

PONY CLUB



THE PONY CLUB

The Worldwide Association of Young Riders

Patron: HRH The Princess Royal, KG KT GCVO QSO GCL

President: The Lady Lloyd Webber

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Chairman: Tim Vestey

Chief Executive: Marcus Capel

The Pony Club is an international voluntary youth organisation for those interested in horses, ponies and riding. It is the largest association of riders in the world. It is represented in no less than 27 countries and has a membership exceeding 110,000.

THE PONY CLUB HANDBOOK IS PUBLISHED BY THE PONY CLUB

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Contents



Pony Club Committee Structure	4
Area Representatives.....	8
Centre Coordinators.....	9
Sports.....	10
Rules of The Pony Club	14
1. Introduction.....	14
2. Definitions	16
3. Period Of Office.....	18
4. Structure.....	18
5. Conflict Of Interest.....	26
6. Minutes	27
7. Membership	27
8. Branch Membership And Transfers	30
9. Area And Branch Organisation	32
10. Branch Activities.....	42
11. Centre And Centre Plus Membership	44
12. Remuneration And Expenses	46
13. The Pony Club Tests	47
14. Coach Accreditation	47
15. The Pony Club Championships.....	47
16. Dress And Saddlery For Pony Club Members.....	47
17. Safeguarding	52
18. Displays	52
19. Prohibited Activities	52
20. Complaints Procedure.....	52
21. Finance	52
22. Insurance	57
23. Legal Liability	57
24. General.....	57
Administrative Notes	58
Purpose	58
The Pony Club Logo.....	58
Pony Club Colours.....	58
Pony Club Badges And Ties.....	58
Press And Marketing	59
Marketing Materials.....	59
Pony Club Official Clothing	59
Pony Club Publications	59
Health And Safety And Safeguarding	60

Insurance.....	61
Membership.....	63
Coaches And Training.....	64
Pony Club Activities	67
Working Rallies.....	67
Unsuitable Horses/Ponies And Unsuitable Saddlery	67
Competitions.....	67
Hunting	68
Exchanges Between Branches, Centres And International Visits	68
Youth Programmes	69
The Pony Club Website	69
The Pony Club Email System.....	69
The Pelham System.....	69
Travelling Expenses	70
Pony Club Areas.....	73
Pony Club Branches In The UK	85
Pony Club Centres In The UK	102
Pony Club International Alliance.....	124
Euro Pony Club.....	135
Overseas Pony Club Centres	126
Index.....	128



Pony Club Committee Structure



Term of office ends at the end of year in brackets after each person's name.

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Chairman of A.R's (Ex Officio)



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(2026)



Nigel Howlett
(Treasurer) (2026)



Anna Goodley
(2026)



Miles Toulson-Clarke
(2029)



Justine Tumper
(2029)

MANAGEMENT COMMITTEE



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(2026)



Robin Bower (A.R)
(2029)



Sarah MacDonald
(Training)



Nigel Howlett
(Treasurer)



**Helen Jackson (Area
Representatives)**



Lea Allen
(Centre Membership)



**Paul Darby (Safety and
Welfare)**



Patrick Campbell
(Sports)



**Clare Valori (Volunteers
& Officials)**



**Andrew James (Rules
& Compliance)**



Marcus Capel (CEO)



Heidi Lockyer
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**Amy Veitch (Youth
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Will Harrison (2027)

Anthea Jepson (2028)

Penny Sangster (2028)

Ex Officio Members:

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Tracy Cooksley (2028)

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**For full details of The Pony Club Governance
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Mandy Donaldson (Chairman) (2026)

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Judy Hardcastle (2026)

Zoe Kennerley (2026)

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(Coordinator Representative) (2028)

Julie Hodson (AR)(2028)

Lena Pearson-Wood (AR)(2028)

Heather Williams (2028)

Jane Speakman (2028)

Jayne Bowman (2028)

Rules of The Pony Club



(Text in bold type and sidelined denotes a change from the Rules as printed in the 2025 Handbook)

Any changes made to the Rules of The Pony Club during the year will be made available online at pcuk.org and Branches and Centres will be notified.

