

Runcorn Horse & Pony Club Inc.

BY-LAWS

As at 13th November, 2022

Please Note! For the purpose of these By-Laws

"RHPC" refers to the Runcorn Horse & Pony Club Inc.

"PCAQ" refers to the Pony Club Association of Queensland Inc.

The terms "Member", "Committee", "Executive" and "Club" all refer to the Runcorn Horse & Pony Club Inc. unless otherwise stated.

Important Note! These By-Laws should be read in conjunction with the Constitution and By-Laws of the PCAQ and the Constitution of Runcorn Horse & Pony Club Inc.

1. Membership & Positions

1.1. Sundry Positions

1.1.1.1. In addition to Management Committee positions (refer Clause 9.1 of the Constitution), at any Annual General or Management Committee meeting other persons may be elected to any other named position which the Club may require from time to time. Persons elected to these positions may or may not be members of the Management Committee

1.2. Life Members

1.2.1.1. Vicki Cameron, Tern Collingwood-Brown, Tony Gurney, Alan Liesegang (Dec), Wendy Liesegang, Jeanette Carmody, Keith Palfery (Dec), Ross Smith, John Martin (2007), Delma Buyers (2008), Maree Delaney(2009), Terry Delaney(2013), John Moy, Cathy McNeill (2017), Trevor Beasley (2017), Amanda Taylor (2022).

1.3. Junior Committee

1.3.1.1. Junior Members are all welcome to participate, however junior members between the ages of 13 years and under 17 years, may comprise the Junior Committee and may represent the Junior members at all Club meetings, but voting rights and proxies are not permitted.

1.4. Club Captain

1.4.1.1. Must be 15 years and under 26 years. The Junior Committee should submit up to three (3) names to the first Club Management Committee meeting following the Club's first Muster of each year for selection of Club Captain. The Management Committee may appoint the Club Captain from this submission or may appoint another person of their choosing. The Club Captain's duties include organizing and chairing, if necessary, Junior Committee meetings, parading riders at commencement of Musters, assisting Instructors in the running and organization of Musters, carrying the Club banner in any parades, marches-past, etc. and any other leadership tasks which may from time to time occur. Should the Club Captain be over 16 years, he/she shall have no voting rights on the Junior Committee. His/her duty is to help and assist the junior members to operate as a junior committee.

1.5. Membership Fees and Renewals

	Club Fee	PCAQ Levy	Total
Riding Member	\$50.00	\$102.75	\$145.00
Social Member	\$20.00	\$35.00	\$55.00
Family Membership	\$90.00	Plus PCAQ Levy for each family member	

1.6. *Membership Applications*

1.6.1. All Membership Applications are to be submitted to the next Management Committee Meeting of the Club following receipt of same. If accepted, the applicant(s) are admitted as probationary Members, without voting rights, for three (3) months, and MUST attend two musters in this period. Following satisfactory completion of the Probationary Period, they are admitted as full members.

1.6.2. There must be a two third's (2/3) majority vote for all new members

1.6.3. Voting on any new member may be by secret ballot.

1.6.4. All members are to sign the Code of Conduct.

1.6.5. All Renewing members must have their renewal approved by a two third's (2/3) majority vote of the Management Committee.

1.7. *Transfers*

1.7.1. No Transfer or Clearance may be granted while a member is under any disciplinary action and/or is in debt financially to the Club.

1.7.2. Any application for a Transfer or Clearance from a Junior Member must be endorsed by their parent or guardian.

2. **Code of Conduct**

2.1. *Respect*

2.1.1. All members must conduct themselves in a proper manner. At the heart of the running of a good club is RESPECT. Members are expected to Respect first of all themselves, in the way they conduct themselves whilst at the club. Respect MUST be given to Committee members, Instructors and other adults on the grounds. Further than this though, as we are one club, we must do all in our ability to show proper respect to our fellow members and their property

2.1.2. Any disrespect shown to a Committee Member or an Instructor shall call for immediate referral to the Management Committee for Disciplinary action.

2.1.3. All directions given by either a Committee Member or an Instructor must be followed. Failure to comply with such instruction will result in the matter being referred to the Management Committee for Disciplinary action.

2.1.4. If another member feels that they have been shown disrespect by another member they should notify a Committee member who may then bring it to the Management Committee for further consideration and disciplinary action if warranted

2.1.5. In all cases, an effort will be made to resolve such disputes privately between the parties involved and should be brought to the management committee as a last resort only.

2.1.6. Particular effort is to be made when visiting other clubs or when we have visitors at our club to show respect to all concerned. Visitors must be made to feel welcome to our club.

2.2. *Interference with horses*

2.2.1. Under no Circumstances will the club tolerate the interference of a horse by anyone other than the owner or lessee of the horse. Any such incidents that occur should be immediately brought to the attention of a member of the Management Committee, who MUST then notify the President and Secretary. The Matter MUST then be raised at the next Committee Meeting, where if proven, the offending

member will either be suspended or asked to show cause why their membership with the club should not be terminated

2.2.2. The exception to this is of course in the event that a member goes to the assistance of a horse that is in some difficulty.

2.3. *Language*

2.3.1. Profane Language — especially directed in a derogatory way to another member - will not be tolerated. Such language or abuse is a very clear lack of respect for another member. Any such behaviour should be brought to the attention of a committee member who shall if possible deal with it at the time, or if considered to be severe, will bring it to the Management committee for disciplinary action

2.4. *Bullying*

2.4.1. Under no circumstances will bullying or intimidation be tolerated at the club. Again this is a gross lack of respect for a fellow member. Any such occurrence must be reported to a committee member and must then be referred to the Management Committee for disciplinary action.

