

HENDRA PONY CLUB BY-LAWS - 2014

- 1) Discipline of Pony Clubbers at musters, in competition or any Pony Club official event, shall be the responsibility of the Executive Committee & Club instructors. “No outside interference will be tolerated by any person during instruction by the appointed instructors”.
- 2) All pony club camps shall be under the control and discipline of the Executive Committee and Instructors.
- 3) The Chief Instructor shall have the right to enlist any responsible adult to assist in the performance of his/her duties as may be considered necessary at Pony Club functions, musters etc:
- 4) With reference to the participation of Junior and Associate Members in Pony Club Events where required:
 - The member concerned must first obtain permission from the Secretary, to do so at least (7) days prior to the closing date for nominations.
 - They must wear full Club uniform on all these occasions (green shirt, bottle green tie, bottle green vest and brown jodhpurs).
 - Whether the entries for these events are subsidised by the Club or paid for by the individuals concerned, the Junior or Associate members concerned shall be under the full control of the Chief Instructor, or his/her appointee, who shall allocate them as required.
 - The Chief Instructor or his appointee shall have the right to suspend any member from any of the aforementioned for disciplinary reasons. (All members must adhere to accepted behaviour protocol).
 - Any Junior and Associate member has the right of appeal to the Management Committee against any disciplinary action taken to the instructors, or Instructors, and notice of such appeal must be lodged with the Secretary within one (1) week of the disciplinary action.
- 5) In joining the Hendra Pony Club, all members in doing so entirely exonerate the said club and its members from any responsibility for damage or injury to person or property either coming to, returning from or whilst on Hendra Pony Club or at any authorised functions.
- 6) The riding of hired Riding School horses or ponies will not be permitted at musters of other organised Pony Club fixtures. The Instructors and/or Executive Committee have the right to suspend any pony or horse considered being unsuitable or unmanageable from any muster or other organised Pony club fixtures.
- 7) When a team is competing at Combined Pony club functions for the club and expenses paid for, by the club, the team shall be picked by the Instructors for their riding ability and deportment.

- 8) Instructors who are representing the Club, at any organised function where the horse must be floated, the Instructors float fees will be paid by the club.
- 9) An Executive or Chief Instructor may permit a junior member accompanied by a non-riding senior member or Instructor the use of the muster grounds, providing the grounds are in a suitable condition
 - Other than muster or club Official functions, junior members (under the age of sixteen (16) will not be permitted to practice over the jumps, unless in the presence of their parent or an instructor.
 - Associate riders may enjoy the privilege of using the muster grounds unaccompanied (although it is highly recommended that all riders be accompanied by another rider/spectator/person), providing the grounds are in a suitable condition, if jumping another person must be present at the time.
- 10) MEMBERSHIP
 - Senior:
 - a) Members of Hendra Pony Club, on attaining the age of 21 years, may, if they desire, continue as members of the club and enjoy all its privileges.
 - b) Any person over the age of 21 years, desirous of joining the Club and enjoying its privileges.
 - c) Application for membership must be submitted on the PCAQ application form to the Secretary with two (2) references and without children obtain a Blue Card.
 - d) All new members must complete a six (3) months probationary period prior to confirmation of membership by the Management Committee.
 - e) New members must, within three (3) months of membership wear a complete Pony Club uniform at all musters, competitions or any other Club activity.
 - Junior and Associate
 - a) Any person up to and including the age of 21 years, desirous of joining the Club and enjoying its privileges.
 - b) Application for membership must be submitted on the PCAQ application form.
 - c) All new members must complete a six (3) months probationary period prior to confirmation of membership by the Management Committee.
 - d) New members must, within three (3) months of membership wear a complete Pony Club uniform at all musters, competitions or any other Club activity.
- 11) Any member may transfer, according to the By-laws of the Pony Club Association of Queensland, but only if the member in question has no financial commitments to the Hendra Pony Club.
- 12) MEMBERSHIP FEES
 - Membership fees shall be in accordance with the Hendra Pony Club Constitution plus affiliation and insurance fees, with the proviso that should

an application for membership be received after the 30th June in any year, only half (½) the fee shall be paid plus full affiliation and insurance fees.

- Membership fees paid during probationary period will be refunded if a member's application is not accepted.

