



Mount Evelyn Pony Club Inc.

December 2023

BY-LAWS OF MOUNT EVELYN PONY CLUB:

**1. ABOUT BY-LAWS**

**A. WHAT ARE BY-LAWS?**

In accordance with the Mount Evelyn Pony Club Inc. rules of Incorporation, the Executive Committee has by affirmative resolution established club rules as recorded in the minutes and then published here as by-laws. These by-laws also contain commentary, which is endorsed by the committee.

**B. OTHER RULES.**

The by-laws are to be read in conjunction with the club's rules of incorporation and the PCV rules.

**C. COMMITTEE RIGHTS.**

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

**2. INTRODUCTION**

**A. AFFILIATION**

Mount Evelyn Pony Club Inc. is affiliated with the PCV which comprises more than 200 clubs. MEPC is part of the Northern Metro zone of PCV. The Pony club organization is worldwide and is affiliated with Pony Club Australia.

**B. AIMS**

The Pony Club is a youth organization that shares a common interest in horses.

We aim to:

- Encourage young people to ride
- Enjoy a variety of equestrian sports and activities
- Provide instruction in horsemanship and horse-mastership
- Teach proper care of horses

## C. BASIS OF OPERATION

Attendance at Pony Club is via club rallies. There are many details to be organized to ensure a successful smooth running club. Whilst there is a committee of management, the cooperation of both parents and riders is required to ensure the club's overall success.

## **3. MEMBERSHIP DEFINITIONS**

### A. MEMBERSHIP CATEGORIES

Notwithstanding the MEPC rules of Incorporation and PCV rules, for the purpose of assessing membership admissions, categories are defined as:

- Full member: a riding member who is defined by PCV as a Junior or Associate rider. Riding members 18 years and over must have a current Working With Children card.
- Adult Supporter: Parent, guardian or other adult who attends rallies or other club events with a full member. All Adult Supporters must have a current Working With Children card.

All WWC cards must be provided to the club Secretary so that a copy can be kept on file.

B. AGE - Member applicants must be a minimum age of 3 years old before being admitted as a member and a maximum age of 25 years old.

C. MEMBERSHIP NUMBERS CAP - The riding membership is capped at 40 members (not including adult supporters & subject to DC's discretion). Applications received in excess of the cap may be placed on a waiting list under rule.

## **4. MEMBERSHIP PROCESSES**

### A. COMMITTEE APPROVAL REQUIRED

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

- Grant immediate admission to the club upon payment of the relevant fee, or:
- Allow the member applicant to be placed on a waiting list until a place becomes available in accordance with the following rules.

### B. ANNUAL RENEWAL

The membership year follows the PCV membership year from January 1st to December 31st with fees payable in December or early January.

Annual renewal of membership is not an automatic right.

Annual application is required with fees as advised by the committee.

Upon receipt of the application and fees, the committee will consider re-admitting the member.

Each family's performance, especially in regard to volunteer duties, will weigh heavily in the consideration of each renewal application.

Existing members applying for re-admittance will have first preference before anyone on the waiting list.

#### C. MEMBERSHIP WAITING LIST

The waiting list is compiled in order of receipt of applications. Applicants are considered for admission noting their likely status as either:

- A Full member
- A family or sibling applicant
- Or, Subject to there being a vacancy in the riding group where applicant will be placed after considering age and riding experience

#### D. CONSIDERATION OF ADMITTANCE

At any time that the club's riding membership is fewer than 40, the committee may consider who on the waiting list may be admitted as a member.

The committee shall consider the applicants at or nearest the top of the waiting list with recommendations from the DC based on the:

- Current and future structure and balance of riding groups
- Available resources and instructors
- Sound management of the club grounds

#### G. FORFEITED MEMBERSHIP

Any member who has forfeited membership and wishes to re-join is required to re-apply for membership.

However:

- If accepted by the committee, the applicant will be placed at the bottom of the waiting list and the sibling preference will not apply; or
- If the forfeiting of membership was considered by the committee to be fair and due to reasonable or special circumstances, examples of which may be illness or relocation for school, the committee may immediately admit the applicant or position the applicant on the waiting list at any higher level deemed appropriate and sibling preference may apply

#### H. MEMBERSHIP FEE REFUNDS

The committee will not refund pro-rata fees if a member leaves the club.

### **5. DISTRICT COMMISSIONER (DC)**

#### A. DISTRICT COMMISSIONER (DC)

The DC is appointed each year by the committee and is responsible to the committee, the Northern Metro Zone and the PCV.

The DC's role is to arrange and co-ordinate all rally requirements including all activities, rally and event set-up, instructor recruitment and instruction. Further, the DC is responsible for grading all riders and their horses, safety issues and the general welfare of members.

