

# **POLICY STATEMENTS**

## **ABUSE OF HORSE OR PONY POLICY**

PCASA has a duty of care, not only to Riders, Spectators, Officials and Volunteers, but to the Horses and Ponies in our Organisation.

### **ANY ABUSE OF THE HORSE OR PONY WILL NOT BE TOLERATED**

#### **1. ABUSE**

Abuse can be defined as intentionally acting in a way that may cause pain or unnecessary discomfort to a horse or pony.

An act of abuse can be any of the following:

to whip or beat a horse/pony excessively

to use spurs, or to jab the horse/pony in the mouth with the bit, excessively or persistently

to compete/ride using an obviously exhausted, lame or injured horse/pony

to abnormally sensitive any part of a horse/pony

to leave a horse/pony without adequate food, drink and exercise

to subject a horse/pony to any kind of electric shock device

to "rap" a horse/pony anywhere in or outside the grounds or the event

#### **2. WHIP - ABUSE**

**The use of a whip must be**

- For a good reason
- At an appropriate time
- In the right place
- With appropriate severity
- The whip must only be used either as an aid to encourage the horse forward or as a reprimand

**As an aid to go forward**

- The appropriate time is when the horse/pony is reluctant to go forward under normal aids of seat and legs
- The whip should be used behind the rider's leg
- It must never be used "over-arm", e.g. whip in the right hand being used to the left flank
- **The use of a whip on a horse's head or neck is always excessive use**
- **The whip must never be used to vent a rider's temper – any use for such a reason is automatically excessive and therefore entails elimination/disqualification.**

**As a reprimand**

- The only appropriate time is immediately after a horse has been disobedient, e.g. napping, refusing (but not after elimination, when it will always be excessive)
- The whip should not be used after a horse has jumped the last fence on a course
- As a reprimand only, a horse may be hit hard
- **It should never be hit more than three times for any one incident and**
- **If the horse is marked by the whip, e.g. the skin is broken or there is a weal – the use of the whip is excessive**


#### **3. SPUR - ABUSE**

- **Spurs must not be used to reprimand a horse – such use is always excessive**
- **Any use of Spurs that results in a horse being marked by a Spur – is always excessive**

**4. BIT - ABUSE**

- **The bit must never be used to reprimand a horse**, i.e. jabbing the horse/pony in the mouth with the bit, excessively or persistently
- Any such use is excessive.

Signing off:

President...  ..... Print name...Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

## ALCOHOL POLICY

The Pony Club Association of South Australia Inc. is primarily a youth movement and is obligated not to encourage the consumption of alcohol. Coaches, officials and parents should be aware any time they consume alcohol of the example they set.

1. The consumption of alcohol by officials and riders is prohibited during events.
2. The consumption by others at an event should not be encouraged.
3. Underage drinking of alcohol is not to be permitted.

At other times, such as the completion of the day's activities alcohol may be consumed by legally entitled persons but with due regard to responsible behaviour and the safety and care of riders and teams.

PCASA chaperones and coaches should not consume alcohol during the period they are responsible for Pony Clubbers.

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## ANTI-DOPING POLICY

### **(Current PCA National policy applies as well)**

This policy is adopted by the PCASA and its members consistent with its obligations to the Pony Club of Great Britain to adopt and implement an anti-doping policy that conforms with the Code. In so doing the PCA commits to the purposes of the World Anti-Doping Program and the Code, namely

1. to protect athletes' fundamental right to participate in doping-free sport and thus promote health, fairness and equality for athletes worldwide; and
2. to ensure harmonised, coordinated and effective anti-doping programs at international and national level with regard to detection, deterrence and prevention of doping.

The fundamental rationale of the Code and of this policy is the preservation of the spirit of sport, namely the celebration of the human spirit, body and mind that is characterised by the following values:

1. Ethics, fair play and honesty
2. Health
3. Excellence in performance
4. Character and education
5. Fun and joy
6. Teamwork
7. Dedication and commitment
8. Respect for rules and laws
9. Respect for self and other participants
10. Courage and community solidarity.

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## **CODES OF BEHAVIOUR**

### **Riders**

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official at a suitable time.
3. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
5. Be a good sport. Applaud all good performances whether by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your instructors, coaches, judges, officials, team-mates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and instructors.
9. Respect the rights, dignity and worth of all participants regardless of their age, gender, ability, cultural background or religion.

### **Parents**

1. Remember that children participate in sport for **their** enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Show appreciation for instructors, officials and administrators. Without them, your child could not participate.
9. Respect the rights, dignity and worth of every member regardless of their gender, ability, cultural background or religion.

