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PART G1 ADMINISTRATION

1.1 AFFILIATION FEE

A subscription fee to the Association is determined by the PCASA Executive as recommended by the treasurer at the January Executive Council meeting for one year from 1st July to 30th June. Affiliation fees, must be paid to the State office by 31st August each year. All insurance monies must be paid by the 30th July each year. Payment for any members joining after that date must be paid by the end of the month of joining.

New riding members joining between 1st July and 1st April pay the full affiliation fee within two weeks of joining. New riding members joining between 2nd April and 30th June pay a reduced affiliation fee (as set by the Executive Council), the insurance fee and the travel levy, within two weeks of joining.

Pony club adult riding members pay the affiliation fee (as set by the Executive Council), insurance fee and travel fund levy to the PCASA between 1st July and 1st April with reduced affiliation fee applying from 2nd April to 30th June.

State riding members who are not members of a pony club must pay an annual affiliation fee as set down by the Executive Council.

1.2 LEVY

A levy per Pony Club member as determined by the PCASA Executive from time to time shall be payable within three calendar months.

1.3 ANNUAL RETURNS

All Pony Clubs affiliated with the PCASA must submit an Annual Strength Return on the official form provided, to the Association. At the conclusion of the financial year a report of the year's activities, which may be the President's Report to the Club's Annual General Meeting, shall be sent to state office. Returns and reports must be submitted by 30th July. All Instructors and volunteers must also be listed.

1.4 VOTING AGE

For all meetings, except Club meetings, the voting age shall be 18 years and over.

1.5 CONSTITUTION

All PCASA affiliated Pony Clubs/Zones shall have a constitution in the terms of the standard Pony Club Constitution as supplied by the Association or such constitution that has been approved by the Executive Council.

1.6 BY-LAWS

1.6.1 CLUB

A Club may decide upon any by-laws to suit local conditions, providing such by-laws do not contravene any direct policies of the Association.

1.6.2 ASSOCIATION

Any amendment to Association by-laws shall become effective immediately.

1.7 PRESS RELEASE

Press releases concerning Association policy or rules and regulations, are not to be made unless approval is first sought from the Executive Council or the State President as applicable.

1.8 RULE CHANGES

All changes to PCASA Rules made by the Executive Council will come into effect on the 1st day of January in the following year. All changes to PCASA Rules made by resolutions passed at the Annual General Meeting will come into effect immediately.

The full PCASA Executive is responsible for reviewing and setting qualifying criteria for all State Championship Events.

1.9 ANNUAL GENERAL MEETINGS

1.9.1 PONY CLUB YEAR

The PCASA year is from 1st July to 30th June. Clubs must hold their Annual General Meeting **before** the end of July. Zones must hold their Annual General Meeting **before** the end of August. The Association holds its Annual General Meeting in the month of October each year.

1.9.2 ELECTION OF OFFICERS

When elections for the positions of State President or Vice Presidents are required, nomination forms will be sent to all clubs by the 31st day of July. Nominations must be received by the 31st day of August.

If more than one nomination for a position is received ballot papers will be circulated to all clubs at least 28 days prior to the date of the AGM. Ballot papers when voted upon by each club must be sealed in the envelope supplied, the back of which must be signed by the club secretary or president and returned to the association office no later than four days before the AGM. The envelopes containing ballots will be opened at the AGM with votes being counted and results advised.

1.9.3 AGENDA FOR AGM

The Association AGM Agenda will be sent to all affiliated clubs at least 28 days prior to the meeting. Affiliated Clubs may send two 2 voting delegates to the AGM. To be eligible to vote delegates must be 18 years of age, financial members of their respective clubs, and must have their names submitted in writing to the PCASA Head Office at least 14 days prior to AGM.

Apologies from Clubs not attending the AGM will only be accepted if the PCASA Head Office is notified in writing no less than seven days prior to the AGM. Clubs may nominate Proxy Delegates to the AGM in writing, signed by that Club's Secretary, if lodged with the PCASA Secretary prior to the commencement of the AGM. Refer PCASA Constitution for further information. Proxy delegates must be a financial member of a PCASA registered club.

1.10 THE PCASA EXECUTIVE COMMITTEE

The PCASA Executive consists of the President, 2 Vice Presidents, State Treasurer, State Training Co-ordinator and appointed Zone Delegates. Each Zone may appoint 2 delegates. The positions of President, Vice Presidents, are determined at the AGM.

1.10.1 TERMS OF OFFICE

The President, Vice Presidents each hold office for a period of two years. The terms of the two Vice Presidents are staggered by 12 months so that one Vice President position becomes vacant each year.

1.11 THE CHIEF INSTRUCTORS PANEL

The Chief Instructors Panel sub-committee reports to the PCASA Executive Council on all Instructional matters.

