

**BY-LAWS of Brookfield Horse and Pony Club Inc (BHPC)  
February 2020**

**MEMBERSHIP**

1. Membership of the Brookfield Horse & Pony Club is from 1<sup>st</sup> January to 31<sup>st</sup> December each year.
2. Riding members will be accepted into the Club in the following order:
  - Renewing Riders
  - New Junior Riders from Member Families
  - New Junior Riders
  - New full-time riders joining as Senior Members (over 26)
  - New part-time riders

**.[cl 2 amendment approved at BHPC Management Committee meeting 15 February 2018]**

The Chief Instructor and President may review the order of membership and acceptance of members at any time. The basis of this review is the availability of instructors to instruct safely with the object of maintaining health and safety of the riding members. The Chief Instructor will decide how many adult riders may ride at each muster, in accordance with the availability of sufficient instructors.

3. Part-time membership is available and these members may attend a maximum of three musters and all clinics and camps during the year. They are not required to complete muster and working bee/fundraising rosters or lodge the relevant bond, but they must complete a Show roster and pay the show bond. They must also pay the maintenance levy. **[cl 3 amendment approved at BHPC Management Committee meeting 15 February 2018]**
4. Applications for membership will only be ratified if -
  - (a) the relevant forms are fully completed and all relevant fees, bonds and levies paid; and
  - (b) there is a genuine intention from the family applying that it will be participating in pony club activities and that the family will responsibly and completely fulfil its roster duties.
5. Each Member Family must have at least one adult member as either a riding or a social member.
6. Riding instructors and trainee instructors must instruct at four musters a year to qualify for the special instructor membership fee. If only able to instruct at three musters, the instructor can assist at the BHPC camp or run a training clinic in lieu of the fourth muster. **[cl 6 amendment approved at BHPC Management Committee meeting 15 February 2018, cl 6 further amendment approved at BHPC Management Committee meeting 5 December 2019]**
7. A continuing membership as *Friends of BHPC* is available for former full financial members of BHPC, on payment of a nominal annual fee. This class of membership does not allow the holder to:
  - vote at general meetings;

- nominate for management committee membership; or
  - use the Rita O'Hanlon arena or the Long Yard arena free of an additional charge.
- [cl 7 approved at BHPC Management Committee meeting 8 December 2014]

## MEMBERSHIP RESPONSIBILITIES

### 1. Membership fees

All families must pay each year the membership fees for Brookfield Horse and Pony Club as decided annually at the Annual General Meeting by the members present and eligible to vote. This fee includes a component payable to Pony Club Association of Queensland (PCAQ)

### 2. Muster rosters and working bees/fundraisers

In addition to the Brookfield Show roster, all members' families are required to participate in:

- (a) the equipment set up for **two musters a year**. The set up is undertaken on the Saturday afternoon before the muster. **Note that all attending families are required to assist with equipment pull-down at the conclusion of the muster**; and
- (b) two Canteen rosters each year, which run on the Sunday muster day; and
- (c) one of the two Working Bees, (the first of which is usually held mid-February); and
- (d) a nominated Fund Raising Event; or
- (e) two Fund Raising Events (if unable to attend a working bee).

If a family representative is unable to attend its nominated equipment set-up, the roster coordinator must be advised immediately so the vacancy can be filled

### 3. Brookfield Show roster

All member families are required to work a roster of **six hours** in the pony club canteen during the Brookfield Show, held in May each year. Alternatively, a family may choose to pay someone to complete their roster responsibility. [cl 3 amendment approved 15 February 2018]

### 4. Bonds and Levies

- (a) On joining the Brookfield Horse and Pony Club each new member family must pay:
  - (i) a muster roster and working bees/fundraiser bond of an amount determined by the management committee; and
  - (ii) a Brookfield Show bond of an amount determined by the management committee.

The muster roster and working bees/fundraiser bond and Show bonds are rolled over each year, if the family has complied with its roster obligations. Families who are unable fulfil their Show roster obligations, must inform the Roster Coordinator that they choose to forfeit the Show Bond.

