



New Zealand Pony Clubs
Association
(Incorporated)

Rules and Regulations for
Areas, Clubs and Branches

2000
(Updated June 2008)

RULES AND REGULATIONS FOR AREAS

(Updated June 2008)

CONTENTS

1:1	Name	3
1:2	Interpretations	3
1:3	Objects	3
1:4	Formation or Amalgamation of Areas	4
1:5	Membership	5
1:6	Cessation of Membership	5
1:7	Membership Levies and Subscriptions	5
1:8	Colours	5
1:9	Management	6
1:10	Nominations for Office	6
1:11	Notice of Meetings	7
1:12	Attendance at Meetings	7
1:13	Quorum.....	7
1:14	Annual General Meeting	7
1:15	Business of the Annual General Meeting	7
1:16	Special Meetings	8
1:17	Committee Meetings.....	8
1:18	Voting	8
1:19	Powers and Duties	8
1:20	Particular Powers.....	9
1:21	Executive Committee.....	9
1:22	General Application of Funds and Income	10
1:23	Particular Application of Funds and Income	10
1:24	Conflict of Interest	10
1:25	Financial Reporting and Audit.....	11
1:26	Alteration of the Rules.....	12
1:27	By-Laws of the Area	12
1:28	Common Seal	12
1:29	Sports Anti-Doping Policy.....	12
1:30	Harassment Free Sport Policy.....	13
1:31	Violation of Rules.....	13
1:32	Winding Up	13

ADDENDA

Rule Books	13
Resource Material.....	13

AREAS

1:1 NAME

The name of the Area shall be :-

Area of the NZ Pony Clubs Association. (The word (Incorporated) may be added only if the said Area has been registered and accepted by the Registrar of Incorporated Societies for Incorporation as specified in the Incorporated Societies Act 1908.)

1:2 INTERPRETATIONS

'Association' refers to the NZ Pony Clubs Association (Inc)

'The Association Committee' refers to the NZ Pony Club Committee of Management.

'The Committee' refers to the Area Committee.

'Member Club' is one that is enrolled and is financial with the Association and is domiciled within an Area's boundaries.

A 'member' is a person who is financial to the Club to which they belong.

A 'Review' is a review of the Area's annual financial statements in accordance with RS-1 Statement of Review Engagement Standards issued by the Institute of Chartered Accountants of New Zealand.

An 'Audit' is an audit of the Area's annual financial statements in accordance with NZ Auditing Standards issued by the Institute of Chartered Accountants of New Zealand.

An 'Auditor' undertakes an audit engagement.

A 'Reviewer' undertakes a review engagement.

If at any time, any matter shall arise which is not provided for in these rules or in the interpretation of these rules, the same shall be determined where appropriate by the Committee (or the Executive Committee as the case may be), if necessary in consultation with the Association whose decision shall be final.

1:3 OBJECTS

The objects for which the Areas are formed are:-

- (a) To endorse and support the objects of the Association as outlined in the NZ Pony Clubs Association (Inc.) Rules. 1997.
- (b) To promote and encourage the NZ Pony Clubs Fair Play Charter, cultivating respect, loyalty, and strength of character and self discipline in all members. (Refer to appendix A of the Club and Branch rule book)
- (c) To host Teams Championships for Dressage, Horse Trials and Games when requested and on behalf of the Association.
- (d) To conduct Area Trials annually for Dressage, Horse Trials and Games

- to select an Area team for the respective Championships.
- (e) To conduct Inter-Pacific Exchange selections biennially.
 - (f) To conduct Association Courses when allocated, to co-ordinate the NZPCA Coaching and Training programme and any other Area Events as the Committee may decide upon.
 - (g) To purchase, take lease, exchange, hire or otherwise acquire, mortgage and dispose of any property and any rights and privileges which the Area shall think necessary or expedient for the purpose of attaining the objects, or promoting the interests of the Area and the NZ Pony Clubs Association.
 - (h) To borrow, raise or secure the payment of money in such manner as the Area shall think fit, and in particular by the issue of bonds, debentures, bills of exchange, notes or other obligations or securities of the Area, or by mortgage or charge upon all or any part of the property of the Area.
 - (j) To raise money by way of levies and to grant any rights and privileges to Member Clubs.
 - (j) To be responsible for the administration of all matters which are of common importance or interest to the Clubs within the Area and of all matters that may be delegated to it by the Association Committee.

1:4 FORMATION OR AMALGAMATION OF AREAS

- (a) The Association shall have power to form any number of adjacent Member Clubs into an Area.
- (b) The Association shall have the power to remove a Member Club from one Area and assign it to another adjacent Area, adjusting boundaries accordingly.
- (c) The Association shall have the power to amalgamate any one or more existing adjacent Areas, adjusting boundaries accordingly.
- (d) The formation or amalgamation of any Area, or the re-assigning of any Club to another Area, would be undertaken in full consultation with Areas and Clubs directly concerned.
- (e) Upon formation of a new Area or upon amalgamation of any one or more existing Areas, the Association Committee shall appoint the inaugural Area Committee and its Officers who shall hold office until the first Annual General Meeting of the Area.
- (f) Areas amalgamating for whatever reason shall combine all funds and assets.
- (g) If an Area divides for whatever reason, the funds and assets shall be divided proportionally.

1:5 MEMBERSHIP

- (a) All Clubs within the designated boundaries of an Area are Member Clubs of that Area.
- (b) Upon formation of a new Club within an Area, that Club is automatically included into that Area upon payment of its subscriptions to NZ Pony Clubs Association (Inc), and is then also liable for levies as set by the Area.

1:6 CESSATION OF MEMBERSHIP

Any Member Club within an Area's boundaries that ceases to exist for whatever reason shall automatically cease to be a member of the Area.

1:7 MEMBERSHIP LEVIES AND SUBSCRIPTIONS

- (a) Member Clubs shall pay an annual levy of such sum as the Area shall from time to time determine by resolution at the Annual General Meeting and such levy shall be due and payable on such date as the Committee shall determine.
- (b) If Member Clubs do not pay their Annual Subscriptions to the Association by the due date, that Club's members will not qualify for Association events, or Area selection trials, while such subscriptions are outstanding.

1:8 COLOURS

Areas colours must be registered with the Association. Due regard must be given to other Areas' colours when applying for new colours, or a change to existing colours. Application to the Association must be notified in writing for approval or otherwise. Area colours are as follows:

- (a) Ashburton/South Canterbury/North Otago (Forest green with fine yellow stripe on V neck)
- (b) Auckland (Royal blue, white stripe down outside of sleeves)
- (c) Bay of Plenty (Dark green with white trim)
- (d) Canterbury (Red and black)
- (e) Franklin/Thames Valley (Royal blue and gold)
- (f) Gisborne/Wairoa (Black)
- (g) Hawke's Bay (Navy blue and silver)
- (h) King Country (Maroon with gold trim)
- (i) Marlborough/Nelson/West Coast (Yellow, blue band around sleeves and body)
- (j) Manawatu/West Coast (Green and black)
- (k) Northland (Cambridge blue with navy stripes)

- (l) Otago/Southland (Orange with black trim)
- (m) Taranaki (Amber and black)
- (n) Waikato (Red, black and yellow)
- (o) Waitamata/Rodney (Red jersey, white stripe down outside of sleeves.
- (p) Wairarapa/Wellington (White with navy blue trim)

1:9 MANAGEMENT

- (a) The Area shall be managed by a Committee elected annually and shall consist of:
 - The President
 - Vice-President/s (if desired)
 - Secretary
 - Treasurer) may be combined as one positionDelegate to the Association Committee of Management.
Delegates from Member Clubs (see Rule 1:12)
- (b) A person holding office must be an adult member of a Member Club, except for the Secretary and/or Treasurer who need not be a member of a Member Club and who may combine as one position. The Delegate to the Association Committee may be combined with one other office.
- (c) The Association is to be notified of the name of the Delegate to the Association Committee, any change of officials, and the names of the four Co-ordinators appointed at the Annual General Meeting, before the 10th June of that year.

1:10 NOMINATIONS FOR OFFICE

- (a) Nominations for Area Officials may be made in writing, to be delivered to the Area Secretary prior to the notice of the meeting being circulated and thus to be listed in the Agenda . If no written nominations are forthcoming for a position, nominations may be made orally at the meeting.
- (b) Nominations for the offices of Area President and Delegate to the Association's Committee may include any person who is not a delegate to the Area Committee provided that such nominee is an adult member of a Member Club.
- (c) Nominations for the office of Secretary and/or Treasurer may include a person who is not a member of a Member Club.
- (d) Nominations for the offices above, if in writing, shall be submitted by a Member Club of the area, signed by two adult members, and endorsed by the nominee. If the nomination is made orally at the meeting it must be made by one delegate, seconded by another,

and agreed to by the person being nominated.

