



The South African Pony Club

THE RULES OF THE SOUTH AFRICAN PONY CLUB

1. INTRODUCTION

The Pony Club is a voluntary youth organisation for young people interested in ponies/horses and riding.

Purpose:

- To encourage young people to ride and to learn to enjoy all kinds of sport connected with ponies/horses and riding.
- To provide instruction in riding and horsemastership and to educate Members to look after and to take proper care of their animals.
- To promote the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline.

Health, Safety and Welfare Policy

The National Committee is committed to ensuring, so far as is reasonable practicable, the Health, Safety and Welfare of its employees, of everyone who assists The Pony Club in whatever capacity, Members and their families and members of the public who may be affected by the activities of The Pony Club.

The National Committee will ensure that management procedures and rules are in place to ensure that all Pony Club activities are run with due regard for Health, Safety and Welfare of all those people who may be affected by those activities and to ensure that all statutory duties are met.

Each employee, Official and District Commissioner shall be given such information, instruction and training as is necessary for them to perform their duties in safety. When tasks require particular skills additional to those of The Pony Club staff and volunteers, a competent person or contractor with the necessary experience and training shall be employed.

Each employee and volunteer will be expected to co-operate with The Pony Club management or District Commissioner to ensure that all statutory duties are complied with and to ensure that all work activities are carried out safely. Each individual has a legal obligation to take reasonable care for his or her own Health and Safety, and for the safety of others who may be affected by his or her acts or omissions. Any person who is concerned about any issue relating to Health and Safety should raise the matter with their District Commissioner or Regional Chairman at the earliest available opportunity.

Organisational Arrangements

1. The National Committee shall:
 - 1.1. Ensure that Rules and procedures are published and updated regularly to cover all Pony Club activities;
 - 1.2. Ensure that adequate training and instruction is provided for District Commissioners and employees;
 - 1.3. Maintain a central record of the competent Instructors and their attendance at professional development training. Instructors may be deemed to be competent by virtue of qualification, achievement or experience in one or more field relevant to Pony Club activities;
 - 1.4. Ensure that all activities organised by the central organisation are run with due regard to the Health, Safety and Welfare of everyone who may be affected by that activity;
 - 1.5. Ensure that adequate child protection procedures are notified to regional Chairman and District Commissioners for implementation at all Pony Club activities;
 - 1.6. Require accidents to be investigated to identify the causes so that actions may be taken to reduce the possibility of a recurrence.
2. The District Commissioners shall operate their Branches in accordance with *'The Constitution of The South Africa Pony Club'*, *'The Rules of The South African Pony Club'* and statutory requirements and with due regard for the health, safety and welfare of their members, parents and guardians, volunteers and any other person who may be affected by the activities organised by the Branch.
3. Regional Chairman are responsible for monitoring the health, safety and welfare performance of the Branches in their area.

4. In all Pony Club activities, riders who suffer concussion, with or without the loss of consciousness, will not be allowed to ride again that day. Health, Safety and Welfare are to be given priority over any other Pony Club activity.

2. DEFINITIONS

In these Rules:

- 2.1. The Pony Club' means The South African Pony Club.
- 2.2. 'Member' means an Ordinary or Associate or Centre Member as hereinafter defined.
- 2.3. 'National' means The National Committee of The South African Pony Club as hereinafter defined.
- 2.4. 'Regional' means The Regional Committee of The South African Pony Club as hereinafter defined.
- 2.5. 'District Commissioner' means the person responsible for administering Pony Club activities within a Branch.
- 2.6. 'Pony' means either a pony or a horse, except where the terminology is clearly specific.
- 2.7. 'Championship' means The Pony Club Inter-Branch and/or Inter-Regional Championship.
- 2.8. 'Clause headings are for convenience only and may not be used in its interpretation.
- 2.9. Unless the context clearly indicates a contrary intention, an expression, which denotes any gender includes the other genders, 'he' means either 'he' or 'she', 'his' means either 'his' or 'her', and the singular includes the plural, and vice versa.

3. MEMBERSHIP

- 3.1. There are three classes of membership available to individuals as follows:
 - 3.1.1. **Ordinary Members** shall consist of boys and girls who have not attained the age of eighteen (18) years, and who pay the prescribed joining fee and annual subscription and whose parent/legal guardian, shall complete and sign the Application for Membership form and Indemnity Form as prescribed by National and submit the same to a Branch.
 - 3.1.2. **Associate Members** shall consist of individuals who have attained the age of eighteen (18) years and who pay the prescribed joining fee and annual subscription and who shall complete and sign the Application of Membership form and Indemnity Form as prescribed by National and submit the same to a Branch.
 - 3.1.3. **Centre Members** shall consist of individuals who ride at an equestrian facility and either do not own their own horse or pony or do not have the facilities to transport such horse or pony to a branch rally. Such member will have paid half the national and regional annual subscription, and completed and signed the Application for Membership Form and Indemnity Form as prescribed by National, and submitted same to the Pony Club Centre.
- 3.2. Membership is automatically terminated at the end of The Pony Club year in which the Member attains twenty five (25) years of age.
- 3.3. Membership is of a Branch and a Member cannot join more than one Branch at a time.
- 3.4. Membership of a Centre may run concurrently with membership of a branch, and two annual subscriptions (one centre, one branch) will then be payable.
- 3.5. Usually Branches accept any Application for Membership from individuals' resident within their Branch District. However, any Application for Membership from individuals to join a Branch, outside of the Branch District in which they reside, may only be accepted with the prior approval of Regional.