13) RISK MANAGEMENT PLAN

- All members (riding/social) are required to adhere to all rules as they are in place for the safety and enjoyment of all.
- All horses being ridden (walking, trotting) etc must have a bridle with a bit in its mouth.
- Whilst any member is riding all dogs are to be on leash.
- Whilst riding all riders must wear on their head a PCAQ approved helmet.
- Whilst lunging junior members must have fully enclosed shoes and must wear on their head a PCAQ approved helmet.
- If rider is using saddle with stirrups approved PCAQ footwear must be worn.
- Whilst stalls are not occupied by horses all gates must be closed, but never locked.
- Under no circumstance are any members to be holding on to a horse outside of a moving motorised vehicle (all body parts must be inside vehicle).
- Maximum vehicle speed on HPC grounds is 10km/hr, speeding vehicles risk having their vehicle denied access to the HPC grounds.
- Vehicles are only to be driven on the road base driveways, unless instructed by an Executive. Unapproved driving on grassed areas risk having their vehicles denied access to the HPC grounds.
- Equipment moved or used must be returned to their original position.
- Equipment is not to be removed from HPC grounds.
- Any broken or damaged equipment is to be reported to the HPC committee.
- All hoses are to be fully turned off and wound up when not in use.
- All areas must be kept clean and tidy at all times.
- Any push bikes, scooters, toys ect. Are to be put away and not left out or in stalls.
- All beginner riders are to ride only in enclosed yard (unless if authorised by instructor).
- A parent or appointed adult must be on the grounds whilst any junior member is riding at all times.
- A parent or appointed adult must at all times be within 50 meters of any junior member whilst the junior member is jumping.
- Non-Agisted horses, upon approval of the management committee, may be stalled in a yard for no more than 4 consecutive days.
- Members are responsible for their guests and guest's actions upon HPC grounds.
- All grounds access gates are to stay locked when no-one is on the grounds, Locks are to be interlocked.
- No person is permitted to stand or swing on any gate.

- Formal instruction has right of way over general riding in club arenas.
- Arenas are to be shared amicably for fairness and safety for general riding.
- All club and visiting instructors must have proof of current PCAQ qualifications.
- The Management Committee takes no responsibility for private arrangements made between members in regards to:
 - a) Child minding
 - b) Feeding of horses
 - c) Transporting of horses
 - d) Worming of horses
 - e) Responsibility of properties
 - f) Any other matter not listed above
- The Management Committee takes no responsibility for any loss of or damage to any floats, vehicles or personal belongings on HPC grounds.

ALL MEMBERS AND PARENTS/GUARDAINS PLEASE BE AWARE THAT THE RIDING OF HORSES CAN BE A DANGEROUS SPORT. HPC TAKES NO RESPONSIBILITY AND IS NOT HELD LIABLE FOR MEMBERS/PARENTS/GARDIANS DECISION TO UTILISE THE HPC GROUNDS IN THE MANNER IT IS MEANT FOR. ALL RIDERS RIDE AT THEIR OWN RISKS. HPC AND ITS MANAGEMENT COMMITTEE IS NOT HELD LIABLE FOR ANY PERSON(S) MISUES OF EQUIPMENT OR GROUNDS.

It is highly recommended that common sense in regards to horses and paddock management is applied whilst utilising HPC grounds.

1. At all times events must be set in accordance to PCAQ measurements, and be used in accordance to PCAQ recommendation or as stipulated by the Management Committee or Instructor.
2. Members/Parents/Guardians employ private instructors at their own risk.
3. Please be informed that PCAQ insurance only covers members at official/minuted events.
4. Only HPC members are allowed to ride on the grounds (EXCEPTION – unofficial events or approved by the Executive Committee).

OFFICIALS CODE OF CONDUCT

1. Compliment and encourage all participants.
2. Be consistent, objective, and courteous when making decisions.
3. Condemn unsporting behaviour and promote respect for all opponents.
4. Emphasize the spirit of the competition rather than the errors.
5. Encourage and promote rule changes that will make participation more enjoyable.
6. Be a good sport yourself. Actions speak louder than words.
7. Keep up to date with the latest trends in officiating and the principals of growth and development of young people.

