



**PONY CLUB**  
WESTERN AUSTRALIA

# **STATE COMPETITION**

## **General Regulations**

**2019**

Effective 1<sup>st</sup> January 2019

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## INTRODUCTION

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Pony Club WA General Regulations will apply to all state competitions unless stated otherwise in a sport specific rule book or reference document.

## PONY CLUB WA STATE COMPETITION

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### 1 RALLY QUALIFICATION REQUIREMENTS FOR STATE COMPETITION

- 1.1 The riding member and horse combination must:
- i attend a minimum of three hours at three separate Working Rallies within the 12-month period prior to the date for close of entries for the relevant state competition, two of which must be at the club at which they are a member; and*
  - ii participate in at least one ridden session at each Working Rally.*
  - iii If riding two horses at a Working Rally, participate in at least one ridden session on each horse.*
- 1.2 A maximum of two horses/ponies may be ridden by one rider at any Working Rally

### 2 ASSOCIATE RIDING MEMBER RALLY QUALIFICATION REQUIREMENTS FOR STATE COMPETITION

- 2.1 The Associate Riding Member and horse combination must meet the rally qualification requirements set out in General Regulations 1.1 and 1.2 unless General Regulation 2.2 can be applied.
- 2.2 An Associate Riding Member can attend a minimum of three hours at two separate Working Rallies within the previous 12-month period prior to the date for close of entries for the relevant state competition, one of which must be at the club at which they are a member provided at least one of the following conditions has been satisfied:
- i the Associate Riding Member holds their C\*/K or above Certificate;*
  - ii the Associate Riding Member has provided coaching instruction for at least three hours at a minimum of one Working Rally (in addition to the Working Rallies required under rule 2.2) or*
  - iii the Associate Riding Member has provided other regular service to their club or Pony Club WA (i.e. Club Executive, Zone Representative, State Sport Committee) over the 12-month period prior to the date for close of entries for the relevant state competition.*
- 2.3 An Associate Riding Member can qualify a maximum of 2 horses under rule 2.2 and must be signed off by a Club Chief Coach and a member of Club Executive, provided that the qualifying horses(s) are known to the Club Chief Coach to be competent at pony club activities at the level chosen for competition.

For the Definition of a Working Rally, please refer to the 2018 Pony Club Rallies document found on the Pony Club WA Website.

**For all other qualification requirements refer to the sport specific rule book or reference document.**

### **3 RIDER ELIGIBILITY**

- 3.1 All riders entering any state competition must be current financial members of a pony club affiliated with Pony Club WA.
- 3.2 All riders should be aware of the rules of the sport in which they are competing.

### **4 AGE OF RIDER**

For all state competitions conducted by Pony Club WA, the age of the rider is taken as at the first day of the current calendar year.

### **5 HORSE ELIGIBILITY**

- 5.1 A horse or pony can participate in a state competition conducted from the beginning of the calendar year in which it attains five years of age.
- 5.2 Where a sport specific rule book or reference document provides for height restrictions on horses or ponies (e.g. under 14.2h, etc.) riders may be requested to provide height certificates.

### **6 CLOSING DATES**

- 6.1 Entries for all state competitions must be submitted by the closing date advised on the entry forms and website.
- 6.2 Late entries will not be accepted in any circumstances.

### **7 DECLARATIONS**

Entries for all state competitions will not be accepted without signed Attendance/Qualification Declarations (where applicable).

### **8 PAYMENT**

Payment for all state competition entries must be made by the date advised on the entry forms and website.

### **9 WITHDRAWALS**

Rider withdrawals must be made in writing to the relevant State Sport Committee.

### **10 REFUNDS**

- 10.1 Where a rider withdraws in accordance with rule 9:
  - i all levies will be refunded in full; and*
  - ii entry fees shall be refunded in full (less a 20% administration fee) by Pony Club WA in the following circumstance:*
    - a. where an entry is not accepted by Pony Club WA due to the total number of entries received exceeding the maximum capacity of the event/venue;
    - b. where a rider withdraws prior to close of entries;
    - c. where a Doctor's Certificate or a Veterinary Certificate is provided; or
    - d. where a team or pair is no longer eligible to participate due to a withdrawal as outlined above and a replacement cannot be found.

