



# BY-LAWS

## BY- LAWS OF THE MIDLAND ZONE

### 1. ABOUT BY-LAWS

#### A.WHAT ARE BY-LAWS?

In accordance with the Midland Zone Inc. rules of Incorporation, the Executive Committee has by affirmative resolution established club rules as recorded in the minutes and then published here as By-Laws. By-Laws are rules that the Midland Zone Executive committee has officially ratified.

This handbook contains both By-Laws and comments.

#### B. OTHER RULES.

The by-laws are to be read in conjunction with the zone's rules of incorporation and the PCV rules. All Midland Zone clubs, and club members must strictly follow and adhere to them.

### 1. INTRODUCTION

#### A.AFFILIATION

The Midland Zone Inc. is affiliated with the PCV which comprises 10 Zones made up of more than 200 clubs.

The Pony club organization is worldwide and is affiliated with the Equestrian Federation of Australia and the British Horse Society.

#### B. AIMS

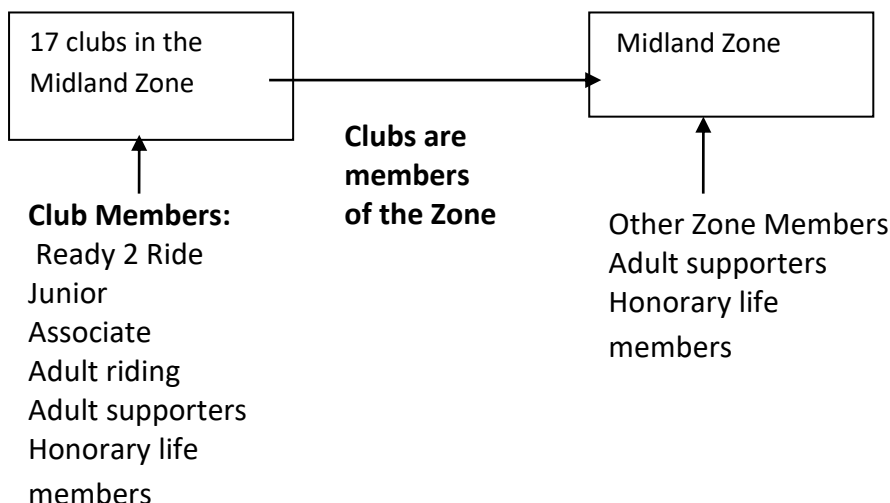
The Pony Club is a youth organization that shares a common interest in horses. We aim to:

- Encourage young people to ride
- Enjoy a variety of equestrian sports and activities
- Provide instruction in horsemanship and horse-mastership
- Teach proper care of horses

### 2. MEMBERSHIP STRUCTURE

2.1 Refer to rule 3.1 which is summarised in figure 1

Figure 1 Member—club— zone—Zone membership structure



Midland Zone Clubs wishing to have business put before the zone and/or state council may do so following this path of information flow:

- i. A club member may submit business to their club and, if approved, the club will submit it to the zone.
- ii. A club may submit business to the zone and, if approved, the zone will submit it to the state council.
- iii. The zone may have other general business at its committee meetings and, if approved, the zone will submit it to the state council.

### **3. MIDLAND ZONE STRUCTURE**

Comment: In 1983 due to the vast distance to travel from one end of the zone to the other, it was decided to divide the zone into four sections, the sections being named A, B, C and D Each section to hold one zone event per year on a rotating basis giving riders from each section the opportunity to compete at zone level without having to travel long distances. The calendar rotation also includes the Zone AGM and dinner and the Zone Workshops of which there are 2 per year. Refer to figure 2

#### **3.1. Club sections**

Section A – Ararat, Beaufort, Horsham and Stawell, Learmonth

Section B – Charlton, Donald, Loddon and St Arnaud.

Section C – Bendigo, Mandurang South, Neangar Park and Maldon

Section D – Bealiba, Castlemaine, Harcourt and Maryborough.

*Figure 2 Four-year calendar of rotation of zone events for sections*

3. 2. If a Section cannot supply a ground free of charge for Zone events, that Section must move the event to a suitable area at no cost to the Zone.

### **4. MIDLAND ZONE ANNUAL GENERAL MEETING**

4.1. To be held in August each year. At the AGM, the Zone must elect its office bearers, who hold office until the next AGM. The Section hosting the Dinner organizes the venue, catering, entertainment and registrations for the dinner. A guest speaker may be arranged.

4.1. a. The Zone secretary organises the AGM. Nomination forms for all positions except the Zone Representative will be sent to all clubs 6 weeks prior to the meeting.