Any member family that does not complete its muster roster and working bee/fundraising duties throughout the year will be asked, when re-joining the club the following year, to pay a penalty fee, as determined by the management committee, for each roster missed during that year.

When families leave the pony club, after complying with all roster and working bee/fundraiser obligations, their muster roster and Show bonds will be refunded if they request a refund in writing from the BHPC management committee.

If families leave the Club without having completed all muster and working bee/fundraising rosters throughout the year the sum of \$25 for each missed roster will be deducted from any bond refunded.

- (b) All families must pay an annual maintenance levy, as determined by the management committee.

## **NEW MEMBERS**

1. Families wishing to join BHPC may ride their horse or horses at a maximum of one designated trial muster before joining.
2. The family must -
  - (a) complete and sign the current PCAQ waiver (available on the BHPC website) and give it/them to the instructor in charge of that trial muster; and
  - (b) pay the required trial muster fee for each riding family member, either in cash at the muster or before it by EFT to BHPC; and
  - (c) before the chosen trial muster provide evidence of vaccination against Hendra virus for each pony attending in the form of a certificate of Hendra compliance.
3. If families wish to gain access to the arenas in the intervening period, they may become permittees for that time.

[New Members section approved at BHPC Management Committee meeting December 2015, amendment approved at BHPC Management Committee meeting 15 February 2018]

## **HORSES and RIDING**

1. Approved riding boots and helmet must be worn at all times when riding. The horse must have a bridle with a bit meeting PCAQ guidelines when being ridden. The safety of saddlery and equipment must be checked before each use.
2. Members must not ride another member's horse during a pony club muster unless an instructor has given permission to do so.
3. When mounted, riders must not touch another rider's horse, bridle or reins with hand or whip. Horses are very sensitive animals and can get frightened easily.
4. Horses may only be tied up with a halter and lead rope attached to a piece of baling twine, never by using a bridle.

5. Horses must be ridden at a walk when ridden outside the Showground oval. Once inside the showground oval, riders must walk or trot only when not being supervised by an instructor, unless given permission to canter by an instructor.
6. Jumps and any games equipment must not be used without an instructor present.
7. Members must wear riding boots or closed-in shoes when handling horses - no thongs, sandals or bare feet. Children without the correct footwear must not handle any horse or enter the stables or oval.
8. If a horse has kicked out at other horses, a red ribbon must be clearly displayed in its tail. Other riders and the instructors will appreciate this responsible action. If a horse has a red ribbon in its tail, other riders must keep well away from that horse's rump.
9. Horses must not be allowed to graze or reach around to bite or scratch when being led or ridden. This is a safety issue – riders must have full control of their horses at all times. When mounted, riders must keep hold of the reins and have at least a light contact with the horse's mouth. Neither are riders to sit or lie on the ground when dismounted.
10. Any horse welfare issues should be reported directly to the Horse Welfare Officer or Chief Instructor. The issue is then in their hands, and their decision must be abided by.
11. Members are expected to behave politely to each other and to all instructors and adults and show respect and support for fellow club members. Teasing, name-calling and exclusion are all aspects of bullying which will not be tolerated.
12. During a muster, groups are under the control of BHPC qualified instructors and sportsmasters. Parents must not interfere during the course of a lesson.
13. It is the rider's responsibility to comply with all legal requirements relating to the keeping, use and handling of horses which relates to or may affect in any way directly or indirectly BHPC, any BHPC sponsored event, BHPC's grounds and equipment and members and their horses and families, or any one attending any BHPC sponsored event, including all acts, regulations, rules, orders or direction relating to Biosecurity at a local, state or Commonwealth level including from the Department of Agriculture and Fisheries and Biosecurity Queensland and their successors.