- 10.2 Requests for refunds must be forwarded to the Pony Club WA Office on the prescribed form, together with the required certificate (if applicable), within seven days following the competition.

## **11 OVERDUE ACCOUNTS**

Any club or individual member who has an outstanding account, over 60 days with Pony Club WA will not be permitted to participate in any state competition until such time as payment has been received in full.

## **12 COMPOSITE TEAMS**

- 12.1 Composite teams/pairs shall only be permitted where:
- i permitted by the sport; and*
  - ii when a club or zone does not have enough qualified riders eligible to enter the relevant competition.*
- 12.2 The formation and inclusion of composite teams/pairs are at the State Sport Committee's discretion when numbers allow.
- 12.3 Composite teams/pairs shall be formed by the State Sport Committee at random and without bias or favour unless otherwise stated in the sport specific rule book or reference documents.

## **13 SUBSTITUTIONS**

- 13.1 In the case of injury after the closing date of a state competition, an application for substitution of a team member or horse must be made to the appropriate State Sport Committee. The application must be made by submitting a Pony Club WA Substitution Form and such applications will be given full consideration. The decision of the State Sport Committee is final.
- 13.2 **Substitutions prior to the start of the event:** Clubs may not substitute a member already entered in a team to fill a vacancy that occurs in another club team due to a rider withdrawal, once the draw has been published. A duly qualified horse and rider combination, not already entered in the competition/class, may be added as a substitution.
- 13.3 **Substitutions on the day of the event:** Teams making substitutions on the day of the competition can only substitute with a duly qualified horse/rider already entered in the competition, but not the class in question.
- 13.4 In the event of withdrawal of team members from a first zone team, members from the second zone team cannot be used to replace them. In such instances, the reserve riders are to be used to replace rider/s that has withdrawn.

## **14 DRAW**

- 14.1 Where a State Sport Committee is responsible for creating a competition draw, it must be completed at random and without bias or favour.
- 14.2 A draw for a state competition must be approved by the relevant State Sport Committee.
- 14.3 Changes to a draw after it has been published must be approved by the relevant State Sport Committee.

## **15 TEAM MANAGERS**

- 15.1 Team managers must be familiar with the roles and responsibilities of a team manager as outlined in Pony Club WA Handbook.
- 15.2 Team managers must be over the age of 18 and not riding in the state competition.
- 15.3 Team managers to whom a parent exemption does not apply MUST have a current Working with Children Check.

## **16 HELPERS**

- 16.1 Helper duties will be allocated to clubs or individuals participating in state competitions.
- 16.2 Failure to complete an allocated Helper Duty may lead to club, team or individual disqualification at the discretion of the State Sporting Committee.
- 16.3 In the event of a rider withdrawing after the close of entries, the rider and club remain responsible for the helper duty allocated to the withdrawn rider if a replacement cannot be found by the State Sport Committee.
- 16.4 Volunteer helpers over the age of 18 that will be having contact with children in the line of their duty and to whom a parent exemption does not apply MUST have a current Working with Children Check.

## **17 UNIFORM**

- 17.1 When competing:
  - i as an individual in a state competition, pony club uniform is required to be worn unless otherwise stated;*
  - ii as a part of a club team in a state competition, pony club uniform is required to be worn unless otherwise stated; and*
  - iii as a part of a zone team in a state competition, zone uniform is required to be worn. An exception to this rule is Active Riding.*
- 17.2 A competitor whose safety helmet comes off his or her head whilst riding in any state competition must place it back on their head with straps done up before continuing. Failure to do so will result in elimination.
- 17.3 All competitors must be in the correct uniform (having regard to rule 17.1) during presentations at state competitions.