1:11 NOTICE OF MEETINGS

- (a) Fourteen (14) clear days prior notice of the Annual General Meeting, or Special Meeting of the Area shall be sent to all Committee Members and Member Clubs. (Note: 14 days does not include the day of advertising nor the day of the meeting.)
- (b) In the case of the Annual General Meeting such notice shall be accompanied by an agenda paper setting forth such known business to come before the meeting.
- (c) The Notice calling a Special Meeting shall specify the purpose of such meeting.

1:12 ATTENDANCE AT MEETINGS

Each Member Club shall, at every Annual General Meeting held by it, appoint such number of delegates to the Area as may be fixed from time to time by the Area Committee, this number being at least one and not more than six, and to be equal for all Clubs comprising the Area.

1:13 QUORUM

A quorum shall be 51% of voting members. (See Rule 1:18)

1:14 ANNUAL GENERAL MEETING

The Area Committee shall, before the 31st May each year, hold an Annual General Meeting. All financial members of the Member Clubs constituting the Area shall be entitled to attend, but unless qualified in pursuance of Rule 1:18 hereof shall not be entitled to exercise a vote.

1:15 BUSINESS OF THE ANNUAL GENERAL MEETING

At the Annual General Meeting in each year the following business shall be transacted.

- (a) Presentation of the President's Report.
- (b) Presentation of Financial Statements and Balance Sheet.
- (c) Election of Officers:
 - President.
 - Vice-President/s
 - Secretary)
 - Treasurer) may be combined as one position
 - Delegate to Committee of Management
 - Auditor or Reviewer
 - 'O' Certificate Co-ordinator

ECTP Co-ordinator
Coaching Co-ordinator
Website Co-ordinator

- (d) Confirmation of Club Delegates to Area.
- (e) Election of Executive Committee.
- (f) Setting of levies.
- (g) Naming of cheque signatories.
- (h) The alteration, amendment or rescission of any Rule of the Area.
- (i) Special or General Business.

1:16 SPECIAL MEETINGS

The President, or the Executive Committee may, whenever they think fit, or upon requisition by 50% of delegates to the Committee convene a special meeting of the Area Committee. The provision in Rule 1:11 thereof shall apply as to the Notice of such meeting.

1:17 COMMITTEE MEETINGS

Meetings of the Committee shall be held at least three (3) times a year on dates to be fixed by the Committee, and may be held more often if required. The Secretary shall, upon written request of not less than six (6) members of the Committee convene a meeting of the Committee. At least ten (10) days notice of such meetings shall be given to each member of the Committee.

1:18 VOTING

- (a) At any Committee meeting, Annual General Meeting, or Special Meeting of the Area Committee only the Chairperson and the duly appointed Club Delegates present at the meeting shall have a vote. In the case of equality of votes the Chairperson shall have a casting vote.
- (b) The Vice Presidents, Delegate to the Association Committee, Secretary and Treasurer shall have a vote only if they are also a duly appointed Club Delegate to the Area Committee and then in that capacity only.

1:19 POWERS AND DUTIES

- (a) The Committee shall exercise all the powers and perform all the duties for which the Area has been established and shall have full power to do such things as may be incidental or conducive to the attainment of the objects of the Area.
- (b) The Committee may delegate any of its powers, duties and responsibilities to sub-committees, members to be of any

number, but not less than three of its body. A Member Club may be requested to form a sub-committee of the Area also. The Chairperson shall be elected from amongst its number.

1:20 PARTICULAR POWERS

In particular, but without derogating from the generality of the fore-going rule and subject to the rules of the Area, the Committee shall have, and may exercise and perform the following powers.

- (a) Convene the Annual General and other meetings as required.
- (b) Make such By-Laws as it may think necessary and proper for the administration of the affairs and general business of the Area, and may alter and revoke any such By-Laws.
- (c) Employ and remove any personnel at such salary or wages relating to the duties and spheres of employment and on such terms as may be deemed proper and appropriate. Such salary or wages must be limited to the amount which is commercial rate for the services performed.
- (d) Purchase, hire, take or lease for the purposes of the Area, any lands, tenements, houses or parts of houses and chattels, and it may sell, let and dispose of the same when and as may be deemed proper and appropriate.
- (e) Invest and lend any monies of the Area not required for immediate use in any security in which Trustees may invest money at commercial rates and such terms and interest as may be deemed proper and appropriate.
- (f) Enter into contracts on behalf of the Area and to act as is deemed proper and appropriate in protecting and advancing the Area's interests.

1:21 EXECUTIVE COMMITTEE

- (a) The Committee may delegate any of its powers, duties and responsibilities to an Executive Committee elected annually at the Annual General Meeting.
- (b) The Executive Committee may make any decisions necessary between meetings of the Area committee, which by reason of urgency, cannot be left until the next committee meeting.
- (c) The Executive Committee shall consist of:-
 - The President
 - The Delegate to Committee of Management
 - At least two other members of the Area Committee

1:22 GENERAL APPLICATION OF FUNDS AND INCOME

The income, funds and property of the Area from whatever source derived shall be applied solely towards the promotion of the objects hereinbefore set forth and no portion of the funds shall be transferred directly or indirectly by way of dividend, bonus, or otherwise to member Clubs.

1:23 PARTICULAR APPLICATION OF FUNDS and INCOME

In particular, but without derogating from reasonable generality of the foregoing rule and subject to the provisions of the Rules of the Area, the funds of the Area shall be applied as follows:

- (a) In payment of the current expenses of the Area.
- (b) In payment of reasonable salaries and wages of any officers and servants for the time being of the Area, or any person in return for any services rendered to the Area.
- (c) In payment of an award or prize given by the Area.
- (d) In payment of an equal portion of the Affiliation Fee due annually to the Equestrian Sports NZ as invoiced by the Association.
- (e) In payment of the purchase money or rent of any premises, lands, goods, chattels or effects purchased or hired by the Area, or any repairs or other outgoings in respect of such premises and in payment of any other property acquired by the Area.
- (f) In payment of any principal, interest, and other moneys payable by the Area, or in constituting a reserve fund to meet all future contingencies.

No member or persons associated with a member Club of the Area shall derive any income, benefit or advantage from the Area where they materially influence the payment of income, benefit or advantage. An exception is allowed where that income, benefit or advantage is derived from:

- (i) Interest on money lent, or
- (ii) Professional services to the Area rendered in the course of business.

These exceptions must be charged at no greater than current market rates.

1:24 CONFLICT OF INTEREST

The elected Committee is entitled to exercise all powers conferred upon them:

PROVIDED THAT any Committee member who has in any capacity whatsoever an interest or concern in any property or undertaking in

which the Area is or may be concerned or involved with shall:

- (a) Disclose the nature of the involvement to the Committee
- (b) Shall not take any part whatsoever in the decision of the Committee
- (c) Shall not attempt to unduly influence the Committee in their decision.

1:25 FINANCIAL REPORTING AND AUDIT

- (a) True accounts shall be kept of all moneys received and expended by the Area and the matters in respect of which such receipts and expenditure shall take place and of the assets, credits, and liabilities of the Area in books of account which shall be kept at such place or places as the Area shall from time to time think fit.
- (b) The financial size of the Area shall determine the financial reporting verification standards to be applied.
 - (i) Where the Area is registered for GST (currently turnover of \$40,000) or has assets greater than \$250,000 an Audit is required.
 - (ii) Where the Area is not registered for GST (currently turnover of \$40,000) or has assets less than \$250,000 a Review is required.
- (c) At the Annual General Meeting in every year an Auditor (or Reviewer) of the financial statements shall be appointed. The Auditor (or Reviewer) shall be appointed by resolution and shall hold office for one year and shall be eligible for re-election.
- (d) The Auditor shall carry out an Audit (or the Reviewer shall carry out a Review) of the Area's financial statements prior to the Annual General Meeting and report to members. The report shall be available for inspection at all reasonable times by any Adult, Life or Senior Riding member of a Member Club of the Area.
- (e) Each year, after the Annual General Meeting of the Area which is incorporated, a signed copy of the financial statements together with the minutes related to it must be sent to the nearest Registrar of Incorporated Societies.
- (f) All cheques drawn by the Area shall be signed by any two of the President, Secretary and Treasurer or any other adult members of the elected committee as shall be appointed signatories.

