



BY-LAWS

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Document SSPC By-laws	Rev: Oct 2022	Endorsed: NOV 2022

1. Definitions

SSPC	Southside Pony Club
PCAQ	Pony Club Queensland (under Pony Club Australia)
Committee	The SSPC Management Committee
Member	A financial member of SSPC
Classes of Members	<p>Junior: Riding Members 16yrs and Under</p> <p>Associate: Riding Member 17yrs to 25yrs</p> <p>Senior: Riding Members 26yrs and over</p> <p>Social: Non-Riding Members of any age</p>
<p>Active Riding Members – Agistment.</p> <p><i>*recommendation only for non agisters</i></p>	<p>A riding member must:</p> <ul style="list-style-type: none"> • Participate by riding, judging or instructing at least 60% of SSPC Musters, including ‘wet musters’, or Zone 1 riding events, and participate in a minimum of 4 Club activities, but not limited to fundraising activities, Pony Pals and SSPC working bees. • Represent SSPC at a minimum of six (6) formal Zone 1 Pony Club riding events during 1 calendar year- these include but not limited to – <ul style="list-style-type: none"> ▪ A competition where riders represent SSPC in formal uniform. ▪ A clinic hosted by another Zone 1 Pony Club. ▪ A Pony Club Instructor Training Assessment day where the member participates in riding demonstrations. ▪ A Pony Club Certificate Assessment day where the rider is being assessed in order to obtain a PC Certificate. • Take ownership of a monthly job, as designated by the Committee, and complete their job in a timely manner (before monthly musters or event, whichever is sooner). Should a job be deemed not suitable by the member, it must be brought to the attention of the Committee who will work with the member to assign a more suitable job. • Fulfil their obligations regarding dragging of the arena (rostered job).
Authorised Show Jump Supervisor	<p>A member over 18 years of age who has been approved by the Committee and attended either of the following:</p> <ul style="list-style-type: none"> • A PCQ Course Building Accreditation Course (and passed / achieved their Probationary status) • A Committee approved Show Jumping safely course or other SSPC Committee approved show jumping supervision accreditation course.

2. Policies

The following PCAQ policies have been recommend by PCA, and accepted by the Committee for implementation – See APPENDIX list pg.10:

- Pony Club Australia National Gear Rules
- * SSPC Agistment Agreement
- Horse Health Declaration
- Member Protection Policy
- Incident Report Form
- Code of Conduct
- * Agistment Waitlist Application Form
- Risk Management
- Sun-Safe
- SSPC By-Laws adopted from PCAQ and amended for SSPC use.
- SSPC Constitution adopted from PCAQ and amended for SSPC use.

3. General

Safety

Riders and handlers must always abide by PCAQ safety guidelines. Additionally:

- a) Riders ride at their own risk. SSPC will not be held responsible for injuries to horse, rider or damage to any individual's equipment.
- b) Boots or closed in shoes to be always worn when near or attending to horses. Boots and a helmet must be always worn when riding, lunging, or working horses anywhere on the grounds, including in the arena or round yards.
- c) The minimum safety attire required to ride on SSPC grounds are:
 - i) PCA approved helmet and gear must be worn whilst riding/ lunging as outlined in Appendix A link of this document. Note: Helmet compliance expires 5 years from date of manufacture and following hard-blow impact accidents immediate replacement is recommended. Further updates to helmet regulations must be adhered to.
 - ii) Boots with smooth soles and elastic sides.
 - Top boots optional for Juniors riding on the grounds or at SSPC events or musters.
 - Top boots are permitted for Associate and Senior riders at any time.

