



## The Pony Club Association of Queensland Inc

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### PCAQ Elected Office Bearers for 2010/2011

State President	Mr John Mawhinney
Vice President	Mrs Megan Wray
Vice President	Mr Danny Marr
Vice President	Mr Gary Price
Vice President	Mr Kev Walsh
Secretary	Mrs Jan Morland
Treasurer	Mr Simon Irwin
Publicity Officer	Ms Tonia Murtagh

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<b>State Chief Instructor</b>	Mrs Lyn Coombe
<b>Patron</b>	Mr Colin Meagher AM

### OBJECTS OF PONY CLUB

To encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding.

To provide instruction in riding and horsemastership and to instil in members the proper care of their animals.

To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.



In Australia, sport has a positive influence that enriches the lives of everyone involved in it. Sport plays a major role in shaping the Australian identity and culture and therefore we must ensure that it is based on ethical principles.

**The Essence of Australian Sport** defines the core principles of sport in Australia. By applying these principles to all roles and decisions relating to sport, the values and benefits which sport has to offer can be realised.

# the essence of australian sport

what we stand for

## sport at all levels in Australia upholds the principles of

### fairness

Operating within the spirit of the rules, never taking an unfair advantage and making informed and honourable decisions at all times.

### respect

Recognising the contribution which people make to sport, treating them with dignity and consideration, as well as caring for the property and equipment they use.

### responsibility

Taking responsibility for one's actions and being a positive role model at all times.

### safety

Encouraging healthy and safe procedures, preventing and reporting dangerous behaviour, while demonstrating concern for others.

By applying these principles, sport helps to develop the virtues and personal characteristics of:

**Compassion, Determination, Integrity, Loyalty, Trust**

In addition, sport helps to achieve the following outcomes:

**Achievement, Enjoyment, Friendship, Inclusiveness, Opportunity, Teamwork, Wellbeing**

**All Australians involved or interested in sport should embrace these principles and instil these values.**

**This is The Essence of Australian Sport – this is what we stand for.**



**Australian Government**  
**Australian Sports Commission**

Developed by the Australian Sports Commission  
in consultation with the sport industry



Foreword by Mr John Mawhinney, President PCAQ Inc.

I am pleased to be able to provide this handbook that is the result of input from many sources.

If you are reading it or have been presented with it there is a strong likelihood that you are interested in or are involved in one of the many facets of Management and Governance of Pony club. It is important that you understand and consult the contents and apply the guidelines and advice to your club activities.

The aim of this publication is to provide concise and clear cut guidance for Administrators and members of Pony Clubs in Queensland. So unless a Federal rule or law applies, then those applying to Queensland are presented here. Please bear in mind though, that State legislation varies from State to State and Territory, so if you are contemplating operating outside the Queensland border, you should familiarise yourself with the requirements of the other State or Territory.

This handbook does not seek to provide an alternative to Legal advice and clubs and members should seek their own counsel as they see fit.

At the time of its release every endeavour was made to ensure that the information contained herein was correct and current.

You must be aware however that laws and rules change, sometimes rapidly and without notice. For this reason, you will sometimes be directed to an internet link or website that will contain either the latest information or direct you to it. You will also find the latest information or links to in on the PCAQ website [www.pcaq.asn.au](http://www.pcaq.asn.au).

Again, I urge you to become familiar with the contents of this handbook and use it in day to day management of your clubs. Please ensure it is available to club members who may also purchase a copy. The answers to many frequently asked questions are contained herein.

As with all things in Pony Club we welcome your input on ways to improve it or make it more relevant. A Feedback form is contained at the end of the handbook for this purpose, or please feel free to fax or email the office or myself.

It remains a special initiative of PCAQ that a free copy of this book be sent to each Club when their annual affiliation is received, to each Zone as well as the State Chief Instructors Panel members and PCAQ Executive Committee. Please incorporate it into the club Secretary's File that was distributed to each Club in 2010.

Finally, I ask that those of you who are called upon to judge matters of dispute remember the Aims and Objectives of Pony Club as well as the provisions of the Member Protection Policies and Codes of Condcut. Where doubt exists, remember we have the PCAQ Member Protection Information Officer, an established and experienced Executive and Management Committee and Chief Instructors Panel to assist and advise.

A handwritten signature in black ink, appearing to read 'J.D. Mawhinney'.

John Mawhinney  
President, PCAQ Inc.

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## Important general information for the Club Secretary:

<b>Affiliation fees for 2011:</b>	Riding	\$57.00
	Social	\$20.00
	Pedestrian Equestrian	\$57.00

These fees have been structured to include the premium for your Public Liability, Personal Accident (including voluntary workers), Directors and Office Bearers (Association liability) and Professional Indemnity insurance policies. Therefore, there will not be a separate premium payable by clubs and zones towards the cost of these policies.

**Helmets:** PCAQ requirements for helmets as from 1st January 2011 are that all helmets must be tested to AS/NZ 3838, EN1384, ASTM F1163 or better.

**Body Protectors:** PCAQ requirements for body protectors as from 1st January 2011 are that all body protectors must be worn in the Cross Country phase of One Day Events and other Horse Trials. There is presently no Australian Standard for Body Protection in equestrian sports and member must make their own judgment as to the suitability of the product they choose or is chosen for them.

**PCAQ Policies:** PCAQ Policies are included in this handbook and are available for download from the website [www.pcaq.asn.au](http://www.pcaq.asn.au). It is important that your members are made aware of these policies and that your club ensures that they are enforced.

**Applicants who were previous members of another club:** When signing on new members, please remember to check whether they have belonged to another affiliated Queensland Pony Club in the last 2 years. If so, be sure that you have received a Member clearance form from the previous club before accepting the new membership.

**Instructors:** Please ensure that the correct form is used to advise PCAQ of Instructor appointments. A copy of this form will be sent to each club, each month. While the Instructor's PCAQ Accreditation remains with them for its term, their appointment by clubs lasts only for the duration of the current club membership year. They must apply and be re-appointed each year... **If an instructor's appointment is returned on the normal affiliation form, PCAQ will assume that the club does not wish to appoint or reappoint that person this year.** An instructor's PCAQ affiliation card will contain confirmation of their appointment by the club for the current year.

### Check List

*Have you completed and returned the following information to PCAQ:*

- 2011 Club Annual Return
- 2011 Open Day Schedule
- Paid the 2011 Tour Fund levy (\$20.00)
- Ordered Additional Newsletter subscriptions

*Copies of these forms can be found in the back of this handbook.*

*Was your AGM held in accordance with the Constitution and Act and have you appointed a Member Protection Information Officer?*

### Is your Secretary's file up to date and contain?

- PCAQ and Club Constitution and By Laws
- Certificate of Incorporation and OFT annual return
- Management Committee Meeting Minutes
- All the PCAQ and Club Policies
- PCAQ Club Risk Management policy
- PCAQ Club Member Protection policy
- 2011 Certificate of Insurance Cover
- 2011 Insurance Summary
- 2011 Certificate of Affiliation

Yes? Excellent. No? Then please gather these documents and include them in the file ASAP

## **1. THE OBJECTS OF PONY CLUB**

The objects of Pony Club have always been the same, namely:

- To encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding.
- To provide instruction in riding and horse-mastership and to instill in members the proper care of their animals.
- To Promote the Highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self discipline.

To be involved in Pony Club activities a member is required to own or lease a horse or borrow one from a member of their own club. Unfortunately this is not always immediately possible, so the Pedestrian Equestrians program was developed to assist those people. Club members provide horses for Pedestrian Equestrian members use at Rallies and Musters and they in turn assist and learn about their upkeep and care. This program is also of assistance to Parents to enable them to assess the likely long term interest of their children in becoming Pony Club members before investing in horses and transport vehicles and equipment. Not all clubs offer Pedestrian Equestrian programs.

The main aims of the Association are just as stated above and Affiliated Pony Clubs offer their members the opportunity to aspire to achieve a higher standard of riding and horsemastership than they might otherwise reach.

Pony Club wants to foster enthusiasm among its young members and have them properly taught about the many facets of horsemanship, with the hope that they will become the capable horsemen and horsewomen of tomorrow.

By setting standards appropriate for Australia and educating junior members accordingly, it is expected that those members will know exactly what is expected of them when they take part in competition and that they will be quite confident that they will be judged on that standard.

It is important that members should enjoy themselves and form strong friendships, so that when it comes to competition they will think more of the fun of competing than in the accolades or rewards.

In return all Pony Club members should be mindful that their instructors and club officials spend valuable time passing on knowledge gained through years of experience and training. Those fortunate to receive assistance from this group of dedicated volunteers can best show their appreciation by at all times being loyal to their Pony Club and its officials, and by keenly supporting all its endeavours to progress and increase its membership.

Members must always heed what they are told by their Instructor in charge of rallies and must help other members whenever necessary.

All tuition at Pony Club follows a National Syllabus prescribed by Pony Club Australia.

Members work their way through the Syllabus at their own pace with the aid of a Proficiency Workbook and their Instructor or mentor. As each level of Proficiency is attained, Certificates are awarded starting with a "D" Certificate and working up to "A". Details of how to gain these certificates are given in the Syllabus of Instruction Booklet. A copy of this can be obtained from the Club or from PCAQ.

## **2. THE HISTORY OF PONY CLUB**

Pony Clubs have existed in one form or another for a very long time.

At first clubs all ran by their own version of the rules. When one Club visited another, a decision had to be made on the rules of the day. There was no uniformity in any respect.

In 1959 members of some of the individual clubs attending the RNA met and agreed to form the Pony Club Association of Queensland. This was later incorporated.

Sir Wallace Rae was elected the first President of the PCAQ.

The first tasks of PCAQ were to formulate the ideals and codes of behaviour for Pony Clubs, Uniform rules, Standards of Instruction and a workable Constitution and by-laws for Affiliated Clubs and PCAQ itself.

The continued and stable nature as well as the continued membership growth testifies to the success of this venture.

## **3. THE STRUCTURE AND HIERARCHY OF THE PONY CLUB MOVEMENT IN AUSTRALIA**

For a number of reasons including the need to interact with Government and other Sporting organizations at different levels, as well as funding and governance requirements of the Government and Australian Sports Commission the Pony Club Structure is hierarchical.

Many facets of the operations of the individual State Associations are similar but not all rules and practices are uniform. It is important to understand that when you are involved in activity in another State or Territory, their rules apply and they might be quite different from your own. This also applies to State Government Legislation.

The one thing that is uniform however is the requirement of each level of the hierarchy to adopt and adhere to the Policies and By-laws of the level above it. This also applies to PCA who have ASC requirements thrust upon them.

It is important for you to understand the hierarchy and where you fit into it.

The structure is as follows:

- **Pony Club Australia (PCA)**
  - **A National Sporting Organisation (NSO)**
  - PCA is the National Body for Pony Clubs in Australia.
  - It deals with Matters and Government at a National level.
  - States and the Northern Territory are members of PCA and each is represented by a delegate and a coaching delegate. (ACT is combined with and administered by NSW)
  - PCA does not have any “human” members, only State Pony Club Associations.
  
- **Pony Club Association of Queensland (PCAQ)**
  - **A State Sporting Organisation (SSO)**
  - PCAQ is the State body for Affiliated Pony Clubs in Queensland.
  - It deals with matters and Government at a State level.
  - It represents Qld Pony Clubs on a number of boards and committees including disaster Crisis Committees.
  - PCAQ does not have any “human” members other than non-voting “life members”.

- Affiliated Pony Clubs in Queensland are the members of PCAQ.
  - PCAQ is an Incorporated Association and managed by a Management Committee that is elected each year.
  - It is comprised of Elected Office Bearers and two delegates from each Zone as well as the Patron and Chair of the State Chief Instructors Panel.
  - After each meeting, minutes of the PCAQ Management Committee meeting including reports from various sub-committees are circulated in the PCAQ Newsletter.
  - The Newsletter is distributed free to all Clubs and Zones. It is important that the Club and Zone Secretaries open and read these minutes immediately, be conversant with any changes and keep their President and Club members informed.  
The smooth running of the Club and Association depends upon this.
  - To facilitate better governance and administration, Queensland is divided into 10 Regions and 25 Zones.
- **PCAQ Regions**
    - Queensland is divided into 10 geographical Regions. This is purely to enable better management of the Instructional Systems. Regions are not represented on nor have voting rights on the PCAQ Management Committee or the PCAQ Standing Committees.
    - A map depicting Regional boundaries is available on the website [www.pcaq.asn.au](http://www.pcaq.asn.au).
    - Regional Directors of Coaching supported by a panel of assistants manage the Instructional programs throughout the State for their particular regions. RDC's report to the Chief Instructors Panel. They are not currently required to be members of the CIP.
    - Incorporation is not mandatory for Regions, but if so, funding opportunities may arise.
- **PCAQ Zones**
    - The PCAQ Management Committee determines the number of Zones in the State.
    - Queensland is currently divided into 25 geographical Zones.
    - Prior to the 2008 Council amalgamations, Zones generally followed shire boundaries but this is no longer the case.
    - Individual clubs are attached to the Zone usually of choice in their area and appoint delegates to represent them in Zone matters at PCAQ Management Committee meetings.
    - Zones are responsible for managing the Zone Instructional program (in collaboration with the relevant RDC) and Zone competitions in their area.
    - They also provide support with Governance and Administration to clubs in their Zone.
    - Zones are also Incorporated Associations and managed by a Zone Management Committee that is elected each year.
    - Clubs are represented on the Zone Management committee by a number of delegates.
    - Zones do not have any "human" members other than non-voting "life members".
    - Affiliated Pony Clubs in Queensland are members of the Zones.
    - PCAQ determines to which Zone a club will be attached.
- **Affiliated PCAQ Clubs**
    - There is approximately 240 individual Incorporated Pony Clubs in Queensland affiliated with the PCAQ with a total of approximately 12,000 members.
    - Clubs are also Incorporated Associations and managed by a Club Management Committee that is elected each year.
    - Clubs are the only organizations in the Pony Club Hierarchy that do have any "human" members. These may also be non-voting "life members".
    - Affiliated Pony Clubs in Queensland are members of the Zones and PCAQ.
    - PCAQ determines in which Zone a club will be attached.
    - Clubs are represented on the Zone Management committee by a number of delegates.

## **WHO ARE YOU ACTUALLY A MEMBER OF?**

***It is important to understand that people are only members of their Club. They are not members of the Zone or PCAQ. They are affiliated with PCAQ but not their Zone. Therefore Members may only be dealt with individually on ANY matters by their own club (unless they are attending Zone or State events as a representative of their club or zone).***

## **4. THE PCAQ MANAGEMENT COMMITTEE**

### Governance and primary governance documents:

PCAQ is governed by a Management Committee under the terms of the Act and Regulation, its Constitution (or rules), its by-laws and policies. Please note that these are different than those of individual Clubs. At Club or Zone level, the Act and PCAQ by-laws and policies apply, but the individual Club's Constitutions (or rules) takes the place of the PCAQ one.

### Composition of the PCAQ Management Committee:

The PCAQ Management Committee is comprised of the Elected Office bearers, the Patron, the Chair of the State Chief Instructors Panel and two delegates from each Zone.

### Quorum:

The minimum number of attendees to allow a PCAQ Management Meeting to proceed is:

- 25% of the number of Zones entitled to vote, together with
- 50% of the Elected Office Bearers.

### Frequency and venue of PCAQ Management Committee meetings:

This Committee is required to meet at least five times a year in addition to the AGM, but generally meets at PCAQ House, 915 Ann Street, FORTITUDE VALLEY 4006 on the first Thursday of each month at 7.00pm (except January). When this coincides with the running of a State Championships every endeavour is made to hold the meeting as close as possible to the venue of the State Championships.

### Matters discussed at Meetings:

The standing business of the Association as well as matters raised by the Zone delegates or by correspondence from clubs is discussed and decided upon. The decisions reached by the meeting are binding on all facets of Pony Club in Queensland.

A broad, fair and overall view must be maintained by those at the PCAQ Management Committee who must at all times act within the authority afforded by the Constitution, rules, by-laws and legislation.

### Proxies for Zones unable to attend Management Committee Meetings:

Zones who have no representative available to travel to the PCAQ Management Committee meetings may appoint a proxy delegate. There are many capable people in the South East area who are willing to attend the PCAQ Management Committee meetings on behalf of another Zone. Their duties are to keep the Zone informed and to act on that Zone's behalf at meetings. A proxy delegate's duty is to present the views of the Zone, not their personal views to the meeting. Should your Zone require a proxy delegate to be appointed please write to the Secretary of PCAQ and a proxy will be suggested.

### PCAQ Executive Committee:

The PCAQ Constitution requires that an Executive Committee attend to matters that need addressing between PCAQ Management Committee Meetings. This sub-committee consists of the Elected Office Bearers and the chair of the CIP.

#### Minutes and the Newsletter:

Each month, minutes of the PCAQ Management Committee meeting (including reports from various sub-committees) are circulated in the PCAQ Newsletter. The Newsletter is distributed free to all Clubs and Zones.

**It is important that the Club and Zone Secretaries open and read these minutes immediately, be conversant with any changes and keep the President and Club members informed.**

**The smooth running of the Club and Association depends upon timely and accurate distribution of the minutes and other information contained in the newsletter. Additional copies of this monthly newsletter are available at a cost of \$31.00 for this calendar year.**

#### Correspondence:

When correspondence is sent by Clubs to the Association, a copy should also be sent to the Zone so that Zone Delegates to the PCAQ Management Committee are familiar with the matter and can speak if necessary at a PCAQ Management Committee meeting.

If the request is such that it can be answered by the office staff, it is dealt with immediately.

If it cannot be answered by the office staff, a formula which best suits the case is followed:

- a copy is sent to the State Chief Instructors Panel if relevant, or
- a copy is sent to the Chairperson of the relevant sub-committee, who formulates the reply, or
- The letter is tabled at the next sub-committee meeting or management committee meeting and dealt with there.

Once the matter is dealt with by either the PCAQ Management Committee or sub-committee, or both, the letter is then answered in the PCAQ minutes or through the office systems.

Correspondence such as orders for stationery etc are not tabled at meetings, but are dealt with directly by the office staff. Orders of stationery must be accompanied with the appropriate payment.

All correspondence to be dealt with by the Management Committee should be forwarded by the Club or Zone Secretary. Arrangements made by telephone with any of the Management Committee should be confirmed by letter. Letters sent in by members concerning any of the disciplines will be referred to the relevant sub-committee.

Changes of office bearers must be advised to PCAQ within 7 days on a Club/Zone Annual return (complete this entirely, not just for the changed information).

## **5. ZONE and CLUB MANAGEMENT COMMITTEES**

Zone and Club Management Committees operate in a similar way to the PCAQ Management Committee. They are elected annually at the AGM.

All the requirements in 4 above are contained in the Zone and Club Constitutions and rules as well as the provisions of the Associations Incorporation Act and Regulation (including the model rules). The club needs to be aware of them and run within their guidelines.

#### The conduct of Management Committee Meetings:

If not done correctly, one of the biggest frustrations and causes of friction in clubs can be the way in which Management Committee meetings are conducted.

This is mostly just non adherence to proper procedures, but there are some traps for inexperienced committees and clubs especially in their formative stages.

It is essential for Committees to be conversant with the Club/Zone rules and the Legislation

To avoid some of the pitfalls here are some things to consider:

- Who chairs Club Meetings:

Unless the Club/Zone rules contain words to the contrary:

Unless unwilling to, or unable to, the President is charged with chairing Club/Zone meetings.

The role of the Chair is to ensure the meeting is conducted in an orderly and proper manner

- Things that are said at Committee meetings:

Everyone attending meetings must realize that they cannot take the floor and say anything that comes to mind. Being a Committee Member does not carry with it the same protection against defamation and libel that say Parliamentary sittings enjoy.

This is particularly so of general meetings that without proper stewardship can quickly reach this point. Control of this is an important part of the President's duties.

Ensure that only members are allowed to address the meeting, ie excluding interested bystanders or observers (unless invited by the Chair)

- Management Committee meetings vs general or open meetings:

General members should be aware that they do not have the right to attend and vote at meetings of the Management Committee. They do have that right at General Meetings.

Some matters cannot be dealt with at general or open meetings and the Management Committee is charged by the Club constitution or rules with the running of the club. This requires a considered and skillful balancing act but the Management Committee needs to be given space to act within their charter but at the same time not exclude members from the process altogether.

Some clubs hold Management meetings every month and general meetings less frequently. This enables both to occur

- Size of the Management Committee and quorums:

The number of elected office bearers should be limited (but still within the requirements of the rules and the Legislation) to a number that can be relied upon to attend meetings. Not all Management Committee positions are Elected Office Bearer positions. Ensure that at AGMs it is stated and minuted which positions are which.

If the number is set to an unreasonable level it is unlikely that the club will ever be able to raise a quorum or hold a valid and legal meeting.

This applies to both Management and general meetings as the number of Elected Office Bearers sets the Quorum for both.

Constitutions vary but most require more than half the Management Committee to be present for a Management Committee Meeting, and more than double the number of Elected Office bearers for a general meeting. The Club Constitution or rules should be consulted to determine this.

Remember that a quorum only includes VOTING members ie excluding members under the age of 18 and life members

- Timely advice of meetings:  
The minimum advice period for meetings MUST be adhered to and everyone who requires it MUST be advised in an appropriate manner. If it is a special general meeting then the agenda MUST be published in advance and only the agenda items can be addressed at the meeting.
- Financial statements:  
Properly prepared financial statements MUST be presented at every meeting and expenditure MUST be ratified as required by the club rules and the Legislation.  
This is especially important at AGMs where failure to produce financial statements is in breach of the Constitution and the Legislation. Failure to produce financial statements also prevents the elected Office Bearers from ensuring that the Club/Zone is not trading insolvent.
- Correspondence:  
All correspondence MUST be tabled and acted upon. Be careful that what is disclosed or minuted is not defamatory.
- Minutes:  
Publish minutes as soon as possible and as accurately as possible after meetings.

## 6. ZONE and CLUB AGMs

One of the most important meetings that Zones and Clubs will hold is the Annual General Meeting (AGM).

### - The Constitution and the Legislation:

Requirements for the conduct of AGMs are contained in the Club's Constitution and the Model Rules (Schedule 4 – Rules 31 - 34), the latter available from [www.fairtrading.qld.gov.au/incorporated-association-forms.htm](http://www.fairtrading.qld.gov.au/incorporated-association-forms.htm) or from our website.

### Timing:

The AGM must be held AFTER the end of the financial year, NOT BEFORE ie if financial year ends 31<sup>st</sup> December, the AGM can't be held before 1<sup>st</sup> January. The AGM cannot be held early and ratified at a meeting after the end of the financial year. It is essential that the proper notice of an AGM be given and that the proper closing of nominations and posting of nominations for positions be adhered to.

