

PART.G 3

MEMBERSHIP

3.1 MEMBERS

3.1.1 AGES OF MEMBERS

Age of members will be determined as at the 1st January of each year.

3.1.2 JUNIOR MEMBER (green card)

A Junior Member is a rider under the age of 17 years.

3.1.3 ASSOCIATE MEMBER (green card)

An Associate Member is a rider of the age of 17 years or over and under the age of 21 years.

3.1.4 SENIOR MEMBER (green card)

A Senior Member is a rider of the age of 21 years or over and under the age of 26 years.

3.1.5 CLUB ADULT PONY CLUB MEMBER (yellow)

A rider 26 years of age and over who wishes to join or remain with the Club, will be known as an Adult Member and may take part in any Pony Club Competition where there is a class for their age group.

3.1.6 CLUB SOCIAL MEMBER (non riding)

A non riding club member of any age of which a fee will be paid to the state office per annum. (to be determined)

3.1.7 ELIGIBILITY OF COMPETITOR

Competitor means qualified mount and rider.

3.1.8 STRAPPER/GROOM (riders without horses)

A member of any age who doesn't have a horse but joins to be able to be part of a Club and to prepare for efficiency levels to C standard in theory only until becoming a full riding member.(can only have three rides per year)

3.1.9 STATE AFFILIATION ADULT (orange and or white card)

State affiliated riders (orange card) can only compete in ODE's. For further information, refer to "Event Rules" pg. 79 PART O7.

3.1.10 POLICE CHECKS

All members working with children MUST have a police check by law and if refuse, need to be removed from contact with children immediately and if a coach their certificate is cancelled. Reported to PCASA for action.

3.2 REGISTER

Each Club shall keep a register of all members (including Committee, Instructors, Volunteers etc.) which must show name, address and for riding members, the date of birth. The Register must be available for inspection at any time by a visiting Official. Clubs must keep a complete attendance roll for all rallies.

3.3 BEHAVIOUR

All Pony Club members shall at all times behave in a manner befitting the Pony Club Movement. In the event of a complaint being made either in the member's conduct or cruelty to their mount, the member's Club or Zone Committee shall handle the said complaint.

Misconduct at a Pony Club competition shall be handled by the Disputes Committee for that competition. If further action is necessary a report is to be made to Head Office for the consideration of the Executive Council.

3.4 UNIFORM

The uniform of a Pony Club consists of a shirt, tie and V-neck jumper in Club colours, jodhpurs and regulation riding boots. An approved helmet must be worn at all times. Uniform must be worn for all Pony Club competitions and official functions. Jumpers may have club emblems on them provided permission is sought from the PCASA. Summer dress shirt and tie.

Club colours must be approved by the PCASA Executive. Similarly, any changes to existing colours must have approval.

Body protectors are optional and may be worn either under or over uniform.

State championships whenever possible a zone uniform to be worn.

Showjumping: For show jumping events, full Pony Club uniform must be worn when walking the course.

Team of Four Ride On The Flat: Full Pony Club uniform. Refer to turnout guidelines see SC 2.0-2.4 pg 104

Cross Country: For the Cross Country phase of One Day Events, Club approved sporting tops (ie. Rugby shirts) or T shirts may be worn. Hat silks may be worn.

3.4.1 STATE UNIFORMS

For interstate competition, members of state teams shall wear the following uniform:

Riding Uniform:

Beige Jodhpurs, White Shirt, State Tie, Red Jumper with State Flag Emblem (sewn on left side)
Long or short boots depending on requirements.

Walking out uniform:

Red Jumper, White Shirt

Girls: Navy Skirt (Serviceable Type) with appropriate hosiery, State Scarf

Boys: Grey Trousers, State Tie

Informal Dress:

State Rugby top with jeans.

3.4.2 RIDING BOOTS

The approved PCASA boots are either elastic sided jodhpurs boots, fully soled, or long equestrian boots. (Cuban heels are acceptable). Materials should preferably be leather although synthetics have approval. Light treads and other patterns on the sole which provide an overall 'smooth' feel are permitted. Zip up, short boots with elastic sides are also allowed.

Leggings (chappettes) are permitted for rallies and training days and limited competitions (not allowed at state championships and nationals) The chappette must match the black or brown boot of the rider.

All leather gaiters which are part of a boot system are permitted provided they are the same colour as the boot.

Leather gaiters with suede insert of the same colour on the inside are also permitted. Lace up short riding boots may only be worn under gaiters.

