

RULES FOR BEHAVIOUR

At Musters:

- Any rider wishing to leave the Club grounds during Muster times must have the permission of the Instructor in charge.
- Approved helmets (see below) and riding boots must be worn at all times when mounted.
- Any rider wishing to leave his/her group must first obtain the permission of the Instructor
- Galloping or jumping without permission is not permitted
- Any rider whose gear is considered to be in an unsafe condition will be prevented from riding until the deficiency is rectified
- Bad sportsmanship, bad temper and bad language will not be tolerated
- Eating or drinking and smoking is not permitted whilst mounted
- Smoking is not permitted in or around the stables
- Riders should follow the direction of the Instructors at all times and should be polite and respectful
- Set a good standard of behaviour and show respect for all gear and equipment
- Horses that kick must wear a red ribbon in their tail.

At Competitions:

- The Nominations Officer must be advised of a rider's intention to compete at events calling for nominations prior to event date. (refer to "Nominations" section)
- The competitor or a representative must attend working bees for Club or Zone Events (refer to "Working Bees" section)
- When competing at Zone events, competitors are not allowed to leave the grounds until after the presentation of trophies (mounted or unmounted). Competitors wishing to leave the grounds early must obtain the permission of the Chief Steward.
- As well as attending working bees, each Club will be required to provide pencillers, scorers, rail and gate stewards etc. This also applies to zone gymkhanas.
- All competition rules must be obeyed. Competitors must behave in such a way that will reflect credit on their Club. Bad sportsmanship, bad temper or bad language will not be tolerated.
- Riders should not be cheered by name, as this can be construed as outside assistance, rendering them liable to disqualification.
- In most Pony Club competitions, the rule "one horse one rider, one rider one horse" applies. Allowing another person to ride your horse during the course of a competition will result in disqualification.

DISCIPLINARY ACTION

The Management Committee will support an Instructor in the event that a rider breaches the code of conduct. Any rider reported for such a breach may be asked to attend a meeting of the Management Committee, at which disciplinary action will be considered.

CODE OF BEHAVIOUR - MEMBERS

Problems/complaints should be brought forward to the Chief Instructor or the President, in a constructive and considerate manner, for referral and discussion by the Management Committee. Abusive behavior and language will not be tolerated. PCAQ has a nominated Code of Behaviour which must be adhered to.

PARENTS' OBLIGATIONS

It is expected that all parents will assist with the many tasks which must be performed in the normal functioning of Pony Club. These are:

- Staffing the Canteen for Musters and competitions. Canteen rosters will be according to working bee groups in 2010. This commitment must be honoured. If you or a family member/friend cannot assist in the canteen as per the roster, you must arrange a swap.
- Maintenance of grounds and equipment, in particular through working bees, erection, dismantling and storage of equipment at musters and competitions.
- Stewarding, gate keeping etc for the running of all Club events. Each family competing at Club Events must provide one worker. Provision of stewards at events contested by our Club, including Zone Events. This task must be shared by all competitors.

A parent/guardian must accompany a child of 15 years of age or less to all musters/competitions.

MUSTERS

Musters are planned according to the curriculum of instruction, upcoming events, certificate work and rider interest. Activities also depend on availability of instructors. Riders are divided into groups according to ability/age and progression is monitored by the chief instructor.

We encourage all riders to partake in all activities, however on occasions a rider may need or wish to work with a lower group — this can be for a session, a muster or for a longer period due to change of horse/loss of confidence. All requests will be considered by instructors, however we ask that the following procedures be followed.

If you wish to change at the beginning of or during a muster you must first consult the instructor of your group both as a courtesy and also so that your attendances can be marked (This applies to all sessions—if not present for one you will not gain attendance points towards end of year trophies). After gaining approval to leave the group you must then enquire with the instructor of the group you wish to join. You should have a valid reason for changing groups.

Please discuss any longer term changes with an instructor familiar with your ability. They may be able to accommodate some slight change to the activities available to you or recommend a change.

In 2010 we will continue the trial of an optional third session at the end of each muster. Riders who wish to attend are to list their names on the sheet posted during the break.

WET MUSTERS

In the case of rain an inspection of the grounds will be carried out at 7am on the morning of the muster. Should the grounds be unsuitable for riding a message will be placed on the news page of the website. The muster will still proceed as a 'wet muster' i.e. leave your horses at home and come down dressed in your muster shirt for some fun and learning. Attendance points will apply.

CANTEEN

For the convenience of riders, parents & visitors, light refreshments prepared by the Canteen staff are provided for sale at all Musters and Events held at the SGVPC grounds. Running the canteen offers good income for the club, especially on event days.

For health & safety reasons, children are not permitted in the canteen during musters/events.

WORKING BEES & CANTEEN DUTY

WORKING BEES - In order to organise our maintenance working bees more efficiently, we have divided the tasks whereby members can state their preferences upon joining. A Group Leader will coordinate the members to allocate up to 16 hours per family per year.

Members choices are

Whipper Snipping, mowing etc – this will be mainly before events and during the growing season.

Painting –throughout year upkeep of jump rails and sporting equipment etc, larger tasks such as painting interior of clubhouse may also be included

Maintenance – new projects and repairs, checking of fencing, equipment etc

Cleaning/Set up – general cleaning on regular basis or as required, set up for clinics and musters

Specialist – a trade/skill that you can assist the club with

CANTEEN DUTY - Members will also be required to staff the canteen on 2 musters per year. Parents with beginner riders or children on lead line can fulfil their canteen duty at events in lieu of musters (providing their child is not participating at the event)

Dates for canteen duty should be nominated where possible when joining. If you cannot fulfil your rostered date please make early arrangements to swap with someone.