- iii) Horses ridden on Pony club grounds MUST be ridden with a bridle and a bit in the horse's mouth.
- d) Dogs: It is preferable that no dog be allowed on Pony Club grounds. If a dog is taken onto the grounds, it MUST be always kept under control and or on a leash. It is preferable that dogs be kept inside the canteen fenced area (but not inside the canteen). Dogs MUST be kept away from horses/riders undertaking riding activities.
- e) Keep all gates always shut. External gates MUST be kept always locked.
- f) All club equipment must be put away after use. Members who do not put away equipment, will be forbidden from using equipment.
- g) Report unsafe equipment to the Committee.
- h) No member is to put another member's safety at risk at any time.
- i) Non agisting members attending Southside to utilise club facilities must complete a horse declaration form in advance and submit via email ponyclubsouthside@gmail.com. Appendix C of this document provides link to Horse Health Declaration.
- j) Regular use of the club grounds can be arranged by prior consultation with the Committee.
- k) Senior members (over 18+) who volunteers their time, may be required to apply for a blue card please raise this via email ponyclubsouthside@gmail.com.
- l) Club members can access through paddocks, but care must be maintained to always ensure safe access.
- m) Any riding activity in paddocks should be done through consultation with the paddock group and or Committee to ensure that horses are safety secured.
- n) Members accept the responsibility to complete Incident Report Form for any incident, and must also notify the Committee via email ponyclubsouthside@gmail.com Appendix E provides link to this document.

Membership

- a) Application for membership shall be as per PCQ Rules.
- b) Membership renewal fees must be paid before December 31st each calendar year. Riders are NOT PROHIBITED to ride on SSPC grounds without an active financial membership for that year. It is YOUR responsibility to ensure you hold the correct membership, and have submitted all required documentation as SSPC will not be held liable. Renewing, and new members will be ratified at the next Committee meeting.

Grievances

- a) These may include concerns, complaints or unforeseen circumstances. Refer to Member Protection Policy – Appendix D link refers and Code of Conduct – Appendix F provides link..
- b) Grievances are to be put in writing and submitted to the Committee either in person or to the club email ponyclubsouthside@gmail.com. Grievances submitted via email should obtain an acknowledgment from the committee. Should a reply not be received within 7 days, the member should re-email or escalate to the Committee via other means.
- c) Matters will be addressed accordingly and in line with Member Protection Policy guidelines/ SSPC Code of Conduct.

Supervision

Parents and or authorised guardian ARE responsible for their children at all times.

- a) It is the responsibility of parents and or authorised guardian to supervise members up to the age of 18, including Associate Members, while riding at all times. These persons must always be in a direct line of sight to the rider to ensure correct supervision. No person under the age of 18 is permitted to ride alone, or without parent and or authorised guardian at any time.
- b) Members under the age of 15 must always be supervised by a parent and or authorised guardian whilst on SSPC grounds.
- a) Parents and or authorised guardian departing grounds while their child is riding must have assigned their child's supervision to a responsible adult.
- b) An adult supervisor must be as a minimum a social member of the club.
- c) Adult supervisors must always have line of sight to the child rider.
- d) No Junior -16 years of age or younger to be left unattended on the grounds at any times, including area around the arena.
- e) Associate and Senior members may enjoy the privilege of using the Club grounds unaccompanied.
- f) It is not recommended for persons over 18 years to ride alone. The Committee recommends at least one other person is present for safety while riding.
- g) Members may ride at any time providing the grounds are in a suitable condition. If in doubt about whether the conditions are suitable for riding, permission may be sought from a Committee member. The decision of the Committee member must be respected.
- h) All riders ride at their own discretion.
- i) It is highly recommended that Juniors must accompanied in herd agistment paddocks.

