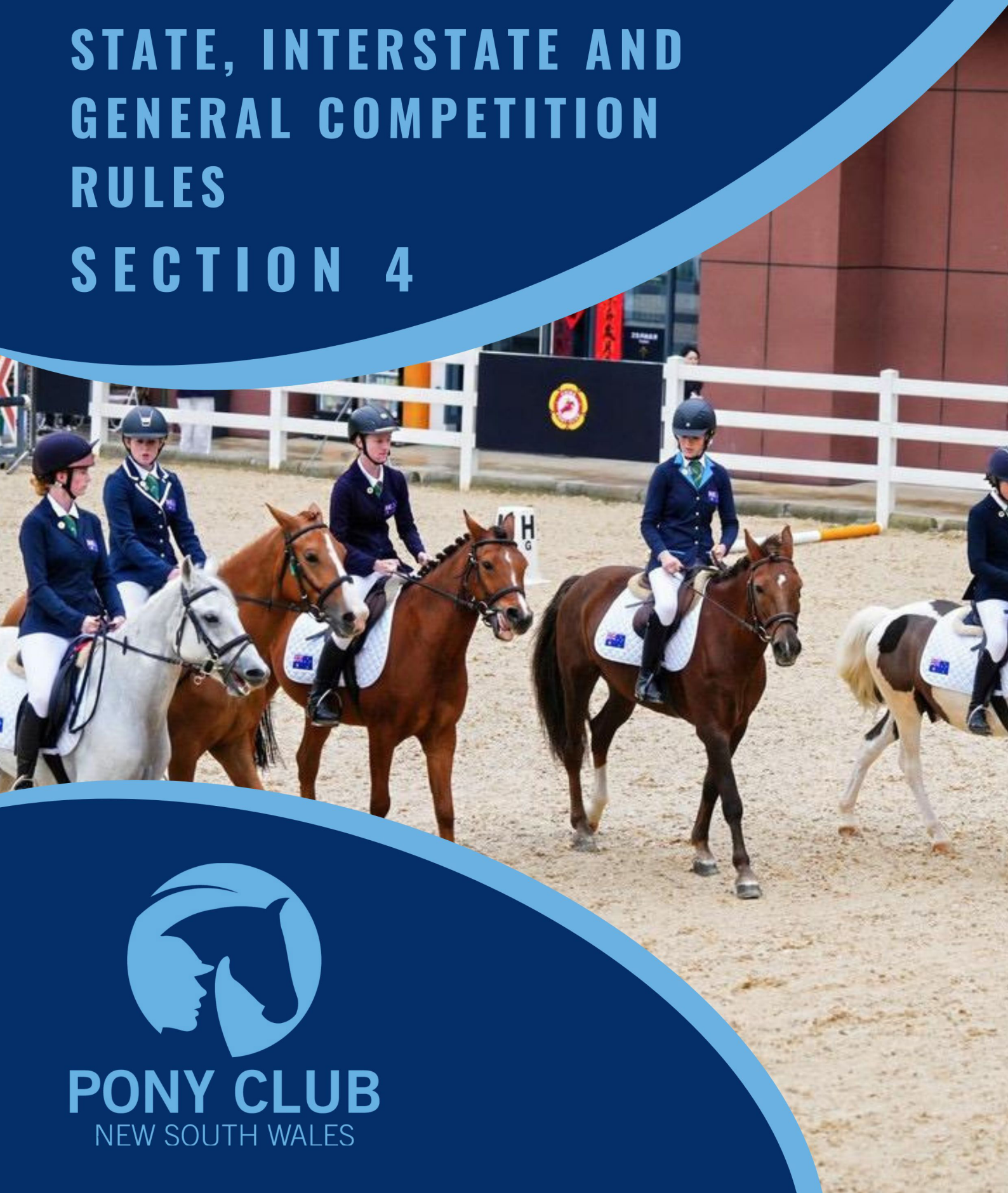
BLUE BOOK

STATE, INTERSTATE AND GENERAL COMPETITION RULES

SECTION 4



PONY CLUB
NEW SOUTH WALES

TABLE OF CONTENTS

1. CONDITIONS OF ENTRY 3
2. GRADING AND PERFORMANCE CARDS 3
3. CLOSING DATE 4
4. RALLY ATTENDANCE 4
5. FINANCIAL MEMBERS 4
6. COMPETITORS' AGE 4
7. INTERSTATE AND INTERNATIONAL COMPETITORS 4
8. INTERSTATE COMPETITION 4
9. STATE UNIFORM 5
10. SCRATCHINGS 5
11. SUBSTITUTION OF MOUNTS 5
12. SUBSTITUTION OF RIDERS 5
13. OWNERSHIP OF MOUNTS FOR COMPETITION 6
14. LEASING 6
15. HORSES OWNED IN PARTNERSHIP 6
16. HORSE IDENTIFICATION 6
17. PRESENTATION OF AWARDS 7
18. TROPHIES 7
19. BACK NUMBERS 7
20. PROTESTS AND DISPUTES 7
21. GEAR INSPECTION 8
22. SALUTE 8
23. FITNESS — RIDER 8
24. EXERCISE 8
25. COACHING 8
26. DRUGS 9
27. ADMISSION CHARGES AND ENTRY FEES 9
28. DISTINGUISHING SADDLE CLOTHS 9
29. PRIZES 9
30. ALTERATIONS 9
31. DISQUALIFICATION FROM COMPETITION 10
32. GENERAL CHAMPIONSHIP REGULATIONS 10

BY-LAWS AS APPLICABLE TO STATE CHAMPIONSHIPS AND GENERAL COMPETITIONS

1. CONDITIONS OF ENTRY

All Entries must be completed through the online entry portal specified. A separate class entry is required for each entry, one rider per entry form. Horse details must be completed during the entry process, including microchip and PIC number. Interstate entries will be accepted and must be approved by their State office.

Before you enter

- Discuss your eligibility with your ZCI and Club Secretary, in particular:
- Have ready all of the information you will need to enter –
  - i. Rider membership name and member ID
  - ii. Your Horse ID information and microchip number (compulsory)
  - iii. PIC number
  - iv. Zone Chief Instructor approval code
  - v. Volunteer details.
- Should your entry be refused an administration fee will be retained.

Horse ID Forms & Health Declarations Forms are now part of the entry process and are completed at the time of entry as an online form. There are no separate forms to complete.

Scratchings

If you or your horse are unwell, you may withdraw before entries close and receive a full refund, excluding the entry provider processing fees.

Competitors must not bring unwell horses to the event venue. If you need to scratch, you must notify both your Zone Chief Instructor (ZCI) and the Pony Club NSW State Office prior to or during the event.

The following Pony Club NSW State Championships Refund Policy applies:

- Entry Fees will be refunded only upon receipt of a valid medical or veterinary certificate, submitted to the State Office within 10 days of the event's conclusion.