## **18 GEAR CHECKING**

- 18.1 All dress and saddlery must comply with the current Pony Club WA Gear Checking Manual and any subsequent amendments - see [Pony Club WA website - Gear Checking](#).
- 18.2 Riders must be accompanied by the team manager or other authorised person for Gear Checking prior to the start of the state competition. Gear Checking shall be carried out prior to each phase or class of a competition.

## 19 MEDICAL SERVICES

- 19.1 A Medical Service must be present for the duration of the competition.
- 19.2 If the Medical Service is required to leave the grounds, then all competition must be halted until it returns.
- 19.3 The Medical Service required at State Competition must consist of one paramedic or paramedic equivalent, a fully equipped emergency vehicle which can access all areas of the competition, plus at least one of the following:
- i paramedic or paramedic equivalent*
  - ii ambulance officer*
  - iii first responder*
  - iv doctor*
  - v qualified first aid officer*
  - vi qualified trauma nurse*

## 20 VETERINARY SERVICES

- 20.1 A veterinarian on grounds or on call is a recommendation at a State Competition unless stated as a requirement in Sport Specific Rules/Reference Documents.
- 20.2 If a vet on grounds or on call is not available, this must be clearly stated in the Event Information Pack and Programme.

## 21 TECHNICAL EXPERT

- 21.1 For a state competition, the State Sport Committee or organising Taskforce must appoint a Technical Expert who is responsible for:
- i supervising the technical conduct of the competition;*
  - ii investigating any reported irregularities; and*
  - iii where reasonably practical, intervene in time to prevent any abuse of the horse.*
- 21.2 The name of the Technical Expert must be published in the schedule and programme of the state competition.
- 21.3 The Technical Expert for each state competition is described below.

Event/Sport	Title	Qualifications
Active Riding	Steward	As per Active Riding Rules
Dressage	Chief Steward	Knowledge of dressage rules
Eventing	Technical Delegate	As per officiating guidelines
Showjumping	Technical Delegate	EA Accredited Judge/Course Designer with minimum 5 years' experience
Tetrathlon	Technical Expert	As appointed by the Tetrathlon Committee



## **22 SCORES**

- 22.1 Competition scores and results will be posted as soon as possible after the completion of the relevant class/phase and any relevant test sheets/score sheets made available.
- 22.2 Score sheets and results must be posted with time of posting clearly marked on the sheet.

## **23 STATE COMPETITION COMPLAINTS**

- 23.1 Competition complaints are queries and complaints that arise from all Pony Club WA competitions, including state competitions.
- 23.2 This includes, but is not limited to, complaints relating to:
- i incorrect results;*
  - ii missing scores;*
  - iii rules of competition;*
  - iv eligibility of horse or rider;*
  - v irregularities or incidents during a competition;*
  - vi conduct of officials; and*
  - vii conduct of participants.*
- 23.3 Competition complaints that concern processes, rather than the outcome or result of a competition, are dealt with by the relevant State Sport Committee in the first instance. If the complaint cannot be resolved by the State Sport Committee, a formal complaint may be lodged as per the Pony Club WA Complaints Policy.
- 23.4 Competition complaints that concern results are dealt with in the first instance as an enquiry. All enquiries come to the event office and shall be referred to the Technical Expert if required.
- 23.5 Only the following persons are entitled make an enquiry:
- i the team manager or Authorised Person for Team events;*
  - ii the parent or guardian for individual events if the rider is under the age of 18; or*
  - iii The rider for individual events if the rider is over the age of 18.*
- 23.6 Complaints concerning:
- i the eligibility of a rider or horse, or to the conditions of the arena must be received no later than 30 minutes before the start of the relevant competition;*
  - ii irregularities or incidents during a competition, or the classification of a competition must be received no later than 30 minutes after the posting of scores/results on the event notice board.*
- 23.7 If the complainant is not satisfied with the outcome of the enquiry, he or she can appeal the decision by lodging a protest with the Appeals Committee pursuant to rule 22.