2.5. *Use of Helmets*

2.5.1. Helmets must be worn whilst riding on Club grounds. Any deviation from this rule will result in a Warning. Two such warnings shall result in an automatic suspension from the club for one month

2.6. *Correct and approved Tack*

2.6.1. Members must at all times use tack on their horses that is approved by PCAQ. A rider found using non-regulation tack will be asked to dismount until such time as the appropriate tack is used. This is to apply to footwear as well

2.7. *Smoking*

2.7.1. Smoking on the grounds is prohibited by all members under the age of 18.

2.8. *Alcohol*

2.8.1. Alcohol is strictly prohibited to all members under 18. Any breach of this will result in an automatic suspension.

2.8.2. Further alcohol is only to be consumed by others with the approval of the committee only, and is never to lead to excess.

2.8.3. Alcohol is never to be consumed during the course of any event at the Club.

2.8.4. Any person, who in the opinion of a Committee member has abused such privilege, shall be asked to leave the grounds and may face disciplinary action.

2.9. *Dress*

2.9.1. Members are expected to be dressed appropriately at all times and in accordance with other rules set down in these by-laws. As a sign of our respect for our club, and ourselves members are expected to be neat and tidy in their appearance at musters and events. This includes wearing the appropriate uniform and ensuring that shirts are tucked in.

2.10. *Handling of Disputes*

2.10.1. In the event a breach of the code of conduct, such breach may be handled by a Disputes committee convened by either the Secretary or President and such committee shall consist of the President or Vice-President, The secretary (or if not available such other member as the President sees fit) and at least two other Committee Members selected by either the Secretary or President. In addition any other Committee member shall be allowed to appoint themselves to such committee.

2.10.2. In all cases, the offending party MUST be given the right to present their case and to present such witnesses that may support it.

2.10.3. Further it is essential that when considering such matters that the Committee exercise their responsibilities with total impartiality and with fairness as a guide.

2. Social Media Policy

3.1. The term 'social media' refers broadly to any online media which allows for user participation, interaction or publishing.

3.2. Members of the Runcorn Horse and Pony Club should be aware that content published on social media is, or may become publicly available, even from personal social media accounts.

3.3. Members must ensure they:

- are mindful that their behaviour is bound by the Runcorn Horse and Pony Club Constitution, By-laws and Code of Conduct– even outside musters, events, working bees etc. and when material is posted anonymously or using an alias or pseudonym
- don't make comments that are obscene, defamatory, threatening, harassing, discriminatory or hateful to, or about members of the Runcorn Pony Club, members of other pony clubs, Zone 1 or other Zones, PCAQ or PCA
- When considering making personal comments, members should reflect on the following questions:
 - are my comments consistent with how the committee expects members to operate and behave?
 - could my comments lower or undermine the reputation of Runcorn Pony Club or its members?
 - are my comments lawful? For example, do they comply with anti-discrimination legislation and laws relating to defamation?
 - would I be comfortable if my parent/instructor/other members read my comments?

3.4. The internet is forever. What you publish on the internet can remain public for a long time. Content can also be replicated and shared beyond the original intended audience and sent to recipients who were never expected to see it, or who may view it out of context. You should be aware that according to the terms and conditions of some third-party sites, the content you create is the property of the site where it is posted and so may be re-used in ways which you had not intended.

3.5. Before you post to a social media site you should understand the tool/platform you are using. It is recommended that you read the terms of service and user guides and look through existing content to get an idea of the posting etiquette and any cultural and behavioural norms associated with the social media platform you intend to engage with. You should not rely on a social media site's security settings as a guarantee of privacy. You should also adjust your privacy settings according to your own needs. Bear in mind, even if you do not identify yourself online as a member of the Runcorn Pony Club, you could nonetheless be recognised as such.

3.6. *Bullying and harassment*

3.6.1. Runcorn Pony Club is committed to achieving an environment free of bullying and harassment

3.7. Sanctions for non-compliance

3.7.1. As a member of the Runcorn Horse and Pony Club your behaviour must be consistent with the Runcorn Pony Club Constitution, By-laws and Code of Conduct.

3.7.2. A failure to comply with this Policy may constitute a breach of the Code of Conduct. Examples of failure to adhere to the Code of Conduct in a social media setting include:

- making derogatory or obscene posts about a member on a social networking site
- posting derogatory comments or images about other clubs from a personal

account

3.7.3. Breach of this policy may lead to disciplinary action, which may range from a warning up to termination of membership, depending on the severity of the breach. If you breach the law, you may also be held personally liable.

4. Meetings

Refer to Clauses 12 – 20 of the Constitution

4.1. Management Committee Meetings are to be held on the second Tuesday of each month at 7:30pm or at such time as decided by the Management Committee.

4.2. Minutes of Annual General Meetings, Management Committee Meetings and any other meeting as directed by the Management Committee are to be made available to all members as soon as possible following the meeting, either through the Newsletter or by any other efficient means.

4.3. Absentee votes are not accepted.

5. Uniforms

5.1. Refer to Section 30 of the PCAQ By-Laws.

5.2. Club Uniform

5.2.1. The Club uniform is as follows:- White long-sleeved shirt; Beige Jodhpurs or stockman's cut trousers or moleskins; Beige Tie; Emerald Green long-sleeved or sleeveless pullover; Brown or black elastic sided jodhpur boots; Black top boots are optional;

5.2.2. Black or White unadorned Equestrian helmet. Helmet compliance expires 5 years from date of manufacture. Helmet Standards: Only affects members who have a European made helmet or are considering purchasing one. PCA finds that any helmet tested and meeting the VGI helmet standard is acceptable for use in all Pony Club activities. Helmets need to comply with PCA guidelines. Helmets must have an effective chin strap. Green saddle cloth with beige binding and "Runcorn emblem" on the nearside rear corner; Club badge pinned to middle of tie; Gloves are optional.

