

**PONY
CLUB**



participation • pride • welfare • safety • education

195-292 NPO

THE RULES OF THE SOUTH AFRICAN PONY CLUB

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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

2 HEALTH, SAFETY AND WELFARE POLICY

The National Committee is committed to ensuring, so far as is reasonably 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 Chairperson at the earliest available opportunity.

3 ORGANISATIONAL ARRANGEMENTS

3.1 The National Committee shall:

- 3.1.1 Ensure that Rules and procedures are published and updated regularly to cover all Pony Club activities.
- 3.1.2 Ensure that adequate training and instruction is provided for District Commissioners and employees.
- 3.1.3 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.
- 3.1.4 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.
- 3.1.5 Ensure that adequate child protection procedures are notified to Regional Chairperson and District Commissioners for implementation at all Pony Club activities.

- 3.1.6 Require accidents to be investigated to identify the causes so that actions may be taken to reduce the possibility of a recurrence.
- 3.2 The District Commissioners shall operate their branches in accordance with 'The Constitution of The South African 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.
- 3.3 Regional Chairmen are responsible for monitoring the health, safety and welfare performance of the branches in their area.
- 3.4 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.

3.5 DEFINITIONS

In these Rules:

- 3.5.1 'The Pony Club' means The South African Pony Club.
- 3.5.2 'Member' means an Ordinary or Associate or Centre or Assisted member as hereinafter defined.
- 3.5.3 'National' means The National Committee of The South African Pony Club as hereinafter defined.
- 3.5.4 'Regional' means The Regional Committee of The South African Pony Club as hereinafter defined.
- 3.5.5 'District Commissioner' means the person responsible for administering Pony Club activities within a branch.
- 3.5.6 'Pony' means either a pony or a horse, except where the terminology is clearly specific.
- 3.5.7 'Championship' means The Pony Club Inter-branch and/or Inter-Regional Championship.
- 3.5.8 Clause headings are for convenience only and may not be used in its interpretation.
- 3.5.9 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.

4 MEMBERSHIP

- 4.1 There are five classes of membership available to individuals as follows:
 - 4.1.1 **Ordinary members** shall consist of boys and girls up to the end of the calendar year in which they turn 18 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.
 - 4.1.2 **Associate members** shall consist of individuals who have attained the age of eighteen (18) years in the prior or earlier calendar year 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.
 - 4.1.3 **Centre members** shall consist of individuals who ride or stable at an approved Pony Club Centre 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 members will have paid **HALF** the national and regional annual subscription, and complete and sign the Application for membership Form and Indemnity Form as prescribed by National and submit same to the Pony Club Centre.

- 4.1.4 **Centre Plus members** shall consist of individuals who ride or stable at an approved Pony Club Centre and either do not own their own horse or pony or have limited facilities to transport such horse or pony to a branch rally but wish to compete at Inter Branch and Inter Regionals or attend any other outside rally or clinic. Such members will have paid the **FULL** national and regional annual subscription, and complete and sign the Application for membership Form and Indemnity Form as prescribed by National and submit same to the Pony Club Centre.
- 4.1.5 **Assisted members** are individuals who have applied to a branch to become members but are experiencing financial constraints. Once the branch has satisfied itself that the member is unable to afford the prescribed fees, and accepts the individual as an assisted member, the individual shall complete and sign the Application for membership form and Indemnity Form as prescribed by National, and submit the same to the branch, but will not be required to pay the prescribed joining fee nor the annual subscription. Grooms of any age may be enrolled as assisted members in order to receive Pony Club training.
- 4.2 Membership is automatically terminated at the end of The Pony Club year in which the member attains twenty-five (25) years of age.
- 4.3 Members older than 25 years can become Friends of Pony Club. Adults who were not members previously can join as a Friend of the Pony Club. They will pay the branch fee as well as Regional and National fees. The fee will be set at the National AGM.
- 4.4 Membership is of a branch and a member cannot join more than one branch at a time.
- 4.5 Membership of a Centre may run concurrently with membership of a branch, and two annual subscriptions (one centre, one branch) will then be payable.
- 4.6 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.

