

By-Laws of Samford Golden Valley Pony Club Inc.

Adopted at General Meeting on 4th February 2025

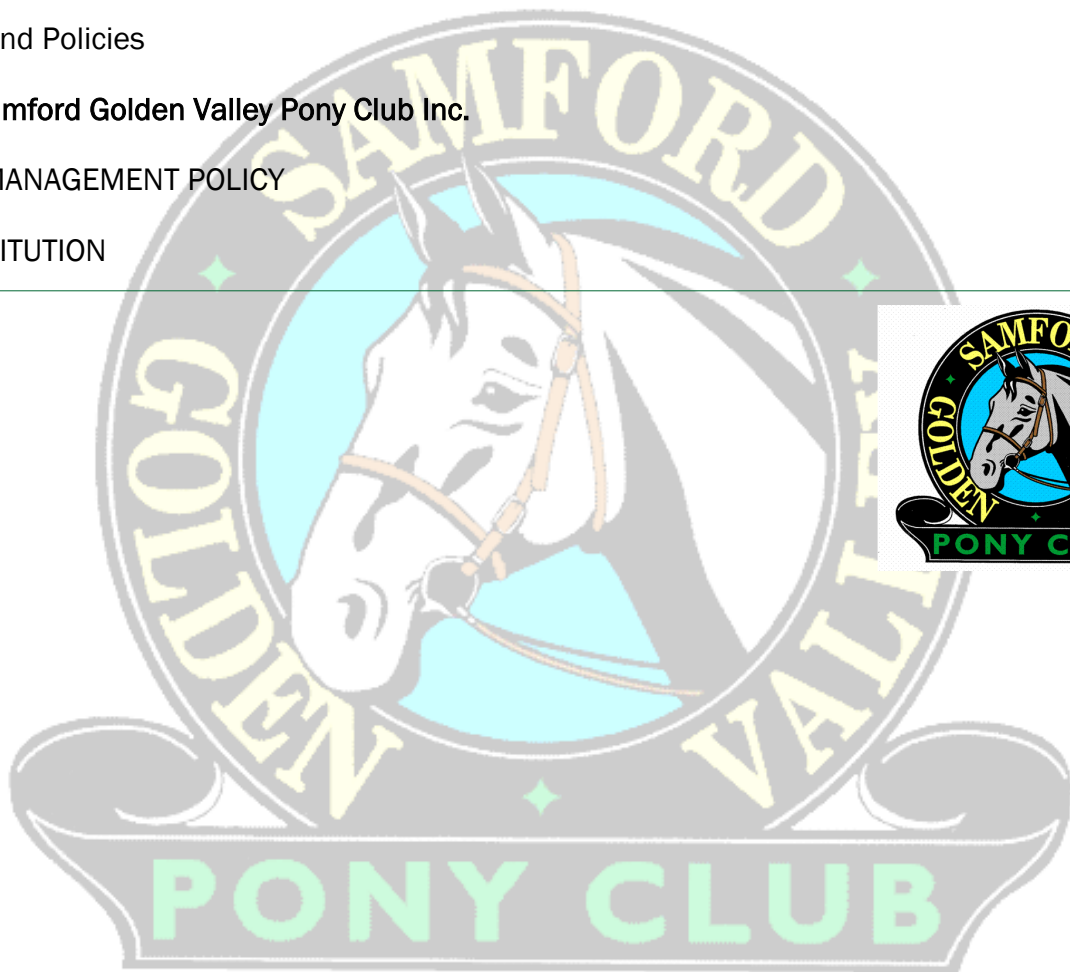
These By-Laws should be read in conjunction with The Pony Club Association of Qld Inc

Laws and Policies

And Samford Golden Valley Pony Club Inc.

RISK MANAGEMENT POLICY

CONSTITUTION



Samford Golden Valley Pony Club Inc

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Article I. MEMBERSHIP

1. Membership is per calendar year with fees being set by the management committee.
2. Classes of membership offered will be as per Pony Club Australia requirements
3. Potential members must apply to join the club via Pony Club Australia's online portal.
4. Members will be accepted or rejected as per SGVPC Constitution
5. Members must follow all rules and policies as mentioned in these By-Laws. Members may be subject to disciplinary action should they not be followed. This may include cancelling membership.
6. Each member under the age of 18 must have at least one parent/guardian as a member of the club.
7. Parents/Guardians and other family members who do not wish to seek riding memberships are encouraged to join as social members.

