

Pony Club Queensland Management Committee Meeting Minutes

21st March 2024

Held electronically via Zoom Conferencing

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- 2024.03.01** **Open Meeting – Chairman:** The President opened the meeting at 7.03pm.
The President welcomed all new delegates and acknowledged the Traditional Custodians of the lands and waters of Queensland, past, present & emerging.
- 2024.03.02** **Attendance & Apologies**
2.1 Present: Executive Committee - Sarah Standen (Pres), Tracey Camilleri (VP), Leah Frohloff (VP) Scott Jackson (VP), Melinda Hughes (Secretary) & Michael Carlson (SCI).
Zones: John Martin (1); Jillian Bird/Michael Sing (2); Amy Garthe/Alice James (4); Katrina Finnsson (3); Grace Brodie (5); Beryl Burkhardt (6); Debbie Iker (7); Robert McLachlan (11); Bonita Floyd/Kirstie Olive (15); Lois Dawes (18); Sarah Holt (20); Heather Atherton (23); Ken Jensen/Barry Dossetto (26), Kirsty Humphreys (27).
2.2 Staff: Margie Davidson & Mary Genocchio
2.3 Confirmation of Quorum and Confirmation of Delegates: 75% of Executive Committee (6) and 56% of Zones (14).
Confirmed: Quorum Present
2.4 Apologies: Geoff Thomson (VP); Megan Wray (Treas); & Deb McLucas (10).
Motion: “that the apologies be accepted”
Moved: Debbie Iker **Seconded:** Tracey Camilleri **Carried**
- 2024.03.03** **Minutes from Previous Meeting**
Motion: “that the minutes of the previous meeting of 15th February 2024 are a true and accurate record of the meeting”.
Moved: Melinda Hughes **Seconded:** Leah Frohloff **Carried**
- 2024.03.04** **Business Arising from Previous Minutes**
- 2024.03.05** **Treasurer’s Report**
The meeting was presented with the January & February Balance Sheet & Profit & Loss Statements.
In the absence of the Treasurer, the President highlighted from the report that there is still places available for the Online First Aid Course for clubs to access.
Motion: “that the Treasurer’s Report be accepted”.
Moved: Lois Dawes **Seconded:** Debbie Iker **Carried**
- 2024.03.06** **Executive Committee Report**
Since the February 2024 meeting, the Executive Committee has conducted the following business:
PCQ:
Sub-Committee Reports from Management Committee Meetings of 15th February 2023.
 - **Coaching** –
 - **Sporting** – no report
 - **Dressage & Combined Training** – no report
 - **Tetrathlon** –
 - **Jumping Equitation & Showjumping** –
The Executive reviewed & resolved to accept these reports.
Strategic Plan 2023-2025:
The strategic plan comprises of 4 pillars being Governance & Culture; Participation, Development & Resources; Communication & Marketing; Integrity & Ethics. 20% of strategies have been completed with 60% still in progress and 20% open.
Volunteers’ Register:
Reiterating from the February meeting, it is important for clubs and zones to ensure this document is completed and kept as a record in the event of an incident occurring which may result in an insurance claim. This document has been forwarded to clubs and zones.

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Model Constitution for Pony Clubs:

This document is still being finalised and once completed clubs will be advised.

Game Plan:

PCQ has now registered with the ASC Game Plan and attended a workshop earlier this month conducted by the Australian Sports Commission. Zones and clubs are encouraged to register and PCQ is currently drafting a step-by-step guide to assist with registration.

PCQ SteerCo'26:

Pony Club Queensland is seeking the next generation of young innovative & positive pro-active thinkers to be part of the PCQ SteerCo'26.

The SteerCo'26 will provide a diversity of skills, knowledge and innovation advice to PCQ Executive Committee in the future direction of pony club® in Queensland.

The PCQ SteerCo'26 will consist of a maximum of 12 members comprising up to 2 representatives from each of the following categories: Administration, Formal Disciplines, Cattle Disciplines, Sporting Disciplines, Coaching & Officiating.

Applications will open shortly and close Friday 12th April 2024.

PCQ eNews Publications:

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

Topic	Date Sent
Series 11 – YouTube – Saddle Fitting	16.02.2024
Reminder – PCA Horse Medication Policy	01.03.2024
PCQ 'E' Coach	04.03.2024
State Chief Instructor Silver Rider Medal	07.03.2024
State Chief Instructor Gold Rider Medal	08.03.2024
State Chief Instructor Rider Merits	09.03.2024

PCA:

State Reps Meeting – The President advised that VP Geoff Thomson and herself attended, however there was little to report with minimal content discussed. The next meeting will be following the PCA AGM in May.

Motion: "that the Executive Report be accepted".

Moved: Jillian Bird

Seconded: Debbie Iker

Carried

Queries from the Executive Report:

Game Plan:

Firstly, PCQ acknowledges that while this will create more work for volunteers it will greatly assist with building capacity within zones and clubs making the sport more viable and sustainable. The Game Plan has been in place for several years and replaced the former resource known as 'Health Check'.

As PCA has registered with the Game Plan, PCQ and subsequently zones and clubs are now also required to register a profile and complete the modules.

PCQ will provide a step-by-step guide on how to register with the preference to commence with Zones, followed by the clubs, however clubs are welcome to register to anytime should they wish to do so.