1. INTRODUCTION

Purpose

1.1 The Pony Club is a voluntary youth organisation for young people interested in ponies and riding. It is a Registered Charity and is subject to Charity legislation and to regulation by the Charity Commission. The Legal Objects of The Pony Club are set out in clause 4 of the Articles of Association (a copy of which may be obtained from The Pony Club Office upon payment of a fee).

The purpose of The Pony Club is:

- ▶ To promote and advance the education and understanding of the public and particularly children and young people, in all matters relating to horsemanship and the horse.
- ▶ To encourage the development of sportsmanship, unlocking potential by building resilience, confidence, teamwork and leadership skills.
- ▶ To support and develop the volunteering network to strengthen The Pony Club community and sustain life-long engagement with equestrianism.

1.2 The Pony Club Office is at Lowlands Equestrian Centre, Old Warwick Road, Warwick, CV35 7AX from where The Pony Club

is managed by a permanent staff responsible to the governing body (the Trustees).

Health and Safety Policy

1.3 The Trustees are committed to ensuring, so far as is reasonably practicable, the Health and Safety of its employees, of everyone who assists The Pony Club in whatever capacity, Members and their families and members of the public who may be affected by the activities of The Pony Club.

1.4 The Trustees will ensure that management procedures and rules are in place to ensure that all Pony Club activities are run with due regard for the Health and Safety of all those people who may be affected by those activities and to ensure that all statutory duties are met.

1.5 Each employee, Area Representative, and District Commissioner/Centre Proprietor shall be given such information, instruction and training as is necessary for them to perform their duties in safety. When tasks require particular skills additional to those of The Pony Club staff and volunteers, a competent person or contractor with the necessary experience and training shall be engaged.

1.6 Each employee and volunteer will be expected to co-operate with The Pony Club or District Commissioner/Centre Proprietor to ensure that all statutory duties are complied with and to ensure that all work activities are carried out safely. Each individual has a legal obligation to take reasonable care for his or her own Health and Safety, and for the safety of others who may be affected by his

or her acts or omissions. Any person who is concerned about any issue relating to Health and Safety should raise the matter with their District Commissioner/Centre Proprietor or manager at the earliest available opportunity.

Organisational Arrangements

1.7 The Chief Executive and the Pony Club Office shall on behalf of the Trustees

- i. Ensure that Rules and procedures are published and updated regularly to cover all Pony Club activities;
- ii. Ensure that adequate Employer's Liability and Public Liability insurance cover, as determined by The Trustees of The Pony Club, is obtained;
- iii. Ensure that adequate training and instruction is provided for Area Representatives, District Commissioners, Volunteers and Employees;
- iv. Maintain a central record of competent Coaches and their attendance at professional development training. Coaches may be deemed to be competent by virtue of qualification, achievement or experience in one or more fields relevant to Pony Club activities;
- v. Ensure that all activities organised by The Pony Club are run with due regard to the Health and Safety of everyone who may be affected by that activity;
- vi. Ensure that adequate safeguarding procedures are notified to Area Representatives, District Commissioners and Centre Proprietors for implementation at all Pony Club activities;
- vii. Maintain effective communications on Health and Safety issues with employees, Area Representatives, District Commissioners and Centre Proprietors;
- viii. Require accidents to be investigated to identify the causes so that actions may be taken to reduce the possibility of a recurrence.

1.8 District Commissioners shall operate

their Branches in accordance with the Rules of The Pony Club and statutory requirements and with due regard for the health and safety of their Members, parents and guardians, volunteers and any other person who may be affected by the activities organised by the Branch.

1.9 Area Representatives are responsible for monitoring the Health and Safety performance of the Branches in their Area.

1.10 Pony Club Linked Riding Centres are responsible for their own Health and Safety arrangements. These will be monitored by their Area Centre Coordinator and reported to The Pony Club Office as part of the Centre annual visit.