5.2.3. Horse Trials cross country wear - as above (tie may be removed) but Club T-shirt or Club longsleeved jersey may be worn.

5.2.4. No member will be allowed to compete in any pony club competition unless they are in full Club uniform unless there are exceptional circumstances beyond either their or the Club's control.

5.3. Muster Wear

5.3.1. Full Club uniform, as above (tie may be removed and sleeves neatly rolled up) or Club T-shirt, or the Club Sun Smart Shirt. Beige moleskins or stockman's cut trousers are permitted.

5.3.2. Jeans are not permitted.

5.3.3. Senior riders must observe the same uniform requirements.

5.3.4. Instructors are to be suitably and neatly attired.

5.3.5. New members are expected to obtain the full Club uniform within 2 months of joining.

5.4. *Clothing Pool & Lost Property*

5.4.1. Should any member's second hand clothing or equipment be sold by the Club, the Club will take 10% of the proceeds as commission.

5.4.2. The Club may purchase second hand uniforms and other equipment and offer it for resale.

5.4.3. Lost property may be claimed after proper identification.

5.4.4. Any lost property not claimed after 3 months may be sold and proceeds kept by the Club.

6. **Musters**

6.1. Musters will be scheduled for the fourth Sunday of each month (unless otherwise advised) between 8.45am and 2.30 pm. from February to November inclusive. Riders must be mounted and presented at 8.45am. The Management Committee may schedule extraordinary Musters or event as required from time to time.

6.2. In the event of an activity, which the Club supports as a whole, falling on a set Muster day, the Muster will be cancelled and an alternative may be arranged.

6.3. In the event of bad weather, every effort will be made to hold an unmounted Muster. It is the responsibility of each member to check with either the Chief Instructor or the website an hour before the scheduled start, to determine if the muster will be held.

6.4. Senior riders may participate in Musters.

6.5. Riders may swap horses or ride another person's horse at a Muster with the permission of the Instructor in charge.

6.6. Doubling is only allowed with the permission of the Instructor in charge.

6.7. Whilst riders are on the grounds or on the field, they are the responsibility and under the control of the Instructors.

6.8. Members under the age of 18 years are required to have a parent or responsible adult on the grounds while they are riding. A "Sign Out Book" will be available at the canteen at musters and events for circumstances in which a parent or responsible adult must leave the grounds. In this case the parent or responsible adult must sign the "Sign Out Book" and must sign back in when they return to the grounds.

6.9. All Junior and Associate Members of the Club (except Instructors) must maintain a minimum mounted attendance of 25% at musters held in the current pony club year. Failure to maintain this attendance requirement will render the member:-

6.9.1. Ineligible for any Club awards.

6.9.2. Ineligible to compete or represent the Club at any pony club event or competition. This will be strictly enforced for state and national events.

7. **Club Competition Points & Trophies**

7.1. Club Trophies

7.1.1. Annual Club Trophies will be awarded in 10 Categories

7.1.1.1. Muster Attendance

7.1.1.2. Muster Presentation

7.1.1.3. Gymkhana, Sporting and Campdrafting Championship

- 7.1.1.4. Showjumping & Jumping Equitation Championship
- 7.1.1.5. Horse Trials (One Day Event), Combined Training, Derby & Hunter Trials Champion
- 7.1.1.6. Dressage and Formal Competition Champion
- 7.1.1.7. Overall Club Champion
- 7.1.1.8. Les English Perpetual Trophy (Annual Formal Gymkhana)
- 7.1.1.9. Helen Williams Memorial Perpetual Shield (Internal Formal Day)
- 7.1.1.10. Most Improved Rider Perpetual Trophy
- 7.1.1.11. President's Trophy
- 7.1.1.12. Spirit of Runcorn Trophy
- 7.1.1.13. Encouragement Award
- 7.1.2. Competition for Categories 1, 2, 3, 4, 5 & 6 will be divided into four (4) age groups
 - 7.1.2.1. 12 years and under
 - 7.1.2.2. 13 years to under 17 years
 - 7.1.2.3. 17 to under 26 years
 - 7.1.2.4. Seniors (26 years and over)
 - 7.1.2.4.1. The competitor's age group is to be the age of the competitor at the first muster in each year

7.2. Muster Attendance

- 7.2.1. A maximum of 10 points will be awarded for:
 - 7.2.1.1. Attending musters at the Club grounds and/or elsewhere as decided by the Management Committee.
 - 7.2.1.2. Attending Zone and/or other pony club competitions that are approved by the Management Committee. The Committee may decide to attend (as a Club) any pony club event, be it zone, state or individual club. The Committee can declare such event a Muster and appropriate points will be awarded;
 - 7.2.1.3. Any Training or Accreditation day conducted by the Club, Zone 1 or PCAQ at any venue, providing it is approved by the Committee;
 - 7.2.1.4. Approved Special Working Bees; these carry double points;
 - 7.2.1.5. Full Muster Attendance points will be awarded if:
 - 7.2.1.5.1. Riders are present and ready to proceed with the muster or event at the scheduled starting time. A riding member need not be mounted.
 - 7.2.1.5.2. Riders present themselves mounted and in correct pony club attire (subject to availability of uniform items for new members and weather conditions).
 - 7.2.1.5.3. Non-riding members are in the appropriate uniform and present themselves for instruction and/or assistance;
 - 7.2.1.6. Five (5) points will be awarded at the start of the Muster
 - 7.2.1.7. A further 5 (5) points will be awarded at the conclusion of the muster
 - 7.2.1.8. Members are present for the entire scheduled period of the function; permission may be granted to leave early or arrive late, however, members who do so without permission will not be awarded attendance points. This practice is not to be encouraged.
 - 7.2.1.9. Uniform requirements do not apply to Working Bees.

