



PONY CLUB
TASMANIA

Pony Club Tasmania Inc. Handbook V3
Effective October 2018



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SECTION 1: Constitution



Section 1: Pony Club Tasmania Constitution

1 NAME OF ASSOCIATION

The name of the association is Pony Club Tasmania Inc (**Association**).

2 DEFINITIONS AND INTERPRETATIONS

2.1 Definitions

In this Constitution unless the context requires otherwise:

Act means the *Associations Incorporation Act 1964* (Tas).

AGM or **Annual General Meeting** means the annual General Meeting of the Association required to be held by the Association in each calendar year.

Appointed Director means a Director appointed under **clause 16**.

Association means Pony Club Tasmania (PCT).

Board of Directors means all or some of the Directors of the Association acting as a board.

By-Law means a By-Law made under **clauses 8.2** and **23**.

Chair means the person elected under **clause 19.6**.

Chief Coaches Panel means the panel of coaches comprising chief coaches elected by and from each Zone.

Club means a Pony Club admitted as a Member to the Association under **clauses 6.2** and **6.4**.

Committee means a committee established by the Board under **clause 22**.

Constitution means this Constitution as amended from time to time, and a reference to a particular clause is a reference to a clause of this Constitution.

Director means a director of the Association and includes Elected Directors and Appointed Directors.

District Commissioner means the official appointed by each Club to represent the Club at General Meetings and Zone meetings.

Elected Director means a Director of the Association elected under **clause 15**.

General Meeting means a general meeting of Members.

Individual Member means a person who is:

- a. a registered financial member of a Club and includes all officials, committee members, sub-committee members, examiners, coaches and office bearers of that Club; or
- b. a rider, coach or official in any Pony Club competition conducted by or under the auspices of the Association and/or a Club, who is admitted to the Association under **clauses 6.2** and **6.6**.



Intellectual Property means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association.

Life Member means a Member admitted to the Association under **clause 6.3**.

Member means a member of the Association under **clause 6**.

Objects mean the objects of the Association in **clause 3.1**.

Official Position means, in connection with any Club, a person who:

- a. is an employee, or holds a position, whether elected or appointed, as president, vice president, chairperson, deputy chairperson, secretary, treasurer, director or equivalent, of that Club or a body corporate or organisation which is owned or controlled by, or has, directly or indirectly, a material ownership or financial interest in that Voting Member; or
- b. has, directly or indirectly, a material ownership or financial interest in that Club.

PCA means Pony Club Australia Limited.

PCA constitution means the constitution and includes any by-laws made by PCA in force from time to time.

Pony Club means the sport or activity of Pony Club.

Public Officer means a person appointed as public officer under **clause 21**.

Registration means registration or affiliation of a Member, such registration being in the form of a signed application form and, in the case of Individual Members, their consent to membership of the Association as required by **clause 6.2**. **Registered** has a corresponding meaning.

Representative Director means those Directors elected to represent the Zones and Chief Coaches Panel on the Board.

Special General Meeting means a General Meeting other than an Annual General Meeting.

Special Resolution has the same meaning as that given to it in the Act.

Zone means an administrative entity created by the Board under **clause 22.5**.

2.2 Interpretation

In this Constitution unless the context requires otherwise:

- a. (presence of a Member) a reference to a Member present at a General Meeting means the Member present in person or representative;
- b. (document) a reference to a document or instrument includes any amendments made to it from time to time and, unless the contrary intention appears, includes a replacement;
- c. (gender) words importing any gender include all other genders;
- d. (person) the word person includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- e. (successors) a reference to an organisation includes a reference to its successors;
- f. (singular includes plural) the singular includes the plural and vice versa;



- g. (instruments) a reference to a law includes regulations and instruments made under it;
- h. (amendments to legislation) a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by a State or Territory or the Commonwealth or otherwise;
- i. (include) the words include, includes, including and for example are not to be interpreted as words of limitation;
- j. (signed) where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Territory or Commonwealth law relating to electronic transmissions or in any other manner approved by the Directors;
- k. (writing) writing and written includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise; and
- l. (headings) headings are inserted for convenience and do not affect the interpretation of this Constitution.

2.3 The Act

- a. In this Constitution, unless the context requires otherwise, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.
- b. The model rules created under the Act are displaced by this Constitution and accordingly do not apply to the Association.

3 OBJECTS

3.1 Objects

The Objects of the Association shall be to:

- a. Participate as a member of PCA so Pony Club can be conducted, encouraged, promoted, advanced and administered in Tasmania;
- b. conduct, encourage, promote, advance, control and manage all levels of the Pony Club in Tasmania interdependently with Members and others;
- c. conduct State level competitions for both males and females and at junior and senior levels;
- d. adopt, formulate, issue, interpret and amend by-laws, rules and regulations for the control and conduct of Pony Club in Tasmania in keeping with the terms of this Constitution and the PCA constitution, as amended from time to time;
- e. encourage the provision and development of appropriate facilities for participation in Pony Club;
- f. maintain and enhance standards, quality and reputation of Pony Club for the collective and mutual benefit and interests of members;
- g. use and promote the Intellectual Property;
- h. promote Pony Club for commercial, government and public recognition and benefits;



- i. select, prepare and enter:
 - i. Tasmanian teams, including managers and coaches of such teams, in national competitions; and
 - ii. Tasmanian representatives for inclusion in Australian teams in international competitions;
- j. promote, control, manage and conduct Pony Club events, competitions and championships;
- k. undertake other actions or activities necessary, incidental or conducive to advance these Objects;
- l. have regard to the public interest in its operations; and
- m. encourage and promote widespread participation in Pony Club to enhance opportunities for every participant to reach levels appropriate to their ability and aspiration.

3.2 PCA

Subject to any applicable law, the Association must:

- a. comply with, and do everything within its power to enforce compliance with, the PCA constitution; and
- b. represent Tasmania's interest in, and co-operate with, PCA in all matters relating to the organisation of national competitions, the Association's own competitions and Pony Club in general.

3.3 Powers

Solely for furthering the Objects, the Association, in addition to any other powers it has under the Act, has the legal capacity and powers of a company limited by guarantee as set out under section 124 of the *Corporations Act 2001* (Cth).

4 INCOME AND PROPERTY OF THE ASSOCIATION

4.1 Sole Purpose

The income and property of the Association will be applied only towards the promotion of the Objects.

4.2 Payment to Members

No income or property will be paid or transferred directly or indirectly to any Member except for payments to a Member:

- a. in return for any services rendered or goods supplied in the ordinary and usual course of business to the Association; or
- b. of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent; or
- c. of reasonable rent for premises let by them to the Association.



5 PCA MEMBERSHIP OBLIGATIONS

5.1 PCA recognition

- a. PCA recognises the Association as the member of PCA for Tasmania and responsible for ensuring the efficient administration of Pony Club in Tasmania in accordance with the Objects. The Association must be and remain a legal entity. DRAFT
- b. The Association will:
 - (i) have Objects that align with PCA's objects and do all that is reasonably necessary to enable PCA's objects to be achieved, having regard to any legislation applicable to the Association;
 - (ii) effectively promulgate and enforce the PCA;
 - (iii) at all times act for and on behalf of the interests of PCA, the Association, the Members and Pony Club;
 - (iv) be responsible and accountable to PCA for fulfilling its respective obligations under PCA's strategic plan as revised from time to time;
 - (v) provide PCA with copies of its audited accounts, annual report and associated documents immediately following its annual general meeting;
 - (vi) provide PCA with copies of its business plans and budgets from time to time and within 14 days of request by the PCA board;
 - (vii) be bound by the PCA constitution;
 - (viii) act in good faith and loyalty to maintain and enhance PCA and Pony Club, its standards, quality and reputation for the collective and mutual benefit of the Members and Pony Club;
 - (ix) at all times operate with, and promote, mutual trust and confidence between PCA, the Association and the Members, promoting the economic and sporting success, strength and stability of each other and work cooperatively with each other in the pursuit of the Objects;
 - (x) maintain a database of all Clubs and Individual Members Registered with it in accordance with the PCA constitution and provide a copy to PCA upon request from time to time by the PCA board in such means as may be required; and
 - (xi) not do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of Pony Club and its maintenance and development.

5.2 Constitution of the Association

- a. The Association shall take all steps necessary to ensure this Constitution (and any amendments) conforms, to the PCA constitution, subject to any prohibition or inconsistency in any relevant legislation. DRAFT
- b. This Constitution and any subsequent amendments to this Constitution shall be subject to the approval of PCA.
- c. PCA shall approve, without delay, this Constitution and any subsequent amendments to this Constitution as may be submitted by the Association provided the amendments conform to the PCA constitution.



- d. If the documents do not conform to the PCA constitution, the Association shall, without delay, take all steps necessary to address the inconsistency so that the documents conform to the PCA constitution.
- e. For the avoidance of doubt, if any inconsistency remains between this Constitution and the PCA constitution, the PCA constitution shall prevail to the extent of that inconsistency.
- f. The Association must:
 - i. advise PCA as soon as practicable of any serious administrative, operational or financial difficulties the Association is having;
 - ii. assist PCA in investigating those issues; and
 - iii. cooperate with PCA in addressing those issues in whatever manner, including by allowing PCA to appoint an administrator to conduct and manage the Association's business and affairs, or to allow PCA itself to conduct itself all or part of the business or affairs of the Association and on such conditions as PCA considers appropriate.
- g. The Association acknowledges that PCA may develop and implement By-Laws which may set out:
 - i. the membership criteria (of PCA) to be met by the Association; and
 - ii. the privileges and benefits of membership of PCA.

5.3 Amendment of the Association Constitution

No addition, alteration or amendment shall be made to this Constitution unless the same has been approved by Special Resolution.

6 MEMBERSHIP

6.1 Categories of Members

Members of the Association shall fall into one of the following categories:

- a. Clubs, which subject to this Constitution, shall be represented by their District Commissioners who shall have the right to attend, debate and vote at General Meetings for and on behalf of the Club;
- b. the Directors, who subject to this Constitution shall have the right to attend, debate and if clause 11.4(c) applies, vote at General Meetings.

The Clubs and the Directors (if clause 11.4(c) applies), are the only Members entitled to vote;

- a. Individual Members, who subject to this Constitution shall have the right to attend but not debate or vote at General Meetings;
- b. Life Members, who subject to this Constitution, shall have the right to attend and debate but not vote at General Meetings; and
- c. such new or other categories of Members as may be established by the Directors. Any new category of Member established by the Directors must not be granted voting rights without the approval of the Association in General Meeting.



6.2 Admission to membership

Subject to **clause 6.6**, a person will become a Member, and the Directors will direct the Secretary of the Association to record their name in the register of Members kept by the Association, only upon meeting the criteria applicable to the relevant category of membership set out in this Constitution and/or the By-Laws and provided the person has signed an application in which they undertake to:

- a. be bound by this Constitution and the By-Laws of the Association (including By-Laws specific to the relevant category of membership) and the PCA constitution;
- b. pay the fees and subscriptions determined to apply to the relevant membership category under clause 9; and
- c. support the Association in the encouragement and promotion of the Objects.

6.3 Life Members

- a. Life Membership is the highest honour which can be bestowed by the Association for longstanding and valued service to Pony Club in Tasmania.
- b. Any Member may forward a proposal for nomination for Life Membership to the Directors for their consideration.
- c. On the nomination of the Board, any individual may be elected as a Life Member at any AGM by Special Resolution, subject to clause 6.2.
- d. Nominations for Life Membership shall include a written report outlining the history of services of any nominee, together with comments on the suitability of the honour.
- e. The By-Laws will set out:
 - i. current Life Members;
 - ii. the criteria to be met by Life Members; and
 - iii. the privileges and benefits of Life Membership.
- f. Subject to clause 6.2, at the time of adoption of this Constitution, the Life Members of the Association shall be those persons

6.4 Clubs

- a. Subject to clauses 6.2 and 6.4(b), at the time of adoption of this Constitution, the Clubs of the Association shall be those incorporated entities recognised by the Association as Clubs.
- b. Where an applicant for Club membership is not incorporated but otherwise meets the criteria for that membership the Directors may recognise that entity as a Club. Where the Directors do recognise an entity as a Club under this clause that entity must incorporate within 12 months of recognition and maintain their incorporation otherwise its membership lapses.
- c. Clubs will:
 - i. have objects that align with the Association's Objects and do all that is reasonably necessary to enable the Association's objects to be achieved;
 - ii. effectively promulgate and enforce this Constitution, the PCA constitution;
 - iii. at all times act for and on behalf of the interests of the Association, the Members and Pony Club;



- iv. be responsible and accountable to the Association for fulfilling its respective obligations under the Association's strategic plan as revised from time to time;
 - v. provide the Association with copies of its audited accounts, annual report and associated documents including proof of annual incorporation immediately following its annual general meeting;
 - vi. provide the Association with copies of its business plans and budgets from time to time and within 14 days of request by the Board;
 - vii. be bound by this Constitution and the PCA constitution;
 - viii. act in good faith and loyalty to maintain and enhance the Association and Pony Club, its standards, quality and reputation for the collective and mutual benefit of the Members and Pony Club;
 - ix. at all times operate with, and promote, mutual trust and confidence between the Association and the Members, promoting the economic and sporting success, strength and stability of each other and work cooperatively with each other in the pursuit of the Objects;
 - x. maintain a database of all Individual Members Registered with it in accordance with this Constitution and provide a copy to the Association upon request from time to time by the Board in such means as may be required; and
 - xi. not do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation
- d. Each Club must:
- i. advise the Association as soon as practicable of any serious administrative, operational or financial difficulties the Club is having;
 - ii. assist the Association in investigating those issues; and
 - iii. cooperate with the Association in addressing those issues in whatever manner, including by allowing the Association to appoint an administrator to conduct and manage the Club's business and affairs, or to allow the Association itself to conduct itself all or part of the business or affairs of the Club and on such conditions as the Association considers appropriate. The Association is not obliged to act under this clause.

6.5 Club Constitution

- a. Each Club shall take all steps necessary to ensure its constitution (and any amendments) conforms, to this Constitution.
- b. Any subsequent amendments to a Club's constitution shall be subject to the approval of the Association.
- c. The Association shall approve, without delay, any subsequent amendments to a Club's constitution as may be submitted by a Club provided the amendments conform to this Constitution. DRAFT
- d. If the documents do not conform to this Constitution, the Club shall, without delay, take all steps necessary to address the inconsistency so that the documents conform to this Constitution.



- e. For the avoidance of doubt, if any inconsistency remains between the Club Constitution and this Constitution, this Constitution shall prevail to the extent of that inconsistency.
- f. Each Club acknowledges that the Association may develop and implement By-Laws which may set out:
 - I. the membership criteria (of the Association) to be met by Clubs; and
 - II. the privileges and benefits of Club membership.

6.6 Individual Members

- a. No individual shall be Registered with the Association as an Individual Member except in accordance with this clause 6.6. The Directors may in their discretion refuse to accept a person as an Individual Member and shall not be required or compelled to provide any reason for such rejection.
- b. Subject to clause 6.6(a) an individual that is recognised, affiliated, accredited or Registered by or with, a Club (as Voting Member) will, upon Registration with the Club, become an Individual Member of the Association and is subject to the provisions of this Constitution.
- c. The Association may register Individual Members directly in certain situations.
- d. To remain a Member, all Individual Members must:
 - I. renew their membership, affiliation, accreditation or Registration with their Club or the Association in accordance with the procedures applicable from time to time;
 - II. otherwise remain a member, affiliated, accredited or Registered with their Club or the Association in accordance with the procedures applicable from time to time; and
 - III. pay such fees as may be prescribed by their respective Club or the Association in respect of their membership, affiliation, accreditation or Registration, from time to time.
- e. In addition to the effect of membership set out in clause 6.2, an Individual Member is bound by, and must comply with, this Constitution, the By-Laws and the PCA constitution.
- f. An Individual Member is entitled to any benefits of membership prescribed to apply to Individual Members in the By-Laws.

6.7 General

- a. The Association must keep a register of all Members.
- b. No Member whose membership ceases has any claim against the Association or the Directors for damages or otherwise arising from cessation or termination of membership.
- c. A right, privilege or obligation of a Member by reason of their membership of the Association is not capable of being transferred or transmitted to another Member. No Member shall, or purport to, assign the rights comprising or associated with membership to any other person and any attempt to do so shall be void.
- d. Members must treat all staff, contractors and representatives of the Association and all other Members with respect and courtesy at all times.



- e. Members must not act in a manner unbecoming of a Member or prejudicial to the Objects and/or interests of the Association or Pony Club.

6.8 Limited Liability

Members have no liability except as set out in **clause 28**.

6.9 Effect of Membership

- a. Members acknowledge and agree that:
 - I. this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and the By-Laws;
 - II. they shall comply with and observe this Constitution and the By-Laws and any determination, resolution or policy which may be made or passed by the Board or any duly authorised committee;
 - III. by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of the Association;
 - IV. this Constitution is made in pursuit of a common purpose, namely the mutual and collective benefit of the Association, the Members and Pony Club;
 - V. this Constitution and By-Laws are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Pony Club; and
 - VI. they are entitled to all benefits, advantages, privileges and services of Association membership.
- a. Subject to clause 9.2, a Club has the right to:
 - I. receive notice of General Meetings and of proposed Special Resolutions in the manner and time prescribed by this Constitution;
 - II. submit items of business for consideration at a General Meeting;
 - III. attend and be heard at General Meetings;
 - IV. vote at a General Meeting; and
 - V. have access to documents of the Association as provided under clause 24.

7 CESSATION OF MEMBERSHIP

7.1 Cessation

A person ceases to be a Member on:

- a. resignation;
- b. death;
- c. the termination of their Membership according to this Constitution or the By-Laws;
- d. if a body corporate, being dissolved or otherwise ceasing to exist; or
- e. that Member no longer meeting the requirements for Membership according to this Constitution and/or the By-Laws.



7.2 Resignation

- a. For the purposes of **clause 7.1(a)**, an Individual Member may resign as a member of the Association by giving written notice to their Club.
- b. Where a Club seeks to resign as a Member of the Association the written notice must be accompanied by a copy of the special resolution passed by the Club's members resolving that the Club resign from the Association.

7.3 Forfeiture of Rights

A Member who or which ceases to be a Member shall forfeit all right in and claim upon the Association or the Directors for damages or otherwise, or claim upon its property including the Intellectual Property.

8.1 Jurisdiction

All Members will be subject to, and submit unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of the Association whether under the By-Laws or under this Constitution.

8.2 By-Laws

Subject to **clause 23**, the Board may make By-Laws:

- a. for the investigation or hearing or determination of:
 - I. grievances by any Member who feels aggrieved by a decision or action of the Association (or a Club provided that all avenues of appeal available under the constitution of the relevant Club have been exhausted); and
 - II. disputes between Members relating to the conduct or administration of Pony Club;
 1. for the discipline of Members;
 2. for the formation and administration of an Appeals Tribunal which must be independent of any party before it on the matter which is the subject of the appeal in question; and
 3. for the termination of membership of Members.
- b. The Board in its sole discretion may refer an allegation (which in the opinion of the Board is not vexatious, trifling or frivolous) by a complainant (including but not only a Director or a Member) that a Member has:
 - I. breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any other resolution or determination of the Board or any duly authorised committee; or
 - II. acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Association and/or Pony Club; or
 - III. prejudiced themselves, the Association or Pony Club or brought themselves, the Association or Pony Club into disrepute, for investigation or determination either under the procedures set down in the By-Laws or by such other procedure and/or persons as the Board considers appropriate.



- c. During investigatory or disciplinary proceedings under this clause 8, a respondent, may not participate in Pony Club activities, pending the determination of such proceedings (including any available appeal) unless the Board decides continued participation is appropriate having regard to the matter at hand.
- d. The Board need not act under this clause in respect of any appeal or other matter until satisfied that all avenues of appeal and/or hearing at Club level have been exhausted first.
- e. The Board may include in any By-Laws a final right of appeal to an independent body outside the control of Pony Club.

9 FEES AND SUBSCRIPTIONS

9.1 Fees payable by Members

- a. The Directors must determine from time to time:
 - I. the amount (if any) payable by an applicant for membership;
 - II. the amount of the annual membership fee payable by each Member, or any category of Members;
 - III. any other amount to be paid by each Member, or any category of Members, whether of a recurrent or any other nature; and
 - IV. the payment method and due date for payment.
- b. Each Member must pay to the Association the amounts determined under this **clause 9** in accordance with **clause 9.1(a)(iv)**.

9.2 Non-Payment of Fees

- a. Subject to clause 9.2(b) but notwithstanding any other clause of this Constitution, the rights of a Member whether to attend, debate and/or vote at a General Meeting may, at the discretion of the Directors, be suspended while the payment of any subscription or other amount determined under clause 9.1(a)(i), clause 9.1(a)(ii) or clause 9.1(a)(iii) is in arrears.
- b. Where a Member is in arrears for any amount:
 - I. the Board may enter an arrangement with the Member for the payment of the amount; and
 - II. any arrangement must be disclosed to other Clubs, but does not require their approval.

10 GENERAL MEETINGS

10.1 Annual General Meeting

AGMs of the Association are to be held:

- a. according to the Act; and
- b. otherwise as determined by the Directors (including date and venue).



10.2 Power to convene General Meeting

- a. The Directors may convene a General Meeting when they think fit and must do so if required by the Act.
- b. Clubs may convene a General Meeting in accordance with the Act.

10.3 Notice of General Meeting

- a. Notice of a General Meeting of Members must be given:
 - I. to all Members entitled to attend the General Meeting, the Directors, and the auditor of the Association; and
 - II. in accordance with **clause 26** and the Act.
- b. At least 45 days prior to the proposed date of the AGM, the Secretary will request from Clubs and Directors notices of motions, which must be received no less than 28 days prior to the AGM.
- c. At least 21 days' notice of the time and place of a General Meeting must be given, together with:
 - I. all information required to be included in accordance with the Act;
 - II. in the case of a proposed Special Resolution, the intention to propose the Special Resolution and the terms of the proposed Special Resolution;
 - III. where applicable, any notice of motion received from any Club or Director;
 - IV. where applicable, a list of all nominations received for positions to be elected at the relevant General Meeting.

10.4 No other business

No business other than that stated in the notice of meeting may be transacted at a General Meeting.

10.5 Cancellation or postponement of General Meeting

Where a General Meeting (including an AGM) is convened by the Directors they may, if they think fit, cancel the meeting or postpone the meeting to a date and time they determine. However, this clause does not apply to a General Meeting convened by:

- a. Clubs according to the Act;
- b. the Directors at the request of Members; or
- c. a Court.

10.6 Written notice of cancellation or postponement of General Meeting

Notice of the cancellation or postponement of a General Meeting must state the reasons for doing so and be given to:

- a. each Member entitled to attend the General Meeting; and
- b. each other person entitled to notice of a General Meeting under this Constitution or the Act, at least 7 days prior to the date of the General Meeting.



10.7 Contents of notice postponing General Meeting

A notice postponing a General Meeting must specify:

- a. the new date and time for the meeting;
- b. the place where the meeting is to be held, which may be either the same as or different from the place specified in the notice originally convening the meeting; and
- c. if the meeting is to be held in 2 or more places, the technology that will be used to hold the meeting in that manner.

10.8 Number of clear days for postponement of General Meeting

The number of clear days from the giving of a notice postponing a General Meeting to the date specified in that notice for the postponed meeting must not be less than the number of clear days' notice of that General Meeting required to be given by **clause 10.6**.

10.9 Business at postponed General Meeting

The only business that may be transacted at a postponed General Meeting is the business specified in the notice originally convening the meeting.

10.10 Non-receipt of notice

The non-receipt of a notice convening, cancelling or postponing a General Meeting by, or the accidental omission to give a notice of that kind to, a person entitled to receive it, does not invalidate any resolution passed at the General Meeting or at a postponed meeting or the cancellation or postponement of the meeting.

10.11 Right to appoint representative

- a. Each Club is entitled to appoint an individual as its representative to attend and vote on behalf of that Club at General Meetings and to exercise the powers of Clubs in relation to resolutions to be passed without meetings. The individual appointed by the Club to be its representative at General Meetings must be an Individual Member of the appointing Club. A Director cannot also be appointed as a Club's representative.
- b. A Club may appoint more than 1 representative but only 1 representative may exercise the Club's powers at any General Meeting.
- c. Clubs must notify the Secretary of their appointed, authorised representatives no later than 48 hours prior to the General Meeting.

10.12 No proxy voting

Proxy voting is not permitted at General Meetings of the Association.

10.13 Postal voting

Postal voting or voting by electronic communication at General Meetings of the Association may be permitted from time to time in such instances as the Directors may determine and shall be conducted in accordance with procedures prescribed by the Directors.



11 PROCEEDINGS AT GENERAL MEETING

11.1 Number for a quorum

The number of Members entitled to vote who must be present and eligible to vote for a quorum to exist at a General Meeting is ten per cent (10%) of Clubs or a majority of Directors under **clause 11.4**.

11.2 Requirement for a quorum

An item of business may not be transacted at a General Meeting unless a quorum is present and remains throughout the General meeting.

11.3 Quorum and time – Special General Meetings

If within 30 minutes after the time appointed for a Special General Meeting, or at any other time during the meeting, a quorum is not present, the meeting:

- a. if convened by, or on requisition of, Members is dissolved; and
- b. in any other case stands adjourned to such other day, time and place as the Chair determines.

11.4 Quorum and time – AGMs

If within 30 minutes after the time appointed for an AGM, or at any other time during the meeting, a quorum is not present, a majority of Directors present shall constitute a quorum for that meeting only.

11.5 Chairperson to preside over General Meetings

- a. The chairperson of the Board shall, subject to this Constitution, preside as chair at every General Meeting except:
 - I. in relation to any election for which the chairperson is a nominee; or
 - II. where a conflict of interest exists.
- b. If a General Meeting is convened and there is no Chair, or the Chair is not present within 15 minutes after the time appointed for the meeting or is unable or unwilling to act, the following may preside as Chair (in order of entitlement):
 - I. a Director (or other person) chosen by a majority of the Directors present;
 - II. the only Director present; or
 - III. an authorised representative of a Club who is entitled to vote and is chosen by a majority of the Clubs represented by their authorised representatives.

11.6 Conduct of General Meetings

- a. The Chair:
 - I. has charge of the general conduct of the meeting and of the procedures to be adopted;
 - II. may require the adoption of any procedure which in his opinion is necessary or desirable for proper and orderly debate or discussion or the proper and orderly casting or recording of votes; and



- III. may terminate discussion or debate on any matter whenever he considers it necessary or desirable for the proper conduct of the meeting.
- b. A decision by the Chair under this clause 11.6 is final.

11.7 Adjournment of General Meeting

- a. The Chair may with the consent of any meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting.
- b. The adjournment may be either to a later time at the same meeting or to an adjourned meeting at any time and place agreed by vote of the members present.
- c. Only unfinished business is to be transacted at a meeting resumed after an adjournment.

11.8 Notice of adjourned meeting

- a. It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting unless a meeting is adjourned for 30 days or more.
- b. In that case, at least the same period of notice as was originally required for the meeting must be given for the adjourned meeting.

11.9 Questions decided by majority

Subject to the requirements of the Act (if any) and except in the case of a Special Resolution, a resolution is carried if a simple majority of the votes cast on the resolution are in favour of it.

11.10 Equality of votes

Where an equal number of votes are cast in favour of and against a resolution, the resolution is not carried. For the avoidance of doubt the Chair does not have a casting vote where voting is equal.

11.11 Declaration of results

- a. At any General Meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is properly demanded and the demand is not withdrawn.
- b. A declaration by the Chair that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the minutes of the meetings of the Association, is conclusive evidence of the fact.
- c. Neither the Chair nor the minutes need state, and it is not necessary to prove, the number or proportion of the votes recorded for or against the resolution.

11.12 Poll

- a. If a poll is properly demanded in accordance with the Corporations Act 2001 (Cth) or by the Chair of the meeting, it must be taken in the manner and at the date and time directed by the Chair, and the result of the poll is the resolution of the meeting at which the poll was demanded. On a poll, each Club and if applicable each Director will have the number of votes fixed under clause 12.



- b. A poll demanded on the election of a chair or on a question of adjournment must be taken immediately.
- c. A demand for a poll may be withdrawn.
- d. A demand for a poll does not prevent the General Meeting continuing for the transaction of any business other than the question on which the poll was demanded.

11.13 Objection to voting qualification

- a. An objection to the right of a person to attend or vote at a General Meeting (including an adjourned meeting):
 - I. may not be raised except at that meeting; and
 - II. must be referred to the Chair, whose decision is final.
- b. A vote not disallowed under the objection is valid for all purposes.

11.14 Chair to determine any poll dispute

If there is a dispute about the admission or rejection of a vote, the Chair must decide it and the Chair's decision made in good faith is final.

11.15 Minutes

- a. The Secretary must ensure that minutes are taken and kept of each General Meeting.
- b. The minutes must record:
 - I. the business considered at the meeting;
 - II. any resolution on which a vote is taken and the result of the vote; and
 - III. the names of persons present at all meetings.
- c. In addition, the minutes of each Annual General Meeting must include:
 - I. the financial statements submitted to the Members in accordance with the Act;
 - II. the certificate signed by two Directors certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - III. any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.
- d. The minutes of General Meetings shall be available for inspection and copying by the Members.

12 VOTES OF MEMBERS

- a. At a General Meeting, on a show of hands and on a poll, each Club, and each Director only if clause 11.4(c) applies, shall have one vote. A Club's vote will be exercised by its appointed, authorised representative.
- b. No Members other than Clubs and Directors, only if clause 11.4(c) applies, are entitled to vote at General Meetings.



13 STAKEHOLDER FORUMS

13.1 Power to convene Stakeholder Forums

- a. The Directors may from time to time convene a Stakeholder Forum.
- b. The Directors shall on the written requisition of 25% of the Clubs convene a Stakeholder Forum.

13.2 Notice of Stakeholder Forums

Where a Stakeholder Forum is convened:

- a. Notice of a Stakeholder Forum must be given to all Members and Directors entitled to attend the General Meeting.
- b. At least 28 days prior to the proposed date of the Stakeholder Forum, the Secretary will request from Members notice of any matters they wish to be discussed at the meeting, which must be received no less than 14 days prior to the meeting.
- c. At least 14 days' notice of the time and place of a Stakeholder Forum must be given, together with any items for discussion proposed by the Directors or a Member.

13.3 Attendees at Stakeholder Forum

The following persons may attend Stakeholder Forums of the Association:

- a. up to 3 financial members of each Club;
- b. the Directors; and
- c. such other persons the Board considers should be invited.

13.4 Conduct of a Stakeholder Forum

- a. A Stakeholder Forum is to provide opportunity for open discussion on all matters relating to Pony Club in Tasmania and all attendees shall have equal opportunity to participate in discussions. The Directors may also use the meeting to discuss, inter alia, the current or proposed Business Plan, Budgets, financial results and By-laws.
- b. The format of proceedings at a Stakeholder Forum shall be at the discretion of the Directors and may include plenary sessions, small group workshops or guest speakers.
- c. The Directors shall determine who shall chair the Stakeholder Forum, including who shall lead or facilitate particular discussion items.
- d. There shall be no quorum requirement for a Stakeholder Forum.
- e. Items for discussion which were not included in the notice issued under **clause 13.2(c)** may, with the permission of the chair, be raised for discussion.

13.5 Consensus at Stakeholder Forum

A resolution may be made by consensus of the forum for consideration by the Directors. Directors are not bound by any resolution passed at the forum.



14 DIRECTORS

14.1 Composition of the Board

The Board shall consist of:

- a. 4 elected Directors; (the “Elected Directors”) all of whom will be elected under clause 15.3; and
- b. 1 representative elected by each of the 3 Zones; and
- c. 1 representative elected by and from the Chief Coaches Panel; (the “Representative Directors”); and
- d. up to 2 additional Appointed Directors who if appointed shall be appointed in accordance with **clause 16**.

14.2 Portfolios

The Board may allocate portfolios to Directors.

14.3 Qualifications

- a. The Board may determine from time to time job descriptions and qualifications for Directors.
- b. A Director may not hold any executive position in a Club but must have held an executive position in a Club or Zone to be eligible for nomination. They shall be nominated by a Club. If elected, the Director must resign their executive position within 30 days.

14.4 Current Board

The terms of the Directors in office at the date of the adoption of this Constitution shall continue in office until the next General Meeting after the General Meeting at which this Constitution is adopted. Those Directors may be re-elected or re-appointed for a further term, as the case may be, subject always to this Constitution.

14.5 Remuneration of Directors

A Director may not be paid for services as a Director but, with the approval of the Directors and subject to the Act, may be:

- a. paid by the Association for services rendered to it other than as a Directors; and
- b. reimbursed by the Association for their reasonable travelling, accommodation and other expenses when:
 - I. travelling to or from meetings of the Directors, a Committee or the Association; or
 - II. otherwise engaged on the affairs of the Association.

14.6 Honorarium

The Association may in General Meeting by ordinary resolution determine to pay a Director an ex-gratia payment.



15 ELECTED DIRECTORS

15.1 Nomination for Board

Nominations for the Elected Directors in **clause 14.1(a)** shall be called for by the Secretary 45 days prior to the General Meeting at which the election is to be held (usually the AGM).

15.2 Form of Nomination

Nominations must be:

- a. in writing on the prescribed form (if any);
- b. signed by an authorised representative of a Club;
- c. certified by the nominee expressing their willingness to accept the position for which they are nominated; and
- d. delivered to the Association not less than 28 days before the date fixed for the holding of the General Meeting.

15.3 Elections

- a. If the number of nominations received for positions on the Board is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected.
- b. If there are insufficient nominations received to fill all vacancies on the Board, the positions will be deemed casual vacancies under **clause 17.1**.
- c. If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in order drawn by ballot, for each vacancy on the Board.
- d. The voting shall be conducted in such manner and by such method as may be determined by the Board from time to time.

15.4 Term of Appointment

- a. Subject to this Constitution, and in particular clauses 15.4(c), Elected Directors shall be elected in accordance with this Constitution for a term of 2 years, which shall commence from the conclusion of the General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.
- b. Two Elected Directors shall retire after the first year after election and 2 Elected Directors shall retire after the second year after election, until the 4 Elected Directors have retired, after which those Elected Directors elected to the vacancies after the first year shall retire and so on. The Elected Directors to retire and the year in which they retire will be determined by the Board. If the Board cannot agree, retirements will be determined by lot.
- c. Notwithstanding any other clause, should any adjustment to the term of Elected Directors elected under this Constitution be necessary to ensure rotational terms in accordance with this Constitution, this shall be determined by the Board. If the Board cannot agree, retirements will be determined by lot. For the avoidance of doubt any part of a term shall be deemed a full term for the purposes of this **clause 15.4**.



- d. Following the adoption of this Constitution, no person who has served as an Elected Director for a period of 4 consecutive full terms (8 years) shall be eligible for re-election as a Director until the second Annual General Meeting following the date of conclusion of their last term as a Director.

16 APPOINTED DIRECTORS

16.1 Appointment of Appointed Director

The Elected Directors may appoint up to 2 Appointed Directors in accordance with this Constitution.

16.2 Qualifications for Appointed Directors

Appointed Directors should have skills that complement and/or supplement any skill gaps that may exist in the Board, with the aim of ensuring that the Board has all the necessary skills to govern the organisation. Appointed Directors do not need to be Individual Members or have experience in, or exposure to, Pony Club.

16.3 Term of Appointment

- a. Directors appointed under clause 16.1 may be appointed by the Elected Directors in accordance with this Constitution for a term of up to 2 years, which shall commence and conclude on dates as determined by the Elected Directors.
- b. Following the adoption of this Constitution, no person who has served as an Appointed Director for a period of up to 2 consecutive full terms (4 years) shall be eligible for re-appointment as a Director for at least 1 year

17 VACANCIES ON THE BOARD

17.1 Casual Vacancies

- a. Any casual vacancy that occurs in the position of an Elected Director may be filled by the remaining Elected Directors from among appropriately qualified persons.
- b. Any casual vacancy may only be filled for the remainder of the vacating Director's term under this Constitution.

17.2 Grounds for Termination of Director

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- a. dies;
- b. becomes bankrupt or insolvent under administration or makes any arrangement or composition with their creditors generally;
- c. becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- d. resigns their office in writing to the Association;
- e. is absent without the consent of the Board from 2 consecutive meetings of the Board;
- f. is an employee of the Association or a Club;



- g. holds an Official Position with a Club;
- h. is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his interest;
- i. after reasonable consideration by the Board it determines the Director;
 - I. has acted in a manner unbecoming or prejudicial to the Objects and/or interests of the Association and/or Pony Club; or
 - II. has brought himself, the Association or Pony Club into disrepute, provided the Director is first given the opportunity to make written or oral submissions to the Board before a determination is made;
- j. is removed by Special Resolution; or
- k. would otherwise be prohibited from being a director of a corporation under the Corporations Act 2001 (Cth).

17.3 Board May Act

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum or to convene a General Meeting.

18 POWERS AND DUTIES OF DIRECTORS

18.1 Directors to manage the Association

The Directors are to manage the Association's business and may exercise those of the Association's powers that are not required, by the Act or by this Constitution, to be exercised by the Association in General Meeting.

18.2 Specific powers of Directors

Without limiting **clause 18.1** the Directors may exercise all the Association's powers to borrow or raise money, to charge any property or business or give any other security for a debt, liability or obligation of the Association or of any other person.

18.3 Time, etc.

Subject to the Act, where this Constitution requires that something be done by a particular time, or within a particular period, or that an event is to occur or a circumstance is to change on or by a particular date, the Directors may in their absolute discretion extend that time, period or date as they think fit.

18.4 Delegation of powers

- a. The Directors may, by resolution or by power of attorney or writing under seal, delegate any of their powers other than this power of delegation to any committee or any other person as they think fit.
- b. Any delegation by the Directors of their powers:



- I. must specify the powers delegated, any restrictions on, and conditions attaching to, the exercise of those powers and the period during which that delegation is to be in force;
 - II. may be either general or limited in any way provided in the terms of the delegation; and
 - III. need not be to a specified person but may be to any person holding, occupying or performing the duties of a specified office or position.
- c. If exercising a power depends on a person's opinion, belief or state of mind, then that power may be exercised by the delegate on the delegate's opinion, belief or state of mind about that matter.
 - d. Any power exercised by a delegate is as effective as if it had been exercised by the Directors.

18.5 Code of Conduct

The Directors must:

- a. adopt a code of conduct for Directors; and
- b. periodically review the code of conduct in light of the general principles of good corporate governance.

19 PROCEEDINGS AT DIRECTORS MEETINGS

19.1 Directors meetings

- a. Subject to clause 19.1(b), the Directors may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.
- b. The Directors must meet at least 3 times in each calendar year.

19.2 Questions decided by majority

A question arising at a Directors' meeting is to be decided by a majority of votes of the Directors present in person and entitled to vote. Each Director present has 1 vote on a matter arising for decision by Directors.

19.3 Chair's casting vote

The chair of the meeting will not have a casting vote.

19.4 Quorum

Five Directors present in person constitutes a quorum.

19.5 Convening meetings

- a. A Director may, and the Secretary on the request of a Director must, convene a Directors' meeting.
- b. Notice of a meeting of Directors must be given individually to each Director (except a Director on leave of absence approved by the Directors). Notice of a meeting of Directors may be given in person, or by post or by telephone, facsimile or other electronic means.



- c. A Director may waive notice of a meeting of Directors by giving notice to that effect to the Association in person or by post or by telephone, facsimile or other electronic means.
- d. A person who attends a meeting of Directors waives any objection that person may have in relation to a failure to give notice of the meeting.
- e. The non-receipt of a notice of a meeting of the Directors or the accidental omission to give notice of a meeting to a person entitled to receive notice does not invalidate anything done (including the passing of a resolution) at that meeting of Directors.

19.6 Election of Chairperson

- a. The Elected Directors must at the first Board meeting after the AGM annually elect by majority vote one of their number to the office of chairperson of Directors.
- b. The Director elected to the office of chairperson of directors under clause 19.6(a) will remain chairperson for 1 year from the date of their election until the first Board meeting after the next AGM and shall chair any Board meeting. A Director elected as chairperson may be re-elected as chairperson in following years so, long as he or she remains a Director.
- c. Despite clause 19.6(b), if:
 - I. there is no person elected as Chair; or
 - II. the Chair is not present within 15 minutes after the time appointed for the holding of the meeting; or
 - III. the Chair is unwilling to act,the Directors present may elect one of their number to be chair of the meeting.

19.7 Circulating resolutions

- a. The Directors may pass a resolution without a Directors' meeting being held if the required majority of the Directors who are entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- b. Separate copies of the document may be used for signing by the Directors if the wording of the resolution and statement is identical in each copy.
- c. The resolution is passed when the last Director required to achieve the required majority signs.

19.8 Validity of acts of Directors

Everything done at a Directors' meeting or a Committee meeting, or by a person acting as a Director, is valid even if it is discovered later that there was some defect in the appointment, election or qualification of any of them or that any of them was disqualified or had vacated office.

19.9 Directors' interests

- a. A Director shall declare to the Board that Director's interest in any matter in which any material personal interest or related party transaction arises as defined by the Corporations Act 2001 (Cth), and that Director must absent himself or herself from discussion of such matter and shall not be entitled to vote in respect of such matter.



- b. In the event of any uncertainty in this regard, the issue shall immediately be determined by a vote of the Directors or, if this is not possible, the matter shall be adjourned or deferred to the next meeting.
- c. The Secretary shall maintain a register of declared interests.

19.10 Minutes

The Directors must cause minutes of meetings to be made and kept according to the Act and the *Corporations Act 2001* (Cth).

20 TELECOMMUNICATION MEETINGS OF THE ASSOCIATION

20.1 Telecommunication meeting

- a. A General Meeting or a Directors' Meeting may be held by means of a telecommunication meeting, provided that:
 - I. the number of Members or Directors (as applicable) participating is not less than a quorum required for a General Meeting or Directors' Meeting (as applicable); and
 - II. the meeting is convened and held in accordance with the Act.
- b. All provisions of this Constitution relating to a meeting apply to a telecommunication meeting in so far as they are not inconsistent with the provisions of this clause 20.

20.2 Conduct of telecommunication meeting

The following provisions apply to a telecommunication meeting of the Association:

- a. all persons participating in the meeting must be linked by telephone, audio-visual or other instantaneous means for the purpose of the meeting;
- b. each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting;
- c. at the commencement of the meeting each person must announce his or her presence to all other persons taking part in the meeting;
- d. a person may not leave a telecommunication meeting by disconnecting his or her telephone, audio-visual or other communication equipment unless that person has previously notified the Chair;
- e. a person may conclusively be presumed to have been present and to have formed part of a quorum at all times during a telecommunication meeting unless that person has previously notified the Chair of leaving the meeting; and
- f. a minute of proceedings of a telecommunication meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the Chair.

21 PUBLIC OFFICER

- a. There must be a Public Officer who is to be appointed by the Directors under the Act. The Public Officer need not be a Director.



- b. In addition to the manner in which the office of public officer becomes vacant under the Act the Directors may suspend or remove the Public Officer from that office.
- c. The Public Officer holds office on the terms and conditions and with the powers, duties and authorities, determined by the Act and the Directors. Subject to this Constitution the Public Officer is not entitled to remuneration.

22 COMMITTEES

22.1 Committees

The Directors may by written instrument delegate any of their powers other than this power of delegation to Committees consisting of such persons they think fit (including Directors, individuals and consultants), and may vary or revoke any delegation.

22.2 Powers delegated to Committees

- a. A Committee must exercise the powers delegated to it according to the terms of the delegation and any directions of the Directors. A Committee is responsible to and reports to the Board.
- b. Powers delegated to and exercised by a Committee are taken to have been exercised by the Directors.

22.3 Committee meetings

Committee meetings are governed by the provisions of this Constitution dealing with Directors' meetings, as far as they are capable of application.

22.4 Chief Coaches Panel

- I. Subject always to this Constitution and the approval of the Board, the Chief Coaches Panel (Panel) shall be responsible for the policy and direction of coaching and testing throughout the Association. The Panel shall consist of those members of the Panel in those positions at the time of adoption of this Constitution. The Panel shall appoint from those persons a Representative Director to the Board.
- II. Subject to this Constitution and in particular but not only clauses 22.4(iii) and 22.5(g), membership of the Panel shall be for a period of three years from the date of appointment. Retiring appointees shall be eligible for reappointment for one further term after which time they are not eligible for reappointment for a period of two years.
- III. Subject to this Constitution and in particular but not only clause 22.5(g), a third of the members of the Panel must retire annually, but shall be eligible for nomination for one further term. The members to retire should generally be the longest serving members. In the case of a dispute between those Members whom are the longest serving, a decision by way of random lot will be made.
- IV. All members of the Panel shall have one vote. The number of Members of the Panel shall not exceed nine.
- V. A quorum of the Panel shall be one more than half the number of members of the Panel.



- VI. Membership of the Panel shall be confirmed by the Board annually. Board members may attend Panel meetings but shall only have debating rights not voting rights.
- VII. Subject to this Constitution and in particular but not only clause 22.5(g) all members of the Panel must hold a PC-NCAS Coaching Certificate or equivalent qualification. All members of the Panel must maintain their current level of qualifications whilst on the Panel and must be actively involved at Club, Zone or State level.
- VIII. Subject always to this Constitution Zones will appoint to the Panel a suitable candidate to be appointed to the Panel. This nomination will, providing it meets the criteria, be considered for ratification by the Board.
- IX. The process for appointment to the Panel will be as set out in this Constitution or otherwise determined by the Board.
- X. Minutes of meetings of the Panel shall be forwarded to Association headquarters within two weeks of the date of each meeting, and shall be kept on file at headquarters.

22.5 Zones

- a. The State will be divided into Zones as defined from time to time by the Board. The Board at any time may increase or decrease the number of Zones. Subject to this Constitution, Zones are administrative only and are not Members. The Board may from time to time determine the procedures for, and requirements of, and to be undertaken, by each Zone.
- b. Every Club shall have an official called a District Commissioner.
 - I. The District Commissioner of each Club (or their representative) in each Zone shall meet periodically to further the business of the Association in each Zone.
 - II. Each District Commissioner at Zone meetings, (including the annual general meeting) shall have one vote and voting maybe by proxy (providing written authority for each proxy is produced at the meeting.) In all other respects the rules of the Association (where relevant) shall apply mutatis mutandis to the meeting of each Zone.
- c. Each Zone shall have its own Visiting Commissioner who shall co-ordinate and supervise the affairs of the Association in his/her relevant Zone.
- d. Each Zone shall hold an annual meeting not later than 7 days prior to the Annual General Meeting of the Association. At each Zone annual meeting the District Commissioners (or their proxy) of Clubs within that Zone shall elect:
 - I. the Visiting Commissioner for that Zone; and
 - II. secretary and/or treasurer for that Zone; and
 - III. the Zone's Director (who may not also be a Chief Coach); and
 - IV. in accordance with and subject to **clause 22.4(iii)**, at least two and up to three coaches to be ratified by the Board as members of the Chief Coaches Panel.
- e. In addition, at any Zone annual meeting the member Clubs may decide to have an official called a chairman in that Zone and may decide whether he/she shall have any voting rights at Zone meetings.



- f. The secretary of each Zone shall notify the Association of the results of the Zone annual meeting prior to the Association Annual General Meeting but no election shall be invalid by reason of his/her failure to do so.
- g. Subject to **clause 22.4**, the Chief Coaches Panel shall consist of up to three chief coaches elected from each Zone as set out above. Of the three coaches elected two must hold a PC-NCAS Level 1 Coaching Certificate or equivalent qualification and one may hold a PC-NCAS Preliminary coaching qualification. The Zone will determine the terms of each of its elected Coaches. So, if three coaches are elected then the Zone will allocate a term of three years to one coach, two years to one coach and one year to one coach to commence the required rotation. If there is any disagreement as to terms, terms will be determined by lot. The Chief Coaches Panel is an advisory panel to the Board.
- h. Any authority or vote to be exercised by a Club under these rules shall be exercised by the District Commissioner, or his/her written nominee, of such member club on behalf of such Club.
- i. Each Zone will provide the Association with copies of its audited accounts, annual report and associated documents each year.

23 BY-LAWS

23.1 Making and amending By-Laws

- a. In addition to By-Laws made under **clause 8.2** the Directors may from time to time make By-Laws which in their opinion are necessary or desirable for the control, administration and management of the Association's affairs and Pony Club in Tasmania and may amend, repeal and replace those By-Laws.
- b. Interpretation of the By-Laws is solely the responsibility of the Directors.
- c. All clauses, rules, By Laws and regulations of the Association in force at the date of the approval of this Constitution insofar as such clauses, rules, By Laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By Laws under **clause 23**.

23.2 Effect of By-Laws

A By-Law:

- a. is subject to this Constitution;
- b. must be consistent with this Constitution; and
- c. when in force, is binding on all Members and has the same effect as a provision in this Constitution.

24 KEEPING AND INSPECTION OF RECORDS

- a. The Directors will cause the Association records to be kept for a period of 7 years from their creation.
- b. Subject to privacy and confidentiality obligations Members shall have the right to inspect documents of the Association as permitted by the Act.
- c. The Board may impose conditions on a Member's inspection of the Association documents under this clause or may refuse such inspection where the Board reasonably



considers that the Member is not seeking and/or undertaking the inspection in good faith and/or for a proper purpose.

25 ACCOUNTS

25.1 Accounting Records

The Directors will cause proper accounting and other records to be kept and will distribute copies of financial statements as required by the Act.

25.2 Transactions

All cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Directors determine from time to time.

25.3 Auditor

- a. A properly qualified and independent auditor or auditors shall be appointed by the Directors and the duties of such auditor or auditors fixed and regulated in accordance with the Corporations Act 2001 (Cth).
- b. Members may remove an auditor from office by resolution made at a General Meeting in accordance with the Act.

25.4 Financial Year

The financial year of the Association means a 12 month period as designated by Board from time to time subject always to the Act.

26 SERVICE OF DOCUMENTS

26.1 Document includes notice

In this **clause 26**, document includes a notice.

26.2 Methods of service on a Member

The Association may give a document to a Member:

- a. personally;
- b. by sending it by post to the address for the Member in the Register or an alternative address nominated by the Member; or
- c. by sending it to a fax number or electronic address nominated by the Member.

26.3 Methods of service on the Association

A Member may give a document to the Association:

- a. by delivering it to the Association's registered office;
- b. by sending it by post to the Association's registered office; or
- a. by sending it to a fax number or electronic address nominated by the Association.



26.4 Post

A document sent by post:

- a. if sent to an address in Australia, may be sent by ordinary post; and
- b. if sent to an address outside Australia, or sent from an address outside Australia, must be sent by airmail,

and in either case is taken to have been received on the second business day after the date of its posting.

26.5 Electronic transmission

If a document is sent by any form of electronic transmission, delivery of the document is taken to:

- a. be effected by properly addressing and transmitting the electronic transmission; and
- b. have been delivered on the business day following its transmission.

27 INDEMNITY

27.1 Indemnity of officers

Every person who is or has been:

- a. a Director; or
- b. Public Officer,

is entitled to be indemnified out of the property of the Association against:

- c. every liability incurred by the person in that capacity (except a liability for legal costs); and
- d. all legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity, unless:
 - I. the Association is forbidden by statute to indemnify the person against the liability or legal costs; or
 - II. an indemnity by the Association of the person against the liability or legal costs would, if given, be made void by statute.

27.2 Insurance

The Association may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Director or Public Officer against liability incurred by the person in that capacity, including a liability for legal costs, unless:

- a. the Association is forbidden by statute to pay or agree to pay the premium; or
- b. the contract would, if the Association paid the premium, be made void by statute.

27.3 Deed

The Association may enter into a deed with any Indemnified Officer or a deed poll to give effect to the rights conferred by **clause 27.1** on the terms the Directors think fit (as long as they are consistent with **clause 27.1**).



28 WINDING UP

28.1 Contributions of Members on winding up

- a. Each Club must contribute to the Association's property if the Association is wound up while they are a Member or within one year after their membership ceases.
 - b. The contribution is for:
 - I. payment of the Association's debts and liabilities contracted before their membership ceased;
 - II. the costs of winding up; and
 - III. adjustment of the rights of the contributories amongst themselves,
- and the amount is not to exceed \$1.00.
- c. No other Member must contribute to the Association's property if the Association is wound up.

28.2 Excess property on winding up

- a. If on the winding up or dissolution of the Association, and after satisfaction of all its debts and liabilities, any property remains, that property must be given or transferred to another body or bodies:
 - I. having objects similar to those of the Association; and
 - II. whose constitution prohibits (or each of whose constitutions prohibit) the distribution of its or their income and property among its or their members to an extent at least as great as is imposed under this Constitution.
- b. That body is, or those bodies are, to be determined by the Clubs at or before the time of dissolution or, failing that determination, by a judge who has or acquires jurisdiction in the matter.

29 COMMON SEAL

- a. The common seal shall:
 - I. be kept in the custody of the President or the Secretary; and
 - II. not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures of 2 Directors.
- b. A Director may not sign a document to which the seal of the Association is fixed where the Director is interested in the contract or arrangement to which the document relates.

30 SOURCE OF FUNDS

The funds of the Association may be derived from annual membership subscriptions, fees and levies payable by Members, donations, grants, sponsorships and such other sources as the Directors determine. The funds of the Association shall be managed in such manner as the Directors determine subject always to this Constitution and the Act.



31 REGISTERED ADDRESS

The registered address of the Association is:

- (a) the address determined from time to time by resolution of the Board; or
- (b) if the Board has not determined an address to be the registered address, the postal address of the Secretary.



SECTION 2: Administrative By-Laws & Notes



Section 2: Administrative By-Laws & Notes

This section comprises by-laws concerning the running of clubs and zones. Rules of the Association are found in the constitution. Competition Rules can be found in Sections 8, 9 and 10.



UNUSUAL CIRCUMSTANCES

Notwithstanding the rules and regulations contained in the handbook, occasions may arise where there are unusual circumstances or anomalies. At such times, the State Secretary shall be advised. The Board shall adjudicate the situation, taking into consideration common-sense, fair play and natural justice. Such adjudication shall not set a precedent as each case will be judged on its merits. This process should only be used in exceptional and unusual situations and should be considered as an option of last resort.

2.1 GENERAL

2.1.1 Pony Club is a Youth Movement

As a youth organisation, pony club encourages young people to ride and learn to enjoy all approved kinds of sport connected with horses and riding, and instils in its members' the correct care of their animals. Coaches and helpers are primarily youth leaders who gather a group of young people with a common interest, the horse, which is of the greatest importance.

2.1.2 Aims of the Pony Club

- a. To encourage young people to ride and to learn to enjoy all kinds of sport concerned with horses and riding.
- b. To provide instruction in riding and horsemastership and to instil in members the proper care of their animals.
- c. To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline in an environment free from harassment and discrimination.

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

The achievement of these objectives, together with sound horsemastership and riding skills is what pony club is all about. Happy members mean we are fulfilling our aim.

2.1.3 Code of Conduct

The executive of the state, zones and clubs need to be familiar and operate under the Member Protection Policy



For full coverage see PCT Policies.

- a. Pony Club places in order of significance:
 - The safety of the member,
 - The comfort of the horse,
 - The enjoyment of the rider,
 - Their progress as a rider.
- b. The safety of the riders and horses is paramount above all else. In all equestrian sports the welfare of the horse must be considered paramount.
- c. The well-being of the horse shall be above the demands of breeders, trainers, riders, owners, dealers, organisers, sponsors or officials. (FEI directive)
- d. Treat all participants in your sport as you like to be treated. Ride by the rules. Be a good sport.
- e. Show appreciation for coaches, officials and administrators
- f. If any member or official has a grievance they should discuss it with the DC, President and/or MPIO. If it cannot be settled within the club, they may contact the State MPO officer. Contact details can be found on the PCT Website or by contacting the State President.

2.1.4 Inter-Club Competitions

Inter-club competitions encourage team work and promotes pride in the club.

- a. State Championships are conducted in Dressage, Jumping, Eventing and Mounted Games.
- b. The format and regulations for the conduct of which are in Section 7 of this handbook, as are the Dressage and Jumping Rules.
- c. Eventing and Games rules are in separate booklets as Sections 8 & 9.
- d. Many other inter-club events within a Zone are held too.
- e. Standard entry forms are included in the Handbook Section 10.
- f. No competitions or inter-club activities may be scheduled on the day of a state/zone championship within their zone.

2.1. Grading

For grading of combinations, see Section 7 for the Show Jumping and Section 8 for the Eventing Addendum.

2.1.6 Prohibited Substances

- a. It is forbidden to use or administer to any horse a tranquilliser, stimulant, sedative or drug of any kind in any manner whatsoever with the object of influencing the horse's performance, during any Pony Club activity or competition.
- b. The PCT policy documents support all Pony Club Australia Policies. For a comprehensive copy of the Anti-Doping Policy which is approved by ASADA and adopted by Pony Club Australia, visit www.ponyclubaustralia.com.au Policy Section.



2.1.7 Uniforms

Clubs have an official uniform in specific colours which must be registered with the PCT. See clause 7 of the Gear Rules.

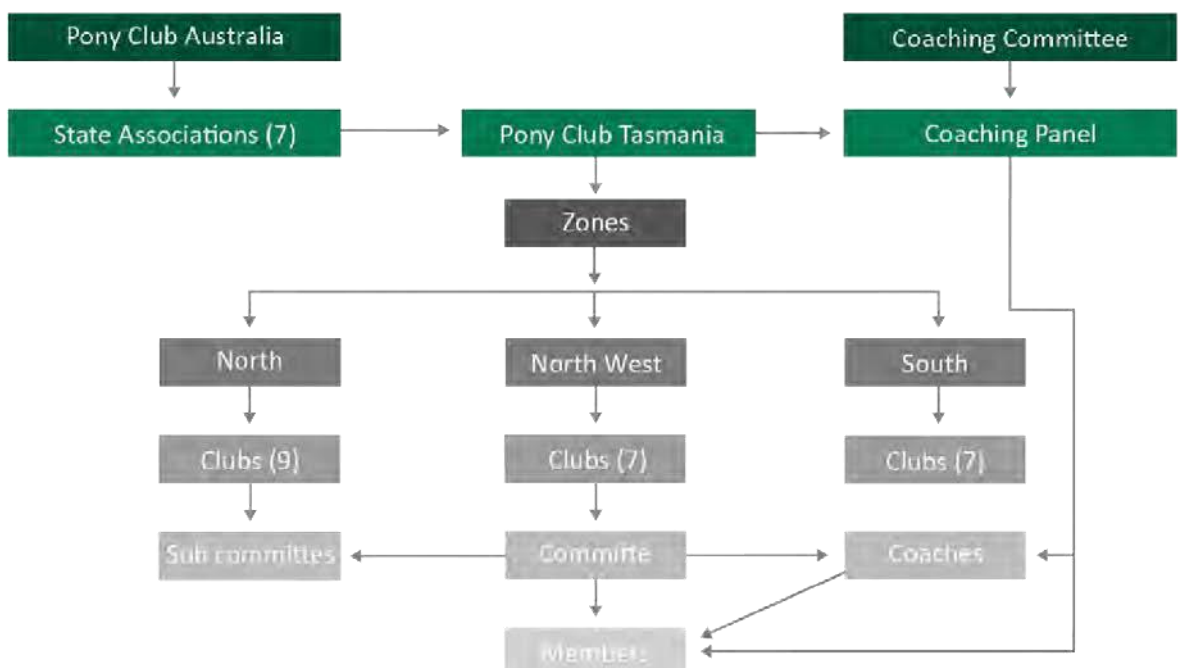
2.1.8 Badges

- The PCT badge is available for individual clubs to use with their club name underneath should they wish to adopt it.
- For the placement of cloth badges gained by members on jumpers see Section 4.

2.1.9 Safety Measures

- Dogs:** For safety reasons it is recommended that clubs forbid the presence of dogs at any PC fixture.
- Quad/ Motor bikes:** Bike riders, who must be 16 years of age or over, shall wear a correctly fitted and secured helmet and comply with current Work Health and Safety guidelines for the use of these vehicles.

2.1.10 Organisational Chart Showing Structure of Pony Club in Australia



2.1.11 Business

- Business to be brought before any of the levels of the PCT should follow the structure in the Organisational Chart (2.1.10) from the bottom upwards.
- Members may submit business directly to the Zone or the Board, and clubs directly to the PCT if it is deemed really necessary.



2.1.12 Pony Club Australia Ltd. (PCA)

- a. Pony Club Australia is a deliberative body aiming to co-ordinate the Pony Club of each State and Territory, and act in affiliation with Equestrian Australia, the British Horse Society Pony Club and Inter Pacific Pony Club Committee. For further information about PCA, see www.ponyclubaustralia.com.au

2.2 PONY CLUB ASSOCIATION OF TASMANIA Inc. (PCT)

The organisation of the PCT is described in the PCT Constitution which is to be found on the PCT website (www.ponyclubtas.com.au) in the Handbook Section.

All people on any PC committee or helping at a PC activity must have a Working with Vulnerable People Registration number, which must be sent to the PCT administrator.

2.2.1 The Primary Objectives of the PCT

- a. To assist all affiliated pony clubs in Tasmania.
- b. To distribute information from the PCA and other bodies that is beneficial to zones, clubs, coaches and members through the PCT website, minutes, bulletins and newsletters by both written and/or electronic means.

2.2.2 Pony Club Tasmania

- a. Arranges or delegates the organisation to a zone or club, of clinics for all officials, coaches, judges, etc. at regular intervals.
- b. Decides the selection committee for any Tasmanian nomination for an Australian or State team.
- c. Approves the affiliation and a club's constitution and any alterations to it. See constitution Rule 6.5
- d. Approves and registers the club colours and uniform. See Section 6.

2.2.3 Meetings

- a. The Annual General Meeting, which all clubs should attend, is held on the last Sunday in November each year. No official ODEs may be conducted on the day of the AGM.
- b. Board meetings are usually held on the last Sundays of March, July and November.

2.2.4 Relationship of Pony Clubs to PCT

- a. Pony clubs affiliated with the PCT are the members of PCT subject to adherence to PCT rules, renewing their PCT membership, in accordance with Section 1 and paying the required fees.
- b. Each pony club shall belong to and be a financial member of the zone in accordance with PCT Constitution Rule 6.4

2.2.5 New Clubs

- a. New clubs are subject to a probationary period of twelve months and shall be visited when convenient by the ZVC.



- b. The probationary club may be represented at Zone and Association meetings as observers, but shall not be entitled to vote.
- c. Juniors and Seniors of a probationary club may compete in all Pony Club events if eligible under the competition rules. It is necessary for a probationary club to partake in the PCT's Insurance schemes.

2.2.6 Club Constitutions

- a. A pony club affiliated with the PCT shall be incorporated under the Tasmanian Associations Incorporations Act (the Act).
- b. All clubs making application for affiliation will be required to submit their proposed constitution, which must be compatible with the Association's constitution, to the PCT before receiving approval for affiliation and be approved by the Board – see PCT Constitution Section 6.5
 - i. Model rules for a pony club have been adapted from the Consumer Affairs model and are available from the PCT state office.
 - ii. Clubs shall adhere to and operate within the Act, PCT rules and directives of the Board and zone.
 - iii. If any alteration is made to a club constitution the same is to be submitted to the PCT for approval.
- c. Club committees have the power to make, alter, amend or repeal any by-laws for carrying out the rules and regulating their own proceedings as they deem expedient, provided such by-laws shall not be inconsistent with the constitution and rules of the PCT and PCA.
- d. Clubs closing down should not only notify this Association, but also the Corporate Affairs department.

2.2.7 Chief Coaching Panel (CCP)

For the duties of the CCP see Rule 3.4.2

- a. The CCP, which is made up of the two or up to three CCs from each Zone, as per Section 22.4 of the PCT Constitution, shall meet at least twice each year to plan the implementation of the instructional policies and provide guidance and direction as required.
- b. The Board shall ratify all new policies developed by the CCP before they are implemented.

2.3 ZONE STRUCTURE

The State is divided into three zones as follows:

North West Zone: West of the Rubicon River and North of the 42nd parallel – 7 clubs

Northern Zone: East of the Rubicon River and North of the 42nd parallel – 9 clubs.

Southern Zone: 2 South of the 42nd parallel – 7 clubs

Zones are sub-committees of the PCT and adhere to and operate within the PCT rules / directives of the Board.



2.3.1 The Zone committee

Every Club shall have an official called a District Commissioner.

The District Commissioner of each Club (or their representative) in each Zone shall meet periodically to further the business of the Association in each Zone.

Each District Commissioner at Zone meetings, (including the annual general meeting) shall have one vote and voting may be by proxy (providing written authority for each proxy is produced at the meeting.) In all other respects the rules of the Association (where relevant) shall apply mutatis mutandis to the meeting of each Zone.

Each Zone shall have its own Visiting Commissioner who shall co-ordinate and supervise the affairs of the Association in his/her relevant Zone.

Each Zone shall hold an annual meeting not later than 7 days prior to the Annual General Meeting of the Association. At each Zone annual meeting the District Commissioners (or their proxy) of Clubs within that Zone shall elect:

- the Visiting Commissioner for that Zone; and
- secretary and/or treasurer for that Zone; and
- the Zone's Director (who may not also be a Chief Coach); and
- in accordance with and subject to **clause 22.4(iii) of the Constitution**, at least two and up to three coaches to be ratified by the Board as members of the Chief Coaches Panel.
- A Zone Test Co-Ordinator

In addition, at any Zone annual meeting the member Clubs may decide to have an official called a chairman in that Zone and may decide whether he/she shall have any voting rights at Zone meetings. The secretary of each Zone shall notify the Association of the results of the Zone annual meeting prior to the Association Annual General Meeting but no election shall be invalid by reason of his/her failure to do so.

Subject to clause 22.4 of the Constitution, the Chief Coaches Panel shall consist of up to three chief coaches elected from each Zone as set out above. Of the three coaches elected two must hold a PC-NCAS Level 1 Coaching Certificate or equivalent qualification and one may hold a PC-NCAS Preliminary coaching qualification.

The Zone will determine the terms of each of its elected Coaches. So, if three coaches are elected then the Zone will allocate a term of three years to one coach, two years to one coach and one year to one coach. If there is any disagreement as to terms, terms will be determined by lot. The Chief Coaches Panel is an advisory panel to the Board.

Any authority or vote to be exercised by a Club under these rules shall be exercised by the District Commissioner, or his/her written nominee, of such member club on behalf of such Club.

Each Zone will provide the Association with copies of its audited accounts, annual report and associated documents each year. The duties of Zone Office-bearers are laid down in Section 3.3.

2.3.2 By-laws

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 shall not contravene, contradict or alter the intent of PCT rules.



2.3.3 Observers

Clubs may have appointed observers at zone meetings, but they may not vote.