4. BRANCH MEMBERSHIP

- 4.1. Joining Fee and Subscription

- 4.1.1. The Joining Fee as determined by the Branch, is payable upon Application for Membership and no part of which is refundable.
- 4.1.2. The Annual Subscription fee as determined by the Branch, is payable by the 1st October for the following year. The first Annual Subscription is due when first applying for Membership.
- 4.2. In the case of an Ordinary Member becoming an Associate Member, the first Annual Subscription fee as an Associate member shall be payable on the 1st October after attaining the age of eighteen years.
- 4.3. Joining Fees and Annual Subscriptions are paid to the Branch to which Application for Membership has been made. Renewal Subscriptions are also paid to the Branch.
- 4.4. Each Branch shall pay annually to National such proportion of all Annual Subscriptions as shall be determined by National. A new Branch is exempted from having to pay a proportion of any Annual Subscriptions Fees received to National in The Pony Club Year in which it is formed. Joining Fees shall be retained by the individual Branches.
- 4.5. Centre members pay half the National and Regional Annual Subscription, paid annually to National and Regional.

5. VISITING MEMBERS

- 5.1. All Branch Members will be welcomed as occasional visitors at working rallies or other Branch activities of a Branch other than their own Branch, provided that the agreement of both District Commissioners is obtained. A Visiting Member cannot represent the Branch that he is visiting in any Pony Club competition. He may not take Tests (other than Achievement Badges) at that Branch without the permission of the District Commissioner of his own Branch.

6. TRANSFERS

- 6.1. The National Committee believes it is in the best interests of The Pony Club as a whole to discourage transfers between Branches
- 6.2. However, on change of residence, a Member may either remain with his existing Branch or transfer to the Branch in the District where he is going to live
- 6.3. A Member who changes Branches, other than because of a change of residence, cannot compete for three (3) three calendar months from the date of transfer either as a team Member or as an individual for the new Branch at any Inter-Branch Competition that is a qualifier for a Championship. This restriction does not apply to Members who wish to transfer because their Branch does not enter competitors in Inter-Branch competitions
- 6.4. Every request for transfer must be notified by the "receiving" District Commissioner to the "transferring" District Commissioner and must be submitted to the Regional Committee for approval.
- 6.5. In the year of transfer, no part of the Joining Fee and/or Annual Subscription of a Member will be payable to the "receiving" Branch. Furthermore, any arrear amount not limited to subscription fees, rally fees, uniforms, stock, catering, etc, must be paid prior to transfer being effected.

7. TERMINATION OF MEMBERSHIP

- 7.1. If the Annual Subscription of any Member has not been paid by the 31st October in The Pony Club year in which it is due, Membership is terminated from that date. A lapsed Member should not be permitted to take part in any Branch activities, except those that are open to non-Members, until such times as he rejoins The Pony Club. A lapsed Member who rejoins shall be liable to pay the Joining Fee, but this may be waived at the District Commissioner's discretion.
- 7.2. A District Commissioner may at any time recommend to his Branch Committee that they terminate the Membership of any Member who, in the opinion of the District Commissioner, shows insufficient interest in their Branch. The District Commissioner may, at his own discretion, make a Branch rule that Members must attend a certain number or percentage of

the working rallies of the Branch in a calendar year unless prevented from doing so by illness, absence from home or any other reason, which in the opinion of the District Commissioner justifies absence.

- 7.3. The Regional Committee may expel any Member whose conduct is such, in its opinion, to be injurious to the character or reputation of The Pony Club or any of its Branches or to the interests of The Pony Club or its Members. The request for such an expulsion will be initiated by the decision of a Branch Committee to recommend to their Regional Committee the expulsion of the Member
- 7.4. Before the Regional Committee expels or suspends a Member, he will be given reasonable notice of relevant meetings, and full opportunity to defend himself, and to justify or explain his conduct. This will include making representations by way of defence, justification and explanation on behalf of the Member by the parents. If a majority of the Regional Committee present at the inquiry is of the opinion that the Member has been guilty of the alleged conduct and that the Member or parents of such Member has or have failed to justify or explain it satisfactorily, the Regional Committee shall decide either to expel or suspend the Member from The Pony Club
- 7.5. Upon termination of Membership, either because of age, non-payment of subscriptions, resignation, and expulsion or any other reason whatsoever, the Member will forfeit all the privileges of Membership and all rights against The Pony Club. Subscriptions will not, in such circumstances, be refundable and the Member shall remain liable for all Annual Subscriptions, etc that had become due and remained unpaid at the date of termination of Membership.

8. AFFILIATION TO THE PONY CLUB UK

- 8.1. The South African Pony Club is affiliated to The Pony Club UK and Northern Ireland and shall make such rules for its constitution and organisation as it shall think fit, but such rules must first be submitted to and approved by The Pony Club UK, who may require any amendments and additions and deletions as it thinks proper. In any event approval shall be withheld unless such the Rules incorporate the objects and spirit of the Rules of The Pony Club.
- 8.2. A member of The South African Pony Club can transfer to a UK Branch and become a full member. The same conditions shall apply to members from Great Britain and Northern Ireland or any other country listed in the current UK Pony Club Yearbook, who wish to transfer to The South African Pony Club. (See Rule 6, **TRANSFERS**).
- 8.3. The South African Pony Club will contribute an affiliation fee to The Pony Club UK, which will be set by The Pony Club Council UK.

STRUCTURE

9. REGIONS AND BRANCHES

- 9.1. The South African Pony Club's administration in South Africa is divided into Regions, which are defined by National.
- 9.2. Regions shall correspond as far as is practical with provinces, but this is not an inflexible policy and National may from time to time limit and define a new Region and redefine an existing Region.
- 9.3. Regions consist of a number of Branches **and Centres** and the Regional Committee will agree the geographical boundary of each Branch.
- 9.4. The creation of a new Branch **or Centre**, or the amalgamation of existing Branches **or Centres**, must have the prior agreement of the Regional Committee.
- 9.5. Branches must follow the purposes and objectives of The Pony Club as stated in Rule 1 and are governed by The Rules of The South African Pony Club. The Regional Committee shall have the power to suspend or expel a Branch or an Officer or Committee member of that Branch, if it believes there to be a breach of this requirement. Similar action may be taken if the Regional Committee believes that The Pony Club is being brought into disrepute.

