



# PONY CLUB

## VICTORIA

Inc AS134135S | ABN: 64 320 020 091

# Handbook of By Laws

**Effective 1<sup>st</sup> January 2017**

(Supersedes all previous editions – only By Laws in this edition are applicable)

## FOREWORD

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There are thousands of pony club members participating in PCV ranging from the new to the experienced. Within this environment, achieving the aims of this book is an essential ingredient to creating harmony and fulfilment within a club, zone and at competitions.

Therefore, the continuing education of both new and experienced club members in all PCV rules is necessary. Experienced club members should not rely on memory and new club members should not remain ignorant. The state council asks all clubs and zones to promote actively the need to become very familiar with these rules and for club members to undertake self-education.

## AIMS OF THIS HANDBOOK

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These rules:

- Allow uniformity and consistency of methodology within PCV between clubs and between zones
- Provide a level playing field for competition
- Minimise risk to our riding club members, clubs and zones.

## HANDBOOK DEFINITIONS

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This handbook contains both By Laws and comment, and must be read in conjunction with all other rule books published by the PCV.

By Laws are rules that the PCV State Council have officially ratified. All club members, affiliated pony clubs and zones of the PCV must strictly follow and adhere to them.

- All matters in this book are by-laws unless specifically marked as **Comment**. Comment items are not rules but are designed to provide practical assistance, guidance and recommended procedures for clubs and zones.
- In this handbook, the following definitions apply:
  - **“PCV” means Pony Club Victoria Inc.**
  - **“Club member”** means a person who meets one of the definitions in rule 13.5.
  - **“Pony club”, “club”, “member pony club” or “probationary pony club”** means an organisation affiliated with the PCV.
- Unless stated to the contrary, a reference in this handbook to a rule, in this handbook or elsewhere, refers to the rule and all its sub-clauses.
- Unless otherwise specified, reference to a rule number means the rules within this handbook.
- The singular includes the plural and vice versa; and words importing one gender include the other.
- Some reference material noted in this book is available from the PCV web site; such material is also available from the PCV state office in a printed format. PCV may charge a fee for printed information.

## PCV AIMS AND OBJECTIVES

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- To encourage young people to ride and to learn to enjoy all approved types of sport connected with horse riding.
- To provide instruction in horsemanship, riding and the proper care of horses.
- To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

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## ABBREVIATIONS

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Throughout this handbook there are some abbreviations often used within pony club:

<b>Abbreviation</b>	<b>Term</b>
CCI	Club Chief Instructor
CIP	State Chief Instructors' Panel
DAP	Disability Action Plan
DC	District Commissioner
DCI	Deputy Chief Instructor
EA	Equestrian Australia
EV	Equestrian Victoria
HC	Hors Concours
NCAS	National Coaching Accreditation Scheme
PCA	Pony Club Australia Inc.
PCV	Pony Club Victoria
PCVEC	Pony Club Victoria Equestrian Centre
RWH	Riders Without Horses
RDA	Riding for the Disabled
ZA	Zone Assistant
ZCI	Zone Chief Instructor
ZES	Zone Examining Secretary



# 1 Pony Club as a Youth Movement

## 1.1 Introduction

Comment: As a youth organisation, pony club encourages young people to ride and learn to enjoy all approved kinds of sport connected with horses, riding and the correct care of horses. Instructors and helpers are primarily youth leaders. They gather a group of young people with a common interest, the horse, which is of the greatest importance. Pony club places in order of significance:

- The safety of the member.
- The comfort of the horse.
- The enjoyment of the rider.
- The progress of the rider.

Instruction is essential. Improving the standard of instruction is important but as a youth movement, pony club has added qualities to consider.

One of the main objectives of all youth movements – whatever the medium they use to attract their members – is to “promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.”

The achievement of these objectives, together with sound horsemastership and riding skills is pony club’s aim. Happy clubs and their members mean we are fulfilling our aim.

## 1.2 Suggestions for Success

### Comment

- Know your members as individuals.
- Know their names, personalities, capabilities and difficulties – take the time to talk and listen to them.
- Encourage communication between all members, officials and instructors at each club activity.
- Make your club an effective meeting place.
- Create the opportunities to promote socialising skills throughout the club; such as age and skill group mixing, adult and member mixing.
- Encourage a sense of belonging and importance to the club.
- Train your members for Riding and Life.
- Create the environment for the member to exercise judgement, focusing the training on the ability to make a choice rather than making the correct choice.
- Challenge each member.
- Activities must be stimulating. Try to cater for each member’s individual interests at least once in your program.
- Imagination is the key to providing challenge. Meeting one challenge may lead a member to apply the same approach to other areas.
- Talk to other clubs to discover the activities they are using. Ask the club’s members what they find most stimulating.
- Pony club’s aim is simple and non-restricting. Pony club should be the same.
- Be “open minded” and not “locked in” to old ideas. Change is essential, where individuals are changing, but the basic principles remain the same.
- Remember – the key issues are involvement and participation in life.
- Offer what is wanted at pony club and make it the best offering.



- 2.2.c The only exceptions to this structure are:
- i. The state council may distribute news bulletins, minutes, urgent information and confidential matters necessary under privacy laws, directly to zones, clubs and club members through both written and/or electronic transmission.
  - ii. Clubs may submit business directly to the state council for a PCV conference, in accordance with rule 4.7.

### 2.3 Membership Structure

- 2.3.a Refer to rules 6.1 and rule 11, which are summarised in figure 2.

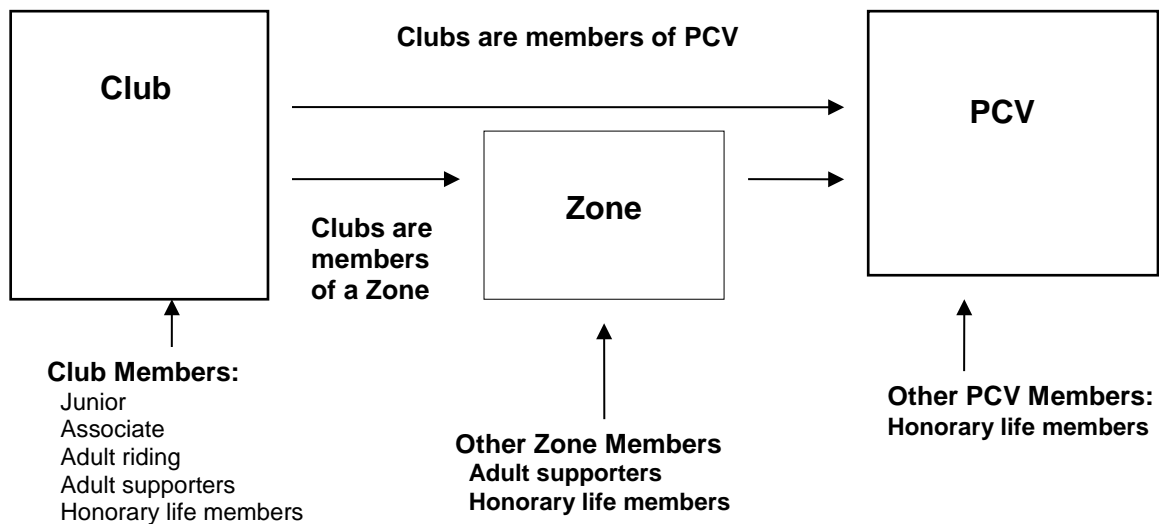


Figure 2. Member—club— zone—PCV membership structure

- 2.3.b In addition, PCV requires registration of all instructors, coaches, and club and zone officials.

### 2.4 Privacy Policy

As an organization run solely for the benefit of its members, it is necessary for Pony Club Victoria (“PCV”) to gather and maintain a register of personal information relating to its members. Such personal information may include identifiable information, including but not limited to names, residential and mailing addresses, telephone and email contact information, age, gender etc.

PCV takes the privacy of its member’s information very seriously and as such, strictly limits the use and disclosure of such information. Accordingly, PCV members, affiliates and sponsors must not use, sell, rent or share any personal information of other PCV members without the prior written consent of the individual member (or their guardian) except in the following limited circumstances:

1. Where such use or disclosure is necessary for PCV to perform its functions pursuant to the Rules of Incorporation and/or the Handbook of By-laws or any other document, regulation or legislation relevant to the activities and functions of PCV;
2. Where it is reasonable to believe that the disclosure of such personal information is appropriate to comply with the law; to enforce or apply this privacy policy or other policies or agreements; to protect PCV members’ rights, property or safety; or to protect PCV members from fraudulent, abusive, or unlawful use of personal information or material; or if PCV reasonably believe that an emergency involving immediate danger of death or serious physical

injury to any person requires disclosure of communications or justifies disclosure of personal information without delay.

3. Where third party advisers, consultant or service providers are engaged directly by PCV for the purposes of delivering PCV functions to the PCV members. Such instances may include, but are not limited to; the publication and distribution of PCV sanctioned material such as newsletters and bulletins; provision of insurance products to PCV and its members in relation to PCV activities; the delivery of PCV educational and informational material.

The following is strictly prohibited in relation to personal information of PCV members:

A. The use, sale, rental or sharing of any personal information of PCV members without the prior written consent of the individual member (or their guardian) that is in a manner inconsistent or contrary to this Code of Conduct;

B. Direct or indirect marketing of any; commercial materials, products or services; political or religious materials or information; any other materials, products or services not sanctioned or otherwise endorsed in writing by PCV;

C. Providing or transmitting (or allowing any third party to provide or transmit) any written, verbal or electronic communications of any nature that are not sanctioned or otherwise endorsed in writing by PCV.

Any breach of these principles will be dealt with in accordance with PCV By-laws and may lead to disciplinary action being taken against a member, including but not limited to expulsion from PCV. Furthermore PCV reserves the right to refer any breach to any relevant regulatory or law enforcement body.

#### **SPAM and Un-authorized Communications**

PCV strictly adheres to the *Spam Act 2003* and expects all members, affiliates and sponsors to do likewise. Spam is broadly defined as any communication that is sent via email or phone (such as SMS) that:

Is sent without the express consent of the recipient;

Does not contain accurate information about the person or organization that sent it;

Does not have a functional 'unsubscribe' facility that allows the recipient to opt out of receiving messages.

Accordingly, it is essential that all members, affiliate and sponsors refrain from sending any message or communication that may breach the *Spam Act*.

Sending any message or communication that is contrary to the *Spam Act* will constitute a breach of this Code of Practice and in addition to any PCV sanctioned remedies against those found to be in breach of this Code of Conduct, PCV reserves the right to refer any instances of breach of the *Spam Act* to the Australian Communications and Media Authority.

#### **Social Media and Networking**

PCV publishes guidelines in relation to the posting of information and material on internet, social media and networking sites by PCV members. Information and material that is communicated or disseminated to third parties or on public forums (such as internet, social media and networking sites) that is of a defamatory or damaging nature, releases the personal information of individuals or causes harm, injury or damage to another may lead to criminal and/or civil actions being taken against the relevant individual.

PCV takes the safety and wellbeing of its members, affiliates, sponsors, volunteers and officials very seriously and as such, the posting or transmission of any of the following on internet, social media or networking sites is strictly prohibited by any PCV member:

Material that constitutes harassment, discrimination or bullying of PCV members, staff or volunteers;

Material that may be considered to endanger the safety or wellbeing of any PCV member;

Material that is defamatory or damaging to PCV or its members;

Material that infringes the rights of PCV or its members.

Any breach of these principles will be dealt with in accordance with PCV By-laws and may lead to disciplinary action being taken against a member, including but not limited to expulsion from PCV. Furthermore PCV reserves the right to refer any breach to any relevant regulatory or law enforcement body.

### **PCV Intellectual Property**

PCV is an organisation that has developed a strong and credible reputation through the continuing work of its officials, staff, members and volunteers. Accordingly, the PCV brand has grown to be associated with the provision of rider training, events and education of the highest standard. PCV members are therefore required to act in a manner that is consistent with this reputation and refrain from any activity that may, or may be seen to, damage the reputation or goodwill of PCV.

Members of PCV must not use the PCV name, brand, logo or goodwill:

For any purpose except where such use has been approved in writing by PCV prior to such use;

*In any manner that may be considered to be misleading or deceptive or be likely to mislead or deceive or is otherwise contrary to the Australian Consumer Law or any other relevant fair trading regulation or legislation;*

In any manner that is likely to result in a PCV member or any other member of the public believing that any sponsorship, approval or affiliation exists where such sponsorship, approval or affiliation does not exist;

That is contrary to the intellectual property rights of PCV.

Any breach of these principles will be dealt with in accordance with the PCV By-laws and may lead to disciplinary action being taken against a member, including but not limited to expulsion from PCV. Furthermore PCV reserves the right to refer any breach to any relevant regulatory or law enforcement body.

## **3 PCV Insurance**

### **3.1 Overview**

- 3.1.a PCV must subscribe to compulsory insurance policies, as prescribed from time to time by the state council, for the benefit of PCV, zones, clubs and club members, including volunteers who are registered PCV, in accordance with rule 11.
- 3.1.b Zones, clubs and club members must not act outside of the rules and policies of PCV, in accordance with this quote from the insurance policy:
  - “Insurance cover has been structured based on PCV risk management policies, procedures, rules and regulations and anyone acting outside these guidelines may prejudice their entitlement under the policy or be left uninsured.”
- 3.1.c Policy details are available from the PCV web site at [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) or state office.

### **3.2 Day Participation**

- 3.2.a All open section participants defined in rule 30 must sign a Public Liability Declaration form to cover the duration of the competition/activity. These include but are not limited to clinics and workshops .
- 3.2.b Non Pony Club members (other than those exempted by the PCV Insurers and listed at [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au)) must pay a day participation fee as specified on the Day Participation form for each day of participation/competition.
- 3.2.c Day Participation and ‘Come and Try Pony Club’ riders have neither personal accident insurance nor membership and nobody may promise any insurance, other than as described on the appropriate forms.

- 3.2.d Public liability insurance is extended to open sections and non-pony club members, in accordance with rule 3.2, providing:
  - i. Each participant completes the PCV Public Liability - Day Participation form.
  - ii. Non-pony club members (refer rule 30.2b for definitions) pay the scheduled fee detailed on the form.
- 3.2.e The organising committee must remit the Day Participation Forms or Remittance Summary form, with the fees, to the PCV state office within seven days after the activity.
- 3.2.f Come and Try Pony Club allows one rally participation per form in accordance with rules 3.2.c. and does not give a qualifying rally attendance.

## 4 State Council

### 4.1 State Council Structure

#### Comment

- 4.1.a The state council is the controlling body of PCV, in accordance with rule 2.2.
- 4.1.b In accordance with the PCV rules of incorporation, the state council consists of:
  - i. Office bearers, who are the president, two vice-presidents and a treasurer
  - ii. An elected representative from each zone, known as zone representatives
  - iii. The coaching director, without voting rights.
- 4.1.c Minutes of council meetings are available after the PCV president has signed the minutes and within 21 days of the applicable meeting.

### 4.2 Appointment of State Council Members

- 4.2.a The Annual General Meeting held on such a day no later than October 31st and at such a place as state council determines, elects the president and vice-presidents for two year terms.
- 4.2.b At the AGM, each pony club has one vote, either by a nominated club delegate or by proxy.
- 4.2.c The state council appoints the treasurer. The term of tenure for a new appointment is one year. Following a review the term of the appointment will be two years.
- 4.2.d Zone representatives are elected, in accordance with rule 5.1.e.
- 4.2.e The coaching director is appointed, in accordance with rule 4.3.a.

### 4.3 Coaching Director

- 4.3.a **The coaching director is appointed by the state council.**
- 4.3.b The coaching director is responsible for the policy and direction of instruction throughout the PCV, subject to ratification by the state council.
- 4.3.c All zones must forward to the Coaching Director for approval, any training resources prior to release. This includes DVD's, videos and books. A stamp of 'PCV Approved' will be applied to any approved PCV Training resource.

### 4.4 State Chief Instructors' Panel (CIP)

- 4.4.a The chief instructors' panel consists of a zone chief instructor and the coaching director, who may act as chairperson.
- 4.4.b The CIP must meet at least twice each year to plan the implementation of the instructional policies and provide guidance and direction as required.
- 4.4.c The state council must ratify all new policies developed by the CIP before they are implemented.

### 4.5 Sub-Committees

- 4.5.a At the first State Council meeting after the AGM, the event sub-committees are appointed for the Dressage and Showjumping State Championships; the Horse Trials State Championships; the Inter Zone Teams Horse Trials; Games, Flat and Musical Ride Teams State Championships; The National Mounted Games and Tetrathlon.
- i. Any person wishing to be appointed to a State sub-committee must complete and forward to PCV prior to the AGM an expression of interest form, available from the PCV Website.
  - ii. Committee terms are three years.
- 4.5.b Sub-committees of the state council must report to, and are responsible to, the state council and must follow all directives given by the state council.
- 4.5.c Appointments are for a three-year term and one-third of the sub-committee retires each year, or as prescribed from time to time by the state council. Retiring sub-committee members may be reappointed.
- 4.5.d The state council must approve all documentation (entry forms, programs and promotional material) intended for activities and competitions organised by a sub-committee, before release and distribution of this documentation to the zones, clubs and club members.
- 4.5.e The sub-committee must submit this documentation to the state office for placement on the state council agenda at least three weeks before a scheduled state council meeting as follows:
- i. Either: at the specified state council meeting for any of the competitions, in accordance with rules 37 and 39.
  - ii. Or: if not specified, at a state council meeting that allows sufficient time for the organising committee to gain approval and make amendments as required within its time requirements.
- 4.5.f Where a sub-committee is required to incur expenses to fulfil its purposes, it must submit a budget for the ensuing year and/or specific purposes to the state treasurer for approval and then ratification by the state council before it incurs any expenditure.

#### **4.6 Affiliation with other Bodies and affiliation with PCV**

- 4.6.a The state council may apply for or renounce PCV affiliation with any other organisation, as it deems appropriate. **The State council can also allow any other horse associations or bodies as it deems appropriate to affiliate with PCV that in its opinion will compliment and better the pony club movement. These organizations could be but are not limited to Schools/Tafe, Any educational facility, Private riding schools, Competitions run by non-pony club members, HRCav, EA, Western Pleasure riders, Arab Society and any other body that the State Council deems to be appropriate providing all affiliated members comply with the rules and regulations laid down by PCV. These rules and regulations will be provided to the applicant upon application.**

#### **4.7 PCV Conference**

- 4.7.a The state council may decide to hold a conference and if so:
- i. A conference may be held on the same day as the annual general meeting or at another time as the state council chooses.
  - ii. A conference may include all clubs at one conference or may be split into several conferences held in various zones.
  - iii. At a conference each pony club has one vote either by a nominated club delegate or by proxy.
  - iv. The state council president is the chairperson at a conference or, if he is absent, one of the council vice-presidents acts as chairperson. If the president and the vice-

- presidents are absent, the state council chooses one of its members to be the conference chairperson.
- v. The state council, a zone or any member pony club may have business brought before a conference. The business must be notified in writing to the PCV state office at least six weeks prior to the date of a conference
  - vi. Any business arising at a conference is decided by a resolution put to the meeting and a simple majority vote by a show of hands. In the case of an equality of votes, the chairperson has the casting vote.
  - vii. A resolution put and carried at a conference is a recommendation only to the state council and must be considered by state council for adoption and application at the next state council meeting.
  - viii. If no business is received by the PCV state office in accordance with this rule, the state council or its executive may cancel a conference by giving notice not less than 21 days before a scheduled conference date to the clubs in writing and by electronic transmission if possible and by publicising on the PCV web site.

