
Note: Hereafter throughout these By Laws where the word 'he' is used, this shall be taken to mean he or she.

1. STALLIONS AND RIGS

No stallion, colt, entire or rig is eligible to take part in or attend any Event, Competition or otherwise, at any function conducted by the Association or any of its Affiliated Clubs, when run under PCQ rules.

2. AGE OF HORSE

Horse Age Requirements (Aligned with PCA Welfare Policy-P13)

The age of a horse, calculated from its date of birth, for participation in competitive **Pony Club®** activities must meet the following criteria:

- Horses may only compete in **walk/trot dressage tests** from the age of **three (3) years**.
- All other competitive **Pony Club®** activities require horses to meet the designated minimum age of four (4) as outlined in the **PCA Welfare Policy**.

3. OWNERSHIP OF MOUNTS (for competitions)

A horse must be either:

- a) Owner ridden
- b) Leased for not less than six months, such lease to be registered with and approved by PCQ.
Leased horses are not eligible for competition until three (3) weeks from the date of the lease.
- c) Owned by a financial member of the same club as the rider and regularly ridden at that club, by a Junior or Associate member of the club, to which both the rider and owner belong.

Members may be required to prove on the competition day, that their mount is one that they regularly ride, at Pony Club musters/rallies.

4. MOUNTS

At all Pony Club fixtures, a rider shall be confined to the use of one mount, except where special rules permit otherwise.

A horse may only have one rider at any event.

5. DANGEROUS RIDING/ABUSE OF HORSE *Refer to PCA Horse Welfare Policy*

<https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-Horse-Medication-Policy-2023.pdf>

Any act or series of actions which, in the opinion of the Technical Delegate, can clearly and without doubt be defined as abuse of horse or dangerous riding, shall be penalised by elimination.

Similarly, any rider who affects the safety of any horse, rider or third party will be considered to have acted dangerously, and will be penalised by elimination or a penalty.

6. ABUSE OF HORSE INCLUDES *Refer to PCA Horse Welfare Policy*

- A – excessive use of whip and/or spurs
- B – sawing or jabbing with the bit
- C – rapping

1. Excessive Use of Whip, Spurs, Bit

a. Whip

- Hitting the horse in front of the saddle incurs no penalty.
- Excessive use of whip incurs a warning or penalty or elimination at the discretion of the judge.
- A whip is not to be used more than **two (2)** times for any incident. (*Refer PCA Horse Welfare Policy*)

- Whip must be carried in the hand **and never used in an overarm action.**
- Whips may be carried and thrown away during the event.

b. Spurs

- The use of spurs in a cruel manner will result in immediate disqualification of the athlete from the competition.
- If any horse shows blood or signs of bleeding on its side which was caused by, or may have been caused by the use of spurs, it must immediately be retired for the day from the competition, event or rally/muster.
- The horse must be immediately unsaddled and the scrape, cut or wound immediately attended to.
- Under no circumstances is the horse to be ridden at Pony Club again that day.

c. Bit

- The use of the bit in a cruel manner may result in immediate disqualification of the rider from the competition.
- It is abuse to tug on the reins or inflict pain with the bit.

2. Rapping

Rapping is the practice of hitting a horse on the legs as it goes over a jump, to make it think it hit the fence hard (due to the pain), so the animal will pick his legs up higher the next time. Rapping is illegal.

3. Unfitness Of Horses

If at any time during the competition a horse is lame, sick or exhausted, or unfit to continue, it may be eliminated on the authority of the Technical Delegate, or Appeals Committee or Official Veterinary Surgeon, or Chief Cross Country Judge

Competitors are warned that competing with a horse in such a condition can amount to cruelty.

It is also a breach of PCA Horse Welfare Policy should a rider fail to provide clean water to horses at a Pony Club event.

4. UNFITNESS OF RIDER

Similarly, these Officials or the Official Doctor may at any time exclude from the competition any competitor who in their opinion is severely injured or unfit, for instance as a result of a fall.

If a concussion is suspected, then the PCA Concussion Policy is enacted.

<https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-Concussion-Policy-2024-with-CRT-IRS-links-.pdf>

If a rider has been excluded from the competition on medical grounds, a medical clearance is required to resume pony club activities.