- 9.6. Before the Regional Committee suspends or expels a Branch, the District Commissioner and Branch Secretary will be given reasonable notice of relevant meetings, and full opportunity to defend the Branch and to justify or explain its conduct.

This will include making representations by way of defence, justification and explanation on its behalf. If the majority of the Regional Committee present are of the opinion that the Branch is in breach of its obligations and that its representatives have failed to justify or explain it satisfactorily, the Regional Committee shall decide either to suspend or to expel the Branch. In the case of the proposed suspension or expulsion of an Officer or Committee member, they shall be entitled to similar notice periods and entitlement to defence

10. THE NATIONAL COMMITTEE

- 10.1. The affairs of The South African Pony Club are directed by the National Committee, in accordance with its Constitution and the Rules of The South African Pony Club.
- 10.2. The National Committee is the ultimate authority of The Pony Club. The Rules of The Pony Club may be added to, cancelled in whole or in part, or altered as National considers necessary. National may also make temporary Rules for a limited period.
- 10.3. National can, at its complete discretion, deal with any dispute in operating the Rules. This will be done in the spirit and best interests of The Pony Club and its objectives.
- 10.4. The National Committee shall consist of the Regional Chairman and Vice-Chairman from each Region and the National Chairman of The South African Pony Club as elected from time to time.
- 10.5. The National Chairman shall be elected by the Members from among themselves at the Annual General Meeting and shall hold office for two years and thereafter may offer himself for re-election. Upon election the Chairman shall cease to represent a Region and that Region shall elect a replacement at an Extra Ordinary General Meeting of that Region.
- 10.6. The Vice-Chairman shall be elected by the Members from among themselves at the Annual General Meeting and shall hold office for two years, and thereafter may offer himself for re-election. The duties of the Vice-Chairman shall be limited to responsibility for The South African Pony Club only in the temporary absence, for whatever reason, of the Chairman.
- 10.7. The Committee may appoint a Secretary, a Treasurer, a Development Officer and an SAEC representative, and may co-opt any other suitable person to attend their meetings, but such official and persons shall have no vote.
- 10.8. The office of the Members of the Committee shall be vacated on:
- 10.8.1. Resignation.
 - 10.8.2. Ceasing to be a Regional representative, except in the case of the current National Chairman, Vice-Chairman and the officials appointed according to rule 10.7 above.
 - 10.8.3. On failing to attend three successive meetings of the Committee either in person or by proxy.

(Refer to 'The Constitution of The South African Pony Club National Committee')

11. THE REGIONAL COMMITTEE

- 11.1. The Regional Committee shall consist of two representatives from each Branch and the Regional Chairman of The South African Pony Club Region as elected from time to time.
- 11.2. The Chairman shall be elected by the Members from among themselves at the Annual General Meeting and shall hold office for two years and thereafter may offer himself for re-election.
- 11.3. The Vice-Chairman shall be elected by the Members from among themselves at the Annual General Meeting and shall hold office for two years, and thereafter may stand for re-election. The duties of the Vice-Chairman shall be limited to responsibility for The South African Pony Club Region only in the temporary absence, for whatever reason, of the Chairman.

- 11.4. The Committee may appoint a Secretary, a Treasurer, and a Public Relations Officer and may co-opt any suitable person to attend meetings, but such officials and persons shall have no vote.
- 11.5. The office of the Members of the Committee shall be vacated on:
- 11.5.1. Resignation
 - 11.5.2. Ceasing to be a Branch representative, except in the case of the current Regional Chairman, Vice-Chairman and officials appointed according to rule 11.4 above.
 - 11.5.3. Failing to attend three successive meetings of the Committee, either in person or by proxy.
- 11.6. Branches will deal with the Regional Chairman on all Branch matters.
- (Refer to 'The Constitution of the ... Regional Committee of The South African Pony Club')

12. DISTRICT COMMISSIONERS

- 12.1. The first District Commissioner of a Branch shall be appointed for two years by the Regional Committee.
- 12.2. When the term of the District Commissioner has expired, the Branch Committee shall elect the person it wishes to appoint. If the new District Commissioner is appointed before the 1st April in the calendar year, his term will end at the second 30th September after the date of his appointment. If he is appointed after the 31st March, his term shall end at the third 30th September after the date of his appointment.
- 12.3. A District Commissioner due to retire can be re-elected. If he is offering himself for re-election, the retiring District Commissioner cannot vote in this election, and must retire from the meeting whilst the election and votes take place. The other Members of the Branch Committee at that meeting will appoint a person present to act as Chairman for the election. In the event of an equality of votes, the acting Chairman shall have a casting vote.
- 12.4. If the retiring District Commissioner is not standing for re-election then they do not have to retire from the meeting and will continue to act as Chairman of the Branch Committee only for the election.
- 12.5. In the event of there being more than one candidate for District Commissioner, the election shall be by secret ballot and it will be the responsibility of the Secretary of the Branch Committee to provide a sufficient number of ballot papers for each Committee Member present to vote.
- All candidates nominated for District Commissioner will retire from the meeting when the ballot is taking place and will not return until all the votes have been counted and the result given to the Chairman of the meeting. Candidates will not have a vote.
- 12.6. The newly elected District Commissioner will take office immediately. The appointment of the District Commissioner elected shall be subject to the approval of the Regional Committee. Until approved by the Regional Committee, a new District Commissioner will run the Branch in an acting capacity.
- 12.7. In exceptional circumstances, and at the discretion of the Regional Committee, two Joint District Commissioners of a branch may be appointed. However, in this event, one of the District Commissioners must agree to accept the ultimate responsibility for carrying out the duties and responsibilities of a District Commissioner, as detailed hereunder. (Rule 12.12)
- 12.8. No person who is financially interested in letting out or selling horses, in instructing in equitation or keeping liveries for personal profit will be eligible for appointment as a District Commissioner except in special circumstances which the Regional Committee in their absolute discretion will decide. A District Commissioner does not need to be a Member of the Branch Committee before election.
- 12.9. If a person ceases to be a District Commissioner for any reason, or if a District Commissioner elected by a Branch Committee is not approved by the Regional Committee, the Branch Committee will immediately hold a Committee meeting and will elect a District Commissioner

to take the place of the existing one. The District Commissioner thus elected will hold office for two years. Such an election will be subject to the approval of the Regional Committee.