PCQ SteerCo26:

Under the PCQ Strategic Plan Pillar 1.6 Capability Improvement Initiatives, and in compliance with our funding PCQ has developed a next generation succession model known as the PCQ SteerCo'26.

PCQ is seeking input from younger members across the state with a diversity of skills and not necessarily members in current leadership positions.

PCQ will advertise via the ePCQ email distribution with applications closing on the 12th April 2024.

Volunteer Register:

1. Should this register be completed by people carrying out ground maintenance outside of pony club activities – the meeting was advised this is recommended
2. During competition where a parent may assist and pick up a fallen jump – again it is recommended however, if the club maintains a 'job in paddock' record this may be sufficient. PCQ will check and advise at next meeting.

2024.03.07

Office Manager's Report

Membership:

Members as at 19th March 2024 - Riding: 3622 Social: 1328 Total: 4950

Clubs Affiliated:

144 as at 19/03/2024

Club Office Bearers Returns:

Currently there are 186 clubs in Queensland, 61 of these clubs have sent in 2024 returns.

Zone Office Bearers Returns:

There are 25 zones registered in Queensland, 7 have sent in 2024 returns. To be sent an invite to any Sub-committee meetings the Office must have current contact details. Below is a link to the 2024 form, as of the 1st May all 2023 contacts for the Sub-committees will be deleted.
<https://ponyclubqld.com.au/wp-content/uploads/2022/11/2023-Discipline-Sub-Committee-Nomination-Form.pdf>

Database:

Login to club Membership Setup, set up for 2024, check age descriptions, fees and make Active. Club fee is added in at 2. Membership Pricing > Display Price Settings > Display Alternative Price add Club, PCA & PCQ fees together > Display Price.

Following Club AGM:

Send in to PCQ – 2024 Club Office Bearers & Risk Management Return, AGM Minutes & Financials, PIC number to be filled in.

Update Club Role on JustGo database > member profile > Club Role > Update Roles & tick appropriate box e.g. President, Treasurer, Secretary, CI, Coaches, Club Admin. Go to members who no longer have a role and untick.

Transfers:

For those who have already purchased membership for the current year and transfer to another club:

- Secretary of incoming club accepts the transfer > rider goes into profile on JustGo database > Go To Membership > click on the Club they have transferred to > click on the Membership category they have joined under > Payment. The PCA & PCQ fees will come up as minus but they will then pay the new club fee.
- When this process has been completed the member will show up as being a current financial member of new club. If this process is not completed the member may sit in new club membership as a member of old club.

Fair Play Vouchers:

The Fair Play Vouchers cannot be redeemed through the JustGo system as the system does not have the functionality to validate and check the vouchers.

There are two options available:

1. Pay the full membership amount; provide the vouchers to the club; they can claim the monies from the government and then can refund you the voucher amount outside the system.
2. Give the voucher to the club, once the club has redeemed the voucher monies, they can pay for the membership using their club card.

Horse Registration:

Cards are available for Dressage, Combined Training, Horse Trials (ODE), Jumping Equitation, Showjumping.

- Register the horse on the JustGo database through Rider Profile > Credentials > Add credential Must tick Official Box if cards are required. The registration will be approved and cards posted out

following payment. Payment can be made via Credit Card or Direct Deposit; payment cannot be made through the database.

- Ring the PCQ Office for adding, replacing cards or changing details, this cannot be done on the database.
- Campdraft and Sporting cards can be purchased from the Stationary Order Form > PCQ website > Resources > Forms > General

Come & Try:

At club musters – only once

Form must be completed and fee of \$20 paid prior to participation. Club to keep a copy and a copy with payment to be sent to PCQ Office. Form found on PCQ website > Resources > Forms – Clubs

Open Days:

Competitions, Clinics & Camps open to non-pony club members. Open Day Competition Advice Form to be lodged with PCQ Office 30 days prior to the event. It must be signed by the Zone Secretary or it will not be accepted. Ts & Cs are listed on the form which can be found on the Forms page of the website under Clubs. The fee for non-pony club participants is \$20, secretary to return the completed Registered Day Participant Remittance Form, with payment, to PCQ Office within 14 days of the event.

Proficiency Certificates:

Process for D & D* - assessed by Club Chief Instructor, results forwarded to PCQ Office on Attendance-Results-Report Interactive form found on the PCQ website > Resources _ Forms > Clubs
Process for C – Written test to be done through PCA Academy with Assessor email recorded as admin@ponyclubqld.com.au

1. The completed test will be forwarded to PCQ Office > an Invoice for \$15 marking fee will be forwarded to parent.
2. Upon receipt of payment the test will be sent to the Assessor
3. Marked test will be forwarded to Zone CI, Club CI and Candidate
4. Zone CI will arrange for candidate to be assessed for practical test.
5. CI will send Attendance-Results-Report into PCQ Office for results to be uploaded to candidate's credentials.

This process also applies to C*

Official Day Competitions:

Programs must be sent into the PCQ Office for approval before being advertised. If alterations are required the Zone/Club will be notified, updated programs to be resent and once approved will be posted on the PCQ website.

Officials for the day must also be sent into the PCQ Office for approval.

Results from Official Day Programs to be forwarded, as attachments to PCQ Office, in a timely manner.

Programs for Sporting, Campdraft, Horse Sports, Team Penning etc. must be approved by the Zone C.I.

