



PONY CLUB

NORTHERN TERRITORY

Inc Reg No. 01369C

ABN: 33414334154

Handbook of By-laws

Effective January 2016

(supersedes all previous editions—only rules in this edition are applicable)

Foreword

There are many pony club members participating in the PCANT ranging from the new to the experienced. Within this environment, achieving the aims of this book is an essential ingredient to creating harmony and fulfilment within a club and at competitions.

Therefore, the continuing education of both new and experienced club members in all PCANT rules is necessary. Experienced club members should not rely on memory and new club members should not remain ignorant. PCANT asks all clubs to promote actively the need to become very familiar with these rules and for club members to undertake self-education.

PCANT acknowledges PCAV in allowing us to adopt and adapt their Handbook of Bylaws.

Aims of this Handbook

These rules:

- Allow uniformity and consistency of methodology within the PCANT, between clubs
- Provide a level playing field for competition
- Minimise risk to our riding club members and clubs.

Handbook Definitions

This handbook contains both by-laws and comment, and must be read in conjunction with all other rule books published by the PCANT.

By-laws are rules that the PCANT state board have officially ratified. All club members and affiliated pony clubs of the PCANT must strictly follow and adhere to them.

- All matters in this book are by-laws unless specifically marked as **Comment**. Comment items are not rules but are designed to provide practical assistance, guidance and recommended procedures for clubs.

In this handbook, the following definitions apply:

- “PCANT” means the Pony Club Association of Northern Territory Inc.
- “Club member” means a person who meets one of the definitions in rule 13.5.
- “Pony club”, “club”, “member pony club” or “probationary pony club” means an organisation affiliated with the PCANT.
- Unless stated to the contrary, a reference in this handbook to a rule, in this handbook or elsewhere, refers to the rule and all its sub-clauses.
- Unless otherwise specified, reference to a rule number means the rules within this handbook.
- The singular includes the plural and vice versa; and words importing one gender include the other.
- Some reference material noted in this book is available from the PCANT web site; such material is also available from the PCANT state office in a printed format. PCANT may charge a fee for printed information.

PCANT Aims and Objectives

- To encourage young people to ride and to learn to enjoy all approved types of sport connected with horse riding.
- To provide instruction in horsemanship, riding and the proper care of horses.
- To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

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Abbreviations

Throughout this handbook there are some abbreviations often used within pony club:

<i>Abbreviation</i>	<i>Term</i>
<i>CCI</i>	<i>Club Chief Instructor</i>
<i>NTCIP</i>	<i>Northern Territory Chief Instructors' Panel</i>
<i>DAP</i>	<i>Disability Action Plan</i>
<i>EA</i>	<i>Equestrian Australia</i>
<i>ENT</i>	<i>Equestrian Northern Territory</i>
<i>HC</i>	<i>Hors Concours</i>
<i>NCAS</i>	<i>National Coaching Accreditation Scheme</i>
<i>PCA</i>	<i>Pony Club Australia Inc.</i>
<i>RWH</i>	<i>Riders Without Horses</i>
<i>RDA</i>	<i>Riding for the Disabled</i>

1 Pony Club as a Youth Movement

INTRODUCTION

Comment: As a youth organisation, pony club encourages young people to ride and learn to enjoy all approved kinds of sport connected with horses, riding and the correct care of horses. Instructors and helpers are primarily youth leaders. They gather a group of young people with a common interest, the horse, which is of the greatest importance. Pony club places in order of significance:

- The safety of the member
- The comfort of the horse
- The enjoyment of the rider
- The progress of the rider.

Instruction is essential. Improving the standard of instruction is important but as a youth movement, pony club has added qualities to consider.

One of the main objectives of all youth movements – whatever the medium they use to attract their members – is to “promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.”

The achievement of these objectives, together with sound horsemanship and riding skills is pony club’s aim. Happy clubs and their members mean we are fulfilling our aim.

SUGGESTIONS FOR SUCCESS

Comment

Know your members as individuals.

Know their names, personalities, capabilities and difficulties – take the time to talk and listen to them.

Encourage communication between all members, officials and instructors at each club activity.

Make your club an effective meeting place.

Create the opportunities to promote socialising skills throughout the club; such as age and skill group mixing, adult and member mixing.

Encourage a sense of belonging and importance to the club.

Train your members for Riding and Life.

Create the environment for the member to exercise judgement, focusing the training on the ability to make a choice rather than making the correct choice.

Challenge each member.

Activities must be stimulating. Try to cater for each member’s individual interests at least once in your program.

Imagination is the key to providing challenge. Meeting one challenge may lead a member to apply the same approach to other areas.

Talk to other clubs to discover the activities they are using. Ask the club’s members what they find most stimulating.

Pony club’s aim is simple and non-restricting. Pony club should be the same.

Be “open minded” and not “locked in” to old ideas. Change is essential, where individuals are changing, but the basic principles remain the same.

Remember – the key issues are involvement and participation in life.

Offer what is wanted at pony club and make it the best offering.

2 The PCANT

BRIEF OVERVIEW

The movement in the Northern Territory was formed in 19???. There are currently 5 pony clubs affiliated with PCANT which are divided into 2 Zones: Northern and Southern Region.

Pony Club provides an environment in which a young riders can develop knowledge and mutual friendship with other riders. The association encourages participation by providing all members with the opportunity to be involved in riding activities, regardless of their riding ability or the quality of their mounts.

All instruction is based on the Pony Club Australia Syllabus of Instruction and after completion and examination of the required standards, efficiency certificates are awarded.

While Working Rallies are considered the backbone of the Pony Club Movement other activities may include camps, trail rides, lectures and films, visits to places of interest, demonstrations, polo, polocrosse, vaulting and more.

ORGANISATION STRUCTURE

A committee of management manages the affairs of the Association, in accordance with the Northern Territory Associations Incorporation Act. Under the PCANT rules of incorporation, the PCANT committee of management is the state board.

Member clubs wishing to have business put before the state board may do so following this path of information flow:

- i. A club member may submit business to their club and, if approved, the club will submit it to its State Board
- ii. A club may submit business to the state board
- iii. The structure is illustrated in figure 1.

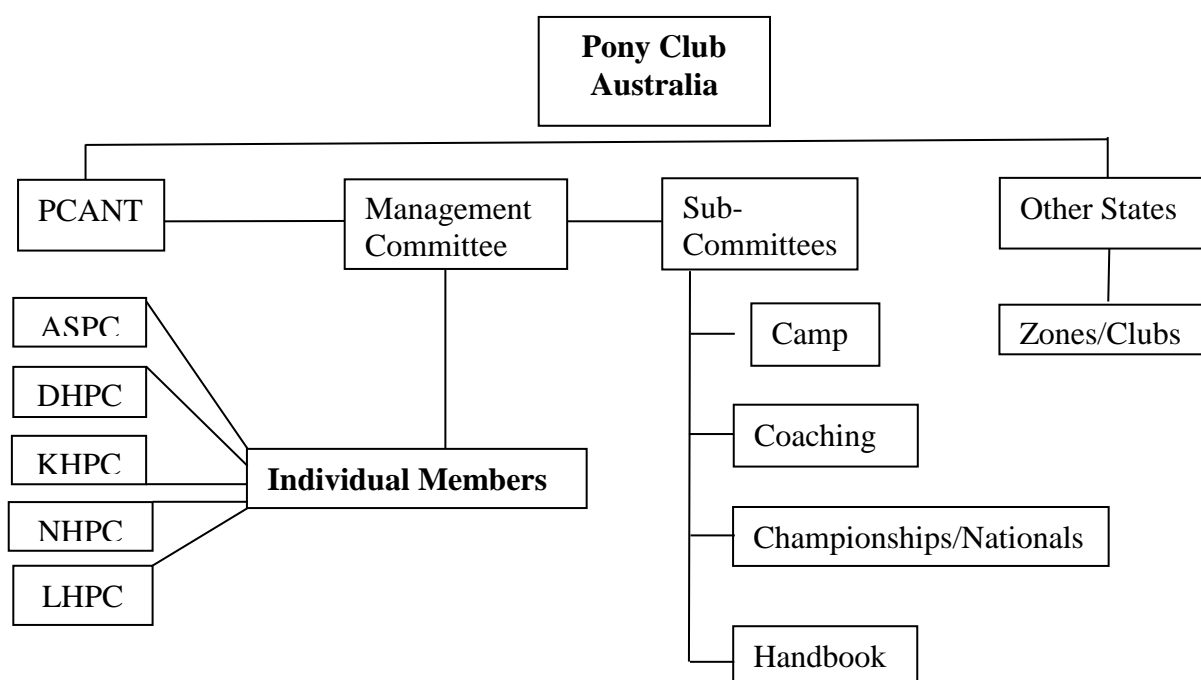


Figure 1. PCANT information flow

The only exceptions to this structure are:

The state board may distribute news bulletins, minutes, urgent information and confidential matters necessary under privacy laws, directly to clubs and club members through both written and/or electronic transmission

Clubs may submit business directly to the state board for a PCANT conference, in accordance with rule 4.7.

MEMBERSHIP STRUCTURE

2.3.a Refer to rules 6.1 and rule 11, which are summarised in figure 2.

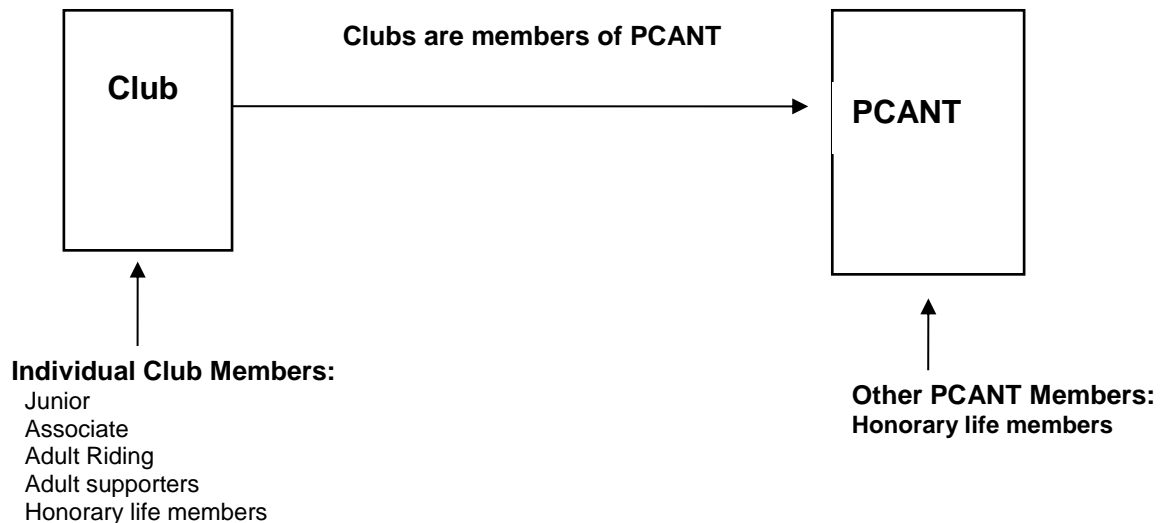


Figure 2. Member—club— zone—PCANT membership structure

2.3.b In addition, PCANT requires registration of all instructors, coaches and club officials.

2.4 Privacy Policy

As an organisation run solely for the benefit of its members, it is necessary for the Pony Club Association of Northern Territory ("PCANT") to gather and maintain a register of personal information relating to its members. Such personal information may include identifiable information, including but not limited to names, residential and mailing addresses, telephone and email contact information, age, gender etc. The PCANT takes the privacy of its member's information very seriously and as such, strictly limits the use and disclosure of such information. Accordingly, PCANT members, affiliates and sponsors must not use, sell, rent or share any personal information of other PCANT members without the prior written consent of the individual member (or their guardian) except in the following limited circumstances:

1. Where such use or disclosure is necessary for the PCANT to perform its functions pursuant to the Rules of Incorporation and/or the Handbook of By-laws or any other document, regulation or legislation relevant to the activities and functions of the PCANT;
2. Where it is reasonable to believe that the disclosure of such personal information is appropriate to comply with the law; to enforce or apply this privacy policy or other policies or agreements; to protect PCANT members' rights, property or safety; or to protect PCANT members from fraudulent, abusive, or unlawful use of personal information or material; or if the PCANT reasonably believe that an emergency involving immediate danger of death or serious physical injury to any person requires disclosure of communications or justifies disclosure of personal information without delay.
3. Where third party advisers, consultant or service providers are engaged directly by the PCANT for the purposes of delivering PCANT functions to the PCANT members. Such instances may include, but are not limited to; the publication and distribution of PCANT sanctioned material

such as newsletters and bulletins; provision of insurance products to the PCANT and its members in relation to PCANT activities; the delivery of PCANT educational and informational material.

The following is strictly prohibited in relation to personal information of PCANT members:

- A. The use, sale, rental or sharing of any personal information of PCANT members without the prior written consent of the individual member (or their guardian) that is in a manner inconsistent or contrary to this Code of Conduct;
- B. Direct or indirect marketing of any; commercial materials, products or services; political or religious materials or information; any other materials, products or services not sanctioned or otherwise endorsed in writing by the PCANT;
- C. Providing or transmitting (or allowing any third party to provide or transmit) any written, verbal or electronic communications of any nature that are not sanctioned or otherwise endorsed in writing by the PCANT.

Any breach of these principles will be dealt with in accordance with the PCANT By-laws and may lead to disciplinary action being taken against a member, including but not limited to expulsion from the PCANT. Furthermore the PCANT reserves the right to refer any breach to any relevant regulatory or law enforcement body.

2.4.a SPAM and Un-authorised Communications

The PCANT strictly adheres to the *Spam Act 2003* and expects all members, affiliates and sponsors to do likewise. Spam is broadly defined as any communication that is sent via email or phone (such as SMS) that:

- Is sent without the express consent of the recipient;
- Does not contain accurate information about the person or organization that sent it;
- Does not have a functional 'unsubscribe' facility that allows the recipient to opt out of receiving messages.

Accordingly, it is essential that all members, affiliate and sponsors refrain from sending any message or communication that may breach the *Spam Act*.

Sending any message or communication that is contrary to the *Spam Act* will constitute a breach of this Code of Practice and in addition to any PCANT sanctioned remedies against those found to be in breach of this Code of Conduct, the PCANT reserves the right to refer any instances of breach of the *Spam Act* to the Australian Communications and Media Authority.

2.4.b Social Media and Networking

The PCANT publishes guidelines in relation to the posting of information and material on internet, social media and networking sites by PCANT members. Information and material that is communicated or disseminated to third parties or on public forums (such as internet, social media and networking sites) that is of a defamatory or damaging nature, releases the personal information of individuals or causes harm, injury or damage to another may lead to criminal and/or civil actions being taken against the relevant individual.

The PCANT takes the safety and wellbeing of its members, affiliates, sponsors, volunteers and officials very seriously and as such, the posting or transmission of any of the following on internet, social media or networking sites is strictly prohibited by any PCANT member:

- Material that constitutes harassment, discrimination or bullying of PCANT members, staff or volunteers;
- Material that may be considered to endanger the safety or wellbeing of any PCANT member;
- Material that is defamatory or damaging to the PCANT or its members;
- Material that infringes the rights of the PCANT or its members.

Any breach of these principles will be dealt with in accordance with the PCANT By-laws and may lead to disciplinary action being taken against a member, including but not limited to expulsion from the PCANT. Furthermore the PCANT reserves the right to refer any breach to any relevant regulatory or law enforcement body.

2.4.c PCANT Intellectual Property

The PCANT is an organisation that has developed a strong and credible reputation through the continuing work of its officials, staff, members and volunteers. Accordingly, the PCANT brand has grown to be associated with the provision of rider training, events and education of the highest standard. PCANT

members are therefore required to act in a manner that is consistent with this reputation and refrain from any activity that may, or may be seen to, damage the reputation or goodwill of the PCANT.

Members of the PCANT must not use the PCANT name, brand, logo or goodwill:

For any purpose except where such use has been approved in writing by the PCANT prior to such use;

- In any manner that may be considered to be misleading or deceptive or be likely to mislead or deceive or is otherwise contrary to the *Australian Consumer Law* or any other relevant fair trading regulation or legislation;
- In any manner that is likely to result in a PCANT member or any other member of the public believing that any sponsorship, approval or affiliation exists where such sponsorship, approval or affiliation does not exist;
- That is contrary to the intellectual property rights of the PCANT.

Any breach of these principles will be dealt with in accordance with the PCANT By-laws and may lead to disciplinary action being taken against a member, including but not limited to expulsion from the PCANT. Furthermore the PCANT reserves the right to refer any breach to any relevant regulatory or law enforcement body.

3 PCANT Insurance

OVERVIEW

3.1.a The PCANT must subscribe to compulsory insurance policies, as prescribed from time to time by the National board, for the benefit of the PCANT, clubs and club members, **including volunteers** who are registered with PCANT, in accordance with rule 11.

3.1.b Clubs and club members must not act outside of the rules and policies of PCANT, in accordance with this quote from the insurance policy:

“Insurance cover has been structured based on the PCANT risk management policies, procedures, rules and regulations and anyone acting outside these guidelines may prejudice their entitlement under the policy or be left uninsured.”

3.1.c Policy details are available from the PCANT web site at www.ponyclubnt.org.au or National office.

DAY ATTENDANCE

3.2.a All open section participants defined in rule 29 must sign the Public Liability Declaration form to cover the duration of the competition/activity. These include but are not limited to clinics and workshops.

3.2.b Non Pony Club members (other than those exempted by the PCANT Insurers and listed at www.ponyclubnt.org.au must pay a day participation fee as specified on the Day Participation form for each day of participation/competition.

3.2.c Day participation and Come and Try Pony Club days have neither insurance nor membership and nobody may promise any insurance, other than as described on the appropriate forms.

3.2.d Public liability insurance is extended to open sections and non-pony club members, in accordance with rule 3.2, providing:

- i. Each participant completes the PCANT Public Liability/day participation form
- ii. Non-pony club members (refer rule 29 for definitions) pay the scheduled fee detailed on the form.

3.2.e The organising committee must remit the day participation forms or summary form, with the fees, to the PCANT state office within seven days after the activity

3.2.f Come and Try Pony Club allows one rally participation per form in accordance with rules and does not give a qualifying rally attendance.

4 State Board

STATE BOARD STRUCTURE

Comment

- 4.1.a Refer to Constitution of Pony Club of the Northern Territory.

APPOINTMENT OF MANAGEMENT COMMITTEE MEMBERS

- 4.1.b Refer to Constitution of Pony Club of the Northern Territory.

