

TABLE OF CONTENTS SECTION 3

THE PONY CLUB ASSOCIATION OF NEW SOUTH WALES INCORPORATED BY-LAWS	2
1. MEMBERSHIP	2
2. PAID INSTRUCTORS PANEL	3
3. SPONSORSHIP	4
4. INSTRUCTION	5
5. NCAS PONY CLUB PROGRAM	5
6. NSW INSTRUCTION PROGRAM	6
7. UPGRADING OF CERTIFICATES	8
8. TESTING FOR EXAMINERS' CERTIFICATES	8
9. INSTRUCTORS' SCHOOLS	9
10. APPOINTMENT OF ZONE CHIEF INSTRUCTOR	9
11. DUTIES OF ZONE CHIEF INSTRUCTOR	9
12. APPOINTMENT OF CLUB EXAMINERS	9
13. GUEST INSTRUCTORS	10
14. PROFESSIONALS INSTRUCTING AT PONY CLUB	10
15. INSTRUCTING SUPERVISION	10
16. INTERPRETATION OF RULES OR POLICY	11
17. CHIEF INSTRUCTORS' PANEL	11
18. CHAMPIONSHIP ADVISORY COMMITTEES	11
19. REMUNERATION TO OFFICIALS	11
20. GRADING AND PERFORMANCE CARDS	12
21. INTER-PACIFIC RALLY	12
22. KEITH LOWE ASSOCIATE AWARD	12
23. JUNIOR SERVICE AWARD	12
24. CERTIFICATES The following certificates are available to members:	13
25. CERTIFICATES AND CLOTH PATCHES	14
26. ASSOCIATION CLOTH EMBLEMS	14
27. JUDGES	14
29. STATE INSTRUCTIONAL SEMINARS/SCHOOLS	15
30. REGIONAL SCHOOLS	15
31. INSTRUCTORS SCHOOLS – STATE COACHING DIRECTOR	17
32. ACCEPTABLE CONDUCT	17
33. RESPONSIBILITY	17
34. GYMKHANAS AND OTHER EVENTS	17
35. INSURANCE	18
36. PARKING AREAS	18
37. OTHER CLUB POSITIONS	20
38. SALE OF MERCHANDISE	21
39. CONFLICT OF RULES	22
40. CLUB OR ZONE BY-LAWS	22

THE PONY CLUB ASSOCIATION OF NEW SOUTH WALES INCORPORATED BY-LAWS

1. MEMBERSHIP

Membership of Pony Clubs in New South Wales is governed by the Rules of Association and shall consist of:

- a. Junior members under 17 years of age
- b. Associate members 17 and up to the end of the calendar year in which they turn 25 years of age
- c. Senior members 25 years of age and over.

Senior, Associate or Junior members shall belong to one Club only. Junior and Associate Members only shall be eligible to compete for that Club and no other. Junior and Associate Members only visiting another Club may be made honorary members for competition within that Club but may not represent it.

Each Club shall determine whether to allow riding members between the age of 26 years and 80 years of age to receive instruction and/or compete at Club events. When making that determination the Club shall take into account the best interests of the Club, safety considerations, the number of instructors, size of the grounds and any other matters as the Club considers appropriate.

Such riders may be permitted to ride for the purpose of assisting, demonstrating or supervision with the approval of the Club Senior Instructor. Instructors or those applying to become Instructors, may, with the approval of the Club Senior Instructor, ride and receive instruction at instructional schools. Voluntary Workers and Non-riding members will only be covered by Pony Club Personal Accident Insurance if they are unmounted, all mounted personnel must be registered with the Pony Club Association as a Riding Member.

Please see guidelines for clubs wishing to implement the change to allow Senior riders as above

Official Club MEMBERSHIP APPLICATION FORMS are obtainable from the Association Office or on the Associations' website. These should be completed by intending members (or their parent or guardian) and lodged with the Club Secretary before acceptance of membership fee. It is strongly recommended that all Clubs utilize the *medical and ambulance authorization* on these forms and a check should be made to ensure that all members have completed this section. These forms are to be retained by the Club Secretary for reference.

All members 18 years and over are also required to complete a PCANSW Member Protection Declaration form and these forms may be obtained from the Association Office or through the Association's website. These forms are to be retained by the Club Secretary for reference.

RISK WARNING FORMS

Every person (be they riding or non-riding members) who applies for membership in each year must sign (or in the case of a minor, a parent or guardian must sign) such "Risk Warning" document that the Association directs at the time of application in each year AND prior to participation in any manner in Pony Club activities.

MEMBERSHIP IDENTIFICATION AND ATTENDANCE CARDS

Membership Identification and Attendance Cards (For verification of Club membership, age and

Club attendance record) and vinyl protective wallets are available from the Association and it is recommended that Clubs keep supplies on hand.

TRANSFER FORMS

Transfer forms are available from the Association and on the Association's website. Members should print these forms and complete the relevant section, then see their present Club Secretary to obtain their release and signature before seeing the new Club Secretary for acceptance and signature. The fully completed form should then be sent via the new Club to the Zone/s to be listed for their records. This form should then be sent to the State Office. Please note that forms which do not have all of the required information will be sent back to the member for completion. (Clubs and Zones should take copies for their records). (Refer section 2 — (Club) 3 (o)).

CLUB MEMBERSHIP

Clubs are noted as affiliated with the Association when at least one (1) membership and payment is lodged to the Association Office. At the end of January each year any Club which hasn't affiliated for the preceding year shall be advised of this and requested to send any funds to the Association to be held in trust in accordance with the PCA rules and that the Club is disaffiliated until it wishes to re-apply for affiliation to the Association.