2.3.4 Zone Fees and Levies

- a. Each zone may set an annual levy and/or fees payable by each club allocated to the zone.
- b. Each club within the zone shall pay the levy and/or fees.
- c. The levy and/or fees shall be determined in accordance with the zone rules as specified by the zone committee.
- d. The purpose of the levy and/or fees is to assist in funding the zone's expenses or projects.
- e. A club that does not pay its zone fees within the prescribed time may be disaffiliated.

2.3.5 Zone Representative on The Board

The zone elects its zone representative, who serves on the Board, in accordance with Section 15.4 of the PCT Constitution.

2.4 CLUB COMMITTEES

2.4.1 Committee Members

- a. All committee members shall be financial members of their club, even if their subscription is as little as \$1. They must either be a supportive member of some type, e.g. family, adult or honorary life member.
- b. Any person under the age of 21 is ineligible to take the position of either President, District Commissioner, Chief Coach or Assessor, except in special circumstances which the PCT Council, in their absolute discretion, shall decide.
- c. All clubs shall have a President, Secretary, Treasurer (these offices may be combined), Public Officer, District Commissioner (DC), Club Chief Coach (CCC) and such other officials as needed. Vice president/s are optional.
- d. There shall be a Public Officer. This is usually the club Secretary, but may be some other person.
- e. The Committee and DC shall always remember that Pony Club is a Youth Movement, that the working rally and efficiency certificate structure is the basis on which the club shall be laid.

2.4.2 Club District Commissioner (DC)

To be eligible for the appointment as a DC, the candidate shall:

- a. Be a suitable person with ability to lead and work actively with the committee to support all members of the club
- b. Not be a person whose main source of income derives from instruction and/or dealing in horses, except in special circumstances which the Board in their absolute discretion shall decide.
- c. Not be under the age of 21 years. If between 21 and 25 it is preferable that they are not an active riding member too.



2.4.3 Club President

- a. Appointment of a prominent person is encouraged though not essential. It is a position of honour.
- b. If the President is a figurehead only, then a Chairman of Committee should be elected soon after the AGM to fulfil the above duties.

2.4.4 Public Officer

- a. Is usually the club's secretary but may be some other person.
- b. The Tasmanian Consumer Affairs must be notified of any change to the holder of this position.

2.4.5 Club Test Coordinator (CTCO)

Larger clubs may appoint someone to fill this position. In smaller clubs the Club CC or DC may combine both jobs. The CTCO should work in close cooperation with the DC and the CC.

2.4.6 Club Chief Coach (CCC)

- a. Every club should have a Chief Coach, even if their duties are combined with some other job.
- b. Together with the DC, the CCC is the key to a well run club.
- c. A CC shall work in close liaison with the DC to arrange the instructional programme for rallies and activities, using:
 - I. The PCA Syllabus of Instruction, and the PCA Manuals of Instruction
 - II. Policies established by the CCP.
- d. It is necessary to appoint someone with sufficient knowledge to this office, who is willing to follow the Syllabus of Instruction and to base their instruction on that recommended in the PC Manuals.

2.4.7 Club Coaches

- a. Most clubs have their own regular club coaches for working rallies.
- b. There are various professional coaches acceptable to the PC – fees variable.
Arrangements are made between the club and coach.
- c. It is recommended that clubs do not pay PC riding members under 21 a fee for coaching.
- d. Volunteers at PC Rallies can only coach jumping to 80cm.

2.4.8 Junior Committee

- a. Clubs may form a junior committee made up of junior and senior members who can undertake specific short-term projects, mentor new members or any other tasks approved by the club.
- b. A junior committee is a sub-committee of the club and is, therefore, answerable to the main club committee.

2.5 MEMBERSHIP

Full riding membership is open to anyone under the age of 25 years on 1st January. They may continue to ride and compete until the end of the calendar year in which they become ineligible. Membership of a club constitutes membership of the Pony Club as a whole. Clubs should fix their subscriptions to cover the following classes of membership:



2.5.1 Junior Members

Riders of 16 years of age and under on 1st. January;

2.5.2 Seniors Members

Riders of 17 years of age and under 25 years of age on 1st. January;

2.5.3 Adult Riding Members (optional)

Riders over the age of 25. This level of membership is not mandatory and each club, may, if they wish to adopt adult rider membership, impose different methods of managing these members depending on the club requirements. This level of membership insures adult riders and entitles them to ride at pony club rallies, pony club gymkhanas, unofficial grades 4 and 5 at interclub/mini ODEs, combined training, trail rides and for those clubs who hold specific days where adult riders are able to use club equipment/coaches etc.

2.5.4 Supportive members

Supportive members may be divided into any category. Usual ones are those as follows:

- a. **Volunteer Members** who assist, support and help organise the Club;
- b. **Honorary Life Members** – any person who, by his/her service to a club, in the opinion of its members be deserving of recognition. Any club may elect as an honorary member any person whom they permit in accordance with their constitution. Such honorary member may not represent such club in any inter-club competitions.
- c. **Family Members** may consist of the above in whatever proportions deemed desirable, but Adult Riders would have to pay the extra fees.

2.5.5 Visiting Members

- a. Riders may attend three rallies (to see if they want to become a PC member) before actually signing up and paying their other dues, but they must pay the insurance component before they may ride at any PC fixture.
- b. If a Rider has been a Financial Member of a club in the past two years they cannot be classed as a visiting rider. They have to pay the full insurance and affiliation fee.
- c. No club member may be a member of another club except as an honorary member.
- d. Pony Club members, who live for the greater part of the year away from their home (e.g. at university) and cannot attend club rallies, are allowed to attend rallies of the club in that area. These rallies are counted as qualifying rallies subject to proof of attendance, but they must also attend at least one rally of their own club.

2.5.6 Transfer of Membership

- a. A member wishing to transfer from one club to another may do so upon resigning from their former one.
- b. If the member wishes to transfer without changing their place of residence, they must obtain permission from both clubs concerned.
- c. A new member may not compete as a member of a club team within three calendar months of acceptance of their subscription by their new club when transferring from another club unless the transfer was caused by a change of residence into another district.
- d. The rule regarding attending three working rallies still applies for both residential and elective transfers.
- e. Riders and their horses transferring due to change of residence may carry any rally qualifications with them.



2.5.7 Membership Cards

- a. Members will receive a membership card with a number when payment is received by the PCT treasurer.
- b. A new card in a different colour will be issued each year. This is their proof of payment of their insurance and should be shown to any club where they are visiting or competing.
- c. Entry to events may be refused unless this proof is shown and number recorded on the entry form.
- d. Activities cannot count as qualifying events unless this card is in the member's possession, except the first rally at which they pay
- e. Members should record their competition performances in the respective places on this card.

2.5.8 Health Statement and Parental Consent Form

For the protection of clubs, the Health Statement and Parental Consent Form (see Section 10.2.3) granting permission to the club to act if necessary, should be completed by all members on joining, and kept on file by the club.

2.6 FINANCES

2.6.1 Clubs' Financial Year and Annual Meeting

- a. The Annual General Meeting shall be held in accordance with the club constitution

2.6.2 Subscription and Affiliation Fees

- a. The amount of the annual subscription for the different classes of membership is fixed by the Club committee.
- b. The affiliation fees due to the PCT are payable for every riding member under 25 years of age to cover members' levies and insurance.

2.6.3 Recording Members and Insurance Payments

- a. Clubs shall keep a record of each financial riding member of the club. In the case of family members, the names of each member of the family – supportive adults as well as the riding children – should be listed in the club records.
- b. All riders must be insured before they ride at any PC fixture, so they must pay the insurance component before they are allowed to ride.
- c. Clubs must pay particular attention to the insurance requirements and submit the monthly return form to the PCT Treasurer.
- d. Clubs should record any members who renew their membership or join the club during that month.
- e. Members are not covered by insurance if their fees/details are not forwarded to the PCT Treasurer.
- f. These fees shall reach him/her not later than the 2nd OF THE NEXT MONTH after which they were received. Even if there is no one, a NIL return should be sent.
- g. Adult Volunteers and Social members are covered by insurance. A premium does not have to be paid for them providing that their names and those of all members of a family are recorded by the club and listed as volunteers
- h. Premiums must be paid for mounted parents/coaches accompanying riders on trail rides, etc.



- i. Premiums are set each year, a small part of which goes to the PCT to offset administration costs, and are included in the overall levy payable per riding member to the PCT. These are payable as members join.
- j. For more details of Insurance or claims contact the State Insurance Officer (Treasurer).
- k. Our Insurance policy covers accredited NCAS Level 1 Coaches for coaching only (not riding). This policy allows coach to instruct pony club riders outside pony club fixtures. For further information contact the State Treasurer.
- l. 1 Day attendance is offered to riders who are not current financial members of the PCT and who wish to ride at a pony club open event such as Gymkhanas and trail rides. Day Attendance is not an insurance policy and shall not be used as a cover for riders at pony club rallies or ODE's. Day attendance is a cover for public liability only. The Day Attendance form shall be completed and a fee of \$10 collected. The club shall forward the form and \$5.00 per rider to the state treasurer within 1 week of the event being held.

2.7 RALLIES

2.7.1 Working Rallies

- a. A working rally is a full day devoted largely to mounted instruction in flat, jumping practical/theory and some activity, i.e. work designed to forward progress in efficiency tests. See Section 4 for more details on Efficiency tests.
- b. Only a working rally can be used to qualify for inter-club competitions. Competitions and social activities do not count as working rallies.
- c. Ideally a working rally should be held at least once a month.
- d. At every working rally some instruction shall be given. It should be divided into at least three, and preferably four sessions covering subjects listed in part a.
- e. If a mounted rally has to be cancelled due to inclement weather, an unmounted theory rally or a mounted twilight rally held in its place may qualify the rider, but must be of at least two hours/lessons duration. The Horse must attend a ridden Rally to qualify

2.7.2 Qualifying Rallies

- a. No rider may count any rally or event as a qualifier unless they have paid the first instalment of their Pony Club subscription and have paid their current year's PCT and insurance levies, which must have been forwarded to the State treasurer so that the membership cards can be issued to them.
- b. They must be fully paid up members to take part in the state championships.
- c. The rider must have attended three and the horse one working rally of their club during the twelve months prior to the closing of entries. Attendance at their club run instructional camps or schools may count up to a maximum of two rallies.
- d. Horses and riders must qualify together at rallies, with the exception of games
- e. Members may take part as an individual in club or inter-club gymkhanas, Eventing, etc. without the three rally qualification. This means any placings they may achieve do not score points for their club.
- f. They may start to qualify for any grade of competition before they are club rally qualified, e.g. if they complete an ODE or gain a sufficient % in a Dressage test.
- g. If a rider takes and rides two horses at a rally they may count only half a rally for each horse. Senior riders, instructing at their club rally, may count this as a club working rally for themselves and their horse providing they ride it for half the day.



- h. Clubs may not put on extra rallies to qualify new members/horses.
- i. Clubs should keep a rally attendance record listing the rider and horse/s used in order to be able to verify that members have attended sufficient rallies for various competitions, etc.

2.7.3 Supervision at Pony Club Camps

- a. If a PC camp is organised, sufficient supervision by two adult chaperones who have their Working with Vulnerable People Check shall be guaranteed for 24 hours a day.

2.8 HORSES

2.8.1 Leasing, Borrowing or Buying Horses

- a. Horses that are leased, borrowed or newly purchased must be rally and competition qualified as a combination. Refer to rule 7.2.2 for required qualifications.
- b. For those wishing to officially lease horses, use Form 10.2.5

2.8.2 Stallions

- a. Stallions are barred from all Pony Club activities, including rallies and competitions, etc. This notice should be printed on all schedules.
- b. Where competitions are held in conjunction with another organisation, e.g. NTEC or STEA. the host organiser's rules apply, therefore if a PC is running it and invites other organisations to compete then NO stallions are allowed, but if another organisation is running it, then we must abide by their regulations.
- c. Clubs should make sure that all PC parents are made aware that there may be stallions on the ground in this case.

2.8.3 Weight Restriction

It is recommended that a rider of 53kg or over should not ride a pony of 12.2h or under.

2.9 AWARDS

2.9.1 PCT Service Award

- a. This service award is presented to any Senior member of a pony club, who has given outstanding practical assistance to their club. This is considered the highest honour for service and only outstanding Senior members should be recommended in the year prior to them leaving Pony Club.
- b. To be considered for this award the Senior member must have always been helpful and upheld the aims and objects of the Pony Club movement. Riding ability shall not be considered as this is an award for service.
- c. The Senior member must have been a member of a Pony Club for at least three years, and if a change is made to another club, a recommendation from the candidate's former club, could be considered.
- d. Applications are to be made on form 10.2.6 available from the Form section of the Handbook, and accompanied by a letter of recommendation from the Club DC and forwarded to the PCT Secretary to be submitted for consideration at state meetings.
- e. A certificate and butterfly clip will be awarded to each recipient. This award will only be made to a Senior member once.



2.9.2 PCT Senior Volunteer Award

- a. This award is for volunteers who give ten years or more active service to a club, zone or the Association in an unpaid capacity after they have left the organisation as a riding member. Years as a riding member are NOT to be included – that is classified as Riding Member Service to the Club. Examples of the help given are as a DC, secretary, catering or equipment officer, voluntary coach, examiner, event organiser, etc. or a combination of positions which may have been held over the years.
- b. Nominations by a club/zone, to be submitted on Form 10.2.7 giving details of the Service/s of that person over a 10 year period at least. Nominations must firstly be submitted to the zone, and then if confirmed, be endorsed by one of their Council representatives and forwarded to the PCT Secretary. The Board will adjudicate the person nominated on their merits.

2.9.3 Pony Club Tasmania Awards

The PCT Awards are to recognise the follow key people in our Organisation in the following:

1. Best Achievement by a Rider under 13 years-Age as at 1st January the award year.
2. Best achievement by a rider under 13-17 17 years- Age as at 1st January the award year.
3. Best achievement by a rider aged 17 -25 years- Age as at 1st January the award year.
4. Pony Club alumnus
5. Coach of the year
6. Volunteer of the year
7. Club of the year

For Guidelines and description of each award see Appendix 1.



APPENDIX 1

AWARD GUIDELINES

Pony Club Tasmania has decided to adopt the National Award categories. Each Zone is to nominate candidates for each category, the winners will then be nominated to Pony Club Australia for the National Awards. Each Zone needs to have their nomination in at the November Board meeting.

Overview

The basic objects for which the Pony Club Association of Tasmania is formed are to:

1. Encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding
2. Instill in members the proper care of their animals
3. Provide instruction in riding and horsemastership, and to
4. Promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline in an environment free from harassment and discrimination

In so doing we rely on the capabilities and contributions of all our coaches, officials and supporters. Recognising and rewarding achievements of our riders and coaches, and expressing gratitude to our volunteers is an essential part of our culture. The key elements of success for our organisation are reflected in the following awards:

1. Best Achievement by a Rider under 13 years-Age as at 1st January the award year.
2. Best achievement by a rider under 13-17 years- Age as at 1st January the award year.
3. Best achievement by a rider aged 17 -25 years- Age as at 1st January the award year.
4. Pony Club alumnus
5. Coach of the year
6. Volunteer of the year
7. Club of the year

Nomination Process

Each nomination must be accompanied with information on why the nominee/s should be considered for the award. Each of the assessment criteria are equally weighted.

Nominations are expected to be around one page in total.

Nominations must be submitted electronically (via email) to sec@pcat.org.au.

Selection Process

The nominations will be considered by at the November Board meeting each year.

Prize

The winner/s of each award will be nominated for the Pony Club Australia National Awards. All nominations received will receive a certificate from Pony Club Tasmania.

Key Contact

If you require any further information regarding the program, please contact: sec@pcat.org.au



Best Achievement by a rider under 13 years.

Selection Criteria

1. Displays Pony Club values
2. Participation in Pony Club rallies.
3. Improvement in skills through diligence and effort.
4. Club Citizenship (e.g. helpful to other).

Best achievement by a rider 13-17 years Selection criteria

1. Displays Pony Club values
2. Participation in Pony Club rallies
3. Improvement in skills through diligence and effort
4. Club citizenship (e.g. helpful to others)

Best achievement by a rider aged 17 – 25 years

Selection criteria

1. Displays Pony Club values
2. Participation in Pony Club rallies
3. Improvement in skills through diligence and effort
4. Club citizenship (e.g. helpful to others)

Pony Club alumnus

Selection criteria

This award is for a current or ex-Pony Club member over 25 years old who has gone on to be an active participant in the horse industry as a rider, leader or professional serving the horse industry (e.g. educator, journalist, vet). The nominee has taken inspiration from their time at Pony Club and been an ambassador for the organisation.

Coach of the year

Selection criteria

1. Contribution to development of the contemporary coaching program at Pony Club
2. Commitment to personal professional development
3. Personal passion and resilience
4. Feedback from students and peers

Volunteer of the year

Open to Steward, Helper, Administrator, Club Office holder, Official.

Selection criteria

1. Displays Pony Club values
2. Contribution to development of their Pony Club for the benefit of members
3. Commitment to good governance and professionalism

Club of the year

Selection criteria

1. Implementation of initiatives to attract and retain members
2. Inclusive and responsive to the needs of members
3. Good governance including completion of “Club Health Check”, advocate of “Play by the Rules”
4. Delivery of coaching syllabus
5. Safety program



SECTION 3: Guidelines for Pony Club Officials



Section 3: Guidelines for Pony Club Officials

3.1 GENERAL

3.1.1 Pony Club Committee Officials

- a. All committee members must be a financial members of their club - see Rule 2.4.1a
- b. Keep the PCT and the youth movement aims and objectives foremost in the minds of all involved.
- c. On election to office all PC Officials should read the relevant Code of Conduct in Part B of the Members Protection Policy.
- d. Anyone taking up a new committee position should read the list of their duties in part 2.2.
- e. The committee shall give all possible assistance and support to its elected DC in carrying out the objects of the Pony Club.
- f. Committee members must hold a Working with Vulnerable People registration.

3.1.2 Records

- a. On election a new DC, president, secretary and treasurer should obtain from the retiring office bearer all books, files and records relevant to their office. They should familiarise themselves with the PCT Handbook, and their club records so that they may understand their duties and how best to go about them. It is essential that these records be handed over promptly to the incoming officials.
- b. All the books, files and records are the property of the club and should be kept safely for the posterity of the club.
- c. A Rally Attendance Book shall be kept to list the riders and horses attending.
- d. correspondence should be distributed to the members it is intended for.
- e. It is important to ensure that nominations for clinics, competitions, tests, national teams and awards are in before the stated closing dates.
- f. The club should hold an up-to-date and signed Health & Consent Form (2.1) for each riding member.

3.1.3 Other

- a. For safety reasons it is recommended that clubs forbid the presence of dogs at any PC fixture.

3.2 CLUB OFFICIALS' DUTIES AND GUIDELINES

3.2.1 Club Committee

The committee is required to:

- a. administer all local activities based on policies established by the PCT;
- b. ensure that the club carries out directions of the Board and their zone.
- c. maintain communication between the club and the zone;
- d. ensure that the club holds at least eight club rallies each year;
- e. encourage senior club members to serve on sub-committees;



- f. keep a record of by-laws of rules that it ratifies in its minutes pertaining to any club policies and procedures. By-laws do not contravene, contradict or alter the intent of PCT rules or the club's Rules of incorporation;
- g. appoint a sub-committee to select all club teams and state representatives;
- h. attend to safety issues and be conversant with the CHECK LIST FOR CONTROL OF INJURY & PROPERTY DAMAGE HAZARDS at the end of this section. They could appoint a special Safety Officer.

3.2.2 District Commissioner (DC)

The DC shall:

- a. have a clear understanding of the club's objectives and help it achieve its goals and purposes;
- b. work in close cooperation with the club committee; the DC should not make decisions without proper consultation;
- c. ensure that regular working rallies are run for the benefit of all members;
- d. pay close attention to the care and treatment given to all pony club mounts;
- e. ensure that horses and riders are graded correctly as a combination, regardless of size or age of the rider and horse;
- f. encourage club members always using tact, diplomacy and tolerance;
- g. make decisions for the benefit of the whole club, not to suit individuals.
- h. in consultation with the executive, the DC may need to discipline a member of the club but this should be done by the method outlined in Play by the Rules;
- i. always refer to the guidelines that relate to any subject before decision making;
- j. fill in appropriate paper work for any nominations. Confidential references should be honest for state/national teams;
- k. attend Zone meetings and the PCT AGM. If not available to attend, appoint a deputy for the occasion;
- l. where clubs do not have an appointed official for specific duties, such as a CC or CCTO, the DC may delegate these duties;
- m. if the DC's workload is too great, the committee shall appoint assistants or sub-committees;
- n. when first taking over this position, new DCs shall:
 - I. make sure they receive all the club's paperwork from the previous DC,
 - II. take time to peruse the Handbook, firstly reading Sections 3 GUIDELINES FOR PONY CLUB OFFICIALS so they are aware of each official's specific duties.
 - III. become familiar with Section 2 ADMINISTRATIVE BY-LAWS & NOTES. It is important as this section deals with the rules of the PCT and ultimately those of your club;
 - IV. read their club's constitution and suggest all new committee members do the same;
 - V. complete the online Play by the Rules training. www.playbytherules.net.au.
 - VI. complete the Working with Vulnerable People check.
- o. When retiring from office, draw successor's attention to this document and hand over all relevant paperwork.



COMMENTS:

- The DC shall always remember that PC is a youth movement, working rallies and the efficiency certificate structure are the basis on which the club shall be laid.
- The PCT has a website and Facebook page which has much information on it, including the Handbook with all the latest updates, entry forms, etc.
- All PC Events are regularly updated on the Activities Calendar on the website. It is up to the members to ensure they are qualified in time.
- DC's are asked to attend Zone and State AGM's.
- Not all of a club's members will be able to compete at inter-club competitions. For these members the junior committee can run fun intra-club gymkhanas and competitions, etc.
- The DC is the appointed guardian of the club, not the owner, and after their term as DC they should leave the club as they received it, if not stronger and more viable.

3.2.3 President

The president is responsible for:

- a. promoting the aims and objectives of the pony club movement;
- b. supporting and assisting the DC in their duties;
- c. chairing meetings;
- d. taking care of the social side of the club acting in liaison with parents and friends;
- e. ensuring that the committee members carry out their duties in an efficient and courteous manner.

3.2.4 Vice-President

Vice-President/s act as a deputy in the president's absence and assist them wherever possible.

3.2.5 Secretary

The secretary shall:

- a. prepare an agenda, listing the business and propositions to be brought before the meeting, and distribute a copy to eligible members, within the time prescribed by the club's rules; for:-
 - I. club meetings, to committee members; and,
 - II. for the AGM, to all members, including financial adult supporters and life members.
- b. table all correspondence, and bring to the attention of the committee any that needs attention;
- c. make available to the committee all minutes of meetings, balance sheets, and circulars forwarded from PCT or the zone;
- d. make full and accurate minutes of all Committee, General and Special meetings;
- e. For insurance purposes, it is important that the minutes contain a record of dates of rallies and all pony club activities, both mounted and unmounted, e.g. practice sessions for any activity such as tests or games, working bees etc.;
- f. If these activities are arranged between meetings, then they must be ratified at the next meeting and recorded as such in the minutes;



- g. distribute minutes ASAP after the meeting to all eligible personnel.
- h. notify the PCT of all the incoming office bearers with all their details as directed on form 10.2.1, immediately following their appointment;
- i. in consultation with the Treasurer, maintain a register of the members;
- j. keep spare copies of the Accident / Injury Report form 10.2.4 on hand;
- k. keep a copy of all completed Accident / Injury Reports. These shall be kept for at least 5 years after the member has left Pony Club;
- l. A copy of any Accident / Injury reports from competition days should be sent to the Zone secretary.

3.2.6 Public Officer

A mandatory official of Incorporated clubs. This position is usually the club secretary or treasurer, but may be anyone. The Public Officer shall fulfil the duties as laid down in the Incorporation Act.

3.2.7 Treasurer

The treasurer is responsible for:

- a. all financial matters of the club, and reporting on its financial affairs to each meeting;
- b. forwarding the club's books and financial records to the club's auditor, and present these to the AGM;
- c. ensuring the club's public officer forwards a copy of the financial statement and the appropriate forms to the Tasmanian Department of Justice, Consumer Affairs and Fair Trading by the prescribed time;
- e. forwarding membership and insurance details immediately on payment to the State Treasurer/ Insurance Coordinator so members can use rally's attended as qualifiers.
- f. ensure that a copy of the latest bank statement is presented to each meeting.

3.2.8 Member Protection Information Officer (MPIO)

For Duties refer to Part D of the Member Protection Policy.

- a. The club MPIO needs to have attended a government or workplace formal session.
- b. They may need to work in conjunction with the Member Protection Officer (MPO)

3.2.9 Club Chief Coach (CCC)

Can be any organised person, and not necessarily a coach The CCC shall:

- a. work in close cooperation with the Club Test Coordinator (CTCO) if applicable, and the DC and the other coaches.
- b. familiarise themselves with the PCA Syllabus of Instruction, Efficiency Certificate and Testing processes in Section 4;
- c. prepare a coaching programme for the year based on the PCA Syllabus of Instruction, PC Manuals of Instruction and policies established by the CCP and advise the Club's coaches the subjects to be covered at each rally.
- d. organise the coaching side of rallies. See Section 4 Appendix 1 for a list of qualified Coaches.
- e. encourage new coaches from among their senior members, parents and volunteers, and give them the opportunity to practice coaching.



- f. attend and also encourage coaches to go to updating clinics, workshops or seminars to keep up with current coaching methods and principles;
- h. in consultation with the CTCO, recommend to the DC riders for various tests. Only riders of the correct standard should be nominated;
- i. may, in consultation with the committee, appoint special coaches to train games and trials teams;
- j. structure rallies so that:
 - I. groups should consist of not more than eight, preferably six or less riders;
 - II. ideally keep standards and ages together. Do not put older beginners with a young age group;
 - III. gear checking, for safety and correct fit, is held at the start of the rally day. There is a sample Gear Inspector's Check List as Form 10.6.1.



COMMENTS:

- Club rallies need to be well structured and organised.
- Riders are encouraged to sit for certificates and progressively work through the syllabus achieving each level before they move to the next, so that they become proficient in horsemastership.
- See also clause 2.7.1a

3.2.10 Club Coaches

- a. Club coaches shall work closely with the DC and CCC;
- b. Only Coaches who have paid coaching insurance are permitted to mount a member's horse during the course of a club rally or activity;
- c. In order for coaches to maintain their accreditation it is necessary for them to attend coaching refresher courses.
- d. Coaches shall be familiar with the syllabus and with Section 4 which deals with Coaching and Efficiency tests.

3.9.11 Club Test Coordinator (CTCO)

Shall work in close co-operation with the DC and the CCC. For duties and requirements see **Section 4**.

3.9.12 Website Manager

Should manage and maintain the Club website which includes:-

- a. updating news and information;
- b. adding all calendar events;
- c. updating member information on the club database.

3.3 ZONE OFFICIALS' DUTIES AND GUIDELINES

3.2.11 Visiting Commissioner (VC)

The VC shall complete the **Play by the Rules** online session and have a **Working with Vulnerable People registration**:

- a. act as a coordinator between the zone's clubs and zone committee and work in close cooperation with the Chief Coaches;
- b. strictly adhere to and apply PCT rules and the Board and zone directives;



- c. ensure that the zone, clubs and club members within their zone operate in accordance with all current PCT rules and by-laws.
- d. in consultation with the Zone Executive, visit and advise any new clubs in the process of forming;
- e. advise clubs when disbanding, if it becomes necessary;
- f. act as the advisor to all clubs within the zone.
- g. arbitrate if necessary in any cases that cannot be resolved by discussion. The VC may call on the assistance of a qualified MPIO or the State Member Protection Officer (MPO) if required;
- h. shall advise any Clubs, club members or zones, complaining about or objecting to the disciplinary measures imposed by a VC, that they may seek advice from a MPIO or lodge the complaint in writing within 14 days, addressed to the PCT MPIO.

3.2.12 Zone Secretary

These are the same as a Club secretary's duties (Clause 3.2.5 a – j) except they are at the zone level.

Other duties include to:-

- a. distribute minutes to all clubs, zone office bearers, the PCT and other zones' secretaries;
- c. have an ongoing agenda item where clubs notify the zone meeting of any of their members who have passed any test from D upwards;
- d. keep a copy of all Zone Competition Accident / Injury Reports in a special file kept for that purpose, and scan and copy them to the zone website for safe keeping.

3.2.13 Zone Treasurer

These are the same as a Club treasurer's duties (Section 3.2.7), except they are at the zone level.

3.2.14 Zone Chief Coaches (ZCC)

The people appointed to this office should be those with the necessary knowledge of Pony Club procedures and coaching expertise and willing to give the time to fulfil their duties.

The zone chief coaches shall:

- a. advise clubs, their DCs and CCs on instruction policies;
- b. provide opportunities for junior judges to assist experienced judges and act in an official capacity;
- c. present a report at each zone meeting to keep the zone committee fully informed of all plans, progress and instructional policy information;

3.2.15 Zone Test Coordinator (ZTCO)

The ZTCO shall:

- a. receive names and fees of candidates for all tests to be conducted. C tests may be conducted at any time at the request of a club;
- b. forward fees for C, C* and K to zone treasurer; Forward any fees for B, H and A to the STCO;
- c. receive Record books, workbooks and worksheets which should be handed in by the candidates at the time of nomination.
- d. arrange for a zone assessor to check the K and C* workbooks etc.
- e. make sure that all the candidates' prerequisites are completed before practical tests.



- f. For practical tests:
 - I. arrange practical tests venues, dates and assessors, etc. for C, C* and K. If only a few candidates for any test, try to combine with another club/zone but check venue is convenient to all;
 - II. appoint assessors – minimum of one for C and two for C* and K. Six to eight candidates are all that one C assessor can cope with in a day. Try to spread work load, with minimum travelling. Do not use one associated with the club, e.g. not a regular coach unless circumstances such as excessive distance make this necessary. This is particularly so for C when only one assessor is present;
 - III. Notify provisional assessors waiting to gain experience of any pending test days and arrange for them to observe or assist an experienced assessor – not one who has only done it a few times. A provisional assessor may come from the candidate's club as they are only observing;
 - IV. organise one of the assessors to set the days' time table;
 - V. if necessary, organise special practical test arrangements for some of the K options;
 - VI. confer with other ZTCOs regarding practical tests at any level if only a few candidates in the zone.
- g. notify Clubs' DCs or TCOs of results ASAP after receiving them;
- h. forward reports when received;
- i. keep a record of all results of all tests within the zone and pass on to statesecretary;
- j. make arrangements for any supplementary tests, as necessary;
- k. issue certificates, and obtain assessors' signatures before handing over to club DCs;
- l. arrange for assessors' fees and travelling expenses to be paid;
- m. see that all assessors within the zone are informed of any courses, clinics, meetings, seminars, etc. they should attend;
- n. propose to the ZCCs any known persons suitable to examine any of the K options.

3.3 STATE OFFICIALS' DUTIES

3.3.1 Secretary and Treasurer

The secretary and treasurer's duties are listed in the constitution.

3.3.2 Chief Coaches Panel (CCP)

The CCPs duties are to:-

- a. organise, arrange and control all matters of instruction in accordance with the rules and by-laws of the PCT;
- b. Appoint a State Test Co-Ordinator
- c. be responsible for the implementation of programmes under the PCT Coaching Policy throughout the state;
- d. administer the general line of coach and rider assessment in accordance with the PCA Syllabus of Instruction throughout the State;
- e. facilitate the organisation of courses for riders, coaches and assessors of all standards etc.;
- f. assess and approve the issue of coaches' certificates and assessors' capability standards;
- g. review all on the Official panel at least every three years, and more often as necessary;



- h. ensure that permanent and full attendance records of all coaches' courses are up to date;
- i. maintain a register (known as the Panel of Officials) of all accredited coaches, qualified judges and technical delegates, etc.;
- j. approve specialist assessors which are recommended by the ZCCs in each zone;
- k. appoint assessors for the higher tests before.
- l. select dressage tests biennially for all PCT competitions;

3.3.3 State Test Coordinator (STCO)

See 3.3.5.e ZTCO's duties above, and follow ones which are relevant to B, H and A tests.

Other duties include:

- a. forward fees on to the State treasurer;
- b. supply ZTCOs with copies of enough written papers for the candidates within their zone;
- c. notify the respective ZTCO to whom to send the Written Project, Worksheets, etc. which should have been handed in by the candidates at their written exams;
- d. appoint assessors and consult with a ZTCO regarding arrangements for practical test venues and dates;
- e. make sure all candidates' results of these tests are recorded on the PCT website



APPENDIX 1

DISCIPLINARY MATTERS – A GUIDELINE

Courtesy of Jacob Van Dissel, PCASA

This document is a simplified guide and should be read in conjunction with the PCT Member Protection Policy.

From time to time clubs encounter difficulties with one or more of their members.

These are sometimes the result of a breach of club or Association rules, but more often are as a consequence of a misunderstanding, lack of communication, personality, clashes or differences in perceptions and expectations.

Too often clubs take what they think is an easy way out and take action to expel the “offending” member. This rarely turns out to be the easy way which it first seemed. Not only can this cause severe disharmony in a club, but it has on occasions landed the parties in Court. Invariably this then involves the Association as a whole.

This Guideline is not meant to be an exhaustive treatment of the subject but may help to avoid some of the problems which can occur.

Identify the problem informally and ascertain whether it can be handled by a bringing together of the relevant parties to tally it over. However, if it is a serious matter this may not be appropriate. If No 1 does not address the problem:

- a) Obtain formal written and signed statements from the persons making the complaint.
- b) Call a committee meeting on a confidential basis and exclude all non-committeemembers.
- c) Consider the written submissions at committee. Do not take sides, do not listen to gossip or take into account statements which are not signed.
- d) Make full notes of discussions and append these in a sealed envelope (after conformation that they are correct and complete) to the minutes. Do not distribute these notes with the minutes but place them in a safe and confidential place for later reference.
- e) If, after full and dispassionate consideration, the committee is of the view that the matter is of sufficient seriousness that it should be taken further, then a letter should be sent to the “offending” person setting out the nature and particulars of the complaint and inviting that person to respond, in writing, within a reasonable time. If the “offender” does not respond, then send a reminder before proceeding further.
- f) When the “offender’s” response has been received, the committee should reconvene to consider the response. The same procedure as in (d) should be adopted.
- g) If, after considering the response, the committee is of the view that the “offender” has been exonerated or that the matter is so trivial that no further action should be taken then it should notify the “offender” of this. It should then also inform the complainants.

If, however, the committee considers that the written response is inadequate or incredible it should invite the “offender” to attend at a committee meeting where he can make a verbal response and, if necessary, have others speak on his behalf. The committee should keep an open mind and not start thinking of penalties until this process is completed.



- h) Once all this has been completed the committee should meet in confidence to consider its options. If the complainants are members of the committee it may be appropriate to exclude them from these considerations.
- i) In considering its options, the committee should refer to the club's constitution to ascertain the extent of its disciplinary powers. The committee should be aware that many constitutions are inadequate on the question of discipline and may not afford the "offender" natural justice. It is therefore always prudent to give the "offender" every opportunity to defend himself. Similarly, just because a constitution empowers a committee to expel or suspend a member, this should not be seen as the automatic penalty for all offending.
- j) In considering its options the committee should have regard to the following:
 - i. the age of the member,
 - ii. the member's experience within the club,
 - iii. the member's standing within the club,
 - iv. whether the member has previously offended,
 - v. past good works,
 - vi. the seriousness of the matter (e.g. does it involve cruelty or improper conduct, especially in public),
 - vii. the effect that the disciplinary action will have upon the member and his family,
 - viii. whether the member seems genuinely contrite and prepared to mend their ways.
- k) The disciplinary options are as follows (these are not exhaustive):-
 - ix. counselling,
 - x. warning (either formal or informal),
 - xi. removal of privileges for a period of time,
 - xii. withholding of prizes, certificates or awards,
 - xiii. suspension from club, zone and/or state competition for a period of time,
 - xiv. suspension from rallies or restriction of activities at rallies,
 - xv. withdrawal from other pony club activities (e.g. camps, squads, parades),
 - xvi. suspension of club membership for a period of time,
 - xvii. impose a monetary penalty,
 - xviii. expulsion.
- l) The committee, having determined a course of action, should inform the "offender" of its decision in writing. In some circumstances it may wish to defer or suspend the expulsion or suspension upon the member entering into a formal agreement to mend his ways and right any wrongs done by him. Where a committee is of the opinion that a suspension of membership for a substantial time (e.g. 6 months) or expulsion is the appropriate penalty and where it is not intended to suspend such penalty then the committee would be wise to notify the senior executive of their State Association on a confidential¹ basis before notifying the offender of its decision.

The committee should, in the case of v), vii), viii) and x) notify the Zone or Association (on a confidential basis) as appropriate. In all other cases, coaches or club officers who need to know of the penalty should be informed.

Where in doubt as to what should be done, seek the advice of the senior executive of the State Association. Remember always that it is better to give the "offender" the benefit of the doubt rather than make a decision or impose a penalty which later turns out to be unjustified. However, if at any time during this



process you come to the conclusion that you have made a mistake or been too heavy handed, be big enough to admit it and make amends. The quicker you do this, the less “egg” there will be on your face!

Remember also that this is a voluntary organisation comprised of people who are not necessarily perfect. Pony Club is for enjoying our horses and each other’s company. We operate far better in an environment of tolerance, harmony and goodwill.

I hope that this will be of some help to you in the onerous task of administering discipline.



APPENDIX 2

CHECK LIST FOR CONTROL OF INJURY & PROPERTY DAMAGE HAZARDS

Loss Prevention and Control, as the name states, is primarily concerned with pre-loss consideration – not post loss “patching up” – it seeks to identify and evaluate risks before they become losses.

Members of a Club Committee have the responsibility to protect and manage the Club properly. As such, it is necessary for them to carry out the ongoing role of risk identification and evaluation to protect and prevent personal injury and suffering before the damage or injury occurs.

GENERAL CONDITIONS OF RALLY GROUNDS

Are the grounds in good order?

- no serious potholes, wet or boggy patches, overhanging bushes or dangerous trees?
- clear of junk, broken glass, etc.?

HORSE FACILITIES & PARKING

Are horse holding and car-parking arrangements marked out and adequate?

- safe and secure holding or tie up provision provided for horses?
- spectator/passenger cars separated from trucks and cars and trailers where horses will be attached?
- parking places sufficiently separated from spectator areas and footpaths, to avoid congestion and accidents?

BUILDINGS, STANDS AND TEMPORARY STRUCTURES

Are all structures in good repair, stable and safe to occupy?

- Have hazards recognised from previous events been corrected?
- Are the approaches to buildings, ramps, steps etc., firm, clean and non-slip?
- Is there any loose iron or other projections liable to injure, or cause damage to a horse, person, vehicle or other property?

FIRST AID AND MEDICAL EMERGENCY

Are there proper facilities to deal with an injury or medical emergency?

- Is an Ambulance Officer or certified First Aid attendant rostered for duty at all times at a rally?
- Is there a designated First Aid post with rest room (or shelter) and means of contacting the local hospital or doctor?
- Is the First Aid facility properly signposted and accessible?
- Has a vet been notified to be on standby?



APPENDIX 3

THE PARENTS' ROLE IN THE PONY CLUB

Pony Club, like any youth movement, needs parents' help. There are many ways in which the least horsey parent can help. Your own professional or life skills knowledge, will be invaluable.

Parents and Guardians of members participating in PCT, Zone and Club activities should be familiar with all the PCT policies and comply with them.

Here are some ways parents can help at rallies or other pony club activities

Be on time. If your children are dependent on you for transport to Pony Club get them there on time. Late comers disrupt a carefully planned lesson that has already begun.

Be Tactful. Take an interest but never interrupt a lesson in progress by talking to the coach or the child, or by making audible comments on the side line. No system is perfect – if you really are unhappy about what is being done have a word with the DC or with the coach when the lesson is over.

Be Helpful. There are many jobs that need to be carried out at rallies and help is needed to set up jumps – under coach's direction – set up dressage arenas, games equipment and carry out canteen duties when required. Mending jump wings, and painting poles and other equipment is often carried out at working bees which may be organised periodically.

If your child participates in eventing, it is necessary that you volunteer your services as a cross country judge. These events cannot run without your help.

Parents are encouraged to attend meetings and outside activities arranged by the club. It is also important that they read the club newsletters and correspondence.

Parents may wish to accept responsibility by accepting a position on the committee, and some may be keen enough to even become a coach.



APPENDIX 4

PREVENTING EQUESTRIAN INJURIES

Safety tips for horse riding and handling

A combination of common sense and caution is needed when dealing with horses. To avoid injuries constant awareness of a horse's strength, nature and behaviour are needed. Get to know your horse, respect it and be alert to things which may frighten it.

Selecting an appropriate horse is the first step.

- Choose a horse to match the rider's age, skill, experience and size, as well one which is suitable for the specific riding task. Select older horses for novice riders – they are quieter and more predictable.
- Consult an experienced rider or coach to aid in this selection – it's a worthwhile investment.

Supervision and education of novice riders is essential

- Supervise children and novice riders around horses and when riding at all times.
- Start safety education early. Parents of child riders also need to be knowledgeable about horse safety.
- Well-conducted lessons, in safe surrounds, from experienced coaches are an ideal learning environment.

Riding helmets prevent injury

- Wear a protective helmet whenever riding – it can prevent head injuries and therefore many horse riding deaths.
- Riding helmets should comply with Australian Standards.
- Ensure small children routinely wear a helmet around horses – kicks can result in severe head injuries.

Increase safety with reliable riding equipment

- Always wear sturdy boots in the vicinity of horses – if trodden on, feet are easily crushed by the horse's weight. When mounted wear riding boots (smooth soled, heeled, elastic-sided or long).
- Use stirrups 2-3cm wider than the boot.
- Routinely check reins, saddles and other horse tack for condition. Carry out maintenance where needed.
- All riders on Cross Country must wear body protectors and are encouraged to wear them whenever they ride, which may reduce the severity of soft tissue injuries. Gloves can provide some hand protection.

Handle horses with care and respect

- Always exercise caution around the hind legs of horses – they are well designed for kicking.
- Handle ropes and reins in a manner to avoid loops which could trap fingers.
- Separate small children from horses. Children should not play in the vicinity of horses.

Make safety a priority at organised meetings and competitions

- Ensure mandatory use of helmets complying with Australian Standards by competitors.
- Use energy absorbing ground surfaces where possible. Check and maintain ground conditions and fencing.
- Always have on-the-spot injury treatment facilities available (first aid, paramedical or medical personnel).

Medical conditions need not be a deterrent

Horses can be enjoyed by anyone! Consult your doctor for advice on specific medical conditions.



SECTION 4: Efficiency Tests, Coaches & Assessors



Section 4: Test Guidelines for Clubs and Riders



SYLLABUS

Clubs and Riders should have a copy of the PCA Syllabus of Instruction and Workbooks for E, D, D*, C, K, C*, B, H and A. These workbooks are fully explanatory. All information for the relevant tests can be found in them.

4.1 EFFICIENCY TESTS – OVERVIEW

- 4.1.1 Efficiency Certificates are awarded at each level to recognise the progress a member makes as they go through Pony Club.
- 4.1.2 There are ten levels:- E, D, D*, C, K, C*, B – Horse Care and B – Riding, H & A.
- 4.1.3 All members should be encouraged to achieve their C certificate.
- 4.1.4 A slightly modified C test without jumping can be obtained by riders who have been identified as having a particular disability. Application must be made to the PCT for approval.
- 4.1.5 K test is designed for the active rider and covers a wide range of activities. It is recommended that K be taken before C*.
- 4.1.6 K Test Endorsements Bronze Silver and Gold endorsements may be awarded by the candidate completing further options at a later date.
- 4.1.7 C*.
- 4.1.8 B Test may be taken all at once or split into 2 or taken over 2 years, with horse care section first.
- 4.1.9 A candidate who has done K and wishes to go onto C*, or has done H and going on to A, does not have to repeat the Horse Care section, because that has already been completed for K/H. Similarly, if C* is done before K the horse care section does not have to be repeated for K.
- 4.1.10 Any sections taken as a selected “option” for K test must be done in full even if C* has been passed before K.
- 4.1.11 All the sections of each test shall be passed before a certificate can be awarded.
- 4.1.12 Certificates and arm badges are awarded at each level.

4.2 PONY CLUB RESOURCES FOR EFFICIENCY TESTS

All club officials should recognised themselves with the syllabus, PC manuals, workbook manuals and all the test guideline documents.

4.2.1 Text Book Manuals

The Pony Club aims to provide a solid foundation in practical horsemanship and horse care. PC coaching is delivered according to the PC manuals – New Zealand Pony Club Manuals numbers 1 and 2, the British Horse Society’s Manual of Horsemastership and K. Irving’s Horsemastership for the Australian Rider. See Appendix 4.2 for list of recommended reading.



4.2.2 Syllabus of Instruction

The Pony Club provides a Syllabus of Instruction on which all clubs base their teaching programme. It covers all levels of the efficiency tests. It lists the general conditions, prerequisites, worksheets, riding and horse care requirements for all the different tests, and the sections each test is divided into, all of which must be passed before a certificate can be awarded.

The current PCA Syllabus is available for download on the PCT website, www.pcat.org.au. Riders are encouraged to download all the information for the relevant test.

4.2.3 Workbook Manuals

These have been developed by Pony Club Victoria and are adopted by PCA for the examination of all the tests. They are required to be completed prior to sitting the practical part of C level and above tests. They are optional for E, D & D*. They may be purchased from the State Treasurer or through your zone.

4.2.4 Riders working towards A and H tests

These riders are expected to be of a level and age to source all the information which they will need.

4.3 TEST NOMINATIONS

- 4.3.1** Candidates must be of the required age at the time of the practical exam.
- 4.3.2** Clubs recognise E, D and D* tests themselves. There is no fee. Any competent club instructor or official may test them.
- 4.3.3** Nominations for all other tests shall be submitted on form 10.4.1. They will not be accepted unless accompanied by the fees.
- 4.3.4** C tests are conducted throughout the year as necessary, so nominations may be made at any time. Clubs apply to their ZTCO (Zone Test Coordinator) giving the numbers to be tested and an approximate date.
- 4.3.5** K and C* shall be made to the relative ZTCO each year accompanied by the fees made payable to the Zone.
- 4.3.6** B, H and A shall be made to the relative ZTCO by each year on a separate form with fees payable to the PCT.
- 4.3.7** No candidate may nominate for any test if they will have turned 25 before January 1st of the year of the practical test.
- 4.3.8** Nominations for a higher test will be taken before a previous test is completed, however, candidates may not continue with the practical test until a lower one is passed.

4.4 FEES

4.4.1 Fees for Tests

Fees shall be forwarded with the nominations to the ZTCO. Fees (which are subject to change) for the tests are currently as follows:

C Tests \$10, K & C* Tests \$20, B Tests \$25, A & H Tests \$35.



4.4.2 Payment

Payment should be made to the relevant zone for C, C* and K, and to the PCT for B, H and A. The Zone pays the expenses for C, C* and K, and the state for B, H and A.

4.5 PRACTICAL TESTS

4.5.1 Dates

- a. C test is arranged by the ZTCO in consultation with the clubs involved.
- b. C* and K tests are arranged by the ZTCO, who sets the date and organises the assessors.
- c. B, H & A are arranged by the STCO, who should discuss dates and venues with relevant ZTCOs.
- d. If a candidate realises that they are unable to sit on the predetermined date they should ask their CTCO ASAP to contact the ZTCO / STCO to ask if an alternative date can be arranged.
- e. Pony Club endeavours to be flexible and both assessors and organisers will make every effort to accommodate all candidates, however it must be realised that it may not be possible to accommodate everyone all the time.

4.5.2 Requirements on the day

Candidates should:

- a. present in their club's PC uniform and the horse should be presented as per syllabus requirement for each test.
- b. for every test a candidate should take:
 - Grooming and Vet/Emergency kits, Bandages and any other equipment needed for that test;
 - i. Completed Workbook Manual;
 - ii. For the higher ones – C* and above – lungeing equipment;
 - iii. Special equipment required for any K test option;
 - iv. Food for themselves and usually some for the assessors.
- c. be punctual and ready at the given time.

4.6 INABILITY TO DEMONSTRATE METHOD OF REQUIRED LEVEL OF TESTS

- 4.6.1** The tests – both riding and theory – require demonstration of skills and knowledge according to the syllabus. There are other ways of achieving the desired riding/training results and for the care of a horse/pony, however the methods and practices described in the PC manuals are proven to be safe, and in the majority of cases, effective. The PC Efficiency test assessments – both riding and theory – will be to the skills and knowledge according to these manuals and to the standards laid down in the PC Syllabus of Instruction.
- 4.6.2** If at the practical test the candidate is unable to demonstrate the method in the manual then they must explain the reason for not doing it and MAY be required to demonstrate the PC method with another horse.
- 4.6.3** If their regular PC mount is not up to the level of training required for a particular test, they should present on it but may also borrow one to demonstrate the requirements.



- 4.6.4** If a candidate has a physical disability which prevents them from doing something correctly, make it known to the assessors before the start of the day.

4.7 SUPPLEMENTARY TESTS

If a candidate fails any section of a test they may be granted a supplementary test.

4.7.1 Application for Supplementary Tests

Application for supplementary tests must be made by the candidate's club to the ZTCO giving at least two months notice. It is not the ZTCO's duty to contact the candidate's club. See fees above.

4.7.2 Completion of Supplementary Tests

- a. C, C* and K – min 3 months max. 2 years from date of original test;
- b. B, A & H – min 6 months max 2 years from date of original test;
- c. however there may be some flexibility allowed for all tests at the discretion of the assessors providing candidate is still of PC age.

4.7.3 Failure of Supplementary Tests

- a. If the candidate fails the supplementary test – they are only allowed one in each section – they must re-nominate and pay another initial fee.
- b. Any sections of a test a candidate passes will be held as credits until such time as all sections are passed.

4.8 WORKSHEETS

The PCA Workbooks have the required worksheets for all the tests. These are available from the PCT Treasurer or your ZTCO.

4.9 EFFICIENCY CERTIFICATES

- 4.9.1** Efficiency certificates and arm badges are obtainable from the PCT treasurer through the ZTCO. They should be given to candidates once they have passed their tests.
- 4.9.2** Clubs are only responsible for awarding certificates for the E, D and D*. The ZTCO will arrange for the other Certificates to be distributed.

4.10 GRIEVANCE PROCEDURE

- 4.10.1** Candidates should realise that assessors are appointed for their knowledge, expertise and integrity and remember that the assessors' decision is final. In all but the lowest tests at least two assessors have agreed on any result.
- 4.10.2** If a candidate feels that they have been unfairly treated or the test has not been conducted in a proper manner, they should first discuss it with their CTCO, DC or CC, one of whom will contact an MPIO or the MPO if they think the candidate has a legitimate claim. See Policy Section.



4.11 COACHES

4.11.1 Coaches

Coaches are the backbone of the Pony Club. Anyone accepting the job of coaching should realise that they must keep up with modern trends to be fair to themselves and more importantly, to the children.

4.11.2 Coaches' Panel

Names of qualified coaches are listed on the panel. To remain on the panel, coaches must be active within the movement, and they must attend current refresher courses and complete the Coaching Activity Record described below.

4.11.3 Chief Coaches' Panel (CCP)

The CCP shall consist of three chief coaches appointed from each zone as outlined in the Constitution. Their position descriptions and duties can be found in Section 3.

4.12 NATIONAL COACHING ACCREDITATION SCHEME (NCAS)

The NCAS is an initiative of the Australian Sports Commission (ASC). It is a progressive coach education program offering courses at various levels. Coaches who are accredited through the NCAS are recognized by national and state sporting organisations and the ASC. Currently over 70 sports participate

4.12.1 PCA NCAS Pony Club Accreditation

Prospective coaches from the absolute beginner to the more experienced can work through the course at their own pace depending on their level of experience and access to assistance.

4.12.2 Flexible course delivery

This policy recognises that coaches can be assessed in a number of ways which will enable people in remote areas or those with time constraints to have access to accreditation.

The course is designed to be flexible in delivery and can be implemented in a number of ways. This may involve, but is not limited to:

- a. working with a mentor coach. A mentor is any person with more knowledge than the candidate in the area where help is needed. Mentoring can be part of a normal club Rally;
- b. undertaking independent study;
- c. attending courses either on a specific topic from the logbook or a longer course that covers a range or all of the topics.

They are not expected to ride during these courses.

4.12.3 Competency Based Assessment

This policy recognises that people gain knowledge and skills in a variety of ways, by formal training or life and work experience. The Candidate must provide evidence that they have the skills and knowledge for the competencies they are claiming. They would then demonstrate the required skills in front of an appointed, recognized assessor.



4.12.4 Recognition of Current Competency (RCC)

This was formerly called Recognition of Prior Learning (RPL) and is an understanding that people gain skills and knowledge in many ways. In a formal course setting a candidate may feel that they can already perform some of the learning outcomes to the required standard. RCC allows them to identify the skills required and assess themselves against the learning outcomes at their leisure prior to the final assessment.

Some of the areas that can be recognized are:

- a. recent completion of another training scheme (recent usually means within the previous 4 years). These schemes could include anything from PCA Efficiency Certificates to other recognised coaching courses;
- b. on the job learning in the equestrian industry – life experiences ;
- c. the individual learning at their own pace using educational material.

4.13 PCA NCAS ACCREDITATIONS OFFERED BY PONY CLUB

4.13.1 Courses accredited under the NCAS

PCA currently has two courses accredited under the NCAS which are sequential in nature

- a. **Preliminary** – this is the entry level to the PCA NCAS System set at D/D*.
- b. **Level 1** – The pre requisite for this level is PCA NCAS Preliminary Accreditation (with or without Mounted Games Specialist).

Both the Preliminary and Level 1 accreditations are based on the PCA Syllabus of Instruction and are divided into three sections:

Coaching – includes Safety, Role of the Coach, Planning and Inclusive Coaching;

Horse Care – covers all the topics in the D/D* Efficiency Certificate Syllabus;

Riding – contains the criteria for coaching the ridden requirements of the D/D* Certificate. Level 1 C level.

Jumping – Level 1 PC Coaches who wish to coach riders jumping up to PC A Test and Grade 1 Horse Trials and Show jumping level need to apply for an extension. See Appendix 4.3 Coaching Extension for jumping.

All qualifications remain current for four years and activity updates must be undertaken to remain current.

4.13.2 Pre-requisites to becoming a NCAS Preliminary Pony Club Coach

In order to do this a person must work through the requirements of the Course. All, including new candidates, need to have the following pre-requisites:

- a. knowledge to the standard of the Pony Club Course Workbook. Workbooks can be obtained from the PCT Treasurer;
- b. be a financial member of an affiliated Pony Club or the PCT;
- c. be 18 years of age to qualify but can commence training at 16years.

It is recommended that candidates obtain a first aid qualification.



4.13.3 To Begin

Work through the course material in your own time and at your own pace.

- a. Tick off any competencies you already have from previous qualifications/experience.
- b. Decide which method you will use to achieve the other competencies you need.
- c. Undertake further study as required and complete the Workbook & Coaching Practice Log.

4.13.4 Learning can take place

- a. Within the Club environment using other club members/coaches or people in the local area as mentors;
- b. At home using course material, reference books, DVDs etc.;
- c. By attending club/zone/state training courses.

4.13.5 Final Assessment

The final Assessment will take place with a PCT State Assessor who will watch you coaching in the field. There is no end point to this process. PCT will provide assessment opportunities until competency has been reached in all areas.

4.14 MOUNTED GAMES PONY CLUB COACH

Pre-requisites to commence training:

- a. Financial member of a Pony Club, affiliated through PCT with PCA Inc.;

4.15 RE-REGISTRATION

When re-registration is due each 4 years, the coach will complete the Coaching Activity Form 10.4.3 and the Coaches Registration Form 10.4.2 and forward them to the State Administrator / Coaching Coordinator together with \$20, so that registration can be undertaken.

4.16 COSTS

Pony Club is a voluntary movement, and as such, fees should be minimised wherever possible. Mentoring for the PPCC course would normally be done in conjunction with a club rally.

If a member of a club, ask your DC or chief coach. Non PC members contact PCT.

Pathway for Pony Club Coaches and Fee Structure

4.16.1 New Coaches

Pay coach registration fee - 4 yearly for insurance and administration fees	\$20
Apply for Preliminary Level Workbooks to PCT Administrator, Treasurer	\$30
Attend Coaching workshop applicable to Level - 1 day Preliminary / 2days Level 1	\$50
Apply to PCT for assessment when workbooks are completed. Some candidates may be eligible for skills recognition, for example RCC/RPL/WPT/Life skills, etc.	\$20
Upgrade to next Level, apply to PCT for Level 1 workbooks and proceed as above.	\$30
Payments can be posted with forms or deposited with PCT: BSB 632 001 Acct No 100150311	



4.16.2 Reaccreditation if qualified but not current? Lapsed?

Attend 1 day coaching workshop at required level

\$25

Once courses are completed a fee of \$20 will need to be forwarded to the State *Administrator/Coaching Coordinator* for forwarding on – see officer's list for current person. They will advise the ASC of your accreditation who will issue a certificate, and a Coach's Registration Card. Coaches remain current for 4 years.

4.17 COURSE PRESENTERS, MENTORS AND ASSESSORS

They are responsible for verifying the successful attainment of skills and knowledge, as outlined in the workbook, by signing the appropriate section of the workbook.

Courses can only be presented by qualified Course Presenters.

The PCT is responsible for approving, course presenters, assessors and mentors.

4.17.1 Presenter qualifications

Where workshops are conducted, presenters:

- a. must be an accredited coach at the same level (or higher) as the course being presented and be approved by the PCT Coaching panel;
- b. must have excellent presentation skills and preferably have completed a presenter training course. Course presenters' courses are run by the Tasmanian Department of Sport and Recreation;
- c. have a thorough knowledge of Pony Club administration;
- d. believe in and uphold the Pony Club aims and objectives; OR
- e. for specialist presenters only – have qualifications in the area that they are presenting in (e.g. farrier, vet etc.).

4.17.2 Mentors

Mentor Coaches must be at the same or a higher level of accreditation than the candidate. In the case of the specialist modules, the mentor must hold the specific specialist accreditation.

Mentors and assessors will be approved by the PCT.

Mentors will be responsible for signing off candidates' workbooks. This may be done at a workshop, at a rally, or by individual arrangement with a mentor.

Mentors should ensure that the candidate is competent prior to signing the logbook.

4.17.3 Assessors

Assessors are encouraged to use questions when checking workbooks to randomly check the knowledge across a range of activities signed off by the mentors.

Assessors will be provided with information on quality assessment and the conduct of fair, valid, reliable and flexible assessments.

Two members of the State Coaching Panel or their appointees will conduct assessments of the practical coaching component and check the completed candidate workbook.



4.18 INSURANCE FOR PONY CLUB COACHES

4.18.1 The PCA Policy

The PCA Policy provides cover to the club for:

- Instruction provided by NCAS Preliminary and Level 1 Coaches to members at authorised and/or sanctioned Pony Club Australia Inc. activities;
- Activities undertaken by registered volunteers (including club instructors and prelim coaches) on behalf of the club at authorised and/or sanctioned Pony Club activities;
- A policy for PC NCAS Level 1 Coaches is available which covers coaches instructing pony club riders outside recognised pony club events. Further Information can be obtained from the PCT Treasurer.

4.18.2 Who is covered

- Pony Club qualified PCA NCAS Level 1 and Preliminary Coaches are covered whilst coaching members of PCT at approved events and activities. If Coaches require supplementary cover to protect whilst coaching non PCT members contact Gow Gates directly
- Club Instructors and Volunteers are covered.
- Gow Gates recognises that we reimburse coaches and volunteers for their travel and expenses. There is no cap on this amount as distances travelled can be excessive.
- A Coach who receives payment and declares this income is considered to be paid and is no longer classed as a volunteer.

4.18.3 Who is not covered

Cover is not provided for:

- Coaches when riding, only when coaching from the ground;
- Non PCA coaches – proof of insurance to be obtained from the visiting coach;
- Current EA NCAS Coaches are covered under their own Equestrian Australia Insurance policy to coach Pony Club riders at recognised Pony Club activities in the States that are insured by Gow Gates – all states except NSW
- EA Coaches who are currently accredited and therefore insured through EA will be able to produce a Certificate of Currency to the Club on request.

4.19 INSTRUCTION MANUALS

The Manuals for instructors which candidates, coaches and assessors refer to for approved PC methods can be found in Appendix 4.2.

4.20 ASSESSORS



- Assessors should be familiar with and follow the PCA Syllabus of Instruction.
- Assessors for all level of Tests should read Section 4 developed for Club and Rider Guidelines.
- All candidates being assessed should have a positive experience.

4.20.1 Assessors Panel

- To remain on the panel, assessors must be active in the PC movement and they must attend current refresher courses.



- b. The names of the Assessors' Panel will be reviewed at least every three years. For names on the Assessor's panel, see Appendix 4.3.
- c. Assessors may be drawn from a higher panel to do any of the lower tests.

4.20.2 Minimum Standard of Assessors

The minimum standard of the assessors required for each test is as follows:-

- a. E, D & D* – May be nominated from within a club to test own club members.
- b. C – One assessor from the C panel.
- c. K – Two assessors, one K and the other may be from the C panel.
- d. C* – One assessor each from the B and C panels or two approved at C* level.
- e. B – Minimum of two – preferably three – assessors from the B panel.
- f. A – Three assessors from B panel, two of whom have done A before, appointed by the CCP.
- g. H – Two assessors from B panel, one of whom must have done H before.

4.20.3 K Standard Specialist Assessors

Some of the options may be assessed by specialists in their field. Apply to ZTCO.

4.21 APPOINTING NEW AND UPGRADING EXISTING ASSESSORS

All Assessors have to go through a probationary period before being upgraded to official status. C and above efficiency test examiners need to be an EA intro or Pony Club Level 1 coach.

4.21.1 C Standard

- a. To become an assessor a coach must prepare a group to a satisfactory level, and follow through any supps. When this has been done the club may nominate them to the zone to become a probationary assessor.
- b. If approved they:
 - I. must sit in with an experienced assessor, (i.e. one who has been on the appropriate panel for a considerable time) on at least two occasions. The overseeing assessor must be a different one on each occasion;
 - II. The overseeing assessor must submit a written report to the Zone Chief Coaches on each occasion. This must include their approach to, as well as their assessments of, the candidates.
 - III. When the ZCCs are satisfied with the qualifications of the provisional assessors, they officially inform the CCP for PCT ratification.
 - IV. No two new Assessors should act together on a panel of only three, until they have done at least two tests with experienced ones.

4.21.2 K Standard

- a. **General:** Follow the procedures in Section 4.23.1b.
- b. **Specialist:** Zones may nominate specialist assessors to Zone Chief Coaches, who then contact nominee and inform them of the standard and requirements of their field.
 - i. It must be stressed to them that they are not too hard or too lenient.
 - ii. If they are agreeable and approved they are added to the **zone's** panel.

4.21.3 C* Standard

- a. Follow the procedures in rule 4.21.1b on at least three occasions,
- b. When the ZCCs are satisfied with the qualifications of the provisional assessors, they should be nominated to the CCP for ratification, and they officially inform the PCT.



4.21.4 B Standard

- a. Follow the procedures in rule 4.21.3 on at least three occasions.
- b. They may be required to do an examination paper before being added to the panel.

4.22 ASSESSOR'S FEES

Assessors shall be paid a fee of \$50 for a full day's practical examining, and fuel costs if requested.



APPENDIX 4.1

PRACTICAL TEST GUIDELINES FOR ASSESSORS

Assessor Ethics

- 1 Introduce yourself, smile, try to get the candidate to feel at ease. Make sure your first comments are positive always try to encourage, not dishearten.
- 2 Be well prepared, read through the syllabus, making special note of the outcomes, and the assessor's and rider's guidelines for that specific test (later pages) before the day so you are clear as to the standard required.
- 3 Organise your programme so it is clear and you know what you are going to ask.
- 4 Ask **Oral** questions on subjects listed in the syllabus.
- 5 If you forget something on the day don't have the candidate re-present. You cannot cover everything. Look at the whole test and the standard and presume what you forgot would be of the same standard as the rest.
- 6 At end of assessment day get riders and parents together and debrief to ascertain if they are happy with the day and if they have been fairly treated.
- 7 Results should be notified to the ZTCO who notifies the DCs of clubs concerned. Do not tell candidates their results on the day unless you are absolutely certain and all are the same. An exception may be made for supplementary tests. If you have told them they have passed and subsequently find otherwise you cannot ask them anything more or change it.

PCAV Workbook/Worksheets are required for C and higher tests. They should ideally be sighted before the practical test day.

Reports

A brief written report **on each section** should accompany the results. Reports should be written in an encouraging and positive way. In particular, if the candidate has not passed, it should point out where the weak spots are and if possible what is needed to be done to improve them. Practical sections are now classified as competent or not yet competent.

Horse Care subjects covered should be individually commented upon so a record of those passed and failed is kept because passed sections do not have to be repeated. A copy, agreed to by all the assessors, should be sent to the ZTCO, club, candidate and each assessor – by email is acceptable.

The record of each candidate's sectional results as well as the total mark/percentage should be kept and sent to the ZTCO.

Supplementary tests

Refer to Club and Rider Guidelines 4.9

Assessor's Expectation

If one left one's horse for a month with a B candidate one would not expect it to go backwards, but if with an A candidate, it should be improved.



FOR TEST REQUIREMENTS FOR ALL LEVELS REFER TO THE SYLLABUS



APPENDIX 4.2

Reference and Workbook Manuals

Recommended Reference Books for Riders (available from the PCT Treasurer)

Riders are encouraged to obtain copies of the following reference books when taking tests. Coaches and Assessors should also be familiar with the recommended reference material.

The Australian Pony Club Council Syllabus of Instruction, 2007 edition	PCA
New Zealand Pony Club Manual No 1 (D & C Certificates) by Elaine Knox-Thompson and Suzanne Dickens	Richards
New Zealand Pony Club Manual No 2 (C* B, A & H) by Elaine Knox-Thompson and Suzanne Dickens	Richards
Manual of Horsemanship of the British Horse Society and Pony Club	BHS
All other BHS Manuals and booklets	BHS
All FEI and EA and PC Rule Books	FEI/EA/PC
Horsemastership for the Australian Rider by Kay Irving	Gateway
Pony Club Australia E Certificate Manual (Workbook)	
Pony Club Australia D Certificate Manual (Workbook) (includes D*)	PCA
Pony Club Australia C Certificate Manual (Workbook)	PCA
Pony Club Australia C Star Certificate Manual (Workbook)	PCA
Pony Club Australia K Test Notes	PCA
Pony Club Australia K Efficiency Test Worksheets	PCA
Pony Club Australia B Standard Notes & B Efficiency Test Worksheets	PCA
Pony Club Australia H Certificate Manual (Workbook)	PCA
Pony Club Australia A Certificate Manual (Workbook)	PCA

Other Reference books available from Book Stores.