1:26 ALTERATION OF THE RULES

The Area may alter, rescind, or add to these rules PROVIDED HOWEVER that no alteration, rescission or addition to such Rules shall be made without:-

- (a) Notice of the proposed new rule, alteration or addition having been signed by two duly appointed Club Delegates and deposited with the Secretary at least twenty-eight (28) days before the Annual General Meeting of the Area.
- (b) A copy of such proposed new rule, alteration or addition having been posted to each Member Club at least fourteen (14) days before the date of the meeting at which the same is to be considered: and
- (c) The sanction of 65% of those Member Clubs voting in person at an Annual General or Special Meeting of the Area.
- (d) Applications for approval of such new rule, alteration or addition must be made to the Association and cannot become operative until approval is received in writing from the Association.
- (e) Prior approval of Inland Revenue Dept. of any addition, alteration or rescission of the rules pertaining to the pecuniary profit and/or winding up clauses of these rules.
- (f) No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding up clause. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

June 2008 1:27 BY-LAWS OF THE AREA

The Area has the right to make By-Laws pertaining to its needs and situation as it sees fit. The Area does not need to notify the Association of said By-laws. By-Laws are local rules made under the umbrella of the Area Rules and cannot be inconsistent with a parent rule. By-Laws are to support or enhance a parent rule and not negate the rule.

1:28 COMMON SEAL

The Area which is incorporated under the Incorporated Societies Act 1908 shall have a Common Seal which shall be under the control of the Secretary and shall be fixed by him or her to documents only in the pursuance of a resolution of the Committee of the Area, or of a Special Meeting of said Area. The Common Seal shall be affixed in the presence of two members of the Committee and the Secretary.

1:29 SPORTS ANTI-DOPING POLICY

The Area Committee shall adopt the Sports Anti-Doping Policy as laid down by NZPCA. (Refer to the Pony Club Resource Manual for a copy)

1:30 HARASSMENT FREE SPORT POLICY

The Harassment Free Sport Policy shall apply in all instances. (Refer to the Pony Club Resource Manual for a copy)

1:31 VIOLATION OF RULES

Any case of violation of rules and regulations, or of the common principles of behaviour and fairness, or of accepted standards of horsemanship at any Association event, Area selection trial, or Area event which do not come under the jurisdiction of a Ground Jury or Appeal Committee will be dealt with as outlined in the NZPCA Policy and Procedure on Disciplining Members. (Refer to the Pony Club Resource Manual for a copy)

1:32 WINDING UP

If upon the winding up of the Area there remains, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be distributed to any individual members of the Members Clubs. Such remaining property should only be distributed to approved Pony Clubs of that Area proportionally according to membership numbers, or to the Association. In the event of default (the member Clubs not being able to reach an agreement) the remaining assets are to be distributed as a Judge of the High Court directs.

ADDENDA

RULE BOOKS

Rul Books are available for purchase from the Executive Officer,
PO Box 8626, HAVELOCK NORTH.

Rules of the NZ Pont Clubs Association (Inc)

Rules & Regulations for Areas, Clubs and Branches

Rules & Guidelines for NZPCA Certificates

Rules & Regulations for Horse Trial Teams Championships

Rules & Regulations for Teams Dressage Championships

Rules & Regulations for Team Mounted Games

RESOURCE MATERIAL

1. Pony Club Resource Manual (issued July 2007)
2. Lion Foundation Event Management Manual (issued February 2006)
 - The ownership and responsibility for updating these manuals lies with the Area Committee.
 - Both manuals are to be made available at all Area meetings including the AGM.

RULES AND REGULATIONS FOR CLUBS AND BRANCHES

(Updated June 2008)

CONTENTS

2:1	Name	16
2:2	Affiliation to the NZ Pony Clubs Association.....	16
2:3	Interpretations	16
2:4	Objects and Powers	17
2:5	Definitions	17
2:6	Formation of a Club.....	18
2:7	Formation of Branches.....	18
2:8	Application for Membership.....	19
2:9	Membership.....	19
2:10	Life Members	20
2:11	Perpetual Membership	21
2:12	Membership Subscriptions and Levies	21
2:13	Payment of Subscriptions	22
2:14	Transfer of Membership.....	22
2:15	Resignation, Discipline and Exclusion of Members	23
2:16	Disputes and Harassment	24
2:17	Amalgamation of Clubs and Branches	24
2:18	Club or Branch in Recess	25
2:19	Working Rallies.....	26
2:20	Attendance at Working Rallies	27
2:21	Uniforms	28
2:22	Colours	29
2:23	Concussion	30
2:24	Sports Anti-Doping Policy.....	30
2:25	Management	30
2:26	Executive Committee.....	31
2:27	Nominations for Office.....	32
2:28	Patron	32
2:29	District Commissioner	32
2:30	President.....	32

2:31	Secretary.....	33
2:32	Treasurer.....	33
2:33	Chief Coach	33
2:34	Head Coach	33
2:35	Annual General Meeting	34
2:36	Notice of AGM and Special Meetings	34
2:37	Business of the Annual General Meeting	34
2:38	Special Meetings	35
2:39	Requisition and Convening Special Meetings.....	35
2:40	Quorum at Annual General Meetings and Special Meetings.....	36
2:41	Voting.....	36
2:42	Committee Meetings.....	36
2:43	Powers and Duties of the Committee.....	37
2:44	Particular Powers.....	37
2:45	Sub-Committees	38
2:46	General Application of Funds and Income	38
2:47	Particular Application of Funds and Income.....	38
2:48	Conflict of Interest	39
2:49	Financial Reporting and Audit.....	39
2:50	Rules.....	40
2:51	Alteration of the Rules.....	40
2:52	By-Laws of the Club or Branch.....	41
2:53	Common Seal	41
2:54	Indemnity.....	41
2:55	Disclaimer of Liability	41
2:56	Winding Up	42

ADDENDA

Tax Exemption	42
Incorporation	42
Rule Books	43
Resource Material.....	44

APPENDIX A

NZPCA Fair Play Charter	44
-------------------------------	----

CLUBS AND BRANCHES

2:1 NAME

- (a) The name of the Club shall be: PONY CLUB.
(The word (Incorporated) may be added only if the said Pony Club has been registered and accepted by the Registrar of Incorporated Societies for Incorporation as specified in the Incorporated Societies Act 1908.)
- (b) The name of a Branch shall be:BRANCH OF THEPONY CLUB. (The word (Incorporated) may be added only if the said Branch has been registered and accepted by the Registrar of Incorporated Societies for Incorporation as specified in the Incorporated Societies Act 1908.)

2:2 AFFILIATION TO THE NZ PONY CLUBS ASSOCIATION

The Club (and its Branches) shall be a Member of the New Zealand Pony Clubs Association (Incorporated) the Rules of which shall be read in conjunction with these Rules.

2:3 INTERPRETATIONS

'Association' refers to the New Zealand Pony Clubs Association (Inc)

'Area' refers to the Pony Club Area to which a Club belongs.

'Committee' refers to either Club or Branch Committee.

'Member' is a person who is financial and belongs to a Club or Branch.

A 'Review' is a review of the Club or Branch's annual financial statements in accordance with RS-1 Statement of Review Engagement Standards issued by the Institute of Chartered Accountants of New Zealand.

An 'Audit' is an audit of the Club or Branch's annual financial statements in accordance with NZ Auditing Standards issued by the Institute of Chartered Accountants of New Zealand.

An 'Auditor' undertakes an audit engagement.

A 'Reviewer' undertakes a review engagement.

If at any time, any matter shall arise which is not provided for in these rules or in the interpretation of these rules, the same shall be determined where appropriate by the Committee (or the Executive Committee as the case may be), if necessary in consultation with the Association whose decision shall be final.

2:4 OBJECTS AND POWERS

The objects for which the Club and its Branches are established are:

- (a) To encourage young people to ride and enjoy all kinds of sport and activity connected with horses and riding with safety being a priority, to instil in them the proper care of their animals, and to offer them the opportunity of receiving coaching along orthodox lines as pertaining to, and in conjunction with, the NZ Pony Club Manuals.
- (b) To promote and encourage the NZ Pony Clubs Fair Play Charter, cultivating respect, loyalty, and a strength of character and self-discipline in all members. Refer to Appendix A of the Club and Branch Rules.
- (c) To promote and conduct rallies, competitions and activities, including gymkhanas and mounted games, eventing, dressage, show-jumping and trekking; and to encourage progression through the NZ Pony Clubs Certificates system as a measure of achievement for young Pony Club riders.
- (d) To encourage Coaches to improve their teaching ability and knowledge by enrolment in the Equestrian Coaches Training Programme (ECTP) through the NZ Pony Clubs Association thus gaining a recognised qualification for Equestrian Coaches.
- (e) To purchase, take lease, exchange, hire or otherwise acquire, mortgage and dispose of any property and any rights and privileges which the Club or Branch deems necessary or expedient for the purpose of attaining the objects, or promoting the interests of the Club, its Branches and its Members.
- (f) To borrow, raise or secure the payment of money in such manner as the Club or Branch deems reasonable and proper, and in particular by the issue of bonds, debentures, bills of exchange, notes or other obligations or securities of the Club or Branch, or by mortgage or charge upon all or any part of the property of the Club or Branch.
- (g) To raise money by way of subscriptions and to grant any rights and privileges to subscribers.
- (h) To do all such things as are expedient or conducive to the attainment of all or any of the above objects.