2. PAID INSTRUCTORS PANEL

The Council shall maintain a Register (referred to as the Paid Instructors Panel) of Specialist Instructors from the following disciplines:

- a. Dressage
- b. Showjumping
- c. Cross Country/Eventing
- d. Campdrafting
- e. Sporting
- f. Polo
- g. Polocrosse
- h. Tentpegging.
- i. Vaulting.
- j. Mounted Games

Appointments to the Register shall be for a period of three (3) years or part thereof.

Members of the Paid Instructors Panel will be charged a tri-annual fee to remain on the panel. The tri-annual fee will be charged on a pro-rata basis.

Within the last three (3) months prior to the completion of each successive three (3) year period those upon the Register may at the discretion of the Chief Instructors' Committee, to be confirmed by the Council, be invited to apply for appointment for the ensuing three (3) year period.

Such specialist Instructors may be paid for instruction at Club or Zone Schools such remuneration as they shall negotiate with the body conducting the School. Clubs and Zones negotiate and pay fees with members of the PIP directly, clubs and zones should inform the state office of scheduled bookings so that they are covered under the association's insurance.

Please note that if clubs/zones use and pay for an instructor who is not on this list they will forfeit Pony Club insurance cover and may be held personally liable in the event of an accident or incident during this instruction.

Applications to join the Paid Instructors Panel

For Olympic Disciplines: -

Hold an EA Level One Accreditation or higher or overseas equivalent.

- To have had a lot of experience coaching groups of riders.
- To have been observed coaching groups of riders by 2 nominated Zone Chief Instructors or 1 nominated ZCI and 1 current PCA NSW State Coach. (Organised through the PCA NSW Office)
- To be agreeable to work within PCA NSW guidelines, rules and regulations.
- To be over 18 years of age.

Applications for inclusion on the panel must be received by the Association Office fifty clear days prior to the Council meeting at which they will be considered so two nominated persons may observe them coaching groups of riders.

After consideration the applicant may be placed on the Paid Instructors Panel for a 12-month probationary period during which those Clubs and/or Zones utilising the coach will be required to submit feedback. Following the probationary period and consideration of reports, the coach may then be placed as a full member on the Paid Instructors Panel.

2.1 Camp Assistance Grants

PCANSW will pay travelling expenses for a coach attending Club/Zone camps (at least two days in duration). The Club/Zone is responsible for the coach fees and accommodation and such assistance grants shall be allotted to camps on a pro rata basis at the discretion of the Executive.

Note:

- 1 Coaches to be drawn from the members of the Paid Instructors Panel that includes the State coaches.
- 2 Club/Zones will negotiate with the coach and pay coach directly and send grant applications for the office for payment to the coach.

3 SPONSORSHIP

Subject to any sponsorship arrangement entered into by the Association, Clubs and Zones may accept sponsorship and donations from supporters providing always that care is taken that there is no direct advertising involving members. No advertising should contain utterances by members. Sponsors banners and goods may be displayed and advertised over public address or mentioned in schedules at fixtures.

Sponsors wishing to donate goods should be encouraged to give something of lasting benefit to ALL Club members e.g. a dressage arena, Club gear, jump ends etc. rather than giving personal items such as screen-printed t-shirts.

4. INSTRUCTION

Instruction within the Association is regulated by a Chief Instructors' Committee. (Refer section 2, article 22.)

The Pony Club Association of New South Wales has adopted the Syllabus of Instruction (Pony Club Australia). From 1 January 2009, the Association joined the National Coaching Accreditation Scheme — Pony Club Program, a national coaching program.

CLUB EXAMINERS: Refer Paragraphs 5 and 12.

CLUB CAPTAIN: Clubs may appoint a Club Captain who may act as Secretary/co-ordinator for the Instructors in organizing rallies and any other duties as allocated by the Senior Instructor or as decided at Instructors' meetings.

If a club does not have a Senior Instructor and only has a Club Captain, then that Club Captains must as a minimum a Pony Club NSW Gear Check Certificate. *This must be implemented as from the 20 November 2017*

5. NCAS PONY CLUB PROGRAM

Pony Club NSW joined the NCAS Pony Club Program from 1st January 2009. The Pony Club NCAS qualification is not based around a single course. Candidates must undertake a range of training to prepare themselves for assessment. Potential instructors may:

- work with a mentor coach
- undertake independent study
- attend courses either on a specific topic from the logbook or a longer course that covers a range or all of the topics.

Fees for these various study modes will therefore vary. Pony Club is a voluntary movement, and as such, fees should be minimised wherever possible. Mentoring of potential instructors would normally be done in conjunction with a Club rally.

There are no entry pre-requisites at Preliminary level due to the flexible delivery nature of the course. Any experienced rider or Pony Club parent is likely to have already developed foundation knowledge of the sport, riding and horse care skills through their practical experience at Pony Club. Parents and riders new to equestrian sport can participate in the first three modules of the course which will provide them with a good grounding in horse care, riding and Pony Club.

The Pony Club qualifications are sequential in nature. It is therefore a pre-requisite that participants have achieved the previous level of accreditation prior to enrolling in the next level. In addition, the following table outlines any specific pre-requisites for each level.

Accreditation Level	Pre-requisites to commence training
Preliminary PC Coach	<input type="checkbox"/> Knowledge to the standard of the Preliminary Pony Club Course Workbook <input type="checkbox"/> Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc. <input type="checkbox"/> 18 years of age to qualify, but can commence training at 16 years.
Level 1 PC Coach	<input type="checkbox"/> Knowledge to the standard of the Level 1 Pony Club Course Workbook <input type="checkbox"/> Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc.

