

By Laws

BY LAWS OF BENDIGO PONY CLUB:

ABOUT BY-LAWS

A. WHAT ARE BY-LAWS?

In accordance with the Bendigo Pony Club Inc. rules of Incorporation, the Executive Committee has by affirmative resolution established club rules as recorded in the minutes and then published here as by-laws.

These by-laws also contain commentary, which is endorsed by the committee.

B. OTHER RULES.

The by-laws are to be read in conjunction with the club's rules of incorporation and the PCAV rules.

C. COMMITTEE RIGHTS.

Notwithstanding these rules, the committee has the right to accept or reject membership applications, revoke memberships or alter these rules at its discretion in accordance with the rules of incorporation.

2. INTRODUCTION

A. AFFILIATION

Bendigo Pony Club Inc. is affiliated with the PCAV which comprises more than 200 clubs. Bendigo Pony Club is part of the Midland zone of PCAV.

The Pony club organization is worldwide and is affiliated with the Equestrian Federation of Australia and the British Horse Society.

B. AIMS

The Pony Club is a youth organization that shares a common interest in horses. We aim to:

- Encourage young people to ride
- Enjoy a variety of equestrian sports and activities
- Provide instruction in horsemanship and horse-mastership
- Teach proper care of horses

C. BASIS OF OPERATION

Attendance at Pony Club is via club rallies. There are many details to be organized to ensure a successful smooth running club. Whilst there is a committee of management, the co-operation of both parents and riders is required to ensure the club's overall success.

3. MEMBERSHIP DEFINITIONS

A. MEMBERSHIP CATEGORIES

Notwithstanding the BPC rules of Incorporation and PCAV rules, for the purpose of assessing membership admissions, categories are defined as:

- Saddle clubber: defined under rule 5
- Full member: a riding member who is not a Saddle Clubber. And as defined by PCAV as a Junior or Associate rider
- Adult riding member
- Adult Supporter

B. AGE

Member applicants must be a minimum of 3 years before being admitted as a member.

C. MEMBERSHIP NUMBERS CAP

The riding membership is capped at 40 members (not including adult supporters & adult riders and subject to DC's discretion).

Applications received in excess of the cap may be placed on a waiting list under rule

4. MEMBERSHIP PROCESSES

A. COMMITTEE APPROVAL REQUIRED

All applicants wanting to join the club must submit a completed and signed application form to the secretary for consideration by the committee. Subject to these rules, and if the application is approved by the committee, it will either

- Grant immediate admission to the club upon payment of the relevant fee, or:
- Allow the member applicant to be placed on a waiting list until a place becomes available in accordance with the following rules.

B. ANNUAL RENEWAL

The membership year follows the PCAV membership year from July 1st to June 30th with fees payable in May.

Annual renewal of membership is not an automatic right. Annual application is required with fees as advised by the committee.

Upon receipt of the application and fees, the committee will consider re-admitting the member. Among other things, each family's performance, especially in regard to volunteer duties under rule 15, will weigh heavily in the consideration of each renewal application.

Existing members applying for re-admittance will have first preference before anyone on the waiting list.

C. MEMBERSHIP WAITING LIST

The waiting list is compiled in order of receipt of applications. Applicants are considered for admission noting their likely status as either

- Full member
- Subject to there being a vacancy in the riding group where applicant will be placed after considering age and riding experience
- Family or sibling applicant

D. CONSIDERATION OF ADMITTANCE

At any time the riding membership is less than 40, the committee may consider who on the waiting list may be admitted as a member.

The committee shall consider the applicants at or nearest the top of the waiting list with recommendations from the DC based on the:

- Current and future structure and balance of riding groups
- Available resources and instructors
- Sound management of the club grounds

G. FORFEITED MEMBERSHIP

Any member who has forfeited membership and wishes to rejoin is required to re-apply for membership. However:

- If accepted by the committee, the applicant will be placed at the bottom of the waiting list and the sibling preference will not apply; or
 - If the forfeiting of membership was considered by the committee to be fair and reasonable special circumstances, examples of which may be illness or relocation for

school in which case, the committee may immediately admit the applicant or position on the waiting list at any higher level deemed appropriate and sibling preference may apply

H. MEMBERSHIP FEE REFUNDS

The committee will not refund pro-rata fees if a member leaves the club.