### **Administrators**

1. Involve members in planning, leadership, evaluation and decision making related to the activity.
2. Give all members equal opportunities to participate.
3. Create pathways for members to participate in sport not just as a player but as a coach, referee, administrator etc.
4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of all riders.
5. Provide quality supervision and instruction for riders of all levels and ages.
6. Remember that members participate for their enjoyment and benefit. Do not overemphasise awards.
7. Help instructors and officials highlight appropriate behaviour and skill development and help improve the standards of instruction and officiating.
8. Ensure that everyone involved in sport emphasises fair play, and not winning at all costs.
9. Give a code of behaviour sheet to spectators, officials, parents, instructors, riders and the media, and encourage them to follow it.
10. Remember, you set an example. Your behaviour and comments should be positive and supportive.
11. Support implementation of the National Junior Sport Policy.
12. Make it clear that abusing members in any way is unacceptable and will result in disciplinary action.
13. Respect the rights, dignity and worth of every member regardless of their age, gender, ability, cultural background or religion.


## Officials

1. Modify rules and regulations to match the skill levels and needs of members.
2. Compliment and encourage all participants.
3. Be consistent, objective and courteous when making decisions.
4. Condemn unsporting behaviour and promote respect for all opponents.
5. Emphasise the spirit of the competition rather than the errors.
6. Encourage and promote rule changes which will make participation more enjoyable.
7. Be a good sport yourself. Actions speak louder than words.
8. Keep up to date with the latest trends in officiating and the principles of growth and development of members.
9. Remember, you set an example. Your behaviour and comments should be positive and supportive.
10. Place the safety and welfare of the participants above all else.
11. Give all members a "fair go" regardless of their age, gender, ability, cultural background or religion.

## Instructors/Coaches

1. Remember that members participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a young rider for making a mistake or not coming first.
3. Be reasonable in your demands on riders' time, energy and enthusiasm.
4. Operate within the rules and spirit of your sport and teach your riders to do the same.
5. Ensure that the time riders spend with you is a positive experience. All members are deserving of equal attention and opportunities.
6. Avoid overplaying the talented riders; all riders need and deserve equal time.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders.
8. Display control, respect and professionalism to all involved with the sport. This includes opponents, instructors, officials, administrators, the media, parents and spectators. Encourage riders to do the same.
9. Show concern and caution towards sick and injured riders. Follow the advice of a physician when determining whether an injured rider is ready to recommence training or competition.
10. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of members.
11. Any physical contact with a member should be appropriate to the situation and necessary for the player's skill development.
12. Respect the rights, dignity and worth of every member regardless of their age, gender, ability, cultural background or religion.

Signing off:

President...  ..... Print name...Ann Olsen

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## DISCIPLINARY MATTERS – A GUIDELINE

From time to time clubs encounter difficulties with one or more of their members.

These are sometimes the result of a breach of club or PCASA rules but more often are as a consequence of a misunderstanding, lack of communication, personality clashes or differences in perceptions and expectations.

Too often clubs take what they think is an easy way out and take action to expel the “offending” member. This rarely turns out to be the easy way which it first seemed. Not only can this cause severe disharmony in a club, but it has on occasions landed the parties in Court. Invariably this then involves the Association as a whole.

This Guideline is not meant to be an exhaustive treatment of the subject but may help to avoid some of the problems which can occur.

1. Identify the problem informally and ascertain whether it can be handled by a bringing together of the relevant parties to talk it over. However, if it is a serious matter this may not be appropriate.
2. If No 1. does not address the problem
  - a) Obtain formal written and signed statements from the persons making the complaint.
  - b) Call a committee meeting on a confidential basis and exclude all non-committee members.
  - c) Consider the written submissions at committee. Do not take sides, do not listen to gossip or take into account statements which are not signed.
  - d) Make full notes of discussions and append these in a sealed envelope (after confirmation that they are correct and complete) to the minutes. Do not distribute these notes with the minutes but place them in a safe and confidential place for later reference.
  - e) If, after full and dispassionate consideration, the committee is of the view that the matter is of sufficient seriousness that it should be taken further, then a letter should be sent to the “offending” person setting out the nature and particulars of the complaint and inviting that person to respond, in writing, within a reasonable time. If the “offender” does not respond, then send a reminder before proceeding further.
  - f) When the “offender’s” response has been received, the committee should reconvene to consider the response. The same procedure as in d) should be adopted.
  - g) If, after considering the response, the committee is of the view that the “offender” has been exonerated or that the matter is so trivial that no further action should be taken then it should notify the “offender” of this. It should then also inform the complainants.
3.
  - a) If, however, the committee considers that the written response is inadequate or incredible it should invite the “offender” to attend a committee meeting where he can make a verbal response and, if necessary, have others speak on his behalf. The committee should keep an open mind and not start thinking of penalties until this process is completed.
  - b) Once all this has been completed the committee should meet in confidence to consider its options. If the complainants are members of the committee it may be appropriate to exclude them from these considerations.
  - c) In considering its options, the committee should refer to the club’s constitution to ascertain the extent of its disciplinary powers. The committee should be aware that many constitutions are inadequate on the question of discipline and may not afford the “offender” every opportunity to defend himself. Similarly, just because the constitution empowers a committee to expel or suspend a member, this should not be seen as the automatic penalty for all offending.
  - d) In considering its options the committee should have regard to the following:
    - i) the age of the member
    - i. the member’s experience within the club

