

**BY-LAWS**  
**FOR**  
**PONY CLUB ASSOCIATION OF WESTERN AUSTRALIA INC.**

**PRELIMINARY**

In these Rules :

- "The Association" means Pony Club Association of Western Australia Inc.
- "PCAWA" means Pony Club Association of Western Australia Inc.
- "EA" means Equestrian Australia.
- "The Board" means the Executive Board of the Association.
- "The Zone" means a group of Clubs, as designated by the Board.
- "The Club" means a Member Club affiliated with the Association.
- "The Committee" means the Committee of the Member Club.
- "Membership" means the membership of an Individual Member to a Member Club.
- "Adult Supporters" means a person who has attained the age of twenty five (25) years and who are financial with a Club.
- "Club Coach" means a person over eighteen engaged by a Club to coach at rallies.
- "Chief Club Coach" means a person over eighteen engaged by a Club to Coach at rallies.
- "Rally Coordinator" means a person over eighteen engaged by a Club to organise or assist the Club Chief Coach to organise rallies.

**1. MEMBERS**

(a) Persons who are 16 years and under as of the 1<sup>st</sup> of January, shall be known as;

- Ordinary Riding Members.
- Ordinary Non-Riding Members.
- Members without Ponies

(b) Persons who between the ages of 17 and 24 years as of the 1<sup>st</sup> of January, shall be known as;

- Associate Riding Members.
- Associate Non-Riding Members.

(c) Persons who are aged 25 years or older of the 1<sup>st</sup> of January who are not engaged to coach, shall be known as;

- Adult Supporters

(d) Persons who are engaged, whether paid or voluntary employment by a Member Club to coach at rallies, shall be known as;

- Club Coaches

(e) Persons who are awarded Life Membership to a Member Club, shall be known as;

- Club Life Members

## **2. MEMBERSHIP**

A Member shall not, at any time, be listed as a member on the Strength Return of more than one Member Club affiliated with the Association.

## **3. VISITING MEMBERS**

A Member may be a visiting member of another Member Club affiliated with the Association. A visiting Member shall not represent the Club they visit, and may not be a visiting rider more than twice in any calendar year. Prior arrangements of a visiting Member to attend a rally at another Club must be made by each of the Chief Club Coach Contact must not be made by the Parent or Guardian of the visiting Member. Chief Club Coaches have a Duty of Care and all relevant information is to be passed on. Attendance records must be kept by the Club visited by the rider.

## **4. TRANSFER OF MEMBERS**

The procedure for a Member wishing to transfer to or from a Member Club shall be as follows;

- The Member resigns in writing, from the Club of which they are a member, and the Club shall acknowledge, in writing, the resignation.
- The Member applies in writing to the Club of which they wish to become a Member, enclosing the acknowledgment of their resignation.
- In the event of the Club from which the Member wishes to resign refusing to acknowledge the resignation in writing within one (1) month, such member shall have the right to appeal to the Board, which may then act in place of the said Club.

## **5. SUSPENDED MEMBERS**

If a Member is suspended by a Club or the Association for a period of time, the Member shall be suspended from membership of all Member Clubs affiliated with the Association for the period of time of suspension. The maximum period of time of suspension shall be twelve (12) months, and the Member shall be required to reapply to the Club to renew their membership.

## **6. ZONE MEMBERSHIP**

The Club shall be a member of a Zone as designated by the Board and shall follow the rules of that Zone.

## **7. MEMBER CLUB COMMITTEE**

The Committee (which includes the Office Bearers) shall have a minimum of five (5) members who shall be current financial Adult Supporting, Life, Club Coach or Associate members listed on the Annual Strength Return. The Committee shall appoint a Club Chief Coach, who shall be or become a member hereof. The term of office for a Club Chief Coach shall be one (1) year, and they shall be eligible for re-appointment.

## **8. RALLIES**

At least four (4) rallies shall be held each financial year, and shall cater for all members. At each rally the Club shall record the attendance of all members and their mounts. Should an injured member or mount attend for an activity who/which in the opinion of the Club Chief Coach or their nominee is unfit to participate in the activity, the Club Chief Coach or in their absence, their nominee shall have the authority to prevent the member or mount from participating.

## **9. QUALIFYING RALLY**

A Qualifying Rally must be a rally to which all financial riding members of the Club are eligible to attend. Horse and rider combination must be present for a minimum of four hours where coaching from the Australian Pony Club Syllabus of Instruction is given; of which a minimum of two hours must be mounted instruction.

## **10. UNIFORM**

The uniform to be worn by Pony Club members taking part in Pony Club events shall comply with the rulings made by the Board from time to time.