The workbook is designed to follow the syllabus and course content to help the candidate prepare

for assessment. It can also be used as an ongoing reference tool. The course is designed to be flexible. The candidate can work at their own pace by using the material provided, attending workshops or working with a mentor coach. Workbooks are available for purchase from the State Office.

Assessment will be undertaken by State approved assessors. Candidates are required to:

- 1 Complete the Pony Club Coach Logbook which includes signing on to the Code of Ethics and provide evidence of completing “Sports Safety & the Law” — Beginning Coaching manual (ASC)
- 2 Participate in ongoing verbal assessment of the course content
- 3 Demonstrate skills learned during practical sessions

6. NSW INSTRUCTION PROGRAM

Renewal of Instructors' certificates, under the old system, at the required dates is on the recommendation of the Club to the Zone Chief Instructor who will review the applications and may recommend renewals to the Association.

Instructors seeking renewal of certificates at the expiry of their four-year term (or part thereof) are required to have attended a minimum of two full days of Instructors' school (or the equivalent) during that period including appropriate first aid lecture/s conducted by qualified persons. If an Instructor can only attend one day of school, then that person must attend the first day unless prior arrangements have been made with the Zone Chief Instructor.

Club Examiners are required to attend at least one (2 day) State examiners workshop in each four-year period.

A special form will be used for renewal of Instructor's and examiners certificates.

Applicants are required to sign a Statement verifying their amateur status and stating that they have not and do not intend to receive any remuneration whatsoever for the instruction of riding. (Legitimate travelling expenses excepted however on no account are these to be inflated or misrepresented.)

If an Instructor ceases to be a member of a Pony Club, is not involved in the movement or for any other reason is not considered to be suitable, their certificate may be recalled by the Zone Chief Instructor.

NCAS Pony Club Program Renewal

PCA requires all accredited NCAS Pony Club Coaches to complete updating tasks in line with the requirements of the Australian Sports Commission (ASC). Our policy requires Preliminary Coaches to attain 12 points over a four-year period and Level 1 Coaches to attain 24 points over a four-year period to remain accredited.

Updating activities are those which will help you as a coach to improve your knowledge and skills in the sport and your teaching and communication skills. The types of activities attracting points are many and varied. During each update period coaches must provide evidence of completing the Sports Safety and the Law component of the most current Edition of the ASC beginning Coaching Manual.

Preliminary Coaches must attain at least 6 points through practical teaching at a recognised Pony Club activity during the four-year period and at least 3 points must be gained from attendance at a

Pony Club Coaching & Professional Development Course during the four-year period.
Level 1 Coaches must attain at least 12 points through practical teaching at a recognised Pony Club activity during the four-year period and at least 6 points must be gained from attendance at a Pony Club Coaching & Professional Development Course during the four-year period.

ACTIVITY	POINTS
Participated in a two-day NCAS refresher PCANSW State Instructors school presented by a State Coach – compulsory	6
Coaching at an affiliated Pony Club. List Coaching at an affiliated Pony Club. List the total number of days spent coaching. Minimum practical component 15 hours.	6
Act as a Mentor Coach for a coaching applicant for a period of not less than 6 months.	4
Coaching other than at Pony Club, on a regular basis i.e. RDA	2
Attend judges school/course building/technical delegate course (run by PC or EA)	4
Act as a demonstration rider in a coaching/judges course	3
Write an article in a magazine/newsletter on coaching riding or horse management	2
Complete TAFE or other recognise equine course at tertiary institution	10
Attend a train the trainer course (TAFE, EA or private provider run)	4
Involvement in State, National or International competitions as a coach	3
Attend a clinic as a rider or spectator with an internationally recognised coach or a Level 3 coach. The clinic can be of one or more days & the coach must spend at least 8 hours watching and participating	4
Examine at Pony Club C Certificate level or higher level	4
Obtain or renew First Aid qualifications	4

7. UPGRADING OF CERTIFICATES

The following upgrading of certificates is possible:

Level 1 Instructors may no longer be upgraded to Level 2 Instructors however Examiners may still be upgraded by attending at least TWO Advanced Level 2 Instructors Schools and on examination demonstrating to the Zone Chief Instructor that they have reached the required standard which must include the ability to prepare candidates for K, B, H and A Certificates together with sound knowledge of rules for Pony Club competitions.

Note: There is a period of at least twelve months between Level 1 and Level 2 Examiner upgrade.

Level 1 Instructor → Level 1 Examiner → Level 2 Examiner

Level 2 Instructor → Level 2 Examiner

8. TESTING FOR EXAMINERS' CERTIFICATES

All testing for examiners' certificates is carried out by the Zone Chief Instructor of the respective Zone and may include deputies and/or specialist appointee examiners whose help is enlisted by the Zone Chief Instructor.

9. INSTRUCTORS' SCHOOLS

Juniors (under 17 years) are not permitted to attend Instructors' schools unless specially invited by the Zone Chief Instructor, for demonstration purposes.

There is a recommended curriculum to be covered at *preliminary, secondary* and advanced level Instructors' schools. Zone Chief Instructors may add to this curriculum or hold further schools and include additional subjects.

Zone Chief Instructors conduct schools within their own Zones and recommend to the Association the appointment and/or upgrading of Club examiners. The only people who may instruct at these schools are qualified Instructors or members of the paid Instructors' panel and approved specialists such as veterinary surgeons, Farriers etc.

Forms notifying the Association of a Zone *Instructors' School* including details of any first aid lecturer to be completed and returned to the Association Office by the Zone Chief Instructor. All Instructors' Schools must be registered with the Association at the time of the school in order to be recognised for issue/renewal of certificates.

