

Doongala Pony Club By-laws

Updated November 2013

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By-laws

- About By-laws
 - What are By-laws?

- (a) In accordance with the Doongala Pony Club Inc. Rules of Incorporation, the Committee of Management has by affirmative resolution established club rules as recorded in the Minutes and then published herein as By-laws.
- (b) These by-laws also contain commentary, which is endorsed by the committee of management.

1.2 Other Rules

The by-laws must be read in conjunction with and are in addition to, the clubs Rules of Incorporation and the Pony Club Association of Victoria Inc. (**PCAV**) rules of which members and clubs must abide.

1.3 Committee Rights

Notwithstanding these rules, the committee has the right to accept or reject membership applications, revoke memberships or alter these rules at its discretion in accordance with the Rules of Incorporation.

2. Introduction

2.1 Affiliation

- (a) Doongala Pony Club Inc. is affiliated with the PCAV, which comprises over 200 clubs allocated into geographical regions called **zones**.
- (b) Doongala Pony Club is part of the Southern Metropolitan Zone of Pony Clubs. The Pony Club organisation is world wide and affiliated with the Equestrian Federation of Australia (**EFA**) and the British Horse Society.

2.2 Aims

The Pony Club is a youth organization that shares a common interest in horses. We aim to:

- Encourage young people to ride and to learn to enjoy all approved types of sport connected with horses and riding.
- To provide instruction in horsemastership and to instil in members the proper care of their animals.
- Through this medium to promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline in the members.
- To affiliate with the Pony Club Association of Victoria.

2.3 Basis of operation

Attendance at a Pony Club is made available through a club Rally. There are many details that need to be organised to have a successful, smooth running club. Whilst there is a committee of management, the co-operation of both parents and riders is required to ensure the clubs overall success.

3. Membership eligibility

3.1 Age

Notwithstanding the DPC Rules of Incorporation and PCAV rules, for the purpose of assessing membership admissions, the following criteria applies: -

- Member applicants must be a minimum of 5 years of age before being admitted as a member.

4. Membership processes

4.1 Committee approval required

All applicants wanting to join the club must submit a completed and signed application form to the membership secretary for consideration by the committee. Subject to these rules and if the application is approved by the committee it will either:

- (a) grant immediate admission to the club upon payment of the relevant fee; or
- (b) allow the member applicant to be placed on a waiting list until a place becomes available in accordance with the following rules.

4.2 Annual renewal

- (a) The membership year follows the PCAV membership year 1 July to 30 June with fees due and payable in April.
- (b) Annual renewal of membership is not an automatic right. Annual written application is required with a fee as advised by the committee.
- (c) Upon receipt of the written application and applicable fee, the committee will consider re-admitting the member. Among other things, each family's performance, especially in regard to volunteer duties under rule 15.2(f), will weigh heavily in the consideration of each renewal application.
- (d) Existing members applying for re-admittance will have first preference before any on the waiting list.

NOTE: Associate memberships shall only be offered to existing members.

4.3 Resignation of Member

A member of the Pony Club who has paid all moneys due and payable by him to the Pony Club may resign from the Pony Club by first giving one months notice in writing to the Secretary of his intention to resign. Upon cessation of this one months notice the member ceases to be a member of DPC.

4.4 Membership waiting list

- (a) The waiting list is compiled in order of receipt of application and applicants are considered for admission noting the likely:
 - (b) grouping they will be appropriate for when a position becomes available.
 - (c) family or sibling applicant, in which case the family preference under rule 4.6 and sibling preference under rule 4.7 will take precedence.

4.5 Consideration of admittance

- (a) At anytime the group sizes permit, the committee may consider who on the waiting list may be admitted as a member, providing all family and sibling preferences are satisfied under rules 4.6 and 4.7.
- (b) The committee shall consider the applicants at or nearest the top of the waiting list with recommendations from the DC based on the: -
 - (i) current and future structure and balance of riding groups;
 - (ii) available resources and instructors; and
 - (iii) sound management of the club grounds.
- (c) Preference must not be given based on beneficial riding skills, family contribution or acquaintance with members.

