



By Laws of The Capel Horse and Pony Club Inc.

Updated *August 2023 – Clean*

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1. Definition of By Laws

1. *What are By Laws*

In accordance with the Capel Horse and Pony Club Inc. (CHPC) Rules of Incorporation (Constitution), the Executive Committee has by affirmation resolution established club rules as recorded in the minutes and then publish here as by-laws.

2. *Other Rules*

The bylaws are to be read in conjunction with the club's Rules of Incorporation (Constitution) and the Pony Club Western Australia Inc. rules.

3. *Committee Rights*

Notwithstanding these rules, the committee has the right to accept or reject membership application, revoke memberships or alter these rules at its discretion in accordance with the Rules of Incorporation (Constitution).

2. Failure to Adhere to By Laws

All members of the CHPC or any other person attending a CHPC rally or event, must adhere to the bylaws stated below. The consequences of breaking a by law may include the following:

1. Being removed from an activity
2. Being asked to leave a rally
3. Being banned from attending rallies for a designated number of rallies
4. Not attending State representative events
5. Having membership revoked temporarily or permanently

See dispute (34) resolution for appeals against disciplinary action.



3. Introduction – The Capel Horse and Pony Club Inc.

1. Affiliation

The Capel Horse and Pony Club Inc. is affiliated with Pony Club Western Australia which comprises of more than 60 clubs. Capel Horse and Pony Club is part of the South West Zone of Pony Club Western Australia.

Capel Horse and Pony Club Inc. is a member of the Capel Regional Equestrian Park and Equestrian Western Australia.

2. Aims

Pony Club is a youth organisation that shares a common interest in horses. We aim to:

Encourage young people to ride and learn to enjoy all kinds of sports connected with horses and riding.

To provide instruction in horse mastership and to instill in all members proper care of their animals.

To promote the highest ideals of fellowship, citizenship and loyalty and to cultivate strength of character and self-discipline.

3. Basis of Operation

Attendance at Pony Club is via club rallies. There are many details to be to be organised to ensure a smooth-running club. Whilst there is a committee which manages the running of the club, the cooperation of both parents and riders is required to ensure the club's overall success.



4. Membership Definitions and Membership Categories

Notwithstanding the Capel Horse and Pony Club Rules of Incorporation (Constitution) and Pony Club Western Australia rules, Capel Horse and Pony Club offer the following membership categories:

1. *Junior Riding Member* – Riding member under the age of 17 years as of the 1st January. Must have a person responsible over the age of 18 join as an Adult Supporter, Coach, Life Member, Non-Riding Member, Affiliate Riding Member or Associate Riding Member.
2. *Senior Riding Member* – Riding member aged between the ages of 17 and 24 years as of the 1st January.
3. *Coaching Senior Riding Member* – An Associate Riding Member who also coaches at the club.
4. *Adult Supporter* – Non-riding membership. Must be 25 years and older as of the 1st January and not engaged to coach.
5. *Adult Riding Member* – Riding membership must be 25 years and older as of the 1st of January and not be engaged to coach. These members are not permitted to ride at CHPC rallies.
6. *Club Coach Unmounted* – Members who are engaged to coach in either a paid or voluntary position.
7. *Club Coach Mounted*
 1. Members who are engaged to coach in either a paid or voluntary position and are requiring full Open Rider benefits. These members are not permitted to ride at CHPC rallies.
 2. Previous CHPC Riding Member now 25yrs and over.** These members are not permitted to ride at CHPC rallies.
8. *Life Member (Active)* – Non-riding membership for members who are awarded Life Membership to the club and are actively involved in Pony Club activities.
 1. *Coaching Life Member (Unmounted)* – Members who are awarded Life Membership to a club however are actively coaching.
 2. *Coaching Life Member (Mounted)* – Members who are awarded Life Membership to a club and are actively coaching plus requiring full Open Rider Benefits. These members are not permitted to ride at CHPC rallies.
9. *Life Member (-Non Riding)* – Non-riding membership for members who are awarded Life Membership to the club but are no longer actively involved in Pony Club activities.



10. *Come and Try* – non PCWA member, allows participation in up to two ‘try before you buy’ rallies or unmounted phases at tetrathlon competitions. Day membership is not offered under any other circumstances.

11. *Day Coach* - any coach that is not registered with PCWA as a coach on the database, must be registered to coach at each training fixture they are engaged to coach at.

12. *Ready 2 Ride Membership* – Riding member aged up to 10 years. Unable to take part in any State activities.

**to encourage past riding members to remain active club coaches we offer a mounted club coach membership with a \$50 subsidy.

On the following conditions:

They have demonstrated during their junior riding membership - dedication to the club in a role as a club coach and/or actively supported the club in other ways. See Outside coaches

5. Age

Member applicants must be a minimum of 4 years, as at 01.01, or at the discretion of the committee.