## **24 PROTESTS**

- 24.1 A protest may only be lodged following a decision by the Technical Expert.
- 24.2 Only the following persons are permitted to lodge a protest:
- i the team manager or Authorised Person for team events;*

- ii the parent or guardian for individual events if the rider is under the age of 18; or*
- iii the rider for individual events, if the rider is over the age of 18.*

- 24.3 A protest must be lodged with the event Secretary or the Technical Expert no later than 30 minutes after the decision of the Technical Expert.
- 24.4 Protests must be lodged in writing, signed by the person making the protest and presented personally with any supporting evidence, names of witnesses and the protest fee of \$50. The \$50 protest fee will be refunded if the protest is upheld.
- 24.5 All protests will be considered by the Appeals Committee following lodgement.
- 24.6 The decision of the Appeals Committee in respect of any protest is final.

## **25 APPEALS COMMITTEE**

- 25.1 The Appeals Committee is responsible for:
- i dealing with protests against decisions of the Technical Expert; and*
  - ii dealing with cases of infringements of any rules for which the Technical Expert is not responsible.*
- 25.2 In carrying out its responsibilities the Appeals Committee may seek the advice of any person deemed appropriate and necessary to assist them in reaching a decision.
- 25.3 The composition of the Appeals Committee for each state competition shall be determined by the State Sport Committee or organising Taskforce, providing that the Appeals Committee shall consist of at least three people, all of whom have sufficient knowledge of the rules and processes relevant to Pony Club WA and that sport.
- 25.4 The following persons may not serve as a member of the Appeals Committee:
- i the Technical Expert that made the decision that is the subject of the relevant protest and appeal;*
  - ii any judges of the competition/class pertaining to the protest; and*
  - iii any person with a conflict of interest.*

## **26 SWABBING**

Pony Club WA adheres to a policy of random swabbing. Swabbing may be carried out at any state competition.

## **27 SMOKING AND ALCOHOL**

- 27.1 All Pony Club events are smoke-free and alcohol-free whilst the competition is in progress.
- 27.2 Smoking or the consumption of alcohol will not be permitted while riders are wearing zone or pony club uniform. Failure to comply with this rule may result in disqualification of the individual or the team at the discretion of the Technical Expert or State Sport Committee.

## **28 DOGS AT PONY CLUB WA EVENTS**

Dogs are not permitted at any state competition or preliminary event. If dogs are found to be at these events, the rider to whom the dog belongs or is associated will be disqualified by the State Sport Committee.

## **29 USE OF PORTABLE YARDS AT EVENTS**

Stabling and yards should be of solid construction. The use of electrified tape, strings, ropes or chains is not permitted at Pony Club events.

## **30 ACCEPTANCE OF THE RULES**

- 30.1 All members of the Pony Club WA shall accept and be bound by Pony Club WA Rules, Policies and Procedures.
- 30.2 Submitting an entry for a state competition constitutes implicit acceptance of Pony Club WA Rules, Policies and Procedures.
- 30.3 Riders are responsible for knowing and complying with these rules and any other sport specific rules or reference documents.
- 30.4 Breach of the rules may result in elimination or the application of other penalties as stipulated in the relevant rules.

## **31 DISCLAIMER OF LIABILITY**

Neither the State Sport Committee nor the Pony Club Western Australia Inc accepts any liability for any accident, damage, injury, or illness to horses, riders, ground, spectators or any other person or property whatsoever.

## **32 RESERVATION OF RIGHT**

- 32.1 The State Sport Committee or organising Taskforce reserves the right to:
  - i cancel any class or event;*
  - ii divide any class;*
  - iii alter the advertised class or event times and*
  - iv refuse any entry that does not meet the correct qualifications.*

## **SUPPLEMENTARY RULES FOR STATE COMPETITION**

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Please read any sport specific rules, reference documents and entry packs for:

- information on how to conduct a zone run-off;
- officials used in specific sports;
- sport specific State Championship qualifications;
- sport specific rules;
- sport specific scoring; and
- high-point calculations.