10. APPOINTMENT OF ZONE CHIEF INSTRUCTOR

Zone Chief Instructors are appointed by Zones from in the first instance nominations will be called by the Zone Secretary from Old System Level II Examiners, NCAS Level 1, NCAS Preliminary and Old System Level II Instructors. In the event of there being no nominations from the above categories nominations from Old System Level I Examiner and Level I Instructors Certificate holder can be considered. This appointment is for the ensuing three-year period (or part thereof) but may not officially take Office until their appointment has been ratified by the outgoing Chief Instructors' Committee at its annual general meeting. In the case of a mid-term appointment, ratification should be sought at the first Chief Instructors' Committee meeting following such recommendation.

Zones may give their Zone Chief Instructor the privilege of being a delegate to Council. (Refer section 2, (Zone) Paragraph 17 for details.)

11. DUTIES OF ZONE CHIEF INSTRUCTOR

- a. To oversee and ratify all instructional policy within the Zone.
- b. To conduct instructional schools.
- c. To recommend to the Association the appointment of Club examiners and Instructors.
- d. To examine for K and B certificates within the Zone.
- e. To conduct preliminary examinations for A certificates.
- f. To ensure that examinations for D, D Gold Star, C and C Star certificates are conducted.
- g. To sign all certificates issued in their Zone with the exception of H and A certificates. (All certificates are counter-signed by the examiner.)
- h. To ensure that certificates gained at each Club in their Zone are recorded.
- i. To represent his/her Zone at Chief Instructors' Committee meetings.

12. APPOINTMENT OF CLUB EXAMINERS

CLUB EXAMINERS AND INSTRUCTORS are appointed for a period of three years or part thereof following examination by a Zone Chief Instructor. Refer Paragraph 5.

The Zone Chief Instructor is responsible for examining and appointing Level 1 Examiners who

may examine for D and D Gold Star Certificates. NCAS Preliminary Instructors may be appointed as Level 1 Examiners.

Each Club may apply to have Club Examiners appointed subject to examination and ratification by the Zone Chief Instructor. There is no limit on the number of Examiners allowed in a Club.

Level II Club examiners examine for E, D, D Gold Star, C and C Star certificates. Club examiners should not test their own Club members unless circumstances such as distance make this necessary. Level 1 Club Examiners may examine for D and D Gold Star Certificates only. Pony Club Association NSW have adopted the National Workbook system for certificate testing. All workbooks must be collected and signed off by the Examiner and copies kept for future reference.

Visiting examiners' travelling expenses may be paid at a rate as determined by Council. Club examiners' certificates are not transferable from Club to Club.

13. GUEST INSTRUCTORS

Clubs are at liberty to invite guest Instructors who are not members of the Association to give specialized instruction to Club members.

The Zone Chief Instructor must be consulted before the invitation is extended as it is required that the person is acceptable as an Instructor in the Zone.

NO REMUNERATION FOR INSTRUCTING CAN BE PAID TO THE GUEST INSTRUCTOR.

The Club is at liberty to reimburse the guest Instructor for travelling expenses at a rate determined by Council.

Please note that if clubs/zones use and pay for an instructor who is not on this list they will forfeit Pony Club insurance cover and may be held personally liable in the event of an accident or incident during this instruction.

14. PROFESSIONALS INSTRUCTING AT PONY CLUB

Persons, who are ineligible for membership of the Association because they are deemed professionals as defined by the Association, may instruct at Pony Club rally days providing that the approval of the Zone Chief Instructor has been gained in each instance and they instruct under the same regulations as Pony Club Instructors and *receive no remuneration for instructing*. During instruction all Pony Club guidelines, rules and regulations are to be adhered to in all respects.

15. INSTRUCTING SUPERVISION

15.1 The Senior Instructor or in his absence the Instructor in charge has full responsibility and control of all instructional matters.

15.2 Members without an Instructor's Certificate instructing riding members are only permitted to do so if under the supervision of an accredited Instructor or in the case where there are insufficient accredited Instructors, a responsible member of the Club Executive.

That a person holding a Gear Check Certificate must be present at all Club fixtures including riding. All instructors' certificates have a gear check component as per of their certificate.

Note: this addition is a safety issue as there must be someone at the fixture to inspect gear and make sure that it is in sound condition, is fitted correctly and is Pony Club approved.

15.3 Nobody shall permit a member to ride another member's horse without first consulting with the Senior Instructor or the person in charge of the day. The permission of both the owner of the horse and the parents of the child must also be gained, except under exceptional circumstances.

16. INTERPRETATION OF RULES OR POLICY

Enquiries of an instructional nature must be referred to the Club Senior Instructor for determination and if necessary, through him/her to the Zone Chief Instructor.

Other enquiries shall be directed to the Club Secretary for determination and if necessary, through him/her to the Zone Secretary at the direction of the Club Committee.

If enquiry is then not resolved enquiries shall be directed to the Association Office by the Zone Committee.

The established *lines of communication* for rules and policy are from *Club to Zone to Association*.

Authorised Pony Club events are those that are documented in the Pony Club minutes and are conducted and controlled by the Pony Club subject to Pony Club rules.

17. CHIEF INSTRUCTORS' PANEL

The panel consists of eight persons elected from the Chief Instructors' Committee and the chairperson of the Chief Instructors' Committee ex officio. The Executive Officer and/or Secretary and the State Coaching Director shall attend Chief Instructors' panel meetings when practicable. The term of Office is three years or part thereof to coincide with the term of appointment of Instructors.

The function of this panel is to guide instructional policy throughout the State. Panel members are expected to make themselves available for Zone and regional schools to ensure a uniform standard of instruction throughout New South Wales and be available to examine for A and H certificates.

Applications for Zone instructional schools requiring the services of panel members are applied for in the first instance through the Association Office. The Zone is responsible for travelling expenses and accommodation incurred by the panel member/s, as determined by Council.

