



# QMA

## Novice Guidelines

We would like to take this opportunity to welcome you and your family and to thank you for becoming a part of the QMA family. We hope you will embrace this time as a chance to spend quality time together as a family. QMA strives to teach our children about coordination, self-reliance, alertness, and the ability to handle motor-driven vehicles. We also aim to impress upon our drivers the importance of fairness, generosity, responsibility and above all good sportsmanship.

This document is to help guide you through the novice process in QMA. This is only a guide and does not include every detail, which is why we encourage all members to become familiar with the QMA rulebook and procedures which can be found on the national website at [www.quartermidgets.org](http://www.quartermidgets.org).

The following is an outline of our current novice procedure:

- New Member registers with a club and club verifies that they are a Novice. Meeting the appropriate age requirements, etc...
- National Office sends membership packet to new member. Packet includes: handler ID cards, welcome letter and coloring book. Novice Log Book and Novice Orange Card are sent to the Club President.
- The club will submit to the Regional Director, a list of all Novices as they begin their novice training.

- Upon completion of the Novice School, the Novice Log Book and orange novice card are given to the driver.
- The logbook and Novice Driver's card are to be presented to the sign-in booth when signing in on race day.
- Entries will be made in the Novice logbook: qualifying time, main or semi race, start and finish position in the race. The logbook will be returned to the handler by the Novice Committee after comments have been made and initialed.
- The orange novice card is good until the driver is 6 years of age plus 3 months or if the driver is already over the age of 6 it will be good for a period of three months.
- The Regional Director will be notified by the local club via email when a driver graduates from novice. The Regional Director will then notify the National Office of all graduating novices from their Region.
- The National Office will mark the graduation date (novice end date) under the driver's name and issue a purple driver's card that will be mailed to the handler. The purple driver's card is valid for one year from the date of novice graduation.
- If upon expiration of the driver's novice card, he/she is not, in the opinion of the home club's Novice Committee ready to graduate, a request for an extension will be completed by the handler and Novice Director. QMA Novice Extension form must be used. It will then be submitted to the Regional Director for approval who will forward it to the National Office. (Extensions will be for no more than 2 months at a time)
- Any driver requiring an extension will not receive a purple card until the National Office is notified by the Regional Director that they have graduated.

- Upon Graduation from the Novice Class by the drivers Home Club Novice Committee/President, a driver will move into a competitive QMA class as permitted by the QMA rulebook. It is encouraged that each club should hold a small ceremony in recognition of this achievement by the driver.
- A driver that receives a purple card will automatically at the end of the 12 month period be issued a white driver's card by the National Office.
- If a handler requests to participate in Mod, 160, B, AA or WF prior to the expiration of their purple card they will need to complete a "Driver Class Move up Approval" form. This requires approval from the Novice Committee and Regional Director per current rules. The Regional Director will forward the form to the National Office and a white driver's card will be issued and mailed to the handler. See Article 5 Sec 1H.
- All forms mentioned above are available in the club's procedure manual (in the tower) and on the [quartermidgets.org](http://quartermidgets.org) site under forms.

We realize that this is a lot of information to take in but it is provided for your benefit. Please take the time to visit our website and familiarize yourself with all the rules of QMA. If you have any questions or concerns please feel free to contact your Club President.

Sincerely,

QMA National Board of Directors