

TAMBORINE PONY CLUB INC

BY- LAWS

JANUARY 2024

These by-laws will apply in conjunction with the PCQ By-laws and Policies and our Club Constitution.

HENDRA VACCINATION

1. **It is recommended that horses attending rallies should be vaccinated for Hendra.**

MEMBERSHIP

2. Any person desiring to become a member, shall be proposed and seconded by two financial members of the club and accepted by a majority of the Management Meeting, will be notified after the Management Meeting. A probationary period of 3 months will be imposed by the committee.
3. Any member being accepted into this club shall, at all times, come under the instruction and discipline of the Instructor/s or Official/s of this pony club at pony club rallies or fixtures or while using the Tamborine Pony Club grounds or facilities or at any PCQ event.
4. Definition of a **Riding Member**: A riding member must come mounted or prepared to mount, to take active part during the day's procedures.
Definition of a **Social/Non-Riding Member**: A social/non-riding member is any financial member who does not ride
5. Membership Age :

Under 17 years	-	Juniors (PCQ and PCA)
17 and under 26	-	Associates (PCQ); Seniors (PCA)
26 years and over	-	Seniors (PCQ); Adults (PCA)
6. **Membership Fees**: Fees are set at the annual general meeting
 - First Riding Member in a family - \$240 (includes \$148.95 for PCQ and PCA membership fees and insurance)
 - Subsequent Riding members in Family - \$230 (includes \$148.95 for PCQ and PCA membership fees and insurance)
 - Social Member - \$65 (includes \$38.85 PCQ membership fees)
 - Second Social Member in a family - \$40 (includes \$38.85 PCQ membership fees)
 - Rally Fee - \$5 for first rider in family, \$8 for two or more riders in a family
 - (Membership ends 31st December each year.) Applications to be tabled at next club meeting or emailed to committee members for approval if new members
7. Riders must be financial members **before** they can represent the club. All fees are payable by their first rally.
8. Members can only belong to one pony club. Members wishing to transfer to another club must obtain a clearance from their club if they have been a member in the previous 2 years.
9. **Members 17 and under joining the club must have a parent join as a Social member** and also a parent or nominated adult present at each rally or competition attended or while using the grounds and facilities.
10. **Helping at rallies – ALL families are to be in attendance 30 minutes prior to Gear Check ready to assist with setting up – please see Chief Instructor or instructors (or President or Secretary). Exception will be Canteen Purchasing Officer and/or person on Canteen duty who will be setting up canteen. All families are to assist with packing up, as required, at the end of the day.**

11. **Helping at home events** – assistance is expected to set up, to assist with the running of the event and to pack up. *For a member (Junior, Associate and Senior) to ride at a club event, they need to ensure an adult attends on the set up day and assists on the event day, otherwise they will not be allowed to compete in that event. You may appeal to the committee to exchange this day for another or another activity, due at our monthly meeting prior to the event. The set up days are advised in the Handbook/Calendar and via email. Seniors and Associates may help at another Club competition in lieu of having a helper on the day but MUST attend the working bee + help as requested on the day of competition.* As we are a small club, assistance is needed from all members where possible.
12. **Working bees and mowing the grounds** – there will be times when assistance is needed and support is needed from Club members as we are a volunteer organisation. There are members who volunteer to assist with the mowing and whippersnipping: if you can help here, it would be appreciated.
13. **Canteen duty** – each family is expected to do 2 duties each year at rallies and must indicate dates at Sign-on or when they join. Seniors/Associates will only do 1 duty if there are sufficient members. ***It is their responsibility to change with another member if you can no longer do that day.***
14. **Toilet duty** – each family is required to clean the toilet/shower blocks at least once in the year and need to indicate the date at Sign-on or when they join
15. **Failure to do Canteen and Toilet Duty -**
Club will put into place a Volunteer Levy of \$200, in the following year, on every family which does not do their Canteen and Toilet duties. This will be reimbursed if the duties are done the following year. Levy to be paid prior to membership application. [Passed 24 Nov, 2019]
16. Members may obtain a key and ride on the grounds at times other than rallies. Keys will be issued when a riding member has attended two rallies and the payment of a fee of \$30 for the key. Keys must be returned when you leave the Club. Riders must always wear a helmet and Junior riders must be accompanied by an adult. If possible, please advise Secretary at least 24 hours ahead and it will be noted in the Minutes; **need to know street address [in case of accident] and advise of any damage, breakages etc. Inability to do this, may result in forfeiting the privilege of being able to use the grounds. All riding members jumping must have an adult with them, either mounted or unmounted.** To use the showjumps, riding members need to have attended at least 2 rallies where jumping has been done (cups can be accessed and returned after use) (June, 23). Club riding members will be allowed to use the XC course, out of hours, on the conditions they have had 4 XC lessons at a rally (can include XC lessons if in Zone Eventing Squad or private lesson with qualified instructor) and 2 showjumping lessons at a rally and they must wear a XC vest (July, 23).
17. If you have private lessons at the grounds, your instructor must have insurance and you must provide evidence of this to the Secretary prior to the lesson. If it is with a PC instructor, they must have their NCAS1. ***Secretary must be emailed or texted prior to using the grounds, preferably 24 hours beforehand, and it will be noted in the Minutes. You need to need to know street address [in case of accident] and advise of any damage, breakages etc. Inability to do this, may result in forfeiting the privilege of being able to use the grounds***

COMMITTEE

18. Any member missing three consecutive meetings without leave shall automatically forfeit their position.
19. The committee shall have the power to accept or exclude any application for membership, and may discipline any member in the club for any reasonable cause.

