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Section 2 Administrative By-Laws & Notes

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

UNUSUAL CIRCUMSTANCES

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

2.1 GENERAL

2.1.1 Pony Club is a Youth Movement

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

2.1.2 Aims of the Pony Club

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

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

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

2.1.3 Code of Conduct

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

For full coverage see PCT Policies.

- a) Pony Club places in order of significance:
 - The safety of the member,
 - The comfort of the horse,
 - The enjoyment of the rider,
 - Their progress as a rider.
- b) The safety of the riders and horses is paramount above all else. In all equestrian sports the welfare of the horse must be considered paramount.
- c) The well-being of the horse shall be above the demands of breeders, trainers, riders, owners, dealers, organisers, sponsors or officials. (FEI directive)

- d) Treat all participants in your sport as you like to be treated. Ride by the rules. Be a good sport.
- e) Show appreciation for coaches, officials and administrators
- f) If any member or official has a grievance they should discuss it with the DC. President and/or MPIO. If it cannot be settled within the club they may contact the State MPO officer. Contact details can be found on the PCT Website or by contacting the State President.

2.1.4 Inter-Club Competitions

Inter-club competitions which encourage team work and promote pride in the club are a popular feature of the work of Pony Club.

- a. State Championships are conducted in Dressage, Jumping, Eventing and Mounted Games.
- b. The format and regulations for the conduct of which are in Section 7 of this handbook, as are the Dressage and Jumping Rules.
- c. Eventing and Games rules are in separate booklets as Sections 8 & 9.
- d. Each year, the organisers of each championship shall send in an electronic manner their schedule and programme and organisational details to the next organising committee.
- e. Many other inter-club events within a Zone are held too.
- f. Standard entry forms are included in Handbook Section 10.
- g. No competitions or inter-club activities may be scheduled on the day of a state/zone championship within their zone.

2.1.5 Grading

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

2.1.6 Prohibited Substances

- a. It is forbidden to use or administer, or cause to be used or administered, on or to any horse a tranquilliser, stimulant, sedative or drug of any kind in any manner whatsoever with the object of influencing the horse's performance, either before or during any Pony Club activity or competition.
- b. Any member of a Pony Club owning, riding or entering such horse in any activity or competition shall be called before the authorities to be dealt with.
- c. The PCT policy documents support all Pony Club Australia Policies. For a comprehensive copy of the Anti-Doping Policy which is approved by ASADA and adopted by Pony Club Australia, visit www.ponyclubaustralia.com.au Policy Section.

2.1.7 Uniforms

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

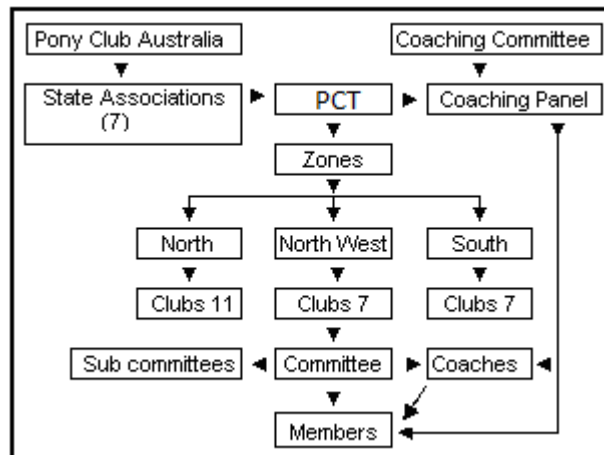
2.1.8 Badges

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

2.1.9 Safety Measures

- a. **Dogs** For safety reasons it is recommended that clubs forbid the presence of dogs at any PC fixture.
- b. **Quad/ Motor bikes** Bike riders, who must be 16 years of age or over, shall wear **a correctly fitted and secured helmet.**

2.1.10 Organisational Chart Showing Structure of Pony Club In Australia



2.1.11 Business

- Business to be brought before any of the levels of the PCT should follow the structure in the Organisational Chart (2.1.10) from the bottom upwards.
- Members may submit business directly to the Zone or State Council, and clubs directly to the PCT if it is deemed really necessary.
- Contact with the PCA shall only be made through the PCT. Only in extraordinary circumstances should the PCA be contacted directly.

