



POLICIES & PROCEDURES MANUAL

By-Laws of the Kangaroo Ground Horse & Pony Club

These by-laws are the Club's policies and procedures and must be read in conjunction with the Club's Rules of Incorporation (Constitution) and the PCAV Rules as documented in the PCAV Handbook of By-Laws.

KGPC Membership

All membership applications received are subject to committee approval. Acceptance will be based on membership numbers, demographics and availability. A waiting list may apply.

Fee's are detailed as follows:

ANNUAL RIDER MEMBERSHIP FEE \$230 : An annual fee paid for the PCAV year which is from 1 July to 30 June This fee covers the PCAV insurance fee & KGPC costs- i.e instructors fee's, extra training days etc.) A pro rata fee applies for all club members admitted between the 1st of February and the 30th of June inclusive.

GROUNDS DEVELOPMENT CONTRIBUTION \$100: (Previously known as the Family Levy)

A non-refundable grounds development contribution of \$100, payable upon registration. A further \$100 *optional* payment is included on each annual membership renewal to assist the club in developing the grounds.

FAMILY DUTY LEVY \$150: (Previously known as the working bee levy)

A non-refundable Family Duty Levy is invoiced upon joining the club. Each family is required to complete rostered rally duty in the canteen and on the grounds, as well as attending the yearly working bees for a minimum of two 4 hour sessions. Failure to complete this request will result in the family duty being charged again on the next years membership invoice.

We are a volunteer organisation and while we understand that families are very busy, participation is essential for our club to continue running successfully for the children.

Your Voice

At KGPC we are always keen to hear your thoughts and feedback. Please forward any communication to the Secretary. You can find the contact details of the secretary on the website "Contact Us" page. We are looking forward to hearing from you soon!!!

Uniform

All riders at KGPC must wear an approved helmet and footwear at all times whilst riding.

Full Pony Club uniform must be worn at every rally, i.e. jodhpurs, white shirt, green tie, PCAV Badge and KGPC jumper (or summer uniform of KGPC polo shirt). If a member is out of uniform, they must explain the reason to the DC.

Riders may also wear the optional KGPC fleece vest and rain jacket.

Name tag attached to front of shirt is highly encouraged and, along with the rest of the club uniform, forms part of the point scoring system for end of year awards..

All riders must wear their medical arm band in all sessions.

Gear check

Members are expected to present with their group for gear check at the specified time. At every rally throughout the year points are awarded by the instructors and gear checkers. These points go towards the President awards which are presented at the end of year awards night.

These awards are to encourage punctuality, the good repair of equipment, cleanliness of gear, grooming of both the pony and its rider at rallies. The categories assessed are punctuality, uniform, gear, horse, name badge & medical Armbands with a score out of 5 given to each section.

Rally days

A parent or nominated guardian must be in attendance with Junior Members under the age of 12 at all times. If a parent/guardian must leave during the rally, another guardian must be appointed.

At a Pony Club Rally members must walk when travelling to and from sessions. At no times, under any circumstances, is a rider to exceed a walk in the car park.

Members must not leave the class without permission of the Instructor.

Anyone outside the class wishing to speak to a member in the class must first obtain the Instructor's permission to do so.

Members may not change horses, except with permission of the DC or their Instructor.

Members must sign in and out from each PC rally and advise the DC if they are leaving before the end of the day.

Member Grading Cards and attendance

All KGPC riders cannot write on or alter their own cards in any way. All card changes must be performed by the Card Secretary or DC ONLY.

As per the PCAV, attendance will only be recorded in a members card when they fully partake (active riding) in a minimum of two of the three scheduled sessions of each rally. Should a member attend a PCA, PCAV or NMZ training day or compete at a NMZ qualifying event which falls on the same day as a KGPC rally day, then an attendance will be given. The DC can, in these circumstances require a letter from the training organiser or proof of competition. Unmounted attendance is recorded on the members grading card when a member attends unmounted.

KGPC has a Smoke Free Policy

There is no smoking permitted on any part of the KGPC grounds during official rallies, training days or competitions.

