stephanie Commens, Heather Atherton, Pat Lunney, Danae O'Keefe, Jenny Murphy, Carol Paterson

1.3 Letter to Lyn Coombe acknowledging her work and commitment to the PCQ SCIP.

1.4 Appointment of Michael Carlson as PCQ State Chief Instructor Panel for 2023-25.

1.5 Appointment of Rachel Lornie as PCQ Deputy State Chief Instructor Panel for 2023-25.

1.6 Appointment of Michael Carlson as PCQ coach representative to PCA for 2023-25.

1.7 Appointment of Michael Carlson as PCQ representative to PCA Gear Committee for 2023-25.

1.8 Appointment of SCIP member as Technical Representative to PCQ Discipline Subcommittees for 2023-25.

- Dressage/Combined Training – Ex Officio Kay Paulsen
- Showjumping / Jumping Equitation – Jan Morland
- Horse Trials – Stephanie Commens
- Campdraft/Stockman Challenge – Grace Brodie
- Mounted Games/Sporting – Pat Lunney
- Formal Gymkhana – Di Elder
- Tetrathlon – Bridgette Bennett

1.9 Appointment of PCA Proficiency Certificate Coordinators

- C Certificate – Megan Wray
- C* Certificate – Rachel Lornie
- K Certificate – Rachel Lornie
- B Certificate – Sarah Standen
- A Certificate – Di Elder

2.1 Reformat to PCQ Level B Coaching in alignment with PCQ Coaching.

2.2 Regional State Seminar scheduled for 24th – 26th March at Roma.

2.5 Development of PCQ Standardised Presentations via SCIP Technical Representative to Discipline Subcommittees for Showjumping Judging, Showjumping Course Design and Novice Dressage Judging.

State Chief Instructor Panel & RDC Workshop

Workshop conducted on Thursday 5th January at Southport Pony Club in conjunction with 2023 State Seminar.

Components of Workshop

1. PCQ Membership 2017 – 2022
2. Strategic Plan 2023-25
3. Funding acquittals
4. Coaching Strategic Properties & Key Delivery Areas
5. Come & Try Days
6. Regional Funding
7. PCA – National Gear Rules, National Lungeing Document, Proficiency Certificates, Foundation Coach, Minimum Medical Standards, Waivers – Individual, Day Participant and Individual Member Event.
8. Regional State Seminar
9. PCQ Resources
10. PCQ Merchandise
11. State Chief Instructor Medals

HEALTHY EATING



FOR THE PCQ RIDER



Scheduled Clinics

Zone	Coach Dev Activity	Activity Dates	Officials Dev Activity	Activity Dates	Grass Roots Activity
1	Accreditations Refresher & Accreditations	26-Nov-22 11-Mar-23	Course Building Refreshers/Accreds SJ Judges Refreshers/Accreds	6-May-23 12-May-23	Zone Camp
2	Preschool/instructors exams Preschool/coach clinic	1/11/2023 Jan-Jun23	CB.SJJ,JE,Tet,Quiz	Sept-23 Jan-23	Zone Camp
3	SJ coaching Sports Physiology Flat work/dressage coaching XC coaching clinic	20-Aug-22 17-Sep-22 Oct-22 Dec-22/Jan-23			SJ & flat work clinic with R Jenkins & Elizabeth Coe
4	preschool/refreshers	20/21-Aug-22	Dressage Judge Accreditations	20-Aug-22	Activity TBC
5					Activity TBC
6	Assessments Introduction/Refresher Pre-school/Refresher Pre-school/Refresher	5/6-Nov-22 28/29Jan-23 16-Apr-23 17-Jun-23	Course Builders Clinic Jumping Equitation Judges Prelim Dressage Training Nov Dressage Training/Accred Prelim Dressage Accred	10/11-Sep22 18-Feb-23 11-Mar-23 16-Apr-22 18-Jun-22	Junior Development
7	Introduction/Refresher	Mar-23	Clinic - Maryborough	11/12-Feb-23	Clinic - Maryborough
8	Introduction/Refresher	Mar-23	Clinic - Maryborough	11/12-Feb-23	Junior Development
9	Activity TBC	Mar-23	Activity TBC	Mar-23	Zone Camp
10	Instructors refresher & accreditation	22/23-Jul-22	Dressage Accreditation & Refresher School	22/23-Jul-23	Zone Camp
11	Refresher/Pre-School & Assessment	5/6-Nov-22	Jumping Equitation Judging Clinic	29/30-Oct-23	Zone Camp - Giru PC
12	Activity TBC	25/26-Mar-23	Activity TBC	10/11-Jun-23	SJ, Sporting, PoloX, XC, D Flatwork
13	Activity TBC	8/9-Apr-23	Activity TBC	2/3-Jun-23	Activity TBC
14					
15	Instructors refresher & accreditation	26/27-Nov-22	Dressage Judge Accreditations	Apr-23	Riders Clinic
16	Coaching Clinic	16-Jan-22	Course Building	Jan-22	Zone Camp
18	Assist with costs incurred in Far North Regional Seminar - SJ/CB/ intro to JE	8/9-Oct-22	Dressage with KP & SS	2/3-Dec-22	Zone Camp
20	Coach Refresher 'PCQ C' - Injune	19/20-Nov-22			Junior Development
21	Coaching Clinic	20/21-Aug-22	Refreshers/Accreds	26/27-Nov-22	Activity TBC
22	Coaching Assessment (Level B)	29/30-Oct-22	Jumping Equitation Judging Clinic	29/30-Oct-23	Rider Development
23					
25					
26	Refresher/assessments Prelim, 1, C, B	Jan-Jun-23	Prob/Gymkhana	Mar/Apr-23	
27	Activity TBC	14/15-Jan-23	Activity TBC	14/15-Jan-23	Zone Camp
28	Activity TBC	24/25-Feb-23	Activity TBC	17/18-Jun-23	Activity TBC

