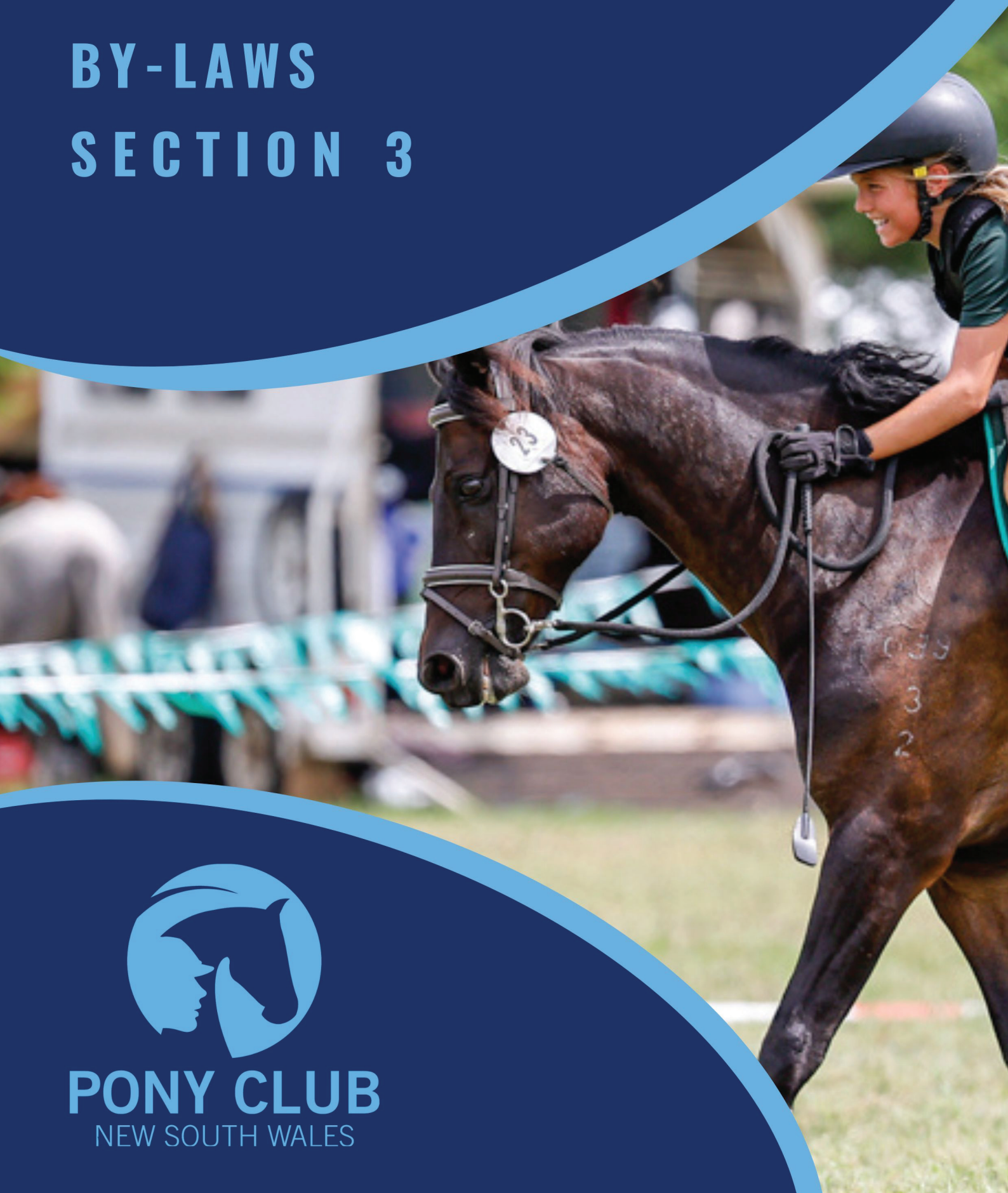
BLUE BOOK

BY-LAWS

SECTION 3



PONY CLUB
NEW SOUTH WALES

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

1. MEMBERSHIP

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

a) Junior members under 17 years of age. All Junior members must have a parent or guardian also as a current, financial member.

b) Associate/Senior members 17 and up to the end of the calendar year in which they turn 25 years of age

c) Adult members 25 years of age and over.

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

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

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

Application for membership is undertaken online via the Pony CLub Australia database. During this process members accept the conditions of membership, agree to abide by the rules and regulations and must accept and acknowledge Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement.

It is recommended for members 18 years and over to have a current working with children check. This is a requirement for office bearers, instructors and if staying at an overnight camp.

MEMBERSHIP IDENTIFICATION AND ATTENDANCE CARDS

Membership Identification and Attendance Cards (For verification of Club membership, age and Club attendance record) are available through the online store on the website.