3.4.3 HELMETS

Please note the EN1384 will be phased out over the next 6 months

Helmets conforming to Standard ASNZS 3838, EN1384 2015 or earlier.. (less than 5 years old), or ASTM F1163 or VG1 **must** be worn at all times when mounted and must be correctly adjusted and fitted. When a rider falls and hits their head, it is strongly recommended that the helmet be discarded immediately as it may be damaged. (Passed at the National meeting, Nov. 06, re helmets. That, members consider ASNZ 3838 when buying a new helmet in the interest of safety) **Approved** helmets must be replaced five years from date of manufacture or five years from date of purchase. All riders must have a helmet card/tag.

Event organisers must accept helmet card until 31st December 2018. Helmet tags will be compulsory from 1st January 2019.

BEWARE: Borrowing or purchasing a second hand helmet may not fulfil the above new ruling.

Helmet cameras are **NOT** allowed in any Pony Club activity.

3.4.4 SASHES

In the case of two Pony Clubs with the same or similar colours competing against each other, the Club whose colours have been registered for the least time should wear a distinguishing sash. A Sash **must** be 75 mm in width, and worn diagonally over the **right** shoulder and extend to the base of the jumper.

3.4.5 HAIR

Any rider with long hair **must** fasten it up in a hair net or plaits to avoid obscuring a rider's Body Number.

Pushing plaits and pony tails down inside the Body Number is not good enough as they **will** come out while riding.

3.4.6 JEWELLERY

Earrings and/or exposed jewellery e.g. Necklaces, Chains, Bracelets **may not** be worn.

Exception: Medical information bracelets may be worn.

Also, Asthma medication must not be taken away from riders.

3.5 ATTENDANCE/PERFORMANCE CARDS

EACH COMBINATION is required to have an attendance card. The Secretary of the Club must apply for a card for each combination within three months of attending their first rally. The Club Secretary issues an application form for attendance cards, as soon as the rider is assessed and graded, and signs the form confirming the rider's financial status. The Secretary fills in the form and gets it signed by the Club Chief Instructor/Zone Chief Instructor who will grade the combination for eventing, showjumping and dressage where applicable. Cards will be processed within a two week time frame. Cards **will not** be processed urgently and all application must be to state office.

Dressage card to be light blue and must be presented in conjunction with their attendance card and only issued to registered pony club members.

Combinations who participate in mounted games only, or where the rider is too young to compete, need not be graded for eventing, showjumping or dressage. Non-graded cards can be green or yellow and are for those riders who do not wish to be graded and only want to compete in mounted games, or want a card for attendance recording.

The Club Secretary then sends the form to the registrar who allocates a number, issues a card and records the information on computer. Green cards are for those riders up to the age of 26 years and may be graded for

eventing and showjumping. Yellow cards are for those riders 26 years and over and may be graded for eventing, showjumping and Dressage or Mounted Games.

When issued, cards will show the rider details including name, address, date of birth and club, and horse details including name and description. The current grading and number of points carried by the combination will also be shown. The Registrar returns the card to the Club Secretary to be signed by the Secretary, President and Treasurer as required by the Association rules. This card must be produced on request.

At the beginning of each financial year, the **financial status** of riders must be confirmed when subscriptions are paid. This section of the card must be signed by the Secretary or Treasurer. Clubs may be sent an annual return to remove unfinancial members, and to remove horses no longer connected with particular members, if possible attach relevant cards.

Attendances at rallies must be signed by the Club President **or** the Club Secretary **or** designated Roll or Card Secretary. In the latter case, this must be noted at the bottom of the card (“Secretary’s Signature” should be replaced with “Card Secretary’s Signature”.) Attendances may only be signed by the above card signatories.

3.5.1 REPLACEMENT CARDS

All requests for **replacement cards** must come from the Club Secretary. When a card is full, the Club Secretary sends the card to the registrar with a note of any address update. The new card will be returned to the Club Secretary. **Lost cards** are replaced using the information stored on the computer together with the club’s attendance records.

3.5.2 TRANSFERS OF CARDS

Refer to 3.7 (8) (9)

3.5.3 COMPETITION

All performances carrying grading points must be marked on these cards. Attendance/Performance Cards **must** be presented by the competitor to the organising body **prior to the commencement of all Pony Club competitions and held for the duration of competition.** Organisers of events are encouraged to provide classes for all age groups. Cards will be checked on receipt for qualifications, grades and financial status. Cards will be returned on completion of the competition. They will be endorsed for all place-getters and upgraded where appropriate by the organising body's Secretary. Riders **MUST** have a card before applying on an entry form for an event. Entry form to carry do you have a current performance card for this horse Y/N if yes add card number.