Complaints Process:

Clubs should endeavor to rectify problems/complaints at a committee level, if this is unsatisfactory seek assistance from the zone. If all else fails PCQ has a Membership Protection Information Officer to provide information on how to resolve problems; contact details can be found on the PCQ website > About > Contact Us

Blue Cards:

It is a legal requirement for Coaches, Officials and Office Bearers working with children to have a Blue Card.

To register or renew a Blue Card you must be linked to a club or PCQ, the registration can be done online <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications>

If the club does not have an Organisation Portal, they can apply for one through <https://orgportal.bluecard.qld.gov.au/Login> or members can apply for a card/renewal and forward the reference number to the PCQ Office who will do it for them.

Blue cards must be added to members credentials and updated when required

Admin Q & A Sessions:

The inaugural Admin Q & A day-time session has been successfully conducted, via zoom, with Zone 1 Clubs, feedback was positive by all who attended.

Distribution of Minutes:

Minutes and Sub-committee reports are sent to all club secretaries following Management Committee Meetings, they are also posted on the PCQ website > News > Management Committee Minutes.

Important: All enquiries are to be directed to the Pony Club Queensland State Office.

Motion: "that the Office Manager's report be accepted"

Moved: Melinda Hughes

Seconded: Sarah Holt

Carried

Queries from the Office Report:

Admin Q & A Sessions:

1. 40% of Zone 1 clubs attended the first session with 2 new secretaries in attendance
2. There are plans in place for the next Admin Q & A session to be held for Zone 2 clubs after Easter. The Office Manager will advise the zone and clubs of the date and a zoom invitation will be forwarded.
3. It is intended that these sessions will be conducted for the larger zones separately with the smaller zones to be combined

The Office Manager also recommended that once the Admin Handbook is distributed that the Secretaries take the time to read it thoroughly as this handbook will have a lot of information that clubs are seeking.

Zone & Club 2024 Office Bearers Return:

The President highlighted the low number of returns received and encouraged the delegates to check if their zone has forwarded their return.

The Office Manager further advised the meeting that the Office Report presented to the meeting is now being circulated to all clubs.

2024.03.08

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.

Items highlighted:

- Child Safeguarding – integral part of the game plan, started introduce to PCQ through coaches and officials and can be extended to club and zone executives or anyone in pony club, it's about protecting our young members. Government agencies are wanting courses to be completed. Once the online course is completed and certificate received, it can be uploaded onto the member's credential.
- SCI medals – uptake is continuing
- E coaches – great response with additional coaches across 45 clubs that stretches across the 10 regions and sets up a foundation of future coaches
- Gear Checkers – now in 7 of the 10 regions; list of Gear Checkers on website for each discipline. Refer to report for timeline and how to become a Gear Checker.

Please note, anyone can volunteer to be a gear checker.

2024.03.09

Sporting, Campdraft, Mounted Games & Stockman's Challenge Sub-Committee Report

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

Item highlighted:

- Brainstorm Session – members appreciated having a voice. Will be held again at the 2024 state event.

The President welcomed ideas and advised to send them through along with possible solutions.

Pony Club Queensland Management Committee Meeting Minutes

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2024.03.10 Dressage and Combined Training Sub-Committee Report
No Report

2024.03.11 Tetrathlon Sub-Committee Report
No Report

2024.03.12 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. There were no queries.
The sub-committee reports were received.

2024.03.13 Correspondence
13.1 Inward Correspondence

	From	Committee
13.1.1	Sport & Rec – Virtual Workshops Member Protection & Complaints Handling Process	Exec/Management
13.1.2	Sport & Rec – In Focus Webinar Volunteering	Exec/Management
13.1.3	National Fire Ant Eradication Program – Latest Developments Briefing	Executive
13.1.4	National Fire Ant Eradication Program – Changes to Biosecurity Zones – March Update	Executive
13.1.5	Capital Body Corp – AGM & Nominations	Executive
13.1.6	QSport – Annual Renewal	Executive
13.1.7	Horseland – Sponsorship	Executive

13.2 Outward Correspondence

	To
13.2.1	PCA – Letter of Support Playwell Participation Program

13.3 Business Arising from Correspondence - Nil

2024.03.14 Lease of Horses

Lessor	Lessee	Club – Lessee	Horse	Colour	Sex	Hh.	Expiry
Amanda Benson	Aimee Bar	Maroochy	Waalmonic Appollo	Appaloosa	G	15.3	15.07.24
David Holland	Cathy Magick	Pomona	Tornado	Grey	G	15.3	31.12.29

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

Moved: Tracey **Seconded:** John Martin **Carried**

2024.03.15 General Business:

Website Launch – will be on Saturday 18th May, 2024 at PCQ House and will go live on that day.

Invitations will be sent to join John Martin, the Executive, and others to celebrate and embrace the new website.

John Martin updated the meeting, advising the development was progressing well, with good ideas and discussions taking place. John further advised that some of the current content will remain e.g. menu and has tried to progress to a more modern approach with similar look.

At the launch John will walk those present through the site and PCQ hope to have a few devices available for viewing.

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State JE/SJ Championships

Zone 2 delegate took the opportunity to thank the host club for all the hard work they have put in ahead of the upcoming State event.