4.1.b. Forms are to be returned to the zone secretary, duly signed, 14 days prior to the AGM.

4.2 The Midland Zone committee consists of:

i. Two zone delegates from each pony club in the zone, who must not be Office Bearers of the zone, to avoid potential conflicts of interest.

ii. Office bearers - President, Vice-president(s), Secretary and Treasurer.

iii. The Zone Representative, who must not be a zone delegate but must be a member of one of the pony clubs in the zone.

- In the case of there being more than one nomination for any position there shall be secret ballot. Each club has one vote. The candidates concerned in the secret ballot shall be entitled to appoint a scrutineer.
- In the case of no nominations received, nominations may come from the floor

### **Midland Zone Representative**

4.3.a The Midland Zone clubs elect their Zone Representative, who serves on the state council, in accordance with the PCV Handbook of By-Laws, and is also required to:

- i. Strictly adhere to and apply PCV/PCA rules and state council directives. (See 4.3.b)
- ii. Act as a co-ordinator between the zone's clubs and state council, and work in close liaison with the state council, Midland Zone Executive and committee, Zone Chief Instructor, deputy chief instructors and zone assistants and the zone examining secretary. Including attending zone DCI/ZA meetings and appointing zone personnel to visit each club in the zone at least every 2 years.
- iii. Represent the zone's pony clubs at state council meetings, state competitions and other state meetings.
- iv. Appoint a competent Course Accreditor to inspect and approve horse trials course venues and set up within their zone in accordance with PCV Horse Trials Rules B4.
- v. Attend or appoint an appropriate nominee, to attend horse trials within the zone as required by the PCV Horse Trials Rules.
- vi. Attend activities and competitions as the Zone Representative deems necessary, to ensure compliance with the PCV rules.
- vii. Ensure that the zone, clubs and club members within the Midland Zone operate in accordance with all current PCV rules and by-laws and stipulate remedial or disciplinary measures when required. Provide a written report to the state council of any action taken to discipline clubs or club members. (Clubs or club members complaining about or objecting to the disciplinary measures imposed by the Midland Zone Representative may lodge the complaint in writing, within 14 days, addressed to the PCV Chief Executive Officer at the state office).
- viii. Provide advice and guidance to clubs and assist with "best practice" management and the resolution of domestic problems and issues, with the assistance of the Midland Zone Executive or its appointee(s) as required.
- ix. Check all competition entry forms and programs to ensure that the minimum standards are followed and provide an approval to the organising committee once satisfied. The minimum standards are in *Competition Condition Inclusions* available from the PCV web site or state office.
- x. Endorse nominations and entries of Midland Zone club members for all state, interstate and national occasions.
- xi. Appoint assistant(s), when necessary, to perform these duties.
- xii. The Midland Zone pays the Zone Representative the going rate of travelling as set by PCV and all accommodation expenses incurred on behalf of the Midland Zone.

4.3.b. To facilitate communication and help ensure club compliance to PCV rules and State council directives all clubs in the Midland Zone are to add the Zone Representative to Facebook pages and are to forward minutes from club committee meetings to the Zone Representative.

Comment: Nominees for the Midland Zone Representative position must have held an Executive Position in a Club at some time but they need not hold such a position at the time of their nomination and must be nominated by a Midland Club.

#### **4.4 Midland Zone President**

4.4. a The Zone President is required to:

- i. Act as chairperson at zone meetings.
- ii. Promote the zone objective: “to co-ordinate clubs and assist them to carry out the objectives of the PCV.”

#### **4.5 Midland Zone Vice President and Zone Junior Vice President**

4.5.a The Zone Vice President and Zone Junior Vice President are required to assist the president wherever possible.

#### **4.6 Midland Zone Secretary**

4.6.a The Zone Secretary is required to:

- i. Prepare the agenda for each zone meeting in consultation with the Zone President and forward a copy to each club in the zone by email at least 5 working days before the meeting date.
- ii. Attend each zone meeting, write and circulate the minutes to zone clubs and PCV as soon as possible after the meeting.
- iii. Maintain zone administration, correspondence and instructions directed by the zone meeting.
- iv. Carry out any function that may be relevant to the office of zone secretary.
- v. Secretary’s remuneration is set annually at the AGM.

#### **4.7 Midland Zone Treasurer**

4.7.a The Zone Treasurer is required to:

- i. Receive all monies and pay all zone committee-approved accounts.
- ii. Record the zone’s financial transactions and present a financial statement at each meeting.
- iii. Prepare an end-of-year financial statement for the AGM in accordance with the Act and the zone’s purposes and rules of incorporation.
- iv. Ensure the zone’s public officer forwards a copy of the financial statement and the appropriate forms to the Associations Incorporations office at the Department of Consumer Affairs Victoria, by the prescribed time.