- (d) An applicant, who was on the waiting list before 1 July and under the age of 5, may be considered for admission as a member under rule 4.4 notwithstanding they are under age 5.

4.6 Family preference

When a family with more than one member applicant becomes next in line on the waiting list under rule 4.4(b) and providing the entire member applicants are aged 5 years or above, they may all be admitted as members. However if any of the family member applicants are under 5 years of age, they must be placed on the waiting list in accordance with the sibling preference rule 4.6.

4.7 Sibling preference

Providing the family has fully paid any outstanding fees or accounts and is satisfactorily fulfilling the family responsibilities required under rule 15, sibling preference may be applied as follows:

- (a) applicants aged 5 years or above with family who are already riding members may be admitted without being placed on the waiting list;
- (b) applicants under age 5 with family who are existing riding members must be placed as near to the top of the waiting list as possible behind any siblings already waiting, until they reach age 5, at which time they may be admitted.

4.8 Declined Offer

- (a) Applicants who are offered membership and subsequently decline shall have their offer rescinded and the offer redirected to the next applicant on the list.
- (b) An applicant who has declined an offer shall, at the discretion of the committee, remain at the top of the list, be repositioned at a position deemed appropriate on the list or be removed from the list.

4.9 Forfeited Membership

- (a) A member forfeits his or her membership with non-attendance at three (3) rallies without the consent of the DC.
- (b) Any member who has forfeited membership and wishes to rejoin is required to reapply for membership. However:
- (c) if accepted by the committee, the applicant will be placed at the bottom of the membership waiting list and the sibling preference will not apply; or
- (d) if the forfeiting of membership was considered by the committee to be fair and reasonable special circumstances, examples of which may be illness or relocation for boarding school in which case, the committee may immediately admit the applicant or position on the waiting list at any higher level deemed appropriate and sibling preference may apply.

4.10 Membership fees

- (a) All membership fees are to be paid in full by no later than the 30th June of any given year.
- (b) The committee shall from time to time, determine the annual fee payable by each of its members with consideration of its obligation for PCAV and Zone fees. Fees must be collected in time to satisfy PCAV requirements.
- (c) The committee shall have discretionary powers to wave, vary or allow payment of the annual fee in instalments.

- (d) The committee has adopted the Auditors recommendations that no pro-rata fees are to be refunded to a member leaving the club.

5. The very inexperienced

5.1 Definition

- (a) The Very Inexperienced are riding members who are not yet able to display full control of their horse without the assistance of being led; or an enclosed arena; or with other horses; or who are unable to ride with sufficient balance. These are predominantly all safety issues for both rider and others around them.

5.2 Due Care

- (a) All very inexperienced riders must be led by a parent/guardian unless specific permission of the instructor is given.
- (b) Parents/Guardians are required to give due care to the safety of others in the very inexperienced class, as sometimes, ponies can cause quite a disturbance with other horses when working in confined areas and at close distance to others.

6. DC and Chief Instructor

6.1 DC

- (a) The District Commissioner (DC) is appointed each year by the clubs Committee and is responsible to the Committee, the Southern Metropolitan Zone and the PCAV.
- (b) The DC's role is to arrange and co-ordinate all rally requirements including all activities, set-up, instructor recruitment and instruction. Further, the DC is responsible for grading of all riders and their horses (combinations), safety issues and the general welfare of the members.

6.2 Chief Instructor

- (a) A chief instructor is not always appointed but when appointed, the chief instructor is akin to the DC's technical advisor and assistant.
- (b) The DC is usually not an instructor in their own right, nor does a DC have to have equestrian experience. Therefore, the chief instructor is the person that the DC can rely on as a source of equestrian knowledge and experience and someone who can instruct at all levels within the club. The DC consults with the chief instructor for advice on many issues to do with conducting the rallies, assessing rider combinations, safety issues and the welfare considerations of rider combinations.