2.1.12 Pony Club Australia Inc. (PCA)

- Pony Club Australia is a deliberative body aiming to co-ordinate the Pony Club Association of each State and Territory, and act in affiliation with Equestrian Australia, the British Horse Society Pony Club and Inter Pacific Pony Club Committee.
- Pony Club Australia is made up of one Delegate from each Member State and the Northern Territory Pony Club Associations. It holds two Council and two Instructional meetings per year when policies and events are coordinated.

For further information about PCA, see www.ponyclubaustralia.com.au

2.2 PONY CLUB ASSOCIATION OF TASMANIA Inc. (PCT)

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

2.2.1 The Primary Objectives of the PCT

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

2.2.2 Pony Club Tasmania

- Arranges or delegates the organisation to a zone or club, of clinics for all officials, coaches, judges, etc at regular intervals.
- Decides the selection committee for any Tasmanian nomination for an Australian or State team.
- Approves the affiliation and a club's constitution and any alterations to it. See constitution Rule 1.5.3
- Approves and registers the club colours and uniform. See Section 6.

2.2.3 Meetings

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

2.2.4 Relationship of Pony Clubs to PCT

- a. Pony clubs affiliated with the PCT are the members of PCT subject to adherence to PCT rules, renewing their PCT membership, in accordance with Section 1 and paying the required fees.
- b. Each pony club shall belong to and be a financial member of the zone in accordance with Rule 1.5.2.

2.2.5 New Clubs

- a. New clubs are subject to a probationary period of twelve months and shall be visited when convenient by the ZVC.
- b. The probationary club may be represented at Zone and Association meetings as observers, but shall not be entitled to vote.
- c. **Juniors** and **Seniors** of a probationary club may compete in all Pony Club events if eligible under the competition rules. It is necessary for a probationary club to partake in the PCT's Insurance schemes.

2.2.6 Club Constitutions

- a. A pony club affiliated with the PCT shall be incorporated under the Tasmanian Associations Incorporations Act (the Act).
- b. All clubs making application for affiliation will be required to submit their proposed constitution, which must be compatible with the Association's constitution, to the PCT before receiving approval for affiliation and be approved by the Council – see Rule 1.5.3
 - i. Model rules for a pony club have been adapted from the Consumer Affairs model and are available from the PCT state office.
 - ii. Clubs shall adhere to and operate within the Act, PCT rules and directives of the state council and zone.
 - iii. If any alteration is made to a club constitution the same is to be submitted to the PCT for approval.
- c. Club committees have the power to make, alter, amend or repeal any by-laws for carrying out the rules and regulating their own proceedings as they deem expedient, provided such by-laws shall not be inconsistent with the constitution and rules of the PCT and PCA.
- d. **Clubs closing down** should not only notify this Association, but also the Corporate Affairs department.

2.2.7 Chief Coaching Panel (CCP)

For the duties of the CCP see Rule 3.4.2

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

2.3 ZONE STRUCTURE

The State is divided into three zones as follows:

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

Northern Zone: East of the Rubicon River and North of the 42nd parallel – 10 clubs.

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

Zones shall adhere to and operate within the PCT rules / directives of the state council.

2.3.1 The Zone Committee

The duties of Zone Office-bearers are laid down in Section 3.3. The Zone Committee consists of:

- a. District Commissioners (DCs), or substitute delegates, from each pony club in the zone.
- b. A Zone Visiting Commissioner (ZVC) who shall be knowledgeable in all PC matters and the way Pony Club operates, and should be familiar with the **Play by the Rules** concept and uphold its philosophies;
- c. A Chairperson with ability to control a meeting and access to internet facilities. This may be the ZVC, a club DC or another interested PC person.
- d. Secretary** - Someone with computer / secretarial skills and preferably internet facilities.
- e. Treasurer* - Someone with computer / accounting skills.
- f. Test Coordinator (ZTCO)
- g. Three Zone Chief Coaches (ZCCs). They may also wish to appoint Honorary (retired experienced ones), Probationary (in training) and Deputy (to take place of an official one when not available) coaches.
- h. People to fill any other positions as designated in the Zone's By-laws.
- i. The Zone Committee may appoint an assistant, when necessary, to perform any of their duties.

2.3.2 By-laws

A zone committee may maintain by-laws that it ratifies in its minutes pertaining to specific aspects of zone policies and procedures that zone clubs and club members are required to follow. By-laws shall not contravene, contradict or alter the intent of PCT rules.