8. Remember you set an example. Your behaviour and comments should be positive and supportive.
9. Place the safety and welfare of the participants above all else.
10. Give all young people a “fair go” regardless of their gender, ability, cultural backgrounds or religion.

RIDER’S CODE OF BEHAVIOUR

1. Ride by the rules.
2. Never argue with an official. If you disagree, have your Team Manager approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials and sledging other player, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or your team. Your team’s performance will benefit so will you.
5. Be a good sport. Applaud all good efforts whether they are made by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

MANAGEMENT COMMITTEE MEMBERS CODE OF CONDUCT

1. To understand and to demonstrate commitment to the Mission and Programs of the INDIVIDUAL PONY CLUB INC.
2. To commit to accepted standards of fairness and correct and proper behaviour.
3. To commit To Best Practice And Good Governance Policies published for National Sports Organisations by the Australian Sports Commission and as best suited to the PCA.
4. To use best endeavours to become conversant with the Statement of Purpose and the Rule of INDIVIDUAL PONY CLUB INC and to uphold the same.
5. To act competently, honestly in good faith and in the best interest of INDIVIDUAL PONY CLUB INC and in particular the constituent clubs and the individual members of the State and Territory which form INDIVIDUAL PONY CLUB INC.
6. To endeavour to become conversant with issues and trends that affect pony club members, clubs, State and Territory bodies and INDIVIDUAL PONY CLUB INC.

7. So far as possible to prepare for such meetings by reading and understanding agendas, minutes, reports and all other documents and to actively participate in such meetings.
8. To contribute such skills and knowledge that the delegate possesses by participating actively in meetings and in committee work (if any).
9. To make all reasonable efforts and inquiries to seek such information as may be needed in order to carry out the duties and responsibilities and obligations of a delegate to INDIVIDUAL PONY CLUB INC.
10. To make all reasonable efforts to comprehend and monitor the financial affairs of INDIVIDUAL PONY CLUB INC and to request all expiations necessary so to do.
11. To make all reasonable efforts to see that the State or Territory Association which appointed the delegate attends to matters as requested by INDIVIDUAL PONY CLUB INC at it's duty constituted meetings.
12. To recognise that there may be conflicts of interest emanating from the delegate's position within INDIVIDUAL PONY CLUB INC and membership of the State or Territory which has appointed the delegate and at all times to act in the interests of the Pony Club members throughout Australia.
13. To maintain confidentiality in such matter which require confidentiality for the better management and conduct of INDIVIDUAL PONY CLUB INC.
14. To take all reasonable action to ensure that INDIVIDUAL PONY CLUB INC complies with all laws, regulations, by-laws and other requirements.
15. To make regular reports of all relevant issues of INDIVIDUAL PONY CLUB INC to the State or Territory bodies which has appointed the delegate subject to the need for confidentiality on occasions.
16. To use all reasonable efforts t see that policies adopted by INDIVIDUAL PONY CLUB INC are adopted by and complied with at all levels of administration, coaching and competition: including Harassment and Discrimination Policies, Member Protections Policy, Alcohol policy, sun Smart Policy, Drug Policy, Grievance and Discipline Policy, Code of Conduct for Coaches, for Riders, for Officials and any other policies which may from time to time be adopted by INDIVIDUAL PONY CLUB INC
17. To promote and communicate the programmes undertaken by INDIVIDUAL PONY CLUB INC and to encourage members to participate therein as appropriate. To promote and advance the Aims and Objectives of INDIVIDUAL PONY CLUB INC throughout the membership of State and Territory.

PARENT/GUARDIAN'S CODE OF BEHAVIOUR

1. Remember that children participate in sports for their enjoyment.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and settle disagreements without resorting to hostility or violence.

5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn by best example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decision and teach children to do likewise.
9. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

COACH'S CODE OF CONDUCT

1. Remember that young people participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a young rider for making a mistake or not coming first.
3. Be reasonable in your demands on riders' time, energy and enthusiasm.
4. Operate within the rules and spirit of your sport and teach your riders to do the same thing.
5. Ensure that the time riders spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
6. Avoid overplaying the talented riders; the average need and deserve equal time.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders.
8. Display control, respect and professionalism to all involved with the sport. This includes opponents, instructors, official, administrators, the media, parents and spectators. Encourage riders to do the same.
9. Show concern and caution towards sick and injured riders. Follow the advice of the physician when determining whether an injured rider is ready to recommence training and competition.
10. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principals of growth and development of young people.
11. Any physical contact with a young person should be appropriate to the situation and necessary for the riders' skill development.