Article II. MANAGEMENT COMMITTEE POSITIONS

8. In addition to the Executive Committee positions outlined in the constitution the club may have a number of management committee positions which are elected at the Annual General Meeting. They may include but are not limited to:
 - a. Memberships Officer
 - b. Grounds Maintenance Officer
 - c. Grounds Hire Officer
 - d. Uniform Officer
 - e. Grants Officer
 - f. Sponsorship Co-Ordinator
 - g. Canteen Co-Ordinator
 - h. Events Co-Ordinator (one for each event being held the following year)
 - i. Social Co-Ordinator
 - j. Social Media Co-Ordinator
 - k. Results Officer
 - l. Zone 26 Delegate
 - m. Adult Muster Co-Ordinator
 - n. General committee members

Article III. PARENT/GUARDIAN OBLIGATIONS

9. Parents/Guardians are expected to become involved and participate in the normal running of the club's affairs e.g. working bees, canteen, fundraising, setting out and packing up equipment on club days etc.
10. Parent/Guardians are expected to become involved in Club's duties when their child is riding at events run by other clubs or zones e.g. penciling, cross country steward, etc.
11. Parents/Guardians are expected to act as role models and encourage safe practices at all times while handling and moving amongst horses. Certificate level course are available to learn more about horses.
12. Parents/Guardians are encouraged to fill the various committee positions.

Article IV. USE OF THE GROUNDS

13. Use of the grounds is limited to current financial members of SGVPC unless special consideration is granted by the executive committee. (i.e. members of other pony clubs)
14. The grounds must remain locked at all times. Member access is via a combination padlock and the combination number is provided to all financial members. When accessing gates they must be locked upon entering the grounds and then again upon leaving

15. Safety helmets and approved footwear must be worn at all times whilst mounted or lunging. (refer PCA Gear Rules)
16. Junior members under 16 years must not use the grounds whilst alone. They must have an adult, instructor or other club member 16 years or over with them.
17. The club house and surrounding area is a 'horse free zone'.
18. All equipment must be used in the manner it is designed for and must not be used unless you are familiar with correct usage.
19. It is the riders' responsibility to ensure equipment is in a safe state before use.
20. All equipment that is taken from storage must be returned after use.
21. The grounds or sections of the grounds will be unavailable for use from time to time.

Article V. GROUNDS LIGHTING

22. Lighting of the grounds is controlled by the switch on the power poles. Stable and parking light controls are located in the stables and will operate for a preset time after the button is pushed.

Article VI. STABLES AND YARDS

23. Stables and yards may be used at any time during the day provided a person responsible for the horse remains on the grounds. Overnight stabling is by approval of the executive committee only.
24. Horses must not be paddocked in the round yard or the fenced area. These areas are for use by all for riding and training.
25. Equipment used in the round yard must be removed after use.
26. Horses must be led into the stables and not ridden in under any circumstances. Riders must not be mounted in the stables.
27. The area around the stables and yards is a 'walk only' area (no trotting or cantering).
28. Be respectful for your own and others gear. Beware of horses that may bite/chew saddlery.
29. Stalls/yards must be left clean - rubbish, straw, feed and manure to be removed.

Article VII. CROSS COUNTRY COURSE

30. The cross country course forms part of the grounds of SGVPC and is therefore limited to use by SGVPC members.
31. Safety helmets, approved footwear and approved safety vests must be worn at all times when jumping cross country jumps (refer PCA gear rules)
32. To use the cross country jumps riders must be under the instruction of a current C Level or Pony Club Coach qualified to teach jumping or a current EA Coach qualified to teach jumping.
33. The course can become unusable or unsafe due to erosion, flood, accidental or willful damage, maintenance in progress, etc. It is the riders' responsibility to inspect the jump, take off and landing area and general surroundings to ensure safe before use of each part of the course.
34. From time to time the course will be closed and riders must not use it during these times.

Article VIII. MUSTERS

35. Musters are run as advertised which can be amended from time to time.
36. Musters may be standard muster open to all, or adult only musters.
37. Format and start time of musters vary and will be published before the muster.
38. Muster or formal uniform is acceptable.
39. SGVPC uniform is optional for Adult only musters.