The DC is in charge of conducting rallies, assessing rider combinations, safety issues and welfare considerations of rider and horse combinations.

## **6. RALLY**

### **A. WHEN**

The 2nd Sunday of each month, is our designated riding day, called a rally. Generally, the rally day commences with arrival at 8.30am. Equipment set up is at 8.45am, gear check is at 9.30am and activities conclude at 3pm.

### **B. ACTIVITIES**

The rally activities cover a diverse range of equestrian skills – flat work, dressage, jumping, games, cross country, navigation and anything else that can be thought of to provide a broad range of experiences, fun and education for riders. Whilst due emphasis will be given to providing a solid foundation in the elementary areas of flat work and jumping, the aims of pony club are to offer a variety of activities. Pony club is not solely about instruction and certainly not about concentrating on one area of riding. Consequently, all riders are expected to participate in all activities. If for any reason a rider does not wish to participate in an activity, they are to remain with their group unmounted, after receiving permission from the DC to do so.

### **C. THE HORSE**

The perfect horse! That is, one that willingly allows the rider to join in all activities without danger to the rider, horse or others. The breeding is not relevant to pony club. It is only important that the rider and the horse are safe and able to participate. This is usually evident in the horse's temperament relative to the rider's skill. Do they get on and do they have fun? Parents are encouraged bear this in mind when looking for a horse. Sometimes it is tempting to look for a green horse that can grow up with the rider or alternatively, a horse that has a demonstrated high performance with other owners but too advanced for the prospective rider. In both examples, care should be taken. Many children have had their safety compromised, lost confidence and/or have become fearful of riding with such purchases.

Safety of both horse and rider takes into account many issues in addition to the horse's temperament, such as appropriateness of tack being used or the height of the horse and rider, which should be such that they are balanced. Many other issues need to be taken into consideration, too numerous to iterate. It is recommended that you discuss these matters with the DC or an experienced instructor if looking for a horse or evaluating the suitability of your horse to attend Pony Club.

#### D. RALLY UNIFORM

Approved safety helmet and boots must be worn by all riders when mounted.

The rider must also wear full club uniform within three months of joining. Full uniform must be worn at all times at rallies, unless otherwise advised by the DC or with permission from an instructor.

Shirts must be tucked in during gear check and activities. Club spray jackets or coats may be worn over uniform in inclement weather.

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

#### E. WEATHER

Rain, hail or shine the rally will proceed. Rallies always commence regardless of weather conditions so that attendance can be recorded. This is to allow riders to maintain their qualifying requirements for competition. If it is very wet or cold riders should wear rain-proof coats with uniform underneath. If the weather is extreme the rally will not be cancelled, it may be shortened or unmounted activities be organized until the weather is safe to resume activities.

### **7. GROUND USE**

Member's dogs are permitted at rallies and must be kept on a leads at all times. This is for the safety of the dog, riders, horses and spectators.

Club facilities must be treated with respect at all times.

### **8. GEAR CHECK**

#### A. REQUIREMENTS

Requirements for saddlery and equipment (gear rules) are specified by the PCV and the information is available from the PCV website or state office.

#### B. WHY?

Riders need to attend gear check for three reasons:

- Safety of the rider and comfort and safety of the horse.
- Points are awarded to the best presented horses and riders during gear check. These points are added up at the end of the year and the 'High Points' Club award is presented to those members who have scored the most points throughout the year.
- To record attendance. If a rider intends to ride two horses at a rally, the second horse must be gear checked by the instructor of that lesson, or by gear checker, or by the DC prior to the beginning of that session.

**C. MISSED RALLY OR LATE TO START.**

Any rider who misses the gear check will not be scored for presentation. However a gear check is still required before riding, so the rider must present to the DC prior to beginning an activity. Permission will be given to join in, riders are encouraged to apologise to the instructor for being late. The need to inform the DC is a matter of courtesy and also a matter of safety and satisfaction of insurance requirements.

**D. UNSAFE OR INAPPROPRIATE TACK OR COMBINATIONS**

The DC is required to maintain due diligence with safety and procedures. This is a PCV requirement. Consequently the DC is sometimes placed in a position of having to make assessments about the condition and suitability of tack and combinations. On very rare occasions this may mean a rider is not permitted to proceed past gear check. Such a decision would be undertaken in consultation with the club president and dismounting a rider would be avoided if at all possible. If a decision is made to dismount a rider, parents and rider are obliged to abide by the decision and seek to rectify the cause of the problem before the next rally.