QUIZ

Zones are encouraged to conduct Quiz competitions in preparation of release of QUIZ Phase II. Quiz Phase I handbook available from PCQ Office. Contact PCQ Office at admin@ponycubqld.com.au

Pony Club Queensland

State Chief Instructor Medals



	Copper	Bronze	Silver	Gold
SCI Medal Registrations:	81	10	5	2
Awaiting Interview:	1	2		
SCI Medals Awarded:	11	1		
SCI Leader Medals Awarded:	3	1		
Regions:	Burnett Central 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
Time to complete (minimum)	3 months	3 months	12 months 6 months (if Bronze Medal holder)	18 months 12 months (if Silver Medal holder)

Medal Components

	Copper	Bronze	Silver	Gold
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.

Established STATE CHIEF INSTRUCTOR MEDAL ALUMINI ON PCQ Website.

[PCQ SCI MEDAL ALUMINI](#)

PCQ Junior and Senior Coaching Levels

Clubs encouraged to develop Junior Coaches

PCQ 'E' – PCQ 'D' – PCQ 'D*' – PCQ 'C' – PCQ 'B'

Pony Club Queensland introduces three (3) additional coaching levels to engage participation and development of situational coaching tailoring to coaching strengths.

PCQ 'E', PCQ 'D' and PCQ 'D*' provide flexible entry to become a Pony Club Queensland Coach and a progressive coaching pathway development program to move to another level.

Category	Coach Accreditation				
	PCQ 'E'	PCQ 'D'	PCQ 'D*'	PCQ 'C'	PCQ 'B'
Practical Riding	NA	NA	NA	NA	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.

STATE SEMINAR 2023

Thank you to Southport Pony Club for hosting PCQ +40th Annual State Seminar from 4th – 8th January 2023.

All sessions of the State Seminar

- Rider Development Private Coaching Sessions for
 - Flat Riding
 - Jump Riding
- Course Design Updating
- Course Design Accreditation
- Showjumping Judging Updating
- Showjumping Accreditation
- Coach General Updating / Preparation
- Gold Coast Sports Academy

were well attended with representation from across the State.

Looking forward to our State Seminar in 2024.