7. BLOOD:

PCQ has a no blood Policy; if an official sights fresh blood anywhere on the horse during an event, he or she will stop the horse to check. If the horse shows fresh blood, it will be eliminated. The elimination is final

8. VETERINARY TREATMENT

<https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-Horse-Medication-Policy-2023.pdf>

If during any Pony Club activity, it is necessary to treat a horse with a drug that is calming, anti-tetanic, fortifying or stimulating, a Veterinary Surgeon appointed by the person in charge of such activity must be notified immediately and he must verify the expedience or necessity of the treatment to be given. Expense to be borne by the owner.

9. DESTRUCTION OF SEVERELY INJURED HORSES

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

1. If the owner or his authorised representative is present, his agreement will first be obtained by the Official Veterinary Surgeon.
2. If the owner or his representative is not available, the Technical Delegate, acting on the advice of the Official Veterinary Surgeon, may order the destruction of a horse.

10. DOPING (Refer to PCA Horse Medication Policy)

<https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-Horse-Welfare-Policy-WEB-2024.pdf>

It is forbidden to use or administer or cause to be used or administered, on or to any horse a tranquiliser, stimulant, depressant or drug of any kind in any manner whatsoever, either before or during any Pony Club activity or competition, subject to Paragraph 5.

Any member of an affiliated Pony Club owning, riding or entering such horse in any such activity shall be called before the Disputes Committee and if a breach of this By-law be found shall be:

- a) disqualified for the day and
- b) be brought before the relevant club Management Committee which may at its discretion impose disqualification or suspension.

The certificate of a duly qualified Veterinary Surgeon to such an effect shall be 'prima facie' evidence that any such tranquiliser, stimulant, depressant or drug has been used or administered.

Random swabs may be taken at the discretion of the organising body.

11. DEFINITION OF A FIXTURE

A fixture shall be defined as; one program held on one or more days, by the one organising committee.

Special rules may apply for State Championships as deemed by the Management Committee.

12. GUARANTEE OF AGE FOR COMPETITORS

At Association, Zone or Club fixtures an Official of the Club must guarantee the age of the Competitor which is determined to be as at the date of the first day of competition.

The competitor MUST REMAIN in their correct age group.

13. ELIGIBILITY OF PONY CLUB COMPETITORS

In all Pony Club Events, whether conducted by a Pony Club organisation or a Show Society, only financial members of an Affiliated Pony Club of Queensland, Pony Club Australia or any other Australian State shall be considered eligible to compete, provided that the home Club is aware and agrees to the rider representing their Club. Proof of this may be required. An official from each club must guarantee all their athletes are current financial members and are entered and competing in their correct age group.

14. PROTESTS

Only the owner, his agent or the rider of a horse taking part in a competition (or the Chef d'Equipe/Team Manager) may lodge a protest. Protests must be made to the Secretary of the Event, in writing and accompanied by a deposit of \$50, not later than half an hour after the happening that gave rise to the protest. In the case of the qualifications of a competitor, the protest must be lodged not later than 30 minutes before the start of the competition. The deposit is forfeited unless the protest is upheld or it is decided that there is a good and reasonable grounds for lodging the of a protest

15. ALCOHOL ON PONY CLUB GROUNDS – As per the PCQ Alcohol Policy

<https://ponyclubqld.com.au/wp-content/uploads/2019/05/pony-club-alcohol-policy.pdf>

Sale of alcohol is not permitted during the running of events or competitions, under Pony Club control, which are attended by Pony Club members with their horses. Alcohol may be available at Pony Club social functions or following the conclusion of events or competition when horses are no longer being ridden.

16. DOGS ON PONY CLUB GROUNDS

It is preferable that no dog be allowed on Pony Club grounds.

If a dog is taken onto the grounds, it **MUST** be kept away from the competitive area and it **MUST** be kept under control and on a leash at all times. When tied up, dogs must not be able to move outside the perimeter of the vehicle. ***This rule must be enforced.***

17. AWARDS

No prize money is to be awarded for any Pony Club event or competition. Awards are to consist of ribbons, rosettes, suitable trophies and/or other awards such as lead ropes, halters, rugs or similar. Except at A.P& I. and R.N.A. Shows where token money may be awarded.

18. DISPUTES COMMITTEE FOR EVENTS – Refer to Relevant Discipline Rule Book

A Disputes Committee shall be elected at all fixtures conducted by the Associated Clubs and Zones.

The Disputes Committee shall consist of one senior member from each competing club (except where rules vary).

19. REGISTER OF MEMBERS

Clubs shall keep a register of Junior, Associate and Senior Members which is accessed via the JustGo database.

20. MEMBERSHIP APPLICATIONS

a. Club Membership Applications

Each individual applying for pony club membership must;

- Apply for club membership, via the JustGo database at www.pca.justgo.com
- Once the application has been approved by the club, the applicant will then be able to purchase and pay for their membership through their portal on the JustGo database.