1. The duty of CIP shall primarily be to implement uniformity and coordination of instruction throughout PCASA.
2. The CIP shall comprise of personnel who are either
 - a) invited by the CIP
 - b) nominated as Zone representative.
 - c) recommended to join the panel by zone
 - d) the State Training co-ordinator
3. The decisions on Instructors and Efficiency tests made by CIP shall be final and binding.
4. The CIP shall meet at least four times a year.
5. The Chairman and Vice Chairman of the CIP shall be appointed each year at the first CIP meeting after the State AGM.
6. The State Training Coordinator shall be appointed for a two year term at the first State Executive meeting after the State AGM in each even numbered year on recommendation from CIP.
7. Zone Coordinators shall be appointed for a two year term at the CIP meeting following the appointment of the State Training co-ordinator
8. All recommendations from CIP shall be considered by the State Executive.
9. The CIP shall review annually the performance of its members.
10. The Executive have the right to alter any of the preceding clauses due to extenuating circumstances except clause 3.

1.12 THE RULES ADVISORY COMMITTEE

The Rules Advisory Committee reports to the PCASA Executive Council on all matters related to Rules. The RAC aims to work towards the simplification of our rules to make them more user friendly.

1. The duty of RAC shall primarily be to advise the Executive Council on rule related issues.
2. The RAC shall comprise of personnel who are either
 - a) nominated as Zone representative
 - b) invited by the RAC
 - c) the State Training co-ordinator (not mandatory)
3. Investigate and assess suggested rule changes from the membership.
4. Review schedules for all State Championships before circulation.
5. The RAC shall meet at least four times a year.
6. The Chairman and Vice Chairman of the RAC shall be appointed each year at the first RAC meeting after the State AGM.
7. All recommendations from RAC shall be considered by the State Executive.
8. The RAC shall review annually the performance of its members.

1.13 STATE SECRETARY

The Association will appoint a person to be employed as State Secretary to the Association. The State Secretary will report directly to the State President. The State Secretary will conduct all office administration, receive and bank all monies, receive and transmit correspondence, compile membership lists, compile meeting agendas, handle all insurance correspondence and other duties as laid down by the Executive Council. The appointed person and hours of employment to be subject to the approval of the Executive Council.

1.14 OFFICIAL VISITS

A member of the Executive Council or other officials appointed by that body may visit any Club at any time during the year, and an official will be appointed to visit any Club on request from the Club at that time. Travelling expenses will be considered on presentation of relevant documentation.

1.15 TRAVELLING EXPENSES

The person appointed by the PCASA Inc., to present Instructional clinics, examine efficiency certificates and Steward Pony Club events, to be re-imbursed (thirty) 30 cents per kilometre, accommodation, fuel and meal allowance, reviewed annually.

1.16 GENERAL ENQUIRIES

All enquiries from clubs or members are to be made in the first instance through their Club Secretary. All correspondence to the PCASA Head Office must first be tabled via Club and then Zone levels. *The intention is not to hinder people with queries, rather to allow resolution at the lowest level possible.*

1.17 COMPLAINTS

Complaints must follow the same procedure as for enquiries. The State President will undertake investigation of matters brought to his attention in a confidential matter or appoint appropriate people to undertake such investigations for report back to the Executive Council. *Members and Clubs are urged to be aware that standard legal convention will apply to all correspondence and that steps will be taken to protect the integrity of the PCASA and its members.*

1.18 INSURANCE

The insurance will be as per the current national policy adopted by the Association from time to time and is compulsory for all affiliated Clubs and their members.

A club found to be holding insurance/registration fees will be given one reminder notice and 14 days to respond before a fine of \$500-00 will be imposed. If this fine is not forwarded within 7 days to the State, the club will be suspended from PCASA until further notice.

Notification of new members must be made at the end of each calendar month to the Association together with the remittance fee for the insurance premium by the affiliated Pony Club. A monthly return is mandatory even if no new members joined in that month. A NIL RETURN must be sent to the Association.

1.19 DISCLAIMER OF LIABILITY

The following disclaimer must be printed on all schedules and programmes.

"Neither the organising committee of any event to which these rules apply nor the Pony Club Association Of South Australia Inc. accepts any liability for any accident, damage, injury or illness to horses, owners, riders, grounds, spectators or any other persons."

1.20 SAFETY OFFICER

Each club must appoint a safety officer as per the insurance handbook. The duties of the safety officer can be found on Page 9 and 10. (1.20.2)

1.20.1 FIRST AID REQUIREMENTS

All clubs **MUST** have a person who has a current basic first aid certificate (minimum) on the grounds throughout the rally

Strongly recommended a basic first aid person be in attendance at all minuted other business.

1.20.2 CHECKLIST – CONTROL OF INJURY & PROPERTY DAMAGE HAZARDS

1. General condition of the grounds

- Are the grounds in good order? Level (no serious potholes)
- Dry (no wet or boggy patches)?
- Trimmed (no long grass, overhanging bushes, dangerous trees)?
- Clean (no junk or waste present)?
- Are the grounds clear of any dangerous or obscure objects?
(e.g. wire, broken glass etc. Inspection required)

Yes	No

2. Are car parking arrangements marked out and adequate?

- Passenger cars and horse floats?
- Have marshals been organised to control vehicle traffic?
- Are parking allotments sufficiently separated from spectator areas, footpaths and horses to avoid congestion and accidents?
- Have the traffic marshals been instructed on their authority, speed limit, special parking permits etc.?