The Complete Horse Care Manual – Colin Vogel	Viking
Horse Control – and the Bit, – The Young Horse, – The Rider (3 books) by Tom Roberts	Roberts
Veterinary Notes for Horse Owners by Capt. M. Horace Hayes	Stanley Paul
Truth About Horses by Andrew McLean	Penguin Viking

Recommended Reference Books for Coaches (most are available from the PCT Treasurer)

The PCA Manual of Instruction to C Standard – Kay Irving	PCA
New Zealand Pony Club Manual No. 3 – Knox-Thompson & Dickens	Richards
The Instructors Handbook of the BHS and Pony Club	BHS
Thinking Riding – Mollie Sivewright	Allen
Thinking Riding Book 2 – Mollie Sivewright	Allen
The Principles of Riding – The Official Instruction Handbook of the German National Equestrian Federation	Kenilworth Press
PCAV C Certificate Manual – Kay Irving	PCAV



APPENDIX 4.3

Coaching Extension for Jumping

Currently Pony Club Australia does not have Level 2 coaching in place. This means our highest level of coaching stops at C* Level.

This extension is available for Level 1 PC Coaches in Tasmania in the areas of show jumping and cross country who wish to coach riders up to Pony Club A Test Level and Pony Club Tasmania Grade 1 Horse Trials and Show Jumping.

This extension, if approved, permits coaches to bridge over to coach riders jumping up to 1.10m in Tasmania until such time as PCA L2 is operational.

Coaches applying for this extension shall be competent in the following areas:

- Teach correct position for SJ, JE & XC over different types of fences in these disciplines;
- Teach progressive gymnastic exercises, ride single, related fences and courses to 1.10;
- Teach how to ride over varied fences and terrain to 1.10;
- Teach how to walk courses for both XC and SJ to 1.10.

To be eligible to apply for this extension Coaches must:

- be currently jumping at 1.05m; OR
- have attended an official practical jumping or cross country clinic within the past two years.

APPLICATION FORM

Send completed form to the state administrator or coaching director.

I, Name..... wish to apply for an extension to my NCAS Level1 Coaching accreditation to enable me to coach riders that are jumping up to 1.10m.

Address.....

..... D.O.B.....

Phone Home.....Mobile Email.....

Date Level 1 completed..... (If relevant)

Practical Jumping or Cross Country clinics attended during last 2 years –

Dates

Presenters

In brief, outline your coaching experience, riding history, and any other information you feel is relevant, i.e. how many years, variety, clinics attended, judging, etc.....



APPENDIX 4.4

NCAS Coaches Updating Policy

Coaches accredited in the NCAS are required to update their accreditation at least every four years in order to remain an accredited coach. Coaches and officials who do not complete the updating requirements will be removed from the NCAS active coach register.

Procedure for Recognition of Prior Learning/Current Competence

Recognition of prior learning/current competence procedure

If a person considers that they have already acquired the competencies of the specific NCAS/NOAS training program, they may apply to have these skills recognised.

The RPL/RCC Assessment is carried out when the applicant provides evidence of the relevant competencies, completes the RPL/RCC application form and forwards this with any fees required by the organisation for processing.

How can prior learning be recognised?

There are many ways that you can show evidence of the competencies you hold. RPL/RCC can only be granted on current evidence, that is, work that has been completed within the last four years. Some examples of evidence that can be provided to demonstrate your competencies include:

- Copies of certificates, qualifications achieved from other courses, school or tertiary results
- Statements outlining courses and/or study that you have undertaken and the learning outcomes/competencies achieved from these.
- Resume of experience
- Reports from people within your sport
- Relevant work samples e.g. training programs, videos of your coaching.
- Evidence of home/self-directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken.

An **RPL/RCC assessment panel** will assess the application. The panel should comprise people who are experienced in the areas of:

- Coach/Official Education
- Assessment
- It is also desirable that they are accredited at a higher level than the RPL/RCC applicant.

RPL/RCC procedure

The following sequential process has been established as the procedure to be followed when a person wishes to obtain credit of prior learning or current competencies through RPL/RCC.



Step 1 – complete application and send to course coordinator

Applicants will need to gather all relevant supporting documentation and complete the RPL/RCC application form. Forward this with supporting documentation, and the relevant fee, to the Course Coordinator, or State or National Coaching or Officiating Coordinator. 56

Step 2 – assessment

The application will be reviewed by an RPL/RCC assessment panel. The panel will compare the evidence provided by the applicant with the competencies required for the training program. A judgement will be made about whether the applicant wholly or partially meets the requirements. The panel should check that the evidence submitted conforms to the following RPL/RCC principles:

- validity (is the evidence relevant?)
- sufficiency (is there enough evidence?)
- authenticity (is the evidence a true reflection of the Coaches?)
- currency (is the evidence recent – obtained within four years?).

The RPL/RCC assessment panel will complete and return the assessors' reports with recommendations for the applicant.

Step 3 – notification

The applicant will be notified of the decision within two months of receiving the application.

In the event of partial completion of the competencies, the panel will outline which competencies still need to be achieved, and preferably what evidence is still required.

Options include:

- supply further supporting documentation
- complete certain assessment activities
- complete parts of a training program
- work with a mentor to obtain the required competencies.

Successful applicants for RPL/RCC will receive the appropriate certification/accreditation, and where appropriate, will be placed on the NCAS/NOAS database.

Step 4 – appeal

The applicant has the right to appeal the RPL/RCC assessment panel's decision, if they believe the decision is unfair, unjust or if the panel has misinterpreted the evidence.

In the case of an appeal, a new assessment panel will be established. The new assessment panel will review all material available and make a decision. The RPL/RCC review assessment panel will notify the applicant of the decision within two months of receiving the appeal. The decision of the RPL/RCC review assessment panel will be final. 57



RPL/RCC Application Form

SECTION 1 – Personal details

Name:.....

Organisation:.....

Position:.....

Address:.....

Phone:.....**Fax:**.....

Mobile:.....**Email:**.....

SECTION 2 – Evidence (COMPULSORY) Competency B

Summary of evidence provided

Please supply evidence relating to each competency in the form of education and training, work related experiences and life experiences. Please attach copies of documents and /or references to the application form.

List the competency or learning outcome for which recognition is being sought	



Note: Continue to insert extra spaces for additional competencies/learning outcomes and assessment criteria

I declare that the evidence I have provided is a true and accurate record of my work and life experiences:

Signature of applicant.....

Date.....

Payment

Applicants must pay an RPL/RCC administration fee.

Amount payable: \$.....

Cheque/money order enclosed payable to:



SECTION 5: Australian & Tasmanian Representation



Section 5: Australian and Tasmanian Representation

5.1 REPRESENTATION OPPORTUNITIES

There are several opportunities for riders to be able to represent their State or Country within pony club – see below.

5.1.1 International Representation

Includes:

- a. The Inter Pacific Exchange
- b. The International Mounted Games
- c. The International Tetrathlon
- d. The International Quiz Competition.
- e. Other occasional invited International visits.

5.1.2 National Representation

National include:

- a. The Prince Philip Mounted Games for Junior Riders
- b. Senior Mounted Games
- c. PCA National Championships which include Dressage, Show Jumping, Eventing and Tetrathlon.

5.2 INTERNATIONAL EXCHANGES

5.2.1 The Inter Pacific Exchange

The Inter Pacific Exchange is a biennial event involving Pony Club teams from countries in the Pacific Basin. Teams which have taken part in the past are Australia, Britain, Canada, Far East, Hong Kong, Japan, New Zealand and the USA.

The host nation will arrange a series of non-riding social functions, as well as the competitive riding activities.

The competitive aspect of the Exchange is the Nations' Cup Show Jumping, involving teams of riders from each of the participating nations, and a One Day Event.

The teams for the ODE are formed by taking one rider from each participating nation to make "scrambled" teams for this competition.

The Australian team will be under the direction and supervision of a Team Manager and Team Coach, who will be appointed by Pony Club Australia

The Australian team consists of one rider from each state/territory selected on a rotational roster.

Selection to represent Australia in the Inter Pacific Exchange is the ultimate honour for a pony clubber.

Information on PCA Code of Conduct requirements and overseas travel arrangements can be found on www.ponyclubaustralia.com.au



5.2.2 International Mounted Games

The International Mounted Games are governed by the rules as set out by the International Committee and are hosted each year on a rotational system of the countries involved, which are Great Britain, USA, Canada and Australia. Tasmania may nominate a rider for its rostered allocation years. Information on PCA Code of Conduct requirements and overseas travel arrangements can be found on www.ponyclubaustralia.com.au

5.2.3 International Tetrathlon

The International Tetrathlon are governed by the rules as set out by the International Committee and are hosted biennially on a rotational system between Great Britain, USA, Ireland and Australia

5.2.4 International Quiz Competition

Australia has been invited to attend the International Quiz which historically has been a Canada/US competition. This competition will be held every two years.

5.3 MINIMUM REPRESENTATION REQUIREMENTS FOR ALL TEAMS

5.3.1 Selection Requirements

To be considered for selection for any pony club team, members must meet the following requirements:

- a. Shall be a current financial pony club member;
- b. Have attended at least 3 working rallies in the last 12 months;
- c. Shall meet all qualification standards by selection date;
- d. Have a good knowledge of the pony club movement together with its organisation in Tasmania and Australia;
- e. Shall be able to finance their fares and uniforms;
- f. Shall adhere to uniform requirements as set down in Section 6.7;
- g. Shall complete 'Play by the Rules' and read and sign the PCT Code of Conduct;
- h. Shall adhere to the PCT Social Media Policy;
- i. Shall be prepared to attend team meetings and training sessions if made available;
- j. Be aware that a contribution may be needed to assist with coach/manager expenses;
- k. Shall pay the deposit to the PCT on selection into a State or National Team.
- l. Shall meet the extra requirements list for each specific discipline.

5.3.2 Applicants' Criteria

Clubs which nominate riders are to ensure that they fulfil the following criteria:

- a. They must be a good PC member;
- b. Capable of acting as a good ambassador for their state and country;
- c. Mix well at social functions and have good communication skills;
- d. Neat and clean appearance when wearing either official or casual clothes;
- e. Respect for authority;
- h. Have an ability to get on with their fellow team members;
- i. Resist the use of abusive and unacceptable language;
- j. Be capable of coping with unexpected situations.



5.4 GUIDELINES FOR APPLICATIONS FOR INTERNATIONAL EXCHANGES

5.4.1 Goals of International Exchanges

Before nominating, riders should have an understanding of the goals of International Exchanges which are:

- a. to make new friends, to learn about people, customs and culture from other countries
- b. to facilitate horse related fun and competition.

It should be considered an educational experience.

5.4.2 Nomination Procedure

Nomination form 10.5.1 to be completed by the rider and forwarded to their DC together with a completed code of conduct form & play by the rules certificate. The DC or President to complete their confidential report on form 10.5.5, and ensure both forms reach the PCT Administrator by the nomination closing date together with details of:

- a. applicant's experience, involvement in, and service to Pony Club;
- b. performances in the discipline/s of the particular competition over the last two years;
- c. experience in riding several different and unfamiliar horses over at least a twelve month period and in the disciplines in which they are seeking selection;

5.5 INTERNATIONAL PACIFIC EXCHANGE GUIDELINES

5.5.1 Selection Requirements

To be considered for selection to the Inter Pacific Exchange, pony club members must meet the following extra requirements:

- a. be under 25 years of age on 1st January in the year of the competition but as near to the maximum age limit as possible.
- b. shall hold their B Certificate by selection date.
- c. have had experience in riding several different and unfamiliar horses over at least a twelve month period.
- d. The Tasmanian representative shall write a report of their trip and send to the PCT and PCA, and make themselves available to all Pony Clubs for an account of the trip, coaching etc. after their return.

5.5.2 Applicants

Applicants should:

- a. attend a selection day if required.
- b. lend their own horse and ride a number of unknown horses;
- c. show a good knowledge of the discipline/s and rules;
- d. show above average riding skill;
- e. prepare and deliver a short impromptu talk on a subject selected by the selectors and a thank you speech;

5.5.3 Selection Procedures

- a. A programme of the day should be prepared and forwarded to all Inter Pacific candidates and selectors in good time. Riders will be advised the dressage test which will be used.



- i. Dressage: Riders to ride one or two different horses show their warm-up and ride part of the dressage test.
 - ii. Show Jumping: Selectors to have a show jumping course set up. Riders to walk and ride the course and give an assessment. Candidates to ride a different horse to the one previously ridden and after the ride, to assess good and bad points of the round.
- b. Will be interviewed, where candidates will be expected to show a good knowledge of, and answer questions on, any of the following:
 - i. General knowledge of their own country and particularly their own state – Government (Prime Minister and State Premiers), climate, population, geography, tourist attractions, primary products, industries and exports in their State and in their particular area, trading partners, multicultural aspects etc.;
 - ii. The rider's own interests;
 - iii. Ambassador qualities
 - iv. Understanding of Goals of International Exchanges
 - v. Pony Club.
 - vi. The customs and geography of the host country;
 - vii. Cultural differences within Australia; Each selector to organise questions on a different topic from these subjects.

A previous IPE candidate can be asked to address the candidates and tell their experiences.

5.6 INTERNATIONAL MOUNTED GAMES EXCHANGE GUIDELINES

5.6.1 Selection Requirements

To be considered for selection to the International Mounted Games Team, a pony club member must meet the following extra requirements:

- a. be under 16 years of age on 1st January in the year of the competition but as near to the maximum age limit as possible;
- b. shall hold their C certificate by selection date;
- c. have had experience in riding several different and unfamiliar horses over at least a twelve month period.
- d. The Tasmanian representative shall write a report of their trip and send to the PCT and PCA and make themselves available to all Pony Clubs for an account of the trip, coaching etc. after their return.
- e. are willing to attend a training camp prior to commencement of the tour;
- e. is physically very fit.

5.6.2 Applicants

Riders must be prepared to:

- a. attend a selection day.
- b. lend their own horse and ride a number of unknown horses;
- c. show a good knowledge of the rules;
- d. display exceptional games ability, i.e. ride with speed and accuracy, correct faults quickly;



- e. vault on stationary and moving horses;
- f. prepare and deliver a short impromptu talk on a subject selected by the selectors and a thank you speech;

5.6.2 Selection Procedures

See 5.7.3 also for more details on procedure.

- a. Following the closing of nominations, the PCT will advise the candidates of the venue, date and time of the selection day. If possible, the selection will be on the same day as the National Prince Philip Mounted Games selection, but this may not be possible.
- b. Will be interviewed, where candidates will be expected to show a good knowledge of, and answer questions on, any of the following:
 - I. General knowledge of their own country and particularly their own state – Government (Prime Minister and State Premiers), climate, population, geography, tourist attractions, primary products, industries and exports in their State and in their particular area, trading partners, multicultural aspects etc.;
 - II. The rider's own interests;
 - III. Ambassador qualities;
 - IV. Understanding of Goals of International Exchanges;
 - V. Pony Club in the state;
 - VI. The location, language and head of the host country.

5.7 NATIONAL REPRESENTATION

National Championships are conducted every 2 years, and annually for Junior Mounted Games.

5.7.1 Prince Philip Mounted Games

There are five riders in the state team. A reserve is named but is not part of the team, and does not travel with the team.

When the games are held in conjunction with the PCA National Championships, all riders will be required to compete on their own horses.

The competition for the Seniors is held biennially in conjunction with the PCA National Championships.

The competition for the Juniors is held every year. When the competition is held on non-National years, riders will not be required to take their own horses.

5.7.2 Selection Requirements

To be considered for selection to the Tasmanian National Mounted Games Team, pony club members must meet the following extra requirements:

- a. Juniors be 12 years and under 16 years of age on 1st January in the year of the competition;
- b. Seniors be under 25 years of age on 1st January in the year of the competition;
- c. Shall hold their C certificate by selection day;
- d. Experience in riding several different and unfamiliar horses over at least a twelve month period;



- e. Shall pay the deposit required by PCT immediately on selection. This deposit is used to purchase uniforms, pay airfares and accommodation on the rider's behalf. Balance of funds not used will be refunded.

5.7.3 Selection Procedure for Prince Philip Mounted Games and Senior Mounted Games

- a. Applicants, with their mounts, will be required to attend a selection day, which will be announced after the close of nominations. Junior riders will only be expected to ride each other's horses when the competition is not held in conjunction with the PCA National Championships
- b. The games scheduled for the Prince Philip cup that year will be circulated prior to the day if known.
- c. Each rider is expected to bring along a FIT, SAFE, and SUITABLY EXPERIENCED games pony.
- d. The following is a format for selection:
 - I. Each rider is given a number which selectors use for their score sheets.
 - II. Approximately 10 to 15 games will be played, selected from the national list by the nominated coach, who will organise the equipment.
 - III. Selectors may pick a short list after a certain number of games have been run depending on the numbers, standard and quality of the riders. This will be done with thought and consideration for the rider.
 - IV. All international candidates named in the squad will be interviewed. An interview is not needed for the state team. See 5.5.2 f or subjects.
- e. A squad, or it may be only the five team riders and a reserve, will be selected, all of which are expected to attend training sessions. Extra International candidates may be included if deemed necessary.
- f. Final decision to be made by selectors in liaison with Coach and Manager.

5.7.4 PCA National Championships – other disciplines

These are held every 2 years. Six riders may be selected for both junior and senior teams *in* Dressage, Show Jumping, Eventing and Tetrathlon. Reserves may be named but are not part of the team, and do not travel with the team.

To be considered for selection to the Tasmanian Team, pony club members shall meet the following requirements.

- a. Juniors be under 17 years of age on 1st January in the year of the competition
- b. Seniors be under 25 years of age on 1st January in the year of the competition
- c. Shall hold their C certificate by selection day;
- d. Pay a \$20 nomination fee when nominating
- e. Shall pay the deposit required by PCT immediately on selection. This deposit is used to purchase uniforms, and other expenses as required by the organising state on the riders' behalf. Balance of funds not used will be refunded.

5.7.5 Nomination Procedure

Nomination form 10.5.1 to be completed by the rider and forwarded to their DC. The DC or President to complete their confidential report on form 10.5.5, and ensure both forms reaches the State secretary by the nomination closing date together with details of:



- a. applicants experience, involvement in, and service to Pony Club;
- b. performances in the discipline/s of the particular competition over the last two years;

5.7.6 Qualifications for National Championships

a. Dressage

- I. Pure dressage tests only to count as qualifiers (i.e. ODE dressage test do not count).
- II. Both seniors and juniors need to compete at state champs.
- III. Senior riders shall have Elementary qualifying tests.
- IV. Junior riders are encouraged to have Elementary experience but high novice will be considered.

b. Eventing

- I. Riders must be regularly competing at grade 1 or EA equivalent and compete at the State Horse Trials.
- II. Dressage - Senior Riders shall have Elementary Qualifying tests and Junior Riders are encouraged to have Elementary experience but high novice will be considered.
- III. Riders must be competing at 1.10 minimum (EA standard) for seniors and at 1.04 minimum (EA Standard) for juniors.

c. Show Jumping

- I. Seniors must be regularly competing at 1.10 minimum EA Standard;
- II. Juniors must be regularly competing at 1.04 but preference will be given to those competing and qualifying at a higher level;
- III. Both juniors and seniors to be jumping grade 1 at State ShowJumping Championships.

d. Tetrathlon

Please contact the PCT Administrator for more information.

5.8 NATIONAL COMPETITION GUIDELINES FOR APPLICANTS

5.8.1 Goals of National Representation

- a. Before nominating, riders should have an understanding of the goals of National Competition which are to make new friends, facilitate horse related fun and competition and be considered an educational experience.

5.8.2 Selection Procedure for National Championships with horses

- a. Selectors will observe them at every opportunity before they meet to make the final selections;
- b. Selectors will attend the State Championships to confer on riders, horses and teams;
- c. The selections will be finalised and announced as soon as practical after the final PCT championship.

5.9 SELECTION PANEL

Selection Panels should consist of five members unless the PCT Board approves a change. The Selection panel should consist of - one representative nominated by the CC Panel, one person



from each zone and one selected from the PCT Board and all should be familiar with the selection requirements and criteria above.

Selectors should not be related to any of the applicants, or have any direct connection, such as personal coach.

The references and nomination forms of all candidates shall be distributed to all selectors prior to selection day.

Selectors may confer with any respective coaches.

Each selector should be given a check list and points scoring system setting out all areas of assessment which should assist the final selection of the Team Member and Reserve.

Following the closing of applications, the Selection Panel may compile a short list.

5.10 FUNDING

The Representative Fund is contributed to by a levy from all members to assist Tasmanians selected in an Australian or State team.

The PCT guarantees minimum funding for various international and interstate visits as follows:

- \$2000 for IPE and IMGE international exchanges
- \$1000 for IPE and IMGE Australian tours

For Prince Phillip Mounted Games:

- \$250

For National Championships (interstate with own horse):

- This will be decided by the PCT Board and announced before each championship.

For any other Adhock International Visits (where the rider has been nominated by PCT)

- \$500

5.11 REFEREES GUIDELINES FOR INTERNATIONAL AND NATIONAL VISITS AND COMPETITIONS

5.11.1 Referees and References

Character references and/or statements of recommendation are required from the DC or President of the applicants own club for all state teams on form 10.5.4;

Referees are requested to comment on the following aspects of the applicant's character as part of a team:

- a. Dress standards – neat, clean and acceptable at all times.
- b. Honesty, reliability, speech standards and general conduct to be taken into consideration.
- c. Ability to get on with peer group and adults,
- d. Willingness to conform to those in authority and their decisions and to wear uniform as required.
- e. Strength of character, in particular the ability to resist peer pressure.
- f. Is the applicant quietly diplomatic, and able to cope with the unexpected situations without exhibiting undue stress or excitement?
- g. Be known to conduct themselves with dignity and self-control at all times including in mixed company. Known not to display any rough or boisterous behaviour.

References should be forwarded by the referee direct to the Selector Coordinator, by email, before closing of nominations.



They will remain confidential to the selectors, and will not be available to the candidates unless specified so by the referee.

5.12 TEAM COACHES AND MANAGER

- A coach and a manager shall be appointed for all state teams.
- Nominations shall be made to the PCT Administrator on form 10.5.2 for coaches and 10.5.3 for managers, which can be found in Section 10 on the website.
- They may be appointed by Board, They shall have a Working with Vulnerable People card by selection or as soon as practical after selection and prior to the commencement of trainings. Coach/s should have at least PC Level 1 accreditation by selection or as soon as practical after selection; *same as in the Appendix*.
- They may purchase *the state uniform* at their own cost, but is not compulsory, however they must be appropriately attired at all times.
- They shall stay at venue with teams and be available to riders if required.
- Coach to have copies of and be familiar with current PCT, PCA National and EA rule books.

5.13 FUNDING FOR COACHES AND MANAGER

The team coach and a manager will be covered 100% for travel expenses, accommodation plus a maximum of \$200 for related expenses incurred during the pre-event training schedules. This will be reviewed each year.

Coaches and Managers may apply for \$500 gratuity. Approval dependent on PCT current financial ability.



APPENDIX 5.1

Team Manager

A Manager shall:

- be a member of a pony club either as a financial member or volunteer;
- operate within the rules of the Pony Club Tasmania;
- shall have a Working with Vulnerable People card by selection or as soon as practical after selection and prior to the commencement of training agree to abide by the PCT Member Protection Policy which includes anti-harassment and discrimination and code of conduct policies;
- comply with the PCT drug free policies at any time during the period they are responsible for their team members;
- display and promote the highest ideals of sportsmanship and professional behaviour and support the PCT movement in a positive manner;
- be professional in their actions – language, presentation, manner and punctuality should reflect high standards;
- provide their contact details to all team members and their parents/guardians;
- have a close working relationship with the team coach and be familiar with their role and duties; Both should liaise at all times, keeping each other informed in all matters to do with the team;
- consult with and support the team coach in the administration of their duties.

A Team Manager's Duties are to:

- maintain a 'duty of care' towards team members and an accountability for the management of the team;
- make immediate contact with PCT treasurer re finances and air fare bookings etc. All travel arrangements for the team are made by the PCT treasurer;
- work through the PCT administrator and the PCT treasurer and organise the ordering of uniforms;
- keep the PCT administrator informed in all matters to do with the team;
- inform PCT insurance officer dates for proposed team practices, camps etc.;
- familiarise themselves with any travel, work or school commitments affecting any team members and where possible, compromise;
- keep every rider /family informed in all matters to do with the team – organise meetings for all team members, thus providing a valuable opportunity for riders and their families to meet other team members, foster a truly inclusive "team spirit", gain information and ask questions;
- attend all pre and post event meetings, functions, ceremonies and outings;
- ensure team members understand their commitment to the team;
- make sure that every rider reads, understands and signs the 'Code of Conduct' form, and completes 'Play by the Rules';
- in consultation with the team coach develop a risk management plan for training sessions and the event;
- explain to team members their responsibilities for membership in the team – expectations regarding behaviour, team commitment, sporting attitude, horse care, etc.;
- monitor the morale of the team by offering support and encouragement;
- maintain a safe environment for others;
- maintain strict impartiality and resolve conflicts fairly and promptly through established procedures;
- maintain concise copies of all documentation. On return hand to the PCT Secretary to file;



- fill in the 'report form' 10.5.6 within 3 weeks of return and return to the PCT secretary, together with a written report;
- report to include:
 - i. Team results
 - ii. Overall results
 - iii. Team morale
 - iv. Communication
 - v. Grievances, incidents or disciplinary action
 - vi. Event organisation
 - vii. Conduct of team member
 - viii. Accommodation
 - ix. Travel
 - x. Financial statement
 - xi. Event programme
 - xii. Attach photographs and names of team members



APPENDIX 5.2

Team Coach

A Coach shall:

- be a member of a pony club either as a financial member or volunteer;
- operate within the rules of the Pony Club Tasmania;
- have a minimum of PCA NCAS Level 1 accreditation by selection or as soon as practical after selection;
- demonstrate ability to competently and inclusively instruct riders in the relevant equestrian discipline;
- have a comprehensive knowledge of the rules and procedures pertaining to the event;
- shall have a Working with Vulnerable People card by selection or as soon as practical after selection and prior to the commencement of training. agree to abide by the PCT Member Protection Policy which includes anti-harassment and discrimination and code of conduct policies;
- comply with the PCT drug free policies at any time during the period they are responsible for their team members;
- display and promote the highest ideals of sportsmanship and professional behaviour and support the PCT movement in a positive manner;
- be professional in their actions – language, presentation, manner and punctuality should reflect high standards;
- provide their contact details to all team members and their parents/guardians;
- have a close working relationship with the team manager and be familiar with their role and duties. Both should liaise at all times, keeping each other informed in all matters to do with the team;
- consult with and support the team manager in the administration of their duties.

A Team Coach's Duties are to:

- Pre Competition Training is not compulsory, but may be arranged in consultation with the selected team members;
- If mutually agreed, prepare a training schedule prior to the event;
- ensure team members understand their commitment to the team;
- monitor the morale of the team by offering support and encouragement;
- in consultation with the team manager develop a risk management plan for training sessions and the event;
- maintain regular contact with team members;
- conduct a safety check on all gear prior to any mounted activity at the event;
- familiarise yourself with the competition venue, inspect the riding area and walk courses etc. with team members;
- maintain a 'duty of care' towards team members and an accountability for the management of the team;
- maintain a safe environment for others;
- show concern and caution towards others;
- maintain strict impartiality and resolve conflicts fairly and promptly through established procedures;
- ensure all team members wear approved saddlery and safety gear, adhering to the competition rules;
- with the team manager, debrief team members at the conclusion of the event.



SECTION 6: Gear Rules

With Comfort and Safety requirements

Effective October 2017

(supersedes all previous editions—only rules in this edition are applicable)



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PCT would like to thank PCAV and acknowledge their support in allowing the reproduction of their Gear Rules.

Acknowledgement

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Introduction

Pony Club Tasmania Incorporated (PCT) produced these rules and guidelines with approval from Pony Club Association of Victoria.

This rule book supersedes all previous versions. It governs all activities, competitions and rallies conducted by PCT, its clubs and zones.

Definitions

In this rule book, the following definitions apply:

- PCT means Pony Club Tasmania Inc.
- Zone: means the zone a pony club is allocated to in accordance with the Handbook of By-laws.
- FEI means Fédération Equestre Internationale (www.horsesport.org).
- Activity: unless otherwise specified, means any rally, instructional or non-competitive riding activity undertaken while hosted by PCT, or a club or zone affiliated with PCT.
- Competition: means any competition hosted, organised, conducted, supervised or under the control of PCT, or a club or zone affiliated with PCT.
- Unless stated to the contrary, a reference in this handbook to a rule, in this publication or elsewhere, refers to the rule and all its sub-clauses.
- Unless otherwise specified, reference to a rule number means the rules within this publication. 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 PCT Treasurer.



Section 6: Gear Rules

6.1 INTRODUCTION

6.1.1 Scope

PCT publications refer to “gear” as an abbreviation for saddlery and equipment. This rule book describes gear requirements.

Any zone / club hosting an activity or competition under PCT rules must abide by these rules.

6.1.2 Gear

The gear specified is a necessary requirement of riding, designed to provide comfort and safety for the rider and horse (combination), and equal and fair terms for competition.

The required outcomes are:

- a. Safety of the rider
- b. Comfort and safety of the horse
- c. Compliance with competition rules.

6.1.3 Why Competition Rules?

In these rules, there is a distinction between rally/non-competitive activities and competitions. For instance, saddles must always fit and be in good condition, whether at a rally or competition. A snaffle bit is not mandatory at a rally, nor is it a safety issue but it is required for dressage and senior riders for games competitions. Spurs and whips are other examples where their use at a rally is not specific but, in competition, there are strict rules.

Dispensation for hackamores will only be given in exceptional circumstances i.e. on veterinary advice. The reasons for this are:

- a. To provide uniformity of gear, so every rider is assessed under the same conditions
- b. To cater for the different assessment (judging) needs of a competition, relative to its intended outcomes.

The following comparisons show this:

- a. **Dressage:** requires snaffle bits and no martingales (except in grade 5), so the progressive training of the horse can be judged.
- b. **Flat and musical teams:** require snaffle bits as, the training of the horse, rider and the team are being assessed
- c. Games:
Senior riders – a snaffle bit only is permitted.
Junior riders under 16 (whichever section they participate in) – any bit is permitted provided it does not injure the horse, though a snaffle is recommended and encouraged. It is recognised that junior riders may not have the strength to control an exuberant pony.
- d. **Jumping and cross-country:** any bit is permitted, provided it does not injure the horse. This allows the rider to maintain control of the horse in the open and between fences.



6.2 GEAR CHECK – WHEN, WHERE AND WHO

6.2.1 When

Before participating in a rally, activity or competition: All riders (day insurance riders are considered PCT members for the day.) must be checked to ensure the gear complies. At competitions:

- a. At an official competition: gear check must occur before each event, phase or test. This check is for Compliance of the Rules only.

6.2.2 Where

Gear check must occur at a controlled, supervised location, which may be:

- a. At a formal gear check location on the grounds
- b. At the beginning of the first instruction session

6.2.3 Who

The gear must be checked by one of the following:

- a. The District Commissioner (DC)
- b. An authorised instructor
- c. A person authorised by the club
- d. At a competition, a person authorised by the organising committee.
- e. Any person who carries out a gear check is a Gear Check Steward and must perform in accordance with rule 6.5.

6.3 GEAR CHECK OVERVIEW

6.3.1 Prime Objective

To ensure comfort, safety and competition requirements are achieved.

6.3.2 Rally/Non-Competitive Activity

While always being required to meet the standards, it is also the time to:

- a. Discuss with both the rider and parent/guardian gear rules that are not being met.
- b. Recommend and establish plans to correct non-urgent gear concerns, and overcome immediate problems.

Competition rules must not be imposed at a rally unless it is an internal or inter-club competition.

The club is required to meet its obligations to provide education and advice on the issues of:

- a. Gear check processes and requirements
- b. Relevance of comfort and safety
- c. Welfare of the horse
- d. Competition requirements.

6.3.3 Competition

The rider is required to know and comply with all requirements before competing. Gear check at competition should be a quick check to ensure the required competition gear is compliant for the particular competition. It is not the time to educate and advise.



Grade 5 competitions are unofficial and in the interest of safety riders may deviate from the horse requirements of the competition gear rules providing rule 6.3.4 is followed.

6.3.4 Comfort and Safety Criteria

Gear must be:

- a. Safe
- b. In good order with no worn parts
- c. Comfortable for the horse
- d. Fitted correctly and used according to the manufacturer's instructions
- e. Appropriate for the activity
- f. Not specifically prohibited by these rules

There must be no restrictions or attachments of any kind or a bit or item of saddlery likely to wound the horse.

6.3.5 The Absolute Minimum

If these items do not absolutely comply or are not changed to comply, the rider must not ride:

- a. Helmet in accordance with rule 6.10.5
- b. Riding boots in accordance with rule 6.10.7
- c. Wear and tear in accordance with rule 6.11.2 any worn parts and stitching that is unsafe
- d. Bit in accordance with rule 6.11.4
- e. Saddle fit (when used) in accordance with rule 6.11.9 may be improved with riser pad
- f. Stirrups (when used) in accordance with rules 6.11.14 to 6.11.16
- g. Specified competition gear refer to the appropriate pages in these rules

6.3.6 Commercially Manufactured Gear

An item of commercially manufactured equestrian gear that meets all the principles of comfort and safety specified in rules 6.3.4 and 6.3.5 is acceptable.

6.3.7 Changing Gear after Gear Check

Once a combination has completed gear check, gear must not be changed until the rider has finished riding in the specific activity, competition or phase.

If gear is changed after a specific activity, competition or phase, the gear must be rechecked.

6.3.8 Failed Gear Check

Riders must successfully complete a gear check at every activity or competition.

The gear check steward or the appropriate official must not permit anyone to ride who has failed a gear check, in accordance with rule 6.3.10.

6.3.9 Due Process

Any exclusion of a rider from riding must only occur after the relevant processes outlined in rule 6.5 have been fully discharged.

6.3.10 Exclusion or Elimination

Non-compliance with these rules may result in exclusion from participation in the activity or elimination from the competition or phase of a competition.



6.3.11 Dispute

Any disputes must be referred to the club DC at a rally or the most senior official, TD, chief judge or jury of appeal on the day of a competition. Their decision is final.

6.3.12 Insurance Limitation

A rider who does not comply with all of these rules may prejudice their entitlement to insurance under the PCT insurance policy or be left uninsured.

6.4 RIDER'S RESPONSIBILITIES

6.4.1 At All Activities and Competitions

Be courteous and polite to gear check stewards at all times.

Learn the requirements by reading these rules and ensure gear complies.

If unsure about any gear, seek help from the club's DC.

Present for gear check as required, in accordance with rule 6.2.1, and allow plenty of time in case changes are required.

Adjust or replace any unsatisfactory gear as requested by the gear check steward. Ask your parent/guardian for assistance if required. Gear check stewards must not alter a rider's gear, in accordance with rule 6.5.1.e.

Riders must not alter any gear after passing through gear check in accordance with rule 6.3.7.

6.4.2 Additional for Competitions

The competitor must know what is required and present to gear check in correct competition gear. Competitions are not the place for education, in accordance with rule 6.3.3.

The gear check steward's role is to:

- a. Check the gear as presented by the competitor complies with the competition rules
- b. Make every effort to notice any gear that does not comply with the competition requirements and advise the rider accordingly. However, the responsibility to ride in the correct competition gear remains with the competitor, in accordance with rule 6.4.2.a. If any judge or official discovers a competitor riding with incorrect competition gear, elimination may occur, in accordance with rule 6.3.10.

The competitor must not expect the competition to be reorganised to accommodate them, if their scheduled riding time has passed due to late arrival at gear check or a gear check query, even though the organising committee may make an effort to do so.

The competitor must not ride if they cannot comply. However, the gear check steward must inform the competitor on how to comply.

6.4.3 Non-compliance Means No Ride

Comply with the gear rules, as failure to do so may result in exclusion or elimination from the competition, in accordance with rule 6.3.10.



6.4.4 Insurance Reminder

A rider who does not comply with these rules may prejudice their entitlement to insurance under the PCT insurance policy or be left uninsured, in accordance with rule 6.3.12.

6.5 GEAR CHECK STEWARD'S RESPONSIBILITIES

In accordance with rule 6.2.3, a person (also known as a gear checker) must perform gear check duties as follows:

6.5.1 When Checking Gear

Be courteous and polite to riders at all times.

Be fully conversant with all of these rules and ensure the current gear rules are used.

Gear checking at competitions is for compliance only. The Required demeanour of the gear check steward must be one that seeks to help riders meet the requirements rather than exclude riders that could otherwise be advised on how to meet the requirements.

As far as possible, complete the gear check in a safe, quick manner without touching the rider. Explaining at all times what you are about to check.

Never alter any gear. When gear needs changing or altering, the gear check steward must request the rider, team manager or, if needed, the rider's responsible adult, to make the necessary adjustments and report back when this is complete.

Feet must remain in stirrups. At all times during gear check, the rider's feet must remain in the stirrups and the rider must have control of the reins in case the horse takes fright.

It is possible to check the stitching on the leathers by asking the rider to move the leg forward as if they were tightening their girth. This exposes both the stitching of the leather and the stirrup bar. Another method would be to ask the rider to roll their knee and thigh away from the saddle, as though they were going to alter their stirrup leather; this also exposes the stitching. To check the stirrup end of the leather for wear, ask the rider to take the weight of their foot slightly off the stirrup, so that the stirrup can move. Do this at the same time that you assess stirrup size.

If it is necessary for an inspection of gear that would require the rider to remove a foot from the stirrup, you must request the rider to dismount. However, this would be in an unusual situation.

6.5.2 Additional for Rally

Make all reasonable effort to assist the rider to pass gear check, educate and advise the rider in accordance with rule 6.3.2.

Keep records to ensure gear is maintained or replaced as advised.

6.5.3 Additional for Competitions

While it is the rider's responsibility to present in the correct gear, the gear check steward must make every reasonable effort to notice any gear that does not comply with the competition requirements and inform the rider how they can comply.

If a competitor is in jeopardy of missing their riding time because of gear problems, the steward must do all they reasonably can to accommodate the competitor with another time without unduly inconveniencing other competitors and the general running of the day.



6.5.4 When All Else Fails – No Ride

If, after fully discharging the above process, a rider cannot comply with these rules, they must not ride.



REMEMBER

- An item of commercially manufactured equestrian gear that meets all the principles of comfort and safety specified in rules 3.4 and 3.5 is acceptable.

6.6 COMPETITION QUICK REFERENCE /CHECK GUIDE

6.6.1 Use

The *Competition Quick Reference/Check Guide*, is at the end of this publication.. Note that competition rules are frequently different to gear check requirements at rallies.

Do not use the Competition Quick Reference /Check Guide as a substitute for a full understanding of these rules. Only use it as a reminder, once these rules have been fully read and understood.

Always ensure the most recent version of these rules is used. Never rely on memory; rules change.

PCT rules are available from the PCT web site.

6.7 UNIFORM

6.7.1 Club Uniform Items

The club's official uniform must consist of only the following garments.

Official:

- a. Club shirt with approved club tie
- b. Woollen V-neck jumper
- c. Jodhpurs/Moleskins (for males)
- d. Saddle cloth

Active:

- a. Club registered Polo, Rugby Top or Windcheater
- b. Club registered cap cover
- c. Club registered Spray Jacket

Members of a team must all wear the same uniform combination at a competition

6.7.2 Colours

Club colours are registered with PCT. Clubs must apply to PCT if they wish to change or add new items to club uniforms. Clubs are to supply a single digital photo with unmounted riders wearing all items of their latest uniform, with all cuffs, collars and markings clearly shown. The photo to include the club saddle cloth, cap covers and badges if used.



6.7.3 Rallies

Club committees decide what uniform or attire must be worn at rallies.

For safety, members must always wear approved footwear and, when mounted, an approved equestrian helmet, in accordance with rule 6.10.5.

Singlets or sleeveless garments must not be worn at any time with the exception of a sleeveless safety vest, which when worn, must be worn over a sleeved garment.

Attire that has not been approved by the club committee must not be worn.

Clubs may allow a period of grace before requiring a member to purchase and wear the full pony club uniform at a rally.

When vaulting under supervision, members are permitted to wear soft-soled shoes and no hat.

6.7.4 Competitions

Pony club sections: To compete at competitions, all pony clubs must have an official uniform. Uniforms must be approved by PCT.

Open sections: Participants must comply with any standards that may be specified by an organising committee.

A member may remove a jumper, jacket or vest in hot weather with judges/organisers approval.

At competitions, official club uniform items must only be worn in the following combinations:

- a. Woollen V neck jumper with club shirt and club tie
- b. **Games:** official uniform or approved club active top.
- c. **Cross Country:** Official uniform or approved club active top

6.7.5 Badges

- a. Embroidered logos are permitted, however sponsorship logos are not permitted on official club uniforms.
- b. The club metal badge or embroidered club cloth badge may be worn at the bottom of the point on the V neck club jumper.
- c. Efficiency Test Badges – positioned on the Right arm starting with E at the top.
- d. Championship Participation Badges – positioned on the Left arm with the grade bars below the respective Competition Badge.
- e. State Representation Badge – on Left Front.

6.7.7 Approved PCT State Uniform

Only the approved state uniform may be worn when representing PCT.

6.7.8 Official Uniform

- a. Woollen Bottle Green V Neck Jumper
- b. Yellow Tie
- c. White Shirt
- d. Beige/white Jodhpurs
- e. White Saddle cloth for Dressage, Showjumping and Eventing Dressage/Showjumping
- f. Bottle Green Saddle cloth for cross country



6.7.9 Official competition uniform

Cross Country

- a. Bottle Green polo top - either long or short sleeve permitted
- b. Beige/cream/white jodhpurs
- c. Bottle Green Saddle Cloth

Games

- a. Bottle Green polo top – short sleeve



NOTE: Polo Top has bottle green base colour

6.7.10 Dress and Trot Up Uniform

- a. White shirt with PCT logo; Beige knee length skirt for girls and beige trousers for boys and state scarf/tie.
- b. Optional Items
- c. Approved casual jacket in State Colours
- d. Approved Rugby Top in State Colours
- e. Green Cap
- f. Approved polo fleece or similar vest

6.7.11 Prohibited Uniform Items at Competitions

Singlets or sleeveless garments: Must not be worn at any time with the exception of a safety vest, which when worn, must be worn over a sleeved garment.

6.8 CHECKING SADDLE FIT AND CONDITION

6.8.1 For the Horse

When assessing the fit of the saddle the priority is always the horse.



A well-fitting saddle will not pinch the horse's shoulders or place uneven weight or pressure on the spine or back. This will allow the horse to work comfortably and happily to the best of his ability. An incorrectly fitting saddle may cause the horse to show discomfort in a number of ways—from actively raising his head and swishing his tail, to not working properly forward or even refusing to jump.

6.8.2 How the Fit of the Saddle can be Affected

Saddle fitting has become a complicated science with courses and qualifications available. Even professionally fitted saddles are subject to external influences that can cause the saddle fit to change.

Influences:

- a. Condition of the horse: A correctly worked horse will have a well-muscled back or top line to support the saddle. How the top line changes:
 - I. When the horse is turned out and not worked, muscle tone deteriorates
 - II. As a horse ages, the top line also changes and becomes less defined
 - III. Horses that lose weight due to illness or change of season will also have poor topline
 - IV. Ponies that become very fat will have a changed top line.
- b. Condition of the saddle
 - I. Panels might need reconditioning, as they may become hard and flat or lumpy, upsetting the fit and, therefore, comfort of the horse
 - II. The saddle might not sit level, tipping back or forward due to an incorrectly sized gullet. This affects the rider's position and balance, which also upsets the horse.

6.8.3 Checking Saddle Fit for Comfort

The rally gear checker is not expected to be a saddle fitter but rather someone who will recognise a badly fitting saddle that may cause discomfort to the horse.

Most problems can be solved using a commercially manufactured riser pad to get through the activity. This is only an interim solution. The rider must then seek professional help to restuff or change the saddle.

Towels, a second saddlecloth or other makeshift arrangements must never be used in an attempt to correct an ill-fitting saddle. They create ridges and/or pressure causing more discomfort to the horse's back.

Place fingers flat under the saddle blanket at the wither and check:

- a. Does the saddle have clearance from the wither along the spine?
- b. Are the wither and shoulder free and not pinched?

6.8.4 The Rider and the Saddle

Is the saddle the right size? A hand's width (about 10cm) between the rider and the cantle indicates the right size.

Is the flap long enough for the rider's leg? The rider's knee should not be above the kneepads.

Is the seat/waist of the saddle correct? If the seat/waist is too narrow or too wide, the rider may experience discomfort.



6.8.5 Saddle Maintenance

Is the saddle well maintained?

- a. Leather—regularly cleaned and oiled, soft and supple leather, safe and comfortable for the horse
- b. Synthetic—clean, synthetic covering not cracked or breaking away
- c. Mounts—well-fitting and maintained mounts are just as important as the saddle
- d. Saddle Cloth—should be cleaned to remove dirt and sweat that can irritate or cause discomfort to the horse.
- e. Girth and Points—clean, correct length, not worn. A clean girth helps avoid girth galls, usually caused by dirty girths that are too tight or loose
- f. Stirrup Leathers—clean, stitching maintained, holes free from tears.

6.9 OTHER CHECKS

6.9.1 The Bit

When a competition requires a compliant snaffle bit, the gear check steward can gently pull the bit to one side in the horse's mouth. This will expose the mouthpiece and central joint(s) for checking.

If the gear check steward is unable to determine if the bit is correct, they may require the rider to return to gear check at the completion of the test or applicable competition, to remove the bridle and check the bit. Do this in a safe place using a headstall and lead rope. If the bit is not compliant, the competitor must be eliminated.

6.9.2 Helmet Fit

Gear check stewards may ask the rider to demonstrate correct helmet fit by placing one hand on top of the helmet and moving helmet from side to side, back and forwards.

A helmet only protects what it covers. Always wear a helmet low at the front to protect the forehead; it should fit snugly but comfortably. With a correctly adjusted harness, you cannot remove the helmet, or roll it backward or forward, to expose the forehead, obscure vision or hit the nose. If the fit is comfortable and the skin on your forehead moves with the helmet, the fit is correct; if not the helmet is too loose.

Refer to rule 10.5 for other requirements.

6.9.3 Misuse of Gear

Any gear that is 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 gear check in normal circumstances

6.10 RIDER REQUIREMENTS



REMINDER

- Non-compliance may mean that you (the rider) are uninsured, in accordance with rule 3.12.



6.10.1 Uniform and Attire	
Rally and activity: It is the decision of the committee of management at each pony club as to what its members must wear at rallies/activities. However, boots and helmets must always be worn while mounted as specified in these rules.	Competition: Pony club sections: Refer to rule 6.7
6.10.2 Jodhpurs and Moleskins	
As above.	
6.10.3 Hair	
Rally and activity: Recommended but not essential, that hair is tied up or back, so that it does not catch on anything.	Competition: Tied up so it does not obscure any part of a competitor number. This is especially important for cross-country where a fence judge may not be able to identify the competitor. This could lead to wrongly assigning faults.
6.10.4 Jewellery and Piercing	
Rally and Activity: Jewellery: watches and medical bracelets are permitted. All other visible jewellery must be removed or taped. Piercing: all visible piercing must be removed or taped.	Competition: Same as for Rally/Activity.
6.10.5 Helmets	
Rally and Activity: It is the rider's and or parent/guardian's responsibility to ensure the rider wears a helmet at all times while mounted and it is: <ul style="list-style-type: none"> Fastened and fitted in accordance with rule 6.9.2, One of the complying standards: AS/NZS 3838, EN1384 (manufactured before 31.12.15) , ASTM F1163, PAS015 or VGI. Being used or is replaced from time to time, in accordance with the manufacturer's instructions. <p>Always check the helmet fit. Compulsory checks of compliance standard numbers are not mandatory as rider onus and rule 6.3.12 apply. However, pony club officials reserve the right to inspect a rider's helmet at any time.</p>	Competition: Rider onus and rule 6.3.12 apply Spot checks may occur. However, an organising committee, at its discretion, may require all competitors to present helmets at the event office for inspection of a compliance standards number. If this is required, the entry form/schedule must state so. All Rally/Activity conditions apply.



6.10.6 Medical Armbands	
<p>Rally and Activity:</p> <p>It is the decision of each pony club's committee of management whether its members are required to wear armbands or not.</p> <p>The card insert can be any colour as long as the information is correct</p>	<p>Competition:</p> <p>Must be worn by all competitors on Cross Country.</p> <p>Armbands must be inspected before the competitor rides to ensure their name and an emergency contact and phone number are visible and legible. The card insert can be any colour</p> <p>Rider/parent/guardian onus applies to ensure details are completed correctly</p> <p>Must be visible at all times on left upper arm, on the outside of garments.</p>
6.10.7 Boots	
<p>Rally and Activity:</p> <p>The objective is for the boot to be able to slide backwards out of the stirrup easily, but not forward through the stirrup.</p> <p>Boots must be:</p> <ul style="list-style-type: none">• Short jodhpur or long boots (not western boots)• Fully soled in smooth leather or rubber synthetic material• A shallow ripple sole is acceptable• Must be full grain leather on the exposed side may have suede on the inside• Long boots that are laced at the ankle (field boots) are permitted• Short boots that lace at the ankle with eyelets and billet hooks must have these covered with either a gaiter or a chappette, in accordance with rule 10.8.	<p>Competition:</p> <p>Colour must be brown or black.</p> <p>All other Rally/Activity conditions apply.</p>
6.10.8 Gaiters and Chappettes	
<p>Rally and Activity:</p> <p>Gaiters / chappettes are permitted.</p>	<p>Competition:</p> <p>May only be worn with complying short boots.</p> <p>Colour must match boots (black or brown). May have hunting tops, which must be brown or black.</p>



6.10.9 Spurs	
<p>Rally and Activity: All riders may use spurs, as they are being supervised in a training environment. Spurs design rules:</p> <ul style="list-style-type: none"> • Spurs capable of wounding a horse are forbidden • Must be made of metal • There must be a shank either curved or straight pointing directly back from the centre of the spur when on the rider's boot • The shank must not exceed 20 mm in length • The tip of the shank must not point upwards or inwards • The arms of the spurs must be smooth • Must sit on the curve of the back of the heel with the buckle of the strap to the outside. • Impulse Spurs with plastic knobs are allowed • Roller Ball spurs are permitted. • Spurs with Rowels are not permitted. 	<p>Competition: May only be used where the competition rules permit (refer specific competition requirements). Same design rules as Rally/Activity.</p> <div data-bbox="1018 622 1308 770" data-label="Image"> </div> <p>Impulse Spurs</p> <div data-bbox="976 940 1340 1048" data-label="Image"> </div> <p>Roller Ball Spurs</p>
6.10.10 Whips	
<p>Rally and Activity: A rider may use a whip, if required. Permissible whips are:</p> <ul style="list-style-type: none"> • Not exceeding 750 mm including a flat flap on the end, which must not be weighted; or • Not exceeding 1200 mm including the lash • While riding, it is preferable that hands not be placed through whip handle straps. Cutting handle straps or whip flaps is not a requirement. 	<p>Competition: May be only used where the competition rules permit (refer to specific competition requirements). All other rally/activity conditions apply.</p>
6.10.11 Rain Coats and Gloves	
<p>Rally and Activity: Permitted</p>	<p>Competition: Permitted. However, competitor number and armband must remain clearly visible.</p>
6.10.12 Lungeing	
<p>Rally and Activity:</p> <ul style="list-style-type: none"> • Permitted • Must take place in a designated "lungeing area". 	<p>Competition: Correct competition gear may be worn.</p> <ul style="list-style-type: none"> • Lungeing cavessons may be used



<ul style="list-style-type: none"> Side Reins and Ancillary equipment is not permitted – see 6.12.1 <p>If no such area exists lungeing must not take place.</p>	<ul style="list-style-type: none"> Side reins and ancillary equipment is not permitted – see 6.12.1 Horse boots are permitted <p>Must only take place in a designated “lungeing only” area if the competition schedule permits it.</p>
6.10.13 Competitor Numbers	
<p>Rally and Activity: Not applicable.</p>	<p>Competition: Not all competitions require competitor numbers. When required, competitor numbers must be fully visible at all times while mounted, under penalty of elimination. Competitor numbers must be displayed by one of the following methods:</p> <ul style="list-style-type: none"> Body number: on both the competitor’s chest and back for cross-country Bridle: on both the left and right side of the bridle Saddle cloth: on both the left and right side of the saddle cloth. <p>The organising committee shall specify what numbers they will provide and what numbers, if any, must be supplied by the competitor.</p>
6.10.14 Back Protectors	
<p>Rally and Activity: Permitted and encouraged</p>	<p>Competition: Compulsory for all Grades for Cross Country from July 2016.</p>



REMEMBER

- An item of commercially manufactured equestrian gear that meets all the principles of comfort and safety specified in rules 6.3.4 and 6.3.5 is acceptable.



REMINDER

- Non-compliance may mean that you (the rider) are uninsured, in accordance with rule 6.3.12.

6.11 HORSE REQUIREMENTS

6.11.1 Horse Condition	
Rally and Activity: Should be in good condition and well groomed. Hooves must be in good order, whether the horse is shod or not.	Competition: Same as Rally/Activity.
6.11.2 Stitching, Holes, Wear and Tear	
Rally and Activity: Stitching: must be in good condition. Holes: must not be torn or unduly worn. Wear and Tear: all gear must be checked for wear and tear. Special areas of concern: Saddle Girth Points: Check for wear and tear around the holes and stitching around the attachment to the tree. Reins: Check stitching and look for cracking, especially if billet hooks are used, and wear around the bit. Stirrup Leathers: Must not be cracked or thin from use, especially where the stirrup hangs. Stitching must be sound.	Competition: Same as Rally/Activity.
6.11.3 Bridles	
Rally and Activity: The throat lash should be tight enough so it does not slip over the horse's cheek and not so tight that it restricts the horse's breathing. The cheek straps must not be too tight, only one or two creases on either side of the mouth above the bit should show, nor so loose that they bulge sideways when rein pressure is applied. The brow band must be large enough not to pull on the back of the ears and not so big that it protrudes from the horse's forehead.	Competition: Same as Rally/Activity.
6.11.4 Bits	
Rally and Activity: The horse must have a bit in its mouth	Competition: Must be used in accordance with



<p>with reins attached when ridden. Dispensation for hackamores will only be given in exceptional circumstances i.e. on veterinary advice.</p> <p>However if the horse has an injury to its mouth or the horse/rider use a hackamore in XC and SJ this equipment may be used in these circumstances. Approval for dispensation must be obtained.</p> <p>The bit must not be too wide or too narrow; otherwise the central hinge will rub on the horse's gums. About 10 mm of the bit must protrude on either side of the horse's mouth and there must be one or two wrinkles on either side of the mouth above the bit.</p> <p>Any bit may be used at a rally/activity. However, the rider must be educated that:</p> <ul style="list-style-type: none"> • There are competitions where only a snaffle bit is permitted • Until competent with a snaffle, they will not be able to compete in those competitions. <p>Curb chain shall lie flat. Guards recommended but not compulsory.</p>	<p>competition rules (refer specific competition requirements). Refer to rule 6.17.4 for the various snaffle bits permitted in competition.</p> <p>Games Riders: Seniors – Snaffle bit only, Juniors – Any bit is permitted</p> <p>All Rally/Activity conditions apply.</p>
<p>6.11.5 Cheek Guards</p>	
<p>Rally and Activity: Permitted. (Cheek guards are leather, rubber or synthetic circular attachments that stop the bit pulling through the mouth).</p>	<p>Competition: Permitted except in dressage tests, flat teams and musical ride.</p>
<p>6.11.6 Nosebands</p>	
<p>Rally and Activity: Nosebands must be in accordance with rule 18.1.</p>	<p>Competition: Are permitted. However, when a snaffle bit is specified for the competition, only the nosebands in rule 18.2 are permitted. At all other times, refer to rule 6.18.1</p>
<p>6.11.7 Fly Hoods (e.g. ear bonnets, ear covers, etc.) & Ear Muffs</p>	
<p>Rally and Activity: Permitted.</p>	<p>Competition: Fly Hoods only are allowed for outdoor dressage competitions, including</p>



	eventing dressage. Must not cover the horse's eyes and may not have insulation in the horse's ears. See EA Dressage rule 2.15 & Eventing rule 538.2.3.
6.11.8 Reins	
<p>Rally and Activity: Reins must be attached to the bit. Whether knotted or not, must at least reach the pommel of the saddle when the horse is standing square and relaxed.</p> <p>Knotted reins must not have a loop at the end; hence the buckle must be undone.</p> <p>Grass reins: Reins or ties that restrict the horse from reaching down to eat grass are permitted.</p>	<p>Competition: Grass reins are not permitted. All other reins same as Rally/Activity.</p>
6.11.9 Saddle	
<p>Rally and Activity: The saddle must fit correctly and sit straight on the horse, in accordance with rule 6.8.</p> <p>The saddle must fit and function in the manner for which it was designed. If the saddle has a tree, it must leave the spine free of any pressure when the rider is mounted. Treeless saddles are permitted. Refer to saddle fit rule 8; also refer to the girth and stirrup leather, bars and irons rules 6.11.13 to 6.11.15.</p>	<p>Competition: Same as Rally/Activity.</p>
6.11.10 Saddlecloth and Covers	
<p>Rally and Activity: One only saddlecloth must be used with or without one commercial riser pad. A saddlecloth is anything put under the saddle other than a commercial riser pad. A commercial riser pad may be:</p> <ul style="list-style-type: none"> • Riser pad • Gel pad • ½ Numnah • Sheepskin pad <p>Club colours are optional.</p> <p>The saddlecloth must be fitted so there is no ridge or edge under the seat of</p>	<p>Competition: Saddle covers are not permitted. All Rally/Activity conditions apply.</p>



<p>the saddle that could cause soreness in the horse's back. Folded/rolled saddlecloths, towels and other makeshift padding are only permitted as an emergency fix.</p> <p>Saddle covers are permitted.</p> <p>A quarter sheet may be worn during warm-up or warm-down, provided it is fitted under the saddle and is not attached in any way to the rider.</p>	
6.11.11 Cruppers and Fore Girths	
Rally and Activity: All Permitted.	Competition: Same as Rally/Activity.
6.11.12 Monkey Grips/Neckstraps	
Rally and Activity: All Permitted.	Competition: Same as Rally/Activity.
6.11.13 Girth	
Rally and Activity: The saddle may have one or more points. However, if the saddle has only one point, or a single-point girth is used, a surcingle or the applicable rigging must be used. The girth must be firmly tight and must be secured to the corresponding girth points on either side of the saddle.	Competition: Same as Rally/Activity.
6.11.14 Stirrup Leathers	
Rally and Activity: Stirrup leathers must be outside the saddle flap and not tied down. The free end of the leather may be put in the stirrup keeper on the saddle.	Competition: As per the competition rule.
6.11.15 Stirrup Irons	
Rally and Activity: The objective is that the boot is able to easily slide backwards out of the stirrup. A stirrup too large is as dangerous as one too small; as the foot could slip right through. If peacock irons are used, they must be fitted with a rubber safety band. All stirrup irons and oxbows must fit the rider's boot. When the ball of the foot is in the stirrup and the foot is over to one side, with approx. 1 – 2cm or one finger of spare space.	Competition: Same as Rally/Activity.



Toe-stoppers are permitted, the size of the stirrup iron spacing is not compromised.	
6.11.16 Stirrup Bars	
Rally and Activity: If the stirrup bar is hinged, it may be up or down. A pony pad, paddle or treeless saddle that has an enclosed “D” rather than a stirrup bar must be fitted with clogs, stirrups with toe-stoppers or quick out/quick release stirrups as per manufacturer’s guidelines.	Competition: Same as Rally/Activity.
6.11.17 Martingales	
Rally and Activity: Standing martingales are permitted. They may not be attached to any type of dropped noseband. If used must be able to reach the horse’s gullet when pushed up into it and attached to the noseband with the horse’s head in a normal position. Running martingales, if used, must be fitted so the rings can reach the horse’s gullet when the horse is standing in a normal position. A diagonally fitted rubber stopper or a fixed ring at the horse’s chest is compulsory with all running and standing martingales Irish martingales are permitted. Stops on the reins are compulsory.	Competition: May be only used where the competition rules permit (refer to specific competition requirements).
6.11.18 Breastplates	
Rally and Activity: Must avoid interfering with the horse’s breathing or with the movement of the horse’s shoulder.	Competition: As per competition rules.
6.11.19 Bandages, Taping and Exercise Boots	
Rally and Activity: Bandages and taping is not permitted Exercise boots are permitted providing they are fitted to the manufacturer’s specifications. Straps and fastenings must be on the	Competition: Exercise boots may be only used where the competition rules permit (refer to specific competition requirements).



<p>outside of the horse's leg and face to the back. If the fastening includes a "D" fastener, then the straps must be threaded through them.</p> <p>Any boot that causes discomfort to the horse is not permitted</p>	<p>All other Rally/Activity conditions apply.</p>
6.11.20 Bell Boots	
<p>Rally and Activity: Permitted.</p>	<p>Competition: May be only used where the competition rules permit (refer to specific competition requirements).</p>
6.11.21 Hoof Over Boots – such as Old Mac boots	
<p>Rally and Activity: Permitted.</p>	<p>Competition: Not Permitted.</p>

6.12 GEAR NEVER PERMITTED

6.12.1 Prohibited Items	
<p>Rally and Activity:</p> <ul style="list-style-type: none"> • Taping of Bandages • Bits or items of saddlery likely to wound a horse • Blinkers • Running or Draw reins • Market Harbours • Bosals • Tongue Ties • Singlets or sleeveless garments (Rule 6.7.1.c) • Visible jewellery (except for watch and medical bracelet), unless taped. • Ancillary lunging equipment such as Chambon and Pessoa 	<p>Competition: As per competition rules.</p>



REMEMBER

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6.13 PURE DRESSAGE

Unless specifically mentioned here, the fit and condition of gear must be as described previously.



6.13.1 Bits	Snaffle bits only must be used in accordance with rule 6.17.4.
6.13.2 Nosebands	Only Cavesson, Dropped, Grackle and Hanoverian nosebands may be used (see rule 17.5).
6.13.3 Fly Hoods	Permitted for outdoor competitions. Ear Muffs are not permitted. See EA Dressage rule 2.14
6.13.4 Cheek Guards	Not permitted.
6.13.5 Horse Leg Wear	No leg wear of any description is permitted in dressage tests.
6.13.6 Martingale	Running/Irish Martingales: permitted for Grade 5 only, which must be fitted in accordance with rule 6.11.17.
6.13.7 Spurs	Competitors may wear spurs that are in accordance with rule 6.10.9
6.13.8 Whip	During tests: <ul style="list-style-type: none">• Competitors are permitted to use a whip not exceeding 1200 mm including the lash.
6.13.9 Warm-up	Correct competition gear may be worn. Lungeing cavesson may be used. Side reins are permitted Ancillary lungeing equipment is not permitted. Rule 6.12.1 Horse boots are permitted. Running martingales, which must be fitted in accordance with rule 6.1.17, are permitted. A whip not exceeding 1200 mm, including the lash, may be used.
6.13.10 Hoof Over Boots	Not permitted.

6.14 HORSE TRIALS, COMBINED TRAINING AND SHORT COURSE DRESSAGE

Unless specifically mentioned here, the fit and condition of gear must be as described previously.

6.14.1 Bits	Snaffle bits only must be used in accordance with rule 6.17.4.
6.14.2 Nosebands	Only Cavesson, Dropped, Grackle and Hanoverian nosebands may be used (see rule 6.18.3).
6.14.3 Fly Hoods	Ear muffs are not permitted but fly hoods are – see EA Eventing rule 539.2.3.



6.14.4 Cheek Guards	Not permitted.
6.14.5 Horse Leg Wear	No leg wear of any description is permitted in dressage tests.
6.14.6 Martingale	Running/Irish Martingales, which must be fitted in accordance with rule 6.11.17, are permitted for Grade 5 only.
6.14.7 Spurs	Competitors may wear spurs that are in accordance with rule 10.9.
6.14.8 Whip	<p>During tests:</p> <ul style="list-style-type: none">• Grade 1, 2 and 3 are not permitted to use a whip.• Grade 4 and 5 are permitted to use a whip
6.14.9 Warm-up	<p>Correct competition gear may be worn.</p> <p>Lungeing cavesson may be used.</p> <p>Side reins and Ancillary lungeing equipment are not permitted. Rule 6.12.1</p> <p>Horse boots are permitted.</p> <p>Running martingales, which must be fitted in accordance with rule 6.11.17 are permitted.</p> <p>A whip not exceeding 1200 mm, including the lash may be used.</p>
6.14.10 Hoof Over Boots	Not permitted.

6.15 SHOWJUMPING AND CROSS-COUNTRY

Unless specifically mentioned here, the fit and condition of gear must be as described previously.

6.15.1 Cross Country Uniform	The competitor may wear their clubs official uniform or approved club XC top
6.15.2 Bridle	Pure showjumping only: Sheepskin or leather winkers may be used on each cheek piece providing they do not exceed 30 mm in diameter measured from the horse's face.
6.15.3 Bits	No restrictions in showjumping and cross-country, provided they are correctly fitted and do not cause injury to the mouth.
6.15.4 Nosebands	No restrictions in showjumping and cross-country, provided they are correctly fitted and do not cause injury to the horse.
6.15.5 Fly hoods and ear muffs	Permitted.
6.15.6 Horse Leg Wear	Bell boots and exercise boots are permitted.



6.15.7 Spurs

Spurs must be in accordance with rule 6.10.9.

6.15.8 Whip

Not exceeding 750 mm, as described in rule 6.10.10.

6.15.9 Warm-up

Correct competition gear may be worn.

Lungeing cavesson may be used.

Side reins and Ancillary lungeing equipment is not permitted. Rule 6.12.1

Horse boots are permitted.

Running martingales, which must be fitted in accordance with rule 6.11.17, are permitted.

6.15.10 Hoof Over Boots

Not permitted.

6.16 GAMES

Unless specifically mentioned here, the fit and condition of gear must be as described previously.

6.16.1 Bits

Snaffle bits only permitted for senior riders.

Any bit is permitted for Junior riders (under 16 yrs. of age at 1st January.)

6.16.2 Nosebands

Only Cavesson, Dropped, Grackle and Hanoverian nosebands may be used, in accordance with rule 6.18.2

6.16.3 Fly Hoods/Ear Covers

Permitted.