6. Membership Numbers Cap

Capel Horse and Pony Club does not have a cap on riding members, however this can be introduced at any time, should the Capel Horse and Pony Club Committee decide that it is required due to safety.

7. Membership Process

1. New Membership

All riders wishing to join the club must submit a completed application through the My Pony program. Once payment has been received the administrator of the My Pony Program can then accept the membership. Should the administrator/chairperson or anyone on the committee have any concerns pertaining to a new rider's membership, the application will then be considered by the Committee.

2. Transferring Members



Riders wishing to transfer from another Club into Capel Horse and Pony Club or vice versa, must understand that the chairperson and/or the administrator can discuss the movement with the reciprocal club, with regarding to any money owing.

8. Annual Membership Renewal

The membership year for Pony Club Western Australia is from 1 January 1 to 31 December Fees payable before the first Pony Club ride. Annual renewal of membership is not an automatic right. Approval by the administrator of the JustGo Program will accept membership applications. The Committee have the right to refuse membership, through the administrator of the JustGo Program, for reasons such as their volunteer commitment, or the breaking of Capel Horse and Pony Club Code of Conduct.

9. Membership Fees

The membership fees are to be set at the Capel Horse and Pony Club December Meeting which is inclusive of Pony Club WA's fees. The club will not offer pro rata fees for people who wish to join part way through the year.

Capel Horse and Pony Club will not offer a payment plan for membership to riders/parents. Rider/parents could however approach the committee regarding hardship, and make a request to pay their membership off. This however would be done on an individual basis, and a decision to be made by the committee, and not by an individual.

The JustGo program offers instalment payment plan option, which at the committee's discretion can be establish on a yearly basis

10. Membership Fee Refunds

The club will not refund pro rata fees if a member leaves the club.

11. Trial Membership

In accordance with Pony Club Western Australia rules, Capel can offer new members a Come And Try membership. This is for two rallies only and the cost will be the one-day fee set by Pony Club WA, ground fee set by Capel Regional Equestrian Park and a small coaching fee.



12. Rallies

(PCWA Definition) February 2020

WORKING RALLY is a rally to which all financial members are eligible to attend and where coaching from the current Pony Club Australia Syllabus of Instruction is given – e.g. flatwork, jumping, horse care, general knowledge and active riding, e.g. games, polocrosse, vaulting. A Working Rally is generally a minimum of three (3) hours of instruction in duration, with lesson times varied to reflect the ages / level of riders, weather and other factors. A riding member can expect two (2) or three (3) ridden (flatwork, jumping, active riding) sessions and at least one unmounted horse care session

Visiting Rallies

Horse and rider combinations may attend Working Rallies at a club other than their own financial Club, which must be notified too and agreed by the rider's Club Chief Coach and the Chief Coach of the club they are visiting.

A member may not be a visiting rider more than twice in any calendar year unless an exemption is applied for through the State Coaching Panel on the appropriate form.

Rally Qualification Requirements for an Associate Riding Member

As above, the Associate Riding Member and horse combination must attend a minimum of three hours at three separate Working Rallies within the 12-month period required by the event or competition, two of which must be at the club at which they are a member,

OR

An Associate Riding Member can attend a minimum of three hours at two separate Working Rallies within the 12-month period required by the event or competition, one of which must be at the club at which they are a member provided at least one of the following conditions has been satisfied:

* the Associate Riding Member holds their C*/K or above Certificate;

- the Associate Riding Member has provided coaching instruction for at least three hours at a minimum of one Working Rally (in addition to attending 2 Working Rallies as a riding member as above) or
- the Associate Riding Member has provided other regular service to their club or Pony Club WA (i.e. Club Executive, Zone Representative, State Sport Committee) over the required prior 12-month period.



A Senior Riding Member can qualify a maximum of 2 horses.

Senior Riders qualifying under one of the above options must be agreed to and signed off by a Club Chief Coach and a member of Club Executive, provided that the qualifying mount(s) are known to the Club Chief Coach to be competent at pony club activities at the level chosen for competition.

When

The rally dates are formulated by the club coaches and presented to a committee meeting in November and ratified. This calendar may be subject to change and members will be notified via the Facebook page and the handbook. The day commences and concludes as per the rally plan.

Camps

All adults or riders aged over the age of 18, must have a Working with Children's Clearance, to stay overnight on the grounds.

Activities

The rally activities will cover a diverse range of equestrian skills – flat work, dressage, jumping, games, cross country, polo, camp draft and anything else that can be thought of to provide a broad range of experiences fun and education for riders. Whilst due emphasis will be given to providing a solid foundation in the areas of flat work and jumping, the aims of pony club are to offer a variety of activities. Pony club is not solely about instruction and certainly not about concentrating on one area of riding. Consequently, all riders are expected to participate in all activities.