2024.03.16

Close Meeting

The President closed the meeting at 8.06pm and thanked the delegates for their attendance and wished everyone a happy Easter. The next meeting is scheduled for Thursday 23rd May 2024.

Signed:

President

Date

Appendix 1

Pony Club Association of Queensland



State Chief Instructors Panel Management Committee Report

Details

Date	21 st March 2024
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CHILD SAFEGUARDING

KEEP EVERYONE SAFE
RECOMMENDED FOR ALL PONY CLUB PARENTS/GUARDIANS/COACHES & CLUB/ZONE EXECUTIVES

Child safeguarding

Protecting children from physical, emotional or mental abuse

IMPORTANT ANNOUNCEMENT

Dear Pony Club Queensland Member

Child Safeguarding Club Program :

Regardless of the role you fill within our beloved movement, Pony Club Queensland be it as a Parent, Coach, Judge, Committee Member, Grounds person, Canteen Convenor or as Grandparent who tirelessly support our members at pony club® activities, I encourage you to read on and consider completing the following Sport Integrity Australia "Child Safeguarding" online training. We realise there could be members who are not able to access an online course, be assured we are here to assist.

We may consider this another chore placed upon us as volunteers, however, please help us demonstrate to Sports Australia, Pony Club Australia, State & Local Government that our association is proactive in creating a child safe environment and communicating expectations.

Child safeguarding is the process of protecting children from physical, emotional or mental abuse.

Tools to help your Club foster a child safe environment.

[PCA National Integrity Framework CHILD SAFEGUARDING \(click here\)](#)

This course assists in the understanding and implementation of the Child Safeguarding Policy.

By the end of the course you will be able to:

- understand what child safeguarding in sport is
- understand what the Child Safeguarding policy is, who it applies to and when
- recognise alleged breaches of the Child Safeguarding in Policy.
- understand the role of Child Safe Practices in the Child Safeguarding Policy
- understand the recruitment and screening requirements of the Child Safeguarding Policy
- identify how to respond to alleged breaches of the Child Safeguarding Policy.

To complete "Child Safeguarding in Sport" Induction Course

1. Click on the following (link: [elearning Sport Integrity Login or Register \(Click link to register\)](#)).
2. Recommend Registering via "Play by the Rules"
3. Click on "Play by the Rules" and Register.
4. From the Catalogue Entries select "Child Safeguarding in Sport Induction" – sports reference.
5. Online course will take approximately 1.5 – 2 hrs to complete. Your progress can be saved at any time to allow completion at your convenience.
6. On completion of your course download your "Certificate of completion" and forward to PCQ Office for upload by PCQ Office to your credentials and compliance to Pony Club ® National Integrity Framework.

PCA Resources for your reference:

Policies and resources (click on the below link to access)

[Child Safeguarding Commitment](#)

[Child Safeguarding Policy](#)

[Child Safeguarding - SA Addendum](#)

[Child Safeguarding in Sport Induction Course](#)

[Child Safe Practices Do's & Don'ts](#)

[Child Safe Resources](#)

PCQ State Chief Instructor Medal Update

231 Applications as at 12th March 2024

27 Awarded

Club SCI Medal Leader Board

Club	Gold	Silver	Bronze	Copper	Total
Northern Suburbs				8	8
Earlville			3	3	6
Millmerran			3	2	5
Phoenix Acres Equine Centre				3	3
Tallebudgera			2		2
Blackbutt				1	1
Parkhurst				1	1
Redlands			1		1

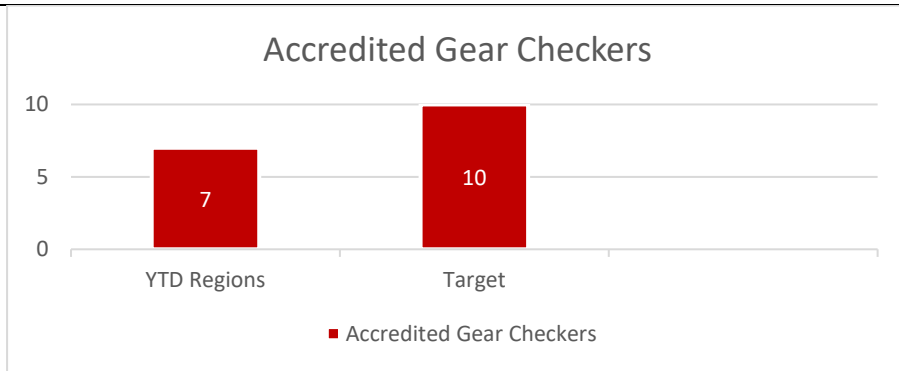
PCQ Office is following up applications to arrange interviews and awarding of medals.