2:5 DEFINITIONS

- (a) A Club may or may not have Branches.
- (b) A Club with Branches, is run as a parent body to its Branches, the committee consisting of elected officials and a specified number of delegates equally from each Branch. This Club may or may not

conduct rallies.

- (c) A Club without Branches is run on the same lines as a Branch of a Club. It has a committee of elected officials and members, but also has a District Commissioner. This Club conducts rallies for its riding members.
- (d) A Branch may be formed in conjunction with any Club, and is accountable to the parent Club. It has a committee of elected officials and members, and conducts rallies for its riding members.

2:6 FORMATION OF A CLUB

- (a) A Club may be formed by any association of 15 or more persons, of whom eight (8) must be adults, and by written application to the NZ Pony Clubs Association, who will furnish a copy of the Association, and Area/Club/Branch Rules.
- (b) Each application for formation of a Club will be considered at the first meeting of the Association to be held after receipt of the application.
- (c) The Association may at its discretion and by simple majority either approve or decline the application. The decision of the Association shall be notified to the applicants within fourteen (14) days by the Association's Executive Officer.
- (d) All Clubs are required to pay a levy to the Area, and a subscription to the Association for each and every member. These are set annually by the relevant body.

2:7 FORMATION OF BRANCHES

- (a) Any associated district to the Club having at least 8 riders under 21 years of age, and at least 4 Adults, may apply to the Club committee to form a Branch of the Club. Such application shall be in writing signed by not less than two Adults or Senior Riders (over 17 years of age) residing in that district and shall be delivered to the Secretary
- (b) Each application to form a Branch shall be dealt with by the Club Committee at its first meeting to be held after the receipt of the application.
- (c) The Club Committee may at its discretion allow or refuse such application, and in the latter case , without giving any reason for such refusal.
- (d) All Branches are required to include in their annual subscriptions from their members, a levy to the Club (if requested), a levy to the Area (if requested) and a subscription to the Association.
- (e) The Club Committee shall have the power to appoint committee

members for new Branches formed subsequent to the Annual General Meeting in any year, and the Adult and Senior Riding members so appointed shall hold office until the first Annual General Meeting of the Branch. Any vacancies occurring during that initial year shall be filled from within the Branch committee.

- (f) Branches must supply a copy of their Balance Sheet to be tabled at the Annual General Meeting of the Club.
- (g) Branches should submit a list of their members when sending returns, subscriptions and levies to the Club.
- (h) The Club Committee may at any time at its discretion and after due consultation resolve that a Branch shall cease to be a Branch of the Club and on passing such resolution the Branch in question shall cease to be a Branch of the Club.

2:8 APPLICATION FOR MEMBERSHIP

- (a) Any person who wishes to become a member of a Club or Branch must apply in writing on the official application form provided by the Club or Branch and delivered to the Secretary. An application for Junior and Senior Riding membership must be signed by a parent or guardian of the person applying.
- (b) Each application for membership must be dealt with at the first meeting of the Club or Branch committee to be held after receipt of the application by the Secretary.
- (c) The Committee may, at its discretion, grant or refuse the application. On admission to membership the name of the new member shall be added to the register of Members of the Club, or Branch, and such new members shall become subject to the Rules, Regulations and By-Laws of the Club and the Branch.

2:9 MEMBERSHIP

- (a) The Club and its Branches shall consist of Junior Riding and Senior Riding Members, Adult Members, and Life Members.
 - (i) A Junior Riding Member shall be a person under 17 years of age.
 - (ii) A Senior Riding Member shall be a person 17 years and under 25 years of age. (Senior Riding Members between 21 and under 25 years are not eligible to enter NZPCA Horse Trials, Dressage and Games Championships.)
 - (iii) An Adult Member shall be a person over 21 years of age.
 - (iv) A Life Member shall be an Adult Member of the Club.
- Junior Riding Members shall not be entitled to hold office or to

exercise the power of voting.

Senior Riding Members shall be entitled to vote and hold office except that of District Commissioner. A Senior Riding Member may not be a Life Member.

Adult and Life Members are entitled to hold all offices and to vote where and as these rules permit.

- (b) A member may belong to only one Club or Branch at any time.
- (c) It is a requirement of the Association that membership details be furnished as at 31st October each year and that membership subscriptions based on these figures are paid by the Club to the Association by the 30th November.

2:10 LIFE MEMBERS

- (a) Adult or Senior Riding Members of the Club at any Annual General Meeting of the Club may elect one or more of the Adult Members of the Club to be Life Members, and all members so elected shall thenceforth cease to be liable to pay any subscription or other fee in respect of their membership. Such Life Member shall be entitled to hold any office connected with the Club in the same manner as an Adult Member and shall be entitled to all other privileges conferred on Adult Members.
- (b) Life Membership should only be awarded for long and distinguished service to the Club and said Club accepts the monetary obligations to the Area and the Association for the Life Member.
- (c) Should a Branch of a Club have a member who fulfils this criteria at Branch level and on whom they wish to bestow Life Membership, application must be made to the Club for formal acceptance and the Branch is then responsible for the monetary obligations to the Club, Area and the Association for that Life Member.
- (d) Nominations for Life Membership, be it Club or Branch, should be in writing to the Club at least 28 days prior to the Annual General Meeting for consensus before tabling at the Annual General Meeting for formal acceptance.
- (e) If contact with a Life Member has been lost for a period of more than five years and genuine attempts to locate that person have failed, a Club or Branch may consider that Life membership null and void.
- (f) Should a Club go into recess or be wound up, any Life Memberships of that Club become null and void.
- (g) Should a Branch go into recess or be wound up, the Club may wish to take up any Life Memberships of that Branch, but have

the right of refusal in which case that Life Membership becomes null and void.

- (h) Should Club or Branch come out of recess and become active again, consideration must be given to re-instating that Life Membership.
- (i) See also Rule 2:14 (e) and (f).

2:11 PERPETUAL MEMBERSHIP

- (a) A Perpetual Member is a classified membership of the Association, and is not required to be listed in membership figures to the Association from Club and Branch.
- (b) Any person or organisation may become a Perpetual member.
- (c) A Perpetual member may be enrolled by application to the Executive Officer of the Association with the appropriate fee. (refer to Rules 7, 8d and e, and 9e Association Rules). Perpetual members hold no rights or privileges at Club or Branch level unless they are also an Adult, Life or Senior Riding member.
- (d) A Club or Branch who wishes to recognize some contribution to them by a person or organisation, where Life Membership is not an option, could consider this type of membership.
- (e) There is no further monetary obligation by the Club or Branch to the Association once the initial fee is paid.

2:12 MEMBERSHIP SUBSCRIPTIONS and LEVIES

- (a) An Entrance Fee is optional at the discretion of Clubs and Branches. Any Entrance fee for members shall be such sum as the respective Committee shall from time to time determine, and shall accompany the application for membership.
- (b) The Annual Subscription for Club members shall be such sum as the Club Committee shall from time to time determine by resolution at the Annual General Meeting, and shall be payable in the case of new members with the entrance fee, if requested, but in all other cases shall be payable in advance on such date as determined by the Club.
- (c) The Annual Subscription for Branch members shall be such sum as the Branch Committee shall from time to time determine by resolution at the Annual General meeting, and shall be payable in the case of new members with the entrance fee, if requested, but in all other cases shall be payable in advance on such date as determined by the Branch.
- (d) In the instance where a Club has Branches, a second subscription

to the Club is not required, but rather a set levy that is included in the total Branch subscription asked from its members.

- (e) The total subscription paid, be it Club or Branch includes a levy to the Area and a subscription to the Association.

2:13 PAYMENT OF SUBSCRIPTIONS

- (a) Existing members are not required to re-apply for membership annually. An annual subscription notice stating the period that the subscription covers, the amount due and the date by which the subscription must be paid, shall be sent to each member of the Club or Branch on a date set by the Committee at their AGM. Once a member has paid the subscription in full, this will entitle the member to have their subscription renewed for a further twelve months.
- (b) If a member fails to pay their subscription within 28 days after the same is due, be it Club or Branch, the respective Committee may at its discretion delete that persons name from the list of members, and thus that person ceases to be a Member of the Club or Branch, but may be re-admitted upon explaining the delay to the satisfaction of the Committee and upon making payment of the monies owed. No member shall have a vote while their subscription is in arrears.
- (c) Where Clubs are not fully financial with the Association, their members are not permitted or entitled to participate in official Pony Club activities, including Horse Trial, Dressage and Games Championships, the Inter-Pacific Exchange, and Certificate examinations.