Coaching Director

- 4.2.a The coaching director is appointed by the state council.
- 4.2.b The coaching director is responsible for the policy and direction of instruction throughout the PCANT, subject to ratification by the state council.
- 4.2.c All clubs must forward to the Coaching Director for approval, any training resources prior to release. This includes DVD's, videos and books. A stamp of 'PCANT Approved' will be applied to any approved PCANT Training resource.

SUB-COMMITTEES

- 4.3.a The state board is responsible for the creation of, appointment to and dissolution of its sub-committees.

At the first State Council meeting after the AGM, the event sub-committees are appointed for the State Championships and the PCA National Championships including Mounted Games and Tetrathlon.

i. Any person wishing to be appointed to a State sub-committee must complete and forward to PCANT an expression of interest form, available from the PCANT Website.

- 4.3.b Sub-committees of the state board must report to, and are responsible to, the state board and must follow all directives given by the state board.

- 4.3c Appointments are – refer to the Constitution of Pony Club of the Northern Territory.

- 4.3.d The state board must approve all documentation (entry forms, programs and promotional material) intended for activities and competitions organised by a sub-committee, before release and distribution of this documentation to the clubs and club members.

- 4.3e The sub-committee must submit this documentation to the state office for placement on the state board agenda at least six weeks before a scheduled state board meeting as follows:

- i. Either: at the specified state board meeting for any of the competitions, in accordance with rules 36 and 38
- ii. Or: if not specified, at a state board meeting that allows sufficient time for the organising committee to gain approval and make amendments as required within its time requirements.

- 4.3f Where a sub-committee is required to incur expenses to fulfil its purposes, it must submit a budget for the ensuing year and/or specific purposes for approval and ratification by the state board before it incurs any expenditure.

AFFILIATION WITH OTHER BODIES

- 4.6.a The state board may apply for or renounce PCANT affiliation with any other organisation, as it deems appropriate.

PCANT CONFERENCE

The state board may decide to hold a conference and if so:

- i. A conference may be held on the same day as the annual general meeting or at another time as the state board chooses

- ii. A conference may include all clubs at one conference or may be split into several conferences held in various zones
- iii. At a conference each pony club has one vote either by a nominated club delegate or by proxy
- iv. The state board president is the chairperson at a conference or, if he is absent, one the board vice-presidents acts as chairperson. If the president and the vice-presidents are absent, the state board chooses one of its members to be the conference chairperson
- v. The state board, or any pony club member may have business brought before a conference. The business must be notified in writing to the PCANT state office at least six weeks prior to the date of a conference
- vi. Any business arising at a conference is decided by a resolution put to the meeting and a simple majority vote by a show of hands. In the case of an equality of votes, the chairperson has the casting vote
- vii. A resolution put and carried at a conference is a recommendation only to the state board and must be considered by state board for adoption and application at the next state board meeting
- viii. If no business is received by the PCANT state office in accordance with this rule, the state board or its executive may cancel a conference by giving notice not less than 21 days before a scheduled conference date to the clubs in writing and by electronic transmission if possible and by publicising on the PCANT web site.

5 Delegates

DELEGATE STRUCTURE

- 5.1a There are two zones, which are more or less geographical in concept—Northern (South past Katherine) and Southern (Alice Springs and North past Tennant Creek). All Clubs must be incorporated under the Northern Territory Associations Incorporations Act 2003 (the Act).
- 5.1b Each member club will appoint a Delegate from its Management Committee. The delegate is usually the Chairperson/president/ vice or their appointed delegate. The delegate attends Annual and special meetings of PCANT and holds the voting right as a Member club of PCANT. Additionally the PCANT Management Committee may hold strategic planning sessions, regular (i.e every 3 months) meetings or send out correspondence to the Members Clubs requiring input. The Member Club Delegate will usually be the person invited to attend these meetings to provide advice and direction back to PCANT Management Committee for final implementation. They will also be the point of contact for regular communication between the PSB and Member Club.

PCANT FEES AND LEVIES

- 5.2.a PCANT may set an annual levy and/or fees payable by each club.
- 5.2.b Each club must pay the levy and/or fees.
- 5.3.c The levy and/or fees must be determined in accordance with PCANT rules of incorporation or if not specified, by the PCANT committee.
- 5.2.d The purpose of the levy and/or fees is to assist in funding PCANT expenses or projects.
- 5.2.e A club that does not pay its fees within the prescribed time may be disaffiliated, in accordance with rule 9.8.b.

CLUB DELEGATE REPRESENTATIVE

- 5.3.a Refer to Constitution of Pony club Association of the Northern Territory (9.12.14) (Division 2 section 13 and 14)

The club elects its club representative, who serves to the state board, in accordance with rule 5.1. and is also required to:

- i. Undergo induction in accordance with rule 5.1.
- ii. Strictly adhere to and apply PCANT rules and state board directives
- iii. Act as a co-ordinator between the club and state board, and work in close liaison with the state board, club executive and committee, Club chief instructor, deputy chief instructors and zone assistants and the zone examining secretary
- iv. Represent their pony club at state board meetings, state competitions and other state meetings
- v. Appoint a competent (PC/EA) course accreditor to inspect and approve horse trials course venues and set up within their club in accordance with Horse Trials Rules B4
- vi. Attend or appoint an appropriate nominee, to attend horse trials within the club as required by the Horse Trials Rules B4.
- vii. Attend activities and competitions as the club representative deems necessary, to ensure compliance with the PCANT rules.
- viii. Ensure that the club and club members within their club operate in accordance with all current PCANT rules and by-laws, and stipulate remedial or disciplinary measures when required. Provide a written report to the state board of any action taken to discipline clubs or club members. (Club or club members complaining about or objecting to the disciplinary measures imposed by a club representative, may lodge the complaint in writing, within 14 days, addressed to the PCANT Chief Executive Officer at the state office)
- ix. Provide advice and guidance to clubs and assist with “best practice” management and the resolution of domestic problems and issues, with the assistance of the Club executive or its appointee(s) as required
- x. Check all competition entry forms and programs to ensure that the minimum standards are followed and provide an approval to the organising committee once satisfied. The minimum standards are in *Competition Condition Inclusions* available from the PCAV web site or state office
- xi. Endorse nominations and entries of club members for all state, interstate and national occasions
- xii. Appoint assistant(s), when necessary, to perform these duties.

6 Pony Clubs

RELATIONSHIP TO PCANT

6.1.a Pony clubs affiliated with the PCANT are the members of PCANT subject to adherence to PCANT rules, renewing PCANT membership, in accordance with rule 6.2 and paying fees in accordance with rule 9.

6.1.b Members of clubs affiliated with PCANT are not members of PCANT but are extended PCANT benefits, in accordance with rule 10.7.

Each pony club must belong to and be a financial member of one of the two zones as allocated by the PCANT, in accordance with rule 5.1.a.

6.1.c A pony club affiliated with the PCANT must be incorporated under the Northern Territory Associations Incorporations Act 2003 (the Act), or equivalent state legislation, where the club is incorporated in another state, and have a Statement of Purposes and Rules of Incorporation, which have been approved by the relevant government authority.

Comment: Model rules for a pony club have been adapted from the Consumer Affairs model and are available from the PCANT web site or national office.

Clubs must adhere to and operate within the Act, PCANT rules and directives of the state board.

CLUB RENEWAL WITH PCANT

6.2.a Each year clubs must submit a membership renewal application and pay the PCANT club fee, in accordance with rule 9.

CLUB COMMITTEE

6.3.a The committee is required to:

- i. Administer all local activities and prepare a program based on the PCA Syllabus of Instruction, PCA Manual of Instruction and policies established by the CIP, in accordance with rule 4.4. If this is not followed, the club members are disadvantaged when they attempt the various levels of efficiency certificates
- ii. Ensure that the club carries out directions of PCANT
- iii. Maintain communication between the club and PCANT
- iv. Ensure that the club holds a minimum of three club rallies each PCANT year
- v. Make every effort to involve associate club members and train them for future administration of the club. They should be encouraged to serve on sub-committees
- vi. If necessary, maintain by-laws of rules that it ratifies in its minutes pertaining to specific aspects of club policies and procedures that club members are required to follow. However, by-laws must not contravene, contradict or alter the intent of PCANT rules or the club's rules of incorporation. A by-laws guide is available from the PCANT web site.

6.3.b The committee members should not make any substantial direct cash contributions towards the expenses of the club. The club raises all monies it uses by subscriptions or fund raising functions such as gymkhanas, social functions, competitions or any other means the committee may approve that fit within the PCANT objectives.

CLUB PRESIDENT

6.4.a The president is responsible for chairing meetings and for generally promoting the aims and objectives of the pony club movement.

CLUB VICE-PRESIDENT

6.5.a A vice-president is required to assist the president wherever possible and act as deputy in the president's absence.

CLUB SECRETARY

6.6.a The secretary is responsible for:

- i. All secretarial and administrative matters of the club
- ii. Attending all meetings and recording minutes
- iii. Ensuring that decisions of the meeting are carried out
- iv. Making available to the committee all minutes of meetings, balance sheets, and circulars forwarded from PCANT or other clubs
- v. Maintaining a file system of all PCANT and club correspondence, which is to be made available to any club member for perusal
- vi. In consultation with the president, preparing an agenda for club meetings and circulating to committee members and, for the AGM, circulating to financial adult supporters, associates and life members within the time prescribed by the club's rules
- vii. Maintaining a register of all members, defined in rule 13.5, in accordance with the Act
- viii. Fulfilling the duties of Public Officer, in accordance with the 2003 Act – see 6.8

- ix. Maintaining an attendance register for club rallies, activities, working bees etc. in accordance with rule 18.2, in conjunction with the NTCI and card secretary, if appointed
- x. Advising PCANT, in writing or by electronic transmission of the full name and address and telephone number of the club office bearers elected or appointed, even if the same people are reappointed.

CLUB TREASURER

6.7.a The treasurer is responsible for:

- i. All financial matters of the club, including receiving of monies, banking, paying approved accounts, properly recording financial transactions of the club and reporting on its financial affairs
- ii. Presenting the statement of receipts and payments for the previous financial year to the club AGM, in accordance with the Act and the club's rules of incorporation
- iii. Ensuring the club's public officer forwards a copy of the financial statement and the appropriate forms to the Associations Incorporations office by the prescribed time.

PUBLIC OFFICER

6.8.a The public officer must diligently fulfil all of his specified duties, in accordance with the Act. Valuable information on the statutory requirements for incorporated associations can be found on the Consumer Affairs Northern Territory web site: www.dob.nt.gov.au under the Business Names and Structures—Associated Incorporations section. The Frequently Asked Questions (FAQs) section also contains useful information.

CLUB CHIEF INSTRUCTOR (CCI)

6.9.a A CCI must work in close liaison with the NTCI to arrange the instructional program for rallies and activities, using:

- The PCA Syllabus of Instruction, the PCA Manual of Instruction and Horsemastership for the Australian Rider
- Policies established by the PCANT, in accordance with rule 4.4

6.9.b The CCI is the person responsible to the club for the running of the club rallies and activities, in accordance with rule 6.3. The CCI:

- i. Must have a clear understanding of the club's objectives to control the wellbeing of the club and help it achieve its goals and purposes
- ii. Is responsible for the smooth functioning and progress of the club rally, in accordance with rule 18
- iii. Must ensure rally programs are open to, and cater for, all club members
- iv. Must encourage the club member while tempering the aspirations of the over-ambitious parent, using tact, diplomacy and tolerance
- v. Sets a pattern of acceptable standards regarding the general behaviour of club members, maintaining respect of the club members toward all instructors and officials
- vi. Ensures horses are suitable and not abused, in accordance with rule 19
- vii. Ensures that horses and riders are graded correctly for their ability as a combination, regardless of size or age of the rider and horse, in accordance with rule 32
- viii. Ensures that club members' attendance details at rallies are kept current through the attendance register, in accordance with rule 18.2, and qualifying

rallies are recorded correctly on the club member cards, in accordance with rule 15

- ix. Enters details for grading and signs accordingly in the appropriate section on the club member's card, in accordance with rules 15 and 32.
- x. The club may appoint an assistant, and in the absence of the CCI, may perform his duties, except for signing of grading on the club member card.

6.9.c A CCI must endorse nominations and entries of club members for all state, interstate and national occasions.

Comment: CCIs are encouraged to arrange an exchange of visits and ideas between clubs to facilitate:

- An exchange of senior and junior instructors, promoting the development of new techniques and experience
- The sharing of interest and ideas
- Promotion of friendship and furthering the aims of the pony club movement.

CLUB INSTRUCTORS

6.10.a No club instructor (including parents) may instruct unless registered with PCANT and the conditions of the Working With Children Act have been met, in accordance with rule 8.

6.10.b Instructors and coaches are not permitted to mount a member's horse during the course of a club rally, activity or competition, in accordance with rule 19.3.e.

6.10.c Club instructors must work closely with the NT coaches subcommittee and CCI.

6.10.d Clubs must encourage instructors to undertake further education and attend instructors' courses.

6.10.e Club instructors must encourage the involvement of older pony club members as possible club instructors.

Comment: Refer coaching and instruction rule 39 for other information.

JUNIOR COMMITTEE

6.11.a Clubs may form a junior committee made up of junior and associate members.

6.11.b A junior committee is a sub-committee of the club and is, therefore, answerable to the main club committee.

6.11.c One club committee member, other than the CCI or an instructor, must be the liaison between the junior committee and the club committee.

6.11.d Junior committee members may have one or more delegates attend club committee meetings by invitation. These delegates do not have voting rights.

6.11.e The junior committee can undertake specific short-term projects to raise funds for the club or provide extra activities for club members, with the approval of the club committee.

7 Forming a New Pony Club

PLANNING

7.11.a Anyone wishing to form a new pony club must adhere to these procedures and satisfactorily complete a period of pending probationary membership followed by probationary membership before applying for full affiliation with the PCANT.

7.11.b To ensure smooth establishment of a club it is essential to:

- i. Determine that there are sufficient adult supporters to form a committee and members (as defined in rule 13) to make forming a club viable and worthwhile

- ii. Find suitable club grounds and investigate a long term or permanent lease, keeping in mind the security of tenure if local municipal board or crown land is considered
- iii. Be sure that the potential committee members understand and can operate, in accordance with rule 6 and PCANT rules
- iv. Discuss the plans with a representative from the PCANT. PCANT must provide advice and guidance where necessary to ensure the club is progressing in accordance with PCANT requirements.

PUBLIC MEETING

- 7.2.a A public meeting must be held to formalise the plans. The meeting must be advertised in the local newspaper stating its purpose and venue.
- 7.2.b Invite representatives from local municipal board and businesses to the meeting.
- 7.2.c The meeting must resolve to:
 - i. Form a pony club with the intention of becoming affiliated with the PCANT
 - ii. Name the club after the town or district in which the club will be located
 - iii. Become incorporated, in accordance with rule 6.1.d
 - iv. Form a committee with office bearers
 - v. Apply for pending probationary membership with the PCANT.

AFTER THE PUBLIC MEETING

- 7.3.a The club must be formed as resolved.
- 7.3.b The PCANT must be notified of the name, addresses and phone numbers of the elected office bearers and the CCI when they are appointed.
- 7.3.c The club must apply to the PCANT for pending probationary membership.

PENDING PROBATIONARY MEMBERSHIP

- 7.4.a If granted by the PCANT, the period of pending probationary membership will be six months.
- 7.4.b The only privilege this offers the club is indemnity under the PCANT's current insurance policies.
- 7.4.c During the six months of pending probationary membership, the club must organise and conduct a minimum of three rallies that cater for the interests of all its members, in accordance with rule 18.
- 7.4.d The PCANT is responsible for ensuring that:
 - i. The club receives advice and guidance as needed and that it is progressing in accordance with PCANT requirements
 - ii. The PCANT is advised of names and addresses of the office bearers of the club on pending probationary membership
 - iii. A visiting PCANT official with a thorough knowledge of the rules and regulations of the PCANT attends at least one of the three club rallies.
- 7.4.e The visiting PCANT official must be satisfied that:
 - i. The CCI and other office bearers are conversant with the aims, objectives and rules of the PCANT and are suitable for their roles
 - ii. The CCI and all office bearers are prepared to remain with the club for at least one year
 - iii. The club follows the standard and type of instruction set out in the PCA Manual of Instruction. It is desirable that at least two instructors have attended an instructors' course prior to affiliation

- iv. The club adheres to the standard of discipline as set out in the PCA Manual of Instruction, and complies with the rules of the PCANT
- v. The site on which the rallies are held and the equipment are suitable
- vi. The club calendar has sufficient rallies and other activities to show that the motives of the club accord with the aims and objectives of the PCANT
- vii. Formal minutes of meetings, a record of attendance of members and financial records are kept
- viii. The club has or will have sufficient funds to be able to carry out its obligations to its members

There are sufficient members to make the formation of a club viable and worthwhile

The fees charged by the club for annual subscriptions are adequate to provide for the annual fees to the PCANT, and to meet the club's financial requirements

The club is aware of the fact that it will be liable for mandatory annual fees, levies, subscriptions and insurance premiums to the PCANT, in accordance with rule 9.

7.4.f As soon as possible after the visit, the visiting PCANT official must present the PCANT with a written report of the findings.

APPLICATION FOR PROBATIONARY MEMBERSHIP

7.5.a A club may apply to the PCANT for probationary membership after satisfactorily completing six months of pending probationary membership.

7.5.b A club applying for probationary membership must choose a uniform and have it approved by the PCANT, in accordance with rule 16.

7.5.c Both the application and report, in accordance with rule 7.4.f, must be forwarded to the PCANT. PCANT considers both the report and application for probationary membership at the same time.

PROBATIONARY MEMBERSHIP

7.6.a Before the state board grants probationary membership, the club must have satisfied the pending probationary membership requirements and lodge an application in conjunction with the PCANT, in accordance with rule 7.5.

7.6.b If granted, probationary membership is for a period of not less than six months and not more than twelve months. This is to enable the club to form a strong foundation and be thoroughly familiar with the aims, objectives and rules of the PCANT.

7.6.c Probationary clubs have the right to attend PCANT meetings and conferences as observers, without voting rights.

7.6.d Probationary clubs are not permitted to conduct inter-club competitions.

7.6.e Instructors from probationary clubs are not permitted to gain instructors certificates.

7.6.f Members of probationary clubs may

- i. Attempt to gain efficiency certificates
- ii. Compete in all pony club competitions including state and national championships providing they are eligible, in accordance with rule 36 or 38.

APPLICATION FOR FULL AFFILIATION

7.7.a A club may apply to the PCANT for full affiliation, after satisfactorily completing six months of probationary membership.

7.7.b The application for full affiliation is sent to the PCANT executive who must then arrange for the NTCL, or another suitable person to be present at a rally.

7.7.c As soon as possible thereafter, the person from the PCANT must submit a written report on the club and conduct of the rally to the PCANT executive, which decides whether to ratify the application for full affiliation.