LEVY - There will also be an **option to pay a non refundable upfront levy of \$200-** and not be rostered for either working bees or canteen duty.

EVENT WORKING BEES - In addition, Members wishing to participate in Club Events must attend one of the set working bees for that particular event, otherwise that member must ride H/C (no ribbons/trophies will be awarded). **THIS HAS BEEN A LONG-STANDING CLUB RULE AND WILL BE ENFORCED.**

Working bees are usually held one week prior to an event and also the day prior to the event. **MEMBERS UNDER THE AGE OF 13 YEARS MUST BE ACCOMPANIED BY AN ADULT.** (Note: it is acceptable for a family friend to attend.) If you are unable to meet this commitment, then the Management Committee should be advised so that alternative arrangements can be made. A diary will be placed in the Clubhouse for you to record your attendance on the day.

Only members over the age of 18 years will have their attendance count towards the refund of their annual working bee levy.

ZONE WORKING BEES - Participating Clubs must send two (2) workers to **COMPULSORY** working bees for events run by the Zone, otherwise all riders from

the Club will ride H/C. These working bees are usually held on the afternoon of the day prior to the event. Attendance at Zone Working Bees shall count toward attendance for the Working Bee Levy. Notification of attendance should be provided to the Club President within 7 days of attending a Zone Working Bee.

COMMITTEE POSITIONS AND MEETINGS

The Management Committee meets on the first Monday of each month (2nd Monday if 1st falls on a public holiday) at the Clubhouse, Richards Road, Samford. Committee meetings are open to any club member to attend.

The Annual General Meeting is held in January each year. Members may nominate for the following positions. Please observe the Obligations of Office Bearers before accepting office.

Obligations of Office Bearers

Officers of Samford Golden Valley Pony Club Inc, affiliated clubs and associations are obliged both under general law and by statute to observe certain standards in carrying out their duties as directors. A failure to comply with these minimum standards may expose the officer to a broad range of claims by Samford Golden Valley Pony Club Inc, affiliated clubs and associations or other people suffering loss.

The general law requires a director to take reasonable care in carrying out his functions, taking into account the director's skill, knowledge and experience. The director must also act honestly, taking care to avoid conflicts between the duty to Samford Golden Valley Pony Club Inc, affiliated club or association and either duties to other organisations or personal interest.

The *Corporations Law* imposes similar concurrent obligations which allow for a civil penalty to be imposed when they are breached.

Samford Golden Valley Pony Club Inc, affiliated clubs and associations is/are entitled to claim against an officer who has breached one of these duties for any gain made by the officer or loss suffered by Samford Golden Valley Pony Club Inc an affiliated club or association as a result.

There is a misconception that officers are free from liability if SAMFORD GOLDEN VALLEY PONY CLUB INC., the affiliated club or association has been incorporated. This is clearly not the case and an officer may still be held responsible for some liabilities. Officers should read and understand Annexure B on directors' duties (refer link on PCAQ website) before taking up office.

Executive Committee -

PRESIDENT, 2 X VICE PRESIDENTS, SECRETARY, TREASURER, CHIEF INSTRUCTOR

Other Committee Positions -

CANTEEN CONVENOR/S, PURCHASING OFFICER, UNIFORM CONVENOR/S, NOMINATIONS OFFICER, PUBLICATIONS AND COMMUNICATIONS OFFICER, SOCIAL CO-ORDINATOR/S, LIBRARIAN, GROUNDS PERSON/S, MEMBERSHIP OFFICER, EVENT CO-ORDINATOR/S, INSTRUCTOR CO-ORDINATOR, GRANTS AND SPONSORSHIP CO-ORDINATOR, WORKING BEE CO-ORDINATOR

GROUND S - IN FRONT OF STABLE COMPLEX

Helmets bearing a correct safety rating must be worn on the SGVPC grounds at all times while mounted or lungeing. Solo use of the grounds by junior members is not permitted; they must be accompanied by an adult, instructor or other club member. The Clubhouse and surrounding area is a "Horse Free Zone". The areas being used for a Club event will be closed to all riders, usually the day before the event after the equipment has been set up. Riders in breach of this rule may be disqualified from competing in that particular event. The round yard must be kept clear on muster and competition days. If using equipment in the round yard, please remove it immediately after use. No jumps etc are to be left in the round yard and horses must not be paddocked in this area. Please leave all gates as they were when you arrived. All gates are to be kept locked. From time to time the grounds are hired and unavailable to club members.

STABLE COMPLEX

On Muster days, stables must be divided into two stalls. Please respect other peoples' gear and do not put your horse in a stall that already has gear in it. Horses are to be tied with a halter and lead rope when stalled on Muster or competition days. Horses should not be left bridled and/or loose in the stalls. No riding, mounting or dismounting into or between stalls. Riders must walk their horses around the stables, car park and wash bay area and to and from the Clubhouse. Cantering and galloping of horses in these areas is not permitted. No rubbish is to be left in the vicinity of the stalls, and as a general courtesy, riders should clean up any manures left by their horse.

In the metal yards:- only 1 horse allowed in the central lane at any one time.

CROSS COUNTRY COURSE

At this stage, the cross country can only be ridden by members of the club, under the supervision of a Level C or higher Samford Pony Club Instructor or an EFA Instructor qualified to teach jumping. This rule may be amended at a later time in a club newsletter.

LOST PROPERTY

A box for lost property is located in the club house. If you find any items please place in the box on muster days. An attached note stating where and when found is useful.