40. Riders are divided into groups and must remain in their group unless special permission by the instructor is given to change groups or leave.
41. Riders are expected to arrive on time and assemble for a gear check. Permitted saddlery and gear is listed in PCA Gear Rules.
42. If arriving late it is the riders' responsibility to report to an instructor for a gear check and marking of attendance.
43. To gain attendance points you must stay for the entire muster and participate. Some groups or riders are exempt from time to time as notified each year or on a temporary basis.
44. If seeking attendance points for an unmounted attendance members must be present for the whole muster and participate in a learning or assisting capacity.
45. An adult guardian must remain on the grounds for all riders under 16 years of age for the full muster.
46. Respect must be given to all instructors and trainee instructors. At no time must they be interrupted or contradicted during a lesson. Questions or problems should be referred to the Chief Instructor or Instructor in charge at lunch break or after the muster.
47. Wet musters will be advertised via email, facebook or website and attendance points will count. Muster shirt must be worn.

Article IX. SGVPC EVENTS

48. SGVPC run events from time to time and members are expected to participate in the organization, set up, pack up and running of the event.
49. Rules differ for each event as advertised on the program and rule book for discipline ie. PCAQ Rules for Dressage. It is the riders' responsibility to be familiar with the rules and follow them.
50. Nomination rules for each event may differ. Please refer to communications before the event and the standard nomination instructions for own club events on the website.
51. Working bee rules differ for each event. Please refer to communications before the event. In all cases if you have a child competing you are required to participate in an event working bee as well as fulfil an event job on the day.
52. The PCA National Gear Rules apply for all events.
53. Once a competition area is constructed it is closed to all riding/horses. Failure to obey may entail elimination from the competition or other disciplinary action.

Article X. NOMINATING FOR EVENTS HELD AT OTHER CLUBS

54. Nominations for an event must be submitted through the relevant online nomination process unless the event flyer or website instructions indicates otherwise.
55. All rules for nominating including closing of nominations, scratching's and acceptance of nominations will be outlined on the event program flyer.

Article XI. END OF YEAR TROPHIES/AWARDS

56. End of year awards are in place to encourage participation and learning and award riders for a variety of achievements. Riders 18 years and under are eligible for end of year awards except the Senior Rider of the year. Riders over 18 years are eligible for the Senior Rider of the Year and the SGVPC Gymkhana 7-25 years award.
57. Riders must submit their results for approved events via the website regularly throughout the year. Submission cutoff dates will be advertised.
58. Most awards are limited to points earned on one horse (by the same rider). If riders compete on more than one horse during the year they should submit results for all horses.
59. The results officer reserves the right to check points with the host club and amend results accordingly.

60. Approved events are those run under PCAQ rules and not open to non PCA riders. Open days, ribbon days, shows, hunter trials or sports days are NOT approved events. Teams events are not eligible.
61. Muster points are accumulated for all horses ridden by the rider. Refer below for muster point explanation. On occasions musters are run with 'no points' awarded.
62. To be eligible for any trophy, riders must attend a minimum of three (3) home musters mounted during the year.
63. To be eligible for attendance and muster points trophies rider must attend at least 75% of musters (or an approved event held on the same day).
64. Points for discipline trophies are accumulated from a maximum of five (5) events in each discipline (on the same horse).
65. Perpetual trophies remain the property of the Club and must remain at the club.
66. For age group awards age of the rider should be taken as at 31 December of the year the awards are awarded.
67. The committee may change age group ranges if numbers in age groups are low.
68. The awarding of trophies is listed below but is subject, at all times, to the discretion of the Management Committee.

Award	Criteria	Trophy
Highest Points Gymkhana	<p>Awarded to the member who achieves the highest number of gymkhana points from 5 events</p> <p>An independent rider will place above an assisted rider regardless of points earned.</p> <p>Rider to have attended a minimum of 2 musters</p> <p>Points awarded 1st – 6 2nd – 5 3rd - 4 4th – 3 5th – 2 6th - 1</p>	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 12 years and under • 13 – 17 years <p>Perpetual Trophy and Trophy for overall winner with highest points.</p>
Highest Points Samford Golden Valley Gymkhana	<p>Awarded to the Samford member with the highest points from the SGVPC Gymkhana held that year</p> <p>Points awarded 1st – 6 2nd – 5 3rd - 4 4th – 3 5th – 2 6th - 1</p>	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 6 years and under • 7 – 25 years <p>Limerick Perpetual Trophy and Trophy for overall winner with highest points.</p>
Highest Points Show jump	<p>Awarded to the rider who achieves the highest number of show jumping points from 5 events.</p>	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 12 years and under • 13 – 17 years