Non-participation in a Rally Activity

If for any reason a rider does not wish to participate in an activity they have two options:

Prior to the rally commencing, they are to discuss their movement between groups with an explanation with the Chief Club Coach or

They are to remain with their group, unmounted, after receiving permission from the coach of the lesson or the Chief Club Coach.

Riders are not permitted to swap horses during a rally. Should a swap be required, permission is required to be given by, both the riders and parents, coach of the activity and the chief club coach.



Change of Group Procedure

An application for riding group changes/concerns must be made in writing to the Chief Club Coach via email. This must include the child's name, current group and reason for application, this applies for moving up or down a riding group.

This request will be taken to the next available coaches meeting and discussed.

Not all requests will be met if coaches disagree but will be taken into consideration for the future rallies. A reply email of the decision is to be sent to the parent or associate rider and all club coaches cc'd into the email.

13. Uniform

Official Uniform – This must be worn by members when out competing at PCWA events.

- Beige, white or neutral colored jodhpurs
- White long sleeve collared shirt
- Brown tie
- Brown long sleeve woolen jumper with club logo
- Brown or white saddle blanket
- Smooth soled approved riding boots
- PCWA approved riding helmet
- Helmet Cover with club logo
- Long hair tied back neatly or in a hair net
- Earrings (studs) under 5mm in size. Any other earrings must be taped
- PCWA badge and disc placed on the 'V' of jumper.

Please refer to the current PCWA gear checking manual for all other items.

Rally Uniform

- Beige, bone, fawn, white, neutral or brown jodhpurs
- White long sleeve shirt with brown woolen jumper or brown long sleeve club polo top
- Club zipped sport jacket with club logo
- White or brown saddle blanket
- Smooth soled approved riding boots
- PCWA approved riding helmet (must be less than 5 years of age)
- Helmet Cover with club logo
- Long hair tied back neatly or in a hair net
- Earrings (studs) under 5mm in size. Any other earrings must be taped.
- PCWA badge and disc placed on 'V' of jumper (not to be worn on the club polo top)
- Back Protectors– compulsory for all mounted Cross Country and recommended Show Jumping activities
- Safety stirrups - can be cages or elastic sided or Kwik Out type must be used for lead liners and first ridden or any rider who cannot keep their stirrups on the ball of their foot (as recommended by coaches or chief coach).

Please refer to the current Pony Club Australia gear checking manual for all other items.

14. Weather and Rallies

Rain, hail or shine the rally will proceed. Rallies always commence regardless of the weather conditions so that attendance can be recorded. This is to allow rider to maintain their qualifying requirements for competition. If it is wet or cold riders should wear rain-proof coats with uniform underneath.

If the weather is extreme ie. thunderstorms the rally will not be cancelled, it may be shortened or unmounted activities organised.

15. Ground Use

1. The grounds are managed by Capel Regional Equestrian Park. Capel Horse and Pony Club pay ground fees to the Capel Regional Equestrian Park for a total amount of rallies and camps during the year.

2. Should a member wish to use the grounds outside the already booked times, usage must be booked with the Grounds Booking Officer. If using the Cross Country Course, please see Cross Country Rules.

3. All riders must abide by Pony Club Western Australia and Capel Regional Equestrian Park rules whilst using the facilities and grounds.



4. Parents or guardians are not permitted to ride their child's mount, or any other mount whilst at a Pony Club rally. We have an expectation that whilst the child is riding, the guardian should be assisting with the class, assisting with the maintenance of the grounds or other general duties which is required to keep each rally running smoothly.

Whenever riding at the Capel Regional Equestrian Park, apart from at a rally, then it must be booked through the Booking Officer. The Booking Officer will have a knowledge of any other events that could be happening, and if a problem arises, then can be contacted by either CREP Management Committee or the Pony Club.

A support person, on the ground, must be in attendance with the rider.

Cross Country Use –

Members of Capel Horse and Pony Club may use the cross country course outside of rallies when the course is open for use. Riders must book usage of the course through the booking officer. The booking email address is capelhpcbooking@gmail.com.

Definition of a qualified coach: A coach that would be used at a rally to teach cross country ie the Chief Club Coach. Parents may coach their own children however they must demonstrate suitable equestrian jumping knowledge. Parents cannot coach other people's children. All coaches must be registered on JustGo as either a Paid or Volunteer coach. When jumping over 80cm, as per Pony Club Australia coaching cross country guidelines, we recommend that a coach must be a minimum of Level 1 qualified coach.

The booking officer must seek clarification from the committee should the proposed coach be someone that they do not know, or, have concerns regarding their coaching ability.