- ii. the member's standing within the club
- iii. whether the member has previously offended
- iv. past good works
  - v. the seriousness of the matter (for example, does it involve cruelty or improper conduct, especially in public)
- vi. the effect that the disciplinary action will have upon the member and his family
- vii. whether the member seems genuinely contrite and prepared to mend his ways.

e) The disciplinary options are as follows (these are not exhaustive)

- i. counselling
- ii. warning (either formal or informal)
- iii. removal of privileges for a period of time
- iv. withholding of prizes, certificates or awards
- v. suspension from club, zone and/or state competition for a period of time
- vi. suspension from rallies or restriction of activities at rallies
- vii. withdrawal from other pony club activities (e.g., camps, squads, parades)
- viii. suspension of club membership for a period of time
- ix. impose a monetary penalty
- x. expulsion

f) The committee, having determined a course of action, should inform the "offender" of its decision in writing. In some circumstances it may wish to defer or suspend the expulsion or suspensions upon the member entering into a formal agreement to mend his ways and right any wrongs done by him. Where a committee is of the opinion that a suspension of membership for a substantial time (for example 6 months) or expulsion is the appropriate penalty and where it is not intended to suspend such penalty then the committee would be wise to notify the senior executive of the PCASA on a confidential basis before notifying the offender of its decision.

The committee should, in the case of (v), (vii), (viii) and (x) notify the Zone or Association (on a confidential basis) as appropriate. In all other cases, instructors or club officers who need to know the penalty should be informed.

Where in doubt as to what should be done, seek the advice of the senior executive of the PCASA. Remember always that it is better to give the "offender" the benefit of the doubt rather than make a decision or impose a penalty which later turns out to be unjustified. However, if at any time during this process you come to the conclusion that you have made a mistake or been too heavy handed, be big enough to admit it and make amends. The quicker you do this, the less egg there will be on your face!

Remember also that this is a voluntary organisation comprised of people who are not necessarily perfect. Pony Club is for enjoying our horses and each other's company. We operate far better in an environment of tolerance, harmony and goodwill.

We hope that this will be of some help to you in the onerous task of administering discipline.

Signing off:

President...  ..... Print name...Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

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## EMERGENCY PROCEDURES POLICY

Rationale:

The Pony Club Association of South Australia Incorporated recognizes that there are occasions when in extreme circumstances there is an emergency involving riders, horses and anyone participating in a Pony Club organized activity. PCASA has a duty of care and is committed to the health and welfare of **all**.

1. Chief Steward, Marshall for each discipline, coaches or rally coordinators and any person/s appointed by the Organizing committee are responsible for the following in the event of an accident occurring at a Pony Club organized activity:
  - 1.1 Depending upon activity. Stop activity or ensure that accident scene is safe for emergency personnel to work.
  - 1.2 Call for first aid or vet, whatever the occasion calls for and remain until qualified personnel arrive.
  - 1.3 Ensure onlookers or persons not involved stand well back and do not become a hazard to emergency personnel. Persons not complying with the request and becoming a hazard will have their details taken and a report given to organizers of the activity and a copy sent to State Office.
  - 1.4 Advise PA personnel to call for onlookers to stay back and let authorised personnel do their job.
  - 1.5 Once scene is clear and safety restored, recommence activity if stopped.
2. Appointed Personnel: (By person in 1.)  
Ensure free path for any emergency vehicle to get to scene.
3. Fill in incident book for State records and forward top copy to State Office as per instructions.


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## FALL OF RIDER PROTOCOL

1. Fill out fall of rider checklist in full, the form is found on the PCASA website (Rule Book section, and in the PCASA Rule Book)
2. Advise rider of concerns/dangers before they re-mount.
3. Advise rider to report any symptoms to instructor/other person at rally immediately.
4. Advise rider that they do not have to complete the lesson/rally if they feel ill.
5. Advise Guardian of fall and its dangers.
6. If a guardian is not present, notify president, committee members etc and phone guardian.
7. Advise First-Aid Officer
8. Note in Incident Report Book (even if the fall does not result in injury).
9. Attempt to arrange an alternative form of transport home if the rider has ridden to the rally.