7.2.2. Muster Presentation

- 7.2.2.1. The senior instructor present will assess the riders/horses at the start of the muster.
- 7.2.2.2. A maximum of 20 points will be awarded on the basis of 10 points for horse, 5 points for rider, 5 points for saddlery and equipment;
- 7.2.2.3. Plaiting and braiding of horses is not required;
- 7.2.2.4. Riders must be mounted and "on Parade" at the scheduled starting time;

7.2.2.5. No Presentation points will be awarded to riders who are late or unmounted unless there is a clear reason for being late and unmounted and such reason is accepted by the Chief Instructor of the day.

7.2.3. Club Competition Categories

7.2.3.1. Points for Categories

7.1.1.3,4, 5 & 6 are as follows:

7.2.3.1.1. Depending on placings allotted for each competition, points will be awarded to tenth place as follows: 1st - 10; 2nd - 9; 3rd - 8; 4th - 7; 5th - 6; 6th - 5; 7th - 4; 8th - 3; 9th - 2; 10th - 1. NB Places should be verified by Ribbons or official Published Results. 7.2.3.1.2. Total points from the placings will be divided by the maximum possible points available for that event. This number will be multiplied by 100 to give a percentage;

7.2.3.1.3. For Teams competitions the points are shared by the team - e.g. 1st Pair of Riders 5 points each; 3rd Team of Four Riders 4 points each

7.2.3.1.4. For tied placings, the points will be shared - e.g. 2 riders equal first 10 + 9 = 19 i.e. 9.5 points each; 3 riders equal third 8 + 7 + 6 = 21 i.e. 7 points each.

7.2.3.1.5. E.g.

Gymkhana with 8 events. Max possible = 8 X 10 80

2 first places 2 x 10 20

3 second places 3 x 9 27

2 sixth places 2 x 5 10

Total 57

57 divided by 80 multiplied by 100 50%

7.2.4. Club Competition Categories - General Rules

7.2.4.1. Points for Competition Categories

7.1.1.3, 4, 5 & 6 are taken only from competitions that both comply with the By-Laws and are not on any date that the Club conducts an activity, providing the activity has been approved by the Management Committee and at least one (1) months' notice has elapsed; activities include Musters, Working Bees, Competitions, Schools, Social Activities, etc.;

7.2.4.2. Competitions must be restricted to pony club members only (open events will not count towards points);

7.2.4.3. A rider will only receive Competition Points if he or she has met the clubs minimum muster attendance and must attend a minimum of three eligible events (Item 7.2.4.2) in the same discipline category to be eligible to receive the Annual Trophy for the said discipline;

7.2.4.4. Notwithstanding Item 7.2.4.1, the Management Committee may give special approval for members to receive Competition Points from Zone, State or Inter-State Championships;

7.2.4.5. All Internal Competitions which comply with the above rules will be included in Competition Categories 7.1.1.3, 4, 5 & 6 providing all Junior and Associate Members have an equal opportunity to compete;

7.2.4.6. Members who do not maintain a minimum of 25% attendance at Musters will not be eligible to compete in any pony club competition unless there are extenuating circumstances which have been sanctioned by the Management Committee;

7.2.4.7. Members who do not maintain a minimum of 25% attendance at Musters are not eligible to receive any Annual Trophies, except for Trophies listed under Items

7.1.1.10, 11, 12 & 13;

7.2.4.8. Competition Results are to be lodged through the club website, within 28 days of the competition being held -

7.2.5. Overall Club Champion:

7.2.5.1.1. This Trophy will be awarded to the Junior or Associate Member who obtains the highest overall points from Categories 7.1.1.1, 2, 3, 4, 5 & 6.

7.2.6. Les English Perpetual Trophy:

7.2.6.1.1. A perpetual trophy originally donated by the family of past member, Les English. This Trophy will be awarded to the Club's Junior or Associate Member who obtains the highest points score at the Club's Annual Gymkhana. The Perpetual Trophy will remain with the Club and a replica Trophy will be provided by the Club for the member to keep.

7.2.7. Helen Williams Memorial Perpetual Shield

7.2.7.1.1. A perpetual shield originally donated by the family of past member, Helen Williams, as a memorial to her. This Shield will be awarded to the Club's Junior or Associate Member who obtains the highest points score at the Club's internal Annual Helen Williams Memorial Formal Day.

7.2.7.1.2. The Perpetual Shield will remain with the Club and a Replica Shield will be provided by the Club for the member to keep.

7.2.8 .Most Improved Rider Perpetual Trophy:

7.2.8.1.1. A perpetual trophy originally donated by the Club. 7.2.8.1.2. This Trophy will be awarded to the Club's Junior or Associate Member who, in the opinion of the Club's Instructors, has shown the best riding improvement throughout the current pony club year.

7.2.8.1.3. The Perpetual Trophy will remain with the Club and a Replica Trophy will be provided by the Club for the member to keep.