**9. ATTENDANCE**

**A. LEAVING EARLY, ARRIVING LATE**

If a rider needs to leave early the rider is expected to inform the Instructor and DC as a matter of courtesy and safety. The DC needs to know the whereabouts of riders and families at all times during the rally. The need to arrive late or leave early on a rare occasion is understood. However regular occurrences (ie, more than 3 per pony club year) will result in "absent" being recorded in the membership card, unless special circumstances apply. This is because the PCV expects that the attendance qualifications will be achieved by attending full rallies. Also it is unfair that frequently tardy members should be rewarded and qualify when other members attend all day.

**B. PARENT/GUARDIAN DUTY**

It is a condition of membership that a parent or guardian be in attendance with their child at all times. This is a safety issue. If a parent /guardian needs to leave during a rally another guardian must be appointed and accepted by the DC. The sign in book is open and available at every rally and must record the guardian details and acceptance of responsibility.

**C. RALLY ATTENDANCE**

All riders must notify the DC by email, social media or phone no later than the Monday prior to the rally to advise whether they will be attending the rally or not. This allows effective planning of the rally, especially the booking of instructors, whose fees are a significant cost to the club. If attending a rally unmounted, it is important to advise the DC accordingly.

Failure to advise the DC of intent to ride at the rally will result in the rider not being allocated to a group and hence the rider may miss the first lesson.

#### D. UNMOUNTED ATTENDANCE

Riders who cannot ride due to illness/injury to themselves or their horse may attend a rally unmounted and receive “unmounted” attendance accreditation in their card. To be eligible the rider must be in full uniform and attend or help out at activities as directed by the DC. An unmounted rally counts as a qualifying attendance for junior club members only, as per rule 18.3 in the PCV handbook of Bylaws.

### **10. ATTENDANCE RECORDS, RIDER AND HORSE QUALIFICATIONS**

#### A. PCV MEMBERSHIP CARD

The club maintains PCV membership cards which are used for a rider’s proof of attendance at rallies and for qualification or eligibility to ride in all PCV approved competitions.

- A junior club member (under 17) must attend 5 rallies, two of which must be by the combination within the preceding 12 months. However, within the first six months of new club membership only two mounted rallies by the combination is required.
- An associate member (17 years and over) may continue membership of the club and receive PCV benefits until December 31st following their 25th birthday. Associates must have two mounted rallies by the combination within the preceding 12 months.
- Qualifying a horse – at a rally the horse that is intended for qualification needs to be presented to gear check and to be ridden for at least 2 out of the 4 activities on the day.
- A junior or associate member may gain a mounted rally attendance with up to two horses, providing they have both been ridden under instruction on the day.

#### B. GRADING HORSE AND RIDER (COMBINATION)

Some competitions require the grading of the rider and horse’s skill. There are several grades for dressage, jumping, one day events and combined training days etc. A horse must have been ridden at 2 rallies before it can be graded. The DC is responsible for all grading decisions, but may elect to consult the chief instructor or a panel for guidance as to the capability of the combination.

## **11. AWARDS AND CERTIFICATES**

### **A. AWARDS**

The following awards are presented at our December rally each year.

Every rider receives a Participation Award trophy.

- **High Point Junior, Intermediate, Senior Awards:**

The highpoint award is awarded to Junior & Intermediate & Senior sections.

Junior rider is aged 12 years & under.

Intermediate rider is aged 13-17 years old.

Senior rider is aged 18-25 years old.

This award is point based out of score of 5 for rider presentation, gear check and presentation of their horse. These points are allocated for each rider at gear check by the instructors. At the end of the year these points are added up by the DC to arrive at a final score. The rider with highest number of points in section is presented with the High Point Award.

- **Sportsmanship Junior, Intermediate, Senior Awards:**

At every rally each instructor chooses 3 riders from their group and awards them 1,2 or 3 points, three points being given to the rider who exhibits the highest degree of sportsmanship. Eg. Respect to the instructor, respect to riding peers, willingness to involve themselves & overall general attitude. The "votes/points" are added up at the end of each year, and the rider who achieved the most "votes/points" is the recipient of the award.

- **Most Improved Award:**

Riders are selected on who has demonstrated the most personal progress & growth as a rider over the past 12 months.

- **DC Award:**

A number of factors are taken into account for this award, including general attitude to the club and other members, horse master-ship, club involvement, overall improvement & willingness to help out. Eg. Set up & pack of club equipment up at rallies & events, interest in learning & asking questions, showing overall club sportsmanship & positive attitude towards instructors & fellow members.

- **Graham Colling Perpetual Trophy Clubmanship Award:**

This is awarded to a rider who proudly represents the maroon & grey of the MEPC through participation at PCV events and clinics and who strives to better their best. This award is nominated and voted on by the committee.