NO PONY CLUB CARD, NO RIDE AT ANY ORGANISED PONY CLUB EVENT/FUNCTION.

Any rider who does not produce a current Attendance / Performance Card will not be permitted to compete.

3.5.4 INTERSTATE CARDS

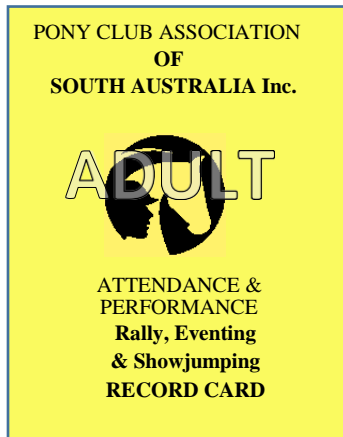
Interstate attendance/performance cards with appropriate qualifications for the home state will be accepted for South Australian competitions.

ATTENDANCE/PERFORMANCE CARDS

Green
Riders under 26yrs for rallies, & Eventing and Show jumping



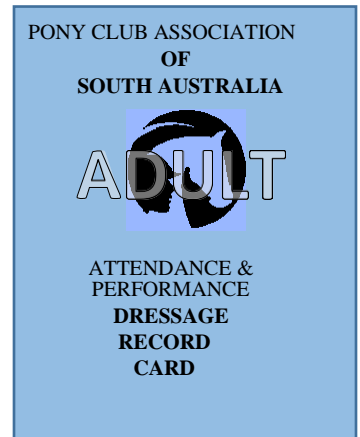
Yellow
Riders 26 yrs & over for rallies, Eventing and Show jumping



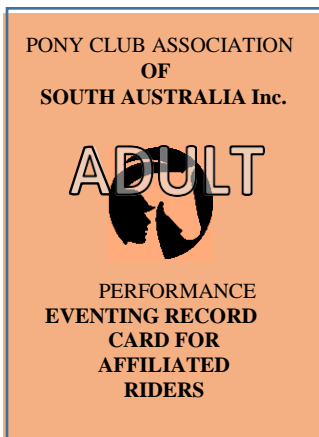
Blue
Riders under 26 yrs for Dressage



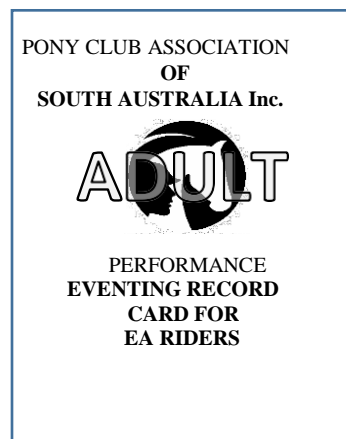
Blue
Riders 26yrs & over for Dressage



Orange
Riders 26yrs & over who are not members of a Pony Club and wish to compete in Pony Club ODE's only. Known as State Adult Members



White
Riders 26yrs & over for EA members wishing to compete in Pony Club ODE's only



3.6 ATTENDANCE QUALIFICATIONS/RALLIES

All competitors in Pony Club competitions must be qualified except state adult riders. It is necessary to attend four rallies and complete a minimum of one hour's instruction at each rally. The four qualifications must be obtained in the 12 months preceding the event.

Home qualifications are those that a combination gains at rallies held by the club of which they are a member. Two qualifications **must** be home qualifications. The other two **may** be **supplementary qualifications**. Supplementary qualifications **must** be marked on the attendance card in red. The combination must obtain at least one home qualification so the combination can be graded and a card applied for, before any supplementary qualifications are sought.

Members shall belong to one Club only, but when absent from their Home Club for an appreciable time and by an appreciable distance, for example through employment or studies, they may apply to become honorary members of another Club and compete in that Club's competitions. They may, with the written approval of their home club, compete at Zone inter-club events at which their home club would not normally be present. *This will apply to interstate members temporarily resident in South Australia.*

A rider may obtain qualifications on two horses at a rally, provided at least one hour's instruction is obtained on each horse.

No more than two qualifications per combination will be obtained in any five day period and no more than one qualification per combination can be obtained per day.