6.16.4 Horse Leg Wear

Bell boots and exercise boots are permitted.

6.16.5 Martingale

A running/Irish / Standing Martingale is permitted, which must be fitted, in accordance with rule 6.11.17.

6.16.6 Spurs

Not permitted.

6.16.7 Whip

Not permitted.

6.16.8 Warm-up

Correct competition gear may be worn.

Lungeing cavesson may be used.

Side reins and Ancillary lungeing equipment is not permitted. Rule 6.12.1

Horse boots are permitted.

Running / standing martingales, which must be fitted in accordance with rule 6.11.17, are permitted.

A whip not exceeding 750 mm, including the lash, may be used.

6.16.9 Hoof Over Boots

Not permitted.



6.17 PERMITTED SNAFFLE BITS

6.17.1 Bridle and Bit

A horse must always have a bit in its mouth, with reins attached, when ridden at rallies and activities, unless the horse has an injury in its mouth. However, for dressage, games, handy-mount, pony club show rings, flat teams and musical ride competitions, one of the snaffle bits described here and pictured in rule 6.17.4 is required.

Snaffle bits having combinations of any of the rings or cheeks with any of the mouthpieces shown in 6.17.4 are allowed.

- a. An ordinary snaffle is a plain snaffle with a straight bar or joint in the centre
- b. If a snaffle has two joints, all parts must be rounded and smooth.

A Hackamore is permitted for Cross Country and Showjumping

6.17.2 Mouthpieces

Permitted design criteria:

- a. Not so thick, that it will harm the horse.
- b. The same thickness or tapered towards the central joints.
- c. All parts coming into the horse's mouth shall be smooth and rounded and not ridged or corrugated.
- d. Straight (e.g. mullen mouthed).
- e. Curved (e.g. half moon).
- f. Wavy plastic or rubber but not steel
- g. Double jointed, the central link of which shall be rounded and smooth, (e.g. French Snaffle) or double jointed with a roller in the centre.
- h. Metal and synthetic material.

6.17.3 Checking Bits at Gear Check

Refer to rule 6.9.1.

Refer to rule 6.17.4 for pictures. When a snaffle bit is specified for a competition, snaffle bits with these criteria are the only bits permitted.

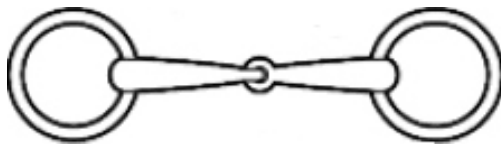


REMEMBER

- An item of commercially manufactured equestrian gear that meets all the principles of comfort and safety specified in rules 6.3.4 and 6.3.5 is acceptable.

6.17.4 Permitted Snaffle bits

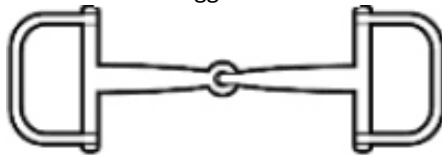
When specified for a competition, snaffle bits with a combination of these features are the only bits permitted.



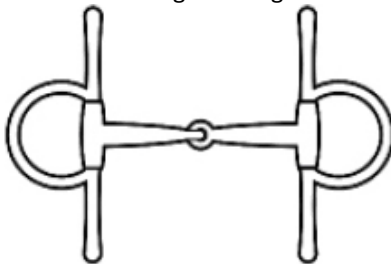
Loose Ring



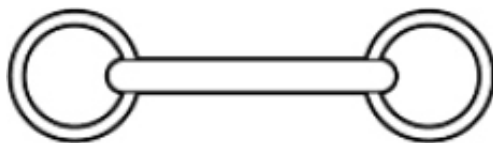
Egg-butt



Racing "D" Ring



Egg-butt snaffle with cheeks



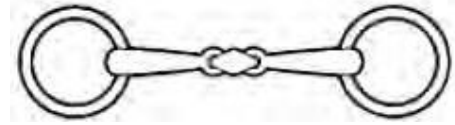
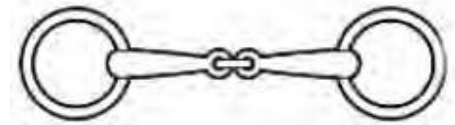
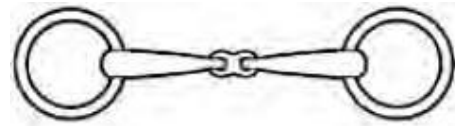
Straight bar



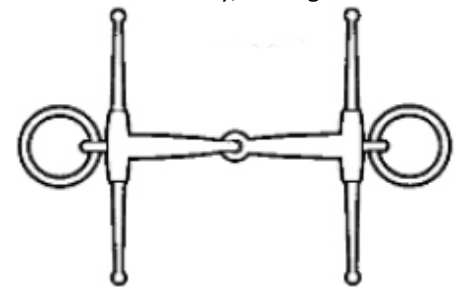
Rotating centre piece



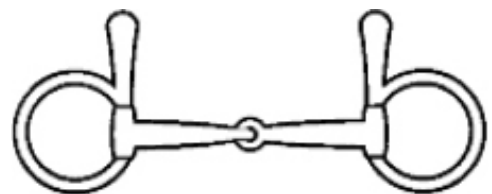
Rotating mouth piece



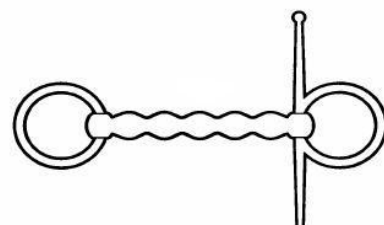
Double jointed mouthpieces. French Link,
Ordinary, Lozenge



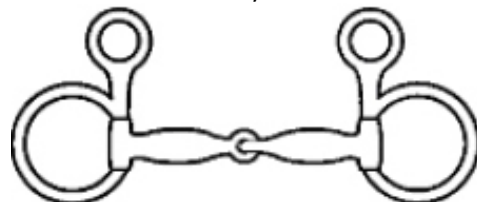
with cheeks FM/tom thumb



with upper cheeks



Wavy Snaffle



Hanging cheek



6.18 NOSEBANDS

6.18.1 Basic Fit Requirements

A noseband must never be so tightly fixed as to hurt the horse.

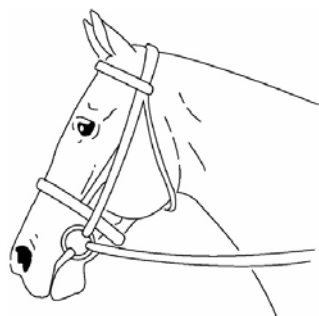
A noseband must be fitted high enough not to interfere with the horse's breathing, but not so high that it rubs on the horse's cheek bone.

6.18.2 Nosebands to Use when a Snaffle Bridle/Bit is Specified

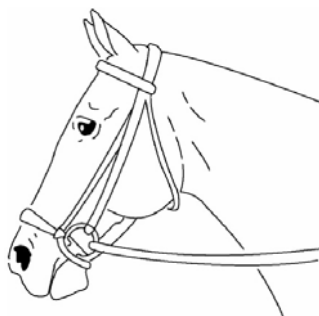
For dressage, games, handy-mount, pony club show rings, flat teams and musical ride competitions, only these nosebands may be used with one of the snaffle bits described in rule 17.4.

- Cavesson
- Dropped
- Grackle – also known Crossover or Mexican
- Hanoverian – also known as Flash
- Combination noseband/bridle.

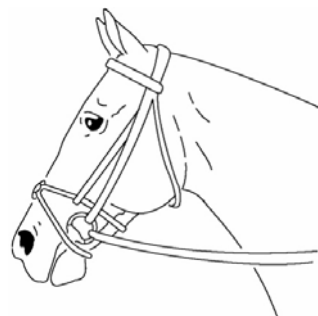
6.18.3 Noseband Illustrations



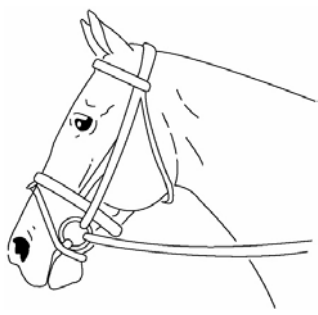
Cavesson



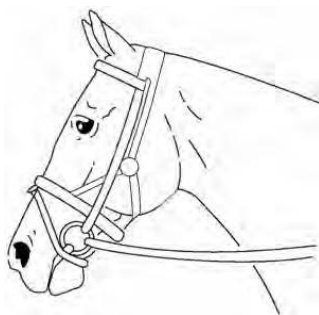
Dropped



Grackle
(Crossover or Mexican)



Hanoverian (Flash)



Combination noseband/bridle



REMEMBER

- An item of commercially manufactured equestrian gear that meets all the principles of comfort and safety specified in rules 3.4 and 3.5 is acceptable.



6.19 COMPETITION QUICK REFERENCE GUIDE FOR COMPETITIONS

Gear Checks are compulsory for all PCT disciplines and rallies

As far as possible, complete the gear check in a safe, quick manner without touching the rider. Explaining at all times what you are about to check. **Never alter any gear.** This is to be a compliance check only.

When gear needs changing or altering, the gear check steward must request the rider, or the rider's responsible adult, to make the necessary adjustments and report back when this is complete.

Item	Competition	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5 Not official
Saddles	All	Shall clear withers and spine. Girth shall have a minimum of two buckles, or one buckle with a surcingle				
Saddlecloths	All	Yes (riser or gel pad permitted in addition to saddle cloth)				
Monkey grips	All	Yes				
Saddle covers	Dressage	No				
	Showjumping	Yes				
	Cross-country	Yes				
Stirrups & irons	All	Shall hang outside saddle with approx. 1 – 2cm clearance or one finger of spare space between boot and iron.				
Bits	Dressage Senior Games' riders	Snaffle No cheek guards except in games.				No restriction
	Showjumping and Junior Games' riders Cross-country	No restrictions on type. Cheek guards are permitted. Any bit permitted but Snaffle encouraged Hackamores are permitted				
	Curb Chains	All	Shall lie flat. Guards not compulsory			
Nosebands	Games	Not compulsory				
	Dressage	A cavesson, dropped, Grackle or Hanoverian noseband				Not compulsory
	Flat teams	As above				
	Showjumping Cross-country	Optional.				
Fly Hoods	Cross-country Showjumping, Games	Yes				
Martingales	Showjumping (eventing) Cross-country Flat teams	Yes (running - only with stops)				
	Dressage	No				Yes
	Showjumping (pure) Games	Yes (running or standing permitted)				
	Horse tendon boots, bell boots, knocking rings	Dressage	No			
Showjumping Cross-country		Yes				
Whips	Showjumping Cross-country	Yes 75cm including flap				
	Dressage (eventing)	No (maybe used in warm up area only)			Yes	Yes
	Games	No				



Spurs	Dressage Showjumping Cross-country	As per competition rules.
	Games	No
Back protectors	Showjumping Cross-country	Strongly recommended for Showjumping Compulsory for Cross Country for all Grades
Jewellery	All	Medical bracelets, watches and club badges permitted Any other visible jewellery shall be removed or taped
Medical Armbands	Cross-country	Compulsory – visible on left upper arm
Gaiters/chappette	All	Yes (must be same colour as boots)

6.20 COMPETITION QUICK CHECK TABLE


Never alter any gear. When gear needs changing or altering, the gear check steward must request the rider, or the rider's responsible adult, to make the necessary adjustments and report back when this is complete.

Item	Quick Reference Details	Rule 6.
Medical Arm bands	Compulsory during cross-country – visible on upper left arm only. Details to be for correct rider.	10.6
Back protectors	Compulsory for Cross Country for all grades	10.14
Bits	No restrictions for SJ, XC and junior games riders. Snaffle only for dressage, senior games riders and show teams.	11.4
Boots (barefoot)	Not permitted for all PC competitions and disciplines.	11.21
Boots (horse)	Not permitted in dressage.	11.9
Boots (rider)	Short jodhpur or long boots in black or brown, with smooth soles	10.7
Bridles	Should fit horse correctly. Shall not insist on alteration.	11.3
Cheek guards	Not permitted for dressage	13.4
Curb chains	Shall lie flat. Guards recommended but not compulsory	11.4
Fly hoods	Permitted in outdoor dressage, XC and SJ and Games	15.5
Gaiters/ Chappettes	Shall be the same colour as boots. Suede ones may be worn in all PC activities.	10.8
Gloves	Optional	10.11
Hair	Shall be in a hair net, plaited or securely tied above the shoulder to allow competitor number to be seen in all disciplines.	10.3
Helmets	Shall comply with nominated standards and fit	10.5
Hooves	Shall be in good order (no risen clenches or loose shoes)	11.1
Jewellery	Watches and Medical bracelets permitted. All other visible jewellery shall be removed or taped.	10.4
Jodhpurs/ Moleskins	Beige, fawn, white or specified Pony Club uniform colour	10.1
Martingales	Running – Permitted for SJ, XC and Games. Standing – Permitted for SJ (pure) and Games	11.17
Nosebands	Cavesson, dropped, Hanoverian or Grackle.	11.6
Raincoats	Number and arm band shall be worn on the outside.	10.11
Saddles	Shall clear withers and spine. Girth shall have a minimum of two buckles, or one buckle with a surcingle	11.9
Saddle cloths	Club colours	11.10
Saddle covers	Or any other saddle attachments not permitted for dressage	11.10
Side reins and	Not permitted	10.12




ancillary equipment		
Spurs	Shank max 2 cm long, directed downwards and to rear. Metal or plastic spurs with round hard plastic or metal knobs ("Impuls" spur) permitted	10.9
Stirrup leathers	Shall hang outside the saddle flap. Stirrup bar safety clip - rider preference	11.14
Stirrup irons	Shall fit the rider's boot with 1 - 2cm of clearance between boot and iron. Peacock irons (rubber band on either side)	11.15
Uniform	PCT ratified summer and winter uniforms including rugby tops, jumpers and active tops appropriate to competition.	10.1
Whips	Dressage (pure) Max length 120cm Dressage (eventing) Grade 4 & 5 only SJ and XC Max length 75cm	10.10




Huntingfield Pony and Riding Club Inc.		
Formal uniform	Saxe blue jumper, white shirt, royal blue tie	
Saddle Cloth	Navy blue with white binding	
Active Top	Saxe blue with navy and white bands and white collar	



Huon District Pony and Riding Club Inc.		
Formal uniform	Brown jumper, lemon shirt, brown tie	<p>Photo</p>
Saddle Cloth	Gold	
Cap Cover	Gold and brown quarters, brown peak	
Active Top	Long-sleeved Rugby top – lower half of body and sleeves brown and top half gold, with two thin red bands across the chest, and club badge on left chest and white collar. Short sleeved gold Polo top with two thin red bands across the chest and sleeves.	

Monmouth Pony and Riding Club Inc.		
Formal uniform	Brown jumper, white shirt, navy tie	
Saddle Cloth	Navy with chocolate brown & white binding & logo Cap Cover: None	
Cap Cover	None	
Rally Uniform	Navy, white and brown rugby top, beige jodhpurs	
Active Top	Navy with white trip and logo	



NORTHERN ZONE

Birrale and Districts Pony Club Inc.		
Formal uniform	Khaki jumper, white shirt, maroon tie	
Saddle Cloth	Khaki with maroon binding	
Cap Cover	Khaki/maroon	
Active Top	Khaki/maroon	



Deloraine District Pony Club Inc.		
Formal uniform	Purple plum jumper, white shirt, navy tie	
Saddle Cloth	Purple plum with dark blue binding	
Cap Cover	None. Black helmet	
Active Top	Rugby Top: Bottom Navy, Top Purple, Middle purple and Navy stripes with narrow white stripe. Polo Top: Purple with white stripe on sleeves and white piping. Active Top: Purple with navy bands bottom and collar	
Flinders Island Pony Club Inc.		
Formal uniform	Jade jumper, white shirt, navy tie, white helmet with jade & navy stripe	Photo
Saddle Cloth	Navy with green binding	
Cap Cover	Jade	
Active Top	Jade Polo Shirt or round neck windcheater with navy logo	
Launceston Pony and Riding Club Inc.		
Formal uniform	Black jumper, white shirt, black and yellow tartan tie	
Saddle Cloth	Black with yellow binding	
Cap Cover	None	
Active Top	Black & yellow quarters and sleeves	
Lilydale District Pony Club Inc.		
Formal uniform	Burgundy jumper with 8cm gold bands on sleeves, white shirt, yellow tie	Photo
Saddle Cloth	Burgundy with gold/yellow binding	
Cap Cover	Burgundy	
Active Top	Burgundy and gold quarters, burgundy sleeves with gold band at top. White collar.	




Midlands Pony Club Inc.		
Formal uniform	Fawn jumper with green band across chest and arms, white shirt, green tie.	
Saddle Cloth	Bottle green with fawn binding	
Cap Cover	None	
Active Top	None	
North Eastern Pony Club Inc.		
Formal uniform	Royal blue jumper with light bands, blue shirt, royal blue tie	<p>Photo</p>
Saddle Cloth	Dark blue with light blue binding	
Cap Cover	Navy & light blue quarters	
Active Top	Navy and pale blue stripes, white collar	
Tasmanian Pony and Riding Club Inc.		
Formal uniform	Gold jumper, white shirt, gold tie, white or beige jodhpurs, black cap	
Saddle Cloth	Dark navy blue with gold binding	
Cap Cover	Gold and black quarters, gold peak	
Active Top	Rugby Top - gold, navy & white stripe; Polo Top – navy with gold side panels and gold lettering	
West Tamar Pony and Riding Club Inc.		
Formal uniform	Dandenong blue jumper, white shirt, gold tie	<p>Photo</p>
Saddle Cloth	Blue with gold binding	
Cap Cover	Blue and gold quarters	
Active Top	Dark blue with two 1 cm broad gold stripes & gold colour	




NORTH WESTERN ZONE


Circular Head Pony Club Inc.

Formal uniform	Royal blue jumper, pale blue shirt, yellow tie, navy jodhpurs	
Saddle Cloth	Royal blue with yellow binding and club emblem	
Cap Cover	None	
Active Top	Pale blue with yellow collar and wristbands, and dark blue club emblem	


Fernpark Pony & Riding Club Inc.

Formal uniform	Maroon jumper with navy & sky blue in all bands, sky blue shirt, navy tie, beige jodhpurs.	
Saddle Cloth	Maroon with & sky blue binding	
Cap Cover	Maroon & navy with sky blue star.	
Active Uniform	Maroon, navy & sky blue top in various patterns, navy jodhpurs.	



Inglis Pony Club Inc.

Formal uniform	Chocolate brown jumper with blue and yellow arm bands and club name badge on upper left front, blue shirt, brown tie, brown or beige jodhpurs/breeches.	
Saddle Cloth	Brown with yellow binding	
Cap Cover	Gold & brown quarters with sky blue bow	
Active Top	Gold with a broad sky blue and dark brown band around body and stripe down right side of front, right sleeve gold with INGLIS down it, left sleeve banded, sky blue collar and cuffs.	

Kentish Pony and Hack Club Inc.

Formal uniform	Burnt orange jumper with white stripe in neck, brown jodhpurs, white shirt, dark green tie	
Saddle Cloth	Burnt orange with green binding and logo on back corner.	
Cap Cover	None	
Active Top	Orange with green and white stripe around body and sleeves, with green collar and cuffs. Polo top with similar stripes on collar and cuffs.	



King Island Pony Club Inc.		
Formal uniform	Royal blue jumper 2.5cm gold arm bands and gold stripe in neck and cuffs, blue shirt, gold tie	Photo
Saddle Cloth	Royal blue, gold binding	
Cap Cover	White crash cap with 2 blue stripes from front to back	
Active Top	Royal blue with emblem	
Leven Pony Club Inc.		
Formal uniform	Dark green jumper with 5cm yellow arm bands, yellow shirt, dark green tie	
Saddle Cloth	Green with yellow binding	
Cap Cover	Gold	
Active Top	Green rugby top with two yellow upper arm bands and dark green jodhpurs Green polo top with two narrow yellow stripes down sleeves and curved yellow stripe down both sides, both tops with Leven logos on left chest.	
Mersey Valley Pony Club Inc.		
Formal uniform	Brown jumper with white stripes in bands, white shirt, brown and white tie	
Saddle Cloth	Brown with white binding	
Cap Cover	Brown & white quarters	
Active Top	Brown with white inserts down sides.	



SECTION 7: Competitions



Section 7: Inter-Club Championships and Competitions

7.1 PREAMBLE

- a. The PCT stage Annual Championships for Eventing (The Trials), Dressage, Jumping and Games.
- b. Each championship is conducted in turn in each zone - North, South, North West
- c. The Trials are held over the long weekend in March.
- d. The Dressage and Jumping Championships will be held on successive days on the first weekend in April (unless Easter) when it will be the second weekend in April.
- f. The Games Championship on the first Sunday in June.
- g. The PCT formulates the rules under which these inter-club competitions are conducted.
 - The three Olympic disciplines are run under the rules of the EA, with PCT addendums, if any.
 - ii. Competitors should be familiar with the current version of all EA rules.
 - iii. For the Eventing Addendum see Section 8.
 - iv. PCT Mounted Team Games rules are contained in a separate booklet – see Section 9
- h. Organising committees should refer to the PC Champs Organisation Hints document.

7.2 GENERAL RULES FOR PONY CLUB COMPETITIONS

7.2.1 Eligibility

- a. Riders must be bonafide members of their club.
- b. The age of riders in all PCT competitions is taken from the 1st January in the year of competition.
- c. Horses may either be owned, leased or borrowed but must be rally and competition qualified. See section 2.8.1.
- d. Horses must be 4 years old or over as at 1st August.
- e. They may be any height.
- f. Members may compete as individuals when rally unqualified to gain qualifications of standard, but they may not represent the club in interclub competition.

7.2.2 Qualifications

- a. Riders must attend at least three working rallies and horses one of their club during the twelve months prior to the closing of entries. For definition of a working rally see section 2.7.1. Horse and rider must rally qualify together
- b. Riders may not gain a qualification unless they have paid their insurance and affiliation fees and carry their current pony club membership card.
- c. Qualifications for both riders and horses together, may be obtained at:
 - I. Advertised shows, gymkhanas qualifying pony club competitions and any event approved by PCT or EA. Training days are not included
 - II. Both dressage and showjumping must be under recognised judges
 - III. Coursebuilders, who are either listed on the PCT Panel or are EA qualified.
 - IV. Dressage tests and show jumping rounds at ODEs may NOT count.



7.2.3 Dispensation Request from Qualification

- a. A horse and rider may be exempted from the qualifications only on the authority of PCT.
- b. There shall be no exemption from requirements such as rider's and horse's age.
- c. Such a request must be submitted on form 10.8.6 listing the reasons for the request and a detailed summary of the horse's performance record, including all the horse's competitions during the current and previous twelve months.
- d. The request must be lodged with all members of their zone's CC panel through their club DC or their representative, not later than 24 hours after the last qualifying event.
- e. The Dispensation Panel will be chaired by the President/Chair of PCT
- f. The CC panel will then liaise and adjudicate and notify their club DC of the result ASAP.

7.2.4 Acceptance of Rules

Submitting an entry for any PCT competition constitutes acceptance of the rules of the competition as laid down in the schedule and in the PCT Handbook.

7.2.5 Objections

- a. Objections must be in writing, signed by both the person making the objection and their DC or representative and presented personally to the competition secretary or the Technical Delegate, as the case may be, together with any supporting evidence, names of witnesses and not later than half an hour after the happening that gave rise to the objection.
- b. At official Horse Trials (ODE) competitions the Technical Delegate (TD), and at the Eventing, Dressage and Showjumping championships the TD and the Appeals Committee, will adjudicate upon the objection and their decision will be final.
- c. At other events including zone events, the organising committee will appoint an adjudicating committee
- d. For Games the Chief Judge will act as a TD and the 2 Assistant Judges will adjudicate upon the objection and their decision will be final
- e. A Query Form, 10.8.5, is included for optional use at events. If organisers wish to use these they should have a supply of printed forms on hand.

7.2.6 Secretarial

- a. Clubs/Zones must forward a draft of their schedule to the TD and, for state championships, to the PCT Secretary and State TD before it is distributed to other clubs.
- b. Immediately after the event the results should be emailed to their Zone secretary/recorder, PCT web officer, PCT secretary and Newsletter editor.
- c. Sponsorship logos must go on all paperwork – programmes, entry forms etc.
- d. More detailed documentation on the Organisation of the Trials is contained in Section 8.
- e. Disclaimer of Liability and Reservation of Right must be printed on all schedules and programmes (see clause 7.2.7 following).

7.2.7 Disclaimer of Liability/Reservation of Right

The following disclaimers must be printed on all schedules, entry forms and programmes:

- a. **Disclaimer of Liability:** Neither the organising committee of any event conducted under the rules of the PCT, nor the PCT itself, accepts liability for any accident, damage, injury



or illness to horses, riders, ground, spectators, or any other person or property whatsoever.

- b. **Reservation of Right:** The organisers of a competition reserve the right to:
- cancel any class or event;
 - divide any class;
 - alter the advertised starting times; and
 - refuse any entry with or without stating the reason.

7.2.8 Technical Delegates and Officials

- a. The TD and all judges at Official competitions must be from the EA or PCT Panel of Officials.
- b. A Technical Delegate shall be appointed by the Club for Horse Trials and approved by the Zone, to advise the organisers on all matters and to oversee that the conduct of the competition is run strictly according to the rules. For all State Championships, the Zone will appoint a TD to work alongside a TD appointed by Pony Club Tasmania.
- c. PCT will pay the approved expenses of the State TD
- d. For the State Championships and Trials the Appeals Committee shall consist of at least three of the following: the PCT President or Vice-President, a Zone Visiting Commissioner, a Chief Coach and one representative from the organising committee
- e. TDs should submit a report on the appropriate form (10.7.12, .13, or 10.8.6), within 14 days after the competition to the PCT office, the organising committee, the zone secretary and the zone VC.
- f. At Club and Zone events excluding ODE's, it is not necessary to have a TD, provided the organising committee adhere to the rules and there is a person knowledgeable of the rules, present at the event.

7.3 PCT CHAMPIONSHIPS

7.3.1 Entries

- a. Entries shall be submitted by the club on behalf of their members on the appropriate forms – see Section 10.7.1-6 for Dressage and Jumping championships and 10.8.1 for Trials. Entries close 18 days prior to the event.
- b. Clubs nominate qualified riders on the entry form in acceptance order preferred by the club. There is no limit to the number of riders a club may enter in the championships, however the organisers have the power to limit the number of entries they accept. If that happens the last names on the form will be the ones balloted out. The OC may hold an individual competition for these riders, but they will not be considered for the team score.

7.3.2 Teams

Teams will consist of one rider from each dressage grade / show jumping grade.

- a. In grade 3, only junior members are eligible for the team. Senior members will not be considered for team scores. For Trials Teams see Eventing Addendum.
- b. The score of the club best rider in each grade count towards their first team score.
- c. Zone teams may only consist of riders from clubs that cannot form a club team.
- d. A Zone team may only consist of riders from two clubs. The Zone must, at close of entries, name the two clubs which can make up each Zone team.



- e. Clubs/zones may have multiple team placings.
- f. Teams Snapshot Trials:
 - Grade 1 & 2 – Zone teams allowed, no restriction on the number of clubs a zone team can be made from
 - Grade 3 – Club teams only – No zone teams allowed. Dressage & Showjumping:
 - Zone teams allowed but can only be made up from two clubs

7.3.3 Substitution

- a. After the closing of entries, no horse or rider entered for the competition may be changed, except in the event of illness, unsoundness or accident, when a certificate signed by the DC shall be produced.
- b. The DC must certify that any substitutes comply with the requirements of the rules.

7.3.4 Scratchings

All scratchings and substitutions should be notified ASAP.

7.3.5 Club Representative

A Club DC or Representative must be present at the competition.

7.3.6 Checking Scores

- a. A club representative shall check their team scores and that they are placed correctly (particularly when the three best riders form a team) before the presentations in order to prevent wrong ones being made.
- b. Printouts of the day's competition shall be given to each club representative to check before presentations. Where this is not possible, all DCs or their representatives are to be given time near the score board with the official results.

7.3.7 Trophies and Rosettes/Sashes

- a. Sashes will be awarded to fourth place for the teams and rosettes to sixth place for individuals.
- b. More details, including past winners, and history of the trophies awarded at the PCT championships can be found in the PCT Honour Roll Section of the Website.
- c. There is a generic certificate for participation in any PCT Championship which can be found as form 10.7.11
- d. The Zone representative is responsible to bring trophies won by members of their zone, engraved with the winners' names, for the Trials to the November Board meeting and the dressage, jumping and games trophies to March Board meetings.

7.3.8 Participation Badges and Bars

- a. Competitors are eligible for, and may purchase badges the first time that they take part in one of the PC championships.
- b. Bars for Grades 1, 2 and 3 to add to these badges, are also available for all disciplines the first time a rider competes in a grade.



7.4 PONY CLUB DRESSAGE CHAMPIONSHIPS

7.4.1 General

- a. Rules in clauses 7.2 and 7.3 shall apply.
- b. Organisers may programme other tests/competitions on the day if time/space permits, but they will not be included in the team results.
- c. Only one judge per ring is needed.

7.4.2 Format

- a. Grades 1 & 2 – Seniors and juniors will compete together in one class for each grade.
- b. Grade 3 will be divided as follows:
 - I. Juniors under 17 years may count for the team and compete for the trophy.
 - II. Seniors under 25 years may not count for the team and compete for sashes only.
- c. Competitors may compete in one grade only.
- d. Competitors shall compete on one horse only.
- e. Competitors may take part in three tests only – the two team tests and either of the group tests, i.e. the quadrille or musical ride.
- f. Riders in the group tests shall be named so that the organisers can slot them into the draw at suitable times, however, they may be substituted if necessary.
- g. The organisers shall be notified of any substitutions and scratchings ASAP.

7.4.3 Tests

- a. **Team Tests:** Two team tests in each grade. All competitors take part in both tests.
 - I. Grade 1 – One Elementary and one Novice test
 - II. Grade 2 – Two Novice tests.
 - III. Grade 3 – Two Preliminary tests. Members may rise in all trot movements.
- b. **Other Tests:** These do not count for the team scores. Horses do not have to have a standard qualification but both horse and rider must be rally qualified.
 - I. Quadrille for groups of four riders (any age) – see form 10.7.7.
 - II. Musical Ride of 5-6 mins duration for a minimum of four riders (no max) – see form 10.7.8 – are to provide their own music and the host zone must advise participating clubs in what format the music is to be presented.
- c. **Called tests** No test may be called except the Quadrille and Musical Ride.

7.4.4 Dressage Qualifications

- a. Both rider and horse together must have gained at least:
 - I. 55 % for preliminary and novice
 - II. 50 % for elementary
 - III. in two dressage tests of equivalent or higher standard at dressage competitions, NOT ODEs, under approved judges.
- b. Combinations of rider and horse may qualify:
 - I. under the same judge on different days;
 - II. on the same day under different judges.

7.4.5 Saddlery

Snaffle Bits only shall be worn in all tests. A whip may be carried.



7.4.6 Draw

- a. The order of acceptance will be as named on the entry form.
- b. A draw will be conducted.
- c. Details of the draw shall be sent to club DCs a few days prior to the event.

7.4.7 Scoring

- a. If there are two judges, the plus scores from each judge of each test are added together and percentaged (judge 1+2 scores divided by twice the test max, multiplied by 100).
- b. The total percentage of the two team tests added together will give each competitor's individual score.
- c. The competitor with the highest total percentage in their grade will be awarded the Individual Championship.
- d. In the case of equality of percentage for any of the first three places where two tests are involved (as is the case here), the award should be to the competitor with the highest score in the higher test involved. When there is equality of places from fourth place and below, the competitors are joint equal place getters. (EA Rule 3.19)
- e. In the case of equality of percentage for any of the first three places if only one test is involved, the higher total of the 4 collective marks, including coefficients, will decide on the better placing. If these marks are tied, placings remain tied. (EA Rule 3.19)
- f. The score of the club/zone's best rider in grades 1, 2 and grade 3 Junior count towards their first team score. Senior grade 3 members are not to be considered for team scores.
- g. The winning club/zone will be that whose total score from their best rider in each age group is the highest.
- h. Clubs may have multiple team placings.
- i. In the case of a tie, the winning team is the one who's hardest test has the higher placing.
- j. There should be a separate master sheet for each Grade and the club teams.

7.4.8 Awards and Trophies for Dressage

- a. **Club/Zone Team:** The Neika Perpetual Trophy donated by Dr and Mrs Goldfinch.
- b. **Grade 1 individual:** The Huon Pine Shield donated by the Huon and District Pony & Riding Club.
- c. **Grade 2 individual:** The Kentish Trophy donated by the Kentish Pony and Hack Club.
- d. **Grade 3 individual:** The Trevor Gibson Memorial Trophy donated by the Tasmanian Pony & Riding Club.
- e. **Quadrille Test:** The Dressage Association of Tasmanian Trophy donated by DAT.

7.4.9 Dressage Judging Criteria

For standards that should be expected at various grades see Appendix 7.1.

7.5 JUMPING CHAMPIONSHIPS

7.5.1 General

- a. Rules in clauses 7.2 and 7.3 shall apply.
- b. Organisers may programme other competitions on the day if time/space permits, but they will not be included in the team results.



7.5.2 Format

- a. The championships will consist of classes for grades 1-3. Grade 3 will be divided as follows:
 - i. juniors under 17 years who may count for the team and compete for the trophy.
 - ii. Seniors under 25 who may NOT count for the team but compete for sashes only.
 - iii. The better score from the Junior section only will count for the club's team.
- b. Jumping Equitation (JE) and a Two Round Show Jumping Competition (SJ) must be offered.
- c. The team competition will be conducted over the Two Round Show Jumping competition only.
- d. JE will take place before the SJ class.
- e. No competitor shall be expected to do their SJ round within 10 minutes of finishing their JE round.
- f. The jumping order of a club's members will be as named on the entry form.
- g. The order of competing clubs will be drawn and all of a club's members within their grade will ride in consecutive order.
- h. Riders may ride two horses maximum, but only one of these may be in grade 3, however they may ride two horses in either Grades 1 or 2.
- j. A rider may be included in one team only unless they have two qualified horses and their inclusion in a team does not displace another qualified rider
- k. For fence sizes and speed of the course for the different grades see clauses 7.7.1 and 7.7.2.

7.5.3 Jumping Qualifications

Both horse and rider together must have completed at least two Show Jumping rounds on different days at recognised shows, gymkhanas or PC competitions over a course

- for grades 2 and 3 at their equivalent grade heights – see clause 7.7.2;
- for grade 1 at or above 1.04 m.

7.5.4 Jumping Equitation Championship

- a. To be judged by two judges if possible using JE scoresheet form 10.7.9.
- b. To be conducted over one round of a course of 8 - 10 fences, including a double (9 - 11 efforts).
- c. For more information on JE see the PCT Jumping Equitation Manual.

7.5.5 Show Jumping Championship

- a. To be judged under Table A over two rounds.
 - 1st round – not against the clock.
 - 2nd round – against the clock.

All riders, except those eliminated or retired, take part in the second round in the reverse order of penalties gained in the 1st round and, if equal, their same position in the draw.

- b. Competitors are placed by adding the penalties for the two rounds.
- c. In the case of equality of the added penalties for first place, a jump-off against the clock will be held over a shortened course of obstacles which may be increased in height and/or spread.
- d. Lower places are classified by total penalties and the time taken in the second round in case of equality.



- e. The course for the second round may be identical or different and increased in size at the discretion of the CD, judge and TD.

7.5.6 Scoring

- a. The team competition will be conducted over the Two Round Show Jumping competition only.
- b. Competitors to be placed from first to last in grades 1, 2 and Junior 3 show jumping.
- c. The number of their placing is scored as points.
- d. The winning club/zone will be that whose total points from their best rider in grades 1, 2 and 3 Junior is the lowest.
- e. In the case of a tie, the jumping penalties (excluding any incurred in a jump-off) of those riders will be added together. If still equal the penalties incurred in a jump-off will be considered and if still equal the winning team is the one whose rider has the higher placing in the highest grade.
- f. See 7.5.2 regarding riders with two horses.
- g. Clubs may have multiple team placings.

7.5.7 Awards and Trophies for Showjumping

- a. The best placing in each grade in Jumping Equitation will be the individual champion.
- b. The best placing in each grade in the Show Jumping will be the individual champion.
- c. Sashes awarded down to 6th place in the championships for all grades.
- d. Highest placed rider in Grade 1 SJ and JE awarded the Judy Kilby Trophy – no sash.

7.5.8 Trophies

- a. **Club/ Zone Winning Team:** The Fern Glade Trophy donated by the North West Pony Club Now Fernpark Pony & Riding Club
- b. **Jumping Equitation Grade 1:** Small Profit Perpetual Trophy donated by Mrs E. Parsons.
- c. **Jumping Equitation Grade 2:** Hiawatha Perpetual Trophy donated by Mrs Ann Graves.
- d. **Jumping Equitation Grade 3:** Northern Zone Perpetual Trophy donated by the Northern Zone.
- e. **Show Jumping Grade 1:** West Tamar Perpetual Trophy donated by West Tamar Pony Club.
- f. **Show Jumping Grade 2:** Southern Zone Perpetual Trophy donated by the Southern Zone.
- g. **Show Jumping Grade 3:** North West Perpetual Trophy donated by the North West Zone.
- h. **The Judy Kilby Combined Jumping Trophy:** awarded to the best overall performance by a Grade 1 rider counting both Showjumping and Equitation scores donated by Judy Kilby. If equal the placing in the show jumping will decide the winner.
- i. **Best Club overall:** The Homevale “Barwidgee Snowdon” Perpetual Trophy, donated by Mrs L. Hedberg is awarded to the most successful club over the Jumping and Dressage Championships i.e. that which places highest in both competitions. Clubs will be given points according to their ranking in each discipline – 1st = 1 point, 2 = 2 and so on over all three grades except Grade 3 Seniors. The points will be added together to give the club score. The lowest score is declared the winner. If there is equality of placings, *the club whose total points of their counting riders is the better will prevail.*



7.6 PCT SHOW JUMPING GRADING

7.6.1 Grading

- a. The appropriate grading for Pony Club is achieved by assessing the ability of the Horse and Rider as a combination, to safely and competently negotiate jumps of a certain height, irrespective of the age of the rider and size of the horse. A properly graded combination should always give a good performance.
- b. It must be remembered that the heights and spreads specified for each grade, are the heights of the first round of the event on the day of competition. A combination needs to be competent enough to negotiate the second and third rounds over obstacles with increased sizes as indicated in clause 7.7.2. This factor must be considered when deciding the grading of each combination.
- c. Grading of a combination. Each combination can be graded initially after taking into consideration all relevant information such as competitive ability and performances. Do not allow parents to influence the grading of their child.
- d. A rider may have a good horse in Grade 1 and a green one in Grade 3.
- e. Once a combination's initial grade is assessed, then ongoing performances will decide when it should be regraded.
- f. Any combination that is consistently placed in any grade must be reassessed by the Club's Grading Committee and be upgraded according to grading guidelines if appropriate or ride Hors Concours at future competitions.
- g. Regrading may be done at any time other than at a competition. Only the Club's Grading Committee can amend a grading.
- h. Down grading of combinations is allowed in special cases at the discretion of the Club's Grading Committee.
- i. Combinations that are not up to the 65 cm of grade 4 would be considered un-graded.

7.6.2 Club Grading Committee

Each club shall appoint a three person grading committee, which should consist of the District Commissioner, the Club Chief Coach and another independent knowledgeable person preferably not from that club.



7.7 HEIGHTS AND SPREADS UNDER THE PCT GRADING SYSTEM

7.7.1 Maximum Fence Sizes – Jumping Equitation Competitions

	Grade 1	Grade 2	Grade 3
Height	95 cms	85 cms	70 cms
Width – at base	135 cms	125 cms	100 cms
Width – at top	105 cms	95 cms	80 cms

7.7.2 Maximum Fence Sizes – 1st Round of Show Jumping Competitions

	Grade 1	Grade 2	Grade 3
Height	105 cms	95 cms	80 cms
Width – at base	145 cms	130 cms	110 cms
Width – at top	115 cms	105 cms	85 cms

7.7.3 Jump Offs

- The first jump-off MAY go up by 10, but preferably 7.5 cm.
- The max increase for the second jump-off from first round is 15cm (6").
- Not all fences have to be raised in either the second round or the jump-off, and should not be if there are no, or only a very few, clear rounds.

7.7.4 Speed for Table A Competitions

350 mpm for all grades.



APPENDIX 1

PCT DRESSAGE JUDGING CRITERIA

STANDARDS THAT SHOULD BE EXPECTED AT VARIOUS STAGES

Standard of Performance

Pony Club dressage is conducted under EA rules, but due to the younger ages of PC members, we cannot expect the same standard of performance especially in the lower grades. For Grade 1 ODEs and Dressage riders we would expect the EA level of performance for the relevant standard test, so one would expect the working paces of a preliminary horse to be 'ridden to contact', but we certainly would not expect it of the Grade 4 and 5 combinations.

Remarks

For the benefit and education of our riders we ask that judges provide constructive and encouraging comments on the scoresheet. Remarks should be simple and generous with their praise and every sheet should somewhere carry remarks that comment on the rider's ability or otherwise to fulfil the basic requirements of each grade as below.

General

In Preliminary and Novice Tests, all trot work may be ridden sitting or rising unless stated otherwise.

Grade 5

Grade 5 is for the youngest age group and least experienced riders, and should be used as an education and training exercise. This grade is unofficial and in the name of safety, riders may use restricted equipment.

All trot work should be rising.

- a. The TWO BASIC requirements are to keep the pony going at the required pace and on the correct line.
- b. The judge should not be too concerned with details of position or correctness of the aids.
- c. Correct diagonal or leading leg should be rewarded.
- d. Free walk at this stage may be on a loose rein. If the pony walks in the right direction on a loose rein that is all we ask.

NOTE: For safety reasons, riders are allowed to use any bit or martingale.

Grade 4

Grade 4 is for those with little experience.

- a. The horse should go willingly forward on a light contact with a steady head carriage. Where the head is carried at this stage is not important as long as it is steady most of the time. The horse that goes quietly but lacks impulsion should mark better than one that is pulling.
- c. The rider who tries to get their horse near the corner and on the track should be marked more leniently than the rider who lets the horse take the line it chooses. The fact that the rider has to use the outside rein causing the horse to look to the outside is a minor detail.
- d. Riders should be rewarded for trying to do transitions accurately.
- e. Lengthen/Increase the trot. Judges should show leniency at grade 4 as horses will not be able to maintain rhythm and lengthening and will tend to run and quicken the stride. When asked to increase the trot the rider should be able to ride a reasonably straight diagonal, with the horse going forward more energetically, so that there is a difference from the working trot. If the horse does not lengthen the stride this should not be penalised at this grade.



- f. Free walk at this stage MAY be on a loose rein. The horse should be rewarded for staying straight.

Grade 3

- a. The rider should be starting to show an ability to influence the horse's way of going, including working towards maintaining straightness, correct bend and flexion.
- b. Riders should be able to ride accurate figures and transitions.
- c. The horse would be expected to accept the bit with a steady contact, and at this stage it would be rewarded if this is consistently maintained. Momentary lapses behind the vertical/above the bit should not outweigh correct work shown in other aspects.

Grade 2

- a. The rider should have a reasonably balanced position, be moderately steady in sitting trot, and demonstrate that they understand correct application of the aids.
- b. They should be able to ride forward to contact on the bit and be able to maintain a steady frame most of the time.
- c. The rider should demonstrate an ability to make the horse more active in his movements.
- d. Consistent over-bending and any restriction of the horse's natural stride throughout a movement should be penalised. However, momentary lapses should not outweigh correct work shown in other aspects.
- e. When executing "moderately lengthened strides" the rider should try to show clear upward and downward transitions, strides should lengthen and show a difference without loss of rhythm. The horse should be straight, but some loss of balance should not be heavily penalised.
- f. In order to execute "stretch on a long rein" the rider must lengthen the reins in order for the horse to stretch gradually forward and down, but always maintains a steady contact. During the taking up of the reins, the horse must accept the shortening of the contact.
- b. The horse should now show correct bend into corners and circles can be ridden without loss of rhythm and tempo

Grade 1

For this Grade we would expect the EA level of performance for the relevant standard test.



APPENDIX 2

GUIDELINES FOR ORGANISATION OF PCT CHAMPIONSHIPS

Copy and make use of the Competition Check List at each meeting you hold.

ALL CHAMPIONSHIPS

The PCT Sponsor logo should go on the schedule, programme and all correspondence.

- 1 **Responsibility.** Discuss at Zone meeting, at least 6 months prior to Championships (earlier if the Trials) are they to be run by a club or the Zone as a whole? We recommend the zone, unless a large club with plenty of personnel. If the latter takes on the organisation, other clubs within the zone should be expected to supply personnel as pencillers, stewards, etc.
- 2 **Committee** Form a special one to run it. This should be made up of a club representative from each club involved plus any person who is given a specific task.
Early meetings can be held 1 hour before normal Zone meetings. May need to have one or two longer ones nearer the time.
- 3 **Task list** Compile one to work from – prototypes attached. This is your basis to work through at each meeting and the tasks should remain in the first part until it is done. When finalised, it can be move to the end of the list.
- 4 Appoint – and check that all must have a Working with Vulnerable People number
 - a) **Chief Coordinator** (CCO - very important) to see that everyone knows exactly what is expected of them and that all the tasks are being carried out by someone. This may be your zone chairperson if run by the zone, or some responsible person with an overall knowledge of what is required.
 - b) **Competition Secretary** (could be club/zone sec or someone else) to do minutes of meeting, update the task list and to deal with general enquiries, correspondence, etc. Update web page.
 - c) **Entry Secretary** – can be the same person, but suggest a separate one as a lot of work for one person. Has to receive entries, check all correct including payments (usually has to chase up some incorrect or doubtful ones), bank the fees and do the draw. The treasurer might take this on.
Once done, the draw should be distributed to the club DCs ASAP. Easier for them if done as a time sheet with all the different classes/rings on one page, so they can see who is supposed to be where and when. Only need the names of the riders for dressage, but the horses' are better for SJ and Eventing because the riders may ride more than one horse.
 - d) **Schedule and programme designer.** Maybe the competition or entry secretary, but it can be a different person. Previous year's schedule and programmes should have been forwarded for a prototype to work from providing it is correct. *Don't use all of 2015 Trials one.* Email to be sent on – quite a large document. Names etc. will need changing of course, but set up should be similar.
 - e) **Ground Coordinator** (GCO) to be responsible for organising the layout of the grounds – dressage arenas and/or jumping rings and to allocate buildings for scorers, secretary etc. Obtain Rubbish Bins & Removal.
 - f) **Accommodation officer** Checks out local places to stay and allocates camping areas and yards for competitors.
 - g) **Catering** for public and officials. Suggest allocate to one club who can keep their profits, but must feed the officials. They must appoint someone to look after the officials on the day. It is usually very profitable. However. if run by the zone, the catering club sometimes charge the organisers for the official's food and share the profits. That needs deciding early.
 - h) **Section coordinator/s** Appoint one for each section for Trials.
Dressage Coordinator (DCO) to be responsible for organising the Dressage.
Jumping Coordinator (JCO) to be responsible for organising the Jumping.
Cross Country Coordinator (XCCO) to be responsible for organising the Cross Country.



- i) **Appointer of officials** This task can be allocated to one person or the club that is organising the section. Obtaining dressage judges is sometimes a daunting task especially for the dressage champs where a great many are needed.
- j) **Some other tasks** that can be separated off may be allocated to a person or a club, but ensure that the responsible person is on the Champ sub-comm.

JOBS TO BE DONE BEFOREHAND

- 1 **Venue/s** – Decide on and book it in plenty of time. Find out hiring charge. Is there room to accommodate horses and may people camp on it?
- 2 **Budget** – Work this out and then decide on cost of entry fee. Keep to a minimum to cover costs only. The cost of the Dressage and Jumping ones are a lot less than the Trials and usually make money. You do need to charge more for the Trials entry than the other champs.
- 3 **Technical Delegates** – The State appoints one TD. You need to appoint a Zone TD, whom must be approved by the state. Keep both TDs informed of progress and ask them about anything you are in doubt about. Send committee meeting minutes to both.
- 4 **PA system** – Book
- 5 **Dressage** – arenas locate six, possible 7 (for dressage champs), collect and erect; book judges and pencilers; print test sheets, get clip boards, pens & starting flags.
Jumping – Decide how to conduct Jumping – we found that having three courses, one for A & B groups' SJ, one for A & B groups' JE, and one for both JE and SJ for C group worked well for the Jumping champs. It depends on grade numbers however.
Locate and book fence equipment enough for all courses, organise getting it to the ground and erection of courses on day before. A good number of helpers required.
Book course designers and judges, pencilers, time keepers and pole stewards.
- 6 **Sashes/Rosettes** – The PCT treasurer orders and pays for these for all championships.
- 7 **Sponsors** – Try to obtain some. Publicise in schedule and programme. Put up sponsorship signs
- 8 **Promotional material** – Consider whether to get any items, e.g. shirts, caps for sale.
- 9a **Schedule** – To revise last year's schedule is easiest by inserting differences specific to this year (names, venues, etc.). Check wording carefully with Handbook section 7 and any amendments to it and change any bits to correspond with new rules or regulations if necessary. You do not have to print the rules, but state they are run under EA rules with any PCT amendments contained in section 7 of the PCT Handbook.
The schedule must include all the info needed by the clubs and details of local accommodation etc too. Put entry secretary **ONLY** on front of it, however can include the event secretary's name somewhere for general enquiries not applicable to entries. Do NOT put it on front of schedule.
Entry fees must be inserted in prominent place and on the Summary form.
This must be sent to the PCT Administrator and the TDs for checking and approval before it is distributed in any form.
- 9b **Entry Forms** Attach forms 10.7.1-3 and 7.6D for dressage, 10.7.4-6 for jumping, in WORD format so that they can be completed on screen. The Summary forms 7.6s will need your fees, etc. inserting before distribution. These are included in Section 10 of the Handbook.
Ask that the club ones be typed in normal, not capital font, on screen and returned to you in WORD by email so that you can copy and paste onto your Master sheet. This avoids any spelling and typo mistakes.
Distribute these with the schedule by email at least a month before entries close. Earlier if possible.
You probably only need to print a few copies so you can view easily at meetings and on the day.
See below for details on how to receive and organise entries.



- 10 **Scoring** Organise a computer scoring programme, operators and enough personnel to add up the sheets if not entered directly to scoring programme. Need extras to check scores are correctly added and entered etc. New EA scoring programme is/will be available shortly to cope with half marks. Clubs should use this with an efficient operator familiar with the programme.
- 11 **Trophies** – Suggest make a list of clubs/riders holding them and notify them in plenty of time to return them somehow. It is a PCT rule that they be returned at the previous Board meeting but this is not happening with all. Send out a timely reminder to clubs to do this and check they are returned.
- 12 **Grade bars and First-time rider badges** – Order those necessary from State Treasurer
- 13 **Medical staff – First Aid** Organise attendance.
- 14 **Publicity** – Attempt to get TV and Radio stations interested in covering the jumping in particular.
- 15 **Invitations** – Invite sponsors and key personnel to view event & make presentations.
- 16 **Photographer** – Invite someone to act.
- 17 **Advise Emergency Services** of event and provide map to venue.
- 18 **Back Numbers** – see you have sufficient – one set, if large enough is better so none are repeated.
- 19 **Print – Dressage Test & Jumping Equitation Sheets** – Add up the number of competitors in each test and double if 2 judges. Get a few spares too in case of messing up a sheet. Some judges might need you to post them a copy of the test. Similarly the group test. Only need two test sheets per group. Get each test printed on a different colour paper to make it easier to identify which is which when sorting and scoring.
- 20 **Start lists** Print out lists of competitors in each class/ring with no, club and riders' and horses' names on it and give to the relative judges, marshalls, gear checkers, PA and scorers etc. Have large print-out (with times for dressage) posted on Notice board and ask riders to cross out any horse listed that is scratched. They should also notify the office and marshalls.
- 21 **Incident report forms.** Have enough of these to put some on each clip board.
- 22 **Programmes** – You may be able to use the previous year's as a prototype. Names etc. will need changing of course, but set up should be similar. Keep page numbers to a minimum to avoid extra expense. They are costly to produce. Do not need a contents page. People do like a place in which to record scores as print-outs not available to all on the day. There were some grumbles when not included. It also gives the club recorders more chance to keep an eye on their team placings so no mistaken presentations are made at end of the day. As a comparison when both the D & J Championships were included, the 2010 programme used 16 pages (4 sheets of A4) of which 6 were devoted to Dressage and 4 to Jumping only, and included room for scores too! The 2013 one covered 20 whole pages so cost a lot more, and had no scoring spaces. The previous results were spread over 6 pages instead of 2. Colour printed covers cost more! It is a lot cheaper to use coloured paper.
Set Up Note that the entry lists and scoresheets, which will cover two pages (unless a few entries so it can be printed in landscape format) should be printed so able to be viewed as all on one line, not on the backside side of the entry list! Font size may have to be reduced in some areas. You will need one page for each of the following:
Front Cover – details of what and where etc.
Inside covers Previous winners Dressage at front, Jumping at back. Suggest maximum of last 10 years per class as now on the website. Font size can be reduced if necessary to accommodate them onto one page.
Officials
General rules of the discipline. For jumping include fence sizes.
Dressage entries 3-4 pages – one for each grade, C may need two – number, draw no, rider, age, horses, age, club and scores for 2 judges and average, place for both tests + overall average of the two



tests and final place. Centre pages for Dressage timesheet as sent to the DCs (no horses) – can be a reduced font size in landscape direction on one page or 2 page central spread.

Jumping entries 3 pages – one for each grade – number, draw no, rider, age, horses, age, club then columns for JE scores of 2 judges + place. SJ Rd 1, Rd 2, total, JO pens & time, place.

Outside back Cover Approximate time table of proceedings for the weekend.

Send programme to printers ASAP.

Get sufficient printed so one for each competitor and club DC/manager, plus one for each judge, and other organisers, and a few spare for visitors – selling them is usually a wasted effort.

JOBS TO BE DONE PRIOR TO THE START OF THE CHAMPIONSHIPS

- 1 **Conduct draws:** For both days and circulate order to clubs ASAP.

Dressage draw: Note new rule which allows riders to take part in three tests only, the two grade tests plus one other. Excess numbers – which the judges cannot cope with – of any grade riders (usually only grade 3) are put into a different class which may not count towards team scores. These are the last ones on a club's entry form in a given grade

Insert the times in this. The suggested draw time is printed at top of each dressage test so apply that gap between riders. It was noted that these were a little short in most tests but scratchings allow a catch-up.

Normally, the numbers at half way through the list start in the other ring, but change the few where necessary so that riders in other tests do not clash. In this case they may not be following the same competitor in the second test. May be able to use last year's draw as a template.

Make a separate list of the group test riders, and make another time sheet for them and judges.

Make sure this clause is at the top of the draw page:

Times are approximate and given as a guide only. If a horse is scratched, following riders will be expected to go earlier than their scheduled time.

Take the horses' names off the one you distribute to clubs so that all the different classes/rings fit across a single landscape page, then it can be seen who is supposed to be where and when at the one time.

Try to organise it so all the riders taking part in the Quadrille or Musical Ride have finished both their own tests at least 30 mins before needed in these, so can leave those who are not riding in a third test until later. This avoids riders needing to be in two places almost at once and makes your job much easier! Some Quadrille or Musical Ride groups may have riders not riding in other tests, so can slot them in anywhere.

Jumping draw: Must include individual times for JE, with same proviso about scratchings, but not for SJ, however need to include approx. time of first competitors in each ring.

Always include horse's names for the jumping draw as some riders may have two horses.

Both these must be posted on the notice board but do not need to be in the programme. Good if they are.

Supply them, and copy of the programme, to the scorer well before the day so they can prepare their programme.

- 2 **Grade bars and First-time rider badges:** These should have been ordered and paid for at the time of entry. Order these from the PCT treasurer and insert them in the number bags.
- 3 **Sponsorship signs:** Put up in suitable places at venue and main sponsors where possible.
- 4 **Officials' name badges:** Prepare and put with their boards if they have one.
- 5 **Judges' / pencillers' clip boards:** Prepare with test sheets / jump judging sheets, incident/fall report forms, pencils etc. and start lists.
- 6 **Organise clip boards** for Scorers, Announcer / Commentators, Marshallers and Gear Checkers with start lists (these need guidelines and report list too). Loud hailers Marshallers too.



- 7 **Organise coloured vests** for officials that riders need to locate, e.g. gear checkers, marshallers, vets. Etc.
- 8 **Commentator's info:** Put competitor's numbers on the entry forms / commentary sheets and give to them arranged in starting order.
- 9 **Clubs' bags** (get from a sponsor – e.g. Horseland). Prepare by inserting riders' numbers, a programme for each family and one for the team manager and any first timer badges that are ordered. Suggest make a chart on Excel like this example so you know what to insert in each.

CLUB	A	B	C
Money	Correct	Refund \$20	Correct
Programmes	7	2	6
Dsg No.s Gold	8 -11	35 -36	60 - 62
Badges	1	0	1
Bars	Gr 3 x 1		
Jpg No.s Black	2-3 & 20 & 54	39-40	21 & 74 - 76
Badges	0	1	1
Bars	Gr 1 x 1, 2 x 1	G 1 x 1, 3 x 1	Gr 3 x 1

- 10 **Erect** dressage arenas on Friday, and jumping courses on Saturday.

PERSONNEL NEEDED ON THE DAY

Should be listed in the programme. Suggest all have name and task tags, e.g. JOE BLOW – Dressage Judge.

1 Judges and pencillers

Dressage – book at least 7, as now there is a trial of one per ring, or maybe 8 depending on numbers – you need a few on standby. Maybe the judges of the smallest group able to do one of the Group tests too as not many in these classes.

Jumping – need 4/6 JE ones (depends how many in the grade and how you configure your rings) and 2/3 SJ ones. One of the grade judges may do both JE & SJ if times allow or in same arena and able and willing. Same number of pencillers but these may be rostered.

Confirm their arrangements nearer the time – tests they will judge, do they need copies of test and/or accommodation. Try to get them travelling together if possible when from a distance to save costs.

2 Course designers – Suggest one for each course. JE CD could judge it too perhaps, but not SJ CD.

3 Medical staff – First Aid Probably only need some certificate holder who is reasonably experienced for dressage, but ambulance with a paramedic preferable for Jumping. Need to notify local road ambulance of venue in case of call. Give them a map of how to get to the venue.

Make sure there is a good first aid kit on the ground if no ambulance present.

Doctor, Vet and Farrier need to be asked to be on call – have mobile phone numbers handy. Ascertain which nearby ones would be available and have their contact details on hand.

4 Scorers – Computer operator – and an extra person or two to help – with knowledge of scoring method and programme. Riders' & horses' names, club, numbers and starting order must be installed before the day as no time on the day. Also list members eligible for each team.

MAKE SURE THEY KNOW HOW TO COMPUTE THE TEAM SCORES. They need to have latest rules.

Send **TEAM SCORING GUIDELINES FOR THE PCT CHAMPIONSHIPS** to them beforehand and print them out and give to them on the day. See doc in the Handbook Sect 7 – Champs Scoring – on website.

If possible see that dressage scores are posted on notice board frequently / after every six or eight competitors have gone.

Post progressive possible team scores at the end of each day.



Have another knowledgeable PC official to check team scores and rankings before presentations to make sure these are correct. This is where errors occur most often so be prepared.

- 5 **Announcer / Commentator/s** Give them the numbered commentary sheets arranged in starting order as well as start order list and up-to-date scores and rank of each rider.
- 6 **Runners** to collect score sheets from judges and take to the scorers.
- 7 **Gear Checkers** – one per collecting ring and a pencil for them. They need to be easily identified by riders – coloured jacket.
- 8 **Marshaller/s** – job could be done by gear checkers for dressage (1 for each group) but not jumping, as come too quickly.
- 9 **Car/trailer/truck parkers** – usually needed early in the morning only.
- 10 **Pole stewards** to put up fences and pack away at end of the day. Ask competitors to help at the latter.
- 11 **Presentation** – Appoint someone to organise the display of the trophies, lay out the sashes, etc. and get all ready for presentation. Prepare list of those to receive them and organise presenters – see template at end of this doc. Remember they have to be delayed until half an hour after the posting of individual and team scores in order for protests to be lodged – e.g. finding any mistakes in the scores. However, try to get it underway ASAP so that people can get away in good time. It is mounted unless the weather is inclement.

DRESSAGE AND JUMPING CHAMPIONSHIPS

Note – they are the **Jumping Championships**, NOT Show Jumping Championships, because they consist of two competitions, a Jumping Equitation one and a Show Jumping one, so together they are JUMPING Championships.

The organisation is similar for both Championships except for their specific requirements.

Judge appointer needs to:

- Notify them the venue and date.
- Ask them how many they are willing to judge, warning them there may be up to 40 in a dsg test or 50 for JE. Appoint people who are willing to judge above the EA recommended 30 in pure dressage for the lower grades as usually more in those.
- Ask availability and standard of tests/JE grade they are willing to judge up to?
- Ask for any constraints, e.g. if a relative competing, and if so in which age group for dressage or grade for JE? Also what fee and expenses they require, and do they want accommodation the night before?
- Ask if they need a copy of the test? Make sure the dressage judges are familiar with the PC guidelines. Later when entries are in and you know how many in each group, notify them which tests and number of entries they will be judging and start time.
- For Jumping, as well as the JE judges – two for each class – you will need SJ judges and Course Designers – 1 of each per ring. Some people may be prepared to judge both JE and SJ. It depends on how many in each class, which are run in which rings and how the timetable can be organised whether this is feasible or not. JE Judges may also be the CD but not SJ ones.

ENTRIES and PROGRAMMING

When receiving entries check that all the forms are completed with all details, and are correctly signed. Make one complete list of them from the club's entry forms (see PCD & JCh Entries, Numbers Doc). Enter in group order, all of one club in order as entered – necessary to know which, to ballot out last ones, if necessary. Put clubs in alpha order within the zones on your entry doc so easier to find.

When entering on computer, check all riders and horses are qualified by rallies and performance. Mark those that are not correct differently and those not sure of until satisfied correct. Enter riders not in club teams in different colour font so easy to identify as eligible for zone teams.



For first-timer badges and bars, you need four different columns for both – one for badges and one each for bars Gr1, Gr2 and Gr3 – on your master sheet and mark with 1 then the programme will total the numbers of each you require. Later, order sufficient from PCT treasurer.

When all are in, allocate numbers, keeping all the club ones consecutive in each grade as easier to sort into the bags. Enter riders, ages, horses and clubs in their grades in the programme.

Quadrille Dressage Test Suggest these are all judged in the one arena that will finish its age class first (usually one of the A grades) with a new pair of judges so it can be started a few minutes after that has finished. Make sure that the area you are using for this is not where you want to make the presentations. You should be able to fit them all in the one arena – 12 teams take just over 2 hrs.

Do not hold close to Musical Ride if on at the same time because music may disturb.

Musical Ride It was found that everyone wanted to watch these in preference to the quadrille so try not to run simultaneously. Hold while scores are being collated. Stops people getting restless while waiting for scorers to finalise team scores and gives clubs' officials more time to check scores are correct.

JUMPING

Timing for SJ 2 mins and **JE** 4 mins per competitor (2.5 mins if alternate judges).

Could have two judges for JE, each judging alternate rounds. This would work really well for grade 3 which has two divisions – one judging the seniors and the other the juniors so no ride-off needed. Grade 1 certainly not and not really needed for grade 2 as usually not that many in it.

SCORING

Rules 7.4.7 for Dressage and 7.5.6 for jumping.

See separate doc **TEAM SCORING GUIDELINES FOR THE PCT CHAMPIONSHIPS**. Give this to the scorers beforehand and be sure to have a printed copy in front to them on the day

EQUIPMENT REQUIRED Check from where available and it will be there on the day or collect before.

BOTH CHAMPIONSHIPS

EA Rule books for Dsg and SJ with latest amendments. TD should have these. **JE manual** for JE judges.

Printer and photocopier Sufficient ink (spare cartridge) and paper for displaying scores etc.

Walkie Talkies for officials to communicate – CEO, TDs, PA, scorers, judges, etc.

1 large (preferable) or 3 sets of different coloured back numbers.

Shrubs which will do for both days.

Table for presentations, Sashes & Trophies

Chairs

Presents for judges each day and for TDs, scorers & CDs for Jpg.

Participation Certificates (10.7.11) for riders.



INDIVIDUAL CHAMPIONSHIPS

DRESSAGE

6 or 7 Arenas – fences & sets of letters.
Organise erection on previous day with 5-6 helpers.
Take tapes, measuring wheel, sledgehammers
Warm-up areas.
Clip boards and pens for judges, etc. (see above).
Dressage Sheets, number of riders + few spares
Quadrille Test sheets (10.7.7) by 1 per group + spares
Musical Ride (10.7.8) by 1 per group + spares
6 or 7 Starting flags
1 stop watch per ring
Cars for judges
loud hailers, 3 clip boards for Gear checkers

JUMPING

3 large arenas – fences, ropes and pegs to enclose all.
Organise erection of courses later Saturday afternoon.

Adjacent warm-up areas with 2 practice fences in each.
10 Clip boards and pens for judges, etc. (see above).
JE Scoresheets, (form 10.7.9) 2 per rider + spares
Show Jumping score sheets (form 10.7.10) (depending on numbers) per ring.
1 bell or buzzer per ring – with clearly different sounds
Timing equipment and 2 stop watches per ring (not JE)
Car/trailer for judges or high stand, covered. 3
3 loud hailers, 3 clip boards for Gear checkers

Note for Jumping courses Good sets for A & B groups' SJ, C group does not require quite so much equipment as not go so high, nor does the JE as not so many fences.

PRESENTATIONS

At the end of the day's competition, there should be a mounted presentation of all the riders (unless very inclement weather).
Presentations should be carried out with the least important first and the most important last, so they are done with the Individuals of the lowest grade first in reverse order of placings – i.e. Grade 3 Junior 6th to 1st followed by the grade 3 Seniors, Grade 2 and then Grade 1. Whether you do all the individuals before presenting the team sashes or complete one grade, individuals then team, before moving to the next grade is up to the organisers. Special individual ones, e.g. the Paul Coulson Trophy at Trials, should be done after the class sashes, but before the Teams.
There is a prepared list ready for the names to be filled in at the end of this doc.
It is usual to invite any donors / sponsors to present their trophies.

AFTER THE EVENT

Results – Send to newspapers, radio and TV stations.

Final Score Sheet – email all results to each club, PCT administrator and web manager.