## 5 Zones

### 5.1 Zone Structure

- 5.1.a There are ten zones, which are more or less geographical in concept—Barwon, Central, East Gippsland, Midland, North Eastern, Northern Metropolitan, Northern, Southern Metropolitan, Wannon and West Gippsland. All zones must be incorporated under the Victorian Associations Incorporations Act 1981 (the Act).
- 5.1.b Zones must adhere to and operate within the PCV rules, directives of the state council and the Act.
- 5.1.c At its AGM, the zone must elect its office bearers, who hold office until the next AGM.
- 5.1.d The zone committee consists of:
  - i. Two zone delegates from each pony club in the zone, who must not be Office Bearers of the Zone, to avoid potential conflicts of interest.
  - ii. Office bearers - President, Vice-president(s), Secretary and Treasurer. Other positions may be defined in the zone's rules of incorporation.
  - iii. The zone representative, who must not be a zone delegate but must be a member of one of the pony clubs in the zone.
- 5.1.e In accordance with the PCV rules of incorporation, the clubs within each zone must elect a zone representative at the PCV AGM. The zone representative becomes a member of the state council.
- 5.1.f Zone must hold meetings at regular intervals throughout the year to:
  - i. Receive business in accordance with rule 2.2.
  - ii. Co-ordinate club ideas and proposals.
  - iii. Assist member clubs to carry out the aims and objectives of the pony club movement.
- 5.1.g A zone committee may maintain by-laws that it ratifies in its minutes pertaining to specific aspects of zone policies and procedures that zone clubs and club members are required to follow. By-laws must not contravene, contradict or alter the intent of PCV rules or the zone's rules of incorporation. A by-laws guide is available from the PCV web site or state office.

### 5.2 Zone Fees and Levies

- 5.2.a Each zone may set an annual levy and/or fees payable by each club allocated to the zone.
- 5.2.b Each club within the zone must pay the levy and/or fees.



- 5.2.c The levy and/or fees must be determined in accordance with the zone rules of incorporation or if not specified, by the zone committee.
- 5.2.d The purpose of the levy and/or fees is to assist in funding the zone's expenses or projects.
- 5.2.e A club that does not pay its zone fees within the prescribed time may be disaffiliated, in accordance with rule 9.8.b.

### 5.3 Zone Representative

- 5.3.a The zone clubs elects their zone representative, who serves on the state council, in accordance with rule 5.1.e, and is also required to:
  - i. Strictly adhere to and apply PCV rules and state council directives.
  - ii. Act as a co-ordinator between the zone's clubs and state council, and work in close liaison with the state council, zone executive and committee, zone chief instructor, deputy chief instructors and zone assistants and the zone examining secretary.
  - iii. Represent the zone's pony clubs at state council meetings, state competitions and other state meetings.
  - iv. Appoint a competent course accreditor to inspect and approve horse trials course venues and set up within their zone in accordance with Horse Trials Rules B4.
  - v. Attend or appoint an appropriate nominee, to attend horse trials within the zone as required by the Horse Trials Rules B4.
  - vi. Attend activities and competitions as the zone representative deems necessary, to ensure compliance with the PCV rules.
  - vii. Ensure that the zone, clubs and club members within their zone operate in accordance with all current PCV rules and by-laws, and stipulate remedial or disciplinary measures when required. Provide a written report to the state council of any action taken to discipline clubs or club members. (Clubs, club members or zones complaining about or objecting to the disciplinary measures imposed by a zone representative, may lodge the complaint in writing, within 14 days, addressed to the PCV Chief Executive Officer at the state office).
  - viii. Provide advice and guidance to clubs and assist with "best practice" management and the resolution of domestic problems and issues, with the assistance of the zone executive or its appointee(s) as required.
  - ix. Check all competition entry forms and programs to ensure that the minimum standards are followed and provide an approval to the organising committee once satisfied. The minimum standards are in *Competition Condition Inclusions* available from the PCV web site or state office.
  - x. Endorse nominations and entries of club members for all state, interstate and national occasions.
  - xi. Appoint assistant(s), when necessary, to perform these duties.

### 5.4 Zone President

- 5.4.a The zone president is required to:
  - i. Act as chairperson at zone meetings.
  - ii. Promote the zone objective: "to co-ordinate clubs and assist them to carry out the objectives of the PCV."

### 5.5 Zone Vice-President

- 5.5.a A zone vice-president is required to assist the president wherever possible and act as deputy in the president's absence.

### 5.6 Zone Secretary

- 5.6.a The zone secretary is required to:

- i. Prepare the agenda for each zone meeting in consultation with the zone president and forward a copy to each club in the zone either in writing or by electronic transmission if agreed by both parties.
- ii. Attend each zone meeting, write and circulate the minutes to zone clubs and PCV as soon as possible after the meeting.
- iii. Maintain zone administration, correspondence and instructions directed by the zone meeting.
- iv. Carry out any function that may be relevant to the office of zone secretary.

### **5.7 Zone Treasurer**

- 5.7.a The zone treasurer is required to:
- i. Receive all monies and pay all zone committee-approved accounts.
  - ii. Record the zone's financial transactions and present a financial statement at each meeting.
  - iii. Prepare an end-of-year financial statement for the AGM in accordance with the Act and the zone's purposes and rules of incorporation.
  - iv. Ensure the zone's public officer forwards a copy of the financial statement and the appropriate forms to the Associations Incorporations office at the Department of Consumer Affairs Victoria, by the prescribed time.

### **5.8 Zone Chief Instructor (ZCI)**

- 5.8.a The zone chief instructor, assisted by deputy chief instructors and zone assistants of the zone must:
- i. Follow the requirements set down in the current *Pony Club Australia (PCA) Syllabus of Instruction*, the *PCA Manual of Instruction*, *PCA NCAS Syllabi* and policies as determined by the state coaching director, in accordance with rule 4.3.
  - ii. Assist with the implementation of programmes under the PCV Instructional Policy throughout the zone.
  - iii. Facilitate the organisation of courses for coaching, efficiency test examiners and efficiency certificates, with a view to achieving uniformity in all aspects of teaching and examining within the zone.
  - iv. Present a report at each zone meeting to keep the zone committee fully informed of all plans, progress and instructional policy information.
  - v. Zone Chief Instructors must have current NCAS Level 1 accreditation.
- 5.8.b The zone chief instructor is appointed, in accordance with rule 5.11.

### **5.9 Zone DCI and ZA Panel**

- 5.9.a The DCI and ZA Panel is a sub-committee of the zone and is responsible to the zone and, therefore, the PCV and must follow all directives given by the zone and PCV.
- 5.9.b The Zone appoints deputy chief instructors, in accordance with rule 5.13, and zone assistants, in accordance with rule 5.14, to assist the zone chief instructor. DCIs, ZAs and the ZCI form a panel known as the zone DCI and ZA panel.
- 5.9.c All members of the DCI and ZA panel are eligible to vote at any panel meeting.
- 5.9.d The ZCI calls a minimum of two meetings per year of the DCI and ZA panel.
- 5.9.e The DCI and ZA panel is the instructional sub-committee of the zone. Any proposals to change policy or direction require ratification by the State Council.

### **5.10 Other Duties of the Zone DCI and ZA Panel**

- 5.10.a Ensure each club in the zone, is visited by a DCI or ZA at least annually.
- 5.10.b Ensure that permanent and full attendance records of all instructors' courses are up to date.

- 5.10.c Maintain a current database of zone instructors and judges, so that organising committees and clubs may contact the ZCI for a referral to an instructor or judge.
- 5.10.d Record junior judges or examiners and provide opportunities to use them in an official capacity.
- 5.10.e Assist the ZCI with any courses.
- 5.10.f Assist with K and B efficiency test assessments as requested by the ZCI.
- 5.10.g Ensure all zone clubs are aware of the efficiency test levels and the procedures for registering candidates and that all relevant matters are brought to their attention.
- 5.10.h Assist the PCV or zone in other matters that may reasonably be requested.
- 5.10.i Keep the PCV and the youth movement aims and objectives foremost in the minds of all involved.
- 5.10.j Report to the zone, in accordance with rule 5.9.e

### **5.11 Zone Chief Instructor Appointment**

- 5.11.a In June, the zone appoints its chief instructor as follows:
  - i. In April the PCV state office notifies the zone representative of the requirement to appoint a zone chief instructor, after which the DCI/ZA Panel or the Zone Executive nominate(s) a zone chief instructor.
  - ii. Before appointment, the zone executive must approve the nomination, which the state council ratifies at its first meeting in the financial year.
- 5.11.b The term of office for a zone chief instructor is one year. The ZCI may be reappointed.

### **5.12 Zone Chief Instructor Casual Vacancy**

- 5.12.a The zone's DCIs and ZAs nominate, by a majority, a zone chief instructor to fill any casual vacancy for this position.
- 5.12.b Before appointment, the zone executive must approve the nomination.
- 5.12.c The appointment applies until the date on which the person who retired would have been eligible for reappointment.
- 5.12.d If the DCI/ZA panel does not nominate a candidate to fill any vacancy, the zone executive may nominate a person from within the panel or from the zone to fill the casual vacancy. This clause then follows 5.11.a.ii. If the Zone does not fill the casual vacancy, the State Council may nominate a person.

### **5.13 Deputy Chief Instructor Appointment**

- 5.13.a In June the Zone re appoints its DCIs as follows:
  - i. In April the PCV office notifies the zone representative of the requirement to call for nominations and re nominations from the DCIs whose three year term has expired.
  - ii. The nominations must be submitted on an official nomination form issued by the PCV state office as follows;
    - A DCI of the zone in which the nominee is involved makes the nomination.
    - The nomination must be endorsed by two other DCIs. However, should the zone not have two other DCIs to endorse the nomination, the two most senior (in years of service) ZAs may endorse the nomination.
    - The Zone Executive may appoint a DCI.
    - The Zone Executive must approve the appointments.
- 5.13.b The term of office for a DCI is three years. A DCI may be reappointed.
- 5.13.c To be eligible for appointment as a DCI, a nominee must have worked regularly as a ZA for a minimum of one year and be prepared to carry out the duties of a DCI.

- 5.13.d To be eligible for re appointment a DCI must attend at least the following two update activities in every three year period of appointment.
- i. The State DCI/ZA workshop.
  - ii. One PCV Clinic, this can be run by a Zone but must relate directly to PCV activities such as judging, course building, gear check.
- 5.13.e The nomination is submitted on an official nomination form issued by the PCV state office as follows:
- i. A DCI of the zone in which the nominee is involved makes the nomination and the nomination form must be accompanied by a brief profile of the nominee
  - ii. The nomination must be endorsed by two other DCIs. However, should the zone not have two other DCIs to endorse the nomination, the two most senior (in years of service) ZAs may endorse the nomination.
  - iii. The zone executive must approve the nomination and then send it to the PCV state office for submission to the CIP. The CIP must ratify the nomination before it is effective and before assigning the DCI to a zone or zones.

#### **5.14 Zone Assistant Appointment**

- 5.14.a In June the Zone re appoints its ZAs as follows:
- i. In April the PCV office notifies the zone representative of the requirement to call for nominations and re nominations from the ZAs whose three year term has expired.
  - ii. The nominations must be submitted on an official nomination form issued by the PCV state office as follows:
    - A DCI of the zone in which the nominee is involved makes the nomination.
    - The Zone Executive may appoint a ZA.
    - The Zone Executive must approve the appointments.
- 5.14.b The term of office for a ZA is three years. A ZA may be reappointed.
- 5.14.c To be eligible for appointment as a ZA, the nominee must have a good working knowledge of the pony club structure and policies and be prepared to carry out the duties of a ZA.
- 5.14.d To be eligible for re appointment a ZA must attend at least the following two update activities in every three year period of appointment.
- i. The State DCI/ZA workshop.
  - ii. One PCV Clinic, this can be run by a Zone but must relate directly to PCV activities such as judging, course building, gear check.
- 5.14.e Nominations must only be submitted by a DCI of the zone in which the nominee is involved.
- 5.14.f A majority of the zone DCI and ZA panel must approve the nomination and then submit it to the zone executive for ratification before the appointment is effective.

#### **5.15 Zone Examining Secretary (ZES)**

- 5.15.a The term of office for a ZES is one year. The ZES may be reappointed. Each zone appoints a ZES at its AGM.
- 5.15.b The ZES is responsible for all matters relating to the organisation and registration of efficiency tests within the zone.
- 5.15.c Refer to rule 41 for information on efficiency test certificates.
- 5.15.d The ZES must ensure all zone clubs and prospective efficiency test candidates know the closing date for zone efficiency tests applications at zone and state levels.
- 5.15.e PCV guidelines for duties of a zone examining secretary are available from the PCV web site or state office.

## 5.16 Zone Junior Committee

5.16.a A Zone may form a Junior Committee using criteria similar to rule 6.14.

## 6 Pony Clubs

### 6.1 Relationship to PCV

6.1.a Pony clubs affiliated with the PCV are the members of PCV subject to adherence to PCV rules, renewing PCV membership, in accordance with rule 6.2 and paying fees in accordance with rule 9.

6.1.b Members of clubs affiliated with PCV are not members of PCV but are extended PCV benefits, in accordance with rule 10.7.

6.1.c Each pony club must belong to and be a financial member of one of the ten zones as allocated by the PCV, in accordance with rule 5.1.a.

6.1.d A pony club affiliated with the PCV must be incorporated under the current Victorian Incorporations Act, or equivalent state legislation, where the club is incorporated in another state, and have a *Statement of Purposes* and *Rules of Incorporation*, which have been approved by the relevant government authority.

**Comment:** Model rules for a pony club have been adapted from the Consumer Affairs model and are available from the PCV web site or state office.

6.1.e Clubs must adhere to and operate within the Act, PCV rules and directives of the state council and zone.

### 6.2 Club Renewal with PCV

6.2.a Each year clubs must submit a membership renewal application and pay the PCV club fee, in accordance with rule 9.

### 6.3 Club Committee

6.3.a The committee is required to:

- i. Administer all local activities and prepare a program based on the *PCA Syllabus of Instruction*, *PCA Manual of Instruction* and policies established by the CIP, in accordance with rule 4.4, and DCI and ZA Panel, in accordance with rule 5.9.e. If this is not followed, the club members are disadvantaged when they attempt the various levels of efficiency certificates.
- ii. Ensure that the club carries out directions of the state council and the zone of which the club is a member.
- iii. Maintain communication between the club and the zone.
- iv. Ensure that the club holds at least eight club rallies each PCV year.
- v. Make every effort to involve associate club members and train them for future administration of the club. They should be encouraged to serve on sub-committees.
- vi. If necessary, maintain by-laws of rules that it ratifies in its minutes pertaining to specific aspects of club policies and procedures that club members are required to follow. However, by-laws must not contravene, contradict or alter the intent of PCV rules or the club's rules of incorporation. A by-laws guide is available from the PCV web site or state office.

6.3.b The committee members should not make any substantial direct cash contributions towards the expenses of the club. The club raises all monies it uses by subscriptions or fund raising functions such as gymkhanas, social functions, competitions or any other means the committee may approve that fit within the PCV objectives.

### 6.4 Club President

6.4.a The president is responsible for chairing meetings and for generally promoting the aims and objectives of the pony club movement.

## **6.5 Club Vice-President**

- 6.5.a A vice-president is required to assist the president wherever possible and act as deputy in the president's absence.

## **6.6 Club Secretary - Public Officer**

- 6.6.a The secretary is responsible for:
- i. All secretarial and administrative matters of the club.
  - ii. Attending all meetings and recording minutes.
  - iii. Ensuring that decisions of the meeting are carried out.
  - iv. Making available to the committee all minutes of meetings, balance sheets, and circulars forwarded from PCV or the zone.
  - v. Maintaining a file system of all PCV and zone correspondence, which is to be made available to any club member for perusal.
  - vi. In consultation with the president, preparing an agenda for club meetings and circulating to committee members and, for the AGM, circulating to financial adult supporters, associates and life members within the time prescribed by the club's rules.
  - vii. Maintaining a register of all members, defined in rule 13.5, in accordance with the Act.
  - viii. Fulfilling the duties of Public Officer, in accordance with the current Incorporations Act.
  - ix. Maintaining an attendance register for club rallies, activities, working bees etc. in accordance with rule 18.2, in conjunction with the DC and card secretary, if appointed.
  - x. Advising PCV, the zone secretary and zone representative in writing or by electronic transmission of the full name and address and telephone number of the club office bearers elected or appointed, even if the same people are reappointed.

## **6.7 Club Treasurer**

- 6.7.a The treasurer is responsible for:
- i. All financial matters of the club, including receiving of monies, banking, paying approved accounts, properly recording financial transactions of the club and reporting on its financial affairs.
  - ii. Presenting the statement of receipts and payments for the previous financial year to the club AGM, in accordance with the Act and the club's rules of incorporation.
  - iii. Ensuring the club's public officer forwards a copy of the financial statement and the appropriate forms to the Associations Incorporations office at the Department of Consumer Affairs Victoria, or its equivalent in other states, by the prescribed time.

## **6.8 Incorporation Requirements**

- 6.8.a The Secretary must diligently fulfil all of their specified duties, in accordance with the Act. Valuable information on the statutory requirements for incorporated associations can be found on the Consumer Affairs Victoria web site: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) under the Business Names and Structures—Associated Incorporations section. The Frequently Asked Questions (FAQs) section also contains useful information.

## **6.9 Club District Commissioner (DC) Eligibility**

- 6.9.a To be eligible for the appointment as a DC, the candidate must:
- i. Successfully complete a Working With Children check before commencing duties, in accordance with rule 8.
  - ii. Not be a junior or associate member of any affiliated pony club.

- iii. Be approved by the zone representative and then ratified by the zone executive before the applicant is appointed.
- iv. Not be a person who is financially interested in the letting out of horses or whose main source of income derives from instruction in equitation and/or dealing in horses.

### 6.10 Appointment of DC

- 6.10.a At the first meeting after its AGM, the club's committee appoints the DC, pending final approval by the zone representative and ratification by the zone executive, in accordance with rule 6.9.a.iii.
- 6.10.b If the appointment is not approved by the zone representative or not ratified by the zone executive, another DC must be appointed.
- 6.10.c The zone representative must notify the state council in writing, within 14 days, of a DC who is not approved by the zone representative or not ratified by the zone.
- 6.10.d On appointment, the DC automatically becomes a member of the club committee and remains in office, if ratified by the zone, until a new DC is appointed.
- 6.10.e The club may appoint an assistant DC, and in the absence of the DC, may perform his duties, except for signing of grading on the club member card.
- 6.10.f The term of office of a DC is one year. The DC may be reappointed.
- 6.10.g The committee may rescind the appointment of the DC and reappoint another at any time by resolution of the club committee.
- 6.10.h The club secretary must inform the PCV state office, zone representative and zone secretary in writing or by electronic transmission, of the DC's name and address immediately following the appointment, even if the same person has been reappointed.