## CODES OF CONDUCT

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Pony Club Western Australia promotes the following codes of conduct to all people involved with the sport of pony club. These codes of conduct highlight the principles and values of Pony Club WA and our related policies.

In competition, breaches of the Codes of Conduct, including the use of bad and/or abusive language, by a competitor, parent, team manager, coach or official may result in disqualification of the individual competitor or team. At all other times, breaches of the Codes of Conduct by persons involved in the sport of pony club may result in the application of disciplinary procedures pursuant the Pony Club WA Disciplinary Policy.

### 33 GENERAL CODE OF CONDUCT

The following standards of behaviour are expected of any person involved with the sport of pony club.

#### Fairness

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage opportunities for participants to learn appropriate behaviours and skills.
- Encourage participation in all aspects of the sport.
- Be fair, considerate and honest in all dealing with others.

#### Respect

- Treat each person as an individual.
- Be a positive role model.
- Display control, tolerance and courtesy to all involved with the sport.
- Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

#### Safety

- Ensure your actions contribute to a safe environment.
- Ensure your actions contribute to a harassment free environment.
- Do not tolerate violence or abusive behaviours.
- Show concern and caution towards others who may be sick or injured.

#### Responsibility

- Be aware of Pony Club WA's standards, rules and policies including, but not limited to, the Member Protection Policy.
- Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
- Always make responsible choices and adopt appropriate behaviours with respect to alcohol and recreational, illicit and performance enhancing drugs.
- Act with integrity and accept responsibility for your actions.
- Make a commitment to providing quality service.

- Understand your responsibility if you breach or are aware of any breaches of these Codes of Conduct and other Pony Club WA rules, regulations and policies.
- Be a positive role model.

### **34 RIDER**

- Abide by the General Code of Conduct.
- Ride by the rules.
- Never argue with an official. If you disagree, have your team manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials, sledging other competitors, deliberately distracting or provoking other competitors is not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or for your team. Your team's performance will benefit; so will you.
- Be a good sport. Applaud all good efforts whether they are by your team or other competitors. Treat all participants in your sport, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another competitor.
- Cooperate with your coach, teammates and other competitors. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **35 PARENT/GUARDIAN**

- Abide by the General Code of Conduct.
- Remember that children participate in sport for their enjoyment.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn by best example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### **36 SPECTATOR**

- Abide by the General Code of Conduct.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young rider for making a mistake. Positive comments are motivational.

- Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or riders.
- Show respect for other competitors. Without them there would be no competition.
- Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass riders, coaches, officials or other spectators).
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

### **37 ADMINISTRATORS**

- Abide by the General Code of Conduct.
- Involve your people in planning, leadership, evaluation and decision making relating to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a competitor but also as a coach, official and administrator etc.
- Ensure that rules, equipment, competition and training schedules are modified to suit the age, ability and maturity of young riders.
- Provide quality supervision and instruction for riders.
- Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
- Help instructors and officials highlight appropriate behaviour and skill development and help improve the standard of instruction and officiating.
- Ensure everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Where appropriate, make available a copy of the Codes of Conduct to spectators, officials, parents, instructors, riders and the media and encourage them to follow it. Remember you set an example. Your behaviour and comments should be positive and supportive.
- Make it clear that abusing young people is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background and religion.

### **38 OFFICIALS**

- Abide by the General Code of Conduct.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn non-supportive behaviour and promote respect for all competitors.
- Emphasise the spirit of the competition rather than the errors.
- Encourage and promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all you people a 'fair go' regardless of their gender, ability, cultural background or religion.