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## GENERAL CLUB SAFETY CODE OF PRACTICE

1. All riders must pay at below
  - Visitors - \$10 Rally Participation – to be used no more than 3 times, as long as they have not been a financial riding member for at least 2 years
  - Rejoining Members – at least the insurance component of their subs before mounting a horseDifferent clubs will have different policies regarding the payment of the balance of the subs.
2. The club grounds gate must always be kept closed during rallies.
3. All cars with floats and trucks must park in the designated area. Cars which do not have floats attached must park in a separate designated area.
4. Horses must not be tied to a float unless the float is attached to a vehicle. All horses should be tied to string or if this is not appropriate, the horse must be put in a yard.
5. Riders must always walk their horses while in parking areas.
6. Horses and livestock should not be “free run” in Pony Club grounds during riding activities and rallies.
7. If the club policy permits dogs to be on the grounds, dogs must always be restrained and under the care of a responsible person.
8. All clubs must have a current qualified basic first aid officer present at each rally and strongly recommend that a qualified basic first aid officer be present at working bees.
9. All clubs are required to have a safety officer – please refer to your rulebook.
10. The PCASA General rules contain a number of policy documents. It is the responsibility of the club to ensure that members are familiar with the content of these policies.
11. Any items hazardous to the safe progress of a rally, for example, bikes, footballs etc are not be used around horses.
12. All rubbish must be disposed of appropriately.
13. Any damage to facilities must be reported immediately to the appropriate person as this could become a safety issue to other members.
14. Young non-riding children must be closely supervised by an appropriate adult at all times while on the grounds.

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## **GRIEVANCE/COMPLAINT POLICY**

### **Policy**

All people involved with PCASA have the right to complain. All complaints whether formal, written or verbal will be handled in the spirit of co-operation. Where possible all complaints should be resolved in order to prevent reoccurrence. Ideally complaints should be resolved at the point of service.

### **Scope**

All members and volunteers of PCASA have a right to have their concerns about service delivery, care and treatment or other issues addressed.

Complaints should be encouraged to voice their concern, or complaint, at the point of service, i.e. at club or zone level. They also have the right to receive information about the progress and improvements in service delivery upon request.

The consumer grievance/complaints process is an avenue for encouraging clients, relatives, and volunteers to express concerns and offer views about different aspects of our service delivery and club/zone management. In this way the grievance/complaint process contributes to quality improvement and risk management throughout organisation.

Persons affected by the complaint should be fully informed of all the facts and given the opportunity to put their case forward.

Members/volunteers have a right to complain about the service they are receiving without fear, retribution or discrimination and can expect complaints to be dealt with promptly.

### **1 Definitions**

A “complaint” is an expression of displeasure, grievance or resentment.

A “grievance” is a complaint about an event which causes resentment.

For the purpose of the complaints process “the complaint” is the person lodging the complaint.

There is an Australia Standard for complaint handling:

For the purpose of the process, three categories of complaints:

#### **1.1 “Informal complaints”**

These are expressions of dissatisfaction that may be seen to be minor in nature. It is assumed that the complainant would have first approached the point of service, i.e. dealt with at club/zone level. However, if there is still dissatisfaction, a user of the organisation’s service or their representative (advocate) may bring complaint to the state office at any time.

Informal complaints (minor) may be received in person or by telephone. All verbal or telephone complaints should be resolved at the source (at club/zone level) immediately.

#### **1.2 “complaints”**

These include all written or verbal complaints that cannot be dealt with as informal complaints.

#### **1.3 “Statutory Reportable Complaints”**

These complaints are covered by statutory reporting obligations and involve allegations of assault and abuse. Mandatory reporting requirements of sexual and physical assault must be followed in these instances.

Other organisations responsible for handling reportable complaints may include regulatory bodies for the various professions, the equal opportunity board, the child protection office of the department of Human services and the ombudsman.

On occasion, a request is made for a complaint to be kept anonymous or confidential. This makes it extremely difficult to resolve. It is important that any passing of information from one body to another receives the permission of the complainant.

#### 1.4 “Anonymous Complaints”

The State President will determine whether an anonymous complaint will be investigated depend upon

- The seriousness of the complaint
- Provided that there is sufficient information to enable an investigation to be conducted
- If there is a statutory requirement for identification of the complainant

Complaints that are signed will be treated more seriously than anonymous ones.

#### 1.5” Confidentiality of complaints”

As far as possible, the fact that a complaint has been lodged, and the details of the complaint, should be kept confidential amongst club/zone staff and volunteers directly concerned with its resolution. The complainant’s permission should be obtained prior to any information being given to other parties, which it may be desirable to involve, in order to satisfactorily resolve the complaint.

