



BY-LAWS

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1. Definitions

SSPC	Southside Pony Club
PCQ	Pony Club Queensland (under Pony Club Australia)
Committee	The SSPC Management Committee
Member	A financial member of SSPC
Classes of Members	Junior: Riding Members 16yrs and Under Associate: Riding Member 17yrs to 25yrs Senior: Riding Members 26yrs and over Social: Non-Riding Members of any age
Active Riding Members	A riding member must: <ul style="list-style-type: none">• Attend at least 60% of SSPC Musters or Zone 1 riding events• Participate in a minimum of 4 Club activities of which 3 must be club organised working bees (based on 1 per quarter). Other club activities include fundraising activities.• Take ownership of a monthly job, as designated by the Committee and complete their job in a timely manner (before monthly musters or event, whichever is sooner). Should a job be deemed not suitable by the member, it must be brought to the attention of the Committee who will work with the member to assign a more suitable job.• Fulfil their obligations regarding dragging of the arena (rostered job).
Authorised Show Jump Supervisor	A member over 18 years of age who has been approved by the Committee and attended either of the following: <ul style="list-style-type: none">• A PCQ Course Building Accreditation Course (and passed / achieved their Probationary status)• A Committee approved Show Jumping safely course or other SSPC Committee approved show jumping supervision accreditation course.

2. Policies

The following PCQ policies have been recommend by PCA and accepted by the Committee for implementation:

- Code of behaviour
- Anti-harassment
- Risk Management
- Sun-Safe
- Alcohol
- Equal Opportunity and Employment

3. General

Safety

At no time will Southside Pony Club and its Committee members be responsible for any accidents/incidents on, or within the Southside Pony Club muster grounds or agistment areas.

Riders and handlers must abide by PCQ safety guidelines at all times. Additionally:

- a) Riders ride at their own risk. SSPC will not be held responsible for injuries to horse, rider or damage to any individual's equipment.
- b) Boots or closed in shoes to be worn at all times when near or attending to horses. Boots and a helmet must be worn at all times when riding, lunging or working horses anywhere on the grounds, including in the arena or round yards.
- c) The minimum safety attire required to ride on SSPC grounds are:
 - i) PCQ approved helmet compliant with the following standards: AS/NZS 3838 (AU) and ARB HS 2012; PAS 015 – BSI Kitemarked (UK); ASTM F 1163 – SEI marked or SNELL E2001 (USA); VGI (Europe). Note: Helmet compliance expires 5 years from date of manufacture and following hard-blow impact accidents immediate replacement is recommended. Further updates to helmet regulations must be adhered to.
 - ii) Boots with smooth soles and elastic sides.
 - Top boots optional for Juniors riding on the grounds or at SSPC events or musters.
 - Top boots are permitted for Associate and Senior riders at any time.
 - iii) Horses ridden on Pony club grounds MUST be ridden with a bridle and a bit in the horse's mouth.
- d) Dogs: It is preferable that no dog be allowed on Pony Club grounds. If a dog is taken onto the grounds, it MUST be kept under control and on a leash at all times. It is preferable that dogs be kept inside the canteen fenced area (but not inside the canteen). Dogs MUST be kept away from horses/riders undertaking riding activities.
- e) Keep all gates shut at all times. External gates MUST be kept locked at all times.
- f) All club equipment must be put away after use. Members who do not put away equipment, will be forbidden from using equipment.
- g) Report unsafe equipment to the Committee.
- h) No member is to put another member's safety at risk at any time.

Membership

- a) Application for membership shall be as per PCQ Rules.
- b) Membership renewal fees must be paid before December 31st each calendar year. Riders must not ride on SSPC grounds without an active financial membership for that year. Renewing and new members will be ratified at the next Committee meeting.

Grievances

- a) These may include concerns, complaints or unforeseen circumstances.
- b) Grievances are to be put in writing and submitted to the Secretary either in person or to the club email ponyclubsouthside@gmail.com. Grievances submitted via email should obtain an acknowledgment from the committee. Should a reply not be received within 7 days, the member should re-email or escalate to the Secretary via other means.
- c) Disciplinary problems and action will be addressed as per 'Pony Club Procedures for Discipline of a Member' in the PCQ Handbook.

Supervision

- a) Parents are responsible for their children at all times.