7. Rally

7.1 When and what time

- (a) The Rally Year commences with the December rally and finishes the following November rally.
- (b) The second Sunday of each month, excluding January when we do not hold a rally and May when we defer to the third Sunday, is the designated riding day, which is called a rally. The day commences with gear check at 10am and activities from 10am to 3.30pm. Riders need to be ready for 10am. Rallies are organised predominantly by the club's DC.
- (c) Refer to rule 9 for more information regarding gear check.

7.2 Activities

The rally activities will cover a diverse range of equestrian skills - flat work/dressage, jumping, games, cross country, and anything else that can be thought of to provide a broad range of experiences, fun and education to the riders. Whilst due emphasis will be given to providing a solid foundation in the elementary areas of flat work and jumping, the aims of pony club are to provide broad experience, skill and enjoyment. Pony Club is not solely about instruction and certainly not about focusing on one area of riding.

Consequently, all riders are expected to participate in all activities. Pony Club is not designed for riders who want to specialise in one or two equestrian disciplines alone.

7.3 What type of horse is best suited?

- (a) The perfect horse! That is, one that willingly allows the rider to join in all activities without danger to horse, rider or others. The breeding is not relevant to pony club. It is only important that the rider and horse are safe and able to participate. This is usually evident in the horses temperament relative to the riders skill. Do they get along and can they have fun?
- (b) Parents are encouraged to look for horses with this in mind. Sometimes it is tempting to look for a horse that is young and inexperienced (green), that can grow up with the rider or alternatively, a horse that has demonstrated high performance with other owners but too advanced for the prospective rider. In both examples, care should be taken. Over time, many children have had their safety compromised, lost confidence and/or have become fearful of riding with such purchases.
- (c) Safety of both horse and rider not only takes into account the tack that is being used or the horse temperament but other issues too. As one such example, the height of horse and rider should be such that they are balanced and the rider is neither too big nor too small for the horse. Many other issues need to be taken into consideration but too many for this document. It is recommended that you discuss such matters with the club DC or an experienced instructor.

7.4 Uniform

- (a) Approved ASA safety helmet and boots must be worn by all riders when mounted.
- (b) The rider must also wear full club uniform within one (1) month of joining. The club has a uniform secretary who is able to handle your DPC specific requirements. Our Uniform shop is open from 9am – 9.30am on rally days.
- (c) Full uniform must be worn at all times at rallies, unless otherwise advised by the DC or with permission from an instructor. Shirts must be tucked in during gear check and activities. Coats or club spray jackets may be worn over the uniform for inclement weather.
- (d) Members must wear official DPC uniform items in combinations as follows:
 - (i) DPC black woollen V-neck jumper, shirt and pony club tie;
 - (ii) DPC Polo shirt with or without the all-weather jacket;
 - (iii) DPC Jodhpurs may be worn in the following colours: Banana, Cream, Black, White & Buff
 - (iv) Medical arm bands must be worn at all times whilst mounted at rallies or competitions. Also the medical card insert is colour coded to match your grading card and must be updated annually. You will not be permitted to

ride at rallies or competitions if you are not wearing an updated medical armband. These can be purchased from our Uniform Shop.

Please refer to your information pack for more specific information.

- (e) Stringent rules apply at competitions; members must refer to the PCAV Handbook of By-laws and the various competition rules for specific details.

7.5 Weather

- (a) Due to the bush location of our grounds and for safety reasons, Doongala Pony Club DOES NOT run a rally on a day officially declared a Total Fire Ban. Any rally cancelled due to a Total Fire Ban is a non-rally day. Doongala is not required to make up this rally and it will be entered into grading cards as 'no rally'. Neither the DC nor any other Committee Member will notify members that rally is cancelled, the onus is on the members to monitor the CFA website and news broadcasts should conditions be posing an imminent threat at the time.