## **HORSE AND MEMBER HEALTH**

### **1. Hendra virus vaccination**

- (a) Any horse attending any BHPC sponsored event -
  - (i) at the Brookfield Showgrounds; or
  - (ii) in the Rita O'Hanlon arena; or
  - (iii) in the Brookfield Equestrian Reserve (the Cemetery Paddock); or
  - (iv) at any other site where BHPC is running an event,  
must be currently vaccinated against Hendra virus.

[cl 1(a)(iv) amendment approved at BHPC Management Committee meeting 15 February 2018]

- (b) Proof of current vaccination with full immunity will be required.
- (c) This by-law takes effect at midnight Saturday 25 May 2013.

## 2. Horse Health Declarations

A properly completed Horse Health Declaration form must be provided for every horse -

- (a) attending a BHPC muster; or
- (b) attending a BHPC sponsored event,

before the horse can take part in the muster or event.

*BHPC sponsored event* includes a clinic, muster, gymkhana, or camp of any sort conducted by BHPC, or by other personnel with BHPC involvement.

[cl 2 approved at BHPC Management Committee meeting 2 February 2015]

## 3. For the purposes of these by-laws:

*BHPC sponsored event* includes a clinic, muster, gymkhana, or camp of any sort conducted by BHPC, or by other personnel with BHPC involvement.

*current vaccination certificate* means a certificate or digital evidence of a certificate that is compliant with the vaccine manufacturer's advice about vaccination against Hendra virus.

*proof of current vaccination with full immunity* means presentation of a current vaccination certificate to the Chief Instructor or an authorised BHPC member that shows that the current vaccination was completed at least 21 days before attendance at the BHPC sponsored event, and that not more than 12 months has elapsed since that vaccination.

[cl 3 amendment approved at BHPC Management Committee meeting 15 February 2018]

## STABLES and GROUNDS

1. Stables are available on a "first-come" basis only, and cannot be reserved.
2. (a) Horses may be stabled overnight. If a horse is attended to after dark, the lights must be turned off when leaving the stable.  
  
(b) Note however that no horses are to be left in the yard adjoining the Long Yard overnight before a muster as it must be available to members to warm up horses on the morning of a muster.

[cl 2(b) approved at BHPC Management Committee meeting 20 October 2015]

3. If a member uses a stable on muster day, the stable must be cleaned of manure and leftover hay after use, and the gate or chain closed.  
[cl 3 amendment approved at BHPC Management Committee meeting 15 February 2018]
4. Horses are not to be moved between stables without the owner/rider's permission. Any issues should be addressed to a horse's owner/rider.
5. All riders must dismount before entering the stables – horses are never to be mounted inside stables, nor can riders climb onto the rails to assist with mounting.
6. No halters to be left on horses in the stables and no string hay nets, apart from the slow feeder type of hay net, to be used in the stables. Canvas haybags are allowed.  
[cl 6 amendment approved at BHPC Management Committee meeting 29 January 2020]
7. Pitchforks and a wheelbarrow are in the Gear Shed. All manure must be moved to the manure pile at the far end of the stables.
8. Manure from horses tied to floats and trucks must also be collected.
9. Gates to the main oval, to the Cemetery Paddock, and at the back road to the Stables must be kept shut at all times. Wooden gates on stables and yards must be left closed, so that the wood does not rest on the ground.
10. No dogs are allowed on the grounds. Neither are bike riding or skateboard riding allowed.
11. No member may smoke while in Pony Club uniform. The clubhouse, including the covered verandah, is a non-smoking area.
12. The consumption of alcohol is not permitted on any part of the Brookfield Showgrounds or Cemetery Paddock while any official pony club function involving horses is in progress. This is the PCAQ Alcohol Policy.
13. The speed limit is 5 km/h for vehicles while inside the showgrounds. Children are not to hang on the outside of cars, floats or trailers while they are moving.
14. All visitors to the grounds must be accompanied by a member and must abide by the club rules.

## **ARENAS**

### **1. RITA O'HANLON ARENA – CEMETERY PADDOCK**

- (a) Any member of a Member Family who intends to use the Rita O'Hanlon Arena, must join as a riding member.
- (b) Each Member Family who wishes to use the Rita O'Hanlon Arena will be given the security code for the arena combination lock. This code is not to be divulged to anyone. It is changed quarterly.