7.2.9. Spirit of Runcorn Trophy:

7.2.9.1.1. This Trophy will be decided by the Trophy Sub-Committee and will be presented at their sole discretion to the Club Member, Riding or Social, who they considers best represents the spirit of the Club and who sets a good example for other member, in the current pony club year.

7.2.10. President's Trophy:

7.2.10.1.1. This Trophy will be awarded by the President and will be presented at his or her sole discretion to the Club Member, Riding or Social, who the President considers has made the greatest contribution of any kind to the Club in the current pony club year.

8. Club Grounds and Equipment

8.1. UNDER NO CIRCUMSTANCES are members to be on the grounds after dark unless they are attending to their horses. Staying over or camping on the grounds is prohibited unless permission has been received by President and Secretary.

8.2. Members are encouraged to make use of the Club grounds and equipment at any reasonable times when the grounds are not otherwise in use, with the proviso that all Club rules are adhered to. Disobedience or disregard of any Club rules by any person using the Club grounds may result in this privilege being withdrawn.

8.3. Use of Grounds

8.3.1. The grounds are not to be used without permission. Permission can be obtained from either the President or the Secretary or Chief Instructor. The use of the grounds and equipment is for the sole use of members only.

8.3.2. Members under the age of 18 years are required to have a parent or responsible adult supervise at all times when they are riding and it is recommended that they are also supervised when handling horses on the grounds. The Management Committee recommends that all members over the age of 18 years have a responsible adult supervise

when they are handling or riding horses, or alternatively use a “buddy” system where the rider contacts a family member or friend before they begin riding and again when they finish, so that another person is aware of their riding plans and to ensure the safety of the rider.

8.3.3. Members and any other person may only use the grounds at their own risk.

8.3.4. Only PCAQ accredited instructors (or those people expressly approved by the Management Committee) may instruct on the grounds.

8.3.5. An Australian Standards approved equestrian helmet and approved riding boots must be worn by all persons riding on the grounds.

8.3.6. At all times when riding on Club grounds, only that gear and tack which is approved by PCAQ is to be used. This rule may be relaxed in the event that another organization hires the grounds for their own use, and such organization has their own public liability and professional indemnity insurance. In this event copies of such cover must be provided to the Secretary prior to the event taking place.

8.3.7. Professional instructors must have their own current Public Liability and/or Professional Indemnity Insurance before using the Club grounds. A current policy or premium notice must be sighted by the Club President or the Secretary and Chief Instructor prior to giving permission to use the grounds. Note! This rule also applies to professional instructors giving coaching to Club members on the grounds.

8.3.8. Professional instructors must have a current Queensland Blue Suitability Card before using the Club grounds. A Copy of this card must be given to the Club President or the Secretary and Chief Instructor prior to giving permission to use the grounds. Note! This rule also applies to professional instructors giving coaching to Club members on the grounds

8.3.9. Other organizations or persons wishing to use the Club grounds may be required to pay a fee to the Club as set down by the Management Committee from time to time. All such use must have Management Committee approval.

8.3.10. Jumping at club sanctioned muster days and events is permitted under the supervision of a PCAQ Level C (or higher) or NCAS level 1 (or higher) Instructor.

8.3.11. Jumping outside of club sanctioned muster days and events is permitted by riders 18 years and older, under the active supervision of a person who is 21 years or older. Riders under 18 years are permitted to jump under the active supervision of a parent or legal guardian. The person supervising the rider must not be mounted or engaged in any other activity such as feeding horses, manure maintenance or attending to other activities. They must be in attendance at the arena for the entire time that the rider is using the jumping equipment. The cross country jumps are strictly out of bounds without the presence of a PCAQ Level C (or higher) or NCAS Level 1 (or higher) Instructor.

8.3.12. The grounds, buildings and amenities are to be kept clean and tidy at all times.

8.3.13. No horses are permitted in or around the areas occupied by the Canteen or Office block.

8.3.14. Wash Bays to be kept clean and hoses stored correctly after use.

8.3.15. If a member wishes to reserve the Jumping Arena, they may do so by contacting the Agistment Officer. A maximum time of 2 hours per day applies to any reservation. If the Jumping Arena has not been reserved, then it may be used as required.

8.3.15.1. Preference will be given to:

8.3.15.1.1. Runcorn Pony Club musters and events

8.3.15.1.2. Runcorn Pony Club Clinics

8.3.15.1.3. Runcorn Pony Club Hire of the Grounds to other clubs

8.3.15.1.4. Private Instruction of Members

8.3.15.1.5. Members using grounds who are not under instruction

8.4. Use of Equipment

8.4.1. All equipment is to be insured in such manner as determined by the Management Committee.

8.4.2. The Secretary is responsible for the safekeeping of all Club perpetual trophies.

8.4.3. All equipment is to be stored away after use unless otherwise advised by the President or Chief Instructor.

8.4.4. When Showjumping equipment is left out in the open, all rails must have at least one end lifted off the ground.

8.4.5. Any damage of any kind to any equipment is to be reported to the Club President, Secretary or Chief Instructor immediately.

9. Working Bees

9.1. Club Competitions

9.1.1. Any member who intends to compete at any Club event must be represented at the Working Bee prior for a minimum of three (3) hours, unless the Working Bee takes less. An Attendance Book will be kept and the members and/or member's representative name, signature, arrival time and departure time must be entered. Should a member be unable to attend or be represented for any reason they should advise the President, Secretary or Chief Instructor well prior to the Working Bee starting time. The Club Executive may grant an exemption to the member from attending only in extreme circumstances. Should a Working Bee not be required, members will be advised by the most practicable means.