Responsibilities of Employees, Officials, Volunteers, Coaches and Contractors

1.11 All persons acting on behalf of The Pony Club or carrying out work for The Pony Club must -

- i. Take reasonable care for their own Health and Safety;
- ii. Consider the safety of other persons who may be affected by their acts or omissions;
- iii. Work within the limits of their own training and competence and the information and instructions they have received;
- iv. Refrain from intentionally misusing or recklessly interfering with any equipment provided for Health and Safety reasons;
- v. Report any hazardous defects in plant and equipment or shortcomings in the existing safety arrangements to a member of the Branch Committee, or their immediate Pony Club contact, as soon as practicable;
- vi. Report all accidents to a member of the Branch Committee, or their immediate Pony Club contact.

1.12 Health and Safety is to be given priority over any other Pony Club activity.

Other Legislation

1.13 It is also the policy of The Pony Club to take account of, and to implement as required, legislation on human rights, legislation which impacts voluntary youth organisations, and which regulates the care and supervision of young people.

1.14 In relation to equity, equality and diversity, The Pony Club

- i. aims to ensure that all people, irrespective of race, gender, ability, ethnic origin, social status or sexual orientation have equal opportunities to take part in equestrianism at all levels and in any roles;
- ii. seeks to educate and guide Pony Club Members, their employees and volunteers on the ownership, adoption and implementation of its Equity, Equality and Diversity Action Plan;
- iii. intends to raise awareness of equity, equality and diversity through the implementation of this policy and the adoption of the Equity, Equality and Diversity Action Plan; and, as a result of this process
- iv. aims to monitor, review and evaluate progress in achieving the stated aims and objectives and to feed back to member bodies on progress made.

1.15 The Pony Club will ensure that its recruitment and selection procedures are fair, transparent and meet the appropriate legal requirements.

2. DEFINITIONS

2.1 In these Rules:

“Area” means a geographic sub-division of Great Britain and Northern Ireland.

“Area Centre Coordinator” means the person

responsible for supporting Centres within an Area and for advising on Centre Membership issues within that Area.

“Area Representative” means the person responsible for overseeing Pony Club activities within an Area.

“BETA” means the British Equestrian Trade Association.

“BEF” means the British Equestrian.

“Branch” means an operating sub-division of The Pony Club, organising Pony Club activities at a local level.

“Branch Member” means a Member of a Branch.

“Branch Operations Director” means a person appointed by the Management Committee to assist relationships and communication, when required, between Branches and Area Representatives, and the Pony Club Office, and also to mediate in inter-Branch or intra-Branch disputes. He will be appointed for 3 years but may offer himself for re-appointment.

“Centre Member” includes both a Centre Member and a Centre Plus Member unless the context otherwise requires and means someone who is a Member through a Pony Club Centre.

“Centre Membership Scheme” means the approval of riding establishments as a Pony Club Linked Riding Centre administered by The Pony Club Office for the membership of Centre Members.

“Centre Plus Member” means someone who is a Member through a Pony Club Linked Riding Centre who has regular access to ride a horse/pony outside of Centre organised activities. This includes someone who owns, leases or borrows a horse/pony.

“Championships” means The Pony Club Championships, including where the context requires the Pony Club Tetrathlon, Polo and Endurance Championships and the Regional Championships.

“Charity” means “The Pony Club” as constituted as a Registered Charity.

“Children of the Family” includes siblings, half siblings, adopted children, foster children, and children who have a guardian residing at their address.

“Company Member” means a person who is entitled to vote at general meetings of The Pony Club being the Trustees, the Area Representatives, the Branch Operations Directors and the Chairmen of all National Committees.

“Designated Funds” are funds that have been earmarked by the Trustees or by a Branch Committee for specific projects.

“District Commissioner” means the person responsible for administering Pony Club activities within a Branch.

“Equestrian Professional” means a person who is financially interested in letting out or selling horses, in instructing in equitation or keeping liveries or other equestrian facilities.

“Household Membership” means membership available for up to a maximum of 5 Children of the Family living at the same permanent address who are Members of the same Branch.

“Free reserves” are the assets of the Branch (excluding fixed assets) less its liabilities and less any Restricted or Designated Funds.