- (c) A maximum of 4 riders is allowed at any time on the Arena. Hours of use are between 7 am and 6 pm. Booking is on-line. Each person must have a Google gmail address to be able to book the arena. Prospective users of the arena need to contact the arena coordinator for instructions about using the booking system.
- (d) Riders who are members of the BHPC may use the arena without charge They should still book on-line.
- (e) Entry to the Arena is through the middle gate. Please keep the arena gate locked. Only riders who have a permit or are BHPC members are allowed onto the arena.
- (f) The sessions after school (from 3 pm to 6 pm) will be the most heavily booked and riders may only book one hour long slot during this time.
- (g) All manure must be removed. The arena is for training only - absolutely no galloping around. All riders must wear a suitable riding helmet (current standard required by PCAQ) and riding boots.
- (h) Contact the BHPC Arena Co-ordinator for further information. See the website [www.brookfieldponyclub.org.au](http://www.brookfieldponyclub.org.au) for further details.
- (i) Each instructor who belongs to BHPC is entitled to instruct in the Rita O’Hanlon arena at no cost. However, each student must be either a member of BHPC pony club or a current permit holder.  
[cl 1(i) approved at BHPC Management Committee meeting 4 September 2019]
- (j) All instructors using the Rita O’Hanlon Arena for private instruction must hold public liability insurance approved by BHPC management committee.  
[cl 1(j) approved at BHPC Management Committee meeting 4 September 2019]

## **2. LONG YARD ARENA**

- (a) Riders who are members of the BHPC may use the long yard arena without charge.
- (b) BHPC members are entitled to be given the current security code for the arena padlock. This code must not be divulged to anyone else.
- (c) They must book their use on –line through the Brookfield showground webpage [www.brookfieldshowground.com.au](http://www.brookfieldshowground.com.au)
- (d) The arena accommodates one booking only at any time.
- (e) Entry is through the laneway gate only. The arena entrance gate must be kept locked.
- (f) All manure must be removed. The arena is for training only - absolutely no galloping around. All riders must wear a suitable riding helmet (current standard required by PCAQ) and riding boots.

[cl 2 approved at BHPC Management Committee meeting 2 February 2015]

## **PARENTS / GUARDIANS**

1. **Any junior riding member under 17 years of age must have a parent or guardian present for the duration of each pony club.** If a parent has to leave the grounds on essential business, he or she is required to nominate another adult to be responsible for his or her child and advise the Chief Instructor or a member of the BHPC Management Committee. The parent leaving the muster must provide a contact phone number, and the name of the person responsible for the absent parent's child.  
[cl 1 amendment approved at BHPC Management Committee meeting 15 February 2018]
2. Bad language and unsportsmanlike behaviour by members, parents or guests will not be tolerated. Polite behaviour, respect and support are expected at all times.

## **USE OF SHOWGROUNDS**

1. While training horses on the showground, riders should take care to move about to minimise the damage to the grass surface.
2. Riders must do slow work only, with nothing faster than a working canter and definitely no galloping or fast turns. Riders must keep well clear of the cricket pitch.
3. Lungeing of horses on long lunge lines on the Showground is not allowed – ridden work only is permitted. The square yard next to the Long Yard is for lungeing.
- 4.. No riding is allowed on the Showgrounds in wet weather. If in any doubt, riders should use the Cemetery Paddock.
5. The “Closed” sign on the Showgrounds lower gate must be obeyed.
6. Children under 15 years must be supervised by an adult.

## **BHPC ANNUAL CAMP**

All members wishing to ride, whether under instruction or not, during the Annual Camp must be current riding members, either full time or part time, however the BHPC Management Committee reserves the right to invite riders from other Pony Clubs or riders with insurance through Equestrian Australia.

[Approved at BHPC Management Committee meeting 1 June 2015, amendment approved at BHPC Management Committee meeting 15 February 2018]