#### 2. Complaint handling procedure (Standard ISO 10002-2006)

2.1 Any club/zone approached with a request to lodge a complaint must advise the complainant of the methods available. There is no need to record that enquiry. A record is only made when the complaint is lodged regardless of how minor the complaint may be.

2.2 Upon receipt of complaint, either verbal or written, the staff/volunteer receiving the complaint must ensure that the complaint is recorded in the “complaints record register”, at both state office (data base at state office) and the club/zone level. A “complaint registration form” must also be filled out.

2.3 Upon receipt of a written complaint, the club/zone President or Management committee shall forward a letter of acknowledgement of receipt and course of action to be taken within 5 days.

2.4 This letter of acknowledgement will confirm receipt of the complaint and provide details as to how the complaint should proceed. This should indicate that resolution should be sought at point of service.

2.5 The club/zone President or management committee investigating the complaint will act fairly and without bias to determine what, if any remedial action will be taken. They must ensure that all details of the investigation (and remedial action taken or offered to the complainant) and the subsequent response are recorded and linked to the original complaint records.

2.6 The above process should be completed within thirty (30) days of the issue first being raised and the provision of services shall continue as normal. If the matter is still not resolved issue/s referred to the State President or State Executive and resolved in 60 days

2.7 The above procedure is not intended to preclude access by either party to the Australian Industrial Relations Commission, or any of the public members advocacy services.

#### GRIEVANCE/COMPLAINTS POLICY

**Standard ISO 10002-2006 assisted policy.**

Signing off:

President... ..  ..... Print name...Ann Olsen

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## HOT WEATHER/EXTREME POLICY

### Rationale:

The Pony Club Association of South Australia Incorporated has a duty of care to the health, comfort and welfare of **all** members, volunteers, officials and to the equine members of the organization.

This policy has been adopted to assist clubs/Zones when organizing rally days /Events or Functions to be aware for the need of shade and plenty of water for both human and equine participants.

In the event that the local radio or TV station broadcasts the evening before the rally day is to commence the weather is to be in excess of 35 degrees Celsius the rally **will** not be held between the hours of 11 am and 4 pm.

Clubs may wish to program an early morning or evening rally to compensate for the daytime if resources permit.

Check: [www.bom.gov.au/sa/](http://www.bom.gov.au/sa/) if unsure of conditions in your area.

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## INSTRUCTION POLICY

### ALL CLASSES

1. Riders below "B" certificate level must have a gear check before they warm up.
2. Riders below "C" certificate level must be supervised during their warmup.
3. It is strongly recommended that all instructors and coaches have a current first aid certificate.
4. The following maximum numbers for classes/class times are recommended:

<b>ABILITY GROUP</b>	<b>MAXIMUM RIDERS</b>	<b>MAXIMUM TIME</b>
Riders under 8 years	4 riders	45 minutes
Working for D and D Star	4 riders	1 hour
Working for C	6 riders	1 ½ hours
Working for K	4 riders	1 ½ hours
Working for B	2 riders	1 ½ hours

5. Riders must ask for permission from their instructor/coach to enter or leave a lesson which is in progress. Riders entering or leaving a lesson must do so at the walk.
6. When leaving a class
  - a) Older riders (10 years and over) should dismount, run their stirrups up and lead their horse.
  - b) Younger riders (under 10 years) should ride at walk to their float rather than leading their horse as they can easily get pulled under the horse. The inexperienced rider should always be accompanied by an adult when riding back to their float.
7. Riders moving from one class to another must do so at the walk.

### JUMPING

1. All jumping activities must be supervised by an appointed person.
2. All jumping riders should use a correctly fitted neck strap for jumping because:
  - a) It prevents the rider from getting their upper body too far forward over a fence, thereby getting in front of the movement and unbalancing the horse
  - b) It prevents the rider from getting left behind, pulling on the horse's mouth or banging down on the horse's back.
3. Classes should be kept small (preferably 4 riders or less) and riders should work individually rather than following each other.

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## **LED RIDERS POLICY**

1. The lead rein should be attached to a well fitted head collar or halter or to the cavesson noseband of a bridle. The lead rein should be less than two metres in length.
2. The leader should be positioned level with the girth, so they are within reach of the rider. If the leader runs out in front of the pony and the rider starts to fall, the leader will not be able to reach them in time. The lead should be held the hand furthest from the horse to ensure that the hand closest to the horse is free to catch the rider.
3. The leader's job is as a safeguard should things go wrong. It is expected that the child will attempt to steer and stop their pony themselves with backup from the leader when necessary. Remember the goal is to get the rider to ride independently as soon as it is safe to do so.
4. The leader must concentrate on the pony and rider at all times.
5. The leader must wear appropriate boots, gloves are recommended.
6. It is strongly recommended that led riders also have grass reins as these will help the rider to control the pony.
7. It is important that the above applies to competition as well as to training. A child should not be led just so they can win.
8. Organisers should choose appropriate competitions for led rein classes.