5 BRANCH MEMBERSHIP

- 5.1 Joining Fee and Subscription
- 5.1.1 The Joining Fee as determined by the National Committee, is payable upon Application for membership and no part of which is refundable.
- 5.1.2 The Annual Subscription fee as determined by the National Committee, is payable by the 1st October for the following year. The first Annual Subscription is due when first applying for membership.
- 5.2 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.
- 5.3 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.
- 5.4 Each branch shall pay annually to National such proportion of all Annual Subscriptions as shall be determined by National. Joining Fees shall be retained by the individual branches.
- 5.5 At the discretion of the branch committee, branches may decide the extent of the subsidy given to assisted members. Inter-branch class fees will be waived for these assisted members at the discretion of the Regional committee.

6 CENTRE MEMBERSHIP

- 6.1 Pony Club areas can consist of branches, centres and/or Plus centres - both types of centres may exist with or without an overarching branch. Members are either Centre or Centre Plus members or branch members, not both. A branch has members who have a pony or access to a pony and can get to a rally held at a venue in their branch's geographical area. The centre concept is aimed more at riding schools. Centre membership is for those without ponies or who can't get them to branch rallies. Centres are accountable to the liaison person appointed by the region.
- 6.2 Centre membership fee is half that of a branch member.
- 6.3 The joining fee applicable to branch members applies to centre members also, and the membership badge is thereby supplied.
- 6.4 Centre members are full PC members in terms of earning achievement badges and efficiency tests up to C+. Once the C+ level is achieved the member must become a Centre Plus member or join a branch.
- 6.5 A riding school can approach PC to become a PC-approved centre. The Centre must have its approval renewed annually, which is given by the Regional Committee or a duly appointed representative.
- 6.6 The riding school has to make a clear difference between when the rider is at a normal lesson and when they are having a Pony Club lesson or rally, as participation is limited to Pony Club members only, or to invited guests on paying a rally fee to Pony Club.
- 6.7 A liaison person from a regional committee or nearby branch guides the riding school owner or instructor in planning a programme of badges, and possibly assists in executing the pony club rallies.
- 6.8 The liaison person co-ordinates the running of tests and the examining of members for efficiency tests.
- 6.9 The membership fees must be paid into the Regional Account, as soon as the member joins the organization. Membership year runs over the same duration as branch membership.
- 6.10 A nominal fee may be charged per rally to cover running costs (i.e. Achievement Badges, Stationary, etc.)
- 6.11 Centre members do not qualify to participate in Inter-branch shows under the centre name, however they may participate in unmounted Inter-branch/Regional activities.
- 6.12 Centres don't need a committee structure.
- 6.13 In the event of a change of circumstances at a Centre which may affect the approval of the Centre, may result in suspension of the Centre. The approval process will need to be repeated.

7 CENTRE PLUS MEMBERSHIP

- 7.1 Pony Club areas can consist of branches, centres and Plus Centres. The centres may or may not have an overarching branch. Members are either Centre or Centre Plus members or branch members, not both. A branch has members who have a pony or access to a pony and can get to a rally held at a venue in their branch's geographical area. The centre plus concept is aimed more at riding schools. Plus Centres are accountable to the liaison person appointed by the region. Centre Plus membership is for those without ponies or who have limited ability to access branch rallies, yet who wish to compete at Inter-branch competitions or regional clinics and can arrange transport for these limited occasions, or who wish to continue beyond the C+ efficiency level
- 7.2 Centre Plus membership fee is the same as that of a branch member.
- 7.3 The joining fee applicable to branch members applies to centre plus members also, and the membership badge is thereby supplied.
- 7.4 Centre Plus members are full PC members in terms of earning achievement badges and efficiency tests up to A+.