9.1.2. Should a member either not attend themselves or not be represented he/she is liable to one or more of the following penalties:

9.1.2.1. Not permitted to compete at the event;

9.1.2.2. Permitted to ride but get no points or awards, i.e. Ride H.C.

9.1.2.3. Pay a penalty nomination fee up to double the normal fee.

9.1.2.4. Carry out additional tasks on the day of the event as directed by the Club President, Secretary or Chief Instructor.

9.1.2.5. Receive a severe reprimand from the Club Executive.

9.1.2.6. Be banned from competing at any future events for a set period.

9.2. Zone Competitions

9.2.1.1. Metropolitan Zone 1 may require attendance at working bees prior to a Zone event. Members who compete at these events are required to share the responsibility of attending these working bees. Failure to do so may result in our Club not being permitted to compete. Offenders will bring disrepute to our Club and they will be subject to disciplinary action.

9.3. Special Working Bees

9.3.1. In addition to Clauses 9.1 and 9.2 the Management Committee may declare specific days to be "Special Working Bees" for the purpose of Maintenance, Improvements or Repairs. The conditions on holding these Working Bees are:

9.3.1.1. To be approved by the Management Committee and minuted;

9.3.1.2. Have a minimum of 4 weeks' notice given by Newsletter or other satisfactory means.

9.3.1.3. Members or their representative must be present and available to work for a minimum of three (3) hours of the Working Bee if attendance is to be counted.

- 9.3.1.4. Names, Signature, Arrival Time and Departure Time must be entered in the Working Bee Attendance Book.
- 9.3.1.5. A minimum of 50% attendance must be maintained at these Working Bees on penalty of becoming ineligible for any Club annual awards
- 9.3.1.6. Double Attendance Points apply.
- 9.3.1.7. Note! Parents and other adults are strongly encouraged to assist at these and any other Working Bee.

9.4. *Other Working Bees*

- 9.4.1.1. Members and their parents and friends are encouraged to assist at any other informal Working Bee which may occur from time to time. Attendance/assistance at these Working Bees is not compulsory but it shall strongly influence the President in the awarding of the annual President's Trophy.

10. Agistment

- 10.1. Agistment of members' horses on Club grounds is to be regarded as a privilege - not as a right! The following Conditions apply and are to be read in conjunction with the Constitution and other By-Laws of the Club.

10.2. *Application for Agistment*

- 10.2.1. Agistment is available to active, financial riding members of the Runcorn Horse and Pony Club (RHPC). One horse per riding member may be agisted on club grounds. Agistment is offered at the Management Committee's discretion.
- 10.2.2. An Agistment Application must be made in writing to the Agistment Officer on the correct form and approved through a Management Committee meeting prior to the horse being agisted on the grounds.
- 10.2.3. A bond of three (3) months Agistment Fees is required before the horse can be moved to the grounds. This bond is fully refundable given all requirements of the Cancellation and Termination of Agistment clause are met. A bank account is required for all bond refunds. The probation period may be extended at the discretion of the committee.
- 10.2.4. The horse and rider combination will be assessed by the Chief Instructor/ Club Instructors prior to the end of the three month probation period, before being approved.
- 10.2.5. Agistment is not transferable and stays with the agistee, not the horse. In the event that the horse is sold or leased to another financial member, a new application and bond is needed and waiting periods may apply.
- 10.2.6. Agistment runs with the calendar year and expires on the 31st December each year. A new application for agistment must be made by 1st December each year to be presented at the December Management Committee meeting for approval. Failure to do so will see the Agistment Agreement terminated by the Management Committee and fourteen days' notice will be given to remove the horse from the grounds as per clause 10.5.2.
- 10.2.7. Agistment Applications must be accompanied by a current Hendra Vaccination Certificate or must be vaccinated within two weeks of arriving and will not be able to be moved out of quarantine until this has been done. All agisted horses must have an up to date tetanus and strangles vaccination schedule.
- 10.2.8. A three month probationary period will be in effect for all newly agisted horses. If, within this period, the Management Committee considers that the horse is unsuitable for agistment on Club grounds, then the agistment for that horse will be terminated in writing and the horse will need to be removed from the grounds within fourteen days.
- 10.2.9. Applicants must be 18 years and over. For members under 18 years, a parent or legal guardian who is a financial member may request agistment on their behalf.

10.3. *Agistment Fees*

10.3.1. Agistment fees are set by the Management Committee and may change at any time. One months' notice will be given in writing before any change in fees comes into effect. Currently the fees are set at \$100.00 per horse, per month. An annual fee review will be conducted by the Management Committee.

10.3.2. Agistment fees must be paid by the 1st of each month and are to be kept one month in advance.

10.4. *Failure to pay Agistment Fees*

10.4.1. If Agistment Fees become in arrears of thirty days a written reminder will be issued. If this has not been rectified within 7 days a written warning will be issued. If this is not rectified in a further 7 days, the Agistment Agreement will be terminated and the Agistee will be given 14 days to remove their horse from the grounds. Any outstanding Agistment Fees will be deducted from the Agistee's bond.

10.4.2. In the case of financial hardship or special circumstances please contact the treasurer or Agistment officer to arrange an alternate payment schedule. The Management Committee is open to communication in these circumstances and are happy to support our members for the best outcome.