### ***THE SHOW RING***

Where possible separate led and non-led riders into separate classes. Where it is not possible to separate led and non-led, led riders should not place over non-led riders. Led riders should not be asked to trot as a group or to canter.


### ***MOUNTED GAMES***

Where possible separate led and non-led riders into separate classes for competition. Where it is not possible to separate led and non-led, led riders should not place over non-led riders.

### ***JUMPING***

Jumping is not permitted for led riders as the led rider does not have the balance to go with the movement when the horse actually jumps. (Poles on the ground are not classed as jumping)

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## LUNGING POLICY

Lunging at ALL pony club activities and grounds.

This applies to anyone using any pony club grounds any time. You must be 14 years and over to lunge a horse at Pony Club.

EFFECTIVE 30/9/2013

## EQUIPMENT

All equipment must be in good repair.


1. The lunging cavesson must fit snugly around the horse's nose. If it slips it may rub the eye. The noseband should be quite tight and preferably have a jowl strap attached level with the eye that holds the cheek piece away from the eye. It should be fitted as low as possible and still remain clear of the soft area of the nostril. This allows more leverage on the horse's head and hence better control.
2. The lunging whip should be light and well balanced.
3. The lunging rein should be made of cotton webbing or nylon and be approximately 30 mm wide and 10 to 11 m long. The loop in the end should be knotted or stitched closed. There should be a swivel hook at the other end.
4. The horse must be fitted with appropriate equestrian boots on all four legs.
5. The handler must wear an approved helmet with the chin strap done up.
6. The handler must wear approved boots.
7. Spurs must not be worn
8. Jewellery is not permitted.
9. Gloves are essential to prevent rope burn, and as a general safety measure.
10. Only one person at a time to lunge the horse.

## AREA TO WORK IN

1. Ideally, the lunging area should be a circular yard with radius of 7.5 m to 10 meters. It should be enclosed by a strong fence with nothing protruding on the inside. The working surface should be even and non-slippery. If a round yard is not available, any small rectangular yard will do provided it is safe and has a good surface to work on.
2. Lunging is not allowed in an area where horses are being ridden.

For further info see PCA notes on lunging.

Signing off:

President...  ..... Print name... Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

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**MEMBER PROTECTION POLICY**

**(as per current PCA policy)**

**RATIONALE AND PURPOSE**

1. The Pony Club Association of South Australia is committed to fair and safe play in Recreational Equestrian Sport.
2. The Pony Club Association is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity, and where children are protected from abuse. The Pony Club Association will not tolerate behaviour which constitutes abuse, discrimination or harassment under any circumstances and will take disciplinary action against anyone who breaches the Member Protection Policy. **Includes child protection and Social media Policies**
3. This Member Protection Policy aims to provide the best possible environment in which its members, service providers and employees including volunteers, of Pony Club Association can excel and discharge their responsibilities to ensure the peak performance of all teams, competitions and programs.

Signing off:

President...  ..... Print name...Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

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**SMOKE-FREE POLICY**

Rationale:

The Pony Club Association of S.A. Inc. recognises that passive smoking is hazardous to health and that non-smokers should be protected from tobacco smoke.

Accordingly, the following policy devised by PCASA applies to all members State, Zones and Clubs, venues/areas. This policy applies to all members, administrators, officials, coaches, riders and visitors of the Club, Zone and State.

**POLICY ON SMOKING**

The PCASA policy requires

1. Administration, dining, eating and office areas to be smoke free.
2. Change rooms and toilets to be smoke free.
3. Cigarettes not to be sold (including from vending machines).
4. Smoking not to be permitted in indoor spectator viewing and riding areas.
5. Hiring out venue to be smoke free.
6. Outdoor spectator grandstands and seating areas to be smoke free.
7. All social functions (including junior events, competitions, dinners, fund raising events, meetings) of the organisation to be smoke free.
8. Coaches, trainers, volunteers and officials to refrain from smoking while they are acting in an official capacity.
9. Riders to refrain from smoking while in uniform.

**NON-COMPLIANCE**

Noncompliance with this policy will result in disciplinary action being taken by the Club/Zone or State disciplinary committee. Note: Non-compliance could place the Association in jeopardy for Government funding.

Signing off

President...  ..... Print name...Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

## SUN SMART POLICY

The health of participants in Pony Club activities is of primary concern to the Pony Club Association of South Australia.

