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# BY-LAWS AS APPLICABLE TO STATE CHAMPIONSHIPS AND GENERAL COMPETITIONS

## 1. CONDITIONS OF ENTRY

All entries for Championships are furnished by Club Secretaries to Zone Chief Instructors to be forwarded to the Association Office, together with the entry fee to be received before 5.00 pm on the applicable closing date. Entries will not be received from individuals or Clubs.

All entry forms must include the following:

- a) Signature of the Zone Chief Instructor.
- b) Signed championship nomination form for each competitor.
- c) Names, addresses and telephone numbers of Zone team managers for each section.
- d) Signed horse identification form for each competitor.

Zone Secretaries forward a list of Zone nominees to team managers prior to their departure for the championship and also furnish them with a complete list of scratching's.

Fees will comprise of Entry Fees, Administration Fee, Stable/Yard (portable yards are not permitted) and Camping Fee's (cheque for all fees to be made out to PCA NSW), for the weekend with an extra stabling fee separately noted for an additional horse for Campdrafting where applicable.

Stable/Yard and Camping fees are refundable where scratching's are notified no later than 14 days prior to the event to the State Office. Entry Fees will only be refunded upon production of a doctor's or veterinarian certificate.

Entry, Administration, Stable/Yard and Camping fees for State Championships are to be submitted at the time of entry for each competitor to the State Office with the Zone cheque to be made out to Pony Club Association NSW.

- e) All entries to be typed or printed for clarity and include name and age of competitor (on the first day of competition), name, age and description of nominated horse indicating brands (if any) and markings and name of Club and Zone (incomplete entries will not be accepted.)

Attendance at rallies is to be verified by Club Secretary.

Entries are to be listed in order of priority as decided by the Zone Chief Instructor. (Grading of entries is essential when championship entries are excessive.)

- f) Entry fee and any other fees applicable.
- g) Closing dates for applications to host State Championships shall be submitted by Zones on the approved form 12 months prior to the scheduled championship.

Zones are encouraged to apply to host State Championships as early as possible so that State Sponsorship may be obtained.

Should there be less than ten (10) riders compete in any group at a State Championship points will be allocated on a pro-rata basis and if there are less than five (5) riders in the age group there will not be a Reserve Champion.

In State Championships where there are multiple grades per age group, the highest grade for that age group will be awarded State Champions and receive the relevant awards.

The winner of the lower grade/grades will be acknowledged as champion of their age/grade and receive an award stating they were the champion of that age/grade.

## **Bio Security at events**

The Pony Club Association of NSW does not have a mandatory requirement that horses attending NSW State Championships hold a current Hendra Virus Vaccination Certificate, vaccination is however recommended for horses. If a horse is vaccinated a copy of their current certificate should accompany the application for any State Championship.

The host zone is responsible for ensuring the state bio security procedure is followed for the entire event.

All horses must use the designated entry point to the event, typically a separate laneway near the entrance of the venue, through which every float or truck must pass. At one point in the laneway, floats/trucks will be stopped and horses unloaded one at a time when directed by an official.

Mandatory Horse Health Declarations will be collected at this time, please complete the Horse Health Declaration form within three days leading up to the State Championship and present to event officials on arrival. Entry will be refused to the event until the declaration is handed to officials at point of entry

Mandatory P.I.C Number must be on the Horse Health Declaration form for all NSW and Queensland horses. A list of people traveling onto the site must be kept and checked upon entry.

All horses entering the grounds must be unloaded as directed or be unloaded in a quarantine area. Horses must be checked for their identification (either scanned if microchipped or use of a signed horse identification papers) and any visual signs of illness.

Any horses showing any signs of illness or distress must be quarantined, and not allowed onto the grounds until checked by the nominated person and given the all clear. If the nominated person is unable to make a determination in regard to the horses health a veterinarian may be called with costs to be paid by the owner and the horse will remain quarantined.

Signs of illness include running nose or discharge from the nasal area, sweating, and elevated temperature will be segregated.

If horses are not returning to the Property (P.I.C stated on Horse Health Declaration), Horse handlers will report this to the person in charge on entry.