PCQ 'E' COACH – Update '24

- 58 Registrations
- 45 Clubs
- 10 Regions

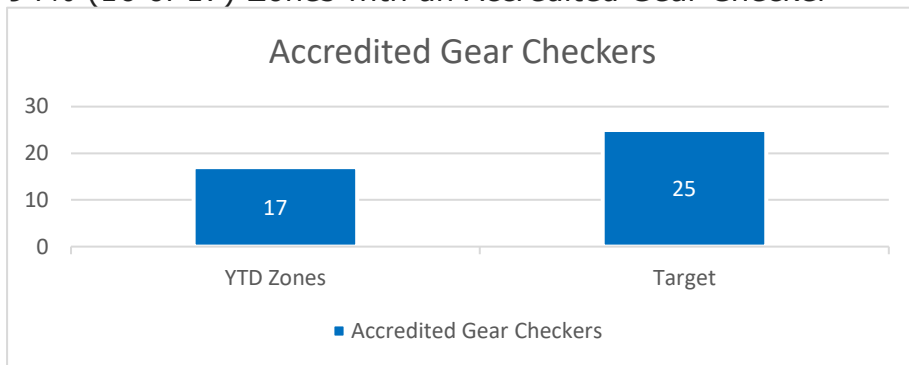
PCQ Gear Checkers – 12th Mar'24

- Accredited Gear Checkers
 - 105 Accredited Gear Checkers
- Assessors
 - 36 Assessors
- Regions
 - 70% (7 of 10) Regions with an Accredited Gear Checker



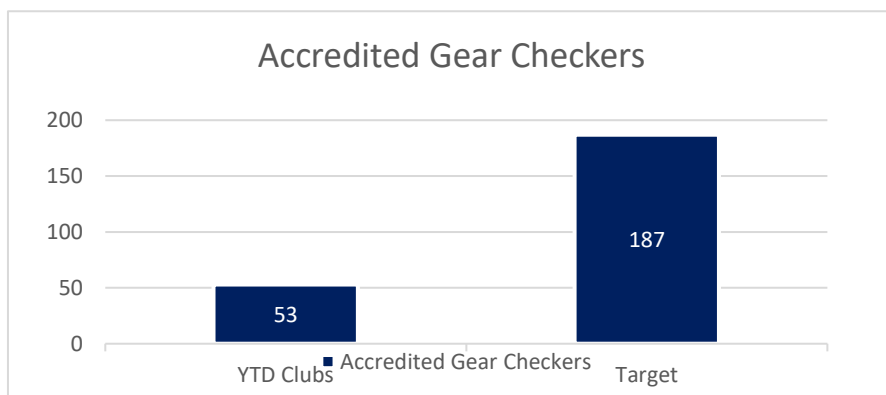
- Zones

- 68% (17 of 25) Zones with an Accredited Gear Checker
- 94% (16 of 17) Zones with an Accredited Gear Checker



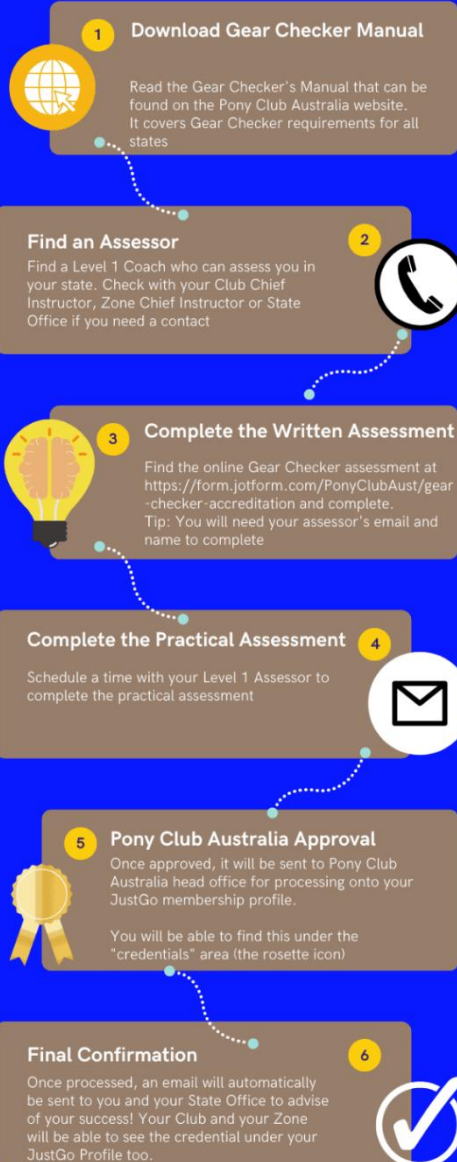
- Clubs

- 28.3% (53 of 187) Clubs with an Accredited Gear Checker





How to Become a Gear Checker *in 6 Easy Steps*



[Gear Checker Accreditation :](https://ponyclubaustralia.com.au/pcancas/gear-check/)
<https://ponyclubaustralia.com.au/pcancas/gear-check/>

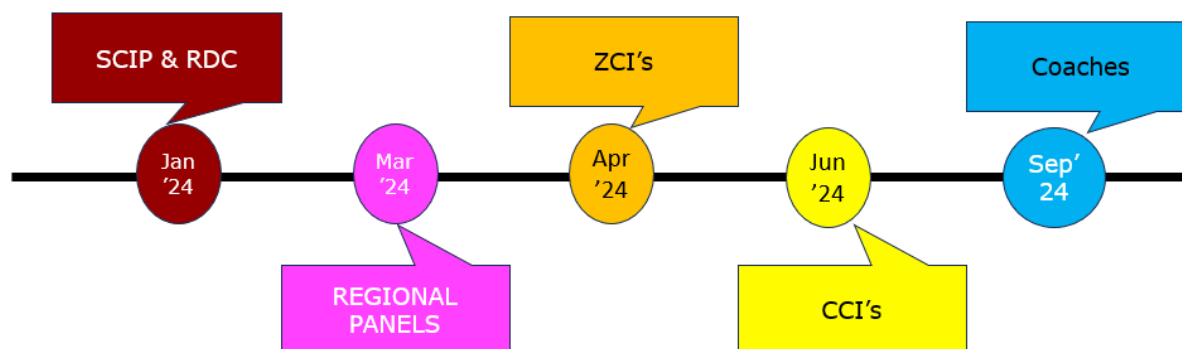
PCQ GEAR CHECKERS & GEAR CHECKER ASSESSORS
as at 13th March 2024