2:14 TRANSFER OF MEMBERSHIP

- (a) Any member may at any time transfer their membership to another Club or Branch. They shall be liable to pay any outstanding subscriptions or other payment which may be due by them at the date of transfer.
- (b) Notice in writing must be given to the Club where current membership is held, and an application in writing made to the Club to which the member intends to transfer. In the case of riding members, the original Club must furnish details of the members attendance record and certificate achievements to the nominated Club.
- (c) Levies and Subscriptions to Club, Area or the Association for that year are not transferred, but any remaining portion may be forwarded by mutual agreement of the Clubs concerned. The member is not required to pay a further subscription to the new Club until such subscriptions are due and payable.

- (d) Transfers between Club to Branch, Branch to Club, and Branch to Branch are conducted the same way.
- (e) Should a Life member of a Club or Branch wish to transfer to another Club, they forfeit their Life Membership of the original Club. Notice must be given in writing to the original Club or Branch and application made to the new Club or Branch for membership.
- (f) If the Life Member's transfer is from Branch to Branch within the one Club, consideration may be given to the Life Membership being continued by the receiving Branch concerned.

2:15 RESIGNATION, DISCIPLINE and EXPULSION of MEMBERS

- (a) Resignation of a Member - Any Member may at any time resign from the Club or Branch on giving notice in writing to the Secretary. They shall be liable and required to pay any subscription or other payment which may be due by them and unpaid at the date of resignation. Re-admission may be granted subject to the Rules of the Club or Branch providing for application for membership and election of new members.
- (b) Discipline of a Member - Any case of violation of the Rules and Regulations, or of the common principles of behaviour, or of accepted standards of horsemanship at any Club or Branch rally, event, or activity that does not come under the jurisdiction of a Ground Jury or Appeal Committee will be dealt with as outlined in the NZPCA Policy and Procedure on Disciplining Members. (Refer to the Pony Club Resource Manual for a copy)
- (c) Expulsion of a Member -
 - (i) Any member of the Club or Branch who has persistently failed in the observance of any lawful rule, regulation or by-law made by the Club and the Branch, or whose conduct in any respect, in the opinion of the respective committees, is derogatory to the character or prejudicial to the interest of Club or Branch, may be removed from membership by a resolution of the Committee to that effect and passed by at least 65% of the members of the committee present in person and voting at a Special Meeting of the Committee. The person being expelled must be given the opportunity to defend themselves before the Committee.
Members under the age of 18 should be accompanied by an adult.
 - (ii) No less than seven (7) days previous notice of this meeting

must be given and the intention to propose such special resolution shall be specified. Such notice must be sent to all members of the relevant Committee. No less than 75% of the members of the Committee, exclusive of the member whose removal is in question (if they happen to be a member of the committee), shall be present.

(iii) Other Offences:

1. Bankruptcy A member who is declared bankrupt may remain a member of Pony Club but may not hold a position of office and may not be a Area, Club or Branch cheque signatory.
2. Serious Offences The committee may expel or suspend any member found guilty in a Court of Law of criminal conduct.

(iv) Any member who shall be expelled from the Club or the Branch, or any member who shall cease to be a member of the Club or Branch for any reason whatsoever shall have no claim or interest in the property or funds of the Club, or the Branch.

- (d) If any matter is referred to the New Zealand Pony Clubs Association, then their interpretation of the rules is final and binding on all parties.

2:16 DISPUTES and HARASSMENT

- (a) Disputes need to be handled diplomatically and promptly to avoid escalation. All disputes will be dealt with as outlined in the NZPCA Policy and Procedure on Disciplining Members. (Refer to the Pony Club Resource Manual for a copy)
- (b) Harassment - The Harassment Free Sport Policy shall apply in all instances. (Refer to the Pony Club Resource Manual for a copy)

2:17 AMALGAMATION of CLUBS and BRANCHES

- (a) Where insufficient members in a Club make it impractical or uneconomic to continue, that Club may approach a neighbouring Club with a view to amalgamation, or becoming a Branch of that Club.

The Association and the Area must be notified in writing of the Clubs intentions to amalgamate at least fourteen (14) days prior to the Annual General or Special Meeting of those Clubs in which they are to be amalgamated.

- (b) Where insufficient members in a Branch make it impractical or uneconomic to continue, that Branch may approach a neighbouring

Branch with a view to amalgamation. It may also be more practical to amalgamate with the Club if said Club has riding members and conducts rallies.

The Club must also be notified in writing of Branches intentions to amalgamate at least fourteen (14) days prior to the Annual General or Special Meeting of those Branches in which they are to be amalgamated. The Club must notify the Association and the Area of this amalgamation.

- (c) Clubs or Branches amalgamating for whatever reason shall combine all funds and assets.

2:18 CLUB or BRANCH IN RECESS

- (a) A Club going into recess for whatever reason will have all funds and unsold equipment, after the settlement of all liabilities, placed in trust with the Area to which that Club belonged for a period of up to five (5) years. If the Club is subsequently wound up, said funds and equipment would be distributed according to the wishes of the Club recorded when going into recess, and according to Rule 2:59.

The Association and the Area must be notified in writing of the Club's intentions to go into recess at least fourteen (14) days prior to the Special or Annual General Meeting of the Club which is being placed in recess.

- (b) A Branch going into recess for whatever reason will have all funds and unsold equipment, after the settlement of all liabilities, placed in trust with the Club to which the Branch belonged for a period of up to five (5) years. If the Branch is subsequently wound up, the said funds and equipment would be distributed according to the wishes of the Branch as recorded when going into recess, (See Rule 2:59).

The Club must be notified in writing of the Branch's intentions to go into recess at least fourteen (14) days prior to the Special or Annual General Meeting of the Branch that is being placed in recess.

- (c) If a Club should wish to go into recess, but has a Branch that is active, the Branch will have the right to become the Club, and if the original Club eventually wishes to come out of recess, it will become a Branch of the new Club. All funds and unsold equipment will be held in trust by the Area as in Clause (a) of this rule, reverting to that new Branch if and when it is re-established, but if subsequently wound up, said funds and equipment would be

distributed according to the wishes of the original Club recorded when going into recess (see Rule 2:59).

The Association and the Area must be notified in writing of the Club's intention to go into recess and of the Branch then being established as the Club at least fourteen (14) days prior to the Special or Annual General Meeting of the Club which is being placed in recess.

- (d) All Clubs and Branches should indicate at an Annual General Meeting how their funds and assets should be disposed of in the event of going into recess, or being wound up at some time in the future. When going into recess it may be difficult to call a meeting with a valid quorum.

2:19 WORKING RALLIES

A working rally is one at which coaching is given or received and which is open to all members of the Club or Branch within the age range and/or certificate level for which it is intended. The minimum duration of a rally is 1½ hours of coaching. It may be either a mounted or unmounted working rally. Working rallies will be held when required and are to be authorised by the Club or Branch Committee.

- (a) An unmounted working rally is usually for horse management.
- (b) The Club or Branch Committee will determine the length of their working rally at the beginning of each season/year, noting the ruling that the minimum duration is 1½ hours of coaching.
- (c) Annual planning for working rallies is imperative and should be done in consultation with the Chief Club/Head Branch Coach and riders at the beginning of a season/calendar year.
- (d) Examinations - The riding member must have attended a minimum of five working rallies in the twelve months preceding the examination. Three of these attendances must be the combination of rider and mount that are sitting the examination.
- (e) Holders of C certificate and above may count three working rallies held especially for them at Area or Club level towards their required total of five. The District Commissioner and Chief Club Coach or an appointee must approve these working rallies.
- (f) Pony Club Camps - A camp of up to three days will qualify for one working rally; a camp of four days or more will qualify for two working rallies.
- (g) Competitions - The riding member must have attended a minimum of five working rallies in the twelve months preceding the closing

date for entries to inter club, area, national or international competitions. Three of these attendances must be the combination of rider and mount entered into the competition.

- (h) Team practices, team coaching sessions or private lessons DO NOT qualify as working rallies.
- (i) Dispensation n In the case of a genuine Pony Club member who, for good reason, is unable to attend the requisite number of working rallies, the District Commissioner in consultation with the Chief Club Coach or Head Branch Coach and the Area, Club or Branch President may waive the minimum five working rallies.ñ In the case of A & H certificate examinations, this must be stated on the application form.

2:20 ATTENDANCE AT WORKING RALLIES

- (a) Only financial members of a Club/Branch can count working rallies towards their required total of five.
- (b) Riding members may be marked present on one mount at a working rally only if they are present for the entire rally.
- (c) Riding members taking more than one mount to a rally must nominate the mount to be marked present and must ride it for the duration of a discipline section of the working rally.
- (d) Two working rallies can be held on the same day when the duration of each is a minimum of 1½ hours of coaching.
- (e) Regardless of the number of mounts, a maximum of four working rallies may count in any one calendar month.
- (f) Financial members who are temporarily away from their Club and Branch, may attend working rallies in the area of temporary residence. A record of these attendances must be certified by that Chief Club or Head Branch Coach and made available to the Chief Club or Head Branch Coach and the District Commissioner of the member's home Club or Branch upon request.
- (g) Any unruly persons or animals may be excluded from the working rally or grounds during organised activities.