### 6.11 Duties of DC

- 6.11.a The DC is the person responsible to the club for the running of the club rallies and activities, in accordance with rule 6.3.a. The DC:
  - i. Must have a clear understanding of the club's objectives to control the wellbeing of the club and help it achieve its goals and purposes.
  - ii. Is responsible for the smooth functioning and progress of the club rally, in accordance with rule 18.
  - iii. Must ensure rally programs are open to, and cater for, all club members.
  - iv. Must encourage the club member while tempering the aspirations of the over-ambitious parent, using tact, diplomacy and tolerance.
  - v. Sets a pattern of acceptable standards regarding the general behaviour of club members, maintaining respect of the club members toward all instructors and officials.
  - vi. Ensures horses are suitable and not abused, in accordance with rule 19.
  - vii. Ensures that horses and riders are graded correctly for their ability as a combination, regardless of size or age of the rider and horse, in accordance with rule 33.
  - viii. Ensures that club members' attendance details at rallies are kept current through the attendance register, in accordance with rule 18.2, and qualifying rallies are recorded correctly on the club member cards, in accordance with rule 15.
  - ix. Enters details for grading and signs accordingly in the appropriate section on the club member's card, in accordance with rules 15 and 33.

**Comment:** DCs are encouraged to arrange an exchange of visits and ideas between clubs to facilitate:

- An exchange of senior and junior instructors, promoting the development of new techniques and experience.
- The sharing of interest and ideas.
- Promotion of friendship and furthering the aims of the pony club movement.

### 6.12 Club Chief Instructor (CCI)

- 6.12.a A club chief instructor is an optional appointment.
- 6.12.b A CCI must work in close liaison with the DC to arrange the instructional program for rallies and activities, using:
- i. The PCA Syllabus of Instruction, the PCA Manual of Instruction and Horsemastership for the Australian Rider.
  - ii. Policies established by the CIP, in accordance with rule 4.4.
  - iii. Policies established by the zone DCI and ZA Panel, in accordance with rule 5.9.e.

### 6.13 Club Instructors

- 6.13.a No club instructor (including parents) may instruct unless registered with the PCV and the conditions of the Working With Children Act have been met, in accordance with rule 8.
- 6.13.b Instructors and coaches are not permitted to mount a member's horse during the course of a club rally, activity or competition, in accordance with rule 19.2.e.
- 6.13.c Club instructors must work closely with the DC and CCI.
- 6.13.d Clubs must encourage instructors to undertake further education and attend instructors' courses.
- 6.13.e Club instructors must encourage the involvement of older pony club members as possible club instructors.

**Comment:** Refer coaching and instruction rule 40 for other information.

### 6.14 Junior Committee

- 6.14.a Clubs may form a junior committee made up of junior and associate members.
- 6.14.b A junior committee is a sub-committee of the club and is, therefore, answerable to the main club committee.
- 6.14.c One club committee member, other than the DC or an instructor, must be the liaison between the junior committee and the club committee.
- 6.14.d Junior committee members may have one or more delegates attend club committee meetings by invitation. These delegates do not have voting rights.
- 6.14.e The junior committee can undertake specific short-term projects to raise funds for the club or provide extra activities for club members, with the approval of the club committee.

## 7 Forming a New Pony Club

### 7.1 Planning

- 7.1.a Anyone wishing to form a new pony club must adhere to these procedures and satisfactorily complete a period of pending probationary membership followed by probationary membership before applying for full affiliation with the PCV.
- 7.1.b To ensure smooth establishment of a club it is essential to:
- i. Determine that there are sufficient adult supporters to form a committee and members (as defined in rule 13) to make forming a club viable and worthwhile.
  - ii. Find suitable club grounds and investigate a long term or permanent lease, keeping in mind the security of tenure if local municipal council or crown land is considered.
  - iii. Contact the PCV to find out to which zone the new club would be allocated, if it were successful in an application for full affiliation.



- iv. Be sure that the potential committee members understand and can operate, in accordance with rule 6 and PCV rules.
- v. Discuss the plans with a representative from the zone. The zone must provide advice and guidance where necessary to ensure the club is progressing in accordance with PCV requirements.

## 7.2 Public Meeting

- 7.2.a A public meeting must be held to formalise the plans. The meeting must be advertised in the local media stating its purpose and venue.
- 7.2.b Invite representatives from local municipal council and businesses to the meeting.
- 7.2.c The meeting must resolve to:
  - i. Form a pony club with the intention of becoming affiliated with the PCV.
  - ii. Name the club after the town or district in which the club will be located.
  - iii. Become incorporated, in accordance with rule 6.1.d.
  - iv. Form a committee with office bearers.
  - v. Apply for pending probationary membership with the PCV.

## 7.3 After the Public Meeting

- 7.3.a The club must be formed as resolved.
- 7.3.b The zone secretary and zone representative must be notified of the name, addresses and phone numbers of the elected office bearers and the DC when they are appointed.
- 7.3.c The club must apply to the PCV through the zone for pending probationary membership. If the zone deems it appropriate, it will recommend the club to the state council.

## 7.4 Pending Probationary Membership

- 7.4.a If granted by the PCV, the period of pending probationary membership will be six months.
- 7.4.b The only privilege this offers the club is indemnity under the PCV's current insurance policies.
- 7.4.c During the six months of pending probationary membership, the club must organise and conduct a minimum of three rallies that cater for the interests of all its members, in accordance with rule 18.
- 7.4.d The executive of the zone where the club is located is responsible for ensuring that:
  - i. The club receives advice and guidance as needed and that it is progressing in accordance with PCV requirements.
  - ii. The PCV state office is advised of names and addresses of the office bearers of the club on pending probationary membership.
  - iii. A visiting zone official with a thorough knowledge of the rules and regulations of the PCV attends at least one of the three club rallies.
- 7.4.e The visiting zone official must be satisfied that:
  - i. The DC and other office bearers are conversant with the aims, objectives and rules of the PCV and are suitable for their roles.
  - ii. The DC and all office bearers are prepared to remain with the club for at least one year.
  - iii. The club follows the standard and type of instruction set out in the *PCA Manual of Instruction*. It is desirable that at least two instructors have attended an instructors' course prior to affiliation.
  - iv. The club adheres to the standard of discipline as set out in the *PCA Manual of Instruction*, and complies with the rules of the PCV.
  - v. The site on which the rallies are held and the equipment are suitable.
  - vi. The club calendar has sufficient rallies and other activities to show that the motives of the club accord with the aims and objectives of the PCV.

- vii. Formal minutes of meetings, a record of attendance of members and financial records are kept.
  - viii. The club has or will have sufficient funds to be able to carry out its obligations to its members.
  - ix. There are sufficient members to make the formation of a club viable and worthwhile.
  - x. The fees charged by the club for annual subscriptions are adequate to provide for the annual fees to the PCV and the zone, and to meet the club's financial requirements.
  - xi. The club is aware of the fact that it will be liable for mandatory annual fees, levies, subscriptions and insurance premiums to the PCV and the zone, in accordance with rule 9.
- 7.4.f As soon as possible after the visit, the visiting zone official must present the zone executive with a written report of the findings.

### **7.5 Application for Probationary Membership**

- 7.5.a A club may apply to the PCV through the zone for probationary membership after satisfactorily completing six months of pending probationary membership.
- 7.5.b A club applying for probationary membership must choose a uniform and have it approved by the zone committee, in accordance with rule 16. The uniform details must be submitted to the state council with the application for probationary membership.
- 7.5.c If ratified by the zone executive, both the application and report, in accordance with rule 7.4.f, must be forwarded to the state council. The state council considers both the report and application for probationary membership at the same time.

### **7.6 Probationary Membership**

- 7.6.a Before the state council grants probationary membership, the club must have satisfied the pending probationary membership requirements and lodge an application in conjunction with the zone recommendation, in accordance with rule 7.5.
- 7.6.b If granted, probationary membership is for a period of not less than six months and not more than twelve months. This is to enable the club to form a strong foundation and be thoroughly familiar with the aims, objectives and rules of the PCV.
- 7.6.c Probationary clubs have the right to attend zone meetings and PCV conferences as observers, without voting rights.
- 7.6.d Probationary clubs are not permitted to conduct inter-club competitions.

### **7.7 Application for Full Affiliation**

- 7.7.a A club may apply to the PCV through its zone for full affiliation, after satisfactorily completing six months of probationary membership.
- 7.7.b The application for full affiliation is sent to the zone executive who must then arrange for a DCI, ZA or another suitable person to be present at a rally.
- 7.7.c As soon as possible thereafter, the person from the zone must submit a written report on the club and conduct of the rally to the zone executive, which decides whether to ratify the application.
- 7.7.d If ratified, the zone executive must forward the report and application together to the state council. The state council considers both the report and application for full affiliation.

### **7.8 Full Affiliation**

- 7.8.a If full affiliation is granted, full membership rights are immediately available to the new pony club, after the fees are paid, in accordance with rule 9.

- 7.8.b If affiliation is not granted, the club will have no right of appeal against the decision. However, if the reasons for the refusal are considered rectifiable, the state council will advise the club as to what is required before affiliation can be granted. When the club fulfils these requirements, it may reapply for full affiliation according to rule 7.7.

## 8 Working with Children Act

### 8.1 Policy

- 8.1.a It is the Policy of PCV and conditional upon membership to PCV that the following categories must obtain a working with children check.
- 8.1.b COACHES/INSTRUCTORS/VOLUNTEER COACHES/EMPLOYEES AND CONTRACTORS
- 8.1.c All Coaches, Instructors and Volunteer coaches, employees and Contractors before attending a rally or activity must hold a current working with children card. Coaches/instructors and volunteer coaches must register with PCV and provide current working with children card details to PCV and obtain a registration card before they can teach in any activity in pony club. Club committees and DC's must ensure that they sight all coaches/instructors and volunteer coaches registration cards before they can teach in any activity in pony club. This rule also includes all EA coaches whether registered with EA or not.

### 8.2 Applicable Personnel

Categories of members who require to hold a working with children check are as follows –

- 8.2.a An adult supporter which category shall be deemed to include the following:
- i. Both parents of riders who regularly attend rallies
  - ii. A single parent who regularly attends rallies.
  - iii. A non parent guardian of a child either temporary or otherwise who regularly attends rallies.
  - iv. An honorary life member who regularly attends rallies and club activities.
  - v. Visiting members and adult supporting members as defined above from clubs other than the host club.
  - vi. A non member who does not fall within the categories listed above who regularly attends rallies and club activities.

For the purpose of definition in this sub clause “regular” and “regularly” shall be deemed to mean three or more times over a twelve month period. A “single parent” shall be deemed to be a person who is listed on the membership form of a member club as the primary carer.

### 8.3 Negative Notice

- Any person who is required to obtain a wwcc and receives a negative notice, or declines to apply for a wwcc cannot officiate or attend at pony club rally or activity of any kind.

## 8.4 Procedure

- i. When applying for a working with children check, PCV of 73-75 Mackie Road Mulgrave must be nominated on the application form. Refer to the PCV web site or state office for full procedures and requirements for the Working with Children Act.
- ii. Clubs must ensure that membership of their club is dependent upon a member (who is required to obtain a wwcc) produces to the club committee, /membership secretary within two months of joining a club their wwcc card. Clubs must advise prospective members that membership is conditional upon anyone who fits the category referred to in 8.2a obtaining a wwcc.
- iii. Clubs must regularly check that all members, coaches/instructors and volunteers hold a current registration card from PCV and that their working with children check has not expired.

## 9 Fees – PCV, Zones and Clubs

### 9.1 PCV Year

- 9.1.a The PCV financial year, also called the PCV year, is 1 July to 30 June.
- 9.1.b A club or zone financial year is not related to the PCV year and, therefore, may be different to the PCV year. However:
  - i. A club membership year must be 1 July to 30 June to coincide with the PCV year
  - ii. A club must collect fees in accordance with rule 9.6.

### 9.2 Membership of PCV and Renewal

- 9.2.a Clubs are the members of PCV and:
  - i. Must apply to renew membership each year, in accordance with rule 6.2
  - ii. Pay the club member fee, in accordance with rule 9.3.
- 9.2.b Members of each pony club must renew membership of the club, in accordance with rule 13.3.

### 9.3 PCV Annual Fees and Registration

- 9.3.a At its November state council meeting the PCV prescribes annual fees applicable to zones and clubs affiliated with the PCV, which must be paid by the due date.
- 9.3.b The annual PCV fees are:
 

i. PCV club fee:	paid by each club annually
ii. PCV zone fee:	paid by each zone annually
iii. PCV club member fee:	paid by clubs for each of its club members

accordance with rule 10
- 9.3.c Non-payment of any of these fees by the due dates in rule 9.4, will result in disaffiliation or penalties, in accordance with rule 9.8.
- 9.3.d A club must register its club members and other club personnel with the PCV, in accordance with rule 11.

### 9.4 Due Dates for PCV Fees

- 9.4.a All fees must be received at the PCV state office on or before 15<sup>th</sup> May or any alternate date as determined from time to time by State Council:
 

i. PCV club fee:	15th May
ii. PCV zone fee:	15th May
iii. PCV Club member fee:	as per the schedule in rule 10.5.

### 9.5 Zone Direct Fees

- 9.5.a Fees are payable by each club to the zone that the club belongs to, in accordance with rule 5.2.

9.5.b The zone determines and levies this fee directly to clubs and sets the due date.

## 9.6 Club Direct Fees

- 9.6.a Each club determines annual fees payable by its members who are defined in rule 13.
- 9.6.b Either adult supporters must pay a nominal annual fee or the club may deem them to be financial without a fee.
- 9.6.c The fees charged by a Club are due and payable as specified in the club's rules of incorporation, minutes or by-laws. However:
- i. From the fees collected, the club must pay its PCV club fee and PCV club member fees by the due dates.
- 9.6.d If a club member fails to lodge a renewal application for membership, pay the club fees and be accepted by the club committee, the club member ceases to be a club member on 30 June and forfeits all PCV benefits.
- 9.6.e Clubs are financially self-supporting. Fees must therefore cover:
- i. PCV and zone fees.
  - ii. The conduct of club operations, activities and equipment purchase.
  - iii. Recommended: a provision for insurance "excess" contingency.

## 9.7 Debtor Clubs and Zones

- 9.7.a A club or zone has a maximum of **7 days credit** with the PCV.
- 9.7.b Any club or zone, exceeding the 30 day limit, will immediately forfeit its credit rating and, for the following 12 months, must pay in advance.

## 9.8 Penalties for Non-Payment or Non-Compliance

- 9.8.a The PCV may refuse to issue a club member card in accordance with rule 10.6 until a club has fully satisfied its obligations.
- i. Examples include:
    - Outstanding debts to PCV and/or zone
    - Non-compliance with PCV and/or zone rules, regulations or directives
    - Non-compliance with current statutory requirements of the Victorian Associations Incorporations Act.
- 9.8.b A club or zone may be disaffiliated for non-payment of fees within the prescribed time to either the PCV or the zone to which they belong.
- 9.8.c Disaffiliated clubs and their members lose all PCV club membership privileges and insurance indemnity.

## 9.9 Club Re-affiliation after Payment of Fees

- 9.9.a Any club or zone disaffiliated for non-payment of PCV or zone fees by the due date is automatically re-affiliated upon payment of due fees plus any prescribed penalties set by state council.

# 10 PCV Club Member Fee Requirements

## 10.1 Primary Requirement

- 10.1.a Clubs must pay a PCV club member fee for all club members specified in rule 10.3.
- 10.1.b Non-payment of fees by the due date will result in disaffiliation or penalties in accordance with rule 9.8.

## 10.2 Eligibility before Payment and Riding

- 10.2.a Clubs must ensure new and renewing club members (refer to definitions 13.12 and 13.13) satisfy the conditions in rule 11. Until those conditions are fulfilled:

- i. The club member must not be permitted to participate at a rally, activity or competition.
  - ii. The club member must not be registered with the PCV.
  - iii. The club must not remit the PCV club member fee to PCV.
- 10.2.b PCV benefits (refer to rule 10.7) for existing club members cease at 30 June, in accordance with rule 9.6.d, if:
- i. Application conditions have not been satisfied as a renewing club member, in accordance with rule 11.
  - ii. Fees and registration have not been paid and completed with PCV by 15 June, in accordance with rule 10.5.

### 10.3 Applicable Categories for PCV Club Member Fee

- 10.3.a The club member fee applies to each person, new or renewing (refer to definitions 13.12 and 13.13), as a:
- i. Junior club member.
  - ii. Associate club member.
  - iii. Adult Riding club member.

### 10.4 PCV Club Member Fees

- 10.4.a The PCV club member fee applicable to junior, associate and adult riding club members is paid as either a full or a pro-rata fee as follows:

Full fee	For the ensuing PCV year commencing 1 July or, thereafter, for those admitted as a club member before 1 March.  The full fee encompasses the strength return period and current year period in rule 10.5.
Pro-rata fee	For club members admitted between 1 January and 30 June inclusive

- 10.4.b **Fees received by PCV are non-refundable & non-transferable. However fees paid online are pending until Clubs & PCV fully accept memberships or transfers. If membership is declined then no payment will proceed.**

### 10.5 Due Date of Registration and Payment

- 10.5.a The state office must receive a PCV club member fee for each junior and associate club members as follows:

	Period	Applicable to	Due Date at State Office
<b>Membership Renewal</b>	1 May to 15 May	Those wishing to join or renew club membership for the following PCV year (starting 1 July)	Registration: online or by mail on or before 15 <sup>th</sup> May or any other alternate date as determined from time to time by State Council.  Payment: by mail arriving on or before 15 <sup>th</sup> May
<b>Current Year Period</b>	1 July to the last day of June	Those wishing to join or renew club membership for the current PCV year during this period	Registration (refer to rule 11): within seven days of club approval. Payment: within 30 days.
<b>Pro-rata Period</b>	1 January to 30 June		

### 10.6 PCV Issue of Club Member Card

- 10.6.a Upon registration with PCV of a junior, associate or adult riding club member, in accordance with rule 11, PCV issues a club member card.
- 10.6.b Refer to rule 15 for specific conditions and requirements of club member cards.

### 10.7 PCV Benefit Entitlements

- 10.7.a Subject to adherence to PCV rules, the PCV extends to its clubs and all club members defined in rule 13:
- i. The benefits and use of the PCV structure and operations in accordance with its rules.
  - ii. Insurance in accordance with rule 3.
- 10.7.b Entitlements to PCV benefits cease at 30 June, in accordance with rule 9.6.d, for:
- i. A club that has not paid its fees, in accordance with rule 9.3.
  - ii. A club member, not renewed as a club member with conditions satisfied, in accordance with rule 11, or with fees not paid in the strength return period, described in rule 10.5.