Constitutions and rules vary but the majority say:

- 28 days notice of an AGM
- 14 days before the AGM nominations for positions close
- 7 days before the AGM the nominations must be posted for view by members.

### Things that must be on the AGENDA for the AGM (minimum as per the model rules):

- Receiving the statement of income and expenditure, asserts, liabilities and mortgages, charges and securities affecting the property of the association for the last financial year.
- Receiving the Auditor's report on the financial affairs of the association for the last financial year
- Presenting the audited statement to the meeting for adoption
- electing members of the management committee
- appointing an auditor
- determining whether Public Liability Insurance will be held for the current year (this will always be the PCAQ Broadform Liability Cover available from the web site)

Do you need to have audited accounts:

- This is covered by the Constitution and Model Rules.

Note that if the Model Rules do not require you to provide audited financial reports, but your Constitution does, then the Constitution applies.

To change this hold a general meeting and advise the Office of Fair Trading.

The change won't apply until written approval is received from the Office of Fair trading, so you can't make the change at a meeting just prior to the AGM and have it apply to the AGM.

Who may nominate and second members of the Management Committee (in writing):

Only adults (18 years or older) who were paid up members at the date of nomination or seconding. Note that you cannot nominate a person who is not a member at the time.

Similarly only adults may hold positions on the Management Committee.

What if there are insufficient nominations for Management Committee positions:

The Legislation requires a President, Treasurer (not the same person) and a Secretary (it is not necessary for the Secretary to be a member or even an adult under current legislation) . PCAQ also requests 2 vice Presidents, one of whom should be from the Instructor Panel. The chair may call for nominations for any unfilled positions from the floor.

These need a nominator and a seconder and have to be accepted by the nominee.

Who may vote at AGM's:

Only paid up adult members.

It is commonplace to hold a management committee meeting to accept new members immediately prior to an AGM, but the committee cannot backdate acceptance to ratify a nominator or seconder or nominee who wasn't accepted when the nomination was made. If a membership application has been lodged but not accepted, that person may not vote

Are Proxy votes allowed:

Unless your constitution say no, then Model Rule 20 (j) says yes and applies, and shows the proxy format. Proxies have to be lodged with the secretary BEFORE the meeting commences. They can't be suddenly produced during the meeting.

## 7. NOTES ON CONSTITUTIONS or RULES

One of the primary sources of all governance of any Association is its Constitution or rules. It is important that a copy of the current version be maintained in the Secretary's File and be available for members within a reasonable time.

The following Constitutional checklist provided with the compliments of Mullins Lawyers [www.mullinslaw.com.au](http://www.mullinslaw.com.au) and notes from PCAQ (in italics following the questions) may be of assistance: The responses have not been written or approved by Mullins Lawyers and are the views of PCAQ only

If you need any assistance or further information on any of these matters please contact the PCAQ Office. Please do not contact Mullens Lawyers direct.



# Constitutional Checklist - 2011

## NOTES ON CONSTITUTIONS or RULES

- 1. Are you incorporated under the Associations Incorporations Act or the Corporations Law?**
  - go to [www.fairtrading.qld.gov.au/check-a-charity-or-association.htm](http://www.fairtrading.qld.gov.au/check-a-charity-or-association.htm). You can conduct generic searches if unsure of the exact name.
  - if in doubt ring the Office of Fair Trading on 13 13 04
  
- 2. Are the documents filed with the Office of Fair Trading or ASIC current? Therefore is the copy of the Constitution held by them the same as your current Constitution?**
  - You should have a copy ready for perusal by members in the Club Secretary File
  - if in doubt ring the Office of Fair Trading on 13 13 04.
  - The latest version can be obtained for a nominal fee.
  
- 3. When was the last time you reviewed/ amended your Constitution?**
  - It is a good idea for incoming Management Committees to make their first task to review this with the By-laws, Risk Management Policy and Member Protection Policy.
  
- 4. Are you aware of the changes made to the Associations Incorporations Act in 2007 and 2009?**
  - You should have a copy ready for perusal by members in the Club Secretary File
  - to find the latest version go to [www.legislation.qld.gov.au/LEGISLTN/CURRENT/A/AssocIncorpA81.pdf](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/A/AssocIncorpA81.pdf)
  - the Office of Fair Trading will NOT interpret any part of the Legislation for you.
  
- 5. Are your AGM's held in accordance with the timing set out in the Constitution and the Legislation?**
  - Be aware that AGMs may NOT be held prior to the end of the current financial year of the Association. - This date is contained in the Constitution or rules.
  
- 6. Do the Members appoint the auditors at each Annual General Meeting?**
  - Rules for determining if you need to appoint are contained in the Legislation, but bear in mind that if your Constitution or rules say that you must produce Audited financial statements, then you must do this, even if it is not required by the Legislation.
  - To change this you must hold a General Meeting to change your Constitution or rules.
  
- 7. Do you have By-Laws, and are your By-Laws appropriately approved by the Board, Management Committee or Members as provided for in your Constitution?**
  - You should have a copy ready for perusal by members in the Club Secretary File
  - If new Management Committees are unaware if there are any by-laws, they should hold a meeting, revoke any existing by-laws and approve any new ones.
  - The Members have the power to overturn or change by-laws as contained in the Constitution or rules.

8. **Do you have Disciplinary By-Laws, and if so do people know where they are and do Disciplinary Proceedings proceed in accordance with the Disciplinary By-Laws?**
- You should have a copy ready for perusal by members in the Club Secretary File
  - If new Management Committees are unaware if there are any by-laws, they should hold a meeting, revoke any existing by-laws and approve any new ones.
  - The Members have the power to overturn or change by-laws as contained in the Constitution or rules.
  - Note that people are only members of their own club. They are not members of the Zone.
  - Clubs are members of the Zone.
  - People are not members of PCAQ but are affiliated by virtue of their club membership and payment of their affiliation fee which provides benefits such as Insurance.
  - For this reason disciplinary measures can only be instigated and apply by their own club, not by the Zone nor by PCAQ.
9. **Do members have a right to appeal decisions relating to disciplinary matters or termination of membership?**
- Even if these rights do not appear in your constitution or rules or by-laws they are contained in the Legislation and apply.
  - Clubs should be extremely conscious of the fact that before a membership is terminated the member has the right to present a defence.
  - Natural Justice and Procedural Correctness must apply in all cases.
10. **Are the Management Committee / Board actually elected strictly in accordance with the provisions of your Constitution, including the form of nomination and the timing for same?**
- The nominators, seconders and the nominee **MUST** be members at the time of the nomination.
  - Membership cannot be backdated to overcome this and neither can this be ratified at a later meeting.
  - If written nominations are required, then receiving even a single nomination for a position precludes the calling of further nominations from the floor of the meeting.
11. **Do you file your annual returns with the relevant Government Department and notify changes of Officer Bearers?**
- The Office of Fair Trading will forward an annual return to the Secretary at the address lodged with the OFT
  - This must be returned completed (even if the details are the same as the previous year) together with the fee and the financial statements
  - You should have a copy ready for perusal by members in the Club Secretary File
  - Members accepting positions on the Management Committee should make a point of seeing proof of these returns.
  - if in doubt ring the Office of Fair Trading on 13 13 04
12. **Do you make changes to the Constitution in accordance with the obligations contained in the Act and your Constitution for the passing of special resolutions?**
- These requirements are contained in Section 48 of the current Act.
  - note that unless any changes are notified to the Office of Fair Trading and the correct fee

*paid within 3 months of the meeting, the motion will lapse.*

*- If this happens another meeting will have to be held to re-approve them.*

*- Any amendments do not come into force until approved by the OFT. Approval or rejection of proposed amendments will be made in writing by the OFT;*

**13. Do you have provisions in your Constitution which deal with conflicts of interest of Board or Management Committee Members?**

*- You should have a copy ready for perusal by members in the Club Secretary File (as distributed by PCAQ)*

**14. If you are an Incorporated Association, does your Constitution provide pursuant to Section 47 that the model rules do not apply, or if the model rules apply do you have regard to the model rules in appropriate circumstances?**

*- You should have a copy of the model rules ready for perusal by members in the Club Secretary File and compare them to your Constitution or rules*

*- Unless you say otherwise in your Constitution or rules, everything in the Model Rules applies, so eg if you don't preclude the use of proxies, then they are allowed.*

**15. If your organisation has adopted the Member Protection By-Laws, are you actually aware of how to apply these By-Laws, and do you understand the different application of the Member Protection By-Law to general Disciplinary By-Laws?**

*- These are Policies and not by-laws.*

*- They pass down hierarchically from PCA to PCAQ then to Zones and Clubs.*

*- You should have a copy ready for perusal by members in the Club Secretary File, signed off and dated by the Management Committee.*

*- Every new Management Committee should review the Member Protection Policy immediately upon appointment.*

*- Every club must have a trained Member Protection Information Officer. Ideally, this person should NOT be a Management Committee Member.*

*- The name and contact details of the MPIO should be available to members without having to ask for them.*

**16. Have you as directed by your national body or otherwise, adopted Grievance By-Laws, and do you understand how these operate?**

*- These are contained in the Member Protection Policy*

*- You should have a copy ready for perusal by members in the Club Secretary File, signed off and dated by the Management Committee.*

**17. Do you actually comply with the provisions of your Constitution in relation to the admission of new Members?**

*- There is no such thing as a "renewal" of membership. Membership lasts only for the current membership year.*

*- Members must pay the fee and complete all the application forms, declarations and waivers and be accepted by a Management Committee meeting each year.*

*- There is no such thing as an "honorary" member in Pony Club but there are life members*

18. **If one of your Members has not paid their annual fees, do they continue to be a Financial Member, do they become an un-financial Member, or do they cease being a Member, and is this what your Constitution says?**
- *There is no such thing as an “unfinancial member” in Pony Club*
  - *If the fee isn't paid the person can't be a member ie no joining on credit, but the club can set a fee basis that allows for other than annual fees.*
  - *Regardless of the club fee structure, the full PCAQ affiliation fee must be paid immediately upon the person being accepted as a member.*
19. **Do you allow motions from the floor at your Annual General Meeting without prior notice, and does your Constitution give you the power to do this? What is the authority of such a resolution?**
- *The AGM has certain mandatory inclusions contained in the rules and LEGISLATION*
  - *Most current Constitutions are silent about Motions without notice.*
  - *If the rules determine that all motions must be advised in advance, a motion, if moved can only be withdrawn, accepted or rejected.*
  - *A change to a Motion is effectively a new motion without notice.*
20. **Does your organisation have proxies for Members and is this consistent with what your Constitution says?**
- *If your constitution or rules is silent on the subject of proxies, then the model rules apply (including the format shown in the model rules)*
  - *Proxies must be declared before the commencement of the meeting and recorded by the Secretary.*
  - *They cannot be suddenly produced at an appropriate time mid meeting.*
21. **Do you appropriately record proxies and ensure that these are voted strictly in accordance with the Constitution?**
- *Proxies must be declared before the commencement of the meeting and recorded by the Secretary.*
22. **Is it clear who is a Member of your organisation, and is it clear as to what rights the various categories of membership have including the right to vote or to be elected?**
- *These matters are all contained in the constitution or rules. If the constitution or rules is silent then the Model Rules apply.*
  - *Note that people are only members of their own club. They are not members of the Zone. Clubs are members of the Zone.*
  - *People are not members of PCAQ but are affiliated by virtue of their club membership and payment of their affiliation fee which provides benefits such as Insurance.*
  - *For this reason disciplinary measures can only be instigated and apply by their own club, neither by the Zone nor by PCAQ.*
  - *A membership register must be kept and made available to members within a reasonable time upon request.*
  - *If requested to or if the Management Committee determines that it is advisable, then all personal details (other than the member's name) can be withheld from disclosure.*

**23. How do you advise Members of meetings and is this in accordance with your Constitution?**

- *It is important that members are aware of this.*
- *Usually constitutions or rules leave the choice of method up to the Management Committee, but a by-law will prevent misunderstandings or disputes about advice.*
- *It is important that the timetable set down for notice is strictly adhered to.*

**24. Are your Life Members elected in accordance with your Constitution?**

- *Note that even if Life Members do not have to pay club fees, the PCAQ affiliation fee has to be paid else the member does not have any benefits such as Insurance.*
- *Usually clubs pay the PCAQ affiliation fee on behalf of their Life Members.*

**25. Is your Constitution easy to read and understand?**

- *You should have a copy ready for perusal by members in the Club Secretary File.*
- *It must be in human readable form (ie not in electronic format)*
- *It must be made available in a reasonable time, but if a copy is requested then a reasonable fee can be demanded for the copy.*

**26. Finally, do you have a copy of your Constitution, By-Laws and Rules readily available?**

- *You should have a copy ready for perusal by members in the Club Secretary File.*
- *If in doubt a copy can be obtained from the Office of Fair Trading for a small fee.*

The Constitutional checklist above was provided with the compliments of Mullins Lawyers [www.mullinslaw.com.au](http://www.mullinslaw.com.au) and notes from PCAQ (in italics following the questions) may be of assistance: The responses have not been written or approved by Mullins Lawyers and are the views of PCAQ only



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**mullins**  
LAWYERS

## 8. **THE CLUB SECRETARY'S FILE:**

The Associations Incorporation Legislation requires that certain documents and registers are maintained and made available to members within a reasonable time.

The combined volume is large so in 2010 PCAQ issued "Club Secretary's File" that contained all the generic documents and requested that clubs complete the File by adding their club specific documents.

By so doing all Clubs and Zones will be fully compliant with the Legislation and will have a valuable file to pass on to subsequent Management Committees.

It is essential that this file is complete and that the file is kept current when updated documents are issued by PCAQ.

The Club Secretary's File must contain current versions of the following documents and registers.

Tab No	Contents	Responsibility of	If unavailable obtain one from
1	<ul style="list-style-type: none"> <li>• Certification of Incorporation</li> <li>• ABN Details</li> <li>• PCAQ Affiliation Certificate</li> <li>• OFT Annual return</li> </ul>	Club Supplied PCAQ Supplied PCAQ Club	OFT ABN lookup PCAQ OFT
2	<ul style="list-style-type: none"> <li>• Club Constitution or rules</li> <li>• PCAQ Constitution</li> <li>• AIA Schedule 4 Model Rules</li> </ul>	Club Supplied PCAQ Supplied PCAQ	OFT PCAQ website Qld Legislation website
3	<ul style="list-style-type: none"> <li>• PCAQ By-Laws</li> <li>• Club By-Laws</li> </ul>	Supplied PCAQ Club	PCAQ Website Club Management Meeting
4	<ul style="list-style-type: none"> <li>• Associations Incorporation Act</li> </ul>	Supplied PCAQ	Qld Legislation website
5	<ul style="list-style-type: none"> <li>• Associations Incorporation Regs</li> </ul>	Supplied PCAQ	Qld Legislation website
6	<ul style="list-style-type: none"> <li>• Club Risk Management Policy</li> </ul>	Club	PCAQ website
7	<ul style="list-style-type: none"> <li>• Club Member Protection Policy</li> </ul>	Club	PCAQ website
8	<ul style="list-style-type: none"> <li>• PCAQ Alcohol Policy</li> <li>• PCAQ Smoking Policy</li> <li>• PCAQ Sunsafe Policy</li> <li>• Club Policies</li> </ul>	Supplied PCAQ Supplied PCAQ Supplied PCAQ Club	PCAQ website PCAQ website PCAQ website Club Management Meeting
9	<ul style="list-style-type: none"> <li>• Summary of Insurance</li> <li>• Claims procedures</li> <li>• Claim forms</li> </ul>	Supplied PCAQ Supplied PCAQ Supplied PCAQ	PCAQ website PCAQ website PCAQ website
10	<ul style="list-style-type: none"> <li>• Register of Members</li> </ul>	Club	Club financial records
11	<ul style="list-style-type: none"> <li>• Employee Blue Card register</li> <li>• Working with Children Notices</li> <li>• Child &amp; Youth risk mgt strategy</li> </ul>	Club Club Club	Working with children notices Re-apply to CCYPCG Club Management Meeting
12	<ul style="list-style-type: none"> <li>• Minutes</li> </ul>	Club	Not possible

## The Club Secretary's File (continued)

Websites where information can be obtained are as follows:

- **Certificate of Incorporation**
- **Constitution or Rules**
  - Available from Office of Fair Trading Brisbane
  - Telephone: 13 13 04
  - <http://www.consumer.qld.gov.au>
  
- **Associations Incorporation Act 1981 and Regulations 1999**
  - a) The Act  
<http://www.legislation.qld.gov.au>
  - b) The Regulations  
<http://www.legislation.qld.gov.au>
  - c) The Model Rules (Schedule 4 in the Regulations)  
<http://www.legislation.qld.gov.au> or  
<http://www.justice.qld.gov.au/3914.htm>
  
- **Club Risk Management Policy**
- **Club Member Protection Policy**
- **PCAQ Alcohol Policy**
- **PCAQ Smoking Policy**
- **PCAQ By-laws**  
<http://www.pcaq.asn.au/PCAQ%20Policies.htm>
  
- **Child and Youth Risk Management Strategy**  
<http://www.ccypcg.qld.gov.au/about/news/2010/February/rmst.html>
  
- **Working with Children Check**
- **Employee Blue Card Register**  
<http://www.ccypcg.qld.gov.au/employment/index.html>

## 9. **OFFICIAL EMAIL ADDRESSES**

In September 2010, PCAQ allocated an official email address to all zones clubs and other groups such as Elected Office Bearers and the CIP.

This is the address to which all PCAQ email to a zone or club will be sent.

The format of the address is "[club name in full](mailto:club name in full@pcaq.asn.au)"@pcaq.asn.au. Please note that no abbreviations are included in the name eg Mt is "mount" and St is "saint". Secretaries have the carriage of maintenance of the mailbox which has a 48megabite limit. It is possible to have mail to that email address redirected by contacting the PCAQ Office.

## 10. PCAQ STATE OFFICE

PCAQ has its State Office located at  
Pony Club House  
Unit 11  
913/915 Ann Street  
FORTITUDE VALLEY QLD 4006

Postal Address;  
PO Box 2378  
FORTITUDE VALLEY BC 4006

Email: [admin@pcaq.asn.au](mailto:admin@pcaq.asn.au)



At this office are kept centralised records including:

Affiliation details	Instructor accreditations
Archives	Proficiencies attained
Club Secretaries	Horse Register
Performance Cards	Rules of competition
Minutes	Correspondence
Financial Records	Interstate nominations

The office is the centre from where much of the communication to clubs and zones occurs, including the monthly PCAQ Newsletter. The newsletter is written, printed, collated and distributed from the office.

The staff consists of 3 full time employees.  
There are also casual employees who work as required in an administrative support role.

The State Office carries out all the day to day functions of any commercial enterprise. This includes all customary statutory and workplace health and safety requirements. It also carries out the Registrar and recording duties required by a State sporting association. The office also provides a strong customer service function for affiliated members, clubs, committees and the Management Committee.

The staff report to the State President

## 11. PONY CLUB ASSOCIATION OF QUEENSLAND INC - BY-LAWS

*(explanatory notes are shown in italics)*

*Note: Hereafter throughout these By Laws where the word 'he' is used, this shall be taken to mean he or she.*

### 1. STALLIONS AND RIGS

No stallion, colt, entire or rig is eligible to take part in any Event, Competition or otherwise at any function conducted by the Association or any of its Affiliated Clubs, when run under PCAQ Inc rules.

### 2. OWNERSHIP OF MOUNTS

A horse must be either:

- a) Owner ridden
- b) Leased for not less than six months, such lease to be registered with PCAQ. Leased horses are not eligible for competition until three (3) weeks from the date of the lease.
- c) Owned by a financial member and regularly ridden by a Junior or Associate member of a club to which both the rider and owner belong. Members may be required to prove that their mount is regularly ridden at Pony Club musters/rallies.

### 3. MOUNTS

At all Pony Club fixtures, a rider shall be confined to the use of one mount, except where special rules permit otherwise. A horse may only have one rider at any event.

### 4. DOPING

It is forbidden to use or administer or cause to be used or administered, on or to any horse a tranquiliser, stimulant, depressant or drug of any kind in any manner whatsoever, either before or during any Pony Club activity or competition, subject to Paragraph 5. Any member of an affiliated Pony Club owning, riding or entering such horse in any such activity shall be called before the Disputes Committee and if a breach of this By-law be found shall be:

- a) disqualified for the day and
- b) be brought before the relevant club Management Committee which may at its discretion impose disqualification or suspension.

The certificate of a duly qualified Veterinary Surgeon to such an effect shall be 'prima facie' evidence that any such tranquiliser, stimulant, depressant or drug has been used or administered. Random swabs may be taken at the discretion of the organising body.

### 5. VETERINARY TREATMENT

If during any Pony Club activity it is necessary to treat a horse with a drug that is calming, anti-tetanic, fortifying or stimulating, a Veterinary Surgeon appointed by the person in charge of such activity must be notified immediately and he must verify the expedience or necessity of the treatment to be given. Expense to be borne by the owner.

### 6. DEFINITION OF A FIXTURE

A fixture shall be defined as one programme held on one or more days by the one organising committee. Special rules apply for State Championships as deemed by the Management Committee.

## 7. GUARANTEE OF AGE FOR COMPETITORS

At Association, Zone or Club fixtures an Official of the Club must guarantee the age of the Competitor. **The competitor MUST REMAIN in their correct age group as at the date of the first day of competition.**

## 8. ELIGIBILITY OF PONY CLUB COMPETITORS

In all Pony Club Events, whether conducted by a Pony Club organisation or a Show Society, only financial members of an Affiliated Pony Club of Queensland or any other Australian State shall be considered eligible to compete provided that the Club is aware and agrees to the rider representing their Club. Proof of this may be required. The production of a current Pony Club receipt may be required to be sighted.

## 9. ALCOHOL ON PONY CLUB GROUNDS

Sale of alcohol is not permitted during the running of events or competitions under Pony Club control which are attended by Pony Club members with their horses. Alcohol may be available at Pony Club social functions or following the conclusion of events or competition when horses are no longer being ridden. (Please see PCAQ Alcohol Policy)

## 10. DOGS ON PONY CLUB GROUNDS

It is preferable that no dog be allowed on Pony Club grounds. If a dog is taken onto the grounds, it MUST be kept away from the competitive area and it MUST be kept under control and on a leash at all times. When tied up, dogs must not be able to move outside the perimeter of the vehicle.

This rule must be enforced.