- b) It is the responsibility of parents to supervise members up to the age of 18, including Associate Members, while riding at all times. No person under the age of 18 is permitted to ride alone or without parent supervision at any time.
- a) Parents departing grounds while their child is riding must have assigned their child's supervision to a responsible adult (both adults must complete and sign the 'Supervision Book')
- b) Adults may supervise a maximum of 2 children at any one time (including their children).
- c) Adult supervisors must have line of sight to the child rider at all times.
- d) No Junior 15 years of age or younger to be left unattended on the grounds at any times, including area around the arena.
- e) Associate and Senior members may enjoy the privilege of using the Club grounds unaccompanied.
- f) It is not recommended for persons over 18 years to ride alone. The Committee recommends at least one other person is present for safety while riding.
- g) Members may ride at any time providing the grounds are in a suitable condition. If in doubt about whether the conditions are suitable for riding, permission may be sought from a Committee member. The decision of the Committee member must be respected.
- h) All riders ride at their own discretion.
- i) It is highly recommended that Juniors are accompanied in the herd agistment paddocks.

Jumping

Other than at a muster, in a lesson with a qualified instructor or at club official functions, members will not be permitted to practice over show jumps, unless they are in the presence of an Authorised Show Jump Supervisor.

Age Restrictions (jumping without instructor)

<u>Age</u>	<u>Max. Height</u>	<u>Types of jumps</u>	<u>Equipment Restrictions</u>
8yrs and Under	Up to 20cm	Verticals only	8 wings
8-10yrs	Up to 30cm	Verticals only	8 wings
11-12yrs	Up to 40cm	Verticals only	8 wings
11-12yrs D* certificate holders	Up to 50cm	Verticals and Oxers. No other types of spreads or Combinations	8 wings
13yrs and Over	Up to 60cm	Verticals only	8 wings
13yrs and Over D* certificate holders	Up to 60cm	Verticals and Oxers. No other types of spreads or Combinations	8 wings
13yrs and Over C certificate holders	60cm +	Verticals, Oxers and Combinations	10 wings
18yrs and Over with min C cert or approval by SSPC Instructor panel	60cm +	Verticals, Spreads and Combinations	10 wings

General Rules:

- a) Members must be supervised by an authorised supervisor with direct line of sight to the rider (at all times while jumping).
- b) No Free Jumping allowed at any time.
- c) Maximum of 2 jumpers to one supervisor.
- d) Cross Country jumps are out of bounds and may only be used with an appropriately qualified instructor present.
- e) No jumping when Ready Steady Trot is in session.
- f) Authorised supervisors must fill in the log for each session supervised.
- g) Authorised supervisors must complete an incident report for ALL falls, whether injuries are sustained or not. The supervisor must notify the secretary of the incident within 24hrs of the incident (so that the report can be provided to PCQ).
- h) Supervised riders (and their parents/guardian if <18yrs) must sign the 'Supervised Riders Responsibilities Form' prior to be supervised by an authorised supervisor.
- i) If the arena is in use with an instructor, approval must be sought from the instructor prior to moving equipment in or around the arena.
- j) If the arena is in use, prior to moving or using jumps in the arena, permission from the riders (or if under 18years, the adult supervisor) must be sought.

Equipment Rules:

- a) Jump equipment must be put away at the end of the day (by the people who last used the jumps).
- b) Limit of 8 jump wings (10 jump wings for 13yrs+ with C-Cert).
- c) No jump cups to be left on the ground (must be put into containers).
- d) Oxers must have safety (break away) cups for the back rail, unless the jump is to be jumped from both directions, in which case breakaways must be used on both front and back wings.

Authorised Show Jump Supervisors must be:

- a) 18 years old or over.
- b) A member of Pony Club.
- c) Actively watching the riders at all times (standing/sitting no further than 20m from arena fence). Actively means not undertaking any other activity other than watching the riders.
- d) Have passed the SSPC Committee Approved Supervisor Accreditation Course.
- e) Have read and understood the SSPC Show Jumping Rules. This must be signed off by a committee member.
- f) Have signed waiver/acknowledgement of SSPC/PCQ Show Jumping Rules.
- g) It is highly recommended that a current First Aid Certificate is held, however this is not a mandatory requirement.