FULL AFFILIATION

7.8.a If full affiliation is granted, full membership rights are immediately available to the new pony club, after the fees are paid, in accordance with rule 9.

7.8.b If affiliation is not granted, the club will have no right of appeal against the decision. However, if the reasons for the refusal are considered rectifiable, the PCANT will advise the club as to what is required before affiliation can be granted. When the club fulfils these requirements, it may reapply for full affiliation according to rule 7.7.

8 Working with Children Act

POLICY

8.1.a It is the Policy of PCANT and conditional upon membership to PCANT that the following categories must obtain a working with children check.

8.1.b COACHES/INSTRUCTORS/VOLUNTEER COACHES/EMPLOYEES AND CONTRACTORS

8.1.c All Coaches, Instructors and Volunteer coaches, employees and Contractors before attending a rally or activity must hold a current working with children card. Coaches/instructors and volunteer coaches must register with PCAV and provide current working with children card details to PCAV and obtain a registration card before they can teach in any activity in pony club. Club committees and DC's must ensure that they sight all coaches/instructors and volunteer coaches registration cards before they can teach in any activity in pony club. This rule also includes all EA coaches whether registered with EA or not.

APPLICABLE PERSONNEL

8.2.a An adult supporter which category shall be deemed to include the following:

- i. Both parents of riders who regularly attend rallies
- ii. A single parent who regularly attends rallies.
- iii. A non parent guardian of a child either temporary or otherwise who regularly attends rallies.
- iv. An honorary life member who regularly attends rallies and club activities.
- v. Visiting members and adult supporting members as defined above from clubs other than the host club.
- vi. A non member who does not fall within the categories listed above who regularly attends rallies and club activities.

For the purpose of definition in this sub clause "regular" and "regularly" shall be deemed to mean three or more times over a twelve month period. A "single parent" shall be deemed to be a person who is listed on the membership form of a member club as the primary carer.

NEGATIVE NOTICE

8.3 Any person who is required to obtain a wwcc and receives a negative notice, or declines to apply for a wwcc cannot officiate or attend at pony club rally or activity of any kind.

PROCEDURE

8.4 When applying for a working with children check, Refer to the PCANT web site or state office for full procedures and requirements for the Working with Children Act.

- ii. Clubs must ensure that membership of their club is dependent upon a member (who is required to obtain a wwcc) produces to the club committee, /membership secretary within two months of joining a club their wwcc card. Clubs must advise prospective members that membership is conditional upon anyone who fits the category referred to in 8.2a obtaining a wwcc.

- iii. Clubs must regularly check that all members, coaches/instructors and volunteers hold a Current registration card from PCANT and that their working with children check has not expired.

9 Fees – PCANT and Clubs

PCANT YEAR

- 9.1.a The PCANT financial year, is 1 July to 30 June.
- 9.1.b A club financial year is not related to the PCANT Year and, therefore, may be different to the PCANT year. However:
 - i. A club membership year must be 1 July to 30 June to coincide with the PCANT financial year
 - ii. A club must collect fees in accordance with rule 9.6.
- 9.1.c The Pony Club Year is from 1st January to 31st December. Clubs must hold their Annual General Meeting before end of Calendar year and after PCANT holds its Annual General Meeting in the month of August/September each year.
 - iii.

MEMBERSHIP OF PCANT AND RENEWAL

- 9.2.a Clubs are the members of PCANT and:
 - i. Must apply to renew membership each year, in accordance with rule 6.2
 - ii. Pay the club member fee, in accordance with rule 9.3.
- 9.2.b Members of each pony club must renew membership of the club, in accordance with rule 13.3.

PCANT ANNUAL FEES AND REGISTRATION

- 9.3.a At its November state board meeting the PCANT prescribes annual fees applicable to clubs affiliated with the PCANT, which must be paid by the due date.
- 9.3.b The annual PCANT fees are:
 - i. PCANT club fee: paid by each club annually
 - ii. PCANT club member fee: paid by clubs for each of its club members in accordance with rule 10.
- 9.3.c Non-payment of any of these fees by the due dates in rule 9.4, will result in disaffiliation or penalties, in accordance with rule 9.8.
- 9.3.d A club must register its club members and other club personnel with the PCANT, in accordance with rule 11.

DUE DATES FOR PCANT FEES

- 9.4.a All fees must be received at the PCANT state office on or before:
 - i. PCANT club fee: 15 June
 - ii. PCANT Club member fee: as per the schedule in rule 10.5.

PCANT DIRECT FEES

- 9.5.a Fees are payable by each club to PCANT in accordance with rule 5.2.
- 9.5.b The PCANT determines and levies this fee directly to clubs and sets the due date.

CLUB DIRECT FEES

- 9.6.a Each club determines annual fees payable by its members who are defined in rule 13.
- 9.6.b Either adult supporters must pay a nominal annual fee or the club may deem them to be financial without a fee.

9.6.c The fees charged by a Club are due and payable as specified in the club's rules of incorporation, minutes or by-laws. However:

- i. From the fees collected, the club must pay its PCANT club fee and PCANT club member fees by the due dates.

9.6.d If a club member fails to lodge a renewal application for membership, pay the club fees and be accepted by the club committee, the club member ceases to be a club member on 30 June and forfeits all PCANT benefits.

9.6.e Clubs are financially self-supporting. Fees must therefore cover:

- i. PCANT fees
- ii. The conduct of club operations, activities and equipment purchase
- iii. Recommended: provision for insurance "excess" contingency.

DEBTOR CLUBS

9.7.a A club has a maximum of 30 days credit with the PCANT.

9.7.b Any club, exceeding the 30 day limit, will immediately forfeit its credit rating and, for the following 12 months, must pay in advance.

PENALTIES FOR NON-PAYMENT OR NON-COMPLIANCE

9.8.a PCANT may refuse to issue a club member card in accordance with rule 10.6 until a club has fully satisfied its obligations.

- i. Examples include:

- Outstanding debts to PCANT
- Non-compliance with PCANT rules, regulations or directives
- Non-compliance with current statutory requirements of the NT Associations Incorporations Act 2003 Act.

9.8.b A club may be disaffiliated for non-payment of fees within the prescribed time to the PCANT.

9.8.c Disaffiliated clubs and their members lose all PCANT club membership privileges and insurance indemnity.

CLUB RE-AFFILIATION AFTER PAYMENT OF FEES

9.9.a Any club disaffiliated for non-payment of PCANT fees by the due date is automatically re-affiliated upon payment of due fees plus any prescribed penalties set by PCANT.

10 PCANT Club Member Fee Requirements

PRIMARY REQUIREMENT

10.1.a Clubs must pay a PCANT club member fee for all club members specified in rule 10.3.

10.1.b Non-payment of fees by the due date will result in disaffiliation or penalties in accordance with rule 9.8.

ELIGIBILITY BEFORE PAYMENT AND RIDING

10.2.a Clubs must ensure new and renewing club members (refer to definitions 13.13 and 13.14) satisfy the conditions in rule 11. Until those conditions are fulfilled:

- i. The club member must not be permitted to participate at a rally, activity or competition
- ii. The club member must not be registered with the PCANT
- iii. The club must not remit the PCANT club member fee to PCANT.

10.2.b PCANT benefits (refer to rule 10.7) for existing club members cease at 30 June, in accordance with rule 9.6.d, if:

- i. Application conditions have not been satisfied as a renewing club member, in accordance with rule 11
- ii. Fees and registration have not been paid and completed with PCANT by 15 June, in accordance with rule 10.5.

APPLICABLE CATEGORIES FOR PCANT CLUB MEMBER FEE

10.3.a The club member fee applies to each person, new or renewing (refer to definitions 13.13 and 13.14), as a:

- i. Junior Club member
- ii. Associate Club member.
- iii. Adult Riding Club member

PCANT CLUB MEMBER FEES

10.4.a The PCANT club member fee applicable to junior, associate and adult riding club members is paid as either a full or a pro-rata fee as follows:

<i>Full fee</i>	<i>For the ensuing PCANT year commencing 1 July or, thereafter, for those admitted as a club member before 1 March. The full fee encompasses the strength return period and current year period in rule 10.5</i>
<i>Pro-rata fee</i>	<i>For club members admitted between 1 January and 30 June inclusive</i>

DUE DATE OF REGISTRATION AND PAYMENT

10.5.a The state office must receive a PCANT club member fee for each junior, associate and senior club members as follows:

	<i>Period</i>	<i>Applicable to</i>	<i>Due Date at State Office</i>
Strength Return Period	<i>1 May to 15 May</i>	<i>Those wishing to join or renew club membership for the following PCANT year (starting 1 July)</i>	<i>Registration: online or by mail on or before 15 May. Payment: by mail arriving on or before 15 May. Late Lodgement: if fees are received after 15 June, the club member is treated under the current year period.</i>
Current Year Period	<i>1 July to the last day of June</i>	<i>Those wishing to join or renew club membership for the current PCANT year during this period</i>	<i>Registration (refer to rule 11): within seven days of club approval. Payment: within 30 days.</i>
Pro-rata Period	<i>1 January to 30 June</i>		

PCANT ISSUE OF CLUB MEMBER CARD

10.6.a Upon registration with PCANT of a junior, associate or adult riding club member, in accordance with rule 11, PCANT issues a club member card.

10.6.b Refer to rule 15 for specific conditions and requirements of club member cards.

PCANT BENEFIT ENTITLEMENTS

10.7.a Subject to adherence to PCANT rules, the PCANT extends to its clubs and all club members defined in rule 13:

- i. The benefits and use of the PCANT structure and operations in accordance with its rules
- ii. Insurance in accordance with rule 3.

10.7.b Entitlements to PCANT benefits cease at 30 June, in accordance with rule 9.6.d, for:

- i. A club that has not paid its fees, in accordance with rule 9.3
- ii. A club member, not renewed as a club member with conditions satisfied, in accordance with rule 11, or with fees not paid in the strength return period, described in rule 10.5.

11 Eligibility and Registration of Club Personnel with PCANT

WHY REGISTRATION IS REQUIRED

11.1.a Registration and payment of fees when applicable, provides clubs and club members with PCANT benefits, in accordance with rule 10.7:

- i. Insurance, described in rule 3
- ii. Issue of club member cards, in accordance with rule 10.6
- iii. Other requirements necessary to enable the PCANT to administer its operations.

PROCEDURE REQUIRED BEFORE REGISTRATION

11.2.a Each year clubs and club members must complete the procedure detailed in rule 13.3, as annual renewal is not an automatic right.

11.2.b If a membership is not going to be renewed or if a member is being expelled, the grievance procedure in Rule 14 must be followed. Membership is based upon individual applications and each person must be treated as a separate entity. It is not acceptable to combine family units when dealing with grievance or expulsion processes.

WHO MUST BE REGISTERED

11.3.a Clubs must register the following club personnel with the PCANT on or before the applicable due date, in accordance with rule 10.5 or immediately they become involved in a club:

- i. Junior club members
- ii. Associate club members
- iii. Adult riding club members
- iv. Life members
- v. Adult supporters
- vi. Club office bearers
- vii. Service Providers - Instructors and coaches.

11.3.b Registrations must be lodged with the PCANT state office in the prescribed format, by prepaid post, fax or electronic transmission.

12 Club Recession or Winding Up

RECESSION

12.1.a The PCANT executive must place in recession a club that runs less than the compulsory eight official rallies within 12 months or has insufficient club members, in accordance with the Northern Territory Associations Incorporations Act 2003.

12.1.b A club may voluntarily go into recession due to lack of financial or club membership viability.

12.1.c Clubs may make application to re affiliate with PCANT during the first 12 months of recession.

12.1.c The PCANT executive may grant full affiliation during the first 12 months of recession after a satisfactory official club visit at a working rally.

12.1.d Any club in recession for more than 12 months will be disaffiliated and wound up, in accordance with rule 12.2.

CLUB WINDING UP

12.2.a A pony club may wind up by means of a special resolution passed at a club general meeting duly convened to do so, such intention being clearly set out in the notice convening such a meeting.

12.2.b Upon such a resolution being passed, all the property and assets of the pony club must be disposed of, with approval of the Registrar of the relevant state government associations' office:

- i. To another pony club affiliated with the PCANT
- ii. This other club is selected at the last meeting of the pony club
- iii. If the club fails to select another club, the PCANT will make the selection.

13 Club Member Categories, Definitions and Procedures

CLUB MEMBER RELATIONSHIP TO PCANT

13.1.a Members of clubs affiliated with PCANT are not members of PCANT. However, those members receive PCANT benefits, in accordance with rule 10.7.

MEMBERSHIP YEAR

13.2.a The PCANT year is from 1 July to 30 June, in accordance with rule 9.1.

13.2.b A club membership year may be different with the PCANT year. However, the club financial must be 1 July to 30 June to coincide the PCANT year, in accordance with rule 9.1.b.

13.2.c Club members and personnel must be registered with the PCANT in accordance with rule 11.

APPLICATION AND RENEWAL PROCEDURE FOR CLUB MEMBERS

13.3.a Joining and annual renewal of club membership is not an automatic right and before registering a club member with PCANT this procedure must be completed.

13.3.b To be eligible, the following applicants must apply for club membership with the applicable pony club each year:

- i. New club members (not a club member last PCANT year)
- ii. Existing club members who wish to renew
- iii. Refer to rules 13.5, 13.13 and 13.14 for club member categories and definitions. Refer to rules 9 and 10 for fees and due dates.

13.3.c To be entitled to PCANT benefits and registration, each applicant must complete the following process:

- i. Applicants must submit to the club, a club member application in the format prescribed, in accordance with rule 13.4.b, with the club's prescribed fee, in accordance with rule 10.2. Adult supporters may not need to pay a fee in accordance with rule 9.6.b
- ii. Applicants must accept the PCANT and club Code of Conduct.

13.3.d The club must consider each application:

If the committee approves the application, the club must inform the successful applicant of their acceptance as a club member and register the club member with PCANT within seven days. The applicant must not ride at a rally until the committee has approved the application and received the fees. The applicant must not ride at an activity or competition until registered with PCANT and has a PCANT-issued club member card.

13.3.e If the committee declines the application, the club must inform the applicant in writing and refund any fee within 28 days of the committee meeting, in accordance with the Associations Incorporation Act. If a membership is not going to be renewed or if a member is being expelled, the grievance procedure in Rule 14 must be followed. Membership is based upon individual applications and each person must be treated as a separate entity. It is not acceptable to combine family units when dealing with grievance or expulsion processes.

Comment: Registration of club personnel with PCANT is required for insurance, in accordance with rule 11.1.a.

13.3.f The date on which a new junior or associate joined the club must be recorded in the “change of status” section of the club member card, in accordance with rule 15.4.h.

13.3.g Details of all club members and personnel must be recorded in the club members’ register, in accordance with rule 6.6.a.vii.

13.3.h Renewal of club membership and access to PCANT benefits is not an automatic right. Figure 3 summarises what is required of all clubs and club members, each year.

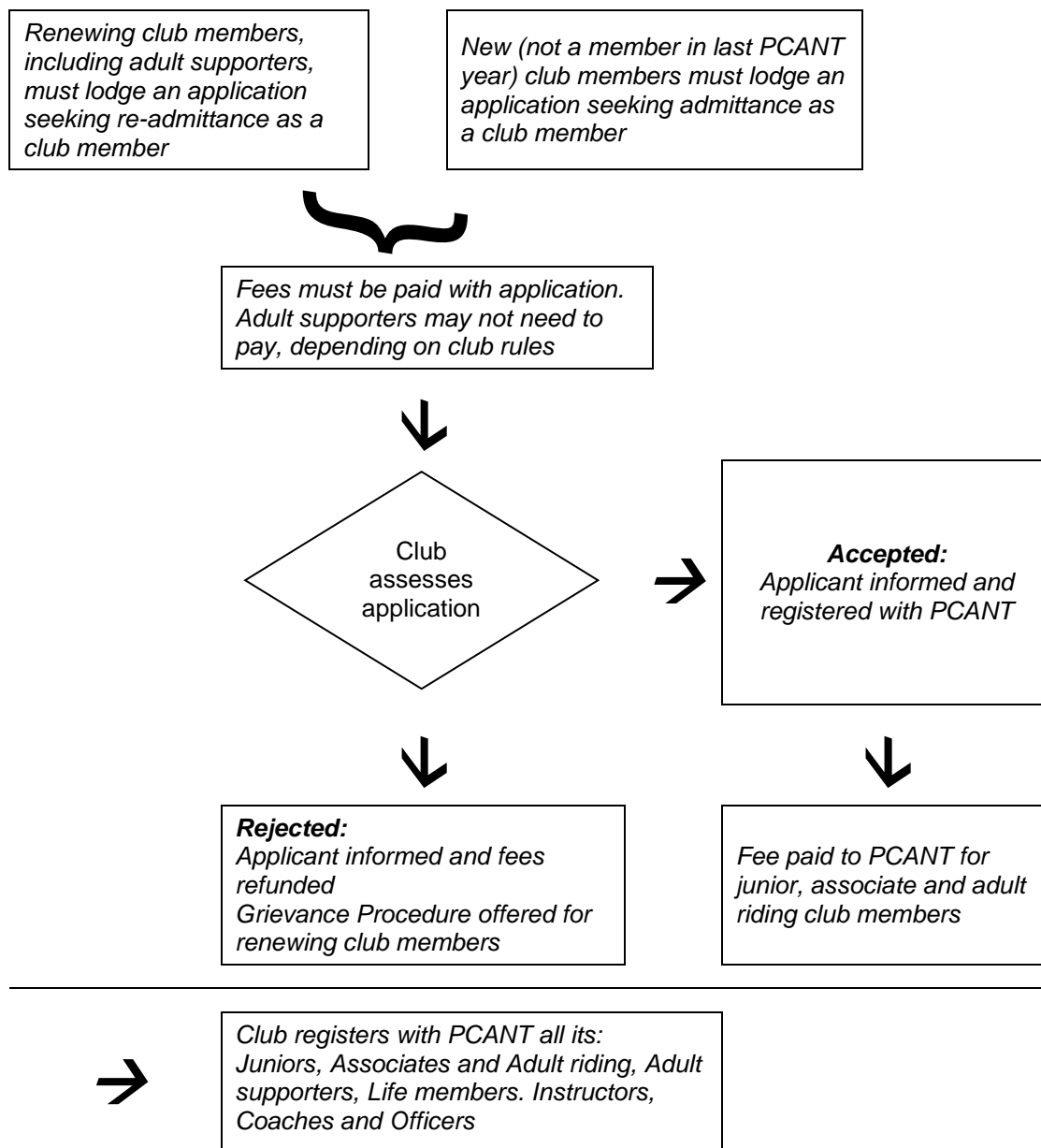


Figure 3. PCANT renewal and registration process

APPLICATION FORM FOR NEW AND RENEWING CLUB MEMBERS

13.4.a A parent or a legal guardian must sign the application form for an applicant under age 18 years.