- 12.10. The Regional Committee generally will, but is not required to, give reasons for not giving its approval of the appointment of a District Commissioner elected by a Branch Committee. It may allow representations from the candidate.
- 12.11. A District Commissioner is not allowed to make cash or other financial contribution towards the expenses of his Branch. This does not preclude a District Commissioner from waiving repayment of his travelling or out of pocket expenses, if he so wishes.
- 12.12. The duties and responsibilities of District Commissioners are to ensure that:
 - 12.12.1. Camps, rallies, lectures and other events are organised for the Branch Members.
 - 12.12.2. A record is kept of all Members of the Branch.
 - 12.12.3. Joining Fees and Annual Subscriptions are collected.
 - 12.12.4. Minutes are taken of all Branch Committee Meetings and Annual Meetings, and are kept in a Minute Book.
 - 12.12.5. Simple financial accounts for the Branch are kept and arrangements made for the inspection of them by the Regional Committee when required. A financial statement should be produced at each meeting of the Branch Committee. Accounts should be audited yearly by an appropriate person or reviewed by a Member of the Branch Committee.
 - 12.12.6. Annual Branch Returns are sent to the Regional office on the form provided.
 - 12.12.7. The Branch Committee is made aware of all important, information from the Regional and National Committees.
 - 12.12.8. Any other tasks and responsibilities that are given by the Regional and National Committees are carried out.

13. BRANCH COMMITTEES

- 13.1. The first District Commissioner of a Branch shall within three calendar months of appointment, create a Branch Committee which shall consist of not less than three people including the District Commissioner.
- 13.2. The Committee will choose a Treasurer and a Secretary. A person, including the District commissioner, may hold more than one appointment. Additionally, the Committee may opt to appoint an Assistant District Commissioner.
- 13.3. All Officers and Committee Members will be appointed for a two year term, terminating at the second 30th September after the date of their appointment, but may offer themselves for re-appointment. A Branch Committee can at any time increase or reduce its number provided that it shall not be lower than three. To do this or to fill casual vacancies, the Committee can at any time elect new members to its Committee.
- 13.4. Inherited Committees – In exceptional circumstances, after consultation and with the approval of the Regional Chairman, a newly appointed District Commissioner may ask up to fifty percent (50%) of the Branch Committee to resign.
- 13.5. The District Commissioner will be the Chairman of the Branch Committee. However, if he is unable to be present at a Committee meeting, the other members present shall choose one of their number to chair the meeting. The Branch Committee of each Branch will meet at least four times each year. A quorum will consist of not less than three members. Questions at any meeting will be decided by a majority vote. In the case of an equality of votes the Chairman will have the casting vote.
- 13.6. At the first Branch Committee meeting after the end of The Pony Club Year, the Treasurer shall present an Income and Expenditure Account and a Balance Sheet for the previous Pony Club Year, for approval by the Committee.

- 13.7. If a Branch Committee loses confidence in the District Commissioner, or a Member of the Committee, and he/she is unwilling to resign, then this will be reported to the Regional Chairman.
- 13.8. The Regional Chairman or Regional Committee may also initiate such an investigation. The Regional Committee may also deem it appropriate that a person other than the Branch's Committee should carry out any investigation. The Regional Committee, in its absolute discretion, may end the appointment of a District Commissioner or Branch Committee Member at any time upon giving written notice, both to the individual and to the Secretary of the Branch. The Regional Committee would normally seek representations from the individual concerned, and would give reasons for its decision. However, in certain circumstances (which it may in its absolute discretion determine), it may decide not to give reasons.
- 13.9. A Branch Committee may create one or more Sub-Branches in outlying parts of the District covered by the Branch. These Sub-Branches will be managed by the Branch Committee who can appoint a Sub-Committee for that purpose. The District Commissioner and at least one other member of the Branch Committee will be members of any Sub-Committee.

This rule also applies to Parents Associations/Support Groups, etc. The funds of any Sub-Branch, Parents Association, or any other Support Group and their use are under the control of the District Commissioner and the Branch Committee, and they may instruct that all or part of such funds shall be transferred to the Branch account.

14. CENTRE ADMINISTRATION

- 14.1. The centre will be administered by a representative of the riding centre, reporting to and working in conjunction with a representative from the Pony Club region within which they fall.
- 14.2. Activities of the centre are organized between the centre representative and the pony club region representative.
- 14.3. A committee is not required to administer a centre.

15. PARENT MEETINGS

- 15.1. Each Branch should hold a Parents' Meeting annually. As a minimum, the Meeting should include a report from the District Commissioner on the activities of the past year, the presentation of a simple financial statement by the Treasurer, and questions and opinions from the floor. Other reports may be given as appropriate, and awards may be presented. This Meeting has no authority to impose decisions on the Branch Committee.