	<p>Points awarded</p> <ul style="list-style-type: none"> • Official: 10 points down to 1 point for 1st to 10th place • Unofficial: 5 points down to 0.5 of a point for 1st to 10th placings 	Perpetual Trophy and Trophy for overall winner with highest points.
Highest Points One Day Event	<p>Awarded to the rider who achieves the highest number of One Day Event points from 5 events.</p> <p>Points awarded</p> <ul style="list-style-type: none"> • Official: 10 points down to 1 point for 1st to 10th place • Unofficial: 5 points down to 0.5 of a point for 1st to 10th placings 	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 12 years and under • 13 – 17 years <p>Perpetual Trophy and Trophy for overall winner with highest points.</p>
Highest Points Combined Training	<p>Awarded to the rider who achieves the highest number of Combined Training points from 5 events.</p> <p>Points awarded</p> <ul style="list-style-type: none"> • Official: 10 points down to 1 point for 1st to 10th place • Unofficial: 5 points down to 0.5 of a point for 1st to 10th placings 	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 12 years and under • 13 – 17 years <p>Perpetual Trophy and Trophy for overall winner with highest points.</p>
Highest Points Dressage	<p>Awarded to the rider who achieves the highest number of Dressage points from 5 events.</p> <p>Points awarded</p> <ul style="list-style-type: none"> • Official: 10 points down to 1 point for 1st to 10th place • Unofficial: 5 points down to 0.5 of a point for 1st to 10th placings 	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 12 years and under • 13 – 17 years <p>Perpetual Trophy and Trophy for overall winner with highest points.</p>
Highest Points Tetrathlon	<p>Awarded to the rider who achieves the highest number of Tetrathlon points from 5 events.</p> <p>Points awarded</p> <ul style="list-style-type: none"> • Official: 10 points down to 1 point for 1st to 10th place • Unofficial: 5 points down to 0.5 of a point for 1st to 10th placings 	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 12 years and under • 13 – 17 years <p>Perpetual Trophy and Trophy for overall winner with highest points.</p>
Highest Points Jumping Equitation	<p>Awarded to the rider who achieves the highest number of Tetrathlon points from 5 events.</p> <p>Points awarded</p> <ul style="list-style-type: none"> • Official: 10 points down to 1 point for 1st to 10th place • Unofficial: 5 points down to 0.5 of a point for 1st to 10th placings 	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 12 years and under • 13 – 17 years <p>Perpetual Trophy and Trophy for overall winner with highest points.</p>

<p>Highest Muster Points</p>	<p>Awarded to the rider who achieves the highest points from Muster.</p> <p>Riders must attend 75% of home musters (includes attendance at eligible PCAQ events instead of muster)</p> <p>Muster points are awarded each muster the following way:</p> <ul style="list-style-type: none"> ○ RIDER: (Max 5 points) You are not judged on how new your uniform is. Instructors are looking for polished boots, clean jodhpurs/shirt/helmet, hairnets for long hair, shirts must be tucked in and jodhpurs worn over short boots. CORRECT PONY CLUB UNIFORM MUST BE WORN. And riders must arrive on time and be polite. ○ GEAR/TACK: (max 5 points) Well-maintained tack, regardless of age. Gear should be clean and oiled. Club saddlecloths should be used. Attention will be paid to badly fitting gear, loose/dirty girths etc. Keepers should be in their correct place and bandages/boots should be clean and correctly fitted. ○ HORSE: (max 5 points) We are aware that many horses are "paddock" horses and this is taken into consideration. However, horses' coats, manes & tails (not necessarily plaited) should be clean and feet neatly trimmed. 	<p>Winner and runner up trophies</p> <ul style="list-style-type: none"> • 7 years and under • 8 – 10 years • 11 – 13 years • 14 – 17 years <p>Perpetual Trophy and Trophy for overall winner with highest points.</p>
<p>Effort and Achievement Award</p>	<p>Awarded to the rider that put in the most effort to achieve results. Award decided by a vote of the clubs instructors.</p>	<p>Perpetual Trophy and Winners Trophy</p> <ul style="list-style-type: none"> • 12 years and under • 13 – 17 years
<p>Most Improved</p>	<p>Awarded to the rider that has improved the most in the year. Award decided by a vote of the clubs instructors.</p>	<p>Winner trophies</p> <ul style="list-style-type: none"> • Under 8 years • 8 – 10 years • 11 – 13 years • 14 – 17 years