If a late change of horse occurs, a copy of the new horse's Hendra Vaccination Certificate or Horse ID must be presented at the time of entry, with all required signatures and a Veterinary Certificate (if appropriate) for the scratched horse. A new Horse Health Declaration form will also be required.

## **2. GRADING AND PERFORMANCE CARDS**

a) For ALL Championships, Club Secretaries are required to forward a copy of GRADING OR PERFORMANCE CARDS to their Zone Chief Instructors with nominations, which should be retained by Zone Chief Instructors until after the nominations have been accepted and a copy forwarded to the State Office. Whenever grading cards are required for verification of performance, photocopies of both sides thereof should be submitted unless originals are specifically called for.

b) Zone Secretaries are to verify the ages of all entrants and check that details of all horses are

complete and names of all entrants appear on Zone copies of current STATE REGISTRATION LISTS, prior to forwarding entries to the Association.

In the event of any Club or Zone official not being available to fulfil the functions outlined above, the Club or Zone President (or failing him/her a vice-president) may appoint another Club or Zone official to deputise.

### 3. CLOSING DATE

Late entries, telephone entries or incomplete entries are not accepted. Zones whose nominations are received by the closing date and nominee/s are found *not to be registered* as financial members will be notified and given a maximum of ten days for the registration forms and remittance to be received at the Association office.

Failure by Zone Secretaries to comply will result in the entries concerned being rejected and returned to the Zone.

### 4. RALLY ATTENDANCE

It is mandatory for competitors entering State and Interstate Championships, the R.A.S. and representative teams to have attended **a minimum of three Pony Club instruction days in the preceding 12 months. Proof of such attendance is to be furnished by State membership and identity card.** An exemption because of extenuating circumstances can only be granted by the Zone Chief Instructor of the Zone concerned.

Associates instructing, whether mounted or unmounted at Pony Club fixtures, is counted as attendances for championship entry requirements.

### 5. FINANCIAL MEMBERS

All competitors must be financial members of their Pony Club and be registered with the Association for the current period, at time of entry.

### 6. COMPETITORS' AGE

Riders' ages are taken as at the first day of competition. At Association fixtures officials may request written proof of the age of any competitor.

Members must compete in their own age group in all events (individual and teams) and cannot transfer to another age group.

At the discretion of the organising Committee, Juniors (i.e. under 17) and Associates (17years and up to the end of the calendar year in which they turn 25 years.) may be combined for competition in Championship, A & B Grade in Showjumping and Eventing.

### 7. INTERSTATE AND INTERNATIONAL COMPETITORS

International visitors and invited guests from other States are subject to special regulations with regard to mounts and other matters as determined by the Association. Pony Club Australia are responsible for the organisation of all International competitions and exchanges, States are subject to rosters and other regulations as per Pony Club Australia regulations.

PCA NSW will provide a grant for selected International riders as determined from time to time for State, Interstate & General Competition Rules updated July 2019 - Section 4

State sanctioned International Championships or Exchanges, the current grant is 40% up to a maximum of \$2,000 of the fee set by Pony Club Australia per rider as at 27 November 2018.

Interstate competitors are the responsibility of their own State Association as to eligibility for entry and ride under Association rules for the particular competition.

State Mounted Games Championships are State Games only and invitations shall not be issued to other States.

## **8. INTERSTATE COMPETITION**

Nominations for inclusion in teams for Interstate Championships are called by the Association. Nominations must be submitted through Club and Zone Secretaries and have the approval of the nominees' Zone Chief Instructors. The Club attendance and performance requirements for entry to Interstate Championships are the same as for State Championships, riders who do not fulfil these attendance and performance requirements will not be eligible.

Applicable PERFORMANCE OR GRADING CARDS or photocopies of same verifying at least the previous twelve months performance and members IDENTIFICATION ATTENDANCE CARDS verifying a minimum of three instructional rallies in the preceding twelve months must accompany nominations to the Zone Chief Instructor and are to be retained by the ZCI until after nominations have been accepted. Late entries or those that do not meet all requirements of grading, attendance and entry fees for Interstate Championships will not be accepted and be returned to the Zone Secretaries forthwith and no further correspondence be entered into.