## 11 Eligibility and Registration of Club Personnel with PCV

### 11.1 Why Registration is Required

- 11.1.a Registration and payment of fees when applicable, provides clubs and club members with PCV benefits, in accordance with rule 10.7:
- i. Insurance, described in rule 3.
  - ii. Issue of club member cards, in accordance with rule 10.6.
  - iii. Other requirements necessary to enable the PCV to administer its operations.

### 11.2 Procedure Required before Registration

- 11.2.a Each year clubs and club members must complete the procedure detailed in rule 13.3, as annual renewal is not an automatic right.
- 11.2.b If a membership is not going to be renewed or if a member is being expelled, the grievance procedure in Rule 14 must be followed. Membership is based upon individual applications and each person must be treated as a separate entity. It is not acceptable to combine family units when dealing with grievance or expulsion processes.

### 11.3 Who Must be Registered

- 11.3.a Clubs must register the following club personnel with the PCV on or before the applicable due date, in accordance with rule 10.5 or immediately they become involved in a club:
- i. Junior club members.
  - ii. Associate club members.
  - iii. Adult Riding club members.
  - iv. Life Members.
  - v. Adult Supporters.
  - vi. Club Office Bearers.
  - vii. Instructors and coaches.

11.3.b Registrations must be lodged with the PCV state office online with 'MyPonyClub'.

## 12 Club Recession or Winding Up

### 12.1 Recession

- 12.1.a The zone executive must place in recession a club that runs less than the compulsory eight official rallies within 12 months or has insufficient club members, in accordance with the current Victorian Associations Incorporations Act.
- 12.1.b A club may voluntarily go into recession due to lack of financial or club membership viability.
- 12.1.c Clubs may make application to re affiliate with PCV during the first 12 months of recession.
- 12.1.d The zone executive may grant full affiliation during the first 12 months of recession after a satisfactory official club visit at a working rally.

- 12.1.e Any club in recession for more than 12 months will be disaffiliated and wound up, in accordance with rule 12.2.

## 12.2 Club Winding Up

- 12.2.a A pony club may wind up by means of a special resolution passed at a club general meeting duly convened to do so, such intention being clearly set out in the notice convening such a meeting.
- 12.2.b Upon such a resolution being passed, all the property and assets of the pony club must be disposed of, with approval of the Registrar of the relevant state government associations' office:
- i. To another pony club or zone affiliated with the PCV.
  - ii. This other club or zone is selected at the last meeting of the pony club.
  - iii. If the club fails to select another club or zone, the PCV will make the selection.

## 13 Club Member Categories, Definitions and Procedures

### 13.1 Club Member Relationship to PCV

- 13.1.a Members of clubs affiliated with PCV are not members of PCV. However, those members receive PCV benefits, in accordance with rule 10.7.

### 13.2 Membership Year

- 13.2.a The PCV year is from 1 July to 30 June, in accordance with rule 9.1.
- 13.2.b A club membership year must be 1 July to 30 June to coincide with the PCV year. However, the club financial year may be different, in accordance with rule 9.1.b.
- 13.2.c Club members and personnel must be registered with the PCV in accordance with rule 11.

### 13.3 Application and Renewal Procedure for Club Members

- 13.3.a Joining and annual renewal of club membership is not an automatic right and before registering a club member with PCV this procedure must be completed.
- 13.3.b To be eligible, the following applicants must apply for club membership with the applicable pony club each year:
- i. New club members (not a club member last PCV year).
  - ii. Existing club members who wish to renew.
  - iii. Refer to rules 13.5, 13.12 and 13.13 for club member categories and definitions. Refer to rules 9 and 10 for fees and due dates.
- 13.3.c **To be entitled to PCV benefits and registration, each applicant must complete the following process:**
- i. **Applicants must apply online via 'MyPonyClub' (link on PCV website) or submit Club paper application form to Club (if necessary) and pay the club's prescribed fee, in accordance with rule 10.2. Adult supporters may not need to pay a fee in accordance with rule 9.6.b.**  
  
**Comment - Online procedure via PCV Website: Select 'MyPonyClub' > member login > state > club > member category and then complete personal details etc.**
  - ii. Applicants must accept the PCV and club *Code of Conduct*.
- 13.3.d The club must consider each application:  
If the committee approves the application, the club must inform the successful applicant of their acceptance as a club member **and confirm membership with PCV via 'MyPonyClub' online**. The applicant must not ride at a rally until the committee has approved the application and received the fees. The applicant must not ride at an activity or competition until registered with PCV and has a PCV-issued club member card.



13.3.e If the committee declines the application, the club must inform the applicant in writing within 28 days of the committee meeting, in accordance with the Associations Incorporation Act. **Fees paid online will be held pending until Clubs & PCV fully accept memberships or transfers. If membership is declined then no payment will proceed.** If a membership is not going to be renewed or if a member is being expelled, the grievance procedure in Rule 14 must be followed. Membership is based upon individual applications and each person must be treated as a separate entity. It is not acceptable to combine family units when dealing with grievance or expulsion processes.

**Comment:** Registration of club personnel with PCV is required for insurance, in accordance with rule 11.1.a.

13.3.f The date on which a new junior or associate joined the club must be recorded in the “change of status” section of the club member card, in accordance with rule 15.4.h.

13.3.g Details of all club members and personnel must be recorded in the club members’ register, in accordance with rule 6.6.a.vii.

*Renewal of club membership and access to PCV benefits is not an automatic right. Figure 3 summarises what is required of all clubs and club members, each year.*

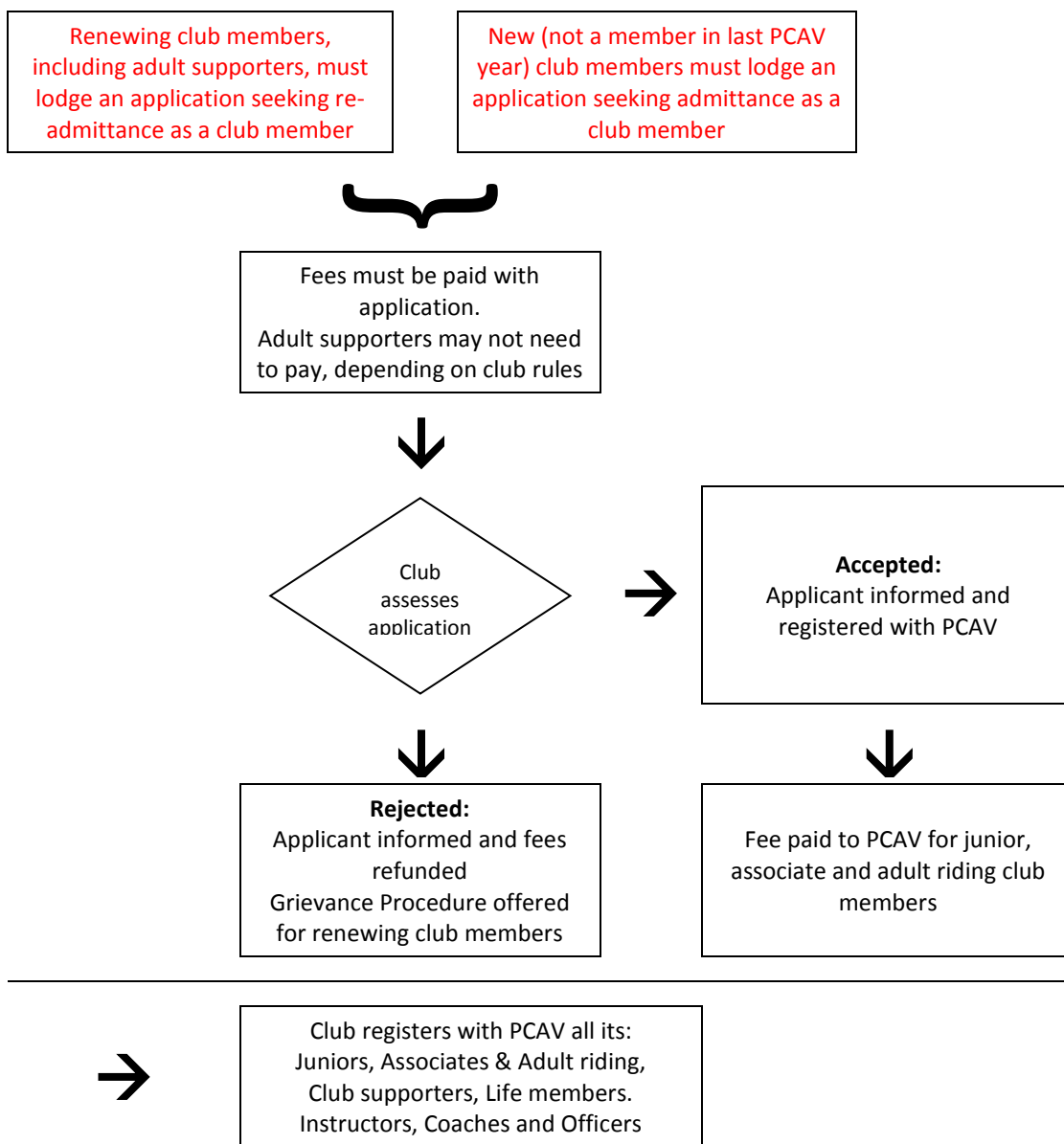


Figure 3. PCV renewal and registration process

### 13.4 Application Form for New and Renewing Club Members

- 13.4.a A parent or a legal guardian must sign the application form/accept agreement online for for an applicant under age 18 years.
- 13.4.b Applicants must apply online via 'MyPonyClub' ( link on PCV website) or submit Club paper application form to Club (if necessary) .This includes the Member declaration which contains the Code of Conduct, horse health, event security and biosecurity information.
- 13.4.c The applicant may complete the optional medical history form at the club's discretion.
- 13.4.d The secretary must hold club membership details and medical history form at club level in a safe and secure place with controlled access, to maintain privacy.

### 13.5 Club Members

- 13.5.a Club members are one of:
  - i. Junior club member.
  - ii. Associate club member.
  - iii. Adult riding club member.
  - iv. Adult supporter.
  - v. Instructors and Coaches.
  - vi. Honorary life member (if the club's rules permit. Refer to rule 42.4).
- 13.5.b A junior, associate or adult riding club member must not be a member of more than one pony club affiliated with the PCV.
- 13.5.c Club member's benefits with PCV and membership of the pony club they belong to cease:
  - i. At 30 June, unless the club member lodges a renewal of club membership, pays the club fees and is accepted by the club committee, in accordance with rule 9.6.d.
  - ii. When the club member tenders a written resignation to the club secretary.
  - iii. Under other conditions defined in the club's rules of incorporation or current Victorian Associations Incorporations Act.
- 13.5.d Any club member under the age of 18 must have the written permission of a parent or legal guardian to join the club.
- 13.5.e The club secretary must maintain a club members' register, in accordance with rule 6.6.a.viii.

### 13.6 Junior Club Member

A junior club member is one under the age of 17 years.

### 13.7 Associate Club Member

- 13.7.a An associate club member is one aged 17 years and over.
- 13.7.b An associate club member may continue membership of their club and receive PCV benefits until 30 June following their twenty-fifth birthday.

### 13.8 Adult Riding Club Member

- 13.8.a An adult riding club member is one aged over 25 and under 80 years of age.

### 13.9 Adult Supporter

- 13.9.a An adult supporter is a person aged 18 years or over, who has an interest in the welfare of the club and who is not an associate member of a pony club.
- 13.9.b It is the prerogative of the individual pony club to decide its own policy as to how adult supporter status is achieved.
- 13.9.c The club must clearly define its policy on adult supporter status and record the policy in the club's minute book, by-laws or rules of incorporation.

- 13.9.d An adult supporter must be financial with the pony club to be eligible for election to the club committee. However, the club may deem adult supporters to be financial without payment of a fee, if the clubs rules permit, in accordance with rule 9.6.b.
- 13.9.e Clubs must record all adult supporters as club members in the club members' register, in accordance with rule 6.6.a.vii, and register them with the PCV, in accordance with rule 11.

### **13.10 Instructor/Coach**

- 13.10.a An instructor/coach is not a parent or adult supporter in the club in which they are coaching and **has no** voting rights in a club.
- 13.10.b Clubs must hold a record of all **instructors/coaches** and volunteers at each club activity and register them with PCV in accordance with Rule 11.

### **13.11 Riders Without Horses Program**

- 13.11.a Riders Without Horses is not a separate club member category. Clubs may establish a program referred to as Riders Without Horses, which must be conducted in accordance with rule 18.14.

### **13.12 State Disability Action Plan (DAP) for Club Members**

- 13.12.a The DAP, under the Sports CONNECT umbrella, recognises our inclusive policies. Club members assessed under this system may gain exemptions from some rules or use modified equipment. The state coaching director will record these exemptions on the club member card.

### **13.13 New Club Member**

- 13.13.a A new club member is one who has not been a club member in the current year or within the previous PCV year (1 July to 30 June).

### **13.14 Renewing Club Member**

- 13.14.a A renewing club member is either:
- i. A current member of a pony club affiliated with the PCV, reapplying to continue club membership in the ensuing PCV year.
  - ii. A member of a pony club in the previous PCV year, who failed to renew by 1 July but subsequently applies for club membership during the current PCV year.
- 13.14.b Renewal is not an automatic right, in accordance with rule 11.2, and the correct procedure for renewal must be followed.
- 13.14.c For the period from 1 July until renewal procedure is completed and the due fee is paid to the club, the individual concerned ceases to be a club member and no PCV entitlements exist, which means:
- i. No rally attendance.
  - ii. No competition in a pony club section.
  - iii. No competition in an open section, unless the day participation form is signed and fee is paid.
  - iv. No insurance benefits.

### **13.15 Transferring Club Member**

- 13.15.a A club member wishing to resign from an affiliated pony club to join another must undergo a transfer if the club member is either:
- i. A current club member in the current membership year (1 July to 30 June).
  - ii. Not a club member in the current membership year but was a club member in the preceding membership year.

### **13.16 Transfer Procedure**

- 13.16.a In the transfer procedure, the club member’s current club is called the “transferring club” and the club to which the club member wishes to transfer is called the “new club.”
- 13.16.b **Transfers are processed online via ‘MyPonyClub’ (link on PCV website). For more information contact the PCV office.**
- 13.16.c The club member must pay all money owing to the transferring club, unless it agrees to waive the debt.
- 13.16.d If the transferring club refuses, or has not attended to, the transfer application within 14 days of lodgement, the transferring club member may make application to the zone representative. All parties must abide by the zone representative’s directives.
- 13.16.e Once any debt has been paid or waived, the transferring club must ensure the following is completed within 14 days:
- i. Ensure that the member’s card is fully and accurately completed.
  - ii. Hand the member’s card to the member or, if requested by the member, directly to the new club.
- 13.16.f When the new club approves the transfer and application for club membership:
- i. **The club must confirm transfer with PCV via ‘MyPonyClub’ online**
  - ii. The DC, secretary or card secretary must strike out, with a single line, the old club’s signatures on the club member details page of the card and record the new club’s signatures/initials, in accordance with rules 15.3 and 15.5. The struck-out signatures must remain legible for verification purposes.
  - iii. The new club must record the transfer date on the card and club attendance book at the first rally attended by the club member.
- 13.16.g The club member’s rally attendance is ongoing and cumulative between the transferring club and the new club.

## 14 Discipline for Misconduct

### 14.1 Misconduct by Club Members, Clubs, Zones or State Personnel

- 14.1.a All club members, clubs, zones and state personnel must adhere to the *Code of Conduct*, *Pony Club Australia Member Protection Policy* and rules, aims and objectives of the PCV.
- 14.1.b Members must be treated as individual entities and a member must not be discriminated against due to the actions of a family member.
- 14.1.c Incidents of misconduct, infringement and/or non-compliance with PCV rules and directives by:
- i. **Club members** (meaning all categories of club members described in rule 13) must be reported to the club member’s DC, club committee or the zone representative for disciplinary measures to be imposed.
  - ii. **Clubs** (meaning the members of the club committee of management and/or its sub-committees) must be reported to the zone representative for disciplinary measures to be imposed.
  - iii. **Zones** (meaning any zone officials as described in rule 5) must be reported to the zone representative for disciplinary measures to be imposed.
  - iv. **State Personnel** (meaning members of the state council, its sub-committees, or other appointed representatives) must be reported to the state council for disciplinary measures to be imposed by the state council or state council executive committee.
- 14.1.d In all cases, where the zone representative has imposed disciplinary action, the zone representative must report the full details of the matter to the state council in writing, within 14 days, in accordance with rule 5.3.a.viii.

- 14.1.e Clubs, club members or zones, who have a complaint or objection to the disciplinary measures imposed by a zone representative, may lodge the complaint in writing addressed to the PCV Chief Executive Officer at the state office, in accordance with rule 5.3.a.vi.
- 14.1.f The state council may:
- i. Expel a club from the PCV.
  - ii. Suspend a club from membership of the PCV for a period not exceeding 12 months.
  - iii. Direct a club to take action against its individual members.
  - iv. Fine a club, subject to the provisions of the regulations of the current Victorian Associations Incorporations Act.
  - v. Direct any state personnel to perform corrective actions or suspend or terminate the services of state personnel. If a zone representative is removed from office, the zone committee must appoint a replacement until the next PCV AGM. Other personnel removed from a position, may be replaced under the 'casual vacancy' provisions of the PCV rules of incorporation.
- 14.1.g Disciplinary action taken by the state council, when applicable, must be in accordance with procedures of the Disputes and Mediation section contained in the PCV rules of incorporation and/or the Act.

#### **14.2 Misconduct by National or International Representatives**

- 14.2.a Any club member or team representing PCV at a national or international level whose conduct is contrary to the *Code of Conduct* may not be eligible to participate in any further national or international activity or competition and may face other action, in accordance with rule 14.1.e.iii.

#### **14.3 Unsettled Debts of National or International Representatives**

- 14.3.a Any club member with outstanding debts to PCV following attendance at a national or international activity or competition is not eligible to compete at any international, national or state level activity or competition until the debt is settled.

#### **14.4 Suspended Club Members**

- 14.4.a A club proposing to suspend a club member must obey the procedures set out in the Act and the club's rules of incorporation.
- 14.4.b For the period of the suspension, the club member is:
- i. Suspended from membership of any pony club affiliated with the PCV.
  - ii. Suspended from participation in all PCV activities and competitions including open sections.
- 14.4.c The maximum time for a suspension is in accordance with the Act, after which the club member may apply to the club to renew membership.
- 14.4.d Clubs must inform both the state office and zone representative, within seven days of any member being suspended and provide evidence that the correct procedures were followed.

#### **14.5 Termination of Club Membership**

- 14.5.a The club committee may terminate a club member's membership for any of these reasons:
- i. If, in its opinion, a member shows insufficient interest in the instruction at rallies.
  - ii. The club member misses too many rallies.
  - iii. The club member does not respond to the standard of discipline laid down by the *Code of Conduct* and/or the committee.
  - iv. **Comment:** Clubs should pre-determine any policies as a by-law and advise club members accordingly, refer rules 6.3.a.vi and 18.10.c and 14.1.b.