13.4.b The application form must contain at least the information contained in the PCANT sample club membership application form. This includes the Member declaration which contains the horse health, event security and bio security information. The form is available from the PCANT web site or state office.

13.4.c The applicant may complete the optional medical history form at the club’s discretion.

13.4.d The secretary must hold club membership application and medical history form at club level in a safe and secure place with controlled access, to maintain privacy.

CLUB MEMBERS

13.5.a **Club members** are one of:

- i. Junior Club member
- ii. Associate Club member
- iii. Adult Riding Club member
- iv. Adult supporter
- v. Service Provider - Instructors and coaches.
- vi. Honorary life member (if the club's rules permit. Refer to rule 41.4).

13.5.b A junior, associate or adult riding club member must not be a member of more than one pony club affiliated with the PCANT.

13.5.c Club member's benefits with PCANT and membership of the pony club they belong to cease:

- i. At 30 June, unless the club member lodges a renewal of club membership, pays the club fees and is accepted by the club committee, in accordance with rule 9.6.d
- ii. When the club member tenders a written resignation to the club secretary
- iii. Under other conditions defined in the club's rules of incorporation or current Northern Territory Associations Incorporations Act.

13.5.d Any club member under the age of 18 must have the written permission of a parent or legal guardian to join the club.

13.5.e The club secretary must maintain a club members' register, in accordance with rule 6.6.a.vii.

JUNIOR CLUB MEMBER

13.6.a A junior club member is one under the age of 17 years.

ASSOCIATE CLUB MEMBER

13.7.a An Associate Member is one aged 17 years and under 25 years

13.7.b An associate club member may continue membership of their club and receive PCANT benefits until 30 June following their twenty-fifth birthday.

ADULT RIDING MEMBER

13.8.A AN ADULT RIDING CLUB MEMBER IS ONE AGED OVER 25 YEARS AND OVER.

ADULT SUPPORTER

13.9.a An adult supporter is a person aged 18 years or over, who has an interest in the welfare of the club and who is not an associate member of a pony club.

13.9.b It is the prerogative of the individual pony club to decide its own policy as to how adult supporter status is achieved.

13.9.c The club must clearly define its policy on adult supporter status and record the policy in the club's minute book, by-laws or rules of incorporation.

13.9.d An adult supporter must be financial with the pony club to be eligible for election to the club committee. However, the club may deem adult supporters to be financial without payment of a fee, if the clubs rules permit, in accordance with rule 9.6.b.

13.9.e Clubs must record all adult supporters as club members in the club members' register, in accordance with rule 6.6.a.vii, and register them with the PCANT, in accordance with rule 11.

SERVICE PROVIDER

13.10.a A service provider is an instructor/coach who is not a parent or adult supporter in the club in which they are coaching.

13.10.b A service provider has no voting rights in a club.

13.10.d Clubs must hold a record of all service providers and volunteers at each club activity and register them with PCANT in accordance with Rule 11.

RIDERS WITHOUT HORSES PROGRAM

13.11.a Riders Without Horses is not a separate club member category. Clubs may establish a program referred to as Riders Without Horses, which must be conducted in accordance with rule 18.14.

TERRITORY DISABILITY ACTION PLAN (DAP) FOR CLUB MEMBERS

13.12.a The DAP, under the Sports CONNECT umbrella, recognises our inclusive policies. Club members assessed under this system may gain exemptions from some rules or use modified equipment. The PCANT will record these exemptions on the club member card.

NEW CLUB MEMBER

13.13.a A new club member is one who has not been a club member in the current year or within the previous PCANT year (1 July to 30 June).

RENEWING CLUB MEMBER

13.14.a A renewing club member is either:

- i. A current member of a pony club affiliated with the PCANT, reapplying to continue club membership in the ensuing PCANT year
- ii. A member of a pony club in the previous PCANT year, who failed to renew by 1 July but subsequently applies for club membership during the current PCANT year.

13.14.b Renewal is not an automatic right, in accordance with rule 11.2, and the correct procedure for renewal must be followed.

13.14.c For the period from 1 July until renewal procedure is completed and the due fee is paid to the club, the individual concerned ceases to be a club member and no PCANT entitlements exist, which means:

- i. No rally attendance
- ii. No competition in a pony club section
- iii. No competition in an open section, unless the day participation form is signed and fee is paid
- iv. No insurance benefits.

TRANSFERRING CLUB MEMBER

13.15.a A club member wishing to resign from an affiliated pony club to join another must undergo a transfer if the club member is either:

- i. A current club member in the current membership year (1 July to 30 June)
- ii. Not a club member in the current membership year but was a club member in the preceding membership year.

TRANSFER PROCEDURE

13.16.a In the transfer procedure, the club member's current club is called the "transferring club" and the club to which the club member wishes to transfer is called the "new club."

13.16.b Transfers may only be considered if the club member wishing to transfer lodges an official transfer form, issued by the PCANT, with the secretary of the transferring club.

13.16.c The club member must pay all money owing to the transferring club, unless it agrees to waive the debt.

13.16.d If the transferring club refuses, or has not attended to, the transfer application within 14 days of lodgement, the transferring club member may make application to the PCANT executive. All parties must abide by the PCANT's directives.

13.16.e Once any debt has been paid or waived, the transferring club must ensure the following is completed within 14 days:

- i. Ensure that the member's card is fully and accurately completed
- ii. Hand the member's card to the member or, if requested by the member, directly to the new club
- iii. The transferring club signed by a member of the club executive (but not the parent/guardian), must complete the applicable section of the original transfer form and send it to the new club.

13.16.f Upon receipt of the transfer form from the transferring club, the transferring member must complete and submit a club membership application form with payment for any required fees to the new club.

13.16.g A member's transfer application must not be approved if the new club has not received a fully completed club membership application and the required fees or if it rejects the application, in accordance with rule 13.3.

13.16.h When the new club approves the transfer and application for club membership application:

- i. The new club must sign its acceptance and send the original transfer form to the PCANT
- ii. The CI, secretary or card secretary must strike out, with a single line, the old club's signatures on the club member details page of the card and record the new club's signatures/initials, in accordance with rules 15.3 and 15.5. The struck-out signatures must remain legible for verification purposes
- iii. The new club must record the transfer date on the card and club attendance book at the first rally attended by the club member.

13.16.i The club member's rally attendance is ongoing and cumulative between the transferring club and the new club.

14 Discipline for Misconduct

MISCONDUCT BY CLUB MEMBERS, CLUBS, OR PCANT PERSONNEL

14.1a All club members, clubs, and state personnel must adhere to the Code of Conduct, Member Protection Policy and rules, aims and objectives of the PCANT

14.1.b Members must be treated as individual entities and a member must not be discriminated against due to the actions of a family member.

14.1c Incidents of misconduct, infringement and/or non-compliance with PCANT rules and directives by:

- i. **Club members** (meaning all categories of club members described in rule 13) must be reported to the club member's CCI and/or club committee for disciplinary measures to be imposed
- ii. **Clubs** (meaning the members of the club committee of management and/or its sub-committees) must be reported to the PCANT executive for disciplinary measures to be imposed
- iii. **PCANT Personnel** (meaning members of the PCANT executive, its sub-committees, or other appointed representatives) must be reported to the state board for disciplinary measures to be imposed by the state board executive committee.

14.1.d Clubs or club members, who have a complaint or objection to the disciplinary measures imposed by a PCANT representative, may lodge the complaint in writing addressed to the PCA Chief Executive Officer at the state office, in accordance with rule 5.3.

14.1.e The PCANT may:

- i. Expel a club from the PCANT
- ii. Suspend a club from membership of the PCANT for a period not exceeding 12 months
- iii. Direct a club to take action against its individual members
- iv. Fine a club, subject to the provisions of the regulations of the current Northern Territory Associations Incorporations Act.
- v. Direct any state personnel to perform corrective actions or suspend or terminate the services of state personnel. Personnel removed from a position, may be replaced under the 'casual vacancy' provisions of the PCANT rules of incorporation.

14.1.f Disciplinary action taken by the state board, when applicable, must be in accordance with procedures of the Disputes and Mediation section contained in the PCANT rules of incorporation and/or the Act.

MISCONDUCT BY NATIONAL OR INTERNATIONAL REPRESENTATIVES

14.2.a Any club member or team representing PCANT at a national or international level whose conduct is contrary to the Code of Conduct may not be eligible to participate in any further national or international activity or competition and may face other action, in accordance with rule 14.1.e.iii.

UNSETTLED DEBTS OF NATIONAL OR INTERNATIONAL REPRESENTATIVES

14.3.a Any club member with outstanding debts to PCANT following attendance at a national or international activity or competition is not eligible to compete at any international, national or state level activity or competition until the debt is settled.

SUSPENDED CLUB MEMBERS

14.4.a A club proposing to suspend a club member must obey the procedures set out in the Act and the club's rules of incorporation.

14.4.b For the period of the suspension, the club member is:

- i. Suspended from membership of any pony club affiliated with the PCANT
- ii. Suspended from participation in all PCANT activities and competitions including open sections.

14.4.c The maximum time for a suspension is in accordance with the Act, after which the club member may apply to the club to renew membership.

14.4.d Clubs must inform the PCANT executive, within seven days of any member being suspended and provide evidence that the correct procedures were followed.

TERMINATION OF CLUB MEMBERSHIP

14.5.a The club committee may terminate a club member's membership for any of these reasons:

- i. If, in its opinion, a member shows insufficient interest in the instruction at rallies
- ii. The club member misses too many rallies
- iii. The club member does not respond to the standard of discipline laid down by the Code of Conduct and/or the committee.
- iv. **Comment:** Clubs should pre-determine any policies as a by-law and advise club members accordingly, refer rules 6.3.a.vi and 18.10.c and 14.1.b.

14.5.b The club must advise the member in writing of termination of membership. The member forfeits all fees for the current year.

- 14.5.c Clubs must inform the PCANT executive, within seven days of any member being terminated and provide evidence that the correct procedures were followed
- 14.5.d On termination the member must relinquish their membership card to their CCI or Club representative and may not re-join PCANT or participate in PCANT activities for 12 months.

RIGHT OF APPEAL

- 14.6.a Club members have a right of appeal, in accordance the Act and the rules of incorporation.

15 PCANT Club Member Cards “intentionally blank”

POLICY

- 15.1.a “intentionally blank”
- 15.1.b “intentionally blank”.
- 15.1.c An issued club member card proves that:
- “intentionally blank”
 - “intentionally blank”
 - “intentionally blank”.
- 15.1.d “intentionally blank”.
- 15.1.e “intentionally blank”.
- 15.1.f “intentionally blank”.

NO CARD MEANS NO COMPETITION AND NO VERIFICATION

- 15.2.a “intentionally blank”.
- 15.2.b “intentionally blank”.
- 15.2.c “intentionally blank”.

PROCEDURE WHEN ISSUED

- 15.3.a “intentionally blank”:
- “intentionally blank”
 - “intentionally blank”
 - “intentionally blank”.

CARD MAINTENANCE

- 15.4.a “intentionally blank”.
- 15.4.b “intentionally blank”
- 15.4.c “intentionally blank”.
- 15.4.d “intentionally blank”.
- 15.4.e “intentionally blank”.
- 15.4.f “intentionally blank”.
- 15.4.g “intentionally blank”.
- 15.4.h “intentionally blank”.
- 15.4.i “intentionally blank”.
- 15.4.j “intentionally blank”.

COMPETITION REQUIREMENTS FOR CLUB MEMBER CARDS

- 15.5.a “intentionally blank”.
- 15.5.b “intentionally blank”.
- 15.5.c “intentionally blank”.

- 15.5.d “intentionally blank”.
- i. “intentionally blank”.
- 15.5.e “intentionally blank”.
- 15.5.f “intentionally blank”.
- 15.5.g “intentionally blank”.

COMPETITION CHECK LIST FOR CLUB MEMBER CARDS

- 15.6.a “intentionally blank”.
- 15.6.b “intentionally blank”:
 - i. *“intentionally blank”*
 - ii. *“intentionally blank”*
 - iii. *“intentionally blank”*
 - iv. *“intentionally blank”*
 - v. **Transfers:** *“intentionally blank”*
 - vi. **New club member or transfer:** *“intentionally blank”*
 - vii. Attendance:
 - **Juniors:** five 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 (refer to rule 13.13 for definition of a new club member)
 - **Associates:** two mounted rallies by the combination within the preceding 12 months
 - **Adult riding :** do not receive rally attendance or grading and do not qualify to ride in a pony club section of a competition
 - Comment:** RWH do not qualify to ride in a pony club section of a competition
 - viii. *“intentionally blank”*
 - ix. Correct grading for the competition (refer to rule 33). Also note that grading must not be amended at the competition (refer to rule 15.7.a.ii)
 - x. Correctly completed special exemption, Project CONNECT and/or state qualification information, if applicable (refer to rules 13.11 and 18.11).
- 15.6.c Members with cards that have blank rally information must not be penalised unless the absence of information results in unproven attendance requirements (refer to rule 15.9.b).

CORRECTIONS AND AMENDMENTS TO CLUB MEMBER CARDS

- 15.7.a Amending or correcting club member cards *“intentionally blank”*:
 - i. Only the CI, club secretary or club card secretary may amend or correct it
 - ii. Grading must not be corrected or altered at a competition
 - iii. Errors must have a neat single line drawn through them, with the correction neatly inserted and signed or initialled. The struck-out information must remain legible
 - iv. Correction fluid or tape is not permitted
 - v. Corrections must be legible
 - vi. “intentionally blank”.

CLUB MEMBERSHIP VERIFICATION

- 15.8.a “intentionally blank”:
 - i. “intentionally blank”.
- 15.8.b “intentionally blank”.
- 15.8.c “intentionally blank”.
- 15.8.d “intentionally blank”.
- 15.8.e “intentionally blank”.
- 15.8.f “intentionally blank”.

15.8.g “intentionally blank”:

- i. “intentionally blank”
- ii. “intentionally blank”.

15.8.h “intentionally blank”.

15.8.i Any dishonest, misleading or inappropriate use of the verification form will result in the PCANT suspending the club member from all competitions for a minimum of three months, in accordance with rule 14.

CARD PENALTIES

- i. 15.9.a “intentionally blank” :
- iii. “intentionally blank”
- iv. “intentionally blank”
- v. 15.9.b “intentionally blank”
- vi. 15.9.c “intentionally blank”

LOST OR DAMAGED CLUB MEMBER CARDS

- i. 15.10.a “intentionally blank”
- vii. 15.10.b “intentionally blank”
- viii. 15.10.c “intentionally blank”

16 Uniform

REQUIREMENTS

- 16.1.a These uniform rules must be read in conjunction with the PCANT Gear Rules – uniform section.
- 16.1.b All pony clubs must have an official uniform and club members must wear that uniform at any pony club competition or activity, in accordance with PCANT Gear Rules.
- 16.1.c Open sections must comply with any standards specified by an organising committee for a competition.

REGISTRATION OF CLUB COLOURS AND DESIGN

- 16.2.a A pony club must apply to PCANT committee for approval of its desired official uniform and include in its submission details of uniform items, designs, colours and enhancements or any proposed changes to its currently registered uniform.
- 16.2.b As far as possible, PCANT should ensure that clubs’ colour schemes are different and distinguishable.
- 16.2.c Club colour schemes must have one predominant colour and may have trimming colours, approved by the PCANT for official registration. The PCANT tie, if applicable, is not considered part of the colour scheme.

16.2.d Club Official Registered Colours

Club	Shirt	tie	Saddle Cloth
Alice Springs	White	Navy Blue	
Darwin	White	Maroon	Maroon, white piping and lettering
Katherine	White	Royal Blue	Royal blue, white piping and lettering
Litchfield	White	Red	Red, Black/white piping and white lettering
Noonamah	White	Green	Green, yellow piping and lettering

17 Official PCANT Logos and Uniforms

APPROVED PCANT BADGE, LOGO AND EMBLEM

17.1.a The PCANT badge (Figure 4) may be used on PCANT, or affiliated club publications and on uniforms, in accordance with PCANT Gear Rules.

17.1.b The previous PCANT logo (Figure 5) may be used on PCANT, or affiliated club publications and on official PCANT clothing items, in accordance with PCANT Gear Rules.

17.1.c The PCANT state representatives' emblem (Figure 6) is only for use on uniforms ratified by the state board for national competitions, in accordance with PCANT Gear Rules.

*Figure 4
PCANT Badge.*



17.1.d A club may design a logo to use on its own publications, such as letterhead and newsletters, but when worn on uniform, it must fit the parameters defined in PCANT Gear Rules.

17.1.e No other logos may be used for PCANT purposes without the express permission of the PCANT board

Approved PCANT Uniform

- 17.2.a For interstate competition, members of NT teams shall wear the following uniform:
- Formal: - Girls: Black Skirt (Serviceable Type) with appropriate hosiery or trousers, NT Scarf, Ochre Shirt or Top
 - Formal: - Boys: Black Trousers, NT Tie, Ochre shirt
 - Riding Uniform: Beige Jodhpurs, White Shirt, NT Tie, Ochre Jacket/Jumper with PCANT Emblem (sewn on left side), long or short boots depending on requirements.
 - Walking out uniform: Ochre Jacket/Jumper, Black tracksuit bottoms, ochre, white and black sports top and similar coloured tracksuit top and/or vest
 - Informal Dress: Ochre, black, white sports top, NT tracksuit top with jeans, moleskins as organised by team coach.
 - NT Games Competition – beige jodhpurs, Ochre, white and black polo style top

18 Rallies

REQUIREMENTS FOR RALLIES

18.1.a A rally is a structured, supervised day, authorised by the club committee and recorded as a rally in the club committee minutes.

18.1.b A club must hold a minimum of three rallies each PCANT year, in accordance with rule 6.3.a.iv. Each rally must be open to all members.

18.1.c The CCI, or a club committee approved assistant, in accordance with rule 6.9, must plan and control the rally. The CCI:

- i. Reports to and acts on behalf of the club committee
- ii. Performs duties as defined in rule 6.9 and others in this rule
- iii. Is the only person who may sign grading on the club member card; the assistant or others must not. Remember that grading must not be altered at a competition, in accordance with rule 15.7.a.ii.

ATTENDANCE RECORDS

18.2.a As soon as possible at or after each rally, the CCI, secretary or must maintain each member's attendance record in a club attendance register detailing:

- i. Club member's registered PCANT numbers (current and previous year)
- ii. Club member's attendance or absence
- iii. The mount ridden and whether the minimum conditions of rule 18.10 for a qualifying attendance were met
- iv. Grading.