## 11. MEMBERSHIP and TRANSFERS

**Members shall belong to only ONE Club at any one time.** When absent from their Home Club for an appreciable time, and by an appreciable distance, they may apply to become Honorary (ie temporary) Members of another Club and compete in that club's events and with written approval of their Home Club, they may also represent the second club and zone in inter-club or inter-zone events at which their Home Club or Zone is not present.

### Clearances for Members

Clearance forms for members wishing to transfer to another Club are available from PCAQ. All clearances will be made on these forms. Requests for clearance will be made in writing to the Club Secretary. Clearance will date from the receipt of written application as stated on clearance form and must not be delayed. All members applying for Transfer must be free of all financial debt to their present club. Clearances can be withheld until such debts are discharged **but for no other reason.** NO club fees will be refundable to a member transferring.

**Open Clearances for members** should be provided to members if they are uncertain as to which Club he/she will join following resignation/leave/transfer from a Club or leaving the area.

### **Clubs receiving a Transferee**

When a Club accepts a Transferee, he is required to pay Club fees to the new Club. If the transferee is a current financial member of a Club (meaning affiliation fee to PCAQ has been paid for the current year) then, the receiving Club should forward the person's name to PCAQ on the next legal liability form. They do not need to include payment of affiliation fees.

\* A 30 day waiting period must be observed before competition only when transfer takes place **within** a Zone

\* The transfer is binding for 6 months unless special circumstances occur

A Club receiving a transfer of a financial member of PCAQ may demand payment of their full membership fee, however, since no further affiliation fee need be paid to PCAQ, many clubs charge such transferees only their membership fee less PCAQ affiliation cost.

### **Transfer of Instructors**

Record of transfer of an Instructor must be supplied to the PCAQ Registrar for updating of computer records and must be on the special transfer form available from the PCAQ office. The Secretaries of both the transferring and accepting Club shall sign the transfer then forward it to PCAQ to be noted in next Newsletter. Copy of transfer form can be found in the back of this book.

### **Transfer of an Instructor from Interstate**

**The Certificate of a pony club Instructor from interstate is NOT transferable.** The Instructor must follow the re-accreditation procedure ie attend a 2 day Refresher School for their appropriate level. Until such time as this is completed he/she may offer any assistance to the new club.

### **Transfer of Zone Chief Instructors/Regional Panel Members**

Should a ZCI or RPM change his place of residence to outside the Zone of which he was appointed ZCI, he is automatically reduced in status to that which he held before his appointment.

### **Transfer of Club Chief Instructor**

Should a CCI change clubs, he is automatically reduced in status to that which he held before his appointment.

### **Leave of Absence for members**

May be granted at the pleasure of the Club to a member when other commitments may keep him from attending his Home Club for a period of time. If a leave of absence extends for more than twelve months, the member must re-apply for the re-issue of the leave of absence annually.

### **Leave of absence for Instructors**

An Instructor may obtain "Leave of Absence" from the Club should they feel that they cannot fulfill their commitments because of work, health or any other valid reason accepted by the Club. The Instructor simply writes a letter to the Club requesting a LOA and the Club Secretary writes a covering letter and forwards both letters to PCAQ. The LOA is noted in the next PCAQ Management Committee meeting. In this case, the Club should indicate on the Renewal list that the Instructor is on "Leave of Absence."

## **12. REGISTER OF MEMBERS**

Clubs shall keep a register of Junior, Associate and Senior Members. It must also be divided into Riding, Pedestrian Equestrian and Non-Riding members with all details clearly shown on monthly affiliation returns to PCAQ. The affiliation forms are distributed each month in the Newsletter and are downloadable from the website [www.pcaq.asn.au](http://www.pcaq.asn.au). Each person who pays for a Club Membership Fee must be issued on official club membership receipt (available from PCAQ office) Their affiliation card must be handed to the member as soon as it is received from PCAQ.

### **Club Membership application forms**

Each applicant must apply for membership and complete and sign a Club Membership Application Form each year *in the format issued by PCAQ for that year.*

*The previous year's application form may not be used. A new form must be completed for each Membership year. All application forms should be held for the statutorily required period. If an incident report is lodged for injury or damage for which a claim for damages or an insurance claim might result, then the application forms for that person for that period must be kept until the finalization of the claim.*

*Where the applicant is a child then due diligence must be exercised to ensure that the adult signing in the capacity of Parent or Guardian has the legal right to do so. In particular note that persons who are the partner of the child's parent may not have parental control. Similarly, unless so granted by some legal status, grandparents do not have parental control and may not countersign a child's membership application. Failure to apply due diligence in this process may render the forms invalid as evidence in court and potentially deny the club any protection under its insurance policies.*

*The Secretary must complete the "clubs only" section at the foot of the application form to indicate that the correct acceptance or rejection process has been applied to each application.*

*Any application form that is accompanied by the relevant fee must be considered by the Management Committee at their next meeting and the applicant advised of the decision. Applications cannot be held over for consideration until the next meeting. The Management Committee may hold a special meeting for the sole purpose of considering membership applications even if this is outside the normal meeting schedule.*

### **Indemnity and Waiver Forms**

All applicants must complete and sign the Liability, Waiver, Release and Indemnity form in the format supplied by PCAQ each year. They must also give permission for their details to be passed on to other parties where necessary and for their image to be used for club publicity purposes. Failure to sign these forms will cause the PCAQ office to return the person's affiliation fees to the club thus declining affiliation with the Association. (*Refer Aug 99 AGM*). The forms are to be kept with other membership records at the club and under the same conditions as apply to applications for membership.

### **PCAQ Affiliation Cards**

PCAQ issues and affiliation card to each financial member Affiliated Pony Clubs when the details of that person and the affiliation fee are received. The card will be prepared

in the PCAQ office and posted to the clubs for distribution to the member. Details of any accreditation of technical officials and instructors, including year of validation of instructors, will appear on the cards. Affiliation cards may be required to be produced when attending any pony club fixture. *Affiliation cards are produced in a different colour each year. An affiliation card may not be altered in any way and any card that is so altered is invalid.*

### **13.AFFILIATION FEES**

Fees are set each year in August at the PCAQ Annual General Meeting. Affiliation fees are paid to PCAQ on a monthly basis. As members join a club, their names are forwarded to PCAQ on the monthly affiliation/membership form together with a cheque to equal the number of riding and non-riding members. All PCAQ affiliation expires on 31st December each year. Notice of the Appointment of and membership of instructors should be returned on the separate form provided each month for that purpose.

*For a Club to be affiliated it must have at least one affiliated member returned to PCAQ. Until this occurs the club is not affiliated and does not have any insurance cover. Insurance cover will commence on day the first affiliation return for the year is received by PCAQ and will not be backdated. It is therefore vital that at least the Club Management Committee members re-affiliate before the 31<sup>st</sup> December each year.*

### **14.DISPUTES COMMITTEE FOR EVENTS**

A Disputes Committee shall be elected at all fixtures conducted by the Associated Clubs and Zones. The Disputes Committee shall consist of one senior member from each competing club (except where rules vary).

### **15.DISQUALIFICATION FROM AFFILIATION**

Any **Pony Club** can be disqualified, suspended or disciplined by PCAQ after conducting a properly convened meeting for the purpose.

A club disqualified, suspended or disciplined has the right to appeal to a General Meeting of the PCAQ.

The **LAW OF NATURAL JUSTICE** must also be served.

### **PROCEDURE**

1. A Management Committee meeting of the P.C.A.Q is called.
2. Notice and purpose of the meeting must be made in writing to the CLUB in question and must be advised of the grounds which necessitated this action.
3. If the club chooses not to attend, the meeting may proceed in its absence.
4. Both the club and the Committee may call witnesses or produce statements or documentary evidence relevant to the matter.
5. When all facts are heard, the Committee will consider these facts in the absence of any other people.
6. The decision will be arrived at by secret ballot.
7. Upon delivery of the decision to discipline, suspend or disqualify the club, it must be instructed of the right to appeal against the decision to the full PCAQ General Meeting. Records of the meeting must be kept.
8. Disqualification period will not exceed five years.
9. No refund of fees will be made.
10. After disqualification period is complete, the club may apply to reaffiliate.
11. Disqualification must not be used as a means of removing a club permanently.

## **16. INSTRUCTORS**

To hold a PCAQ Instructors Certificate the person must:

- be a current financial member of an affiliated club. It is not sufficient to be an honorary member, they must also be financial.
- attend a Refresher School every four years (Jan 2010). Failure to attend a Refresher will result in their accreditation being reduced to a lower level until a Refresher is attended, after which the original grading will be restored.  
(ie: a Level C will become a Level O\* until a Refresher is attended, after which they return to Level C). Level B will become C\*.
- attend 25% of muster/rally days at their home club each calendar year
- have their certificate renewed by their club management committee each year.

### **(a) Professional Instructor**

A professional instructor **MAY** be a member of a Pony Club but **MUST NOT** charge an instructional fee at a Pony Club school, rally or muster which has been organised by their home club. **No Professional Instructor may canvas for students at Pony Club.**

**(b)** A Pony Club has the right to pay fees to suitably qualified instructors who are not its members, and such instructors would be covered by Pony Club professional indemnity policy. Such instructors must be EFA, PCAQ accredited or equivalent overseas accreditation..

### **(c) Trainer**

One who educates trains or schools horses for any Pony Club work and receives payment for such. (Horse breakers excluded)

### **(d) Horse Dealers**

Pony Club must not be used to canvas the sale of horses by professional horse dealers.

Trainers and Horse dealers will not be permitted to hold PCAQ Instructor Certificates.

## **17. ZONE UNIFORMS**

Zones are allowed to have a registered uniform but it is **NOT** compulsory at any event. Saddlecloths in Zone colours, provided they carry the zone number measuring 100mm high on both sides of the cloth, are allowed but are **not compulsory**.

## **18. ZONE AND CLUB COLOURS R.N.A. EVENTS**

A team or pair may be members from one Club or may come from Clubs affiliated with the one Zone. In either case, riders must wear their own club colours unless a Zone uniform has been approved by the PCAQ Management Committee.

## **19. PERFORMANCE CARDS**

### **Graded**

Performance cards in official events are required by riders 13 years and under 26 years for Combined Training, Showjumping, ODE and Dressage. *Performance cards are not required for the Pony & Galloway or 12 years and under section of an Official Showjumping event.* Please note that the issue of a showjumping card affects the grading of the horse for combined training. (*Refer relevant discipline rule books*). Applications to Register a horse should be completed in full, signed by both rider and Club Secretary and forwarded to PCAQ accompanied by the appropriate fee for the cards required. Applications to register a horse are available from PCAQ office. **It is recommended that initial grading should only be applied for when the horse is of sufficient standard to compete in that discipline.**

## **20. UNIFORM AND SADDLERY RULES**

Pony Clubs must conform to the rules of PCAQ regarding uniform and saddlery. Saddlery is listed in the current edition of each competition rule book and Gear Check Book.

Pony Club uniform shall comprise:

- **Jodhpurs** (any colour as agreed by the club).

For Sporting, Campdraft and Mounted Games at all levels within Queensland, stockman-cut trousers are permitted.

- **Shirt** - long sleeved

- **Tie** - fly away

- **Approved boots.** (Refer 2010 Uniform and Saddlery Rules for Gear Check).

- **Gaiters** (Refer 2010 Uniform and Saddlery Rules for Gear Check).

- **Equestrian helmet** to Australian Standard AS/NZ 3838, EN 1384 or ASTM F1163 or better with effective and fastened chin strap. (AGM August 2003) **Helmet**

An equestrian helmet, colour white, black, navy blue or brown, tested to one of the acceptable standards must be worn whenever mounted.

Mounted Voluntary Helpers must wear the regulation headgear.

Riders must keep helmets on during Mounted Presentation of Awards and while saluting.

Loss of helmet while riding incurs elimination.

- **Pullovers** (optional) long sleeved or sleeveless, plain colour, v-necked. Trim allowable on neckband, waistband and/or cuff.

**Each club's shirt, tie and pullover (sleeved or sleeveless), jodhpurs and saddle cloth colours are registered with PCAQ.**

Use of coats or rain jackets may be permitted during wet weather at the discretion of the organising committee on the day but shall **NOT** in any way be adopted as part of the official Pony Club uniform.

**For full rules on required uniform and saddlery, please refer to the current Uniform and Saddlery rules for Gear Check Book and relevant discipline rule books.**

21. Pony Clubs **MUST** conform to the rules of PCAQ regarding events as laid down in the Handbook. Members are referred to relevant discipline rule books to be read in conjunction with these by-laws.

## **22. PCAQ POLICIES**

PCAQ has adopted a number of policies by which all members, clubs and zones must abide. These policies are printed in this Handbook on the following pages and may also be downloaded from our website [pcaq.asn.au](http://pcaq.asn.au).

## **23. YEAR**

Throughout these By-Laws, the word 'year' refers to the Calendar Year.

## **10. POLICIES of the PONY CLUB ASSOCIATION OF QLD INC**

### **SMOKE FREE POLICY - Adopted 6th April 2006**

#### **Rationale**

The Pony Club Association of Qld Inc recognizes that passive smoking is hazardous to health and that non-smokers should be protected from tobacco smoke.

Accordingly, the following policy adopted by PCAQ applies to all Members State, Zones and Clubs, Venues/areas. This policy applies to all members, administrators, officials, coaches, riders and visitors of the Club, Zone and State.

#### **Policy on Smoking**

The PCAQ policy requires

1. Administration, dining, eating and office area to be smoke free.
2. Change rooms and toilets to be smoke free.
3. Cigarettes not to be sold (including from vending machines).
4. Smoking not to be permitted in indoor spectator viewing and riding areas.
5. That Outdoor spectator grandstands and seating area should be smoke free.
6. That all indoor social functions of the organisation should be smoke free.
7. Volunteers and officials should refrain from smoking while they are acting in an official capacity.
8. Coaches and trainers to refrain from smoking whilst acting in their official capacity.
9. Riders to refrain from smoking while in uniform.

#### **Non-compliance**

Non-compliance with this policy may result in disciplinary action being taken by the Club/Zone or PCAQ Executive on behalf of Council. Note: Non-compliance could place PCAQ in jeopardy for Government funding.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY - Adopted 8th August 2005**

The Pony Club Association of Queensland is committed to a workplace free from all forms of discrimination and harassment. All employees, volunteers and members of the PCAQ will be treated fairly regardless of their:

- Sex;
- Race, colour, ethnic or ethno-religious background, descent or nationality;
- Marital status;
- Disability (including past, present or future physical, intellectual or psychiatric disability, learning disorders or any organism capable of causing disease – for example HIV);
- Homosexuality;
- Age; or
- Gender identification

The PCAQ will establish and monitor employment policies, practises and procedures to make sure we follow Equal Employment Opportunity principles in:

- Management practices;
- Job design and workload allocation;
- Staff selection and recruitment;
- Working conditions, including flexible work practices;
- Induction of new staff;
- Training and development;
- Staff support, supervision and performance appraisal;
- Dealing with harassment and discrimination complaints;
- Counselling or disciplining staff; and
- Dismissing staff.

PCAQ is also responsible for promoting awareness in the organisation about EEO and developing the skills of individuals to implement it. In addition, all members of the PCAQ, paid or unpaid staff have a responsibility to ensure that they:

- Do not discriminate against or harass others in their day to day conduct;
- Avoid discrimination in the development, implementation and assessment of employment policies and practices; and follow the PCAQ's grievance procedure.

## **ANTI HARASSMENT POLICY - Adopted 8th August 2005**

The Pony Club Association of Queensland is committed to providing a sport and work environment free from harassment and discrimination. We believe that anyone who is employed by PCAQ represents PCAQ and everyone, with whom PCAQ deal has the right to be treated with respect and dignity. The Pony Club Association of Queensland will not tolerate harassment in our organisation. We will take all complaints of harassment seriously and will ensure they are dealt with promptly, seriously, sensitively and confidentially. Disciplinary action can be taken against a person who is found in breach of this policy.

### **ANTI HARRASSMENT POLICY APPLICATION**

This policy applies to all riding and non-riding members, parents/guardians, coaches, employees, administrators, officials and volunteers of the Pony Club Association of Queensland (PCAQ). This policy applies to behaviour occurring both within and outside the course of the PCAQ's business, activities and events, when the behaviour involves individuals associated with the PCAQ and negatively affects relationships within our sport and work environment. This policy applies to harassment occurring between any participants in the organisation. Harassment may occur, for example, from:

- Instructor to rider;
- Rider to rider;
- Instructor to instructor;
- Rider to instructor;
- Parent to instructor or other rider;
- Parent to Administrator;
- Administrator to parent, rider, employee or volunteer;
- Employee or volunteer to rider, coach or administrator;
- Rider to administrator;
- Administrator to instructor;
- Instructor to administrator; or
- Between any parties associated with the PCAQ.

### **UNLAWFUL HARASSMENT**

Sexual harassment and various other forms of harassment are unlawful under federal and state/territory anti-discrimination laws. People engaging in harassment can have legal action taken against them under these laws. In some cases, legal action can also be taken against the organisation for which they work or which they represent. For this reason, the PCAQ has a legal responsibility to ensure that harassment does not occur in the course of any of our activities.

### **DEFINITIONS**

For the purpose of this policy, harassment is defined as follows:

#### **Harassment (general)**

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, usually because they are different, or perceived to be different, from the harasser. The difference may be in gender, race, disability, sexual orientation, age, power (relative to the harasser), religion or some other characteristic. It is behaviour that is unwelcome and that could reasonably be expected to upset the person or people at whom it is directed.

For the purpose of this policy, sexual harassment is defined as follows:

#### **Sexual Harassment**

Sexual harassment is behaviour that has a sexual element, that is unwelcome and that could reasonably be expected, in the circumstances in which it occurs, to offend, humiliate, threaten or intimidate the person or people at whom it is directed.

Behaviour constituting harassment can take many different forms and may be explicit or implicit, physical, verbal or non-verbal. Examples include, but are not limited to:

- Abusive behaviour aimed at humiliating or intimidating someone in a less powerful position;

- Jokes or comments directed at a person's body, looks, age, race, religion, sexual orientation or disability;
- Unwelcome remarks including teasing, name calling or insults;
- Innuendo or taunting;
- Homophobic comments and/or behaviours;
- Uninvited touching, kissing, embracing massaging;
- Staring, leering, ogling;
- Smutty and/or rude jokes and comments;
- Persistent or intrusive questions about people's private lives;
- Repeated invitations to go out, especially after prior refusal;
- Sexual propositions;
- The use of promises or threats to coerce someone into sexual activity;
- The creation of a hostile or sexually permeated environment by constant inappropriate references to sexual matters, the display of sexuality explicit material (posters, cartoons, graffiti) or by the use of offensive phone calls, email, faxes, letters or notes; and
- Sexual insults, taunts, name-calling.

Jokes and behaviour, which are genuinely enjoyed and consented to by everyone present, are not harassment.

Sexual interaction or flirtation that is based on mutual attraction or friendship, and which is consensual or invited, is not sexual harassment. However, it is important to recognise that some people may accept or put up with behaviour they find harassing, especially if they hold a subordinate position relative to the group or individual engaging in the flirtatious or jovial behaviour. It is the responsibility of all people covered by this policy to err on the side of caution and to be sensitive to the impact of their behaviour, not just those to whom the behaviour is primarily directed.

## RESPONSIBILITIES

The PCAQ is responsible for taking all reasonable steps to prevent harassment in our organisation and for ensuring our policy is well known throughout the organisation. This means we will take whatever steps necessary to ensure that everyone in the organisation knows:

- What harassment means,
- That it is against the law, and
- That it will not be tolerated

PCAQ will promote awareness of this policy and its contents by:

- Including a copy of the policy on the PCAQ website;
- Distributing copies of the policy to affiliated Zones and Clubs;
- Notifying participants in all PCAQ activities and/or functions that they will be required to comply with this policy;
- Reminding members of the policy through the PCAQ newsletter

While the Executive Committee has ultimate responsibility for ensuring that PCAQ is free of harassment, the Executive Committee may appoint an Anti Harassment Officer/s (AHO) to be responsible for the day-to-day implementation of this policy.

Administrators, officials, managers, supervisors and coaches have a direct responsibility to make sure that riding and non-riding members, employees and volunteers know about this policy and adhere to it.

The Executive Committee is further responsible for ensuring that the policy is monitored and reviewed regularly.

It will be the responsibility of all riding and non-riding members, officials, coaches and volunteers to:

- Comply with this policy;

- Offer support to anyone who is being harassed or feel they are being harassed and let them know where they can get help and advice;
- Maintain complete confidentiality if they provide information during investigation of a complaint; and
- Avoid gossiping or spreading rumours about the harassment (outside giving information as part of a legitimate investigation process). Such behaviour can result in legal action for defamation.

## **INTIMATE RELATIONSHIPS**

PCAQ takes the view that intimate sexual relationships between coaches and riding members, while not necessarily constituting unlawful harassment, can have harmful effects on the individual riding member involved, on other riding members and coaches and on the public image of Pony Club. Such relationships tend to be exploitive because there is usually a disparity between coaches and riding members in terms of authority, maturity, status and dependence. Because there is always a risk that the relative power of the coach has been a factor in the development of such relationships the PCAQ takes the position that such relationships should be avoided by coaches working at all levels. Other professionals, such as teachers, doctors and counsellors are required when dealing with relatively vulnerable clients or students, to avoid sexual relationships with them.

Should a sexual relationship develop between a riding member and coach the PCAQ may investigate whether any action against the coach is necessary. Factors that may be relevant to consider are the age and maturity of the riding member relative to the coach, the financial and emotional dependence of the riding member on the coach and the likelihood of the relationship having any adverse impact on the riding member.

If it is determined that the sexual relationship is inappropriate, action may be taken to terminate the coaching relationships with the riding member. If no other action is feasible there could be a request for resignation or dismissal from coaching duties.

In the event that a riding member attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach may wish to approach the PCAQ's AHO or other official if he/she feels harassed.

**The law is always the minimum standard for behaviour within the PCAQ and therefore sex with a minor of either the same or the opposite sex is a criminal offence.**

## **HARASSMENT COMPLAINTS**

PCAQ will deal promptly, seriously, sensitively and confidentially with any complaints about breaches of their policy.

PCAQ will ensure that appropriate procedures are followed to handle harassment complaints. These will provide both formal and informal mechanisms for dealing with complaints.