16. NATIONAL AND REGIONAL RETURNS

- 16.1. All Branches are required to submit an Annual Financial Return to the Regional Office by 30th November following the end of the Pony Club Year. Failure to do this may result in fines being imposed on the Branches concerned. The funds of all Sub-Branches, Parents Associations and other Sub-Groups must be reported, either separately, or consolidated with the Branch.
- 16.2. For the purposes of the Annual Branch Returns and the Levies payable, a Member who transfers from one Branch to another, during the course of The Pony Club Year shall be reported by the Branch to which he has paid his subscription. He/she should be excluded completely from the Return of the other Branch.
- 16.3. A Branch which has failed to submit any of the following:
- The Annual Branch/Financial Return Form (As stipulated by National)
 - The Annual Branch Levy Return
 - (unless permission has been given to dispense with it).
 - Annual Income and Expenditure Report
 - Annual DC Report
 - Membership Database
 - Bank Statement (Copy as at end of Financial Year)

- Statement of Branch Assets / Inventory of trophies, movable property, stocks, etc

within six weeks after the specified due date shall incur a late submission fee. If the item is still outstanding three months after the specified date, a further late submission fee will be incurred and the Branch and/or one or more of its Officers or Committee members may be suspended from membership of The Pony Club until such time as it is submitted.

The late submission fee will be specified by the National Committee.

If a Return or Report has to be returned to a Branch because it contains errors, the Branch will remain in default until the satisfactorily corrected Return or Report (together with any payment that may be due) is received by Regional. The Chairman of the Regional Committee has discretion to waive this Rule if he is satisfied that there are sufficient extenuating circumstances.

- 16.4. Information is also required for the Register of Members. The Annual Branch Return should be accompanied by a listing of all the Members reported on the return, detailing name, identity number, sex, date of birth, address including postal code and telephone numbers.

17. BRANCH PRESIDENTS

- 17.1. A Branch Committee may have a Branch President, but a person shall not by virtue only of being a President become a Member of the Branch Committee. Presidents shall serve for a two year term, terminating at the second 30th September after the date of their appointment. They can be re-appointed by the invitation of the Branch Committee.

18. CLOSING OF BRANCHES

If a Branch, for whatever reason, ceases to exist, it is the duty of the District Commissioner, or if there is not a District Commissioner, then of the Secretary of the Branch Committee, to send the following to the Pony Club Regional office:

- All the funds of the Branch and of any Sub-Branch(es) under the management of the Branch Committee of the Branch.
- All the Branch Membership records, including those of any Sub-Branch(es).
- All financial books and statements of the Branch and any Sub-Branch(es)
- The Minute Books of the Branch and of any Sub-Branch(es).
- All other significant documents held by the Branch and any Sub-Branch(es).
- An inventory of all equipment (such as jumps) held and owned by the Branch and any Sub-Branch(es).

The Regional Committee shall decide the disposition of Branch equipment and assets, although it may delegate this decision to the Regional Chairman.

19. GENERAL COMPLAINTS

- 19.1. The Branch Committee must consider any difficulty, complaint or controversy in the Branch. If it cannot be satisfactorily dealt with by them, a report, signed by at least two Members of the Branch Committee, should be sent to the Regional Committee who will consider the matter.

20. AGE LIMIT

- 20.1. No Member of the National or Regional Committees, Co-opted Advisors to the National or Regional Committees or a District Commissioner may continue to hold office beyond the end of The Pony Club Year in which he attains the age of 75 years. Members of Branch Committees may continue beyond that age if approved by the Branch Committee. Co-opted Advisors to the Regional and National Committees who possess special skills of value to The Pony Club may continue beyond the age limit if expressly approved by the Regional and National Committees respectively.

21. BANKRUPTCY

- 21.1. Any Member of the National or Regional Committee, Co-opted Advisors to the National or Regional Committee or a District Commissioner, who becomes bankrupt or makes a composition to his creditors, shall be disqualified from office and their appointment shall be terminated immediately. This rule shall also apply to any Officer or Member of a Branch Committee who has any responsibility for the financial affairs of the Branch.

22. REMUNERATION AND EXPENSES

22.1. Remuneration

No member of the Regional or National Committee, or any District Commissioner, shall receive any salary or emolument (salary/fee, or profit from employment or office) from The Pony Club or any of its Branches for performing his normal function within The Pony Club.

However, the Regional Chairman shall have the authority to waive this rule for District Commissioners in exceptional circumstances, in order to employ the particular skills of an individual for a specific purpose and provided that such payment is legally permissible. Applications for such a waiver should be sent to the Regional Chairman in writing, giving precise details of the work to be done and the remuneration to be paid.

22.2. Payment of Instructors and others

Instructors, and others such as Camp helpers, may be paid a fee on production of an invoice. It is strongly recommended that these fees should be negotiated in advance. Those paid fees may be members of Branch Committees but cannot be the District Commissioner.

22.3. Expenses

Travelling and out of pocket expenses of National and Regional Committee members and Co-Opted Advisors to National and/or Regional, attending National and/or Regional meetings shall be refunded by National or Regional, provided that prior written approval of these expenses have been approved by the National Chairman or the Regional Chairman in advance, prior to any expense being incurred and prior to any claim for reimbursement being submitted.

For the claim/expense to be reimbursed the original invoice must be submitted for verification with the claim to the respective Chairman. On approval, the National or Regional Treasurer will be notified accordingly.

23. BRANCH ACTIVITIES

23.1. Scope

- 23.1.1. Branches have the right to arrange their own programme of activities, subject only to compliance with these Rules and to any directions that may be given by the Regional or National Committees.
- 23.1.2. A Branch Programme, listing forthcoming activities approved by the District Commissioner, should be given to all Members at regular intervals.
- 23.1.3. A Branch will not hold an activity in the District of any other Branch (unless it is shared territory) except by invitation or permission of the other District Commissioner. This should not be unreasonably refused. This Rule shall not apply to commercial premises. At Pony Club Rallies and other mounted activities, the following are unacceptable:
- Ponies that are aged four years or under (except at the discretion of the District Commissioner);
 - Ponies that are infirm through old age;
 - Ponies that are ill, thin or lame;
 - Ponies that are a danger to their riders or to other Members or their ponies;
 - Mares that are heavy in-foal, mares in milk and mares with foal at foot.