### **39 COACHES**

- Abide by the General Code of Conduct.
- Abide by the NCAS Coaches Code of Ethics (refer to the Pony Club WA Handbook)

# **THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE**

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The FEI requires all those involved in international equestrian sport to adhere to the FEI Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount. Welfare of the horse must never be subordinated to competitive or commercial influences. The following points must be adhered to:

## **GENERAL WELFARE**

### **Good Horse Management**

Stabling and feeding must be compatible with the best horse management practices. Clean and good quality forage, feed and water must always be available.

### **Training Methods**

Horses must only undergo training that matches their physical capabilities and level of maturity for their respective disciplines. They must not be subjected to methods which are abusive or cause fear.

### **Farrier & Tack**

Foot care and shoeing must be of a high standard. Tack must be designed and fitted to avoid the risk of pain or injury.

### **Transport**

During transportation, horses must be fully protected against injuries and other health risks. Vehicles must be safe, well ventilated, maintained to a high standard, disinfected regularly and driven by competent personnel. Competent handlers must always be available to manage the horses.

Transit - All journeys must be planned carefully, and horses allowed regular rest periods with access to food and water in line with current FEI guidelines.

## **FITNESS TO COMPETE**

### **Fitness and Competence**

Participation in competition must be restricted to fit horses and riders of proven competence. Horses must be allowed suitable rest period between training and competitions; additional rest periods should be allowed following travelling.

### **Health Status**

No horse deemed unfit to compete may compete or continue to compete; veterinary advice must be sought whenever there is any doubt.

### **Doping & Medication**

Any action or intent of doping and illicit use of medication constitutes a serious welfare issue and will not be tolerated. After any veterinary treatment, sufficient time must be allowed for full recovery before competition.

### **Surgical Procedures**



Any surgical procedures that threatens a competing horse's welfare or the safety of other horses and/or riders must not be allowed.

#### **Pregnant & Recently Foaled Mares**

Mares must not compete after their fourth month of pregnancy or with foal at foot.

#### **Misuse of Aids**

Abuse of a horse using natural riding aids or artificial aids (e.g. whips, spurs, etc.) will not be tolerated.

### **EVENTS MUST NOT PREJUDICE HORSES WELFARE**

#### **Competition Area**

Horses must be trained and compete on suitable and safe surfaces. All obstacles and competition conditions must be designed with the safety of the horse in mind.

#### **Ground Surfaces**

All ground surfaces on which horses walk, train or compete must be designed and maintained to reduce factors that could lead to injuries.

#### **Extreme Weather**

Competitions must not take place in extreme weather conditions that may compromise welfare or safety of the Horse. Provision must be made for cooling conditions and equipment for horses after competing.

#### **Stabling at Events**

Stables must be safe, hygienic, comfortable, well ventilated and of sufficient size for the type and disposition of the horse. Washing-down areas and water must always be available.

### **HUMANE TREATMENT of HORSES**

#### **Veterinary Treatment**

Veterinary expertise must always be available at an event. If a horse is injured or exhausted during a competition, the rider must stop competing and a veterinary evaluation must be performed.

#### **Referral Centre**

Wherever necessary, the horse should be collected by ambulance and transported to the nearest relevant treatment centre for further assessment and therapy. Injured horses must be given full supportive treatment before being transported.

#### **Competition Injuries**

The incidence of injuries sustained in competition should be monitored. Ground surface conditions, frequency of competitions and any other risk factors should be examined carefully to indicate ways to minimise injuries.

#### **Euthanasia**

If injuries are sufficiently severe a horse may need to be euthanised by a veterinarian as soon as possible on humane grounds, with the sole aim of minimising suffering.

**Retirement**

Horses must be treated sympathetically and humanely when they retire from competition.

**EDUCATION**

The FEI urges all those involved in equestrian sport to attain the highest possible levels of education in areas of expertise relevant to the care and management of the competition horse.

This Code of Conduct for the Welfare of the Horse may be modified from time to time and the views of all are welcomed. Particular attention will be paid to new research findings and the FEI encourages further funding and support for welfare studies.

# APPENDIX I

## STATE COMPETITION PROTEST FORM

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Conditions for lodging a protest are outlined in Pony Club WA State Competition General Regulations. A protest may only be lodged following a decision by the Technical Expert.