- Yard and Camping Fees will be refunded only if notification of withdrawal is received at least 14 days prior to the start of the event.
- Pre-ordered merchandise is non-refundable.
- Processing fees are non-refundable under any circumstances (External Provider Nominate).
- If the event is cancelled or postponed, all entries will be transferred or refunded, excluding the processing fees.

All eligible refunds will be processed by the Pony Club NSW State Office after the event concludes.

Bio Security at events

A P.I.C Number must provided at time of entry.

2. GRADING AND PERFORMANCE CARDS

a) A copy of grading cards may be required by Zone Chief Instructors to verify their zone entries for Championships.

b) State Office sends ZCI and Zone Secretaries details of all entrants – entries are to be verified that they are in the correct age group and of the correct grade or level for their entry.

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

3. CLOSING DATE

Late entries, telephone entries or incomplete entries are not accepted.

4. RALLY ATTENDANCE

It is mandatory for competitors entering State and Interstate Championships, the R.A.S. and representative teams to have attended **a minimum of three Pony Club instruction days in the preceding 12 months. Proof of such attendance is to be furnished by State membership and identity card**. At least one of the Rally Day Attendances must be an Instructional Rally Day held at the member's own club. Regional Schools, Demonstration Riders for Instructor Assessments and any other Pony Club instructional days may be counted as a Rally Day if this day falls on the members own Pony Club Rally Day. An exemption because of extenuating circumstances can only be granted by the Zone Chief Instructor of the Zone concerned.

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

5. FINANCIAL MEMBERS

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

6. COMPETITORS' AGE

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

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

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

7. INTERSTATE AND INTERNATIONAL COMPETITORS

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

Pony Club NSW will provide a grant for selected International riders as determined from time to time for State sanctioned International Championships or Exchanges, the current grant is 40% up to a maximum of $2,000 of the fee set by Pony Club Australia per rider as at 27 November 2018.