Using the course outside of rallies is a privilege, not a right. The course must be treated with care, with approaches and getaways raked after use and any damages reported back to the committee as soon as practical. Disrespecting the use of the course can lead to being banned from using the course outside of rallies.

Due to the danger of cross country jumping, the cross country coordinator with the Chief Club Coach/Rally Coordinator or another recognised committee members, can place a height restriction on riders when training.

A first aid officer and qualified coach must be in attendance and on foot when hiring the grounds for any reason outside of a rally.

The first aid officer and qualified coach can be the same person.



Use of the Cross-Country Course/Jumps

1. Capel Pony Club Cross Country Course is a magnificent facility, which is a credit to our club and its members. We encourage members to use the cross-country course outside of rallies, however members and families must adhere to the rules put in place.
2. To use the course outside of a rally, it must be booked. All bookings must be sent via email to the bookings officer and cross-country coordinator.
3. Everyone riding on the cross-country course must be in Pony Club approved gear ie correct boots, jodhpurs/breeches, long sleeved shirt, helmet and back protector.
4. The rider must be accompanied with a Pony Club Approved Coach and First Aid Officer on foot
5. All jumps which are to be used, need to be double checked for safety ie, breakages, rabbit holes etc
6. All jumps approaches and get away's must be raked after use.
7. Any damages must be reported immediately in writing to the booking officer and cross-country coordinator
8. Members may be refused use of the Cross-Country Course outside of rallies, if they have ill-treated the system in the past OR not committed to the "Commitment of Members Busy Bee" rules.
9. When Capel Horse and Pony Club members come out to use the Cross-Country Course with a coach from Capel Pony Club, outside of rallies, it will be classed as a training run.

Cross-Country Course Maintenance/Building

If any permanent cross-country jumps need to be removed, approval must be given by the committee first.

Use of grounds for State

Practice – Pony Club will confirm with CREP that we are preparing for a State Event, and CREP will normally allow Pony Club to use the grounds for free, and leave some of the Pony Club Equipment up. A first aid officer or official coach is required

Use of grounds – Adult Supporter Mounted/Mounted Club Coach

That Adult Supporter Mounted/Mounted Club Coach members of Capel Horse and Pony Club may ride on the CREP grounds under the "One Off Use" guidelines outside of rallies and events, as per the general riding rules in the Capel Horse and Pony Club By-laws, including a selection of the cross country course. An on the ground coach and first aid officer must be in attendance.



16. Canteen

1. At a rally

At rallies that a canteen is running, members have the opportunity to place an order. If an invoice is issued, these must be paid within 7 Days

2. CNC Event

All members and volunteers of Capel Horse and Pony Club are to use the VIP Tent and have what is on offer. All other food and drinks are to be purchased themselves.

3. All Other Events

All members and volunteers of Capel Horse and Pony Club are to purchase their own food and drinks.

17. Commitment of Members

Busy Bee/Grounds/Equipment maintenance

The CREP grounds and PC equipment are a valuable resource for the club and as such we are tasked with looking after it/them.

1. Volunteer to help at a minimum of two club events per year in addition to our CCN-s.
2. Volunteer to assist in the canteen at events run hosted by the Capel Horse and Pony Club - ie Swan River Horse Trials CIC Event, MGAWA Games and State Eventing.
3. Help at 3 busy bees for a minimum of 5 hours per day or a minimum of 15 'busy bee' hours per year.

Cross Country Zones

Every family is allocated to a cross country zone with a minimum of 2 families per zone, preferably with one of the families being on the committee.

It is the responsibility of the families to look after their zone, especially in the lead up to an event.

Minimum expectations of what needs to be done:

Jumps repaired and painted when and if required.

Jumps whipped and snipped.



Permanent jumps can have round up put underneath them, but approaches and getaways must be mowed.

All jumps must be mowed around three times in a spiral pattern becoming larger with each mow.

Tracks between jumps mowed.

Recommended

The entire zone mowed/slashed

The Capel Regional Equestrian Park will mow the green and the camping/parking area's.

18. Fees

1. Events

Any riding members competing at any event, for example any State, Training Day, Zone, Camp or any competition event which entries (part or full) can be reimbursed for by Capel Horse and Pony Club, proof of fees paid must be submitted to the committee after the event. The committee will then confirm with the treasurer reimbursements to be made.

2. State Events

Capel Horse and Pony Club will pay 50% of the entry fees only.

This does not include any camping, stables, ambulance or levies etc.

3. Camp

Camp fees are included in your enrolment fees. Food may be an additional cost.

19. Coaching Accreditation

1. State Coaching School will be fully subsidized by Capel Pony Club to volunteer club coaches and the chief club coach.

2. Outside coaches who become a coach unmounted for Capel Horse and Pony Club will be refunded 100% of the fee.



20. In House Coach

Is a person who is deemed by the coaches committee have skills and knowledge that is valuable to the club. The Club expects in house coaches to be available throughout the year as required.