In the first instance, advice and assistance can be provided by the AHO/s appointed by the Executive Committee. The AHO is able to offer help in several ways. He/She can:

- Listen and provide moral support;
- Clarify whether the behaviour being experienced constitutes harassment, another form of unacceptable behaviour that requires other solutions, or legitimate supervisory/coaching behaviour;
- If appears that the conduct is harassment, explain the courses of action available to deal with the harassment, from informal measures through to formal complaints;
- Give information where appropriate on self help measures, such as suggesting that the harassed person approach the harasser and explain that the behaviour is unacceptable and upsetting;
- Provide referral to other people or bodies charged with taking formal complaints;
- Accompany the person who feels they are being harassed to approach the alleged harasser or to take other actions under informal or formal complaints procedures; and

- Follow up with the person, after appropriate action has been taken, to ensure that they are satisfied with the resolution.
- The names and contact details for the PCAQ AHOs may be obtained from the PCAQ State Office.
- While it is recommended that an AHO be approached in the first instance, the person experiencing harassment also may seek advice and support in the first instance from another trusted person, for example:
  - A coach or senior official;
  - A person designated to take responsibility for resolving harassment complaints; or
  - Any signatory to the Anti-Harassment policy or any other official of the organisation (as appropriate).

### **INFORMAL RESOLUTION**

Informal resolution of complaints is the most common avenue for finding resolutions. Informal solutions may occur to the complainant while he or she is talking to the AHO. These may then be carried out by the complainant with or without the assistance of the AHO. Resolution of complaints at this level allows for complete confidentiality for both parties and can sometimes result in an improved working relationship.

The second level of informal resolution involves mediation by an agreed third party. The mediator could be a complaints officer (who is preferably is a club member qualified in mediation), an official or anyone agreed to by both parties for this purpose.

### **FORMAL RESOLUTION**

The complainant may decide, however, after talking to the AHO, or after informal resolution has failed, to lodge a formal written complaint. All formal written complaints about harassment shall be lodged with the AHO.

On receiving the written complaint the AHO will attempt to resolve the matter between the complainant and the alleged harasser by mediation, unless this is clearly inappropriate in the circumstances. If mediation fails, or is not attempted the AHO will refer the matter to PCAQ to conduct a fair investigation in relation to the complaint. The purpose of the investigation will be to establish whether harassment occurred, and if so what action should be taken to resolve the matter. In conducting the investigation, PCAQ shall ensure adherence to the principles of natural justice. PCAQ may take any action it considers appropriate against the offender if it has established on the balance of probabilities that the harassment has occurred, including but not limited to:

- Expelling or suspending the membership of the person (if he/she is a member);
- Providing the offender with a written warning;
- Requiring the offender to attend counselling; or
- Such other action as it deems reasonable in all the circumstances.

A complainant can withdraw his or her complaint at any time. If the complaint is withdrawn, PCAQ is not required to pursue the complaint and/or investigation any further.

### **RIGHT TO APPEAL**

After an investigation of a complaint has occurred, a decision has been reached and action recommended both parties to complaint have the right to appeal the decision and recommendation. The party wishing to appeal a decision shall advise the State Administrator in writing with 72 hours of PCAQ delivering its decision ('Notice of Intention to Appeal').

The person bringing the appeal must also provide the grounds of appeal in writing within five (5) days of lodging the Notice of Intention to Appeal. If this is not complied with the appeal shall be deemed to be withdrawn.

An appeals panel made up of members other than those who formed the original review panel will handle formal appeals. The appeals panel may:

- Dismiss the appeal;
- Uphold the appeal;
- Reduce, increase or otherwise vary the penalty.

## **DISCIPLINARY ACTION**

PCAQ can take disciplinary action against any person in the PCAQ who is found to be guilty of harassment. The PCAQ can also take disciplinary action against anyone who victimises a person who has complained of harassment. The discipline would depend on the severity of the case and could involve counselling, compulsory education, a fine, suspension, dismissal or withdrawal of membership.

Disciplinary Procedure is detailed in the PCAQ Administration Handbook.

PCAQ will take similar disciplinary action against any person who is found to have made false, vexatious or frivolous allegations of harassment.

Apart from the complaint procedures set out in this policy, complainants may, at any time, contact the relevant state/territory or federal anti-discrimination/human rights body for information or advice, or further action.

# **THE PONY CLUB ASSOCIATION OF QLD INC**

## **SUMMARY OF CODE OF CONDUCT**

**To be read in conjunction with the Pony Club Association of Queensland Codes of Behaviour and to be given to each person when joining a Pony Club**

It is a condition of entry to any event, muster or function run by the Pony Club Association of Queensland or any affiliated club or organisation that you agree to abide by the following Code of Conduct.

You are required to:

- **Abide by the rules of the Sport.**
- **Follow the directions given by officials.**
- **Respect the rights of others in the facility.**

The person or persons in charge on the day are authorized to require you to leave the facility if you breach the Code through:

- **Verbal or physical abuse of another person.**
- **Harassment of individuals or a group.**
- **Questioning of umpires decisions.**
- **Ridicule, baiting or uttering obscenities.**
- **Engaging in behaviour that is not respectful of others.**

**Please be aware that you will be asked to leave the facility if your behaviour continues after you are advised you are in breach of the Pony Club Codes of Behaviour. Also be advised that if you are asked to leave, any of your family taking part on that day will almost certainly be excluded from further participation and will have to leave with you.**

We all want Pony Club to be carried out in an enjoyable and supportive environment. Your compliance with the Codes of Behaviour will help ensure that all participants find their Pony Club experience both pleasurable and fulfilling.

Further action may be taken once a person is asked to leave the Pony Club activity.

This may include civil or criminal charges.

Thank you for your co-operation.

# PONY CLUB ASSOCIATION OF QUEENSLAND

## CODES OF BEHAVIOUR - Adopted 8th August 2005

### **Riders**

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official at a suitable time.
3. Control your temper. Verbal abuse of official and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
4. Work equally hard for yourself and /or your team. Your team's performance will benefit so will you.
5. Be a good sport. Applaud all good performances whether by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your instructor, teammates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and instructors.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Parents**

1. Remember that children participate in sport for their enjoyment, as well as yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Show appreciation for instructors, officials and administrators. Without them, your child could not participate.
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background and religion.

### **Administrators**

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

### **Officials**

1. Compliment and encourage all participants.
2. Be consistent, objective and courteous when making decisions.
3. Condemn unsporting behavior and promote respect for all opponents.

4. Emphasize the spirit of the competition rather than the errors.
5. Encourage and promote rule changes that will make participation more enjoyable.
6. Be a good sport yourself. Actions speak louder than words.
7. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
8. Remember you set an example. Your behavior and comments should be positive and supportive.
9. Place the safety and welfare of the participants above all else
- 10 Give all young people a 'fair go' regardless of their gender, ability, cultural backgrounds or religion.

#### **Instructors/Coaches**

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

All Clubs are asked to display the notice below prominently at their grounds when events/musters are taking place. Such a notice may also be handed as a warning to any person who may be felt by the organisers to be breaching the Code



# Are you...

- Applauding good performance and efforts by all riders.
- When watching or taking part in a team event, congratulating all teams upon their performance regardless of the game's outcome
- Showing respect for your club coach, club officials, the judge, officials, stewards and opponents. Without them there would be no competition, event or muster.
- Demonstrating appropriate social behaviour by not using foul language, and not harassing administrators, coaches, riders, judges or officials.
- Recognising and respecting the value and importance of administrators, coaches, judges and trainers and all the many volunteers who contribute and make Pony Club possible. They give up their time and resources to provide Pony Club activities for all people and deserve your support.
- Being a model of good sports behaviour for children and others to copy.
- Respecting the rights, dignity and worth of every person regardless of their age, gender, ability, cultural background or religion.
- Putting emphasis on effort and having fun rather than only on winning.

### **Please Remember:**

***Most riders, in particular children, participate in Pony Club for fun. They are not taking part just to win nor are they participating for the entertainment and pleasure of you and spectators.***

### **AND**

***It is a condition of entry to any Pony Club event or venue that you agree to abide by the Pony Club Codes of Behaviour.***

If it comes to the attention of the Pony Club Association of Queensland or the person or persons in charge on the day that your behaviour is in breach of the Pony Club Codes of Behaviour through, for example:

***Verbal or physical abuse of another person;  
Harassment of individuals or a group;  
Questioning of umpires decisions;  
Ridicule, baiting or uttering obscenities; and/or  
Engaging in behaviour that is not respectful of others***

Please be aware that you will be asked to leave the facility if your behaviour continues after you are advised you are in breach of the Pony Club Codes of Behaviour. And please also be advised that if you are asked to leave, any of your family taking part on that day will be excluded from further participation and will have to leave with you.

We all want junior sport to be carried out in an enjoyable and supportive environment. Your compliance with the Codes of Behaviour will help ensure that all participants find their Pony Club experience both pleasurable and fulfilling.

All members are given a summary of the Codes of Behaviour when joining or renewing membership and the complete Codes of Behaviour are available on our web site [www.pcaq.asn.au](http://www.pcaq.asn.au) in the section Rules/Policies.

Thank you for your co-operation.

## **ALCOHOL POLICY- Adopted 8th August 2005**

### **Policy Statement**

PCAQ is committed to providing a safe sporting and working environment for every person involved in Pony Club activities.

To enable this commitment to be met, the consumption of alcohol is absolutely forbidden for members under 18 years of age (the legal drinking age in Australia), and is not encouraged for members, officials, parents or volunteers of 18 years of age and over, whilst engaged in any Pony Club activity. Riders and supporters must not consume alcohol during the conduct of any Pony Club activity involving horses.

The Pony Club Association of Queensland will not tolerate any breach of this policy and will investigate any reported inappropriate use of alcohol in Pony Club activities. Disciplinary action will be taken against a person who is found in breach of this policy.

The Policy is effective from the date of approval by the Pony Club Association of Queensland.

### **Coverage**

This policy applies to any person who is engaged in a Pony Club activity whether the activity is conducted in Australia or overseas. This policy applies to all International and National tours, events or competitions. Failure to adhere to the policy could have a detrimental effect on the safety and well being of Pony Club riders and their horses as well as non-riding members and the general public. It could also affect the good name of the Pony Club movement, which in turn could jeopardize any future State or National financial support.

#### **1. Riding members involved in any Pony Club activity:**

- Consumption of alcohol is absolutely prohibited for riding members who have not attained the legal drinking age;
- Consumption of alcohol is not encouraged, but if consumed by riders of legal age within constraints of this policy, should be discreet and with due regard to their responsibility to their State Association and the APCC.
- Any rider found to be under the influence of alcohol at any time during a Pony Club competition will be automatically disqualified from the competition on the grounds of breach of an approved Pony Club policy. Such decision should be made by either a ground jury or the organising committee and should be based on duty of care;
- Consumption of alcohol by riders, of legal drinking age, when representing Pony Club on International and National tours is permitted in moderation at any arranged official function.
- Riding members, who are of legal drinking age in Australia and are representing Pony Club in any activity outside of Australia must check on the legal drinking age of the country they are visiting before partaking of any alcohol within the constraints of this policy;

#### **2. Team Coaches, Chaperones**

- Consumption of alcohol by Team Coaches and Chaperones is not encouraged. In extraordinary circumstances arrangements may be made, for a team member to be in the care of a parent or guardian. If arrangements are made for a team member to be in the care of a parent or guardian the requirements of this policy relating to riders still apply.

#### **3. Other Pony Club Officials, Parents, Volunteers and Supporters**

- Consumption of alcohol at Pony Club functions or activities is not encouraged. Sale of alcohol is not permitted during the running of events or competitions under Pony Club control which are attended by Pony Club members with their horses. Alcohol may be available at the end of the day's activities and with due regard to the safety and care of riders and their horses.
- Officials assisting with the organisation or conduct of a Pony Club activity must not consume alcohol during the conduct of the activity.

#### **4. Disciplinary procedure is outlined in the PCAQ Administration Handbook**

## **SUNSMART POLICY**

### **RATIONALE**

The health of members is of primary concern to The Pony Club Association of Queensland Inc.

We are aware that Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will get some form of skin cancer in their lifetime and more than 1,000 Australians die from this disease annually.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage is therefore preventable.

With this in mind, The Pony Club Association of Queensland realised the need to educate its members and staff about SunSmart behaviour and protect them from the sun, thus reducing the risk of skin damage from exposure to the sun.

### **AIMS**

The policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer and early detection
- provide sporting environments that support SunSmart practices
- create an awareness of the need to reschedule training and competitive events, where possible, to support SunSmart practices.

### **PROCEDURES**

Our Association recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.

The purpose of this SunSmart Policy is to ensure that all members and staff of this organisation are protected from the harmful effects of the sun throughout the year.

### **Our Commitment**

Members of the Association will:

- inform individuals about the organisation's SunSmart Policy when they apply for membership
- provide SPF 15 or higher, broad-spectrum, water-resistant sunscreen for members and officials
- follow Queensland Cancer Fund guidelines for SunSmart clothing when choosing, designing or re-designing uniforms
- provide suitable shade structures for event where existing shade is not adequate for spectators and participants and encourage spectators to bring their own portable shade structures
- ensure that, wherever practicable, outdoor activities take place before 10am or after 2pm (Australian Eastern Standard Time [AEST]) and investigate the feasibility of having night-time training sessions and games/events
- promote SunSmart behaviour through posters and information brochures
- provide ongoing education about skin cancer prevention and early detection
- encourage all coaches, trainers and adult members of the club to act as positive role models for younger members in all aspects of SunSmart behaviour by
  - \* wearing appropriate hats and clothing for all outdoor activities
  - \* using SPF 15 or higher, broad-spectrum, water resistant sunscreen
  - \* seek shade whenever possible

- \* wearing sunglasses that meet the Australian Standard (AS 1067)
- encourage members who do not bring hats to play in an area protected from the sun, OR enforce the 'no hat, no play' rule for junior members
- regularly reinforce the SunSmart policy through newsletters, committee meetings and club activities
- review the SunSmart policy annually

## Our Expectations

### Club Members will:

- be aware of the organisation's SunSmart policy, having been informed about it upon registration
- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses
- apply SPF 15 or higher, broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors
- use shaded or covered areas, where possible, when spectating and during half-time breaks
- help to design and regularly update the SunSmart policy
- act as positive role models for other members in all aspects of SunSmart behaviour.

PCAQ strongly recommends that clubs take advantage of the Club Development Network provided by the Australian Sports Commission. Membership is free and there is a great deal of very useful information on the website, including the legal ramifications of running a club, committee management, financial management etc.



## AUSTRALIAN SPORTS COMMISSION **CLUB DEVELOPMENT NETWORK**

**1300 130 121**  
[www.ausport.gov.au/clubs](http://www.ausport.gov.au/clubs)

### **About the Australian Sports Commission's Club Development Network**

The Club Development Network is a free, Web based program that supports the development and management capacity of sporting clubs.

The aim of the Network is to assist clubs across Australia to identify ways in which they can develop their clubs so they can provide the best possible service to their members. The principle upon which the network has been established is one of promoting continuous improvement.

To be a successful, well-run club you need a clear understanding of leadership, planning, people and organisational performance while maintaining a strong member focus. These areas are emphasised in the Club Development Network.

By developing and promoting products and services from the ASC, National Sporting Organisations (NSOs), and other groups, clubs can improve their management.

On becoming involved in the Network, a club/association undertakes an internal review using a simple checklist. The checklist helps to identify how the club is performing in various aspects of its management and operation. In doing so it identifies a number of areas for improvement and develops an action plan for addressing those areas.

From here the club can access the Resource Library which has a wealth of club friendly resources to help the club address its agreed actions. Members have asked for examples they could print off and use at their next committee meeting. Resources range from a template for a strategic plan through to a fact sheet on how to run a safe sausage sizzle. It is all there waiting for you to log on and print .it off.

Members will also benefit from regular updates via the club development electronic newsletter, E-news. The newsletter covers a wide range of topics dealing with all aspects of running an effective club.

Over six thousand clubs are already members of the Network and your club can join by logging onto [www.ausport.gov.au/clubs](http://www.ausport.gov.au/clubs) and then clicking on free membership.

## **11. A GUIDE FOR PRESIDENTS**

### ***Notes for the Chairman***

One of the important duties of the President is to Chair meetings.

The Chairman must understand the purpose of the meeting, help the meeting to come to agreement and see that the wishes of the meeting are carried out. He acts as host and must maintain order at all times but not so as to restrict discussion. Legal formalities must be observed and in order that this is done, he must understand the Constitution and be conversant with the rules of the Club.

To give the meeting an air of formality, he should be addressed as “Mr Chairman”. Due respect must be paid to the position. He may ask that speakers stand and address the Chair. All discussion should be through the Chair and should be kept to the point. The Chairman must be impartial. He must rule on ‘points of order.’

A time limit may be imposed on speakers, the order of speaking is determined by the Chair and control of the meeting must be kept always. Unruly members may be ejected if necessary. The Chair may call for a temporary adjournment. He may rule that motion be put in writing. The Chairman may have a casting vote. This is determined by the Constitution. The Agenda should be adhered to as much as possible. Time must be taken to allow fair discussion on all subjects. All points must be brought out. Repetition should be avoided. After discussion, he must summarise points which have been taken therefore, he must be a good listener and have a retentive memory.

### ***Hints for the conduct of meetings***

- Act as a host, ‘*Come in Mrs Smith, there is a chair to your left*’.
- Do not take the Chair until ready to start the meeting
- Start on time, declare the meeting officially open
- Follow the Agenda, read all correspondence and the Agenda beforehand
- Keep the meeting moving in the direction desired
- Be firm but tactful on members deviating from the point
- Be a leader, listen attentively, enthusiasm is contagious
- At the end of the meeting, rise and leave the Chair
- Any further discussion is then informal and leaderless

### ***Motions***

- Should be simple, precise, clear and not in any way ambiguous.
- The seconder, implication is that there is support for the motion. If there is no seconder, the motion lapses.
- Immediately a motion has been proposed and seconded, the Chairman should say, “Does anyone wish to speak against the motion?” If not, the motion should be put. If yes, the order of debate should be Speaker ‘against’, then speaker ‘for’ (alternating). No speaker should speak more than once. The mover of the motion has a formal right of reply.
- Amendments to the motion: may add, subtract or alter the wording or substitute words within the motion. An amendment must be clear, precise and must not negate the motion. When an amendment is carried, it is incorporated in the motion which can be further discussed or amended. When an amendment is lost the original motion has the floor and may be put to the vote.

### ***Voting***

May be vocal, show of hands, standing or secret ballot. The Club Constitution provides details of the voting power of the Chairman.

## 12. A GUIDE FOR TREASURERS

The duties of the Treasurer are not beyond the powers of any responsible person. The Treasurer will issue receipts for all monies and pay all authorised accounts. The Treasurer keeps records and books of accounts showing all transactions relating to Club funds and property.

The Treasurer must keep the Club informed at all times regarding transactions and finances. Necessary records include a carbon duplicate membership receipt book (available from the PCAQ office) cheque book, cash book, bank deposit book, bank deposit book, vouchers in support of payments made. In some cases a petty cash book may be required.

### ***Money received:***

All monies should be promptly receipted. Never use cash receipts to pay accounts or sundry expenses. This is unacceptable to an Auditor and complicates club records.

### ***Banking***

Using a carbon deposit book and must be done at regular intervals, even if only a small amount is banked. The Inward cash book should be written up before preparing the deposit slip so that the banked amount agrees with the receipts issued. If you are not aware of the method of keeping a cash receipts and payments book, it is very simple and an accountant or banker will be happy to show the correct method.

### ***The Cash book***

Should be added and checked to the Bank Statement each month to give the figures necessary for the financial report to the club. Make payments by cheque. Any small payment may be made from petty cash. Accounts should be passed for payment by a meeting but if immediate payment is required and the Treasurer and other signatories are aware that the club has approved the payment in principle, the transaction can be arranged and this action ratified at the next meeting.

### ***Cheque signatures***

Two signatures are required on club cheques and a signatory should never sign a cheque form that has not been fully detailed. Any extraordinary payments, donations, asset purchases etc must be specially authorised by a resolution of the Committee.

### ***Statement of receipts and payments***

In accordance with Incorporation requirements, the books of account MUST be audited prior to and presented at the Annual General Meeting of the Club.

### ***Statement of Assets and Liabilities***

This statement should be made available for the Club AGM. The assets of the club should be valued and totaled, the liabilities deducted. This gives member some idea of the approximate worth of the club. Assets should include bank balance, cash on hand, investments, stock on hand eg: shirts, canteen, building, fencing, furniture, tractor etc. Liabilities should include bank overdraft, payments due to creditors.

## 14. A GUIDE FOR SECRETARIES

The Secretary has a most important position in the Club.

Everything happening in the Club revolves about the Secretary.

A good working relationship with the President and Committee should be developed.

It is the Secretary who has to put the policy and decisions of the Committee to work.

The Secretary should have the ability and common sense to make 'on the spot' decisions on every day Club problems but confined to the levels of responsibility of the position.

Any important decisions should be made through a meeting if time permits otherwise through the Club executive by telephone or by meeting.

The President should be kept informed of all decisions made and of any changing Club business.

The Secretary must carry out faithfully any decisions made by the executive or committee even if they do not conform to his/her own ideas.

A Secretary should be enthusiastic, tolerant, and diplomatic and encourage the Committee to be progressive in their approach to Club activities.

The liaison between the members and the executive and the Instructors is a very important facet of the Secretary's duties.

### CONSTITUTIONAL DUTIES

1. Convene meetings of the Club or of any Committee of the Club as and when directed by the Committee or by the Club rules.
2. Have a clear knowledge of who is entitled to vote at any Management Committee meeting or General Meeting of the Club
3. Keep accurate minutes of all decisions and proceedings of the Club and of the Committee or any other Committees thereof and give effect thereto.
4. Attend to all correspondence.
5. Carry out such duties as the Club or Committee may from time to time prescribe.

### CLERICAL DUTIES

1. Attend to all correspondence of the Club, both inwards and outwards.
2. Attend to all forms arriving from PCAQ or the Zone and fill in accurately and within the prescribed time limit.
3. Ensure that club delegates are aware of the Club's position in regard to matters which may require voting upon at Zone meetings.
4. Make provision for examinations for Certificates by riders, in consultation with the Chief Instructor.
5. Be aware of members of the Club who may wish to be accredited as Instructors and with the Club's sanction nominate such people for Instructors schools and apply for the appropriate work manuals.
6. Clubs may wish to apply for official or State Championships. The Secretary should bring this to the Club's notice.
7. Attend to Clearances of Instructors and Riders who may be moving from or to another Club (See Clearance to join another Club).
8. Bring to the notice of members any rule changes as circulated in the PCAQ minutes.
9. Order stationery items from PCAQ. Payment for stationery **must** be forwarded with order. Refer to order form in the Sample Forms section.
10. Inform members about nominating for State Events, Official Days, interstate teams and other competition. Some clubs choose to appoint a "Nomination Secretary" to handle this responsibility.