Yes	No

3. Is pedestrian access safe?

- Access to/from the carpark?
- Are ground conditions okay? (level, dry and free from tripping hazards, also independent from the main vehicle traffic flows)?
- Is sign posting adequate (including “danger” warning)?
- If turnstiles are in use, have they been inspected for mechanical damage, sharp edges, etc?
- Are pedestrian areas safe for all classes of persons expected to attend the event (very young, very old, disabled)?
- Safe and secure holding or tie up provision provided for horses?

Yes	No

4. Mechanical Services Note: The following questions apply to mobile electric power generators, broadcasting booths and temporary offices etc. (where applicable).

- Have electric power cables, hoses etc. been buried, or arranged overhead (no tripping hazards on the ground)?
- Is mechanical equipment in safe condition (guards in place etc.)?

Yes	No

5. First Aid and Medical Emergency

- Is there a first aid kit on hand?
- Is it adequately stocked?
- Are the phone numbers of medical and emergency personnel on hand and a telephone readily available?
- Do you have a designated first aid officer with a first aid certificate?

Yes	No

6. Stands and Temporary Structures

- Are structures in good repair, stable and safe to occupy?
- Are the approaches, ramps, steps etc, firm, clean and non slip?
- Are handrails provided?
- Have hazards recognised from previous events been corrected (loose boards, slippery floors, inadequate guard rails etc.)?
- Is there any loose iron or other projections liable to injure, or cause damage to a motor car or other property?
- When star droppers are used it is advisable that they are capped.

Yes	No

7. Animal Access and Control

- Are arrangements for hitching, grooming, feeding etc, safe for riders and for spectators? (Note: In a crowd a loose animal towing broken hitching timber can be lethal to itself and to bystanders. The club is responsible to check the condition of fixtures)
- Has provision been made to ensure loose stock is not in the vicinity of riding areas?
- Is drainage adequate to prevent mud patches forming in pedestrian areas?
- Are there strict rules that dogs must be on a leash at all times at Pony Club fixtures?

Yes	No

8. Children

- When small children attend fixtures is there any water (drowning hazards) which should be fenced?
- Are there notices posted at dams?

Yes	No

9. Fixtures for use in events

- Have jumps been inspected for safe approach and landing areas and been built to a standard conforming with international standards of safety for course design?
- Is timber in good repair no broken or splintered rails)?
- Do rails fit cups in such way as not to jam?
- Are cups of standard design and undamaged? (Not too deep or too tight to be an illegal design.
- Have barrels, drums etc all been inspected to repair damage or sharp edges?
- Are loading races of adequate design and in good repair?
- Are all fixtures painted for good visibility?

Yes	No

10. Horses

- Have known kicking animals been identified and rostered to work clear of other horses?

Yes	No

11. Personal Protection

- Is a mature official responsible for checking correct hats, boots and other gear necessary, prior to the commencement of any competition or practice?

Yes	No

LOSS PREVENTION AND CONTROL is primarily concerned with pre loss consideration – not post loss “patching up”.

Loss Prevention and Control is as the name states – it seeks to identify and evaluate risks before they become losses.

Members of the 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 and prevent personal injury and suffering before the damage or injury occurs.

1.20.3. Club Start, recess and winding up

Starting up a Club

- Call a meeting of all people interested in forming a Pony Club. Place advertising in any way possible. Local community, local feed shops etc.
- Contact the PCASA to organise a Pony Club representative from within the local zone to attend the meeting who explain rules, rally procedures, insurance etc and to answer any queries.
- Once a decision has been made to form a Pony Club, elect the relevant officials. The President, Vice President, Secretary, Treasurer and a further three committee members.
- Select venue and a couple of options for uniform. All uniforms within the zone need to be different.
- Apply to your Zone with a suggested uniform. Once approved by the Zone, the Zone would put the application forward to the State body.
- Once the application has been approved by the State, a package containing a rule book, syllabus, incident book, Strength Return information, affiliation fee structure, Event/Dressage/Games packs and any other relevant information will be forwarded.
- Set own membership fees, appoint chief instructor/rally coordinator, decide on rally days. Source equipment. Open bank accounts.
- Nominate zone delegates.
- All new clubs will be on probation for 12 months and will be visited by a Pony Club Official.

CLUB START UP (Check List)

- PC Structure
- Rules
- Insurance
- Zone Affiliation
- State Affiliation
- Strength Returns
- Rally Procedures
- Instructors
- Syllabus and Efficiency Certificates
- Gear equipment/ gear check/ safety
- Qualifications/Attendance/Attendance card applications
- Required involvement at Zone level.
- Resources in Office/ Book lists
- Any other suggestion

Club coming out of recess

- Call a meeting of all people interested in bringing the club out of recess. Involve, if possible any members of the previous committee. Locate previous minutes, financial details etc. A copy of this should be available from the Zone. Located any existing equipment.
- Appoint new committee and decide on Venue.
- Apply to your Zone with any requested changes of uniform, details of new committee and venue. Recover any funds held in trust by the zone. Once approved by the Zone, the Zone would put the application forward to the State body.
- Once the application has been approved by the State, a package containing a rule book, syllabus, incident book, Strength Return information, affiliation fee structure, Event/Dressage/Games packs and any other relevant information.
- Set own membership fees, appoint chief instructor/rally coordinator, decide on rally days. Source equipment. Open bank accounts.
- Nominate zone delegates.
- All clubs coming out of recess will be on probation for 12 months and will be visited by a Pony Club Official.