2.3.3 Observers

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

2.3.4 Zone Fees and Levies

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

* The two positions of Secretary and Treasurer may be combined.
PCT Handbook Section 2

2.3.5 Zone Representatives at State Council

- a. The zone elects its two zone representatives, who serve on the state council, in accordance with Section 1.7.1
- b. One of these shall be the Zone Visiting Commissioner (ZVC) except in unforeseen circumstances.
- c. The other should be the chairperson, if the ZVC is not in the chair, however zones are free to elect whomever they wish from their committee, and may substitute if either of their nominated delegates are not available.
- d. The Zone is also represented by one of their Zone Chief Coaches, decided by their ZCC panel.

2.4 CLUB COMMITTEES

2.4.1 Committee Members

- a. All committee members shall be financial members of their club, even if their subscription is as little as \$1. They must either be a supportive member of some type, e.g. family, adult or honorary life member.
- b. The general committee members are usually supportive parents who are prepared to work for the objectives of the club.
- c. Any person under the age of 21 is ineligible to take the position of either President, District Commissioner, Chief Coach or Assessor, except in special circumstances which the PCT Council, in their absolute discretion, shall decide.
- d. There is no set number of committee members. It may vary with each club, often dependant on the size of the club, but 10-12 are usually sufficient.
- e. All clubs shall have a President, Secretary, Treasurer (these offices may be combined), Public Officer, District Commissioner (DC), Club Chief Coach (CCC) and such other officials as needed. Vice president/s are optional.
- f. There shall be a Public Officer. This is usually the club Secretary, but may be some other person.
- g. Various duties may be allotted to other committee members individually or some may take charge of more than one duty, for example that of test coordinator, equipment officer, newsletter editor, library, uniforms, catering coordinator or any other jobs deemed necessary by the committee or the DC.
- h. The club shall raise all monies it uses by subscriptions or fund raising functions such as raffles, gymkhanas, social functions, competitions or any other means the committee may approve that fit within the PCT objectives.
- i. The Committee and DC shall always remember that Pony Club is a Youth Movement, that the working rally and efficiency certificate structure is the basis on which the club shall be laid, and that competition is of secondary importance.

2.4.2 Club District Commissioner (DC)

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

- a. Be a suitable person with ability to lead, organise and discipline groups of young people.
- b. Not be a person who is financially interested in the letting out of or selling horses, or whose main source of income derives from instruction in equitation and/or dealing in horses, except in special circumstances which the Council in their absolute discretion shall decide.
- c. Not be under the age of 21 years. If between 21 and 25 it is preferable that they are not an active riding member too.

2.4.3 Club President

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

2.4.4 Public Officer

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

2.4.5 Club Test Coordinator (CTCO)

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

2.4.6 Club Chief Coach (CCC)

- a. Every club should have a Chief Coach, even if their duties are combined with some other job.
- b. Together with the DC, the CCC is the key to a well run club, and therefore anyone accepting this position has quite a lot of responsibility.
- c. A CCC shall work in close liaison with the DC to arrange the instructional programme for rallies and activities, using:
 - i. The PCA Syllabus of Instruction, and the PCA Manuals of Instruction
 - ii. Policies established by the CCP.
- b. It is necessary to appoint someone with sufficient knowledge to this office, who is willing to follow the Syllabus of Instruction and to base their instruction on that recommended in the PC Manuals. They are normally chosen on their ability – the top coaches – but not always.

2.4.7 Club Coaches

See Appendix 4.1 for a list of Qualified Coaches.

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

2.4.8 Junior Committee

- a. Clubs may form a junior committee made up of **junior** and **senior** members.
- b. A junior committee is a sub-committee of the club and is, therefore, answerable to the main club committee.
- c. One club committee member shall be the liaison between the junior committee and the club committee.
- d. Junior committee members may have one or more delegates attend club committee meetings by invitation. These delegates do not have voting rights.
- e. The junior committee can undertake specific short-term projects to raise funds for the club or provide extra activities for club members, with the approval of the club committee.