- 23.1.4. Stallions can only be ridden at Pony Club events by Members if they obtain written permission from their District Commissioner and must wear identifying discs on their bridle in the interests of safety.
 - 23.1.5. All ponies are expected to be properly groomed and well turned out.
 - 23.1.6. If Branches incur expenses to pay for Instructors and/or facilities, it is permissible to charge Members a commensurate fee for attendance at an activity. However, wherever possible, the proceeds of fund-raising activities should be used to defray these expenses, wholly or in part.
- 23.2. Working Rallies
- 23.2.1. Rallies will be held when required and organised by Branch Committees. Nobody can hold a Rally or give Instruction at a Rally unless authorised by the District Commissioner or Branch Committee.
 - 23.2.2. A working Rally is one at which Instruction is given and which is open to all Members of the Branch within the age range for which it is intended. It may be either a mounted or unmounted Rally. An unmounted Rally is usually for horse and pony care instruction. Team practices or coaching sessions do not qualify as Working Rallies.
 - 23.2.3. For Inter-Branch and Inter-Regional events, Members must have been to a minimum of three working rallies during the previous six months, to be eligible to represent their Branch and/or Region. Camp counts as one Working Rally. Below this level, Branches may adopt their own policy.
- 23.3. Pony Club Camps
- 23.3.1. A Camp is an assembly of the Members of a Branch, together with their ponies, held over a period of several days, usually during the summer holidays. It may be either residential or non-residential for both Members and ponies. The object of the camp is to provide an instructional holiday for Members and their ponies. Instruction should be given each day, but the holiday element must not be neglected and there should be a balanced mix of enjoyable activities and competitions. Not all of these activities and competitions need to be Equestrian in nature. Camp is intended to be fun.
 - 23.3.2. In view of the additional responsibilities for the health, safety and welfare of the Members that arise from the very nature of Camp, Branches must plan Camp organisation very carefully, especially for residential Camps. Rigorous Risk Assessments must be carried out at all venues to be used.
 - 23.3.3. Camp organisers should be given guidance on supervision levels and child protection, particularly at night. A responsible adult should be available to the Members at all times of the day and night. There should be a qualified 'First Aider' equipped with a mobile telephone and an appropriately stocked First-Aid Box. Arrangements for catering must ensure that all food hygiene regulations are fully met.
- 23.4. Competitions
- 23.4.1. A branch may organise competitions in any of The Pony Club's disciplines. These competitions can either be restricted to the Branch's own Members, restricted to Pony Club Members from any Branch or open to the general public.
 - 23.4.2. If a Branch organises a competitive event that is open to Members of other Branches, but not to the general public, then the entry form must require a visiting competitor's Branch to be identified. Either the District Commissioner of the Secretary of the visiting competitor's Branch must countersign the entry form.
 - 23.4.3. Cash prizes must **not** be given at Pony Club competitions. Prizes should normally take the form of rosettes and/or trophies.
- 23.5. Other Activities

A Branch can arrange other activities for its Members and their families, such as a Quiz, outings, social events and fund raising events. These other activities do not need to be Equestrian in nature.

24. PONY CLUB EFFICIENCY TESTS

24.1. Purpose and Structure

- 24.1.1. The Tests are intended to assess riding and horse and pony care in a structured way. There are a number of Tests ranging in difficulty from D-, which is the easiest, to the A Riding, the most difficult. The Tests must be attempted in succession. The syllabi are published on Test Cards and leaflets, which shall be available from Branches or direct from the National Chairman.
- 24.1.2. There will be no set fee for Tests below B standard. However, Branches may charge a fee commensurate with the expenditure incurred. Fees for 'B' and 'A' Tests will be determined by the Regional and National Committees respectively.

24.2. The D and D+ Tests

- 24.2.1. Both are designed for the younger rider. The District Commissioner will arrange simple test preparation and select the Examiner. The Tests are usually carried out during a Rally or at Camp. Successful candidates will be awarded yellow (D) and white (D+) circular felts, which are worn behind the membership badge, and signed certificates.

24.3. The Riding and Road Safety Test

The Branch will arrange the Tests for Members. Two examiners will be required:

- A riding Examiner who is at least a C Test Examiner.
- A road safety Examiner, who may be either a local Police/Traffic Officer or a duly qualified Branch Official.

Successful candidates will be awarded a signed certificate and badge.

Before being awarded the C Test members must have TRAINED for and passed the R&RS Achievement Badge. Before attempting either B section they must pass the PC R&RS Test.

24.4. The C and C+ Tests

Before being awarded the C Test, Members must have TRAINED for and passed the R&RS Achievement Badge.

- 24.4.1. Both C and C+ are more demanding Tests and require greater skills. Candidates generally need specific training on all parts of the syllabus if they are to succeed.
- 24.4.2. The District Commissioner will arrange C and C+ Tests. The Regional Chairman will have a list of approved Examiners who have been selected to examine at this level. Otherwise a Visiting Instructor, an experienced equine Branch Official or a 'B' Test Examiner may be used. At C+ there may often be two Examiners, one of whom should be external to the Branch. Green (C) and pink (C+) felts and certificates will be awarded to all successful candidates.

24.5. The 'B' Test

Before either part of the B Test is attempted all candidates must have passed The Pony Club Riding and Road Safety Test.

- 24.5.1. The B Test has two parts. The first part is the B Riding Test and the second the B Horse and Pony Care Test. In order to be awarded the full B Test Pass certificate both parts must be passed either together or separately.
- 24.5.2. The Regional Chairman will be responsible for the creation and maintenance of a panel of well-qualified experienced Examiners in his area. Examiners must be

selected from this approved list. Their names must be submitted to the National Chairman.