Email a copy of your programme and any extra info you have from your conduct of these champs to the next zone conducting these championships. Add the winners to the list/s below before sending.



PRESENTATION SHEET

Rider

Club

DRESSAGE CHAMPIONSHIPS

Grade 3 – The Trevor Gibson Memorial Trophy donated by the Tasmanian Club. Presenter
6th 5th 4th 3rd 2nd 1st

Grade 2 – The Kentish Trophy donated by The Kentish Pony and Hack Club. Presenter
6th 5th 4th 3rd 2nd 1st

Grade1 – Huon Pine Trophy Donated by Huon & Districts Pony & Riding Club Presenter
6th 5th 4th 3rd 2nd 1st

Quadrille – Dressage Association of Tasmania Trophy donated by the DAT Presenter
4th 3rd 2nd 1st

Musical Ride – No trophy
4th 3rd 2nd 1st

Teams – The Neika Perpetual Trophy donated by Dr and Mrs. R. Goldfinch Presenter
4th 3rd 2nd 1st

JUMPING CHAMPIONSHIPS

Grade 3 JE – Northern Zone Perpetual Trophy donated by the Northern Zone Presenter.....
6th 5th 4th 3rd 2nd 1st

Grade 3 SJ – Stormy Weathers Perpetual Trophy donated by the Inglis Pony Club Presenter
6th 5th 4th 3rd 2nd 1st

Grade 2 JE – Hiawatha Trophy donated by Ann Graves Presenter.....
6th 5th 4th 3rd 2nd 1st

Grade 2 SJ – Southern Zone Perpetual Trophy donated by the Southern Zone Presenter
6th 5th 4th 3rd 2nd 1st

Grade 1 JE – The Small Profit Trophy donated by Mrs. E. Parsons Presenter
6th 5th 4th 3rd 2nd 1st

Grade 1 SJ – West Tamar Perpetual Trophy donated by West Tamar Pony Club Presenter
6th 5th 4th 3rd 2nd 1st

Best in JE & SJ – Judy Kilby Trophy donated by Judy Kilby Presenter
1st

Jumping Teams – Fern Glade Perpetual Trophy donated by North West Pony Club Presenter
4th 3rd 2nd 1st

Best combination in all the Championships - Bonn View Roger Trophy donated by the Pitt Family. Presenter
1st

Best club over the Dressage & Jumping champs weekend - the Homevale Trophy donated by Mrs. L.Hedberg Present to the DC
1st

THIS YEAR'S TROPHY WINNERS

Insert names of this year's winners in here or in your programme before forwarding to next hosts so they know from whom to get them. Some are occasionally returned not engraved so suggest ask that this be done before being returned, or else take them to be done








APPENDIX 4


PCT TROPHIES

PONY CLUB ASSOCIATION OF TASMANIA

Perpetual Trophies for State Dressage Championships

	<p>Pony Club Association of Tasmania Home Vale Trophy - Barwidgee Snowdown Memorial Size: 32 cm high Award Criteria: Awarded to the most successful club team competing over both the dressage and show jumping phases of the Dressage & Show Jumping Championships. (Note: scramble teams are ineligible) Donated by Mrs L Hedberg</p>
	<p>Neika Trophy Donated by: Dr Ray & Mrs Jean Goldfinch Award Criteria: Winning Club team at Dressage (scramble teams are ineligible)</p>
	<p>Huon Pine Trophy Donated by: Huon & Districts Pony & Riding Club Award Criteria: A Group Individual Dressage</p>
	<p>Pony Club Association of Tasmania Kentish Perpetual Trophy Donated by: The Kentish Pony & Hack Club Size: 37 cm high Award Criteria: B Group Individual Dressage</p>
	<p>Trevor Gibson Memorial Trophy Donated by: Tasmanian Pony & Riding Club In memory of Trevor Gibson a great stalwart of pony club who instructed and helped many members over the years. He lent many of his horses to TR&PC riders who had none or unsuitable ones, including Pacific to Elizabeth Beveridge, who won the Trials on him in 1965 & 66. He was the Northern Zone Visiting Commissioner for 8 years. Award Criteria: C Group Individual Dressage</p>



	<p>Donated by: Dressage Association of Tasmania Size: 49 cm Award Criteria: Winning Quadrille Team</p>
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PONY CLUB ASSOCIATION OF TASMANIA

Perpetual Trophies for State Showjumping Championships

	<p>Fern Glade Trophy Donated by: North West Pony Club now Fernpark Pony and Riding Club Fern Glade is the name of their PC ground Award Criteria: The Winning Club</p>
	<p>West Tamar Trophy Donated by: West Tamar Pony Club Award Criteria: Grade 1 Individual Show Jumping</p>
	<p>Southern Zone Trophy Donated by: PCT Southern Zone Award Criteria: Grade 2 Individual Show Jumping</p>
	<p>Northern Zone Perpetual Trophy Award Criteria: Grade 3 Individual Jumping Equitation.</p>
	<p>Small Profit Trophy Donated by: Mrs E Parsons Small Profit was a wonderful all round pony owned by the parsons family. He won many show pony championships as well as participating in all pony club disciplines. Award Criteria: Grade 1 Individual Jumping Equitation</p>







	<p>Hiawatha Trophy Donated by: Mrs A. Graves Hiawatha was a great all-rounder ridden by all the Graves Family. Award Criteria: Grade 2 Individual Jumping Equitation</p>
	<p>“Stormy Weathers Perpetual Trophy” Donated by: Inglis Pony Club Award Criteria: Grade 3 Individual Show Jumping</p>
	<p>The Judy Kilby Combined Jumping Trophy Donated by: Mrs J.Kilby Size: 42 cm high Award Criteria: Best overall performance by an “A” Grade rider counting both Show Jumping and Equitation scores. First presented in 2011.</p>

PONY CLUB ASSOCIATION OF TASMANIA

Perpetual Trophies for State Eventing Championships

	<p>Fairlands Size: 38 cm high Award Criteria: For the winning club team. Note: Scramble teams are ineligible.</p>
	<p>Tom Johnston Memorial Shield Award Criteria: Winning Grade 1 Team for dressage. The team with the highest points of the three best scores added together determine the winning team.</p>



	<p>P.C.A.T. Grade 1 Trials Team Trophy Size: 39 cm high The trophy was originally known as the PCAT Perpetual Shield and presented by Mr H.T. McGrath. Mr McGrath was a member of TPRC in the 1950-60 era and was the president of the PCAT from 1977 – 89 and of the APCC for a number of years. Lisa Lucas donated the Ray Trinder Cup when the Perpetual Shield was full. (The donated cup was formerly known as: T.R.C. Presentation Dinner Leading Owner 1970-71 Mr R.W. Trinder). Donated by: Tasmanian Racing Club Award Criteria: For the Winning Club or Zone team in Grade 1</p>
	<p>A.C. Pegg Perpetual Trophy Award Criteria: Awarded to the Individual Senior winner of Grade 1</p>
	<p>A.C. Pegg Tiki Award Criteria: Awarded to the Individual Junior winner of Grade 1</p>
	<p>The Paul Coulson Memorial Trophy Donated by: Southern Hopefuls 1996 Size: 35 cm high Award Criteria: For the best performing male in Grade 1. If no male riders are competing in Grade 1 then it is to the best performing rider in Grade 2 and so on.</p>



	<p>Pony Club Association of Tasmania Size: 42 cm high Award Criteria: Grade 2 Team trophy.</p>
	<p>Pony Club Association of Tasmania Donated by: Forestry Tasmania Size: 40 cm high Award Criteria: for the individual Senior in Grade 2 with the best score</p>
	<p>"Torchwood Oberon" Memorial Trophy Donated by: The Becker Family Size: 40 cm high Award Criteria: For the individual Junior in Grade 2 with the best score</p>
	<p>Summers Hall Perpetual Trophy Award Criteria: For the winning club in Grade 3</p>
	<p>Grade 3 Senior Patrons Trophy Donated by: Patron Jill Viney Award Criteria: For the individual Senior in Grade 3 with the best score</p>
	<p>Grade 3 Junior Patrons Trophy Donated by: Patron Ann Graves Award Criteria: For the individual Junior in Grade 3 with the best score</p>



Perpetual Trophies for Overall State Horse Trials, Dressage & Show Jumping Championships

	<p>The "Bonn View Roger" Perpetual Trophy Donated by: The Pitt Family Size: 22 cm high Award criteria: The winner is the combination of rider and horse which gain the most points in all three disciplines in grade 1 or 2. To be eligible they must have taken part in all three championships. In the case of equality, the winner will be the combination competing in the higher grade/group, and if still equal the higher placing at the Trials will count.</p> <p>Scoring: Points are awarded for each event on the following basis:- 1st 20, 2nd 18, 3rd 16, 4th 14, 5th 12, 6th 10, 7th 8, 8th 6, 9th 4 and 10th 2. Everyone successfully completing the competition scores 1. Points for the Trials (Eventing) and Dressage are factored at 1 each and those for Jumping Equitation and Show Jumping are factored at 0.5 each, thus making 1 for the whole Jumping Championship.</p>
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PONY CLUB ASSOCIATION OF TASMANIA

Perpetual Trophies for State Games Championships

	<p>Merck Sharp & Dohme (Australia) Pty Limited Trophy Size: 48 cm high Award Criteria: Overall winning division 1 team</p>
	<p>Pony Club Association of Tasmania Inc. Award Criteria: Overall winning division 2 team</p>



PONY CLUB ASSOCIATION OF TASMANIA

Efficiency Certificate Trophies



EM (Liz) Laker Memorial Trophy “In the Air”
Painted and donated by: Judy Peel (Eldest daughter of E Laker), July 2003.
Size: 61 cm x 51 cm
Award Criteria: To be held by the most recent ‘A’ test Candidate



SECTION 8: Rules for Pony Club Eventing

Addendum to EA national eventing rules

Effective 1st August 2017

TEXT CHANGES

PC changes have been made to the “PC Addendum to the EA National Eventing Rules Effective 1st January 2017” and to the current EA Rule book too. *Words in italics are directions.*



Section 8: Rules for Pony Club Eventing

PREAMBLE

Add to those in the EA Rule book

As from 1st August 2017 all previous Eventing Rule editions are superseded. This Addendum should be read in conjunction with the current EA Eventing Rule book 1/1/17 and a cross reference made to the rule numbers in that.

The conduct of Pony Club Eventing in Tasmania is governed by the Equestrian Australia National Eventing Rules 2017. This new rule book has been completely revised so there is a lot in it that is not applicable to PC. These include all references to International and Long Format Events, Ages of Riders, Officials qualifications, Registering of Horses, Riders and Events, Double Bridles etc. and higher grade classes. We have not listed all subjects or rules that do not apply. However, anything that is **applicable to short format events for EvA105 classes and below IS** except where specifically referred to in this Addendum.

Special attention should be made to the specific EA rules in boxes with a shaded background.

Where an EA rule is included as well as a FEI rule, the EA rule is the one we refer to.

These rules govern the conduct of all grades of PCT Eventing.

In any unforeseen or exceptional circumstances, it is the duty of the appropriate person or body to make a decision in a sporting spirit, by approaching as near as possible the intention of the EA Eventing Rules and of the General Regulations. Should there remain any omissions in the EA Eventing Rules, such omission shall be interpreted in a manner compatible to the fullest extent with the other provisions of PCT rules, the EA Eventing Rules, other rules and regulations of the FEI, and sporting spirit.

Any new or amended EA rules applicable to Eventing shall be considered as early as possible after publication by the EA.

EA changes will all be adopted unless considered inappropriate for PC.

The PC Eventing season runs from Trials to Trials and any new rules and/or amendments do not come into effect until the start of the next season, unless a safety issue or expressly instructed otherwise. Members should study the latest EA rules (usually published in January) after the Trials.

All alterations to the EA rules which are NOT adopted will be issued in an amendment to this PCT Addendum to EA National Eventing Rules, posted on the PCT web site, printed in the PCT Newsletter and circulated to all PC TDs.

OBJECTIVES

The competition provides the Pony Club with a test requiring courage, determination and all round riding ability on the part of the rider and careful systematic training of the horse.

The object is to encourage a higher standard of horsemanship, horsecare and sportsmanship throughout the Pony Club and to stimulate among the future generations a greater interest in riding as a sport and recreation.

DEFINITIONS & INTERPRETATION

In this Addendum to the EA National Eventing Rules unless the contrary requires otherwise:



- **Delete** all references to International Events, THREE DAY EVENTS and ignore Double Bridle rules.
- **Ages** are taken as at the 1st January in the year of competition;
- **CCP** is the Panel of Chief Coaches.
- **Combination** means horse and rider combination;
- **DC** means the District Commissioner of a Pony Club;
- **Horse** means horse, galloway or pony;
- **Males** implies females too
- **Junior** means an ordinary member under 17 years of age;
- **Senior** means an ordinary member 17 years of age and under 25;
- **PCT** is Pony Club Tasmania
- **Pre-Trials** means official PC events used to qualify for the State Trials (Eventing Championship);
- **Replace** EA with PCT and any relevant offices wherever appearing.
- **Riding Down** means competing at a lower level than that of which a combination is graded;
- **A starter** is one which competed (i.e. started) in the dressage test.
- **The PC Eventing season** means State Trials entry date to State Trials entry date;
- **TD** means Technical Delegate.
- **Unofficial Event** is an event that does NOT qualify the rider or horse for State Trials;

GENERAL

EA500.2.6 Participation – Athletes, Owners and Representative

Delete entire EA rule and replace with

- All Riders at all official events must be bona fide members of an affiliated pony club and carry their current membership card to all events.
- They must present their membership cards for inspection when collecting their numbers.
- Riders competing in Pre-Trials and other official club run events must have their entry verified by their DC prior to their entry being accepted.
- State Team members must be bona fide members of a club affiliated with the PCT.

Club/State Representative

If the DC of a competing club is unable to be present at the competition, he must inform the organiser of the name of the person nominated to be his representative.

EA501 COMPETITIONS AND SERIES

Delete entire clause and replace with

- Clubs/Zone Events may include any grade/age classes they wish, but for any unofficial grade the conditions must be clearly stated in the schedule.
- To constitute a pony club event when combining with an EA club, the following criteria must be met:
 1. The event must be named as a pony club event and run by a pony club.
 2. The clubs running the event must be named as a host club on the schedule and entry form.
 3. The host pony club must minute their event.
 4. Entry fee money to be negotiated and be mutually agreed upon.
 5. Pony club riders are to ride in full PC uniform.
 6. The event is to be run under Pony Club rules.
 7. There must be a TD conversant with both EA and PC rules.



- The State Trials will be conducted for Grades 1, 2 and 3 only.
 - In Grades 1 & 2 there will be only one class for all ages, with a trophy to each of the best ranked senior and junior.
 - Grade 3 will be conducted in two separate age groups – Seniors of 17 years and over and Juniors under 17 years.
 - Grade 3 to be entered in named teams, if there are too many for one competition they will be numbered off across arenas ensuring an even split of club riders. The teams can be made up of 4 riders with a maximum of two Senior riders.
 - Grade 3 will be club teams only

Teams Snapshot

Trials:

Grade 1 & 2 – Zone teams allowed, no restriction on the number of clubs a zone team can be made from

Grade 3 – Club teams only – No zone teams allowed.

See PCT Annex 3 for standards of each grade.

The PCT grade a horse and rider combination as follows – ‘completed’ means as per the Minimum Eligibility Requirements (MER) stated at rule 521:

- **Grade 1: (EvA 105)** Both horse and rider must have completed two events at 95cm standard or better before competing in grade 1.
- A combination is graded Grade 1 once they have completed two Grade 1 events.
- **Grade 2: (EvA 95)**
- A combination is graded Grade 2 once they have completed two Grade 2 events.
- **Grade 3: (EvA 80)**
- A combination is graded Grade 3 once they have completed two Grade 3 events.
- **Grade 4: (EA Training standard)**
- Any combination which has not completed two grade 3 events.
- **Grade 5: (EA Learners standard)**
- Is for the very young and inexperienced.
- Recommended it be an Intra-club event only and not to be held with the high grades.

EA502 FORMATS AND LEVELS

Delete any reference to Long Format (3DE) Events.

EA502.1.6 Short Format Competition (CNCs)

Insert at start of the rule

One Day Events: The three tests normally take place on one day, but may be held over two or three days.

EA503.4.1 Age of Horses

Delete all of Rule 503 and replace with

- Horses must be entered for events by their official names and must be owned by, leased by, or may be borrowed from a member of the rider’s club. See Handbook clause 2.8.1
- Minimum ages of horses - 4 years at 1st August.



EA504.2.4 Riding Down: New Rider

Add

- New combinations must compete at two events at the lower level of the horse or rider, except grade 1 riders who only have to do one event.
- The maximum grade at which a new combination may compete is grade 3 unless both horse and rider are graded higher.

EA505.3 Prizes

Delete entire EA rule and replace with

Perpetual Trophies for PCT Trials

for Club/Zone Team of any 4 riders of a club or zone.

Grade 1 Club/Zone Team:	– McGrath and Ray Trinder PCT Perpetual TeamsShield.
Dressage Team: Club/Zone Team	– Tom Johnston Memorial Shield
Best Performed Senior in Gr 1:	– A.C. Pegg Perpetual Plaque
Best Performed Junior in Gr 1:	– A.C. Pegg Perpetual Tiki
Grade 2 Club/Zone Team	– Northern Zone Trophy
Best Performed in Gr 2:	– Tasmanian Forestry Shield
Best Performed Junior in Gr 2:	– Becker Shield
Grade 3 Club/Zone Team	– Summers Hall Estate Trophy.
Best Performed Senior in Gr 3	
Best Performed Junior in Gr 3	
Best Club Overall	– Fairlands Trophy

Sashes & Rosettes: Sashes for each team, Rosettes for the individuals, for each grade.

Teams: Gr 1, 2 & 3 - 1st blue, 2nd red, 3rd white and 4th Green. (Total 48 - 12 of each)

Individuals: Gr 1 & 2 - 1st blue, purple & white 2nd red, 3rd white 4th green, 5th orange, 6th black.
(Total 12 - 6 for each)

Grade 3: Juniors & Seniors - 6 for each age group, as above. (Total 12 - 2 of each)

Wording:

Pony Club Tasmania

State Horse Trials 20.. at (venue/ zone)

Grade 1, 2 and 3 Team, Grade 1, 2 and Grade 3 Junior and Senior (as applicable).

Parade and Prize Giving

- The Parade of ALL competitors shall take place immediately after the completion of the Jumping phase.
- The presentation of awards shall be made in the reverse order of importance i.e. Grade 1 team last.
- Riders shall be dressed in their Official Pony Club uniforms and be mounted for the parade.

EA507.3 Schedules

Delete first two lines and replace with

A copy of the Event Schedule must be sent for approval before it is printed as listed below.

Schedules for the competition should be published by the Organiser so it is ready for publication:



- for State Trials to the TDs and state secretary, not less than six weeks before the event;
- for Club/Pre-Trials events to the TD and your zone secretary so it is ready in plenty of time.
- Schedules should also include the fact that entry forms must be approved by the club DC.

EA507.4 Results

Add to EA rule or replace where appropriate with the following

Scores will be displayed on the Public Scoreboard as soon as possible after a competitor has completed their test.

The Organising Committee (OC) must send –

- A copy of the program for Trials to the PCT secretary; and
- An electronic copy of the master score sheets for the whole competition, and an electronic copy of the Cross-Country analysis, with the final classification, to the relevant authority/ies within SEVEN days of the event as follows:
- for Pre-Trials qualifying events send to
 - the zone secretary and TD;
 - to clubs of riders involved; and put them on their zone website.
- for PCT Trials/Championships to the state secretary and TDs;
- Organisers shall make available immediately after the end of the competition a paper copy of the official results to each DC or their representative so that the scores can be checked and confirmed. OR
- Where that is not possible, all DCs or their representatives are to be given time in the score shed with the official results.

EA509.2.4 Entries

Replace EA rule with the following

A horse may be entered in any class for which it is eligible in accordance with the PC MERs (Rule 521).

Entry Form

Delete EA rule and replace with the following

- Generic entry forms can be found in the PCT Handbook, Section 10 for the use of the organisers and may be altered to suit any of their own specific needs.
- Organisers should attach the required ones to their schedules.
- Clubs and Riders should not use copies from the Handbook for their entries.

Club events

- The entry form must be completed by the rider and approved by the DC as per rider's club requirements.
- Where riders are not entered through their DC, the Event secretary should check with the club DC to ensure that riders are entered in their correct grade and are financial members of PCT.



State Trials

- Entries shall be typed on the official rider and general entry forms in the order of riding in the team and submitted by the club concerned.
- Entries will be accepted in the order that they are listed on the entry form.
- Both horse and rider must have qualified by the time of entry.
- Completed entry forms shall be sent to the host secretary at least eighteen days before the State Trials date. The entry fee for each rider shall be sent with the team entries.

Interstate championship entries will be submitted by the PCT office.

Number of Rides

Delete EA rule and replace with the following

- Organisers of club/zone events may allow competitors to ride more than two horses in any class or section of a class.
- Riders may only compete on two horses in the State Trials. They may ride two qualified horses in grades 1 and 2, but only one in grade 3.
- The horse nominated for the team must be named and ridden first if the two are in the same grade.

Entry Fees

- The entry fee will be proposed by the organisers, but must be approved by the Board for the State Trials
- Entry Fee may be refunded at the discretion of the Organising Committee.

Substitutions at Club Events

- It is at the discretion of the Organiser to accept substitution of horses after the close of entries.

Substitutions at State Trials

- After the closing of entries, no horse or rider entered for the competition may be substituted, except in the event of illness or unsoundness, when a certificate signed by the DC shall be produced before the reserve may compete.
- Reserve combinations (riders and horses) shall be named on the team entry form
- If a horse or rider has to be substituted after the close of entries, an alternative rider/horse may, if eligible, be nominated for that horse/rider, or another combination may be substituted providing it has been nominated on the entry form.
- The DC must certify that any substitutes taking part comply with the requirements of the rules.

Withdrawals

- Withdrawals must be made ASAP or as stated in the schedule.
- Athletes who do not declare their intention to withdraw are liable to a penalty.

EA513.4.3 Appointment of Officials

Delete EA clause and replace with



Organisers should check the PCT list for current Official Judges, Course Designers and TDs. They must be qualified for the grade that they have to officiate over.

Two judges for Grades 1 and 2 and for Grade 3, recommended 2 Judges, however in exceptional circumstances (i.e. there are more than two rings, and the organisers cannot source enough judges) then 1 judge may be used

EA513.8.6 CNC/CCN Number of TDs per Event

Delete entire line

~~c) A Technical Delegate cannot officiate at the same Event for more than three consecutive years~~

EA513.8.2 Technical Delegates

Replace first line with

A Technical Delegate (TD), who must be from the official PCT or EA panel, will be appointed by:

- the Zone Committee as its official representative at each Pre-Trials Event;
- for the State Championships, one by the PCT Board and one by the Organising Committee.

EA515.2.3 Horse Inspection (Trot Up)

Delete EA rule and replace with

The Ground Jury will conduct a horse inspection prior to the start of the Show Jumping phase

EA515.5.5 Veterinarian

Add at the beginning. Read EA Annex D in conjunction

- For Club events it is recommended to have a veterinary surgeon on course for the cross country and showjumping tests. If it is impossible to have one present during those phases, the minimum requirement is for an experienced horseman to be present, with ready access to a veterinary surgeon in the event of a serious accident.
- In the event of a serious accident organisers need to follow the EA protocol.
- Veterinary surgeries in the area shall be advised of the date and venue of the event in case of an emergency and that host clubs provide a list of local vets who may have someone on call.
- For State Trials a vet must be on course for the XC and at the Horse Inspection

PC Rule Medical Requirements

See Also EA Annex D but these rules over-ride those.

Organisers must adhere to the following Minimum Requirements for all club and zone events. The organising committee must advise the TD ahead of time of all the medical and veterinary arrangements that have been made, including the ambulance situation, so that they have the opportunity of refusing the position if not satisfied.

- An experienced First Aider (i.e. St John/Red Cross/SES) with recent and relevant experience in managing trauma or medical experiences must be present at all times.
- An approved first aid kit must be available and include a cervical collar, blankets and towels.
- Emergency vehicles must be able to access all parts of the venue.



- The State Ambulance Board must be notified of the date and venue of any event being held. A map showing the venue should also be attached.
- A Notice to advise participants of the medical arrangements are available shall be displayed.
- For the State Trials Championship an ambulance, private ambulance or paramedic equivalent must be present for the Cross Country Test.

EA515.6.1 Appeals Committee

Add

- For the State Trials the Appeals Committee shall consist of at least three of the following: the PCT President or Board representative, a Zone Visiting Commissioner, a Chief Coach and one representative from the organising committee.

EA515.6.2 Objections

Add this to the end of the first bullet

- through their club's District Commissioner.

Change bullet 5 to read

- Protests concerning the cross country obstacles or course must be lodged not later than four hours before the advertised starting time of the Cross Country competition.

Add at the end bullets 8 and 9

- Objections are considered by the TD. Appeals against the decision of the TD are considered by the Appeals Committee, whose decision is final.
- The deposit of \$50 is forfeited unless the objection is upheld or the TD and Appeals Committee decide that there were good and reasonable grounds for the objection.

EA515.7.1 Gear Check Officials

- A Steward shall be appointed to perform a compliance check of the saddlery of each horse before it enters the arena or starts a test or phase.
- For the dressage test, the checking of the-bit must be done with the greatest of caution.
- If the athlete so requests, compliance check can be done immediately after the test has been completed. In such a case, should the bit not be a permitted bit, the athlete shall be eliminated
- See PCT Handbook section 6 Quick Check Guide for clarification on permitted gear.

517-520 MINIMUM ELIGIBILITY REQUIREMENTS FOR THE PCT STATE CHAMPIONSHIP 'THE TRIALS'

Delete all reference to the MER rules 517-520 including the EA ones and replace 521 with:

521PCT MINIMUM ELIGIBILITY REQUIREMENTS

- The rider must have attended at least three working rallies, and the horse one, of their club during the previous twelve months. For Rally Qualification refer to PCT Handbook Section 2.



- Riders in grades 1 and 2 must hold their C certificate. Riders in grade 3 must hold the D star certificate.
- Completed means finishing the event with the following MER.
- The MER for all classes, both horse and rider, will be two Events, one Event with 60 or less cross country jumping penalties and one Event with 20 or less cross country jumping penalties.
- The same venue, on application to the zone, may be used as another qualifying course, providing there is at least 25% variation in the obstacles/track. The TDs so appointed must liaise.
- Should a rider be reversed qualified in Grade 3 they need to complete 1 Grade 4 event with 0 Cross Country jump penalties or one Event with 60 or less cross country jumping penalties and one Event with 20 or less cross country jumping penalties.
- The same venue may be used as another qualifying course, providing there is at least 25% variation in the obstacles/track. The change must incorporate both combinations and letup fences. The TDs so appointed must liaise.
- In Grade 1 only, one of the qualifiers may be an EVA105 or higher grade Event, but at least one must be in a PC Event.
- See also rule EA 504.2.4 (above) Riding Down: New Rider.

EA522.1 Reverse Qualification – Horse

Delete EA rule and replace with:

- A reverse qualification is the obligation for a Horse to show restored competence at a lower level (MER) after a number of unsuccessful attempts at a certain level. Reverse qualification only applies to the Horse.
- Reverse qualifications can occur when competing in Pony Club or EvA classes or a combination of both. (Elimination as EA rider one event/ Elimination as a Pony Club rider next event).

A reverse qualification is triggered

- by two (2) consecutive Cross Country or Show Jumping eliminations or
- a total of three (3) Cross Country or Show Jumping eliminations within a twelve (12) month rolling period of time.

For this purpose the relevant reasons of elimination on Cross Country would be:

- a. Three (3) refusals at one fence or four (4) refusal on course
- b. Fall of Horse or Athlete
- c. Dangerous riding

For this purpose the relevant reasons of elimination in Show Jumping would be:

- a. Three (3) refusals on course
- b. Fall of horse or Athlete
- c. Dangerous Riding



Reverse qualifications remain unless cleared by the relevant MER. In the case of a reverse qualification at a certain level the Horse must obtain a Minimum Eligibility Requirement as per rule 521PCT before being allowed to compete again at the original level (e.g. Horse with 2 eliminations at Grade 1 must obtain MER at Grade 2 before going back to Grade 1 and the same for Grade 2 and 3 riders.).

Reverse qualification applies to PCT Grades 1,2 and 3.

Alternatively

If a rider is reverse qualified from Grade 3 and then chooses to compete in EvA 80 at their next competition and are able to complete the event with 0 Cross Country penalties they are then able to compete at Pony Club Grade 3 at the following event (although the EvA result won't count as a trials qualifier).

If a rider is reverse qualified in Grade 2 and then chooses to compete in EvA classes they could complete an EvA 80 class (or Pony Club Grade 3 class) and then complete an EvA 95 event. One Event needs to be completed with 60 or less cross country jumping penalties and one Event with 20 or less cross country jumping penalties, they can then compete Pony Club Grade 2 at the following event (although the EvA result won't count as a trials qualifier).

Responsibility for correct Minimum Eligibility Requirement

- Riders are responsible for ascertaining that they and their horse are correctly qualified for a class that they are entering.
- Riders are responsible for maintaining an accurate record of both their own and their horses' performance and qualification. These are to be kept by the rider on their PCT membership card.
- Riders found to have incorrectly stated their eligibility for a class may be reviewed by the State Executive.

Establishment

- Once a horse has qualified for a higher level, and has achieved two qualifying runs at the higher level, it shall be established at that (higher) level. Until it achieves two qualifying runs, it shall remain established at the previous (lower) level.

Exemptions from Minimum Eligibility Requirements

- A horse and rider may be exempted from the performance qualifications only, on the authority of the PCT Chief Coaches' Panel.
- There shall be no exemption from requirements such as a horse's age.
- Such a request must be filed on form 10.8.9, stating the reasons for the request and a detailed summary of both the horse's and the rider's performance records, including all the horse's competitions at zone, state and national events during the previous twelve months.
- The request must be lodged on this form with all members of the zone CC panel through their DC or their representative, not later than 24 hours after the last qualifying event who will then liaise and adjudicate and notify their DC of the result ASAP.



EA523.1 Medical Information

Delete EA rule and replace with:

It is compulsory that Athletes, during the Cross Country Test, carry visibly on their upper left arm a medical card containing details relating to that rider, including any relevant medical history of serious illness, injury (particularly to the head), tetanus, immunity status, drug allergies, current medication and blood group. Athletes are responsible to record all injuries on the medical card and will not be allowed to start the Cross Country Test without the medical card.

- Each Athlete shall provide the contact numbers of two persons close to kin at this time
- Gear Stewards shall check that all the required information is supplied.

EA524.5 Equine Anti-Doping and Controlled Medication Testing

Replace with

- It is forbidden under penalty of elimination, to administer any stimulant or sedative to a horse, or to cause one to be administered in any way whatsoever with the object of influencing the horse's performance before or during a competition.
- Any medication necessary for the horse's well-being shall be given with the approval of the appointed veterinary surgeon.
- The organising body reserves the right to take a swab from any horse at any time during the period of the competition.
- **EA525.1 Dangerous Riding**

Replace Ground Jury with TD and add

The TD has the right and the duty to monitor possible cases of dangerous riding, to stop and eliminate an athlete on the cross country course for dangerous riding if appropriate. Any PC official, who observes such actions, has the right and the duty to eliminate the athlete forthwith on his own authority.

EA527 YELLOW WARNING CARDS

Delete all reference to EA and replace with PC

Delete

All Yellow Warning Cards and Official Warnings must be posted on the Official notice board even if personally delivered.

If it is not possible to deliver the Yellow Warning Card or Official Warning personally it must still be posted on the official notice board.

Delete any reference to National Office or National Database

PC528.2 Team Classification for Trials

There will be a team competition for each grade.

- All Teams shall consist of a minimum of 3 and a max of 4 riders which must be named on the entry form.
- Grades 1 and 2 may consist of riders of any age.
- Grade 3 shall have a maximum of 2 seniors to a team.
- A rider may be included in one team only, with the following two exceptions:
 - a. If a rider has two qualified horses and their inclusion in a team does not displace another qualified rider they may be part of a second team.



- b. Should a club or zone be unable to field a full team, but have one rider with two qualified horses, then they may form a team with that rider.
- Clubs may nominate as many teams as they have riders qualified.
- Surplus riders and riders in clubs which have not enough riders to form a team may nominate for a grade 1 or 2 zone team which must be selected and entered by the Zone In Grade 3, it will be Club Teams only
- Reserve combinations (riders and horses) shall be named on the general entry form.
- Every attempt will be made to accept at least two Club/Zone teams, but if, in the opinion of the host club or zone, they cannot cope with the numbers, they have the right to refuse extra entries.

EA528.2.1 Final Classification

Delete 3rd sentence and replace with and Add at end

- A competitor eliminated in any of the phases will receive 250 penalties for each phase, added to their other penalties.
- A competitor must attempt all three phases to be included in a team score
- No team with an eliminated rider can place above one with three riders completing all phases.
- EA528.2.2 Final Classification Tie (Team)

Add new part at end of rule

- To calculate the score for the Best Club Overall – Fairlands Trophy, points are given in lieu of places. The points for the highest placed club rider in each grade are added together to give the club score. The lowest score is declared the winner. If there is equality of placings, *the club whose total of the points of their counting riders is the better, will prevail.*

PC531.3 Draw for State Trials

Delete and replace with

- The draw for starting order of club/zone teams will be completed before that for individuals' takes place.
- A different draw takes place for each grade.
- Athletes will ride in the order the club designates on their entry form.

EA533.2.4 CNC/CCN Starting Order

In the Dressage phase, each rider from a club will follow on from each other.

- In the Cross Country phase the first rider from each club/zone team will go, followed by the second rider from each club/zone team, then the third and fourth in likemanner.
- Individuals may be interspersed between teams.

535 EXERCISING & WARMING-UP

EA535.1 Identification Number

Delete rule 535.1

EA535.2.1 Period of Restriction

Delete the first line except for the word During

EA536.2.1 Opening Time



Delete the first line

538 DRESS

For a full description refer to the Handbook Section 6 – Gear Rules

EA538.1.3b) Rowell Spurs

Delete whole clause – no rowels are allowed

EA538.1.4 Boots

Chapettes (suede) Delete are not permitted and replace with may be used for all phases.

EA538.2 &.4 Dressage and Jumping Tests

Delete all of both these sections. Replace with

- Full Official Pony Club uniform to be worn in the Dressage and Jumping Phases.
- If a non-pony club hosted event and the rider wants a pony club qualifier they must ride in their pony club uniform

538.3 Cross-Country Test

Delete EA rule and replace with

- Competitors may compete in their club's Active top for Cross Country. See PCT Handbook for more details on uniforms.
- A recognised, commercially produced and manufactured Body Protector is compulsory for this test.

539 SADDLERY

For a full description refer to the Handbook Section 6 – Gear Rules

EA539.2.2a

Delete

EA539.3.1

Delete "bitless bridles" and replace with hackamores.

EA539.4 Inspection of Saddlery

Replace shall for can in first line and add so it reads:

A Steward shall be appointed to check the saddlery of each horse before it enters the arena or starts a test.

- This is a competition compliance check only, not the fit.
- Gear Stewards shall prevent any rider starting who presents with incorrect gear.
- If they are concerned that a horse may be suffering due to ill-fitting gear they should contact the club's DC/manager to see if it can be replaced.
- If held on the same day and no change to gear, then a second check is not necessary between the cross country and jumping.
- Failure to have a gear check before the start of the cross country or show jumping – whichever is held first – and before or immediately after the dressage may incur elimination.
- Back protectors are compulsory for all grades for Cross Country



PC 539.5 Equipment in Grade 5

This is not official and cannot be used for qualifying so there is no restriction on gear used (as a safety measure), e.g. a Spanish snaffle with curb chain may be used in the dressage test. A leading-rein is allowed in cross country and show jumping.

EA541 Advertising and Publicity on Athletes and Horses

Delete any reference to advertising or sponsorship on competitors.

DRESSAGE TEST

EA543.1 Type and level of Test

Add at end

The tests will be decided by the CCP and announced before the start of each season. Refer to PCT newsletter and website.

PC513.4.3 Dressage judges

Number of dressage judges for Trials - 2 judges for Grades 1, 2 and 3, however in the exceptional circumstance of being unable to source enough judges, Grade three only may run with one judge per arena.

CROSS COUNTRY

EA546.1.4 CCN/CNC Colour Indicator Codes

Numbers and Class Indicators

Delete EA section on class colours and replace with:

PINK – Grade 1, RED – Grade 2, WHITE – Grade 3, PALE BLUE – Grade 4, GREEN – Grade 5.

EA547.3 Dimensions

Add as second paragraph

The first 4 to 5 fences must be straightforward ride-on fences without technical difficulty.

ADDITIONAL PC RULE

Stables and Yards. (EA Article No 109.3)

Pony Club Tasmania allows the use of temporary yards providing they are safe and the organiser approves their construction.

Quad/ Motor bikes – see PCT Rule 2.1.9.b.

Bike riders, who must be 16 years of age or over, shall wear a correctly fitted and secured helmet and comply with Worksafe Tasmania requirements for these vehicles.

Scoring

To ensure correct scoring, the EA scoring program should be used as it automatically calculates equal placings to corrected placings by going back to the optimum time for cross country and then the collective scores in dressage if necessary. A separate system is needed to calculate the teams.



ANNEXES

ANNEX 1 DRESSAGE

PC A1.2 Starting signal Judges will use a flag to denote the starting signal. Car horns/bells shall only be used to denote errors of course.

Page 79 Whips (Add at end of first sentence so it reads)

It is forbidden to carry a whip of any kind while competing in the arena except in Grades 4 and 5.

Annexes B & C Replace pages 89 to 91 and charts on page 97 with PC Annex B attached below. Relevant classes are the same.

Annex D See PC rule following **EA515.5.3 Veterinarian** for the Medical Requirements for PC Events.

Annexes E, F, G, H, J and L are irrelevant to PC competitions.

XC Jump Judges briefing is available at this site. It is an excellent presentation and all prospective XC Jump Judges should view it.

<http://www.authorstream.com/Presentation/evnsw-2257685-xcountry-judge-briefing-2014/>



PC ANNEX B - SPECIFICATIONS FOR PCT ONE DAY HORSE TRIAL

Effective from 1st August 2013

	Grade 5 Learners	Grade 4 Training	Grade 3 EvA80	Grade 2 EvA95	Grade 1 EvA105
Fence number colours:	Green	Blue	White	Red	Pink
1 CROSS COUNTRY OBSTACLES MAXIMUM DIMENSIONS					
Height - maximum					
Fixed	0.50	0.65	0.80	0.95	1.05
Brush	0.60	0.75	1.00	1.15	1.25
Spreads - maximum					
Highest point	0.50	0.65	0.80	1.00	1.20
Base	1.00	1.10	1.20	1.50	1.80
Without height	Step over or walk through	1.20	1.40	2.00	2.40
Drops	0.60	0.80	1.00	1.20	1.40
Any roof or other fixed and solid barrier over an obstacle must not be less than 3.50m above ground level.					
Water Crossings for all grades is:					
Depth - entry to exit	0.35				
Minimum width of crossing	6.00	Minimum width if step or fence out			9.00
Extra PC Rules					
Maximum height of obstacle into water	Not allowed	Not allowed	Not allowed	0.30	0.80
	Beach entry & exit	Beach entry	45cm drop*	1.20	1.40

*Grade 3 Water Jump drop should ideally have alternative of ramp into water.

Drop into water measured as diagrams below –





	Grade 5 Learners	Grade 4 Training	Grade 3 EvA80	Grade 2 EvA95	Grade 1 EvA105
Fence number colours:	Green	Blue		Red	Pink
2 DISTANCES - SPEEDS - JUMPING EFFORTS					
Speed – All ages	300 mpm	350 mpm	400 mpm	450mpm	500mpm
Distance (m)	<1500	1500-2500	1500-2500	2000-3000	2000-3000
Number of Efforts	Max 12	15 - 20	15 - 25	15-25	20-25
Distance from Finish	The last obstacle shall not be less than 20m nor more than 50m from the finish.				

ANNEX C SHOW JUMPING

	Grade 5 Learners	Grade 4 Training	Grade 3 EvA80	Grade 2 EvA95	Grade 1 EvA105
Fence number colours:	Green	Blue		Red	Pink
Course Length	200 – 300 m	200 – 400 m	600 m	600 m	600 m
Speed	250 mpm	300 mpm	300 mpm	325 mpm	325 mpm
No Obstacles/Max efforts	8-9	8-9/10	9-1-/11	9-10/11	9-10/11
Show Jumping Obstacles	A tolerance of 5cm in height is acceptable if dictated by the terrain or the spacing of the cups in the higher grades.				
Max Height	0.50	0.65	0.80	0.95	1.05
Max Spread (at position):					
- Top	0.50	0.65	0.90	1.00	1.20
- Base of Triple Bar	0.60	1.00	1.20	1.40	1.50
Combination	No double	1 2-std double	1 double	1 double	1 double
Water	No water allowed in the show jumping for any grade.				



ANNEX C - PCT ODE CRISIS MANAGEMENT PROCEDURE

Purpose

To be activated in the event of a rider or horse fatality, or a serious rider injury once the competition has commenced. The purpose is to standardize the management of crisis situations ensuring best possible outcomes for all involved.

Clubs must complete the information below, prior to the event:

Crisis Management Team (CMT)

	Name	Contact
Crisis Team Manager (CTM)		
Technical Delegate		
Press Officer		
Secretary		
Vet		
Runner		
2 nd Runner		

The CMT is activated by the TD.

CMT convenes at the secretary's tent/cabin.

Procedure for major horse injury or death

- Cross country Jump judge/ Show jump judge/Dressage judge calls in crisis over radio.
- Cross Country controller/ Jump judge/Dressage Judge stops all other competitors and removes them from situation.
- TD to alert and activate CMT.
- CTM ensures crash crew attends scene with screens to place around accident site.
- Secretary to phone vet who will attend scene with horse ambulance located at central location.
- Ambulance alerted via radio call by cross country controller to attend rider at the scene (even if no visible injury).
- Horse removed from scene as soon as practical.
- Crash crew ensure safety of area to recommence competition.
- Appropriate witnesses such as jump judges taken to secretary's tent to give independent statements.
- CTM to organise replacement judges with assistance of other CMT members.
- TD recommences the competition.

Procedure for major rider injury or death

- Cross country Jump judge/ Show jump judge/Dressage judge calls in crisis over radio.
- Cross Country controller/ Jump judge/Dressage Judge stops all other competitors and removes them from situation. Initiates first aid as able.
- Ambulance head to scene as soon as radio call comes through.
- TD to alert and activate CMT.
- Crash crew attends scene with screening material to screen off accident site.
- Witnesses taken to secretary's tent for individual statements and supported until police arrival if necessary.



- Secretary to collect rider's information and phone National PCT office ASAP and inform an incident has happened. Secretary to phone PCT Insurer ASAP (in case of rider death, this must occur within 2 hours)
- Ambulance to update CTM when appropriate.

If rider is transferred to hospital national office updated by secretary and press release by CTM to the effect of "rider x had a fall at fence number x and has been taken to hospital". Secretary to then liaise with the hospital as needed.

If rider is pronounced deceased at the scene by ambulance ensure police have been called and do not make any further changes to the scene. For example crash crew are not to try fixing the fence if damaged at this stage until police give authority. Photos to be taken of the fence by a crash crew member. Ensure no statements are made.

Family if present to be attended to by one of the runners, and may be used to escort the family to the hospital if necessary. Witnesses to be held for police statements and to be attended to by second runner. Gather at secretary's office.

It is important that only the CTM talks to the media and no other information other than facts are passed on. In the case of either incident occurring a thorough debriefing needs to be held by the CTM for all committee members, crash crew and relevant volunteers.

Other points to be taken into account

Secretary to contact PCT as soon as possible.

TD to notify PCT as soon as possible.

Pony Club Tasmania to assist with statement to the public.

CMT to complete FORM A.



FORM A - Information to be established and completed by Crisis Management Team

Rider or public fatality/serious injury

Mr/Mrs/Miss/Ms First Name _____ Surname _____
Age _____ Nationality _____

From Where _____

Based Where _____

Married YES / NO Children YES / NO If yes, how many _____

Horse

Name _____ Age _____ gelding / mare

Owner _____

Additional information

Vet attending _____

Ambulance attending _____

Fence Judge(s) _____

Nature of incident

Time occurred _____

Fence number or area (e.g. grandstand) _____

Facts of what happened (no hearsay) _____

Injuries

Rider _____

Horse _____

Member of public _____



How is the incident being handled?

Hospital name _____

Have witness statements been taken? YES / NO

How many horses had cleared the fence prior to the incident? _____

Had this rider cleared the fence earlier on another horse? YES / NO

How many completed the course? _____

How many first timers had completed the course prior to the incident? _____

Other consequences- NB NOT for media publication

Cause _____

Whose fault _____

Any breach of safety _____

Check whether the rider has won any prizes on another horse- it could prevent embarrassment at the prize giving.

Prognosis

If injuries, what is the result? _____



GUIDELINES FOR ORGANISATION OF PCT EVENTING CHAMPIONSHIPS “THE TRIALS”

Please refer to GUIDELINES FOR ORGANISATION OF PCT CHAMPIONSHIPS in Section 7. That contains the General, Dressage and Jumping requirements. These listed here are additional to those. Reference should also be made to the PCT Addendum to EA Eventing Rules throughout the organising process. Copy and make use of the Competition Check List at each meeting you hold.

When appointing the Dressage judges, please note this EA RULE 543.2

Number of Tests to be judged by day for CNC & CCNs. The Organising Committee, as a general guide, may include a maximum of 40 horses per day. Organising Committees are advised to inform Judges, prior to the competition, if it is likely that more than 30 horses will be in a class.

- 1 **Responsibility.** Add fence judges to personnel from other clubs.
- 4 **Appoint:**
 - h) **Cross Country Coordinator** (XCCO) to be responsible for organising the Cross Country.
 - i) **Cross Country Course Designer** (XCCD) to be responsible for designing the Cross Country.
 - j) **Cross Country Builder/s** (XCCB) to be responsible for building the Cross Country fences.

JOBS TO BE DONE BEFOREHAND

Cross Country – Build course, including start box.

- 5 **Dressage** – Arenas locate 3 or 4.
- Jumping** – Only one course required. Decide whose equipment will be used and that it is adequate.
- 7 **Numbers** – One set so none are repeated. Keep all the numbers in one class consecutive. For example Grade 3 Seniors use 1-22, Grade 3 Juniors 23-60, Grade 2 61-84 and grade 1 85-100 or whatever the numbers in a class demand. It is recommended that all the numbers in the same grade for that club are consecutive as much easier for sorting to the clubs' bags. This means the dressage riders will come in order, but not for the XC. As fence judges write the numbers down as they come it does not matter, and the SJ will be out of order anyway.
- 9 **Print** out XC Scoresheets form 10.8.8 on paper coloured as per XC grade numbers. As grade 3 does have two divisions it is better to use different shades for each division.
Organise Porta-loos for XC course and other venues if insufficient at them.
Organise bunting and rope for defining parts of the course.
Organise water tank and area for hosing horses – essential if very hot.

SCHEDULE Check wording carefully with Handbook Sections 7 Competitions & 8 Addendum for any amendments.

Entry Forms Attach the entry forms 10.8.1-.4 in **Word** format so that they can be completed on screen.



JOBS TO BE DONE JUST PRIOR TO DAY

- 4 Prepare XC jump judging boards with scoring sheets, incident report forms, whistle, stop watches and radio attached. Put a high visual vest for them to collect too.
- 6 Erect dressage arenas, and jumping course the day before its use.
Number and flag XC courses. Erect bunting or rope in sections of course to keep public out where needed.
Erect Veterinary enclosure.
Place Porta-loos near spectator areas.

SPECIAL EQUIPMENT and PERSONNEL NEEDED ON THE DAY

- a. Dressage – book at least 8 judges as usually C group will be divided.
- b. Number of dressage judges for Trials - 2 judges for Grades 1, 2 and 3, however in the exceptional circumstances of being unable to source enough judges, Grade three only may run with one judge per arena.
- c. Course Walk Conductors, preferably one of the TDs or the CD, to take riders over course/s – one in am and one in pm on dressage day.
- d. Medical staff – First Aid. Ambulance with a paramedic essential for Cross Country.
- e. Horse, motor or quad bike rider/s to collect score sheets from fence judges and take to the scorers.
- f. Cross Country Controllers – 1, 2 or 3 to supervise different sections of the course.
- g. Fence judges – 1 at each fence. 2 or 3 if complicated combination.
- h. Starter to set them going and record time dispatched. Should be on a minute or half minute only.
- i. Finisher (time keeper) to time them as cross finish line.
- j. Gear Checkers for XC – need two with a penciller.
- k. Crash Crews – Two 4WDS with a couple of men each and equipment for XC fence repairs.
- l. Horse ambulance for removal of injured or deceased horse. Screens & tarpaulins to hide destruction.
- m. Have someone take a Porta-loo around to the Fence judges approx. half-way through the XC
- n. Computer, printer, paper, pens, pencils, stapler, etc.
- o. Scorer using the EA scoring programme as it is designed specifically for all the needs including teams.
- p. Parking personnel, especially early in the day.

CLASSES

If the organising committee cannot cater for the number of riders for a given class, lowest ranked riders will be balloted out to an individual competition. The individual competition will not form part of a team.

Order of XC starting Gr 3 Senior first, then Gr 3 junior, followed by Gr 2 then Grade 1. In these last two grades the seniors and juniors are run concurrently so can be mixed up.

CROSS COUNTRY

Fence Judges. Make sure all are in attendance for the TD's briefing at least an hour before start of the first class. Supply them with enough XC scorecards for each class clipped to a board, and tell them to be sure to insert their names and mobile phone number on each one as they change cards. The board should have a pen or pencil, a stopwatch synchronised to the same (official) time as all other watches and a whistle attached. Instruct them to use it when a horse is approaching.

Give them a radio which should be on a dedicated XC channel – not the one used for general enquiries and communication. That way course control is not confused by lack of water in the toilets, the coffee vendor running out of milk, etc., and more able to focus on the competition management.



Each fence judge should report the result of each rider as they pass their fence to the XC controller and PA which should be on the same channel. This way the scorers can update each rider's score at each fence so their score can be announced at the end of their round.

Give them refreshments, i.e. bottle of water, sandwiches or roll, piece of fruit and piece of cake or the like.

Announcer can give the scores of each competitor as they finish their rounds if he has the information but must emphasise that these are only provisional scores at this stage.



PCT STATE HORSE TRIALS CHAMPIONSHIPS PRESENTATION LIST

Give this doc to the scorer and ask them to insert the results as they have finished each class so you have it all ready except the last class at the end of the champs. If they are too busy appoint someone else to do it at the time. The Prizes at the end of the champs should be awarded with the least important to start with and ending with the most important. PCT considers that the teams are more important than the individuals so work from the lowest to the highest places when announcing the awards. This is the order:

INDIVIDUALS Give rosettes, then trophies to the winner's captain.

Individual (if held)	6.....	5.....	4.....	3.....	2.....	1.....
Judy Pitt Shield						
Grade 3 Junior	6.....	5.....	4.....	3.....	2.....	1.....
Ann Graves Shield						
Grade 3 Senior	6.....	5.....	4.....	3.....	2.....	1.....
? Shield						
Grade 2	6.....	5.....	4.....	3.....	2.....	1.....
Best Junior	Becker Shield					
Best Senior	Tasmanian Forestry Shield					
Grade 1	6.....	5.....	4.....	3.....	2.....	1.....
Best Junior	A.C. Pegg Perpetual Plaque					
Best Senior	A.C. Pegg Perpetual Tiki					
Best Performed boy in Grade 1	Paul Coulson Trophy					
					 If not one in Gr 1, then Gr 2.

TEAMS Name riders making up each team. Give sashes, then trophies to the team captain.

Grade 3	Summershall Estate Trophy	
1 st
2 nd
3 rd
4 th
Grade 2	Northern Zone Trophy	
1 st
2 nd
3 rd
4 th
Grade 1 Dressage	Tom Johnston Memorial Shield	
1 st
2 nd
3 rd
4 th
Grade 1	McGrath and Trinder Team Shield	
1 st
2 nd
3 rd
4 th
Best Club Overall	Fairlands Trophy (no sashes for this)?
Gr 1	Include names of riders.
Gr 2	Usually only the winners are announced
Gr 3	but you may like to add the runner-up.



SECTION 9: Games – general rules

Rule book

Updated October 2017



Section 9: PCT Prince Philip Mounted Games for Junior and Open divisions



NOTE

- The games rules contained in this book are team games only. Where the word 'horse' is used, this also includes 'pony' and vice versa.

OBJECTIVES

The Prince Philip Mounted Games provides the Pony Club with a competition requiring courage, determination and all-round riding ability on the part of the rider, and careful and systematic training of the pony. Its objective is to encourage a higher standard of riding throughout Pony Club and to stimulate among the future generation, a greater interest in riding as a sport and recreation.

CODES OF BEHAVIOUR AND WELFARE OF THE HORSE

There is a Code of Behaviour for Administrators, Officials, Parents, Spectators, Coaches, the Media and for Riders contained in the Member Protection Policy in Section I of the PCT Handbook on the PCT website. Abuse of the bit will be carefully monitored and any infringement will constitute elimination from *the game in which it occurred*.

1 Competition Format

- The competition consists of fifteen (15) games selected by the State championship host club/zone from the list contained herein, and approved by the Board .
- Refer to the PCT Website or the State Secretary to view current games in use.
- The games will be played in accordance with, the attached Rules which are taken from the current International Rules.
- The competition will be run in two stages and two age divisions: A and B. **Stage 1:** Zone Qualifying Event - Teams are required to take part in a zone qualifying event. The first and second place getters from each age group shall move forward to Stage 2. **Stage 2:** State Championships are organised on behalf of the PCT with a host club/zone, rotating annually between the three zones on the first Sunday in June
- The venue of the final to be agreed upon by the Zone Committee and approved by PCT.

2 Divisions

- **A Division** - Consisting of the clubs most capable riders.
B division
- A Division only will compete at State Championships.

3 Teams

- Five riders represent each club, of which four participate mounted in each game. All riders must compete mounted in twelve games.



- Clubs may enter as many teams as they wish in each division group, however the zone has the right to restrict the number of teams competing to a manageable level.
- All clubs and riders participating shall be financial members of PCT.
- One reserve rider and/or horse may be nominated on the entry form.
- The pony and rider combination must be rally qualified as per Section 2.7.2c. These qualifications must be obtained prior to the rider competing in their Zone Qualifier.
- Members of a team may not be changed between the Zone Qualifier and the Championship except in the event of illness or unsoundness.
- No rider can compete for more than one Club in any one year, and no pony can compete for more than one Club in any stage of the competition.
- Zones may run division 2 teams in any age group/s for less experienced riders.
- Composite teams may be formed from two clubs. In this case:
 - No rider is to be disadvantaged by the decision of clubs to form a composite team;
 - Applications for composite teams must be approved by the Zone prior to close of entry of the zone competition;
 - The zone will assess the merit of the application and notify the clubs of the outcome;
 - Composite teams which qualify may participate in the championship event.
- **Substitution:** After the closing date for declarations, no rider or horse entered for the competition may be changed, except in the event of illness or unsoundness, when a certificate signed by the D.C. shall be produced before the reserve may compete.
 - If there is an injury or illness to horse or rider during the games then a meeting of all DCs and the Judges shall be held.
 - If the majority is agreed that the injury or illness is legitimate then a reserve rider and/or horse for that club may be put in the team to compete and have the same status as the replaced rider.
 - With approval from the TD & DC's of competing clubs, if a rider or horse is deemed unfit to continue, the team may complete state games with 4 riders if no reserve rider is available.

4 RIDERS

- Each rider must be correctly turned out in their club active riding uniform.
- Wear a correctly fitting and secured safety helmet which complies with current PCT Gear Checking requirements which must be fastened at all times when mounted.
- No jewellery - badges, bracelets, rings, ear rings or body piercing of any sort are to be worn. If worn, Medic-Alert bracelets and chains must be taped.
- Spectacles and sunglasses as per gear checking manual may be worn.
- No whips or spurs are allowed.
- A rider weighing more than 53 kilograms (8 stone 5 lbs.) dressed to compete, may not ride a pony 12.2 hands or under. Dispensation may be applied for by a regular rider/pony combination but horse welfare is paramount.
- Number five rider, when taking part unmounted, must also wear protective headgear.



- Riders should remain mounted until all the teams have finished that game. An unmounted rider is in a very dangerous situation if they are in the line of a fast finishing rider.

Identification of last team rider:

- Each rider will wear their allotted back number.
- Each team will be allotted a brightly coloured cap cover, irrespective of the club colors, which shall be worn by the last rider in each game.
- Starting lanes & cap colors to be in program and on the Judges' sheets.

5 PONIES

- Must be groomed and well presented
- Ponies must be at least 4 years old as at 1st August and sound. There is no height limit.
- Any pony that is lame or becomes lame will be excluded from taking part.
- At all stages of competition the 'One Horse - One Rider Rule' will apply and no interchange will be permitted unless the rider is injured.

6 SADDLERY

See Handbook Section 6 for definitions of approved gear and the Gear Checker's Check List.

- Ponies must be correctly turned out with approved gear.
- Only snaffle bits are permitted for A division. Riders under 12 years in B division, may use any PC approved bit.
- Reins: If long reins are knotted, they should be undone at the buckle end.
- The reins must be over and not under the ponies' necks.
- Use of the baton, reins or other article as a whip shall incur elimination of the team from the event.
- No item of tack may be used for any other purpose, or in any other way than for which it was designed and intended, i.e. Running martingale may not be used as a standing martingale.
- The Gear Checker, in conjunction with the Chief Judge, has absolute discretion in ruling on these matters.
- The Rider/Club official are responsible to present in for correctly fitting gear.

7 GEAR CHECK

- Riders and Ponies will be checked by Gear Checkers appointed by the organiser before the start, in the clothing and saddlery in which they are to compete and these shall not be changed thereafter without reference to the Chief Judge.
- The nominated responsible adult must be with their teams during Gear Check.

8 CLUB OFFICIAL AND COACH

- The DC or the Games Coach must be present with each team, and this person must be nominated on the entry form.
- If either of these are unable to be present they must appoint an experienced person, preferably a senior member of the Club Committee to deputise for them.
- The Team Coach is responsible for taking charge of the team outside the arena and sending them in immediately they are called.
- Only the Team Coach is allowed in the Collecting Ring and Arena with their teams.



9 OBJECTIONS and ENQUIRIES

There will be no objections or protests of any sort, other than by Officials appointed for the competition.

Only the Club Coach Coordinator or their appointed representatives of a Club team are entitled to make requests for information which shall be made promptly and verbally to the Chief Judge.

If a team Club Coach Coordinator is unable to be present they must appoint an experienced person, preferably a senior member of the Club Committee to deputise for them, and this person must be nominated on the declaration form. They may not be the team captain or the parent of a competitor.

10 ENTRIES

Entry form

Entries shall be submitted on the official entry form 10.9 which will be provided by the Organisers. In addition to the riders, clubs must nominate two Lane Stewards and an Equipment Helper. Without this nomination their entry will not be accepted.

Entries Close

- for the Zone Games on a day to be decided by the zone host club;
- for the State Championship 13 days prior to the Event.

Fees

- **Zone Competitions:** decided by Zone committee.
- **State Final:** shall be proposed by the hosts and approved by PCT.

11 POOL OF GAMES

These are listed at the end of the document.

ORGANISATION

12 DISCLAIMER OF LIABILITY

This should be printed on both the schedule and the programme:

Neither the Organising Committee of any event to which these Rules apply, nor the Pony Club Tasmania Inc. accepts any liability for any accident, damage, injury or illness to horses, owners, riders, ground, spectators or any other person or property whatsoever.

13 SASHES AND RIBBONS

Zone competitions: Decided by Zone. Sashes do not date so can be used another year. State Final: Sashes given for each participating rider of the teams, plus one for the reserve rider if in attendance, for all placings in each division = 36 for a set in each section = 72 in total. To be ordered by and paid for by PCT.

They shall be 1.35 m long and 750 mm wide, ends fringed.

The wording on them shall be:



The PONY CLUB TASMANIA INC.

State Games Championship A Division *or* B Division (*as required*)

201... *as required*

Zone or Venue.....

14 EQUIPMENT

- Equipment to be used must be of an even standard and must comply as nearly as possible with that recommended in the International Rules, as specified for the individual games. Failing this, it is important that the equipment is the same for each lane. Photos of the standard equipment for most games and the rules can be found on page 12 of this section. Any variation on the day is to be shared between teams to the satisfaction of the Chief Judge.
- All clubs should be made aware of the equipment that will be used for a competition and must not be disadvantaged by the use of different equipment.
- All items should be coloured to make them easily visible.
- If equipment in one lane is inadequate in any way then the offending items should be spread amongst the lanes. Preferably this situation should not arise if the equipment has been inspected prior to the competition.
- Any questions regarding the equipment for individual games should be directed to the Chief Judge as soon as possible.

15 STARTING LANES

- The Host club or Zone shall arrange the starting lanes.
- Each team is allotted a lane for the start of the competition
- At the state finals teams change lanes after every third game.
- At the zone competitions each team changes lanes at the discretion of the zone organisers depending on the number of teams competing. Stewards stay in their designated lane.

16 RANKING/PLACING

- The result of a race will be decided by the order in which the
 - ponies' heads cross the finishing line when ridden; or,
 - when dismounted as in the Sack Race, the riders cross the line.
- When ponies finish in pairs, it is the head of the second pony that counts

17 SCORING

A points system will be used, graded according to their placing, so that each team receives a point providing they finish a game.

- State final: 6 placings = 7,6,5,4,3,2 with 1 for eliminated and 0 if disqualified.
- Zone competition: decided according to number of teams taking part. The winning team will receive one more point than the number of teams competing. If disqualified they receive 0.



18 TIE-BREAKER

- In the event of the final points being equal between teams in 1st, 2nd or 3rd position, or any game which has to be cancelled, (because of unsuitable weather or equipment) a run off between the tied teams will be decided by a tie-breaker game.
- This game will be selected before the start of the competition and will be one of those being used on the day.
- These will go into a draw - the one drawn being the one to be used.
- Any four of the team riders may take part, not necessarily those that took part originally.

19 RESULTS OF COMPETITIONS

Full detailed Result Forms of Competitions must be forwarded by the organiser as soon as possible after the competition to the:

Zone: Zone secretary and club hosting the state championships;

State: Pony Club Tasmania Inc.'s secretary and web manager.

OFFICIALS AND THEIR DUTIES

20 GENERAL

All officials are appointed by the organiser. For the State Championships, the Board must approve the chief Judge. Judges and Lane Stewards should be easily identifiable.

21 CHIEF JUDGE

- The Chief Judge should be a person very experienced in games competition.
- Shall act as the TD and oversee the general organisation, including the schedule and draw, etc.
- Is responsible for ensuring that the whole competition is run in accordance with the current rules.
- Has the authority to request any changes on the day if necessary to bring into line with these rules.
- Has final and binding authority.
- Is responsible for inspecting and approving the arena and all equipment.
- Conducts the draw of the tie-breaker in the presence of an official of each participating club.
- Conducts a briefing of team coaches prior to the competition to clear up any potential rule interpretations, to inspect equipment and conduct the tie-breaker draw and discuss any matter relevant to the competition.
- Briefs and supervises the Lane Stewards and may replace a Lane Steward if considered necessary.
- The Chief Judge should check with the Starter, where they stand to signal the start and the correct use of their flag.
- Adjudicates on any queries from an official in consultation with the other judges.
- Receives reports on infringements in the course of each game and in consultation with the other judges, informs the scorers of their decision.



- If this results in an elimination or similar then their decision should be broadcast straightaway so the team are made aware.
- The Chief Judge should have a whistle in case it is necessary to stop a race.
- Provide a report to the Zone/PCT as appropriate promptly after the competition, to include the following points:
 - The general organisation of the competition;
 - Any incidents or difficulties;
 - The names of officiating Judges and Lane Stewards.

22 ASSISTANT JUDGES x 2

- For zone competitions, the judges and the chief judges should preferably be from three different clubs and for State competitions the judges should preferably be from each of the three zones.
- Decide the order in which the competitors cross the finish line.
- Judges place the last team rider as they cross the finish line.
- Judges must place all teams and record these places (in case of eliminations).
- Consult with the chief judge reports of infringements or elimination, etc. from the Lane Stewards and based on their decision give any revised results to the scorers.

23 SCORER

- Keep records of all points scored by each team in accordance with scoring system on the Official Score Sheet and promptly mark up the scoreboard after each three games.
- Work with the Judges and Commentator.

24 COMMENTATOR

- Introduces and welcomes teams.
- Announces each event and calls the competitors to line up.
- Provides a short explanation of each game.
- May provide a running description.
- Announces results provided by the Judges.

25 MARSHAL

- Marshals teams.
- Keeps order.
- Sends teams into arena when required.
- Marshals prize winners for presentation and parade.

26 GEAR CHECKERS

x 2 at start of the day.

- Check dress and saddlery, safety of the rider and comfort of the horse.

27 PENCILLERS

- Two to complete Gear Checker checklists as instructed.
- One to fill in the Judges' slips and hand them to the Scorers and the Commentator.



28 STARTER

- Is to be positioned in line with first bending posts on the same side of the ground as the Judges.
- Must be clearly visible by all competitors on the start line.
- Calls the first riders to the starting line on the advice of the Chief Judge.
- As soon as the teams are assembled on the line, the Starter should raise the flag and hold it upright whilst the riders settle, have the whistle in the other hand, and when satisfied that all the riders are settled and stationary, lower the flag away from the riders and blow the whistle to signal the start.
- Should any pony become unruly at the start, the Starter will order it to stand or be held by the Lane Steward of the team in question behind the six meterline.
- In the event of a false start, the Starter will immediately blow the whistle twice and recall the teams.
- Should the Starter have any doubts they should consult the Chief Judge.

29 ARENA SUPERVISOR

- Is in charge of the Arena Party, and ensures that everything is correct and ready for each event.

30 ARENA PARTY

- The Arena Party is responsible for setting up the equipment for each game under the direction of the Arena Supervisor and removing it when it is no longer required.

31 NUMBER STEWARD

- To check that the back numbers are as per program, i.e. that correct participants are in each game.