5. SADDLE CLUB

A. DEFINITION

Saddle Clubbers are riding members who are not yet able to display full control of their horse without the assistance of being led, or an enclosed arena, or who are unable to ride with sufficient balance, or ride with other horses.

Saddle Clubbers are to have a minimum age of three years.

B. OBJECTIVE

To encourage, give confidence to the rider and progress them to a point where they are able to manage outside of the saddle club enclosure. All saddle clubbers are to be led by a parent/guardian unless specific permission of the saddle club instructor is given.

C. DUE CARE

Parents /guardians are required to provide due care to the safety of others in the saddle club (e.g.: pony may be inclined to kick, the instructor and other riders need to be aware of this). Sometimes ponies can cause a disturbance when working in close proximity to other horses.

D. UPGRADING

The decision of whether a Saddle Clubber is ready to graduate from the Saddle Club is undertaken by the DC in consultation with the Saddle Club's instructor. The final decision rests with the DC in accordance with PCAV rules.

6. DC AND CHIEF INSTRUCTOR

A. DISTRICT COMMISSIONER (DC)

The DC is appointed each year by the committee and is responsible to the committee, the Midland Zone and the PCAV.

The DC's role is to arrange and co-ordinate all rally requirements including all activities, set-up, instructor recruitment and instruction. Further, the DC is responsible for grading all riders and their horses, safety issues and the general welfare of members.

B. CHIEF INSTRUCTOR

A chief instructor is not always appointed. If appointed the chief instructor is akin to the DC's technical advisor and assistant.

The DC is usually not an instructor, nor does a DC have to have equestrian experience. The chief instructor then is the person that the DC relies on as a source of equestrian knowledge and experience and someone who can instruct at all levels within the club. The DC consults with the chief instructor for advice on conducting rallies, assessing rider combinations, safety issues and welfare considerations of rider and horse combinations.

7. RALLY

A. WHEN

The first Sunday of each month, excluding January, is the designated riding day, called a rally. The day commences with gear check at 0930 and activities until 1530.

B. ACTIVITIES

The rally activities will cover a diverse range of equestrian skills – flat work, dressage, jumping, games cross country, navigation and anything else that can be thought of to provide a broad range of experiences, fun and education for riders. Whilst due emphasis will be given to providing a solid foundation in the elementary areas of flat work and jumping, the aims of pony club are to offer a variety of activities. Pony club is not solely about instruction and certainly not about concentrating on one area of riding. Consequently, all riders are expected to participate in all activities. If for any reason a rider does not wish to participate in an activity they are to remain with their group unmounted, after receiving permission from the DC to do so.

C. THE HORSE

The perfect horse! That is, one that willingly allows the rider to join in all activities without danger to the rider, horse or others. The breeding is not relevant to pony club. It is only important that the rider and the horse are safe and able to participate. This is usually evident in the horse's temperament relative to the rider's skill. Do they get on and do they have fun? Parents are encouraged to look for horses with this in mind. Sometimes it is tempting to look for a green horse that can grow up with the rider or alternatively, a horse that has a demonstrated high performance with other owners but too advanced for the prospective rider. In both examples, care should be taken. Over time many children have had their safety compromised, lost confidence and/or has become fearful of riding with such purchases. Safety of both horse and rider not only takes into account the tack that is being used or the horse temperament but other issues too. As one such example, the height of the horse and should be such that they are balanced. Many other issues need to be taken into consideration, too numerous to iterate. It is recommended that you discuss these matters with the DC or an experienced instructor.

D. RALLY UNIFORM

Approved safety helmet and boots must be worn by all riders when mounted.

The rider must also wear full club uniform within three months of joining.

Full uniform must be worn at all times at rallies, unless otherwise advised by the DC or with permission from an instructor.