- 7.5 A riding school can approach PC to become a PC-approved Centre Plus. The Centre Plus must have its approval renewed annually, which is given by the Regional Committee or a duly appointed representative.
- 7.6 The riding school has to make a clear difference between when the rider is at a normal lesson and when they are having a Pony Club lesson or rally, as participation would be limited to Pony Club members only, or to invited guests on payment to Pony Club of a rally fee
- 7.7 A liaison person from a regional committee or nearby branch guides the riding school owner or instructor in planning a programme of badges, and possibly assists in executing the pony club rallies.
- 7.8 The liaison person co-ordinates the running of tests and the examining of members for efficiency tests.
- 7.9 The membership fees must be paid into the Regional Account as soon as the member joins the organization. Membership year runs over the same duration as branch membership.
- 7.10 A nominal fee may be charged per rally to cover running costs (i.e. Achievement Badges, Stationary, etc.)
- 7.11 Centre Plus members qualify to participate in Inter- branch shows under the Centre name or may join up with a branch in their area.
- 7.12 Centres Plus don't need a committee structure.
- 7.13 In the event of a change of circumstances at a Centre Plus which may affect the approval of the Centre Plus, may result in suspension of the Centre Plus. The approval process will need to be repeated.

8 VISITING MEMBERS

- 8.1 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.

9 TRANSFERS

- 9.1 The National Committee believes it is in the best interests of The Pony Club as a whole to discourage transfers between branches.
- 9.2 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.
- 9.3 A member who changes branches, other than because of a change of residence, cannot compete for three (3) 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.
- 9.4 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.
- 9.5 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 affected.

10 TERMINATION OF MEMBERSHIP

- 10.1 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 re-joins The Pony Club. A lapsed member who re-joins shall be liable to pay the Joining Fee, but this may be waived at the District Commissioner's discretion.
- 10.2 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.
- 10.3 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.
- 10.4 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.
- 10.5 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.

11 AFFILIATION TO THE PONY CLUB UK

- 11.1 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.
- 11.2 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 9, TRANSFERS).
- 11.3 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.

12 STRUCTURE

12.1 REGIONS AND BRANCHES AND CENTRES

- 12.1.1 The South African Pony Club's administration in South Africa is divided into Regions, which are defined by National.
- 12.1.2 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.
- 12.1.3 Regions consist of a number of branches and centres and the Regional Committee will agree the geographical boundary of each branch.
- 12.1.4 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.
- 12.1.5 Branches and centres 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 centre or an Officer or Committee member of that branch or centre, 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.
- 12.1.6 Before the Regional Committee suspends or expels a branch or centre, the District Commissioner and branch Secretary or centre Manager will be given reasonable notice of relevant meetings, and full opportunity to defend the branch/ centre and to justify or explain its conduct.
- 12.1.7 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 or centre. 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.

12.2 THE NATIONAL COMMITTEE

- 12.2.1 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.
- 12.2.2 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.
- 12.2.3 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.
- 12.2.4 The National Committee shall consist of the Regional Chairperson and Vice-Chairperson from each Region and the National Chairperson of The South African Pony Club as elected from time to time.
- 12.2.5 The National Chairperson 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 Chairperson shall cease to represent a Region and that Region shall elect a replacement at an Extra Ordinary General Meeting of that Region.
- 12.2.6 The Vice-Chairperson 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-Chairperson shall be limited to responsibility for The South African Pony Club only in the temporary absence, for whatever reason, of the Chairperson.

- 12.2.7 The Committee may appoint a Secretary, a Treasurer, a Development Officer and an SAEF representative, and may co-opt any other suitable person to attend their meetings, but such official and persons shall have no vote.
- 12.2.8 The office of the members of the Committee shall be vacated on:
- 12.2.8.1 Resignation.
 - 12.2.8.2 Ceasing to be a Regional representative, except in the case of the current National Chairperson, Vice-Chairperson and the officials appointed according to rule 12.2.7 above.
 - 12.2.8.3 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')