Jumping

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

Age Restrictions (jumping without instructor)

<u>Age</u>	<u>Max. Height</u>	<u>Types of jumps</u>	<u>Equipment Restrictions</u>
8yrs and Under	Up to 20cm	Verticals only	8 wings
8-10yrs	Up to 40cm	Verticals only	8 wings
11-12yrs	Up to 50cm	Verticals only	8 wings
11-12yrs D* certificate holders	Up to 60cm	Verticals and Oxers – <i>unless signed off to jump higher by a SSPC instructor.</i>	8 wings
13yrs and Over	Up to 60cm	Verticals only	8 wings
13yrs and Over D* certificate holders	Up to 60cm	Verticals and Oxers. No other types of spreads or Combinations	8 wings

13yrs and Over C certificate holders	60cm +	Verticals, Oxers and Combinations	10 wings
18yrs and Over with min C cert or approval by SSPC Instructor panel	60cm +	Verticals, Spreads and Combinations	10 wings

General Rules:

- a) Members must be always supervised by an authorised supervisor with direct line of sight to the rider.
- b) No Free Jumping allowed at any time.
- c) Maximum of 2 jumpers to one supervisor.
- d) Cross Country jumps are out of bounds and may only be used with an appropriately qualified instructor present.
- e) Authorised supervisors must complete an incident report for ALL falls, whether injuries are sustained or not. The supervisor must also notify the Committee of the incident within 24hrs of the incident. Members also accept the responsibility to complete this form should an incident occur, and must also notify the Committee via email ponyclubsouthside@gmail.com Appendix E provides link to Incident Report. In addition, Affinity Incident Report must also be completed – this for is available in member file in clubhouse.
- f) Riders (and their parent and or guardian if under 18 yrs), SSPC financial members or Instructor approved SSPC financial members must sign the SSPC Code of Conduct and email a copy ponyclubsouthside@gmail.com Appendix F provides link to SSPC Code of Conduct.
- g) If the arena is in use with an instructor, approval must be sought from the instructor prior to moving equipment in or around the arena.

If the arena is in use, prior to moving or using jumps in the arena, permission from the riders (or if under 18years, the adult supervisor) must be sought.

Authorised Show Jump Supervisors must be:

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

Equipment Rules:

- a) Jump equipment must be put away at the end of the day (by the people who last used the jumps).
- b) Limit of 8 jump wings (10 jump wings for 13yrs+ with C-Cert).

- c) No jump cups to be left on the ground (must be put into containers).
- d) Oxers must have safety (break away) cups for the back rail, unless the jump is to be jumped from both directions, in which case breakaways must be used on both front and back wings.

4. Awards

Rider participation awards will be given to 'active riding members', as defined in these by-laws, at the discretion of the Instructors Panel.

5. Musters

Instructors

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

Uniforms

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

Attendance

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

Canteen

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

6. Events

Internal

Any organisation or club using SSPC grounds for events or practice purposes must abide by club rules and wear approved helmet and boots as per Pony Club Australia National Gear Rules - link Appendix A of this document. Note: Helmet compliance expires 5 years from date of manufacture and following hard-blow impact accidents immediate replacement is recommended

Affinity Event Planning Checklist must be completed prior to event – available in member file in clubhouse.

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

External

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

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

Uniforms are available from the Uniform Convenor or Committee members.

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

7. Paddocks & Agistment

Information within Agistment Agreement 2023 referred to as Appendix B, applies to all agisting members noted with this lease.

APPENDIX

APPENDIX A – Pony Club Australia National Gear Rules

Link - <https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-National-Gear-Rules-2023.pdf>

APPENDIX B – [Southside Pony Club Agistment Agreement](#)

- Copy provided to all agistors, with spare available in Member File SSPC clubhouse.

APPENDIX C – [Horse Health Declaration](#)

Link - <https://ponyclubqld.com.au/wp-content/uploads/2020/06/Horse-and-Participation-Health-Declaration.pdf>

APPENDIX D – [Member Protection Policy](#)

[Useful Forms & Links – Southside Pony Club](#)

APPENDIX E – [Incident Report Form](#)

Link <https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/Incident-Report-Poster-with-QR-code.pdf>

APPENDIX F – [Code of Conduct](#)

[Useful Forms & Links – Southside Pony Club](#)

APPENDIX G – [Agistment Waitlist Application FormA](#)

Copy available in Member File SSPC Clubhouse.