Club going into recess

- Call a Special General meeting of **all** current members. The decision has to be a MAJORITY decision.
- Appoint a caretaker (usually your zone) for equipment. If grounds are leased, hold on to the lease as it could be annulled. If grounds are owned by the club a caretaking committee must be formed to oversee management of the property. You will need to maintain a working bank account to pay rates and expenses etc.
- All services need to be disconnected and all outstanding debts paid.
- Any funds need to be handed over to the zone for safekeeping and to be accessible once the club comes out of recess.
- Notify the zone and state that the club is in recess.
- Minute books, financial details, cheque books, bank statements etc. need to be stored by the zone.
- A COPY OF THE MINUTES CONTAINING ALL DETAILS OF CLUB GOING INTO RECESS MUST BE FORWARDED TO STATE OFFICE. These must be readily available for the new committee who could bring the club out of recess.

Winding up a Club

- Call a Special General meeting of **all** current members. The decision has to be a MAJORITY decision.
- All equipment needs to be donated to another club/non-profit organisation. Please note that any equipment purchased through a grant cannot be sold and has to be donated.
- If grounds are owned by the club then legal advice must be sought.
- All services need to be disconnected and all outstanding debts paid.
- Any remaining funds need to be donated to another club or non-profit organisation; otherwise the funds become the property of the zone.
- Notify the zone and state that the club is in recess.
- Minute books, financial details, cheque books, bank statements etc. need to be sent to State Office

- A COPY OF THE MINUTES CONTAINING ALL DETAILS OF CLUB WINDING UP MUST BE FORWARDED TO STATE OFFICE along with the list of members attending
- NO INDIVIDUAL OR COMMITTEE CAN PROFIT FROM THE CLOSURE OF A CLUB.
- Consumer affairs dept: Part 5 Division 1 of the act for further information.
- INCORPORATIONS ACT 1985 refers.

1.20.4 ZONE OR CLUB MERGER

- Criteria and method of process to be determined.

1.21 LIFE MEMBERSHIPS

Life Memberships can be awarded for long and outstanding service to the Pony Club Movement on the following basis:

- a) Club Life Membership is awarded at Club level.
- b) Zone Life Membership is awarded by the Zone Committee for service at that level.
- c) Association Life Membership is awarded only by the Executive Council for outstanding service to the Pony Club Movement.

The PCASA will supply relevant certificates and badges carrying the name of the awarding body for presentation.

PCASA Life members are:

	Mr Brian James Pridham ASM(Dec)
	Miss Margaret Shepherd (now Mrs Oliver)
1978	Miss Doris Crowley (dec)
1979	Mrs Alwyn Dolling
1980	Mr Robert Beattie (dec), Mrs Bobbie Beattie (Dec), Mrs Roma McKinnon
1981	Mrs Eileen Kennedy (dec)
1983	Mr Bill Atkinson (dec), Mr Don Nicholls (dec)
1988	Miss Jean Bailey BEM (dec)
1993	Mr Greg Bailey ASM
1998	Mrs Claire Olsen, Mr Brian Conway.ASM.
2001	Mr Jacob van Dissel. ASM
2004	Mrs Alison Turnbull
2008	Mrs Diana Keach OAM. ASM. Mr. Graham Parham OAM (dec)
2010	Ms Ann Olsen ASM. Mrs Christine Bailey ASM
2013	Mrs Phyllis Joan Lucas. Mrs Jacqui Arnold
2015	Mrs Sue Young

1.22 AWARD OF MERIT

The PCASA Award of Merit is awarded only by the Executive Council for outstanding service to the Pony Club Movement.

PCASA Award of Merit recipients are:

1987	Mr Brian Pridham ASM (dec)
1988	Mr John Samuel-White
1990	Mrs Erica Russell (dec)
1992	Mrs Iris Stephenson OAM (dec)
1995	Mr Jim Patterson (dec)
1996	Mr Bob Hennig, Mr Max French
1998	Mr Colin Bell (dec)
2001	Miss Susan Haese ASM, Miss Ann Olsen,(ASM) Mr Jim Toole (dec), Mrs Alison Turnbull
2004	Mr Peter Heath
2005	Mrs Christine Bailey. ASM
2007	Mrs Phyllis Joan Lucas
2010	Mr. Bradley French
2013	Mrs Diana Birmingham.