KGPC has a DOG FREE policy

A \$100 fine applies to owners of dogs found on grounds. You will be asked to leave if you have a dog on the grounds. This is in line with the PCAV guidelines.

Hire of KGPC grounds for private use

KGPC facilities can be hired by parties for private use. Fees and conditions set by the KGPC committee will apply. Hire of Grounds forms are available through the committee and all events require committee consent. All legal liability is carried by the event organiser.

Member Insurance

Members are covered under the PCAV insurance policy (AON) when attending an official KGPC rally, official KGPC training day, club competition or another PCAV affiliated club event on other club grounds. Members are not covered when on the club grounds outside of these days and therefore ride at their own risk.

Kangaroo Ground Adult Riders

KGARC's use of the KGPC grounds is subject to the most recent Memorandum of Understanding. A copy of this document is available through the KGPC and KGARC committees. KG Adult riders meet on the club grounds on the morning of each Thursday as well as every 2nd and 4th Sunday. Please refrain from training on the grounds when it is an allocated KGARC training day or competition day.

KGPC Grounds access

KGPC grounds are privately owned by the KGPC.

Access to the grounds is under the discretion of the KGPC organising committee. A combination lock restricts access on non-rally days to members of KG Adult Riding Club and KG Pony club only.

No equine activity may take place on the grounds unaccompanied. Members under 16 years must be accompanied by an adult at all times on the grounds.

Keys to facilities are available to KGPC and KGARC committee members and at the committee discretion.

Non club members may accompany a KGPC member when using the grounds. Non-member riders may not use the grounds without a KGPC member present. A non-member waiver form must be completed and provided to the KGPC committee. These forms are available from the website.

KGPC Newsletter & Website

The KGPC Newsletter is produced monthly the week before each rally. It is emailed out to members as well as posted on the KGPC website.

The newsletter is available for members to use for posting competition results, articles and classifieds at a no-charge fee.

On occasion, riders will be included in the newsletter and on the website in the form of photos and stories. A permission form is signed by parents/ guardians on joining the club. Should this agreement change parents must notify the secretary in writing.

A Calendar of events being held at the grounds is also available on the site, updated as required.

Code of Conduct

Members must comply with the Codes of Conduct as determined by the Pony Club Association of Victoria (PCAV). Codes of conduct apply to Riding Members, Adult Supporters, Officials, Administrators and Coaches/Instructors.

Violence, abuse or aggression will not be tolerated in any form on the grounds.

KGPC follows the PCAV code of conduct at all times. At all times the safety of members and families is paramount.

Penalties for breaches of the code of conduct will be determined by the committee on a "case-by-case" basis. This may include suspension or termination of membership.

Code of Conduct - Rider/Participant

- Participate and compete within the rules.
- Never argue with an official. If you disagree, discuss your concerns with the organising committee or use official protesting procedures to lodge your complaint.
- Control your temper. Verbal abuses of officials, organising personnel or other individuals are not acceptable or permitted behaviours in any sport.

Never resort to verbal abuse, harassing behaviour, hostility or violence against any person.

Work to better yourself there is always satisfaction in improving your performance.

- If working in a team, work to support your teammates and be positive about your teammate's performance.
- Be a good sport.
- Treat all participants in your sport, as you like to be treated.
- Cooperate with your coach, teammates and organising personnel. Without them there would be no competition or activities to be involved with.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion

Code of Conduct - Parent/Guardian

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never resort to verbal abuse, harassing behaviour, hostility or violence against any person
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example.
- Appreciate skilful performances by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Instructors, parents and committee members all work hard to make each rally day fun and interesting. We at Kangaroo Ground pony Club like to encourage all of our members and families to help commit to making pony club fun for others by displaying the appropriate responsibilities, behaviour and assistance toward others. Pony Club is truly a place where it is all about the kids and enjoyment of all!

KGPC Expenditure

All extraordinary expenditure at the KGPC requires executive Committee (treasurer must be included) approval 48 hours prior to going ahead.