32a LANE STEWARDS

- Must have a thorough knowledge of the rules and have studied carefully the details of each race in the competition they are to steward.
- Must attend the briefing, which is normally not less than one hour before the first event.
- There must be two Stewards for each lane.
- The Lane Steward's position is behind a 200lt (44gal) drum placed on the finish or change-over line and in line with the lane they are judging.
- Lane Stewards will carry a flag to signal. If possible, it should be the same color as the cap covers.
- Any infringement of the rules must be signalled at once by raising the flag signal high, keeping it up until the end of the race unless the infringement is corrected, when it is immediately lowered again.
- When a Lane Steward signals an infringement, the Lane Steward at the opposite end shall also signal.
- If asked by the competitors the nature of the infringement, the Lane Steward should (if possible) answer informatively. Lane Stewards' signals are for the guidance of the judges and the competitors.



- In the case of obstruction by any team, the Lane Steward of the team causing the obstruction does not signal until the end of the race. At that time the flag is raised for the attention of the Chief Judge who will then adjudicate. The Lane Steward of the team obstructed does NOT signal.
- Lane Stewards must not call back or call instructions to any competitor, but may respond to specific questions from riders after they have raised their flag.
- Lane Stewards at the changeover line should ensure that competitors do not ride back down the arena, but wait until the Chief Judge has signalled that the race is over and then permit them to return to their team.
- If one team's equipment is upset by another team, the nearest Lane Steward of the team upset, should quickly set this up again if this is possible.
- Close concentration is necessary throughout each race. Be sure not to be distracted by anything - even a bad upset in another lane.
- Ensure that only the next rider to go takes up their position on the start or change over line. The others must be behind the six-meter line.
- Lane Stewards are not responsible for the position of the ponies at the start.
- If a pony has to be held, the Coach of the team concerned will do so and must be behind the six-meter line.
- Lane Stewards will report to the Chief Judge any person who disagrees with their decision, is abusive, swears, or obstructs their duties in any way what so ever.

32b LANE STEWARDS' BRIEFING

The Briefing is conducted by the Chief Judge.

The Organisers shall provide a list of all Lane Stewards and two Head Lane Stewards, to hand to the Chief Judge prior to briefing. It should commence not less than one hour before the start of the first event, preferably under cover.

Punctual attendance is essential by all concerned. If nominated Lane Stewards or their representative/s do not attend the briefing within five minutes of the stipulated time, then that team may be eliminated. Before briefing begins, the Chief Judge should check to verify all are present.

Those required at Briefing are the:

- Club Representative – the officially nominated person.
- Team Coach
- Judges
- Starter
- Lane Stewards
- The Chief Judge should:
 - explain the need for absolute concentration while races are in progress must be stressed;
 - summarise the principal points in the General Rules and special points that require attention in each race;
 - explain the rules regarding objections and explain that no objections of any kind are allowed to the starting, judging or stewarding of any race;



- explain the Lane Stewards' signalling procedure;
- remind them that they must not call back or warn any competitor;
- remind them they may not steward their own team;
- ensure that all questions and all answers are heard by everyone present;
- verify that all Stewards understand their duties;
- should check with the Starter, where they stand to signal the start and the correct use of their flag;
- explain the use of the Starter's whistle in the event of a false start.

Before briefing the Judges and Starter, the others present can be allowed to go.

33 FIRST AID

Organisers must adhere to the following Minimum Requirements for all zone and state events. The organising committee must advise the Chief Judge ahead of time of all the medical and veterinary arrangements that have been made, including the ambulance situation.

- An experienced First Aider (i.e. St John/Red Cross/SES) with recent and relevant experience in managing trauma or medical experiences must be present at all times.
- Fall Spotters to be present- if the fall spotter spots a fall the rider has to be checked by first aid and given clearance to keep riding, records to be kept
- An approved first aid kit must be available and include a cervical collar, blankets and towels.
- Emergency vehicles must be able to access all parts of the venue.
- The State Ambulance Board must be notified of the date and venue of any event being held. A map showing the venue should also be attached.
- A Notice to advise participants of the medical arrangements are available shall be displayed.

A Veterinary Officer shall be in attendance or available on call.

GENERAL RULES APPLICABLE TO ALL GAMES

- 34 No items of equipment are to be held in the mouth.
- 35 Except when the rules allow riders to dismount, they must remain mounted (facing forward, legs astride the saddle, or back when saddles are not used).
- 36 The rider may pass the first post on either the right or left. Thereafter they weave alternately to the right and left of successive posts.

The following faults will incur elimination of the team from the event:

Passing the wrong side of a post unless corrected. Failure by the rider concerned to replace a post they have knocked down.

- 37 At the handover, only the rider next to start is allowed to take up position behind the line. This rider must go next and may not be replaced by one of the others for any reason, or the team will be eliminated. The remainder of the team must remain behind the six (6) meter line.



- 38 All handovers/changeovers from one rider to the next must take place behind the start/changeover line but not necessarily between this line and the six (6) meter line. The whole of the next (outgoing) rider and their pony - all 4 hooves - must be behind the line until the previous (incoming) rider and their pony have crossed it, and until they have handed over the baton or other article. Should the next (outgoing) rider cross the line too soon, the team will be eliminated unless they return and correct the error.
- 39 At a handover, in the interests of safety, the incoming rider only may pick up a dropped object and hand it over mounted or dismounted while not infringing general rule 38 above. No rider may help another unless they are both involved in a handover.
- 40 Should a rider drop an article that they have to carry, hand over or put into or take out of a container or pick up, they may then place it where it has to be put whilst dismounted, after which they must remount to resume the event except for the Pony Club Race for which they must remount first.
- 41 When correcting an error, dismounted, the rider must continue to hold the pony by the reins throughout. The reins must at all times remain over the horse's neck.
- 42 A rider who commits an error during an event may return to correct it, even after crossing the hand-over or finishing line, provided they have not left the arena or the Judge has not declared the race to be over. Should they go back, the rider may not hand over or finish until they again cross the line after correcting the error.
- 43 Should a rider knock over a container, table, post, etc. they must immediately set it up again and replace all the articles that should be in or on it except the one being collected which need not be replaced. They can dismount and do this by hand or remain mounted. The penalty for infringement is elimination of the team from the game.
- 44 A team may be eliminated for not correcting mistakes made during an event.
A team may be disqualified for serious breaches of the rules.
- 45 If a rider or pony interferes with another team during an event, the offending team may be eliminated or in serious cases, disqualified at the discretion of the Chief Judge.
- 46 Should a rider fall off and lose their pony, and wish to resume the race, they must do so at the point of the fall.
- 47 If a pony runs loose away from its rider, the team may be eliminated from the event at the discretion of the Chief Judge, (usually depending on interference with other teams or length of time to resume the event).
Leaving the arena is elimination.
- 48 No person may enter the arena to catch a loose pony; only the Lane Stewards of the team involved, the team or the Arena Party, may help, and then only when the pony has left the "play area". The team may then continue with the race.



The Play Area is that area between the start line, change over line and the defined width of the area. Once the pony and rider are reunited, they may continue the race from the point of infringement.

- 49 Races will not be re-run when a team upsets the equipment of another team, but the offending team will be eliminated from that race.
The nearest Steward of the team upset should quickly set this up again, if this is possible.
- 50 Riders must remain in their place until all teams have finished each event, leaving the arena as a team on instruction from the Chief Judge.
- 51 Rough or dangerous riding, striking the horse, deliberate interference, foul language (swearing), or unseemly behaviour, may be penalised by disqualification of the rider or the team from the event concerned, or from the whole competition, at the discretion of the Chief Judge.
- 52 There will be no objections or protests of any kind other than by officials appointed for the competition.
- 53 If for any reason an event cannot be run, it may either be replaced by the spare event or be declared void at the discretion of the Chief Judge.
- 54 If for any reason the Judge cannot decide one or more of the placings in an event, only the teams concerned must run the event again.
- 55 In the event of equality for the final placings, a Tie-Breaker game will be used to decide the placing.
- 56 No items of equipment are to be held in the mouth.

POOL OF RACES

Ball and bucket race	Housewife's scurry	Spillers pole race
Ball and cone race	Hurdle race	Stepping stone dash
Ball and racquet race	Litter race	Stick pegging relay race
Balloon bursting race	Nine ring race	Sword race
Bending race	Old sock race	Tack shop race
Bottle race	Pony club race	Three mug race
Canadian race	Pony express race	Twitter game
Daily mail race	Postman's chase	Two flag race
Egg and racket race	Potato picking scramble	Tyre race
Fishing race	Potato race	Windsor castle race
Five flag race	Pyramid race	Wizards's castle race
Five mug race	Rope race	
Hi-lo race	Sack race	



INDIVIDUAL GAME RULES

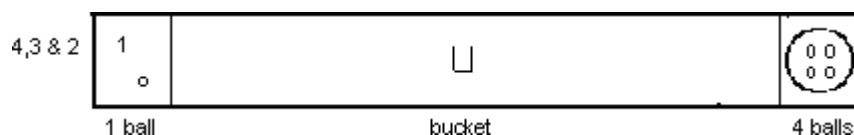
BALL AND BUCKET RACE

Equipment per lane

1 plastic bucket, approx. 15 litre, 300mm diameter x 300mm.

5 tennis balls.

2.75m behind the changeover line there will be four tennis balls for each team, within a ring marked on the ground for visibility. Across the centre will be a row of buckets, one for each team.



Directions

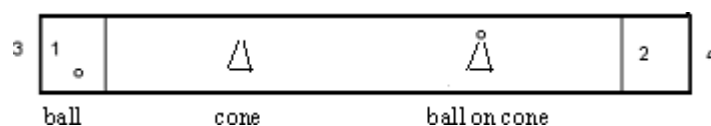
On the signal to start No.1 carrying a ball, will gallop to his team's bucket and drop the ball into it. He then continues to the far end, dismounts, picks up a ball, remounts and will return to the start to hand it to No.2. Nos.2, 3 & 4 will complete the course in the same way in succession, with No.4 dropping the last ball into the bucket on his way back.

BALL AND CONE RACE

Equipment per lane

2 medium (450mm) road cones (witches hats), 1 placed on the $\frac{1}{4}$ and $\frac{3}{4}$ line (13.75m from either end).

2 tennis balls, one of which will be placed on the far cone.



Directions

Nos.1 & 3 will be mounted at the start line and Nos.2 & 4 at the changeover end.

No.1 carries a tennis ball and on the signal to start, gallops to the first cone and places his ball on it. He then gallops to the second cone, collects the ball and hands it to No.2. Nos.2, 3 & 4 complete the course in a similar manner. In the case of cones knocked over or a ball being dropped, General Rules apply.

BALL AND RACQUET RACE

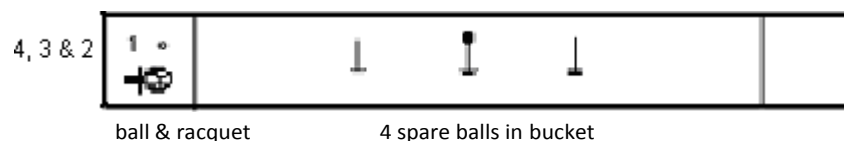
Equipment per lane

1 racquet with cross-piece of 125 to 190mm long.

1 plastic or metal container approx. 2.2 litre, 160mm diameter x 130mm, with sleeve to slide onto bending post.

5 tennis balls.

A line of three bending posts will be put up 9m apart. On the centre post of each line will be fixed a container in which will be placed four spare tennis balls.



Directions

No.1 will carry a racquet on which is placed a tennis ball. The competitors' hands must be behind the crosspiece through the centre of the handle. On the signal to start, the No.1 will ride up and down the line through the bending posts carrying his ball on his racquet. The ball must not be touched by hand except when being picked up. On arrival at the finishing line No.1 will hand his racquet and ball to his No.2, the ball still being untouched by hand. Nos.2, 3 & 4 will complete the course in the same way up and down the arena successively.

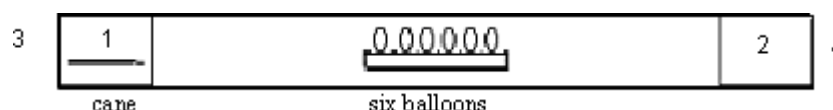
No.4 must be carrying his ball on his racquet as he crosses the finishing line. Should the ball be dropped, the rider must either pick it up, or collect another from the container on his team's centre post, and resume the course again from the point where the ball was dropped. The ball need not be placed on the racquet until this point is reached. Should the ball be dropped over the handover line, the rider may dismount and put the ball on the racquet of the next rider to go.

BALLOON BURSTING

Equipment per lane

1 lance, i.e. a cane 1.20m long with drawing pin attached to the end with insulating tape.

Six balloons for each team will be pegged to the ground 450 - 610 mm apart in a straight line up and down the arena across the centre line.



Directions

Nos.1 & 3 will be mounted at one end of the arena and Nos.2 & 4 at the other.

On the signal to start No.1, carrying the lance, will gallop to the end of the arena bursting a balloon on the way, then hand the lance to No.2. Nos.2, 3 and 4 will similarly each complete the course, up or down the arena, bursting a balloon in succession.

No.4 must be carrying his lance as he crosses the finishing line.

Riders may make more than one attempt to burst a balloon, which may be done with either the point or flat of the lance.

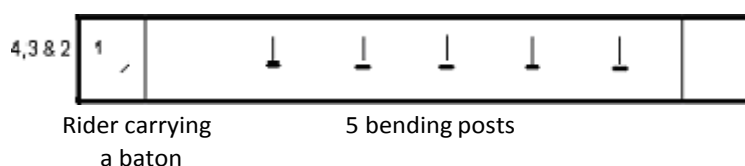
If a rider fails to burst a balloon his team will be eliminated from the event. There will be no penalty if a rider bursts more than one balloon.



BENDING RACE

Equipment per lane

A line of 5 bending posts (1.30 – 1.40 m long) will be erected along the centre of each lane 9m apart.
1 baton, 25mm in diameter, between 300 and 400mm long.



Directions

On the signal to start, No.1 carrying a baton will pass down and back through the bending posts. On returning to and crossing the start line he will hand the baton to No.2.

Nos.2, 3 & 4 will similarly ride down and back through the bending posts in succession. No.4 must be carrying the baton as he crosses the finishing line

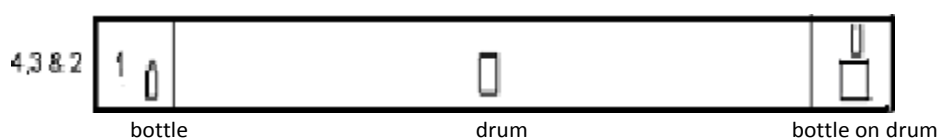
Posts knocked down must be replaced by the rider concerned. Line stewards will not signal unless the bending post is broken or lying flat on the ground.

BOTTLE RACE

Equipment per lane

2 plastic bottles, 750 mls (white king bottle suitable) filled with sand.

2 60 litre drums, 400mm dia x 600mm with flat top (no lip), one on the centre line and the other beyond the changeover line. On this there will be a one plastic bottle, weighted with sand



Directions

On the signal to start, No.1, carrying a similar bottle, will gallop forward and place it upright on the table on the centre line. He will then continue to the far end to pick up the bottle from the table there and return to hand it to No.2 on the start line. No.2 will gallop forward and place this bottle upright on the table at the far end. He will then return to the centre line to pick up the bottle from the table there and hand it to No.3 on the start line. No.3 will act in a similar manner to No.1, returning to hand the bottle from the far end to No.4.

No.4 will act in a similar manner to No.2. No.4 must be carrying his bottle as he crosses the finishing line.

CANADIAN RACE

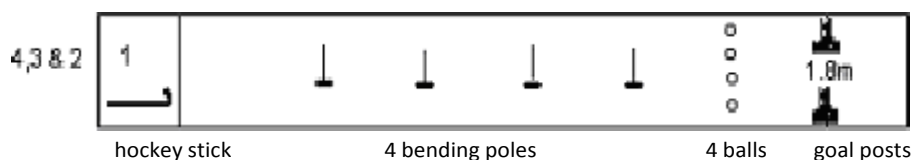
Equipment per lane

Line of 4 bending posts set up 9m apart.

1 goal represented by 2 large (700mm) cones, placed 1.8m apart on the changeover line.

4 balls, 300mm apart put halfway between the $\frac{3}{4}$ and the changeover line, lined up with the goal opening.

1 wooden hockey stick.



Directions

On the signal to start No.1 takes a hockey stick and rides through the bending posts and hits one ball, continuing to hit the same ball until it goes through the goal posts. The rider must be mounted when hitting the ball with the hockey stick. The player will then return through the bending posts and hand over the stick to player No.2. Nos.2, 3 and 4 will continue in the same manner. No.4 must be carrying his hockey stick as he crosses the finishing line. All four bending posts and cones must be erect. In the event that the pony kicks a ball through the goal, that ball must be brought back over the goal line. The ball does not have to go back to its original position.

DAILY MAIL RACE

Equipment per lane

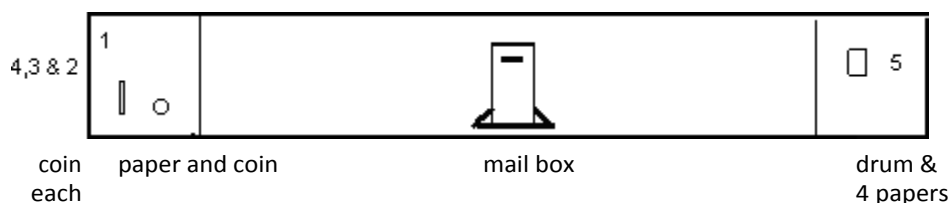
1 Letter box about 1.2m high with a 200mm x 50mm slot at the top to put the paper through.

1 newspaper stand (a 60 litre drum will do for this).

5 folded papers

4 large token coins – 100mm dia – which may be made out of plywood or plastic.

On the centre line there will be a letter box for each team and at the far end a newspaper stand with a paper boy (the fifth member of each team, dismounted) behind it.



Directions

On the signal to start No.1 will gallop forward carrying a folded newspaper and a large token coin. On reaching the letterbox he will push his paper through (not pulling it from the other side), before galloping on to purchase another newspaper from the paperboy, who must remain behind the stand, giving him a coin. He will then return to the start line and hand this paper to No.2.

Nos.2, 3 & 4 (who each have a token/coin) will repeat the procedure.

No.4 must be carrying a newspaper as he crosses the finishing line while the paperboy holds up the four coins. If a newspaper or coin is dropped, or letterbox or stand is knocked over, general rules will apply. At the newspaper stand either the rider or the paperboy may pick up any fallen article, but the rider may not start back until this has been done.



FISHING RACE

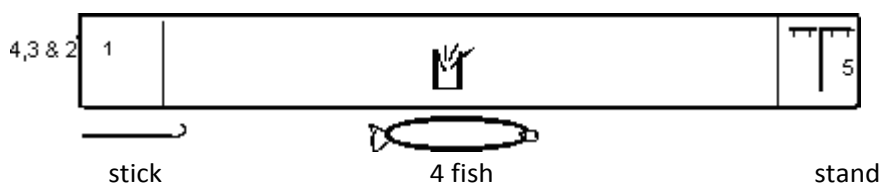
Equipment per lane 1 20 litre plastic bucket, 300mm diameter x 400mm.

4 fish made of wood, rigid aluminium or plastic, 380 to 400mm long and 180 to 200mm across the body, each with a ring through its "nose".

1 T shaped stand, 1.2m high with a cross piece of 915mm, all in 75 x 50mm timber approx. Each crosspiece to have four U shaped hooks screwed into the underside at equal distances.

1 stick of 1.2m long dowelling or similar with a small cup hook screwed and taped securely into one end.

On the centre line there will be a plastic bucket containing the four fish, spaced out.



Directions

The No.5 of each team will stand 2.75m behind the changeover line holding the stand. A 2.75m circle will be marked on the ground and the No.5 rider is to keep at least one foot in this circle at all times.

No.1 will have the stick with the small hook on one end.

On the signal to start, No.1 will go forward to the litterbin, hook a fish and continue to No.5 carrying the fish on the end of the stick. No.5 unhooks the fish and secures it on one of the hooks. No.1 must remain behind the changeover line until No.5 has correctly placed the fish on the hook. He then gallops to the start line and hands the stick to No.2.

Nos.2, 3, & 4 complete the game in the same way. In order to assist the lane judges, the No.5 rider will raise a hand when the fish is hooked on. The rider must not leave the changeover area until No. 5 has raised his hand & the fish is hung on. Should a rider drop a fish he may pick it up either mounted or dismounted. If a fish is dropped whilst handing over to No.5, the No.5 may pick it up and put it on the hook – see General Rules.

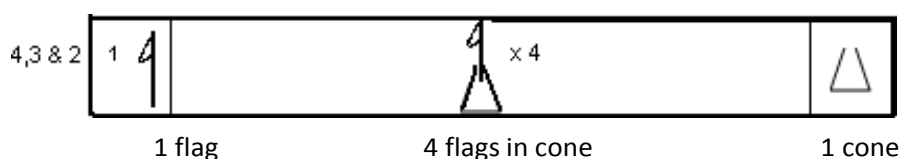
FIVE FLAG RACE

Equipment per lane

5 flags consisting of good quality 1.2m bamboo canes with flags firmly fixed. Flags must be 100mm below top of post. Flags to be approx.. 230mm square or triangle.

2 large 700mm road cones for flag holders with the tops cut off to leave a hole of 100mm diameter.

Behind the changeover line and also across the centre will be placed a row of flag holders, one for each team in each row. Each team will have five flags. Four of these will be in the team's holder on the centre line.





Directions

On the signal to start No.1, carrying a flag, will gallop to the other end of the arena and place his flag in his team's holder there. He will gallop back, picking a flag out of his team's holder on the centre line and hand this flag to No.2 behind the start line.

Nos.2, 3 & 4 will complete the course in the same way up and down the arena in succession so that at the end, the team will have placed four flags in the holder at the far end of the arena and No.4 finishes over the start line mounted and carrying the fifth flag. Should the flag holder be knocked over, the rider must put it up again, replacing any flags there may have been in it. Should a rider take more than one flag from the holder, he must replace the surplus. He MAY dismount to do these things.

If the flag should come off the cane, the stick may be used to complete the race. On windy days, rubber bands can be used to keep the flags furled and prevent them blowing over.

FIVE MUG RACE

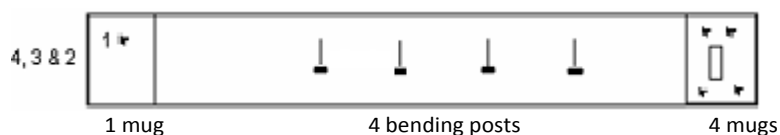
Equipment per lane

4 bending posts.

1 60 litre drum, 400mm dia x 600mm with flat top (no lip).

5 enamel mugs

Line of four posts bending will be put up 9m apart. A drum will be placed behind in changeover line, one for each team. Each team will have five mugs, four of these will be placed inverted on the team's drum and one will be carried by No.1 at the start.



Directions

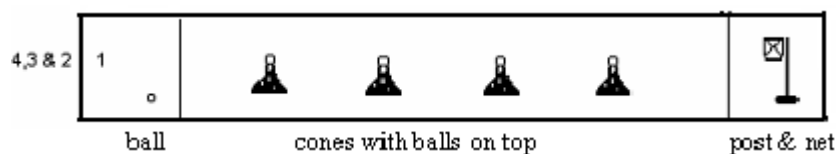
On the signal to start No.1 will gallop to one of his team's posts and place his mug inverted on the top. He will then go on to his team's drum, pick up another mug and return to hand it to No.2 behind the start/finish line. Nos.2, 3 & 4 will complete the course in the same way up and down the arena in succession, so that at the end, the team will have placed four mugs on the four posts and No.4 finishes over the finishing line, mounted and carrying the fifth mug. The riders may ride straight and need not bend through the posts, if a mug is dropped off a post or the bin is knocked over, general rules apply. If a post is broken the team will be eliminated. Any mugs knocked off the bin/table must always be replaced INVERTED.

HILO RACE

Equipment per lane

4 medium 450mm road cones. 5 tennis balls,

1 post, 2.1m high, with a 200mm diameter ring and net at the top, standing in a solid base, e.g. a car tyre rim with steel pipe holder or a water filled container used to support outdoor garden umbrellas, placed 2.75m beyond the changeover line. There can be a figure attached to the post at the discretion of the Host Organiser. Lines of four large road cones will be placed in the same positions as the bending posts, with a tennis ball on the top of each road cone.



Directions

No.1 will carry a tennis ball and place it in the net and upon returning down the arena, collect a ball from the top of one of the road cones. This will then be passed to the next rider.

Nos.2, 3 & 4 will complete the course in the same way. In the event of a tennis ball either missing the net or falling from a road cone, he MAY dismount to pick it up. He may then place it where it has to be put whilst dismounted, after which he must re-mount to resume the event. Likewise, any cones that are knocked over must also be replaced. When placing the ball in the net, riders may pass around the post or in front of it beneath the ring.

HOUSEWIVES SCURRY

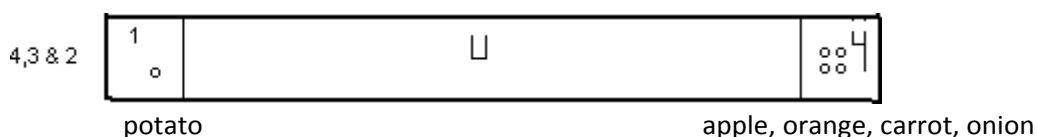
Equipment per lane

1 post, 1.2m high, with a container approx. 2.2 litre, 160mm diameter x 130mm on the top, placed 2.75m beyond the changeover line.

1 potato (with No.1 rider), and an apple, orange, carrot and onion placed in the container.

1 plastic bucket – 15 litres, 300mm x 300mm.

Across the centre line will be a row of buckets, one for each team.



Directions

On the signal to start, No.1 rider carrying a POTATO, rides forward to his team's bucket and drops the potato in. He then continues to the far end and collects an APPLE from his team's container and returns and hands it to No.2 rider.

Nos.2, 3 & 4 in succession complete the course in the same way collecting next an ORANGE, then a CARROT and last an ONION which is put into the centre line bucket on the way back to the finish.

The winning team will be the one whose No.4 rider is the first across the finish line and whose goods have been deposited in the centre line bucket in the correct order. For action that has to be taken if an article is dropped or a bucket is knocked over, see general rules.

HURDLE RACE

Equipment per lane

2 high and 2 low hurdles, which will be made as follows:-

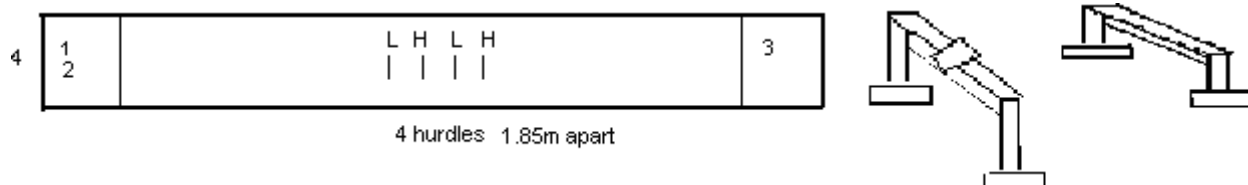
- low hurdles, 300mm high x 760mm wide

- high hurdles, 600mm high x 760mm wide, with the width between the legs at least 685mm. A 100mm square platform will be attached in the centre of the top rail.

2 enamel mugs – 1 sat upright on each platform of the high hurdles.



The four hurdles will be set 1.85m apart across the centre line. They will be alternately low, high, low and high in that order. There will be a movable mug placed upright on top of the higher ones.



Directions

Nos.1 and 2 will stand side by side on the start line, with No.4 behind them. No.3 will position himself on the changeover line.

On the signal to start, Nos.1 & 2 will gallop forward to the hurdles, where No.1 will dismount and hand his pony to No.2. He will then step over the first hurdle, crawl under the second, go over the third and under the fourth. He will then remount and both riders will gallop to the changeover where No.1 will wait.

No.2 will turn round after crossing the line, then he and No.3 will go to the hurdles, where No.2 will dismount and go under and over them. He will then remount and both riders will gallop to the start line, where No.2 will drop out of the race.

No.3 will turn round after crossing the line, then he and No.4 will similarly complete the course, with No.3 negotiating the hurdles. No.3 will then drop out. The Nos.4 & 1 will complete the course, with No.4 negotiating the hurdles. At each changeover, the next pony to go must remain behind the line until both the previous ponies have crossed it. The rider who is to hold the pony at the hurdles may grasp its rein before, or as they gallop down the arena.

The winning team will be the one whose pair are first across the finish line, mounted on their ponies. Should any hurdle be knocked over, or a mug fall off, the rider concerned must replace them and renegotiate all the hurdles again.

LITTER RACE

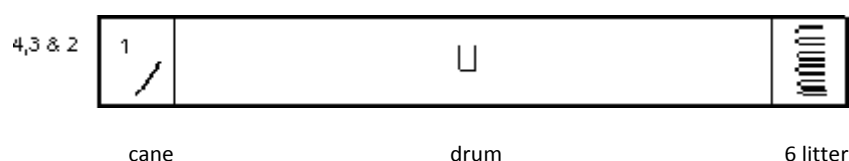
Equipment per lane

1 20 litre plastic bucket 300mm x 400mm placed on the centre line of the arena.

1 bamboo cane 1.2m long bound at each end with tape.

6 pieces of litter, i.e. identical washing-up liquid containers with the neck cut off. NOTE: 2 pieces are spares.

These will be arranged in straight lines with the open ends facing away from the start line, and will be placed in the changeover box.





Directions

On the signal to start, No.1 carrying the cane, will gallop to the far end; pick up a piece of litter on his cane and return to dump it into the bin. He will then continue back to the start line and hand the cane to No.2. Nos.2, 3 & 4 will similarly pick up a piece of litter and put it into the bin in succession. No.4 must be carrying the cane as he crosses the finishing line

The riders must remain mounted and must not hold the litter by hand when picking it up, carrying it on the cane or dumping it. If a piece is hollow and slides down the cane, it may be allowed to rest against the hand and if a piece is jammed on the end of a cane it may be loosened by hand. A rider may pick up any piece of litter in his pile before re-crossing the changeover line, but after crossing the changeover line, he must continue with the same piece of litter. Litter dropped when attempting to put it into the bin may be put in the bin dismounted. Dropped litter must be picked up with stick.

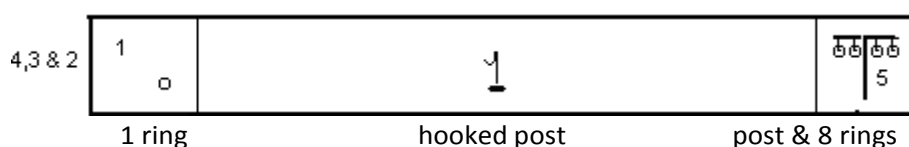
NINE RING RACE

Equipment per lane

1 bending pole or square post, with a square hook or piece of slanted doweling, facing the start, will be placed on the centre line.

9 Vacola or rubber rings of 100 mm diameter, white or brightly coloured (may be bound with insulating tape)

1 1.2m stand with 600 mm cross bar & 4 U shaped hooks screwed along the front, on which there will be two rings, placed 2.75m beyond the changeover line and held by No.5 (fishing pole may be used for this).



Directions

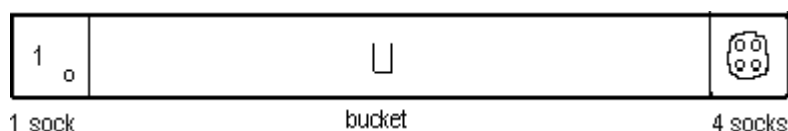
On the signal to start No.1 carrying a ring will ride to the centre hook and place it on the hook. He will then continue to the changeover end and take two rings off the stand. Returning to the centre line, he will leave one ring on the hook and then go on to pass the other ring to No.2 behind the start finish line.

OLD SOCK RACE

Equipment per lane

1 15 litre plastic bucket, 300mm x 300mm, placed on the centre line.

5 pairs socks, sewn into balls about the size of a fist, (approx 75mm diameter). 4 pairs socks will be placed within a ring marked on the ground (for visibility) in the changeover box, the other with No.1



Directions

On the signal to start, No.1 carrying a sock will gallop to his team's bucket and drop the sock into it. He will then continue to the far end, dismount, pick up a sock, remount and return to the start to hand it to No.2.

Nos.2, 3 & 4 will complete the course in the same way in succession, with No.4 dropping the last sock into the bucket on his way back.



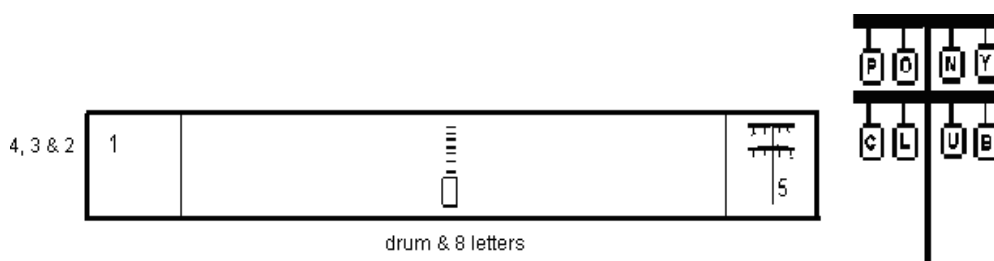
PONY CLUB RACE

Equipment per lane

1 post, 2.13m x 50mm x 50cm, with 2 cross bars of 913 x 25 x 50mm, with 4 large cup hooks screwed to the lower edge of each bar.

8 letters, i.e. pieces of plywood or hardboard each 200mm square, spelling PONY CLUB. Hardboard to have appropriate letters on each side so words read from both sides, i.e. the P on one side would have the Y on the reverse side. (This becomes more of a test of skill) Each board has a 20mm hole in the top to hang it on.

1 60 litre drum, 400mm x 600mm with flat top (no lip) on the centre line, with eight letters stacked in pairs on top of each other in mixed order.



Directions

The No.5 team member of each team stands behind the changeover line on the 6yard (5.5m) line holding the post. On the signal to start, No.1 rides to the bin and picks up any two letters, rides to his No.5 and hangs the letters on the hooks in the correct spelling, he then gallops back.

Nos.2, 3 & 4 do likewise, the winner being the team to finish first with all the letters on the hooks spelt correctly. No. 5 may not help at any time and merely holds the post. Letters must be hung on while mounted.

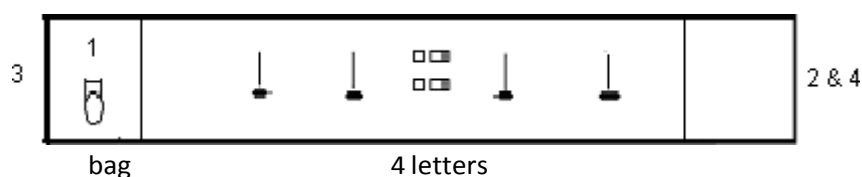
PONY EXPRESS

Equipment per lane

4 bending posts in a straight line, two on each side of the centre line. The two outside posts should be 9 m, on either side of the two centre posts, which are 12.2m apart.

4 letters (same as used for Postman's Chase) 200 x 100 mm with rounded corners, will be placed on the ground at the centre line

1 mail bag (same as Postman's chase) will be given to No.1.



Directions

Nos.1 and 3 will be mounted behind the start line. Nos.2 and 4 will be mounted behind the changeover line.

At the signal to start No.1, carrying the mail bag, will ride down weaving through the bending posts, to the centre line, where he will dismount, pick up a letter and put it in the mail bag before remounting, mount and weave the remaining posts keeping the same pattern.



The rider must be mounted when passing the second bending post and be remounted prior to passing the third bending post. Upon crossing the changeover line rider No.1 will hand the sack to rider No.2. Riders 2, 3 and 4 will complete the course in the same manner, passing up and down the arena successively. No.4 must be carrying the mailbag containing four letters as he crosses the finishing line.

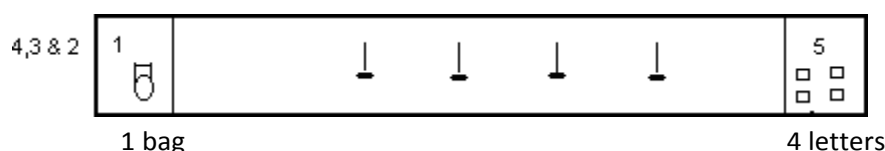
POSTMAN'S CHASE

Equipment per lane

Lines of four bending posts 9m apart.

1 sack approx. 380mm wide by 610mm deep.

4 letters made of pieces of hardboard 200 x 100mm with rounded corners, plus one or two spares. These will be held by No.5, dismounted, in the changeover box.



Directions

The No.5 of each team will stand 2.75m behind the changeover line, and holding four letters.

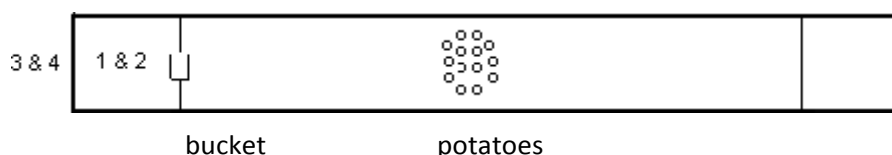
On the signal to start No.1 carrying the sack will gallop through the bending posts and cross the changeover line, where No.5 will hand him a letter. No.1 will return through the bending posts to hand the sack to No.2. Nos.2, 3 & 4 will similarly each collect a letter from No.5. In all cases the rider's hand must be out of the sack before crossing the line to hand over to the next rider. No.4 must be carrying four letters in the sack as he crosses the finishing line. The No. 5 must remain behind the changeover line throughout. He may hold the pony while the letter is put in the sack by the rider.

POTATO PICKING SCRAMBLE

Equipment per lane

1 15 litre plastic bucket 300mm x 300mm, placed on the start line, with a small pile of potatoes on the centre line. (A sack of potatoes will be emptied and spread out in small piles across the centre of the arena).

The team's bucket may be placed on the start or the changeover line, or placed alternately on the start and changeover lines.



Directions

All teams may take part together or it may be run in two or more divisions. NOTE: It is essential that the set time is exactly the same for all divisions. The first pair from each team will start at their respective buckets, the second pairs remaining outside the arena.

On the signal to start, each rider in the arena will gallop to the centre, dismount, pick up a potato, mount



and return to his team's bucket, drop the potato into the bucket and return for another. At the conclusion of a set time (1 to 1½ minutes) a whistle will be blown. On this signal the first pairs will withdraw and the second pairs of each team will go to their buckets to get ready to start and repeat the same process. At the conclusion of the second period the potatoes in each bucket will be counted.

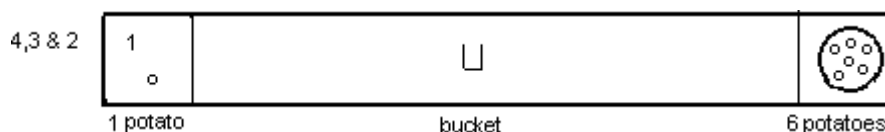
The rider must be mounted when dropping the potato in the bucket, but should he miss the bucket, or should the potato jump out the rider may dismount pick up the potato and drop it into the bucket from the ground. He must then remount to resume the event. No potato may be dropped into a bucket after the whistle has been blown. For action to be taken if a bucket is knocked over, see general rules. This action may continue, if necessary, after the whistle has been blown and all will be counted. The winning team will be the one whose four riders have collected the most potatoes.

POTATO RACE

Equipment per lane

1 15 litre plastic bucket 300mm x 300mm, placed on the centre line

7 potatoes of which 6 (2 spare) will be placed in the changeover box, within a ring marked on the ground for visibility.



Directions

On the signal to start, No.1 carrying a potato, will gallop to his team's bucket and drop the potato into it. He will then continue to the far end, dismount, pick up a potato, remount and return to the start to hand it to No.2. Nos.2, 3 & 4 will complete the course in the same way in succession, with No.4 dropping the fifth potato into the bucket on his way back.

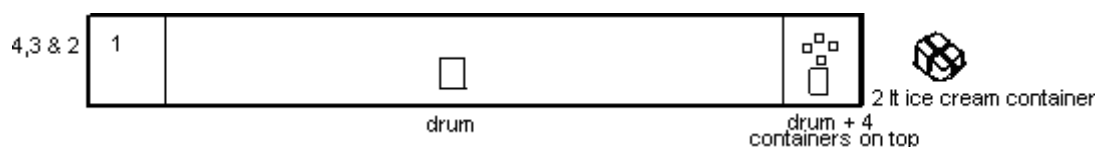
PYRAMID RACE

Equipment per lane

2 60 litre drums, 400mm x 600mm with flat top (no lip) to act as tables.

One table will be placed on the centre line and another behind the changeover line. On the latter table will be placed four plastic cartons, with lids upwards.

4 plastic cartons with lid on approx. 170mm square x 100mm deep (2 litre ice cream container), filled with sawdust to weigh not less than .45kg each. The lids to be securely fixed with tape and crossed to make it easier to pick up.



Directions

On the signal to start, No.1 will go to the table behind the changeover line and collect a carton, which will then be placed on the centre line table. No.1 then crosses the start/finish line. No.2 goes to the table behind the changeover line, collects a carton and stacks this upon the previous carton placed on the centre line table.



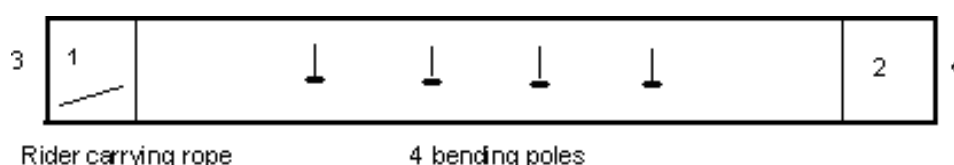
Nos.3 & 4 complete the course in similar manner and the winning team is the one whose No.4 is first over the finish line with all four cartons stacked one on top of the other with lids upwards on the centre line table. Competitors may only use another carton to adjust the pyramid if crooked, not with their hands, but general rules apply in the case of upset or dropped equipment.

ROPE RACE

Equipment per lane

Line of 4 bending posts 9m apart.

1 length of rope 900mm long, between 12mm and 20mm in diameter.



Directions

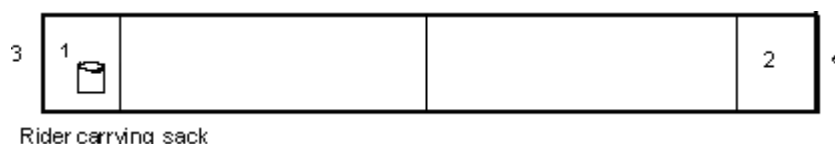
Nos.1 & 3 will start at one end of the arena and 2 & 4 at the other end.

No.1 will carry the rope. On the signal to start No.1 will gallop through the bending posts to the other end of the arena, where No.2 will grasp the other end of the rope and gallop back through the bending posts. On arrival at the start end, No.1 will release his end of the rope and No.3 will grasp it. Nos.2 & 3, each holding one end of the rope, will then gallop through the bending posts to the other end of the arena, where No.2 will release his end of the rope and No.4 will grasp it. Nos.3 & 4 then gallop back through the bending posts to the finish, each holding one end of the rope. Should a rider let go of the rope while on the course, the riders must go back and resume the race from the point where the fault occurred. Posts knocked down may be replaced by either of the riders concerned.

SACK RACE

Equipment per lane

1 hessian sack, 65 kg. (1200 x 600mm)



Directions

Nos.1 & 3 will be mounted at one end of the arena, and Nos.2 & 4 at the other end. No.1 will carry a sack. On the signal to start No.1 will gallop forward, dismount and get into the sack before crossing the centre line. He then runs or hops to the end of the arena leading his pony, gets out of the sack and hands it to No.2. Reins MUST remain over the pony's neck. Nos.2, 3 & 4 will complete the course in the same way up and down the arena successively. The winning team will be the one whose No.4 is first across the finish line on his feet only, with both feet in the sack and leading his pony. Getting out of the sack and handing over must be done beyond the changeover or finish line (this applies to the dismounted rider only - the position of the pony is not relevant). Riders must not attempt to get into their sack until they have dismounted.

NOTE: A rider MUST be on his feet crossing the finishing line. No competitor is allowed to get help from the pony either by holding onto the mane, the neck, the saddle or any part of the bridle held close to the bit.



SPILLERS POLE RACE

Equipment per lane

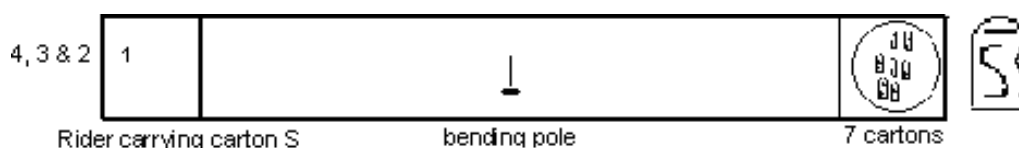
1 bending post (the Spillers Pole) will be erected on the centre line.

8 identical plastic bottles with the hole 50mm in diameter. Substitute is a piece of poly pipe, with coloured tape around the bottom to tell which is the bottom, and the letter above. Each marked with letters to spell "SPILLERS", from the top down

Seven of these will be lined up in any order within a ring marked on the ground for visibility in the changeover box.

Instructions for adapting

1. Cut the top off the bottle to leave a hole 50mm in diameter.
2. Cut the bottom off the bottle to leave it measuring 150mm from shoulder to base.
3. Each bottle will bear one of the letters from the word SPILLERS repeated three times.
4. The bottle can either be painted or covered with waterproof contact adhesive paper.



Directions

No.1 will carry a carton with letter 'S' marked on it. On the signal to start No.1 will ride to the "Spillers Post" and slot the carton over the post. He then continues to the far end, dismounts and collects carton R. He remounts and returns to slot it over the post.

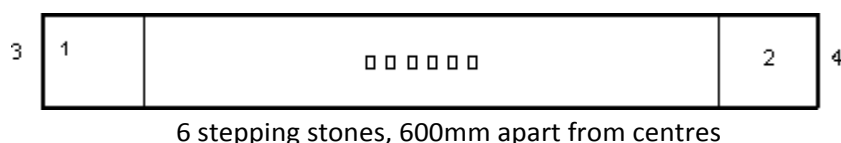
He then returns to the far end, dismounts and collects carton "E" remounts and rides down the arena to hand this over to No.2. Nos.2, 3 & 4 repeat the process, until the word SPILLERS can be read from the top to the bottom of the post.

The race is completed when No.4 slots the final "S" over the post on his way back, and crosses the finishing line. Cartons must not be held with the mouth. Letters placed in the wrong order or the wrong way up must be corrected by the rider concerned. Dropped equipment - see General Rules. Line Stewards may replace cartons into the ring where necessary.

STEPPING STONE DASH

Equipment per lane

Six stepping-stones will be placed across the centre line about 600mm apart measured from centre to centre and in a straight line up and down the arena. Blocks made from cement filled 4litre ice cream containers are recommended.





Directions

Nos.1 & 3 will be mounted at the start end of the arena and Nos.2 & 4 at the other end. On the signal to start No.1 will gallop to the stepping-stones, dismount and dash across, leading his pony treading on each stepping-stone and on to the ground after the last. He will remount before riding across the changeover line.

Nos.2, 3 & 4 will similarly complete the course up or down the arena in succession. Should a rider or pony knock over a stepping-stone, or should a rider touch on the ground whilst dashing across the stones, he must set up the fallen stone and return to cross again (even if it is the last one which falls).

Ponies must be led at all times by the rein nearest to the rider's body only. Reins to remain over the neck of the pony. No competitor is allowed to get help from the pony either by holding on to the mane, the neck, the saddle or any part of the bridge including the bit rings.

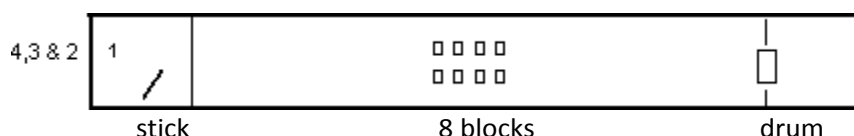
STICK PEGGING RELAY

Equipment per lane

One 200 litre drum (600mm x 980mm) on the changeover line.

One stick – a piece of 20mm wooden doweling, 900mm long and rounded at both ends.

Eight pieces of 50 x 100mm wood, 150mm long, and cut square on the edges. These blocks, standing on end, will be placed in two lines, 2m apart in the centre of the lane at 2m centres, with centres of the second and third blocks 1m each side of the centre line.



Directions

The No.1 rider starts with the stick in the right hand and rides down the left side of the lane. The rider must knock the first block in the left hand row with the stick, continue and make a right hand turn around the end drum and return down the right hand side of the lane, knocking down the first block of that row with the stick.

The rider then continues to the start line and passes the stick to the No.2 rider, right hand to right hand.

All riders complete the course in the same manner, knocking down two blocks each in their consecutive order. No.4 must be carrying the stick as he crosses the finishing line. If a horse knocks down a block, it must be replaced before continuing. If a rider knocks down a wrong block, it must be replaced before continuing.

SWORD RACE

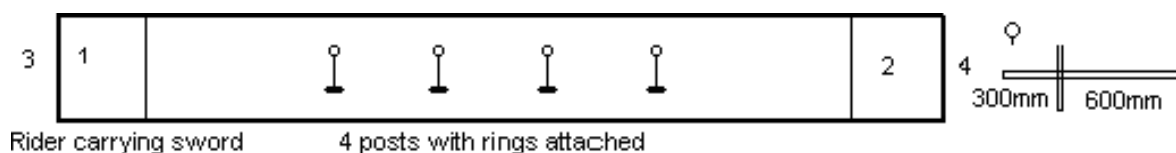
Equipment per lane

4 bending posts, with one side of the top flattened or a hole drilled down into the post, are ideal.

4 metal rings of 100mm internal diameter, with a straight extension enabling it to be fastened to each post.

These can either be bound with an elastic band (4 needed + spares) to the flat side of the posts, or put into the hole in the top of the posts.

1 wooden sword with 600mm long blade and handle 300mm long.



Directions

Nos.1 and 3 will be at the start end with Nos.2 and 4 at the changeover end. No.1 gallops to one of the posts, picks up the ring with the sword, continues and hands the sword complete with ring to No.2. Nos.2, 3 & 4 complete the game in the same way, each going up and down the arena in succession. No.4 must be carrying the sword with 4 rings on it as he crosses the finishing line.

At no time may the sword be grasped by the blade unless a ring is dropped. Should this happen, the rider MAY dismount and pick it up by hand, placing the ring onto the blade of the sword. He may hold the blade of the sword until remounted, after which the handle must be held and the rider must resume the race from the point where the fault occurred. Otherwise, the rings may not be touched by hand, and must be carried against the crosspiece of the sword. If a sword is broken, the rider may continue, providing it is possible to complete the game correctly. There is no penalty should a post be knocked down.

TACK SHOP RACE

Equipment per lane

- 1 wooden bending post with a "money box" will be erected 13.75m from the start line.
- 1 money box – a plastic or metal container, approx. 2.2litre 160mm x 130mm with sleeve to fit over the top of a bending post, (same as Egg & Spoon race).
- 2 60 litre drums, 400mm x 600mm with flat top (no lip).
- 1 plastic grooming tray, approx. 380mm x 255mm placed upon a drum 13.75m from the changeover line.

The other upturned drum is placed 900mm behind the changeover line, on which will be four items:

- 1 medium dandy brush,
- 1 sponge approx. 150 x 100 x 40mm,
- 1 rolled tail bandage and
- 1 round tin of saddle soap approx. 115mm diameter.
- 1 plywood coin, 100mm in diameter, (as in Daily Mail)



Directions

No.5 stands behind the drum in the changeover box. No.1 will carry the coin.

On the signal to start, No.1 will ride to and place the "coin" in the "money box", continue to collect the grooming tray and then rides to No. 5 who puts any one of the items in the grooming tray. No.1 then returns the tray onto the first table. He then rides to the "money box", collects the coin" and hands it to No.2 behind the start line.



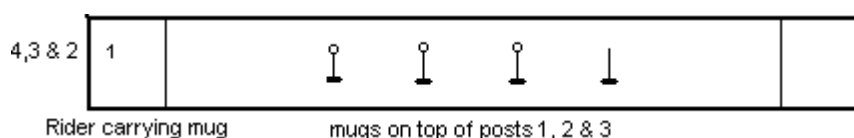
Nos.2, 3 & 4 will complete the course in the same way. No.4 must be carrying coin as he crosses the finishing line. If an item is dropped behind the changeover line, either the rider or No 5 may pick it up. The item must be in the tray before the rider re-crosses the changeover line. The No.5 may hold the rein of the pony behind the changeover line.

THREE MUG RACE

Equipment per lane

4 bending posts 9m apart.

3 enamel mugs placed on posts 1, 2 and 3 counting from the start line.



Directions

On the signal to start No.1 goes forward to move the mugs from post to post in the following order. Mug from post three to post four, then mug from post two to post three, followed by mug from post one to post two, after which he gallops to the start line.

No.2 then moves the mugs back from post two to one, post three to two and post four to three, after which he gallops to the start line to change with rider No.3. No.3 completes the course as for No.1, changing over with No.4 who completes the course as the No.2. If a mug is dropped whilst being removed from the pole competitors must remount and ride to the next pole to place mug.

TWITTER

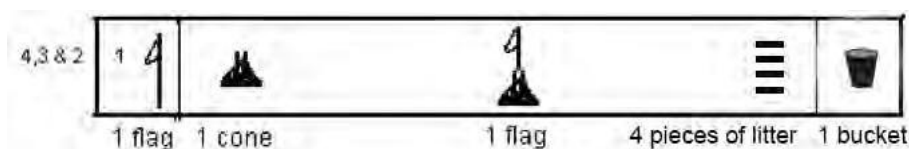
Equipment per lane

2 large 700mm road cones for flag holders with the tops cut off to leave a hole 100mm diameter placed 13.75m from each end. In the far cone there will be one flag.

2 flags consisting of good quality 1.2m bamboo canes with flags firmly fixed. Flags must be 100mm below top of post. Flags to be approx. 230mm square or triangle 1 20 litre plastic bucket 300mm x 400mm placed on the centre line of the arena.

4 pieces of litter, i.e. identical washing-up liquid containers with the neck cut off.

1x 20 litre plastic bucket 300mm x 400mm placed on 3m line behind change over



Directions

Rider 1 places the flag in the cone in line with the first pole and removes the flag from the cone in line with the 3rd pole. Continues to the litter and picks up one piece of litter with the flag. Rider continues over the changeover line and places the litter into the bin. Rider then heads towards the S/F placing the flag in the empty cone in line with the 3rd pole and picking the flag out of the cone in line with the 1st pole. Rider then hands off the flag to the next rider.



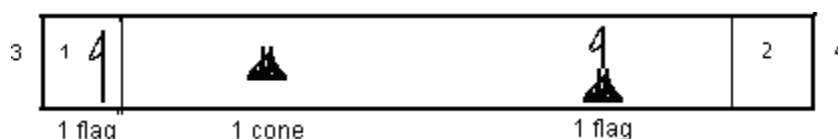
Riders 2,3 and 4 continue in the same pattern until Rider 4 crosses C/O with the flag in hand. The riders must remain mounted and must not hold the litter by hand when picking it up, carrying it on the cane or dumping it. If a piece is jammed on the end of the cane it may be loosened by hand. A rider may pick up any piece of litter in their pile, but they must continue with the same piece of litter. If the litter is dropped the rider must always use the stick to pick it up. The rider must remain mounted. Litter dropped when attempting to put it in the bin may be placed in the bin unmounted.

TWO FLAG

Equipment per lane

2 flags consisting of good quality 1.2m bamboo canes with flags firmly fixed. Flags must be 10cm below top of post. Flags to be 230mm square or triangle.

2 large 700mm road cones for flag holders with the tops cut off to leave a hole 100mm diameter placed 13.75m from each end. In the far holder there will be one flag.



Directions

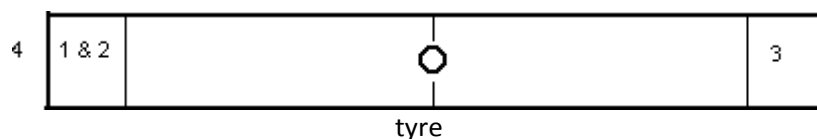
Nos.1 & 3 will be mounted at the start end with Nos.2 & 4 at the changeover end.

On the signal to start, No.1 carrying a flag will gallop to the first holder and put the flag in it. He then gallops to the second holder, takes the flag out and hands it to No.2, who will repeat the procedure going back down the arena. The same procedure is repeated for Nos.3 & 4. No.4 must be carrying the flag as he crosses the finishing line. Should a flag holder be knocked over, the rider must put it up again before continuing the race, replacing the flag if necessary.

TYRE RACE

Equipment per lane

A motor cycle tyre with an internal diameter of at least 450mm, preferably a road tyre 530 x 75mm, will be placed on the ground on the centre line.



Directions

Nos.1 & 2 will form up side by side on the start line, with No.4 behind them. No.3 will form up on the changeover line. On the signal to start, Nos.1 & 2 will gallop forward to the tyre where No.1 will dismount, hand his pony to No.2, get through the tyre and remount. Both riders will then gallop on to the changeover line where No.1 will wait. No.2 will turn round after crossing the line, taking No.3 to the tyre where No.2 will dismount, hand his pony to No.3, get through the tyre and remount. Both riders will then, gallop to the start line, where No.2 will drop out of the race. No.3 will turn round after crossing the line, then takes No.4 who will similarly complete the course, with No.3 getting through the tyre. No.3 will then drop out and No.4 & No.1 will complete the course with No.4 getting through the tyre.



The winning team will be the one whose final pair (Nos.1 & 4) cross over the finish line first and mounted. At each changeover, the next pony to go must remain behind the line until both previous ponies have crossed it. The rider, who is to hold the pony at the tyre, may grasp the rein before, or as they gallop down the arena. His partner may not touch the tyre until he has handed over his pony. Competitors must not run while getting through the tyre.

WINDSOR CASTLE RACE

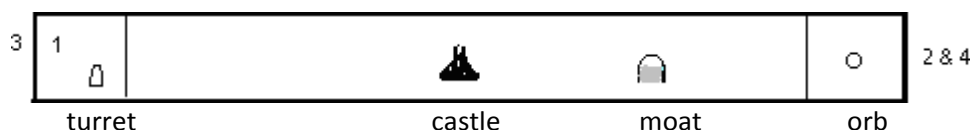
Equipment per lane

1 large 700mm cone (Castle) will be placed on the centre line.

1 ball (Golden Orb)

1 small 300mm cone (Silver Turret)

1 bucket (15 litre 300mm x 300) filled with water (moat) placed midway between centre and changeover line.



Directions

Riders No.1 and 3 will be at the start line, with Nos.2 and 4 at the changeover line.

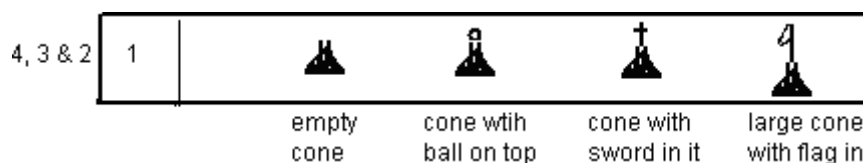
On the signal to start, rider No.1 carrying a Silver Turret will gallop to the Castle, place the turret on it and continue to the changeover line. No.2 then gallops to the centre line carrying a Golden Orb and places the Orb on the turret, galloping on to the start line. No.3 is the wicked robber who gallops to the Castle, steals the Golden Orb and casts it into the Moat. No.4 comes to the rescue by galloping to the Moat, retrieving the Golden Orb and replacing it on the Silver Turret, then gallops to the finish.

WIZARD'S CASTLE

Equipment per lane

1 Flag on cane about 1.2 m long, made from 1.27 cm. doweling with square 30 x 30 cm flag (from 2 flag race).

3 large 700 mm road cones (from a flag races) – one with the flag in it placed on the changeover line, one with a wooden sword, the blade to be 60 cm in length, hilt 30 cm long, (from sword race) in it on the $\frac{3}{4}$ line, and another empty cone placed on the $\frac{1}{4}$ line. A 450 mm cone with a tennis ball on top is placed at the centre line.



Directions

The start and finish line will be the same line at one end of the arena. Rider 1 starts the race behind the Start/Finish line. Riders 2, 3 and 4 start the race behind the 5.5 m line. On the signal to start Rider 1 rides to the changeover line, removes the flag from the pylon (the Evil Wizard's Castle) and returns to place the flag



in the pylon on the 1/4 line. This is his/her own castle. Rider 1 then rides over the finish line.

Rider 2 must take the tennis ball (Golden Orb) from the pylon on the centre line, and drop it into the centre of the pylon on the changeover line. (Removing the Golden Orb takes away the Evil Wizard's power) Rider 2 then crosses the finish line. Rider 3 must take the sword from the pylon on the 3/4 line, return to the finish line and hand over the sword to Rider 4. Rider 4 must plunge the sword into the centre of the pylon on the changeover line (this will kill the Evil Wizard). The winning team will be the one whose Rider 4 crosses the finish line with a sword and orb in the Wizard's castle, a flag in their own castle and all pylons remaining upright.



APPENDIX 1

GUIDELINES FOR ORGANISATION of PCT GAMES CHAMPIONSHIPS

Please also refer to GUIDELINES FOR ORGANISATION OF PCT CHAMPIONSHIPS in Section 7
APPENDIX 2 GUIDELINES FOR ORGANISATION OF PCT CHAMPIONSHIPS.

PREPARATION CHECKLIST

- Host Club run Zone and State Games if in that particular zone that year
- Games set in November year prior to be ratified at November State meeting.
- Check clubs have the appropriate games equipment and it is well maintained and to the specifications
- Set date/s
- Entry forms are in the PCT Handbook which are sent to PCT Secretary to forward to all DC's with a list of games, equipment, and order of events for the day.
- Book Ground
- Send out entries to PCT Secretary to be forwarded onto clubs and officials
- Ribbons ordered for Zone – felt ribbons and/or State Games if in that zone – satin ones
- Risk Management Form completed
- Book Ambulance or Paramedic and it is to be parked near Scorers and Judges
- First Aid Station clear to public
- Ensure a Veterinary number is displayed near the canteen
- A Farrier to be on standby or a set of Farrier's tools available
- Horse Welfare Kit (float on standby)...see Kit below
- Trophies need to be located and returned to the hosting club prior to commencement of Games.
- Check Mowing of ground closer to the date
- Measure and Mark grounds with a Line Marker
- P.A. System

OFFICIAL CHECKLIST

- Book Chief Judge and two Assistant Judges
- Book two Scorers
- Book three Fall Reporters...they liaise with ambulance re incident reports and ensure paperwork
- Book two Marshalls
- Book two Gear Checkers
- Check club entries are completed fully, are legible and correct
- After the closing date, the draw is sent to the Pony Club Secretary for emailing to all clubs and Officials
- Thank you gifts for judges and scorers and check if any Officials require travel expenses.
- Fall Report Paperwork in folders for Fall Reporters
- Each competing team will need two folders for lane stewards, (one at each end/four stewards... gives a break). The folder contains a list of Games, Rules, Equipment and a Program.
- Each team will need an Equipment Manager to stay with Team gear
- Each Official will need their own folder with relevant information including a program.
- Organise a time for all gear to be checked and in accordance with specifications by judges.



- Back Numbers for Riders
- High Visibility Vests – enough for ALL officials/coaches/stewards etc.
- Apply for a temporary food licence if needed

RIDERS

- Horse and rider must be rally qualified
- No gear changes permitted after Gear Check is complete on the day
- Games run under Prince Phillip Games Rules in Handbook

ZONE EQUIPMENT SUPPLIED

- 20 or more barrels with arrows (plastic barrels preferred or 44 gallon drums), one at the start and one at the end of each lane.
- Scorers need a table, chairs and shelter (float, truck, tent)
- Box containing folders for Judges, Lane Stewards, Penciller, Starter, Marshaller, Lane Spotters, PA announcer, Gear Checkers, Gear Allocators
- Box of helmet covers and corresponding flags on sticks and corresponding 'Button Board'
- Box containing ribbons
- Extra games equipment like for example, fruit/vegetables
- Paint for line marker
- Flag and whistle for Starter
- Extra pens/pencils
- Extra sets of games gear

ON THE DAY

- Lane Stewards bags to be placed on drums prior to starting.
- Unmounted Presentation at completion of Games
- Make sure Judges etc. are offered drinks and a meal
- Keep all receipts for a Profit and Loss Statement for the Zone/State
- Entry and Exit 'gateways' clear to riders...Ambulance sited near Exit and Scorers
- Designated spectator areas that are 'Horse Free'
- Canteen proceeds go to the hosting pony club for Zone...(different for State)



HORSE WELFARE EMERGENCY KIT

CONTENTS

GREEN SHADECLOTH SCREENS

TARPAULINS

BLUE SHADECLOTH

PLUS: - HORSE FLOAT with windows blacked out

WHEELIE BIN CONTAINING:

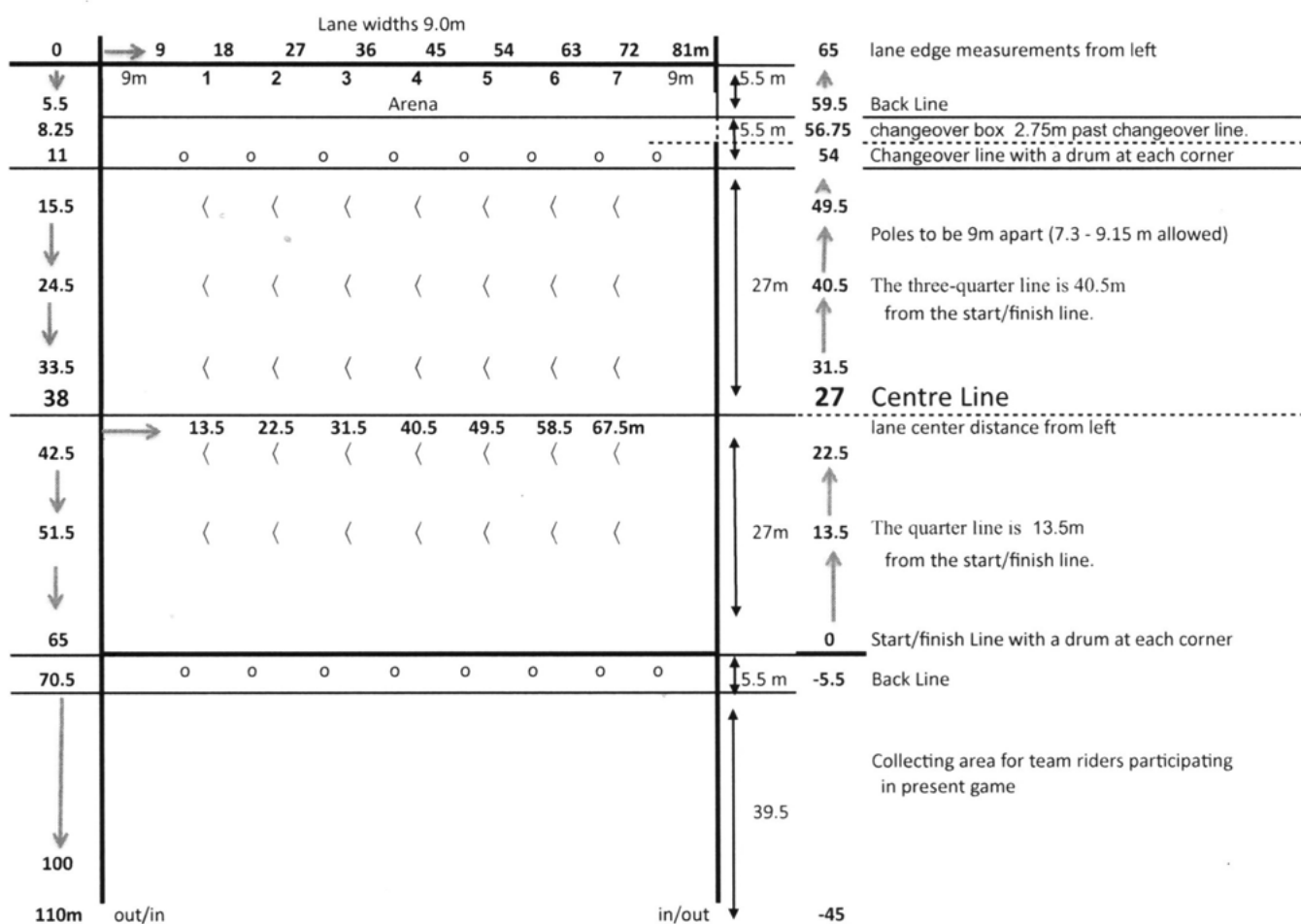
- Hi visibility vests
- Helmet
- Body protector
- Life jacket (horse head protection)
- gloves
- Halters and lead ropes
- bandages
- Large winch/lifting straps (blue)
- Bolt cutters
- Utility tool
- Buckets horse & human use(gloves, handwash)
- Clean up bucket kit
- Towels and cleaning cloths
- Twitch
- umbrella



APPENDIX 2

Set up for Games 7 lanes.