## • Karen Martin Memorial Trophy Award:

### Who was Karen Martin –

"Karen fell in love with horses as a kid. It took some time, but her and her sister Wendy eventually convinced their parents to buy them ponies. Karen's first pony was named Pinto, and they become members at Mooroolbark Pony Club. The family were members at Mooroolbark for many years, serving on the committee and becoming an integral part of the club. Karen did it all with her horses, dressage, jumping, games and quite a bit of showing. For her 21st birthday Karen went on a week long cattle muster in the high country with her horse, a big grey thoroughbred named Ski. While chasing a cow at a gallop through the bush, they had a terrible accident and hit a tree. Ski survived, but had to be retired from riding due to his injuries. Karen was airlifted by helicopter to the Royal Melbourne Hospital with a fractured skull, along with many other broken bones and serious injuries. After a long time in hospital, Karen made a good recovery but doctors told her she should never ride horses again... On her way home from hospital she picked up her new paint mare Squaw, who she had bought sight unseen from her hospital bed. Nothing would stop her from continuing with her passion. Karen made the switch to Western riding as it was a little slower paced, and discovered her love of paint horses. She travelled interstate to compete at paint horse shows with Squaw and they received many trophies and awards as a result. In 2000 Karen joined Mt Evelyn pony club supporting her daughter Jess who was 5 years old, riding her first pony Katie. Karen ran beside them on the end of the lead all day long. At this time MEPC had over 90 riding members and an extensive waiting list (rally days were very busy!). 2 years later, at 4 years old, Karen's son Ricky also became a riding member of the club, and with her husband Dave also helping with maintenance around the club, it was the whole Martin family involved. It wasn't long before Karen joined the MEPC committee. She served in many roles over the years, including treasurer for many years, vice president, general committee, secretary, newsletter and DC for several years as well. Karen maintained a position on the committee continuously until she became unwell with cancer and had to step down. Both Karen and Jess were made life members of the club. Karen was very humble and did not like to be the centre of attention or seek recognition (this was why she never took on the role of President although asked to many times over the years), but she was incredibly proud to be made a life member of such a special club. MEPC saw many changes over the 18 years the Martin family were there. Numbers fluctuated, dropping to their lowest during the 2007 equine influenza outbreak when rallies were all required to be unmounted and no horses allowed. We saw many events organised as fundraising for the club, The MEPC Cup Day Open Shows, horse trials, dressage days, derby days, combined training days and many twilight freshman's show jumping nights. All of these led to new buildings built, cross country courses made, arenas re-fenced and surfaced, wash bay built, cars, trailers, ride-on mowers, show jumps, dressage arenas and other equipment purchased. The club wouldn't be what it is today without the hard work, organisation and dedication that Karen so generously gave. Karen had a passion for animals her whole life. She had the strong belief that you look after your animals needs, be that horses, dogs, cats etc, before your own needs and that was a message that she instilled in those around her. Karen was an inspiring, knowledgeable and generous role model for the members of Mt Evelyn Pony Club. She was always happy to help with answering any questions or providing a spare piece of gear from the back of her well known black and white F100 (she had it all!). Leaving the club after 18 years in December 2017 (with Karen and Jess never missing a single rally) was very hard for the Martin family. Karen sadly passed away less than 3 months later. Her shining smile and beautiful spirit are missed every

day by those that knew her and her family are so happy that her memory lives on at MEPC through the Mt Evelyn Pony Club Karen Martin Memorial Trophy.'" From Jess Martin.

This award is awarded to the member who displays the following attributes:  
Embraces the spirit of the Pony Club.

Demonstrates good sportsmanship.

Willingness to participate in all club activities.

Good ambassador for club.

Enthusiasm in classes with aim of self-improvement.

This award is nominated and voted on by the committee.

\*Each category has its own trophy made. Perpetual trophies will be presented at the awards day but then remain the property of MEPC and are stored at the clubrooms.

## **12. PARENTAL INFLUENCE**

Parents/guardians are not permitted to coach riders from the sidelines. Safety of riders and horses is a priority at pony club and coaching can be distracting and cause mishaps. Courtesy to the instructor is required; they are in control of the activity and may have a lesson plan or approach different to yours. This can be a learning experience for the rider. Well-meaning parents can often be a source of stress and tension for the rider. Parents are naturally keen for their child to progress and in doing so actually impede the child's ability to learn. The objective approach of the instructor is usually the best way to help a child.