Comment: *This register is maintained so information can be verified in the event of a lost or damaged club member card and for verifying insurance claims.*

18.2.b Club member cards must also be maintained as specified in rule 15.

18.2.c RWH progress cards may also be maintained in accordance with rule 18.14.g.

ACCIDENTS, INJURY OR SICKNESS

18.3.a First aid facilities must be provided at rallies as specified in rule 23:

- i. Incident report forms must be completed and forwarded to PCANT as specified on the report form. Report forms are available from the PCANT office.
- ii. If injured or sick, a club member may be excluded from any activity by the CCI or first aid officer, in accordance with rule 23.1.c.

RALLY PROGRAM

18.4.a Minimum rally standards apply as specified in rule 18.10. Those minimum rally program standards provide all junior and associate club members the opportunity of qualifying to compete.

18.4.b A rally program must provide safe, interesting and enjoyable supervised activities including:

- i. Achievement of the aims and objectives of the PCANT
- ii. Varied activities and some formal instruction including elements from the PCA syllabus
- iii. Teamwork, encouraged in preference to individual competition
- iv. Unmounted activities, which could include visits to equine-related venues, lectures or films, or visits from horse dentists, veterinarians or saddlers
- v. Wet-weather programs including unmounted games
- vi. Strict adherence to punctuality
- vii. Gear check, which must be in accordance with PCANT Gear Rules. The safety of the rider and horse is paramount
- viii. A Riders Without Horses program (RWH) at the club's discretion, in accordance with rule 18.14.

18.4.c All equipment should be ready before the scheduled starting time for a rally.

UNIFORMS AT RALLIES

18.5.a Uniform and/or attire must be worn in accordance with PCANT Gear Rules.

HORSE USE AT RALLIES

18.6.a Refer to rule 19 regarding horse use at rallies, activities and competitions.

INTERNAL CLUB COMPETITION

18.7.a At an internal club competition, a non-junior or non-associate club member, such as an adult supporter, family member or friend, may ride their own mount or a club member's mount on the same day as the club member, subject to these conditions:

- i. The day participation form must be signed, in accordance with rule 3.2

- ii. If not an adult supporter registered with PCANT, the day participation fee must be paid, in accordance with rule 3.2
 - iii. PCANT Gear Rules apply.
- 18.7.b Junior and Associate combinations must have attended two rallies at their club in accordance with rule 33.1
- 18.7.c RWH participants may compete and, if required, share a horse with a club member, subject to the CCI's approval.

QUALIFYING RALLY ATTENDANCE FOR COMPETITION AND OTHER ACTIVITIES

18.8.a Qualifying rally attendance conditions:

- i. A combination will gain a qualifying rally attendance only if the club member achieved the minimum standards of rule 18.10
- ii. A junior or associate member may gain a mounted rally attendance with two horses providing they have both been ridden under instruction on the day.
- iii. Club members who participate in the RWH program must not be granted a qualifying rally attendance, in accordance with rule 18.14
- iv. Should a rally extend over more than one day, only one attendance for up to two horses will be granted.

18.8.b A combination (club member and horse) wishing to participate in a pony club section of a competition or any other activity (other than supervised rally or instructional activities) hosted by a pony club, must achieve the minimum number of qualifying rally attendances

- i. Junior Club members: Five rallies, two of which must be by the combination at their club within the preceding 12 months. However, within the first six months of new club membership, only two mounted rallies by the combination are required. (refer to rule 13.13 for definition of a new club member)

18.8.c Associate club member: (Two mounted rallies by a combination in the preceding 12 months)

QUALIFYING OTHER THAN AT A RALLY:

18.9.a Participation in a competition or non-rally activity does not count as a rally attendance except when a member is:

- i. Attempting to qualify for any state championship competition. However, once qualification for the state championship competition has been achieved, rally attendance must not be granted if the member is absent to attend any other competitions
- ii. Attending a club or state-organised function or instructional activity
- iii. Assisting at a Riding for Disabled (RDA) function.

18.9.b Special exemptions for competition qualification may be permitted, in accordance with rule 18.11.

MINIMUM STANDARD FOR A QUALIFYING RALLY

18.10.a As a minimum standard at a rally, a combination (rider and horse) wishing to be granted a qualifying mounted rally attendance, which is recorded on the club member card for competition purposes, must ride in at least one mounted session under instruction.

- i. For junior club members, unmounted rallies may qualify toward the eligibility requirements, in accordance with rule 18.13.

18.10.b If the rally program does not provide at least this minimum standard, or a club member does not comply with the minimum standard, a mounted rally accreditation must neither be granted nor recorded on the club member card.

18.10.c Once this minimum standard has been achieved, a qualifying rally may be granted and recorded for competition purposes on the club member card as described in rule 15. **Comment:**

To satisfy its aims and objectives, PCANT recommends that each club formulate and issue a written policy to its club members, stating club criteria that exceed this minimum standard before granting a qualifying rally attendance.

18.10.d Recommendations to clubs to exceed minimum standard:

- i. Conduct full-day rally programs that encourage maximum participation by club members
- ii. Limit the number of short attendance rallies in any year that a club member may be granted for recording as a rally qualification on the PCANT club member card
- iii. Establish incentives and awards to encourage maximum rally attendance and participation
- iv. Remember that eager and willing participation by club members will only ever be the result of a quality, well managed rally program that is fun, while fulfilling the aims of pony club.

SPECIAL EXEMPTION FOR RALLY ATTENDANCE

18.11.a Except for Sports CONNECT, described in rule 13.11, these special exemption rules only apply to junior club members.

18.11.b Special exemption may be granted to a junior club member, who is unable to attend club rallies on a regular basis, for illness, employment, education or other mitigating circumstances, subject to these conditions:

- i. The CCI must apply in writing to the PCANT representative for a special exemption on behalf of the member
- ii. Special exemption may be granted at the sole discretion of the PCANT representative and is given for a specific period, which must be stated in the special exemption section of the membership card and signed by the PCANT representative
- iii. The granting of a special exemption does not remove the requirement for grading, in accordance with rule 32, and at least two mounted qualifying rally attendances in the 12 months preceding the competition, in accordance with rule 33, if intending to compete during the exemption period

VISITING MEMBER AT A RALLY

18.12.a A rally attendance may be granted to a member attending a rally at another club affiliated with the PCANT or an RDA function:

- i. When, for holidays, employment, education or other mitigating circumstances, the member is in a location that would reasonably prevent them from attending their club rally, providing the PCANT representative consents, the visited club's rally does not need to be on the same day as the member's club rally
- ii. When the member could be expected to attend their own club but visits another club at the invitation of that club, the visited club's rally must be on the same day as the member's club rally
- iii. The visiting club member must be mounted and satisfy the minimum rally attendance standards of rule 18.10 if seeking a qualifying rally attendance
- iv. When attending or assisting a Riding for the Disabled function, the RDA function must be on the same day as the member's club rally.

18.12.b In all of the above cases, the following conditions also apply:

- i. Prior to visiting another club the member must obtain approval from both the CCI of the member's club and of the club or RDA to be visited
- ii. The member must wear their usual club uniform at the rally or match the style of attire that is worn at the visited club as pre-advised by the CCI of the club to be visited

- iii. The member's CCI must ascertain that all these conditions have been met and that the attendance was valid before granting a rally attendance and recording it on the club member card. If the conditions and visit cannot be verified the card must be marked "Absent."

UNMOUNTED RALLIES

- 18.13.a Junior and associate club members, who are not participating in a RWH program, should be mounted at all club rallies unless the member is sick or injured, their horse is unfit or the rally is specified as unmounted.
- 18.13.b It is the duty of the club's CCI to ensure that junior and associate members do not attend rallies unmounted on a regular basis, without good reason.
- 18.13.c Junior club members must have a qualifying unmounted rally recorded on the club member card. This must be marked as "UM" or "Unmounted" in the card's "Mount" column and be signed by one of the authorised club officials, in accordance with rule 15.4.f.
- 18.13.d Unmounted rallies do not qualify for associate club members, but may be recorded on the club member card if desired.
- 18.13.e For both juniors and associates, unmounted rally attendance must always be recorded in the club attendance register, in accordance with rule 18.2.

RIDERS WITHOUT HORSES (RWH)

- 18.14.a At the discretion of the club committee, the club may offer a RWH program, which includes junior or associate club members.
- 18.14.b The club may conduct the RWH program at rallies or at other times determined by the club committee.
- 18.14.c The club CCI or a nominated assistant, approved by the club committee must attend all RWH programs.
- 18.14.d The club committee must compile and approve a risk management assessment of the RWH program. Refer to rule 22 for more information about risk management.
- 18.14.e The RWH program may be:
 - i. Predominantly based on horsemastership, which follows a program set from time to time by the NT coaches subcommittee, in accordance with rule 4.4. (Such programs are available from the PCANT web site or state office)
 - ii. Riding activities conducted under strict supervision or instruction in the manner that would be conducted for a usual rally program.
- 18.14.f PCANT Gear Rules - rally apply to RWH programs for:
 - i. Comfort and safety standards for rider and horse
 - ii. Club member uniform.
- 18.14.g Clubs with a RWH program may utilise a RWH progress card specifically designed to record achievements attained in the RWH program. The RWH progress card is in addition to the PCANT club member card issued, in accordance with rule 10.6, and is available from the PCANT office.
- 18.14.h Club members who participate in a RWH program:
 - i. Must not be graded and cannot qualify for a pony club section of a competition
 - ii. RWH attendance must be recorded in the club attendance register in accordance with rule 18.2. The RWH progress card may be used in addition to the club attendance register. RWH attendance may also be recorded on the PCANT club member card as "RWH"
 - iii. May ride a horse at an internal club ungraded competition, in accordance with rule 18.7.
- 18.14.i A junior or associate club member may ride a horse that they do not own or are not the responsible carer for, subject to the conditions of rule 19.3.d.

18.15 Come and Try Pony Club

18.15.a A “Come and Try Pony Club” day may not be used for rally attendance and is not membership category

19 The Horse

WELFARE OF THE HORSE

19.1.a PCANT has adopted the Code of Conduct for the Welfare of the Horse developed by the FEI and adopted by EA.

19.1.b Hendra Policy – Refer to resources and forms/policies on the PCANT website for details

19.1.c Horse/rider weight ratio. Riders need to consider the horse/rider weight ratio when buying a suitable horse/pony. Refer to Resources and Forms/Policies on the PCANT website for information on appropriate horse rider ratios.

Recommended ratios;

- A simplistic measure – take the horse weight and divide by 6
- The 15% rule which is – 450 – 500kg horse can carry 68kg a 350 – 400 kg pony can carry 52kg

SUITABILITY AND AGE OF HORSE

19.2.a Stallions, colts and rigs are banned from pony club activities and competitions.

19.2.b A horse or pony under four years must not be graded or ridden in a pony club graded competition or mounted games.

PARTICIPATION OF A HORSE IN A RALLY, ACTIVITY OR COMPETITION

19.3.a Horse abuse rules apply at rallies, in accordance with rule 19.5.

19.3.b If the CCI or assistant appointed in accordance with rule 6.9, or PCANT representative, considers:

- i. An injured or sick mount is unfit to participate in an activity, the mount must not be ridden and he may require the responsible carer to remove it from the club grounds
- ii. A mount unsafe or unsuitable, it must not be ridden.

19.3.c Other than for instruction, coaching, supervision and internal club competitions described in rule 18.7, only junior, associate and adult riding club members are permitted to participate in a rally.

19.3.d For rallies and RWH, a junior, associate or adult riding club member may ride a horse that they do not own or are not the responsible carer for, and/or swap with another club member, subject to the club and the club member satisfying this requirement before riding:

19.3.e The CCI or the relevant instructor must approve the use of the horse. If a rider is under age 18, the use is subject to consent from a parent or the legal guardian of the club member and horse owner/carers.

19.3.f Pony club instructors and others who are neither junior, nor associate, nor adult riding club members must not ride a club member’s mount at any pony club activity.

19.3.g A CCI, instructor, coach or adult supporter may be mounted on their own horse to assist in instruction or supervise an activity, in which case comfort and safety requirements of PCANT Gear Rules apply.

19.3.h Combinations participating in a pony club section must be eligible, in accordance with rule 33.

19.3.i A horse must take part with only one rider throughout a competition, with the exception of national mounted games competitions organised the national mounted games state committee, in accordance with in rule 38.3.

- 19.3.j Multiple mounts may be ridden at a competition under the conditions of rule 33.8.
- 19.3.k At a horse trials event, a horse must either compete in one pony club section or one open section, but not both.
- 19.3.l For internal club competitions, refer to rule 18.7 regarding RWH or parents, guardians, family members or friend riding club member's mounts on the same day.

RALLY ACCREDITATION FOR HORSE

- 19.4.a Refer to rules 18.8 and 33 for rally accreditation requirements for combinations.
- 19.4.b The rider must be qualified in accordance with Rule 33.5 and the mount must be graded in accordance with Rule 32.2. Once rider qualification and grading have been achieved the horse may be granted a qualifying rally attendance when it is ridden at one of the following:
 - i. A Club run rider squad/clinic which has been sanctioned and minuted by State Board.
 - ii. State run rider squad/clinic which has been sanctioned and minuted by State Board. The qualifying activity does not have to occur on the same day as the rider's club rally and the horse cannot receive more qualifying attendances than the club holds rallies.

ABUSE OF HORSES

19.5.a All forms of cruel, inhumane or abusive treatment of horses are strictly forbidden. Such acts include;

- i. Rapping – see 19.5.g
- ii. Riding an exhausted or undernourished horse
- iii. Excessive pressing of a tired horse
- iv. Riding an obviously lame horse
- v. Excessive use of whip/bit or spurs – 19.5.c, 19.5.d, 19.5.e
- vi. Dangerous riding
- vii. Riding in an unsafe way or losing control of the horse
- viii. Series of dangerous jumps

19.5.b If, in the opinion of the appropriate official(s), a horse is being ill-treated (including all behaviour defined in this rule), the combination will be eliminated from the relevant part of the activity (including rallies and competition) or disqualified from any further participation in the activity.

19.5.c **Excessive use of whip:** The use of whip must be for a good reason, at an appropriate time, in the right place, with appropriate severity: The whip must only be used either as an aid to encourage the horse forward or as a reprimand. Excessive and/or misuse of the whip may be considered abuse of the Horse and will be reviewed case by case by the Ground Jury according to the following principles:

- i. The whip cannot be used to vent a rider's temper. Such use is excessive
- ii. The whip is not to be used after elimination or after a horse has jumped the last fence on a course
- iii. The whip is never to be used overhand (i.e. whip in right hand being used on left flank)
- iv. The use of a whip on a horse's head is always excessive use.
- v. A horse should never be hit more than three times for any one incident
- vi. If the horse's skin is broken with the whip, the use is excessive.

19.5.d **Excessive use of spurs:** Spurs must not be used to reprimand a horse. Such use is always excessive, as is any use that results in a horse being marked by a spur.

19.5.e **Excessive use of bit:** The bit must never be used to reprimand a horse. Any such use is excessive.

19.5.f **Illegal use of reins or objects:** Whipping a horse with the reins or any object, other than a whip, is forbidden.

19.5.h Rapping:

- i. Any form of rapping is strictly forbidden, under penalty of elimination, whether done by hand or by some means of a pulley, at any time in any place, whether in view of the public or not.
- ii. The term “rapping” includes all the artificial techniques to induce the horse to jump higher or more carefully in competition. It is not practical to list every possible means of rapping. In general it consists of the competitor and/or dismounted assistants, for whose behaviour the competitor is responsible, either hitting the horse’s legs manually with something (no matter what or by whom) or deliberately causing the horse to hit something itself, whether by building fences too large and/or too wide, setting false ground lines, placing trotting poles of a combination at a false distance, intentionally pulling or pushing the horse into a fence or otherwise making it difficult or impossible for the horse to negotiate the practice obstacle without hitting it.

19.5.i Misuse of Gear:

- i. Abuse of a horse using natural riding aids (eg hands, legs, seat) or artificial aids that are misused in any way, too tight, ill-fitting or incorrectly used will not be tolerated this includes but is not confined to, bits, saddlery, boots, spurs, whips and any equipment that may pass a Gear Check in normal circumstances.

19.6 Severely Injured Horse

19.6.a If a horse is so severely injured that, on humanitarian grounds, it ought to be destroyed, the following procedures will apply:

- i) if the owner or their authorised representative is present, their agreement will first be obtained by the official Veterinary Surgeon; or
- ii) if the owner or their authorised representative is not available, the Pony Club Steward, acting on the advice of the official Veterinary Surgeon, may order the destruction of the horse.

19.6.b Arrangements should be made for the removal and disposal of horses, which die or are injured during an event as quickly as possible.

20 Gear Check

POLICY

20.1.a Gear check must be conducted in accordance with PCANT Gear Rules.

21 Lunging

POLICY

21.1.a Lunging at a rally, activity or competition must take place in a confined area designated exclusively for lunging. If no such area exists lunging is **not** permitted. See PCANT Gear Rules for equipment allowed

21.1.b The competition schedule must state if and where lunging is permitted at a venue.

21.1.c At a competition venue with a designated lunging area, only the competitor may ride or lunge his horse or pony. The penalty for disobeying this rule is elimination

21.1.d At a rally or activity an adult may lunge a member’s horse or pony in a designated lunging area. See PCANT Gear Rules for equipment allowed

22 Risk Management

POLICY

22.1.a All PCANT committees, clubs and club members must follow risk management policies and procedures, which are available from the PCANT web site or state office.

22.1b All clubs must undertake an annual risk management review and complete the checklist, which is available from the PCANT web site or office.

23 First Aid and Equipment—Minimum Requirements

ACCIDENTS, INJURY OR ILLNESS AT RALLIES, ACTIVITIES AND COMPETITIONS

23.1.a First aid personnel and facilities must be in accordance with these rules.

23.1.b Incident report forms must be completed for each incident, and forwarded to PCANT as specified on the report forms. Report forms are available from the PCANT office or on the website..

23.1c If in the opinion of the club member's CCI or the first aid officer, an injured or sick club member is unfit to participate, the club member may participate unmounted, if applicable, or may be excluded from participation.

23.1.d If the rider is to continue participation after a fall then a fall release form must be completed in accordance with 24.1.d

LARGE COMPETITIONS OR ACTIVITIES

23.2.a Club or State: For activities or competitions with more than 200 participants, an accredited first aid provider or medical doctor must attend.

CLUB: RALLIES, CAMPS, COMPETITIONS AND ACTIVITIES

23.3.a First aid room / station / area.

23.3.b A well-maintained, industry-approved first aid kit.

23.3.c A club will make every effort to have a designated first aid officer in attendance.

23.3d Documented and displayed accident procedure.

23.3.e Documented and displayed emergency contact numbers.

23.3.f Club members' register with emergency contacts available in the first aid area.