Otherwise:

- (b) Rain, hail or shine the rally will proceed. Rallies will always commence regardless of weather conditions (excluding total fire ban days refer clause 7.5(a) above) so that attendance can be recorded. This is to allow riders to maintain their qualifying requirements for competition. If it is very wet or cold, riders should wear rain proof coats with uniform underneath. No rally will ever be cancelled due to inclement weather. If the weather is extreme, the rally may be shortened or have un-mounted activities in the club rooms.

8. Ground use

8.1 Access

- (a) The Doongala Pony Club grounds are situated at the foot of the Dandenong Mountains on 13 acres of land and bush. Our facilities are being upgraded on an ongoing basis and we are lucky to have a wonderful group of committed parents who understand that being a member means becoming involved and helping to become a part of the Doongala Pony Club community.
- (b) Only financial members of Doongala Pony Club (& Doongala Adult Riding Club) are permitted to ride on the grounds. No non-financial members are permitted to ride a horse on the grounds under any circumstances.
- (c) Keys to the grounds front gate are available for rental at a cost of \$50.00. Keys may only be obtained from the designated key holder (delegated by the committee) who will record your name and contact details in the Key Register. This \$50.00 is refundable upon return of the key to the keyholder. This key must be returned to the designated key person upon cessation of membership.
- (d) Pony Club gates to be latch closed whilst you are on the grounds and padlocked upon leaving.
- (e) Whilst attending rally, unless you are under instruction, you must ride or lead your horse no faster than a walk

8.2 Conditions of use

- (a) Another mounted member of either Doongala Pony Club or Doongala Adult Riding Club or an unmounted non-riding parent or friend must accompany riders when using the grounds outside of club rally.

- (b) Members are not permitted to ride a cross country jump higher than their current graded level and only permitted to jump one grade higher than their current graded level whilst under instruction at rallies.
- (c) Private lessons on the grounds are only permitted by qualified instructors who have been approved by the Committee.
- (d) Members under private instruction outside a rally day and by a Committee approved Instructor may not ride a cross country jump more than one grade higher than their current graded level.
- (e) Horses are not permitted to loiter mounted or un-mounted in front of the club rooms, the compound, the canteen or any designated car parking areas (with the exception of the float parking area).
- (f) For safety reasons no persons under the age of 15 is permitted inside the canteen either visiting or helping. Should a child under the age of 15 wish to speak to a parent/guardian who is inside the canteen they must do so through the windows or door or the parent must exit the canteen.
- (g) Any member wishing to use a coral must book the coral with the Roster Secretary who will enter your name against the coral number in the Coral Register. Upon completion of use all corals are to be cleaned of manure, rubbish and hay band. The corals will be checked at the end of each rally for cleanliness. Any member guilty of leaving corals dirty at the end of rallies/competitions/ clinics will not be permitted to use them at the following rally.
- (h) All manure, rubbish and hay band is to be picked up from around floats in the float car park.
- (i) No dogs are permitted on the grounds during rallies, competitions or clinics. The only exception to this rule is for bona-fide Seeing Eye Dogs.
- (j) Smoking is only permitted in the designated area where there are ashtrays provided. There is no smoking anywhere else on the grounds including cross country.
- (k) No member under the age of 18 is permitted to smoke on the pony club grounds or whilst out representing Doongala Pony Club. Any member reported smoking will receive written notification of a three month suspension. Any member offending for a second time will be notified in writing of their expulsion from the club.
- (l) No member's friend/family members under the age of 18 are permitted to smoke on the pony club grounds. Any member's friend/family member under the age of 18 reported smoking will be requested to leave the grounds immediately. (m) No student over the age of 18 is permitted to smoke whilst teaching is in progress (n) All members must observe and maintain these restrictions.