2.5 MEMBERSHIP

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

Clubs should fix their subscriptions to cover the following classes of membership:

2.5.1 Junior Members

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

2.5.2 Seniors Members

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

2.5.3 Adult Riding Members (optional)

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

2.5.4 Supportive members

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

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

2.5.5 Visiting Members

- a. Riders may attend three rallies (to see if they want to become a PC member) before actually signing up and paying their other dues, but they must pay the insurance component before they may ride at any PC fixture.
- b. No club member may be a member of another club except as an honorary member as hereinafter provided.
- c. Pony Club members, who live for the greater part of the year away from their home (e.g. at university) and cannot attend club rallies, are allowed to attend rallies of the club nearest to which they live, and these rallies are counted as qualifying rallies subject to proof of attendance, but they must also attend at least one rally of their own club.

2.5.6 Transfer of Membership

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

2.5.7 Membership Cards

- a. Members will receive a membership card with a number when their club forwards the insurance and PCT affiliation fee component of their membership to the PCT treasurer.
- b. A new card in a different colour will be issued each year. This is their proof of payment of their insurance and should be shown to any club where they are visiting or competing.
- c. Entry to events may be refused unless this proof is shown and number recorded on the entry form.
- d. Activities cannot count as qualifying events unless this card is in the member's possession, except the first rally at which they pay, therefore the PCT and insurance levies paid by members must be forwarded to the PCT treasurer by the 2nd of the following month in order for it to enable the member to count any rallies or activities as qualifying events.
- e. Members should record their competition performances in the respective places on this card, but also in their record books so they have an ongoing record over the years.

2.5.8 Health Statement and Parental Consent Form

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

2.6 FINANCES

2.6.1 Clubs' Financial Year and Annual Meeting

- a. The financial year of all affiliated Pony Clubs shall be within the period beginning on 1st July in each year and ending on the 31st July next following.
- b. The Annual General Meeting shall be held within six weeks there from.

2.6.2 Subscription and Affiliation Fees

- a. The amount of the annual subscription for the different classes of membership is fixed by the Club committee, and needs to be sufficient to cover the administrative costs, the levies (including insurance) payable to the PCT and the purchases and/or upkeep of equipment etc. Clubs may charge joining fees.
- b. The affiliation fees due to the PCT are payable for every riding member under 25 years of age to cover members' levies and insurance.

2.6.3 Recording Members and Insurance Payments

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

family are recorded on the PCT database and listed as volunteers. Their details can be updated on the PCT database by the club website coordinator and the paid box can be checked as no fee is payable to the PCT for this type of membership, or alternatively they can be added to the monthly return form.

- h. Premiums must be paid for mounted parents/coaches accompanying riders on trail rides, etc.
- i. Premiums are set each year, a small part of which goes to the PCT to offset administration costs, and are included in the overall levy payable per riding member to the PCT. These are payable as members join.
- j. For more details of Insurance or claims contact the State Insurance Officer (Treasurer).
- l. Strength Returns are required to be completed at the beginning of each financial year so that a Certificate of Currency can be issued. Completed forms can be found in Section 10.
- m. **Gow-Gates** have introduced a Coach Insurance Policy which is available only to accredited NCAS Level 1 Coaches. This policy allows coach to instruct pony club riders outside pony club fixtures. For further information contact the State Treasurer.
- n. Day attendance is offered to riders who are not current financial members of the PCT and who wish to ride at a pony club open event such as Gymkhanas, trail rides and unofficial one day events. Day Attendance is not an insurance policy and shall not be used as a cover for riders at pony club rallies. Day attendance is a cover for public liability only. The Day Attendance form shall be completed and a fee of \$10 collected. The club shall forward the form and \$5.00 per rider to the state treasurer within 1 week of the event being held.

2.7 RALLIES

2.7.1 Working Rallies

- a. These are the backbone of the movement. A working rally is a full day devoted largely to mounted instruction in flat, jumping practical/theory and some activity, i.e. work designed to forward progress in efficiency tests. See Section 4 for more details on Efficiency tests.
- b. This is the only type of rally which can be used to qualify for inter-club competitions. Competitions and social activities do not count as working rallies.
- c. Ideally a working rally should be held at least once a month.
- d. At every working rally some instruction shall be given. It should be divided into at least three, and preferably four sessions covering subjects listed in part a.
- e. If a mounted rally has to be cancelled due to inclement weather, an unmounted theory rally or a mounted twilight rally held in its place may qualify, but must be of at least two hours/lessons duration.
- f. Other fixtures including lectures, film shows, visits to stud farms or other places of interest, special children's meets of hounds, and mounted expeditions may also be held, but can not be used to qualify.