23.3.g First aid log must be maintained by the club's designated first aid officer.

INTER-CLUB

23.4.a First Aid room / station / area.

23.4.b A well-maintained, industry-approved first aid kit.

23.4.c A minimum of one designated first aid officer in attendance.

23.4.d Documented and displayed accident procedure.

23.4.e Documented and displayed emergency contact numbers.

23.4.f First aid log must be maintained by the designated club first aid officer.

STATE

23.5.a Accredited first aid provider in attendance or a medical doctor

23.5.b During the cross-country phase of Horse Trials an ambulance (or paramedic equivalent) MUST be present and a doctor SHOULD be present.

23.5.c First aid room / station / area / van.

23.5.d A well-maintained, industry-approved first aid kit.

23.5.e Designated PCANT first aid co-ordinator in attendance.

23.5.f Documented and displayed accident procedure.

- 23.5g Documented and displayed emergency contact numbers.
23.5.h First aid log must be maintained by the designated PCANT first aid co-ordinator.

FARRIER

- 23.6.a Each club should have on site some basic farrier's tools and at state activities or competitions a farrier must be present or easily on call.

VETERINARIAN

- 23.7.a The emergency contact details of a vet must always be on hand at pony club rallies, activities and competitions.
23.7.b A horse float and vehicle, with the emergency vet contact details, must be available on the grounds or easily at hand for emergency horse needs.

24 Fall of Rider and further participation in competition/activity

FALL OF RIDER

For all competitions and activities, including the practice and warm up areas, other than Games Teams, Flat Teams and Musical Teams the first fall of rider is to be categorized and actions applied as indicated using the following scale of severity.

For Games Teams, Flat Teams and Musical Ride Teams competitions should a rider fall, remount and complete the game or continue in the ride they must be checked by the medical personnel responsible for the event and have a fall release form signed before taking further part in the competition.

NB: these rules do not apply to activities such as rallies and clinics that take place under instruction and supervision. In these cases the final decision and ultimate responsibility lies with the rider if 18 or over and the parent or guardian if the rider is under 18. However, it is advisable that if a fall results in unconsciousness or concussion that the rider takes no further part in the activity on that day.

24.1.a Unconsciousness – If a rider has a fall, anywhere on the venue, which results in them becoming unconscious they are automatically disqualified from taking any further part in the competition(s) on that day

24.1.b Concussion – if a rider has a fall anywhere on the venue, which results in apparent concussion they are automatically disqualified from taking any further part in the competition(s) on that day

24.1.c Injury – If a rider has a fall, anywhere on the venue, which results in an injury that necessitates treatment in an offsite medical facility, such as a Doctor or Hospital, then a parent or guardian must sign a release form for the rider to take any further part in the competition(s) on that day.

24.1.d Minor Injury – If a rider has a fall, anywhere on the venue, which is of a minor nature and does not result in a head injury or an injury requiring outside medical assistance the rider (if over 18) or a parent or guardian must sign a release form for the rider to take any further part in the competition(s) on that day. The signed release form must be submitted to the Event Secretary, as far as possible, before proceeding in the competition. Failure to comply with this condition will result in elimination from the competition.

25 Vehicle Usage

MOTOR CYCLES

- 25.1.a All motorcycles must have current recreation or road registration.
- 25.1.b Riders must hold a current NT licence or appropriate state license if the rider lives outside the Northern Territory.
- 25.1.c A rider of a recreation-registered motorcycle must **not** carry a passenger.
- 25.1.d A rider of a road-registered motorcycle may carry a pillion passenger who must be able to place both feet on the footrests.
- 25.1.e All motorcycle riders and passengers must wear a helmet in serviceable condition meeting AS1698.
- 25.1.f All motor cycles must be insured (third party cover) through the MVR or appropriate state registration if the motorcycle is registered outside the Northern Territory.

TRACTORS AND UNREGISTERED VEHICLES

- 25.2.a The driver must hold a current NT car licence (learner permit is not valid).

26 Alcohol Policy

ALCOHOL POLICY

- 26.1.a Officials and riders must not consume alcohol eight hours prior or during an activity or competition. Under-age drinking is not permitted. The full policy is available from the PCANT / PCA web site or state office.
- 26.1.b *Smoking or the consumption of alcohol will not be permitted while Riders are wearing Pony Club uniform. The penalty may be disqualification of the individual or the team.*

27 Medication Control of Horse and/or Rider

HORSES

- 27.1.a It is forbidden to administer any substance to a horse or to cause one to be administered in any way, with the intent to influence the horse's performance, at any pony club venue, before or during a pony club activity or before or during a pony club competition, under penalty of elimination from the activity or competition.
- 27.1.b The organisers reserve the right to test any horse and to take any necessary action, in accordance with FEI General Regulations and Veterinary Regulations.
- 27.1.c The current lists of prohibited and permitted substances are contained in the FEI Veterinary Regulations. In essence, the rules prohibit the use of any substance, other than a normal nutrient, that could, by its nature, affect the overall performance of the horse.
- 27.1.d The use of local anaesthetics and antibiotic substances (antiviral, antimicrobial, anti-parasitic) for the purpose of treating minor conditions, cuts and abrasions is permitted.

RIDERS

- 27.2.a A rider is forbidden to take any substance with the intent to influence performance, at any pony club venue, before or during a pony club activity, or before or during a pony club competition, under penalty of elimination from the activity or
- 27.2.b PCANT adheres to the Pony Club Australia Medication Control Policy. A current list of prohibited substances can be found on the website www.ponyclubaustralia.org.au

28 Organising Committee Duties

ORGANISING A COMPETITION OR ACTIVITY

28.1.a An appointed committee known as the organising committee must be responsible for the following requirements:

- i. Select an appropriate date, attempting to avoid clashes with other similar activities or competitions within the NT.
- ii. Confirm the approved date with the venue
- iii. Prepare documentation and promotions in accordance with rule 28.2
- iv. Appoint appropriate officials
- v. Arrange for all organisational requirements such as:
 - Risk management assessment, in accordance with rule 22
 - Card inspector, in accordance with rule 15
 - Gear check team to meet the requirements of PCANT Gear Rules
 - First aid, in accordance with rule 23 – remember incident report forms and rider Fall release forms – have these available at the warm up area.
 - Issue photographers with an identity pass and inform them of restrictions in accordance with the Acquiring and Displaying Images of Children policy, available from the PCANT web site or national office
 - PA systems
 - Parking and grounds layout
 - Traffic control and sign posting to avoid confusing directions
 - Catering: check with local authorities on the requirements for food handlers
- vi. Farrier, in accordance with rule 23.6
- vii. Veterinarian, in accordance with rule 23.7.

COMPETITION SCHEDULES, ENTRY FORMS AND PROGRAMS

28.2.a Organising committees must prepare and submit competition documentation to Club committee before notifying other clubs, advertising or marketing to attract entries, in accordance with rule 5.3

PRIZE GIVING

28.3.a Money is not permitted as a prize in any pony club section of a competition.

Club members must be dressed in full official uniform and may be dismounted at presentation ceremonies. Helmets are not required, unless mounted.

OTHER COMPETITION REQUIREMENTS

28.4.a Refer to other rulebooks for competition specific information. For example, refer to EA Dressage Rules for dressage procedures and Gear Rules for gear check procedures.

- i. Also refer to the PCANT web site for other helpful information under the rules and publications sections.

28.5 Stabling and yards at Competitions/clinics/Activities

Policy

- 28.5.a Stabling and yards should be of solid construction. The use of electrified tape, strings, ropes or chains is not permitted at Pony Club events. Electric tape can be used as a top line or 'standoff' on a steel or solid yard, but not as a stand-alone yard.

29 Open Sections, Activities and Competitions

DEFINITIONS

- 29.1.a **Open section:** a grade, class or activity other than a rally, hosted by a PCANT club, in which anyone may participate subject to these rules.
- 29.1.b **Pony club section:** an activity run exclusively for PCANT club members, to whom eligibility rule 33 applies, and interstate pony club members, to whom applicable interstate eligibility requirements apply.
- 29.1.c **Non-pony club member:** a participant who is not a PCANT club member or an interstate pony club member.

OPEN PARTICIPANT OBLIGATIONS

- 29.2.a Participants must nominate, on the day application and waiver forms, which open section the combination (horse and rider) are competent and sufficiently experienced to ride.
- 29.2.b Non Pony Club members (other than those exempted by the PCANT Insurers and listed at www.ponyclubnt.org.au) must pay a day participation fee as specified on the Day application form for each day of participation/competition
- 29.2.c Only three day memberships per year is available to non-pony club members. Once the three day memberships are utilised the non-pony club member must join a club and pay appropriate fees.
- 29.2.c Participants must comply with applicable PCANT rules and organising committee requirements.

HORSE TRIALS SPECIAL REQUIREMENTS

- 29.3.a Participants must be 8 years or over.
- 29.3.b A combination (rider and horse) may participate in only one grade/section.

PONY CLUB MEMBERS IN OPEN SECTIONS

- 29.4.a A pony club member who wishes to participate in an open section may do so providing:
- They present their club member card or verification form to prove current membership. If not presented, a day participation fee is payable.
 - They sign the day participation form, in accordance with rule 3.2.
- 29.4.b Where both a pony club section and an open section are conducted, a combination may compete in both the pony club section and the open section, except in horse trials, in accordance with rule 29.3, providing that:
- PCANT eligibility requirements, in accordance with rule 33, or the applicable interstate requirements, are proven for the pony club section. Rule 33 does not apply to the open section.

MULTIPLE HORSES

- 29.5.a Refer to rule 33.8.

ORGANISING COMMITTEE OBLIGATIONS

- 29.6.a Pony clubs hosting an open section must apply and adhere to these conditions:
- PCANT competition rules and gear rules must be applied
 - Riding specifications (dressage tests, maximum jumping heights/spreads, etc) must be specified on entry forms, programs and schedules for each grade, class or section to inform participants before the organising committee accepts any entries
 - Specify what uniform standards, if any, are required for the open section at a competition, in accordance with rule 16.1.c

- iv. Entry forms, programs or schedules must be approved by the club and activities conducted, in accordance with rule 28
- v. Day participation requirements apply and all open section participants must fully satisfy them, in accordance with rule 3.2.

30 Conduct at Activities and Competitions

POLICY

- 30.1.a All persons attending a rally, activity or competition must follow the Code of Conduct, which is available from the PCANT web site or National office.
- 30.1.b The chief judge or most senior official may disqualify a club member, at any time, for conduct unbecoming to pony club members (including bad language, bad sportsmanship, breach of the Code of Conduct or other misbehaviour).
- 30.1.c Misconduct will be dealt with in accordance with rule 14.
- 30.1.d Riders and owners of horses and their assistants must obey, under penalty of elimination, any order or direction given to them by any responsible official at an activity or competition.
- 30.1.e At the venue, only the competitor may ride or have his horse or pony lunged in a designated lunging area. The penalty for disobeying this rule is elimination. See Rule 21 Lunging
- 30.1.f At the venue, only the saddlery permitted for the competition must be used. The penalty for disobeying this rule is elimination.
- 30.1.g All persons at the venue must be careful not to do anything that might upset or hinder the progress of an activity or competition.

31 Visiting Pony Club Officials at Competitions or Rallies

POLICY

- 31.1.a The pony club needing the assistance of visiting officials must:
 - i. Offer reimbursement of travel expenses even though these officials may decline reimbursement
 - ii. Extend all courtesies to visiting personnel ensuring their comfort
 - iii. Provide all equipment to enable the official to work efficiently, such as for judges: score sheets, clipboards, tables and chairs.

32 Grading

BASIC REQUIREMENTS

- 32.1.a Other than a supervised rally activity or formal supervised training school/clinic, any pony club section/activity that includes any form of dressage, showjumping or cross-country element, requires the combination to be graded for the activity.
- 32.1.b Ungraded combinations may only compete in competitions that do not require grading.
- 32.1.c These grading rules must be read in conjunction with PCANT Grading Guidelines, which is available from the PCANT web site.
- 32.1.d The grading system for each discipline is based on the ability of the horse and rider as a combination to perform safely and competently at a specific standard in the discipline.
- 32.1.d A separate grading is required for each discipline and horse and rider combination.

32.1.e Grading must not occur or be altered at a competition, in accordance with rule 15.7.a.ii.

32.1.g Grading:

- i. If sufficiently experienced, the CCI may grade on their own initiative after taking into consideration all relevant information such as competitive ability and performances (F, E and D grades only)
- ii. Alternatively the CCI may solicit assistance from a grading panel consisting of club instructors, other knowledgeable persons or the NT Coaches subcommittee and/or their appointee (All Grades)
- iii. Do not allow parents to influence the grading of their children.

BEFORE GRADING

32.2.a The combination must have attended two or more rallies at the member's club.

32.2.b A transferred combination, which is ungraded or requires regrading, must have attended two or more rallies at the new club.

32.2.c The initial grading may take place at the end of or after the second club rally attendance.

32.2d Re grading may be done at any time other than at a competition, in accordance with rules 32.1.f. and 15.7.a.ii.

32.2.e The CCI only must record and sign all grading on the rider's current club member card.

32.2f A horse under four years must not be graded.

32.2g Club members under 8 years must not be graded for horse trials, nor compete in any competitions that involve Cross Country.

- i. **D certificate to be required prior to Grading for Horse Trails. (Effective 1 July 2016)**

SPECIFIC DETAILS FOR GRADING

32.1.a For specific details on grading for each discipline, refer to PCANT Grading Guidelines

32.1.b PCANT will maintain a list of current qualified jump graders.

32.1.c There must be a minimum of 2 qualified Graders at any jump grading day, with at least one of the graders being from another club.

32.1.d Exemption from this would be for clubs in remote regions, and an exemption must be approved by PCANT prior to the grading.

32.1.e Parents must not grade their own children (without prior PCANT approval).

32.1.f Each club is to advise PCANT of grading days or PCANT may hold a grading day for riders of all clubs.

32.1.g Grading days may be opened to members of other clubs.

32.1.h Clubs must complete appropriated forms and submit to PCANT prior to grading day.

DOWNGRADING

32.4.a Downgrading of combinations is allowed in special cases, at the discretion of the NT Coaches subcommittee and/or the CCI, after which PCANT and club representative must be advised.

UPGRADING

32.5.a Any combination that is consistently placed in any graded discipline must be reassessed by the CCI, or their appointed representative, and be upgraded if appropriate

according to grading guidelines, or only be permitted to ride Hors Concours at future competitions providing they satisfy the requirements of rule 33.10.

CHANGED GRADING BETWEEN CLOSE OF ENTRY AND DAY OF COMPETITION

- 32.6.a A combination, which is regraded after the close of a competition's entries, must apply to the competition organising committee to ride in their new grade.
- 32.6.b If the organising committee of the competition is unable to offer the combination an entry in their new grade, an upgraded combination is permitted to compete Hors Concours in their previous grade, providing they satisfy the requirements of rule 33.10.
- 32.6.c Before the day of competition, the organising committee must advise the participant whether the combination will compete in their new grade or compete Hors Concours in their previous grade.
- 32.6.d Downgraded combinations must compete in their new grade, in accordance with rule 32.4.a

33 Eligibility for Pony Club Activities or Competitions

ACTIVITIES OR INTERNAL CLUB COMPETITIONS

- 33.1.a Activity in this rule means anything other than a supervised rally activity or instructional session, including camps, and trail rides
- 33.1.b Internal club competitions held exclusively for a club's own members. Also refer to rule 18.7.

COMPETITIONS

- 33.2.a Competitions means:
 - i. Organised by a PCANT pony club or state organising committee
- ii. A competition open to:
 - Inter-club: other PCANT clubs and/or their club members
- iii. States

LEAD REIN/ASSISTED RIDERS

- 33.3.a The leader must not be in front of the horse's shoulder. It is the responsibility of the parent to appoint a suitable handler/assistant for the horse and rider safety.
- 33.3.b Assisted riders being led because of documented disability will be able to be competitive in their age group.
- 33.3.c Rider who are riding "free" and who successfully complete the course, must take the placings over riders whose horses are being led, except as in paragraph above.
- 33.3.d Recommend led and free riders be in separate groups where numbers are sufficient.

AGE OF RIDER

- 33.4.a The club member must be at least age eight for horse trials competitions, in accordance with rule 32.2.g.
- 33.4.b Refer to rule 33.11 regarding state and national activities and competitions.
- 33.4.c Age of club member will be determined as the age as of the 1st of January and not on the day of commencement of competition. (Interstate and International competition rules may vary.)

RALLY ATTENDANCE REQUIREMENTS FOR COMPETITIONS

33.5.a **Junior club member:** Five 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 are required. (Refer to rule 13.13 for definition of a new club member).

33.5.b **Associate club member:** two mounted rallies by the combination in the preceding 12 months.

33.5c **“RWH” and Come and Try Pony Club** must not be considered as a competition qualification.

GRADING

33.6.a The horse and rider as a combination must be graded specifically for the discipline in which they are competing, in accordance with rule 32.

33.6.b Ungraded combinations may only compete in competitions that do not require grading, in accordance with rule 32. Training may only be conducted at rallies or formal supervised training schools/clinics.

EXEMPTIONS

33.7.a Special exemptions may apply for junior club members, in accordance with rule 18.11.

33.7.b A special exemption does not remove the requirements for two mounted rallies within the preceding 12 months and grading for the combination. Refer to rule 18.11. Also, DAP may allow for some exemptions. Refer to rule 13.11 for conditions.

MULTIPLE HORSE PARTICIPATION

33.8.a A rider may participate in an activity or competition on more than one horse (combination) in more than one class or grade subject to:

- i. Combinations participating in a pony club section must be eligible, in accordance with rule 33.1
- ii. At a horse trials event, a horse must either compete in one pony club section or one open section, but not both
- iii. Horses may compete in TWO Combined Training competitions per day if ridden by more than one rider. Horses may compete in ONE combined short Course, Super Cross & Derby as per Horse Trails Rules Section E Combined Test Competitions.
- iv. A horse, if ridden by one or more riders may compete in multiple classes at a Show or Gymkhana, Two riders sharing one horse at gymkhanas may ride that horse in different classes, provided that the welfare of the horse is taken into consideration with regards to the workload – for example, it may be placing too much burden upon the horse to participate in all events possible for two riders.
- v. **A horse, if ridden by more than one rider, may compete in NO more than 4 dressage tests or 5 show jumping rounds on the one day.**
- vi. Officials at Pony Club events, rallies and competitions reserve the right to veto a horse's participation in an event if they consider the demands upon the horse to be excessive.

