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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.

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, and should read their club's constitution and familiarise themselves with the PCT Handbook, PCA Syllabus of instruction 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. Old minute books could be housed in the Regional library in your area for safe keeping.
- c. A Rally Attendance Book shall be kept to list the riders and horses attending, and briefly the work covered by the groups during the day.
- d. Much important correspondence is sent to clubs from the PCT and it is the duty of the DC, Secretary and the Treasurer to see that it promptly reaches the persons for whom it is intended, that it is properly filed, and that all PCT matters are attended to promptly as requested.
- e. It is important to ensure that nominations for clinics, competitions, tests, national teams and awards are made correctly and 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 state council and the zone of which the club is a member;
- c. maintain communication between the club and the zone;
- d. ensure that the club holds at least eight club rallies each year;
- e. make every effort to involve senior club members and train them for future administration of the club. They should be encouraged to serve on sub-committees;

- f. keep a record of by-laws of rules that it ratifies in its minutes pertaining to specific aspects of club policies and procedures that club members are required to follow. However, by-laws shall 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 to control the wellbeing of the club 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 in order to fulfil its obligation to them;
- d. know all the members as individuals and do their best to ensure each of them benefits from being a Pony Clubber;
- f. pay close attention to the care and treatment given to all pony club mounts, and ensure that all riders and parents are fully aware of their obligations to their horses;
- g. ensure that horses and riders are graded correctly for their ability as a combination, regardless of size or age of the rider and horse;
- h. set a pattern of acceptable standards regarding the general behaviour of club members, maintaining respect of the club members toward all coaches and officials;
- i. encourage club members always using tact, diplomacy and tolerance in all matters;
- j. make decisions for the benefit of the whole club, not to suit individuals. By satisfying individuals, it quite often leaves a greater group disgruntled;
- k. in consultation with the executive, the DC may need to discipline a member or person connected with the club who brings the club into disrepute in any way but this should be done by the method outlined in Play by the Rules;
- l. keep in mind the Annual Calendar in the Handbook and refer to it regularly to check what has to be done and when;
- m. before acting on anything, always refer to the particular guidelines that relate to any subject;
- n. fill in appropriate paper work for any nominations. Confidential references should be honest for state/national teams;
- o. attend all Zone meetings and the PCT AGM, but, if unable to attend they shall appoint a deputy for the occasion. For the PCT AGM the name of the deputy must be notified in writing;
- p. where clubs do not have an appointed official for specific duties, such as a CC or CCTO, the DC is responsible for fulfilling these duties;
- q. if the DC's workload is too great, they should, in consultation with the committee, appoint assistants or sub-committees;
- r. when first taking over this position, new DCs shall:
 - i. make sure they receive all the club's paperwork from the previous DC, including the club's copy of the PCT Handbook. Check that each section of any printed copy is the latest version – these are available on the PCT website;
 - 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. They are ultimately responsible to see that everything is done by them;

- 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.
- s. 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, and that competition is of secondary importance.
- The PCT has a website 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. With the competition dates well advertised it is up to the members to ensure they are qualified in time.
- From time to time the state office will produce special forms which are posted on the website and the DC will be advised of them by email, newsletter or the Council minutes. If they have any queries they should check the PCT Handbook first. If more clarification is needed contact the Zone VC or a CC.
- DC's are asked to attend Zone and State AGM's. These meetings are important, as they are able to receive and share information and ideas first hand, participate in decisions which may affect their club, and from a social point of view meet other DCs
- 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, in consultation with the president, listing the business and propositions to be brought before the meeting, and distribute a copy to eligible members by post or electronic means, 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 the proceedings at 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 and save all minutes and financial records into File Manager on the club website for longevity and safe keeping;
- h. maintain a file system of all PCT and zone correspondence, which is to be made available to any club member for perusal;
- i. fulfil all duties requested of them as directed by the Committee;
- j. notify the PCT of all the incoming office bearers with all their details as directed on form 10.2.1, even if the same people are reappointed, preferably immediately following their appointment, but at least by 1st October each year;
- k. in consultation with the Treasurer, maintain a register of the members;
- l. keep spare copies of the Accident / Injury Report form 10.2.4 on hand as these must be completed if there is any incident or thing that might someday cause an insurance claim;
- m. keep a copy of all completed Accident / Injury Reports from club days in a special club file kept for that purpose. These shall be kept for at least 5 years after the member has left Pony Club;
- n. 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 taken on by 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, including receiving of monies, banking, paying approved accounts, properly recording financial transactions 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 in time for them to prepare an audited balance sheet and list of receipts and expenditure, 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 as not to prevent the member from using a rally as a qualifier.
- f. In order to protect both the club and treasurer it is advisable that either a copy of the latest bank statement be scanned and attached to the financial report or the original 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) – previously State Grievance Officer.