“Handbook” means the annual publication giving information about The Pony Club.

“he” means either he or she and “his” means either his or her.

“Health and Safety Policy” means the Policy as stated in the introduction to these Rules.

“Management Committee” means the executive body responsible for the day-to-day operation of The Pony Club, whose membership is defined in Rule 4.10.

“Member” includes a Branch Member and a Centre Member unless the context otherwise requires.

“Membership Subscription Year” means the period of twelve months commencing on the date the Member’s subscription is paid and terminating on the day before the anniversary of this date.

“Non-Riding Member” means a Branch Member who is eligible to take part only in unmounted Pony Club activities (e.g. Horse and Pony Care, Quiz, Triathlon and unmounted rallies).

“Parents” shall include individuals with parental responsibility.

“Pony” means either a pony or a horse, except where the terminology is clearly specific to a pony.

“Pony Club Centre” or “Centre” means a Riding Centre that has been accepted to participate in the Centre Membership Scheme as a Pony Club Linked Riding Centre.

“Pony Club Office” or “The Office” means the central office maintained by The Pony Club, which is also the registered address of The Pony Club.

“Pony Club Year” means the period from 1 January to the following 31 December.

“Restricted Funds” are monies that have been given by a donor with conditions on how they are to be spent.

“Riding Member” means a Branch Member

who is eligible to take part in all Pony Club activities whether mounted or unmounted.

“Rules” and “Rules of The Pony Club” mean the Rules of The Pony Club, as published in the Handbook, and displayed on the website. The Rules are determined by the Trustees (in the spirit and best interests of The Pony Club and its objectives). The Rules may be added to, cancelled in whole or in part or altered, as the Trustees or the Company Members at a general meeting deem necessary. The Trustees may also make temporary rules for a limited period. Changes or additions to the Rules will be published on the website. Any query about the operation of the Rules or request for clarification should be referred to the Trustees.

“Safety and Welfare Committee” means the Committee established to perform the functions of the Health and Safety and Safeguarding Committee established under the Articles of Association.

“Website” means the website of The Pony Club, available at pcuk.org.

2.2 For the purposes of these Rules and individual sports rule books, a horse or pony shall be deemed to reach the age of 1 on the 1st January following the date on which it is foaled and shall be deemed to become a year older on each successive 1st January.

3. PERIOD OF OFFICE

3.1 The Chairman, Vice-Chairman and Treasurer shall serve in that capacity for a maximum of two terms of 3 years. No Trustee may serve for more than three consecutive terms of three years. They may then stand again after a period of 3 years has elapsed, up to a maximum of a further three consecutive terms of three years.

3.2 In exceptional circumstances, the Trustees may agree to an extension for a

person who otherwise would have to retire, but for a maximum of 1 year.

3.3 This Rule shall prevail if it is in conflict with any other Rule.

4. STRUCTURE

The Trustees

4.1 The Trustees are the ultimate authority of The Pony Club (subject to review by the Company Members at the Annual General Meeting) and are responsible for the general administration and management of the affairs of The Pony Club. The Trustees may delegate their authority to subsidiary bodies, officials and employees. A register shall be maintained of all delegations and authority limits.

4.2 Reporting to the Trustees will be the Management Committee, the Finance and Risk Committee, the Safety and Welfare Committee and the Chief Executive.

Chairman of The Pony Club

4.3 The Chairman of The Pony Club will be nominated by the Trustees after consultation with the Volunteers and Officials Committee. The Trustees’ nomination will then be subject to confirmation by the Company Members at the Annual General Meeting. The Chairman will hold office for three years from 1st January after his appointment and, subject to Rule 3, a retiring Chairman will be eligible for re-appointment. The Chairman may attend all meetings of any Committee of which he is not a member and have the right to speak at each such meeting but shall not have a vote.

Vice Chairman of The Pony Club

4.4 The Trustees will nominate a Vice Chairman of The Pony Club after consultation with the Volunteers and Officials Committee, to assist the Chairman in the performance of his duties. The Trustees’ nomination will then

be subject to confirmation by the Company Members at the Annual General Meeting. The Vice Chairman will hold office for three years from 1st January after his appointment and, subject to Rule 3, a retiring Vice Chairman will be eligible for re-appointment.