The Executive Committee will appoint a State team manager and all competitors will be responsible to this manager. Any undesirable behaviour by team members will jeopardize future acceptance in Pony Club events.

## **9. STATE UNIFORM**

New South Wales competitors will wear N.S.W. Pony Club State uniform including beige, oatmeal or fawn jodhpurs, Light blue school shirt (sleeves to be worn down and buttoned at the wrist), navy blue Association tie, State badge and approved equestrian helmet. If jumpers are worn they must be plain knitted V necked wool or wool blend of navy blue colour. State saddle cloths must also be purchased by the rider.

## **10. SCRATCHINGS**

All scratching's for Championships are to be notified to the Association office as soon as known. No refund of entry fee will be made after the close of entries.

EXCEPTION: Production of veterinary or Doctor's certificate. This does not apply to Interstate Championships.

Stable and Camping fees are refundable where scratching's are notified no later than 14 days prior to the event.

## **11. SUBSTITUTION OF MOUNTS**

In the event of illness or injury to a horse, or for any other reason the Advisory Committee may allow, a horse may be substituted. If a horse is substituted the Association or Technical Delegate must be advised in writing not later than 6.00 pm on the day prior to competition, by the Zone Secretary or team manager, giving the reason, together with the approval of the Zone Chief Instructor concerned

and verification that the substitute horse is of championship standard. The substitute horse must be owned by the rider or a member of the rider's Club and comply with all the conditions of nomination for the championship for which it is being substituted.

Any competitor riding a horse not fulfilling the above conditions will incur disqualification.

## **12. SUBSTITUTION OF RIDERS**

*Riders cannot be substituted* at any championship (exception Mounted Games Championship refer section 12 of the Handbook).

## **13. OWNERSHIP OF MOUNTS FOR COMPETITION**

### **JUNIOR AND ASSOCIATE:**

Each competitor may ride one horse only and each horse may only be ridden by one rider throughout the fixture (i.e. State competition) please see relevant disciplines for Club and Zone competitions. The horse must be the property of the competitor or a member of the Club to which the competitor belongs for a period of at least one month prior to and one month after the competition. Such proof to be supplied if requested. A breach of this rule may be penalized by disqualification for up to TWELVE MONTHS.

The only exception to this rule of one horse one rider, is in an event for riders under six years who are members, when a mount owned by another member of the same Club, may be used. No stallions or rigs are permitted at Association fixtures.

## **14. LEASING**

No lease will be recognized unless it is for a period of at least SIX MONTHS. The lease must be signed by the lessee and the lessor in the presence of a Justice of the Peace who must witness the signatures and the date of signing. The lease form must then be countersigned by the Secretary of the Club to which the lessee belongs. The original lease form must then be forwarded to the Association office and a copy each to the lessee, the lessor, the Club Secretary and the Zone Secretary. (Lease agreement forms are available from the Association office.)

The leased horse cannot be used in competition until a period of SIX WEEKS has elapsed from the date the lease is signed by all parties. If the lease is renewed without a break in time, no further qualifying period is necessary. During the term of the lease the horse cannot be ridden in Pony Club competition by any person not a member of the lessee's Club.

## **15. HORSES OWNED IN PARTNERSHIP**

Pony Club members riding horses owned in partnership with another person, who is not a member of the same Club, will be required to register their part ownership with the Association in the same manner as for a lease. The same regulations will apply. Only ONE of the part owners is permitted to ride the horse in Pony Club competition and the intending rider for this purpose should be specified on the "notification of part-ownership" form. (Forms are obtainable from the Association office.)

## **16. HORSE IDENTIFICATION**

All horses must be microchipped to attend a State run event or championship and Horse ID forms must be forwarded to the Association office with State Championship entries. At Championships, team managers should also be in possession of copies of these identification papers describing all

team horses, colours, markings and brands etc. Team Managers are required to bring a copy of each Horse ID to the fitness check. The parent/guardian, or the rider if that person is 18 years of age or over, must sign the Horse ID form. Same are to be signed by the Zone Chief Instructor concerned. In the case of dispute, these papers will be made available to the Technical Delegate (applicable to N.S.W. competitors only).