Rallies must be conducted by persons authorised by the Committee of the club concerned at a venue approved by the committee and must be open to all members of the club. *(If the venue is not the club's home ground, the landowner may require an Insurance "Certificate of Currency". Forms are available from the PCASA office.)*

1.6.1 SUPPLEMENTARY QUALIFICATIONS

The combination must hold a Pony Club Attendance/Performance Card with one home club attendance endorsed upon it before any qualifications of this nature are granted.

- (a) Guest qualification by participating in another Club's rally.
- (b) Hunt organised and classified as a rally and that prior arrangements have been made with the Hunt Club concerned.
- (c) Zone camp training or rally.
- (d) Official PCASA State Squad **training** activities in any discipline.
- (e) PCASA organised certificate training.
- (f) Riding at PCASA organised instructor schools.
- (g) Attendance at "Preliminary Coaching to Pony Club" course, or a NCAS Level 1 course (age restrictions apply)
- (h) Helper qualifications - Riding members who are **asked** by their club committee to assist in the running of a rally, event or club function (which prevents them from riding on that day if riding is an option) may receive a qualification on a designated mount. The rider must have already received two mounted qualifications on that mount.
- (i) Riding in a Pony club class at a local show (must wear PC uniform)
- (j) Eligible riders may obtain any or all of their required qualifications by holding the position of designated First Aider for a specified rally after the initial two mounted qualifications (in order that the combination be graded)
- (k) Candidates sitting efficiency test above "C" "can get a qualification for sitting the examination – Must have two qualifications already

3.6.2 INSTRUCTION QUALIFICATIONS (THESE ARE HOME QUALIFICATIONS)

Eligible riders may obtain any or all of their required qualifications by instructing at a Pony Club rally after an initial two mounted qualifications (in order that the combination may be graded). To be eligible to obtain qualifications by instructing, a rider must be aged 15yrs & over. They must have been invited by the club to instruct, *and*

- (a) Hold an efficiency certificate above “C” level *or*
- (b) Hold a current “D” Instructor certificate (but will have to be 17 to hold this)

3.6.3 LOSS OF HORSE

In the unfortunate event of the death of a qualified Pony Club member's regular Pony Club mount, or if a rider loses the use of their qualified regular Pony Club mount through reasons beyond their control, two qualifications shall be transferred to the new combination upon application to the zone and written notification to the PCASA. Two home qualifications must be obtained before these two qualifications are added to the attendance card.

3.7 INTER CLUB TRANSFERS

All Transfers within the state must follow this procedure:

- (1) When a rider transfers from one club to another, the transfer procedure is mandatory unless the member has been unfinancial for a minimum period of twelve months.

For the purpose of transfer of any riding member or coach from club to club, all clubs involved in a transfer shall be regarded as if they are fully financial with the Pony Club Association of South Australia.

All transfers will be accepted without suspension unless either the surrendering or accepting club shows good cause why the suspension should be imposed.

- (2) All transfers must be applied for on Official PCASA forms which are available from Club Secretaries as well as from the Secretary of the Pony Club Association. It is the responsibility of the rider (or parent) to obtain these forms and fill them in.
- (3) Once the forms have been completed by the rider, they are lodged with the receiving (new) club.
- (4) Once approved by the receiving (new) club, the forms are lodged with the surrendering (old) club. The date which the receiving club signs this form is the date from which the transfer is effective and the date from which the suspension will apply (if applicable).
- (5) Once approved by the surrendering (old) club, the forms are lodged with the zone. If the two clubs concerned are not members of the same zone, the forms must be lodged with the surrendering (old) zone.
- (6) Once approved by the zone, the forms are lodged with the PCASA Office.
- (7) Once approved by the PCASA Executive, a copy will be returned to the surrendering (old) club, and a copy to the receiving (new) club. The original will be kept at the PCASA State Office.
- (8) An application for a new Attendance/Performance Card must be submitted to the PCASA office, with the old card attached, by the new club, after approval by the zone. Riders are advised to keep a photocopy of their old card, as evidence of financial status, until their new card arrives.

- (9) Members who transfer from one Club to another, regardless of suspension being waived or not, take note of the following- that riders who were members of their previous club for a period of 2 years or more are allowed to take 4 qualifications forward onto their transferred card. To be able to carry forward 4 qualifications onto their transferred card the member must have a minimum of 8 qualifications at their previous club in the preceding 18 months.
- (10) Coaches must also submit a transfer application form when transferring between clubs.