### MINUTES:

It is important when taking minutes that all motions are read back to the meeting before they are put to the

vote. All motions must be moved and seconded.

Accurate minutes of all meetings should be taken and a copy distributed to the Management Committee and, if possible, to club members. It may not be within a Club's resources to achieve this but this should be done wherever possible so that members are kept informed of Club business. Minutes should be tabled and/or read at the next meeting where they are confirmed. **Minutes must be kept up-to-date in a minute record book which is to be made available to any financial member upon request. This viewing is to be at a convenient time.**

Communication with members leads to more interest in Club activities. Keep your members informed. Some clubs publish their own Newsletter to help to do this.

### **ZONE SECRETARY - MINUTES**

Accurate minutes of all Zone meetings must be kept. A list of Club Secretaries must be maintained. Attend to correspondence and convene Zone meetings. Attend sub-committee meetings and keep minutes. Organise Zone events and arrange judges, trophies etc. Help the Zone Chief Instructor organise schools of instruction and have the necessary literature available when required. A copy of Zone meeting minutes should be forwarded to each Club Secretary.

Each club is eligible to nominate Delegates to attend their Zone Meeting. Clubs may nominate a proxy if they are unable to attend Zone meetings. This should be done in writing. If Zone minutes are not circulated, Club delegates should take notes so they can report back to their Club. (NB: each Zone may nominate 2 Delegates to attend PCAQ management committee meetings)

### **CORRESPONDENCE:**

All correspondence should be handled promptly. Notify the President of any important matters which need attention so they may be dealt with promptly. Correspondence to PCAQ should be duplicated to the Zone to which the Club belongs so that the Zone delegate will be able to speak on behalf of the Club and explain any points which may need clarifying. This is a courtesy to the Zone and to your Zone delegate. Correspondence from PCAQ should be read carefully and the relevant parts marked and read at the Club meeting.

**Please notify PCAQ using a Club Annual Return form if the name, address or phone number for the Club Secretary changes. (complete the Return in full, not just with the changes)**

### **MEMBERSHIP RECORDS and PCAQ AFFILIATION RECORDS**

Keep a complete and up-to-date list of names and addresses and birthdates of all members. **Membership lasts for the financial year of the club (unless the Rules state different dates) PCAQ affiliation year commences 1st January and finishes 31st December.** Clubs may choose to offer 'family memberships fee structures' however each person is a single member in their own right.

### **Liability, Waiver, Release and Indemnity Form**

This form is provided by PCAQ and **every member must sign one every year** before participating in club activities. The form is to be kept with club membership records.

### **Summary of Code of Behaviour**

This sheet summarizing the requirements of our Code of Behaviour is provided to each club and a copy should be given to each person signing a membership form.

### **Consent to passing on of personal details**

All members are required to consent that their details may be passed on to the insurance company, sponsors etc. Secretaries are required to tick the column on the membership form that such consent has been obtained from the member or parent/guardian.

-

### **PCAQ Affiliation cards**

PCAQ will issue an affiliation card to each financial club member. Each month after you have supplied the monthly membership return, a card for each person returned will be posted to you for them to collect.

From 1st January 2007 your members may be called upon at any time when attending Pony Club to produce their affiliation card.

### **Application for Membership - The procedure to follow is:**

1. Applicant is supplied with a copy of the Club's Bylaws, and any other relevant information such as uniform requirements and Codes of behaviour.
2. If satisfied with those, the applicant completes the Club's membership application form and Liability, Waiver and Release Form and pays the prescribed fee.
3. If the Management Committee is thinking of not accepting the application they must advise the applicant of the reason and give them an opportunity of presenting their case for acceptance.
4. Application is discussed and approved/rejected by a majority vote at the next meeting of the Club Management Committee
5. Applicant is notified (preferably in writing) of the result of the application and given any other necessary information, such as muster (rally) dates etc.
6. If unsuccessful, the applicant is advised in writing that the application was unsuccessful and the full fee is refunded. The letter should also offer the applicant the right of appeal to the full membership of the club. Advice should also be given that such request for an appeal must be received by the club Secretary within the requisite amount of time listed in the club constitution.
7. If a request for an appeal is received as above, then the Secretary must call a general meeting of the club, giving the notice required in the club constitution and notifying all financial members eligible to vote. The reason for the meeting should be given and the person or persons making the appeal should be invited to be present.
8. Representations by the person making the appeal and any members of the Management Committee will be heard. No other representations are to be made.
9. The decision by vote of the majority of eligible members at this meeting is then final.

This procedure also applies to people wishing to transfer from another Club or joining at the commencement of a new year, **although they will also have to provide a clearance form from their existing club if they have been a member of an affiliated pony club within the past two years.**

### **AFFILIATION FEES PAYABLE TO PCAQ:**

At the December, 1992 Management Committee Meeting, it was decided that commencing 1/1/93, affiliation fees to PCAQ be paid on a **monthly** basis. As members join, re-join or transfer to your Club, their names are to be forwarded to PCAQ on the monthly affiliation registration forms together with a cheque equal to the rate per riding member, pedestrian equestrian or social member. Upon receipt of an Affiliation Registration form for the year, a Certificate of Affiliation will be forwarded to each Club.

### **PCAQ AFFILIATION REGISTRATION FORMS**

The affiliation registration forms are circulated to all Club secretaries in the PCAQ Newsletter. These forms must be completed and returned to PCAQ together with the appropriate affiliation fee. The current month's form should be returned in the first week of the next month.

**Membership of a club lasts only for the current membership year.** Unless stated otherwise in the club rules or by-laws this corresponds with the club financial year stated in the rules.

Everyone has to apply as a new member from the first day of the new membership year.

All members who have paid their fees during the month (ie: actually paid their membership fees and been issued with an official receipt) should be listed as either a riding or social member.

As soon as the club membership has been entered on the PCAQ database an affiliation card will be posted out to the club for each affiliated member. **For insurance purposes a person will be considered a member if he/she can produce an official pony club receipt for membership paid to an affiliated pony club.**

Transferring members should be sent in as members of your club, however if they have already been affiliated with PCAQ by their last club, no more money should be sent in. Just write "transfer" next to the name.

If there are no new or transferring members during the month, the 'nil' return does not need to be sent to PCAQ.

Two columns on the form **must be ticked** by the Secretary indicating that the member has

- Signed the prescribed Waiver Form (to be filed by the club)
- Agreed that their personal details may be passed on to other organisations such as the insurance company, sponsors etc.

**A separate form is supplied for instructor appointments.** If your club wishes to appoint the member as an instructor for the club, the appointment should be made on this form. **If instructors are returned on the ordinary affiliation form, it will be assumed that the club no longer wishes to appoint the instructor.**

## **HORSE LEASE FORMS**

**What is a horse lease?** It is a document signed by two parties that permits the use of a non-owned horse at Pony Club.

**Who needs to complete a horse lease?** Anyone who wishes to ride at Pony Club, a horse which does not belong to them, or to another member of their Club. If the horse belongs to a person who is a member of another Club, or is not a member of Pony Club at all, a lease must be signed.

**How to get a horse lease:** Both parties involved complete four copies of a lease agreement, a copy of which is located in the "Sample Forms" section of this handbook, or may be obtained from the office or downloaded from the PCAQ Website. Send one copy of the completed form to PCAQ; one to the lessee's Club; one to lessee and one to lessor. The lease will be presented to the following Management Committee meeting and noted in the Minutes circulated in the PCAQ Newsletter.

**Note:** A rider may not compete on a leased horse until 3 weeks has elapsed from the date of the lease.

## **MEMBER TRANSFER TO ANOTHER PONY CLUB**

A member wishing to change membership from one club to another should do three things:

1. Resign in writing from the current club
2. Requesting a member (or Instructor) transfer clearance
3. Complete new membership forms at the new club.

The secretary completes a clearance form (Refer Sample Forms section) and gives it to either the person requesting the transfer or to the other club secretary.

There are **no** grounds for not immediately issuing a member transfer except if the member owes the existing club any money.

Club membership fees paid to the existing club do not have to be refunded to the transferring member. Refunding is a matter for the club to decide.

The new club is entitled to charge its full membership fee, however, if the person's affiliation fee to PCAQ has already been paid, there is no need for the receiving club to pay again, and many clubs reduce their membership fee by this amount.

If the transfer is within the same Zone, then the rider must wait 30 days from the date of the transfer before competing for his/her new club.

A transfer to a new club is binding for six months unless special circumstances occur eg moving to a new area.

## **INSTRUCTOR TRANSFER TO ANOTHER PONY CLUB**

A member who is an Instructor with the existing club and wishing to change membership to another should do four things:

1. Resign in writing from the current club

2. Requesting a member (or Instructor) transfer clearance
3. Complete new membership forms at the new club.
4. Apply to the new Management Committee to be accepted as an instructor.

The Secretary completes an Instructor Transfer (see Forms section) and sends the transfer form to the secretary of the new club.

The transferee may or may not be appointed by the Management Committee of the new club. If the transferee so appointed then the Secretary of the new club signs the form and sends it to PCAQ. There are no grounds for not issuing an instructor transfer except if the member owes the existing club any money. At the next PCAQ Management Committee Meeting the transfer is presented. If the transfer is accepted, the change is noted on the PCAQ computer records and a new affiliation card is issued.

The new club is entitled to charge its full membership fee, however, if the person's affiliation fee to PCAQ has already been paid, there is no need for the receiving club to pay again, and many clubs reduce their membership fee by this amount.

If the transfer is within the same Zone, then the rider must wait 30 days from the date of the transfer before competing for his/her new club.

A transfer to a new club is binding for six months unless special circumstances occur eg. moving to a new area.

## **PERFORMANCE CARDS**

### **a) GRADED PERFORMANCE CARDS**

Performance cards are required **for horses** ridden by members, 13 years and over who wish to compete in **OFFICIAL** competition - Showjumping, ODE, Dressage and Combined Training.

**NB:** It is the **horse** that is graded, **not** the rider or combination of horse & rider.

### ***Performance cards are not required for 12 years and under official competition.***

A registration card has been introduced for small horses and ponies competing in **Pony & Galloway** at official showjumping events. There are no grading points shown on these cards but they should be presented to the organisers at the start of the day, and a note of participation and results will be made in the card. Ponies and Galloways must not exceed 15hh.

### **How do you obtain a performance card?**

The rider completes an "**Application to Register a Horse**" form (see Sample Forms Section) which is signed by the Club Secretary. The form is then sent to PCAQ together with the prescribed amount per card. The information is entered onto computer and performance cards issued and posted to the Club Secretary.

It is **very important** that **all** details of the horse, **including past owners and, where applicable, existing EA registration number, grade and points in that grade.** Pony Club rules state that a horse may not be graded any lower for pony club competition than its existing EA Grade and points. For example, a horse graded C 25 points for showjumping with EA must be at least C 25 points in pony club. If the horse subsequently upgrades in EA competition to higher than it's current PCAQ grading and points, then the rider MUST send the card to PCAQ for alteration.

Applications may be returned if the necessary details are not completed. Please allow **PLENTY** of time for these forms to reach PCAQ, be processed and posted back. Except where requested that they be returned to the Club Secretary, cards are normally sent straight to the applicant.

## **ADVISE YOUR MEMBERS THAT THEY SHOULD ALWAYS TAKE RELEVANT PERFORMANCE CARD TO OFFICIAL EVENTS.**

## **ORGANISING COMMITTEES CAN WITHHOLD RIBBONS AND TROPHIES IF THE PERFORMANCE CARD IS NOT PRESENTED.**

**The performance card is primarily for the horse concerned. Provided the rules of Pony Club regarding eligibility of mounts are followed, a different rider may use the card. Any member (of the correct age) of the family owning the horse may use the existing performance card.**

### **RE-ISSUE OF PERFORMANCE CARDS**

If a performance card is lost or destroyed, just write to PCAQ stating horses name and/or number and request replacement cards. Replacement cards cost **\$5.50 each**, including postage this must be sent with the letter requesting replacement.

### **RECORDING POINTS ON PERFORMANCE CARDS**

The organising Secretary of an **official or State** event, is responsible for entering points on performance cards. For those horses with EA grading, this cannot be higher than Pony Club grading eg horse with B 45 Pts EA grading must be at least B 45 Pts. Pony Club. If the horse is upgraded in EA, then the rider **MUST** send the card to PCAQ for alteration.

**On all cards, points for placings, up to 6th place in some disciplines are recorded. If in a Dressage Test a rider obtains less than 55% the results are not recorded.**

**There must be a minimum of 6 riders in an event for points to be awarded. 3 riders constitute a competition but points will not be recorded automatically if there are less than 6 riders in the group. However, should the rider wish to accept the points they may do so provided the organiser clearly marks this on the results sent into PCAQ.**

### **b) UNGRADED PERFORMANCE CARDS**

**Ungraded performance cards are available for Sporting and Campdraft.** These cards are used for selection of interstate teams. Campdraft cards must be produced to be eligible to ride in State Campdraft. If cards are needed, just write to PCAQ requesting the card and send \$5.50 per card including postage

### **STATIONERY**

It is advisable to keep an adequate supply of all Instructional books and the handbook should be kept by the Secretary. Updated stationery price list and order forms are circulated through the PCAQ Newsletter and are available from the website. To order, fill out details of the items required and send it to PCAQ together with payment. Orders will be returned to you as quickly as possible. Items not able to be supplied (ie out of stock) will be back ordered and sent to you when PCAQ receives stock. **Stationery prices are shown *excluding* and *including* postage.** Please note that we also have "Pony Club It's Fun" merchandise for sale.

**Members of your club may directly order publications, rule books etc. on their own behalf.**

### **PCAQ NEWSLETTER**

Included as part of the affiliation fees paid to PCAQ, a copy of the PCAQ Newsletter is sent to each Club Secretary. It is very important that the Secretary is familiar with the contents of the Newsletter, particularly the inserts enclosed. The Newsletter is produced every month except January.

If the club would like to receive an extra copy of the newsletter, then a subscription (\$31.00) can be purchased by sending to PCAQ the name and address together with the subscription fee. Members of the club may also subscribe if they wish. Newsletter subscription renewal forms are sent out with the November issue.

### **TRAVEL SUBSIDY**

As from 1/1/93 there is **no** PCAQ travel subsidy available to riders or those attending seminars or state events.

### **NAMES AND ADDRESSES OF CLUB SECRETARIES**

Towards the end of each calendar year, PCAQ in the Newsletter sends a form (Club Annual Return) to all

clubs, requesting that after the club's AGM, details of the Secretary, President and Treasurer be completed and returned to PCAQ. As soon as they are received the Secretary Listing tab on the website is updated. In approximately March the following year, a complete list of Clubs, secretary's names and addresses is sent to all Clubs with the Newsletter. Please encourage your members to contact their club secretary for these contact numbers. Updated lists can be downloaded from the website.

### **APPLICATIONS FOR INSTRUCTOR ACCREDITATION**

When a member requests to become an instructor this request should go to a club management committee meeting for endorsement and recording in the minutes. Applications for Workbooks **must be made by the Club Secretary on the form provided** (copy of form will be found in the Sample Forms at the end of this book.) Names are then passed on to Zone Chief Instructors and Regional Directors so that applicants may be included in the region's instructional program and advised of the dates of pre-schools.

### **INSTRUCTOR APPOINTMENTS**

From 2011, instructor appointments should be advised to PCAQ on the form provided for this purpose. Instructor affiliation fees are sent in using the same form, and following receipt of same, an affiliation card will be issued for the instructor which includes the year of appointment.

**Small instructor renewal cards are now no longer issued and should not be sent in to PCAQ for renewal.**

### **PROFICIENCY CERTIFICATES**

When your club members have been awarded their Proficiency Certificates, please complete the schedule and return it to PCAQ so computer records can be kept. Refer sample forms.

### **COMPETITION RULES:**

The Secretary should have a good working knowledge of the rule books. If you know the rules and regulations including the Club Constitution, you will find that many problems are solved on the spot.

### **RIDERS COMPETING AWAY FROM HOME CLUB:**

The Secretary should be advised where members are competing away from their home club.

Ensure that all members are financial in the correct group at events.

Rules regarding uniform, saddlery and mounts must be policed at all times.

Riders may be requested to produce their PCAQ affiliation card. Entries for all official events/state events must be made by the club secretary to the Zone and accompanied by a club cheque.

### **LOCATION OF CLUB GROUNDS**

See the website [www.pcaq.asn.au](http://www.pcaq.asn.au) for addresses of Club Grounds. If your club address is not correct, call the PCAQ office and have the information corrected.

### **CLUB UNIFORMS**

See the website [www.pcaq.asn.au](http://www.pcaq.asn.au) for uniform details. If your club uniform is not correct, call the PCAQ office and have the information corrected.

### **GENERAL**

Riding members of the Club should be given the opportunity to participate in all phases of Pony Club. The Secretary should bring any problems in this regard to the Committee's notice. It is essential that a common sense approach be maintained at all times to problems within the Club.

All decisions must be for the benefit of the Club as a whole and not just a few selected members.

### **CLUB SUB-COMMITTEES:**

The formation of sub-committees to organise events such as gymkhanas, ODE etc is advisable to spread

the Club workload. These sub-committees are answerable to the Club's committee at all times. If a sub-committee has not been appointed, a Secretary must organise programmes, judges etc. for Club fixtures and make sure the Canteen is properly detailed, (unless the Club has a Canteen Convenor).

### **CLUB JUNIOR COMMITTEE:**

Membership of a Junior Committee gives the Junior members insight into the workings of a Club and they often prove very helpful to the Senior committee. The committee should be elected from the members over 12 years and under 17. A Junior President, Secretary and Treasurer form the 'executive'. Junior Committee meetings are held during the lunch break or before the muster or rally and all ideas are submitted to the Senior committee at the monthly meeting of the Club. They may have their own bank account if desired. The signatories of this account must be the signatories of the Club account ie: the Club Secretary, Treasurer or President. Junior committee members are not permitted to sign cheques or withdrawal forms.

The Junior Committee may help organise fund raising activities, run stalls, BBQs etc. On rally days they may help with equipment. A member of the Senior Committee should supervise these activities.

It is also good training for members in later years in running meetings and general Club management. It is most important that all ideas are referred to the Senior Committee before they are implemented.

A Junior Committee generates good Club spirit, welcoming new members and helping younger members.

**If there is a change of Secretary make sure the Club copy of the Handbook is passed on to the new Secretary.**

## **15. APPROVED SIGNAGE FOR ENTRANCES TO PONY CLUB GROUNDS**

For equestrian purposes the use of the obstacles and equipment on these premises is restricted to members only and such other persons as may from time to time have authority from the club's management committee.

All other riders who ride without the permission of the club are at their own risk absolutely.

All horse riders within these grounds must wear approved safety helmets of a Standard AS/NZ 3838, EN1384 or ASTM F1163 or better and correct footwear.

Neither the ..... Pony Club Inc nor PCAQ accepts any liability for any accident, damage, injury or illness to horses, riders, grounds, spectators or any other person or property whatsoever.

.....Pony Club Inc. Management Committee

## **16. MAINTAINING ORDER WITHIN A CLUB**

PCAQ's members are its Clubs and PCAQ is responsible for ensuring that all its member clubs and zones operate according to its constitution, by-laws policies and legislation and taking action if any of them do not.

Conflicts within clubs often cause disruption in running club activities and, in most cases, a reduction in all the club members' enjoyment of pony club. PCAQ can assist with suggestions and information on how such disputes might be resolved but all clubs, although affiliated with PCAQ, are incorporated in their own right, with their own constitutions, and as such, the responsibility of conducting the affairs of the club and solving member conflicts rests with its members.

**PCAQ does have a Member Protection Information Officer to help zones, clubs and members with information pertaining to their rights and obligations.**

The following is the course which allows natural justice principles to be applied when it is felt by the Management Committee that disciplinary action should be taken against one of its members.

### **PROCEDURE FOR DISCIPLINE OF A MEMBER**

1. The Member should be advised in writing that the Management Committee has a problem with his/her behaviour and the precise allegation should be set out. . The member should be advised of the date of the Management Committee meeting where the matter will be discussed and invited to attend to give his/her point of view. The member should be advised of the disciplinary options open to the Management Committee i.e. warning, termination of membership or dismissal of the allegation. The member should also be advised of his/her right to call any evidence he/she feels might be of assistance in settling the issue.
2. If the member does attend the meeting, allow a reasonable time for his/her point of view to be expressed. The member would then leave the meeting and the Management Committee would decide by majority vote what action to take. Discipline, if it is decided to be necessary, may be in the form of an official warning or as prescribed in the club rules or by-laws and considered by the MC to be appropriate for the behaviour involved. Remember that only disciplinary measures allowed in the Club rules can be imposed.
3. The member must then be advised in writing of the outcome of the meeting and any disciplinary measure

decided upon. The member must also be advised that they have the right of appeal to a full meeting of financial club members 18 years and over. The time in which the member may lodge such appeal with the Club Secretary will be as prescribed in the club rules or by-laws.

4. A member suspended (and suspension can only occur if the club rules specifically allow it) by any club is automatically suspended by all pony clubs and the suspension should be advised to PCAQ.
5. If the member employs the right of appeal, then a Special General Meeting should be called by the Secretary. Notice of the Special General Meeting must be issued in accordance with the club rules or by-laws and sent to all financial members 18 years and over and also to the member concerned. Check the club rules to ascertain the correct period of notice for a Special General Meeting. The reason for the meeting must be given and must be in the form of a motion and will usually be the only business of the meeting. There can be no "other business" raised at the meeting which is not covered by a motion on the agenda.
6. The Management Committee, through an appointed spokesperson/s, will put its case supporting its actions to the meeting and the member is given the chance to put his/her case. The meeting of members present then votes on whether to uphold or alter the Management Committee's decision. The decision of the Special General Meeting is final.

#### **Points to bear in mind:**

- Be careful when disciplining a member that you do not punish the rest of the family for that member's behaviour. Discipline would only apply to the member or members considered to have misbehaved.
- Provided you have advised the member to be disciplined of the meeting/s it is in order to continue with the business of that meeting relating to his/her disciplinary hearing if he/she does not attend.
- To avoid any likelihood that the member might say he/she had not received the club's letter, it is advisable to use registered delivery or hand deliver it.

### **17. PCAQ TRAVEL GUIDELINES**

Travel allowance for judges, course builders, technical delegates and people travelling on official business at the request of PCAQ and eligible for travel expenses will be paid at the cheapest of the following:

#### **1. Method of Travel**

- a) Air, train, bus fare or vehicle allowance paid.
- b) Driving in a vehicle, travel allowance to be 40c per kilometer driven each way. One claim only per vehicle allowed and paid to the owner of the vehicle.
- c) Driving in a vehicle to meet up with other arranged transport, vehicle allowance to be at 40c per kilometer driven each way, one claim only per vehicle allowed and paid to owner of the vehicle.