Where the applicant is a child:

Due diligence must be exercised to ensure that the adult sanctioning in the capacity of Parent or Guardian has the legal right to do so.

- In particular note that persons who are the partner of the child's parent or grandparent may not have parental control.
- Similarly, unless so granted by some legal status, grandparents do not have parental control and may not sanction a child's membership application.
- Failure to apply due diligence in this process may render the applications invalid as evidence in court and potentially deny the club any protection under its insurance policies.

b. Indemnity and Waiver Forms

On renewal of annual membership through the JustGo database, members are required to accept the provisions of the automated waiver forms.

Members are given an option through their JustGo Profile to allow the use of technologies to film record and/or photograph their image during activities whether physical or virtual/online.

c. Volunteer Blue Cards - refer to Qld Government Website

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

In Queensland, organisations that provide services to, or conduct activities mainly involving children are required by law to have a risk management strategy in place that helps to reduce the likelihood of any risk or harm to children.

PCQ require Coaches, Officials and Office Bearers working with children to hold a Blue Card.

To register or renew a Blue Card the volunteer must be linked to a club or PCQ, the registration can be done online through Blue Card Services.

Volunteers under 18 are exempt from requiring a blue card unless they are a trainee student doing a practical placement as part of their studies with an education provider e.g. Trainee or junior coach.

Parents volunteering at the same place where their child participates in the activities is not required to hold a blue card.

Blue Cards are required by volunteers providing services directed mainly towards children or conducting activities mainly involving children as part of sport and active recreation and those acting as of a board/committee members for such community organisations. (Some exemptions do apply).

d. Clubs: Accepting Membership Applications

The Management Committee may hold a special meeting for the sole purpose of considering membership applications even if this is outside the normal meeting schedule or approve applications through the JustGo database if the club constitution allows.

21. AFFILIATION FEES

Fees are set each year in September at the PCQ Annual General Meeting.

All PCQ affiliation (and insurance cover) expires on 31st December each year.

For a Club to be affiliated it must have at least seven affiliated members and/or the annual affiliation paid to PCQ. Once this occurs the club is affiliated.

22. MEMBER TRANSFERS

Members shall belong to **only (1) ONE PCQ Club** at any one time.

a. Transfers for Members

Transfer for members wishing to transfer to another Club are made through the JustGo database only.

- All members applying for a transfer must free of all financial and/or material debt to their present club
- Clearances can be withheld until such debts are discharged but for no other reason.

b. Clubs Receiving a Transferee

If transfer takes place during the membership year, (i.e. the transferee is a current financial member of a Club and affiliation fee to PCQ has been paid for the current year) then:

- Transferee is required to only pay fees as specified by new Club.

Once Club has accepted the online membership application, the transfer will be finalised.

When a Club accepts a Transferee:

- The transfer is binding for 6 months unless special circumstances occur.

c. Transfer of Instructors

In addition to the online Member transfer requirements; a written record of an instructor's transfer must be supplied to the PCQ office for updating of records:

- This must be on the member transfer form available from the PCQ website or Office.
- The Secretaries of both the transferring and accepting Club shall:
 - Approve/accept the transfer
 - Forward to PCQ for acknowledgement at the next scheduled PCQ Management Meeting.

c.i Transfer of an Instructor from Interstate

The state accreditation of a pony club Instructor from another state, (other than NCAS accreditation) is NOT transferable.

- These Instructors must firstly join a PCQ affiliated club
- They are then required to follow the PCQ re-accreditation procedure i.e.: attend a 2-day Refresher School for their appropriate level, this includes an open book rules test. Until such time as this is completed, he/she may offer any assistance to the new club.
- However, Coaches who have gained their pony club **accreditation through the National Coaches Accreditation Scheme (NCAS) do not require re-accreditation** although they should familiarise themselves with PCQ rules and regulations.