## **13. COMPLAINTS.**

In running a club it is hard to please everyone. The DC and the committee do their utmost to satisfy everyone's requirements. If you are dissatisfied, for the sake of maintaining harmony, you are encouraged to discuss any concerns directly with the President or DC. Complaining to other members will not solve the problem, but tends to breed dissatisfaction and undermines the efforts of the club. If after a discussion with the President and DC you are still not satisfied then feel free to direct your concerns to the committee in writing. Failing a satisfactory result, an independent grievance officer may be appointed to settle the dispute.

All meetings dealing with complaints must be documented with detailed content.

Any complaints from the club to a rider or parent must be done in a private meeting with the President and Secretary present and all discussions must be documented in great detail for future reference if need be.

Interference or criticising the DC/Committee in person, on social media, at committee meetings or with other members will not be tolerated. There is a strict zero tolerance policy for this topic and will result in instant dismissal from the club with no refund given.

#### **14. PARENT INVOLEMENT**

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

##### **A. SPECIFIC DUTIES - RALLY DAYS.**

Each rally requires equipment to be set up. Set up commences at 8.45am and everyone is expected to help. After the rally all the equipment needs to be stowed away. Sometimes things can be put away throughout the day at the direction of the DC.

There is a roster for other special duties. Each family will be called upon, in turn, to assist in the canteen by helping prepare food, serve customers & wash up after lunch. Families are also rostered on to assist with smudging the arena and to assist with restroom set up / cleaning. If unable to fulfil these duties, it is expected that you attempt to find a replacement and swap to another date.

##### **B. DUTIES FOR SPECIAL EVENTS.**

Throughout the year MEPC organizes or participates in special events that require help from families to set up, host and pack up. Often these are fund raising events for our own club, which are vital to maintain the running of our club.

Each family will be expected to assist at all of these events each year, including assisting for a cumulative total of at least 8 hours across the major fundraising days. MEPC takes this obligation seriously and expects that each family will honour its commitment. Consequently the performance of parents/guardians in this regard will be assessed when considering annual renewal of membership. Any concerns about expectations should be discussed with our President, DC, Secretary or Treasurer before applying for membership.

##### **C. WORKING BEES.**

As part of joining MEPC you are required to pay a Maintenance levy of \$150 into a nominated account advised by the treasurer.

If you assist at 3 events or working bees during the year, your levy remains in the bank account of MEPC and is carried over each year until the rider leaves the club.

If the rider/parents attend only 2 working bees/events then they must pay a \$50 levy to re-join the club in December/January.

If the rider/parents attend only 1 working bees/event then they must pay a \$100 levy to re-join the club in December/January.

If the rider/parents attend 0 working bees/events then they must pay the full \$150 levy to re-join the club in December/January.

Any levy fee is in addition to other yearly Pony Club fees and insurance.

## **15. USE OF SOCIAL MEDIA**

All current MEPC members may be invited to join our Face Book (FB) Mount Evelyn Pont Club Members page and may post appropriate material.

Any material deemed inappropriate by the Executive Committee must be removed. Users are encouraged to remember that younger members of the club may have access to the page and post accordingly.

All current MEPC Committee Members are invited to join the Committee FB page and similar rules apply regarding posting and removal of material. Past MEPC Members may be removed from the MEPC group by current MEPC executive committee members or by our currently appointed Social Media manager.

As with most clubs and other incorporations, it is not deemed appropriate for past members or members no longer holding certain roles to retain control over our social media pages, domain names or website.

Access to the administration of any social media pages relating to MEPC, including but not limited to Face Book, Instagram or our registered domain name/s and associated website/s is by permission from selected current Executive Committee members and Social Media Manager only.

Any refusal or failure to share passwords / other information required to manage any MEPC social media pages or our registered domain name and associated website/s with current Executive Committee or current Social Media Manager is considered to be against MEPC rules and action may be taken against such refusal.

Past administrators / Social Media Managers must remove themselves from administrative access from those social media pages / websites when requested to do so or when they are no longer in those roles deemed appropriate to manage our social media pages / domain names / websites as mentioned above, or must allow the current Social media manager or selected members of the Executive Committee to remove such access. Failure to do so is considered to be a breach of MEPC rules and action may be taken against such refusal.

## **16. CODE OF BEHAVIOR.**

All members and visitors are expected to abide by the code of behaviour below:

### **OFFICIALS CODE OF CONDUCT**

1. Compliment and encourage all participants.
2. Be consistent, objective, and courteous when making decisions.
3. Condemn unsporting behaviour and promote respect for all competitors.
4. Emphasize the spirit of the club rather than the errors.
5. Encourage and promote activities that will make participation more enjoyable.
6. Be a good sport yourself. Actions speak louder than words.
7. Keep up to date with contemporary methods of instructing / officiating and the principals of growth and development of young people.
8. Remember you set an example. Your behaviour and comments should be positive and supportive.
9. Place the safety and welfare of the rider above all else.
10. Give all young people a "fair go" regardless of their gender, ability, cultural backgrounds or religion.