21. Mounted Coaching

Capel Horse and Pony Club do not allow coaches to be mounted in a lesson. We believe that this distracts the coach from instructing, should the horse/pony play up. Coaches are not permitted to mount a member's horse and ride it or "sort it out" if being naughty.

A coach can request permission to ride during a lesson for demonstration purposes. The committee will decide whether this request is granted, always taking into consideration safety of the members first. (Included: 6 June 2019)

22. Outside Coaches

Payment of Outside Coaches

Outside coaches will be paid \$65 per lesson being between 45 and 60 minutes, with a minimum of 2 lessons per rally

Past Capel Horse and Pony Club members have the opportunity to coach in a volunteer capacity for a minimum of 12 hours, and in return they will receive 8 horse/rider combination uses of the Cross Country Course. Should a coach wish to utilize this opportunity, the 12 hours volunteered, will be the first 12 hours that they complete in the coaching calendar year.

Coaches can be offered limited use of the cross country course during the year. Coaches must coach for 3 rallies and minimum of 3 hours per rally and commit to another 3 rallies prior to them being able to use the course. Coaches will be limited to use the course for 5 (horse/rider combination) times throughout the year.

This is subject to the standard terms of use: maintenance of approaches and getaways prior to and after use, qualified coach/person supervising and a qualified First Aider present and access to the training course whilst regular course is closed. Usual booking terms and fees to CREP will apply. Non-compliance will void this agreement

Any coach travelling more than 50 kilometres one way , is able to request milage payment of 0.50 a kilometre



23. Capel Members Attending State Events

1. A coordinator will be appointed for each discipline and given the task and responsibility to oversee the formation of the teams and their management.

2. To be eligible to represent Capel Horse and Pony Club – members must

- Attend three rallies, as per PCWA ruling
- Must reimburse Capel Horse and Pony Club, all monies for the event, minus 50% of the entry fee 7 days prior to the date of the event – ~~deleted~~ 1st April 2019

If Capel Horse and Pony Club pays for entries, riding members are to reimburse Capel Horse and Pony Club 7 days prior to competing at any event, for example any State, Training Day, Zone, Camp or competition event. Should payment not be received prior to the 7 days, the coordinator for the event/activity and chairperson will be notified. If the rider is taking part in a “team” event, then they will be issued with an additional \$50 fee. If the rider is competing as an individual, their entry will be withdrawn and the rider will not be allowed to represent the club at the event. It is up to the coordinator of the event/activity and president to notify riders of any actions that has been imposed on the rider. In both cases, it will then be up to the desecration of the chairperson, treasurer and coordinators as to when the rider is allowed to represent Capel at future events, which is being paid for by Capel Horse and Pony Club.

- Must be considered by the Capel Horse and Pony Club committee as having a good Pony Club ethic and virtues

3. Capel Horse and Pony club will not host a “special” rally, outside of the rallies tabled at the beginning of the year, just so members can qualify for State events.

4. Capel Horse and Pony Club committee will ask one of the Associate Members competing at the State Event, to be the Rider Representative. This rider can be called upon by riders to discuss problems, concerns or seek advice should this be required.

5. Capel Horse and Pony Club committee have the right to refuse any riders request to represent Capel at a State or Zone event, should members be deemed have not carried out their volunteering commitment, or not be considered as having a good Pony Club ethic or virtues. If members feel that the decision is unfair, then a written letter is to be sent to the club. This letter will then be addressed as per our disputes procedure set out in the Capel Horse and Pony Club Constitution



24. Capel Members Attending National/International Events

Any Capel Horse and Pony Club member representing at a National or International Level, being Pony Club Australia, Equestrian Australia or another National/International organised equestrian event, will be given an honorarium of \$100 from the club to assist with expenses

25. State Dressage

1. Teams - This is a State Event, and the best club riders should be selected by the Chief Club Coach and Dressage Coordinator who must submit the teams and members to the committee for ratification.

Plunkett:

1. Should only two riders per age category wish to participate in the Plunkett Team, a decision between the State Dressage Co-ordinator, Club President, Chief Club Coach and riders/parents will decide who rides in which team.
2. Should more than two riders per age category wish to participate in the Plunkett Team, then a runoff will be held. This can take part in a rally situation, or at Zone Dressage Selections, or at a dressage competition, as long as everyone is being judged by the same judge on the same day. Whoever receives the highest score, will be placed in the A team, and the second highest score in the B team. Should a rider in either A or B team withdraw, then the rider that came third in the runoffs will be offered the position. If they decline, then the 4th and so on. Only if everyone who went to the run offs declines, then the rider will be offered to another club rider. Should no one be found, then the team will be entered without that rider, and request that a composite rider be found by PCWA. Any competitors that do not ride as part of the plunkett team, can request to be placed in a composite team.