3.7.1 SUSPENSION

A member, while under six months suspension on transfer may not compete in a club team at a State Championship. Any rider who transfers for a second time within 12 months may be suspended by the PCASA (each case to be adjudicated on merit).

3.7.2 INTERSTATE TRANSFERS

For interstate transfers, a letter from the President of the surrendering club will be mandatory if interstate qualifications are to be recognised. The letter must state the name of the rider, their financial status, the registered names of their horses and the four most recent rally attendances for each horse. Once this letter is received, two qualifications for each horse may be transferred to the riders new card.

PART G4 MOUNTS

4.1 REGULAR PONY CLUB MOUNTS

A regular Pony Club Mount is a horse or pony which has been ridden by one member actively engaged in at least four working rallies of their affiliated Club during the twelve months immediately preceding the competitions concerned. Riders when they are show-jumping or Eventing training at Pony Club can only jump at or one grade above, the level the combination is graded at.

4.2 MEMBERS SHARING A HORSE

Two children sharing one horse at rallies may ride that horse in different events, provided that each child qualifies with the horse on four occasions. Where two riders are bona-fide sharing a horse, each may obtain a qualification on that horse at one rally (provided each receives at least one hour's instruction to qualify).

Each horse may only be ridden in a discipline by one rider on the day (for example, at a gymkhana, one rider may ride the horse in showjumping and another may ride in novelty events).

4.3 AGE OF HORSES

The minimum age of horses competing in Eventing, Jumping and Mounted Games is four years. If there's any horse younger than three years then the rider applies in writing to the Clubs Chief Instructor that they be allowed to attend

4.4 DANGEROUS MOUNTS, STALLIONS AND RIGS

Dangerous mounts, stallions and rigs are **not** permitted at Pony Club rallies or competitions.

4.5 GEARCHECKING

Horses and riders must be gearchecked at all rallies and competitions, including all phases of One Day Events. It is not the responsibility of the Gear Inspector to eliminate any member but to ensure that safety and fit of equipment is upheld at all times. Saddle clearance and boots in stirrups must be checked whilst the rider is mounted. All else may be checked mounted or dismounted.

Any member or Official of the day **must** report any incorrectly equipped competitor during competition to the Disputes Committee of the day. Pony Clubs must ensure that their riders are correctly equipped for competition or risk elimination from the competition.

4.6 MOUNTS IN COMPETITIONS

Competitors must ride their qualified Pony Club mounts. Once on the grounds on the day of competition, horses may only be ridden by their competing rider.

4.6.1 HORS CONCOURS

Riders accepted to enter a competition to ride Hors Concours need not have qualifications for that mount but must produce an attendance/performance card showing financial status for that combination. Riders 17 years and under need to have four qualifications as an event graded combinations to ride H/C at ODE's.

4.7 MOUNTS FOR CERTIFICATE TESTING

Combinations need two working rallies.

4.8 DOWNGRADING OF AN EXISTING COMBINATION

1. Application in writing for one grade lower is to be made to the member's club committee for approval. An application for a new card with previous card and the letter from the club attached to be sent to the state office for processing.
2. Application in writing for two grades lower to be approved at club level as above, and presented to the relevant zone for approval and then forwarded (with previous card attached) to state office for processing.
3. Applications for more than two grades to be considered as per above but forwarded to the executive council for approval.
4. All down grading of a combination will incur basic points for that grade plus one win.

4.9 GRADING OF A NEW COMBINATION

All new combinations must be assessed by the Club chief Instructor. Where there is no Chief Instructor at the members club then the club committee may then invite a chief Instructor from another club, the Zone Chief Instructor or a current Pony club Level 1 Instructor to assess the new combination.

Up grading of a combination can be done by Club Secretary, Chief Instructor or Zone Chief Instructor with relevant points for that grade or as a result of being pointed out into higher grade. Card to be endorsed accordingly, with initials of who upgraded.

4.10 SUBSTITUTE HORSE OR RIDER

Competition organisers are required to accept any substitute qualified (four Rallies) combinations provided that the following substitution rules are met. In the extreme case of inability to obtain a veterinary or doctors certificate, a declaration signed by the team manager and one other Club or zone official stating all circumstances and requesting a substitution will be considered by the event organising committee.

Where a member is unable to ride his/her mount through reasons other than veterinary or illness, application should be made to the PCASA Committee or Organising committee if at extreme short notice, for the decision on the substitution.