4. Awards

Rider participation awards will be given to 'active riding members', as defined in these by-laws, at the discretion of the Instructors Panel. Award categories will be reviewed by the Instructor Panel and published annually by the Secretary at the start of the new membership year.

5. Musters

Instructors

All muster programs are to be run by Pony Club accredited instructors (i.e. Pony Club Level A, B, C or NCAS Level 1 Qualified or Pony Club Specialist Coaches) assisted by Pony Club NCAS Level Prelim, Sportsmaster, EFA or Pony Club approved equivalent.

Uniforms

Riders must be correctly attired at musters to be eligible for club awards/trophies. This includes SSPC maroon muster shirt, SSPC maroon / yellow saddlecloth, approved helmet (white, black, brown or navy), approved boots (black or brown) and jodhpurs/stockmans pants (navy).

Attendance

- a) Muster fees must be paid prior to riding at musters.
- b) Attendance must be from start to finish if a muster is to be counted for attendance records unless by prior arrangement with the Chief Instructor or at the Chief Instructor's discretion.
- c) Parent or a designated adult are to supervise Junior riders at musters.
- d) NO SMOKING during musters in the training area.
- e) Authorised people only allowed in the training area.
- f) Where muster's become wet weather musters with no riding, attendance is still expected and will count towards your total muster attendance for the year.

Canteen

- a) NO SMOKING inside the canteen (or near food serving/eating areas).

6. Events

Internal

Any organisation or club using SSPC grounds for events or practice purposes must abide by club rules and wear approved helmet and boots.

All riding members involved in internal events must assist setting up and putting away equipment if they wish to ride at the next event held on SSPC grounds.

External

Formal uniform: Full and correct club uniform must be worn when competing at PC events.

- White long-sleeved shirt
- Maroon tie
- SSPC tie pin
- Navy jodhpurs or stockmans pants
- Club maroon / yellow saddlecloth
- Approved helmet and boots in black or brown
- Maroon vest (winter option)

Uniforms are available from the Uniform Convenor or Committee members.

If a rider is incorrectly outfitted or displaying irresponsible behaviour, an adult club member has the right to prevent the rider from completing the event and / or competition points will not be recorded.

7. Paddocks & Agistment

General

- a) Walk only in the zone around the arena paddock.
- b) When not riding, horses to be led wearing halter and lead rope at all times.
- c) No horses to be tied up to the canteen or arena fences.
- d) No horse to be tied up with the bridle.
- e) Horses to be fed in feed pens.
- f) Horses are only to be left unattended in safe bays.
- g) Pregnant mares, foals, stallions, rigs, retired horses are not permitted on the grounds at any time.
- h) Feed pens and sick bays to be cleaned out daily after use.
- i) Contact the Committee before leaving horses in sick bays.
- j) Notify the Committee if an agisted horse is taken off the grounds.

Agistment requirements

- a) No unbroken horses or horses under 24 months to be agisted on the grounds.
- b) There must be at least one designated active riding member per agisted horse.
- c) An Agistment Agreement must be signed for each agisting horse.
- d) Agistees must abide by their Agistment Agreement at all times.
- e) A bond and one months agistment is paid before bringing the horse onto the grounds.
- f) Notify the Committee the day before your horse arrives.
- g) The horse is wormed upon arrival and worming observed by a Committee member.
- h) The horse is to isolated from the other horses for one week and not to be ridden in this time.
- i) Newly agisted horses must be ridden in a minimum of 3 full musters within the first 4 months of commencement of agistment and abide by any other requirement thereafter,
- j) A 4 month probationary period applies.
- k) Agistment fees are paid in advance by the due date in the Agistment Agreement, late fees apply.
- l) If agistment is two months in arrears, the owners will be asked to remove their horse immediately and forfeit the agistment position.
- m) The Committee will review the involvement of the agistee annually.
- n) All agistees of horses agisted on Pony Club grounds must abide by the agistment rules outlined in their Agistment Agreement. Failure to comply with the Agistment Agreement will result in the eviction of the horse to be removed within 30 days of notification and the agistment position is forfeited.
- o) All horses must be attended to daily by owner, lease or other person. Storage of gear is at own risk. The Committee recommend a lockable chest for security. The Committee reserve the right to ask members to remove gear if considered excess to normal requirements.