18. CHAMPIONSHIP ADVISORY COMMITTEES

Championship advisory Committees consist of five members selected from expressions of interest from suitably qualified persons with delegated authority to assist in the running of the respective championship with the power to co-opt. The Association President and the Chairperson of the Chief Instructors' Committee are ex officio. The Executive Director and/or Secretary and the State Coaching Director shall attend meetings when practicable. Term for these Committees is for three years or part thereof. Full criteria and expression of interest forms will be circulated to members commencing July 2019 and every three years thereafter.

19. REMUNERATION TO OFFICIALS

Association judges, officials and State Executive members travelling outside their Zone on Pony Club matters may be reimbursed travelling and single accommodation expenses at a rate determined by Council. The Executive Committee shall determine which members of the elected or salaried personnel are to attend individual State championships.

The current rate for reimbursement of travel expenses for judges etc. is \$0.48 per kilometre (as at March 2019).

20. GRADING AND PERFORMANCE CARDS

Cards are available from the Association Office and are required to be produced at ALL competitions in which the rider is competing. Placing's shall be recorded, and cards signed by *judges/officials*. Cards should be kept up to date and such cards or photocopies made available to Zone Chief Instructors for review of performances for representative team and championship entry or, in the case of inter-State nominations, forwarded with nominations to the Association Office.

21. INTER-PACIFIC RALLY

Members 17 and under 25 years are eligible for selection to attend the Inter-Pacific Rally held bi-annually. One member only from each State will be eligible to participate in the rally (except when restrictions are imposed by host countries). Nominees must have obtained at least their "K" certificate (or as stipulated at the time). The selection panel is the panel of Chief Instructors, *five* of whom *must be present* at any meeting for selection or the State Executive.

A Club may nominate any eligible member for selection. The selection criterion is the prerogative of that panel.

22. KEITH LOWE ASSOCIATE AWARD

This award may be made to an Associate member of a Pony Club affiliated with the Association who has given practical assistance and outstanding service to his/her Club during their Associate years. Riding and competition ability are not major considerations. The nominee must be an active member of their Club at the time of nomination.

The Associate is required to have been a regular member of his/her Club for at least three years, minimum age 19 years, and is recommended by the Club Committee to the Zone Chief Instructor and the Zone Committee for approval.

Nominations for this annual award close on the 30th June each year. Nominations are presented to a sub-Committee of the Chief Instructors' Committee for recommendation to Council. Nominations must be in writing and must be signed by the nominee's Club Secretary and supported and signed by the Zone Chief Instructor.

The selection process for recipients of the Keith Lowe Award is as follows:

- The criteria for selection should be given on the nomination form and should **exactly** match the criteria used by the selection Committee.
- A checklist that is to be ticked should be used to ensure that required details are not inadvertently overlooked.
- Support from the previous Club should only be required if the nominee's membership changed within the last three (3) years.
- If a nomination form contains omissions or errors, the nominating Zone should be contacted and given the opportunity to rectify the omission or errors.

23. JUNIOR SERVICE AWARD

This award may be made to a Junior member (13 to under 17 years) affiliated with the Association who has given practical assistance and outstanding service to his/her Club during their Junior

years. Riding and competition ability are not major considerations. The nominee must be an active member of their Club at the time of nomination.

The Junior member is required to have been a regular member of his/her Club for at least three years and is recommended by the Club Committee to the Zone Chief Instructor and the Zone Committee for approval.

Nominations for this annual award close on the 30th June each year. Nominations are presented to a sub-Committee of the Chief Instructors' Committee for recommendation to Council. Nominations must be in writing and must be signed by the nominee's Club Secretary and supported and signed by the Zone Chief Instructor.

The selection process for recipients of the junior Service Award is as follows:

- Candidates must have obtained "C" Standard Efficiency Certificate
- Must have consistent Rally Day attendance
- Recorded good sportsmanship
- Recorded voluntary work (i.e. assist with setting up of equipment)

24. CERTIFICATES The following certificates are available to members:

Certificate	Minimum Age	Testing Examiners
E	Under 7 years	Club Examiners
D	7 years	Club Examiners
D Star	9 years	Club Examiners
C	12 years	Club Examiners
C Star	14 years	Club Examiners
K	14 years	ZCI
B	16 years	ZCI
H	17 years	ZCI Panel
A	17 years	ZCI Panel
A (Honours)	17 years	ZCI Panel

Particulars of all certificates may be found in the Australian Pony Club "Syllabus of Instruction" available from the Association Office. In particular pre-requisite tests and workbook requirements should be well noted before testing.

CERTIFICATE CHECK LIST CARDS and protective covers are available for purchase from the Association Office. Cards should be filled in as progress is made by candidates preparing for certificates. The completion of all sections of the check list card signifies that the candidate is ready for examination which is arranged by the Club Senior Instructor. *Cards are to be sighted by the examiner before examination.*

K CERTIFICATE RECORD CARDS for the distance ride section are available for purchase from the Association Office. Cards should be completed by the appointed authorities during the ride.

WORKBOOKS refer to the Australian Pony Club "Syllabus of Instruction" for particulars of requirements. Information circulars are also available from the Association Office.

"A" CERTIFICATE EXAMINATIONS

The Chief Instructors' panel shall conduct an examination for "A" certificate candidates, on a date to be decided and which will be given to all prospective candidates who have applied to sit such

examination at a central point.

A Certificate assessment and B Certificate preparation clinics will be held on a date to be decided and which will be given to all prospective candidates who have applied to sit such examination at a central point.

Candidates requesting A certificate examination are required to complete an *official application* form bearing signatures of recommendation of their Zone Chief Instructor and Club Secretary.