1.23 JIM TOOLE MEMORIAL AWARD

PCASA Jim Toole award recipients are

2005	Mrs Angela Grant
2006	Mr James Cope
2007	Miss Ann Olsen
2008	Mrs Phyllis Joan Lucas
2009	Mr. Graham Sobey and Mr. Greg Bailey
2010	Mr. James (Jim) Thompson
2011	Mrs Diana Birmingham
2012	Mrs Elizabeth Moreton and Mrs Jenny Adams
2013	Mrs Claire Olsen
2014	Mrs Elizabeth Wigney and Mrs Tessa Fairweather
2015	Mrs Karen Charles

PART G2 POLICY STATEMENTS

2.1 SUN SMART POLICY

The health of participants in Pony Club activities is of primary concern to the Pony Club Association of South Australian.

It is acknowledged that Skin Cancer is a major public health problem in Australia, with two out of every three people requiring treatment for some form of skin cancer in their lifetime. It is recognised that skin cancer is preventable and like any other medical condition, it is best dealt with by the application of preventative measures.

While the PCASA will endeavour to assist in sun protection when at meetings, rallies, training and competitions, it is recognised that ultimately, the responsibility is that of each individual.

SECTION A ALL LEVELS OF PONY CLUB ASSOCIATION OF SA INC.

1. PCASA and affiliated zones and clubs should where possible, endeavour to schedule activities outside the hours of 11.00 am and 3.00 pm (Daylight Saving Time).
2. PCASA encourages and promotes the use of high SPF Broad Spectrum Sunscreen by members.
3. Clubs must strive to conform to guidelines for sun safe clothing when choosing uniforms. Clubs will consider the harmful effects of open weave clothing when choosing uniforms.
4. Riding members are encouraged to wear brims on helmets for extra protection of face, ears, neck and shoulders while participating in PCASA activities.
5. Members are encouraged to wear long sleeved shirts and collars.
6. Maximum use should be made of existing natural shade. Where natural shade is not adequate, PCASA, Zones and Clubs should endeavour to use portable shade structures for activities.
7. PCASA endeavours to promote sun safety in a positive way through newsletters, written literature, in education programmes and over PA systems.
8. PCASA encourages trainers, coaches, officials and members in prominent positions to act as strong role models, making use of all sun protection available.
9. Officials and carers will endeavour to constantly revise and upgrade sun protection measures.

SECTION B PARENTS AND GUARDIANS

Parents and Guardians of members participating in PCASA, Zone and Club activities should be shown the PCASA Sun Safety Policy and encouraged to comply with the policy.

Parents and Guardians are encouraged to:

- provide high SPF Broad Spectrum Sunscreen for their child.
- promote sun protection behaviour to their child.
- provide correct 100% UV filtered sunglasses for their child if providing glasses.
- purchase sun safe protective uniform and extra sun safe protection for head.
-

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.2 ALCOHOL POLICY

The Pony Club Association of South Australia Inc., is a youth movement and is obligated not to encourage the consumption of alcohol. Coaches, officials and parents should be aware any time they consume alcohol of the example they set.

1. The consumption of alcohol by officials and riders is prohibited for eight hours prior to and during the event.
2. The consumption by others at an event should not be encouraged.
3. Underage drinking of alcohol is not to be permitted.

At other times, such as the completion of the day's activities alcohol may be consumed by legally-entitled persons but with due regard to responsible behaviour and the safety and care of riders and teams.

PCASA chaperones and coaches should not consume alcohol during the period they are responsible for Pony Clubbers.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.3 SMOKE-FREE POLICY

Rationale: The Pony Club Association of S.A. Inc. recognises that passive smoking is hazardous to health and that non-smokers should be protected from tobacco smoke.

Accordingly, the following policy devised by PCASA applies to all members State, Zones and Clubs, venues/areas. This policy applies to all members, administrators, officials, coaches, riders and visitors of the Club, Zone and State.

POLICY ON SMOKING

The PCASA policy requires

1. Administration, dining, eating and office areas to be smoke free.
2. Change rooms and toilets to be smoke free.
3. Cigarettes not to be sold (including from vending machines).
4. Smoking not to be permitted in indoor spectator viewing and riding areas.
5. Hiring out venue to be smoke free.
6. Outdoor spectator grandstands and seating areas to be smoke free.
7. All social functions (including junior events, competitions, dinners, fund raising events, meetings) of the organisation to be smoke free.
8. Coaches, trainers, volunteers and officials to refrain from smoking while they are acting in an official capacity.
9. Riders to refrain from smoking while in uniform.

NON-COMPLIANCE

Noncompliance with this policy will result in disciplinary action being taken by the Club/Zone or State disciplinary committee. Note: Non-compliance could place the Association in jeopardy for Government funding.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.4 CODES OF BEHAVIOUR

Riders

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official at a suitable time.
3. Control your temper. Verbal abuse of officials and sledging other players, 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 performances whether 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 instructor, 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 instructors.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents

1. Remember that children participate in sport for **their** enjoyment, not 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 a mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
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. Respect the rights, dignity and worth of every young person 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 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 overemphasise 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 emphasises 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. Modify rules and regulations to match the skill levels and needs of young people.
2. Compliment and encourage all participants.
3. Be consistent, objective and courteous when making decisions.
4. Condemn unsporting behaviour and promote respect for all opponents.
5. Emphasise the spirit of the competition rather than the errors.
6. Encourage and promote rule changes which will make participation more enjoyable.
7. Be a good sport yourself. Actions speak louder than words.

8. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
9. Remember, you set an example. Your behaviour and comments should be positive and supportive.
10. Place the safety and welfare of the participants above all else.
11. Give all young people a “fair go” regardless of their gender, ability, cultural background 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.
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 just-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 a physician when determining whether an injured rider is ready to recommence training or competition.
10. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles 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 player’s skill development.
12. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.5 MEMBER PROTECTION POLICY (amended 2014. Vol.6 by PCA)

RATIONALE AND PURPOSE

1. The Pony Club Association of South Australia is committed to fair and safe play in Recreational Equestrian Sport.
2. The Pony Club Association is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity, and where children are protected from abuse. The Pony Club Association will not tolerate behaviour which constitutes abuse, discrimination or harassment under any circumstances and will take disciplinary action against anyone who breaches the Member Protection Policy. **Includes child protection and Social media Policies**
3. This Member Protection Policy aims to provide the best possible environment in which its members, service providers and employees including volunteers, of Pony Club Association can excel and discharge their responsibilities to ensure the peak performance of all teams, competitions and programs.

Pony Club Australia amended the National MPP in 2014. Vol.6 of which all Associations are bound

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.6 DISCIPLINARY MATTERS – A GUIDELINE

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 PCASA 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 talk 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 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” every opportunity to defend himself. Similarly, just because the 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 (for example, 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 his 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 suspensions 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 (for example 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 the PCASA on a confidential 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, instructors or club officers who need to know the penalty should be informed.

Where in doubt as to what should be done, seek the advice of the senior executive of the PCASA. 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 other’s company. We operate far better in an environment of tolerance, harmony and goodwill.

We hope that this will be of some help to you in the onerous task of administering discipline.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.7 ANTI-DOPING POLICY(PCA National policy applies as well)

This policy is adopted by the PCASA and its members consistent with its obligations to the Pony Club of Great Britain to adopt and implement an anti-doping policy that conforms with the Code. In so doing the PCA commits to the purposes of the World Anti-Doping Program and the Code, namely

1. to protect athletes' fundamental right to participate in doping-free sport and thus promote health, fairness and equality for athletes worldwide; and
2. to ensure harmonised, coordinated and effective anti-doping programs at international and national level with regard to detection, deterrence and prevention of doping.

The fundamental rationale of the Code and of this policy is the preservation of the spirit of sport, namely the celebration of the human spirit, body and mind that is characterised by the following values:

1. Ethics, fair play and honesty
2. Health
3. Excellence in performance
4. Character and education
5. Fun and joy
6. Teamwork
7. Dedication and commitment
8. Respect for rules and laws
9. Respect for self and other participants
10. Courage and community solidarity.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.8 GENERAL CLUB SAFETY CODE OF PRACTICE

1. All riders must pay at least the insurance component of their subs before mounting a horse. This includes visitors to the club. Different clubs will have different policies regarding the balance of the payment of subs.
2. The club grounds gate must be kept closed at all times during rallies.
3. All cars with floats and trucks must park in the designated area. Cars which do not have floats attached must park in a separate designated area.
4. Horses must not be tied to a float unless the float is attached to a vehicle. All horses should be tied to string or if this is not appropriate, the horse must be put in a yard.
5. Riders must walk their horses at all times while in parking areas.
6. Horses and livestock should not be "free run" in Pony Club grounds during riding activities and rallies.
7. If the club policy permits dogs to be on the grounds, dogs must be restrained at all times and under the care of a responsible person.
8. All clubs must have a current qualified basic first aid officer present at each rally and strongly recommend that a qualified basic first aid officer be present at working bees.
9. All clubs are required to have a safety officer – please refer to your rulebook.
10. The PCASA General rules contain a number of policy documents. It is the responsibility of the club to ensure that members are familiar with the content of these policies.
11. Any items hazardous to the safe progress of a rally, for example, bikes, footballs etc are not be used around horses.
12. All rubbish must be disposed of appropriately.
13. Any damage to facilities must be reported immediately to the appropriate person as this could become a safety issue to other members.
14. Young non-riding children must be closely supervised by an appropriate adult at all times while on the grounds.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.9 INSTRUCTION POLICY

ALL CLASSES

1. Riders below “B” certificate level must have a gear check before they warm up.
2. Riders below “C” certificate level must be supervised during their warm up.
3. It is strongly recommended that all instructors and coaches have a current first aid certificate.
4. The following maximum numbers for classes/class times are recommended:

ABILITY GROUP	MAXIMUM RIDERS	MAXIMUM TIME
Riders under 8 years	4 riders	45 minutes
Working for D and D Star	4 riders	1 hour
Working for C	6 riders	1 ½ hours
Working for K	4 riders	1 ½ hours
Working for B	2 riders	1 ½ hours

5. Riders must ask permission from their instructor/coach to enter or leave a lesson which is in progress. Riders entering or leaving a lesson must do so at the walk.
6. When leaving a class
 - a) Older riders (10 years and over) should dismount, run their stirrups up and lead their horse.
 - b) Younger riders (under 10 years) should ride at walk to their float rather than leading their horse as they can easily get pulled under the horse. The inexperienced rider should always be accompanied by an adult when riding back to their float.
7. Riders moving from one class to another must do so at the walk.