2:21 UNIFORMS

Formal Pony Club Uniform:

- **Helmet**

When mounted a properly fitting, securely fastened, correctly maintained helmet meeting the following standards **MUST** be worn.

PAS 015 (British Standard)

BSEN 1384 (joint British/European Standard)

EN 1384 (European Standard)

AS/NZ 3838 (joint Australian/New Zealand Standard)

ASTM F1163 (American Standard)

- **Shirt**

A collared shirt with long or short sleeves, colour as designated by the Club.

- **Tie**

Tie in Club/Branch colours.

- **Badge**

Club badge and appropriate Certificate clip or felt worn below the knot of the tie or on the jersey.

- **Jersey**

A long sleeved jersey, sweatshirt, or sleeveless vest in Club/Branch colours, the latter as long as it is worn with a long sleeved shirt.

- **Jodhpurs**

Jodhpurs or breeches, light coloured.

- **Boots**

For all Pony Club competitions*, jodhpur boots (black or brown), long riding boots (being black boots, or black boots with brown tops) or two piece boots* (black only) must be worn. If two piece boots are worn, they must be plain dress leather or full grain leather with no added adornments. Both pieces must be matching. It is traditionally correct for pony riders to wear jodhpur boots.

Explanatory note:

*Competitions include Horse Trials, Dressage, Show Jumping and Team Mounted Games, ie all championships, ODE's, SJ days etc.

*The top half of the two piece boots are known as gaiters and sometimes referred to as chapettes or ½ chaps.

*A gaiter is defined as a piece of leather from

below the knee down to the ankle.

*Gaiters, chapettes or ½ chaps made of cloth or suede are NOT permitted.

- ***Jewellery***

Ear-rings, ear studs, and any exposed jewellery must be removed or taped. Tongue studs must be removed.

- ***Note***

Formal Pony Club Uniform is to be worn at Certificate examination days for D, C, C+, & H. For B and A Certificate examinations the candidates have the option of wearing a riding jacket instead of a jersey in the riding phases of those examinations. Chapettes may not be worn.

Formal Pony Club uniform should also be worn at Area/Club/Branch days as directed by the Area, Club or Branch.

Dressage Championship riders may wear a riding jacket in this event and Horse Trials Championship riders may wear a jacket in the dressage phase of this event.

- ***Less Formal Pony Club uniform***

Clubs/Branches may adopt a less formal uniform at their discretion.

If a Polo shirt this should still be in Club/Branch colours. Sleeveless tops are unsuitable. Riders taking part in jumping or games should have long sleeves for protection against grass/shingle/sand burns in the event of a fall.

The wearing of coloured jodhpurs at rallies is at the Club/Branch discretion.

Riders must always have the correct head and foot wear.

- ***Note***

Members beginning Pony Club are not expected to have the full uniform immediately. They must comply with the above hat requirements but may have tidy trousers, and shoes with a heel. The Head Coach must ensure that the entire dress is safe.

2:22 COLOURS

- (a) All Clubs have registered colours and due regard must be given to this when applying for a new Club's colours, or a change of existing colours.
- (b) Once a new Club has decided upon the colours they wish to use, these must be notified in writing to the Association for approval or otherwise. These will be discussed at the next meeting of the Association and acceptance or otherwise communicated to the

Club as soon as practicable.

A Club's Area must also be notified of registration of new colours, or a change in existing colours.

- (c) Once a Branch has decided upon the colours they wish to use, they must notify the Club in writing for approval or otherwise. but due regard must be given to other local Club or Branch colours. These will be discussed at the next meeting of the Club Committee and acceptance or disapproval notified to the Branch as soon as practicable. Branch colours are NOT submitted to the Association for approval.

2:23 CONCUSSION

A rider must not compete or participate mounted in Pony Club activities for a minimum of twenty-one (21) days following concussion without a Doctor's written clearance.

2:24 SPORTS ANTI-DOPING POLICY

The Club or Branch Committee shall adopt the Sports Anti-Doping Policy as laid down by NZPCA. (Refer to the Pony Club Resource Manual for a copy)

2:25 MANAGEMENT

- (a) The Club shall be managed by a Committee elected annually and consist of:
- District Commissioner
 - President
 - Vice-Presidents (if desired, and numbering no more than two)
 - Secretary)
 - Treasurer)
 - Committee Members who shall be either;
- (i) Such number of Adult and Senior Riding members as may be fixed from time to time at the Annual General Meeting of the Club.
- (ii) OR, if a Club with Branches, this to be an equal number of delegates from each Branch of the Club, that number as may be fixed from time to time at the Annual General Meeting of the Club.

Chief Coach.

- (b) The Branch shall be managed by a Committee elected annually and shall consist of:

President
Vice-President
Secretary)
Treasurer)

Such number of Adult or Senior Riding members as may be fixed from time to time at the Annual General meeting of the Branch.

Head Coach.

- (c) Six voting members present at the same time shall constitute a quorum for both Club and Branch meetings.
- (d) Voting shall be by show of hands or by written ballot. Only duly appointed committee members or appointed delegates shall have a vote. In the case of equality of votes the Chairperson shall have the casting vote.
- (e) All resolutions passed at a meeting of the Club Committee in accordance with the rules shall be binding and conclusive on all members of the Club and its Branches.
- (f) All resolutions passed at a meeting of the Branch Committee in accordance with the rules shall likewise be binding and conclusive on all members of the Branch.
- (g) Any officer bearer ceasing to be a Member of the Club or Branch shall cease to be an office bearer. Any office bearer resigning from their position of office shall cease to be a member of the committee unless that person is a duly appointed delegate of a Branch.

2:26 EXECUTIVE COMMITTEE

The Committee, be it Club or Branch, may delegate any of its powers, duties and responsibilities to an Executive Committee, elected annually at the Annual General Meeting.

The Executive Committee may also make any decisions necessary between meetings of the relative committees, which by reason of urgency, cannot be left until the next committee meeting.

The Club Executive Committee shall be:

The District Commissioner
The President

At least two adult members of the Club Committee
The Branch Executive Committee shall be:
The President.
The Vice-President
At least two adult members of the Branch Committee.

2:27 NOMINATIONS FOR OFFICE

- (a) The financial Adult, Senior Riding and Life Members present at the Annual General Meeting of the Club or the Branch may nominate and elect office bearers of the respective Committees.
- (b) The Club Committee shall have the power of appointment to any vacancy occurring among the office bearers of the Club during the current year, and pending the filling of such vacancy the Committee shall be deemed to be duly constituted and shall continue to possess all the powers conferred by these rules.
- (c) The Branch Committee shall have the power of appointment as does the Club Committee in Rule 2:27(b).
- (d) The Club Committee shall have the power to appoint Committee members and officials for new Branches when such Branch is formed subsequent to the Annual General meeting in any year, bearing in mind the wishes of the new Branch members, and the Adult and Senior Riding members so appointed shall hold office until the first Annual General meeting of the Branch.

2:28 PATRON

At the Annual General Meeting each year a Patron may be elected by Club or Branch. Nominations for the office may be made at the meeting and if there is more than one, election shall be by ballot.

2:29 DISTRICT COMMISSIONER

The District Commissioner oversees all activities and responsibilities of the Club and its Branches. The District Commissioner, or their appointee, shall chair all meetings of the Club.

2:30 PRESIDENT

- (a) The President of the Club will support and may substitute for the District Commissioner in their absence, and may chair meetings if the District Commissioner does not wish to fulfil this task.

- (b) The President of the Branch oversees all activities and responsibilities of the Branch, will chair all Branch meetings and liaise with the District Commissioner where necessary.

2:31 SECRETARY

- (a) The Secretary shall keep all books of the Club, including archives, and conduct the correspondence, attend meetings and record and distribute the Minutes of all meetings. The Secretary must work in close liaison with the District Commissioner, and other members of the Committee as required.
- (b) Minutes of the proceedings of all meetings, whether annual general, special, or committee, shall be kept by the Secretary and entered in a proper book and shall be read and confirmed at the next meeting. The Minute Book of the Club shall be open to the inspection of Adult or Senior Riding Members at all reasonable times.
- (c) The Branch Secretary fulfils the same duties for the Branch as above and works in liaison with the Branch President and other members of the Branch Committee.
- (d) The Secretary need not be a member of the Club or Branch.

2:32 TREASURER

- (a) It shall be the duty of the Club Treasurer to account for all monies received, including subscriptions, and expended on account of the Club, and to present an audited Balance Sheet and Financial statement at the Annual General Meeting.
- (b) The duties of the Branch Treasurer are as above but for the Branch.
- (c) The offices of Secretary and Treasurer may be combined as one position and need not be a member of the Club or Branch.