- 14.5.b The club must advise the member in writing of termination of membership. The member forfeits all fees for the current year.
- 14.5.c Clubs must inform both the state office and zone representative, within seven days of any member being terminated and provide evidence that the correct procedures were followed.
- 14.5.d On Termination the member must relinquish their membership card to their District Commissioner or Zone Representative and may not re-join PCV or participate in PCV activities for 12 months.

#### **14.6 Right of Appeal**

- 14.6.a Club members have a right of appeal, in accordance the Act and the rules of incorporation.

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## **15 PCV Club Member Cards**

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### **15.1 Policy**

- 15.1.a A numbered club member card must be issued to eligible club members in accordance with rule 10.6.
- 15.1.b The club member card must not be the sole attendance record. Clubs must also maintain attendance records in the club register in accordance with rule 18.2.
- 15.1.c An issued club member card proves that:
  - i. The club member is a financial member of a pony club affiliated with PCV
  - ii. The PCV club member fee has been paid by a club to PCV or will be paid within the 30-day credit provision, according to the schedule in rule 10.5 for that PCV year
  - iii. The club member is entitled to PCV benefits in accordance with rule 10.7.
- 15.1.d The club member card also establishes whether a club member is eligible to compete, in a pony club section, accordance with rule 33.
- 15.1.e Under normal circumstances, the PCV state office will issue a club member card within 14 days of receiving the club registration.
- 15.1.f The issue of a club member card may be refused in accordance with rule 9.8.

## 15.2 No Card Means No Competition and No Verification

- 15.2.a A club member, who has not been issued with a PCV club member card for the current PCV year, must not compete in any competition hosted or organised by a PCV affiliated pony club until issued with a club member card.
- 15.2.b A verification form must not be used if a PCV club member card has not been issued for the current PCV year. These forms are only for use in the situation of a lost or damaged card until it is replaced. Refer to rule 15.8 regarding verification forms.
- 15.2.c A club member card establishes that the holder is a current PCV club member and is indemnified by the PCV's insurance, in accordance with rule 3.

## 15.3 Procedure when Issued

- 15.3.a Upon receiving a club member card from the PCV state office, clubs must:
  - i. Immediately check the correctness of all club member details printed on the card, including date of birth and certificates. Advise the state office immediately if any information is incorrect, for reissue of the details. Only the PCV state office may correct the printed club member's details.
  - ii. The card numbers for the current and previous years must be recorded in the club attendance register, in accordance with rule 18.2, so they can be quoted on any insurance claim, or when seeking a replacement for a lost or damaged card
  - iii. Complete the card details as required for card maintenance.

## 15.4 Card Maintenance

- 15.4.a Club member cards must be maintained for all members when granted a qualifying attendance at a rally under the conditions of rule 18.
- 15.4.b If RWH attendance is recorded on the club member card, it must be recorded as "RWH" (refer to rule 18.14.h.ii for other details).
- 15.4.c The cards must be fully and legibly completed as soon as possible at or after each rally, as described in the *Club Member Card Guidelines*, available from the PCV web site or state office.
- 15.4.d If a club member is unmounted at or absent from a rally, this must be recorded in the club attendance register and on the card under the "mount" column. Record absence as "ABSENT" and unmounted as "UM" or "Unmounted." Refer to rule 18.13 for more details regarding unmounted rallies.
- 15.4.e The DC is the only person permitted to sign the grading of a combination.
- 15.4.f Only the DC, secretary, or a card secretary appointed by the club, is permitted to complete the balance of a club member card.
- 15.4.g The signatures or initials recorded by the DC, secretary or card secretary on the club member's details page of a club member card are to be used throughout the card. No other signature or initials other than those on the club member's details page must be used.
- 15.4.h New date: The date a new club member joined in the current PCV year must be recorded on the club member card.
- 15.4.i Transfer date: Once a club member has transferred, in accordance with rule 13.15, a transfer date must be recorded on the club member card at the first rally day with the new club.
- 15.4.j If a club member visits another club, attendance details must only be granted and recorded, in accordance with rule 18.12.

## 15.5 Competition Requirements for Club Member Cards

- 15.5.a RWH attendance may be marked on a club member card. However, these club member card rules for competitions do not apply to club members participating in a RWH program. RWH members are not permitted to compete in a pony club section of a competition, in accordance with rule 18.14.h.
- 15.5.b Club members who have not been issued with a club member card in the current PCV year must not ride at a competition and a verification form must not be used in accordance with rule 15.2.
- 15.5.c Riders must present their current club member card for inspection by the card inspector at the event secretary's office at all pony club competitions. Riders must also present their previous year's club member card if this is needed to prove attendance requirements in the 12 months prior to a competition. These are the only two cards to be kept in the PCV official cover. Photocopies of cards are not permitted.
- 15.5.d Riders should check their club member card prior to the competition to ensure it correctly states the information required to prove eligibility and grading, in accordance with rule 15.6.
- i. Eligibility requirements, in accordance with rule 34, must be proved.
- 15.5.e Corrections and amendments must only be made as described in rule 15.7.
- 15.5.f If a rider cannot present a lost or damaged card, verification of eligibility may be undertaken by completing a verification form in accordance with rule 15.8.
- 15.5.g A rider who does not satisfy these conditions must be disqualified from the competition, in accordance with rule 15.9.

### 15.6 Competition Check List for Club Member Cards

- 15.6.a Full details of requirements are in rules 15 and 34.
- 15.6.b A club member card (photocopies are not permitted) must prove the following information at a competition or activity other than a rally or instructional activity:
- i. PCV club member number (refer to rule 15.3).
- ii. Correct name, address and age (refer to rule 15.3).
- iii. Mount (both paddock name and competition name) with corresponding initials throughout the card for each mount used.
- iv. Correct signatures or initials of the DC, secretary, and card secretary if applicable, must be recorded on the members details page and must be the same throughout.
- v. **Transfers:** old signatures must be crossed out with a single line and new signatures or initials entered (refer to rule 13.15h).
- vi. **New club member or transfer:** correct date (refer to rules 15.4.h and 15.4.i)
- vii. Attendance:
- Juniors: Five rallies, two of which must be by the combination, within the preceding 12 months. However, within the first six months of new club membership, only two mounted rallies by the combination is required (refer to rule 13.12 for definition of a new club member).
  - Associates: two mounted rallies by the combination within the preceding 12 months.
  - Adult riding: do not receive rally attendance or grading and do not qualify to ride in a pony club section of a competition.
- Comment:** RWH do not qualify to ride in a pony club section of a competition.
- viii. Last year's card must also be presented if needed to prove attendance in the preceding 12 months (refer to rule 15.5.c.).
- ix. Correct grading for the competition (refer to rule 33). Also note that grading must not be amended at the competition (refer to rule 15.7.a.ii).



- x. Correctly completed special exemption, Project CONNECT and/or state qualification information, if applicable (refer to rules 13.11 and 18.11).
- 15.6.c Members with cards that have blank rally information must not be penalised unless the absence of information results in unproven attendance requirements (refer to rule 15.9.b).

### **15.7 Corrections and Amendments to Club Member Cards**

- 15.7.a Amending or correcting club member cards:
- i. Only the DC, club secretary or club card secretary may amend or correct it.
  - ii. Grading must not be corrected or altered at a competition.
  - iii. Errors must have a neat single line drawn through them, with the correction neatly inserted and signed or initialled. The struck-out information must remain legible.
  - iv. Correction fluid or tape is not permitted.
  - v. Corrections must be legible.
  - vi. PCV state office corrections, in accordance with rule 15.3, also apply.

### **15.8 Club Membership Verification**

- 15.8.a A club member, who cannot present their club member card(s) at a competition due to loss or damage, must fully complete a PCV club membership verification form and submit it to the organising committee's card inspector at the competition. However:
- i. Verification forms must not be used for club members who have not been issued a PCV club member card for the current PCV year.
- 15.8.b It is not the organising committee's responsibility to provide verification forms. Clubs and club members may obtain forms from the PCV web site or state office.
- 15.8.c Only the club member's DC, secretary or card secretary may provide the verification information. However, they are under no obligation to do so.
- 15.8.d DCs, secretaries and card secretaries are required to limit verification of club members to unavoidable and rare occasions arising from lost or damaged card. Cards must be replaced, in accordance with rule 15.10. The zone representative may deny use of the verification form if the zone representative deems it inappropriate, due to lack of good reason or effort on the part of the club member to present their club member card.
- 15.8.e If the information on the verification form is not fully completed and/or does not meet all of the eligibility requirements of rule 33, the club member must not ride.
- 15.8.f The organising committee must forward every verification form accepted at a competition to the club member's zone representative at, or within seven days of, the completion of the competition.
- 15.8.g Upon receiving the form, the zone representative:
- i. May contact the club to ensure that the details given on the form were accurate and/or insist on receiving a copy of the club member's card or attendance register.
  - ii. May check that the club member is registered with PCV and a financial club member.
- 15.8.h The zone representative determines whether frequent use of the verification form by a club member will result in the club member's exclusion from the verification option.
- 15.8.i Any dishonest, misleading or inappropriate use of the verification form will result in the zone representative suspending the club member from all competitions for a minimum of three months, in accordance with rule 14.

## 15.9 Card Penalties

- 15.9.a The organising committee must enforce, without exception, disqualification from a competition of any rider whose club member card(s), on the day of the competition, are not presented, are inaccurate, are not correctable or are unverifiable. Such disqualification may only be imposed on the actual day of a competition for card infringements relating to that competition as follows:
- i. Breach of rule 15.5.
  - ii. Eligibility as described in rule 34 and others set down by specific competition rules, is not proved by the card.
- 15.9.b Details of rally attendances that are missing from the card are not penalised unless the missing information would be required to satisfy attendance eligibility, in accordance with rules 34.5.
- 15.9.c Monetary fines are not permitted in lieu of card penalties.

## 15.10 Lost or Damaged Club Member Cards

- 15.10.a Current and previous year's club member cards that are lost, or damaged to an extent that they are illegible, must be replaced by application to the PCV state office through the member's club secretary.
- 15.10.b The club must apply for a replacement card within seven days of notification of its loss or damage.
- 15.10.c PCV will issue a replacement club member card, for which there is a fee.

## 16 Uniform

### 16.1 Requirements

- 16.1.a These uniform rules must be read in conjunction with the *PCV Gear Rules* – uniform section.
- 16.1.b All pony clubs must have an official uniform and club members must wear that uniform at any pony club competition or activity, in accordance with *PCV Gear Rules*.
- 16.1.c Open sections must comply with any standards specified by an organising committee for a competition.

### 16.2 Registration of Club Colours and Design

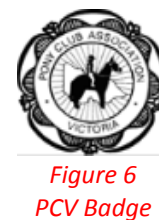
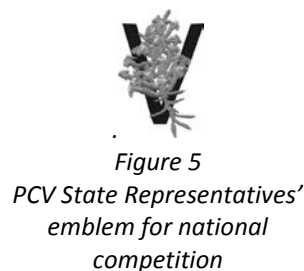
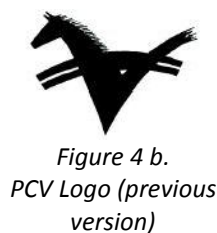
- 16.2.a A pony club must apply to its zone committee for approval of its desired official uniform and include in its submission details of uniform items, designs, colours and enhancements or any proposed changes to its currently registered uniform.
- 16.2.b As far as possible, zones should ensure that clubs' colour schemes are different and distinguishable.
- 16.2.c Club colour schemes must have one predominant colour and may have trimming colours, approved by the zone. The PCV tie, if applicable, is not considered part of the colour scheme.
- 16.2.d Once the zone grants approval, the zone secretary must advise the official club uniform to the PCV state office for official registration.

## 17 Official PCV Logos

### 17.1 Approved PCV Badge, Logo and Emblem

- 17.1.a The PCV logo (Figure 4a or 4b), may be used on PCV, zone or affiliated club publications and on official PCV clothing items, in accordance with PCV Gear Rules.
- 17.1.b The PCV state representatives' emblem (Figure 5) is only for use on uniforms ratified by the state council for national competitions, in accordance with *PCV Gear Rules*.

- 17.1.c The PCV badge (Figure 6) may be used on PCV, zone or affiliated club publications and on uniforms, in accordance with PCV Gear Rules.



- 17.1.d A club/zone may design a logo to use on its own publications, such as letterhead and newsletters, but when worn on uniform, it must fit the parameters defined in *PCV Gear Rules*.
- 17.1.e No other logos may be used for PCV purposes without the express permission of the state council.

## 18 Rallies

### 18.1 Requirements for Rallies

- 18.1.a A rally is a structured, supervised day, authorised by the club committee and recorded as a rally in the club committee minutes.
- 18.1.b A club must hold at least eight rallies each PCV year, in accordance with rule 6.3.a.iv. Each rally must be open to all members.
- 18.1.c The DC, or a club committee approved assistant, in accordance with rule 6.10.e, must plan and control the rally. The DC:
- i. Reports to and acts on behalf of the club committee.
  - ii. Performs duties as defined in rule 6.11 and others in this rule.
  - iii. Is the only person who may sign grading on the club member card; the assistant or others must not. Remember that grading must not be altered at a competition, in accordance with rule 15.7.a.ii.

### 18.2 Attendance Records

- 18.2.a As soon as possible at or after each rally, the DC, secretary or card secretary must maintain each member's attendance record in a club attendance register detailing:
- i. Club member's registered PCV numbers (current and previous year).
  - ii. Club member's attendance or absence.
  - iii. The mount ridden and whether the minimum conditions of rule 18.10 for a qualifying attendance were met.
  - iv. Grading.

**Comment:** This register is maintained so information can be verified in the event of a lost or damaged club member card and for verifying insurance claims.

- 18.2.b Club member cards must also be maintained as specified in rule 15.
- 18.2.c RWH progress cards may also be maintained in accordance with rule 18.14.g.

### 18.3 Accidents, Injury or Sickness

- 18.3.a First aid facilities must be provided at rallies as specified in rule 23:
- i. Incident report forms must be completed and forwarded to PCV as specified on the report form. Report forms are available from the PCV state office.
  - ii. If injured or sick, a club member may be excluded from any activity by the DC or first aid officer, in accordance with rule 23.1.c.

### 18.4 Rally Program

- 18.4.a Minimum rally standards apply as specified in rule 18.10. Those minimum rally program standards provide all junior and associate club members the opportunity of qualifying to compete.
- 18.4.b A rally program must provide safe, interesting and enjoyable supervised activities including:
- i. Achievement of the aims and objectives of the PCV.
  - ii. Varied activities and some formal instruction including elements from the PCA syllabus.
  - iii. Teamwork, encouraged in preference to individual competition.
  - iv. Unmounted activities, which could include visits to equine-related venues, lectures or films, or visits from horse dentists, veterinarians or saddlers.
  - v. Wet-weather programs including unmounted games.
  - vi. Strict adherence to punctuality.
  - vii. Gear check, which must be in accordance with *PCV Gear Rules*. The safety of the rider and horse is paramount.
  - viii. A Riders Without Horses program (RWH) at the club's discretion, in accordance with rule 18.14.
- 18.4.c All equipment should be ready before the scheduled starting time for a rally.

### **18.5 Uniforms at Rallies**

- 18.5.a Uniform and/or attire must be worn in accordance with *PCV Gear Rules*.

### **18.6 Horse Use at Rallies**

- 18.6.a Refer to rule 19 regarding horse use at rallies, activities and competitions.

### **18.7 Internal Club Competition**

- 18.7.a At an internal club competition, a non-junior or non-associate club member, such as an adult supporter, family member or friend, may ride their own mount or a club member's mount on the same day as the club member, subject to these conditions:
- i. The day participation form must be signed, in accordance with rule 3.2
  - ii. If not an adult supporter registered with PCV, the day participation fee must be paid, in accordance with rule 3.2.
  - iii. *PCV Gear Rules* apply.
- 18.7.b Junior and Associate combinations must have attended two rallies at their club in accordance with rule 33.1.a.i.
- 18.7.c RWH participants may compete and, if required, share a horse with a club member, subject to the DC's approval.

### **18.8 Qualifying Rally Attendance for Competition and other Activities**

- 18.8.a Qualifying rally attendance conditions:
- i. A combination will gain a qualifying rally attendance only if the club member achieved the minimum standards of rule 18.10.
  - ii. A junior or associate member may gain a mounted rally attendance with up to two horses providing they have both been ridden under instruction on the day.
  - iii. Club members who participate in the RWH program must not be granted a qualifying rally attendance, in accordance with rule 18.14.
  - iv. Should a rally extend over more than one day, only **one** attendance for up to two horses will be granted.
- 18.8.b A combination (club member and horse) wishing to participate in a pony club section of a competition or any other activity (other than supervised rally or instructional activities)

hosted by a pony club, must achieve the minimum number of qualifying rally attendances:

- i. **Junior club member:** Five rallies, two of which must be by the combination at their club, within the preceding 12 months. However, within the first six months of new club membership, only two mounted rallies by the combination are required. (Refer to rule 13.12 for definition of a new club member).
- ii. **Associate club member:** two mounted rallies by the combination within the preceding 12 months.

### 18.9 Qualifying other than at a Rally:

- 18.9.a Participation in a competition or non-rally activity does not count as a rally attendance except when a member is:
  - i. Attempting to qualify for any state championship competition. However, once qualification for the state championship competition has been achieved, rally attendance must not be granted if the member is absent to attend any other competitions.
  - ii. Attending a zone- or state-organised function or instructional activity.
  - iii. Assisting at a Riding for Disabled (RDA) function.
- 18.9.b Special exemptions for competition qualification may be permitted, in accordance with rule 18.11.

### 18.10 Minimum Standard for a Qualifying Rally

- 18.10.a As a minimum standard at a rally, a combination (rider and horse) wishing to be granted a qualifying mounted rally attendance, which is recorded on the club member card for competition purposes, must ride in at least one mounted session under instruction.
  - i. For junior club members, unmounted rallies may qualify toward the eligibility requirements, in accordance with rule 18.13.
- 18.10.b If the rally program does not provide at least this minimum standard, or a club member does not comply with the minimum standard, a mounted rally accreditation must neither be granted nor recorded on the club member card.
- 18.10.c Once this minimum standard has been achieved, a qualifying rally may be granted and recorded for competition purposes on the club member card as described in rule 15.
 

**Comment:** To satisfy its aims and objectives, PCV recommends that each club formulate and issue a written policy to its club members, stating club criteria that exceed this minimum standard before granting a qualifying rally attendance.
- 18.10.d Recommendations to clubs to exceed minimum standard:
  - i. Conduct full-day rally programs that encourage maximum participation by club members.
  - ii. Limit the number of short attendance (less than a full day) rallies in any year that a club member may be granted for recording as a rally qualification on the PCV club member card.
  - iii. Establish incentives and awards to encourage maximum rally attendance and participation.
  - iv. Remember that eager and willing participation by club members will only ever be the result of a quality, well managed rally program that is fun, while fulfilling the aims of pony club.

### 18.11 Special Exemption for Rally Attendance

- 18.11.a Except for Sports CONNECT, described in rule 13.11, these special exemption rules only apply to junior club members.