CODE OF CONDUCT

1. Any grievances between members are to be sent in writing to Management Committee and time will be provided for the aggregated members at HPC monthly management meetings to resolve the issue under the guidance of the Management Committee.
2. Swearing is not permitted.
3. All members are to be respectful to one another at all times.

4. Junior members are encouraged to participate in working bees.
5. Bullying, segregation of any members will not be tolerated.
6. Dangerous or irresponsible acts will not be tolerated.
7. Excessive whipping of horse will not be tolerated.

CODES OF BEHAVIOUR

RIDERS

1. Ride by the rules.
2. Never argue with an official. If you disagree, have your Team Manager approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials and sledging other player, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
5. Be a good sport. Applaud all good efforts whether they are made by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

PARENTS/GUARDIANS

1. Remember that children participate in sport for their enjoyment, as well as yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making mistakes or losing a competition.
6. Remember that children learn best by example. Appreciate good performances and skilful plays by all.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Show appreciation for instructors, officials and administrators. Without them, your child could not participate.
9. Never abuse or belittle instructors, judges, stewards or administrators, especially in front of children or bystanders. If you have a legitimate complaint there are proper procedures to follow.

10. At all times teach and encourage a child to show good sportsmanship, especially in adversity. Again remember that children learn best by example.
11. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

ADMINISTRATORS

1. Involve young people in planning, leadership, evaluation and decision making related to the activity.
2. Give all young people equal opportunities to participate.
3. Create pathways for young people to participate in sport not just as a player but also as a coach, referee, administrator etc.
4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young riders.
5. Provide quality supervision and instruction for junior riders.
6. Remember that young people participate for their enjoyment and benefit. Do not overemphasize awards.
7. Help instructors and officials highlight appropriate behaviour and skill development, and help improve the standards of instruction and officiating.
8. Ensure that everyone involved in junior sport emphasizes fair play, and not winning at all costs.
9. Give a Code of Behaviour sheet to spectators, officials, parents, instructors, riders and the media and encourage them to follow it.
10. Remember you set an example. Your behaviour and comments should be positive and supportive.
11. Support implementation of the National Junior Sport Policy.
12. Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
13. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

OFFICIALS

1. Complement and encourage all participants.
2. Be consistent, objective and courteous when making decisions.
3. Condemn unsporting behaviour and promote respect for all opponents.
4. Emphasize the spirit of the competition rather than the errors.
5. Encourage and promote rule changes that will make participation more enjoyable.
6. Be a good sport yourself. Actions speak louder than words.
7. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
8. Remember you set an example. Your behaviour and comments should be positive and supportive.
9. Place the safety and welfare of the participants above all else.

10. Give all young people a 'fair go' regardless of their gender, ability, cultural backgrounds or religion.

INSTRUCTORS/COACHES

1. Remember that young people participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a young rider for making a mistake or not coming first.
3. Be reasonable in your demands on riders' time, energy and enthusiasm.
4. Operate within the rules and spirit of your sport and teach your riders to do the same thing.
5. Ensure that the time riders spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
6. Avoid overplaying the talented riders; the average need and deserve equal time.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders.
8. Display control, respect and professionalism to all involved with the sport. This includes opponents, instructors, officials, administrators, the media, parents and spectators. Encourage riders to do the same.
9. Show concern and caution towards sick and injured riders. Follow the advice of the physician when determining whether an injured rider is ready to recommence training and competition.
10. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principals of growth and development of young people.
11. Any physical contact with a young person should be appropriate to the situation and necessary for the riders' skill development.
12. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

ANY MEMBERS NOT ABIDING BY THESE BY-LAWS WILL BE GIVEN A MAXIMUM OF TWO (2) WRITTEN WARNINGS FOLLOWED BY A REQUEST TO REMOVE THEIR HORSE (IF AGISTING) AND THEMSELVES FROM HPC AND ALL TIES TO BE SEVERED.