TRANSFER PROCESS

The process of transferring from one club to another is performed online through the Pony Club Australia database. The member requests a transfer via their profile, notification is sent to the Club Secretary of the club they are wishing to leave, this secretary must approve the transfer. When this is done the secretary/admin of the club they wish to transfer to is notified and they accept the memberships.

A member wishing to transfer shall apply to his Club or former Club for a transfer at least thirty (30) clear days prior to the date he wishes to begin membership of another Club. A Junior or Associate Member shall not represent his Club during this thirty-day period. The thirty-day non-competitive period dates from the date of request for the transfer.

In the event of a member requesting a transfer because of a change of address of the applicant the member that transfers may compete immediately for the new Pony Club and the thirty-day waiting period for the transfer to become effective shall not be applicable.

2. PAID INSTRUCTORS PANEL

Coaches who apply for the Paid Instructors Panel will receive the following:-

- Advertising on the Pony Club NSW website
- Are eligible to be used at other state schools if required

As from July 2025 clubs and zones will be able to book professional coaches for instructional days.

The following will be required:-

- The clubs and zones will pay the coaches directly.
- The coaches must have proof of their Professional Indemnity insurance.
- Have a current Working with Children certificate.

When booking a coach, Clubs or Zones must send an email to admin@ponyclubnsw.org.au with the following details:-

1. Name of Coach being used
2. Evidence of insurance and WWC
3. Date of instructional day
4. Venue

Clubs need to be mindful when booking a coach that they are suitable and competent to teach groups of young riders.

Please note that if clubs/zones use and pay for an instructor who does not fit this criteria, they will not be covered by Pony Club insurance and may be held personally liable in the event of an accident or incident during this instruction.

Pony Club NSW shall maintain a Register (referred to as the Paid Instructors Panel) of Specialist Instructors from the following disciplines:

Dressage

Showjumping

Cross Country/Eventing

Campdrafting

Sporting

Polo

Polocrosse

Tentpegging

Vaulting

Mounted Games

Horseball

Such specialist Instructors may be paid for instructional days.

Applications to join the Paid Instructors Panel

For Olympic Disciplines: -

- Hold an EA Level One Accreditation or higher or overseas equivalent.
- To have had a lot of experience coaching groups of riders.
- To be agreeable to work within PCA NSW guidelines, rules and regulations.
- To be over 18 years of age.

After consideration the applicant may be placed on the Paid Instructors Panel and listed on the Pony Club NSW Website.

2.1 Camp Assistance Grants

These are currently under review

3. SPONSORSHIP

Subject to any sponsorship arrangement entered into by the Association, Clubs and Zones may accept sponsorship and donations from supporters providing always that care is taken that there is no direct advertising involving members. No advertising should contain utterances by members.

Sponsors banners and goods may be displayed and advertised over public address or mentioned in schedules at fixtures.

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

4. INSTRUCTION

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

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

CLUB EXAMINERS: Refer Paragraphs 5 and 12.

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

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

There are two pathways to an intructor's qualification:

i) State (NSW) Scheme

ii) National NCAS Scheme

5. NSW INSTRUCTOR SCHEME

From 2021 NSW Instructor Scheme underwent a major upgrade which is now referred to as the Bronze, Slver and Gold System. After demonstrating and completing competencies, existing instructors were were transferred inti the Bronze, Silver and Gold Scheme.

Instructors seeking renewal of certificates at the expiry of their four-year term (or part thereof) are required to have attended either a

i) a two day face to face State Instructors' school

ii) a two evening Zoom school and a one day practical face to face

It is highly recommended that a candidate attend a Zone First Aid Lecture

Club and Zone Examiners are required to attend a Zoom Examiner's Workshop organised by their Zone in each four-year period.

An update form mist be completed for renewal of Instructor's and examiners certificates.

Pony Club Intructors must not be remunerated for instruction of riding. (Legitimate travelling expenses excepted however on no account are these to be inflated or misrepresented.)

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

Instructor.

ACTIVITY	POINTS
Participate in the required two evening zoom and one day practical, or 2 day face to face presented by a State Coach - COMPULSORY	6
Coaching at an affiliated Pony Club. List Coaching at an affiliated Pony Club. List the total number of days spent coaching. Minimum practical component 15 hours - COMPULSORY	6
Attend judges school/course building/technical delegate course (run by PC or EA).	4
Act as a demonstration rider in a coaching/judges course.	3
Involvement in State, National or International competitions as a coach.	3
Attend a clinic as a rider or spectator with an internationally recognised coach or a Level 3 coach. The clinic can be of one or more days & the coach must spend at least 8 hours watching and participating.	2
Obtain or renew First Aid qualifications.	2

6. NCAS PONY CLUB SCHEME

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

- work with a mentor coach (no fees should be charged)
- undertake independent study
- attend courses either on a specific topic from the logbook or a longer course that covers a range or all of the topics (no fees should be charged).