		Perpetual Trophy and Trophy for overall winner Most Improved
100% Attendance	For riders who achieve 100% muster attendance. (includes attendance at eligible PCAQ events on muster dates). Riders must attend all sessions of a muster to qualify for attendance points. Riders may attend musters unmounted in the case of unavailability of horse. (Muster shirt should be worn)	Trophy for each rider that attains 100% attendance
Senior Rider of the Year	Samford rider 18 or over who has achieved the most for the year. Award decided by a vote of the clubs instructors.	Trophy for Winner
Sportsmanship Award	<p>Awarded to a member who:</p> <ul style="list-style-type: none"> • b) participated in most facets of Pony Club; • c) must attend at least four (2) home musters • d) attended working bees; • e) was helpful and courteous to other Club members; • acts as an ambassador for SGVPC at all times when representing the Club • f) showed good care for their horse. <p>Award decided by a vote of the clubs instructors but will take suggestions from club members.</p>	Perpetual Trophy and Trophy for overall winner
Spirit Award	Awarded by the president to the member (riding or non-riding) who embodies the Samford Sprit. This award is decided by the President.	Trophy for winner
Horse and Rider of the year	<p>The Clubs most prestigious award. Award decided by a vote of the clubs instructors.</p> <p>Riders are judged under the following criteria:</p> <ul style="list-style-type: none"> • must ride the same horse in competition for the whole year (irrespective of reason for change of nominated horse) 	Perpetual Trophy and trophy for winner

	<ul style="list-style-type: none"> • must attend 75% of musters (includes attendance at eligible PCAQ events) • must attend at least three (3) home musters mounted • must compete in most facets of Pony Club, (ie. Dressage, Gymkhana, ODE, Showjumping, Combined Training tetrathalon and Jumping Equitation) • must set a good example to others and be courteous at all times and helpful to younger members • involvement in club activities, eg Junior Committee, certificate work, muster attendance and working bees 	
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Article XII. UNIFORMS

1. Uniform purchases are available online however collection/check re current stock must be arranged with the Uniform Convener. At times stock may need to be ordered and may not be available immediately.
2. FORMAL UNIFORM must be worn to all events (unless an OPEN event or advertised otherwise).
3. MUSTER UNIFORM must be worn at musters unless otherwise advertised. (FORMAL UNIFORM is also acceptable)
4. Boots and helmets must comply with the PCA National Gear Rules.
5. Riders are expected to wear their uniform correctly while riding and at award presentations i.e. shirt tucked in & fully buttoned, sleeves down and buttoned, tie at neck and correct length, jodhpurs long enough to cover top of short boots.
6. Jewellery – Necklace and bracelet only allowed under shirt. Rings only allowed under gloves. Only sleepers or stud earrings (or that size and style) allowed.

(i) FORMAL UNIFORM

- Helmet compliant with PCA National Gear Rules.
- Old Gold yellow long sleeve shirt
- Dark green tie and tie badge (badge optional)
- Bottle green jumper or vest with gold stripe (optional)
- Fawn, Black or two tone fawn jodhpurs or moleskins
- SGVPC saddlecloth
- Short Jodhpur boots OR top boots OR gaiters with matching boots (compliant with PCA National Gear Rules).

(ii) MUSTER UNIFORM

- SGVPC polo shirt (optional for Adult Musters)
- SGVPC saddlecloth (optional for Adult Musters)
- Helmet compliant with PCA National Gear Rules.
- Fawn, black or fawn two tone jodhpurs or moleskins
- Short Jodhpur boots OR top boots OR gaiters with matching boots (compliant with PCA National Gear Rules).

Article XIII. CONTRIBUTION LEVY

69. All membership family groups or singles must purchase a contribution levy before joining the club.
70. Each year each family group or single must complete required contribution hours set by the management committee.
71. Contribution hours can include any activities that contributes to the club for example helping in the canteen, baking good for sale in the canteen, attending committee meetings, running club events and musters, instructing, judging or assisting at events and musters, attending club working bees and doing ground maintenance. However, contribution hours cannot be claimed for Event Working Bees and assisting to set up and run events run by the club where your family member is competing.
72. Where a family group or single does not complete the required contribution hours they are not entitled to a refund on the contribution levy and must re purchase the levy if they wish to renew membership the following year.
73. Where a family group or single does complete the required contribution hours they are able to either roll over their levy for membership the following year or request a refund of the levy.
74. Contribution hours for the year must be recorded by the 30th of November on the club contribution hours record system as specified by the management committee.
75. Contribution hours recorded after 30th of November may be accepted at discretion of the management committee.
76. Requests for refunds of the levy must be received in writing by the management committee within 2 months of the membership with the club expiring.
77. Where a request to refund is not received within 2 months the levy amount is forfeited and becomes the property of the club.