Formation Ride Team/Musical Ride

1. Riders must be able to walk, trot and canter independently and have full control over their horse/pony. And have a qualifying test as per State Dressage rules.
2. Practice is once per week for approx. 1.5 hours and riders are expected to attend every week.
3. You can only ride in either formation ride or musical ride – unless you have two horses.
4. As a guideline the formation ride is made up of up to 16 riders.
5. As a guideline the Musical Ride is made up of up to 16 riders.



6. Costumes are to be paid for by parents
7. Indoor arena to be booked by State Dressage Co-ordinator in discussion with the Musical Ride team/Formation Ride Team and Capel Horse and Pony Club
8. Entry Fee for the Musical Ride/Formation Ride Team will be paid for by Capel Horse and Pony Club.
9. All other events will be shared amongst the competitors as evenly as possible ie some riders may only get to ride one themed ride such as a Freestyle or a Pas De Deux.
10. Stables are to be booked in a block by the State Dressage Co-ordinator, however individuals will need to contact Equestrian Western Australia and pay for their stable.

26. State Show Jumping

Teams - This is a State Event, and the best club riders should be selected by the Chief Club Coach and Show Jumping Coordinator who must submit the teams and members to the committee for ratification.

- State SJ Teams are made up of three or four riders all competing at the same height. Should Capel Horse and Pony Club have more than four riders wishing to compete in the same height, the team will be decided by the State SJ Co-Ordinator, Club President, Chief Club Coach and riders/parents. Anyone who misses out on a team, may be entered and join a composite team.
- Any riders wishing to compete, and Capel Horse and Pony Club do not have enough riders for a team, Pony Club WA will arrange for the riders to be entered into composite teams.

27. Prince Philip Mounted Games

Teams - This is a State Event, and the best club riders should be selected by the Chief Club Coach and PPMG Coordinator who must submit the teams and members to the committee for ratification.

- PPMG Teams are made up of five riders. Should Capel Horse and Pony Club have more than five riders wishing to compete, the team will be decided by the State PPMG Co-Ordinator, Club President, Chief Club Coach and riders/parents. Anyone who misses out on a team, may be entered and join a composite team.
 - Any riders wishing to compete, and Capel Horse and Pony Club do not have enough riders for a team, Pony Club WA will arrange for the riders to be entered into composite teams.



28. State Eventing

Teams - This is a State Event, and the best club riders should be selected by the Chief Club Coach and Eventing Coordinator who must submit the teams and members to the committee for ratification.

- State Eventing Teams are made up of three or four riders all competing at the same height. Should Capel Horse and Pony Club have more than four riders wishing to compete in the same height, the team will be decided by the State Eventing Co-Ordinator, Club President, Chief Club Coach and riders/parents. Anyone who misses out on a team, may be entered and join a composite team.
- Any riders wishing to compete, and Capel Horse and Pony Club do not have enough riders for a team, Pony Club WA will arrange for the riders to be entered into composite teams.

29. State Tetrathlon

Teams - This is a State Event, and the best club riders should be selected by the Chief Club Coach and Tetrathlon Coordinator who must submit the teams and members to the committee for ratification.

- State Tetrathlon Teams are made up of three or four riders all competing at the same height and age group. Should Capel Horse and Pony Club have more than four riders wishing to compete in the same height/age group, the team will be decided by the State Tetrathlon Co-Ordinator, Club President, Chief Club Coach and riders/parents. Anyone who misses out on a team, may be entered and join a composite team. To be chosen for a team, riders need to show dedication and commitment to training for all phases: Shooting, running, swimming and jumping
- Any riders wishing to compete, and Capel Horse and Pony Club do not have enough riders for a team, Pony Club WA will arrange for the riders to be entered into composite teams.



30. Representative Uniforms

Capel Horse and Pony Club has 8 sets of saddle blankets, brow bands, ear bonnets and helmet covers which the Uniform person is in charge of, and can be borrowed by members. Members must return the saddle blankets and brow bands, clean and not damaged. If an item is damaged or lost, then the Club Executive have the right to seek reimbursement for replacement from the rider, or their family.

31. Social Media/Facebook

Social Media pages/groups/group chats are not to be opened/created unless consent is given by the Chairperson, Vice Chairperson, Secretary and Treasurer. These four representatives must be included in all pages/groups/chat's

2. Capel Horse and Pony Club have three Facebook Accounts:

- The first is a page where EVENTS are advertised, sponsors are thanked and people outside the organisation are able to advertise.
- The second is a Facebook Group for MEMBERS ONLY. This is used to communicate to members what is happening within the club i.e. rallies, busy bees, what's happening etc.
- The third is a Facebook Group for the COMMITTEE. The Committee sometimes needs to make decisions outside of meetings. If this is the case, then the resolution is passed once over 50% of the voting committee confirms their approval of the resolution

3. The administrators for the Facebook pages are the President and Secretary, or someone else deemed appropriate by the Capel Horse and Pony Club members.