4.5 If the person appointed as Chairman or Vice Chairman is an Area Representative or Sports Chairman, he will resign his original position.

Honorary Appointments

4.6 The Trustees may make honorary appointments, such as President, or Vice President. The holders of such appointments will not, by virtue solely of that office, be members of any Pony Club Committee.

Finance and Risk Committee

4.7 The Finance and Risk Committee will monitor the integrity of The Pony Club's financial statements and internal controls. It will also review the budgets, the statutory accounts and the risk management systems, and will report on these to the Trustees at each meeting (so far as applicable). The Committee will also make recommendations to the Trustees in relation to the appointment and remuneration of the auditors and will have as specific terms of reference to

- ▶ oversee the financial reporting and disclosure process.
- ▶ monitor the choice of accounting policies and principles.
- ▶ oversee the hiring and performance and independence of the external auditors
- ▶ monitor internal controls and compliance with laws and regulations
- ▶ oversee preparation of the Trustees' annual report
- ▶ monitor the collation and updating of the risk register
- ▶ oversee the implementation of best anti-fraud practices

- ▶ oversee the implementation of appropriate whistle blowing practices
- ▶ implement and manage an appropriate board review process

4.8 The Committee will meet separately with the external auditors to discuss matters that the committee or auditors believe should be discussed privately and will be chaired by the Treasurer and shall include the Treasurer, another Trustee, two members nominated by the Area Representatives, and such other persons of appropriate expertise as may be nominated by the Trustees. The Committee will meet as required, but at least twice each year, and the Head of Finance (or other member of staff nominated by the Chief Executive) shall attend each meeting.

Management Committee

4.9 The Management Committee is the executive body charged with the management of The Pony Club in accordance with the policies and guidelines established by the Trustees and for the avoidance of doubt will be responsible for determining any matters which do not fall to be determined by any other committee.

4.10 The Vice Chairman of The Pony Club will chair the Management Committee and its membership will be:

- ▶ The Vice Chairman
- ▶ The Chairman of the Training Committee
- ▶ The Chairman of the Safety and Welfare Committee
- ▶ The Chairman of the Centre Membership Committee
- ▶ The Chairman of the Area Representatives' Committee
- ▶ The Chairman of the Chairmen of the Sports Committee
- ▶ The Chairman of the Rules and Compliance Committee
- ▶ The Chairman of the Finance and Risk Committee

Committee

- ▶ The Chairman of the Volunteers and Officials Committee
- ▶ The Chairman of the Youth Advisory Council.
- ▶ Two members elected by the Area Representatives
- ▶ The Chief Executive Officer
- ▶ The Head of Charity

4.11 Other members of the staff of The Pony Club may attend the meetings at the invitation of the Chairman of the Management Committee.

4.12 The elected Area Representatives on the Management Committee will serve for a period of three years. When required, an election for a new Area Representative member of the Management Committee will be held at the last meeting in the year of the Area Representatives' Committee, with the appointment to be effective from the following 1st January. Each member of the Management Committee shall have a nominated substitute who shall be entitled in the absence of that member to attend the Management Committee in his stead.

4.13 It will not normally be appropriate for a member of the Management Committee who is not a member of staff to hold the same position for more than three consecutive terms of three years but he may stand again after a period of one year has elapsed to a maximum of a further three consecutive terms of three years.

4.14 An Area Representative (other than the Chairman of the Area Representatives' Committee) serving as an elected Area Representative Trustee may not simultaneously serve on the Management Committee.

4.15 The Chairman of the Chairmen of Sports Committee will serve for a period of

three years and may not immediately stand for reelection.

4.16 The Management Committee will meet at regular intervals.

4.17 Management Committee decisions will normally be made by open vote. However, the Management Committee may decide to have a secret ballot if a majority of those present so wish. All members will have equality of voting on all matters. The Chairman of the Management Committee will have a second or the casting vote in the event of equality of votes. A quorum will consist of not fewer than five members of the Management Committee entitled to vote.