Article XIV. EVENT ASSISTANCE AND WORKING BEES

78. Event working bees are run prior to club run events to get the grounds set up for the event. It is a requirement that any Samford member competing at these events must provide one helper for at least 2 hours to assist set up prior to the event.
79. Riders not providing this assistance will be required to ride HC.
80. Riders cannot claim Event Working Bee hours as part of their contribution levy hours if they are competing at the event.
81. Any member assisting at event working bees or assisting to help run the event on the day who does not have a family member competing at the event may claim these hours as contribution levy hours.

Article XV. MANAGEMENT COMMITTEE

82. The Management Committee is elected at the Annual General Meeting . Refer to Constitution for details and to notice of AGM for positions and agenda.
83. Pursuant to Qld Government Blue card/working with children requirements all executive officers must hold a current working with children blue card.
84. Officers of Samford Golden Valley Pony Club Inc, affiliated clubs and associations are obliged both under general law and by statute to observe certain standards in carrying out their duties as directors. A failure to comply with these minimum standards may expose the officer to a broad range of claims by Samford Golden Valley Pony Club Inc, affiliated clubs and associations or other people suffering loss.
85. The general law requires a director to take reasonable care in carrying out his functions, taking into account the director's skill, knowledge and experience. The director must also act honestly, taking care to avoid conflicts between the duty to Samford Golden Valley Pony Club Inc, affiliated club or association and either duties to other organisations or personal interest.
86. The *Corporations Law* imposes similar concurrent obligations which allow for a civil penalty to be imposed when they are breached.
87. Samford Golden Valley Pony Club Inc, affiliated clubs and associations is/are entitled to claim against an officer who has breached one of these duties for any gain made by the officer or loss suffered by Samford Golden Valley Pony Club Inc an affiliated club or association as a result.

There is a misconception that officers are free from liability if SAMFORD GOLDEN VALLEY PONY CLUB INC., the affiliated club or association has been incorporated. This is clearly not the case and an officer may still be held responsible for some liabilities. Officers should read and understand Annexure B on directors' duties (refer link on PCAQ website) before taking up office.

Article XVI. INSTRUCTORS

88. A panel of qualified instructors are appointed at the AGM each year.
89. Members are encourage to qualify as instructors to ensure the club remains strong and able to operate. Enquiries can be directed to the Chief Instructor.
90. The club provides support for trainee instructors by paying for instructor workbook and application fees to sit for the exam. Text books are to be purchased by the trainee. Limited library books are available for loan.
91. Instructors are required to hold a current working with children blue card.
92. Instructors are also requested to hold a current first aid certificate to meet PCQ's requirements to have a first aid officer at all pony club events.
93. Discounted coach membership is offered to qualified instructors who are accepted onto the Instructors Panel and who commit to instruct at a minimum of two (2) musters in the membership year.
94. Instructors should ensure that their qualifications remain current. Refresher courses are offered from time to time from PCAQ.

Article XVII. JUNIOR COMMITTEE

95. The Junior Committee may be elected at the first muster of each year as allowed for in the Constitution.
96. Junior members can nominate from the beginning of the year they turn 13 to the year they turn 18.

97. In past years the junior committees have run camps, oldies days, raffles etc with funds raised used to purchase a gift for the club (banner, dressage arena, container, picnic table are some examples)
98. Positions are PRESIDENT (organizes/chairs meetings, communicates with Senior Management Committee, delegate and oversees committee activities, reports at AGM, accepts awards on behalf of the Club, organizes following years elections), VICE PRESIDENT (assists president), SECRETARY (arranges meetings, takes minutes/notes of meeting, communicates with committee members, writes correspondence and newsletter articles), TREASURER (keeps financial records, organizes raffle tickets etc, balances fundraising and passes funds to Club Treasurer), GENERAL COMMITTEE MEMBER (assists in projects run by the junior committee, votes at junior committee meetings, assists with ideas and running of fundraising and activities)
99. All activities, fundraising and spending must be approved at a Senior Management Committee meeting.
100. Parent/guardians of junior committee members are expected to support them in their roles while allowing development of their skills.
101. Junior members nominating for office should enlist the support of their parent/guardian.
102. All rules of SGVPC and PCAQ referred to in these By-Laws must be observed in all activities of the junior committee.