The code of behaviour is also included in our monthly newsletter and all members are expected to familiarise themselves with these rules and conduct themselves accordingly.

### **COMMITTEE MEMBERS MEETINGS CODE OF CONDUCT**

1. To understand and to demonstrate commitment to the Programs of the MEPC INC.
2. To commit to accepted standards of fairness and correct and proper behaviour.
3. To commit To Best Practice and Good Governance Policies published for National Sports Organisations by the Australian Sports Commission and as best suited to the PCV.
4. To use best endeavours to become conversant with the Statement of Purpose and the Rule of INDIVIDUAL PONY CLUB INC and to uphold the same.
5. To act competently, honestly in good faith and in the best interest of INDIVIDUAL PONY CLUB INC and in particular the constituent clubs and the individual members of the State and Territory which form INDIVIDUAL PONY CLUB INC.
6. To endeavour to become conversant with issues and trends that affect pony club members, clubs, State and Territory bodies and INDIVIDUAL PONY CLUB INC.
7. So far as possible to prepare for such meetings by reading and understanding agendas, minutes, reports and all other documents and to actively participate in such meetings.
8. To contribute such skills and knowledge that the delegate possesses by participating actively in meetings and in committee work (if any).

9. To make all reasonable efforts and inquiries to seek such information as may be needed in order to carry out the duties and responsibilities and obligations of a delegate to INDIVIDUAL PONY CLUB INC.
10. To make all reasonable efforts to comprehend and monitor the financial affairs of INDIVIDUAL PONY CLUB INC and to request all expiations necessary to do so.
11. To make all reasonable efforts to see that the State or Territory Association which appointed the delegate attends to matters as requested by INDIVIDUAL PONY CLUB INC at its duty constituted meetings.
12. To recognise that there may be conflicts of interest emanating from the delegate's position within INDIVIDUAL PONY CLUB INC and membership of the State or Territory which has appointed the delegate and at all times to act in the interests of the Pony Club members throughout Australia.
13. To maintain confidentiality in such matters which require confidentiality for the better management and conduct of INDIVIDUAL PONY CLUB INC.
14. To take all reasonable action to ensure that INDIVIDUAL PONY CLUB INC complies with all laws, regulations, by-laws and other requirements.
15. To make regular reports of all relevant issues of INDIVIDUAL PONY CLUB INC to the State or Territory bodies which has appointed the delegate subject to the need for confidentiality on occasions.
16. To use all reasonable efforts to see that policies adopted by INDIVIDUAL PONY CLUB INC are adopted by and complied with at all levels of administration, coaching and competition: including Harassment and Discrimination Policies, Member Protections Policy, Alcohol policy, sun Smart Policy, Drug Policy, Grievance and Discipline Policy, Code of Conduct for Coaches, for Riders, for Officials and any other policies which may from time to time be adopted by INDIVIDUAL PONY CLUB INC
17. To promote and communicate the programmes undertaken by INDIVIDUAL PONY CLUB INC and to encourage members to participate therein as appropriate. To promote and advance the Aims and Objectives of INDIVIDUAL PONY CLUB INC throughout the membership of State and Territory.
18. No alcohol is to be consumed before or during a Committee meeting. This is considered inappropriate behaviour. Smoking/Vaping is not permitted on the premises or at any meetings.

### **COMMITTEE/ADMINISTRATORS CODE OF CONDUCT**

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 rider but also as a coach, administrator etc.

4. Ensure that rules, equipment are modified to suit the age, ability and maturity level of young riders.
5. Provide quality supervision and instruction for all riders.
6. Remember that young people participate for their enjoyment and benefit. Do not overemphasize awards.
7. Help instructors and officials highlight appropriate behaviour and skill development, and help improve the standards of instruction and officiating.
8. Ensure that everyone involved in riding and competitions emphasises good sportsmanship, and not winning at all costs.
9. Give a Code of Behaviour sheet to spectators, officials, parents, instructors, riders and the media and encourage them to follow it.
10. Remember you set an example. Your behaviour and comments should be positive and supportive.
11. Support implementation of the Play By The Rules.  
<https://www.playbytherules.net.au/>
12. Abusing young people in any way is unacceptable & 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.
14. Must have a current Working With Children card.