#### **4.8 Midland Zone Chief Instructor (ZCI)**

4.8.a The Zone Chief Instructor, assisted by deputy chief instructors and zone assistants of the zone must:

- i. Follow the requirements set down in the current *Pony Club Australia (PCA) Syllabus of Instruction*, the *PCA Manual of Instruction*, *PCA NCAS Syllabi* and policies as determined by the state coaching director, in accordance with the current PCV Handbook of By-Laws
- ii. Assist with the implementation of programmes under the PCV Instructional Policy throughout the zone.
- iii. Facilitate the organisation of courses for coaching, efficiency test examiners and efficiency certificates, with a view to achieving uniformity in all aspects of teaching and examining within the zone.
- iv. Present a report at each zone meeting to keep the zone committee fully informed of all plans, progress and instructional policy information.
- v. The Zone Chief Instructor must have current NCAS Level 1 accreditation.

4.8.b The Zone Chief Instructor is appointed, in accordance with the current PCV Handbook of By-Laws

#### **4.9 Midland Zone DCI and ZA Panel**

- 4.9.a The DCI and ZA Panel is a sub-committee of the zone and is responsible to the zone and, therefore, the PCV and must follow all directives given by the zone and PCV.
- 4.9.b The Zone appoints deputy chief instructors and zone assistants, in accordance with the PCV Handbook of By-Laws to assist the Zone Chief Instructor. DCI's, ZAs and the ZCI form a panel known as the zone DCI and ZA panel.
- 4.9.c All members of the DCI and ZA panel are eligible to vote at any panel meeting.
- 4.9.d The ZCI calls a minimum of two meetings per year of the DCI and ZA panel.
- 4.9.e The DCI and ZA panel is the instructional sub-committee of the zone. Any proposals to change policy or direction require ratification by the State Council.
- 4.9.f. Zone to pay ZCI the going rate of travelling as set by PCV and secretarial expenses

#### **4.10 Other Duties of the Midland Zone DCI and ZA Panel**

- 4.10.a Ensure that permanent and full attendance records of all instructors' courses are up to date.
- 4.10.b Maintain a current database of zone instructors and judges, so that organising committees and clubs may contact the ZCI for a referral to an instructor or judge.
- 4.10.c Record junior judges or examiners and provide opportunities to use them in an official capacity.
- 4.10.d Assist the ZCI with any courses.
- 4.10.e Assist with K and B efficiency test assessments as requested by the ZCI.
- 4.10.f Ensure all zone clubs are aware of the efficiency test levels and the procedures for registering candidates and that all relevant matters are brought to their attention.
- 4.10.g Assist the PCV or zone in other matters that may reasonably be requested.
- 4.10.h Keep the PCV and the youth movement aims and objectives foremost in the minds of all involved.
- 4.10.i Report to the zone, in accordance with the current PCV Handbook of By-Laws.

#### **4.11 Midland Zone Chief Instructor Appointment**

- 4.11.a In June, the zone appoints its chief instructor as follows:
  - i. In April the PCV state office notifies the Midland Zone Representative of the requirement to appoint a Zone Chief Instructor, after which the DCI/ZA Panel or the Zone Executive nominate(s) a Zone Chief Instructor.
  - ii. Before appointment, the Zone Executive must approve the nomination, which the state council ratifies at its first meeting in the financial year.
- 4.11.b The term of office for a Zone Chief Instructor is one year. The ZCI may be reappointed.
- 4.11.c The zone pays ZCI the going rate of travelling as set by PCV and secretarial expenses.

#### **4.12 Midland Zone Chief Instructor Casual Vacancy.**

- 4.12.a The zone's DCIs and ZAs nominate, by a majority, a Zone Chief Instructor to fill any casual vacancy for this position.
- 4.12.b Before appointment, the Zone Executive must approve the nomination.
- 4.12.c The appointment applies until the date on which the person who retired would have been eligible for reappointment.

4.12.d If the DCI/ZA panel does not nominate a candidate to fill any vacancy, the Zone Executive may nominate a person from within the panel or from the zone to fill the casual vacancy. This clause then follows 5.11.a. ii. of the PCV Handbook of By-Laws: If the Zone does not fill the casual vacancy, the State Council may nominate a person.