- 18.11.b Special exemption may be granted to a junior club member, who is unable to attend club rallies on a regular basis, for illness, employment, education or other mitigating circumstances, subject to these conditions:
- i. The DC must apply in writing to the zone representative for a special exemption on behalf of the member.
  - ii. Special exemption may be granted at the sole discretion of the zone representative and is given for a specific period, which must be stated in the special exemption section of the membership card and signed by the zone representative.
  - iii. The granting of a special exemption does not remove the requirement for grading, in accordance with rule 33, and at least two mounted qualifying rally attendances in the 12 months preceding the competition, in accordance with rule 34, if intending to compete during the exemption period.

### **18.12 Visiting Member at a Rally**

- 18.12.a A rally attendance may be granted to a member attending a rally at another club affiliated with the PCV or an RDA function:
- i. When, for holidays, employment, education or other mitigating circumstances, the member is in a location that would reasonably prevent them from attending their club rally, providing both the zone representatives of the zones to which the clubs belong consent, the visited club's rally does not need to be on the same day as the member's club rally.
  - ii. When the member could be expected to attend their own club but visits another club at the invitation of that club, the visited club's rally must be on the same day as the member's club rally.
  - iii. The visiting club member must be mounted and satisfy the minimum rally attendance standards of rule 18.10 if seeking a qualifying rally attendance.
  - iv. When attending or assisting a Riding for the Disabled function, the RDA function must be on the same day as the member's club rally.
- 18.12.b In all of the above cases, the following conditions also apply:
- i. Prior to visiting another club the member must obtain approval from both the DC of the member's club and of the club or RDA to be visited.
  - ii. The member must wear their usual club uniform at the rally or match the style of attire that is worn at the visited club as pre-advised by the DC of the club to be visited.
  - iii. The member's DC must ascertain that all these conditions have been met and that the attendance was valid before granting a rally attendance and recording it on the club member card. If the conditions and visit cannot be verified the card must be marked "Absent."

### **18.13 Unmounted Rallies**

- 18.13.a Junior and associate club members, who are not participating in a RWH program, should be mounted at all club rallies unless the member is sick or injured, their horse is unfit or the rally is specified as unmounted.
- 18.13.b It is the duty of the club's DC to ensure that junior and associate members do not attend rallies unmounted on a regular basis, without good reason.
- 18.13.c Junior club members must have a qualifying unmounted rally recorded on the club member card. This must be marked as "UM" or "Unmounted" in the card's "Mount" column and be signed by one of the authorised club officials, in accordance with rule 15.4.f.
- 18.13.d Unmounted rallies do not qualify for associate club members, but may be recorded on the club member card if desired.

18.13.e For both juniors and associates, unmounted rally attendance must always be recorded in the club attendance register, in accordance with rule 18.2.

### **18.14 Riders Without Horses (RWH)**

18.14.a At the discretion of the club committee, the club may offer a RWH program, which includes junior or associate club members.

18.14.b The club may conduct the RWH program at rallies or at other times determined by the club committee.

18.14.c The club DC or a nominated assistant, approved by the club committee in accordance with rule 6.10.e, must attend all RWH programs.

18.14.d The club committee must compile and approve a risk management assessment of the RWH program. Refer to rule 22 for more information about risk management.

18.14.e The RWH program may be:

- i. Predominantly based on horsemastership, which follows a program set from time to time by the CIP, in accordance with rule 4.4. (Such programs are available from the PCV web site or state office).
- ii. Riding activities conducted under strict supervision or instruction in the manner that would be conducted for a usual rally program.

18.14.f PCV *Gear Rules* rally apply to RWH programs for:

- i. Comfort and safety standards for rider and horse.
- ii. Club member uniform.

18.14.g Clubs with a RWH program may utilise a RWH progress card specifically designed to record achievements attained in the RWH program. The RWH progress card is in addition to the PCV club member card issued, in accordance with rule 10.6, and is available from the PCV state office.

18.14.h Club members who participate in a RWH program:

- i. Must not be graded and cannot qualify for a pony club section of a competition.
- ii. RWH attendance must be recorded in the club attendance register in accordance with rule 18.2. The RWH progress card may be used in addition to the club attendance register. RWH attendance may also be recorded on the PCV club member card as “RWH”.
- iii. May ride a horse at an internal club ungraded competition, in accordance with rule 18.7.

18.14.i A junior or associate club member may ride a horse that they do not own or are not the responsible carer for, subject to the conditions of rule 19.3.d.

### **18.15 Come and Try Pony Club**

18.15.a A “Come and Try Pony Club” day may not be used for rally attendance and is not a membership category.

## **19 The Horse**

### **19.1 Welfare of the Horse**

19.1.a PCV has adopted the Code of Conduct for the Welfare of the Horse developed by the FEI and adopted by EA.

19.1.b Hendra Policy – Refer to Resources and Forms/Policies on the PCV Website for detail.

19.1.c Riders need to consider the horse/rider weight ratio when buying a suitable horse/pony. Refer to Resources and Forms/Policies on the PCV website for information on appropriate horse rider ratios.

Recommended ratios:

- A simplistic measure – take the horse weight and divide by 6
- The 15% rule which is – 450 – 500kg horse can carry 68kg a 350 – 400 kg pony can carry 52kg

## 19.2 Suitability and Age of Horse

- 19.2.a Stallions, colts and rigs are banned from pony club activities and competitions.
- 19.2.b A horse or pony under four years must not be graded or ridden in a pony club graded competition or mounted games.

## 19.3 Participation of a Horse in a Rally, Activity or Competition

- 19.3.a Horse abuse rules apply at rallies, in accordance with rule 19.5.
- 19.3.b If the DC, assistant appointed in accordance with rule 6.10.e, or zone representative, considers:
- i. An injured, sick or undernourished mount is unfit to participate in an activity, the mount must not be ridden and he may require the responsible carer to remove it from the club grounds.
  - ii. A mount unsafe or unsuitable, it must not be ridden.
- 19.3.c Other than for instruction, coaching, supervision and internal club competitions described in rule 18.7, only junior, associate and adult riding club members are permitted to participate in a rally.
- 19.3.d For rallies and RWH, a junior, associate, or adult riding club member may ride a horse that they do not own or are not the responsible carer for, and/or swap with another club member, subject to the club and the club member satisfying this requirement before riding:
- i. The DC or the relevant instructor must approve the use of the horse. If a rider is under age 18, the use is subject to consent from a parent or the legal guardian of the club member and horse owner/carers.
- 19.3.e Pony club instructors and others who are neither junior nor associate, nor adult riding club members must not ride a club member's mount at any pony club activity.
- 19.3.f A DC, instructor, coach or adult supporter may be mounted on their own horse to assist in instruction or supervise an activity, in which case comfort and safety requirements of *PCV Gear Rules* apply.
- 19.3.g Combinations participating in a pony club section must be eligible, in accordance with rule 34.
- 19.3.h A horse must take part with only one rider throughout a competition, **(in accordance with rule 34.8)** with the exception of national mounted games competitions organised by the national mounted games state committee, in accordance with rule 39.3.
- i. **Horses may compete in TWO Combined Training competitions per day if ridden by more than one rider. Horses may compete in ONE Combined Short Course, Super Cross & Derby as per Horse Trials Rules Section E Combined Test Competitions.**
  - ii. **A horse, if ridden by one or more riders may compete in multiple classes at a Show or Gymkhana.**
  - iii. **A horse, if ridden by one or more riders, may compete in NO more than 4 Dressage Tests or 5 Showjumping rounds OR a max combination of 2 Dressage tests & 3 Showjumping rounds on the one day.**
- 19.3.i Multiple mounts may be ridden at a competition under the conditions of rule 34.8.
- 19.3.j At a horse trials event, a horse must either compete in one pony club section or one open section, but not both.
- 19.3.k For internal club competitions, refer to rule 18.7 regarding RWH or parents, guardians, family members or friends riding club member's mounts on the same day.



## 19.4 Rally Accreditation for Horse

- 19.4.a Refer to rules 18.8 and 34 for rally accreditation requirements for combinations.
- 19.4.b The rider must be qualified in accordance with Rule 34.5 and the mount must be graded in accordance with Rule 33.2. Once rider qualification and grading have been achieved the horse may be granted a qualifying rally attendance when it is ridden at one of the following:
- i. A Zone run rider squad/clinic which has been sanctioned and minuted by the Zone.
  - ii. A State run rider squad/clinic which has been sanctioned and minuted by State Council.

The qualifying activity does not have to occur on the same day as the rider's club rally and the horse cannot receive more qualifying attendances than the club holds rallies.

## 19.5 Abuse of Horses

- 19.5.a All forms of cruel, inhumane or abusive treatment of horses are strictly forbidden. Such acts include;
- i. Rapping – see 19.4.g.
  - ii. Riding an exhausted or undernourished horse.
  - iii. Excessive pressing of a tired horse.
  - iv. Riding an obviously lame horse.
  - v. Excessive use of whip/bit or spurs – [19.5.c](#), [19.5.d](#), and [19.5.e](#)
  - vi. Dangerous riding.
  - vii. Riding in an unsafe way or losing control of the horse.
  - viii. Series of dangerous jumps.
- 19.5.b If, in the opinion of the appropriate official(s), a horse is being ill-treated (including all behaviour defined in this rule), the combination will be eliminated from the relevant part of the activity (including rallies and competition) or disqualified from any further participation in the activity.
- 19.5.c **Excessive use of whip:** Excessive and/or misuse of the whip may be considered abuse of the Horse and will be reviewed case by case by the Ground Jury according to the following principles:
- i. The whip is not to be used to vent an athlete's temper.
  - ii. The whip is not to be used after elimination.
  - iii. The whip is not to be used after a horse has jumped the last fence on a course.
  - iv. The whip is not to be used overhand (i.e. whip in right hand being used on left flank)
  - v. The whip is not to be used on a Horse's head.
  - vi. The whip is not to be used more than three times for any one incident.
  - vii. If a Horse's skin is broken with the whip the use is always excessive.
- 19.5.d **Excessive use of spurs:** Spurs must not be used to reprimand a horse. Such use is always excessive, as is any use that results in a horse being marked by a spur.
- 19.5.e **Excessive use of bit:** The bit must never be used to reprimand a horse. Any such use is excessive.
- 19.5.f **Illegal use of reins or objects:** Whipping a horse with the reins or any object, other than a whip, is forbidden.
- 19.5.g **Rapping:**
- i. Any form of rapping is strictly forbidden, under penalty of elimination, whether done by hand or by some means of a pulley, at any time in any place, whether in view of the public or not.
  - ii. The term "rapping" includes all the artificial techniques to induce the horse to jump higher or more carefully in competition. It is not practical to list every possible means of rapping. In general it consists of the competitor and/or dismounted

assistants, for whose behaviour the competitor is responsible, either hitting the horse's legs manually with something (no matter what or by whom) or deliberately causing the horse to hit something itself, whether by building fences too large and/or too wide, setting false ground lines, placing trotting poles of a combination at a false distance, intentionally pulling or pushing the horse into a fence or otherwise making it difficult or impossible for the horse to negotiate the practice obstacle without hitting it.

19.5.h **Misuse of Gear:**

- i. Abuse of a Horse using natural riding aids (e.g. Hands, Legs, seat) or artificial aids that are misused in any way, too tight, ill-fitting or incorrectly used will not be tolerated. This includes but is not confined to bits, saddlery, boots, spurs, whips and any equipment that may pass a Gear Check in normal circumstances.

## 20 Gear Check

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### 20.1 Policy

- 20.1.a Gear check must be conducted in accordance with PCV Gear Rules.

## 21 Lungeing

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### 21.1 Policy

- 21.1.a Lungeing at a rally, activity or competition must take place in a confined area designated exclusively for lungeing. If no such area exists lungeing is **not** permitted. See PCV Gear Rules for equipment allowed.
- 21.1.b The competition schedule must state if and where lungeing is permitted at a venue.
- 21.1.c At a competition venue with a designated lungeing area, only the competitor may ride or lunge his horse or pony. The penalty for disobeying this rule is elimination.
- 21.1.d At a rally or activity an adult may lunge a member's horse or pony in a designated lungeing area. See PCV Gear Rules for equipment allowed.

## 22 Risk Management

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### 22.1 Policy

- 22.1.a All PCV committees, clubs and club members must follow risk management policies and procedures, which are available from the PCV web site or state office.
- 22.1.b All clubs must undertake an annual risk management review and complete the checklist, which is available from the PCV web site or state office.

## 23 First Aid and Equipment—Minimum Requirements

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### 23.1 Accidents, Injury or Illness at Rallies, Activities and Competitions

- 23.1.a First aid personnel and facilities must be in accordance with these rules.
- 23.1.b Incident report forms must be completed for each incident, and forwarded to PCV as specified on the report forms. Report forms are available from the PCV state office.
- 23.1.c If in the opinion of the club member's DC or the first aid officer, an injured or sick club member is unfit to participate, the club member may participate unmounted, if applicable, or may be excluded from participation.
- 23.1.d If the rider is to continue participation after a fall then a fall release form must be completed in accordance with 24.1.d.

### 23.2 Large Competitions or Activities

- 23.2.a Club or Zone: For activities or competitions with more than 200 participants, an accredited first aid provider or medical doctor must be in attendance.

**23.3 Club: Rallies, Camps, Competitions and Activities**

- 23.3.a First aid room / station / area.
- 23.3.b A well-maintained, industry-approved first aid kit.
- 23.3.c A club will make every effort to have a designated Level 2 first aid officer in attendance.
- 23.3.d Documented and displayed accident procedure.
- 23.3.e Documented and displayed emergency contact numbers.
- 23.3.f Club members' register with emergency contacts available in the first aid area.
- 23.3.g First aid log must be maintained by the club's designated first aid officer.

**23.4 Inter-Club / Zone**

- 23.4.a First Aid room / station / area.
- 23.4.b A well-maintained, industry-approved first aid kit.
- 23.4.c A minimum of one designated level 2 first aid officer in attendance.
- 23.4.d Documented and displayed accident procedure.
- 23.4.e Documented and displayed emergency contact numbers.
- 23.4.f First aid log must be maintained by the designated club or zone first aid officer.

**23.5 State**

- 23.5.a Accredited first aid provider in attendance or a medical doctor.
- 23.5.b During the cross country phase of Horse Trials an ambulance (or paramedic equivalent) MUST be present and a doctor SHOULD be present.
- 23.5.c First aid room / station / area / van.
- 23.5.d A well-maintained, industry-approved first aid kit.
- 23.5.e Designated PCV first aid co-ordinator in attendance.
- 23.5.f Documented and displayed accident procedure.
- 23.5.g Documented and displayed emergency contact numbers.
- 23.5.h First aid log must be maintained by the designated PCV first aid co-ordinator.

**23.6 Farrier**

- 23.6.a Each club should have on site some basic farrier's tools and at state activities or competitions a farrier must be present or easily on call.

**23.7 Veterinarian**

- 23.7.a The emergency contact details of a vet must always be on hand at pony club rallies, activities and competitions.
- 23.7.b A horse float and vehicle, with the emergency vet contact details, must be available on the grounds or easily at hand for emergency horse needs.

**24 Fall of Rider and further participation in competition/activity****24.1 Fall of rider**

For all competitions and activities, including the practice and warm up areas, other than Games Teams, Flat Teams and Musical Ride Teams the first fall of rider is to be categorized and actions applied as indicated using the following scale of severity.

For Games Teams, Flat Teams and Musical Ride Teams competitions should a rider fall, remount and complete the game or continue in the ride they must be checked by the medical personnel responsible for the event and have a fall release form signed before taking further part in the competition.

**NB: these rules do not apply to activities such as rallies and clinics that take place under instruction and supervision. In these cases the final decision and ultimate responsibility lies with the rider if 18 or over and the parent or guardian if the rider is under 18. However, it is advisable that if a fall results in unconsciousness or concussion that the rider takes no further part in the activity on that day.**

- 24.1.a Unconsciousness – If a rider has a fall, anywhere on the venue, which results in them becoming unconscious they are automatically disqualified from taking any further part in the competition(s) on that day.
- 24.1.b Concussion – if a rider has a fall anywhere on the venue, which results in apparent concussion they are automatically disqualified from taking any further part in the competition(s) on that day.
- 24.1.c Injury – If a rider has a fall, anywhere on the venue, which results in an injury that necessitates treatment in an offsite medical facility, such as a Doctor or Hospital, then a parent or guardian must sign a release form for the rider to take any further part in the competition(s) on that day.
- 24.1.d Minor Injury – If a rider has a fall, anywhere on the venue, which is of a minor nature and does not result in a head injury or an injury requiring outside medical assistance the rider (if over 18) or a parent or guardian must sign a release form for the rider to take any further part in the competition(s) on that day. The signed release form must be submitted to the Event Secretary, as far as possible, before proceeding in the competition. Failure to comply with this condition will result in elimination from the competition.

## 25 Vehicle Usage

### 25.1 Motor Cycles

- 25.1.a All motor cycles must have current recreation or road registration.
- 25.1.b Riders must hold a current Victorian licence or appropriate state license if the rider lives outside Victoria.
- 25.1.c A rider of a recreation-registered motorcycle must **not** carry a passenger.
- 25.1.d A rider of a road-registered motorcycle may carry a pillion passenger who must be able to place both feet on the footrests.
- 25.1.e All motorcycle riders and passengers must wear a helmet in serviceable condition meeting AS1698.
- 25.1.f All motor cycles must be insured (third party cover) through the VicRoads registration or appropriate state registration if the motor cycle is registered outside Victoria.

### 25.2 Tractors and Unregistered Vehicles

- 25.2.a All tractors must have at least insurance cover purchased through VicRoads or equivalent insurance cover if the tractor is located outside Victoria.
- 25.2.b The driver must hold a current car licence.

## 26 Alcohol

### 26.1 Policy

- 26.1.a Officials and riders must not consume alcohol eight hours prior or during an activity or competition. Under-age drinking is not permitted. The full policy is available from the PCV web site or state office.

## 27 Medication Control of Horse and/or Rider

### 27.1 Horses

- 27.1.a It is forbidden to administer any substance to a horse or to cause one to be administered in any way, with the intent to influence the horse's performance, at any pony club venue, before or during a pony club activity or before or during a pony club competition, under penalty of elimination from the activity or competition.
- 27.1.b The organisers reserve the right to test any horse and to take any necessary action, in accordance with FEI General Regulations and Veterinary Regulations.
- 27.1.c The current lists of prohibited and permitted substances are contained in the *FEI Veterinary Regulations*. In essence, the rules prohibit the use of any substance, other than a normal nutrient, that could, by its nature, affect the overall performance of the horse.
- 27.1.d The use of local anaesthetics and antibiotic substances (antiviral, antimicrobial, anti-parasitic) for the purpose of treating minor conditions, cuts and abrasions is permitted.