#### **PARENT/GUARDIAN'S CODE OF CONDUCT**

1. Remember that children participate in riding 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 ride according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making mistakes or losing a competition.
6. Remember that children learn best by example. Appreciate good performances by all participants.
7. Support all efforts to remove verbal and physical abuse from activities.
8. Show appreciation for instructors, officials and administrators. Without them, your child could not participate.
9. Never abuse or belittle instructors, judges, stewards or administrators, especially in front of children or bystanders. If you have a legitimate complaint there are proper procedures to follow.
10. At all times teach and encourage a child to show good sportsmanship, especially in adversity. Again remember that children learn best by example.
11. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
12. No alcohol is to be consumed during a rally or event run by MEPC.
13. No Smoking/Vaping is to be consumed during a rally or event run by MEPC.

14. Must have a current Working With Children card.

### **INSTRUCTORS CODE OF CONDUCT**

1. Remember that young people participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a 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 thing.
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; all riders 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, official, 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 the physician when determining whether an injured rider is ready to recommence riding and competition.
10. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principals 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 riders' skill development.
12. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### **GENERAL CODE OF CONDUCT**

1. Any grievances between members are to be sent in writing to the Committee and time will be provided for the aggrieved members at MEPC monthly management meetings to resolve the issue under the guidance of the Committee.
2. Swearing is not permitted.
3. All members are to be respectful to one another at all times.
4. Junior & Associate members are encouraged to participate in working bees.
5. Bullying or segregation of any members will not be tolerated.
6. Dangerous or irresponsible acts will not be tolerated.
7. Excessive whipping of horse will not be tolerated.
8. Excessive use of spurs will not be tolerated.



## **RIDERS CODE OF CONDUCT**

1. Ride by the rules.
2. Never argue with an official. If you disagree, have your DC approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials and sledging other riders, deliberately distracting or provoking another rider is not acceptable or permitted behaviours.
4. Work equally hard for yourself and/or your fellow riders.
5. Be a good sport. Applaud all good efforts whether they are made by other riders.
6. Treat all riders/ participants in your sport as you like to be treated. Do not bully or take unfair advantage of another rider.
7. Cooperate with your instructor and other riders. 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.
10. Treat all horses with respect; avoid cruel or rough handling always.
11. If 18 years or older, you must have a current Working With Children card

## **16. PCV RULES.**

The club will seek to act in accordance with PCV rules and impose those rules onto all club activities. Information on PCV rules and regulations can be found on the PCV website: [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au)

## **17. RISK MANAGEMENT PLAN**

- All members (riding/social) are required to adhere to all rules as they are in place for the safety and enjoyment of all. –

All horses being ridden must have a bridle with a bit in its mouth.

Whilst any member is riding, all dogs are to be on leash.

Whilst riding all riders must wear on their head a PCV approved helmet.

Whilst lunging, junior & associate members must have fully enclosed shoes and must wear on their head a PCV approved helmet.

If rider is using a saddle with stirrups, approved PCV footwear must be worn.

Under no circumstance are any members to be holding on to a horse outside of a moving motorised vehicle (all body parts must be inside vehicle).

Maximum vehicle speed on MEPC grounds is 10km/hr, speeding vehicles risk having their vehicle denied access to the MEPC grounds.

Vehicles are only to be driven on the road base driveways, unless instructed by an Executive. Unapproved driving on grassed areas risks denial of vehicle access to the MEPC grounds.

Equipment moved or used must be returned to original position.

Equipment is not to be removed from MEPC grounds.

Any broken or damaged equipment is to be reported to the MEPC committee.

All hoses are to be fully turned off and wound up when not in use.

All areas must be kept clean and tidy at all times.

All beginner riders are to ride only in enclosed arenas (unless if authorised by instructor).

A parent or appointed adult must be on the grounds whilst any junior member is riding at all times.

A parent or appointed adult must at all times be within 50 meters of any junior member whilst the junior member is jumping.

All grounds access gates are to stay locked when no-one is on the grounds, Locks are to be interlocked. - No person is permitted to stand or swing on any gate.

Formal instruction has right of way over general riding in club arenas. - Arenas are to be shared amicably for fairness and safety for general riding.

All club and visiting instructors must have proof of current PCV qualifications.

The Management Committee takes no responsibility for private arrangements made between members in regards to:

- a) Child minding
- b) Feeding of horses
- c) Transporting of horses
- d) Worming of horses
- e) Responsibility of properties
- f) Any other matter not listed above

The Management Committee takes no responsibility for any loss of or damage to any floats, vehicles or personal belongings on MEPC grounds.