Shirts must be tucked in during gear check and activities.

Club spray jackets or coats may be worn over uniform in inclement weather.

Members must wear BPC uniform items in the following combinations:

- BPC jumper, white shirt and yellow tie with a diagonal green stripe
- BPC polo shirt with or without jacket
- BPC rugby jumper with or without polo shirt
- Banana, beige or any **dark ,plain** coloured jodhpurs

Stringent rules apply at competitions; members must refer to the PCAV Handbook of By-laws and the various competition rules for specific details.

E. WEATHER

Rain, hail or shine the rally will proceed. Rallies always commence regardless of weather conditions so that attendance can be recorded. This is to allow riders to maintain their qualifying requirements for competition. If it is very wet or cold riders should wear rain-proof coats with uniform underneath. If the weather is extreme the rally will not be cancelled, it may be shortened or unmounted activities be organized.

8. GROUND USE

Member's dogs are permitted at rallies and must be kept on leads at all times.

9. GEAR CHECK

A. REQUIREMENTS

Requirements for saddlery and equipment (gear rules) are specified by the PCAV and the information is available from the PCAV website or state office.

B. WHY?

Riders need to attend gear check for three reasons:

- Safety of the rider and comfort and safety of the horse
- An award for best presented horse and rider is presented each year, this is scored at gear checks
- Record attendance, if a rider intends to ride two horses at a rally, the second horse must be gear checked by the instructor of that lesson, or the gear checker or the DC prior to beginning that session

C. MISSED RALLY OR LATE TO START.

Any rider who misses the gear check will not be scored for presentation. However a gear check is still required before riding, so the rider must present to the DC prior to beginning an activity. Permission will be given to join in, riders are encouraged to apologise to the instructor for being late. The need to inform the DC is a matter of courtesy and also a matter of safety and satisfaction of insurance requirements.

D. UNSAFE OR INAPPROPRIATE TACK OR COMBINATIONS

The DC is required to maintain due diligence with safety and procedures. This is a PCAV requirement. Consequently the DC is sometimes placed in a position of having to make assessments about the condition and suitability of tack and combinations. On very rare occasions this may mean a rider is not permitted to proceed past gear check. Such a decision would be undertaken in consultation with the club president and dismounting a rider would be avoided if at all possible. If a decision is made to dismount a rider, parents and rider are obliged to abide by the decision and seek to rectify the cause of the problem before the next rally.

10. ATTENDANCE

A. LEAVING EARLY, ARRIVING LATE

If a rider needs to leave early the rider is expected to inform the Instructor and DC as a matter of courtesy and safety. The DC needs to know the whereabouts of riders and families at all times during the rally.

The need to arrive late or leave early on a rare occasion is understood. However regular occurrences (i.e.: more than 3 per pony club year) will result in "absent" being recorded in the membership card. This is because the PCAV expects that the attendance qualifications will be achieved by attending full rallies. Also it is unfair that frequently tardy members should be rewarded and qualify when other members attend all day.

B. PARENT/GUARDIAN DUTY

It is a condition of membership that a parent or guardian be in attendance with their child at all times. This is a safety issue. If a parent /guardian needs to leave during a rally another guardian must be appointed and accepted. The sign in book is open and available at every rally and must record the guardian details and acceptance of responsibility.

C. RALLY ATTENDANCE

All riders must notify the DC by email, social media or phone no later than the Thursday prior to the rally and advise if they will be attending the rally or not. If a rider is unable to attend a rally it is important to advise the DC prior to the rally if possible. This allows effective planning of the rally, especially the booking of instructors who cost the club money. Failure to advise the DC of intent to ride at the rally will result in the rider not being allocated to a group and hence the rider will miss the first lesson

D. UNMOUNTED ATTENDANCE

Riders who cannot ride due to illness/injury to themselves or their horse may attend a rally unmounted and receive “unmounted” attendance accreditation in their card. To be eligible the rider must be in full uniform and attend or help out at activities as directed by the DC. An unmounted rally counts as a qualifying attendance for junior club members only as per rule 18.3 in the PCAV handbook of Bylaws

11. ATTENDANCE RECORDS, RIDER AND HORSE QUALIFICATIONS

A. PCAV MEMBERSHIP CARD

The club maintains PCAV membership cards which are used for a rider’s proof of attendance for qualification or eligibility to ride in all PCAV approved competitions.