#### **2. Out of Pocket Expenses**

- a) Parking at airport or taxi to/from airport. (Cheapest option to be taken)
- b) Tolls and/or airport transfers (taxi/bus)
- c) Motor vehicle travel over 200km each way \$10 per travel day meal allowance will be paid whether driver or passenger

#### **3. Accommodation**

- a) Preferred accommodation by local billet
- b) When suitable billet not available for accommodation and meals an amount up to a max of \$100 per day may be approved by PCAQ or event organising committee. Claims to be substantiated with a receipt.

#### **4. Rules**

- a) Cheapest journey cost must be selected whenever practical.
- b) Air travel to be taken where cheaper than alternatives
- c) Discount fares to be sought and used wherever possible.
- d) Motor vehicles to be shared whenever, meeting at a central point when suitable secure parking is available.



criteria, which in turn is published in the Newsletter and on the website for referral.

- Whether rider/horse combination qualifies has no bearing on their places on the day.
- 10 & under events conducted during the trial period will count as qualifiers.

### Jumping Equitation

- Qualifying events are Official or Zone Championships only or previous State Championship.
- Must have competed and placed at two (2) separate Official/Championship events in the previous twelve (12) months, achievements meeting the above criteria obtained at the **previous year's State event** are eligible as **one** qualifier.
- Must have had at least two (2) of the rounds with no showjumping penalties
- Must have placed in the top 10 of their class on the day (if less than 10 in class it is still deemed a qualifier)
- Will have a Q recorded next to their details on results forwarded to PCAQ, if they have met the qualifying criteria, which in turn is published in the Newsletter and on the website for referral.
- Whether rider/horse combination qualifies has no bearing on their places on the day.

### Dressage:

- Must have an average score of 55% or more
- Must have placed in the top ten (10) of their class on the day (if less than 10 in class it is still deemed a qualifier)
- Must have competed and placed at two (2) separate Official/Championship events in the previous twelve (12) months, achievements meeting the above criteria obtained at the **previous year's State event** are eligible as **one** qualifier
- 13yo & U26 must have their horse registered and produce a grading card when nominating (this will ensure they will be competing in the correct grade at time of nomination.)
- Will have a Q recorded next to their details on results forwarded to PCAQ, if they have met the qualifying criteria, which in turn is published in the Newsletter and on the website for referral.
- Whether rider/horse combination qualifies has no bearing on their places on the day.

### Combined Training:

- Must have a Dressage score of 50% or more
- Must have placed in the top ten (10) of their class on the day (if less than 10 in class it is still deemed a qualifier)
- Must have competed and placed at two (2) separate Official/Championship events in the previous twelve (12) months, achievements meeting the above criteria obtained at the **previous year's State event** are eligible as **one** qualifier.
- 13yo & U26 must have their horse registered and produce a grading card when nominating (this will ensure they will be competing in the correct grade at time of nomination.)
- Will have a Q recorded next to their details on results forwarded to PCAQ, if they have meet the qualifying criteria, which in turn is published in the Newsletter and on the website for referral.
- Whether rider/horse combination qualifies has no bearing on their places on the day.

### One Day Event:

- Must have a Dressage score of 50% or more (look at total good points out of the possible total points)
- Must have placed in the top ten (10) of their class on the day (if less than 10 in class it is still deemed a qualifier) **with no more than 20 jumping penalties in the cross country phase.**
- Must have competed and placed at one (1) separate Official/Championship events in the previous twelve (12) months, achievements meeting the above criteria obtained at the **previous year's State event** are eligible as **one** qualifier.
- 13yo & U26 must have their horse registered and produce a grading card when nominating (this will ensure they will be competing in the correct grade at time of nomination.)
- Will have a Q recorded next to their details on results forwarded to PCAQ, if they have meet the qualifying criteria, which in turn is published in the Newsletter and on the website for referral.
- Whether rider/horse combination qualifies has no bearing on their places on the day.

### Sporting:

- Guideline only. Should be within two (2) seconds of the qualifying time from the previous State Event or as directed by the Sporting Committee.
- For Championships in 2011, the times will be from 2009 State Championships at Gympie, due to the wet conditions at Theodore in 2010.

### Campdraft:

- Riders minimum age is 12 years of age
- All riders must supply a performance card showing that they have scored in all sections of a campdraft (either pony club or non pony club) and have scores of 60 plus on two occasions.
- Must have competed and placed at two (2) separate events in the previous twelve (12) months, achievements meeting the above criteria obtained at the **previous year's State event** are eligible as **one** qualifier
- Will have a Q recorded next to their details on results forwarded to PCAQ, if they have met the qualifying criteria, which in turn is published in the Newsletter and on the website for referral.
- Whether rider/horse combination qualifies has no bearing on their places on the day.

### **Additional criteria which applies to All Disciplines:**

- To count as a Qualifying Event, **Zone Championships** must be run in the same format as a State Event and have been applied for and approved by the relevant PCAQ Sub-Committee.
- To attend a State Championship, all riders 13 years & over are required to hold a minimum "C" Proficiency Certificate or Level C Instructor's certificate (Aug.09), **all riders under 13 years are required to hold a minimum "D" Certificate (Aug.10).** A photocopy of the Certificate will be required with the nomination.
- **All riders nominating must have attended at least TWO musters (rallies)** at their club or previous club in the case of transfers or club where they are attending as an 'honorary' member because of school or work commitments.
- Where the rider's age necessitates going up an age group, or from 12 & under to graded competition, before the Championship, horse & rider combinations who have qualified as above, with one result within the previous 3 months before the closing date, will be considered qualified to compete at the new level. Anyone turning 13 years or going up a grade after the close of nominations, previous qualification will be

accepted.

- ➔ **No exemptions will be given for qualifying** due to the extreme weather and cancellation of events.(Dec.10)
- ➔ **Zone Delegate &/or Zone Secretary** to check qualifying criteria have been met, copy of proficiency certificate attached, attendance requirements verified, before sending in nominations. Club Secretary to check all requirements for nomination are complete and correct before forwarding to zone. Riders to complete nomination correctly as incomplete forms will be returned.
- ➔ Riders found not to be qualified may be stopped from competing.

### **To apply to hold a state event**

A nomination form sent out in a PCAQ Newsletter must be completed. A check list which is distributed with the nomination form must be completed and signed by a member of the Chief Instructors Panel following inspection of the venue/s. Events may be held at different venues but they must be in close proximity. The events are to be held on consecutive days.

### **Locations of each of these events**

If necessary, a postal ballot will be held between applicants for the showjumping and jumping equitation and the sporting, campdraft and mounted games events, which will go out at the same time as ballots for elected office bearers.

The CIP is responsible for the allocation of the ODE Championship.

The successful applicants will be announced at the PCAQ AGM and each applicant will be advised in writing by PCAQ. They will be provided with an information kit to assist with the running of the event.

### **Rules for each of these events**

The Competition Rules are found in the PCAQ rule booklets for each discipline. These booklets are available from PCAQ. Details regarding each Championship are outlined on the nomination forms sent out by PCAQ well before the event.

### **PCAQ will provide:**

Nomination forms to all Clubs and Zones

All replica trophies

Medallions

Financial assistance from PCAQ will be available. A grant towards the cost of running events is not likely to be less than:

Dressage/ Combined Training & ODE	\$3,500
Showjumping & Jumping Equitation	\$2,500
Sporting/Campdraft/Mounted Games, Gymkhana	\$2,500

The subsidy will be paid as follows:

- The first payment of 2/3 of subsidy upon being granted the State Championships
- The second payment of 1/3 of subsidy when PCAQ receives results and all equipment/trophies etc.

In addition to the above allocation, PCAQ will also meet 100% of the travelling costs and accommodation of the Judge-in-Chief and Official Scorer. PCAQ will advise the successful applicant how to claim this subsidy. Entry fees are paid directly to the Organising Committee and are to be used to help fund the event. Payment of PCAQ Grant is made when the qualifying criteria set by the PCAQ Management Committee have been met.

## **CRITERIA FOR HOLDING A STATE EVENT**

Before being eligible to host State Events, Organisers should have conducted two similar official events in that discipline.

## **Venues**

Must be inspected by a member of the CIP and the completed and signed form regarding such inspection must be forwarded with the application to hold the event.

## **Facilities**

Refer to Checklist, which must be completed and signed by a member of the CIP.

## **Catering**

The host club/zone must be able to cater for all meals (incl breakfast if necessary) and have a dining area set aside for official judges and stewards.

## **Equipment**

It is the responsibility of the host club/zone to supply all necessary equipment which is to be of a standard to comply with PCAQ rules and of sufficient quantity to build all necessary courses to guarantee the smooth efficient running of the event. This includes all flags, numbers and timing equipment.

## **Accommodation for Officials**

Suitable accommodation and meals are to be provided by the organising committee.

## **Sashes**

The host zone/club is responsible for supply of all sashes. PCAQ will provide a list of requirements for a particular State event.

## **Personnel**

The applicants must be able to supply all personnel including stewards, time keepers, gear check stewards, ring announcer, scorers and any others deemed necessary for the conduct of the event.

Please remember medical/first aid responsibilities require the presence of an ambulance, doctor, certificated nurse, St. John's ambulance personnel or, as a minimum requirement, a person holding a current senior first aid certificate. The First Aid person must have no other duties and should wear a clearly visible armband or bib designating this duty. A First Aid station must be provided. In the case of horse trials, both the showjumping and cross country are to have separate first aid personnel. Emergency vehicles must be able to access all parts of the ground. Local ambulance and hospital must be advised of the location of the event. Riders who have fallen are to be assessed by First Aid Personnel before continuing the event. The Organising Committee must arrange adequate communication involving all emergency services, officials and cross country crash crew (I.e. two-way radios).

## **Stock for campdraft**

Applicants will have to supply cattle of suitable type and quantity for the various age groups competing. Organisers should check with the Sporting and Campdraft sub-committee on this point.

## **Charges**

Refer to "Application to hold State Events"

Applicants must submit with their application a schedule of all *proposed* charges such as stabling, camping and entry fee (which will be subject to approval at PCAQ Management Committee meeting). Include charges for evening functions. All the charges will be finalised and included on the nomination form when it is time for nominations to be sent out.

## **Refund of Nominations**

Prior nominations will be refunded providing the Organising Body is advised of the scratching in writing or by telephone before the commencement of the event. A written request for a refund of nomination, including a vet or doctor's certificate to be received by the organising committee within one week of the event. 10% of the entry fee may be retained by the organising committee to cover administration costs.

## **NOTE:**

**Insurance:** State Events are authorised Pony Club Activity and as such are covered by PCAQ Insurance policies ie: Public Liability, Personal Accident, Professional Indemnity, Elected Officers, and Voluntary Workers.

Separate cover should be put in place for the cattle used in the Campdraft and any other insurance not covered by PCAQ policy. This will be at the expense of the Event organisers.

## **20. OFFICIAL EVENTS**

### **What is an Official Event?**

An Official Event is one which is approved by PCAQ Management Committee. Only Showjumping, Horse Trials, Dressage and Combined Training Disciplines have Official Days. There is a great deal of organising to be done in order to run an efficient Official Day.

Grading points are gained and performances considered for selection purposes where applicable and qualifying for State Events. Riders 13 years and under 26 years, riding a horse with an appropriate performance card, are eligible to compete. Senior riders may choose to ride in the official section where they will compete with the 13 & under 26 riders. Placings achieved by senior riders will count to overall points for the senior group on the day and the senior will be awarded a ribbon for the placing, but will not displace the next 13 & Under 26 rider. eg. John is a senior and chooses to ride D Grade at an official showjumping. In the AM5 John achieves 2nd placing Ian is a 14 year old rider in the D Grade AM5 and he places 3rd. Both John and Ian are awarded 2nd ribbons and nine points towards their overall score.

All nominations for official events should be made through the rider's club secretary. Clubs may run unofficial events in conjunction with official days but they must not impede the conduct of official classes.

*Please note that cash or cheques may not be presented as prizes at Official or unofficial events.*

### **Running an Official Event**

1. **Apply for a date.** For permission to hold an Official Event, application must be made in writing to PCAQ **by 1st November each year.** The Club/Zone should have successfully conducted **two** unofficial events before applying for an official day. Application forms are sent out with a PCAQ Newsletter and must be signed by the Club Secretary. All applications are considered and approval given by PCAQ Management Committee to ensure events are not run in competition with each other. You will be advised whether these are approved or any changes suggested. These approved dates are then published in the PCAQ Newsletter and we will advise you of the outcome of your application and send to you a kit of information to help with the conduct of the day. This kit will include a suggested programme and give advice on all aspects of running the official competition.  
There will be a second round of applications which should be into PCAQ by 1st March.  
These will be allocated any dates which may still be available.
2. **Send your programme for approval with your application for dates.**
3. **Have your judges, course builders and technical delegate approved.** It is vital that the judges and course builders at an Official Event be rated as Official. A list of approved judges and course builders will be sent in the kit. A TD (PCAQ steward) should be appointed to oversee the day and report back to PCAQ.
4. Ribbons should be to fifth place in all official competitions and wording should include that it is an official competition.
5. **Post results to PCAQ office.** Official Results must be sent by the Organising Committee to PCAQ as soon as possible after the event so the points can be entered onto the computer records. The results are published in the PCAQ Newsletter. A result sheet will be provided when the date for your event is granted. This should be copied as necessary and used to send in

your results, since it supplies all the necessary information. If you score on a computer programme, then copy of the printout is acceptable, provided it contains all the necessary information. **Where points have been voluntarily taken this should be noted on the result sheet.** A form for a report on the day will also be included in the kit and should be completed either by the organising secretary or the technical delegate.

### **GRADED PERFORMANCE CARDS**

Where a rider is 13 years and over, the horse will require to be registered and have a graded performance card to compete in Dressage, Combined Training, Eventing and Showjumping. Registration Cards are required for Pony & Galloway in showjumping, but no card is required for 12 years and under classes in any discipline.

### **SCORING**

Rules for scoring can be found in the relevant Rule Books. There is also available from PCAQ a Scoring Handbook which will help those assigned the task of scoring for an event.

### **INSURANCE**

Official Events are an authorised Pony Club Activity and as such are covered by all normal insurance cover.

## **21. INTERSTATE TEAM SELECTION**

Every year, PCAQ is invited to send a team to compete in State Championships in NSW. Dates for these events are given in the "Calendar of Events" printed in the PCAQ Newsletter. Nomination forms for these teams are sent to Club secretaries at least 2 months before the closing date of the event. Members who would like to nominate should contact their Club Secretary to get the nomination form, which should be completed in full, signed by the club secretary and chief instructor and returned to PCAQ before the closing date.

### **MINIMUM CRITERIA FOR SELECTION**

1. All applicants must be a financial member of PCAQ
2. Have attended at least three rally/muster days during the past twelve months.

### **NOMINATIONS MUST:**

1. **be received by PCAQ by the closing date**
2. be signed by the Club Secretary
3. be accompanied by clear copies of performance cards, and/or details of performances achieved on the nominated horse in the past 12 months.

### **SELECTION**

Selection for teams is made by the appropriate sub-committee taking into account performance details submitted and their own observations of the horse and rider at State Events and official days. The decision of the Selection Committee is final and no debate will be allowed.

A Team Manager is recommended by the CIP to the Management Committee for approval. Members are reminded that these are PONY CLUB teams, so emphasis is placed on performance at Pony Club State Events and Official Days.

### **ACCEPTANCE**

Acceptance forms together with other relevant details are sent to the selected riders. These must be returned by the date indicated with fees as set out on the form. Riders signing acceptance of team

membership agree to accept decisions of the Team Manager/s regarding training, travel competition. State Team uniform must be worn, details of which are supplied to team members. **Please note that for competition in NSW, riders must wear a helmet approved to AS/NZ 3838.** Approaches to the host organising committee of the event, for any reason, may only be made through the Team Manager, **not** by individual riders or parents.

## **22. NATIONAL COMPETITION**

Every year, there are National Championships for Junior & Senior Mounted Games hosted by one of the States or the Northern Territory. Nomination forms for the training squads from whom teams are selected are available from the PCAQ office.

Our National Body the Australian Pony Club Council (APCC) organises to hold National Titles in Showjumping, Dressage and ODE approximately every two years. Information about these National Titles are circulated to our Clubs through the Newsletter.

## **23. INTERPACIFIC PONY CLUB EXCHANGE**

### **HISTORY**

The idea of Inter Pacific Pony Club Exchange originated from a visit in 1960 of Victorian and New South Wales Pony Club members to the Pebble Beach Pony Club in California.

This first "exchange" was such a success that the Pony Club Association of Victoria issued an invitation to the USA, Canada, New Zealand and all Australian States to participate in an "exchange" in Victoria in 1961. During this visit the first Inter Pacific Committee was formed. It was agreed that exchanges should take place every second year.

**THE PURPOSE** of these Exchanges is to enable Pony Club members of different countries, bonded together by their strong common interest, to visit each other, to become friends, to learn about each other's countries and customs and exchange ideas especially about horses and the various methods of riding, training and caring for them.

The exchange happens every two years and consists of a month long tour of the host country, visiting various areas and various Pony Clubs. The teams also participate in two competitions and spend many hours in training for the competitions.

One competition is the Horse Trials, a three phase combined event consisting of Dressage, Cross Country Jumping and Showjumping. The teams for this event are scrambled, that is teams are made up of one member from each country. They compete for the "Kangaroo Trophy".

The other competition is a Teams Showjumping Event for the "Goodwill Trophy". The teams from each country compete against each other under Nations Cup Rules.

**Exchanges have since been organised in:**

1963	Canada	Ron Patterson		1987	Hong Kong	Gregory Watson
1965	USA	John Mawhinney		1989	New Zealand	Shiranne Richards
1967	New Zealand	Alan Harding		1991	Australia	Tracey Nazzari
1969	Australia	Norman Miller		1993	Canada	David Mawhinney
1971	Canada	Peter Richardson		1995	Japan	Sophie Clarke
1973	Japan			1997	Hong Kong	Toni Rolfe
1975	USA	Malcolm Andrews		1999	USA	Travis Templar
1977	New Zealand	Raymond Stacey		2001	New Zealand	Rachel Morland
1979	Australia	David Green		2003	Australia	Laura Blay
1981	Canada	Stephen Andrews		2005	Canada	Claire Bondfield
1983	Japan	Jenny Poole (Sillitoe)		2007	USA	Ayla McIntyre
1985	Gt Britain	Stephen Stacey		2009	Hong Kong	Alise Norman Hunkin

## 24. INTERNATIONAL MOUNTED GAMES

Every year, Australia participates in the International Mounted Games Championships. As with the InterPacific, Queensland is part of the roster of states eligible to nominate a rider.

Past Queensland representatives in the Australian Team have been.

1989	USA	Cameron Richardson		2000	not eligible	
1990	Gt Britain	Karen Hession		2001	USA	Natalie Burns
1991	Canada	Karen Hession		2002	UK	Kylie Robertson
1992	USA	Brett Warren		2003	Canada	Tahlee Hind
1993	not eligible			2004	not eligible	
1994	Australia	Anthony Everingham		2005	Australia	Jace Thomson
1995	USA	Tracy Godden		2006	not eligible	
1996	Canada	Trent Lindsay		2007	not eligible	
1997	not eligible			2008	not eligible	
1998	USA	Ryan Sainsbury		2009	not eligible	
1999	Australia	Noel Missingham		2010	not eligible	

## INSTRUCTIONAL ORGANISATION

*The operations of the State Chief Instructors Panel and the appointment of the State Chief Instructor and Deputy Chief Instructor have been developed from the following extract from the Pony Club Association of Queensland Inc Constitution.*

### 15. STANDING COMMITTEES

The President or a Vice President appointed by the President shall be a member of each Standing Committee and each sub-committee ex officio.

(1) The Standing Committees are (*inter alia*) the:

(b) INSTRUCTIONAL COMMITTEE (CHIEF INSTRUCTORS' PANEL)

Structure: The Chief Instructors' Panel shall consist of the State Chief Instructor, Deputy Chief Instructor and the Chief Instructors' Panel.

The State Chief Instructor and Deputy Chief Instructor are appointed annually by the Management Committee on the recommendation of members of the CIP.

Members of the CIP: Appointment to the CIP is by the Management Committee on the recommendation of the State Chief Instructor in agreement with the existing members of the CIP.

Recommendations for CIP may come to the Management Committee from:

- a) Chief Instructor and existing members of CIP
- b) Zones
- c) Clubs

The duties of the Committee are:

- i) to meet at least twice a year and at other times as necessary
- ii) to organise, arrange and control all matters of instruction within the

Rules and By-laws of the Pony Club Association of Queensland Inc on behalf of the Management Committee.

### THE STRUCTURE OF THE INSTRUCTIONAL ORGANISATION IS AS FOLLOWS:

The State Chief Instructors Panel (CIP) – appointed by and reporting to the PCAQ Management Committee. The following positions on the CIP will be determined annually

- Chair – elected by the CIP members  
(can be any CIP member but traditionally the State Chief Instructor, and automatically after election becomes a member of the PCAQ Executive Committee)
- State Chief Instructor – recommended by the CIP members, appointed by the PCAQ MC
- Deputy Chief Instructor/s – recommended by the CIP members, appointed by the PCAQ MC

Regional Directors of Coaching - report to the CIP (one for each of the 10 Regions)

Supported by their individual Regional Panels (not necessarily CIP members, but instructors)

Regional Panel members are appointed by the CIP on the recommendation of the Regional Director.

Zone Chief Instructors – report to their Regional Director of Coaching, the CIP and Zone Management Committee. The highest ranked Club Chief Instructor is automatically the Zone Chief instructor, but if that person is unable or unwilling to undertake the role, the Club Chief Instructors for that Zone will elect one of their number to the position.

Club Chief Instructors – report to their Zone Chief Instructor and Club Management Committee  
 The highest ranked Club Instructor is automatically the Club Chief Instructor,  
 but if that person is unable or unwilling to undertake the role, the Club Instructors will elect one of their  
 number to the position. This position is not a Club Management Committee appointment.