This form is to be forwarded to the Association Office together with work sheets for assessment by examiners, prior to the candidate sitting for the written paper.

The test is conducted in seven sections and a pass must be obtained in all sections to gain an A certificate. The written paper will be of 2 1/2 to 3 hours duration and requires a 65% pass. Should the candidate fail this paper he/she may attempt the practical test and the examiners will then satisfy themselves by a *supplementary test* that the candidate can then answer the questions which he/she previously failed.

“A” CERTIFICATE (HONOURS)

Candidates for “A” Certificate who pass with 90% in all sections of the Examination shall be awarded an “A” (Honours) Certificate.

Holders of an “A” Certificate may, provided that they are within the age group, again sit for an “A” Certificate examination for the purpose of attaining an Honours Pass.

25. CERTIFICATES AND CLOTH PATCHES

Certificates and cloth patches are available from the Association Office for presentation to members gaining certificates.

Cloth patches are to be worn on the right-hand sleeve of shirt or jumper above the elbow starting with D at the top.

26. ASSOCIATION CLOTH EMBLEMS

Cloth emblems may be purchased from the Association and worn on jumpers, saddlecloths, windcheaters or t-shirts. Club and/or Zone names may be embroidered on emblems.

26A. ASSOCIATION COLOURS

Pony Club Association of New South Wales Incorporated colours are two blues—navy blue jumper, blue school shirt, royal blue tie. (The ties are those as sold by the Association Office.)

27. JUDGES

The Association has adopted the following method of categorizing Pony Club judges:

- Showjumping
- Riding classes and hacks
- Dressage
- General (includes showjumping, riding classes, hacks and dressage)
- Sporting
- Campdrafting

- Western riding

Zone Chief Instructors are required to submit to the Association up to date lists (including addresses and telephone numbers), of qualified people in Zones willing to judge Pony Club events, stating the category in which they judge, for adding to judges' register. Clubs and Zones are requested to use judges who are familiar with Association requirements.

28. ASSOCIATION DRESSAGE JUDGES' ACCREDITATION

A minimum of one official Association dressage judges' clinic is to be attended by any candidate prior to examination for judging accreditation. When awarded, this qualification is noted on the Instructors' certificate.

29. STATE INSTRUCTIONAL SEMINARS/SCHOOLS

Zones may apply to *host a State seminar or school* to be conducted by members of the Instructors' panel. The Zone is responsible for providing the venue and catering for lecturers. A refundable deposit is required to be submitted at the time of application for seminar or school.

As from 2012 Zones be responsible for finding, booking and paying for suitable accommodation (to accommodation is to include its own ensuite bathroom) for all State run schools and clinic.

All other expenses are the responsibility of the Association provided that a *minimum number of 18 applications* (or as determined by Council), are received. Seminars that receive less than the minimum number of applications by the closing date will be cancelled.

As a condition of allocation to a Zone of a State Seminar or School the applicant must guarantee:

- a. a minimum of 18 participants;
- b. the availability of sufficient suitable demonstration riders.
- c. any rider applying to attend a regional school must commit to two days of the school, on the same horse for the duration of the school and under no circumstances can they attend the second day only.

When a seminar/school has been allocated to a Zone, the Association will advise all Zones and Clubs. It is the responsibility of the host Zone to advertise the seminar/school in their own Zone and encourage applications.

Zones are required to give four (4) weeks' notice of cancellation of Instructors Schools otherwise they are liable for one (1) day of the Instructor's fees.

Attendees must pay a non-refundable fee as set by the Association from time to time upon application to attend State Specialist Instructors Schools.

Fees for schools and clinics will be determined from time to time by the Council

30. REGIONAL SCHOOLS

30.1 Senior Regional Schools

Zones may apply to host a Senior Regional School. Senior Regional Schools are conducted by Level III EA Instructors or EA National Coaches or Assistant Coaches and are for riders of above average ability in the particular discipline. The schools are available in the disciplines of Dressage, Eventing, Showjumping, Jumping Equitation and Campdrafting.

To be eligible, participants must:

- i. be at least 13 years of age
- ii. have attained their "C" Certificate
- iii. be regular Pony Club members and be recommended by their Club Senior Instructor and Zone Chief Instructor
- iv. be better than average in the particular discipline
- v. be at least "C" grade for showjumping and eventing
- vi. come mounted on a horse suitable to receive advanced instruction
- vii. pay a non-refundable fee at the time of nomination as set by the Association from time to time.

The panel of Level III EA Instructors will be utilised for the Olympic disciplines of Dressage, Showjumping and Eventing. The Association welcomes suggestions for Instructors in non-Olympic disciplines (i.e. Campdrafting, Mounted Games and Jumping Equitation) but must approve of these Instructors.

30.2 Regional Schools

Zones may apply to host a Junior Regional School. The schools are available in the disciplines of Dressage, Showjumping, Jumping Equitation, Mounted Games and Campdrafting. Schools are conducted by State Coaches or their nominated assistants.

To be eligible, participants must:

- I. be at least 8 years of age
- II. have attained their "D" Certificate
- III. have attended three (3) rally days
- IV. be a regular Pony Club member
- V. pay a non-refundable fee at the time of nomination.
- VI. Showjumping schools' riders must be graded.

30.3 Regional Schools – General Information

The following general information pertains to both Senior Regional Schools and Junior Regional Schools.

The Zone must provide and pay for the venue, catering and accommodation for the Instructor (this accommodation must be of a suitable standard with a minimum of its own bathroom and at a motel rather than hotel), and the participants must get themselves to and from the venue, and maintain themselves and their horses whilst there. The Association meets all other expenses, i.e. the Instructor/s, his/her travelling and any other administration charges provided that a minimum of 18 riders (or as determined by Council) attend.