- 24.5.3. Test Candidates must be examined by a minimum of two Examiners in each part of the Test. Only in exceptional circumstances, and with the approval of the Regional Chairman, will there be less than two Examiners.
- 24.5.4. Candidates must be over fourteen (14) years of age. The fee is payable to the Regional Committee who organises the Tests. The Test Fee will be forfeited if the candidate withdraws in the three weeks before the day of the Test. Candidates who pass the Riding component will be awarded a beige felt and a certificate. Candidates who pass the Pony Care component will be awarded a brown felt and corresponding certificate. A red felt and certificate for the full B Pass will be given once both felts have been awarded. Branch Members taking this Test must have the endorsement of their District Commissioner.
- 24.5.5. Candidates who fail any part of the Test must wait at least two months before another attempt is made.

24.6. The Lungeing Test

This test may be taken after the B Test or B Test Horse and Pony Care. It is necessary to pass this test before attempting the AH Test. It will be examined by an AH Test Examiner. Candidates must be over sixteen (16) years of age. The fee is payable to the National Committee who organises the Test. Candidates who pass will be awarded a light blue felt and certificate.

24.7. The 'A/H' Test (A Horse and Pony Care Test)

Candidates must have passed either the full B Test or the B Horse and Pony Care Test, and possess a satisfactory report on their riding from an 'A/H' Test Panel Examiner who will be chosen by the National Committee. All candidates must be sixteen (16) years of age, although seventeen (17) years plus is advised.

- 24.7.1. The Test may not be attempted on more than three occasions without further assessment by an A/H Test Examiner.
- 24.7.2. Branch District Commissioners should have a stock of the Test nomination forms. The completed form together with the fee must be sent to the National Committee who will organise Tests according to demand. The Test fee will be forfeited if the candidate withdraws in the three weeks before the day of the test. Four examiners, taken from the 'A' Test Examiners Panel, will examine a maximum of eight candidates at each Test. An additional 'A' Test Panel Examiner may be present, sent from National to ensure uniformity of the standard of assessment. At this level candidates must be prepared to commit a great deal of time and effort if they wish to succeed. Successful candidates will be awarded an orange felt and certificate. The examiners may convert a pass into an Honours pass at any time after the Test has ended, and this will be awarded with a salmon pink felt and certificate.
- 24.7.3. A supporter should accompany all candidates from the Branch during the Test. There is an opportunity for dialogue between candidates, supporter and Examiner at the end of the Test and often candidates find this aspect helpful.

24.8. The 'A' Riding Test

This Test may only be taken at one of several Regional Centres nominated by The National Committee. Candidates must have a full 'B' Test pass or their 'A/H' (A Horse and Pony Care Test) to proceed to this Test. All applicants must be at least seventeen (17) years old.

- 24.8.1. No candidate may take the Test at a Centre at which he/she has received tuition during the three months prior to the Test date.
- 24.8.2. Nomination forms are obtainable from The National Chairman. Fully completed forms supported by the signature of the Branch District Commissioner and the

Regional Chairman, should be returned to National together with the fee. The District Commissioner must declare that the rider is of the required standard to attempt the Test. All applications must be dealt with in the order that they are received at The Pony Club Office, so early application is advised. All prospective candidates and their Branches will be advised by post from National when their application has been received and a place has been offered. Candidates must confirm acceptance. No candidate may take the Test at a centre where they have received instruction in the previous three months. The Test fee will be forfeited if the candidate withdraws in the three weeks before the day of the test. Three Examiners, taken from the 'A' Test Examiners Panel, will examine a maximum of eight candidates at each Test. An additional 'A' test Panel Examiner may be present, sent from National to ensure uniformity of the standard of assessment.

- 24.8.3. Successful candidates will be awarded a blue felt. Exceptionally, an Honours pass may be awarded along with a purple felt. Unsuccessful candidates are allowed to retake the Test after three months.
- 24.8.4. A supporter should accompany all candidates from the Branch during the Test. There is an opportunity for dialogue between candidate, supporter and Examiner at the end of the Test and often candidates find this aspect helpful.

24.9. Achievement Badges

- 24.9.1. These are awarded to younger members who have studied a variety of topics on pony care and the environment. They are designed to improve their knowledge and help them work towards their next standard of efficiency. The circular fabric badges are designed to be sewn onto a Branch sweatshirt.
- 24.9.2. All Examiners for Achievement Badges should be conversant with The Pony Club Manual of Horsemanship, the relevant Test Card and syllabus, which cover the requirement up to C Test level.
- 24.9.3. Candidates should be examined in as informal a fashion as possible, ideally orally in small groups. Achievement Badges are not intended to be examined by written tests.
- 24.9.4. On gaining twenty-one (21) Achievement Badges, a Gold Badge and certificate can be awarded.
- 24.9.5. See Administration Notes for 'Achievement Badge' topics.

24.10 [Testing of efficiency tests and achievement badges at centres will be carried out by the pony club regional representative, assisted where necessary by approved examiners from other branches.](#)

25. INTER-BRANCH AND INTER-REGIONAL CHAMPIONSHIPS

- 25.1. Each year, each Region shall arrange an Inter-Branch Competition/Championship for each of the competitive disciplines.
- 25.2. The Inter-Regional Championships will be organised by the Regional Committees, with the support of National. Qualification for the Inter-Regional Championship will be through the Inter-Branch Competition held by each Region.
- 25.3. The rules for the Inter-Regional Championship/Competition will be approved by the National Committee.

26. DRESS FOR PONY CLUB MEMBERS

- 26.1. Hats
 - 26.1.1. It is mandatory for all Members to wear a protective helmet when mounted (this includes at prize-giving) with the chinstrap fastened at all times.
 - 26.1.2. Protective headgear, as may be prescribed by National from time to time, shall be worn by Members and Instructors and Visitors when mounted, at all Pony Club functions.