12.3 THE REGIONAL COMMITTEE

- 12.3.1 The Regional Committee shall consist of two representatives from each branch, one representative from each centre, and the Regional Chairperson of The South African Pony Club Region as elected from time to time.
- 12.3.2 The Chairperson 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
- 12.3.3 The Vice-Chairperson 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-Chairperson shall be limited to responsibility for The South African Pony Club Region only in the temporary absence, for whatever reason, of the Chairperson.
- 12.3.4 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.
- 12.3.5 The office of the members of the Committee shall be vacated on:
- 12.3.5.1 Resignation
 - 12.3.5.2 Ceasing to be a branch representative, except in the case of the current Regional Chairperson, Vice-Chairperson and officials appointed according to rule 12.3.4 above.
 - 12.3.5.3 Failing to attend three successive meetings of the Committee, either in person or by proxy.
 - 12.3.5.4 Branches will deal with the Regional Chairperson on all branch matters. Centres will deal with the Regional Liaison person and the Regional Chairperson on all centre matters.
 - 12.3.5.5 (Refer to 'The Constitution of the ... Regional Committee of The South African Pony Club')

12.4 DISTRICT COMMISSIONERS

- 12.4.1 The first District Commissioner of a branch shall be appointed for two years by the Regional Committee.
- 12.4.2 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.

- 12.4.3 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 Chairperson for the election. In the event of an equality of votes, the acting Chairperson shall have a casting vote.
- 12.4.4 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 Chairperson of the branch Committee only for the election.
- 12.4.5 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.
- 12.4.6 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 Chairperson of the meeting. Candidates will not have a vote.
- 12.4.7 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.
- 12.4.8 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 12.4.13)
- 12.4.9 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.
- 12.4.10 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.
- 12.4.11 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.
- 12.4.12 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.
- 12.4.13 The duties and responsibilities of District Commissioners are to ensure that:
- Camps, rallies, lectures and other events are organised for the branch members
 - A record is kept of all members of the branch
 - Joining Fees and Annual Subscriptions are collected
 - Minutes are taken of all branch Committee Meetings and Annual Meetings, and are kept in a Minute Book

- 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
- Annual branch Returns are sent to the Regional office on the form provided
- The branch Committee is made aware of all important information from the Regional and National Committees
- Any other tasks and responsibilities that are given by the Regional and National Committees are carried out

12.5 BRANCH COMMITTEES

- 12.5.1 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.
- 12.5.2 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.
- 12.5.3 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.
- 12.5.4 Inherited Committees – In exceptional circumstances, after consultation and with the approval of the Regional Chairperson, a newly appointed District Commissioner may ask up to fifty percent (50%) of the branch Committee to resign.
- 12.5.5 The District Commissioner will be the Chairperson 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 Chairperson will have the casting vote.
- 12.5.6 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.
- 12.5.7 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 Chairperson.
- 12.5.8 The Regional Chairperson 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.

12.5.9 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.

12.5.10 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.

12.6 CENTRE ADMINISTRATION

12.6.1 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.

12.6.2 Activities of the centre are organized between the centre representative and the pony club region representative.

12.6.3 A committee is not required to administer a centre.

12.7 PARENT MEETINGS

12.7.1 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.

13 NATIONAL AND REGIONAL RETURNS

13.1 All branches and Centres 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/Centres concerned. The funds of all Sub-branches, Parents Associations and other Sub-Groups must be reported, either separately, or consolidated with the branch.

13.2 For the purposes of the Annual branch/Centre Returns and the Levies payable, a member who transfers from one branch/centre to another, during the course of The Pony Club Year shall be reported by the branch/centre to which he has paid his subscription. He/she should be excluded completely from the Return of the other branch.