8.3 PCAV/DARC/EA registered members (non-DPC) allowed to ride on grounds for sale purposes

- (a) A member of DPC may allow a current registered member of Equestrian Australia, PCAV or HRC AV to ride a horse they own for the purpose of sale of a horse.

- (b) The DPC member must obtain the registration details of the EA/PCAV/HRCVA member before the person rides their horse on Doongala Pony Club grounds. The registration card must be sighted.
- (c) The registration details, along with the date and time must then be forwarded to the Secretary of Doongala Pony Club (doongalapc_secretary@yahoo.com.au).
- (d) The non-DPC member must only ride the horse in one of the enclosed arenas.

8.4 Lunging

- (a) Lunging must be performed by an adult person (18 years or over) at Doongala Pony Club grounds.
- (b) Horses must be lunged in the back arena, which is the smallest enclosed space we have available at present.
- (c) The arena must be vacant at the time of lunging, with no other horses or riders in the area. Should a DARC or DPC member be riding in the arena at the time, they may be asked politely how long they will be and indicate they are wanting to lunge their horse. The person wishing to lunge must wait until the arena is free and cannot demand the rider leave the arena, however the rider currently on the arena may then decide to ride on the large arena if available, but does not have to if they do not wish to.
- (d) Once a person is lunging a horse in the back arena, other riders must not enter the arena until that person is finished lunging their horse and has it back on a short lead and under control.
- (e) Under no circumstances are horses to be lunged any place other than the back arena.

Please note: This rule applies to Doongala Pony Club grounds outside of a competition or rally. There are different rules for PCAV competitions and rallies.

8.5 Car parking

Cars and floats must remain in the designated areas. All horses must be unloaded/loaded in the designated float areas.

9. Gear Check

9.1 Requirements

Requirements for saddlery and equipment (Gear Rules) are specified by the PCAV and the information is available from the PCAV web site or state office or by contacting our Secretary.

9.2 Why

- (a) Riders need to attend gear check for three reasons:
- (b) safety of the rider; and comfort and safety of the horse;
- (c) an award for best-presented horse and rider is given at the end of each year. This is scored progressively at gear check;
- (d) record attendance. If a rider intends to ride two horses at a rally, the second horse must be gear checked by the Instructor of that lesson, or the Gear Checker, or the DC prior to beginning the session.

9.3 Missed Or Late To Rally

- (a) Any rider who misses the 10am official gear check will not be scored for presentation. However, a gear check is still required before riding. Hence, the rider must present to the DC before attending any activity. Permission will then be given to join an activity. Riders are encouraged, as a matter of courtesy, to apologise to the instructor for being late. The need to inform the DC is a matter of not only courtesy but also importantly, safety and satisfaction of insurance requirements; and so that attendance may be recorded if eligible (also refer Leaving Early or Rally Early, Late Arrivals section below).

9.4 Unsafe or inappropriate tack or combinations

- (a) The DC is required to maintain due diligence with safety and procedures. This is a PCAV requirement. Consequently, the DC is sometimes placed in a position of having to make assessments about the condition and suitability of tack and combinations. On very rare occasion's, this may mean that a rider is not permitted to proceed past gear check or to the activities. Such a decision would be undertaken in consultation with the Chief Instructor and dismounting a rider would be avoided if at all possible. However: -
- (b) If a decision is made to dismount a rider, parents and riders are obliged to abide by the decision and seek to rectify the cause of the problem before the next rally.

10. Attendance

10.1 Leaving early, late arrivals

- (a) If a rider needs to leave rally early, the rider is expected to courteously inform the instructor and the DC not only as a courtesy but as a serious safety issue. The DC needs to know the whereabouts of all riders and parents/guardians at all times.
- (b) The need to arrive at a rally late or leave a rally early on a rare occasion is understood. However, regular occurrences will result in an absent attendance being recorded. This is because PCAV expects that attendance qualifications will be achieved by attending full rallies. Also, that it is unfair that frequently tardy members should be rewarded and qualify by comparison to the effort of their counterparts who attend all day. Certainly no more than two occurrences in a year will be accepted.