CLUB UNIFORM

20. The club colours will be a ratcatcher shirt for females and a maroon long sleeved shirt, black tie for males; Club badge, beige jodhpurs, black sleeveless V-necked pullover, brown or black boots with matching gaiters optional (or long brown or black top boots), helmets AS/NZS 3838 (AU) and ARB HS 2012; PAS 015 (UK); ASTM F 1163 (USA); VGI (Europe) VG01.040 (refer PCA Gear Check Book) and club saddle cloth which must be used

for competitions and Points' Day (rally on first Sunday of the month). From 1 Jan, 2023, black jodphurs may be worn as an option at rallies, but NOT for competition. For other pony club rallies, the maroon club polo shirt should be worn, or a Pony Club polo eg State Event shirt, State Shirt, Teams' Challenge shirt, Zone 2 polo etc. NOT a non-PC training shirt. Black sleeveless V-necked pullover is optional, when wearing the formal/competition uniform, if weather is hot.

21. Juniors may wear long boots or leather gaiters matching their short boots (refer to PCA Gear Check Book)
22. Pony Club uniform must be worn when representing the club at fixtures or other events. The club saddlecloth must be used when representing the club at fixtures or other events.
23. An approved helmet and riding boots must be worn at all times when mounted on the pony club grounds. Closed footwear must be worn when handling horses on the grounds.

COMPETITION ENTRIES

24. Nominations for most competitions, schools and other Pony Club events will be done by the member online (please email Secretary that you are attending so you can get credit for Attendance as you are representing the Club). Some nominations will still need to be made through Tamborine Pony Club's Secretary by the date specified (usually 3 to 4 days before close of nominations): all details required on the completed nomination form MUST be forwarded to the Secretary. The **nomination fee needs to be paid to the club when the nomination is made** (please do electronic transfer at time of nomination or contact Secretary to arrange payment), or nomination will not be forwarded to the host Club.
25. Persons must be financial members of the club at least one month and attend 2 rallies before competing in pony club events, however the Committee may, at any time prior to an event, refuse such nomination or entry without assigning any reason for such.
26. If it is a new rider/horse combination, they must attend 2 rallies before competing in pony club events. *In certain circumstances, attendance at one rally may be deemed sufficient by Chief Instructor, if the combination is safe and confident. If circumstances prevent attendance at a rally, alternatively they may be assessed, at a time convenient with two instructors delegated with this task, to confirm safety.*

INSTRUCTORS

27. The Club's Chief Instructor will have complete control of rallies, with the power to ask for assistance.
28. With the help and assistance of all club instructors and parents, children shall be prepared for their proficiency certificates.
29. All instruction carried out as laid down by the PCQ.

DOGS ON PONY CLUB GROUNDS

30. **NO DOGS** are allowed on the grounds.

STALLIONS AND RIGS

31. No stallion, colt, entire or rig is eligible to take part in any event, competition, rally or otherwise at any function conducted by the club.

OWNERSHIP OF MOUNTS

32. A horse may be either owner ridden, leased to or owned by a financial member and regularly ridden at pony club. (A lease is necessary if the horse ridden is not owned by a financial member. Please fill in a PCQ Lease form available from the Secretary or online)

BLUE CARDS

- 33.** All office-bearers, instructors, intending instructors and members of the Club who do not have children attending the Club **MUST** have a Blue Card. All officials (judges, technical delegates and coursebuilders) **MUST** have a Blue Card. Application forms are available from the Secretary or online

DAY YARDS

34. Day yards are available to members for use on rally days and schools. They will be available for members at competitions if they have not been booked and paid for by visiting rider
35. Day yards must be left clean

SMOKING (PCQ POLICY)

36. Administration, eating and office areas are smoke free as are change rooms and toilets, indoor spectator viewing areas, outdoor seating areas and riding areas. Under legislation smoking is banned within 10 metres of viewing and riding/competition areas
37. Volunteers, officials and coaches are to refrain from smoking while acting in an official capacity.
38. Riders are to refrain from smoking while in uniform.

PCQ and PCA POLICIES

39. Please familiarise yourself with the PCQ and PCA policies which we need to follow: available on PCQ website, www.ponyclubqld.com.au