For R.A.S. entries, horse identification papers are forwarded to the Association with copies of entries.

## **17. PRESENTATION OF AWARDS**

At the conclusion of State Championship/s, team managers assemble ALL MEMBERS of their teams, mounted and in full uniform (whether ribbon winners or not) for the final parade and presentations. The failure of any competitor to comply may well jeopardize the receiving of an award and/or future acceptance for championship competition. The only exception is when special permission has been granted by the Advisory Committee following written application from the team manager.

*In lieu of a mounted parade for final presentations an unmounted assembly of all competitors (in uniform) may be organized, at the discretion of the Technical Delegate and Advisory Committee.*

All (unmounted) presentations at State Championships will not go ahead unless all riders are correctly attired in either Club or Zone uniform (helmets not compulsory for unmounted presentations).

The Technical Delegate is responsible to count the number on parade from each Zone and report any discrepancies to the team manager concerned and to council, to determine the action to be taken.

At State Championships, where there is a tie after fifth place, the ribbon recipient will be decided by the flip of a coin, except for tenth place in which case extra ribbons will be provided.

Should there be less than ten (10) riders compete in any group at a State Championship points will be allocated on a pro-rata basis and if there are less than five (5) riders in the age group there will not be a Reserve Champion.

That in state competitions where there are multiple grades per age group that the highest grade for the age group be awarded state champion receiving relevant awards. And the winner of the lower grade / grades also be acknowledged as champion of the age/ grade but receive an award (as determined) stating they were the champion of that grade / age.

## **18. TROPHIES**

Perpetual scrolls recording the names of individual champions only, will be retained by the Association and individual trophies presented to winners.

## **19. BACK NUMBERS**

Back numbers are to be collected by team managers before 7.30 am on the first morning of competition. (Exception — Dressage Championships, when back numbers are to be collected by team managers prior to 6.00 pm on the day prior to the championship.) Failure to do so deems the rider scratched unless extenuating circumstances have been notified to the organizing Committee.

A deposit is to be lodged at the time of collection of back numbers and is refunded to the team manager, if the number is returned in GOOD ORDER at the conclusion of the championship.

## **20. PROTESTS AND DISPUTES**

Any protest must be lodged in writing together with the applicable fee by the Zone team manager only and handed to the Technical Delegate.

Protests are to be made no later than 1 hour after the happening which gave rise to the protest, or within 15 minutes of the final championship scores being posted, whichever is the sooner. Protests against the eligibility of competitors or horses are to be lodged not later than 1 hour before the commencement of the event.

Protests and disputes at any championship shall be considered by a Committee (to be known as the disputes Committee) consisting of members of the relevant Advisory Committee and the Technical Delegate. At any hearing of a dispute a minimum of 3 members of this Committee must be present. Their decision is final.

## **21. GEAR INSPECTION**

Competitors, prior to each phase of any competition, present themselves to the gear steward/s on duty in the appointed ENCLOSED area. Unauthorized persons may not enter the gear check area or hand gear to competitors. An inspection will take place and competitor's names will be checked on a list. Following the gear check the competitors are not at liberty to leave the enclosure for any reason whatsoever until after they have competed. Any interference with or alteration to any gear after the gear check by any person could entail disqualification of competitor.

ZONE TEAM MANAGERS ARE TO ACCOMPANY RIDERS AT THE GEAR CHECK AREA and remain in attendance to ensure any recommended alterations to gear are carried out.

At all State Championships there should be a helmet parade for all competitors after the fitness check where permitted helmets will be suitably tagged as such. The tag shall be maintained in situ until after the parade.

## **22. SALUTE**

Competitors are not permitted to remove their helmets in salute or for award giving. When saluting the judge, the rider brings the mount to a halt. Girls nod their head and raise the butt end of the whip (if a whip is carried) to their helmet. Boys raise their right hand firmly touching the peak of the helmet. Retention harness must be firmly in place whenever rider is mounted.

## **23. FITNESS — RIDER**

Any rider who is believed to have a medical problem that could impair safe participation in an event is required to provide a Doctor's certificate confirming his/her fitness to compete, prior to the commencement of any competition.