JUMPING

1. All jumping activities must be supervised by an appointed person.
2. All inexperienced jumping riders should use a correctly fitted neck strap for jumping because:
 - a) it prevents the rider from getting their upper body too far forward over a fence, thereby getting in front of the movement and unbalancing the horse
 - b) it prevents the rider from getting left behind, pulling on the horse's mouth or banging down on the horse's back
3. Classes should be kept small (preferably 4 riders or less) and riders should work individually rather than following each other.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.10 LUNGING POLICY

Lunging at ALL pony club activities and grounds.
This applies to anyone using any pony club grounds any time.
You must be 14years and over to lunge a horse at Pony Club.
EFFECTIVE 30/9/2013

EQUIPMENT

All equipment must be in good repair.

1. The lunging cavesson must fit snugly around the horse's nose. If it slips it may rub the eye. The noseband should be quite tight and preferably have a jowl strap attached level with the eye that holds the cheek piece away from the eye. It should be fitted as low as possible and still remain clear of the soft area of the nostril. This allows more leverage on the horse's head and hence better control.
2. The lunging whip should be light and well balanced.
3. The lunging rein should be made of cotton webbing or nylon, and be approximately 30 mm wide and 10 to 11 m long. The loop in the end should be knotted or stitched closed. There should be a swivel hook at the other end.
4. The horse must be fitted with appropriate equestrian boots on all four legs.
5. The handler must wear an approved helmet with the chin strap done up.
6. The handler must wear approved boots.
7. Spurs must not be worn
8. Jewellery is not permitted.
9. Gloves are essential to prevent rope burn, and as a general safety measure.
10. Only one person at a time to lunge the horse.

AREA TO WORK IN

1. Ideally, the lunging area should be a circular yard with radius of 7.5 m to 10 meters. It should be enclosed by a strong fence with nothing protruding on the inside. The working surface should be even and non-slippery. If a round yard is not available, any small rectangular yard will do provided it is safe and has a good surface to work on.
2. Lunging is not allowed in an area where horses are being ridden.

For further info see "K" notes.

Signing Off:

President.....Print name..Greg Bailey

Date...30/11/16..Name of Club...Pony Club Association of SA. Inc.

This policy or code is set for review every twelve months by Pony Club Association of SA Incorporated.

2.11 LED RIDERS POLICY

1. The lead rein should be attached to a well fitted head collar or halter or to the cavesson noseband of a bridle. The lead rein should be less than two metres in length.
2. The leader should be positioned level with the girth so they are within reach of the rider. If the leader runs out in front of the pony and the rider starts to fall, the leader will not be able to reach them in time. The lead should be held the hand furthest from the horse to ensure that the hand closest to the horse is free to catch the rider.
3. The leader's job is as a safeguard should things go wrong. It is expected that the child will attempt to steer and stop their pony themselves with backup from the leader when necessary. Remember the goal is to get the rider to ride independently as soon as it is safe to do so.
4. The leader must concentrate on the pony and rider at all times.
5. The leader must wear appropriate boots, gloves are recommended.
6. It is strongly recommended that led riders also have grass reins as these will help the rider to control the pony.
7. It is important that the above applies to competition as well as to training. A child should not be led just so they can win.
8. Organisers should choose appropriate competitions for led rein classes.

THE SHOW RING

Where possible separate led and non-led riders into separate classes. Where it is not possible to separate led and non-led, led riders should not place over non-led riders. Led riders should not be asked to trot as a group or to canter.

MOUNTED GAMES

Where possible separate led and non-led riders into separate classes for competition. Where it is not possible to separate led and non-led, led riders should not place over non-led riders.

JUMPING

Jumping is strongly discouraged for led riders as the led rider does not have the balance to go with the movement when the horse actually jumps.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.12 FALL OF RIDER PROTOCOL

1. Fill out fall of rider form in full.
2. Advise rider of concerns/dangers before they re-mount.
3. Advise rider to report any symptoms to instructor/other person at rally immediately.
4. Advise rider that they do not have to complete the lesson/rally if they feel ill.
5. Advise Guardian of fall and its dangers.
6. If a guardian is not present, notify president, committee members etc and phone guardian.
7. Advise First-Aid Officer
8. Note in Incident Report Book (even if the fall does not result in injury).
9. Attempt to arrange an alternative form of transport home if the rider has ridden to the rally.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.13 HOT WEATHER/EXTREME POLICY

Rationale: The Pony Club Association of South Australia Incorporated has a duty of care to the health, comfort and welfare of **all** members, volunteers, officials and to the equine members of the organization.

This policy has been adopted to assist clubs/Zones when organizing rally days /Events or Functions to be aware for the need of shade and plenty of water for both human and equine participants.