13.3 A branch/centre which has failed to submit any of the following:

13.3.1 The Annual /Financial Return Form (As stipulated by National)

13.3.2 The Annual Levy Return (unless permission has been given to dispense with it)

13.3.3 Annual Income and Expenditure Report

13.3.4 Annual DC Report. Centre representative must submit an overview report.

13.3.5 Membership Database

13.3.6 Bank Statement (Copy as at end of Financial Year) - (not required for a centre)

13.3.7 Statement of branch Assets / Inventory of trophies, movable property, stocks, etc (not required for a centre) 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/Centre 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/Centre because it contains errors, the branch/Centre will remain in default until the satisfactorily corrected Return or Report (together with any payment that may be due) is received by Regional. The Chairperson of the Regional Committee has discretion to waive this Rule if he is satisfied that there are sufficient extenuating circumstances.

Information is also required for the Register of members. The Annual branch/Centre 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.

14 BRANCH PRESIDENTS

- 14.1 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.

15 CLOSING OF BRANCHES

- 15.1 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:
- 15.1.1 All the funds of the branch and of any sub-branch(es) under the management of the branch committee of the branch to be held in reserve by the Region for a period of 2 years.
 - 15.1.2 Should the branch re-open within the two years the branch will be re-allocated those funds.
 - 15.1.3 After the 2-year period the region may use the funds at their discretion. It is preferable the funds should be used for the members' benefit.
 - 15.1.4 All the branch membership records, including those of any sub-branch(es).
 - 15.1.5 All financial books and statements of the branch and any sub-branch(es).
 - 15.1.6 The Minute Books of the branch and of any sub-branch(es).
 - 15.1.7 All other significant documents held by the branch and any sub-branch(es).
 - 15.1.8 An inventory of all equipment (such as jumps) held and owned by the branch and any sub-branch(es).
 - 15.1.9 The Regional Committee shall decide the disposition of branch equipment and assets, although it may delegate this decision to the Regional Chairperson.

16 GENERAL COMPLAINTS

- 16.1 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.

17 AGE LIMIT

- 17.1 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.

18 BANKRUPTCY

- 18.1 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.

19 REMUNERATION AND EXPENSES

19.1 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/Centres for performing his normal function within The Pony Club.

However, the Regional Chairperson 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 Chairperson in writing, giving precise details of the work to be done and the remuneration to be paid.

19.2 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.

19.3 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 has been approved by the National Chairperson or the Regional Chairperson 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 Chairperson. On approval, the National or Regional Treasurer will be notified accordingly.

20 BRANCH/CENTRES ACTIVITIES

20.1 Scope

- 20.1.1 Branches/Centres 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.
- 20.1.2 A branch/Centre Programme, listing forthcoming activities approved by the District Commissioner, should be given to all members at regular intervals.
- 20.1.3 A branch/Centre will not hold an activity in the District of any other branch/Centre (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
- 20.1.4 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.
- 20.1.5 All ponies are expected to be properly groomed and well turned out.
- 20.1.6 If branches/centres 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.
- 20.2 Working Rallies
- 20.2.1 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.
- 20.2.2 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 un-mounted rally. An un-mounted rally is usually for horse and pony care instruction. Team practices or coaching sessions do not qualify as Working Rallies.
- 20.2.3 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/Centre Plus and/or Region. Camp counts as one Working rally. Below this level, branches may adopt their own policy.
- 20.3 Pony Club Camps
- 20.3.1 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.
- 20.3.2 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.

- 20.3.3 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.

20.4 Competitions

- 20.4.1 A branch/centre may organise competitions in any of The Pony Club's disciplines. These competitions can either be restricted to the branch/centres' own members, restricted to Pony Club members from any branch/centre or open to the general public.
- 20.4.2 If a branch/centre organises a competitive event that is open to members of other branch/centres, but not to the general public, then the entry form must require a visiting competitor's branch/centre to be identified. Either the District Commissioner or the Secretary of the visiting competitor's branch must countersign the entry form.
- 20.4.3 Cash prizes must not be given at Pony Club competitions. Prizes should normally take the form of rosettes and/or trophies.

20.5 Other Activities

- 20.5.1 A branch/centre 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.