Pony Club is a voluntary movement. Mentoring of potential instructors would normally be done in conjunction with a Club rally.

Any experienced rider or Pony Club parent is likely to have already developed foundation knowledge of the sport, riding and horse care skills through their practical experience at Pony Club. Parents and riders new to equestrian sport can participate in the first three modules of the course which will provide them with a good grounding in horse care, riding and Pony Club.

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

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

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

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

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

- Demonstrate skills learned during practical sessions

NCAS Pony Club Program Renewal

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

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

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

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

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

7. UPGRADING OF CERTIFICATES

In both State and NCAS Schemes - Candidates must have been assessed and passed at one level before they can proceed to the next.

8. EXAMINERS' CERTIFICATES

There are two categories of Examiners' Certificates: Club Examiner and Zone Examiner.

A Club Examiner within a Club may test for E, D and D* Certificates.

- Must hold a Bronze level Instructor certificate or NCAS Preliminary Instructor.
- Must apply to their ZCI to become a rider Certificate examiner.

• Must attend an online examiners workshop for this level.
• Should be assessed by the ZCI for the practical aspect of the Bronze Horsemanship.

A Zone Examiner within a Zone may test up to and including C and K Certificates.
• Must hold a Silver level Instructor certificate or an NCAS Level one instructor.
• Must apply to their ZCI.
• Must attend an online examiners workshop for this level.
• Should be assessed on the practical aspect of the Silver Horsemanship certificate.

Zone Chief Instructor of the respective Zone will appoint examiners for the appropriate levels.

9. INSTRUCTORS' SCHOOLS

State Instructors' Schools
Any Financial Member of Pony Club NSW from the age of 16 is welcome to attend a State Instructors School.

There is a recommended curriculum to be covered at Instructors' schools.

Zone Instructors' Schools (Gear check and horsemanship)
Any Financial Member of Pony Club NSW from the age of 16 is welcome to attend a Zone Instructors School.

Notification should be made to the State Coaching Director of a Zone Instructors' School including details of any first aid lecturer to be completed and returned to the State Coaching Director by the Zone Chief Instructor. All Instructors' Schools must be registered with the State Coaching Director at the time of the school in order to be recognised for issue/renewal of certificates.

10. APPOINTMENT OF ZONE CHIEF INSTRUCTOR

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

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

11. DUTIES OF ZONE CHIEF INSTRUCTOR

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

12. APPOINTMENT OF CLUB AND ZONE EXAMINERS

CLUB AND ZONE EXAMINERS are appointed for a period of four years or part thereof following ratification by a Zone Chief Instructor.

The Zone Chief Instructor is responsible for appointing Club and Zone Examiners who may examine for D and D* Certificates.

Each Club should aim to have a Club Examiner. There is no limit on the number of Examiners allowed in a Club.

Zone examiners may examine up to and including K certificates, they should not test their own club members unless circumstances such as distance make this necessary. Club examiners may test their own Club members. Visiting examiners' travelling expenses may be paid at a rate as determined by Council. Club examiners' certificates are not transferable from Club to Club.

13. GUEST INSTRUCTORS

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

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

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

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

14. PROFESSIONALS INSTRUCTING AT PONY CLUB

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

15. INSTRUCTING SUPERVISION

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

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

15.3 Instructors may be mounted for the purposes of demonstration only. Mounted Instrucctors require a suitable on ground assistant at all times. The Instructor may be mounted where distances or safety considerations are involved such as trail riding or cattle work.

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

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

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

16. INTERPRETATION OF RULES OR POLICY

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

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

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

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

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

17. CHIEF INSTRUCTORS' PANEL

The panel consists of eight persons. One ZCI from each area, the Chaiman of the ZCI Committtee and the State Coaching Manager. The term of Office is three years or part thereof to coincide with the term of appointment of Instructors.

The function of this panel is to guide instructional policy throughout the State. Panel members may be expected to make themselves available for A and B certificates.

18. CHAMPIONSHIP ADVISORY COMMITTEES

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

19. REMUNERATION TO OFFICIALS

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

The current rate for reimbursement of travel expenses for judges etc. will be listed on the website.

20. GRADING AND PERFORMANCE CARDS

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

21. INTER-PACIFIC RALLY

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

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

22. KEITH LOWE ASSOCIATE AWARD

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

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

Nominations for this annual award close on the 30th June each year. Nominations are presented to a sub-Committee for recommendation to Council.

Nominations must be in writing and must be signed by the nominee's Club Secretary and supported and signed by the Zone Chief Instructor.

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

- The criteria for selection should be given on the nomination form and should exactly match the criteria used by the selection Committee.
- A checklist that is to be ticked should be used to ensure that required details are not inadvertently overlooked.
- Support from the previous Club should only be required if the nominee's membership changed within the last three (3) years.