33.8.b **A rider wishing to enter multiple horses into a competition may nominate a preferred riding order on the entry form. However, the organising committee may accept none, one or more of the entries, at its sole discretion, and the rider must abide by the draw.**

A horse may only have one rider at all NT or Official Regional competitions. Under exceptional circumstances may a horse be ridden by more than one rider at an NT or regional competition, a written application to PCANT must be submitted prior to the

competition. (Two riders sharing one horse may ride that horse in different events, e.g games Saturday am, dressage Saturday pm and jumping Sunday)

FINANCIAL CLUB MEMBERSHIP

33.9.a Club members must be financial with the club they belong to and be registered with PCANT in accordance with rule 11.

HORS CONCOURS (HC)

33.10.a Competing HC means riding non-competitively, without being eligible to win a place or an award in a competition.

33.10.b Other than as described in rule 32.5 and 32.6, HC must only be used in the case of card anomalies or with the permission of the CCI as in 33.10.e. In all cases the following minimum requirements must be satisfied:

- i. The PCANT club member presents their card (or verification form if the card is lost or damaged) and proves that:
- ii. The combination is graded for the competition (may ride HC below their grade)
- iii. The combination has attended at least two rallies
- iv. The rider is a financial club member and registered with the PCANT in accordance with rule 11.

33.10.c HC cannot be used to qualify for a state competition.

33.10.d Downgraded combinations must compete in their new grade, in accordance with rule 32.6.d.

33.10.e Refer to 32.5. where any combination consistently placed in their grade but not able to be upgraded must be encouraged by their CCI to take part in competitions HC.

STATE AND NATIONAL COMPETITIONS

33.11.a Riders who have been in pony club for more than two years and are aged over 13 years must have attained their "C" Certificate in order to compete at any national competition. Under exceptional circumstances riders 12 years and turning 13 years prior to the competition date may upon written application to PCANT participate in selection process to compete at National competitions. (Be current financial members of a Pony Club affiliated with the PCANT.)

33.11.b Rider must meet the set riding criteria in reference to and accordance with the PCA national Schedule to compete at any national competition.

33.11.c All competitors in State and National Pony Club championships must be qualified. It is necessary to attend 50% of rallies up to the date of the competition

33.11.d Riders must compete in State Competition to qualify for National selection.

33.11.e Riders from interstate are not eligible to compete in PCANT State Championships if they have not qualified for the event under the PCANT qualifying criteria.

33.11.f Other Eligibility is in accordance with rules 36 and 38.

33.11.g Riders in the state championships:

- i. Each club is entitled to enter a team in this competition.
- ii. Individual clubs determine how their teams are selected. Riders may be of any Pony Club age (No certificate required).
- iii. Teams must consist of five different riders, however if the club has more than one team, a rider may ride a different horse in each team.

33.11.h Each team comprises five (5) combinations from one club. (the top four (4) individual scores of the 5 nominated team members determine the team placing.)

33.11.i Rider must meet the set riding criteria in Reference to and accordance with the PCANT State Schedule to compete at any State competition.

OTHER CONSIDERATIONS

- 33.1.a Refer to rule 19 (The Horse) and rule 20 (Gear Check)
- 33.1.b The winning club may retain PCANT perpetual trophies. Trophies must be returned to PCANT two months prior to the next competition at which they are to be awarded.
- 33.1.c All mounts must belong to a member of the nominating club, unless approved by the organising committee.

34 Queries and Protests

QUERIES

- 34.1.a A competitor may raise a query at a competition, on a form provided by the organising committee, available at the event secretary's office.
- 34.1.b Once completed, the competitor must hand the query form to the event secretary for investigation by the appropriate official.
- 34.1.c The appropriate official must answer the query verbally as soon as possible. If the competitor is not satisfied with the explanation, they may lodge a protest within the prescribed time.

PROTESTS

- 34.2.a A competitor may lodge a protest in writing, with a \$50 fee, with the event secretary no later than one hour after the happening that gave rise to the protest or 30 minutes after posting of interim scores. The jury of appeal or appropriate persons will consider the protest and their decision is final. The competitor forfeits the fee unless the jury of appeal or appropriate persons uphold the protest or decide that there were reasonable grounds for the protest.

35 Activities and Competitions

CONDUCT AT ACTIVITIES AND COMPETITIONS

- 35.1.a Conduct of all attendees must be in accordance with the Code of Conduct and rules 14 and 28.

INTER CLUB ACTIVITIES AND COMPETITIONS

- 35.2.a Clubs are encouraged to visit each other as described in rule 6.9.c Also, to organise and host competitions based on the rules contained within this handbook and other rulebooks such as Horse Trials Rules, EA Dressage Rules, and Games.
- 35.2.b Organising committees must comply with rule 28.

TWO RALLIES FOR COMBINATION IN ALL ACTIVITIES

- 35.3.a For specific definitions and requirements, refer to rule 33:
 - i. A combination must have attended two mounted rallies at their club in the 12 months preceding and may need to be graded. This also applies to activities such as camps, trail rides and internal club competitions
 - ii. In other competitions, other eligibility must be satisfied.

CAMPS AND OTHER ACTIVITIES

35.4.a For all activities other than a supervised rally activity or instructional session, rider eligibility in accordance with rule 33 always applies.

UNGRADED COMPETITIONS OR ACTIVITIES

35.5.a Activities for ungraded combinations must be in accordance with rule 32.1.

35.5.b Freshmans Showjumping. This activity is NOT a competition. Schedule must include:

- i. Entry Fees, heights and spreads.
 - ii. No horse may jump more than 5 rounds.
 - iii. All riders MUST sign a Liability Waiver, as per Insurer's cover requirements.
 - iii. Participation (not placing) ribbons may be awarded. (Optional for clubs).
- The organising committee may advise riders that they should not jump further heights.

Led Competitors, this includes Led Rider Classes and in Hand Classes.

36.6.a No combinations may be led in any competition unless laid down in class conditions; e.g. Led Rider classes, games etc. Riders with Sports Connect exemption may be led if exemption states.

36 State Level Pony Club Competitions

CONDUCT OF AND PARTICIPATION IN STATE COMPETITIONS

36.1.a The PCANT may conduct state/territory activities or competitions to advance its objectives and it may collaborate with other bodies in the conduct of such competitions or activities. The PCANT may authorise the participation of club members as officials and advisors at these activities or competitions and as official PCANT representatives.

36.1.b In the event of the postponement of any activity or competition conducted by the PCANT, the conditions of the postponed activity or competition must be the same as the conditions applicable at the time of the original activity or competition.

36.1.c A club team consist of five (5) members – the top four (4) individual scores of the 5 nominated team members determine the team placing.

ROTATION OF HOST CLUB FOR NT EVENTS

36.2.a Clubs host state competitions, in which case they follow this rotation: Alice Springs, Darwin and Katherine.

NO CERTIFICATE REQUIREMENTS FOR STATE COMPETITIONS

36.3.a No efficiency certificates are required, in accordance with rule 33.11

36.3.b Riders must compete in State Competition to qualify for National selection

TROPHIES FOR THE STATE CHAMPIONSHIPS

36.4.a **Individuals**

No Ribbon, medallion and/or rug/quarter sheet to the winner of each section will be awarded.

36.4.b **Club teams**

Ribbons to team (each member of team) placed second to fifth place,
Sash/medallions and/or rug/quarter sheet to the winning team (each member of team).

HORSE TRIALS STATE CHAMPIONSHIPS

36.5.a Each of the Clubs, in rotation, hosts this competition, usually on the Queen's Birthday long weekend in June.

36.5.b This is a three-phase competition of dressage, cross country and showjumping for all grades, providing a test requiring careful and systematic training of the horse, courage, determination and all-round riding ability.

36.5.c Refer to *Horse Trials Rules* and rule 33 for detail of rules and qualifying requirements for entry into the competition.

36.5.d If the club representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the club representative is not compelled to enter riders into the state championships.

36.5.e The organising committee must lodge documents, in accordance with rule 4.6.e at least three weeks before the November, or an earlier, state board meeting.

36.5.f The state board must approve the technical advisor and chief judges and the coaching director must approve the dressage judges, whom the state board ratifies.

INTER-CLUB TEAMS HORSE TRIALS

36.6.a This competition is organised by a state-appointed committee.

36.6.b The competition is for all Graded club teams.

36.6.c Combinations must fulfil the following qualifying requirements prior to entry into the competition. If the club representative deems the competitor of an unsatisfactory standard they are not compelled to enter riders into the event.

- The clubs determine eligibility. As a minimum, competitors must satisfy the eligibility requirements in rule 33.
- Combinations must complete at least two PCANT Events of their grading with no more than 60 jumping penalties
- All three phases of the qualifying event must be completed without elimination
- The rider must present their results to their Club showing they have completed two events with qualifying criteria prior to entry

36.6.d The organising committee must lodge documents, in accordance with rule 4.6.e at least three weeks before the November, or an earlier, state board meeting.

TETRATHLON STATE CHAMPIONSHIPS

36.7.a Each of the Clubs, in rotation, hosts this competition, usually on the Queen's Birthday long weekend in June

36.7.b This is a four-phase competition of event style jumping, running, shooting and swimming for all grades, providing a test requiring careful and systematic training of the horse, courage, determination and all-round riding ability.

36.7.c Refer to Tetrathlon Rules (PCA 2015) and rule 33 for detail of rules and qualifying requirements for entry into the competition.

36.7.d If the club representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the club representative is not compelled to enter riders into the state championships.

36.7.e The organising committee must lodge documents, in accordance with rule 4.6.e at least three weeks before the state Board meeting.

36.7.f The state Board must approve the technical advisor and chief judges and the coaching director must approve the judges, whom the state Board ratifies.

INTER-CLUB TEAMS TETRATHLON (RIDING, RUNNING, SHOOTING AND SWIMMING)

36.8.a This competition is organised by a state-appointed committee.

36.8.b The competition is for all Graded club teams.

36.8.c Combinations must fulfil the following qualifying requirements prior to entry into the competition. If the club representative deems the competitor of an unsatisfactory standard they are not compelled to enter riders into the event.

- The clubs determine eligibility. As a minimum, competitors must satisfy the eligibility requirements in rule 33 and Refer to Tetathlon Rules (PCA 2015).
- The rider must present their results to their Club showing they have completed in two events with qualifying criteria prior to entry.

36.8.d The organising committee must lodge documents, in accordance with rule 4.6.e at least three weeks before the state Board meeting.

SHOW JUMPING AND DRESSAGE STATE CHAMPIONSHIPS

36.9a Each of the clubs, in rotation, hosts this competition, usually on the Queen's Birthday long weekend in June.

36.9.b Showjumping competitions are for PA, PB, PC, PD, PE and PF combinations. For 2015 and beyond there will be two competitions conducted for each Grade.

36.9.c Dressage competitions are for Preparatory, Preliminary, Novice, Elementary and Medium combinations. Two dressage tests are conducted for each grade.

36.9.d The Clubs conduct qualifying competitions each year to select club competitors for these competitions.

36.9.e If the club representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the club representative is not compelled to enter riders into the showjumping and dressage state championships.

36.9.f The organising committee must lodge documents, in accordance with rule 4.6.e at least three weeks before the November, or an earlier, state board meeting

36.9.g The Nations Cup draw method - the first rider from all teams to be ceded to ride first, followed by the second rider from all teams, then the third rider from all teams and so on - must be used for both the Dressage and Showjumping competitions.

36.9.h The state board must approve the chief judges and judges.

36.9.i Judges must hold current PCA/EA accreditation.

GAMES, FLAT AND MUSICAL RIDE TEAMS STATE CHAMPIONSHIPS

36.10.a These championships are usually **held in June**. They are organised by a state-appointed committee.

36.10.b These championships involve club teams representing clubs.

36.10.c The clubs conduct qualifying competitions each year to select teams for these championships. However if a rider substitution is required through injury or illness, the club representative will firstly endeavour to substitute a rider who has qualified through the club but if this cannot occur, then the club rep can substitute a rider who is qualified pursuant to rule 18.8.b.c

36.10.d If the club representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the club representative is not compelled to enter riders into the state championships.

36.10.e The organising committee must lodge documents, in accordance with rule 4.6.e at least three weeks before the November, or an earlier, state board meeting.

36.10.f Refer to the current PCANT Games for Pony Club and Pony club International mounted games Exchange Official Rules, Regulations and guidelines.

POLOCROSSE TEAM STATE CHAMPIONSHIPS

36.11.a These championships are organised by a state-appointed committee.

36.11.b These championships involve club teams representing clubs.

36.11.c The clubs conduct qualifying competitions each year to select teams for these championships. However if a rider substitution is required through injury or illness, the club representative will firstly endeavour to substitute a rider who has qualified through the club but if this cannot occur, then the club rep can substitute a rider who is qualified pursuant to rule 18.8.b.c

36.11.d If the club representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the club representative is not compelled to enter riders into the state championships.

36.11.e The organising committee must lodge documents, in accordance with rule 4.6.e at least three weeks before the November, or an earlier, state board meeting.

36.11.f Refer to the current PCANT Games for Pony Club and Pony club International mounted games Exchange Official Rules, Regulations and guidelines.

37 Separating Equality of Scores

PURPOSE

37.1.a These rules apply to separating equal scores for winners and placegetters at the:

- i. PCANT State Championships for Dressage and Showjumping, Horse Trials and Mounted Games, Flat and Musical ride Teams.

37.1.b Club competitions may use these rules providing the entry form or program schedule specifies it.

37.1.c Equal scores are separated by applying the steps listed below in sequence until separation is achieved.

HORSE TRIALS

37.2.a Individual:

- i. Lowest cross-country penalties including faults at obstacles and time penalties
- ii. Cross-country time closest to the allowed time without time penalties (this means only riders who come in at or under the allowed time)
- iii. Best percentage score in the dressage test
- iv. The higher dressage collective marks total
- v. If these figures are equal, the placing remains tied.

37.2.b Team:

- i. Refer to the current PCANT State Champion Horse Trials Booklet.

TETRATHLON

37.3.a The Pony Club scoring system is similar to the Modern Pentathlon method in that competitors score positive points according to the standard of their performance in each phase. In the Running and the Riding Phases, they are based on standards of 1,000 and 1,400 respectively, competitors having marks deducted or, in the Running, bonus marks added, according to their performance compared to the standard. In the Shooting and Swimming positive marks are awarded for shots on target and distances swum and on scales such that scores are commensurate with those of other phases.

Ideally each phase should leave an equal influence on the final result (except that riding should have slightly more weight) but in practice this is unlikely to be achieved exactly. It should be

appreciated that the influence of a phase is governed by the spread of the scores, not by the maximum achieved or achievable.

37.3.b Individual:

37.3.c Team:

- ii. Refer to the current PCA Tetrathlon 2015 Rules.

COMBINED TRAINING

37.4.a All competitions:

- i. Showjumping penalties (total of error/disobedience and time penalty, if any)
- ii. Showjumping time closest (above or below) to the time allowed
- iii. Lowest penalty points in the dressage test
- iv. The higher dressage test collective marks total
- v. If these marks are equal, the placing remains tied.

DRESSAGE

37.5.a Individual: single test competition:

- i. The higher total collective marks will decide the higher placing
- ii. If these marks are equal, the placing remains tied.

37.5.b Individual: multiple test competition:

- i. Highest score in the highest numbered test
- ii. If these scores are equal, places will be determined as for a single test competition, using the highest numbered test
- iii. If there is still a tie this process is repeated with the next highest numbered test until a winner is determined or until there are no further tests to compare, in which case the placing remains tied.

37.5.c Team:

- i. Refer to the current PCANT State Championship Dressage and Showjumping booklet

SHOWJUMPING TEAMS

- i. Refer to the current PCANT State Dressage and Showjumping Championships booklet.

FLAT TEAMS

- i. The higher total collective marks will decide the higher placing
- ii. If these marks are equal, the placing remains tied.

MUSICAL RIDE

- i. The higher artistic impression marks
- ii. Highest overall impression marks
- iii. If these marks are equal, the placing remains tied.

GAMES

37.9.a Individual:

No separation is usually required as riders are placed in order of finishing. However, should two or more riders finish at the same time, they will be placed equal.

37.9.b Team:

- i. Points will be awarded as follows; 1st place = 50 points, 2nd place = 40 points, 3rd place = 30 points, 4th place = 20 points and 5th place = 10 points

- ii. In the event of equality of points for first placing there will be a run off to decide first and second placing. A count back will decide subsequent placings until a winner is determined
- iii. A Count back will decide subsequent placings:

The count back is determined by the highest number of first places over all heats. If any places are still tied, the highest number of second places over all heats, and so on until all places are determined.

If, after the above count back, any places to sixth remain tied, the places will be decided by the higher placing in which the equal teams competed against each other.

38 National and International Pony Club Activities or Competitions

NATIONAL PONY CLUB CHAMPIONSHIPS

In 1995 the Pony Club Association of New South Wales hosted the first National Championships at Wagga Wagga. It was initiated as a lead up to the Sydney Olympic Games, to be held in 2000, and was given the title of "Towards 2000".

National Championships for both Junior and Senior teams in Dressage, Horse Trials and Show Jumping were staged, and the Prince Philip Games Junior Championships were also held in conjunction with the other disciplines.

The inaugural event was most successful and was followed in 1997 by the Pony Club Association of South Australia, who hosted the "One Step Closer" National Championships.

The Pony Club Association of Victoria hosted the 1999 event, which was titled "The Final Countdown".

THE PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA HOSTED THE AUSTRALIAN PONY CLUB NATIONAL CHAMPIONSHIPS, 'BEYOND 2000' IN 2002. IT HAS SINCE BEEN HELD IN WA 2005, QLD 2007, NSW 2009, VICTORIA 2011 AND WA IN 2013.

COMMON CONDITIONS

- 38.1.a "C" efficiency certificates are required, in accordance with rule 33.11
- 38.1.b Rider must meet the set riding criteria in Reference to and accordance with the PCA national Schedule to compete at any national competition.
- 38.1.c Riders must compete in State Competition to qualify for National and International selection.
- 38.1.d Parents of a selected team member are not eligible or permitted to be team coach or manager of their child's team.
- 38.1.e Applicants must demonstrate their ability to ride their own and other ponies. Candidates, who have demonstrated their riding ability, will be interviewed by the panel of Selectors and the State Chair.
- 38.1.f Must be able to demonstrate to the Selection Panel that they have met the necessary standards of discipline, behaviour, presentation, ambassadorial skills, team spirit and general conduct during their membership of Pony Club.
- 38.1.g The successful Candidate and a reserve will be advised of their selection at the conclusion of the weekend.

INTER PACIFIC EXCHANGE RALLY

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

This first "exchange" was such a success that the Pony Club Association of Victoria issued an invitation to the United States of America, Canada, New Zealand and all Australian States, to participate in an "exchange" in Victoria in 1961. The USA was always a member of this exchange until their last attendance in 1975. They re-joined the Interpacific Exchange Rally in 1999, when they were hosts.