Note: Adjoining Zones must be given the opportunity to send riders. The State Coach will inform the neighbouring Zones that a Regional School is being held and that any interested riders should apply to the host Zone. The ZCI of the host Zone shall decide who attends on the basis of standard with no preference given to the host Zone.

When a Zone has been allocated a Regional School, it must send a deposit to the Association (currently \$550) for one day of the Instructors fees which is refundable upon completion of the school or may be held over for future schools throughout the same year.

If the Zone needs to cancel the school due to insufficient numbers or any other reason, at least four (4) weeks' notice must be given to the State Office in order for the Zone to receive a refund of

their deposit. Any less than four weeks' notice and a refund will not be given.

No fee may be charged by the host Zone for these schools, the only exception, being a minimal fee to cover the costs of the venue hire and catering if applicable. However, members accepted for Regional Schools must pay a \$50 refundable deposit to the host Zone, 50% to be refunded for each day attended. (Note: Doctor's certificate or Vet. Certificate needed for refund without attendance).

A third Regional School may be booked by Zone's for Mounted Games Schools only to encourage further participation in Mounted Games.

31. INSTRUCTORS SCHOOLS – STATE COACHING COORDINATOR

- a) Zones may apply to the Association Office for an Instructors school to be conducted by the State Coaching Coordinator or other approved Instructor to be arranged by the State Coaching Coordinator. The Zone shall be responsible for provision of the venue of the school and for suitable accommodation (including an ensuite) for the State approved Instructor. All other costs are met by the Association.
- b) Maximum and minimum numbers of participants at such schools shall be determined by the Council from time to time. Riders at such schools should wear full Pony Club uniform.

32. ACCEPTABLE CONDUCT

Zones and Clubs must ensure that Instructors and other persons conduct themselves in a fitting manner at Pony Club fixtures and in particular alcohol must not be consumed during the progress of an event, by any person involved in its conduct. This is particularly important in the case of a public liability claim. The Association have a number of policies that members should also be aware of and abide by these policies may be found on the Association website under the policy tab.

At all Pony Club activities, dogs must be either tied up or on a hand-held leash at all times.

33. RESPONSIBILITY

It is emphasized that it is the responsibility of all members, Instructors and Senior Pony Club members, in particular those who hold Office (Club or Zone) to intervene when any Pony Club rule is being disregarded by a member. Every endeavour should be made to rectify the situation as quickly as possible. This is of paramount importance when safety is involved.

Authorised Pony Club events are only those that are documented in the Pony Club minutes and are conducted and controlled by the Pony Club subject to Pony Club rules.

All members especially Club/Zone office bearers and officials should be aware of their responsibilities under Work Health and Safety Act 2011.

34. GYMKHANAS AND OTHER EVENTS

No Pony Club is permitted to organize a gymkhana or other event and accept entries from *persons other than those who are members of the Pony Club Association*. At all events run in the name of Pony Club, Association rules must be observed in their entirety.

No Club or Zone or the Association is permitted to participate in the running of a hurdle or any other race at any race meeting.

Authorised Pony Club events are those that are documented in the Pony Club minutes and are conducted and controlled by the Pony Club subject to Pony Club rules.

Pony Club Association NSW recommends that horses not be loaded (with rider and tack) by more than 20% of the horses weight, at all levels.

Horses entered in jumping events in NSW (other than State Championships) must be at least four (4) years of age as at 1 August each year.

35. **INSURANCE**

Clubs are required to keep a “Club Accident Book” to record *ALL accidents* occurring at authorised Pony Club fixtures. Full details and Statements from witnesses are to be entered.

Accident/incident forms are available on the Associations website and copies should be forwarded to the State Office for retention on **all** accidents/incidents.

Clubs are required to keep a “Club Volunteers/Attendance Book” for all club rally days and events for those people who are not Pony Club members who volunteer on the day.

Voluntary Workers and Non-Riding Members will only be covered by Pony Club Personal Accident Insurance if they are unmounted, all mounted personnel must be registered with the Pony Club Association as a Riding Member.

Authorised Pony Club events are only those that are documented in the Pony Club minutes and are conducted and controlled by the Pony Club Instructor and subject to Pony Club rules.

Please note that all members must now submit their date of birth details as part of the Associations insurance liabilities. Failure to submit a correct date of birth may be considered a false statement and invalidate their insurance.

Clubs should check the Associations website for full details relating to the conditions of insurance and notify the State Office of all members 80 years of age and over for those to be listed on the Associations Liability Insurance policy. Please note that any member under the age of 2 will not be covered by the Associations policies.

36. **PARKING AREAS**

Clubs and Zones are required to provide *designated parking areas* for ALL vehicles, separate from areas where horses are ridden, tied or held. These should be clearly sign-posted and made known to all concerned.

If drivers choose to ignore the designated parking area, they do so entirely at their own risk. However, this is to be discouraged as vehicles near horses and riders always increase the risk of accident.

If a horse causes damage to a car, the owner of the horse may well consider claiming on his/her own household policy, which would more than likely contain a public liability clause, as an alternative to claiming on the Pony Club policy. The number of claims made on the Pony Club policy will eventually *directly reflect* on the cost of premium per riding member and will consist of a significant excess for all claims.

Any person outside of a horse free designated area at a Pony Club event must wear covered solid

footwear.

37. OTHER CLUB POSITIONS

Clubs shall appoint a Member Protection Officer, Child Protection Officer, Horse Welfare Officer and Safety Officer for assistance within these areas.