Region	Zone	Assessor	Gear Checker	Assessor email	Club
Burnett (Z6, Z7, Z8, Z16)					
	6	A	Beryl Burkhardt	bburkhardt@bigpond.com	Gympie
	6	A	Christine Mumford	christine@luala.com.au	Maleny
	6		Isobelle Ball		Maroochy
	7		Lily Harwood		Gin Gin
	7	A	Megan Wray	megankwray@bigpond.com.au	Gin Gin
	7		Meghan Wehl		Isis
	7		Shaune Johnson		Musgrave
	7		Sue Golchert		Musgrave
	8		Jodie Kerr		Monto
	8	A	Leah Frohloff	leah.frohloff@bigpond.com	Kingaroy
Capricornia (Z9, Z27)					
	9	A	Catherine Cavanough	micat.cavanough2@bigpond.com	Calliope
	9		Kate Reukers		Calliope
	9		Kylee Clark		Calliope
	9		Kym Hannant (Thomson)		Calliope
	27		Emma McKee		Bajool
	27	A	Nicole Ryan	michaelnniki@gmail.com	Parkhurst
	27	A	Peter Bridgeman	ps_bridgeman@optusnet.com.au	Crompton Park
	27	A	Stevie Dilley	stevie.dilley@my.icu.edu.au	Crompton Park
Central (Z10, Z15)					
	10		Andrea Renton		Pioneer River Valley
	10		Deb McLucas		Pioneer River Valley
	10		Helen Baylis		Mackay
	10		Janice Mansfield		Sarina
	10	A	Jody Burrows	jodyburrows5@gmail.com	Sarina
	10		John Mansfield		Sarina
	10		Laurie Matsen		Sarina
	10		Natalie McIntosh		Alligator Creek
	10		Patricia Ward		Sarina
	10		Richard Murphy		Sarina
	10	A	Tracey Camilleri	ctcamo71@outlook.com	Mackay North
	15		Caitlyn Mittelstadt	-	Clermont
	15		Carmel Tibbkes	-	Springsure
	15		Juliet McConochie	-	Alpha
	15	A	Jenny Murphy	jenny.murphy85@bigpond.com	Dysart
	15	A	Kirstie Olive	k.olive@bigpond.com	Peak Downs
	15		Rachel Pierce	-	Springsure
	15		Sheree Johnston	-	Springsure
	15		Susan Walters	-	Springsure
	15		William Hogan	-	Springsure

Far North (Z18)					
	18		Aemelia Steblina		Atherton
	18		Angela Coulson		Ravenshoe
	18		Beth Clarke		Malanda
	18		Brielle Cavallaro		Innisfail
	18		Donna Pyle		Edmonton
	18		Helen Atkinson		Ravenshoe
	18		James Fisher		Edmonton
	18	A	Julie Sheppard	smilieju4@bigpond.com	Edmonton
	18		Kelli Smith		Atherton
	18		Lyn White		Mareeba
	18		Melinda Munroe		Edmonton
	18		Natalie White		Mareeba
	18		Pamela Evans		Malanda
	18	A	Philippa Whitting	philippa@mckinnonandco.com	Malanda
	18	A	Sarah Standen	sarahstanden1@gmail.com	Ravenshoe
	18		Selena Harding		Malanda
	18		Sonja White		Freshwater
	18	A	Stacey Locastro	staceyllocastro@westnet.com.au	Innisfail
	18		Ursula Elms		Edmonton
	18		Yvonne Frizzo		Malanda
Northern (Z11, Z22)					
	11	A	Adrienne Kelley	rdcnorthern@ponyclubqld.com.au	Herbert River
	22	A	Robert McLachlan	steiny2@bigpond.com	Charters Towers
Southeast (Z1, Z2, Z3, Z26)					
	1		Ben Pollitt		Brookfield
	1	A	Carmen Coombs	ccoombs1@bigpond.com	Moggill
	1		Elizabeth Sherriff		Gumdale
	1		Emily Corbett		Moggill
	1		Emily Sherriff		Gumdale
	1	A	Erika Woodland	erikawoodland@bigpond.com	Brookfield
	1		Fiona Strachan		Park Ridge
	1	A	Gemma Burger	burgergemma@gmail.com	Moggill
	1		Jennifer Schlamm	-	Moggill
	1		Jessica Whittle		Southside
	1	A	John Martin	john@runcornponyclub.org.au	Runcorn
	1		Sonja Landon	-	Moggill
	1		Kate Reukers	-	Runcorn
	1	A	Kylie Mackenzie	mackenziekylie@hotmail.com	Northern Suburbs
	1		Liz Tennyson		Northern Suburbs
	1		Lucy Vaschina		Runcorn
	1		Madonna Caffery		Southside
	1	A	Maree Forrest	forestry@hotmail.com.au	Runcorn
	1		Margaret Davidson		Northern Suburbs
	1	A	Michael Carlson	sci@ponyclubqld.com.au	Runcorn
	1		Naomi Brett	-	Brookfield
	1		Olivia Dyer		Moggill
	1		Peter Ryan		Brookfield
	1		Rebecca Brown		Northern Suburbs