During this visit the first Interpacific Committee was formed. It was agreed that exchanges should take place every second year.

The Exchange consists of a minimum of two weeks, and a maximum of three weeks during which the participants will tour the host country, visiting various areas and various Pony Clubs. The teams also participate in three competitions and spend many hours in training for the competitions.

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

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

A third competition is held which is selected by the host country. Events which have been held have included a polocrosse competition, a Tetrathlon and a ride and drive event.

The purpose of this Exchange is summed up in the words of one of the Exchange Founders from the USA.

"The purpose of these Exchanges is to enable children of different countries, bonded together by their common interest, to visit each other, to live, play and work together with the idea of becoming friends, to learn about each other's countries and customs and exchange ideas especially about horses and the various methods of riding, training and caring for them."

At present the Interpacific Exchange Rally is open to teams of Pony Club riders aged 17 to 21 years (inclusive) representing the countries of Canada, Hong Kong, Australia, Great Britain, Japan, the United States of America and New Zealand. Essentially it is a youth exchange scheme aimed at furthering cordial relationships between the youth of the competing countries. A team usually consists of six riders.

THE MINIMUM PRE-REQUISITE FOR SELECTION IS THE B EFFICIENCY CERTIFICATE WITH PROVEN EXPERIENCE IN EVENTING AND SHOW JUMPING. NOMINEES FOR SELECTION WILL NEED TO HAVE EXPERIENCE ON A VARIETY OF MOUNTS AT TOP PONY CLUB LEVEL IN BOTH FIELDS. THE COMPETITION, ON STRANGE HORSES, IS STRONG AND THE SELECTED RIDERS NEED TO BE THE BEST AVAILABLE IN THEIR FIELD.

Selection to represent Australia in the Interpacific is the ultimate honour available to Pony Club members. Nominees therefore should display additional talents to their proven horsemanship.

They should be enthusiastic and operative at club level to earn nomination. They will have a proven record of regular attendance at Pony Club Working Rallies.

As representatives of Australian youth, courtesy, deportment and grooming are important.

They will need to be a good ambassador for their State and Country and should be able to speak on behalf of the team (sometimes at short notice).

THEY SHOULD HAVE CURRENT KNOWLEDGE OF PONY CLUB AIMS AND OBJECTS AND WHAT PONY CLUB IS ALL ABOUT. CANDIDATES SHOULD ALSO BE EXPECTED TO HAVE A REASONABLE KNOWLEDGE OF THEIR OWN STATE AND AUSTRALIA, AND OF THE COUNTRY HOSTING THE INTERPACIFIC EXCHANGE RALLY.

38.2.a The Inter Pacific Exchange Rally is conducted every two years. Teams of six riders from Australia and countries in the Pacific basin meet in the host country for a series of social functions, competitive and non-competitive activities.

38.2.b As pre-requisites for selection, applicants must:

- i. Be an associate club member
- ii. Hold a "B" efficiency certificate
- iii. Have been PA grade and/or grade 1 competitor.

NATIONAL MOUNTED GAMES

During 1995 the Australian Pony Club Council granted permission for a National Championship event to be held for senior riders (not eligible for the National Prince Philip Games Championships). The first National Mounted Games competition was hosted by South Australia in 1996 and the Trophy was named in memory of Mr Allan Hession, who contributed so much to Prince Philip Games. Since then the event has been held annually.

38.3.a The national mounted games are a national competition for state teams of five riders. One of the seven states hosts this competition each year.

38.3.b The NT program is organised by a PCANT appointed committee.

38.3.c The national mounted games consist of:

- i. A senior section called the National Mounted Games consisting of associate club members from age 17 years to 25 years
- ii. A junior section called the Prince Phillip Mounted Games consisting of junior club members 16 years and under on 1 January in the year of the competition.

38.3.d Selection of senior, junior and development training squads is conducted with the closing date for nomination to the development squads being the end of March of the nominated year. Each of the three squads contains 12 club members (numbers reviewed by CANT annually), , nominated to the state board for ratification.

38.3.e Once ratified by the state board, each squad member undertakes a rigorous training regime and is required to be available to participate in all designated activities and competitions for approximately 12 months until the date of the next team selection.

38.3.e A selection panel chooses a team of five for both the seniors and juniors from the training squads at an annually determined selection day. Selection will be based on performance on the day, however training history and previous performance will also be considered. Team selection will occur at least 2 months prior to the National competition, in line with host state nomination requirements.

38.3f Riders will be required to travel themselves and horse to the interstate competitions at their own expense. All relevant quarantine and vaccination protocols for entry to different states and Territories are the rider's responsibility.

38.3.g The organising committee must lodge documents, in accordance with rule 4.6.e at least three weeks before a state board meeting that allows time for amendments and approval.

INTERNATIONAL MOUNTED GAMES

In 1988 Australia was invited to compete in the International Mounted Games competition, which had been contested in previous years by Great Britain, Canada and the United States of America.

The International Mounted Games competition was held in the Southern Hemisphere for the first time in 1994, with the Pony Club Association of Western Australia Inc. hosting the visiting teams for three weeks. The competition was held at Beverley on 27 August 1994, as part of the Beverley Agricultural Show.

With seven States and Territories wishing to nominate riders for the International Teams, and only five riders comprising a team, a roster system has been put in place by the PCA Board. Two States annually are not eligible to nominate a representative in the Australian Team.

38.4.a Each year one of the competing countries hosts the international mounted games.

38.4.b Riders must have competed at national level to be eligible for selection. The individual states nominate team members to be eligible for selection at the national competition.

International Tetrathlon Exchange

International Tetrathlon Exchange is held every second year and has been hosted by UK/Ireland, US, and Australia. Tetrathlon is comprised of Riding, Running, Swimming and Shooting, with slight differences in each country. For example, although most countries shoot with air pistols.

The Exchange is open to members aged between 16 and 21 years and consists of both competition and tour activities.

International Quiz

The Annual Quiz Competition is held in Canada and the USA. This event is held every three years at the US Pony Club Festival with all disciplines and States coming together to compete over the week.

In Pony Club Quiz, members compete as teams, without horses or ponies. Quiz tests knowledge, not skills. The Quiz has three parts: a written test, which each competitor does independently; a visual test where competitors identify strange... obscure... or unusual objects of a horsey nature by sight, again individually; and an oral test which may be done either individually or as a team (each team gets to confer before answering). Each individual's scores go toward his/her team's total.

Pony Club Australia Inc. was invited to send a team of four quiz competitors aged 16 years and under 26 years for the first time in 2014.

39 Coaching and Instruction

FROM JANUARY 1ST 2017 ANY CLUB WITH A MEMBERSHIP OF 20 OR MORE RIDERS MUST HAVE AT LEAST ONE CURRENT EQUESTRIAN NCAS QUALIFIED COACH COACHING AT EACH CLUB RALLY OR ACTIVITY.

BEFORE INSTRUCTING

39.2.a All Coaches must be registered with PCANT from January 2016 and produce their PCANT proof before coaching at any PCANT activity. An instructor cannot teach at any pony club rally/activity until this card can be produced. The club instructor not registered will have cover negated. The club chief instructor /committee will be held responsible for ensuring they do not allow an instructor to teach without production of this card. Guest speakers / invited specialists must be assisted by a registered coach at all times this will be the responsibility of the host club chief instructor / committee.

39.2.b An instructor is required to complete a pony club instructor's form and accept the Code of Conduct, prior to instructing at any pony club. The form is available from the PCANT web site or office. The club secretary must hold completed forms in a safe and secure place with controlled access.

39.2.c A Working with Children's Check will be required and conditions of the Act must be met in accordance with rule 8.

PONY CLUB INSTRUCTION

39.3.a Club instructors must work closely with the club chief instructor.

Comment: The suggested maximum number of riders per session, per instructor is ten to twelve. Ideally, groups should be divided into age and/or ability.

39.3.b Pony club teaching aims at uniformity of instruction. The PCANT does not claim this is the only way to teach riding, but, to avoid confusion and possible safety hazards, instructors are expected to be familiar with pony club teaching methods.

39.3.c Pony club instructor courses are offered under the Pony Club Australia NCAS umbrella where the prime purpose is to train new instructors to become proficient in instructing at club level.

39.3.d Special emphasis is placed on leadership training and the aim of pony club to help all club members enjoy their riding and improve their skills.

39.3.e To plan their teaching program, all pony club instructors must use the current PCA NCAS Syllabus Workbooks, PCA Syllabus of Instruction, Manual of Instruction and Horsemastership for the Australian Rider.

39.3.f Course organisers must circulate PCANT clubs with information on any instructors' courses planned. This must be done well in advance of the date of the course, to allow club secretaries time to pass on this information to club instructors.

39.3.g Course organisers are responsible for course costs and financial management.

39.3.f An instructor or coach must not mount a club member's horse at any time during the course of a club rally, activity or competition, in accordance with rule 19.3.e

Comment: Also refer to rule 6.9.

PCANT INSTRUCTORS' CERTIFICATES

39.4.a All Coaches will be offered training and Accreditation under the PCA National Coaching Accreditation Scheme.

PRE-REQUISITES FOR PCANT INSTRUCTORS' CERTIFICATES

39.5.a PCANT Instructor Certificates and Orientation to Coaching Courses are no longer available. They have been replaced by The PCA NCAS Certificates.

NATIONAL COACHING ACCREDITATION SCHEME – PCA PRELIMINARY COACHING

39.6.a The PCA NCAS Preliminary course is organised at State level by the State Coaching Director. It is designed as an introduction to pony club and coaching and will be offered at club level.

39.6.b Enrolment pre-requisites:

- i. A participant may begin training at 16 years of age but must be aged 18 years or over to be assessed
- ii. A participant must be or become a member of a pony club affiliated with the PCANT
- iii. Parents and interested people not wishing to coach are welcome to participate as an introduction to pony club and general horse care.

39.6.c On completion of the PCA NCAS Preliminary qualification coaches will be encouraged to assist at pony club rallies.

39.6.d Successful candidates will be issued with a nationally recognised qualification endorsed by PCA and the Australian Sports Commission (ASC).

NATIONAL COACHING ACCREDITATION SCHEME – PCA NCAS LEVEL 1

39.7.a The pre requisite for PCA NCAS level 1 is the successful completion of the PCA NCAS Preliminary qualification.

39.7.b The PCA NCAS Level 1 course is organised at PCANT level by the PCANT Coaching Director. Candidates can work at their own pace in their club and/or attend courses as required.

39.7.c Enrolment pre-requisites:

- i. A candidate must be aged 18 years or over.
- ii. A candidate must be or become a member of a pony club affiliated with the PCANT
- iii. A candidate must have attained a PCA NCAS Preliminary qualification, and must have completed a minimum of six months coaching experience at a pony club.

39.7.d Reference books are available from the PCANT office or PCAV web site.

NATIONAL COACHING ACCREDITATION SCHEME ASSESSORS

39.8.a The PCANT appoints eligible candidates to attend the PCA National Assessors Course as required.

- i. The appointment has a period of tenure and Assessors must complete updating activities to remain current.

40 Efficiency Tests and Certificates

ORGANISATION

40.1.a The club secretary, in accordance with rule 5.15, is responsible for the organisation and registration of efficiency tests within PCANT.

40.1.b There are nine standards or levels of efficiency – “E” (the lowest), “D” “D” Star, “C”, “C” Star, “B” and “A” (the highest), with two specialist tests – “K” for the active rider and “H” for the horsemastership test.

40.1.c Efficiency certificate discs, worn behind the PCANT badge indicate the certificate level attained. The following colour coding applies:

- “E” Light Blue
- “D” Gold
- “D” Star Lime Green
- “C” Green
- “C” Star Pink

- “K” Mauve (plus optional Bronze, Silver or Gold endorsements)
- “B” Red
- “A” Blue
- “H” Orange

40.1.d The standards or levels relate to the work set down in the PCA Syllabus of Instruction.

40.1.e The appropriate certificate of efficiency is available to any pony club member successfully completing the relevant test. Efficiency certificate discs, worn behind the PCANT badge indicates the certificate level attained.

41 Awards

AWARD OF MERIT

41.1.a The PCANT may confer the Award of Merit.

41.1.b The Award of Merit is the highest service award for pony club members aged at least 19 years and not older than 26 years, at the time of nomination for the award. (Service means carrying out tasks that benefit the club, its members and perhaps the wider community. Service does not include riding ability or competing in teams.)

41.1.c The nominee may receive the award once only.

41.1.d To be considered worthy of nomination for this award, the nominee must have:

- i. Been a riding or non-riding member of a pony club for at least three years and attended rallies as often as possible during that time
- ii. Always been helpful, considerate and courteous to all involved with the pony club
- iii. Always presented and conducted themselves in an exemplary manner
- iv. Completed outstanding service (as defined above at the least), to the club for a minimum of two years.

41.1.e Each year the state board requests clubs to submit nominations to PCANT.

41.1.f All nominees must be financial.

41.1.g All applications to clubs accepted or rejected must be tabled to the State Board before the closing date.

DISTINGUISHED SERVICE AWARD

41.2.a PCANT may confer the Distinguished Service Award. Sub-committees, Club representatives or club executives may recommend nominees to the state board by 15 June. All applications to club accepted or rejected must be tabled to the State Board.

41.2.b The award is for a person who has given distinguished service to the pony club movement, but not in the same category as that required for PCANT life membership.

41.2.c The award may be granted to persons who have given distinguished service at state or club level.

41.2.d Criteria for Distinguished Service Award:

- i. Consistent and sustained contribution at club and state levels for a minimum of ten years
- ii. Must have held office at club level
- iii. Must respect the aims and objectives of the pony club movement
- iv. Remain objective and unbiased in all circumstances
- v. Have the ability to communicate with all pony club members and other personnel
- vi. Display appropriate presentation at all activities.

PCANT LIFE MEMBERSHIP

41.3.a The state board may confer PCANT Honorary Life Membership (without voting rights), which is the highest award the state board can bestow for service.

43.3.b The nominee must have:

- i. Provided outstanding, active and continuous service, which contribution and commitment should be obvious to others involved with PCANT
- ii. Been an exemplary representative and ambassador for the organisation on all occasions
- iii. Served as a state and/or as one of its sub-committee members, for at least ten years and preferably longer, five of which must have been as a state board
- iv. Carried out their duties in a competent and efficient manner.

OTHER AWARDS

41.4.a Clubs may award Honorary Life Membership of their organisation, if their rules permit.

41.4.b In addition to life membership, clubs may introduce their own special awards.

42 Code of Conduct for the Welfare of the Horse

- 1. At all stages during the preparation and training of Competition Horses, welfare must take precedence over all other demands.**
 - a) Good Horse management**

Stabling, feeding and training must be compatible with good horse management and must not compromise welfare. Any practices, which could cause physical or mental suffering, in or out of Competition, will not be tolerated.
 - b) Training methods**

Horses must only undergo training that matches their physical capabilities and level of maturity for their respective disciplines. They must not be subjected to any training methods which are abusive or cause fear or for which they have not been properly prepared.
 - c) Farriery and tack**

Foot care and shoeing must be of a high standard. Tack must be designed and fitted to avoid the risk of pain or injury.
 - d) Transport**

During transportation, Horses must be fully protected against injuries and other health risks. Vehicles must be safe, well ventilated, maintained to a high standard, disinfected regularly and driven by competent staff. Competent handlers must always be available to manage the Horses.
 - e) Transit**

All journeys must be planned carefully, and Horses allowed regular rest periods with access to food and water in line with current FEI guidelines.
- 2. Horses and Athletes must be fit, competent and in good health before they are allowed to compete.**
 - a) Fitness and competence**

Participation in Competition must be restricted to fit Horses and Athletes of proven competence.
 - b) Health status**

No Horse showing symptoms of disease, lameness or other significant ailments or pre-existing clinical conditions should compete or continue to compete when to do so would compromise its welfare. Veterinary advice must be sought whenever there is any doubt.
 - c) Doping and Medication**

Abuse of doping and medication is a serious welfare issue and will not be tolerated. After any veterinary treatment, sufficient time must be allowed for full recovery before Competition.
 - d) Surgical procedures**

Any surgical procedures that threaten a competing Horse's welfare or the safety of other Horses and/or Athletes must not be allowed.
 - e) Pregnant/recently foaled mares**

Mares must not compete after their fourth month of pregnancy or with foal at foot.
 - f) Misuse of aids**

Abuse of a Horse using natural riding aids or artificial aids (e.g. whips, spurs, etc.) will not be tolerated.

- 3. Events must not prejudice Horse welfare.**
- a) Competition areas**
Horses must only be trained and compete on suitable and safe surfaces. All obstacles must be designed with the safety of the Horse in mind.
 - b) Ground surfaces**
All ground surfaces on which Horses walk, train or compete must be designed and maintained to reduce factors that could lead to injuries. Particular attention must be paid to the preparation, composition and upkeep of surfaces.
 - c) Extreme weather**
Competitions must not take place in extreme weather conditions if the welfare or safety of the Horse may be compromised. Provision must be made for cooling Horses quickly after competing.
 - d) Stabling at Events**
Stables must be safe, hygienic, comfortable, well ventilated and of sufficient size for the type and disposition of the Horse. Clean, good quality and appropriate feed and bedding, fresh drinking water, and washing-down water must always be available.
 - e) Fitness to travel**
After Competition, a Horse must be fit to travel in accordance with the FEI's guidelines.
- 4. Every effort must be made to ensure that Horses receive proper attention after they have competed and that they are treated humanely when their Competition careers are over.**
- a) Veterinary treatment**
Veterinary expertise must always be available at an Event. If a Horse is injured or exhausted during a Competition, the Athlete must dismount and a veterinarian must check the Horse.
 - b) Referral centres**
Wherever necessary, the Horse should be collected by ambulance and transported to the nearest relevant treatment centre for further assessment and therapy. Injured Horses must be given full supportive treatment before transport.
 - c) Competition injuries**
The incidence of injuries sustained in Competition should be monitored. Ground surface conditions, frequency of Competitions and any other risk factors should be examined carefully to indicate ways to minimise injuries.
 - d) Euthanasia**
If injuries are sufficiently severe the Horse may need to be euthanized by a veterinarian as soon as possible on humane grounds and with the sole aim of minimising suffering.
 - e) Retirement**
Every effort should be made to ensure that Horses are treated sympathetically and humanely when they retire from Competition.
- 5. The FEI urges all those involved in equestrian sport to attain the highest possible levels of education in their areas of expertise relevant to the care and management of the Competition Horse.**

This Code of Conduct for the Welfare of the Horse may be modified from time to time and the views of all are welcomed. Particular attention will be paid to new research findings and the FEI encourages further funding and support for welfare studies

This Horse Welfare Code of Conduct has been developed by the FEI and adopted by EA and PCANT