Club Instructors – report to their Club Chief Instructor and Club Management Committee

THE FOLLOWING APPOINTMENTS TO THE CHIEF INSTRUCTORS' PANEL ARE CURRENT FOR  
 2011

Name	Phone	Fax	Mobile
Mrs Lyn Coombe (State Chief Instructor)	4997 1134		
Mr Michael Carlson (Deputy)	0417 746 436		
Mr Raymond Stacey (Deputy)	4787 2855		
Mrs Jan Morland	5573 1334		
Mrs Grace Brodie	4627 3432		
Mrs Di Elder	4657 4524		
Mrs Carol Paterson	4653 1359		
Mrs Sarah Standen	4067 6003		
Mr John Moffatt	4695 7161		
Mrs Claudette Rolfe	4984 1278		
Mrs Merrill Mawhinney	5483 1152		
Mr Col Thompson	4092 1601		
Miss Tracey Nazzari	4954 0737		
Mr Ian Hobbs	4777 2116		
Mrs Sue Bondfield	4661 2241		
Mr Rod Howard	5498 1148		
Mr Ben Rubesaame	4162 4536		
Miss Stephanie McKay	0429 700 593		
Mrs Margaret Campbell	4937 1312		
Mr Raymond Kelley	0429 790 082		
Mrs Beryl Burkhardt	5483 3788		
Mrs Evelyn Maitland	4065 3388		
Mrs Jenny Murphy	4958 1533		
Mrs Stacey Locastro	4063 2721		
<u>Ex-Officio member</u>			
Mrs Megan Wray	4157 6810		
<u>Advisors to the Panel</u>			
Mr Percy Bishop	5483 3788		
Mr Kevin Kelley	4776 3444		
Mr Peter Bondfield	4685 3260		
Mrs Kay Keys	4751 3093		
Mr Bob Hickson	5444 2210		

### REGIONAL DIRECTORS OF COACHING

For Instructional purposes, the State is divided into 10 Regions, each with a Regional Director of Coaching reporting to the Chief Instructors' Panel. Regional Directors of Coaching and support panels for 2011 are:

Region & Panel	Contact	Region & Panel	Contact
<b>FAR NORTH REGION</b> <b>Zones 18</b> Sarah Standen (RD)  Col Thompson Evelyn Maitland Stacey Locastro Tony Carucci Amelia Steblina Judy Pope	Colour: 4067 6003 Fax: 4067 1775 4092 1601 4065 3388 4063 2721 4092 1924 0481 184 016 4093 7199	<b>BURNETT REGION</b> <b>Zones 6,7,8,16</b> Megan Wray (RD)  Beryl Burkhardt Leasa Abell Helen Sorrenson Bronwyn Andrews Barry Brunke John Golchert Debbie Dennein Joy Hamilton Rod Herman Sandie Read Jenny Clauss	Colour: Bright Red 4157 6810 Fax 4157 6808 5483 3788 5437 2435 5478 8239 5482 7709 4122 2756 4159 9218 4162 7371 4162 4536 5439 9053 4165 4109 4163 1330
<b>NORTH WEST REGION</b> <b>Zones 14,23,25</b> Melissa Driscoll (RD)  Penny Anderson Ellen Fels Sharon Crossland Robyn Bentley	Colour: Black 4714 1793 Fax 4658 2751 4746 7246 4743 4154 4658 7137	<b>FAR WEST REGION</b> <b>Zones 12,13</b> Di Elder (RD)  Helen McKeller Cara Condie	Colour: 4675 4524 Fax 4675 4632 4654 9142 4655 0190
<b>NORTHERN REGION</b> <b>Zones 11,22</b> Raymond Stacey (RD)  Kay Keys Kevin Kelley Ian Hobbs Raymond Kelley	Colour: Royal Blue 4787 2855 Fax 5751 3093 4776 3444 4777 2116 0429 790 082	<b>WESTERN REGION</b> <b>Zones 5,20</b> Grace Brodie (RD)  Di McIntyre Patsy Cameron Gay Dempsey Stephen Shepherd Annie Brodie Edwina Keating Mark Tully	Colour: Emerald 4927 3432 Fax 4627 3034 4665 5155 4626 5452 4669 4057 4623 7179 4623 5297 4627 3394 4623 1118
<b>CENTRAL REGION</b> <b>Zones 15,10</b> Claudette Rolfe (RD)  Tracy Nazzari Kay Orr Helen Bayliss Jenni Smith Jenny Murphy	Colour: Pale Blue 4984 1278 Fax 4984 1347 4954 0737 4982 5124 0427 628 755 4935 9128 4958 1533	<b>SOUTHERN REGION</b> <b>Zones: 4,21,28</b> Carol Paterson (RD)  Chris Holmes John Moffat Sue Bondfield Stephanie McKay Alice James	Colour: Purple 4653 1359 Fax 4653 1357 4666 2016 4695 7161 4661 2241 0429 700 593 0411 248 289
<b>CAPRICORNIA REGION</b> <b>Zones: 27,9</b> Margaret Campbell (RD)  Lyn Coombe Niki Ryan Kevin Rosenberg Heather Davidson Ian Price	Colour: 4937 1312 Fax 4997 1134 4934 1276 4927 2137 0428 341 311 4934 1717	<b>SOUTH EAST REGION</b> <b>Zones 1,2,3,26</b> Michael Carlson (RD) Sue Jones Tonya Stocker Darren Fredrick Renee McKenzie Jane Bell Brigitte Bennett Rod Howard Erika Woodland Jan Morland Natalie Anstey	Colour: Gold 0417 746 436 3289 1371 5426 8499 3271 1863 3886 6565 5541 1455 5573 2432 5498 1148 3374 2630 5573 1334 3886 7312

# Coaching Accreditation Structure

<b>PCAQ INSTRUCTORS and PCA NCAS COACHES</b>
PCAQ Level 'A' (no further certificates will be issued)
PCAQ Level 'B' Instructor
PCA NCAS Level I Coach
PCAQ Level 'C' Instructor
PCA NCAS Level 1 Mounted Games Specialist Coach
PCAQ Specialist Level C Coach (in a particular discipline/s)
PCA NCAS Preliminary Coach
PCAQ Level 'O' (introductory level below Instructor or coach)

## RESPONSIBILITIES OF THE INSTRUCTIONAL ORGANISATION

- All Instructor accreditations are to be issued after assessment by a member of the State Chief Instructors Panel or appointee.
- Prior to issue the appointment must be approved by the PCAQ Management Committee

## ASSISTANTS to the State CIP

- Prospective Members of the CIP are observed at seminars and schools over a period of time by existing members of the State CIP. When appointed, new members are called Assistants and serve a 2 year probationary period.

## DUTIES of MEMBERS OF THE STATE CHIEF INSTRUCTORS PANEL

- Administer the general line of instruction throughout the State
- Recommend to the PCAQ Management Committee the appointment of assistants to the Chief Instructors Panel, Regional Directors of Coaching and Regional Panels. Approve appointment of Zone Chief Instructors in consultation with the Zones.
- Recommend to the PCAQ Management Committee the issue of and recall of Instructors Certificates
- Recommend to the PCAQ Management Committee the issue of and recall of PCAQ Specialist Coaches/Instructors
- Where considered appropriate, conduct training schools for the members of Interstate Teams
- Oversee the efficient running of all State Events by approving Officials, Judges, Judge-In-Chief, Scorer etc through the relevant PCAQ Sub-Committee.
- Assess 'A' Proficiency Certificate Candidates
- Responsible for the standard of riders in Interstate Teams through the respective Sub-Committee
- Recommend to the PCAQ Management Committee a representative to the PCA
- Selection of International Representatives

## **DUTIES/ROLE OF REGIONAL DIRECTORS OF COACHING**

The RDC under the guidance of the State Chief Instructor is responsible for

- All matters concerning instruction in his/her Region
- Liaison with Zones in their Region to organise and assist with General Schools and assessments.
- Assist Coaches to improve their skills, riding ability and coaching techniques.
- Organising specialist courses such as Course Design and Judges Clinics for Dressage, Showjumping and Jumping Equitation
- Organising Regional Training Squads
- Assisting Regional Panels in aspects of Coaching and Officiating at events
- Assist with NCAS courses and assessments

## **ELECTION/APPOINTMENT of ZONE CHIEF INSTRUCTOR**

- To be renewed Yearly before the Zone AGM and takes effect from the Zone AGM, and fulfill the role, duties, responsibilities as outline for ZCI.
- Zone to advise PCAQ each year of the name of their ZCI.
- Each club to send Club Chief Instructor/appointee to attend Instructors Meeting of the Zone at which time the ZCI/Panel is elected. If Panel, a Chairperson is elected.
- The highest ranking Instructor is automatically the ZCI. This person should be PCAQ Level B or above.
- If that Instructor declines the nomination or is unable to carry out the duties associated with the position, the Zone Instructors elect another person from amongst their ranks.
- Where there is an equality of votes, the Zone President will have the casting vote.
- The results of the election are presented to the Zone Management Committee for ratification

## **DUTIES/ROLE of ZONE CHIEF INSTRUCTOR**

- Zone Instructors have additional duties associated with their Zone after fulfilling their club requirements.
- The Zone Chief Instructor to work with/through the guidance of the RDC for the general line of instruction being given in the Zone
- Oversee the Zone in relation to Coaching issues
- ZCI is a special person who must carry out duties in a dignified manner; with good presentation, and observing all PCAQ Rules, Policies and By-laws
- Line of communication – ZCI should be in contact with the Club Chief Instructors in the Zones and with the Regional Director of Coaching
- ZCI to be involved in the preparation of candidates for assessment
- Organise Junior Coaching Clinics, Instructor/refresher Clinics and Technical Schools eg Course Design, Showjumping Judge, Dressage Judges, Jumping Equitation Judge
- Maintain a list of club instructors within the Zone and phone numbers (supplied by Zone Secretary
- ZCI to be involved in the running of the Zone eg by regularly attending Zone Meetings
- Prepare and assess Proficiency Certificates 'K', 'B' and 'H'. The written paper should be submitted for approval to the RDC.
- Ensure the smooth and efficient running of Zone events and in some cases, when asked to do so, the running of Official Events.
- Assist new clubs in obtaining accredited coaches

## **ELECTION/APPOINTMENT of CLUB CHIEF INSTRUCTOR**

- To be renewed yearly, and fulfill the role, duties, responsibilities as outlined for CCI.
- The highest ranking Instructor is automatically the Club Chief Instructor.
- If the Instructor declines the nomination or is unable to carry out the duties associated with the position, the Club Instructors elect another person from amongst their ranks.

- Where there are 2 or more Instructors on the same level, all Instructors elect the Chief Instructor from those eligible at an instructors meeting held prior to the AGM.
- Where there is an equality of votes the Club President will have the casting vote.
- The results of the election are presented to the Club Management Committee for ratification.

## **DUTIES/ROLE of CLUB CHIEF INSTRUCTORS**

- The Club Chief Instructor is responsible for the general line of instruction within the Club.
- Organize rally/muster days to run smoothly and efficiently
- Prepare candidates for Proficiency Certificates 'D' to 'A'
- Assess Proficiency Certificates 'D' and 'D'\* (PCAQ Level C and/or PCA NCAS Preliminary)
- Assess Proficiency Certificates 'C' and 'C'\* (PCAQ Level C and/or PCA NCAS Level I)
- Regularly attend management committee meetings
- Cannot charge their own club for instruction
- Must be well presented and act in a professional manner
- Responsibility to own club first, loyalty and dedication to all clubs
- Attend a minimum of 25% of rally days at home club
- Appointment renewed yearly and attend refresher school every 4 years
- Ensure the smooth and efficient running of Club and Inter-Club events
- The Club CI must be PCAQ level C or NCAS Level 1 or above and each club must have at least one Instructor accredited with PCAQ Level C or NCAS Level 1 or above

## **HORSECARE OFFICERS**

- Management Committees should appoint a Horse Care Officer within their own Club. This officer is responsible to monitor the general well being of horses within their club. Should this officer consider some action is needed regarding a particular horse, the Officer in consultation with the Club Chief Instructor and Management Committee should advise the Parent or owner/rider.

## **PCAQ INSTRUCTORS**

### **PCAQ INSTRUCTOR GENERAL GUIDELINES**

- All Instructor's accreditations are to be issued after assessment by a member of the State CIP or appointee
- Prior to issue the appointment must be approved by the PCAQ Management Committee.
- Candidates will be enrolled as trainees once the Workbook is ordered from PCAQ and paid for by their Club.

To hold a PCAQ Instructor's Accreditation members must:-

- Be a financial member or financial life member of an affiliated Queensland club.
- 17 years of age for PCAQ Accreditation and 18 years of age for NCAS accreditation.
- If the candidate is approaching this birthday, they may attend the assessment at the discretion of the Chief Instructor which, and if successful the certificate is held by PCAQ until they turn 17 or 18 years of age respectively.
- PCAQ Accredited Level 'C', 'B' and 'A' instructors must attend a 2 day Refresher Clinic every 4 years.
- Failure to attend a Refresher will result in their accreditation reverting to a lesser accreditation until a Refresher is attended, after which the original accreditation will be reinstated. (That is a PCAQ Level 'C' will revert to a PCAQ Level 'O'\* PENDING and a PCAQ Level 'B' will revert to a PCAQ Level 'C'\* PENDING).
- All pony club coaches regardless of the level must attend 25% of muster/rally days at their home club each calendar year.

- The Club Management Committee subject to approval by the PCAQ Management Committee appoints PCAQ Instructors annually. If the club elects not to renew the instructor's appointment, the holder will no longer be an instructor for that club, however they will retain their accreditation until the expiration of the current four- year accreditation period.
- Abide by the Coaches Code of Ethics

#### LEVEL 'O'

- Level 'O' is an orientation course designed to increase the level of Horsemastership knowledge.
- Level 'O' is used as a tool to help keen parents know more about horses and the handling of them in a safe manner.
- Level 'O' is usually conducted by Zones for their members.

Level 'O' instructor responsibilities:-

- Can only deliver lectures, not riding activities
- Do not have to do refreshers, but are encouraged to do so
- In an emergency, where a rally has been organized and no PCAQ Level 'C', PCAQ Level 'B', PCA NCAS Preliminary or PCA NCAS Level I has turned up the PCAQ Level 'O' can take an unmounted rally, provided they keep to the level stated in the 'O' Level syllabus (no riding). Note in Club minutes that this has occurred.

#### PCA NCAS COACH GENERAL GUIDELINES

- Refer to NCAS guidelines below

#### SPORTSMASTERS

- PCAQ Sportsmasters ceased as of 1<sup>st</sup> January 2010. Clubs are encouraged to have their volunteers and members complete the PCA NCAS Preliminary Coaching accreditation. To help at a rally an enrolled trainee coach can supervise novelty/sporting event practice under supervision.

#### JUNIOR

- Available to riders 15 years and under 17 years who hold 'C' Proficiency Certificate or higher. They can complete the PCA NCAS Preliminary Pony Club coaching manual to gain their Junior Certificate but will not be awarded an NCAS accreditation until they are 18 years of age.

#### PCAQ LEVEL 'C'

- PCAQ Level 'C' certificates will be issued after the candidate has successfully completed all sections of the PCAQ Level 'C' Instructor Guidelines Manual and passed the relevant assessment. This manual is available from the PCAQ Office upon the club making an application on the appropriate form. PCAQ Level 'O' is not a pre-requisite for PCAQ Level 'C'.
- PCAQ Level 'C' instructors must attend a 2 day Refresher Clinic every 4 years.

#### PCAQ LEVEL 'B'

- PCAQ Level 'B' certificates will be issued after the candidate has successfully completed all sections of the PCAQ Level 'B' Instructor Guidelines Manual and passed the relevant assessment. This manual is available from the PCAQ Office upon the club making an application on the appropriate form. PCAQ Level 'C' is a pre-requisite for PCAQ Level 'B' and from 2011 PCA NCAS Level 1.

- Criteria and responsibilities of PCAQ Level 'B':-
  - To be an example to others
  - To have leadership qualities
  - To be able to take charge of a situation
  - To be able to work with others
  - To have above average presentation and use appropriate language
  - To assist Zone Chief Instructor
  - To abide by the Coaches Code of Ethics
  - To uphold the ideals and principles of Horsemastership and citizenship as outlined by PCAQ
  - To examine proficiency certificate candidates
  - Attend a Refresher Clinic every 4 years
- Additionally, candidates for PCAQ Level B must have:-
  - At least Gymkhana Level accreditation in Course building
  - Held PCAQ Level 'C' or PCA NCAS Level 1 for a minimum period of 2 years
  - Have Judging accreditation in at least one of the following:- Dressage, Showjumping or Jumping Equitation

### **PCA NCAS PRELIMINARY**

- PCA NCAS Preliminary certificates will be issued after the candidate has successfully completed all sections of the PCA NCAS Preliminary workbook and determined to be competent in all sections. These manuals are available from PCAQ Office upon the club making an application on the appropriate form. Trainee coaches must be enrolled as PCA NCAS Preliminary trainees which occurs when the workbook is ordered.

### **SPECIALIST PCAQ COACH (Name of Discipline)**

- A Club applies to PCAQ for a member to be appointed a Specialist PCAQ Coach in their field of expertise, eg Specialist PCAQ Coach (Campdraft). The categories are Showjumping, Eventing, Flatwork/Dressage, Campdraft, Mounted Games, Polocrosse. Examples - EFA A/B grade or World Cup Showjumping competitor, 3\* eventing rider, Prix St George dressage rider, flatwork champion or winner at Royal Shows, winner at open level Campdraft, mounted games representative at international level, state level Polocrosse representative.
- The application should include as much detail as possible of the applicant's experience and qualifications. The State Chief Instructors Panel will make a decision on whether the Specialist PCAQ Coach accreditation should be awarded and make a recommendation to the PCAQ Management Committee. Person holding Specialist PCAQ Coach accreditation may only teach in their specialist field.  
(Specialist PCAQ Coach was previously known as Restricted Level C)
- PCAQ specialist coach accreditations expire after one year and should be resubmitted by their club management committee and approved by the PCAQ Management Committee each year. If the club does not reappoint the person the holder is not an instructor at that club but will continue to be a PCAQ Specialist Coach until the expiration of the current year tenure.

### **PCAQ LEVEL 'A'**

- PCAQ Level 'A' accreditation is no longer available. Those already holding PCAQ Level 'A' are to retain it until the person ceases to be financial or resigns.

NOTE: PCAQ Instructor-Examiners' Certificates are no longer issued but holders of this certificate are still required to renew them each year in order to retain this.

## **PCAQ INSTRUCTOR ACCREDITATION**

### **TERM of VALIDITY**

- All Instructor Accreditations are issued and held subject to the pleasure of the PCAQ Management Committee and may be withdrawn at any time.
- All Instructors Club or Zone appointments are valid only for the current membership year.
- Zone/Club Chief Instructors/Panel appointments are also valid for one year from the date of the AGM
- State Chief Instructors appointment is valid for one year

### **RENEWAL OF INSTRUCTOR APPOINTMENTS**

- A list of Instructors appointments should be compiled by the Club Secretary at the direction of the Club Management Committee.
- PCAQ provides an Instructors Appointment Form to all clubs, which is used by the Clubs to advise PCAQ of the membership and accreditation details for the Instructor.
- This form is to be completed and signed by the Club Secretary then returned to PCAQ
- All PCAQ Instructor and NCAS Coach accreditations including PCAQ Level 'A' and Instructor Examiners are to be shown on the form.
- Should a Club Instructor's details be advised to PCAQ on the normal affiliation form instead of on the Instructor Appointment Form, PCAQ will assume that the club does not wish to appoint this person's as an Instructor for that membership year. The person will not be recorded as a Club appointed Instructor.

### **CANCELLATION OF THE ACCREDITATION OF A PCAQ INSTRUCTOR**

- The PCAQ Management Committee may withdraw the accreditation of a PCAQ Instructor at any time upon the recommendation of a Club, Zone, and State Chief Instructors Panel to the PCAQ Management Committee.
- The recommendation must be signed by both the President and Secretary of the Club/Zone and Chair of the CIP.

### **CANCELLATION OF THE APPOINTMENT OF A CLUB Instructor OR ZONE Chief INSTRUCTOR/Panel**

- The Management Committee of a Club or a Zone may cancel the appointment of an Instructor at any time at a meeting specially convened for this purpose.
- The Instructor must be advised in advance of the meeting (in writing) and has the right to attend and be represented.
- Full Minutes must be taken and a copy forwarded to the PCAQ Management Committee advising of the cancellation of the appointment.

### **RIGHT OF APPEAL FOR NON APPOINTMENT OR TERMINATION OF APPOINTMENT**

- If a Club does not accept or plans to cancel an Instructor's Appointment, the Instructor has the same 'Right of Appeal' to the club as would apply to that of a rejection or cancellation of membership.

### **INVALID ACCREDITATIONS**

- PCAQ Instructors' appointments are only valid while the holder is a financial member of an Affiliated Queensland Pony Club. If an Instructor ceases to be a financial member of an affiliated Pony Club, their appointment is automatically invalid.
- In the case of an Instructor ceasing to be a financial member of an affiliated Pony Club their instructors accreditation remains valid until the expiration of the 4 year accreditation period. Then it becomes lapsed.

- Instructors whose appointment has lapsed for 12 months (for whatever reason) will have their accreditation reduced by one level with the words “\* pending” added.
- If an instructor has not been a financial member for 4 years and their appointment has become invalid and their accreditation lapsed and they wish to regain it, they must undertake a Refresher Clinic at the appropriate level and undertake a Rules test.
- If an instructor has not been a financial member for 2 years and their appointment has become invalid but their accreditation has not lapsed the instructor is able to instruct again as per normal requirements providing the club makes the re-appointment.

## **LEAVE OF ABSENCE**

- An Instructor may apply in writing for a “Leave Of Absence” (LOA) from their Club should they feel that they are unable to fulfill their instructional commitments.
- The Club Secretary then forwards a copy of the letter, along with an accompanying covering letter, from the club, to PCAQ.
- The LOA is moved and noted in the next PCAQ Management Committee meeting.
- The Club should indicate on the annual Instructor Membership and Appointment form that the Instructor is on “Leave Of Absence” otherwise their instructional certificate will lapse or becomes invalid.
- LOA only valid for maximum of 2 years. After a period of 2 years LOA ceases and guidelines set out for lapsed/invalid certificates are followed.
- Instructors on LOA do not need to remain financial members of PCAQ

## **TRANSFER OF INSTRUCTORS**

### **A) TRANSFER OF INSTRUCTORS and PCA NCAS Coaches**

- Transfer of an Instructor must be approved by the PCAQ Management Committee and must be submitted on the special transfer form (see sample forms section).
- The Secretaries of both the transferring and accepting Club must sign the form and the completed form is then forwarded to PCAQ to be presented at the next PCAQ Management Committee meeting for approval.