#### **4.13 Midland Deputy Chief Instructor Appointments.**

4.13.a In June the Zone re appoints its DCIs as follows:

i. In April the PCV office notifies the Midland Zone Representative of the requirement to call for nominations and re nominations from the DCIs whose three-year term has expired.  
ii. The nominations must be submitted on an official nomination form issued by the PCV state office as follows.

- A DCI of the zone in which the nominee is involved makes the nomination.
- The nomination must be endorsed by two other DCIs. However, should the zone not have two other DCIs to endorse the nomination, the two most senior (in years of service) ZAs may endorse the nomination.
- The Zone Executive may appoint a DCI.
- The Zone Executive must approve the appointments.

4.13. b the term of office for a DCI is three years. A DCI may be reappointed.

4.13.c To be eligible for appointment as a DCI, a nominee must have worked regularly as a ZA for a minimum of one year and be prepared to carry out the duties of a DCI.

4.13.d To be eligible for re appointment a DCI must attend at least the following two update activities in every three-year period of appointment.

i. The State DCI/ZA workshop.

ii. One PCV Clinic, this can be run by a Zone but must relate directly to PCV activities such as judging, course building, gear check.

4.13.e The nomination is submitted on an official nomination form issued by the PCV state office as follows:

- i. A DCI of the zone in which the nominee is involved makes the nomination and the nomination form must be accompanied by a brief profile of the nominee  
ii. The nomination must be endorsed by two other DCIs. However, should the zone not have two other DCIs to endorse the nomination, the two most senior (in years of service) ZAs may endorse the nomination.  
iii. The Midland Zone Executive must approve the nomination and then send it to the PCV state office for submission to the CIP. The CIP must ratify the nomination before it is effective and before assigning the DCI to a zone or zones.

#### **4.14 Midland Zone Assistant Appointment**

4.14.a In June the Midland zone re appoints its ZAs as follows:

i. In April the PCV office notifies the Zone Representative of the requirement to call for nominations and re nominations from the ZAs whose three-year term has expired.  
ii. The nominations must be submitted on an official nomination form issued by the PCV state office as follows:

- A DCI of the zone in which the nominee is involved makes the nomination.
- The Zone Executive may appoint a ZA.
- The Zone Executive must approve the appointments.

4.14.b The term of office for a ZA is three years. A ZA may be reappointed.

4.14.c To be eligible for appointment as a ZA, the nominee must have a good working knowledge of the pony club structure and policies and be prepared to carry out the duties of a ZA.

4.14.d To be eligible for re appointment a ZA must attend at least the following two update activities in every three-year period of appointment.

i. The State DCI/ZA workshop.

ii. One PCV Clinic, this can be run by the Midland Zone but must relate directly to PCV activities such as judging, course building, gear check.

4.14.e Nominations must only be submitted by a DCI of the zone in which the nominee is involved.

4.14.f A majority of the zone DCI and ZA panel must approve the nomination and then submit it to the Zone Executive for ratification before the appointment is effective.

#### **4.16 Midland Zone Examining Secretary (ZES)**

4.16.a The term of office for a ZES is one year. The ZES may be reappointed. Each zone appoints a ZES at its AGM.

4.16.b The ZES is responsible for all matters relating to the organisation and registration of efficiency tests within the zone.

4.16.c Refer to rule 41 in the current PCV Handbook of By-Laws for information on efficiency test certificates.

4.16.d The ZES must ensure all zone clubs and prospective efficiency test candidates know the closing date for zone efficiency tests applications at zone and state levels

#### **4.16 MIDLAND ZONE CLUB DELEGATES**

4.16.a Each Midland Zone club elects two delegates to the Midland Zone at their clubs AGM. Each club delegate has one vote and also has the right to speak for their club at zone meetings.

- If a club delegate is unable to attend a zone meeting the club may nominate a proxy for that meeting.
- If only one delegate can attend a meeting the delegate has two votes.

#### **4.17. MIDLAND ZONE MEETINGS.**

14.17.a. Zone meetings are held five times a year after a PCV State Council meeting. Two face- to- face meetings annually at a venue in Maryborough and St Arnaud. The other three meetings will be online.

i. Three weeks prior to the meeting the MZ secretary will email clubs to request items for the agenda

ii. One week prior to the meeting the MZ secretary will forward the agenda items to the clubs to allow clubs to discuss items prior to the meeting

#### **5. MIDLAND ZONE CLUBS ANNUAL GENERAL MEETINGS**

5.1. The club committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year as determined by the club's model rules or constitution.

5.1.b At this AGM a committee and office bearers shall be elected, and they shall be responsible for the running of the club for the ensuing 12 months.