2:33 CHIEF COACH

It shall be the duty of the Chief Coach to organise rallies and other Coaches to the Club if required, Certificate examinations for members in conjunction with the District Commissioner, Coaches courses as necessary, and to be liaison between Head Coaches of the Branches.

2:34 HEAD COACH

It shall be the duty of the Head Coach to organise rallies and other Coaches to the Branch and liaise with the Chief Coach and District Commissioner as required.

2:35 ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the Club shall be convened and held prior to the Area Annual General Meeting each year at such time and place as the Committee shall in its sole discretion fix upon. (See Area Rule 1:14).
- (b) The Annual General Meeting of the Branch shall be convened and held prior to the Club Annual General meeting and at such place and time as the Committee of the Branch shall in its sole discretion fix upon.

2:36 NOTICE OF ANNUAL GENERAL and SPECIAL MEETINGS

Fourteen (14) days prior notice of either the Annual General or a Special Meeting of the Club, or the Branch, shall be published in such newspapers circulating in the District as the Committee may decide, OR notice in writing may be sent to each Adult, Life and Senior Riding Member of the Club, or Branch, at their last known place of abode. Such advertisement or notice shall state the time, place and date, and the business of the meeting. (Note: 14 days does not include the day of advertising nor the day of the meeting).

2:37 BUSINESS OF THE ANNUAL GENERAL MEETING

- (a) At the Annual General Meeting of the Club the following business shall be transacted;
 - Presentation of the Annual Report.
 - Presentation of the Financial Statement and Balance Sheet.
 - Election of Patron (optional).
 - Election of Officers.
 - District Commissioner.
 - President.
 - Vice-Presidents (if required).
 - Secretary).
 - Treasurer).
 - Executive Committee.
 - Delegates to the Area.
 - Other Officials that the Club may require.
 - Signatories for cheques.
 - Auditor or Reviewer
 - Confirmation of Branch Delegates (for the Club with Branches).
 - Election of Committee Members (for the Club without

Branches).

Appointment of the Chief Coach.

Presentation of Branch Annual Reports.

Setting of annual subscriptions and/or levies.

The alteration, amendment or rescission of any Rule of the Club.

Special or General Business.

- (b) At the Annual General Meeting of the Branch the following business shall be transacted:

Presentation of the Annual Report.

Presentation of the Financial Statement and Balance Sheet.

Election of Patron (optional).

Election of Officers.

President.

Vice-Presidents (if required).

Secretary).

Treasurer).

Executive Committee.

Delegates to the Club.

Other officials that the Branch may require.

Signatories for cheques.

Auditor or Reviewer

Election of Committee Members.

Appointment of the Head Coach.

Setting of annual subscriptions.

The alteration, amendment, or rescission of any Rule of the Branch.

Special or General Business.

2:38 SPECIAL MEETINGS

The Committee of either Club or Branch may, whenever it thinks fit, or shall upon requisition made in writing by not less than a quarter of the Adult or Senior Riding Members, convene a special meeting.

2:39 REQUISITION and CONVENING SPECIAL MEETINGS

- (a) Any requisition for a Special Meeting made by members shall state the purpose of the proposed meeting, and shall be delivered or posted to the Secretary of the Club, or the Branch.
- (b) Upon receipt of any requisition for a Special Meeting the relevant Committee shall as soon as practicable proceed to convene that

meeting, and if not done so within fourteen (14) days from the date of the requisition, the requisitionists may themselves convene the Special Meeting within a further twenty-one (21) days.

- (c) The meeting must be held no later than two months after the date of the requisition.
- (d) The chairperson shall be a duly elected person from that meeting and an appointed secretary shall be the Minute taker.
- (e) In either case, the provisions of Rule 2:36 as to Notice shall apply.

2:40 QUORUM AT ANNUAL GENERAL and SPECIAL MEETINGS

At the Annual General or Special Meeting six (6) Adult, Life and Senior Riding Members present shall form a quorum, and provided that such meetings are held in conformity with the rules all resolutions passed shall be conclusive and binding on the members of the Club, or the Branch, whether present or not at such meeting.

2:41 VOTING

- (a) All questions and matters brought before an Annual General Meeting of the Club, or the Branch, shall be decided by 51% of votes of the financial Adult, Life and Senior Riding members present, each member to have one vote, and in the case of equality of voting, the Chairperson of the meeting to have the casting vote, in addition to his vote as a member. The exception is for the alteration of rules where a majority of 65% of voting members present is required (see Rule 2:50).
- (b) All questions and matters brought before a Special Meeting of the Club or the Branch shall be decided by 65% of votes of Life, Adult and Senior Riding Members present, each member to have one vote, and in the case of equality of voting, the Chairperson to have the casting vote, in addition to his vote as a member.
- (c) The Secretary and Treasurer may only have a vote if they are a financial member of the Club or Branch.
- (d) Voting shall be by show of hands or by ballot, as the majority of voting members present at the meeting shall decide. Proxy votes are not permitted.

2:42 COMMITTEE MEETINGS

- (a) Meetings of the Committee of Club or Branch shall be held at least

three (3) times a year on dates to be fixed by the Committee, and more often if required.

- (b) The Secretary shall , upon the written request of not less than six (6) members of the Committee convene a meeting of the Committee. At least four (4) days notice of all meetings shall be given to each member of the Committee.
- (c) Six (6) members of the Committee, be it Club or Branch, shall form a quorum.

2:43 POWERS and DUTIES OF THE COMMITTEE

The Committee, be it Club or Branch, shall exercise all the powers and perform all the duties for which the Club or Branch has been established and shall have full power to do such things as may be incidental or conducive to the attainment of the objects of the Club and its Branches.

2:44 PARTICULAR POWERS

In particular, but without derogating from the generality of the foregoing rule and subject to the Rules of the Club, the Committee of Club or Branch shall have and may exercise and perform the following powers.

- (a) Convene the Annual General and other meetings as required.
- (b) Make such by-laws as it may think necessary and proper for the administration of the affairs and general business of the Club or Branch, and may alter and revoke any such By-Laws.
- (c) Employ and remove any personnel at such salary or wages relating to the duties and spheres of employment and on such terms as may be deemed proper and appropriate. Such salary or wages must be limited to the amount which is commercial rate for the services performed.
- (d) Purchase, hire, take or lease for the purposes of the Club or Branch, any lands, tenements, houses or parts of houses and chattels, and it may sell, let and dispose of the same when and as may be deemed proper and appropriate.
- (e) Invest and lend any monies of the Club or Branch not required for immediate use in any security in which Trustees may invest money at commercial rates and such terms and interest as may be deemed proper and appropriate.
- (f) Enter into contracts on behalf of the Club or Branch and to act as is deemed proper and appropriate in protecting and advancing the Club's interests.

2:45 SUB-COMMITTEES

The Committee of the Club or Branch may delegate any of its powers or duties (except the appointment or removal of members of its body and of the Club or Branch) to Sub-Committees, members to be of any number, but being not less than three of its body.

2:46 GENERAL APPLICATION OF FUNDS and INCOME

The income, property and funds of the Club or Branch from whatever source derived shall be applied solely towards the promotion of the objects hereinbefore set forth and no portion of the funds shall be transferred directly or indirectly by way of dividend, bonus, or otherwise to members.

2:47 PARTICULAR APPLICATION OF FUNDS and INCOME

In particular, but without derogating from the generality of the foregoing rule and subject to the provisions of the Rules of the Club and/or Branch, the funds of the Club and Branch shall be applied as follows:

- (a) In payment of the current expenses of the Club or Branch.
- (b) In payment of the salaries and wages of any officers and servants for the time being of the Club or the Branch, or any person in return for any services rendered to the Club or Branch.
- (c) In payment of any award or prize given by the Club or Branch.
- (d) In payment of the purchase money or rent of any premises, lands, goods, chattels or effects purchased or hired by the Club or Branch, or any repairs or other outgoings in respect of such premises and in paying for any other property acquired by the Club or Branch.
- (e) In payment of any principal, interest, and other moneys payable by the Club or Branch, or in constituting a reserve fund to meet all future contingencies.
- (f) No member or persons associated with a member of the Club or Branch shall derive any income, benefit or advantage from the Club or Branch where they materially influence the payment of income, benefit or advantage. An exception is allowed where that income, benefit, or advantage is derived from:
 - (i) Interest on money lent, or
 - (ii) Professional services to the Club or Branch rendered in the course of business.

These exceptions must be charged at no greater than current market rates.

2:48 CONFLICT OF INTEREST

The elected Committee is entitled to exercise all powers conferred upon them:

PROVIDED THAT any Committee member who has in any capacity whatsoever an interest or concern in any property or undertaking in which the Club or Branch is or may be concerned or involved with shall:

- (a) Disclose the nature of the involvement to the Committee
- (b) Shall not take any part whatsoever in the decision of the Committee
- (c) Shall not attempt to unduly influence the Committee in their decision.

