

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.

All riding members joining between 1st July and 1st April pay the full affiliation fee, insurance fee & travel levy 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.

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 from another club to represent them in the event that they are unable to send a delegate from their club, 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 COUNCIL

The PCASA Executive Council consists of the President, 2 Vice Presidents, State Treasurer 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 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 Training Coordinator shall be appointed two year term at the first State Executive meeting after the State AGM in even numbered years on recommendation from CIP.
7. Zone Coordinators shall be appointed for a two year term at the CIP meeting following the appointment of the 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.

1.11.1 STATE TRAINING COMMITTEE

State training committee is made up of regional presenters who are appointed by the CIP every two years

1. Manage the training of Regional Presenters through either delivering the training or arranging the delivery of training by another with the assistance of the Training Coordinator.
2. Facilitate the accreditation of official course presenters to the standard required by the NCAS with the assistance of the Training Coordinator and report to the chair of CIP and State President out comes.
3. Conduct an annual NCAS update clinic for all coaches/Instructors with assistance from the Training Coordinator to help with the flyers, program, venue etc.
4. Conduct clinics for the NCAS Level 1 riding components.
5. Chair or deputy chair to attend Executive meetings.
6. Assist with compiling resource packs for clubs

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 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 reimbursed (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 Complaints Officer will undertake investigation of matters brought to their attention in a confidential manner and 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 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 10 and 11. (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 car park?
- 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 winding up.
- 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
2018	Mrs Diana Birmingham

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
2016	Not awarded
2017	Mrs Anne Hollick
2018	Mr Tim Moreton

Members may only receive this award once