5.1.c At the first meeting after its AGM, the club's committee appoints the DC, pending final approval by the Zone Representative and ratification by the Zone Executive.

5.1.d The club secretary must notify the PCV office, zone secretary and Zone Representative of their club's new office bearers including two club delegates and the district commissioner. This information is to be emailed using the Midland Zone Club officials' notification form available on the Midland Zone website, **even if the same officials are re-elected.**

5.2. Refer rules 9 & 10 in the current PCV Handbook of By-Laws re Affiliation with PCV. All clubs should keep current copies of PCV Statement of Purposes and Rules and the PCV by-laws, handbook and **current** copies of all rule books, eg Horse Trials, Dressage and PCA Gear Rules.

## **6. MIDLAND ZONE FEES AND LEVIES**

6.1. An annual fee of \$90 is payable by each club to the zone. The fee comprises a \$50 affiliation fee and \$20 for each zone workshop and is payable before 30<sup>th</sup> of June each year.

6.2. If a club has not paid the affiliation fee the members are not eligible to participate in Zone events.

## **7. MIDLAND ZONE WORKSHOPS**

7.1. Two zone workshops are held each year in different sections of the zone as per the rotation schedule.

7.1.b The DCI/ZA panel will recommend to the zone the format for the workshop and who the instructors will be and advise the section on the organising and running of the event.

## **8. MIDLAND ZONE EVENTS**

8.1. Fees for all Zone events for the following year are set annually at the November meeting.

8.2. Composite teams are allowed to compete for placings at Zone events but are not eligible for a Zone Shield/ Trophy. The Zone Shield/Trophy may only be awarded to the highest placed team made up of riders from the same pony club.

8.3. Zone shields and trophies are to be returned to the zone secretary at the zone meeting held prior to the event at which they are to be awarded.

8.4. At all club and zone events First-Aid personnel are to be identified with armbands.

8.5. Entry forms and payments for all zone events must be submitted by the club and signed by the DC.

8.6. Any change of a venue for a zone event is to be made by the Zone Executive.

8.7. The Zone Executive, scorers and judges are to be supplied free of charge with morning and afternoon tea and lunch at all Zone events by the host club.

## **9. MIDLAND ZONE HORSE TRIALS**

9.1. A team event is held in conjunction with this day and the winning team holds the zone shield for 12 months.

i. Teams may consist of three to five combinations,

ii. One rider may compete on more than one horse.



- iii. Teams can be made up of any combination of grades, including the same grade.
- iv. In the case of “teams” finishing equal, the winning team is the one whose third placed competitor has the best result. If tied, use second rider, then first. If these figures remain equal, the placing remains tied.
- v. For a team to score they must have 3 live scores. The best 3 scores from each team count.

9.1.a. Both the shield and trophy are to be returned to the zone secretary at the zone meeting prior to the event each year.

9.2. Individual entries are also accepted. Clubs may have too many in one grade to place in teams; those in teams can also enter as individuals.

## **10. MIDLAND ZONE GAMES AND FLAT TEAM STATE QUALIFYING EVENT**

10.1. This event is held each year and is a qualifying event for the State Championships usually held in October each year.

10.2. Games: Teams to consist of 6 or 7 riders in the stipulated age groups. The “**Cyril Martin Perpetual Trophy**” is presented to the winning games team. The trophy is held by the club for 12 months and must be returned to the zone secretary at the zone meeting prior to the event each year.

10.2.a Flat Team Ride: Team to consist of four riders. The “**Nelson Memorial Trophy**” is awarded to the winning flat team. The trophy is held by the club for 12 months and must be returned to the Zone Secretary at the Zone meeting prior to the event each year.

10.2.b. Musical Team Ride: Team to consist of four riders. This is a separate State Championship event. Sashes are awarded to teams that place.

10.2.c. First and second placed teams represent the Midland Zone at State Championships and are requested to pay half of the entry fee. Every 2<sup>nd</sup> year the 3<sup>rd</sup> placed team has the option of competing at the State Championships if they are prepared to pay the entry fee. This occurs on every even year.

10.2.d. Composite Teams for Games, Flat and Musical is at the Zone Representatives discretion.

Teams must meet the criteria for age groups and eligibility.

10.2.e. The “**Klingenberg/Harris Perpetual Trophy**” is awarded to the winning team in the musical ride.

10.2.f. If a rider substitution is required through injury or illness, the Zone Representative will firstly endeavour to substitute a rider who has qualified through the Zone. If this cannot occur, then the Zone Representative can substitute a rider who is qualified as per the PCV Handbook of By-Laws.

10.2.g. If the Zone Representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the Zone Representative is not compelled to enter riders into the State Championship.

10.2.h. Presentations of the Flat, Musical and Pairs events should be made as soon as practicable following the completion of the events. The games competition must stop during the presentation.

## **11. MIDLAND ZONE INTER - CLUB SHOW JUMPING AND FLAT TEAM RIDE SHIELD DAY**

11.1. This event is held each year.

11.1. a. Flat Team Ride: Team to consist of four riders to compete for the Zone Shield. A team may include one Midland Zone pony club adult riding member.

11.1. b. Show Jumping: Team's event for the "Zone Show Jumping Shield". Teams to consist of three to five riders. A team may consist of riders from various or the same grades, with the best three scores to count. A team may include one Midland Zone pony club adult riding member.

11.2. Individual entries are also accepted.

Comment: **The Riverside and Tom's Whiskers** perpetual trophy will be awarded to the **Best Performed PA or PB Show Jumping horse** on the day. This trophy has been donated in memory of "**Riverside**" and "**Tom's Whiskers**".

Two great horses that were both tragically killed in July 2005.

Both horses were ridden by Jess Mills who represented the Midland Zone with great success. This event was their last competition in 2005.

2018 was the last year the award was given as the trophy was full. Three members of the Cole Family from Stawell pony club had won the award over the years, the only Midland Zone family to do so and the trophy was presented to the family to keep.

## **12. ZONE SHOW JUMPING AND DRESSAGE QUALIFYING EVENT**

12.1.a. This event is held on the second Sunday in December each year. It is a qualifying event for the PCV State Championships which are usually held in late February each year.

12.1.b. Advanced and Grade 1 Dressage and PA Show Jumping are individual events.

12.1. c. Show Jumping: Only grades PA, PB, PC and PD compete at State Championships. Riders compete in their separate grades as individuals and the first four placings in each grade make up the team to represent the Zone at the State Championships.

12.1. d. Dressage: Dressage competitions are for Advanced, Grade 1, Grade 2, Grade 3 and Grade 4 combinations. Two Dressage tests are conducted for each Grade. The first three placegetters in each of these grades make up the teams to represent the Zone at State Championships.

12.1.e. To compete at State Dressage and Show Jumping riders must compete at the zone qualifiers however in exceptional circumstances the Zone Representative has the power to add riders to "PA" or "Advanced or Gr 1 State Dressage and Show Jumping entries if deemed necessary for the benefit of all members competing.

12.f. Team compositions

i. Dressage teams must have a minimum of 3 individual riders.

ii. Show Jumping teams must have a minimum of 4 individual riders.

iii. Where there are vacancies, competitors with multiple mounts will be considered.

iv. Any dressage rider with a second horse placing in the in the top 3 in the same grade will have that horse placed on the emergency list if another qualified combination is available.

v. Any show jumping rider with a second horse placing in the in the top 4 in the same grade will have that horse placed on the emergency list if another qualified combination is available.

vi. Riders are eligible to qualify in both disciplines on the one mount, as the State event is held over two days.

12.1. g. Ribbons awarded 1<sup>st</sup> to 6<sup>th</sup> for all events. Sashes awarded to individual rider placed 1<sup>st</sup> to 6<sup>th</sup> overall in the qualifying events

12.1.g. To be eligible to compete at State Dressage and Show Jumping riders must compete at the zone qualifiers however in exceptional circumstances the Zone Representative has

the power to add riders to State Dressage and Show Jumping teams if deemed necessary for the benefit of all members competing.

12.1. h. The Zone pays half the entry fee of the riders who qualify to compete at the State event

12.2. The Award of Merit is presented to successful candidates at this event

12.3. If the Zone Representative deems competitors in the qualifying competitions to be of an unsatisfactory state-level standard, the Zone Representative is not compelled to enter riders into the showjumping and dressage state championships.

### **13. INTERZONE HORSE TRIALS**

13.1.a. The competition is for Grade 4 and 5 zone teams.

13.1.b. If the Zone Representative deems the competitor is of an unsatisfactory standard, they are not compelled to enter the riders into the Event.

13.2. The Zone pays half the entry fee of riders competing at the PCV Inter-Zone Horse Trials on the proviso that they compete at the Zone Horse Trials in the same year.

### **14. VICTORIAN PONY CLUB TEAM CHAMPIONSHIPS**

14.1 Held on the Long Weekend in March at the Bendigo Show grounds and hosted by all clubs of the Midland Zone.

Comment: Trade stands, including car boot sales, at **all** Zone events are permitted only with the approval of the Zone Executive who also decide the relevant fee.