	1		Ross Smith		Runcorn
	1		Sarah Lockwood		Brookfield
	1	A	Suzanne Newman	suzannenewman@hotmail.co.uk	Southside
	2	A	Clare Flynn	clareflynn@live.com.au	Jimboomba
	2		Dione Skelton	-	Tallabudgerra
	2	A	Jullian Bird	jullian_bird@outlook.com	Tamborine
	2		Jennifer Hodgson	-	Tallabudgerra
	2		Petra Westergaard		Tallabudgerra
	2	A	Ping Jaa	chiefinstructor@tallebudgeraponyclub.com	Tallabudgerra
	2	A	Rachel Lornie	rachel.lornie@gmail.com	Southport
	2		Rosalyn Mercer	-	Tallabudgerra
	2		Sally Wiseman		Mudgeeraba
	2		Steve Gooley		Rathdowney
	2	A	Wendy Smith	wendys0209@gmail.com	Greenbank
	3	A	Megan Hayne	rosewood@outlook.com	Rosewood
	3	A	Tonia Stocker	tstocker@myboomerang.com.au	Laidley
	26		Holly Attwood	-	Dayboro
	26	A	Karla Farrell	karlashane@bigpond.com	Burpengary
Southern (Z4, Z21, Z28)					
	4		Alice James		West Toowoomba
	4	A	Danae O'Keeffe	danae_okeeffe@hotmail.com	Cambooya
	4	A	Sarah Lilburne	sarahlilburne@gmail.com	Dalby
	21	A	Susan Bondfield	rs.bondfield@hotmail.com	Warwick
	28	A	Di Elder	mutooroo1@gmail.com	Yarrill Creek

Coach Gear Checker Timeline



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.



Appendix 2

PCQ SUBCOMMITTEE MEETING

SPORTING, CAMPDRAFT, MOUNTED GAMES SUB COMMITTEE – MEETING HELD BY ZOOM

Committee Delegates: Chairperson: Scott Jackson

Mobile: 0428 102 710

Email: jackomichelle4692@yahoo.com

Club/Zone representatives

Tina Smith	Sandra Brunner Zone 8	Rob Kann Zone 1
Di Youles Kilcoy	Linda Brown Zone 9	Grace Brodie
Pat Lunney Zone 4	Wendy Lehmann Zone 18	Sonia Law Zone 6
Vicky Groves-Pearce Zone 5	Michael Shaw Zone 28	Alyssa Ellis
Cameron Magick	Warren Keyes Zone 26	Sarah Holt Zone 20
Julie Sandy 6	Peter Tornabene Samford	Natalie Lewis
Angie Bauer	Margaret Pomeroy	Jo Gladman Zone 15
Erin Buchanan	Dwayne Makemson Zone 1	Gayle Bunker

MINUTES – PROCEEDINGS

Date: 11 March 2024

Meeting opening: 7.13pm

Attendance: Bolded in above Table

Apologies: Pat Lunney

Confirmation Of Quorum: Scott Jackson

Minutes of Previous Meeting: Minutes of 7 August 2023 were taken as being read

Moved: Scott Jackson **Seconded:** Warren Keyes

BUSINESS ARISING FROM PREVIOUS MINUTES

ACTIONS

Recommendations	Responsible	Status
\$15 to assess C Certificate Charged by PCA to assess the certificates, unable to change Could do the CI medals instead for free Must have C Certificate if completing outside Qld	Scott	Complete

CORRESPONDENCE

Inwards:

Outwards:

Moved:

Seconded:

GENERAL BUSINESS

ACTIONS

Recommendations	Responsible	Status
New Gear Rules Bitless bridles have been added – must be leather Additional Whips and Spurs added New Mounted Game grouping in place If there are any errors identified we need to go back to CI Panel to be taken to national level – does take time to change		
Mounted Games State Titles Widgee from Zone 6 has put their hand up to potentially host Mounted Games State Title. Subcommittee members to push for more mounted games events within zones and clubs to reinvigorate interest. Require lots of volunteers to run effectively. Support must come from top as well.	Scott	Scott to progress with Widgee, Zone 6 and PCQ Peter and Warren to use passionate kids to promote Mounted Games within PCQ
Burpengary Queries on Stockman's Challenge Request for consideration to look at qualifying criteria for Stockman's Challenge to include boxing for cattle work component Run in conjunction with Australian Stockman's Challenge Association Discussion that boxing is a totally different sport to Stockman's Challenge. CI can still sign off on exemption for participation at States if child is capable. Must ensure that competitors are capable to compete at State level Stockman's Challenge has been run with different sections if cattle are in short supply	Scott	Scott to send email to allow subcommittee to vote on whether boxing can be considered
Stockman's Challenge Numbers at Millmerran 16 – 8-10 years 15 – 11-12 years 11 – 13-14 years 23 – 15-16 years 27 – 17 years Could subcommittee consider change to patterns for State	All	To note Erin to look at other pattern options for consideration
States 2024 update Meeting to be held this coming week 23rd – 26th September at Taroom Program Order - Formal, Sporting, Challenge, Campdraft Considering three phases for Stockman's Challenge	All	To note
NSW State Sporting, Challenge, Campdraft Championships 19– 21 April 2024 Warialda Nominations are not open yet Next subcommittee meeting to confirm participants from Qld	All	To note
Brainstorm session Millmerran Nothing to be raised up to executive Discussion on encouraging clubs to run states – what is involved Face to face meeting positive and should be annual event at States Consider clinics as option for Campdraft qualifiers due to difficulty in getting into Campdrafts Congratulations to Millmerran on a successful States 2023, thanks to volunteers New age group in Campdraft worked well Numbers were back from previous years	All	Pat to bring Tamara's notes for discussion at next meeting