It is acknowledged that Skin Cancer is a major public health problem in Australia, with two out of every three people requiring treatment for some form of skin cancer in their lifetime. It is recognised that skin cancer is preventable and like any other medical condition, it is best dealt with by the application of preventative measures.

While the PCASA will endeavour to assist in sun protection when at meetings, rallies, training and competitions, it is recognised that ultimately, the responsibility is that of each individual.

### SECTION A ALL LEVELS OF PONY CLUB ASSOCIATION OF SA INC.

1. PCASA and affiliated zones and clubs should where possible, endeavour to schedule activities outside the hours of 11.00 am and 3.00 pm (Daylight Saving Time).
2. PCASA encourages and promotes the use of high SPF Broad Spectrum Sunscreen by members.
3. Clubs must strive to conform to guidelines for sun safe clothing when choosing uniforms. Clubs will consider the harmful effects of open weave clothing when choosing uniforms.
4. Riding members are encouraged to wear brims on helmets for extra protection of face, ears, neck and shoulders while participating in PCASA activities.
5. Members are encouraged to wear long sleeved shirts and collars.
6. Maximum use should be made of existing natural shade. Where natural shade is not adequate, PCASA, Zones and Clubs should endeavour to use portable shade structures for activities.
7. PCASA endeavours to promote sun safety in a positive way through newsletters, written literature, in education programmes and over PA systems.
8. PCASA encourages trainers, coaches, officials and members in prominent positions to act as strong role models, making use of all sun protection available.
9. Officials and carers will endeavour to constantly revise and upgrade sun protection measures.

### SECTION B PARENTS AND GUARDIANS

Parents and Guardians of members participating in PCASA, Zone and Club activities should be shown the PCASA Sun Safety Policy and encouraged to comply with the policy.

Parents and Guardians are encouraged to:

- provide high SPF Broad Spectrum Sunscreen for their child.
- promote sun protection behaviour to their child.
- provide correct 100% UV filtered sunglasses for their child if providing glasses.
- purchase sun safe protective uniform and extra sun safe protection for head

Signing off:

President...  ... Print name... Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

# PCASA - Volunteer Management Policy

## Purpose

The Volunteer Management Policy is designed to ensure best practice management of volunteers involved with Pony Club Association of South Australia Incorporated ("The State"). The policy aims to clearly define the relationship between the State and volunteers by setting out expectations of The State and outlining the rights and responsibilities of volunteers.

## Scope

The policy applies to all volunteers involved in activities and events organised by The State.

## Definitions

**Volunteer** is an individual who agrees to undertake activities to benefit The State. Volunteers offer their time of their own free will for no financial reward.

**Reimbursement** is payment to the volunteer for any pre-approved expenses incurred during the course of their activities with The State.

**Vulnerable people** may be at risk of abuse or exploitation due to their dependency on others. This may include but is not limited to children, people with a disability, the frail, aged and people from non-English speaking backgrounds.

**Children** are young people under the age of 18 years.

## Policy Statement

State Incorporated values and encourages the involvement of volunteers in the State movement on local, zone and national levels. The State recognises the added value that volunteers bring to the organisation and management of The State and we benefit their contribution.

## Application of the policy

### Protection and Insurance

Volunteers will receive the same legal protection as all members of The State in terms of Occupational Health and Welfare, the Equal Employment Opportunity and Privacy Legislation. Insurance cover is provided for volunteers who are listed in the volunteer register kept by The State, Zones and clubs.

### Induction and Training

Volunteers will be given an induction to The State, Zones or Clubs and be provided with training were needed.

## **Volunteer Protection**

Volunteers are covered by the same provisions and protections outlined in the member protection policy that covers financial members of the State Incorporated. A copy of the member protection policy is available on the PCASA web site. Working with Children Check (compulsory)

Volunteers must have a Working with Children Check issued by the Department of Human Services where their role involves either of the following:

### **Working with Children**

During the ordinary course of their duties, it is reasonably foreseeable that the person will work with children

## **Conflict of Interest**

No person who has a conflict of interest with any activity or program of the State whether personal, philosophical or financial shall serve as a volunteer with the State. When a potential conflict of interest does arise, volunteers must declare their interest.

## **Finance**

Where appropriate, reimbursement may be provided by the Treasurer to cover out-of-pocket expenses incurred by volunteers

## **Rights of Volunteers**

Every volunteer within The State has the right to:

- A) Be treated fairly and respectfully and be valued as an important member of The State;
- B) Work in a safe environment;
- C) Have complaints or grievances heard in accordance with The States policy and procedures;
- D) Every volunteer has a duty of care to ensure they are operating in a safe manner and to report any potential risks, hazards or dangers you identify during your involvement with The State. These matters can be reported to a member of the committee.