## **11. MOUNTS**

The following mounts are not permitted as Pony Club mounts, and shall only be permitted at Pony Club activities for demonstration or exhibition purposes, with the express permission of the Club Committee:

- Stallions, colts and rigs.
- Mounts which in the opinion of the Club Chief Coach or their nominee are considered to be unsafe or unsuitable.

## **12. GEAR**

The gear to be used by riders and their mounts shall comply with the rulings made by the State Coaching Panel from time to time.

## **13. DRUGS**

The use of drugs prohibited by PCAWA and EWA, including sedatives (calming drugs) is not permitted at any Pony Club activity. The use of drugs may be detrimental to the welfare of the horse and the rider. See the PCAWA Handbook for copies of all PCAWA Policies.

## **14. CONFLICT OF INTEREST**

Executives/Officials at Club, Zone and State Level with a conflict of interest in an appeal situation must stand down from their position and related duties until the matter is resolved.

## **15. WINDING UP**

The Constitution of the Member Club shall contain a procedure for winding up the Club.

## **16. DISCIPLINE COMMITTEES AND BOARD APPOINTED BODIES**

All Committee and Board appointed bodies meetings, with the exceptional of operational meetings, must be held at the PCAWA Head Office unless approved by prior arrangement with the Board.

The Chairs, or appointed persons, of all Committee and Board appointed bodies must provide a report for each Board meeting or as requested by the Board from time to time.

All Committees and Taskforces must prepare an annual budget, with the assistance of the Executive Officer if required, and forward to the Office by the third week in November of the year preceding.

All Committee and Taskforce rug orders for Championships or other events to be held in the preceding year must be provided to the Office by the 31<sup>st</sup> December annually.

No member of the Executive Board shall be the Chair of any State Committee.

## **17. CLUB CHIEF COACH**

The Club Chief Coach shall be the person responsible to their Club and to the Association for the running of the Club rallies and activities and are responsible for ensuring the appropriate qualifying conditions, as determined by the Board, for any competition entered by members of the Club is complied with. The Club shall inform the Pony Club Association of Western Australia Inc. of the Club Chief Coach or any other coaching appointment, immediately following their appointment.

## **18. CLUB COACH**

It is the Club Coach's responsibility to;

- be listed on one Clubs Strength Return as a Club Coach
- inform PCAWA within 7 days of undertaking a coaching engagement at another Club

## **19. MEMBER CLUB AFFILIATION**

Member Club Affiliation forms, accompanied by the appropriate remittance must be received by the PCAWA Office within 28 days of the Clubs Annual General Meeting or by 31<sup>st</sup> March, whichever is sooner.

## **20. CLUB STRENGTH RETURNS**

A Member Clubs Annual Strength Return and any remittance payable must be received by the PCAWA Office within 28 days of the Club's enrolment day each year.

A Supplementary Strength Return and any remittance payable must be received by the PCAWA Office listing any new enrolments within 14 days of an Individual Member joining a Member Club.

A person is not considered to be a Member of the Association until such time as a correctly completed Strength Return and any remittance payable is received by the PCAWA Office.

Strength Returns must list a "Person Responsible" for any Member ages 17 years and under as of 1st January. Any person listed as a "Person Responsible" must be listed as an Adult Supporter, Coach, Life Member or Associate Member on the same Strength Return.

## **21. DAY INSURANCE**

Day insurance must not be offered by a Member Club at any PCAWA open event. Any person aged 18 years or above as of the 1<sup>st</sup> of January who wishes to attend an open PCAWA event or training day must purchase an Annual Open Insurance package direct from the PCAWA Office and must produce their insurance registration card upon request by an event organiser or PCAWA Official.

## **22. VISITING COMMISSIONERS**

Member Clubs will receive a compulsory visit from a Visiting Commissioner at least once in a 4 year period.

Member Clubs will be advised at the start of the year that they are selected for a visit and must then provide Rally dates to the State Coaching Panel as soon as practical. The State Coaching Panel then reviews dates and selects **three** dates where a Visiting Commissioner will be available to attend a Member Club. The Member Club is then notified of **three** dates on which they may be visited by a PCAWA Visiting Commissioner. The appointed Visiting

Commissioner will then attend the Member Club on **any one** of the selected dates. Each year the State Coaching Panel will select Clubs based on the time since last visit from a Visiting Commissioner, thus ensuring that within the time period (ie 4yrs), all Clubs in the State are visited.

### **23. CLUB GROUNDS**

No Member Club must operate on privately owned property without initial and ongoing approval from PCAWA.

### **24. DOGS**

No Dogs are permitted at any PCAWA State Championship or preliminary event. If dogs are found at these events, the riders to whom the dog belongs or is associated with will be disqualified.

### **25. OUTSTANDING MONIES OWED TO PCAWA**

As per the PCAWA Council Resolution made in 1995, Clubs or individuals with accounts two months or more overdue, will not be permitted to enter PCAWA events, including State Championships.