### **15. ZONE OFFICIALS, JUDGES AND SCORERS AT ZONE COMPETITIONS, WORKSHOPS ASSESSMENT DAYS AND CLUB RALLIES.**

15.1. The Section or Club must extend every courtesy to Zone officials, judges and scorers to ensure their comfort, including suitable refreshments.

15.2. Midland Zone club events that include showjumping, must ensure a qualified course builder builds the course or at a minimum approves the course plan. (the recognised qualifications are HRCAV, EV or FEI)

### **16. ACCREDITATION AND SAFETY INSPECTION FOR HORSE TRIALS**

16.1.a. All clubs that hold horse trials, must apply to the Zone Representative for their courses to be accredited and/or inspected.

16.1. b. The application must be made at least **10 weeks prior** to the event and on the official form. The form is available on the Midland Zone website.

16.1. c. A payment of \$70.00 must also accompany the form. This payment is to the Zone Representative for attending the horse trails.

16.1.d The Zone Representative will then arrange for a competent course Accreditor to inspect the cross-country course. This inspection must be early enough before the event, to allow modifications to be made if necessary. The course Accreditor is authorised to insist on alterations being made if, in their opinion, the course is not in all respects, within the limits laid down in the PCV rules, or is unsuitable for the respective grades.

16.1. e. Payment for the accreditation is decided between the course Accreditor and the club.

Comment: All pony club horse trials courses and combined jumping courses using Cross Country must be inspected and approved to ensure they are safe and within the dimensions laid down in the current rules. All Pony Club cross country courses **MUST** be inspected and

approved to ensure that are **SAFE** and within the dimensions laid down in the current rules. Failure to do so will result in the cancellation of the event.

Accreditation means that PCV 1.10, Grades 1, 2, 3, 4 & 5 courses are to standard and suitable for Pony Club combinations to gain qualification to compete at Horse Trials State Championships Festival. If the course has not been accredited before the entry forms go out, the wording "**Subject to Accreditation**" must be written beside PCV 1.10, Grades 1, 2, 3, 4 & 5. If it has been accredited, it must be stated as such on the entry form. If after inspection, the course does not attain accreditation, the Club must notify all the PCV 110, Grade 1,2,3,4 & 5 riders who have entered the event not later than the night before the event.

## **17. MIDLAND ZONE ENTRY FORMS AND PROGRAMS**

17.1. a. Every club or section that holds any type of event or activity that requires an entry form or program **MUST** send the program/entry form to the Zone Representative to receive approval before notifying other clubs, advertising or marketing to attract entries. The Zone Rep requires a minimum of 7 days turnaround to approve programs.

Comment: Organising committees of events where dressage is included must ensure that copies of a minimum of 6 randomly selected dressage test papers from each grade are forwarded to the Zone Chief Instructor immediately after a competition.

## **18. MIDLAND ZONE CALENDAR**

18.1.a. All clubs must email the Zone Secretary their club dates for events. These dates must reach the Zone Secretary annually, on the Zone form, **BEFORE** the November Zone meeting so the dates can be approved, and the calendar finalised at that meeting.

18.1. b. Clubs are not permitted to hold club competitions on Zone competition days. If due to unforeseen circumstances the Zone needs to move a Zone competition date to a club competition date the outcome will be negotiated between the Zone executive and the club executive.

18.c. i. Once the calendar is set clubs that wish to move a date or add a date must apply by email to the Zone secretary for approval to do so from the Zone executive.

ii. If a club, for whatever reason, decides to postpone or cancel a competition, the zone secretary must be notified as soon as possible

18.1.d. Only one Horse Trials to be held on any one weekend in the Midland Zone. This is to facilitate attendance by the Zone Representative.

## **19. MIDLAND ZONE UNIFORM**

19.1 Orange and black polo shirt. Black windbreaker jacket with orange trim with MIDLAND printed across the back.

19.2. Black saddle cloth with orange and white trim embroidered in orange with the MZ logo

19.2.a. The saddlecloth will be presented as a gift to Zone riders the first time they represent the Midland Zone at either the Dressage and Showjumping Championships in grades 2, 3 or 4 dressage and/or grades PB, PC & PD showjumping or the InterZone Horse Trials for grades 4 & 5. One saddlecloth per rider is gifted. This is the only approved saddlecloth for Midland Zone riders to compete in at these events in the aforementioned grades.

19.2.b. 'PA' grade show jumpers and Advanced and Grade 1 dressage riders competing at the PCV State Dressage and Showjumping Championships and Grade 1,2 and 3 riders

competing at the PCV State Horse trials may choose to wear the Zone uniform. These riders will be presented with a Zone Saddlecloth if necessary. This is the only approved saddlecloth to be worn with the Zone polo shirt at these events

19.2.c. In the event of cold weather, it is permissible to wear a long sleeve black t/shirt or black thermal under the Zone polo shirt.

19.3. Pony club badges must be worn at base of "V" in the centre of jumper. If a State Level Competitor Badge is worn it is directly underneath the Pony Club Badge.

## **20. EFFICIENCY CERTIFICATES**

20.1. The PCA Syllabus of Instruction sets out the requirements for each certificate. The PCV E, D & D\* is examined at club level. Examiners for all other certificates must be applied for to the zone examining secretary. Application forms and further information are available on the Zone website. The application forms, applicable application fee and any other requirements for the specific certificate (e.g. worksheets/books) are then sent to the Zone Examining Secretary. C certificate has two assessment periods per year. C Star certificate has one assessment period per year. Nomination closing dates and assessment dates are available on the zone calendar. For certificates K and above, nominations can be placed at any time of year and the club will be notified of a date and examiner thereafter. The club then contacts the examiner to ascertain what the candidates require on the actual day and what the club has to supply on the day.

## **21. GRADING**

21.1. The grading system for each discipline is based on the ability of the horse and rider as a combination to perform safely and competently at a specific standard in the discipline.

- i. If sufficiently experienced, the club DC may grade on their own initiative after taking into consideration all relevant information such as competitive ability and performances
- ii. Alternatively the DC may solicit assistance from a grading panel consisting of club instructors, other knowledgeable persons, the Zone Chief Instructor or their appointee.
- iii. Do not allow parents to influence the grading of their children.

21.2. A combination that places consistently during a consecutive 12-month period should be re-graded or must ride HC in a pony club section of a Midland Zone event if an Open section is not offered.

Comment: For more information on grading refer to the current PCV Handbook of By-Laws and the PCV *Grading Guidelines*, which are available from the PCV web site or state office.

## **22. AWARD OF MERIT**

22.1.a. The "Award of Merit" is awarded by PCV for outstanding service to Pony Club by an Associate member of an affiliated Pony Club. The club committee determines if an Associate member is worthy of nomination and at least 2/3<sup>rd</sup>s of the committee must be in favour of the nomination.

22.1.b. The nominee must have given outstanding service to their club and aged at least 19 years and under the age of 26 years of age on June 30<sup>th</sup> of the year of nomination and been a Pony Club member AT THE NOMINATING CLUB for 3 years or more and have provided at least 2 years of service at the nominating club.

22.1.c. Information and directions for Award of Merit to be emailed to Clubs in January each year.

22.1.d. The nomination is to be submitted to the Midland Zone secretary by 31<sup>st</sup> May each year. Late nominations may not be accepted. A brief resume is required and must be signed by two of the following club officials: President, Secretary or District Commissioner.

**Note:** - Parents must not sign the nomination.

22.1.e. The nominee must have been helpful on rally days in various ways such as instructing, moving and erecting equipment, assisting, advising and encouraging other pony club members and be courteous at all times. They must have been helpful at all functions and working bees of their club and their involvement in the Junior Committee to be noted. Most importantly always upholding the aims and objectives of the Pony Club movement, riding ability and participation in team competitions are irrelevant and are not a determining factor.

22.1.f. The official nomination form from PCV plus the candidate's membership cards for the previous three years – which must show 75% attendance unless the Zone Representative has granted special exemption, must be brought by the District Commissioner or his/her representative to a meeting with the Zone Executive, where an interview will take place. If the Zone Executive recommends the nomination it is sent to PCV Council for approval.

Comment: Presentation of the award is made at the Zone Show jumping and Dressage Qualifying event (see 12.2)

### **23. WELFARE OF THE HORSE**

23.1.a PCV has adopted the Code of Conduct for the Welfare of the Horse developed by the FEI and adopted by EA.

23.1.b. Riders need to consider the horse/rider weight ratio when buying a suitable horse/pony. Refer to Resources and Forms/Policies on the PCV website for information on appropriate horse rider ratios.

23.2. At Midland Zone events, after consultation with Zone Representative, if necessary, notification is made to the DC of clubs of riders with badly fitting gear and a list handed to the Zone Representative to be used for reference at other Zone events. The rider is to be cautioned and advised appropriately.