- 26.1.3. A Competitor whose hat comes off in any Pony Club Competition, must, on penalty of elimination, replace it before continuing.
 - 26.1.4. Hats must be replaced after a severe impact, subsequent protection will be significantly reduced. Hats deteriorate with age and should be replaced after three to five years depending upon the amount of use.
 - 26.1.5. The Official Steward/Organiser may, at his discretion, eliminate a competitor riding in the area of the competition (i.e. anywhere on the show grounds), without a hat or with the chinstrap unfastened.
 - 26.1.6. Further rules for headwear for specific disciplines can be found in the relevant discipline Rule Books.
- 26.2. Ties and Stocks
- 26.2.1. The Club's colours are pale blue, gold and purple, and Members should wear the approved tie in these colours whenever attending a Pony Club activity, unless the wearing of a tie is inappropriate to that activity.
- 26.3. Badges
- 26.3.1. The official Membership badge must be worn at all Pony Club activities when a jacket is worn.
 - 26.3.2. Branches give Members a coloured felt showing the highest Test standard achieved by the Member. It should be worn behind the Membership badge.
 - 26.3.3. Cloth Achievement Badges should be sewn onto the Branch sweatshirt.
- 26.4. Body Protectors
- 26.4.1. The Pony Club does not make use of body protectors compulsory, except for the cross-country phase of Tests, Horse Trials, Hunter Trials and Tetrathlon. For general use, the responsibility for choosing body protectors and the decision as to their use must rest with the Members and their parents. When worn, body protectors must fit correctly, be comfortable and must not restrict movement.
- 26.5. Medical Armbands
- 26.5.1. Medical armbands are recommended at all times and are compulsory for all Pony Club cross-country phases.
- 26.6. Clothing and Footwear
- 26.6.1. When mounted at Pony Club activities, Members should wear a riding jacket or Branch sweatshirt/poloshirt, jodhpurs with leather boots or jodhpur boots or breeches and either leather or rubber riding boots with smooth soles, a suitable plain-coloured shirt with a collar and The Pony Club tie. Whatever type of footwear is worn must have a well-defined square cut heel. In the interest of safety, Wellington boots, "Muckers", or trainers should not be worn. New clothing is not expected, but what is worn must be clean, neat and tidy. Half chaps may be worn, but they must be the same colour as the footwear and must not have tassels. Jeans should not be worn when mounted.
- 26.7. Spurs
- 26.7.1. Spurs may be worn at Rallies and other events with the permission of the District Commissioner. Members without the B Test should carry proof of this permission. Only blunt spurs, without rowels or sharp edges, may be worn. If the spurs are curved, the curve must be downwards and the shank must point straight to the back and not exceed 3cm in length. Sharp spurs may not be worn.
- 26.8. Jewellery
- This Rule applies to all Pony Club mounted activities. For safety reasons, no jewellery (including "sleepers") may be worn, other than a wedding ring, a wristwatch, a stock pin worn horizontally, or a tie clip.

“Sleepers” have, in the past, caused injuries following falls. There are vulnerable blood vessels behind the ear and, in addition, if the facial nerve is pierced, partial paralysis of the face can occur.

26.9. Competitions

26.9.1. Additional or different dress requirements for competitions may be specified in the Discipline Rule Books, but otherwise, these Rules shall apply.

27. DISPLAYS

Branches shall not give displays, or stage competitions, at shows or other public gatherings without first obtaining permission from their Regional Chairman.

28. PONY CLUB FLAG

- 28.1. The Clubs colours are pale blue, gold and purple.
- 28.2. The colours for The Pony Club Members tie are in the proportions: pale blue, gold and purple.
- 28.3. Only Members and Officials are entitled to wear an official Pony Club badge or Club ties.
- 28.4. The Pony Club Flag has three horizontal stripes, blue at the top and purple at the bottom.
- 28.5. The proportions of the colours in the flag are: pale blue 9 (290u); gold 5 (108u); purple 9 (526u).
- 28.6. When the Club colours are flown, the stripes shall be horizontal, blue being uppermost and purple at the bottom.

29. CONCUSSION

- 29.1. Any Member who falls off their pony during a rally or competition, must undergo a medical examination by the paramedic/doctor on duty and be given the ‘all clear’ before being allowed to remount.
- 29.2. In the event of concussions, which may occur without the loss of consciousness, riders will not be allowed to ride again that day.

30. PROHIBITED ACTIVITIES

- 30.1. Because of the risks involved, Team-chasing and Horseball events or practises must not be organised by The Pony Club, nor should Branch teams be entered in such events. The same restriction applies to Racing.
- 30.2. It should also be noted that Vaulting is not currently approved as a Pony Club discipline.

31. LEGAL LIABILITY

The South African Pony Club, Regional and National Committees, or any person, official or representative acting on its behalf, shall **not** be held liable or responsible for any theft, accident, damage, injury or loss at rallies or any other meeting sustained to Members and/or their ponies.

32. INTERPRETATION OF RULES

- 32.1. In the event of a dispute over the meaning of any Rules of The Pony Club, the Chairman of the Pony Club shall give his interpretation, which will be binding.
- 32.2. An appeal against his decision may be made to the National Committee. In the event that this Committee does not uphold the Chairman’s interpretation, this shall not affect the validity of that interpretation during the interim period. In interpreting the Rules, priority shall be given to the spirit and ethos of The Pony Club, rather than the strict wording of the Rule in dispute.

33. ALTERATION OF RULES

These rules may from time to time be added to, rescinded either wholly or partly, or altered as National may from time to time desire, but only in accordance with Rule 8.1 and The Constitution of The South African Pony Club and the Rules of The South African Pony Club.

Approved at The National AGM of [4th February 2011](#).

Approved and accepted by:

National Chairperson	:	Rob Pickard
National Vice Chairperson	:	Isabelle Weyer
Western Cape Regional Chairperson	:	Gloria Killian
KZN Regional Chairperson	:	<u>Louise MacLeod</u>
Gauteng & Limpopo Regional Chairperson	:	Michéle MacKenzie
Eastern Cape Regional Chairperson	:	Adele Rheeder