Arena must be roped in
Length of roped arena is 110 m minimum
Width of roped arena for 6 lanes is 72m. Add 9 m for each extra lane



GENERAL RULES FOR SETTING UP OR DURING PARTICIPATION IN THE GAMES

Equipment put into the changeover box will be placed 2.75m beyond the changeover line.

Where needed, lines of bending posts, whether 3, 4 or 5, will be set up along the centre of each lane 9m apart (7.3-91.5m allowed). Posts should be not less than 25 mm nor more than 38 mm in diameter, 1.37 m long and be set in blocks about 300 mm square and 75 mm high. A round block may be used. They must be heavy enough stay firm and not knock over too easily. The post must fit in the hole well.

When making/setting up the equipment measurements should be approximately those recommended.

An extra set of equipment should be available in the event of any damaged.

Check for right angle with 3/4/5 triangle.

30m length, 40m lane width and diagonal 50mtr.



SECTION 10: Forms



Section 10: Forms

Form 10.2.1 C

PONY CLUB TASMANIA Inc.

CLUB OFFICE BEARERS' DETAILS FORM

To be completed by each Club within the PCT

As soon as your Annual General Meeting has been held, please complete and return this form (email preferable, fax or post) to the officials listed below. We can then ensure that mail is correctly addressed to your new office bearers. Send completed details (can be on the face of the email) to:

Administrator – Kyra Jackson:

sec@pcat.org.au

President – Karina Johnstone

julian.karina@bigpond.com

Treasurer – Sue deKaste

sdekaste@bigpond.com

Your Zone secretary

NAME OF CLUB:

Club's email:

Address/PO box (if club has special one)

Website

Office	Name	Postal Address	Phone no	Mobile	Email – MOST IMPORTANT	Working with Vulnerable People #
DC						
Sec						
Treasurer						
President						
Test CO						
Chief Coach						
Web manager						
New Editor						

Spare lines are in case you have other positions on your committee



Form 10.2.1 Z

PONY CLUB TASMANIA Inc. ZONE OFFICE BEARERS' DETAILS FORM

To be completed by each Zone within the PCT

As soon as your Zone Annual General Meeting has been held, please complete and return this form (attached to an email preferably, fax or post) to the officials listed below. We can then ensure that mail is correctly addressed to your new office bearers.

Send completed details (can be on the face of the email) to:

Administrator – Kyra Jackson:

President – Karina Johnstone

Web manager – Judy Pitt:

Treasurer – Sue deKaste

sec@pcat.org.au

julian.karina@bigpond.com

pres@pcat.org.au

sdekaste@bigpond.com

NAME OF CLUB:

Club's email:

Address/PO box (if club has special one)

Website

Office	Name	Postal Address	Phone no	Mobile	Email – MOST IMPORTANT	Working with Vulnerable People #
Chair						
Vice Chair						
Secretary						
Treasurer						
Visiting Comm.						
Test CO						
Chief Coach						
Chief Coach						
Chief Coach						
Chief Coach						
Extra CC						
* Zone Delegates						

* There is no need to include the contact details of these if included in a line above.

Spare lines are in case you have other positions on your committee.



Form 10.2.2

**PONY CLUB TASMANIA Inc.
ELECTED BOARD DIRECTORS NOMINATION FORM**

The _____ Pony Club, signed by _____ the

District Commissioner of the above Club wishes to nominate the following to the Board.

NOMINEE _____

Signature of Nominee _____

NOMINEE _____

Signature of Nominee _____

NOMINEE _____

Signature of Nominee _____

NOMINEE _____

Signature of Nominee _____

The signature of the nominee verifies that they are willing to accept nomination for the position.

A Board Director may not hold an executive position at Club level however must have held an executive position in a Club or Zone to be eligible for nomination.

A Director must be nominated by a Club. Nominations close 28 days prior to the AGM

Please return to the State Administrator by: _____



Form 10.2.2 Z

PONY CLUB TASMANIA Inc. ZONE OFFICE BEARERS' NOMINATION FORM

The following positions fall vacant at the Annual General Meeting onso either the present office bearers or new nominations need to be furnished.

The _____ Pony Club, signed by _____ the District Commissioner of the above club wish to nominate these people for the following position/s:

CHAIR _____ Signature of Nominee _____

VICE CHAIR _____ Signature of Nominee _____

SECRETARY _____ Signature of Nominee _____

TREASURER _____ Signature of Nominee _____

VISITING COMMISSIONER _____ Signature of Nominee _____

ZONE DELEGATE _____ Signature of Nominee _____

CHIEF COACH _____ Signature of Nominee _____
(1 year)

CHIEF COACH _____ Signature of Nominee _____
(2 year)

CHIEF COACH _____ Signature of Nominee _____
(3 year)

TEST COORDINATOR _____ Signature of Nominee _____

The signature of the nominee verifies that they are willing to accept nomination for that position.
If sent by email, the forms should be sent in by both the nominator and the nominee so there is proof of agreement. Please note – The nominee must be a Life or a financial member of a member club.

Please return to your Zone Secretary by



Form 10.2.3

PONY CLUB TASMANIA Inc.
HEALTH STATEMENT & CONSENT FORM

Insert name of your Pony Club _____ before printing and handing out to members.

Put N/A for answers not applicable when given a choice.

RIDER'S NAME _____

I _____ being the parent/guardian of the above named do hereby give permission for an officer of the _____ Club to take whatever steps necessary in the case of an emergency with either my child or horse in the event of an accident during my absence from any official club activity.

Signature _____ **Date** _____

Emergency Mobile Phonenumber: _____

When was the rider's last tetanus injection given? _____

Does the rider suffer from asthma? YES NO
If yes, please attach asthma plan prepared by doctor

Is the rider allergic to any drugs? YES NO
If yes, give details and attach action plan:

Does the rider have any allergies other than drugs (i.e. peanuts, jack jumper etc.)? YES NO
If yes, give details and attach action plan:

Does the rider have any other medical problems? YES NO
If yes, give details

Please give to your Pony Club when you first join it.



Form 10.2.4

PONY CLUB TASMANIA Inc.

ACCIDENT / INJURY / INCIDENT REPORT FORM

Please type or print.

Name of Pony Club			of	Zone
Member's Name				
	(surname)		(given name/s)	
Address			Date of birth	
			Postcode	Male: Femal:
Type of membership		Place of accident / injury		
Day of week		Date	Time	
What was the member doing?		How did the accident / injury occur?		
Was the member authorised to perform this task / function?		Yes: No:		
Was this event recorded in the Club minutes?		Yes: No:		
Nature & extent of accident / injury				
When was the accident / injury first reported				
By whom		To whom		
Name/s & telephone numbers of any witnesses		Name/s & telephone numbers		
1		1		
2		2		
Did the member receive first aid treatment?		Did the member stay for the remainder of the activity?		
Yes: No:		Yes: No:		
Was it advised that an ambulance be called? Yes: No:		If so and parent/guardian refused it, they must sign here to signify that they take responsibility for it not being called.		
Was an ambulance used? Yes: No:		If so what time did it arrive?		
Name of hospital (if applicable)		Name of Doctor attending:		
Name/title/position of person completing this form:				
Name:		Title:		Position:
Name of Club Official in charge on the day:				Date:
Action taken				
NOTE: 1. This form MUST be completed by officials NOT the member.				
2. This form DOES NOT replace the Insurers Claim Form if a member wishes to claim.				



Form 10.2.5

PONY CLUB TASMANIA Inc.
LEASE FORM

Please type or print.

THIS AGREEMENT made the _____ day of _____ 20____

Between the following person(s) hereinafter called the LESSOR(S)

SURNAME	GIVEN NAMES	RESIDENTIAL ADDRESS
1. Mr /Mrs / Miss		
2. Mr /Mrs / Miss		

AND the following person(s) hereinafter called the LESSEE(S)

SURNAME	GIVEN NAMES	RESIDENTIAL ADDRESS
1. Mr /Mrs / Miss		
2. Mr /Mrs / Miss		

Where the Lessor agrees to lease and the Lessee agrees to take on lease from the Lessor, the horse described below for a term commencing on _____ 20__ and expiring on _____ 20__
SPECIAL CLAUSES (to be initialled by all parties)

SIGNATURE(S) OF LESSOR(S)

1. _____ (Lessor) 2. _____ (Lessor)

SIGNATURE(S) OF LESSEE(S)

1. _____ (Lessee) 2. _____ (Lessee)

REGISTERED (if so) NAME OF HORSE

COLOUR _____ SEX _____ AGE _____

SIRE _____ DAM _____ EFA NO _____
if applicable

SIGNATURE OF CLUB D.C. _____

This Lease Agreement to be forwarded to the PCT Secretary (through the Zone Secretary) and a copy kept on the files of the rider's Club.



Form 10.2.6

PONY CLUB TASMANIA Inc.

MEMBER SERVICE AWARD NOMINATION FORM

Please type or print and put N/A for answers that are not applicable when given a choice.

NAME: _____ **DATE OF BIRTH:** _____

ADDRESS: _____

MEMBER OF: _____ **CLUB/S YEAR OF JOINING CLUB:** _____

If the nominee has been a member of another Club affiliated with PCT Inc. please state name of the Club, length of membership, and the reason for the termination of the membership. A recommendation from the previous District Commissioner must be enclosed with this Nomination Form.

THE FOLLOWING QUESTIONNAIRE IS TO BE USED AS A GUIDE WHEN SELECTING A NOMINEE FOR THE PCT SERVICE AWARD; Please circle as appropriate

- | | | | |
|---|---|-----|----|
| 1 | Has the nominee been a member of the Club for at least three years, and attended rallies as regularly as circumstances permitted over a reasonably long period? | Yes | No |
| 2 | Has he/she upheld the Aims and Objects of the Pony Club movement? | Yes | No |
| 3 | In what way has he/she been an outstanding member who has been <u>extremely</u> helpful, for example: | | |
| | a) With the conduct and smooth running of the Club at rallies? | Yes | No |
| | b) At working bees? | Yes | No |
| | c) With moving and erecting of equipment on rally days? | Yes | No |
| | d) In assisting, advising and encouraging other Pony Club members and generally helping in all the functions of the Club? | Yes | No |

Please give more details and indicate any other special ways in which he/she has given service too.

PLEASE COMPLETE IN DETAIL OTHERWISE THE NOMINATION WILL NOT BE ACCEPTED.

If additional space is required, a separate page may be attached.

THIS NOMINATION FORM IS TO BE SIGNED BY TWO OF THE FOLLOWING PERSONS:

NB If the nominee is a relative of the District Commissioner, the President and Secretary should sign the Nomination form.

SIGNED:
SIGNED:
SIGNED:
CLUB:

DISTRICT COMMISSIONER
CLUB PRESIDENT
CLUB SECRETARY
DATE: _____

RECOMMENDATION BY THE BOARD REPRESENTATIVE:

SIGNED: _____ **BOARD REPRESENTATIVE of** _____ **ZONE**

NOTE: NOMINATIONS FOR THE PCT SERVICE AWARD SHOULD BE FORWARDED TO THE STATE SECRETARY WHEN DEEMED APPROPRIATE.



Form 10.2.7

PONY CLUB TASMANIA Inc.
SENIOR VOLUNTEER SERVICE AWARD NOMINATION FORM

Please type or print.

NAME: _____ **YEAR OF JOINING PC:** _____

ADDRESS: _____

MEMBER OF: _____ **CLUB / ZONE / ASSOC.**

THE FOLLOWING QUESTIONNAIRE IS TO BE USED AS A GUIDE WHEN SELECTING A NOMINEE FOR THE PCT Inc. SENIOR SERVICE AWARD

Has the nominee given ten years voluntary active service to the Pony Club movement?
(Service to commence after the age of 25 or after leaving the Club as a riding member.) State dates or commencement only, if still active.

Has he/she upheld the Aims and Objects of the Pony Club movement?

In what way have they been an outstanding senior who has given exceptional service to the Club, Zone or Association, i.e. Administrator, Events Organiser, Volunteer Coach, Examiner etc.? (May be in just one area or a combination of a group of services.)

PLEASE COMPLETE IN DETAIL OTHERWISE THE NOMINATION WILL NOT BE ACCEPTED.

If additional space is required write on the back of this page or a separate page may be attached.

RECOMMENDATION BY THE ZONE BOARD REPRESENTATIVE

SIGNED: _____ **BOARD REPRESENTATIVE of the** _____ **ZONE**

THE NOMINATION FORM IS TO BE SIGNED BY TWO OF THE FOLLOWING PERSONS:

NB. If the nominee is a relative of any of those eligible to sign this form, then two of the others should do so.

SIGNED: _____ **V. COMM. / DISTRICT COMM / PRESIDENT / SECRETARY**

SIGNED: _____ **V. COMM. / DISTRICT COMM / PRESIDENT / SECRETARY**

_____ **CLUB / ZONE** **DATE:** _____

NOTE: NOMINATIONS FOR THE PCT SENIOR SERVICE AWARD SHOULD BE FORWARDED TO THE STATE SECRETARY WHEN DEEMED APPROPRIATE



Form 10.2.8

PONY CLUB AUSTRALIA Inc.

DAY ATTENDEE APPLICATION & RELEASE OF WAIVER OF LIABILITY

Participants, who are not registered financial members of an authorized Pony Club, must be recorded as Day Attendees in order to participate in pony club activities. Protection is afforded to the participant under the pony club's public liability policy during such activities but does not provide personal accident insurance.

Full Name of attendee and guardian (if under 18 years)

Address.....

State Post Code..... Date of birth

Horse's name.....

Date of Show/Activity

Name of Pony Club holding Show/Activity.....

Address of Show/Activity

Show/Activity

Horse Sports are a Dangerous Activity

In consideration for being permitted to participate in any way in Pony Club activities I understand, acknowledge and accept that Pony Club activities are a dangerous recreational activity and horses can act in a sudden and unpredictable way, especially if frightened or hurt and there is a significant risk that serious injury or death may result from participating in Pony Club activities.

I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the Pony Club, Zone, State/Territory Branch or Pony Club Australia Inc. (hereafter referred to as the "Releasees") or others and I voluntarily participate at my own risk and assume sole responsibility for any injury, death or property damage I may suffer that arises from my participation in Pony Club activities. I understand and acknowledge the dangers associated with the consumption of alcohol or any mind altering drugs before and during the activity and I take full responsibility for any injury, loss or damage associated with their consumption. I agree not to drink alcohol or take drugs prohibited by law before or during this event.

I agree to abide by the rules, policies and codes of Pony Club and follow the directions of any organiser or official and that any misconduct or refusal by me to follow any direction of any organiser or official can result in the cancellation of my participation in the activities and my immediate removal from my horse no matter where that may occur. I understand that any such non-compliance may result in injury, death and/or permanent disability and I agree to indemnify the Releasees against all claims made by any person as a result of my failure to comply.

I agree to wear an Australian approved helmet at all times whilst participating in Pony Club activities and agree that I am solely responsible for ensuring that I wear a suitable helmet at all times and take sole responsibility for my actions.

I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless and agree not to sue the "Releasees", their officers, officials, volunteers, coaches, members, other participants and if applicable, owners and lessors of premises used to conduct the



activities (all of whom are referred to as "Releasees") with respect to any and all injury, disability, death, or loss or damage to person or property, whether caused by the negligence of the Releasees or otherwise.

Effect of this Document

I have had sufficient opportunity to read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without inducement of any kind.

I understand that my signature to this document constitutes a complete and unconditional release of all liability of the Releasees, to the greatest extent allowed by law in the event of me and/or the children under my care, suffering injury or death.

Dated: ___/___/___

Signature of Attendee: _____

For Participants under Age 18

This is to certify that I, as a parent/guardian with legal responsibility for this participant, acknowledge, understand and accept all of the above and consent and agree to his/her release as provided above of all the Releasees, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the releasees from any and all liabilities arising from my minor child's involvement or participation in pony club activities even if arising from the negligence of the releasees.

Dated: ___/___/___ Signature of parent/guardian

ORGANISATIONAL NOTE:

Fee to be collected of \$10, receipted with \$5 to Organisers for administration and, \$5 with forms to PCT Treasurer – Sue deKaste, P.O. Box 990 Burnie 7320 on or near next working day.

Application for day attendance **MUST** be filled in before start of show/activity and if run over more than one day, another application to be filled out and the fee paid for each day.

ANY defaulter re the use of this privilege for day attendance by the Club/Zone/organisers or attendees will be liable to a penalty of \$200 or as set from time to time by PCA.



Pony Club Tasmania

INSURANCE AFFILIATION RETURN

Insurance Officer – Sue deKaste
 P.O. Box 990 BURNIE 7320
 Tel: 6431 6913 Mobile: 0407 234 748
 Email: sdekaste@bigpond.com

Club Name: _____ Return month: _____

Member No	First Name	Last Name	Mr/Mrs/Miss	Email address	DOB PC Rider	Address (include post code)	# Amount

1st Jan - 30 June 2019 Insurance & affiliation \$50.00

Visiting Rider Rally levy - \$25.00 (cover for 3 rallies only)

1st July 2019 - 30 June 2020

Insurance & affiliation \$100.00

Visiting Rider Rally levy - \$50.00 (cover for 3 rallies only)

PLEASE NOTE - ALL RETURNS AND CLAIMS ARE TO BE SENT DIRECTLY TO THE PCT TREASURER/INSURANCE OFFICER by the 2nd of each month

From 1st Jan 2019 it will be mandatory that all members register via the database

[https://osm-pony.omnisportsmanagement.com/OSMMain/\(S\(pa44nbizyzjiolucs0kyae1c\)\)/OSMMainNew.aspx](https://osm-pony.omnisportsmanagement.com/OSMMain/(S(pa44nbizyzjiolucs0kyae1c))/OSMMainNew.aspx)

As the waiver will be built into the online registration no waiver is required

This form is only required for cash or cheque payments



Form 10.2.11

**PONY CLUB TASMANIA Inc.
DISCLAIMER STATEMENT**

All fields in red are compulsory for either data base entry or insurance

PONY CLUB NAME: _____ TITLE: _____

FIRST NAME: _____ SURNAME: _____

D.O.B: _____ CONTACT PHONE NO: _____

ADDRESS: _____ POST CODE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT PERSON: _____ CONTACT PHONE NO: _____

I acknowledge and agree as a condition of participating in any PC or PCT event that neither the organising committee, zone, club, coach, participants, PCT or any subdivision thereof, officials, volunteers, medical personnel, any persons, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the activities, shall be under any liability for my death or any bodily injury, loss or damage which may be sustained or incurred by me or my possessions, as a result of participation in or being present at the event, except in regard to any rights I may have arising under the current Trade Practices Act or similar State legislation.

I acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage, can, and do happen.

I agree to abide by all the terms & conditions in the current Pony Club Tasmanian Handbook.

PARENT/GUARDIAN CONSENT FOR UNDER 18 YEAR OLD PARTICIPANTS

I, _____, (print) being the parent/guardian of the above named, confirm that I have read the whole of this document and have taken all necessary actions to ensure I am aware of the activity which the above named will be asked to participate in and consent to him/her participating. In doing so, I acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage can and do happen. I agree that neither the organising committee, zone, club, coach, participants, PCT or any subdivision thereof, officials, volunteers, medical personnel, any persons, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the activity(s) shall be under any liability whatsoever for the death or any bodily injury, loss or damage which may be suffered or incurred by the above named or by me in or being present at any PC or PCT activities except for any rights the above named or I may have arising under the current Trade Practices Act or similar State legislation.

By SIGNING I CONFIRM having read and understood the contents of this disclaimer.

- ☐ The member understands that they may receive communications regarding Pony Club Australia Inc. programs and activities from Pony Club Australia, Pony Club Tasmania and or their own club.
- ☐ The Member wishes to receive further offers from Pony Club Australia Inc and other Pony Club organisations regarding other products and services.
- ☐ The member wishes to received other offers from third parties who have a relationship with Pony Club Australia or other pony club organisations about their products and services.

NAME (BLOCK LETTERS): _____ SIGNED: _____

DATED THIS: _____ DAY OF: _____ 20 _____



PONY CLUB TASMANIA Inc.

EFFICIENCY TEST NOMINATION FORM

Fees payable are C \$10, K & C* \$20, B \$25, A & H \$35

This form should be sent to your Zone Test Coordinator accompanied by the relevant fees. Cheques should be made out accordingly as follows: for C, K, and C* they should be made payable to your zone and for B, H and A to the PCT.



Form 10.4.2

PONY CLUB TASMANIA Inc. REGISTRATION AND RE-REGISTRATION OF NCAS

COACH'S DETAILS and ASSESSOR'S SIGN-OFF FORM for REGISTRATION or RE-REGISTRATION to the NATIONAL COACHING ACCREDITATION SCHEME (NCAS)

TO: Pony Club Tasmania

I _____
FullName (previous surname in brackets) if any email

of

_____ Address

am seeking registration / re-registration (highlight) for the following PCA qualification:

Level _____ Working with Vulnerable People registration number: _____

ID Number (for re-registration only) _____ Home phone _____ Mobile phone _____

_____/_____/_____
Date of Birth Pony Club a Member of First Aid certificate & standard (if held) Expiry date

I agree to the following terms:

- 1 I agree to abide by the PCA Inc. Code of Ethics overleaf
- 2 I acknowledge that PCA may take disciplinary action against me, if I breach the code of ethics. (I understand that PCA is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me)
- 3 I acknowledge that disciplinary action against me may include de-registration from the National Coaching Accreditation Scheme.

Please refer to the Harassment-free Sport Guidelines available from the Australian Sports Commission if you require more information on harassment issues

I do / I do not (please highlight or cross out) consent to my personal details being advertised to the public verbally, in printed or electronic mediums. Personal details will include First and Second Names, Postal and email addresses, phone number/s and Coaching Qualifications.

Signature

_____/_____/_____
Date



Assessor Sign-off Sheet *Please tick the appropriate boxes*

Assessor's name: _____ Assessment Venue _____

I (the Assessor) have checked the candidate's responses to the questions in this workbook and believe that through completion of the workbook questions and their practical assessment they have:

- ☐ Demonstrated competence as a Preliminary Pony Club Coach or
- ☐ Not yet demonstrated competence as a Preliminary Pony Club Coach

Where the candidate is not yet competent, please state the further action required by the candidate (e.g. re-submit all or some of the workbook questions, re-present for practical assessment after further coaching experience, etc.)

The Assessor must also check the following

- ☐ Code of Ethics signed
- ☐ Coaching Log book completed.

Assessor's signature _____ Phone no _____ Date / / _____

Assessor - Please send this completed form and the Registration fee of \$15 to the **PCT administrator**.



Australian Government
Australian Sports Commission



COACHING ACTIVITY SHEET

Name _____ Sport NCAS Equestrian - Pony Club

DOB _____ Level _____

Address _____ Discipline (if applicable) _____

Suburb _____ Accreditation ID number _____

State _____ Date of Issue _____

Postcode _____ Expiry date _____

Telephone _____ Pony Club a member of _____

Email _____ Mobile _____

1st aid (organisation and name/module no.) _____ Issue Date _____

Working with Vulnerable People Check Number _____ Expiry _____

Date	Activity	Hours (points)	Location	Name of Coordinator

Any Other Courses To be Considered

I agree to abide by the Coach's Code of Ethics and Code of Conduct. Signature: _____



PONY CLUB TASMANIA Inc.
APPLICATION TO BE INCLUDED ON THE OFFICIAL PC PANEL

Applicant's signature _____ Date ____/____/____



Form 10.5.1

PONY CLUB TASMANIA Inc.

RIDER NOMINATION FORM FOR NATIONAL OR STATE SELECTION

Reference should be made to section 5 of the Handbook for criteria and guidelines. Please type or print CLEARLY and attach additional sheets if necessary. To be sent directly to the State Coordinator by nominated closing date. **Please inform your DC of your nomination and ask him/her to forward a confidential report on form 10.5.4 directly to the State Coordinator**

NAME OF TEAM OR EVENT: _____

FULL NAME _____ Date of Birth ____/____/____

ADDRESS _____

Member No _____ Email _____ Phone No _____

CLUB – Present _____ Former if any _____ Date First Joined _____

HIGHEST CERTIFICATE HELD _____ NAME OF HORSE _____

(Test standards needed on selection day are B for Inter Pacific and C for National / State Mounted Games)

DATES OF WORKING RALLIES ATTENDED DURING LAST 2 YEARS

SUMMARY OF PERFORMANCES, EXPERIENCE AND HORSES RIDDEN IN THIS DISCIPLINE (attach additional sheets if required)

ANY OTHER RELEVANT INFORMATION YOU THINK SELECTORS WOULD LIKE TO KNOW ABOUT (if more space is needed, please include extra pages)

Please list the names and contact details of two character referees

REFEREE 1 _____ Ph. No _____ email _____

REFEREE 2 _____ Ph. No _____ email _____

NOMINEE'S SIGNATURE _____ Date ____/____/____

PARENT/GUARDIAN PERMISSION

I/We will allow the applicant to travel interstate /overseas, and to take part in all activities arranged for the Pony Club members participating in this team/exchange. I/We understand that we will have to fund the balance of expenses not covered by the Representative fund or any fund raising activities organised on his/her behalf.

SIGNATURE _____ Date ____/____/____ DISTRICT _____

COMMISSIONER'S VERIFICATION – SIGNATURE _____ Date ____/____/____

PLEASE LIST ANY HEALTH PROBLEMS, REGULAR MEDICATION etc. on back to assist in care of rider.



Form 10.5.2

PONY CLUB TASMANIA Inc.

COACH'S NOMINATION FORM FOR STATE TEAM

To be forwarded to the PCT administrator

Please type or print and attach additional sheets if necessary.

NAME OF TEAM OR EVENT: _____

I, full name, _____ wish to apply for the position of _____ coach for
the forthcoming visit to _____ Email _____

Address _____ Phone No _____

I am a current Financial member of the _____ Pony Club

Current Accreditation. _____ Year obtained _____

Please note: Level 1 must be obtained prior to coaching commencing.

I have registered and been accepted for 'Working with Vulnerable People'.

My registration number is _____

Brief History including experience in general Pony Club involvement and in the care of young people away from home.

Coaching experience in disciplines applicable to this team

Two referees must be nominated, one connected with Pony Club and one that is not.

REFEREE 1 _____ Ph. No _____ email _____

REFEREE 1 _____ Ph. No _____ email _____

I am willing to be nominated for the position of Coach of the Tasmanian/Australian (*delete answer not applicable*) team on the understanding that I may be required to cover some of my own expenses.

SIGNATURE _____ Date _____



Form 10.5.3

PONY CLUB TASMANIA Inc.

CHAPERONE / MANAGER'S NOMINATION FORM FOR STATE TEAM

To be forwarded to the PCT administrator

Please type or print and attach additional sheets if necessary.

NAME OF TEAM OR EVENT: _____

I, full name, _____ wish to apply for the position of _____ coach for
the forthcoming visit to _____ Email _____

Address _____ Phone No _____

I am a current Financial member of the _____ Pony Club

Current Accreditation (if any) e.g. coach, teaching, nursing

I have registered and been accepted for 'Working with Vulnerable People'.

My registration number is _____

Brief History including experience in general Pony Club involvement and in the care of young people away
from home.

Experience as a Chaperone or Manager

Two referees must be nominated, one connected with Pony Club and one that is not.

REFEREE 1 _____ Ph. No _____ email _____

REFEREE 1 _____ Ph. No _____ email _____

I am willing to be nominated for the position of Chaperone / Manager of the Tasmanian team on the
understanding that I may be required to cover some of my own expenses.

SIGNATURE _____ Date _____



Form 10.5.4

PONY CLUB TASMANIA Inc.

DC or PRESIDENT'S CONFIDENTIAL REPORT ON CANDIDATE

To be sent directly to the state selector/coordinator. Reference should be made to Section 5 of the Handbook for criteria and guidelines.

APPLICANT _____ CLUB _____
REFEREE'S NAME _____ OFFICE _____
ADDRESS _____
EMAIL _____ PHONE NO _____

CAPACITY in which I have known the applicant and for how long _____

Riding Ability and Experience, particularly candidate's capability in disciplines to be conducted during this trip.

Dress Standards – neat, clean and acceptable at all times. *It should be understood that those whose custom it is to dress casually or briefly may not be acceptable in some other countries.*

Willingness to wear uniform when required _____

Speech, manners and general conduct _____

Reliability, ability to get on with others and courtesy and respect towards those in authority.

Be known to conduct themselves with dignity and control at all times including in mixed company. Is the candidate quietly diplomatic, able to cope with the unexpected situations without exhibiting undue stress or excitement?

Strength of character, in particular the ability to resist peer pressure, especially in relation to alcohol, smoking and rough or boisterous behaviour _____

Recommendation _____

SIGNATURE _____ Date _____



Form 10.5.5

PONY CLUB TASMANIA Inc.
PERSONAL REPORT FORM

Please type or print and delete answers not applicable when given a choice.

To be filled out for each team member and returned to State administrator within 3 weeks of competition.

This report is not for general communication; it is a personal report from the coach/manager and may be forwarded through the PCT Secretary, to the subject team member. The team member may have the opportunity to comment on this report.

TEAM: _____

PLACE & DATE of competition: _____

RIDERS NAME: _____

Did team member sign the PCT 'code of conduct' form? Yes / No

Was rider a good team member? Yes / No

Did rider abide by PCT Code of Conduct? Yes / No

COMMENT: _____

If there was a problem – was the rider made aware of problem? Yes / No

What disciplinary action was taken? Yes / No

COMMENT: _____

Would you recommend this rider for future selection? Yes / No

COMMENT:- _____

Team Coach / Manager: _____ Signature: _____ Date: _____



Form 10.5.6

PONY CLUB TASMANIA Inc.

CODE OF CONDUCT FOR STATE TRAINING SQUADS & STATE TEAMS

The prime objective of National Competitions is the meeting, exchange of views and better understanding between Pony Club members from the states taking part and the broadening of the scope of the Pony Club movement. Good sportsmanship, team spirit and the ability to cheerfully participate in all activities planned by either the host state or the host family is of paramount importance when representing Pony Club Tasmania.

An acceptable code of behaviour is expected, and specifically includes:

- PCT Codes of Behaviour policies;
- Compliance with the PCT Policies on Alcohol and Smoking;
No use of recreational or non-prescription drugs;
- No rude and/or arrogant behaviour or the use of abusive language;
No sexual liaisons, physical aggression or assault;
- No theft or vandalising of facilities or
property; No leaving a billet or group without
permission;
- Taking great care of the horses/ponies provided – no cruel actions or abuse.

Failure to comply may result in dismissal from the team and immediate return to Tasmania. Parents or Guardians will be responsible for any additional costs incurred should a rider be required to return home prior to the scheduled departure date. No team member is to be a passenger in a vehicle driven by a person under 18 years. The host State will already be aware of this requirement and you should not be presented with this situation. Should you experience any difficulties while staying with a host family, it is important that you advise your Team Manager/Chaperone and/or Team Coach immediately.

Team members are under the supervision of the Team Manager/Chaperone and Coach at all times and are expected to behave appropriately in all circumstances. Please remember that you are ambassadors of Pony Club Tasmania, and that your actions will reflect upon everyone, including national teams who will compete in future championships. This document to be read and retained by each rider selected in a State Training Squad and/or State Team.

Cut here -----

CODE OF CONDUCT FOR STATE TRAINING SQUADS & STATE TEAMS

Please sign this portion of the document and return to PCT administrator.

I, _____ (print name), acknowledge that I have read the above and undertake to comply with the Code of Conduct as a member of the PCT State Training Squad and/or Team (if selected).

SIGNATURE OF RIDER: _____ DATE: _____

SIGNATURE OF PARENT/GUARDIAN (if rider under 18):



Form 10.7.1A

PONY CLUB TASMANIA Inc.

STATE DRESSAGE CHAMPIONSHIPS – RIDER ENTRY FORM

This form is for the rider to complete, it can be filled out electronically by simply filling in the fields below and emailed to your DC, or printed and completed by hand. The form must be forwarded to your club DC, along with payment to your club (one form for each qualified horse).

Rider's name: _____ Age at 1st Jan: _____

Date of birth: _____ Email address: _____

Home phone #: _____ Mobile #: _____

Club: _____ Current PCT member #: _____

Horse's official name: _____

Grade (please tick): **1** (Elementary and Novice) ☐ **2** (Novice) ☐ **3** (Preliminary) ☐

Do you require a first-time Championships rider's **badge**? Yes ☐ No ☐

Do you require a **bar** for the first time in this grade? Yes ☐ No ☐

Qualifying events

List horse and rider's **best two** qualifying tests (Elementary=50% or over, Novice/Preliminary= 55% or over) gained at pure dressage competitions (NO eventing tests) since the closing date of the last Championships.

Date	Host organisation & competition	Test	Score	Place

Qualifying rallies

List the dates of qualifying rallies for rider (**three**) and horse (**one**) since the closing date of the last Championships.

Rider				Horse	
-------	--	--	--	-------	--

Please continue on next page...



Form 10.7.1B

Conditions

I agree to the conditions of entry and certify that the above is a true record. I am a bona fide member of the stated Pony Club and am eligible as per the PCT Rules for State Championships.

Signed by competitor (or Parent / Guardian if under 18 yrs): _____

Commentary information

Rider's name: _____ Club: _____ Zone: _____

Year joined PC: _____ Other PC joined: _____ Highest efficiency test: _____

Best PC experience: _____ Best competition result: _____

College / school: _____ Year: _____ Employment: _____

Horse's name: _____ Height: _____ Years owned / ridden: _____

Horse's breed: _____ Stable name: _____

Temperament: _____

Other horses ridden: _____

Any other interesting information: _____

.....

.....

.....

.....

.....

.....



Form 10.7.2

PONY CLUB TASMANIA Inc.

STATE DRESSAGE CHAMPIONSHIPS – DC ENTRY FORM

Instructions

This form is to be completed by the District Commissioner. It can be filled out electronically or printed and completed by hand. Enter all *qualified* riders in riding order.

Please print YES in the qualified column to confirm that both horse and rider are rally qualified and have sufficient event qualifications to participate in this Championship as per the PCT rules. Add additional forms if required. **If entries exceed the maximum numbers, the Organising Committee reserve the right to ballot the lowest ranked riders to an individual competition. Riders competing in the individual competition will not be eligible for a team placing.**

Pony Club or Zone: _____ Name of DC: _____

DC's address: _____ Postcode: _____

Home phone #: _____ Mobile #: _____

Email: _____

Grade	Rider's name:	Age at 1st Jan	Qualified	Horse's name:

We agree to abide by the conditions of entry. The above riders are bona fide members of the above Pony Club (Zone) and are eligible as per the PCT Rules for the State Dressage Championships. Please send this completed form by email if possible, as well as forward a hard copy together with each rider's form (these not required by email), the summary form and the entry fees to reach the competition secretary **no later than 18 days** prior to the competition.

Signed by District Commissioner: _____ Date: _____



Form 10.7.3

Quadrille and musical ride entry form

Instructions: This form is to be completed by the District Commissioner. Please type or print CLEARLY. Riders to be named so organisers can programme the times, but may be substituted if necessary. Please notify ASAP if a change is made. Please tick the Qualified column to confirm that both horse and rider are rally qualified. They do not have to be test qualified for these classes. **Note: Riders may not take part in more than three tests.**

Pony Club or Zone: _____ Name of DC: _____

Quadrille

Team	Rider's name:	Age at 1st Jan	Qualified	Horse's name:

Musical ride

Team	Rider's name:	Age at 1st Jan	Qualified	Horse's name:

We agree to abide by the conditions of entry. The above riders are bona fide members of the above Pony Club (Zone) and are eligible as per the PCT Rules for the State Dressage Championships.

Please send completed form by EMAIL, as well as forward a hard copy together with rider's form (these not required by email), the summary form and the entry fees to reach the competition secretary no later than 18 days prior to the start of competition – see schedule. Entry fee per team for this event (see next page). LATE ENTRIES WILL NOT BE ACCEPTED.

Signed by District Commissioner: _____ Date: _____



Form 10.7.6D

Club name: _____ DC's Name: _____

Entry details

\$_____ per rider, \$_____ for second horse

Grade 1 - Number of horses entered: _____

Grade 2 - Number of horses entered: _____

Grade 3 - Number of horses entered: _____

Total entry fee: \$ _____

Quadrille and musical ride

\$_____ each.

Number of teams entered: _____

Total entry fee: \$ _____

First time badges

\$_____ each.

Number of badges: _____

Total badges: \$ _____

First time bars

\$_____ each.

Grade 1 - Number of bars: _____

Grade 2 - Number of bars: _____

Grade 3 - Number of bars: _____

Total bars: \$ _____

Camping fees

If applicable.

Number of people camping: _____

Total fee: \$ _____

Yard fees

If applicable.

Number of yards required: _____

Total fee: \$ _____

GRAND TOTAL: \$ _____



Form 10.7.4A

PONY CLUB TASMANIA Inc.

STATE SHOW JUMPING CHAMPIONSHIPS – RIDER ENTRY FORM

This form is for the rider to complete, it can be filled out electronically by simply filling in the fields below and emailed to your DC, or printed and completed by hand. The form must be forwarded to your club DC, along with payment to your club (one form for each qualified horse).

Rider's name: _____ Age at 1st Jan: _____

Date of birth: _____ Email address: _____

Home phone #: _____ Mobile #: _____

Club: _____ Current PCT member #: _____

Horse's official name: _____

Grade (please tick): 1 ☐ 2 ☐ 3 ☐

Do you require a first-time Championships rider's **badge**? Yes ☐ No ☐

Do you require a **bar** for the first time in this grade? Yes ☐ No ☐

Qualifying events

List horse and rider's **best two** qualifying rounds (include type of class e.g. article number and 1st round height. NO eventing show jumping rounds may be used) since the closing date of the last Championships.

Date	Host organisation & competition	Test	Score	Place

Qualifying rallies

List the dates of qualifying rallies for rider (**three**) and horse (**one**) since the closing date of the last Championships.

Rider				Horse	
-------	--	--	--	-------	--

Please continue on next page...



Form 10.7.4B

Conditions

I agree to the conditions of entry and certify that the above is a true record. I am a bona fide member of the stated Pony Club and am eligible as per the PCT Rules for State Championships.

Signed by competitor (or Parent/ Guardian if under 18 yrs): _____

Commentary information

Rider's name: _____ Club: _____ Zone: _____

Year joined PC: _____ Other PC joined: _____ Highest efficiency test: _____

Best PC experience: _____ Best competition result: _____

College / school: _____ Year: _____ Employment: _____

Horse's name: _____ Height: _____ Years owned / ridden: _____

Horse's breed: _____ Stable name: _____

Temperament: _____

Other horses ridden: _____

Any other interesting information: _____

.....

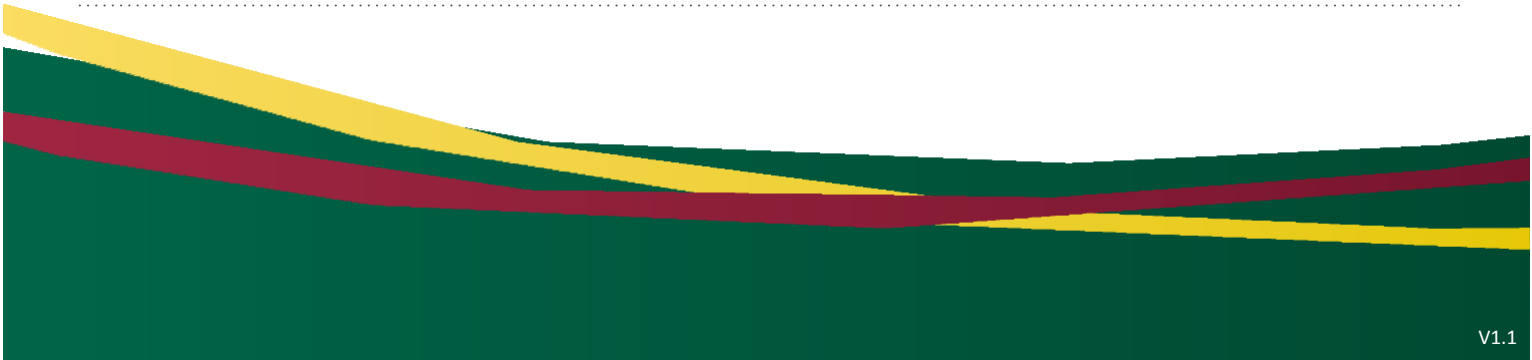
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Form 10.7.5



PONY CLUB TASMANIA Inc.

STATE SHOW JUMPING CHAMPIONSHIPS – DC ENTRY FORM

Instructions

This form is to be completed by the District Commissioner. It can be filled out electronically or printed and completed by hand. Enter all *qualified* riders in riding order.

Please print YES in the qualified column to confirm that both horse and rider are rally qualified and have sufficient event qualifications to participate in this Championship as per the PCT rules. Add additional forms if required. **If entries exceed the maximum numbers, the Organising Committee reserve the right to ballot the lowest ranked riders to an individual competition. Riders competing in the individual competition will not be eligible for a team placing.**

Pony Club or Zone: _____ Name of DC: _____

DC's address: _____ Postcode: _____

Home phone #: _____ Mobile #: _____

Email: _____

Grade	Rider's name:	Age at 1st Jan	Qualified	Horse's name:

We agree to abide by the conditions of entry. The above riders are bona fide members of the above Pony Club (Zone) and are eligible as per the PCT Rules for the State Show Jumping Championships. Please send this completed form by email if possible, as well as forward a hard copy together with each rider's form (these not required by email), the summary form and the entry fees to reach the competition secretary **no later than 18 days** prior to the competition.

Signed by District Commissioner: _____ Date: _____



Form 10.7.6J

Club name: _____ DC's Name: _____

Entry details

\$ _____ per rider, \$ _____ for second horse

Grade 1 - Number of horses entered: _____

Grade 2 - Number of horses entered: _____

Grade 3 - Number of horses entered: _____

Total entry fee: \$ _____

First time badges

\$ _____ each.

Number of badges: _____

Total entry fee: \$ _____

First time bars

\$ _____ each.

Grade 1 - Number of bars: _____

Grade 2 - Number of bars: _____

Grade 3 - Number of bars: _____

Total bars: \$ _____

Camping fees

If applicable.

Number of people camping: _____

Total fee: \$ _____

Yard fees

If applicable.

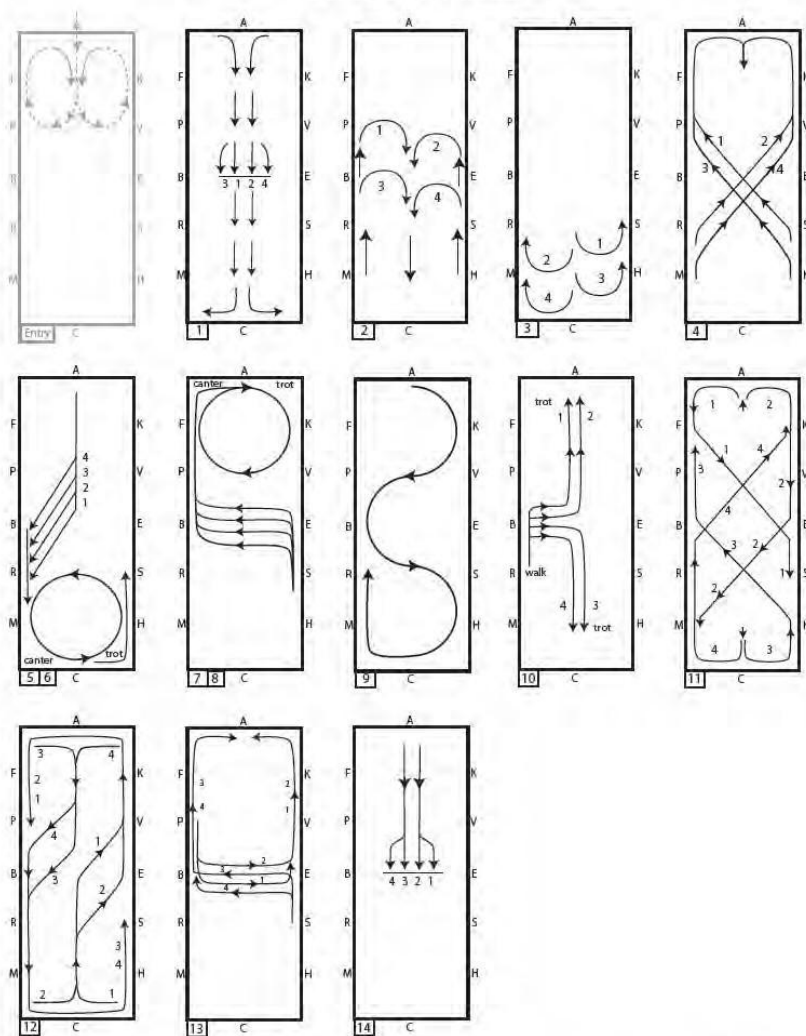
Number of yards required: _____

Total fee: \$ _____

GRAND TOTAL: \$ _____

Form 10.7.7

Quadrille Movements



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UNITED STATES *Dressage* FEDERATION, INC.

2015 Quadrille Training Level

TIPS FOR QUADRILLE JUDGES

- All of the 2015 quadrille tests are done in a full arena.
- All quadrilles will enter the ring in single file and execute a prescribed staging pattern to form pairs on the centerline and advance toward X to halt in a fan formation and salute the judge.
- The prescribed staging pattern is indicated on the test diagram in a half tone and on the score sheet by an unnumbered box describing the pattern.
- The judging starts as the horses move onto the centerline and form pairs. The first part of the pattern before the formation of pairs on the centerline is not judged. The first movement with a number on the score sheet starts with the team forming pairs on centerline.
- Judging quadrille has its own special principles, concepts and considerations. Although all the basic principles of dressage make for the best performance, it is very difficult for four horses to perform "as one" and the judge should realize that often the horses in any given team are not at the same level of training.
- Therefore the three PRIMARY considerations in each movement of the compulsory tests, as well as the freestyle presentations, are spacing, synchrony, and alignment.
- Throughout the body of the test the judge concentrates on:
 - Spacing (longitudinal and lateral)
 - Synchrony (timing of turns, circles, transitions, crossovers, pass-throughs)
 - Alignment (longitudinal and lateral)
- With additional attention to: (especially in the collective marks)
 - Impulsion (if negative can deduct from a movement as well as in collectives)
 - Submission (obedience to aids in order to perform patterns accurately is as important as the dressage sense of submission being "on the bit")
 - Performance as a group (uniform and harmonious)

TIPS FOR SHOW MANAGEMENT

- Show management does not have to make any changes to the dressage arena to accommodate quadrille rides. The team enters the ring in single file in order to be able to use any size gate and to reduce any need for a larger than usual staging area outside the dressage ring. The teams will use the prescribed pattern to organize themselves inside the dressage ring.

Name of Competition

Class

Date

Number and Name of Horse

Name of Rider

MAXIMUM POSSIBLE POINTS: 200

FINAL SCORE

Points Percent

Name of Judge/Position

Signature of Judge



UNITED STATES *Dressage* FEDERATION
4051 Iron Works Parkway • Lexington, KY 40511
Phone (859) 971-2277 • Fax (859) 971-7722
usdressage@usdf.org • www.usdf.org

Score Sheet effective date: December 1, 2014 - November 30, 2018

2015 Quadrille Training Level Test

Purpose: To confirm that, in addition to the requirements of the USEF Training Level tests, the horses and riders have developed submission and confidence to be able to work with ease in file at all gaits and individual movements and pairs at the walk and trot, while maintaining their spacing, alignment and synchrony.

Conditions: Arena 20 m x 60 m

Approximate Time: 5:50 minutes

	TEST	POINTS	COF	TOTAL	REMARKS
	A Enter single file at walk or trot L Divide, On half circle to track, 1's right, 2's left. Between P & F , V & K files trot as one A Turn down centerline in pairs				
1. D X C	Proceed in pairs at working trot Halt fan formation, salute. Proceed in pairs at working trot. Divide, 1's right, 2's left				
2. Centered on B & E	Individual ½ 10 meter circles to centerline forming single file 4, 3, 2, 1				
3. Between I & G	Individual ½ 10 meter circles back to opposite long side				
4. On reaching track A	Individual obliques across area, crossing through on centerline 1's ahead of 2's Turn down centerline in single file 1, 2, 3, 4				
5. Before X	Individual right obliques to track				
6. Between M & C C C	File canter left lead individually Circle left 20 meters Trot individually				
7. Centered on E	Individual left turns across arena. On long side file turn right towards A				
8. Between F & A A A	File canter right lead individually Circle right 20 meters Trot individually				
9. A to C	Three loop serpentine width of arena				
10. R Centered on B X D and G	Walk Individual right turns to centerline, forming pairs 1 & 2 turn left towards A, 3 & 4 turn right towards C Pairs trot				
11. A and C F-E , H-B , K-E , M-B B-K , E-M , E-H , B-F	Pairs divide 1's short diagonal, 2's straight ahead 2's short diagonal, 1's straight ahead				
12. A and C Before X	Turn up centerline in file, 1's in front of 2's Individual right obliques to track				
13. Centered on B & E On reaching track	Individual turns across arena, passing through on centerline Files head toward A				
14. A X	Turn on centerline, forming pairs Halt fan formation, salute				

COLLECTIVE MARKS

Spacing (longitudinal and lateral)				
Synchrony (timing of turns, circles, transitions, crossovers, pass-throughs)				
Alignment (rider's bodies as seen from side and front)				
Impulsion				
Submission (obedience to aids in order to perform patterns accurately)				
Performance as a Group (uniform and harmonious)		2		

FURTHER REMARKS:

Sub Total: _____

Total points possible: 200

Error(s): _____

Total: _____

PONY CLUB TASMANIA Inc.

MUSICAL RIDE OFFICIAL SCORE SHEET

Competition: _____ Venue: _____ Date: _____

No: _____ Club: _____ How many in team: _____ Ride name (if it has one): _____

	Max mark	Judge's mark	Remarks:		Max mark:	Judge's mark:	Remarks:
WALK Activity and Regularity	5			INITIAL IMPACT OF RIDE and ARENA ENTRY	10		
TROT Rhythm and activity Flow of ride	10			CHOREOGRAPHY Balance, Design and variety Use of arena space	20		
CANTER Regularity and Smoothness of paces	10			MUSIC and COSTUMING Suitability of	10		
TRANSITIONS Smoothness and Accuracy of execution	10			Overall IMPRESSION Continuity of flow of Ride and interest	10		
TEAM WORK Dressing, distances and lines	15						
TEAM WORK TOTAL	50			ARTISTIC IMPRESSION	50		
				Deduct penalties			Total score (out of 100)

A fall of Horse and/or Rider will be penalised by 6 pints from both judges.

Any other remarks by the Judge:
Judge's signature: _____



Form 10.7.9

PONY CLUB TASMANIA Inc.

OFFICIAL JUMPING EQUITATION SCORESHEET (adapted from the EA)

Rider's name:	Club:	Event/venue:
Horse's name:	Date:	Judge:

--	--	--	--	--	--	--	--	--

	MAJOR FAULT	MINOR FAULT	Mark	Positive Comments
	Pencillers should underline the fault noted		(out of 10)	
10	Presentation and Gear			
1	LEG - Ineffective/ loss of stirrup/ loose calf or knee/ lacks deep heel/ leg too far forward or back/ stirrups too long or too short/ stirrup on tip of toe or home		X2	
2	EYE CONTACT - Not looking at line/ looking down/ looking for leads			
3	SEAT - inappropriate use of 2 point or 3 point/ unstable/ too far forward or too far back in saddle/ uneven			
4	HANDS - Rough/ fixed/ under-release/ elbows fixed/ throwing reins away/ inappropriate bit/ too high/ too low/ uneven/ reins too long or too short/ over-release			
5	UPPER BODY - Getting left (a miss)/ behind motion/ ahead of motion/ stiff/ twisting/ ducking/ leaning out			
6	RHYTHM AND TEMPO - Lacking impulsion/ break in gait/ uneven/erratic/ rushing/ leaving out strides/ adding strides/ too fast/ too slow		X2	
7	CONTROL - Refusal/ resisting aids/ under-riding (passive)/ overriding (active)/ horse pulling/ on forehand/ above bit			
8	APPROACH AND LINE - Not follow track/ wrong lead/ disunited/cut corner/ drifting/ incorrect bend and lines/ weaving			
9	TAKE OFF - deep spot/ long spot/ not centre of fence/ propping fence / propping			
	TASK – If any			
	SUB TOTAL Maximum good marks: 120 LESS PENALTIES			Knockdown (4)
				1 st Disobedience (4)
				2 nd Disobedience (8)
	FINAL SCORE			3 rd Disobedience (Elim.)
	PLACE			Fall of horse / rider (Elim.)
				TOTAL PENALTIES

SCALE OF MARKS

10 = excellent	4 = insufficient
9 = very good	3 = fairly bad
8 = good	2 = bad
7 = fairly good	1 = very bad
6 = satisfactory	0 = not performed
5 = Sufficient	

Judge's Signature: _____



Form 10.7.10

PONY CLUB TASMANIA Inc.

SHOW JUMPING SCORE SHEET

Organising club:..... Venue:..... Date:.....

Class no:..... Length of course:..... Time allowed – secs:..... Time limit – secs:.....

[illegible]

Penciller's Name:..... Judge's Signature.....



Form 10.7.11

PONY CLUB TASMANIA Inc.

INCIDENT REPORT FORM

INSURED:
REPORTED – DATE: TIME:
INCIDENT – DATE: TIME:
LOCATION:
NAME OF PERSON REPORTING:
CONTACT NUMBER: REPORTED TO:
INCIDENT LOCATION INSPECTED ON: BY:

PART 1 – INJURED PERSON

NAME:
ADDRESS:
PHONE (1): (2) (3)
DATE OF BIRTH: SEX(please circle): MALE FEMALE
DETAILS OF ANY AIDS / IMPAIRMENTS:
For example: Glasses, walking frame, carrying goods.

PART 2 – WITNESS DETAILS

NAME:
ADDRESS:
PHONE (1): (2) (3)
TYPE OF WITNESS:
RELATIONSHIP TO INJURED PARTY:
For example: Eye Witness, Circumstantial Witness (present to events prior to / following incident), or Additional.

PLEASE PROVIDE DETAILS OF ANY OTHER PARTIES INVOLVED:
.....

PART 3- PERSONAL INJURY DETAILS

Multiple answers may be appropriate.

PART OF BODY INJURED:

Head and neck		Hip		Hands and fingers	
Eyes and face		Shoulder		Knee	
Back and trunk		Arms and wrists		Feet and toes	

NATURE OF INJURY:

Fracture		Bruising		Burn / scald	
Sprain		Laceration		Superficial	
Dislocation		Concussion		Other	
Tissue damage		Unconsciousness			

If other, please specify:



INJURED PARTY DESCRIPTION AND SEQUENCE OF INCIDENT:

.....

WITNESS / OTHER PARTY DESCRIPTION AND SEQUENCE OF INCIDENT:

.....

TREATMENT OF INJURED PARTY:

.....

NAME AND QUALIFICATION(S) OF PERSON PROVIDING TREATMENT:

.....

DESCRIBE THE EMOTIONAL STATE OF THE INJURED PARTY AT THE TIME:

For example: Reasonable, Upset, Aggressive.

.....

PART 4 – INCIDENT DETAILS

DESCRIPTION OF LOCATION :

For example: Car Park, Bar, Toilet Area, Food Area, Stairs, Escalators.

.....

.....

TYPE OF INCIDENT :

For example: Slip and fall due to food spillage creating slippery fall, Caught in an elevator, Stepping on protruding objects, Water damage, Falling objects.

.....

.....

IF A THIRD PARTY / CONTRACTOR APPEARED AT FAULT, PLEASE PROVIDE DETAILS :

For example: Business Name, Individuals Name, Contact Details, Insurance Details.

.....

.....

RECORD OF INCIDENT :

For example: Video / closed circuit, Photo, None.

.....

HOUSEKEEPING :

Please attach a written statement from the cleaner (where appropriate).

CLEANER ON DUTY : SUPERVISOR :

TIME LAST INSPECTED : LAST CLEANED :

Signed : Date :

Upon completion of this form, please forward a copy to PCT Treasurer via email; sdekaste@bigpond.com



Form 10.7.12

PONY CLUB TASMANIA Inc.
TECHNICAL DELEGATE'S REPORT – DRESSAGE CHAMPIONSHIPS

Organisers _____ **Date** ____/____/____

Venue: _____ **TDs:** _____

Classes	Ents/starts	Test	Dressage Judges	Test	Dressage Judges
A Group					
B Group					
C Group					
Quadrille					
Musical ride					
Elementary					

GENERAL

Organisation

Facilities

Discipline/Incidents/Falls

General Comments

Send a copy to the Zone Secretary and State Administrator as applicable and organiser within 14 days.

Signature of PC TD _____

Date: _____



Form 10.7.13

PONY CLUB TASMANIA Inc.
TECHNICAL DELEGATE'S REPORT – JUMPING CHAMPIONSHIPS

Organisers _____ **Date** ____/____/____

Classes	No enter / start / finish	Equitation Course Designer	Equitation Judge	Show Jumping Course Designer	Show Jumping Judge
Grade 1					
Grade 2					
Grade 3					
Grade 4					

Classes	Efforts	Start no	Elim. 1 st rd	Clear 1 st rd	Elim. 2 nd rd	Clear 2 nd rd	Double Clear	Jump-off no	Clear J-off	Finish
Grade 1										
Grade 2										
Grade 3										
Optional class / Gr 4										

GENERAL

Organisation

--

Facilities/Course (including if up to grades' standard)

--

Discipline/Incidents/Falls

--

General Comments

--

Send a copy to the Zone Secretary and State Administrator as applicable and organiser within 14 days.

Signature of PC TD _____

Date: _____



Form 10.8.1A



PONY CLUB TASMANIA Inc.

STATE HORSE TRIALS – RIDER ENTRY FORM

This form is for the rider to complete, it can be filled out electronically by simply filling in the fields below and emailed to your DC, or printed and completed by hand. The form must be forwarded to your club DC, along with payment to your club (one form for each qualified horse).

Rider's name: _____ Age at 1st Jan: _____

Date of birth: _____ Email address: _____

Home phone #: _____ Mobile #: _____

Club: _____ Current PCT member #: _____

Horse's official name: _____

Grade (please tick): 1 ☐ 2 ☐ 3 Associates ☐ 3 Members ☐

Do you require a first-time Championships rider's **badge**? Yes ☐ No ☐

Do you require a **bar** for the first time in this grade? Yes ☐ No ☐

Qualifying events

List horse and rider's **best two** qualifying events, since the closing date of the last Championships.

Date	Host organisation & venue	Grade	Dressage score	XC penalties (excluding time)	SJ penalties (excluding time)	Place

Qualifying rallies

List the dates of qualifying rallies for rider (**three**) and horse (**one**) since the closing date of the last Championships.

Rider				Horse	
-------	--	--	--	-------	--

Please continue on next page...



Form 10.8.1B

Conditions

I agree to the conditions of entry and certify that the above is a true record. I am a bona fide member of the stated Pony Club and am eligible as per the PCT Rules for State Championships.

Signed by competitor(or Parent/ Guardian if under 18 yrs): _____

Commentary information

Rider's name: _____ Club: _____ Zone: _____

Year joined PC: _____ Other PC joined: _____ Highest efficiency test: _____

Best PC experience: _____ Best competition result: _____

College / school: _____ Year: _____ Employment: _____

Horse's name: _____ Height: _____ Years owned / ridden: _____

Horse's breed: _____ Stable name: _____

Horse's sire: _____ Horse's dam: _____

Temperament: _____

Other horses ridden: _____

Any other interesting information: _____

.....

.....

.....

.....

.....

Please continue on next page...



Form 10.8.1C

Rider's name: _____ Club: _____

Entry details

\$_____per rider (including dinner ticket), \$_____for second horse

Grade 1 - Number of horses entered: _____

Grade 2 - Number of horses entered: _____

Grade 3 - Only 1 grade 3 entry per rider: _____

Total entry fee: \$ _____

First time badges

\$_____each.

Yes ☐ No ☐

Total entry fee: \$ _____

First time bars

\$_____each. Please tick below.

Grade 1 ☐ Grade 2 ☐ Grade 3 ☐

Total bars: \$ _____

Dinner tickets additional

\$_____each.

Number of tickets _____

Total dinner tickets \$ _____

BBQ tickets (if applicable)

\$_____each.

Number of tickets _____

Total BBQ tickets \$ _____

Merchandise

Total merchandise \$

GRAND TOTAL: \$



Form 10.8.2



PONY CLUB TASMANIA Inc. STATE HORSE TRIALS – DC ENTRY FORM

Grade 1 & 2 teams

This form is to be completed by the District Commissioner. It can be filled out electronically or printed and completed by hand. Enter all *qualified* riders in **ranked order**. Please print YES in the qualified column to confirm that both horse and rider are rally qualified and have sufficient event qualifications to participate in this Championship as per the PCT rules. Add additional forms if required.

If entries exceed the maximum numbers, the Organising Committee reserve the right to ballot the lowest ranked riders to an individual competition. Riders competing in the individual competition will not be eligible for a team placing. Clubs with insufficient numbers to form a team, and excess club members, should form Joint Club Teams. Joint Club Team entries should be on a separate form submitted by a Zone Official. LATE ENTRIES WILL NOT BE ACCEPTED.

Pony Club or Zone: _____ Name of DC: _____

DC's address: _____ Postcode: _____

Home phone #: _____ Mobile #: _____

Email: _____

Team	Grade	Rider's name:	Age at 1st Jan	Qualified	Horse's name:
Individuals					

Please indicate which riders are reserves for which teams. You may take a rider out of your second team as a substitute for one nominated in your first team and so on, if necessary. However, these **MUST BE NOTIFIED** at the time of entry. Please indicate if a rider listed here is part of a Joint Club Team. We agree to abide by the conditions of entry. The above riders are bona fide members of the above Pony Club (Zone) and are eligible as per the PCT Rules for State Horse Trials.

Signed by District Commissioner: _____ Date: _____



Form 10.8.3

Grade 3 entries

This form is to be completed by the District Commissioner. It can be filled out electronically or printed and hand written. Enter all *qualified* riders in ranked order. Please print YES in the qualified column to confirm that both horse and rider are rally qualified and have sufficient event qualifications to participate in this Championship as per the PCT rules. Add additional forms if required. LATE ENTRIES WILL NOT BE ACCEPTED.

Pony Club or Zone: _____ Name of DC: _____

DC's address: _____ Postcode: _____

Home phone #: _____ Mobile #: _____

Email: _____

Jr. / Sn.	Rider's name:	Age at 1st Jan	Qualified	Horse's name:

We agree to abide by the conditions of entry. The above riders are bona fide members of the above Pony Club (Zone) and are eligible as per the PCT Rules for State Horse Trials.

Signed by District Commissioner: _____ Date: _____

Please send completed form by **email**, as well as forward a printed copy together with each rider's entry form and the entry fees to the Event Secretary **no later than** _____



Form 10.8.4A

Merchandise

Notes:





Form 10.8.4B

Club name: _____ DC's Name: _____

Mobile no: _____ Email: _____

Entry details

\$ _____ per rider (including dinner ticket and ambulance levy), \$ _____ for second horse

Grade 1 - Number of horses entered: _____

Grade 2 - Number of horses entered: _____

Total entry fee: \$ _____

Grade 3 - Number of horses entered: _____

First time badges

\$ _____ each.

Number of badges: _____

Total entry fee: \$ _____

First time bars

\$ _____ each.

Grade 1 - Number of bars: _____

Grade 2 - Number of bars: _____

Total bars: \$ _____

Grade 3 - Number of bars: _____

Dinner tickets additional

\$ _____ each.

Rider Number of tickets required (for those attending the dinner only) _____

Total dinner tickets \$ _____

Number of additional tickets: _____

BBQ tickets (if applicable)

\$ _____ each.

Number of tickets _____

Total BBQ tickets \$ _____

For payment options, please refer to the schedule.