2.7.2 Qualifying Rallies

- a. No rider may count any rally or event as a qualifier unless they have paid the first instalment of their Pony Club subscription and have paid their current year's PCT and insurance levies, which must have been forwarded to the State treasurer so that the membership cards can be issued to them.
- b. They must be fully paid up members to take part in the state championships.
- c. The rider must have attended three and the horse one working rally of their club during the twelve months prior to the closing of entries. Attendance at their club run instructional camps or schools may count up to a maximum of two rallies.

- d. When members are representing i.e. competing on behalf of their club, they must have the three rally qualification.
- e. Members may take part as an individual in club or inter-club gymkhanas, Eventing, etc. without the three rally qualification. This means any placings they may achieve do not score points for their club.
- f. They may start to qualify for any grade of competition before they are club rally qualified, e.g. if they complete an ODE or gain a sufficient % in a Dressage test.
- g. If a rider takes and rides two horses at a rally they may count only half a rally for each horse. Senior riders, instructing at their club rally, may count this as a club working rally for themselves and their horse providing they ride it for half the day.
- h. Clubs may not put on extra rallies to qualify new members/horses.
- i. Clubs should keep a rally attendance record listing the rider and horse/s used in order to be able to verify that members have attended sufficient rallies for various competitions, etc.

2.7.3 Supervision at Pony Club Camps

- a. If a PC camp is organised, sufficient supervision by two adult chaperones shall be guaranteed for 24 hours a day.
- b. Camp coaches are responsible for coaching only, and should be provided with suitable accommodation.

2.8 HORSES

2.8.1 Leasing, Borrowing or Buying Horses

- a. In order to prevent members from borrowing or buying well performed horses from other sources for particular competitions, riders must have had any horses, which are not owned by a member of the rider's club, in their possession for a minimum period of at least two calendar months prior to any inter-club or qualifying competitions, and proof of this must be verified. The usual qualifications regarding regular use at PC also apply.
- b. For those wishing to officially lease horses, use Form 10.2.5

2.8.2 Stallions

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

2.8.3 Weight Restriction

It is recommended that a rider of 54kg or over should not ride a pony of 12.2h or under.

2.9 AWARDS

2.9.1 PCT Service Award

- a. This service award is presented to any senior member of a pony club, who has given outstanding practical assistance to their club. This is considered the highest honour for service and only outstanding senior members should be recommended in the year prior to them leaving Pony Club.

- b. To be considered for this award the **senior** must have always been helpful and upheld the aims and objects of the Pony Club movement. Riding ability shall not be considered as this is an award for service.
- c. The **senior** must have been a member of a Pony Club for at least three years, and if a change is made to another club, a recommendation from the candidate's former club, could be considered.
- d. Applications are to be made on form 10.2.6 available from the Form section of the Handbook, and accompanied by a letter of recommendation from the Club DC. They close on 30th June each year with the PCT Secretary, but under special circumstances may be submitted for consideration at other state meetings.
- e. A certificate and butterfly clip will be awarded to each recipient. This award will only be made to a **senior** once.

2.9.2 PCT Volunteer Award

- a. This award is for volunteers who give twenty years or more active service to a club, zone or the Association in an unpaid capacity after they have left the organisation as a riding member. Years as a riding member are NOT to be included – that is classified as Riding Member Service to the Club. Examples of the help given are as a DC, secretary, catering or equipment officer, voluntary coach, examiner, event organiser, etc. or a combination of positions which may have been held over the years.
- b. Nominations by a club/zone, to be submitted on Form 10.2.7 giving details of the Service/s of that person over a 20 year period at least. Nominations must firstly be submitted to the zone, and then if confirmed, be endorsed by one of their Council representatives and forwarded to the PCT Secretary by 30th. June. The Council will adjudicate the person nominated on their merits.

2.9.3 Tom Johnston Memorial Scholarship

- a. A donation of \$1,000 by Mr Johnston's family was made to start a scholarship fund in 1985. The Interest from this money, together with other contributed by the PCT, is used to conduct an annual C level Camp within each Zone.
- b. Two riders from each club to be nominated to attend. These riders should be from those who do not get much opportunity to take part in other events and competitions etc.