## 27.2 Riders

- 27.2.a A rider is forbidden to take any substance with the intent to influence performance, at any pony club venue, before or during a pony club activity, or before or during a pony club competition, under penalty of elimination from the activity or competition.
- 27.2.b PCV adheres to the Pony Club Australia Medication Control Policy. A current list of prohibited substances can be found on the website [www.ponyclubaustralia.org.au](http://www.ponyclubaustralia.org.au)

## 28 Organising Committee Duties

### 28.1 Organising a Competition or Activity

- 28.1.a An appointed committee known as the organising committee must be responsible for the following requirements:
- i. Select an appropriate date, attempting to avoid clashes with other similar activities or competitions within the zone and have the zone approve it.
  - ii. Confirm the zone-approved date with the venue.
  - iii. Prepare documentation and promotions and have the zone representative approve them, in accordance with rule 28.2.
  - iv. Appoint appropriate officials.
  - v. Arrange for all organisational requirements such as:
    - Risk management assessment, in accordance with rule 22.
    - Card inspector, in accordance with rule 15.
    - Gear check team to meet the requirements of *PCV Gear Rules*.
    - First aid, in accordance with rule 23 – remember incident report forms and Rider Fall release forms – have these available at the warm up area.
    - Issue photographers with an identity pass and inform them of restrictions in accordance with the *Acquiring and Displaying Images of Children* policy, available from the PCV web site or state office.
    - PA systems.
    - Parking and grounds layout.
    - Traffic control and sign posting to avoid confusing directions.
    - Catering: check with local authority requirements for food handlers.
  - vi. Farrier, in accordance with rule 23.6.
  - vii. Veterinarian, in accordance with rule 23.7.

### 28.2 Competition Schedules, Entry Forms and Programs

- 28.2.a Organising committees must prepare and submit competition documentation to the zone representative to receive approval before notifying other clubs, advertising or marketing to attract entries, in accordance with rule 5.3.a.x.

**Comment:** *Competition Condition Inclusions* and entry form templates are available from the PCV web site or state office.

### 28.3 Prize Giving

- 28.3.a Money is not permitted as a prize in any pony club section of a competition.
- 28.3.b Club members must be dressed in full official uniform and may be dismounted at presentation ceremonies. Helmets are not required, unless mounted.

### 28.4 Other Competition Requirements

- 28.4.a Refer to other rulebooks for competition specific information. For example, refer to *Dressage Rules* for dressage procedures and *Gear Rules* for gear check procedures.
  - i. Also refer to the PCV web site for other helpful information under the rules and publications sections.

## 29 Stabling and Yards at Competitions/Clinics/Activities

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### 29.1 Policy

- 29.1.a Stabling and yards should be of solid construction. The use of electrified tape, strings, ropes or chains is not permitted at Pony Club events. Electric tape can be used as a top line or 'standoff' on a steel or solid yard, but not as a stand alone yard.

## 30 Open Sections, Activities and Competitions

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### 30.1 Definitions

- 30.1.a **Open section:** a grade, class or activity other than a rally, hosted by a PCV club, in which anyone may participate subject to these rules.
- 30.1.b **Pony club section:** an activity run exclusively for PCV club members, to whom eligibility rule 34 applies, and interstate pony club members, to whom applicable interstate eligibility requirements apply.
- 30.1.c **Non-pony club member:** a participant who is not a PCV club member or an interstate pony club member.

### 30.2 Open Participant Obligations

- 30.2.a Participants must nominate, on the Day Participation form, which open section the combination (horse and rider) are competent and sufficiently experienced to ride.
- 30.2.b Non Pony Club members (other than those exempted by the PCV Insurers and listed at [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au)) must pay a day participation fee as specified on the Day Participation form for each day of participation/competition.
- 30.2.c Participants must comply with applicable PCV rules and organising committee requirements.

### 30.3 Horse Trials Special Requirements

- 30.3.a Participants must be 8 years or over.
- 30.3.b A combination (rider and horse) may participate in only one grade/section.

### 30.4 Pony Club members in Open Sections

- 30.4.a A pony club member who wishes to participate in an open section may do so providing:
  - i. They present their club member card or verification form to prove current membership. If not presented, a day participation fee is payable.
  - ii. They sign the day participation form, in accordance with rule 3.2.
- 30.4.b Where both a pony club section and an open section are conducted, a combination may compete in both the pony club section and the open section, except in horse trials, in accordance with rule 30.3, providing that:

- i. PCV eligibility requirements, in accordance with rule 34, or the applicable interstate requirements, are proven for the pony club section. Rule 34 does not apply to the open section.

### 30.5 Multiple Horses

- 30.5.a Refer to rule 34.8.

### 30.6 Organising Committee Obligations

- 30.6.a Pony clubs hosting an open section must apply and adhere to these conditions:
  - i. PCV competition rules and gear rules must be applied.
  - ii. Riding specifications (dressage tests, maximum jumping heights/spreads, etc.) must be specified on entry forms, programs and schedules for each grade, class or section to inform participants before the organising committee accepts any entries.
  - iii. Specify what uniform standards, if any, are required for the open section at a competition, in accordance with rule 16.1.c.
  - iv. Entry forms, programs or schedules must be approved by the zone representative and activities conducted, in accordance with rule 28.
  - v. Day participation requirements apply and all open section participants must fully satisfy them, in accordance with rule 3.2.

## 31 Conduct at Activities and Competitions

### 31.1 Policy

- 31.1.a All persons attending a rally, activity or competition must follow the *Code of Conduct*, which is available from the PCV web site or state office.
- 31.1.b The chief judge or most senior official may disqualify a club member, at any time, for conduct unbecoming to pony club members (including bad language, bad sportsmanship, breach of the *Code of Conduct* or other misbehaviour).
- 31.1.c Misconduct will be dealt with in accordance with rule 14.
- 31.1.d Riders and owners of horses and their assistants must obey, under penalty of elimination, any order or direction given to them by any responsible official at an activity or competition.
- 31.1.e At the venue, only the competitor may ride or lunge his horse or pony in a designated lungeing area . The penalty for disobeying this rule is elimination. See Rule 21 Lungeing
- 31.1.f At the venue, only the saddlery permitted for the competition must be used. The penalty for disobeying this rule is elimination.
- 31.1.g All persons at the venue must be careful not to do anything that might upset or hinder the progress of an activity or competition.

## 32 Visiting Pony Club Officials at Competitions or Rallies

### 32.1 Policy

- 32.1.a The pony club or zone needing the assistance of visiting officials, must:
  - i. Offer reimbursement of travel expenses even though these officials may decline reimbursement.
  - ii. Extend all courtesies to visiting personnel ensuring their comfort.
  - iii. Provide all equipment to enable the official to work efficiently, such as for judges: score sheets, clipboards, tables and chairs.

## 33 Grading

### 33.1 Basic Requirements

- 33.1.a Other than a supervised rally activity or formal supervised **training school/clinic, (Rule 36.7)** any pony club section/activity that includes any form of dressage, showjumping or cross-country element, requires the combination to be graded for the activity.
- 33.1.b Ungraded combinations may only compete in competitions that do not require grading.
- 33.1.c These grading rules must be read in conjunction with *PCV Grading Guidelines*, which is available from the PCV web site or state office.
- 33.1.d The grading system for each discipline is based on the ability of the horse and rider as a combination to perform safely and competently at a specific standard in the discipline.
- 33.1.e A separate grading is required for each discipline and horse and rider combination.
- 33.1.f Grading must not occur or be altered at a competition, in accordance with rule 15.7.a.ii.
- 33.1.g Grading:
  - i. If sufficiently experienced, the DC may grade on their own initiative after taking into consideration all relevant information such as competitive ability and performances
  - ii. Alternatively the DC may solicit assistance from a grading panel consisting of club instructors, other knowledgeable persons, the zone chief instructor or their appointee.
  - iii. Do not allow parents to influence the grading of their children.

### 33.2 Before Grading

- 33.2.a The combination must have attended two or more rallies at the member's club.
- 33.2.b A transferred combination, which is ungraded or requires regrading, must have attended two or more rallies at the new club.
- 33.2.c The initial grading may take place at the end of or after the second club rally attendance.
- 33.2.d Re grading may be done at any time other than at a competition, in accordance with rules 33.1.f. and 15.7.a.ii.
- 33.2.e The DC only must record and sign all grading on the rider's current club member card.
- 33.2.f A horse under four years must not be graded.
- 33.2.g Club members under 8 years must not be graded for horse trials, nor compete in any competitions that involve Cross Country.
  - i. D Certificate **recommended** prior to Grading for Horse Trials.

### 33.3 Specific Details for Grading

- 33.3.a For specific details on grading for each discipline, refer to *PCV Grading Guidelines*.

### 33.4 Downgrading

- 33.4.a Downgrading of combinations is allowed in special cases, at the discretion of the DC, after which the zone representative must be advised.

### 33.5 Upgrading

- 33.5.a Any combination that is consistently placed in any graded discipline must be reassessed by the DC, or their appointed representative, and be upgraded if appropriate according to grading guidelines, or only be permitted to ride Hors Concours at future competitions providing they satisfy the requirements of rule 34.10.



### 33.6 Changed Grading between Close of Entry and Day of Competition

- 33.6.a A combination, which is regraded after the close of a competition's entries, must apply to the competition organising committee to ride in their new grade.
- 33.6.b If the organising committee of the competition is unable to offer the combination an entry in their new grade, an upgraded combination is permitted to compete Hors Concours in their previous grade, providing they satisfy the requirements of rule 34.10.
- 33.6.c Before the day of competition, the organising committee must advise the participant whether the combination will compete in their new grade or compete Hors Concours in their previous grade.
- 33.6.d Downgraded combinations must compete in their new grade, in accordance with rule 33.4.a.

## 34 Eligibility for Pony Club Activities or Competitions

### 34.1 Activities or Internal Club Competitions

- 34.1.a Activity means anything other than a supervised rally activity or instructional session, including camps, and trail rides.
- 34.1.b Internal club competitions are those held exclusively for a club's own members. Also refer to rule 18.7.

### 34.2 Competitions

- 34.2.a Competitions means:
  - i. Organised by a PCV pony club, zone or state organising committee.
  - ii. A competition open to:
    - Inter-club: other PCV clubs and/or their club members.
    - Zones or states.

### 34.3 Club Member Cards

- 34.3.a The club member must present card(s), in accordance with rule 15.5.c, at all activities and competitions to prove eligibility and registration with PCV. Photocopies of card(s) are not permitted. Verification forms may only be used as described in rule 15.8.

### 34.4 Age of Rider

- 34.4.a The club member must be at least age eight for horse trials competitions, in accordance with rule 33.2.g.
- 34.4.b Refer to rule 34.11 regarding state and national activities and competitions.

### 34.5 Rally Attendance Requirements for Competitions

- 34.5.a **Junior club member:** Five rallies, two of which must be by the combination, within the preceding 12 months. However, within the first six months of new club membership, only two mounted rallies by the combination are required. (Refer to rule 13.12 for definition of a new club member).
- 34.5.b **Associate club member:** two mounted rallies by the combination in the preceding 12 months.
- 34.5.c **"RWH" and Come and Try Pony Club** must not be considered as a competition qualification.

### 34.6 Grading

- 34.6.a The horse and rider as a combination must be graded specifically for the discipline in which they are competing, in accordance with rule 33.

- 34.6.b Ungraded combinations may only compete in competitions that do not require grading, in accordance with rule 33. Training may only be conducted at rallies or formal supervised training schools/clinics **as in rule 36.1.**

### 34.7 Exemptions

- 34.7.a Special exemptions may apply for junior club members, in accordance with rule 18.11.  
A special exemption does not remove the requirements for two mounted rallies within the preceding 12 months and grading for the combination. Refer to rule 18.11. Also, DAP may allow for some exemptions. Refer to rule 13.11 for conditions.

### 34.8 Multiple Horse Participation

- 34.8.a A rider may participate in an activity or competition on more than one horse (combination); in more than one class or grade subject to:
- i. Combinations participating in a pony club section must be eligible, in accordance with rule 34.1.
  - ii. At a horse trials event, a horse must either compete in one pony club section or one open section, but not both.
  - iii. Horses may compete in TWO Combined Training competitions per day if ridden by more than one rider. Horses may compete in ONE Combined Short Course, Super Cross & Derby as per Horse Trials Rules Section E Combined Test Competitions.
  - iv. A horse, if ridden by one or more riders may compete in multiple classes at a Show or Gymkhana.
  - v. A horse, if ridden by one or more riders, may compete in NO more than 4 Dressage Tests or 5 Showjumping rounds. **OR a max combination of 2 Dressage tests & 3 Showjumping rounds** on the one day.
- 34.8.b A rider wishing to enter multiple horses into a competition may nominate a preferred riding order on the entry form. However, the organising committee may accept none, one or more of the entries, at its sole discretion, and the rider must abide by the draw.

### 34.9 Financial Club Membership

- 34.9.a Club members must be financial with the club they belong to and be registered with PCV in accordance with rule 11.

### 34.10 Hors Concours (HC)

- 34.10.a Competing HC means riding non-competitively, without being eligible to win a place or an award in a competition.
- 34.10.b Other than as described in rule 33.5 and 33.6, HC must only be used in the case of card anomalies or with permission of the DC or ZR as in 34.10.e. In all cases the following minimum requirements must be satisfied:
- i. The PCV club member presents their card (or verification form if the card is lost or damaged) and proves that:
  - ii. The combination is graded for the competition (may ride HC below their grade).
  - iii. The combination has attended at least two rallies.
  - iv. The rider is a financial club member and registered with the PCV in accordance with rule 11.
- 34.10.c HC cannot be used to qualify for a state competition.
- 34.10.d Downgraded combinations must compete in their new grade, in accordance with rule 33.6.d.
- 34.10.e Refer to Rule 33.5.a where any combination consistently placed in their grade but not able to be upgraded must be encouraged by their DC or ZR to take part in competitions HC.

### 34.11 State and National Competitions

- 34.11.a Riders who have been in pony club for more than two years and are aged 14 years & over must have attained their “C” Certificate in order to compete at any state or national competition.
- 34.11.b Riders from interstate are not eligible to compete in PCV State Championships as they have not qualified for the event under the PCV qualifying criteria.
- 34.11.c Other eligibility is in accordance with rules 37 and 39.

### 34.12 Other Considerations

- 34.12.a Refer to rule 19 (The Horse) and rule 20 (Gear Check).

## 35 Queries and Protests

### 35.1 Queries

- 35.1.a A competitor may raise a query at a competition, on a form provided by the organising committee, available at the event secretary’s office. Organising committees may obtain the query form from PCV web site or state office.
- 35.1.b Once completed, the competitor must hand the query form to the event secretary for investigation by the appropriate official.
- 35.1.c The appropriate official must answer the query verbally as soon as possible. If the competitor is not satisfied with the explanation, they may lodge a protest within the prescribed time.

### 35.2 Protests

- 35.2.a A competitor may lodge a protest in writing, with a \$50 fee, with the event secretary no later than one hour after the happening that gave rise to the protest or 30 minutes after posting of interim scores. The jury of appeal or appropriate persons will consider the protest and their decision is final. The competitor forfeits the fee unless the jury of appeal or appropriate persons uphold the protest or decide that there were reasonable grounds for the protest.

## 36 Activities and Competitions

### 36.1 Conduct at Activities and Competitions

- 36.1.a Conduct of all attendees must be in accordance with the *Code of Conduct* and rules 14 and 31.

### 36.2 Inter Club Activities and Competitions

- 36.2.a Clubs are encouraged to visit each other as described in rule 6.11. Also, to organise and host competitions based on the rules contained within this handbook and other rulebooks such as *Horse Trials Rules*, *Dressage Rules*, and *Games*.
- 36.2.b Organising committees must comply with rule 28.

### 36.3 Two Rallies for Combination in all Activities

- 36.3.a For specific definitions and requirements, refer to rule 34:
  - i. A combination must have attended two mounted rallies at their club in the 12 months preceding and may need to be graded. This also applies to activities such as camps, trail rides and internal club competitions.
  - ii. In other competitions, other eligibility must be satisfied.

### 36.4 Camps and other Activities

- 36.4.a For all activities other than a supervised rally activity or instructional session, rider eligibility in accordance with rule 34 always applies.

### 36.5 Ungraded Competitions or Activities

- 36.5.a Activities for ungraded combinations must be in accordance with rule 33.1.
- 36.5.b Freshmans Showjumping. This activity is NOT a competition. Schedule must include:
- i. Entry Fees, heights and spreads.
  - ii. No horse may jump more than 5 rounds.
  - iii. All riders MUST sign a Liability Waiver, as per Insurer's cover requirements.
  - iv. Participation (not placing) ribbons may be awarded. (optional for clubs).  
The organising committee may advise riders that they should not jump further heights.

### 36.6 Led Competitors, this includes Led Rider Classes and in Hand Classes.

- 36.6.a No combinations may be led in any competition unless laid down in class conditions; e.g. Led Rider classes, games etc. Competitors may NOT be led over poles or jumps at any competition. Riders with Sports Connect exemption may be led if exemption states.

### 36.7 Formal Supervised Training

This activity is NOT a competition. Riders may be led during training. Participation recognition is optional.

- 36.7.a Formal Supervised Training must not be conducted during competitions (see rule 34.6.b)
- 36.7.b Formal Supervised Training must be conducted by a registered PCV coach in accordance with rule 40.2.
- 36.7.c All riders must complete the Liability Waiver.

## 37 State Level Pony Club Competitions

### 37.1 Conduct of and Participation in State Competitions

- 37.1.a The PCV may conduct state activities or competitions to advance its objectives and it may collaborate with other bodies in the conduct of such competitions or activities. The state council may authorise the participation of club members as officials and advisors at these activities or competitions and as official PCV representatives.
- 37.1.b In the event of the postponement of any activity or competition conducted by the PCV, the conditions of the postponed activity or competition must be the same as the conditions applicable at the time of the original activity or competition.

### 37.2 State Events

- 37.2.a Sub-committees elected by PCV State Council organise all State level competitions. Refer rule 4.5 for sub-committee information.
- 37.2.b All State events to be held at PCVEC – Gladysdale, unless otherwise directed by State Council.

### 37.3 C Certificate Requirements for State Competitions

- 37.3.a C efficiency certificates are required, in accordance with rule 34.11.a.

### 37.4 Dressage and Showjumping State Championships

- 37.4.a The competition is usually held in early March.
- 37.4.b Showjumping competitions are for PA, PB and PC combinations. There will be two competitions conducted for each Grade.
- 37.4.c Dressage competitions are for Grade 1, Grade 2 and Grade 3 combinations. Two Dressage tests are conducted for each Grade.
- 37.4.d The zones conduct qualifying competitions each year to select club competitors for these competitions.

- 37.4.e If the zone representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the zone representative is not compelled to enter riders into the showjumping and dressage state championships
- 37.4.f The organising committee must lodge documents, in accordance with rule 4.5.e at least three weeks before the September, or an earlier, state council meeting.
- 37.4.g The Nations Cup draw method - the first rider from all teams to be ceded to ride first, followed by the second rider from all teams, then the third rider from all teams and so on - must be used for both the Dressage and Showjumping competitions.
- 37.4.h The state council must approve the chief judges and the coaching director must approve the dressage judges, whom the state council ratifies.
- 37.4.i Judges must hold current EA Accreditation.