- A junior club member (under 17) must attend 5 rallies, two of which must be by the combination within the preceding 12 months. However, within the first six months of new club membership only two mounted rallies by the combination is required.
- An associate member (17 years and over) may continue membership of the club and receive PCAV benefits until June 30th following their 25th birthday. Associates must have two mounted rallies by the combination within the preceding 12 months.
- Qualifying a horse – at a rally the horse that is intended for qualification needs to be presented to gear check and to be ridden for at least 3 out of the 5 activities on the day or 2 of 4 activities if that is what is timetabled.
- A junior or associate member may gain a mounted rally attendance with up to two horses providing they have both been ridden under instruction on the day.

B. GRADING HORSE AND RIDER (COMBINATION)

Some competitions require the grading of the rider and horse’s skill. There are several grades for dressage, jumping, one day events and combined training days etc. A horse must have been ridden at 2 rallies before it can be graded. The DC is responsible for all grading decisions but may elect to consult the chief instructor or a panel for guidance as to the capability of the combination.

12. AWARDS AND CERTIFICATES

A. AWARDS

The following awards are awarded at the December rally each year.

- **High point trophy:** riders who have 100% attendance are eligible for this award. The scores from the gear checks are collated and the highest score wins. If no rider achieves 100% attendance for the year, the trophy is not awarded.
- **Gwen Symons Award:** to be awarded to the member who displays the following attributes: good sportsmanship, willingness to participate in all club activities, good ambassador for club, represents club in teams, enthusiastic in classes with aim of self-improvement. This is nominated and voted on by the executive committee, final number of nominations prior to voting to be 4 or less.

- **Scott Warren Award:** for the rider that is most successful in the novelties section of the Bendigo Show. Riders are to submit a summary of their results to the DC no later than the next rally following the Bendigo Show.
- **Instructors Award:** each rally each instructor is to choose 3 riders for who they believe exhibits highest ideals of sportsmanship, courtesy and enthusiasm. The “votes” will be added up at the end of each year, and the rider who achieved the most “votes” will be the recipient of the award.
- If the recipients of any of these awards requests a transfer from BPC, or does not renew their membership, the trophy must be returned to BPC either before the transfer is approved or on notification of their intention to leave. The trophies remain the property of BPC.

B. CERTIFICATES.

The PCAV has a certificate award system that is encouraged and included as part of club activities. The certificate system is designed to ensure that riders undertake elementary studies in riding (horsemanship and care of the horse (horsemastership). If a rider is 13 or over and has been a member for 2 years then a “C” certificate will be required to compete at State or National competitions.

13. BACK-TO RALLY.

BPC is one of the oldest clubs in Victoria, it was started in 1957. Every year we celebrate our anniversary with a special rally and from 2013 we are calling this day **Founders Day**. The rally is run as a Gymkhana; past members are invited and asked to judge. Riders compete in their usual groups at games, dressage, jumping, rider and handler classes.

FOUNDERS DAY HIGH POINT AWARDS

Three high point trophies are awarded on Founders Day to the highest scoring members in junior, intermediate and senior age groups. These trophies remain the property of the BPC and must be returned to the club immediately if the member applies for a transfer or if the member does not intend to renew their membership. The transfer of any member holding a trophy will not be approved until the trophy is returned.

14. PARENTAL INFLUENCE

Parents/guardians are not permitted to coach riders from the sidelines. Safety of riders and horses is a priority at pony club and coaching can be distracting and cause mishaps. Courtesy to the instructor is required; they are in control of the activity and may have a lesson plan or approach different to yours. This can be a learning experience for the rider.