37.1 Horse Welfare Officer

1. Clubs and Zones are urged to appoint a responsible person to the position of Horse Welfare Officer.
2. This person to be a member of the Club, ideally an Instructor (but this is not always possible) he/she could be a helpful parent who understands horses.

The appointee will liaise with Instructors and will be responsible to report any cause for concern to either the Chief Instructor of the Zone or the Club Senior Instructor for discussion and appropriate action, if required.

1. This Office is seen as one of vital importance in monitoring the *genuine welfare of every horse* in the Club and to ensure that the Association demonstrates to the appropriate authority, that the necessary action of correct supervision of the “welfare” of the Pony Club horses, has been undertaken.
2. It is not the intention that this Officer should usurp the authority of Instructors or be in conflict. Instructors already have a demanding responsibility in preparing lessons, conducting competitions, supervising riding classes etc. — the welfare Officer position is intended to complement and assist the Instructors panel of any Club/Zone, work in close co-operation with and relieve them of an added task.
3. It is important that the appointee is a regular attendee at Club and Zone fixtures.

It is recommended that wherever possible for all Pony Club Eventing/Horse Trials competitions a vet should be at least “on call” during the cross-country phase.

37.2 Safety Officer

Clubs and Zones are encouraged to appoint a person (who attends regularly) to check that as far as possible, every reasonable precaution has been taken to ensure the safe conduct of any Pony Club fixture. The ground should be checked, precautions taken with the use of electricity etc. each Club should keep a “check list”.

There is no liability directed towards the Safety Officer, in that as far as possible, he/she has reported any possible problems to the Senior Instructor and/or Club President, who will organize any appropriate action, if required.

It is not the intention that the Safety Officer should usurp the authority of the Instructors or the Club Executive or be in conflict. The position is intended to complement and assist, by bringing to the attention of the appropriate Officers, any situation of potential risk and therefore make every endeavour to prevent the likelihood of the possibility of accidents. The Safety Officer should be responsible for completing the annual Safety Checklist/audit as well as completing a Safety Checklist/audit for all rally days and competitions. The Safety Officer should also provide a Safety Briefing before the state of each rally day, competition etc. for further information in regard to the Work Health Act 2011 and Safety and Risk Assessment information on the Associations website. All members especially Club/Zone office bearers and officials should be aware of the Work Health and Safety Act 2011.

Refer *PARKING* section 3 paragraphs 34.

THIS SHOULD BE STRICTLY SUPERVISED AT ALL PONY CLUB FIXTURES AND MAY BE ASSIGNED AS A DUTY FOR THE SAFETY OFFICER.

37.3 Member Protection Information Officer

1. Member protection is about effective risk management of two of the biggest risks to your Club — losing participants and harming members.
2. A Member Protection Information Officer (MPIO) ensures your Club handles complaints in an appropriate and consistent manner. They do not investigate complaints but help the person with the concern to deal with what has happened and advise them of the appropriate regulations and procedures. Appointing someone in the role who is approachable, accessible and able to maintain confidentiality ensures people in your Club have someone supportive to go to with their concerns and to access information.
3. At all times the MPIO will refer to the Association policy applicable at the time.

37.4 Child Protection Officer

1. Each financial member 18 years of age and over is required to complete the PCANSW Member Protection Declaration form. The Child Protection Officer of each Club is responsible to maintain this information and ensure any members have completed this requirement.
2. Guest Instructors and volunteers (i.e. non-members) are required to complete Volunteer/Student Worker Declarations. The Child Protection Officer of each Club is responsible to maintain this information and ensure any members have completed this requirement.
3. The above records to be made available upon request by the Association or screening agency.

37.5 Complaints Handler

Any person in authority in the club or organisation who may be required to manage complaints or concerns, this may include resolution, investigation and mediation. Complaint handlers may be in the role of a president, secretary, committee member, coach or official.

37.6 Complaints Officer

Clubs are not required to appoint a Complaints Officer, and many choose not to. A Complaints Officer is a nominated person within the club or association delegated to deal with complaints. People wishing to lodge a complaint would be directed to this person. A Complaints Officer is authorised to investigate and act on complaints without consulting the committee, although they will report back to the committee on a need-to-know basis about the incident, any actions they've taken and the results.

38. **SALE OF MERCHANDISE**

Pony Club members are not permitted to offer for sale at Pony Club events, horses, items of saddlery or equestrian equipment or clothing unless such items are those marketed by the Association or have been previously owned for bona fide use by a member at Pony Club events or offered for sale or sold at Pony Club canteens.

39. CONFLICT OF RULES

In the event of there being a conflict of rules between any rules printed in this Handbook the last printed shall prevail.

40. CLUB OR ZONE BY-LAWS

Clubs and Zones may create their own By-laws through correctly submitted motions at their Club or Zone meetings.

Considering that clubs vary greatly in their demographics (membership numbers, average age of members, skill levels, geographic location, facilities etc.) it is not possible for the Association to cover every scenario. Therefore, it is recommended that Club and Zone committees formulate written policies and procedures called By-laws that suit their needs for issues not covered in the Associations handbook.

By-laws must never contravene, contradict or alter the intent, of Pony Club Association NSW rules or the Clubs Rules of Incorporation.

Issues for consideration as By-laws may be attendance requirements, uniform/attire at rallies, members arriving late and leaving early at rallies, adult supporter participation requirements for equipment/canteen, pack up and set up, ground management issues, club awards etc. Once ratified by the committee, By-laws are rules that all Club or Zone members must abide by.

Any changes to these by-laws must be communicated to all members as soon as possible along with changes to any Club or Zone by-laws. Copies of Club or Zone by-laws must be available for all members to read. The Association recommends that Clubs and Zones include a copy of their by-laws on their club notice board or website.