### **37.5 Horse Trials State Championships**

- 37.5.a This competition is usually in early May.
- 37.5.b This is a three-phase competition of dressage, cross country and showjumping for grades 1 and 2, providing a test requiring careful and systematic training of the horse, courage, determination and all-round riding ability.
- 37.5.c Refer to *Horse Trials Rules* and rule 34 for detail of rules and qualifying requirements for entry into the competition.
- 37.5.d If the zone representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the zone representative is not compelled to enter riders in the State Championships.
- 37.5.e The organising committee must lodge documents, in accordance with rule 4.5.e at least three weeks before the November, or an earlier, state council meeting.
- 37.5.f The state council must approve the technical advisor and chief judges and the coaching director must approve the dressage judges, whom the state council ratifies.

### **37.6 Games, Flat and Musical Ride Teams State Championships**

- 37.6.a These championships **are held annually.**
- 37.6.b These championships involve club teams representing zones.
- 37.6.c The zones conduct qualifying competitions each year to select teams for these championships. However, if a rider substitution is required through injury or illness, the Zone Representative will firstly endeavour to substitute a rider who has qualified through the Zone. If this cannot occur, then the Zone Representative can substitute a rider who is qualified pursuant to Rule 18.8.b.c.
- 37.6.d If the zone representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the zone representative is not compelled to enter riders into the State Championship.
- 37.6.e The organising committee must lodge documents in accordance with rule 4.5.e at least three weeks before November, or an earlier state council meeting.

### **37.7 Inter-Zone Teams Horse Trials**

- 37.7.a This competition is organised by a state-appointed committee.
- 37.7.b The competition is for Grade 3 and 4 zone teams.
- 37.7.c If the Zone Representative deems the competitor is of an unsatisfactory standard they are not compelled to enter the riders into the Event.
- 37.7.d The organising committee must lodge documents, in accordance with rule 4.5.e at least three weeks before the November, or an earlier, state council meeting.

## 38 Separating Equality of Scores

### 38.1 Purpose

- 38.1.a These rules apply to separating equal scores for winners and placegetters at the:
  - i. PCV State Championships for Dressage and Showjumping, Horse Trials, and Games, Flat and Musical Ride teams.
- 38.1.b Club and other zone competitions may use these rules providing the entry form or program schedule specifies it.
- 38.1.c Equal scores are separated by applying the steps listed below in sequence until separation is achieved.

### 38.2 Dressage

- 38.2.a Individual: single test competition:
  - i. The higher total collective marks will decide the higher placing
  - ii. If these marks are equal, the placing remains tied.
- 38.2.b Individual: multiple test competition:
  - i. Highest score in the highest numbered test.
  - ii. If these scores are equal, places will be determined as for a single test competition, using the highest numbered test.
  - iii. If there is still a tie this process is repeated with the next highest numbered test. until a winner is determined or until there are no further tests to compare, in which case the placing remains tied.
- 38.2.c Team:
  - i. Refer to the current PCV Dressage and Showjumping State Championships booklet.

### 38.3 Showjumping

- 38.3.a **Individual: Multiple events: Count back to higher place in nominated event as in Competition schedule, or other method as specified in schedule.**
- 38.3.b **Team:** Refer to the current PCV Dressage and Showjumping State Championships booklet.

### 38.4 Horse Trials

- 38.4.a Individual:
  - i. Lowest cross-country penalties including faults at obstacles and time penalties.
  - ii. Cross-country time closest to the allowed time without time penalties (this means only riders who come in at or under the allowed time).
  - iii. Lowest Penalty points in the dressage test.
  - iv. The higher dressage collective marks total.
  - v. If these figures are equal, the placing remains tied.
- 38.4.b Team:
  - i. Refer to the current PCV Horse Trials State Championships Booklet.

### 38.5 Combined Training

- 38.5.a All competitions:
  - i. Lowest Showjumping penalties (total of error/disobedience and time penalty, if any).
  - ii. Showjumping time closest (above or below) to the time allowed.
  - iii. Lowest Penalty points in the dressage test.
  - iv. The higher dressage test collective marks total.
  - v. If these marks are equal, the placing remains tied.

### 38.6 Games

- 38.6.a Individual:

- i. No separation is usually required as riders are placed in order of finishing. However, should two or more riders finish at the same time, they will be placed equal.

#### 38.6.b Team:

- i. Points will be awarded as follows; 1<sup>st</sup> place = 50 points, 2<sup>nd</sup> place = 40 points, 3<sup>rd</sup> place = 30 points, 4<sup>th</sup> place = 20 points and 5<sup>th</sup> place = 10 points.
- ii. In the event of equality of points for first placing there will be a run off to decide first and second placing. A count back will decide subsequent placings until a winner is determined.
- iii. A Count back will decide subsequent placings:

The count back is determined by the highest number of first places over all heats. If any places are still tied, the highest number of second places over all heats, and so on until all places are determined.

If, after the above count back, any places to sixth remain tied, the places will be decided by the higher placing in which the equal teams competed against each other.

### 38.7 Flat Teams

- i. The higher total collective marks will decide the higher placing.
- ii. If these marks are equal, the placing remains tied.

### 38.8 Musical Ride

- i. The higher artistic impression marks.
- ii. Highest overall impression marks.
- iii. If these marks are equal, the placing remains tied.

## 39 National and International Pony Club Activities or Competitions

### 39.1 Common Conditions

- 39.1.a “C” efficiency certificates are required, in accordance with rule 34.11.a.

### 39.2 Inter Pacific Exchange Rally

- 39.2.a The Inter Pacific Exchange Rally is conducted every two years. Teams of six riders from Australia and countries in the Pacific basin meet in the host country for a series of social functions, competitive and non-competitive activities.
- 39.2.b As pre-requisites for selection, applicants must:
  - i. Be an associate club member.
  - ii. Hold a “B” efficiency certificate.
  - iii. Have been a PA Grade and/or Grade 1 competitor.

### 39.3 National Mounted Games

- 39.3.a The national mounted games are a national competition for state teams of five riders. One of the seven states hosts this competition each year.
- 39.3.b The Victorian program is organised by a state-appointed committee.
- 39.3.c The national mounted games consist of:
  - i. A senior section called the National Mounted Games consisting of associate club members from age 17 years to 25 years.
  - ii. A junior section called the Prince Phillip Games consisting of junior club members 16 years and under on 1 January in the year of the competition.
- 39.3.d Selection of senior, junior and development training squads is conducted each year in January. Each of the three squads contains 12 club members, nominated to the state council for ratification.

- 39.3.e Once ratified by the state council, each squad member undertakes a rigorous training regime and is required to be available to participate in all designated activities and competitions for approximately 12 months until the date of the next team selection.
- 39.3.f A selection panel chooses a team of five for both the seniors and juniors from the training squads, for each competition throughout the year.
- 39.3.g The organising committee must lodge documents, in accordance with rule 4.5.e at least three weeks before a state council meeting that allows time for amendments and approval.

#### 39.4 International Mounted Games

- 39.4.a Each year one of the competing countries hosts the international mounted games.
- 39.4.b Riders must have competed at national level to be eligible for selection. The individual states nominate team members to be eligible for selection at the national competition.

## 40 Coaching and Instruction

### 40.1 NCAS Qualifications

- 40.1.a From January 1<sup>st</sup> 2015 any club with a membership of 20 or more riders must have at least one current Equestrian NCAS qualified Coach coaching at each club rally or activity.

### 40.2 Before Instructing

- 40.2.a All Coaches must be registered with PCV from January 2015 and produce their 'Trybooking' ticket as proof of registration before coaching at any PCV activity. An instructor cannot teach at any pony club rally/activity until this card is produced. The club instructor cover will be negated if they allow an instructor to teach without production of this ticket/receipt.
- 40.2.b An instructor is required to complete a pony club instructor's form and accept the *Code of Conduct*, prior to instructing at any pony club. The form is available from the PCV web site or state office. The club secretary must hold completed forms in a safe and secure place with controlled access.
- 40.2.c A Working with Children's Check will be required and conditions of the Act must be met in accordance with rule 8.

### 40.3 Pony Club Instruction

- 40.3.a Club instructors must work closely with the club chief instructor and DC.  
**Comment:** The suggested maximum number of riders per session, per instructor is ten to twelve. Ideally, groups should be divided into age and/or ability.
- 40.3.b Pony club teaching aims at uniformity of instruction. The PCV does not claim this is the only way to teach riding, but, to avoid confusion and possible safety hazards, instructors are expected to be familiar with pony club teaching methods.
- 40.3.c Pony club instructor courses are offered under the Pony Club Australia - NCAS umbrella, where the prime purpose is to train new instructors to become proficient in instructing at club level.
- 40.3.d Special emphasis is placed on leadership training and the aim of pony club to help all club members enjoy their riding and improve their skills.
- 40.3.e To plan their teaching program, all pony club instructors must use the current PCA NCAS Syllabus Workbooks, *PCA Syllabus of Instruction*, *Manual of Instruction* and *Horsemastership for the Australian Rider*.
- 40.3.f Course organisers must circulate zone clubs with information on any instructors' courses planned. This must be done well in advance of the date of the course, to allow club secretaries time to pass on this information to club instructors.



- 40.3.g Course organisers are responsible for course costs and financial management.
- 40.3.h An instructor or coach must not mount a club member's horse at any time during the course of a club rally, activity or competition, in accordance with rule 19.2.e.
- 40.3.i **Comment:** Also refer to rule 6.13.

#### **40.4 PCV Instructors' Certificates**

- 40.4.a All Coaches will be offered training and Accreditation under the PCA National Coaching Accreditation Scheme.

## 40.5 National Coaching Accreditation Scheme – PCA Preliminary Coaching

- 40.5.a The PCA NCAS Preliminary course is organised at State level by the State Coaching Director. It is designed as an introduction to pony club and coaching and will be offered at club level.
- 40.5.b Enrolment pre-requisites:
- i. A participant may begin training at 16 years of age but must be aged 18 years or over to be assessed.
  - ii. A participant must be or become a member of a pony club affiliated with the PCV.
  - iii. Parents and interested people not wishing to coach are welcome to participate as an introduction to pony club and general horse care.
- 40.5.c On completion of the PCA NCAS Preliminary qualification coaches will be encouraged to assist at pony club rallies.
- 40.5.d Successful candidates will be issued with a nationally recognised qualification endorsed by PCA and the Australian Sports Commission (ASC).

## 40.6 National Coaching Accreditation Scheme – PCA NCAS Level 1

- 40.6.a The pre requisite for PCA NCAS level 1 is the successful completion of the PCA NCAS Preliminary qualification.
- 40.6.b The PCA NCAS Level 1 course is organised at State level by the State Coaching Director. Candidates can work at their own pace in their club and/or attend courses as required.
- 40.6.c Enrolment pre-requisites:
- i. A candidate must be aged 18 years or over.
  - ii. A candidate must be or become a member of a pony club affiliated with the PCV.
  - iii. A candidate must have attained a PCA NCAS Preliminary qualification, and must have completed a minimum of six months coaching experience at a pony club.
- 40.6.d Reference books are available from the PCV state office.

## 40.7 National Coaching Accreditation Scheme Assessors

- 40.7.a The PCV appoints eligible candidates to attend the PCA National Assessors Course as required. The appointment has a period of tenure and Assessors must complete updating activities to remain current. A position description is available on the PCV website.

# 41 Efficiency Tests and Certificates

## 41.1 Organisation

- 41.1.a The zone examining secretary, in accordance with rule 5.15, is responsible for the organisation and registration of efficiency tests within the zone.
- 41.1.b There are eight standards or levels of efficiency – “D” (the lowest), “D” Star, “C”, “C” Star, “B” and “A” (the highest), with two specialist tests – “K” for the active rider and “H” for the horsemastership test.
- 41.1.c The standards or levels relate to the work set down in the *PCA Syllabus of Instruction*. The appropriate certificate of efficiency is available to any pony club member successfully completing the relevant test. Efficiency certificate discs, worn behind the PCV badge indicate the certificate level attained.

# 42 Awards

## 42.1 Award of Merit

- 42.1.a The PCV state council may confer the Award of Merit.
- 42.1.b The Award of Merit is the highest service award for pony club members aged at least 19 years and not older than 26 years, at the time of nomination for the award. (Service

means carrying out tasks that benefit the club, its members and perhaps the wider community. Service does not include riding ability or competing in teams.)

- 42.1.c The nominee may receive the award once only.
- 42.1.d To be considered worthy of nomination for this award, the nominee must have:
  - i. Been a riding or non-riding member of a pony club for at least three years and attended rallies as often as possible during that time.
  - ii. Always been helpful, considerate and courteous to all involved with the pony club
  - iii. Always presented and conducted themselves in an exemplary manner.
  - iv. Completed outstanding service (as defined above at the least), to the club for a minimum of two years.
- 42.1.e Each year the state council requests clubs to submit nominations to their zone.
- 42.1.f The zones set their own closing date. However, zone nominations must reach the state council by mid June (refer to website for actual date).
- 42.1.g All nominees must be financial.
- 42.1.h All applications to zone accepted or rejected must be tabled to the State Council before the closing date.

#### **42.2 Distinguished Service Award**

- 42.2.a The PCV state council may confer the Distinguished Service Award. Sub-committees, Zone representatives or zone executives may recommend nominees to the state council by 15 June. All applications to zone accepted or rejected must be tabled to the State Council.
- 42.2.b The award is for a person who has given distinguished service to the pony club movement, but not in the same category as that required for PCV life membership.
- 42.2.c The award may be granted to persons who have given distinguished service at state or zone level.
- 42.2.d Criteria for Distinguished Service Award:
  - i. Consistent and sustained contribution at zone and state levels for a minimum of ten years.
  - ii. Must have held office at club or zone level.
  - iii. Must respect the aims and objectives of the pony club movement.
  - iv. Remain objective and unbiased in all circumstances.
  - v. Have the ability to communicate with all pony club members and other personnel.
  - vi. Display appropriate presentation at all activities.

#### **42.3 PCV Life Membership**

- 42.3.a The state council may confer PCV Honorary Life Membership (without voting rights), which is the highest award the state council can bestow for service.
- 42.3.b The nominee must have:
  - i. Provided outstanding, active and continuous service, which contribution and commitment should be obvious to others involved with PCV.
  - ii. Been an exemplary representative and ambassador for the organisation on all occasions.
  - iii. Served as a state and/or as one of its sub-committee members, for at least ten years and preferably longer, five of which must have been as a state councillor.
  - iv. Carried out their duties in a competent and efficient manner.

#### 42.4 Other Awards

- 42.4.a Clubs and zones may award Honorary Life Membership of their organisation, if their rules permit.
- 42.4.b In addition to life membership, zones and clubs may introduce their own special awards.

### 43 Code of Conduct for the Welfare of the Horse

1. **At all stages during the preparation and training of Competition Horses, welfare must take precedence over all other demands.**
  - a) **Good Horse management**  
Stabling, feeding and training must be compatible with good horse management and must not compromise welfare. Any practices, which could cause physical or mental suffering, in or out of Competition, will not be tolerated.
  - b) **Training methods**  
Horses must only undergo training that matches their physical capabilities and level of maturity for their respective disciplines. They must not be subjected to any training methods which are abusive or cause fear or for which they have not been properly prepared.
  - c) **Farriery and tack**  
Foot care and shoeing must be of a high standard. Tack must be designed and fitted to avoid the risk of pain or injury.
  - d) **Transport**  
During transportation, Horses must be fully protected against injuries and other health risks. Vehicles must be safe, well ventilated, maintained to a high standard, disinfected regularly and driven by competent staff. Competent handlers must always be available to manage the Horses.
  - e) **Transit**  
All journeys must be planned carefully, and Horses allowed regular rest periods with access to food and water in line with current FEI guidelines.
2. **Horses and Athletes must be fit, competent and in good health before they are allowed to compete.**
  - a) **Fitness and competence**  
Participation in Competition must be restricted to fit Horses and Athletes of proven competence.
  - b) **Health status**  
No Horse showing symptoms of disease, lameness or other significant ailments or pre-existing clinical conditions should compete or continue to compete when to do so would compromise its welfare. Veterinary advice must be sought whenever there is any doubt.
  - c) **Doping and Medication**  
Abuse of doping and medication is a serious welfare issue and will not be tolerated. After any veterinary treatment, sufficient time must be allowed for full recovery before Competition.
  - d) **Surgical procedures**  
Any surgical procedures that threaten a competing Horse's welfare or the safety of other Horses and/or Athletes must not be allowed.
  - e) **Pregnant/recently foaled mares**  
Mares must not compete after their fourth month of pregnancy or with foal at foot.
  - f) **Misuse of aids**  
Abuse of a Horse using natural riding aids or artificial aids (e.g. whips, spurs, etc.) will not be tolerated.
3. **Events must not prejudice Horse welfare.**
  - a) **Competition areas**  
Horses must only be trained and compete on suitable and safe surfaces. All obstacles must be designed with the safety of the Horse in mind.
  - b) **Ground surfaces**

All ground surfaces on which Horses walk, train or compete must be designed and maintained to reduce factors that could lead to injuries. Particular attention must be paid to the preparation, composition and upkeep of surfaces.

**c) Extreme weather**

Competitions must not take place in extreme weather conditions if the welfare or safety of the Horse may be compromised. Provision must be made for cooling Horses quickly after competing.

**d) Stabling at Events**

Stables must be safe, hygienic, comfortable, well ventilated and of sufficient size for the type and disposition of the Horse. Clean, good quality and appropriate feed and bedding, fresh drinking water, and washing-down water must always be available.

**e) Fitness to travel**

After Competition, a Horse must be fit to travel in accordance with the FEI guidelines.

**4 Every effort must be made to ensure that Horses receive proper attention after they have competed and that they are treated humanely when their Competition careers are over.**

**a) Veterinary treatment**

Veterinary expertise must always be available at an Event. If a Horse is injured or exhausted during a Competition, the Athlete must dismount and a veterinarian must check the Horse.

**b) Referral centres**

Wherever necessary, the Horse should be collected by ambulance and transported to the nearest relevant treatment centre for further assessment and therapy. Injured Horses must be given full supportive treatment before transport.

**c) Competition injuries**

The incidence of injuries sustained in Competition should be monitored. Ground surface conditions, frequency of Competitions and any other risk factors should be examined carefully to indicate ways to minimise injuries.

**d) Euthanasia**

If injuries are sufficiently severe the Horse may need to be euthanized by a veterinarian as soon as possible on humane grounds and with the sole aim of minimising suffering.

**e) Retirement**

Every effort should be made to ensure that Horses are treated sympathetically and humanely when they retire from Competition.

**5. The FEI urges all those involved in equestrian sport to attain the highest possible levels of education in their areas of expertise relevant to the care and management of the Competition Horse.**

This Code of Conduct for the Welfare of the Horse may be modified from time to time and the views of all are welcomed. Particular attention will be paid to new research findings and the FEI encourages further funding and support for welfare studies.

This Horse Welfare Code of Conduct has been developed by the FEI and adopted by EA and PCV

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