Well-meaning parents can often be a source of stress and tension for the rider. Parents are naturally keen for their child to progress and in doing so actually impede the child’s ability to learn. The objective approach of the instructor is usually the best way to help a child.

15. COMPLAINTS.

In running a club it is hard to please everyone. The DC and the committee do their utmost to satisfy everyone’s requirements. If you are dissatisfied, for the sake of maintaining harmony, you are encouraged to discuss any concerns directly with the President or DC. Complaining to other members will not solve the problem, but tends to breed dissatisfaction and undermines the efforts of the club.

If after a discussion with the President and DC you are still not satisfied then feel free to direct your concerns to the committee in writing. Failing a satisfactory result an independent grievance officer may be appointed to settle the dispute.

16. PARENT INVOLEMENT

As stated at the outset, there are many things to be organized at the club and the assistance of parents/guardians is a condition of membership.

A. SPECIFIC DUTIES - RALLY DAYS.

Each rally requires equipment to be set up. Set up commences at 0830 and everyone is expected to help.

Each family will be called upon, in turn, to assist in the canteen by washing up after lunch. Any other offers of assistance would be appreciated e.g.: donation of food for sale, cooking food on the BBQ.

Each family will be called upon, in turn, to clean the toilets at the start of a rally. Once the rally is over all the equipment needs to be stowed away. Sometimes things can be put away throughout the day at the direction of the DC. Membership cards and newsletters will not be available for collection until the ground is clear.

B. DUTIES FOR SPECIAL EVENTS

Throughout the year BPC organizes or participates in special events that require help from families to set up, host and pack up. Often these are fund raisers for our own club.

Each family will be expected to assist at two of these events each year. Families will also be expected to help for at least eight hours at our major fundraiser, the Interschool Equestrian Team Challenge held every autumn. If you are unable to help at his event you must arrange for someone to do it for you. Families may also be asked to provide food for these events and help in the canteen will be asked for and a roster prepared. BPC takes each families obligation seriously and expects that each family will honour its commitment. Consequently the performance of parents/guardians in this regard will be assessed when considering annual renewal of membership.

Any concerns about expectations should be discussed with our President, DC, Secretary or Treasurer before applying for membership.

17. CODE OF BEHAVIOR.

All members are expected to abide by the code of behavior as follows. It is also displayed in the clubrooms.

All members are to familiarize themselves with these rules and conduct themselves Accordingly

A. RIDERS

Play by the rules

Never argue with an official

Control your temper, verbal abuse of other riders or officials is unacceptable

Be a good sport, applaud all good riding

Treat all riders as you would like to be treated

Ride for the fun of it, not just to please others

Treat all horses with respect; avoid cruel or rough handling always

B. PARENTS/GUARDIANS & SPECTATORS

Remember children ride for their own enjoyment, not yours

Encourage children to participate

Focus on your child's efforts and performance not winning or losing

Encourage participation according to the rules

Never ridicule or yell at a child for losing

Be a good sport, set a good example by applauding all good riding

Support all efforts to remove verbal and physical abuse from sport

Respect official's decisions and teach children to do likewise

Show appreciation of volunteer officials and administrators
Treat all horses with respect and avoid cruel or rough handling
Ensure your child participates in all activities at rallies
All members must comply with the decisions of the PCAV, Midland Zone, BPC committee, DC and instructors
Parents/guardians must fulfil duties as rostered.
Inform DC as soon as possible if you can't attend a rally
Remain in attendance at rallies and events or nominate replacement guardian

18. PCAV RULES.

The club will seek to act in accordance with PCAV rules and impose those rules onto all club activities.

Information on PCAV rules and regulations can be found on the PCAV website:

www.ponyclubvic.org.au

19. HOW TO GET HELP

If you are unsure about anything, ask.. The President or Secretary can usually answer your questions. If your question is related to riding issues ask the DC.

APPROVED AT ANNUAL GENERAL MEETING 2ND JUNE 2015

DATE: 2/6/15

SIGNED: *Nicole Johnson*

Club Secretary

TO BE REVIEWED AND UPDATED AT AGM APRIL/MAY 2016