Close of Meeting: 8.14pm

Next Meeting: Monday 8 April 2024

Appendix 3

PCQ SUBCOMMITTEE MEETING

Show Jumping, Horse Trials, Jumping Equitation

Date: 19 February, 2024

Meeting Minutes

1. Meeting opening: 7.30pm

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	A	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	X
5	Lyn Coombe JE	-	5	Grace Brodie SJ	-	5	Gayle Bunker HT	-	6	Sharne Andrew HT	A
6	Becky Jeffries SJ/JE	-	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	X	11	Robert McLachlan SJ/JE	-	16	Nicole Evans HT	-
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	X	26	Barry Dossetto HT	A	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 20/11/2023 Circulated
Approved: Moved: KF (3) Seconded: JH (HT) - Approved

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 continuing to develop EXEL program for SJ Scoring
PCA Data base – Just Go not user friendly, no report writing facilities, no scoring program

Nominate – haven't developed a programme for JE.

Clubs are using paper sheets for symbols and tablets for judges scores.

5.3 TD Applications and Updates

TD Applications as follows;

- Wendy Smith (Greenbank) Probationary SJ
- John Miokovich (Tallebudgera) Probationary SJ
- Rebecca Moynihan (Nerang) Probationary SJ

Recommendation:

Showjumping TDs are permitted to act as TD at A Jumping Equitation competition in conjunction with the Senior JE judge on the day. SJ TDs are encouraged to attend a JE clinic to become a TD.

5.4 Online component for Showjumping and Course Builder Refresher requirement will be offered in Modules.

Still to be determined extent of Online and In person attendance. Course availability scheduled for September/October '24

John M from Zone 1 – report on progress.

If you can supply photos or short videos showing examples of on course penalties which can be incurred on a course please forward to PCQ Office; Attention John Martin

5.5 State Championships 2024:

Applications endorsed for.

Showjumping & Jumping Equitation: Zone 7 Approved for SJ/JE – Wednesday 3rd - Saturday, 6th April.
DR/CT/ODE – Application approved for Zone 2 at Beaudesert and Tamborine Pony Club – June, July

5.7 State Seminar at Southport Wednesday 3rd January – Saturday 6th January. Report – TD Refresher

5.8. Rule Book Updates will be Online with changes in Red

- Briefing kit for J-in-C at State events is currently forwarded to the J-in-C when known. Information is used at Team Managers Meetings.
- Use of MERS in Horse Trials – Melinda Hughes to flow up with EA as Pony Club courses in NSW & Victoria are accepted.
- Consideration of Qualifying Criteria for HT – Dressage and X country penalties/time MH
- Senior Card for Horse Trials in place for 2024.

5.9. Medical Standards:

ARE THE CLUBS IN YOUR ZONE ABIDING BY THE CURRENT MEDICAL REQUIREMENTS?

Clubs CAN apply for VARIATIONS. If you are asking for variations, put in the

Application that you are restricting your programme because of these requirements.

REMEMBER to report FALLS.

Discussion took place on the number of JE/SJ competitions that should be allowed on one day.

PCA Meeting of 21/02/24 has now defined this as '2 Rounds per day' means 2 events per day eg SJ and JE which could result in up to 5 jumping rounds on the day

5.10 Gear Check Stewards need knowledge of current PCA Gear Check Book.

- Officials are required to do a two-part appraisal
1. On line component
 2. Practical component

Recommended that Judges and coaches do the on-line component.

6. Correspondence:

State event kits are to be updated. Melinda Hughes offered to do this

State event administration and organisation in the future. A subcommittee comprised of Tracey Camilleri (Chair), Jan Morland, Debbie Iker, Melinda Hughes, Alice James, Brigitte Bennett, Rachel Lornie, Stephanie Commens are to meet to discuss how to help organisers in the future. Meeting Tuesday 27th February.

Zone 7 applied for OTT funding and request approval to include in State programme if they are fortunate to gain some funding. Approved.

7. Items for General Business:

7.1 PCA Gear Committee advice. Melinda Hughes reported that we are still awaiting a ruling on.

7.2 Moved by Christine Topalov, seconded Melinda Hughes that the EOB be asked to consider additional staff in the early part of the year to process requests for Performance cards.

7.3 Clubs attention is drawn to the government funding that is available for replacement of metal cups.
“Equipment on Field” and “Active 8 round 4” closes 6 March.

7.4 For consideration at subsequent meeting the Qualification criteria for HT to include minimum requirements for showjumping phase.

8.NEXT MEETING: Tuesday, 12th March, the aim is to have meetings the second Tuesday of the month.

9.Meeting Closed: 9.30pm