- Regardless of this the new club must notify PCQ of the coach's membership details and the coach accreditation details, when completing the membership return for that member
- c.ii Transfer of Zone Chief Instructors/Regional Panel Members**
Should a ZCI or RPM change his/her place of residence to outside the Zone/Region of which he/she was appointed ZCI/RPM, they no longer retain that appointment.
- c.iii Transfer of Club Chief Instructor**
If an appointed Club Chief Instructor changes Clubs, they no longer retain that appointment.
- d. Leave of Absence for Members**
May be granted, at the pleasure of the Club, to members when other commitments may keep them from attending their home clubs for a period of time. Leaves of absence (LOA) do not extend for more than twelve months; the member must re-apply annually for the re-issue of the LOA.
- d.i Leave of absence for Instructors**
An Instructor may obtain "Leave of Absence" from the Club should they feel that they cannot fulfill their commitments because of work, health or any other valid reason accepted by the Club.
 - The Instructor applies in writing to the Club requesting a LOA
 - The Club Secretary writes a covering letter and forwards both letters to PCQ.
 - The LOA is noted in the next PCQ Management Committee meeting.
 The Club Secretary should indicate on the database that the Instructor is on "Leave of Absence."

23. INSTRUCTORS

To hold a PCA/PCQ Instructors Certificate the person must:

- Be a current financial member of an affiliated club.
NB: It is not sufficient to be an honorary (life) member, they must also be financial.
- Attend a one (1) day over two (2) years or an Updating Clinic every four years
- Attend 25% of muster/rally days at their home club each calendar year
- Have their appointment renewed by their club management committee each year

An instructor should not charge an instructional fee at a Pony Club school, rally or muster, which has been organised by their home club.

a. Professional Instructor

Professional instructors may be members of Pony Club but **MUST NOT** charge an instructional fee at a Pony Club school, rally or muster, **which has been organised by their home club.**

A Pony Club has the right to pay fees to suitably qualified instructors (EA, PCQ, PCA, NCAS accredited or equivalent overseas accreditation) who are not its members; such instructors would be covered by Pony Club professional indemnity policy.

No Professional Instructor may canvas for students at Pony Club.

24. PERFORMANCE CARDS

- Performance cards are required in official events by all riders under 26 competing in the Olympic disciplines and Jumping Equitation.
- Please note that the issue of a showjumping card **no longer affects** the grading of the horse for combined training. (*Refer relevant discipline rulebooks*).
- Applications to Register a horse are completed on the JustGo database under the rider's profile credential section or an application form can be downloaded from the PCQ website and should be completed in full, signed by both rider and Club Secretary and forwarded to PCQ accompanied by the appropriate fee for the cards required.

25. UNIFORM AND SADDLERY RULES

Pony Clubs must conform to the rules of PCQ regarding uniform and saddlery.

- Saddlery is listed in the current edition of PCA Gear Check Book:
<https://ponyclubaustralia.com.au/sports/national-gear-rules/>
- Each club's shirt, tie and pullover (*sleeved or sleeveless*), jodhpurs and saddlecloth colours are

registered with PCQ

- Use of coats or rain jackets may be permitted during wet weather at the discretion of the organising committee on the day but shall **NOT** in any way be adopted as part of the official Pony Club uniform.

Pony Club uniform shall comprise:

- **Jodhpurs** colours as agreed by the club, approved and registered with PCQ (*must comply with PCA National Gear rules*)
- **Stockman-cut Trousers or Jeans** in club colours (and or various shades of that colour) may be worn **at club and zone level at the club discretion**
- **Stockman-cut trousers are permitted** for Sporting, Campdraft and Mounted Games at all levels within Queensland
- **Shirt** - long sleeved
- **Tie** - fly away
- **Pullovers/Vests** (optional) long sleeved or sleeveless, plain colour, v-necked. Trim allowable on neckband, waistband and/or cuff.
- **Approved boots** (*Refer current PCA National Gear Rules*).
NB: Enclosed footwear must be worn when handling horses or ponies
- **Gaiters** (*Refer current PCA National Gear Rules*).

Helmet (*Refer to the PCA National Gear Rules*)

- **NB Mounted Voluntary Helpers must wear the regulation headgear when mounted.**
- Riders must keep helmets on during Mounted Presentation of Awards and while saluting.
- Loss of helmet while riding incurs elimination.

For full rules uniform and saddlery, please refer to the current PCAQ National Gear Rules and the PCQ website. <https://ponyclubqld.com.au/disciplines/national-gear-rules/>

26. EVENT RULES

Pony Clubs **MUST** conform to the rules of PCQ regarding events as laid down in the PCQ Administration Handbook. Members are referred to relevant discipline rule books to be read in conjunction with these by-laws.

27. PCA/PCQ POLICIES

PCQ has adopted a number of policies by which all members, clubs and zones must abide. Policies may be downloaded from the PCQ website. <https://ponyclubqld.com.au/insurance-forms/>

28. YEAR

Throughout these By-Laws, the word 'year' refers to the Calendar Year.