10.5. *Cancellation or Termination of Agistment Agreement*

10.5.1. The RHPC requires two weeks written notice to cancel an Agistment Agreement. Full Agistment Fees are payable for these two weeks even if the horse is removed prior to the end of the two week period. Any unpaid fees will be deducted from the Agistee's bond.

10.5.2. In the instance that the RHPC terminates an Agistment Agreement, a minimum of fourteen days' notice will be given. Agistment Fees are payable for these fourteen days and any unpaid fees will be deducted from the Agistee's bond.

10.5.3. On removal of a horse from agistment, the Agistee's poo strip must be cleaned, designated area of the feed and tack shed tidied and left in a clean manner. The Agistee's belongings must be removed. It is recommended that the Agistee request the Agistment Officer checks these things to avoid a cleaning fee being charged from the Agistee's bond:

10.5.3.1. Cleaning Fees:

Manure and mowing maintenance \$100.00

Tack Shed \$25.00

Feed Shed \$25.00

10.6. *Liability for Loss, Injury or Damage*

10.6.1. While your horse is agisted at the RHPC, the RHPC will not be liable for any sickness, disease, death or injury suffered by the horse or any other matter arising from or connecting to the agistment of the horse.

10.6.2. All reasonable and proper care of the grounds is taken by the RHPC, but all risks are assumed by the owner of the horse. It is the horse owner's responsibility to insure their horse and horse gear/equipment against all risks while they are on the property or being transported.

10.6.3. In the unfortunate event that an agisted horse dies its remains will be required to be removed from the RHPC. Immediate contact with the Agistment Officer is required in such circumstances. All costs associated with the euthanasia, vet fees and removal of the deceased horse will be the responsibility of the owner. 10.6.4. In the event that the owner is not present, all reasonable efforts will be made to contact the owner prior to calling a vet. In the event that owner is not contactable, a committee will make the most appropriate decision for outcome of the horse based on advice from a veterinarian.

10.7. *Suitability of horses and ponies*

10.7.1. No stallions, rigs, mares in foal, unbroken horses or horses under 4 years of age will be accepted for agistment. Horses between 4 and 6 years of age will be accepted at the discretion of the Management Committee.

10.7.2. Horse that display ongoing aggressive, dangerous or destructive behaviours both in the paddock and riding will be assessed by the Chief Instructor and a recommendation will be made to the committee regarding the suitability of such horses. Not all horses are suitable to be agisted in herd environments.

10.8. *Care of horses and ponies*

10.8.1. It is the responsibility of the Agistee to ensure their horse or pony is cared for and kept in a healthy condition. All feed, veterinary, farrier, dentist, parasite control and costs associated with the up keep of a horse are the responsibility of the Agistee. The RHPC is a location highly visible to the general community, in order to maintain the reputation of the RHPC as an association that promotes good horse care and horsemanship, horses agisted at the RHPC must be maintained in "good" condition at all times.

10.8.2. All new horses must be wormed upon arrival in the presence of the Agistment Officer and must be wormed as per the Agistment Agreement and at the direction of the Agistment Officer.

10.9. *Floats*

10.9.1. Floats left on the grounds must be parked as directed by the Agistment Officer.

Floats are left on the ground at the float owners / person in charge of the float, own discretion. The RHPC take no responsibility for any damage, theft etc. incurred whilst on the grounds.

10.9.2. Permission must be given prior to a float being left on the grounds, once granted a key must be provided to the Agistment Officer for instances when the float may need to be moved for mowing etc. In the event that a float needs to be moved for grounds maintenance purposes, the club holds no liability for any damage incurred.

10.10. *Grounds Maintenance*

10.10.1. The Agistee will be responsible for spreading manure for the paddock. A club ute is available for dragging duties. Manure is to be dumped in designated manure piles, not left in wheelbarrows. Old feed should be placed in bins as directed by Agistment Officer, baling twine should be removed and also disposed in the bin.

10.10.2. A cleaning roster is provided at the discretion of the Management Committee and each Agistee will be required to clean the toilet block, water troughs and other areas as described in the cleaning roster once every few months as per the roster.

10.10.3. A locked feed and tack shed is provided to Agistee's. These areas must be kept clean and tidy. Agistee's should not borrow feed or tack from other Agistee's without permission. These areas are used at the Agistee's risk. The RHPC holds no liability for lost or stolen property.

10.10.4. Feed buckets, rugs, saddle clothes etc. should be stored in either the feed shed or the tack shed. No personal items should left lying around or hung over fences

10.10.5 Agistee's will be responsible for the grass/weed maintenance November to March. A roster will be provided by the Agistment Officer

10.11. *Paddock Allocation*

10.11.1. New horses to the grounds must be kept in isolation for two weeks before being introduced into the paddock.

10.11.2. No horse should be moved between paddocks without approval from the Agistment Officer. Approval is not needed in emergency situations, however the Agistment Officer MUST be contacted at the earliest convenience.

10.11.3. Paddock allocations are at the discretion of the Agistment Officer in conjunction with the management committee.

10.11.4. The RHPC offers herd agistment with day yards available for feeding and when tacking up. Private paddocks are not available.

10.11.5. Horses should not be kept in the Western/shade paddock, round yard, dressage arena or showjumping arena unless directed by the Agistment officer.

10.11.6. Under no circumstances are horses to be brought into the canteen space inside the fenced area. This is due to Workplace Health and Safety requirements.

10.12. *Responsibilities of Agistee's*

10.12.1. Agistment is only available for horses which are normally used at pony club by active riding financial members as per the Constitution and By-Laws.

10.12.2. All agisted horses and members must attend at least 70% of musters in a riding or instructing capacity for the duration of the muster. It is the expectation that agisted horses will be ridden at musters.