Only the following persons are permitted to lodge a protest:

- i the team manager or Authorised Person for team events;
- ii the parent or guardian for individual events if the rider is under the age of 18; or
- iii the rider for individual events, if the rider is over the age of 18.

A protest must be lodged with the event Secretary or the Technical Expert no later than 30 minutes after the decision of the Technical Expert.

Protests must be lodged in writing, signed by the person making the protest and presented personally with any supporting evidence, names of witnesses and the protest fee of \$50. The \$50 protest fee will be refunded if the protest is upheld.

All protests will be considered by the Appeals Committee following lodgement.

The decision of the Appeals Committee in respect of any protest is final.

Event:			
Rider:		Horse:	
Protest submitted by:		Position:	
Date Submitted:		Time Submitted:	
Rider Signature:		Mobile:	
Team Manager Signature:		Mobile:	

Brief Description of Protest:

Witness 1:		Mobile:	
Witness 2:		Mobile:	

Please attach further details/documentation/evidence to support your Protest.

<i>Event Secretary Use Only</i>			
Date Received:		Time Received:	

## APPENDIX II

### SUBSTITUTION OF HORSE/RIDER AFTER CLOSE OF ENTRIES

In the case of injury after the closing date of a state competition, an application for substitution of a team member or horse must be made to the appropriate State Sport Committee. The application must be made by submitting a Pony Club WA Substitution Form and such applications will be given full consideration. The decision of the State Sport Committee in respect of the substitution of a team member or horse is final.

**Substitutions prior to the start of the event:** Clubs may not substitute a member already entered in a team to fill a vacancy that occurs in another club team due to a rider withdrawal, once the draw has been published. A duly qualified horse and rider combination, not already entered in the competition/class, may be added as a substitution.

**Substitutions on the day of the event:** Teams making substitutions on the day of the event can only substitute with a duly qualified horse/rider already entered in the event, but not the class in question. This form is to be signed and submitted by the Team Manager, not the individual.

Event:						
Substituted Rider:				Substituted Horse:		
Replacing Rider:				Replacing Horse:		
Class/es for substitution						
Requested prior to start of event	Y	N	Requested on the day of the event	Y	N	

#### Club Official

Name:		Signed:		Date:	
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#### Team Manager

Name:		Signed:		Date:	
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The below declaration MUST be signed by Club Officials if horse/rider is not already entered in the event: *We, the undersigned, do hereby declare that the above-named horse and rider combinations ARE COMPETENT and have completed the required pony club rallies, as defined by the Working Rally Definition (2018) We have read and understood the definition of a working rally and declare that the rallies used for qualification were undertaken in accordance with the above mentioned definition.*

I declare I am duly qualified for this event and have attached record of qualifications where applicable:

#### Competitor:

Name:		Signed:		Date:	
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Committee use only:			
Date received by Committee:		Time Received by Committee:	
Date Approved by Committee:		Date Approved by Committee:	

## APPENDIX III

### REFUND REQUEST FORM

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<b>Member Name:</b>		<b>Date of Lodging Request:</b>	
<b>Pony Club WA Member Number:</b>			
<b>Pony Club WA Event Withdrawn from:</b>			
<b>Date of Event:</b>			
<b>Class(es) Withdrawn from:</b>			
<b>Please attach supporting documentation (tick appropriate box):</b>			
<b>Medical Certificate</b>		<b>Veterinary Certificate</b>	
<b>Reasons for Withdrawal:</b>			
<i>I understand that my refund request will be processed in accordance with the Pony Club WA State Competition General Regulations and if accepted, the refund will be made to my club.</i>			
<b>Member name:</b>		<b>Member Signature:</b>	

<b>ADMINISTRATION USE ONLY</b>					
Approved		Denied		Adjusted amount	
Comments:					
<b>Staff name:</b>		<b>Signature:</b>			