**ALL MEMBERS AND PARENTS/GUARDIANS PLEASE BE AWARE THAT THE RIDING OF HORSES CAN BE A DANGEROUS SPORT. MEPC TAKES NO RESPONSIBILITY AND IS NOT HELD LIABLE FOR MEMBERS/PARENTS/GARDIANS DECISION TO UTILISE THE MEPC GROUNDS IN THE MANNER IT IS MEANT FOR. ALL RIDERS RIDE AT THEIR OWN RISK. MEPC AND ITS MANAGEMENT COMMITTEE IS NOT HELD LIABLE FOR ANY PERSON(S) MISUES OF EQUIPMENT OR GROUNDS.**

It is highly recommended that common sense in regards to horses and arena management is applied whilst utilising MEPC grounds.

1. At all times events must be set in accordance with PCV measurements, and be used in accordance with PCV recommendation or as stipulated by the Management Committee or Instructor.
2. Members/Parents/Guardians employ private instructors at their own risk.
3. Please be informed that PCV insurance covers members at official/minuted events.
4. Only MEPC members or visiting riders approved by the executive committee are allowed to ride on the grounds.

### **18. Adult Riders Agreements.**

#### **GRAEME COLLING RESERVE FACILITY SHARED USAGE AGREEMENT BETWEEN MT. EVELYN PONY CLUB INC. & MT. EVELYN ADULT RIDERS CLUB INC.**

Agreement reached between the above sporting clubs & Recreation and Sport on 27/11/2023.

This Agreement is designed to optimise the use of the Graeme Colling Reserve facilities for the benefit of the local equestrian community and to strengthen the viability of the two clubs involved. The lease over the Graeme Colling Reserve facility remains with the Mt. Evelyn Pony Club Inc, however this Agreement provides for shared access to the facilities by the Mt. Evelyn Adult Riders Club Inc. This Agreement becomes an Appendix to the Lease Agreement between the Pony Club and Council and while the Agreement remains in place, the Adult Riders Club will continue to have shared access rights for the life of the Lease Agreement.

**Mt. Evelyn Pony Club:** 2<sup>nd</sup> Sunday of the Month - Club Rally

Committee Meeting on the Monday following rally one and two day Events as booked  
Meetings / functions as required.

**Mt. Evelyn Adult Riders Club:** 4<sup>th</sup> Sunday of the Month - Club Rally.

One Day Events as booked. Meetings / functions as required.

NB. These use arrangements can be adjusted as required by agreement between the two clubs.

#### **Cost share arrangements:**

- Annual Lease fee- split equally between the two clubs.
- Joint contents / public liability insurance - Split equally between the two clubs.
- Public Liability cover - each club to arrange their own cover for their members and provide Council with a copy of their certificate of currency annually.
- Utility costs - by agreement between the two clubs based on pro rata usage. Initially 60% Pony Club and 40% Adult Riders.
- Food Premises Registration costs - Under current arrangements only required by Pony Club.
- Grounds maintenance/ improvements, including slashing, weed spraying, fuel costs etc - Ground Maintenance Program agreed between the clubs annually and costs split equally between the two clubs. Grounds Committee of two to be established to monitor implementation and adjust program as required.
- Other facilities maintenance / improvement costs - annual program and cost share agreed in advance between Club Presidents.
- Unplanned costs incurred - shared in accord with agreement between Club Presidents.
- Individual club operating costs - born by individual clubs.

#### **Revenue share arrangements:**

- Fundraising from club activities and sponsorships - to be retained by individual clubs
- Revenue from rental / hire of the facilities to other community groups - to be documented and funds to be put back to facility maintenance / improvements as agreed between Clubs.
- Joint grant applications - Contributions by negotiation

### **Mutual Support:**

Open communications is critical to maintaining effective working arrangements between the two clubs. The two club Executives will actively promote a spirit of cooperation and mutual respect amongst their membership and seek opportunities to support their partners in the Agreement where practical.

The Club Presidents will ensure effective liaison between the clubs and will meet as required to ensure that any developing issues are resolved in a timely and effective manner.

### **Review of the Agreement:**

The content of this Agreement will be reviewed annually or as required by the parties.

## **19. HOW TO GET HELP**

If you are unsure about anything, ask. The President or Secretary can usually answer your questions. If your question is related to riding issues ask the DC.

**ANY MEMBERS NOT ABIDING BY THESE BY-LAWS WILL BE GIVEN A MAXIMUM OF TWO (2) WRITTEN WARNINGS. ON THE 3<sup>rd</sup> WARNING THEY WILL BE REMOVED FROM MEPC AND ALL TIES TO BE SEVERED AND NO REFUNDS GIVEN.**

APPROVED AT ANNUAL GENERAL MEETING 11th December 2023

TO BE REVIEWED AND UPDATED AT AGM November 2024