23. JUNIOR SERVICE AWARD

This award may be made to a Junior member (13 to under 17 years) affiliated with the Association who has given practical assistance and outstanding service to his/her Club during their Junior years. Riding and competition ability are not major considerations. The nominee must be an active member of their Club at the time of nomination.

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

Nominations for this annual award close on the 30th June each year. Nominations are presented to a sub-Committee of the Chief Instructors' Committee for recommendation to Council.

Nominations must be in writing and must be signed by the nominee's Club Secretary and supported and signed by the Zone Chief Instructor.

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

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

24. CERTIFICATES

The following certificates are available to members:

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

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

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

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

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

"A" CERTIFICATE EXAMINATIONS

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

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

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

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

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

"A" CERTIFICATE (HONOURS)

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

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

25. CERTIFICATES AND CLOTH PATCHES

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

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

26. ASSOCIATION CLOTH EMBLEMS

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

A) ASSOCIATION COLOURS

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

27. JUDGES

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

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

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

28. ASSOCIATION DRESSAGE JUDGES' ACCREDITATION

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

29. STATE INSTRUCTIONAL SEMINARS/SCHOOLS

Zones may apply to host a State seminar or school to be conducted by members of the State Coaches panel. The Zone is responsible for providing the venue and catering for lecturers. A fee will be charged if the school is cancelled less than a month prior to the date.

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

All other expenses are the responsibility of the Association provided that a minimum number of 15 applications (or as determined by Council), are received. Seminars that receive less than the minimum number of applications by the closing date will be cancelled.

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

a) a minimum of 15 participants;

b) the availability of sufficient suitable demonstration riders.

c) any rider applying to attend a regional school must commit to two days of the school, on the same horse for the duration of the school and under no circumstances can they attend the second day only.

When a seminar/school has been allocated to a Zone, the Association will advertise on the website calendar. It is the responsibility of the host Zone to advertise the seminar/school in their own Zone and encourage applications.

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

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

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

30. REGIONAL SCHOOLS

30.1 Senior Regional Schools

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

To be eligible, participants must:

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

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

30.2 Regional Schools

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

To be eligible, participants must:

a) be at least 8 years of age
b) have attained their "D" Certificate
c) have attended three (3) rally days
d) be a regular Pony Club member
e) pay a non-refundable fee at the time of nomination.
f) Showjumping schools' riders must be graded.

30.3 Regional Schools – General Information

The following general information pertains to Regional Schools.

The Zone must provide and pay for the venue, catering and accommodation for the Instructor (this accommodation must be of a suitable standard with a minimum of its own bathroom and at a motel rather than hotel), and the participants must get themselves to and from the venue, and maintain themselves and their horses whilst there. The Association meets all other expenses, i.e. the Instructor/s, his/her travelling and any other administration charges provided that a minimum of 15 riders (or as determined by Council) attend.

Note: Adjoining Zones can be given the opportunity to send riders. The host Zone will inform the neighbouring Zones that a Regional School is being held and that any interested riders should apply to the host Zone. The ZCI of the host Zone shall decide who attends on the basis of standard.

If the Zone needs to cancel the school due to insufficient numbers or any other reason, at least four (4) weeks' notice must be given to the State Coaching Director in order for the Zone to receive a refund of their deposit. Any less than four weeks' notice and an invoice will be issued.

No fee may be charged by the host Zone for these schools, the only exception, being a minimal fee to cover the costs of the venue hire and catering if applicable.

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

31. INSTRUCTORS SCHOOLS – STATE COACHING DIRECTOR

Zones may apply to the State Coaching Director for an Instructors school. This will be conducted by one of the State Coaches. The Zone shall be responsible for provision of the venue of the school and for suitable accommodation (including an ensuite) for the State approved Instructor. All other costs are met by the Association.

Maximum and minimum numbers of participants at such schools shall be determined by the Council from time to time. Riders at such schools should wear full Pony Club uniform.

32. ACCEPTABLE CONDUCT

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

At all Pony Club activities, if permitted to attend by the host venue, dogs must be either tied up or on a hand-held leash at all times.

33. RESPONSIBILITY

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

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

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

34. GYMKHANAS AND OTHER EVENTS

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

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

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

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

35. INSURANCE

Clubs are required to record ALL accidents occurring at authorised Pony Club fixtures using the Pony Club Australia website. It is also a good idea to have a club accident book where full details and statements from witnesses can be entered.

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

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

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

The full details of insurance are available on the Pony Club Australia insurance website and it is important for members, clubs and zones to be aware of coverage and requirements.

36. PARKING AREAS

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

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

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

37. CONFLICT OF RULES

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

39. CLUB OR ZONE BY-LAWS

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

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

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

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

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