In the event that the local radio or TV station broadcasts the evening before the rally day is to commence the weather is to be in excess of 35 degrees Celsius the rally **will** not be held between the hours of 11 am and 4 pm.

Clubs may wish to program an early morning or evening rally to compensate for the day time if resources permit.

Check: www.bom.gov.au/sa/ if unsure of conditions in your area.

Signing off:

President.....Print name...Greg Bailey

Date:..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

2.14 EMERGENCY PROCEDURES POLICY

Rationale: The Pony Club Association of South Australia Incorporated recognizes that there are occasions when in extreme circumstances there is an emergency involving riders, horses and anyone participating in a Pony Club organized activity. PCASA has a duty of care and is committed to the health and welfare of **all**.

1. Chief Steward, Marshall for each discipline, coaches or rally coordinators and any person/s appointed by the Organizing committee are responsible for the following in the event of an accident occurring at a Pony Club organized activity:
 - 1.1 Depending upon activity. Stop activity or ensure that accident scene is safe for emergency personnel to work.
 - 1.2 Call for first aid or vet, whatever the occasion calls for and remain until qualified personnel arrive.
 - 1.3 Ensure onlookers or persons not involved stand well back and do not become a hazard to emergency personnel. Persons not complying with the request and becoming a hazard will have their details taken and a report given to organizers of the activity and a copy sent to State Office.
 - 1.4 Advise PA personnel to call for onlookers to stay back and let authorised personnel do their job.
 - 1.5 Once scene is clear and safety restored, recommence activity if stopped.
2. Appointed Personnel: (By person in 1.)
Ensure free path for any emergency vehicle to get to scene.
3. Fill in incident book for State records and forward top copy to State Office as per instructions.

Signing off:

President:.....Print Name: ..Greg Bailey....

Date: 30/11/2016..... Name of Pony Club Association of S.A. Inc.

This policy/code is set for review every 12 Months by Pony Club Association South Australia Incorporated.

2.15. GRIEVANCE POLICY

Standard Australia assisted policy.

Signing off:

President.....Print name...Greg Bailey

Date..30/11/16.....Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

FOUND AT REAR OF PCASA RULES IN LOOSE FORM FOR REPRODUCTION IF AND WHEN REQUIRED.

FALLS CHECK LIST AT REAR OF RULE BOOK FOR EASE OF REMOVAL, COPY AND USE.

SOCIAL MEDIA POLICY and CHILD PROTECTION POLICIES

Please refer to the National Member Protection Policy 2015.

PCASA RIDER DEVELOPMENT PROGRAM.

PCA NATIONAL CHAMPIONSHIPS INFORMATION 2017.
Can be found at the rear of this rule book.

2.16. ABUSE OF HORSE OR PONY POLICY

PCASA has a duty of care, not only to Riders, Spectators, Officials and Volunteers, but to the Horses and Ponies in our Organisation.

ANY ABUSE OF THE HORSE OR PONY WILL NOT BE TOLERATED

1. ABUSE

Abuse can be defined as intentionally acting in a way that may cause pain or unnecessary discomfort to a horse or pony.

An act of abuse can be any of the following:

- to whip or beat a horse/pony excessively
- to use spurs, or to jab the horse/pony in the mouth with the bit, excessively or persistently
- to compete/ride using an obviously exhausted, lame or injured horse/pony
- to abnormally sensitive any part of a horse/pony
- to leave a horse/pony without adequate food, drink and exercise
- to subject a horse/pony to any kind of electric shock device
- to 'rap' a horse/pony anywhere in or outside the grounds or the event

2. WHIP - ABUSE

The use of a whip must be

- For a good reason
- At an appropriate time
- In the right place
- With appropriate severity
- The whip must only be used either as an aid to encourage the horse forward or as a reprimand

As an aid to go forward

- The appropriate time is when the horse/pony is reluctant to go forward under normal aids of seat and legs
- The whip should be used behind the rider's leg
- It must never be used 'over-arm', eg whip in the right hand being used to the left flank
- **The use of a whip on a horse's head or neck is always excessive use**

The whip must never be used to vent a rider's temper – any use for such a

ABUSE OF THE HORSE or PONY Policy

reason is automatically excessive and therefore entails elimination/disqualification.

As a reprimand

- The only appropriate time is immediately after a horse has been disobedient, eg napping, refusing (but not after elimination, when it will always be excessive)
- The whip should not be used after a horse has jumped the last fence on a course
- As a reprimand only, a horse may be hit hard
- **It should never be hit more than three times for any one incident and**
- **If the horse is marked by the whip, eg the skin is broken or there is a weal – the use of the whip is excessive**

3. SPUR - ABUSE

- **Spurs must not be used to reprimand a horse** – such use is always excessive
- **Any use of Spurs that results in a horse being marked by a Spur** –is always excessive

4. BIT - ABUSE

- **The bit must never be used to reprimand a horse**, i.e. jabbing the horse/pony in the mouth with the bit, excessively or persistently
- Any such use is excessive.

Policy to be reviewed annually by PCASA.....President...30/11/16.....Date



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