Appendix 2

Minutes for PCQ TET SUB-COMMITTEE ZOOM MEETING AND FOLLOW-UP EMAIL		
Date:	Tuesday 31st Jan 7.35 – 9.20pm	
Attendees:	Brett Coombe EOB, Kev Walsh z4, Christine Topalov z4, Guy Clare, Jenny Lanskey Z1, Eve Corkey Z26, Marissa Alexander Z2, Kathryn Furhmann Z26, Amber & Craig Baker Z5, Gemma Enderling, aplogies Colin Goffin Z6	
	DISCUSSION TOPIC	OUTCOME / PLAN
7.35PM	Brett opened the meeting and welcomed new members. Points of business; report on State Event and approve other Tetrathlon Programmes	
7.45PM	Christine wants to discuss more people willing to enter. Main feed back is that jumping is too high.	Discussion: Jumping is the main block on entry numbers. Consensus additional Official classes but not go to Nationals. The word Unofficial has a stigma attached. Need to think carefully about the name of this Unofficial/Official category. In the UK they swim for a 'set-time'. Voted on looking at SJ and swim at height and distance. Running an event with all the different classes, boys and girls. Which classes can be combined. How to make it feasible to run economically and for the scoring ease etc. No consensus on what to do.
8.42PM	Christine asked Gemma if want to discuss any aspects of their upcoming Tetrathlon	19th March, Guy said need 3 people to do a TD Course before he's going to go. Needs to pass the TD Course for GC to go and then TD people can then shadow for the day to get Qualified at that event or before. This is to ensure that some form of independence is achieved for the host Club
9.00PM	Kathryn talked about reasons why tetrathlon isn't growing	Big block on Tetrathlon is also lack of information. You Tube tetrathlon
9.09PM	Marissa talked about her Programme	KW proposed that Official stay as official and Unofficial classes and that the Programme shouldn't change due to the deadlines and 'going live'
9.08PM	Kev asked for a vote: Swimming moves to a 'set time' instead of a 'set distance'. The proposed 'set time' for each age-group would be the current PCA ideal times to achieve 1100pts for the swim, seconded by Gemma. PCA Official Rules: Sub-Jnr boys and girls 1min 20; Jnr & Snr boys and girls 2min 30. Change to be reviewed after a Year	Motion moved: Passed, see below
9.10PM	GC moves a motion to change SJ seconded by KW. The motion was that a rider may choose any height offered. Their maximum score would be reduced by the % difference compared to the PCA Official height they should be jumping e.g. a JNR competitor elects to jump 60cm when they should be jumping 85cm, therefore their maximum score would be 60/85 x 1400. All other penalty points remain the same. This is still being called an Official Class (PCQ), however to qualify for States then a rider may not qualify if they elect a height that is 30cm or >30cm below their PCA Official height (75cm Sub-Jnr; 85cm Jnr and 95cm Snr). This to be reviewed after a Year	Motion moved: Passed, see below
9.18pm	Marissa open to delaying their 'Go Live' to incorporate the new Rules above. Marissa seems very happy with how the ride would work, just needs some clarification on swim scoring	
9.20PM	GC said that he'd give everyone the online Tet TD Course so that this could be completed and then shadowing done at Marissa's event to become Qualified	GC will attach Tet TD Course to the email with the Minutes
	Addendum: Swim Phase Points - the UK uses +/- 3 points per m across all age groups. In PCA Rules then Sub-Jnr is +/- 6 points per second relative to 1min 20sec and Jnr and Snr +/- 4 points per second relative to 2min 30sec. Probably easier to use the 3 points per sec across all age groups, therefore	Sub-Jnr, swim time 1min 20, if swim 100m then get 1100 points, for each 1m > 100m +3 points, for each 1m < 100m, -3 points. Jnr & Snr, swim time 2min 30, if swim 200m then get 1100 points, for each 1m > 200m +3 points, for each 1m < 200m, -3 points. See below
Next Meeting	BC to organise Just aftetr Marissa's event	-

Need 2 tape measures on both sides of the pool one side up metres, the opposite side down metres. The 'distance judge' walks up and down, mirroring their swimmer and records the distance their head gets to	SET TIME	IDEAL DISTANCE /m	PTS +/- PER m
SUB-JNR BOYS & GIRLS SWIM	1min 20 = 80 sec	100	3
JNR BOYS & GIRLS SWIM	2min 30 = 150sec	200	3
SNR BOYS & GIRLS SWIM	2min 30 = 150sec	200	3

SUB-JNR ELECTED JUMP HEIGHT / cm	75	1400
40	747	Max pts
50	933	Max pts
60	1120	Max pts
70	1307	Max pts
75	1400	Max pts

JNR ELECTED JUMP HEIGHT / cm	85	1400
40	659	Max pts
50	824	Max pts
60	988	Max pts
70	1153	Max pts
75	1235	Max pts
85	1400	Max pts

SNR ELECTED JUMP HEIGHT / cm	95	1400
40	589	Max pts
50	737	Max pts
60	884	Max pts
70	1032	Max pts
75	1105	Max pts
85	1253	Max pts
95	1400	Max pts