21 PONY CLUB EFFICIENCY TESTS

21.1 Purpose and Structure

- 21.1.1 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 E, 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 Chairperson.
- 21.1.2 For members who have a disability of some kind, a reasonable adjustment policy applies, as follows: The Pony Club will consider from Members to alter/adapt assessment and learning programmes to reduce the impact of a disability that puts Member at a disadvantage. The consideration of "reasonable" will be determined by a Member's individual circumstances, the impact of the disability, and the effectiveness of the proposed alterations or adaptations. The particular adjustment will depend on the nature of the Member's disability. If there is a need for reasonable adjustment, then the Member must request permission from The Pony Club four weeks prior to the formative and final assessments or at the beginning of their membership. The decision will be made by the National Chair, the Regional Chair (of the region in which the member is enrolled or is intending to be enrolled), the National Training Co-Ordinator, and the region's training co-ordinator, with input from the member's instructor and parents/guardian.
- 21.1.3 There is a set fee for all efficiency tests. Please see annexure 1. Fees for 'B' and 'A' Tests will be determined by the Regional and National Committees respectively.

21.1.4 Friends of the Pony Club may only do up to the C test and the certificate will state "Friends of the Pony Club". Friends may train further, along with other members. Friends may be tested at higher levels if there is space on the test day, but do not receive a certificate and do not receive RPL benefits with EQASA. The test is to be regarded as an opportunity for self-assessment, and members will receive a report from Pony Club on how they did, but would have to apply to EQASA to do their EQASA exam should they want the qualification.

21.2 The E, D and D+ Tests

21.2.1 These are designed for the younger rider. The District Commissioner will arrange simple test preparation and select the Examiner. Centre and Centre Plus members will be examined by a person selected by the centre's regional liaison person. The Tests are usually carried out during a Rally or at Camp. Successful candidates will be awarded pale yellow (E), yellow (D) and white (D+) circular felts, which are worn behind the membership badge, and signed certificates.

21.2.2 Before attempting the D test, members should have passed the Road Rider Mini Achievement Badge.

21.3 The Riding and Road Safety Test

21.3.1 The branch/centre will arrange the Tests for members. In the case of the centre, the examiners must be approved by the regional liaison person. 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

21.3.2 Successful candidates will be awarded a signed certificate and badge.

21.3.3 Before being awarded the C Test members must have TRAINED for and passed the Riding and Road Safety Achievement Badge. Before attempting C + section they must pass the Pony Club Road Rider Certificate.

21.4 The C and C+ Tests

21.4.1 Before being awarded the C Test, members must have TRAINED for and passed the Riding and Road Safety Achievement Badge. Before being awarded the C+ Test, members must have passed their Riding and Road Safety certificate.

21.4.2 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.

21.4.3 The District Commissioner will arrange C and C+ Tests. The Regional Chairperson 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/Centre. Green (C) and pink (C+) felts and certificates will be awarded to all successful candidates.

21.4.4 Members who pass the C+ Riding or Horse Care sections separately will be awarded a certificate for that section only. A felt will only be awarded on achieving a pass in both C+ Test sections.

21.5 The 'B' Test

21.5.1 The B Test has two parts. The first part is the B Horse and Pony Care Test and the second the B Riding Test. In order to be awarded the full B Test Pass certificate both parts must be passed either together or separately.

- 21.5.2 The Regional Chairperson 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 Chairperson.
 - 21.5.3 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 Chairperson, will there be less than two Examiners.
 - 21.5.4 Candidates must be fourteen and over years of age. Recommended age is 15.
 - 21.5.5 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/Centre Plus members taking this test must have the endorsement of their District Commissioner or of the centre's regional liaison person.
 - 21.5.6 Candidates who fail any part of the test must wait at least two months before another attempt is made.
- 21.6 The Lunging Certificate
- 21.6.1 This test may be taken after the B Test or B Horse and Pony Care Test. A Portfolio of Evidence of 6 sessions of supervised lunging training is required to apply for this exam. It is necessary to pass this test before attempting the B+ or 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.
- 21.7 The 'A/H' Test (A Horse and Pony Care Test)
- 21.7.1 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.
 - 21.7.2 The Test may not be attempted on more than three occasions without further assessment by an A/H Test Examiner.
 - 21.7.3 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.
 - 21.7.4 A supporter should accompany all candidates from the branch centre plus during the debriefing session after 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.
- 21.8 The 'A' Riding Test