3.2.9 Club Chief Coach (CCC)

They may be a coach themselves, or an organiser directing the club's coaching responsibilities.

The CCC shall:

- a. work in close cooperation with the Club Test Coordinator (CTCO) if applicable, and the DC and the other coaches and recommend to them and the committee all matters relevant to the coaching policies of the club;
- 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. If this is not followed, the club members are disadvantaged when they attempt the various levels of efficiency certificates;
- d. organise the coaching side of rallies. See Section 4 Appendix 1 for a list of qualified Coaches. They shall secure the regular assistance of qualified coaches and shall frequently confer with them to keep in touch with each member's progress thus giving them a guide to Efficiency Test nominations;
- e. encourage new coaches from among their senior members, parents and volunteers, and give them the opportunity to practise coaching. At first, help them to plan lessons;
- f. encourage coaches to go to any clinics which may help them in this endeavour and introduce prospective coaches to the Pony Club Preliminary Coach workbooks;
- g. attend or appoint a representative to attend Coaching courses and seminars in order to keep up with new developments etc, which can then be passed on to the club's coaches;
- 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. Some clubs award points (to count towards "rides" or a special club trophy at the end of the year) hence the score column, but use of this is not essential.

Comment

- Club rallies are the back-bone of the club. They need to be well structured and organised. Riders need to feel they are welcome, are progressing and are having fun at their rallies. This will ensure membership remains steady or grows as riders will not want to miss a rally as they know they will be missing something important.
- Riders do not need to sit for the certificates but it is important they progressively work through the syllabus achieving each level before they move to the next. This ensures they will become efficient all-round horsepersons capable of riding and caring for their mounts safely.
- 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. They should undertake further education where possible;
- 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.

3.3.1 ZONE OFFICIALS' DUTIES AND GUIDELINES

3.3.1 Visiting Commissioner (VC)

The VC shall **complete the Play by the Rules online session** and:

- a. represent the zone at all PCT Council and other PCT meetings;
- b. act as a coordinator between the zone's clubs, zone committee and state council, and work in close cooperation with the Chief Coaches;
- c. strictly adhere to and apply PCT rules and state council and zone directives;
- d. ensure that the zone, clubs and club members within their zone operate in accordance with all current PCT rules and by-laws, and stipulate remedial or disciplinary measures when required;
- e. in consultation with the Zone Executive, visit and advise new clubs in the process of forming;
- f. advise clubs when disbanding, if it becomes necessary;
- g. act as the advisor to all clubs within the zone, guiding them whenever they need advice or have troubles, keeping Pony Clubs aims and objects to the fore front;
- h. 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;
- i. 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 MPO.

3.3.2 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;
- b. save minutes in the File Manager of their Zone Website;
- 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.

3.3.3 Zone Treasurer

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

3.3.4 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;
- d. appoint one of the group as the Zone representative to all State Council meetings;
- e. shall recommend to the CCP any Specialist K Test Option assessors in their zone and shall contact them, giving them a copy of the details of the relevant option from the K Test Notes and K Certificate Worksheets and inform them of the conditions of the exam and the standard etc

See State CCs duties also.