### **B) INTERSTATE INSTRUCTORS**

- The accreditation of an Instructor from Interstate is NOT transferable unless it is an NCAS accreditation.
- The Instructor must follow the accreditation procedure for the appropriate level or attend a refresher Clinic with proof of their current accreditation, and may receive QLD accreditation if the instructor conducting the school feels this is appropriate.
- Until such time as this is completed, they may instruct at the club provided an accredited PCAQ/PCA NCAS instructor is present.

### **C) ZONE CHIEF/REGIONAL DIRECTORS OF COACHING, REGIONAL PANEL MEMBERS**

- Should a Zone ZCI, Regional Director of Coaching or Regional Panel Members change residence to an area outside of the Zone or Region of which they were appointed they are automatically reduced in status to that which they held before their appointment.

### **D) CLUB CHIEF INSTRUCTOR**

- Should a Club Chief Instructor change Clubs, they are automatically reduced in status to that which they held before the appointment.

## REQUIREMENT OF CLUBS TO APPOINT ACCREDITED PCAQ INSTRUCTORS

- All clubs affiliated with the PCAQ are required to have member/s working towards assessment for their Instructor's Accreditation within 12 months of affiliation.
- In the interim Clubs need to obtain the services of a PCAQ/PCA NCAS Accredited Coach. When application for affiliation is received, club will be allocated to a zone. Clubs without an accredited coach should contact ZCI for assistance. Refer to ZCI.

### PROCEDURE

- Candidates must be a current financial member of an affiliated club.
- To obtain accreditation candidates are to request their Club Secretary to obtain the appropriate Instructor Manuals from PCAQ. Forms are available in the administration handbook.
- Complete the order form filling in the details of the Instructor Candidate and forward to PCAQ.
- This form is then processed and a copy is forward to the ZCI and RDC.
- Instructor Candidates then work through all the sections in the manual.
- The Instructor Candidate is now registered to assist at a rally/muster under the supervision of an Accredited Pony Club Instructor.
- Instructor Candidates apply through their Club Secretary for assessment.
- The Secretary completes the Application to sit for Instructor Exams form located in the Instructors Candidates Workbook or in the Administration Handbook and on the PCAQ website [www.pcaq.asn.au](http://www.pcaq.asn.au).
- The completed nomination form together with the nomination fee is to be sent to PCAQ before August 1<sup>st</sup> of any year. Late nominations will attract a late fee.
- Instructor Candidates will be advised by letter of details of the assessment within their Region.
- Should the Instructor Candidate for any reason be unable to attend the assessment in their Region, arrangements can be made for them to attend an assessment in an adjoining area if sufficient notice is given and a vacancy exists.

### MINIMUM REQUIREMENTS

- Candidates must be a current financial member of an affiliated club.
- All Instructor Candidates requesting assessment for Level C Accreditation must be 17 years of age and for NCAS 18 years of age.
- If the candidate is approaching this birthday, they may attend the assessment at the discretion of the Chief Instructor, and if successful the certificate is held by PCAQ until they turn 17 or 18 years of age respectively. Juniors may obtain a qualification of competency but the certificates will be issued at when the minimum age requirements are met.
- Candidates must complete all of the minimum requirements as outlined in the PCAQ Level 'C' Instructors Guidelines Book.
- Level B - an Instructor must hold PCAQ Level 'C' or NCAS Level 1 for a minimum of 2 years and have Judging accreditation in at least one of the following:- Dressage, Showjumping or Jumping Equitation, before being eligible to be assessed for PCAQ Level 'B' in addition to being a minimum of Gymkhana Level Course builder.
- There is no restriction on the number of Instructors each Club may have.
- All PCAQ Instructors are responsible to give Instruction to fellow Club members.
- Instructors are required to attend 25% of their Club's rally/muster days.
- Instructors who fail to do this may have their Appointments revoked by their club.
- Zone Instructors have additional duties associated with their Zone after fulfilling their Club requirements.

- All Instructors are required to attend Refresh Clinics as arranged by their Regional Director of Coaching or Zone Chief Instructor at least once every 4 years to retain accreditation.

## **PREPARATION OF CLINICS/REFRESHER CLINICS**

- Refresher Clinic or Training Clinics will be held in Regions or Zones and may be attended by an interested person who is nominated by their Club as well as those working towards accreditation.
- Zones should make every effort to have Clinics on a regular basis to help improve the standard of Instructors in specialized fields.
- Preparation and refresher clinics are to be approved by the ZCI and RDC.
- Presenters/educators for preparation/refresher clinics to be approved by the ZCI and RDC.
- Clubs are welcome to conduct their own preparation/refresher clinics but these will not be formally recognized unless approved by the ZCI and RDC.

## **KNOWLEDGE REQUIRED**

- PCAQ LEVEL 'C' is equivalent to Proficiency Certificate 'D' and 'C' Certificate Work
- PCAQ LEVEL 'B' is equivalent to Proficiency Certificate 'K' and 'B' Certificate Work
- PCA NCAS Preliminary is equivalent to Proficiency Certificate 'D' and 'D\*' Certificate Work
- PCA NCAS Level 1 is equivalent to greater than a PCAQ Level C but less than a PCAQ Level B

## **PCA NATIONAL COACHING ACCREDITATION SCHEME**

### **PCAQ NCAS Contacts for additional information:**

Carol Paterson	Southern Region	Ph:	4653 1359
Michael Carlson	South East Region	Ph:	0417 746436
Sarah Standen	Far Northern Region	Ph:	4067 6003
Megan Wray	Burnett Region	Ph:	4157 6810
Jenny Murphy	Central Region	Ph:	4958 1533
Jane Bell	South East Region	Ph:	5541 1455
Raymond Kelley	Northern Region	Ph:	0429 790082
Pam Shipman	Capricornia Region	Ph:	4997 3734
Melissa Driscoll	North West Region	Ph:	4741 1793
Grace Brodie	Western Region	Ph:	4627 3432

## **NCAS PRELIMINARY AND LEVEL 1 PONY CLUB COACH ACCREDITATIONS**

### **PCA National Coaching Accreditation Scheme Preliminary Pony Club Coach Refer Also to PCAQ Instructors' General Guidelines**

- The NCAS Preliminary Pony Club Coach is a National Pony Club Course which was introduced by PCA in 2009; course covers beginner level up to D & D\* proficiency certificate standard.
  - Commencement date: January 1, 2009
  - Competency based
  - Flexible, self-paced learning
  - Incorporates ACC Coaching Principles
  - National Accreditation – Recognised in all states
  - Up Dating System with Refresher every 4 years
  - Recognised by Aus. Sports Commission
  - Recognition of Prior Learning

- Preliminary Coaches are required to complete a minimum of 10 hours coaching, as Preliminary Coaches and complete the Level 1 Coaching Logbook, before applying to be assessed as Level 1 Coaches.

## **NCAS PONY CLUB LEVEL 1**

### **Refer Also to PCAQ Instructors' General Guidelines**

- The NCAS Pony Club level 1 Coach is a National Pony Club Course, that was introduced by PCA in 2010; the course covers C proficiency certificate standard upwards
  - Commencement date: January 1, 2010
  - Competency based
  - Flexible, self-paced learning
  - Incorporates ACC Coaching Principles
  - National Accreditation – Recognised in all states
  - Up Dating System with Refresher every 4 years
  - Recognised by Australian Sports Commission
  - Recognition of Prior Learning

PCA NCAS Level 1 is comparative with a PCAQ Level C but less than a PCAQ Level B

## **NCAS PONY CLUB LEVEL 1 – MOUNTED GAMES SPECIALIST COACH**

Candidates must hold a current PCA NCAS Preliminary Coach accreditation and have completed Modules 1,2 and 3.1 – 3.5 of the NCAS Pony Club Level 1 course – or hold a NCAS Pony Club level 1 assessment.

The course enables a coach to prepare a competition team for travel and competition, and identify the impact that team dynamics and travel have on the individual – as well as promoting safe practices at all times and how to care for borrowed horses at competition.

### **WHY NATIONAL ACCREDITATION?**

The Australian Sports Commission is responsible for the majority of funding that is given to sports in Australia.

They have developed a National Coaching Accreditation Scheme (NCAS) that is designed to maximise the training and development of sports people in all disciplines. This scheme requires quality and consistency in the standard of coaching offered to athletes.

Until 2008 there was no true national course in Pony Club, as not all states participated in the previous scheme attempted. This basically meant Pony Club Coaches were only recognized in the state in which they gained their qualifications and there was no national data base of pony club coaches.

The NCAS Pony Club Courses have been accepted by all states.

### **NCAS CANDIDATE INFORMATION**

The NCAS Preliminary Pony Club Coach and Level 1 Coach Courses, have a focus on coaching principles; they are self-paced with log books and coaching notes provided.

There is no first aid qualification or riding requirement for Preliminary or Level 1 Courses.

Once qualified, Preliminary and Level 1 Coaches are nationally recognised and able to hold rallies without a level C present - the Preliminary course is also an excellent pre-cursor for PCAQ Level C.

Candidates register for the course through their clubs, on the form included in the administration handbook or on the PCAQ website. The form, which must be accompanied by the appropriate fee is forwarded to the office of PCAQ; candidates will then receive their Workbooks and Logbooks.

Assessments, which are competency based, will be held at Zone level and could be conducted more than once a year if the need is indicated. The assessment process requires the completed logbooks to be sighted and for candidates to teach three lessons (1 flat work, 1 grid or pole work and 1 mounted game) which they choose from a total of 13 previously prepared lesson plans in their logbooks and practiced at their club.

After the assessment process, successful candidates are required to sign a copy of the Coaches Code of Conduct, and return them with their Assessors sign-off sheet and the NCAS Registration Form and Fee to PCAQ. These will then be entered in the databases at PCAQ and the Australian Sports Commission. An updated Membership card will be issued, together with an NCAS Coach Certificate and Activity Sheet.

## **ZONE/CLUB INFORMATION**

Zone Preliminary and Level 1 Coach assessors will be appointed after the assessors have gained sufficient relevant experience with the course and its requirements. ***NB*** Assessors must be NCAS Accredited to the same or a higher Level than the standard to which they are assessing

All information is included in the NCAS Pony Club Coach Coaching Notes, as is the Coaches' Code of Ethics, which all successful candidates are required to sign.

**Club Mentors:** these are people who can assist the NCAS candidates with horsemastership and the practical learning process. They are, ideally Club Chief Instructors or Level C/NCAS1 or higher coaches who can take on the mentoring role as needed. Mentors will work with the candidate to ensure they are competent at a particular skill before signing the candidate's logbook. ***NB***. Mentors should not assess their own trainees.

## **CURRENT LEVEL C's AND THE NCAS SYSTEM**

The format for the new National NCAS Level 1 Pony Club Coaching qualification became available from 2010.

The NCAS Preliminary Pony Club Coaching qualification is a pre-requisite for NCAS Level 1 Pony Club Accreditation, unless the coach is a previously registered Level 1 Pony Club Coach seeking re-registration. They and current level C's will be able to complete a Transition Course, which is available from PCAQ to enable their NCAS registration.

This can be done when they complete their refresher or sooner if so desired. The NCAS courses have regular updating requirements with re-registration due every 4 years.

An NCAS level 2 course will be developed in the future allowing for specialisation of coaches.

## **25. TECHNICAL OFFICIALS**

PCAQ Technical Officials include Dressage Judges, Showjumping Judges, Coursebuilders, Jumping Equitation Judges, Scorers and Technical Delegates. From time to time courses for accreditation are offered by PCAQ.

### **SHOWJUMPING**

**COURSEBUILDING /JUDGING** - Course is 2 days duration. Two School rated officials will accredit. Candidates will be graded at: Gymkhana, Zone and Official Levels.

Successful candidates will be graded and placed on the Official PCAQ List for this discipline.

State Championship courses will be built by members of the CIP or appointees of the CIP. Judges will also be approved by the CIP or appointees of the CIP.

### **DRESSAGE**

A) Instruction - 1 day duration

B) Judging - 1 day duration

Successful candidates at Judging schools will be graded (Preliminary, Novice and Elementary) and their names and addresses put on the PCAQ Judges list if they are prepared to judge.

Persons who can provide proof of experience in judging Dressage may apply to the Dressage Sub-Committee for accreditation.

### **JUMPING EQUITATION**

A) Instruction - 1 day duration

B) Judging - 1 day duration

Successful candidates will be graded and placed on the Official PCAQ List for this discipline.

### **SCORERS/TECHNICAL OFFICIALS**

A Scoring Handbook is available for purchase from PCAQ.

### **PCAQ JUDGES AND COURSEBUILDERS LISTS**

At the beginning of each year, PCAQ sends out in a Newsletter, a set of accredited Dressage, Showjumping and Jumping Equitation Judges and Coursebuilders. These lists are also sent out to clubs/zones conducting official events.

To help keep the information accurate, please advise PCAQ by letter if you change address and/or phone number or are no longer wish to be contacted and asked to judge/coursebuild.

Approximately every three years, all persons on judging and course builders lists are sent a letter requesting that they

- forward in their accreditation record card
- indicate their wish to remain on the list, or alternatively, their wish to be removed
- confirm that their contact details are correct

All accredited persons should make sure that they reply to this letter by the requested date, otherwise the update will not be registered on the computer and their name will not appear on the next list.

If you believe names are missing from any of the lists, please write to PCAQ stating the person's name, address and phone number, the qualifications held as well as the name of the person who gave them their qualifications and date of school attended.

## **26. TECHNICAL DELEGATES (PCAQ STEWARD)**

A list of persons suitable to act as PCAQ Stewards for certain disciplines has been devised and is obtainable from the PCAQ office or from the Website - [pcaq.asn.au](http://pcaq.asn.au).

## **27. FORMING A NEW CLUB**

### **Steps to take when forming a new club:**

1. A public meeting is called by interested persons to discuss the formation and planning. A Club name is selected and Executive is elected.
2. Club Executive should then apply to the Office of Fair Trading for Incorporation.
3. When Incorporation is granted by the OFT Club Executive should then apply to PCAQ for Affiliation kit
4. PCAQ will forward application forms, copy of a suggested Club Constitution, Stationery Price List, copy of the latest Newsletter and name and telephone number of the nearest Zone Secretary.
5. A letter from the Zone, supporting the formation of a new club must be submitted to the PCAQ Management Committee.
6. After receipt of application forms, the PCAQ Management Committee will appoint a Commissioner to inspect the new Club and offer advice. The travelling expenses are divided equally between the Club concerned and PCAQ at a rate currently of 40c per kilometre for the whole trip.
7. After a favourable written report is received from the Commissioner the PCAQ Management Committee will accept or reject the application and advise the applicant accordingly.
8. If the application is accepted and upon receipt of the first affiliation registration form, probationary affiliation is granted. The Club is then eligible to travel to other affiliated clubs for competition.
9. After 6 months, a second inspection is made and upon a favourable written report by the Commissioner, full affiliation is granted.
10. New Clubs are required to accept the PCAQ Policies and by-laws but may adopt their own rules and by-laws providing they do not conflict with any established rule or procedure of the PCAQ. The PCAQ Management Committee and Zone Management Committee must be advised of any by-laws so adopted.

### **Insurance**

As with existing clubs PCAQ Insurance cover commences when the first affiliation registration form and affiliation fees are paid.

### **"New club" Commissioner:**

When inspecting a new Club, a Commissioner should consider the following points:

- inspect the grounds, equipment etc
- number of children
- continuity of members
- instructors or lack of
- committee running the club
- reasons for formation of the club
- other points considered relevant

Upon completion of the inspection, the Commissioner is to write a report for presentation to the next PCAQ Management Committee Meeting.

The Club is to pay the Commissioner an amount equal to 35c x total kilometres travelled. The Club then writes to PCAQ advising the details of inspection and total cost. PCAQ will then re-imburse 50% of this cost.

## **28. CLOSING A CLUB**

If a club cannot continue to function and fulfill its obligations under the Act it must close.

A club does not have the ability to go “into recess” but it can continue to exist with the minimum members and committee to satisfy the legislation.

Full details are available from the Office of Fair Trading website or contact the OFT on 13 13 04. Any necessary forms are also available from this website.

It is important that the winding up and settling of affairs of the club is carried out strictly in accordance with the Legislation.

In particular, distribution of the assets of the club must be done as directed by the Legislation and the club rules and carefully documented.

Assets on winding up may not be distributed to any members of the club but should be passed on to a like organisation.

Please advise PCAQ and all assistance will be provided.

## **29. LIFE MEMBERSHIPS**

**The PCAQ Life Membership may be bestowed in the following forms:**

(a) **A Club or Zone** may nominate whoever has served the **State Association** to the extent of Life Membership Merit Honorary Life Membership of the Association, be they a financial member or not. This recommendation must come through the Club Annual General Meeting or Special General Meeting be passed through the Zone and be received by PCAQ in time to be considered at the April Management Committee meeting. The PCAQ Management Committee will consider these Life Membership nominations once a year at this time and successful recommendations will be finally considered or confirmed by the Association Annual General Meeting.

(b) **State Honorary Life Membership.** The Management Committee may recommend for Honorary Life Membership of the Association whomsoever has served the **Association** to the extent of Life Membership Merit be they a financial member or not. The Honorary Life Membership may be bestowed after successful consideration of the PCAQ Management Committee nomination and subsequently by approval at the Association General Meeting.

(c) **Zone Honorary Life Membership** may be bestowed by a Zone for service to that Zone on whomsoever has served that **Zone** to the extent of Life Membership Merit be they a financial member or not. The Life Membership may be bestowed after consideration by an Annual General Meeting of the Zone.

(d) **Club Honorary Membership** may be bestowed by a Club for service to that **Club** to the extent of Life Membership Merit be they a Financial Member or not. The Life Membership may be bestowed after consideration by the Annual General Meeting of the Club or after consideration by a Special General Meeting of the Club.

In all cases, **VOTING RIGHTS ARE RESTRICTED to Financial Members**, an Honorary Life Member may become a Financial Member if he so desires.

### **30. HONORARY LIFE MEMBERS OF P.C.A.Q.**

Mr Luton White	Mr Dudley Martin	Mr Ken Hutchinson
Mr Ned Twohill OAM ( <i>deceased</i> )	Mr Lou Stacey	Miss Colleen McLaughlin BEM
Mr Allan Ticehurst ( <i>deceased</i> )	Mr Col Austin	Mrs Beryl Marshall
Mr Jim Goodwin	Mrs Jan Morland	Mr Peter Bondfield
Mr Steve Steiger	Mr Robert Goss	Dr Michael Moreny OAM
Mrs Ruth Henry ( <i>deceased</i> )	Mr Jack Makim ( <i>deceased</i> )	Mr Jim Shaw
Mr Clive Black	Mr Percy Bishop AM	Mrs Shelagh King OAM ( <i>deceased</i> )
Mr Harry Irvine	Mrs Zita Denholm	Mrs Hazel Larard BEM ( <i>deceased</i> )
Mrs Alice Upham	Mrs Audrey Condie	Mrs Audrey Stoker ( <i>deceased</i> )
Mr Emmanuel Manouso	Mr Col Stoker	Mr Kevin Kelley
Mr Barty Deane	Mrs Kay Keys	Mrs Iris Kleinhans
Mr Alan Hession ( <i>deceased</i> )	Mrs Grace Brodie	Mrs Pat Hartness ( <i>deceased</i> )
Mrs Bev Hamilton	Mrs Alicia Dahms	Mrs Carol Paterson
Mr Dennis Craig ( <i>deceased</i> )	Mr Don Nixon	Mrs Merrill Mawhinney
Mr Bob Hickson	Mr Danny Marr	Mrs Chris Hall
Mr John Mawhinney	Mr Colin Meagher OA	Mrs Di Elder

## 31. PCAQ PERSONALITY QUESTS

### HISTORY

The decision to introduce a "Miss Pony Club Quest" in support of Riding for the Disabled and run in conjunction with the PCAQ Annual Dinner Dance was taken in 1977 during the Presidency of Mr Colin Meagher, OAM. who has been an avid supporter of the Quest from the very beginning.

Funds are received on behalf of these RDA centres by the Riding for Disabled Association of Queensland Inc who administer the distribution of such funds on behalf of the Pony Clubs of Queensland.

The first title of the "Miss Pony Club of Queensland" was bestowed in 1978 and the Quest has been supported by Clubs and Zones of Queensland every year since its inception.

There were two major prizes to be won. For the person who raised the most money there was the "Miss Charity" title and the title of "Miss Pony Club" was awarded by a panel of judges.

In 1993 the name was changed to PCAQ Personality of the Year Quest. This means that both genders, married or single may enter. Minimum age to enter the Quest is 15 years.

The Quest is a major source of funds for Riding for Disabled in Queensland having raised well over \$500,000 in its history. This funding enables RDA Centres in Queensland to conduct activities that would otherwise be beyond their reach. **ALL** funds raised by entrants are handed to the RDA at the annual PCAQ Dinner Dance.

The Quest is an opportunity for Pony Clubbers to show their interest and concern for riders less fortunate (but just as keen) than themselves. Each entrant has only to raise a minimum of \$50.

**Junior Personality Quest - Since 2000, there has been a Junior Personality Quest. This section is open to entrants aged 10 to 15 years of age.**

All entrants receive a "Quest Entrant" sash and sashes in their club colours for their final judging. The sashes are donated by **AUSTRALIAN SHOW RIBBONS** (Warwick). In addition, all entrants will receive publicity in the PCAQ Newsletter, and the RDAQ News.

Also at the PCAQ Dinner Dance, the winners of the Personality Quest and Fundraiser winners will receive a saddle donated by **HORSELAND**. The runners up in these categories will receive day rugs also donated by **HORSELAND**. All entrants are guests of the Association as the PCAQ Dinner Dance. Both Junior and Senior entrants are eligible for the Fundraiser prize.

### **PROCEDURE TO ENTER THE QUESTS**

- 1 Nomination Forms are circulated in the PCAQ Newsletter. There is no limit to the number of nominations entered by Clubs and Zones. Nominations are completed and sent to PCAQ together with a photo. A copy of the nominations is forwarded to RDA for publicity, and a "Quest Entrant" sash is sent to the entrant. Each entrant is profiled in the PCAQ Newsletter.
- 2 Final judging will be held in late November/early December at the annual PCAQ Dinner Dance. All entrants will be interviewed by a panel of three judges and the winners determined.

Entry Forms for both Quests printed in the forms section of the website [www.pcaq.asn.au](http://www.pcaq.asn.au)

**For more information call:  
Phone: PCAQ Office 3216 1255**

Zone and Club colours are available on the PCAQ website  
[www.pcaq.asn.au](http://www.pcaq.asn.au)

Because of their being subject of immediate and frequent change, all forms are available on the PCAQ website  
[www.pcaq.asn.au](http://www.pcaq.asn.au)