## **Responsibilities of Volunteers**

The State determines the following as responsibilities of volunteers

- a) To become familiar with PCASA rules, bylaws and policies
- b) To respect and maintain confidential information
- c) To participate in training and development as determined by the committee of the State Incorporated
- d) To work in a safe manner
- e) To inform The State if they are unable to attend an event they had agreed to volunteer at.
- f) To attend their duties punctually and perform tasks appropriately

## **Dismissing Volunteers**

Volunteers who do not adhere to the rules and procedures of the State or fail to satisfactorily perform their role are subject to dismissal. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for the possible dismissal during a meeting with at least two Executive Committee members.

Possible grounds for dismissal may include, but not limited to, the following: gross misconduct, being under the influence of alcohol or drugs, theft of property, abuse or mistreatment of members, failure to abide by State policies and producers and failure to satisfactorily preform assigned duties.

**Volunteer Recognition**

The State relies on continual support from families to ensure its success. It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input, which ultimately is the underlying foundation of the State.

Review- The policy will be reviewed in line with The State’s annual policy review.

Access to the policy- The policy will be available in the polies which can be found on the web page.

Policy Accepted by the committee of the club on:

\_\_\_\_\_ Day of \_\_\_\_\_ 2020

Signing off:

President...  ..... Print name...Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

# INDUCTION for Pony Club Association of South Australia Volunteers at State events



Name \_\_\_\_\_ Date of commencement \_\_\_\_\_

This is a check list to be used as a guide for the induction of all new volunteers. It must be signed and a record kept.

	Sign in register
	Pony Club SA policies & procedures – where to find them
	Are signatures required on any documents?
	Job descriptions explained
	Any Personal Protection Equipment needed?
	How to work safely, incl. using special equipment provided, manual handling, SOP's Prevention of accidents
	How to report an accident/incident
	Emergency procedures <ul style="list-style-type: none"> <li>▪ Fire evacuation and assembly points</li> <li>▪ Horse related Incident responses</li> <li>▪ Emergency plans</li> </ul>
	Workplace Hazards <ul style="list-style-type: none"> <li>▪ What to do if a hazard is identified</li> <li>▪ Standard operating procedures</li> <li>▪ Safety Data Sheet location</li> </ul>
	First Aid – location of kits and who first aider is
	Working with Children check completed      yes      no

Signature of person doing induction: \_\_\_\_\_ Date \_\_\_\_\_

Signature of person being inducted: \_\_\_\_\_ Date \_\_\_\_\_



This policy outlines the club procedures for safe transport after club rallies, special events, functions and other club-related activities where alcohol may be consumed. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club rallies, special events, functions and other activities.

- Upholds the reputation of our club and partners.

- Understands the risks associated with alcohol use and driving, and our role in minimising risk.

## 2. RATIONALE

Ensuring members, visitors and guests getting to and from club rallies, activities and events safely is an important part of being a responsible, healthy club.

Accordingly, the following safe transport policy shall apply for all functions undertaken by the club that involve the consumption of alcohol.

Sporting clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

## 3. GENERAL

**PRINCIPLES** Our club recognises that:

Drink driving is one of the main causes of road deaths in Australia.

- Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.

- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely.

- Alcohol and drugs affect pedestrians and drivers' abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence.

Safety and care of riders and teams is our first priority.

## 4. TRANSPORT FOR CLUB ACTIVITIES

This safe transport policy applies for all activities undertaken by the club that involve the serving and/or consumption of alcohol.



**PONY CLUB  
SOUTH AUSTRALIA**

Our club will:

- Promote strategies that encourage members to plan how they'll get home safely before they go out e.g. a designated driver
- Print safe transport messages on relevant club activity and event invitations or flyers.
- Ensure the MC for events or club committee members advise attendees that the club is a Good Sports accredited club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.

**CONDUCT EXPECTATIONS**

Whilst engaging in club activities, members, volunteers and visitors will:

- Adhere to the Alcohol and Anti-doping Policy
- Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption.
- Encourage and assist others to use good judgment regarding alcohol consumption. Make alternative transport arrangements to get to and from the activity safely.
- Share a ride (where available) with friends.
- Consider arranging overnight accommodation.

**5. PROMOTING THIS**

**POLICY** Our club will:

- Educate members, volunteers and guests about our policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via our website, displayed in our clubrooms, announcements during events and functions.

**6. POLICY REVIEW**

This policy will be reviewed bi-annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

**SIGNATURES:**

Signed: \_\_\_\_\_  
Club President

Signed: \_\_\_\_\_  
Club Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Next policy review date is **July 2023**

**ENQUIRIES REGARDING OUR POLICY:**

CONTACT:

PHONE:

Signing off:

President...  ..... Print name...Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated