

## **JIMBOOMBA PONY CLUB INC**

### **BY LAWS**

#### **2026 COMMITTEE**

President: Bridget Kay

Vice President: Connie Hansen, Clare Flynn

Treasurer: Katie Simpson

Secretary: Kayla Elers

Committee Members: Melinda Villani, Tash May, Marnie Brown, Paula Day

Ground Hire Secretary: Carly Everingham

Member Protection Officer: Rhiannon Alvarez

Ground Maintenance Officer: Donna Solis and Steve Wiseman

Chief Instructor: Clare Flynn

#### **2026 INSTRUCTORS**

Amy Swinn, Clare Flynn, Susie Cooper, Kylie Clarke, Sarah Daniels and Madeline Clarke

### **1. MEMBERSHIP AND HIRE FEES**

Pony Club fees below include the PCAQ affiliation fee and the Jimboomba Pony Club (JPC) club fee. All pony club riders under the age of 18 must have an immediate adult family member join as either a riding or social member. The Committee may discount fees at their discretion.

We also have an annual ground hire fee for people who would just like to use the facilities.

Our facilities, which include a 30m x 70m ELD Indoor arena, 40m x 60m Enclosed grass arena, 100m x 120m enclosed grass arena, 20 steel yards and large undercover seating area overlooking the area which will be available for general use for Pony Club Members and Ground Hire Members all year round, with the exception of when events are being held or maintenance is being carried out.

**Please note: All arenas - indoor and outside grass areas will be forced closure on Good Friday by Logan City Council.**

#### **PONY CLUB MEMBERSHIP FEES**

- Pony Club Riding Membership: \$215.00 First rider, \$200.00 Second and subsequent riders in the same immediate family
- Pony Club Social Membership \$46.00
- Pony Club Working Bee & Maintenance Levy \$180 Per family (Non refundable but will roll over if Working Bee / Event Commitments are met – this is at the discretion of the executive committee
- Each family is also required to complete 6 hours of canteen assistance to be

completed during the year, in order to be eligible for end of year trophies.

#### WORKING BEE AND EVENT ASSISTANCE:

Working Bees and canteen days will be held throughout the year to tidy up the grounds, clubhouse, and to staff the canteen at events held at our grounds.etc. These dates will be available for viewing on the Jimboomba Pony Club Website – [www.jimboombaponyclub.com.au](http://www.jimboombaponyclub.com.au) and also on our facebook members group page. We will also be having a working bee close to our events to prepare the grounds and set up for the event. Families who provide 10 hours of assistance will have their maintenance levy fee rolled over to the next year. There will be an online form on our members only facebook page which MUST be signed for working bee and event hours or alternatively you can email the club at [jimboombaponyclub@live.com.au](mailto:jimboombaponyclub@live.com.au) with the relevant information . This roll over of fees is also subject to the discretion of the management committee.

#### ANNUAL GROUNDS HIRE FEE FOR NON PONY CLUB MEMBERS:

- Annual grounds hire fee - \$200 per rider for the first 2 riders \$110 per rider for subsequent riders of the same immediate family living at the same address. (Proof of residential address will be required)
- From the 1st of July there may be a 6 month membership option at \$100 per rider, if member capacity allows.

A ground hire agreement MUST be signed. People who are found to be in breach of the grounds hire agreement may have their ground access terminated. The grounds can only be used when Pony Club events, or External Clinics / events are not being held on the grounds. People who pay the annual grounds hire fees are not members of Jimboomba Pony Club and are NOT able to attend rally days, or other pony club events.

#### GROUNDS AND FACILITIES HIRE TO OTHER ORGANISATIONS:

Apart from Pony Club rally days and competitions, the grounds will be available for other insured equestrian organisations to hire. (Subject to availability)

Fee Structure:

- Entire Grounds - \$450 Per day (Includes Clubhouse, yards toilets and all facilities)
- Indoor Arena Only - \$350 Per day (Includes Yards and toilets)
- Grassed Arenas Only - \$200 Per Day (includes toilets)
- Clubhouse \$70 per day
- Regular hirers (Minimum 10 events per year) apply 25% Discount Hire to fees.
- Cleaning Bond \$100 (Refundable upon leaving the grounds clean and tidy)

- Indoor and Outdoor light cost

All bookings to be secured by a 10% Non Refundable Deposit and fees must be paid in full on or before the day of hire.

## **2. VOLUNTEER INCENTIVES**

Committee members and active qualified instructors shall be exempt from the maintenance levy.

Instructors who have coached at a minimum of 4 rallies in the prior year and committee members who have served for 12 months shall have the JPC Component of their membership fee reduced to \$1.

Trainee coaches who sign on for 2026 and commit to a minimum 10 rally days PLUS attend all necessary PCAQ training sessions and exams shall have their 2027 JPC membership fee reduced to \$1\*.

## **3. TRIAL DAYS**

From time to time JPC may allow trials at rally days. These will generally only be on the first rally of the month. A trial costs \$40, \$30 of which is deducted from the working bee levy or can be put towards uniforms should the person decide to join. Trials are for riders genuinely considering joining JPC and only one trial is permitted. If the rider does not subsequently join the fee is non-refundable.

## **4. GROUNDS MAINTENANCE POLICY**

The Jimboomba Pony Club In “Working Bee and Grounds Maintenance Health and Safety Guide” must be followed by all members/volunteers who conduct any maintenance on club grounds, including arena raking and mowing of grounds.

JPC may engage professional contractors to maintain the grounds, however some maintenance may be required by the members particularly prior to competitions.

## **5. ASSISTANCE BY ALL RIDERS AT JPC COMPETITIONS**

JPC will aim to hold a number of competitions (both official and open) throughout the year. These competitions raise money for the club and enable us to further improve our facilities and equipment to benefit our members.

All members who wish to ride at any of these events **MUST** provide assistance to the event either by way of set up, pack up, canteen duty or any other jobs allocated to them by the organising committee. Wherever possible the committee will allocate jobs based on

member preferences however this will not always be possible.

## 6. UNIFORM

### FORMAL UNIFORM

- White Long-Sleeved Shirt
- Red Tie
- **Beige or Navy** Jodhpurs\* - NAVY IS NOT PERMITTED AT ZONE EVENTS, BEIGE ONLY
- Brown or Black Boots. Roper/Thomas cook styled 'cowboy' boots in black or brown can be worn but ONLY with jeans or stockman's cut trousers and pants MUST cover the top of the boots. (As per PCA regulations)
- Approved helmet (As per PCA Regulations)
- Royal Blue V Neck pullover or Vest with red trim (Not Compulsory)
- Royal Blue saddlecloth with red trim and club initials
- Club badge

**IF IT IS A NEW HORSE AND RIDER COMBINATION, THEY MUST ATTEND\* 2 RALLY DAYS BEFORE COMPETING IN PONY CLUB EVENTS.**

\*Note - In certain circumstances, attendance at 1 rally day may be deemed sufficient by CI or if circumstances prevent attendance at a rally then CI endorsement at a private meeting is required (**THIS IS AT THE DISCRETION OF THE CI AND NOT LESS THAN 2 WEEKS PRIOR TO COMPETITION TO ALLOW ADEQUATE TIME TO ORGANISE THIS**).

### RALLY DAY UNIFORM

- Club Polo
- Royal Blue Saddlecloth with red trim and initials
- Jodhpurs of any colour may be worn
- PCAQ approved boots and helmet.

\*Note – The Beige or navy Jodhpurs are our PCAQ registered uniform. Not Gold or Banana. Stockman cut trousers may be worn in sporting, mounted games and campdrafting Competitions. Navy is not permitted at zone events, Beige only

All members to be attired in full club uniform when competing at official fays, formal Rally Days and any event where the rules state formal uniform is required.

## 7. ATTIRE AND SADDLERY

All rider attire and saddlery MUST be PCA Gear check requirements. It is the responsibility

of the rider and parent to ensure that all of their gear is compliant. This includes bits, helmets, bridles etc.

## **8. HORSE HEALTH DECLARATION**

A completed Horse Health Declaration (HHD) must be submitted when registering at rally days and any other internal days. Forms are available on the JPC and PCAQ Websites. A new HHD must be signed for each event. HHD must also be provided when members and hirers are using the grounds. These can be left in the letterbox at the front gate.

## **9. RALLY DAYS**

### **POINTS**

Rally days are held once or twice per month as per the JPC Calendar.

Presentation points are allocated to horse and rider at the first rally of the month as follows:

- Clean Tack – 25 points
- Clean Horse – 50 Points
- Clean and Tidy uniform – 25 Points

Members who are unable to ride but who still attend and assist at a rally day will be awarded full points.

Riders (Or their families) must help with rally day set up and or pack up otherwise no points will be awarded.

Presentation points are tallies up at the end of the year and trophies may be awarded across all members including lead line and seniors (there will be no age groups for presentation points)

Trial riders do not receive presentation points

### **DIRECTIONS FROM INSTRUCTORS**

All riders and parents/guardians must abide by directions provided by instructors. This includes when an instructor advises that a rider is to retire, or that a group is to break or finish.

Any interference by parents/guardians will result in disciplinary action by the Management Committee. Such disciplinary action may result in the rider being unable to ride at rally days for a given period or the riders membership being terminated.

**Parents/guardians may not continue to coach/instruct their children after an instructor has advised that the rider is to retire or that the group is to break/finish**, unless the parent is a currently registered and insured coach/instructor and they have requested and received permission from the instructor in charge.