## **24. FITNESS INSPECTION — HORSES**

Appointed fitness inspectors are to be current members of the Association and approved by the Advisory Committee.

Competitors attending fitness inspections prior to any championship must attend neatly dressed in either full Pony Club uniform or a casual uniform of beige, oatmeal or fawn jodhpurs, polo shirt (with



collar and sleeves) in Club, Zone or State colours, together with regulation helmet and boots. Riders are to wear back numbers. Fitness inspections are carried out under saddle with riders mounted. Saddles are to be removed on request of fitness inspection steward/s. Doubtful horses will be referred to a veterinarian for final decision.

At State Championships, fitness checks are carried out in Zone groups.

Horses which fail to pass a veterinary inspection shall not be permitted to re-present at a fitness or veterinary inspection at the same Championships. Horses 20 years and over may be asked to provide a veterinary certificate to prove their fitness prior to acceptance to a state event.

No horse may leave the ground after the fitness inspection at State Championships until the conclusion of the final parade without the permission of the Advisory Committee.

A horse verified to be lame by the officiating veterinary surgeon at State Championships shall be scratched from the event by the Advisory Panel.

A horse which is scratched as a result of the Fitness or Vet Check at a State Championship shall not be thereafter ridden at the venue by any person.

Team managers must accompany competitors to fitness inspection and are responsible to ensure that all team members are checked. Team Managers are required to bring a copy of the Horse ID to the fitness check for each of their competitors.

Failure to present may incur disqualification from the event.

When a State Championship is held out of school holiday time, the Best Presented (Fitness Check) judging will take place at the Final Parade rather than at the Fitness Check.

## **25. EXERCISE**

Competitors may exercise their horses in the areas provided. Horses may be schooled, exercised or lunged only by their nominated riders at the venue for Zone or State competitions. All persons must wear an approved Equestrian Helmet whilst lunging a horse/pony at any Pony Club fixture. An adult member of The Pony Club Association of NSW is permitted to lunge a horse for riders under 17 years of age at all Pony Club competitions, with the permission of the Senior Instructor, Zone Chief Instructor or Team Manager. Competitors may not ride on or near any part of the cross country or Showjumping course before competition. Riders disregarding this rule may incur disqualification from the event.

## **26. COACHING**

Competitors may not be coached by professional coaches while at the venue, at the risk of disqualification from the Championship.

## **27. DRUGS**

Members are not permitted to use drugs prohibited by the Department of Sport, Recreation and Racing.

It is forbidden to administer any stimulant or depressant to a horse or to cause one to be administered in any way whatsoever either before the start of a competition or on the previous day under the maximum penalty of disqualification for life of the owner, rider, horse and groom.

If during a competition or after a test which forms part of a combined training event, Showjumping event or any other event, it is necessary to treat a horse with a drug that is calming, anti-tetanic, fortifying, stimulating etc., the veterinarian appointed by the organizing Committee must be informed immediately. He/she will verify the expediency of the treatment given and then make a report to the Technical Delegate who will decide whether the horse is to be allowed to continue. All stimulating or fortifying treatment not considered necessary by the veterinarian and administered during or after a test which continues on the following day(s) results in the compulsory elimination of the horse.

If the treatment has been for colic only the veterinarian appointed to carry out the veterinary check will decide before the beginning of the next test whether the horse is in a fit State to continue or should be withdrawn.

## **RANDOM TESTING FOR FORBIDDEN DRUGS MAY BE CONDUCTED.**

### **28. ADMISSION CHARGES AND ENTRY FEES**

At Association, Zone and Club fixtures an admission charge to the ground may be made. Entry fees for events may be charged.

### **29. DISTINGUISHING SADDLE CLOTHS**

Zones and Clubs are permitted to wear a distinguishing number and/or an identifying emblem on saddle cloths.

### **30. PRIZES**

**No prize money** will be awarded for any Pony Club event or competition. Prizes will consist of ribbons, rosettes, suitable trophies and/or open orders.

### **31. ALTERATIONS**

Any alterations to programs or important information will be advised by announcement. It is the responsibility of team managers to advise their team members of such changes.