If the rider is unable to ride then the nominated reserve rider may be substituted on either the original mount or the reserve riders own qualified mount.

4.11 DOPING

It is forbidden, under penalty of elimination, to administer any stimulant, pain killer or sedative to a horse, or to cause one to be administered in any way whatsoever, with the object of influencing the horse's performance before or during a competition. The PCASA reserve the right to conduct swabs of any horse at random at any event or competition run under it's rules. (PCA National rules apply).

4.12 FALLS

An athlete is considered to have fallen when he/she is separated from their horse in such a way as to necessitate remounting or vaulting in to the saddle. With the exception of mounted games. Refer to falls check list at rear of this book.

PART G5 COMPETITION

5.1 RULES

All Pony Club competitions shall be run under the applicable rules published by the PCASA.

In the event of a situation in Pony Club competitions not being covered by a Pony Club rule, then reference should be made firstly to the appropriate EA rules and if not covered by those then FEI rules should be referred to.

Mounted Games will use PCASA rules for State competition and International Mounted Games Rules for all National and International competition.

A competition is deemed to commence from the time the competitor enters the grounds at the venue on the day of the competition.

Riders who do not present to an arena or start, when called twice, to commence their competition, will be given a 5 minute warning and if at the end of that time, do not attend, they will be eliminated from the competition.

In the absence of National competition rules being available, national competitions hosted by the PCASA will be conducted under South Australian rules.

5.2 PONY CLUB STEWARDS

A Pony Club Steward will be appointed by the Executive Council, from the list of persons approved, to officiate at all Pony Club ODE's and State Championships. They will be for the duration of the event.

PCASA Stewards will not alter, improvise or construct rules which do not come under PCASA, EA or FEI rules.

The Steward will be regarded as the **safety officer** for all competitions unless a special appointee is named.

All Pony Club Stewards must submit a written report to PCASA within fourteen days of each event at which they officiate.

DUTIES OF A PONY CLUB STEWARD

1. To inspect the courses and arenas, before they are shown to the riders, and to satisfy themselves that the technical details are in accordance with the Rules.
2. To satisfy their self that the course is fair.
3. They have the authority to instruct the Organising Committee and the Course Designer to make any alterations to the arena or to the course, or to any technical detail associated with the conduct of the competition that they consider necessary.
4. PC Steward has the authority to remove any horse/pony that is out of control at any stage of the cross country course.
5. PC steward must notify the rider of their three month suspension on the day for failing to leave the course once eliminated and notify the PCASA president immediately (PCASA office to notify all parties in writing within 48 hours)
6. To help the organisers in the conduct of the competition and endeavour to resolve problems wherever possible.
7. To advise the Disputes Committee and Appeals Committee (as the case may be) in relation to any dispute - particularly as to any rules which apply. The Pony Club Steward must not interfere in the decision-making process of the Disputes Committee and must not attempt to unduly influence its decision making.

5.3 PROTESTS

The protest must be lodged in writing to the event secretary (not the disputes committee) accompanied by the fee of \$ 50 (can be reviewed by the executive). Disputes on behalf of members of a team should be signed and lodged by the Team Manager. Individual Associate and Senior Members may lodge their own disputes. Individual Junior Members must be accompanied by a parent or responsible adult. Riders under the age of 18 years must be accompanied by a parent, or the adult who is responsible for the child on the day.

All protests must be lodged within thirty minutes of results in early phases, or ten minutes after final results. In the case of protests against the qualifications of competitors or horses, a protest must be lodged within 30 minutes of the posting of the dressage scores for that class. The thirty minute time limitation for the lodgement of protests does not apply to administration, clerical and computing errors, however all protests must be lodged within ten minutes of the posting of final results.

Protests are considered by the Disputes Committee. The fee is forfeited unless the protest is upheld.

5.4 STATE/ZONE TRAINING SQUADS

Any rider may apply to join a State Training Squad by completing the relevant State/Zone Squad Application form. The application must be endorsed by the rider's club and/or zone.

5.4.1 Forms on PCASA web site

5.5 STATE TEAM SELECTION

Riders wishing to be selected in a State Team must hold their "C" certificate by **January 1st in the year of competition**. Clubs are requested not to put undue pressure on examiners by expecting last minute testing of their riders. All riders selected for state squads must have four current qualifications and be considered by the selectors to be good ambassadors for the pony club movement.