Riders wishing to retire or leave a group for any reason must notify their instructor.

Riders may not ride their horses during breaks without authority from an instructor or committee member. Any breach of this condition may result in disciplinary action by the Management Committee.

Riders may ride (at their own risk) before or after a Rally Day.

**All members who are riding during the day are required to assist in Set up and Pack up. If you need to leave a rally early you MUST inform the Chief Instructor or Management Committee.**

## **10. ACCESS TO GROUNDS / KEYS / EQUIPMENT**

Only current and financial JPC riding members or 'Annual Hirers' may ride on JPC grounds outside of event/competition days.

JPC riding members and annual hirers using the grounds outside of JPC event days must not provide riding access to non JPC riding members or people who have not paid an annual ground hire fee.

JPC riding members or annual hire members who have been found to allow other riders access to the grounds will have their gate code privileges revoked and will not be issued with the new code and they may have their annual hire agreement or JPC membership terminated without a refund.

In the case of wet weather, wet grounds, maintenance or competition preparation, JPC riding members and annual hirers must adhere to the directions of the Management Committee in relation to the use of the grounds. Grounds will not be able to be used then they are wet and they will not be able to be used if they are set up for a competition.

The indoor arena will generally be available for use in wet weather but will have restrictions on the number of riders in the arena at one time.

Notifications may be given to members via email and or facebook however this is not always possible and members must not use the grounds if they are wet regardless of whether they

have been notified.

No one is to ride on the JPC Grounds unless they are a JPC riding member, annual hirer or riding as part of an authorised event.

No equipment is to be brought into the indoor arena for general use UNLESS management committee approval has been given. There is also no lunging or

## **11. DOGS**

As per PCAQ Bylaws **DOGS MUST ALWAYS** be kept on a lead or tied up, and it is preferable that they are left at home. Any person who brings a dog on the grounds (Members or otherwise) may be asked to remove their dog from the grounds.

## **12. VETERINARY CERTIFICATES AND BIOSECURITY**

If the Management Committee or Coach in charge suspects a horse may be unfit for ridden activities, they may request a veterinary certificate be provided (at the members expense) prior to allowing the horse to be ridden on the grounds.

Sick horses must not be brought to the JPC grounds, and in the event of a horse becoming sick on the grounds the JPC Biosecurity Plan MUST be followed.

## **13. RIDERS 16 AND UNDER**

Riders 16 and under must be supervised by a parent or guardian. If the responsible person is not a parent or legal guardian of the riding member, then the Chief Instructor or Management Committee must be informed by the parent/guardian of the arrangement prior to the child being left at the club grounds.

## **14. RIDERS ON THE LEAD**

Riders on 'Lead-line" must remain on lead line at all times unless permission has been granted by the instructor in charge. Failure to comply with this by-law may result in disciplinary action by the Management Committee.

## **15. END OF YEAR TROPHIES**

**All end of year trophies are subject to available club funding. Categories and qualifying**

**criteria may be changed at the discretion of the Management Committee.**

Trophies are general awarded as follows:

- **Presentation Trophies:** 1st – 6th place overall – Rally presentation points (No age groups) Presentation checklist can be found at attachment A
- **Most Improved Rider/s:** Decided by the instructors. Awarded to the child/ren (Excluding Seniors) who the instructors believe has shown the most improvement over the course of the year.
- **Encouragement Award:** Decided by the instructors. Awarded to the child/ren (Excluding Seniors) who the instructors would like to encourage to continue with their equestrian pursuits.
- **Champion Lead Line:** This will be awarded by the instructors and will be based on the lead line riders overall achievements and improvement with particular attention to the riders effort, enthusiasm and attitude.
- **Champion Senior:** - This will be awarded by the instructors and will be based on the senior riders overall achievements including their sportsmanship and their effort to assist, mentor and encourage younger riders in the club.
- **Off the lead award:** An award for children who have progressed from riding on the lead to riding independently
- **President's award:** An award for a great advocate, demonstrating enthusiasm and a high level of sportsmanship. A person who has mentored and encourages less experienced riders whilst showing a commitment to their own development.
- **Chief Instructors Award:** An award for a rider who has attended a majority of the rally days a rider who demonstrated commitment and enthusiasm across a broad range of equestrian disciplines and who has shown improvement throughout the year. A rider who has demonstrated a consistent desire and willingness to learn.
- **Sportsmanship Award:** For a rider who throughout the year shows exceptional sportsmanship and is encouraging of other riders.
- **Best Pony club Horse and Rider Combination:** For a horse and rider combination who have competed across a wide variety of disciplines throughout the year.
- **JPC Club Representative:** This rider is someone who is out and about at competitions throughout the year. They are well presented, positive polite and encouraging of others.
- **Lynette Lawer Trophie:** Symbolises kindness, commitment, and volunteering, and may be awarded to any member, including committee members.
- **Competition Trophies:** First Place and Runner up High Points (Excluding Seniors and Lead Line Riders) Points may be awarded in any category may include the following:
  - o Gymkhana
  - o Showjumping
  - o Dressage
  - o Combined Training
  - o Eventing