2:49 FINANCIAL REPORTING and AUDIT

- (a) True accounts shall be kept of all moneys received and expended by the Club or Branch and the matters in respect of which such receipts and expenditure shall take place and of the assets, credits, and liabilities of the Club or Branch in books of account which shall be kept at such place or places as the Club or Branch shall from time to time think fit.
- (b) The financial size of the Club or Branch shall determine the financial reporting verification standards to be applied.
 - (i) Where the Club or Branch is registered for GST (currently turnover of \$40,000) or has assets greater than \$250,000 an Audit is required.
 - (ii) Where the Club or Branch is not registered for GST (currently turnover of \$40,000) or has assets less than \$250,000 a Review is required.
- (c) At the Annual General Meeting in every year an Auditor (or Reviewer) of the financial statements shall be appointed. The Auditor (or Reviewer) shall be appointed by resolution and shall hold office for one year and shall be eligible for re-election.
- (d) The Auditor shall carry out an Audit (or the Reviewer shall carry out a Review) of the Club or Branch's financial statements prior to the Annual General Meeting and report to members. The report shall be available for inspection at all reasonable times by any Adult, Life or Senior Riding member of the Club or Branch.
- (e) Each year, after the Annual General Meeting of the Club or Branch which is incorporated, a signed copy of the financial statements together with the minutes related to it must be sent to the nearest Registrar of Incorporated Societies.

- (f) All cheques drawn by the Club or Branch shall be signed by any two of The District Commissioner, Secretary and Treasurer, OR in the case of a Branch by any two of the President, Secretary or Treasurer OR in the case of a Branch any two of the President, Secretary or Treasurer or other adult members of the elected committee as shall be appointed signatories.

2:50 RULES

- (a) All Clubs and Branches must adopt the Club Rules from time to time laid down and approved by the NZ Pony Clubs Association Committee of Management. Clubs must seek approval of any Club rule change or alteration from the Association. Branches may not seek change or alterations to the Rules without prior approval from the Club.
- (b) Alternatively, a rule change may be sought by way of remit to the Association Annual General Meeting.
- (c) All members shall be bound by these rules and regulations, and by by-laws consistent with these rules, which may from time to time be made by the Club committee at its discretion.
- (d) A copy of all Rules shall be made available to any Adult or Senior Riding member on request, and at the current purchase price.

2:51 ALTERATION OF THE RULES

The Club may alter, rescind, or add to these rules PROVIDED HOWEVER that no alteration, rescission or addition to such Rules shall be made without:-

- (a) Notice of the proposed new rule, alteration or addition having been signed by two Adult, Life, or Senior Riding members of the Club and deposited with the Secretary at least twenty-eight (28) days before the Annual General meeting.
- (b) A copy of such proposed new rule, alteration or addition having been posted to each Adult, Life and Senior Riding member of the Club at least fourteen (14) days before the date of the Annual General Meeting at which the same is to be considered: and
- (c) The sanction of 65% of those Adult, Life, or Senior Riding members voting in person at an Annual General Meeting of the Club.
- (d) Applications for approval of such new rule, alteration or addition must be made to the Association and cannot become operative until approval is received in writing from the Association.
- (e) Prior approval of Inland Revenue Dept. of any addition, alteration or

rescission of the rules pertaining to the pecuniary profit and/or winding up clauses of these rules.

- (f) No addition to or alteration or rescission of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding up clause. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

June 2008

2:52 BY-LAWS OF THE CLUB or BRANCH

The Club or the Branch have the right to make By-Laws pertaining to their needs and situation as they see fit. The Branch must notify the Club of any By-laws they wish to enforce, but a Club does not need to notify the Area or the Association of said By-laws. By-Laws are local rules made under the umbrella of the Club and Branch Rules and cannot be inconsistent with a parent rule. By-Laws are to support or enhance a parent rule and not negate the rule.

2:53 COMMON SEAL

The Club or Branch who are incorporated under the Incorporated Societies Act 1908 shall have a Common Seal which shall be under the control of the Secretary and shall be fixed by him or her to documents only in the pursuance of a resolution of the Committee of Club or Branch, or of a Special Meeting of said Club or Branch. The Common Seal shall be affixed in the presence of two members of the respective Committees and their Secretary.

2:54 INDEMNITY

The Committee and each and every one of them respectively shall be fully indemnified by and out of the funds of the Club or Branch against any loss, damage, expense or liability incurred by reason of or in connection with any legal proceedings instituted against them or any of them for any act done, omitted or suffered in relation to the performance or professed performance of any of their official duties

2:55 DISCLAIMER OF LIABILITY

Neither the Club, its Branches, or their representatives accept liability for any accidents, damage, injury or illness to horses, owners, riders, helpers and spectators, or to any personal property whatsoever.

Due care will be taken to adhere to the Rules and Guidelines of the New Zealand Pony Clubs Association (Inc) and to standards of safety as outlined in the appropriate Rule Book pertaining to a specific event or Pony Club activity.

2:56 WINDING UP

If upon the winding up or dissolution of the Club, or Branch, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Club, or Branch. Such remaining property should only be distributed to another approved Pony Club, or Branch of a Pony Club, or given or transferred to some other organisation or body with similar objects to the Club or Branch. In the event of default (the members not being able to reach an agreement) the Association should be consulted for resolution, or the remaining assets will be distributed as a Judge of the High Court directs.

ADDENDA

TAX EXEMPTION

Clubs and Branches may apply to Inland Revenue for Tax Exemption as an Amateur Sports Promoter. The enclosed Area, Club, Branch rules have already been approved by Inland Revenue and this procedure should be a formality.

When applying to Inland Revenue for this exemption the following items need to be submitted.

- (a) A copy of the rules/constitution if they differ in any way from these rules.
- (b) A letter confirming that the rules adopted are those which formed part of the NZPCA rules and were approved by Inland Revenue.
- (c) Within the letter, a Club or Branch should request that they also be granted an exemption in terms of section CB 4(1)(h) Income Tax Act 1994.
- (d) A copy of the Club or Branch certificate of Incorporation if duly incorporated.
- (e) A completed IRD number application form (IR596) if an IRD number is not currently held.

INCORPORATION

Clubs and Branches are strongly encouraged to seek Incorporation under the Incorporated Societies Act 1908. Branches wishing to become Incorporated must notify the Club of their intentions. When a Club or Branch is incorporated it is required to have a winding-up procedure in its rules. There are several distinct advantages to a Club or Branch in being Incorporated, especially if they have assets.

The advantages are:

- (a) The Club or Branch becomes capable of perpetual succession - that is, its existence continues despite membership changes.
- (b) The Club or Branch becomes a separate legal identity from its members. This allows it to lease, rent, buy or sell property, borrow money and enter into contracts under its own name.
- (c) Members have no personal liability for the debts, contracts or other obligations of their Club or Branch except:
 - (I) Where debts or obligations are incurred from operations involving financial gain, when members involved in the operations become personally liable for the debts and obligations.
 - (II) Where debts and obligations are incurred as the result of unlawful actions. Members involved become personally liable.
- (d) As the Rules of the Club or Branch must meet minimum requirements laid down in the act, there is some certainty as to the way the affairs of the Club or Branch should be conducted.
- (e) Members can have no individual claim to the property of the Club or Branch except where it is provided for in the Rules when the Club or Branch winds up. Therefore property belongs to the Club or Branch itself and no individuals have personal interests or rights in the property.

The Annual Report and Balance Sheet, be it Club or Branch, must be submitted annually to the Registrar of Incorporated Societies to maintain the incorporation.

RULE BOOKS

The following Rule Books are available from the Executive Officer, PO Box 8626, HAVELOCK NORTH.

Rules of the NZ Pony Clubs Association (Inc)

Rules & Regulations for Areas, Clubs and Branches

Rules & Guidelines for NZPCA Certificates

Rules & Regulations for Horse Trials Teams Championships

Rules & Regulations for Teams Dressage Championships

Rules & Regulations for Team Mounted Games

RESOURCE MATERIAL

1. Pony Club Resource Manual (issued July 2007)
 2. Lion Foundation Event Management Manual (issued February 2006)
- The ownership and responsibility for updating these manuals lies with the Club Committee
 - Both manuals are to be made available at all Club meetings including the AGM.

Appendix A - NZPCA Fair Play Charter

All Members; Riding, non riding, coaches, officials and parents belonging to the New Zealand Pony Clubs Association undertake to uphold the principles of good sportsmanship and fair play:

- To act within the spirit and intention of the rules
- Respect coaches, judges and officials
- Respect other riders and their supporters
- Respect their horses and care for their welfare
- Be gracious winners and dignified losers
- Play hard but play fair. Play to enjoy our sport.