10.2 Parent/Guardian duty

- (a) It is a condition of membership that a parent or nominated guardian, be in attendance with their child who is 16 years or younger, at all times. Again, this is a safety issue. If a parent/guardian arrives with their child but must leave during the rally, another guardian must be appointed and accepted. A Guardian Register Book is open and available in the Club Rooms at every rally and must record the guardian details and acceptance of responsibility.

10.3 Absent riders

- (a) If a rider is unable to attend a rally, it is important to advise the DC prior to the day if possible. This allows the DC to plan the rally efficiently, especially when it comes to booking instructors, which cost the club money. Unnecessary costs to the club would want to be avoided if possible.

10.4 Un-mounted attendance

- (a) Riders, who cannot ride due to illness/injury of themselves or their horse, may attend un-mounted and receive 'un-mounted' attendance accreditation for their records. To be eligible, the un-mounted rider must be in full uniform and attend or help out in activities as directed by the DC. A un-mounted rally is a qualifying attendance rally for competitions.

11. Attendance records, rider and horse qualification

11.1 PCAV member card

- (a) The club maintains PCAV membership cards, which are used, for a riders proof of attendance for qualification or eligibility to ride in all PCAV approved competitions. The most important qualification is to have a minimum 50% rider attendance if under age 17 or 25% rider attendance of riders 17 and above; plus, two rallies on the qualifying horse. Our club has 11 rallies per year and 50% attendance means 6 rallies minimum and 25% means 3 rallies minimum.
- (b) Registration of attendance will be recorded on the riders membership card providing the following requirements have been met as a club requirement:
- (c) Members - a Member (under 17) must attend at least three (3) sessions of a rally to qualify for an attendance mark at that rally. However, only three (3) such 'short' rallies in a club year will be accepted. A Member will not be given a rally attendance for a fourth and subsequent 'short rally' in a club year; or
- (d) Associate Members - (17 and over) As only 25% attendance is required by the PCAV for Associate Members, a minimum of three full rally days will be required before any part days are acceptable. Thereafter, three half days only will be permissible in a club year; and
- (e) Qualifying a Horse - at a Rally:
- (f) the horse needs to be a minimum of four years old before being allowed to jump; and
- (g) the horse that is intended to be qualified must be presented to gear check and be ridden for at least three (3) sessions of the rally on the day. There is no obligation to ride only one horse at a rally. However, only one horse per rally may be qualified.

11.2 Grading horse and rider (combination)

- (a) Some competitions require grading of the rider and horses relative skill. There are several different grades for dressage, jumping, one day events and combined training days etc. A horse must have been ridden at two rallies before it can be graded. The DC is responsible for all grading decisions but may elect to consult the chief instructor or a panel for guidance as to the capability of the combination.

12. Awards and certificates

12.1 Awards - end of year

- (a) During the course of each rally, points are allocated not only for horse and rider presentation but also for rider application to activities. This does not mean that the best rider will always win but rather, the points are allocated on the basis of rider attitude, willingness, co-operation, demeanour and overall endeavour

towards each activity. These points are accrued throughout the year and winners are allocated accordingly. If you require more specific details of awards available, please refer to your information pack.

12.2 Certificates

The PCAV has a Certificate award system that whilst optional, is encouraged and included as part of the club activities. The Certificate system is designed to ensure that riders undertake elementary studies in both riding (horsemanship) and care of the horse (horsemastership). However, if a rider is 13 years of age and has been a member for two years, C certificate standard is required in order to compete in State or National competitions.