4. At times, additional administrators will be added to the pages/groups to help with the running of the page/group with the endorsement of Capel Horse and Pony Club members ie Sponsorship person for our CNC event could be added to include sponsors on the Capel Horse and Pony Club page.

5. The Capel Pony Club Page for members is as it states - for members and coaches only. In the lead up to registration day, riders and their families who are interested in being members of Capel Horse and Pony Club can be added. Once registration day has been completed, any members who have decided not to sign again with Capel, are to be removed.



6. Should a member post what is deemed as inappropriate material such as bullying, inappropriate language, inappropriate photographs and slander against another member, the administrators will remove this material as soon as possible. Should the member wish to dispute its removal, then a letter must be sent to the Capel Horse and Pony Club when the letter is presented to the meeting it will be chaired by an outsider ie Zone President, Life Member

32. End of Year Awards/Windup

Capel Horse and Pony Club will host an End of Year Windup and Awards Ceremony, in November at the end of the Pony Club Year.

Winners of the awards are decided by the In House Coaches.

1. Age Awards:

Age Awards:

This is a most improved award. The age groups are dependent on riders and their ages. The In House Coaches decide each year, how best to award these honors, whether it be in ages, or some other way. To be considered for an age award the rider must attend a minimum of three rallies during the pony club year. Should the In House Coaches believe that there are two riders are equally deserving for the prize, two prizes can be awarded.

2. Pat Sharpe Shield for Best Club Team:

Galloping Goannas, Cantering Cockatoos, Trotting Tortoises and Walking Wallabies are all in the running for the Pat Sharpe Shield for Best Club Team. This is based on riders attending rallies, and turning out in the correct pony club uniforms. The Rally Co-ordinator will collect all gear checking forms at each rally, and tally the scores. Medallions are awarded to all riders, first through to fifth. Riders will receive a medallion providing they have attended three rallies for the year.

3. Discipline Awards:

These awards are given to riders who are the best in their Pony Club Ridden Field ie Dressage, Showjumping, Eventing and Games. Normally winners would have competed at the State Championships in a recognised high class. If two riders are out competing at the same level, then two trophies should be awarded. Competitions and competitors competing in Tent Pegging and Tetrathlon should be considered each year.



4. Helen Clements Award of Excellence

This award is given to a rider who is excelling in their Pony Club Ridden Field (ie normally a winner of the discipline award). This award can be given to more than one rider.

5. Best Club Member

This award is given to a member (normally an associate member), who gives back to the club in taking on roles within the club ie coaching at rallies, taking on a position within the committee.

6. Volunteer of the Year

This award is given to a Parent or Member who has given above and beyond to the pony club. Nominations for the award are to be called for from members in October, and all committee have the right to vote.

The voting system will be a three, two, one with the person receiving three votes being who is considered the most worthy. The person with the most votes wins. Should there be a tie, the person with the most three votes will win the award.

7. 'Analeigh Jush Jiving' Sportsmanship Award

In memorial of a great pony, tragically killed in a floating accident in 2018.

This award is given to a Pony Club Member who has demonstrated great sportsmanship in around Pony Club and Pony Club Events. An explanation can be given with the nomination as to why the award is deserved by the rider.

Nominations for the award are to be called for from the members in October, and all committee members have the right to vote. The voting system will be a three, two, one with the person receiving three votes being who is considered the 'most worthy'. The person with the most votes wins. Should there be a tie, the person with the most 'three votes' will win the award.



33. Code of Conduct - Rider

I understand that when I attend Capel Horse and Pony Club (CHPC) and when I am out representing CHPC that I must:

1. Look after my horse or pony at all times by making sure that:

- I only ride it when it is healthy and sound
- I always treat it kindly and with respect
- I never use spurs, whips or the reins in anger
- I wash and cool it down properly after heavy work
- I provide enough food and fresh water and clean up any manure or hay

2. Be a good sport:

- I will applaud all good efforts whether they are by my club or other competitors
- Treat all riders, as I would like to be treated. I will not hinder, bully or take unfair advantage of another rider
- Never argue with an official or instructor. If I disagree, I will ask my Captain, Coach or Manager to approach the official during a break or after the competition
- Show appreciation and gratitude towards your parents/guardians. Without them you could not take part in the Pony Club movement
- Show appreciation for volunteer and paid coaches, officials and administrators. Without them you could not participate
- Control my temper. I accept that verbal abuse of officials, sledging other riders, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport
- Work equally hard for myself and/or my club. My club's performance will benefit and so will mine
- Cooperate with my coach, team mates and opponents, without them there would be no competition
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Be polite and use good manners at all times
- Use pony club approved riding equipment including wearing an approved riding helmet and boots at all times when riding
- Follow all rules and guidelines for CHPC or of any events at which I am representing CHPC.