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

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

8. INTERSTATE COMPETITION

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

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

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

9. STATE UNIFORM

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

10. SCRATCHINGS

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

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

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

11. SUBSTITUTION OF MOUNTS

In the event of illness or injury to a horse, or for any other reason the Advisory Committee may allow, a horse may be substituted. If a horse is substituted the Association or Technical Delegate must be advised in writing not later than 6.00 pm on the day prior to competition, by the Zone Secretary or team manager, giving the reason, together with the approval of the Zone Chief Instructor concerned and verification that the substitute horse is of championship standard. The substitute horse must be owned by the rider or a member of the rider's Club and comply with all the conditions of nomination for the championship for which it is being substituted.

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

12. SUBSTITUTION OF RIDERS

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

13. OWNERSHIP OF MOUNTS FOR COMPETITION

At the Organising Committee's discretion at State, Zone and Club competitions, each competitor may ride two horses and each horse may only be ridden by one rider throughout the fixture (i.e. competition) for Olympic disciplines, Jumping Equitation and Campdrafting. Each horse must be the property of the competitor or a member of the Club to which the competitor belongs for a period of at least 28 days prior to competition. Such proof to be supplied if requested. A breach of this rule may be penalised by disqualification for up to TWELVE MONTHS. For Mounted Games, Team Sporting and Polocrosse, where riders are competing for their Zone, Area or State, riders may compete on a horse owned by themselves or a member of their Club or a member of the region the team represents. Therefore, a zone team can draw from the zone, and Area team from the Area or a State team from the State.

The Organising Committee will use their discretion when outlining the rules for entry of two horses and the awarding of Championship awards.

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

14. LEASING

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

The leased horse cannot be used in competition until a period of 28 days has elapsed from the date the lease is signed by all parties. If the lease is renewed without a break in time, no further qualifying period is necessary. During the term of the lease the horse cannot be ridden in Pony Club competition by any person not a member of the lessee's Club.

15. HORSES OWNED IN PARTNERSHIP

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

16. HORSE IDENTIFICATION

All horses must be microchipped to attend a State run event or championship and Horse ID forms must be forwarded to the Association office with State Championship entries. At Championships, team managers should also be in possession of copies of these identification papers describing all team horses, colours, markings and brands etc. Team Managers are required to bring a copy of each Horse ID to the fitness check. The parent/guardian, or the rider if that person is 18 years of age or over, must sign the Horse ID form. Same are to be signed by the Zone Chief Instructor concerned. In the case of dispute, these papers will be made available to the Technical Delegate (applicable to N.S.W. competitors only).

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

17. PRESENTATION OF AWARDS

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

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

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

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

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

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

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

18. TROPHIES

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

19. BACK NUMBERS

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

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

20. PROTESTS AND DISPUTES

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

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

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

21. GEAR INSPECTION

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

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

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

22. SALUTE

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

23. FITNESS — RIDER

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

24. EXERCISE

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

25. COACHING

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

26. DRUGS

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

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

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

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

RANDOM TESTING FOR FORBIDDEN DRUGS MAY BE CONDUCTED.

27. ADMISSION CHARGES AND ENTRY FEES

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

28. DISTINGUISHING SADDLE CLOTHS

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

29. PRIZES

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

30. ALTERATIONS

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

31. DISQUALIFICATION FROM COMPETITION

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

a) Actions such as cruelty, rapping or other harsh practice with a horse by a competitor.

b) Refusal of a competitor to obey the direction of any officiating steward.

c) If a rider continues the competition after losing his/her approved equestrian helmet they will be eliminated

d) Abusive or profane language or bad behaviour by a competitor is not permitted under the Child Protection and Zero Tolerance Policy therefore the competitor will be eliminated.

e) Dangerous riding.

f) If a horse is considered lame, sick, exhausted or incapable.

g) Misuse of whip or spur or ill-treatment of the horse.

h) Unacceptable behaviour e.g. riding a horse in an unsafe manner, two on a horse, riding a horse with a rug on, riding with helmet or retaining harness not in place or without approved boots, either prior to or during a competition etc.

i) Not being ready to start when called.

j) Any action, failure to act or behaviour considered unacceptable by the Advisory Committee.

k) Any parent or guardian that is abusive of a judge or official may risk the elimination of their child on that day and possible future days.

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

At fixtures conducted by Pony Clubs, a member who breaks the rules of the Association may be disqualified from all or some of the events, both preceding and following the misdemeanour.

The Dispute Committee has the right to disqualify a competitor for any breach of rules.

32. GENERAL CHAMPIONSHIP REGULATIONS

BYO Portable yards are permitted provided they are a minimum of 3m x 3m, maximum of 5m x 5m and be of safe and solid, metal construction. They may be attached to a float if that is their method of securing.

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

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

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

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

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