### **32. DISQUALIFICATION FROM COMPETITION**

Disqualification or elimination from a competition may result from any of the following:

- a) Actions such as cruelty, rapping or other harsh practice with a horse by a competitor.
- b) Refusal of a competitor to obey the direction of any officiating steward.
- c) If a rider continues the competition after losing his/her approved equestrian helmet they will be eliminated
- d) Abusive or profane language or bad behaviour by a competitor is not permitted under the Child Protection and Zero Tolerance Policy therefore the competitor will be eliminated.
- e) Dangerous riding.
- f) If a horse is considered lame, sick, exhausted or incapable.
- g) Misuse of whip or spur or ill-treatment of the horse.
- h) Unacceptable behaviour e.g. riding a horse in an unsafe manner, two on a horse, riding a horse with a rug on, riding with helmet or retaining harness not in place or without approved boots, either prior to or during a competition etc.
- i) Not being ready to start when called.
- j) Any action, failure to act or behaviour considered unacceptable by the Advisory Committee.
- k) Any parent or guardian that is abusive of a judge or official may risk the elimination of their child on that day and possible future days.

At Pony Club events *conducted by agricultural show societies*, a competitor may be disqualified if the rules of the Association are broken and remain disqualified from all or some of the subsequent Pony Club events held during the fixture.

At fixtures conducted by Pony Clubs, a member who breaks the rules of the Association may be disqualified from all or some of the events, both preceding and following the misdemeanour. The Dispute Committee has the right to disqualify a competitor for any breach of rules.

### **33. GENERAL CHAMPIONSHIP REGULATIONS**

As it is not feasible to print all rules and regulations pertaining to any competition in a championship schedule, team managers and competitors are expected to be familiar with all applicable rules and to act accordingly.

Updated rules are published in council minutes and it is the duty of Clubs to keep members informed of alterations. Team managers are to have a copy of up-to-date rules.

Available members of the Association Advisory Committee, the Association Executive and the Technical Delegate may alter or delete any part of any program or make any changes required.

Neither the organizing Committee nor the Association accepts any responsibility for any accident or illness which may befall any horse, rider, groom, spectator or any other person at any fixture organized and conducted by them.

Members disregarding any rule or regulation of the Association may place themselves, their Club and the Association at risk in regard to public liability and sports insurance coverage's.

Zones hosting a State Championship must nominate a Safety Officer for the event. This Safety Officer will work in conjunction with the Technical Delegate to oversee the safety of riders, judges, officials and spectators and ensure that a Risk Assessment is completed before the event and deliver the Safety Briefing at the start of the Championship and to the team managers meeting. Safety Officers should make themselves aware of their responsibilities under the Work Health and Safety Act 2011.

### **34. TEAMS AT CLUB AND ZONE COMPETITION LEVEL**

In Club or Zone level competition where team events apply all riders in a team must come from one Club.

**EXCEPTION:** If there is a lack of riders from some Clubs to form a team it is possible for the Zone Chief Instructor to authorize scrambled teams amongst those who would otherwise not have the opportunity to take part in the event (names must be drawn from a hat). This must be strictly controlled as it is not the intention that riders who should be representing their own Club would stay out in order to ride with members of another Club and is mainly intended for small Clubs who do not have sufficient members present to form a team. These are classed as special events.

It should be clearly understood that the above ruling does not apply at agricultural shows where Pony Club team's competition takes place. At such shows all team members **MUST** belong to the same Club and be registered members of that Club and ride in approved Pony Club uniform. The rules relating to eligibility and ownership of mounts are to be strictly observed.

N.B. At the Sydney Royal, in the Zone Teams of Four competition, all team members must belong State, Interstate & General Competition Rules updated July 2019 - Section 4

to the same Zone. Eligibility and ownership of mounts as per section 4-4.

### **35. ZONE TEAMS**

At State Championships, all riders are eligible to be considered as members of a team for their Zone. A team consists of a minimum of 3 riders and a maximum of 4 riders with all scores to count.

EXCEPTION: In a State one day event, riders from the advanced section only are eligible for Zone teams.

### **36. INTERSTATE TEAMS**

A State team competing in Interstate competition will comprise 4 members and will be selected on performance at the competition or in accordance with the council ruling for that particular competition. All scores to count.