34. Code of Conduct - Parent

I understand that when I attend Capel Horse and Pony Club (CHPC) and when I am out representing CHPC that I must:

- Remember that children participate in sport for their enjoyment
- Encourage children to participate and not force them
- Focus on rider's efforts and performance rather than winning or losing
- Encourage children to always play according to the rules and settle disagreements without resorting to hostility or violence
- Never ridicule or yell at a child for making a mistake or losing a competition. Positive comments are motivational
- Remember that children learn best by example
- Appreciate good performances and skillful riding by all participants
- Treat all, as you would like to be treated and do not hinder, bully or take unfair advantage of another rider or person
- Support all efforts to remove verbal and physical abuse from sporting activities
- Show respect and appreciation for volunteer and paid coaches, officials and administrators. Without them you could not participate
- Respect official's decisions and teach children to do likewise
- Control your temper. I accept that verbal abuse of officials, sledging other riders, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport
- Work equally hard for my child and my club
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Follow all rules and guidelines for CHPC or for any events at which I am representing CHPC.

35. Dispute Resolution

Whilst the committee endeavors to run a harmonious club, from time to time disagreements may arise.

Please bring any concerns, complaints or suggestions IN WRITING to the committee or general meeting so a resolution can be found.



36. Financial Year

Financial year is 1st July to 30th June each year as per the constitution.

37. Finance

Should a member purchase something which has been pre-approved purchase, the member can request reimbursement of the money, prior to the purchase, with a written invoice of quote. A receipt must be submitted to the treasurer as soon as possible

38. Committee

Where required (ie President, Secretary, Treasurer), information is to be saved on a thumb/storage drive and handed on when positions change hands. Information includes reports.

As per the Capel Horse and Pony Club Constitution:

The Committee shall consist of the Office Holders and at least one but not more than ten General Committee Members.

The Committee of up to 15 is made up of the following positions:

Office Holders: Chairperson, Vice Chairperson, Secretary, Treasurer, Chief Club Coach

Position Holders: Rally Coordinator, Uniform Coordinator, Zone Delegate, CREP Delegate, Event Chairperson and up to 5 additional committee members (total 10 positions)

Should one person hold two or more positions, then they are only permitted one vote in total – apart from the Chairperson, who can vote on any resolutions, and should the resolution be a tie, then have the casting vote.

39. Use of Tractor

- Only people with their full license is allowed to drive the tractor.
- No one under the age of 18 is allowed to drive the tractor.
- Capel Horse and Pony Club have an account at Colroy's for the purchase of diesel.



40. Use of Quad Bike

As with operating any machinery, basic safety checks of the vehicle and making sure you are wearing the relevant PPE should be completed prior to use – as improper use of this quad bike can result in SEVERE INJURY or DEATH.

This Quad bike does have adequate warning stickers and caution signs for riders to be aware of the risk.

Therefore, before operation please make sure:

- The operator has had proper training or instruction to use this quad in a safe manner and is aware of the terrain they will be traversing.
- The operator has checked the fuel level and that the tyres are inflated, do not ride it with a flat tyre.

While operational, please make sure members adhere to the following:

- Always wear an approved helmet & protective gear, eg: enclosed shoes.
- Not recommended for persons under 16 years of age to operate.
- Never carry passengers as this can affect control of the quad.
- Never use on public roads or paved surfaces.
- Never use with drugs or alcohol.

Starting procedure:

- Set the Parking Brake.
- Turn on the Fuel Valve.
- Make sure the Engine Stop Switch is in the “RUN” or “ON” position.
- Put the choke in the “ON” position if the engine is cold.
- Pull in the Clutch Lever (left hand lever) while pushing the gear shifter down (left hand foot lever) down or up until you find neutral (green light will come on).
- To start the quad, press the Starter Button, on the handle bar.
- With the Clutch in, click into first gear using your left foot, while using the handle throttle to apply acceleration, release the Clutch, change gears as required as you gain speed.



· Your right hand & right foot both have brake levers.

Please start/use the quad regularly to avoid a flat battery.

41. Working With Childrens Card

As per the Government of Western Australia Working With Children's rules, anyone over the age of 18 and sleeps over at Pony Club Camp must have a Working With Childrens Card. This is inclusive of anywhere on the grounds whether it be in the club rooms or in a tent, float/truck, caravan, swag outside of the clubrooms.

42. Pony Club Certificates

Capel Horse and Pony Club will pay the examiner's costs of any members completing certificate testing.