13. Parental interference

13.1 Parent coaching

- (a) Parents/Guardians are not permitted to coach riders from the sidelines. This is for several reasons. Firstly safety - distraction can be the biggest cause of mishaps. Then as a courtesy to the instructor - control of what is happening is required. The instructor may have a lesson plan or an approach that may be different to your way of doing things. This can be a new learning experience or point of view for the rider to consider.
- (b) Well-meaning parents are often the cause of stress and tension for the rider. Parents are often too keen to see their child progress and in doing so, may actually impede the child's ability to learn. The objectivity of an instructor, without parental assistance, is usually the best method of helping your child.

14. Gripes

14.1 Procedure

- (a) In running a club, it is hard to please everyone all of the time. Whilst the DC and committee do their uttermost to maintain complete satisfaction, we also recognise that this does not always occur. If you find yourself in such a position, for the sake of maintaining harmony, we would encourage you to discuss any concerns directly with the President or DC and refrain from talking around any problems as this only breeds dissatisfaction and undermines the efforts of the club unnecessarily.
- (b) If after a discussion with the President and DC, you are not satisfied, then feel free to direct your concerns to the committee in writing. Failing a satisfactory result, an independent grievance officer may be appointed to settle the dispute.

14.2 Grievances

The Committee will not take action on a verbal complaint only. A verbal complaint may be made to a committee member but must then be followed up in writing. It must be addressed to the Secretary. The letter may remain anonymous.

15. Parent/Guardian involvement

15.1 Specific Duties

As stated at the outset, there are many things to be organised at the club and the assistance of parents/guardians is a condition of membership and as defined below.

15.2 Equipment set-up and canteen duties

- (a) Each rally requires equipment to be set-up. Jumps, games equipment, bunting, dressage letters etc are all part of it. Each family is allocated to a setup team and is expected to fulfil their rostered duty. Set-up commences at 9.00 am SHARP on the day of a rally. Set-up also includes pack-up, which for some parts may happen during the rally but the main action will occur at the end of the rally. This same team system applies to the canteen. However, a different time system applies.
- (b) Additionally, there are special events throughout the year in which extra set up/pack up, marshalling, pencilling, ground maintenance etc., activities are required. Parents/Guardians are required to help as may be requested. These special events will include but are not limited to:
 - (i) working bees at the club grounds
 - (ii) internal competitions and clinics
 - (iii) external competitions and clinics as directed by Zone Representatives.
- (c) Each family can expect to be allocated various duties in the year plus special event requirements. If for some reason a family is not able to attend a rally or event on the day of the rostered duty, the family is required to make arrangements to swap duties with some one else who is on another team and they must notify the roster secretary. This should be done in advance and not left to the last minute. It is up to each family to be responsible for fulfilling their duties.

The club needs every family's co-operation, as set up and canteen duty are vital to the rallies success and fair distribution of the workload.
- (d) Inexperienced members must have a second person available to fulfil their family duties at rallies.
- (e) Failure to complete your family rally duties will result in your inability to ride at the following rally.
- (f) DPC takes each family's obligation seriously and expects that each family will honour their commitment. Consequently, the performance of parents/guardians in this regard is assessed when considering annual renewal of membership under rule 4.2. If you have any questions or concerns about our expectations, we recommend that you discuss this with our President or Membership Officer before applying for membership.

16. Fire Plan

This fire plan is in place for the safety of all people attending a rally. If you are not prepared to adhere to the fire plan protocol please do not attend rally during the fire danger period.

DOONGALA PC DOES NOT RUN ON TOTAL FIRE BAN DAYS

16.1 External fire threat

On the sound of the siren and direction of the EMERGENCY Coordinator, please follow the steps below.

RIDERS MUST STAY WITH THEIR INSTRUCTOR & GROUP AT ALL TIMES

- (a) all riders must head to the nearest arena gate and dismount;

- (b) riders to remove their saddle and place it on, or near the arena fence;
- (c) mums, dads, guardians & helpers to take the horse's from the riders on to the main arena;
- (d) riders to line up at the front of the club rooms (Meeting Point 1), with their Instructors for roll call.
- (e) await instruction from Emergency coordinator.