- 21.8.1 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 and their 'A/H' (A Horse and Pony Care Test) to proceed to this test. All applicants must be at least seventeen (17) years old.
 - 21.8.2 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.
 - 21.8.3 Nomination forms are obtainable from The National Chairperson. Fully completed forms supported by the signature of the branch District Commissioner and the Regional Chairperson, 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.
 - 21.8.4 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.
 - 21.8.5 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.
- 21.9 Progressive Tests
- 21.9.1 These tests may be used within branches and Centres as steps towards the Efficiency tests.
 - 21.9.2 There are four levels with three awards at each level – Bronze 3 to 1, Silver 3 to 1, Gold 3 to 1, and Platinum 3 to 1, with 1 being the higher level within each category. Progressive Awards Tests are taken in addition to, but not instead of, The Pony Club Efficiency Tests.
 - 21.9.3 Bronze may be taken at levels 3, 2 or 1 in Riding and Road Sense or Horsemanship at each level. The same applies to Silver, Gold, and Platinum. The Riding and Road Sense elements are always taken together. The Riding and Road Sense award and the Horsemanship award may be taken separately.
 - 21.9.4 The Bronze progressive tests lead up to the D test, Silver progressive tests lead up to the D+ test, Gold leads up to the C test, and Platinum leads up to the C+ test.
- 21.10 Achievement Badges
- 21.10.1 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.
 - 21.10.2 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.
 - 21.10.3 Candidates should be examined in as informal a fashion as possible, ideally orally and practically in small groups. Achievement Badges are not intended to be examined by written tests.
 - 21.10.4 On gaining twenty-one (21) Achievement Badges, a Gold Badge and certificate can be awarded.
 - 21.10.5 A Blue Cross Achievement Badge can be awarded on completion of the 10 welfare badges required.

21.10.6 See Administration Notes for 'Achievement Badge' topics. See Pony Club UK website. South African workbooks are available on the Regional Websites.

21.11 Mini Achievement Badges

21.11.1 These are aimed at younger members. They are designed to give a basic grounding in the main topics of equestrianism and the countryside.

21.11.2 On gaining 14 Mini Achievement Badges, a Mini Gold Badge and certificate can be awarded.

21.12 Competition Badges

21.12.1 These are similar to the Achievement and Mini Achievement badges.

21.12.2 There are two badges for each of The Pony Club's competitive disciplines. For each discipline, there will be:

- Intro to [Discipline] badge – aimed at younger / less experienced members who are just starting out in the discipline. It should help them understand the basic fundamentals that will enable them to get started.
- [Discipline] badge - aimed at slightly older / more experienced members who are competing / ready to compete in the discipline. It should help them to understand the rules of the discipline and what is expected of the horse and rider in order to be successful in a competition, with the emphasis on good position and training.

21.13 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.

22 INTER-BRANCH AND INTER-REGIONAL CHAMPIONSHIPS

22.1 Each year, each Region shall arrange an Inter-branch Competition/Championship for each of the competitive disciplines.

22.2 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.

22.3 The rules for the Inter-Regional Championship/Competition will be approved by the National Committee.

23 DRESS FOR PONY CLUB MEMBERS

23.1 Hats

23.1.1 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.

23.1.2 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.

23.1.3 A Competitor whose hat comes off in any Pony Club Competition, must, on penalty of elimination, replace it before continuing.

23.1.4 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.

23.1.5 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.

23.1.6 Further rules for headwear for specific disciplines can be found in the relevant discipline Rule Books.

23.2 Ties and Stocks

23.2.1 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.