- o Tetrathlon
- o Campdrafting and stockman's challenge

Points for competition trophies are awarded for **Pony Club** competition only. This includes official and unofficial classes but EXCLUDES open days. Preference will be given to riders competing in official classes over riders competing in unofficial classes at official days.

One result per event per rider.

Riders MUST submit results to the Secretary when requested at the end of the year.

At the start of the year a Results Book will be published and emailed to members. A copy is also available on the club website. This is for recording all results throughout the year. This book MUST be handed back and filled out at the Date specified by the Management Committee in order to be eligible for end of year trophies.

**IN ORDER TO QUALIFY FOR END OF YEAR COMPETITION TROPHIES RIDERS MUST ATTEND A MINIMUM OF 50% RALLY DAYS THROUGHOUT THE YEAR.**

Other trophies prizes may be awarded at the discretion of the Management Committee. Qualification criteria for trophies may also be amended at the discretion of the Management Committee.

Perpetual trophies MUST be left at the clubhouse unless otherwise advised by the Management Committee.

## **16. DISCIPLINARY ACTION**

Disciplinary action by the Management Committee may consist of termination of membership, termination of hire agreements or exclusion for a particular period. Any exclusion/termination will be provided to the member in writing.

## **17. MPI - Member Protection Policy**

All members agree to uphold the behaviours as outlined in the below document. The management committee will appoint a member protection officer who is a liaison between committee and members should any issues arise.

<https://ponyclubqld.com.au/wpcontent/uploads/2019/05/PCAQ-Member-Protection-July-2012.pdf>

## **18. Calendar**

The most current version of the club calendar will be available on the website. Calendar dates may change at the discretion of the Management Committee.

## **19. Member Conduct at Events:**

It is expected that all of our members when competing at both our own and external events uphold the clubs values and standards. The below standards are outlined from the Pony Club Queensland.

### **Riders**

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

### **Parents**

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

could not participate.

9. Never abuse or belittle instructors, judges, stewards or administrators, especially in front of children or bystanders. If you have a legitimate complaint there are proper procedures to follow.

10. At all times teach and encourage a child to show good sportsmanship, especially in adversity. Again, remember that children learn best by example.

11. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background and religion.

## **Administrators**

1. Involve young people in planning, leadership, evaluation and decision making related to the activity.

2. Give all young people equal opportunities to participate.

3. Create pathways for young people to participate in sport not just as a player but also as a coach, referee, administrator etc.

4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young riders.

5. Provide quality supervision and instruction for junior riders.

6. Remember that young people participate for their enjoyment and benefit. Do not overemphasize awards.

7. Help instructors and officials highlight appropriate behavior and skill development, and help improve the standards of instruction and officiating.

8. Ensure that everyone involved in junior sport emphasizes fair play, and not winning at all costs.

9. Give a code of behavior sheet to spectators, officials, parents, instructors, riders and the media and encourage them to follow it.

10. Remember you set an example. Your behavior and comments should be positive and supportive.

11. Support implementation of the National Junior Sport Policy.

12. Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.

13. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## **Officials**

1. Compliment and encourage all participants.

2. Be consistent, objective and courteous when making decisions.

3. Condemn unsporting behavior and promote respect for all opponents.

4. Emphasize the spirit of the competition rather than the errors.

5. Encourage and promote rule changes that will make participation more enjoyable.

6. Be a good sport yourself. Actions speak louder than words.

7. Keep up to date with the latest trends in officiating and the principles of growth and

development of young people.

8. Remember you set an example. Your behavior and comments should be positive and supportive.
9. Place the safety and welfare of the participants above all else
10. Give all young people a 'fair go' regardless of their gender, ability, cultural backgrounds or religion.

### **Instructors/Coaches**

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

### **20. General Meetings:**

General Meetings are usually held on the third Tuesday of the month, 7pm at the Clubhouse between February and October. These dates will also be on the club calendar on the website. Any changes to this will be published on the website, and facebook group.

### **21. General behaviour guidelines:**

When visiting the club as either a member, spectator, volunteer or visitor, you may be given a directive, either verbally or in writing, by an executive committee member from Jimboomba Pony Club. Please be respectful and follow these directives, which are decided upon in the best

interests of the Club's grounds, equipment and those who use them. If you refuse to follow these directives you may be asked to leave the grounds.