Ultimately your Emergency Coordinator/Fire Warden will be advising instruction on the day – please listen carefully.

Please do not attempt to leave the grounds without consulting the Emergency Coordinator, as you may endanger yourself and others.

NOTE: Meeting Point 2 – Old club rooms- should meeting point 1 be unsuitable.

17. Code of Conduct

17.1 Requirement

All members are expected to abide by the code of conduct as displayed in the clubrooms and detailed at the end of this document.

17.2 Riders

- (a) Participate and compete within the rules.
- (b) Never argue with an official. If you disagree, discuss your concerns with the organising committee or use official protesting procedures to lodge your complaint.
- (c) Control your temper. Verbal abuses of officials, organising personnel or other individuals are not acceptable or permitted behaviours in any sport.
- (d) Work to better yourself there is always satisfaction in improving your performance.
- (e) If working in a team, work to support your teammates and be positive about your team mates performance.
- (f) Be a good sport.
- (g) Treat all participants in your sport, as you like to be treated.
- (h) Cooperate with your coach, teammates and organising personnel. Without them there would be no competition or activities to be involved with.
- (i) Participate for your own enjoyment and benefit, not just to please parents and coaches.
- (j) Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

17.3 Parents

- (a) Remember that children participate in sport for their enjoyment, not yours.
- (b) Encourage children to participate, do not force them.
- (c) Focus on the child's efforts and performance rather than winning or losing.
- (d) Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.

- (e) Never ridicule or yell at a child for making a mistake or losing a competition.
- (f) Remember that children learn best by example. Appreciate skilful performances by all participants.
- (g) Support all efforts to remove verbal and physical abuse from sporting activities.
- (h) Respect officials' decisions and teach children to do likewise.
- (i) Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- (j) Treat all horses with respect and avoid using cruel, rough handling and mistreatment at all times.
- (k) To facilitate a complete grounding, education and the smooth running of rally days, your child is expected to participate in all designated activities, unless medically/physically incapacitated. DPC does not permit children or parents to select only some of the activities or equine disciplines.
- (l) Under the club constitution Parents and Children must comply with the decisions of the PCAV, Southern Metropolitan Zone, Doongala Pony Club Committee, District Commissioner (DC), Instructors and Team Coaches.
- (m) Parents must fulfil duties as rostered, in the Canteen and Equipment Set Up/Pack Up of rallies and competitions.
- (n) Where children cannot attend a rally, the DC should be informed as early as possible prior to the rally day so that any necessary adjustments to the program can be made.
- (o) Cars and floats must remain in the designated areas. All horses must be unloaded/loaded in the designated float areas.
- (p) All parents/guardians and children are expected to become familiar with the 'Code of Conduct' as displayed in the clubrooms and conduct themselves accordingly.
- (q) All parents/guardians must remain in attendance with their children at club rallies and events. Where there is an inability to attend, a replacement consenting guardian must be nominated

17.4 Spectators

- (a) Remember that children play sport for their enjoyment, not yours.
- (b) Applaud good performance and efforts from each team. Congratulate all participants upon their performance regardless of the outcome.
- (c) Respect officials' decisions and teach children to do the same.
- (d) Never ridicule or scold a child for making a mistake. Positive comments are motivational.
- (e) Condemn the use of violence in any form be it by spectators, coaches, officials or riders.
- (f) Show respect for your opponents. Without them there would be no event.
- (g) Encourage players to follow the rules and the officials' decisions.
- (h) Do not use foul language or harass riders, coaches or officials.

18. PCAV Rules

18.1 Requirement

The club will seek to act in accordance with PCAV rules and impose those rules onto all club activities. Information on PCAV rules and regulations can be found on the PCAV Website www.ponyclubvic.org.au.

19. Unsure about anything?

19.1 How to get help

If you are unsure about any club matter, the Secretary or President is usually your first port of call. However, if it is specifically about riding issues, the rally program or competition requirements, the DC is the person you want.