23.3 Badges

23.3.1 The official membership badge must be worn at all Pony Club activities when a jacket is worn.

23.3.2 Branches give members a coloured felt showing the highest Test standard achieved by the member. It should be worn behind the membership badge.

23.3.3 Cloth Achievement Badges should be sown onto the branch sweatshirt.

23.4 Body Protectors

23.4.1 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.

23.5 Medical Armbands

23.5.1 Medical armbands are recommended at all times and are compulsory for all Pony Club cross-country phases.

23.6 Clothing and Footwear

23.6.1 When mounted at Pony Club activities, members should wear a riding jacket or branch sweatshirt/polo shirt, 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. Gaiters are permissible. Jeans should not be worn when mounted.

23.7 Spurs

23.7.1 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.

23.8 Jewellery

23.8.1 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.

23.8.2 "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.

23.9 Electronic devices

23.9.1 Electronic devices such as headphones, mobile phones etc. are not allowed whilst the rider is competing or in the practice/warm up arena.

23.9.2 Electronic devices enabling another person to communicate with the rider are allowed while the rider is in the practice/ warm up arena but not allowed whilst the rider is competing.

23.10 Competitions

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

24 DISPLAYS

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

25 PONY CLUB FLAG

- 25.1 The Clubs colours are pale blue, gold and purple.
- 25.2 The colours for The Pony Club members tie are in the proportions: pale blue, gold and purple.
- 25.3 Only members and Officials are entitled to wear an official Pony Club badge or Club ties.
- 25.4 The Pony Club Flag has three horizontal stripes, blue at the top and purple at the bottom.
- 25.5 The proportions of the colours in the flag are: pale blue 9 (290u); gold 5 (108u); purple 9 (526u).
- 25.6 When the Club colours are flown, the stripes shall be horizontal, blue being uppermost and purple at the bottom.

26 CONCUSSION

- 26.1 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.
- 26.2 In the event of concussions, which may occur without the loss of consciousness, riders will not be allowed to ride again that day.

27 PROHIBITED ACTIVITIES

- 27.1 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.
- 27.2 It should also be noted that Vaulting is not currently approved as a Pony Club discipline.

28 LEGAL LIABILITY

- 28.1 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.

29 INTERPRETATION OF RULES

- 29.1 In the event of a dispute over the meaning of any Rules of The Pony Club, the Chairperson of the Pony Club shall give his interpretation, which will be binding.
- 29.2 An appeal against his decision may be made to the National Committee. In the event that this Committee does not uphold the Chairperson'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.

30 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 11.1 and The Constitution of The South African Pony Club and the Rules of The South African Pony Club.

Approved at the National AGM of 9th February 2020

Approved and accepted by:

National Chairperson

Cecile Watt

National Vice Chairperson

Leann Morecroft-Davies

Western Cape Regional Chairperson

Cindy Laurence

Gauteng Regional Chairperson

Michelle MacKenzie

KZN Regional Chairperson

Holley Bromehead

ANNEXURE 1

Efficiency test fees set as at February 2020.

Efficiency test	Fee	Money payable to
E test	R30.00	Branch
D test	R50.00	Branch
D + test	R70.00	Branch
C test	R120.00	Branch
C + test	R250.00	Branch
C+ Horse Care Only	R200.00	
C+ Supplementary exams	R200.00	
B test	R1 100.00	Regional
B Horse Care Only	R750.00	
B Riding	R350.00	
B Supplementary exams – per module	R200.00	
B + test	R750.00	Regional
A test	R1 950.00	National
A Horse Care Only	R1 200.00	
A Riding	R750.00	
A Supplementary exams – per module	R200.00	

Other test fees set as at February 2020

Test	Fee	Money payable to
Progressive tests: Bronze, silver, gold	Free	Branch
Progressive test: platinum (per level)	R20.00	
Road Rider Mini Achievement badge	R30.00	Branch
Road Rider Achievement Badge	R30.00	Branch
Road Rider Certificate	R80.00	Branch / Region
Road Rider metal badge - optional	R50.00	
Lunging Certificate	R100.00	National