GRAND TOTAL: \$ _____



Form 10.8.5

EA / PC EVENTING FALL REPORT FORM

Section 1. Rider and Horse Information				Fall reference number (office use only)		
Program number	Rider's name		Male --	Female --	Rider PC:	
	Horses name				Event PC:	

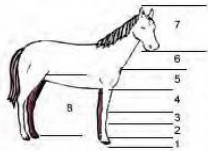
Section 2. Attendant Circumstances (What Happened)

Date of accident			Time of accident			
Name of Event						
Competition format	CNC			CCN		
Course	Learners	EVA65	EVA80	EVA95	EVA105	1 Star 2 star
	PCG5	PCG4	PCG3	PCG2	PCG1	
Accident location	Cross Country		Show Jumping	Dressage		Elsewhere
Did the fall involve a fence?	Yes	No				
FENCE DETAILS	Number	Element (a, b, c etc.)	Route (If applicable "D" direct, "O" option)	Did frangible/deformable structure break? (if applicable "Y", "N")		
Description of fence						
Fence associated with water?	No	Yes – Fence before water		Yes – Fence after water		
Accident type	Horse and rider both fell		Rider unseated			
Did horse fall on or tread on rider?	Yes	No				
Description of accident (what happened?)						
Did the horse slip?	Yes	No				
Ground Conditions	Deep	Heavy	Slippery	Good to Soft		
	Good	Good to Firm	Hard	Rough / Rutted		
Bend	Yes	No				
Slope	Up	Down		Level Ground		
Course defect	No	Yes	Specify			
Other object struck	No	Yes	Specify			
Weather	Fine	Raining		Snowing		Other (specify)
Wind	Yes	No				
Poor visibility (fog, smoke, mist, etc.)	Yes	No				

Rider name: _____



Section 3. Falls at fences (only complete if fall was at a fence)

Did horse refuse?	Yes	No	Did horse break the fence?	Yes	No
Did horse hit fence on the way up?	Yes	No	Did horse tip portable fence over?	Yes	No
Did horse hit fence on the way down?	Yes	No	Did horse somersault?	Yes	No
Did horse hit the fence hard?	Yes	No	Did the rider hit the fence?	Yes	No
To be completed if accident involved a collision between a horse and a fence		Please circle the number indicating the initial point of impact between the horse and the fence			

Section 4. Details of Injuries Sustained by Rider / Horse

Severity of rider's injuries	No apparent injury	Slight (Sprains, slight cuts and bruises)	Serious	Not known	
Did Doctor attend?	Yes		No		
Was Air Jacket worn?	Yes	No	Did Air Jacket activate?	Yes	No

Severity of horses injuries	No apparent injury	Slight (Sprains, slight cuts and bruises)	Serious	Not known
Did vet attend?	Yes		No	

Section 5. Contributory Factors (why something went wrong)

Situation misjudged by rider	Yes	No
Rider inexperience	Yes	No
Horse out of control	Yes	No
Rider distracted	Yes	No
Rider impaired by fatigue	Yes	No
Horse going too fast	Yes	No
Horse going too slow	Yes	No
Horse jumping into bright / sunlight or reflection	Yes	No
Horse jumping into shadow	Yes	No
Horse distracted	Yes	No
Horse fatigued	Yes	No
Horse impaired by health/injury	Yes	No
Other (specify)		

Fence Judge Name		E-Mail Address or Phone No.	
------------------	--	-----------------------------	--

Explanatory notes:

It is important that this form is completed accurately and submitted promptly. Information about all falls and injury accidents will be collated, analysed and acted upon in order to improve the risk management of our sport. A copy of this form must be completed in full following the occurrence of a fall. The form should be completed by a Fence Judge, FEI Technical Delegate or other course official and should be submitted to the Technical Delegate on the day on which the fall occurs.



Form 10.8.6

PONY CLUB TASMANIA Inc.
EVENTING TECHNICAL DELEGATES REPORT

Please add or delete excess lines (classes etc) as necessary. The Comment boxes will expand automatically.

Event type: _____ Organiser: _____ Date: ____/____/____
Venue: _____ TD: _____

Cross Country course Designer/s	Showjumping Course Designer/s	Showjumping Judge/s
1	1:	1:
2:	2:	2:
Riders Rep:	XC Controller:	Scorer:
Medical:	Veterinary:	Assistant TD:
SIMP Rating:	Risk Management Rating:	Any Concussions:
Number of Frangibles:	Medical Rating:	Number of Ambulances:

Ratings: 1 - Inadequate/non-existent, 2 - Acceptable, 3 – excellent

Class	Start nos	Dressage Judges		XC Efforts	XC Length	# Falls		
		1	2 (if any)			XC	SJ	Dr
CNC1*								
EA105								
PCG1								
EA95								
PCG2								
EA80								
PCG3								
EA65								
PCG4								

GENERAL

1. Organisation

2. Facilities/Course (including if up to grades' standard)

3. Discipline/Incidents/Falls(including Concussion protocol names)

4. General comments

Send a copy **only** to the Event convenor and Zone / TEA Secretary & PCAT/TEA President as applicable, within 14 days.
Ensure Results & XC Fence Analysis **are attached** and the Fall Reports sent to PC Zone Secretary / TEA President ASAP.

Signature of TD: _____ **Date:** _____



Form 10.8.7

PONY CLUB TASMANIA Inc.
PCT APPLICATION FORM for APPOINTMENT or REACCREDITATION
as a PC TECHNICAL DELEGATE for PONY CLUB EVENTING

Full Name.....Mr./Mrs./Miss./
Ms.....

Address.....

Post Code..... **Email**.....

Phone number: AH BH Fax

Current Financial member ofPony Club

Brief History of exposure to Eventing, including Cross Country and Show Jumping Courses either as a rider or course designer/builder or assistant.

.....
.....
.....

Cross Country and Show Jumping Course Design/building Seminars attended:

Year..... Venue.....Conducted by.....
Year..... Venue.....Conducted by.....
Year..... Venue.....Conducted by.....
Year..... Venue.....Conducted by.....

Pony Club/EA/FEI Technical Delegate/Steward Seminars attended:

Year..... Venue.....Conducted by.....
Year..... Venue.....Conducted by.....
Year..... Venue.....Conducted by.....
Year..... Venue.....Conducted by.....

Cross Country Courses Inspected:

Year..... Venue.....Official TD.....
Year..... Venue.....Official TD.....
Year..... Venue.....Official TD.....

PC/EA TD Written Examination Year passed Examiner's name.....

Applicant's Signature..... Date/...../.....

Club's Recommendation

Name of Club:..... **DC's Signature**.....

Zone Recommendation Date/...../.....

PCT Recommendation Date/...../.....



Form 10.8.8

PONY CLUB TASMANIA Inc.
EVENTING COMPETITOR QUERY FORM

To assist organisers to answer queries as quickly as possible with as little interference to **hard working voluntary officials**, please complete this form and lodge at the event office, where it will then be passed on to the appropriate officials. When the query has been answered you will be called to the Office to receive a reply. Should you not be satisfied with the reply, then a formal protest should be lodged.

Event:	Date:
Horse Name:	Number:
Class:	Phase:
Riders Name:	Club:

Query:

Signed: _____ Date: _____ Time _____

Reply/Action:

FOR OFFICIAL USE ONLY

Official to Answer Query: EFA Steward / Technical Delegate / Chief scorer / Other.....

Time Received:.....Time Replied.....

Signed:.....



Form 10.8.9

PONY CLUB TASMANIA Inc. REQUEST FOR DISPENSATION FOR QUALIFICATION FROM THE STATE CHAMPIONSHIPS

Please complete the questions specific to the championship for which this dispensation is required.

DATE: _____ NAME: _____ AGE: _____

CLUB: _____ WHICH CHAMPIONSHIP and CLASS? _____

HORSE'S NAME: _____ STANDARD/GRADE: _____

HOW MANY EVENTS HAS RIDER COMPETED AT DURING CURRENT SEASON: _____

REASON FOR ASKING FOR DISPENSATION:

IF DISPENSATION IS REQUESTED ON A DIFFERENT HORSE, HOW MANY EVENTS HAS HORSE/RIDER COMBINATION COMPETED AT: _____ HOW MANY EVENTS HAS COMBINATION COMPLETED: _____

STANDARD/HEIGHT/GRADE COMPETING AT: _____

DRESSAGE SCORES: _____

XC PENALTIES – JUMP: _____ TIME _____

SJ PENALTIES: _____

IF ELIMINATED IN XC – WHY? _____

IF ELIMINATED IN SJ – WHY? _____

IF RETIRED/WITHDRAWN – REASON: _____

HOW MANY RALLIES ATTENDED IN PREVIOUS TWELVE MONTHS – HORSE: _____ RIDER: _____

IF COMPETED AT TRIALS / CHAMPIONSHIPS PREVIOUSLY – HOW MANY AT WHAT GRADES

RIDER – NUMBER/GRADE: _____ HORSE – NUMBER/GRADE: _____

DC'S AND/OR CLUB CHIEF COACH'S RECOMMENDATION: _____

DC'S AND/OR CLUB CHIEF COACH'S SIGNATURE: _____

RIDER'S SIGNATURE _____ and, if under 18, PARENT'S SIGNATURE _____

A supporting letter from the DC and from the rider/parent may accompany this request



PONY CLUB TASMANIA Inc.

CROSS COUNTRY SCORE SHEET

Steward's name:.....

Mobile No:.....

[illegible]

PONY CLUB TASMANIA Inc.

ZONE/STATE GAMES — SCHEDULE AND ENTRY FORM

Hosted by **club**

at **venue**

on **date**

General Information

- Entry fee—\$..... per team. (cheque or bank act payable to **insert details**)
- ☐ Gates open **time**
- Gear check starts at am, competition starts am
- ☐ All equipment will be supplied.
- ☐ On the day, one of the nominated tie breakers will be drawn and used as a tie breaker if required.
- ☐ **Entries close** at 4.00 pm on **date (usually 9 days before)** (Absolutely no late entries will be accepted.)
- ☐ **AGISTMENT FOR HORSES AND PEOPLE** **details**
- ☐ **A FREE SAUSAGE SIZZLE / CANTEEN - or whatever - details**
- ☐ **Entries & queries to:**

DCs—please read the latest rules and regulations before selecting a team.

Entry Details

..... **Club**

Address of DC/Secretary/Other* to whom communications are to be sent. (*delete as necessary)

Name:

Address:

Town/Suburb: Postcode:

Phone:

email::

Disclaimer

Neither the organising committee, its members, PCT Inc., the property owners, nor any official or helpers accept liability for any accident, damage, illness or injury to horses, owners, riders, spectators, or any other person, or property, whatsoever.

I agree to abide by the conditions governing these games.

Signed:for and on behalf of the *Club*

Position

Please enter numbers 1 to 4 (or 5 where applicable) beside the relevant riders, showing the games in which riders will participate. Riders must ride in the games as selected, however the ORDER of riding is not critical. It is the coach's responsibility to ensure the last rider is wearing the hat cover. Each horse and rider should compete in 12 games.

..... **Club Club Representative on the day**

DIVISION

Rider's Name SENIOR One Reserve allowed in each age group	D.O.B.	Horse's Name	Age of horse																		
1.																					
2.																					
3.																					
4.																					
5.																					
Res.																					
JUNIOR																					
1.																					
2.																					
3.																					
4.																					
5.																					
Res.																					

CHAMPIONSHIP BADGES - first time final's riders are entitled to badges – please advise how many are required: _____

Helper		
Lane Steward 1		
Lane Steward 2		

RALLY QUALIFICATIONS

List the dates of qualifying rallies for rider (**three**) and horse (**one**) since the closing date of the last Championships.

SENIOR

Rider 1 rally qualifications:				Horse rally qualification:	
Rider 2 rally qualifications:				Horse rally qualification:	
Rider 3 rally qualifications:				Horse rally qualification:	
Rider 4 rally qualifications:				Horse rally qualification:	
Rider 5 rally qualifications:				Horse rally qualification:	
Rider Res. rally qualifications:				Horse rally qualification:	

JUNIOR

Rider 1 rally qualifications:				Horse rally qualification:	
Rider 2 rally qualifications:				Horse rally qualification:	
Rider 3 rally qualifications:				Horse rally qualification:	
Rider 4 rally qualifications:				Horse rally qualification:	
Rider 5 rally qualifications:				Horse rally qualification:	
Rider Res. rally qualifications:				Horse rally qualification:	

TEAM RESUMÉ

..... Club

Please provide any interesting information regarding the team on this sheet.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



SECTION 11: Member Protection Policy



Section 11: Member Protection Policy

REVIEW HISTORY

PONY CLUB TASMANIA INC. MEMBER PROTECTION POLICY

Version	Date reviewed	Date endorsed	Content reviewed/purpose
One	Created 2004	2004	• NIL
Two	November 2009		• NIL
Three	May 2011		• NIL
Four	July 2012	2012 2013	<ul style="list-style-type: none">• 6.7 Alcohol Policy• 6.8 Smoking Policy• 6.9 Cyber Bullying/Safety• 6.10 Social Networking Policy• 6.11 Bullying, Victimisation and Intimidation• 6.12 Inclusion Policy• 6.13 Anti-Doping Policy• 6.14 Drug and Medications Policy• 6.15 Sun Smart Policy• 6.16 Welfare of the horse• Part C3 update of Working with Vulnerable People State requirements
Five	May 2014		ASC Update
Six	November 2014		Part C3 update of Working with Vulnerable People State Requirements
Seven	August 2015		Working with Vulnerable People Policy

PREFACE

Pony Club Tasmania is committed to providing an environment that is safe for children and is free from harassment, discrimination and abuse for everyone, and promotes respectful and positive behaviour and values.

This policy provides codes of behaviour forming the basis of appropriate and ethical conduct which everyone must abide by.

The President of Pony Club Tasmania is committed to ensuring that everyone associated with the organisation complies with the policy.

Signed: Karina Johnstone

Date: August 2015

Karina Johnstone
PRESIDENT
PONY CLUB TASMANIA INC



PART A: STATE MEMBER PROTECTION POLICY

1 INTRODUCTION

The objectives of Pony Club Association of Tasmania Inc. (PCT) are:

- To encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding.
- To provide coaching in riding and horsemastership and to instil in members the proper care of their horses.
- To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

2 PURPOSE OF THIS POLICY

This Member Protection Policy aims to assist PCT to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport. It sets out our commitment to ensure that every person involved in our sport is treated with respect and dignity and protected from discrimination, harassment and abuse. It also ensures that everyone involved in our sport, at National and International level is aware of their legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.

The policy attachments describe the practical steps we will take to eliminate discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, PCT will take disciplinary action against any person or organisation bound by this policy if they breach it.

This policy has been endorsed by the PCT Board and has been incorporated into our By-Laws. The policy starts on 30th March, 2014 and will operate until replaced. The current policy and its attachments can be obtained from our website at: www.pcat.org.au.

This policy is supported by Member Protection Policies that have been adopted and implemented by our member associations and affiliated clubs.

3 WHO THIS POLICY APPLIES TO

This national policy applies to the following people operating at or representing PCT at a national or international level, whether they are in a paid or unpaid/voluntary capacity:

- 3.1** Persons appointed or elected to national or international boards, committees and sub committees;
- 3.2** Employees of PCT;
- 3.3** Members of the PCT Board
- 3.4** Support personnel appointed or elected to state, national or international teams and squads (e.g. managers, chaperones and or coaches);
- 3.5** State, National or international rider representatives;
- 3.6** State, National judges, stewards and other officials involved in the regulation of oursport;
- 3.7** Members, including life members of the PCT;



- 3.8** Riders, coaches, officials and other personnel participating in rallies, events and activities, including camps and training sessions, held or sanctioned by PCT; and
- 3.9** Any other person including parents/guardians and spectators accompanying the rider/riders or team(s).
- 3.10** This policy also applies to Member associations;

Member associations are required to adopt and implement this policy and to provide proof to the PCT of approval of the policy by the relevant board in accordance with its constitution. Member associations must also undertake to ensure that affiliated Clubs and individual Members are bound by this policy and are made aware of this policy and what it says.

This policy will continue to apply to a person even after they have ceased their association or employment with the PCT, if disciplinary action against that person has commenced.

4 ORGANISATIONAL RESPONSIBILITIES

The PCT member associations must:

- 4.1** Adopt, implement and comply with this policy;
- 4.2** Make such amendments to their Constitution, Rules or Policies necessary for this policy to be enforceable;
- 4.3** Publish, distribute and promote this policy and the consequences of breaches;
- 4.4** Promote and model appropriate standards of behaviour at all times;
- 4.5** Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner;
- 4.6** Apply this policy consistently;
- 4.7** Recognise and enforce any penalty imposed under this policy;
- 4.8** Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
- 4.9** Use appropriately trained people to receive and manage complaints and allegations, e.g. Member Protection Information Officers (MPIOs);
- 4.10** Monitor and review this policy at least annually.

5 INDIVIDUAL RESPONSIBILITIES

Individuals bound by this policy are responsible for:

- 5.1** Making themselves aware of the policy and complying with its standards of behaviour;
- 5.2** Complying with our screening requirements and any state/territory Working with Vulnerable People checks;
- 5.3** Placing the safety and welfare of children above other considerations;
- 5.4** Being aware and ensuring the welfare of the horse is paramount in all activities;
- 5.5** Being accountable for their behaviour;



- 5.6 Following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour; and
- 5.7 Complying with any decisions and/or disciplinary measures imposed under this policy.

6 POSITION STATEMENTS

6.1 Child protection

PCT is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained. We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

6.1.1 Identify and analyse risk of harm

We will develop and implement a risk management strategy, including a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the actions of an employee, volunteer or another person.

6.1.2 Develop codes of behaviour

We will develop and promote a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in our sport, especially those in our care. We will also implement a code of behaviour to promote appropriate conduct between children.

These codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (Refer to the attachments in Part B of this policy.)

6.1.3 Choose suitable employees and volunteers

We will take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This will include using a range of screening measures.

We will ensure that Working with Vulnerable People Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the relevant legal requirements. (Refer to the attachments in Part C of this policy.)

6.1.4 Support, train, supervise and enhance performance

We will ensure that all our employees and volunteers who work with children have ongoing supervision, support and training. Our goal is develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment.

6.1.5 Empower and promote the participation of children

We will encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.



6.1.6 Report and respond appropriately to suspected abuse and neglect

We will ensure that all our employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected. (Refer to the attachments in Part E of this policy.)

Further, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child, or is in breach of this policy, he or she may make an internal complaint. (Refer to the attachments in Part D of this policy.)

6.2 Taking Images of Children

Images of children can be used inappropriately or illegally. The PCT requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure that the parent /guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the parent/guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our sport and we will ensure that they are suitably clothed in a manner that promotes participation in the sport. We will seek permission from the parents/guardians of the children before using the images. We require our member associations and clubs to do likewise.

6.3 Anti-Discrimination and Harassment

PCT aims to provide an environment where all those involved in our activities and events are treated with respect. We recognise that people cannot participate, enjoy themselves or perform at their best if they are treated unfairly, discriminated against or harassed.

We prohibit all forms of harassment, discrimination and bullying based on the personal characteristics listed in the "Definitions" set out in our Dictionary of Terms [see clause 10]. In most circumstances, this behaviour is against the law.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, they may make an internal complaint. In some circumstances, they may also be able to make a complaint to an external organisation. (Refer to the attachments in Part D of this policy.)

Sexual Relationships

PCT takes the position that sexual relationships between coaches and the adult riders that they coach should be avoided as these relationships can have harmful effects on the individual rider involved, on other riders and coaches, and on the sport's public image. Such relationships may be intentionally or unintentionally exploitative due to a disparity between coaches and riders in terms of authority, power, maturity, status, influence and dependence.

Should a sexual relationship exist between a rider and a coach, PCT will consider whether any action is necessary. Factors that may be relevant in this consideration are the age and maturity



of the rider relative to the coach, the financial or emotional dependence of the rider on the coach, and the likelihood of the relationship having any adverse impact on the rider and/or other riders. If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the rider. Action may include dismissal from coaching duties.

In the event that a rider attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach or rider may wish to approach the PCT's MPIO or other designated person if they feel harassed. Our complaints procedure is outlined in Attachment [D1] of this policy.

Pregnancy

Pregnant women should be treated with respect and any unreasonable barriers to their full participation in our sport should be removed. We will not tolerate any discrimination or harassment against pregnant women.

PCT will take reasonable care to ensure the safety, health and well-being of pregnant women and their unborn children. We will advise pregnant women that there may be risks involved and encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and well-being, and that of their unborn children, are of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. We will only require pregnant women to sign a disclaimer if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman feels she has been harassed or discriminated against by another person or organisation bound by this Policy, she may make a complaint. (Refer to the attachments in Part D of this policy.)

6.6 Gender Identity

PCT is committed to providing a safe, fair and inclusive sporting environment where people of all backgrounds can contribute and participate. People who identify as transgender or transsexual should be treated fairly and with dignity and respect at all times. This includes acting with sensitivity when a person is undergoing gender transition.

We will not tolerate any unlawful discrimination or harassment of a person who identifies as transgender or transsexual or who is thought to be transgender or transsexual. If a transgender or transsexual person feels he or she has been harassed or discriminated against by another person or organisation bound by this policy, he or she may make a complaint. (Refer to the attachments in Part D of this policy.)

PCT recognises that excluding transgender and transsexual people from participating in sporting events and activities has significant implications for their health, well-being and involvement in community life. In general, we will support their participation in our sport on the basis of the gender with which they identify.

We also recognise that there is debate over whether a male-to-female transgender person obtains any physical advantage over other female participants. This debate is reflected in the divergent discrimination laws across the country. If issues of performance advantage arise, we will seek advice on the application of those laws in the particular circumstances.



PCT is aware that the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic Games. Where a transgender person intends to compete at an elite level, we will encourage them to obtain advice about the IOC's criteria, which may differ from the position we have taken.

Drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

6.7 Alcohol Policy

PCT requires all member Clubs to adhere to strict guidelines regarding the responsible consumption of alcohol at any Pony Club event. Generally, alcohol should not be available nor be consumed at any Pony Club organised rally, competition or other event at which children under 18 are participants. Responsible service and consumption of alcohol should apply to any alcohol to be consumed at a Pony Club social occasion or after a rally, competition or event, has concluded, including light alcohol and soft drinks always being available. Wherever possible, food should be available to be consumed when alcohol is available with Senior Pony Club Officials always being in attendance to ensure appropriate practices are followed.

The consumption of alcohol by officials and riders is prohibited for eight hours prior to and during an event. PCT chaperones and coaches should exercise special care and not consume alcohol during the period they are travelling and accompanying riders and teams intrastate or interstate. PCT policies apply when travelling internationally with riders and teams.

Guidance can be obtained from the "Alcohol Management Policy" available at <http://www.goodsports.com.au/goodsports/pages/sample-policies.html>.

6.8 Smoking Policy

For full details on Tasmanian legislation covering Smoking areas see the Public Health Act 1997 section 67B. This section was amended 1 March 2012 and provides full details on legislated requirements for sporting venues. The Public Health Act can be found on www.thelaw.tas.gov.au

The following PCT policy on smoking should be applied to all Pony Club rallies, competitions, training and other events including social events:

No smoking shall occur inside or around any club rooms, cooking or dining areas, at any pony club events. This policy shall apply to coaches, riders, judges, officials, volunteers and spectators;

Social functions shall be smoke free, with smoking only permitted at designated outdoor smoking areas;

Coaches, judges, officials, volunteers and spectators should set an example by refraining from smoking while involved in an official capacity for any of Pony Club event on and off the field.

6.9 Cyber Bullying/Safety

PCT regards bullying and harassment in all forms as unacceptable in our sport. Bullying has the potential to cause great anxiety and distress to the person targeted by hurtful or derogatory comments or statements.



New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments.

PCT will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. In some cases, bullying is a criminal offence punishable.

Frustration at a referee, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written or verbal statement or a complaint – to the relevant controlling club, league or peak sporting body.

6.10 Social Networking Websites Policy

PCT acknowledges the enormous value of social networking websites, such as Facebook and Twitter, to promote our sport and celebrate the achievements and success of the people involved in our sport.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

Social media postings, blogs, status updates and tweets:

- must not use offensive, provocative or hateful language
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of others
- should promote the sport in a positive way.

If further guidance on developing a Communications Policy is available at:
www.playbytherules.net.au/resources/club-toolkit.

6.11 Bullying, Victimization and Intimidation policy



Bullying, Victimization and Intimidation are all forms of Harassment. It is not right, it is not fair and it is against the principles of Pony Club where we expect people to be treated with respect.

Everyone in Pony Club has the right to a fair and safe environment where they are valued and treated with respect whilst performing their particular role or partaking in Pony Club activities.

Pony Club Association of Tasmania Inc. has an obligation to do everything possible to ensure that all people involved in Pony Club activities as a rider, member, official, coach, administrator, committee member, club/zone/state delegate, and parent, volunteer, in fact everyone is treated with RESPECT

Respect means without bullying, victimization, intimidation, discrimination or harassment. This kind of behaviour is unacceptable, it can compromise health and safety and it can damage the reputation of Pony Club with the community. **Such**



behaviour is in breach of the Pony Club Member Protection Policy and Codes of Conduct and could be illegal.

Bullying, Victimization and Intimidation are all forms of Harassment.

“If a reasonable person having regard to all the circumstances, could anticipate that their behaviour might cause another person to feel offended, humiliated, intimidated, insulted, frightened or ridiculed, they should not engage in that behaviour”.

What is bullying:

Bullying denies people respect, it can cause a person to be offended, humiliated, intimidated, frightened, insulted or ridiculed. Bullying can cause harm to the individual(s) directly involved and it may also create an environment that is unproductive and unpleasant for others. Bullying may be unintentional but if it causes a person to feel uncomfortable or powerless or the behaviour interferes with their ability to perform their duty or to ride to the best of their ability then the harassment is real.

Bullying includes a range of behaviours:

- For example, people working in a committee situation where one or two members wish to put a point forward are howled down by other committee members ridiculing them not really listening to their case and as a result the two minority members feel humiliated, insulted and ridiculed and are unable to get a fair hearing. Frequently this kind of behaviour results in members refusing to work on a committee and/or Pony Club losing good support personnel and riding members.

Bullying may be a subtle process of isolating a person or withholding information or it may be more overt. For example, the consistent use of ‘put downs’ or the use of derogatory ‘nicknames’ may also constitute bullying.

What is Intimidation?

Intimidation includes the intentional or unintentional use of formal or informal power by inappropriately forcing a person or persons to do, or not to do something.

- For example: An official telling club members, for no valid reason, that if they participate in a competition run by another club they will not be considered for selection to represent their own club in state competition.

Intimidation also includes behaviour that may be subtly manipulative or insulting, through actions that are verbally or physically threatening and abusive inducing a feeling of humiliation in that person.

- For example: The use of foul language used repeatedly and or loudly when giving instructions.

Clear and proper direction, advice and/or opinion given in a respectful manner by a person in their official capacity or as constructive feedback does not constitute bullying, intimidation or harassment.

What is Victimization?

Victimization is a form of intimidation. Victimization commonly takes the form of treating, or threatening to treat someone differently on the basis of an action they have legitimately taken, or indicated that they intend to take, such as making a complaint or giving evidence.



All affiliated member clubs of the PCT are bound by this Member Protection Policy (see part 3.10 and part 4) and as such are required to adhere to the documented Grievance Resolution Procedure. The PCT will appoint MPIO's. The following is the normal procedure for handling grievances.

Anyone who feels they are being subjected to bullying, victimization, intimidation, discrimination or harassment is entitled and encouraged to seek assistance by contacting their club/zone/state association Member Protection Information Officer (MPIO) or the National body Pony Club Association of Tasmania Inc. MPIO who will provide advice and how to proceed using the State Association Grievance Procedure.

What to do if you feel you are being subjected to Bullying, Victimization and Intimidation or Harassment. The following is an example of the process for grievance resolution (see also Attachment D1 of the PCT Member Protection Policy):

If you feel you are being subjected to bullying, victimization or harassment you have a right and a responsibility to do something about it. You might feel able to approach the person or persons who are responsible for the behaviour, explain how it makes you feel and ask them to stop doing it.

OR if you don't feel able to do this, or the problem requires some senior official intervention, you can ask your Club District Commissioner (DC) or President, to help you to deal with the issue. Or you can ask a Member Protection Information Officer (MPIO) to advise you how to deal with it. You can either deal with it verbally or you can put your complaint in writing explaining exactly what has occurred, how it makes you feel and what outcome you are looking for.

NOTE: ALL GRIEVANCES SHOULD BE HANDLED IN THE STRICTEST CONFIDENCE TO AVOID FURTHER POSSIBLE HARASSMENT OF ANY KIND. GENERAL GUIDANCE ON GRIEVANCE HANDLING CAN BE FOUND AT Attachment D1 OF THIS POLICY AND ON THE SPORT AND RECREATION "PLAY BY THE RULES" WEBSITE.

Summary of the Grievance Process: (see also part 7.1 Complaints Procedures and Part D)

1. If the issue is at Club level then the DC, President or a MPIO have a responsibility to help you deal with the issue if you feel you are unable to do it yourself.
2. If the club feels they are unable to investigate and deal with the grievance or you are not satisfied with the outcome of club's findings or lack of action taken by the Club then the Zone can be asked to assist in consultation with a MPIO. If the grievance is forwarded to the Zone then the grievance should be considered as formal and be made in writing. If the grievance is at Zone level then the Zone Visiting Commissioner or head of the Zone has a responsibility to do (or arrange for) an investigation and deal with the grievance.
3. If the Zone is unable to investigate and deal with the grievance or you are not satisfied with the outcome of Zone's findings or lack of action then the grievance can be forwarded to State level. If it goes to State level then the State President or head of the state organisation has a responsibility to do (or arrange for) an investigation and deal with the grievance.
4. If the State is unable to investigate and deal with the grievance or you are not satisfied with the outcome of the State's findings or lack of action then and you believe the case needs to be brought to the attention of the National body then the grievance can be forwarded to the President of Pony Club Tasmania.



Minor Grievances are usually investigated and handled at club level on an informal basis, however an informal note must be made because if the accused harasser is accused of Inclusion Policy

This policy has been developed in order to encourage the participation of all groups in the community in PCT activities. The term inclusiveness represents participation in community life, in whatever capacity desired, by all members of the community regardless of age, ability income, education, sexual preference, race or religion. Inclusiveness embraces such diversity.

Pony Club is essentially a youth movement for young people up to the age of 25 years, these members partake in all pony club activities. Adult supporters groups are affiliated with most Pony Clubs, to enable people over the age of 25 years, who are interested in riding and activities associated with horses to be involved. These groups hold rally days and operate under Pony Club rules and insurance. Depending on the organisation of each particular Pony Club rallies are held at the same time as a normal pony club rally or on a separate day. Adult supporter's group members are not eligible to compete in official Pony Club competition, however in some cases specific competitions for Adult supporters are organised. There is no requirement for Pony Club to provide competition for Adult supporters.

What is Access/Inclusion?

When we think of access to facilities or activities, too often our thoughts turn to the physical barriers that prevent people with disabilities from participation. While such concerns are obviously relevant to the opportunities available for participation, there are other less tangible barriers to access and inclusion that are of equal, if not greater significance.

How Does Inclusion Work?

Inclusion will only work if all participating organisations embrace the idea of including people of **ALL AGES AND ABILITIES** into the organisation. An understanding that all members of the community have a part to play in the success of the organisation. Inclusion involves the integration of people with varying abilities into mainstream activities within the organisation and associated bodies. Any organisation is only as good as the people who make it up and it is the responsibility of all members to recognise the value of persons of varying abilities.

Inclusion means at every level of the organisation from President down. Inclusion is about recognising the role that every person plays to make the organisation a success and success should not only be measured by success in competition but the FEEL and ATMOSPHERE around the organisation.

What does an inclusive environment mean to the people who use it?

1. Pony Club as an inclusive sport and recreation facility can contribute to community safety and develop a social network for people who may not have previously had a feeling of belonging
2. Inclusive sport and recreation environments contribute to a sense of local and community control.

Inclusive organizations become a hub and are key social spaces, which contribute to community and cultural development. Being able to access a facility without fear of feeling isolated from mainstream activities and building a mutual trust within the organisation.



The above points are only guidelines to how people who may see themselves as being disadvantaged, would view having the opportunity to belong to an inclusive facility.

In line with this Inclusion Policy the PCT is committed to the following principles:

Providing a welcoming environment: With all physical barriers removed, people, whether having disabilities or not will, feel uncomfortable in an environment that does not make them feel welcome. The PCT will therefore orient people around our facilities, introduce them to other club members and help them to feel like they belong.

This outside the norm: When considering people's input into Pony Club activities, we will focus on their abilities and not on their limitations. We will acknowledge people's skills and attributes in all areas of Pony Club activities such as riding, administrating, coaching, general assistance, judging, scoring, timekeeping, stewarding, maintenance, organising, fund-raising, supporting and general club management.

Maintain consistency: We will acknowledge that while some people have specific needs and may require assistance in some areas of the participation, i.e. People with disabilities, their involvement in other areas of competence will not be met with unusual or extraordinary treatment. Genuine participation in community based recreation requires contributions from both participants and groups and therefore the PCT will regard every person as an active and contributing participant.

Given the importance of recreation to everyone in the community, the PCT agrees that it is of utmost importance to Pony Club that all members of the community who ride a horse or pony, regardless of their age, sex, race, socio-economic status, ability and geographical location have access to the range of opportunities that pony club provides. This policy statement is made in recognition that horse riding is a dangerous sport and as a consequence the safety of all people involved in the sport and the welfare of the horse is of prime importance to any inclusion decision making.

6.12 Anti-Doping Policy

The PCT has adapted the PCA Anti-Doping Policy available on www.ponyclubaustralia.com.au; and will abide by the Equestrian Australia Doping Policy with respect to horses.

6.13 Drug and Medications Policy

The use of illicit or recreational drugs is illegal and is strictly forbidden at all PCT activities.

Where possible the PCT will implement safe use of legal and prescribed drugs by:

- Ensuring that medications are used when needed and according to directions.
- Following the Sports Medicine Australia Policy on the administration of medications by non-medical personnel, and
- Ensuring that members with conditions requiring the therapeutic use of drugs that are banned or restricted in equestrian competition shall provide adequate and correct notification to the PCT

6.14 Sun Smart Policy

It is acknowledged that Skin Cancer is a major public health problem in Australia, While the PCT will endeavour to assist in sun protection at pony club activities it is recognized that ultimately it is the responsibility of each individual and parents/guardians.



- Parents and Guardians are encouraged to provide high SPF Broad Spectrum Sunscreen for their child and promote sun protection behaviour.
- Clubs must strive to conform to guidelines for sun safe clothing when choosing uniforms.
- Riding members are encouraged to wear brims on helmets and long sleeved shirts for extra protection while participating in PCT activities during summer months.
- Maximum use should be made of existing natural shade for people and horses. Where natural shade is not adequate, PCT, Zones and Clubs should endeavour to make available portable shade structures for activities.
- Maximum use of natural shade must also be used for horses. If natural shade is not available the horses should have suitable protection by way of summer cotton rugs/sheets.
- PCT encourages trainers, coaches, officials and members in prominent positions to act as strong role models, making use of all sun protection available

6.15 Welfare of the Horse

- The PCT expects all those involved in Pony Club or any other equestrian sport to adhere to and acknowledge and accept at all times the welfare of the horse must be paramount and must take priority over competition or other influences.
- At all times the welfare of horses and ponies must take precedence over all other demands. This includes good horse management, training methods, farriery, tack and transportation.
- Horses must be fit and in good health before they are allowed to participate in pony club activities and competition. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and misuse of aids.
- Rallies and Competitions must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
- Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their careers are over. This covers veterinary care, competition injuries, retirement or euthanasia.



7 COMPLAINTS PROCEDURES

7.1 Handling Complaints

PCT aims to provide a simple, confidential and trustworthy procedure for resolving complaints based on the principles of natural justice.

Any person (a complainant) may report a complaint about a person, people or organisation bound by this policy (respondent) if they feel they have been harassed, bullied or discriminated against or there has been a breach of this policy. In the first instance, complaints should be reported to the Member Protection Information Officer OR other senior official in the organisation.

If a complaint relates to behaviour or an incident that occurred at the:

- state level, or involves people operating at the state level, then the complaint should be reported to and handled by the relevant state association in the first instance
- club level, or involves people operating at the club level, then the complaint should be reported to and handled by the relevant club in the first instance.

Only matters that relate to, or which occurred at, the national level, as well as serious cases referred from the state and club level, should be dealt with by the national body.

A complaint may be handled informally or formally. The complainant will usually indicate his or her preferred option unless the Member Protection Information Officer OR other senior official in the organisation, considers that the complaint falls outside this policy and should be handled another way. For example, the law may require that the complaint/allegation be reported to an appropriate authority. All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our procedures for handling and resolving complaints are outlined in Attachment [D1].

Individuals and organisations may also seek to have their complaint handled by an external agency under anti-discrimination, child protection, criminal or other relevant legislation.

7.2 Improper Complaints & Victimisation

PCT aims to ensure that our complaints procedure has integrity and is free of unfair repercussions or victimisation against the person making the complaint.

We will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint or supporting another person's complaint.

If at any point in the complaint handling process the MPIO or the PCT President considers that a complainant has knowingly made an untrue complaint or the complaint is malicious or intended to cause distress to the respondent, the matter may be referred to the PCT Board for appropriate action which may include disciplinary action against the complainant.

7.3 Mediation

PCT aims to resolve complaints quickly and fairly. Complaints may be resolved by agreement between the people involved with no need for disciplinary action. Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question



and come up with mutually agreed solutions. It may occur before or after the investigation of a complaint.

If a complainant wishes to resolve the complaint with the help of a mediator, the Member Protection Information Officer,] will, in consultation with the complainant, arrange for an independent mediator where possible. We will not allow lawyers to negotiate on behalf of the complainant and/or the respondent.

More information on the mediation process is outlined in Attachment [D2].

7.4 Tribunals (Disputes)

Should a formal complaint be made the Tribunal will be the PCT Board and the complaint will be heard in accordance with procedures described in part 1.13 of the Constitution of the PCT.

The PCT Board decision is final and every organisation bound by this policy will recognise and enforce any decision of the PCT Board.

8 WHAT IS A BREACH OF THIS POLICY?

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

- 8.1 Breaching the Codes of Behaviour (attachment B to this policy);
- 8.2 Bringing the sport and/or the PCT into disrepute, or acting in a manner likely to bring the sport and/or the PCT into disrepute;
- 8.3 Failing to follow PCT policies (including this policy) and procedures for the protection, safety and welfare of children;
- 8.4 Discriminating against, harassing or bullying (including cyber bullying) any person;
- 8.5 Victimising another person for reporting a complaint;
- 8.6 Engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;
- 8.7 Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- 8.8 Disclosing to any unauthorised person or organisation any PCT information that is of a private, confidential or privileged nature;
- 8.9 Making a complaint they **knew** to be untrue, vexatious, malicious or improper;
- 8.10 Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- 8.11 Failing to comply with a direction given to the individual or organisation during the discipline process.

9 DISCIPLINARY MEASURES

PCT may impose disciplinary measures on an individual or organisation for a breach of this policy.

Any disciplinary measure imposed will be:



- fair and reasonable
- applied consistent with any contractual and employment rules and requirements
- be based on the evidence and information presented and the seriousness of the breach
- be determined in accordance with our Constitution, By-laws, this policy and/or the rules of the sport.

9.1 Individual

Subject to contractual and employment requirements, if a finding are made by a Tribunal (the PCT Board) that an individual has breached this policy, one or more of the following forms of discipline may be imposed:

- A direction that the individual make a verbal and/or written apology;
- A written warning;
- A direction that the individual attend counselling to address their behaviour;
- A withdrawal of any awards, placing, records, and achievements bestowed in any tournaments, activities or events held or sanctioned by the PCT;
- A suspension of the individual's membership or participation or engagement in a role or activity;
- Termination of the individual's membership, appointment or engagement;
- A recommendation that the PCT terminate the individual's membership, appointment or engagement;
- In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- a fine;
- any other form of discipline that the designated person or committee considers appropriate.

9.2 Organisation

If a finding is made that a PCT member or affiliated organisation has breached its own or the national Member Protection Policy, one or more of the following forms of discipline may be imposed by the PCT Board:

- A written warning;
- A fine;
- A direction that any rights, privileges and benefits provided to that organisation by the national body or other peak association be suspended for a specified period;
- A direction that any funding granted or given to it by the PCT cease from a specified date;
- The PCT will cease to sanction events held by or under the auspices of that organisation;
- A recommendation to the association that its membership of the peak association be suspended or terminated in accordance with the relevant constitution or rules; and/or
- Any other form of discipline that the national body or peak organisation considers being reasonable and appropriate.



9.3 Factors to consider

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- The nature and seriousness of the breach;
- If the person knew or should have known that the behaviour was a breach of the policy
- The persons' level of contrition;
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action;
- The ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy); and/or
- Any other mitigating circumstances.

10 DICTIONARY OF TERMS

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated club means any club affiliated with the PCT.

Child means a person who is under the age of 18 years

Child abuse involves conduct which puts children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms, including verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse of a pony club riding member, official, volunteer or adult person involved in pony club activities (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a riding member).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Complaint means a complaint made under clause 7.



Complainant means a person making a complaint.

Complaint Handler/Manager means a person appointed under this policy to investigate a Complaint

Discrimination means treating or proposing to treat someone less favourably because of a particular characteristic in the same or similar circumstances in certain areas of public life (Direct Discrimination), or imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics (Indirect Discrimination). The characteristics covered by discrimination law across Australia are:

- Age;
- Disability;
- Family/carer responsibilities;
- Gender identity/transgender status;
- Homosexuality and sexual orientation;
- Irrelevant medical record;
- Irrelevant criminal record;
- Political belief/activity;
- Pregnancy and breastfeeding;
- Race;
- Religious belief/activity;
- Sex or gender;
- Social origin.

Examples of Discrimination

- **Age:** A club refuses to allow an older person to coach or judge simply because of age.
- **Breastfeeding:** A member of the club who is breastfeeding a baby in the club rooms is asked to leave.
- **Disability:** A junior member is overlooked because of mild epilepsy.
- **Family responsibilities:** A club decides not to promote an employee because he has a child with a disability even though the employee is the best person for the job.
- **Gender Identity:** A transgender contract worker is harassed when employees refuse to call her by her female name.
- **Homosexuality:** A member is ostracised from her team after it becomes known that she is a lesbian.
- **Marital Status:** A member is deliberately excluded from team activities and social functions because she is single
- **Pregnancy:** A woman is dropped from a team when she becomes pregnant.
- **Race:** An Italian referee is not permitted to referee games with a high proportion of Italian players on one team because of his race.



Harassment is any type of behaviour that the other person does not want and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and a reasonable person would recognise it as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated. Unlawful harassment is sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or some other characteristic (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal.

Discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition and the obtaining or retaining membership of clubs and organisations (including the rights and privileges of membership).

Some exceptions to state and federal anti-discrimination law apply. Examples include:

- holding a competitive sporting activity for females only who are under 12 years of age or of any age where strength, stamina or physique is relevant or
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular sporting activity.

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.

It is also a breach of discrimination law to victimise a person who is involved in making a complaint of discrimination or harassment. Example: a player is ostracised by her male coach for complaining about his sexist behaviour or for supporting another player who has made such a complaint.

Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds

Member means a registered member of the association.

Member Protection Information Officer (MPIO) means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this Policy.

Natural justice (also referred to as procedural fairness) incorporates the following principles:

- both the Complainant and the Respondent must know the full details of what is being said against them and have the opportunity to respond;
- all relevant submissions must be considered;
- no person may judge their own case;
- the decision maker/s must be unbiased, fair and just;
- the penalties imposed must be fair.

Police check means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.



This policy means this Member Protection Policy.

Respondent means the person who is being complained about.

Role-specific codes of conduct (or behaviour) means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation):

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Transgender is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this Policy, or for supporting such a person.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.



PART B: CODES OF BEHAVIOUR

B 1. RIDERS

1. Ride by the rules.
2. Never argue with an official. If you disagree, have your coach or manager follow the correct procedure for objections at a suitable time.
3. Control your temper. Verbal abuse of officials and sledging other riders, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
5. Be a good sport. Applaud all good performances whether they be by your team/club or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not interfere with, bully or take unfair advantage of another competitor.
7. Cooperate with officials, your coach, fellow club/team members and other club/team members. Without them there would be no rallies or competition.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability or disability, cultural background or religion.

B 2. ADMINISTRATORS

1. Abide by, support and promote this PCT Member Protection Policy and the policies included.
2. Involve young people in planning & leadership, evaluation and decision making related to Pony Club activities.
3. Give all young people equal opportunities to participate.
4. Create pathways for young people to participate in sport not just as a rider but as a coach, judge, administrator etc.
5. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of all riders.
6. Provide quality supervision and instruction for young riders.
7. Remember that young people participate for their enjoyment and benefit. Do not overemphasize competition and winning but encourage the achievement of Efficiency Test awards.
8. Help coaches and officials highlight appropriate behaviour and skill development and help improve the standards of instruction and officiating.
9. Ensure that everyone involved in pony club emphasizes fair play and the care of their horse and not winning at all costs.



10. Promote the codes of behaviour to officials, parents, coaches, riders and spectators and encourage them to follow it.
11. Remember, you set an example. Your behaviour and comments should be positive and supportive.
12. Make it clear that abusing other people or a horse in any way or the use of bad language is unacceptable and will result in disciplinary action.
13. Respect the rights, dignity and worth of every young person regardless of their gender, ability or disability, cultural background or religion.

B 3. OFFICIALS

1. Modify rules and regulations to match the skill levels and needs of young people.
2. Compliment and encourage all participants.
3. Be consistent, objective and courteous when making decisions.
4. Condemn unsporting behaviour and promote respect for all opponents.
5. Emphasize the spirit of pony club competition rather than the errors.
6. Encourage and promote rule changes which will make participation more enjoyable.
7. Be a good sport yourself. Actions speak louder than words.
8. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
9. Remember, you set an example. Your behaviour and comments should be positive and supportive.
10. Place the safety and welfare of the participants and horses above all else.
11. Give all young people a "fair go" regardless of their gender, ability or disability, cultural background or religion.

B 4. COACHES

1. Remember to encourage riders to participate for enjoyment, winning is only part of the fun.
2. Never ridicule or yell at a rider for making a mistake.
3. Be reasonable in your demands on riders' time, energy and enthusiasm.
4. Operate within the rules and spirit of your sport and teach your riders to do the same.
5. Ensure that the time riders spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
6. Avoid overplaying the talented riders or riders with talented horses; the just average need and deserve equal time and praise.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders.
8. Display control, respect and professionalism to all involved with the sport. This includes officials, administrators, the media, parents and, spectators. Encourage riders to do the same.



B 5. PARENTS/GUARDIANS

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the rider's efforts and performance rather than winning or losing.
4. Insist that riders always to participate according to the rules and never resort to hostility or violence.
5. Never ridicule or yell at a rider for making a mistake or blame the horse for not winning a competition.
6. Remember that children learn best by example. Appreciate good performances by all participants.
7. Support all efforts to remove bad language or verbal and physical abuse of riders and horses from pony club activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability or disability, cultural background or religion.

B 6. VOLUNTEERS AND SPECTATORS

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young rider for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or riders.
4. Show respect for your team's opponents. Without them there would be no competition.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass riders, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.



PART C: WORKING WITH VULNERABLE PERSONS CHECK

If you work with children in certain activities or services, you must now register for a background check, called the Working with Vulnerable Persons Check.

This check aims to reduce the potential for sexual, physical, psychological, emotional or financial harm or neglect of vulnerable people in Tasmania.

The Working with Vulnerable People Check provides a minimum screening process for people working or volunteering in these organisations. The new law requires registration for some important roles within child related organisations, but importantly allows organisations to adjust the screening requirements to suit their particular organisation.

There are a number of exemptions under the new law regarding situations where people engaged in regulated activities need not apply. These exemptions can be overridden if, after assessment of the risk of harm to children, an organisation determines that it wants these roles to be included in their screening regime.

For more information about exemptions read the Exemptions Fact Sheet available from www.justice.tas.gov.au/working_with_children.

For instance, you will be exempt if working or volunteering for a Club, Association or Movement if:

- you are engaged in a regulated activity for a particular employer or volunteer body for not more than 3 days in any 4-week period and for not more than 7 days in any calendar year
- you are doing the same activity as the child (for example, playing together in a sporting team)

Pony Club Tasmania has determined that the people in the following roles must hold a current W Working with Vulnerable People registration:

- District Commissioner
- Chief Coach
- Test Co-Ordinator
- Coach
- Assessor
- Examiner
- Canteen Co-Ordinator
- Team Manager
- First Aid Officer
- Photographer
- Camp Parent

Working with Vulnerable People registration numbers are to be collected by clubs and forwarded to zones who will collate and forward to the State administration officer where a state database will be held.

Applications are commenced online at www.justice.tas.gov.au/working_with_children.

The current cost for registration is \$17.76 for Volunteering and \$103.60 for Employment (or \$103.60 for both). The registration can be used across multiple activities.



The registration process includes an application, evidence of identity, payment of a fee, national criminal history assessment as well as ongoing monitoring, and will add an important layer of protection for children in Tasmania.

For more information visit the following website or attend a FREE one hour seminar held regularly around the state and listed at www.justice.tas.gov.au/working_with_children.



PART D: COMPLAINT HANDLING PROCEDURES

ATTACHMENT D1: COMPLAINTS PROCEDURE

All complaints will be kept confidential and will not be disclosed to another person without the complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection or other relevant legislation.

If you wish to remain anonymous, PCT may have difficulty assisting you to resolve your complaint. Procedural fairness (natural justice) means that PCT is required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond.

INFORMAL APPROACHES

Step 1: Talk with the other person (where this is reasonable and appropriate)

In the first instance, you (the Complainant) should try to sort out the problem with the person or people involved (respondent) if you feel able to do so.

Step 2: Contact a Member Protection Information Officer (MPIO)

Talk with one of our Member Protection Information Officers (MPIOs) if:

- the first step is not possible/reasonable;
- you are not sure how to handle the problem by yourself;
- you want to talk confidentially about the problem with someone and obtain more information about what you can do; or
- the problem continues after you tried to approach the person or people involved.

PCT MPIO's are:

Tasmanian PCT: **Phyllis Fairhurst – 03 6265 2034**
 Phyllis Pyke – 03 6393 1682
 Kylee Pearn - 0419 384 433
 Anne Cotton - 0409 250 656

The MPIO or a designated person will:

- take confidential notes about your complaint;
- try to find out the facts of the problem;
- ask what outcome/how you want the problem resolved and if you need support;
- provide possible options for you to resolve the problem;
- act as a support person if you so wish;
- refer you to an appropriate person (e.g. Mediator) to help you resolve the problem, if necessary;
- inform the relevant government authorities and/or police if required by law to do so;
- maintain confidentiality.



Step 3: Outcomes from initial contact

After talking with the MPIO or the designated person, you may decide:

- there is no problem;
- the problem is minor and you do not wish to take the matter forward;
- to try and work out your own resolution (with or without a support person such as a MPIO); or
- to seek a mediated resolution with the help of a third person (such as a mediator); or
- to seek a formal approach.

FORMAL APPROACHES

Step 4: Making a Formal complaint

If your complaint is not resolved or informal approaches are not appropriate or possible, you may:

- make a formal complaint in writing to a MPIO or the President of the PCT, or
- approach a relevant external agency such as an anti-discrimination commission, for advice.

On receiving a formal complaint and based on the material you have provided, the MPIO or the President of the PCT will decide whether:

- they are the most appropriate person to receive and handle the complaint;
- the nature and seriousness of the complaint warrants a formal resolution procedure;
- to appoint a person to investigate (gather more information on) the complaint;
- to refer the complaint to mediation;
- to refer the complaint to a hearings tribunal;
- to refer the matter to the police or other appropriate authority; and/or
- to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.

In making the decision(s) outlined above, the MPIO or the President of the PCT will take into account:

- whether they have had any personal involvement in the circumstances which means that someone else should handle the complaint;
- your wishes, and the wishes of the respondent, regarding the manner in which the complaint should be handled;
- the relationship between you and the respondent (for example an actual or perceived power imbalance between you and the respondent);
- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the possibility that you will be subject to further unacceptable behaviour while the complaint process is underway.



If the MPIO or the President of PCT is the appropriate person to handle the complaint they will, to the extent that these steps are necessary:

- put the information they've received from you to the person/people you're complaining about and ask them to provide their side of the story;
- decide if they have enough information to determine whether the matter alleged in your complaint did or didn't happen; and/or
- determine what, if any, further action to take. This action may include disciplinary action in accordance with this policy.

Step 5: Investigation of the complaint

- A person appointed under Step 3 will conduct an investigation and provide a written report to the President of PCT who will determine what further action to take;
- If the complaint is referred to mediation, it will be conducted in accordance with Attachment D2 or as otherwise agreed by you and the respondent and the mediation provider;
- If the complaint is referred to a hearings tribunal, the hearing will be conducted in accordance with part 1.13 of PCT Constitution.
- If the complaint is referred to the police or other appropriate authority, PCT will use its best endeavours to provide all reasonable assistance required by the police or other authority.

[Any costs relating to the complaint process set out in this Policy (e.g. investigation and/or mediation and/or hearings tribunal) are to be met by PCT unless otherwise stated in the relevant Attachment.]

Step 6: Reconsideration of initial outcome/investigation or appeal

If, under the formal complaint process, mediation is unsuccessful, you may request that the President of PCT reconsider the complaint in accordance with Step 3.

There is no right of appeal under PCT Constitution however a person who is not satisfied with the decision of PCT may lodge an appeal with the Chairperson of Pony Club Australia.

Step 7: Documenting the resolution

The President of PCT or delegate will document the complaint, the process and the outcome. This document will be stored in a confidential and secure place. If the complaint was dealt with at a state/district level, the information will be stored in the state association office. If the matter is of a serious nature, or if the matter was escalated to and/or dealt with at the national level, the original document will be stored at the national office with a copy stored at the state office.

EXTERNAL APPROACHES

There are a range of other options available depending on the nature of your complaint. If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory anti-discrimination commission without being obliged to make a formal complaint. If the commission advises you that the problem appears to be harassment within its jurisdiction, you may lodge a formal complaint with the commission.

Once a complaint is received by an anti-discrimination commission, it will investigate. If it appears that unlawful harassment or discrimination has occurred, the commission will conciliate



the complaint confidentially. If this fails, or is inappropriate, the complaint may go to a formal hearing where a finding will be made. The tribunal will decide upon what action, if any, will be taken. This could include financial compensation for such things as distress, lost earnings or medical and counselling expenses incurred.

If you do lodge a complaint under anti-discrimination law, you may use an appropriate person (e.g. a MPIO) as a support person throughout the process. It is also common to have a legal representative, particularly at the hearing stage of a complaint.

You could also approach another external agency such as the police.

ATTACHMENT D2: MEDIATION

Mediation is a process that allows the people involved in a complaint to talk through the issues with an impartial person – the mediator – and work out a mutually agreeable solution.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to talk through the issues and makes sure that the process is as fair as possible for all concerned.

Our approach to mediation follows the steps set out below.

1. The MPIO or other designated official will appoint a mediator to help resolve the complaint. This will be done under the direction of PCT and in consultation with the complainant and the respondent(s).
2. The mediator will talk with the complainant and respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed.
3. All issues raised during mediation will be treated confidentially. We also respect the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
4. If the complaint is resolved by mediation, the mediator will prepare a document that sets out the agreement that has been reached. This agreement will be signed by the complainant and the respondent(s). We expect the parties involved to respect the terms of the agreement.
5. If the complaint is not resolved by mediation, the complainant may:
 - write to the Chairperson of PCA or *other designated official to request that the Chairperson or other designated official* reconsider the complaint in accordance with **Step 3**
 - approach an external agency, such as an anti-discrimination or equal opportunity commission, to resolve the matter.

We recognise that there are some situations where mediation will not be appropriate, including:

- when the people involved have completely different versions of the incident
- when one or both parties are unwilling to attempt mediation
- when the issues raised are sensitive in nature
- when there is a real or perceived power imbalance between the people involved
- matters that involve serious, proven allegations.



ATTACHMENT D3: INVESTIGATION PROCEDURE

If an investigation needs to be conducted to gather more information the following steps will be followed:

1. We will provide a written brief to the investigator clarifying terms of engagement and roles and responsibilities. The investigator will:
 - 1.1 Interview the complainant and record the interview in writing.
 - 1.2 Convey full details of the complaint to the respondent (s) so that they can respond.
 - 1.3 Interview the respondent to allow them to answer the complaint, and record the interview in writing.
 - 1.4 Obtain statements from witnesses and other relevant evidence to assist in a determination, if there is a dispute over the facts
 - 1.5 Make a finding as to whether the complaint is:
 - substantiated (there is sufficient evidence to support the complaint);
 - inconclusive (there is insufficient evidence either way);
 - unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
 - mischievous, vexatious or knowingly untrue.
 - 1.6 Provide a report to PCT Board documenting the complaint, investigation process, evidence, finding and, if requested, recommendations.
2. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points that are substantiated, inconclusive, unsubstantiated and/or mischievous.
3. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person/adviser (e.g. MPIO or other person).
4. There is no right to appeal against any decision based on the investigation.

ATTACHMENT D4: HEARINGS & APPEALS TRIBUNAL PROCEDURE

The following will be followed by hearings tribunals established by PCT to hear member protection related complaints.

Preparation for Tribunal Hearing

1. A Tribunal Panel will be constituted following the rules outlined in part 1.13 of PCT Constitution, to hear a complaint that has been referred to it by the President of PCT. The number of Tribunal members required to be present throughout the hearing will be as outlined in the Constitution.
2. The Tribunal members will be provided with a copy of all the relevant correspondence, reports or information received and sent by the President of PCT relating to the complaint/allegations.
3. The Tribunal will be scheduled as soon as practicable, but must allow adequate time for the person being complained about (respondent(s)) to prepare their case for the hearing.



4. The Tribunal will not include any person who has any actual or perceived conflict of interest, or bias regarding the matter.
5. The President of PCT will inform the respondent(s) in writing that a tribunal hearing will take place. The notice will outline:
 - That the person has a right to appear at the tribunal hearing to defend the complaint/allegation;
 - Details of the complaint, and details of all allegations and the clause of any policy or rule allegedly breached;
 - The date, time and venue of the tribunal hearing;
 - That they can make either verbal or written submissions to the Tribunal;
 - That they may arrange for witnesses to attend the Tribunal in support of their position (statutory declarations of witnesses not available or from character witnesses may also be provided to the Tribunal);
 - An outline of any possible penalties that may be imposed if the complaint is found to be true; and
 - That legal representation will not be allowed. If the respondent is a minor, they should have a parent or guardian present.

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the respondent.

The respondent(s) will be allowed to participate in all PCT activities and events, pending the decision of the Tribunal, unless the President of PCT believes it is necessary to exclude the respondent(s) from all or some PCT activities and events, after considering the nature of the complaint.

6. The President of PCT or a designated person will notify the complainant in writing that a tribunal hearing will take place. The notice will outline:
 - That the person has a right to appear at the tribunal hearing to support their complaint;
 - Details of the complaint, including any relevant rules or regulations the respondent is accused of breaching
 - The date, time and venue of the tribunal hearing;
 - That they can make either verbal or written submissions to the Tribunal;
 - That they may arrange for witnesses to attend the Tribunal in support of their position (or provide statutory declarations from witnesses unable to attend); and
 - That legal representation will not be allowed. . If the respondent is a minor, they should have a parent or guardian present.

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the complainant.

7. If the complainant believes the details of the complaint are incorrect or insufficient they should inform the President of PCT as soon as possible so that the respondent and the Tribunal Panel members can be properly informed of the complaint.



8. It is preferable that the Tribunal include at least one person with knowledge or experience of the relevant laws/rules (e.g. Discrimination).

Tribunal Hearing Procedure

9. The following people will be allowed to attend the Tribunal Hearing:
 - The Tribunal members;
 - The respondent(s);
 - The complainant;
 - Any witnesses called by the respondent;
 - Any witnesses called by the complainant;
 - Any parent / guardian or support person required to support the respondent or the complainant.
10. If the respondent(s) is not present at the set hearing time and the Tribunal Chairperson considers that no valid reason has been presented for their absence, the Tribunal Hearing will continue subject to the Tribunal Chairperson being satisfied that all Tribunal notification requirements have been met.
11. If the Tribunal Chairperson considers that a valid reason for the non-attendance of the respondent(s) has been presented, or the Tribunal Chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal will be rescheduled to a later date.
12. The Tribunal Chairperson will inform the relevant person of the need to reschedule, and the relevant person will organise for the Tribunal to be reconvened.
13. The Tribunal Chairperson will read out the complaint, ask the respondent(s) if they understand the complaint and if they agree or disagree with the complaint.
14. If the respondent agrees with the complaint, he or she will be asked to provide any evidence or witnesses that should be considered by the Tribunal Panel when determining any disciplinary measures (penalty) under PCT Constitution.
15. If the respondent disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.
 - Reference may be made to brief notes.
 - The complainant may call witnesses.
 - The respondent(s) may question the complainant and witnesses.
16. The respondent(s) will then be asked to respond to the complaint.
 - Reference may be made to brief notes.
 - The respondent may call witnesses.
 - The complainant may ask questions of the respondent and witnesses.
17. Both the complainant and respondent may be present when evidence is presented to the Tribunal. Witnesses may be asked to wait outside the hearing until required.
18. The Tribunal may:
 - consider any evidence, and in any form, that it deems relevant.



- question any person giving evidence.
 - limit the number of witnesses presented to those who provide any new evidence.
 - Require the attendance of any witness it deems relevant;
 - Act in an inquisitorial manner in order to establish the truth of the issue/case before it.
19. Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.
20. If the Tribunal considers that at any time during the Tribunal Hearing that there is any unreasonable or intimidatory behaviour from anyone the Chairperson may stop further involvement of the person in the hearing.
21. After all of the evidence has been presented the Tribunal will make its decision in private. The Tribunal must decide whether the complaint has been substantiated on the balance of probabilities (i.e. more probable than not). As the seriousness of the allegation increases, so too must the level of satisfaction of the Tribunal that the complaint has been substantiated. The respondent will be given an opportunity to address the Tribunal on disciplinary measures which might be imposed. Disciplinary measures imposed must be reasonable in the circumstances.
22. All Tribunal decisions will be by majority vote.
23. The Tribunal Chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed, or may advise those present that the decision is reserved and will be handed down in written form.
24. Within 48 hours, the Tribunal Chairperson will:
- Forward to the relevant person a copy of the Tribunal decision including any disciplinary measures imposed.
 - Forward a letter to the respondent(s) reconfirming the Tribunal decision and any disciplinary measures imposed. The letter should also outline, if allowed, the process and grounds for an appeal. Where the matter is of unusual complexity or importance, the Tribunal Chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours.
25. The Tribunal does not need to provide written reasons for its decision.

Appeals Procedure

[It is considered good and fair practice to provide a process to appeal against decisions or disciplinary actions imposed. The **reasons allowable for an appeal need to be determined** e.g. limited to such aspects as a denial of natural justice or an unfair / unreasonable penalty. The ability to, and process of, appealing a decision must be outlined in your Constitution.]

26. A complainant or a respondent(s) who is not satisfied with the decision of a Complaints Manager, the outcome of mediation or a Tribunal decision can lodge one appeal to Pony Club Tasmania on one or more of the following bases:
- 26.1 That a denial of natural justice has occurred; or
- 26.2 That the disciplinary measure(s) imposed is unjust and/or unreasonable.
- 26.3 That the decision was not supported by the information/evidence provided to the Complaints Manager/Mediator/Tribunal;



26.4 [insert other reasons if you so choose]

27. A person wanting to appeal in accordance with clause 25 must lodge a letter setting out the basis for their appeal with the President or Secretary] within 14 days of the relevant decision. [An appeal fee of \$50 shall be included with the letter of intention to appeal.]
28. If the letter of appeal is not received by the PCT President or Secretary within the time period the right of appeal lapses. If the letter of appeal is received but the appeal fee is not received by the relevant time, the appeal lapses.
29. The letter of appeal and notice of tribunal decision (clause 24) will be forwarded to the Executive committee to review and decide whether there are sufficient grounds for the appeal to proceed. The Executive committee may invite any witnesses to the meeting it believes are required to make an informed decision.
30. If the appellant has not shown sufficient grounds for appeal in accordance with clause 26, then the appeal will be rejected. The appellant will be notified with reasons. The appeal fee will be forfeited.
31. If the appeal is accepted an Appeal Tribunal with a new panel will be convened to rehear the complaint, and the appeal fee will be refunded.
32. The Tribunal Procedure shall be followed for the appeal.
33. The decision of an Appeal Tribunal will be final.



ATTACHMENT E1: CONFIDENTIAL RECORD OF INFORMAL COMPLAINT

This record and any notes must be kept in a confidential and safe place. Do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be given to PCT Secretary.



ATTACHMENT E2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's contact details	Phone: Email:	
Complainant's role/position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Rider <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Name of person complained about (respondent)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's role/position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Location/event of alleged incident		
Description of alleged incident		
Nature of complaint (category/basis/grounds) Tick more than one box if necessary	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other	



Methods (if any) of attempted informal resolution	
Formal resolution procedures followed (outline)	
If investigated:	Finding
If heard by Tribunal:	Decision Action recommended
If mediated:	Date of mediation: Both/all parties present Agreement Any other action taken
If decision was appealed	Decision Action recommended
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve



Completed by	Name: Position: Signature: _____ Date / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential and safe place. If the complaint is of a serious nature, or if it is taken to and/or dealt with at the national level, the original record must be provided to the PCA and a copy kept with the club/district/state/territory level where the complaint was first made.



ATTACHMENT E3: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au.

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with PCA in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.

Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.

If the allegation involves a person to whom this policy applies, then also report the allegation to the Club President or other official of the PCA so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

The Club President or other official will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is in paid employment with PCA.



- The Club President or other official will consider what services may be most appropriate to support the child and his or her parent/s.
- The Club President or other official will consider what support services may be appropriate for the alleged offender.
- The Club President or other official will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- Up to three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by PCA).
- Regardless of the findings of the police and/or child protection agency investigations, PCA will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- Club President or other designated official, tribunal etc. of PCA will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.
- If disciplinary action is recommended, we will follow the procedures set out in [Clause 9] of our Member Protection Policy.
- We will provide the relevant government agency with a report of any disciplinary action we take, where this is required.

Contact details for advice or to report an allegation of child abuse

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services www.dhcs.act.gov.au/ocyfs/services/care_and_protection Ph: 1300 556 729
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Community Services www.community.nsw.gov.au Ph: 132 111
Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250



Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities www.communities.qld.gov.au/childsafety Ph: 1800 811 810
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Communities and Social Inclusion www.dcsi.sa.gov.au Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Child Protection www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258



ATTACHMENT E4: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing this form, please ensure that the steps outlined in *[Attachment D4]* have been followed and advice has been sought from the police and/or the relevant child protection agency.

Complainant's name (if other than the child)	Date formal complaint received: / /	
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Rider <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Witnesses (if more than three witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action taken (if any)		
Police contacted	Who: When: Advice provided:	



Child protection agency contacted	Who: When: Advice provided:
CEO contacted	Who: When:
Police investigation (if any)	Finding:
Child protection agency investigation (if any)	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: //
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place. If required, they should be provided to the police and/or the relevant child protection agency.