10.12.3. The agistee members must attend 70% of Runcorn Pony Club events including working bees (if the agistee is not participating at an event he or she is still expected to attend and assist). Working Bees must be attended for a minimum of 3 hours for three out of four working bees. If an agistee cannot attend a working bee, a family member must attend in their place. A muster and working bee sign on sheet will be used.

10.12.4. All Agistees must remove their horses from all competition and parking areas no later than 5.00pm the day before an event or set up working bee, or as directed by the Agistment Officer, prior to the scheduled starting time of any competition, fixture or muster being held on the Club grounds. Horses may be returned to these areas after the finish of these events.

10.12.5. It is the responsibility of all agistees to check fences regularly. If possible repairs should be made immediately otherwise the agistment Officer to be notified.

10.12.6. Horses are to be fed outside the main paddock in pens or day yards provided and secured safely. Once used, any manure and feed buckets are to be collected and bins put away after use.

10.12.7. The Agistment Office must be advised if a horse is being removed from the grounds for more than 24 hours.

10.12.8. If a horse is removed from the grounds for a period of over seven days without informing the agistment officer, it will be assumed that the agistee no longer requires their spot and their agreement will be deemed to be terminated.

10.12.9. Manure spreading MUST be done the afternoon before musters, working bees, events and worming day.

10.12.10. Agistee's are expected to abide by the terms of the Code of Conduct.

10.13. Breaches to the Agistment Agreement

10.13.1. Any breaches of this agreement will be directed to the Management Committee. Breaches may result in disciplinary action as decided by the Management Committee and may include termination of the Agistment Agreement.

10.13.2. All queries should be directed to the Agistment Office in the first instance. In the event that a resolution has not been achieved, the President should be contacted.

11. Instructors

11.1. The Chief Instructor will be selected by a vote conducted among all certificated instructors.

11.2. The person appointed or elected by the Club instructors as Chief Instructor is to be presented at the Club's Annual General Meeting for confirmation by the meeting.

11.3. The Chief Instructor should hold a current pony club Instructor's Certificate.

11.4. The Chief Instructor is to maintain a list of instructors and record their attendance at Musters. As per PCAQ By-Laws a minimum 25% attendance is required to be maintained or the instructor's certificate may not be renewed at the discretion of the Management Committee.

11.5. Trainee instructors at any level will be required to pay all their own training/examination expenses, etc. The Club may reimburse certain expenses to successful instructor candidates after one (1) year's effective instructional service to the Club. These expenses may include examination fees, pre-school fees, etc.

12. Canteen

12.1. A Canteen Committee will be formed with the power to co-opt as and when required.

12.2. The cash receptacle should be kept locked or otherwise secure and any excess cash is to be securely kept in a separate place.

12.3. At the conclusion of any event, muster, etc. the Canteen proceeds should be counted by the Canteen Convener (or other person in charge) and another Executive member, preferably the Treasurer.

12.4. At each Management Committee Meeting a Canteen Report is to be presented. This report must show: Takings, Outgoings and Profit.

12.5. Dogs are prohibited in the Canteen.

12.6. Horses are to be kept away from the Canteen area.

12.7. Smoking is prohibited in the Canteen at all times.

13. Blue Cards

13.1. In accordance with State Legislation and the PCAQ By-laws, all "Helpers and Volunteers" who are over the age of 18 and do not have a Child under the age of 18 as a member of the club, must obtain a Blue Suitability Card.

13.2. All Committee Members must hold a Blue Suitability Card regardless of if they have a child under the age of 18 years as a member of the club.

13.3. Members who hold a Blue Suitability Card must have their card linked to the RHPC.

14. Camps

14.1. At any Club organized camp any child under 18 years of age is to be accompanied by an adult, or there is to be at least one (1) adult per family attending.

14.2. Visitors may be invited to attend any Club camp but they must be vouched for by the member inviting them. Any such visitor must first receive the approval of the organisers.

15. Sundry

15.1. Smoking will not be permitted at any time.

15.2. Smoking by Junior Members is not permitted on the Club grounds.

15.3. Dogs are prohibited from any competition or training area when horses are being ridden.

15.4. Dogs are prohibited from the grounds during events.

15.5. Any dog on the Club grounds must be kept under control and on a leash at all times without exception.

15.6. The Management Committee reserves the right to refuse to allow any dog on the grounds at any time that it deems necessary.

15.7. Any horse which kicks or is suspected of kicking must have a red ribbon tied to its tail. The Chief Instructor has the right to insist that a red ribbon be tied to the tail of any horse. Should any person refuse to tie a red ribbon to the tail of any horse under their control then they will be required to leave the grounds with the horse immediately.

15.8. Any member under 18 years of age who brings on to or consumes alcohol or any other illegal or prohibited drugs on the Club grounds is liable to be brought before the Management Committee to show cause why they should not be suspended.

16. Fundraising

16.1 Members will be expected to attend 2 fundraising events per calendar year.

16.2 Members will be contacted by the Management Committee about the dates they will be required to attend. If a member is unable to attend they will be required to find a replacement and contact the Management Committee of the change.

16.3 If members fail to attend the two required fundraising events they will be in breach of their membership responsibilities.

17. By-Law Changes

17.1. The Secretary is required to keep a section in the Minutes Book (file) to record any By-Law change. The date of any such change must be recorded alongside the entry.

17.2. A list of all By-Law changes in the preceding 12 months is to be compiled annually and made available to all members no later than one (1) month after the Annual General Meeting