3.3.5 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. For the written papers :-
 - i. receive written papers for all test candidates within the zone from assessors and duplicate as many as required;
 - ii. seal papers in envelopes and deliver to overseers for opening in the presence of the candidates at appointed time of exam (this does not apply to C papers if done on the same day as the practical test);
 - iii. make arrangements for venue/s and supervisor/s – not one directly connected with a candidate – for written papers for all test candidates within the zone on the specific days laid down by the PCT. This does not have to be done in a central location if it involves a lot of travelling – one or more venues per zone may be used;
 - iv. ensure supervisor/s are aware that the times listed in the syllabus are only a guide, and that there is no limit on the time the candidates may take to do their papers;
 - v. Allocate a number to each candidate, record it, but do not reveal to the assessors until after the papers have been marked and returned;
 - vi. Forward the completed papers to the designated assessors – C, C* and K appointed by the ZCCs; B, A & H by the CCP. Make photocopies of answer papers if necessary;
 - vii. Receive results and notify them to candidates' DCs;
 - viii. Enter and keep the individual written paper results on the zone Notebook;
 - ix. Make arrangements for supplementary papers if necessary and deal with as for originals. Keep same candidate numbers;
- d. receive Record books, workbooks and worksheets which should be handed in by the candidates at their written exams;

- e. arrange for a zone assessor to check the K and C* workbooks etc, not the one who does the written paper unless a very few candidates. Preferably use a different one to do the C* riding, so distributing the workload;
- f. make sure that all the candidates' prerequisites are completed before practical tests.
- g. 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. supply practical test assessors with a copy of question papers, both the original and supplementary, and each candidates' results highlighting not competently answered questions (those with less than 65%), before the day.
 - v. 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;
 - vi. organise one of the assessors to set the day's time table;
 - vii. provide the Zone testing Notebook to one of the assessors to do the report;
 - viii. if necessary, organise special practical test arrangements for some of the K options;
 - ix. confer with other ZTCOs regarding practical tests at any level if only a few candidates in the zone.
- h. notify Clubs' DCs or TCOs of results ASAP after receiving them;
- i. forward reports when received;
- j. keep a record of all results of all tests within the zone and pass on to state secretary;
- k. make arrangements for any supplementary tests, written or practical, as necessary;
- l. issue certificates, and obtain assessors' signatures before handing over to club DCs;
- m. arrange for assessors' fees and travelling expenses to be paid;
- n. see that all assessors within the zone are informed of any courses, clinics, meetings, seminars, etc they should attend;
- o. propose to the ZCCs any known persons suitable to examine any of the K options.

3.4 STATE OFFICIALS' DUTIES

3.4.1 Secretary and Treasurer

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

3.4.2 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. be responsible for the implementation of programmes under the PCT Coaching Policy throughout the state;
- c. administer the general line of Coaching and assessment in accordance with the PCA Syllabus of Instruction throughout the State;
- d. facilitate the organisation of courses for coaches and assessors at all standards of efficiency certificates, with a view to achieving uniformity in all aspects of teaching and assessing within the state;
- e. assess and approve the issue of coaches' certificates and assessors' capability standards;
- f. review all on the Official panel at least every three years, and more often as necessary;
- g. re-call or cancel a coach's certificate if the holder is found undeserving;
- 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 the 1st April each year;
- l. select dressage tests biennially for all PCT competitions;
- m. maintain example test question documents.

3.4.3 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 relevant Zone Notebook.

Section 3 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.

1. 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.
2. 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-committee members.
 - 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 confirmation 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.
- 3
 - a) 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.
 - b) 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.

- c) 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.
- d) 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.
- e) The disciplinary options are as follows (these are not exhaustive):-
 - i. counselling,
 - ii. warning (either formal or informal),
 - iii. removal of privileges for a period of time,
 - iv. withholding of prizes, certificates or awards,
 - v. suspension from club, zone and/or state competition for a period of time,
 - vi. suspension from rallies or restriction of activities at rallies,
 - vii. withdrawal from other pony club activities (e.g. camps, squads, parades),
 - viii. suspension of club membership for a period of time,
 - ix. impose a monetary penalty,
 - x. expulsion.
- f) 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 others 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.

Section 3 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?

Section 3 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 coaches 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.

Section 3 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 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. They should have either no peak or a collapsible one, and be worn securely fastened.
- 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. Consider safety stirrups for children and novice riders. A foot caught in a stirrup can result in dragging.
- Routinely check reins, saddles and other horse tack for condition. Carry out maintenance where needed.
- Competitive riders can consider body protectors which may reduce the severity of soft tissue injuries. Face guards and knee pads are appropriate for polo players. 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.