Rules applicable to all committees

4.18 Unless specifically provided for elsewhere in these rules, the following Rules shall apply to all committees, with the exception of the Appeals Committee: All Pony Club Committees and Sub-Committees, including Regional, Sport, Area, Branch and any other Committee set up to run activities on behalf of The Pony Club, must be properly constituted with Members elected on a 3 year basis, in line with all other Pony Club Committees. Minutes must be taken of any meetings and made available to the Area Representative, any other Company member or The Pony Club Office. Financial records must be kept for any account held by the Region, Area or Branch on behalf of The Pony Club and made available to the Area Representative or The Pony Club Office.

4.19 Each committee shall have a Chairman, who will normally hold office for three years, terminating at the end of the third Pony Club Year, although he may offer himself for re-appointment.

4.20 Nominations for the Chairman can be made by the relevant Committee members and by Company Members. If there is one

nominee, he will be appointed Chairman for a three year term. If more than one nomination is received, a vote by committee members and Company Members will determine who is appointed.

4.21 If the Chairman of any committee loses the confidence of his committee members, and he is unwilling to resign, then this should be reported to the Management Committee in writing, signed by a majority of the committee members. The Management Committee will appoint a person to investigate fully and, if necessary, report back on the facts. The Management Committee, in its absolute discretion, may end the appointment of a committee chairman or any other committee member at any time upon giving written notice to the individual. The Management Committee will normally seek representations from the individual concerned and will normally give reasons for its decision.

4.22 Persons appointed to committees established under these rules are expected to contribute fully to the working of that committee and therefore any persons who, without reasonable excuse, fails to attend (either in person or by conference call) three consecutive meetings of the committee shall cease to be a member of that committee.

4.23 Each committee **listed in Rule 4.29**, shall include two Area Representatives. Every Area Representative shall be offered a place on at least one committee. Area Representatives will serve on a committee for three Pony Club Years.

4.24 No later than 1st August each year, each Area Representative shall be invited to indicate the committees on which he wishes to serve. These should be given in order of preference. The Management Committee shall then allocate the Area Representatives to committees.

4.25 Other than the Area Representatives, persons will be appointed to become members of committees because of their expertise in a particular area. They will serve for a period of three years but may offer themselves for reelection. All vacancies must be advertised on The Pony Club website. All candidates must be nominated in writing by a Company Member. If there are more nominations than there are places available, then a vote will be held. Those entitled to vote will be the existing members of the Committee, both continuing and retiring, and the Company Members.

4.26 A list of the proposed composition of each committee for the coming year shall be submitted to the Annual General Meeting for ratification.

4.27 Proposals to fill vacancies that exist or occur after the list of the proposed composition of each committee for the coming year has been ratified by the Annual General Meeting, shall be submitted to the next Management Committee meeting after the vacancy arises for approval.

4.28 All members of a committee shall have equal voting rights, except that co-opted advisors shall not have a vote. The chairman of the committee shall have a second or the casting vote in the event of equality of votes. Any three members of a committee will form a quorum.

4.29 Subject to rules 4.30 below, each Committee shall comprise of a maximum membership as shown in the table below. Committees are free to operate with fewer members than the upper limit.

Committee	Upper Limit
Centre Membership	10
Finance & Risk	10
Management	14
Rules and Compliance	10+5 Ex Officio
Training	10+4 Ex Officio
Trustees	12
Volunteers and Officials	10
Safety and Welfare Committee	10
Youth Advisory Council	16
Dressage	10
Endurance	10
Eventing	10
Horsemanship	10
Mounted Games	10
Polo	10
Polocrosse	10
Pony Racing	10
Show Jumping	10
Tetrathlon	10+2 Ex Officio

4.30 If a Committee wishes to exceed the maximum membership shown in the table in rule 4.29, it may apply to the Management Committee for permission to do so. If the Management Committee is satisfied that exceptional circumstances exist justifying such an increase it may approve the request. The approval of the Management Committee may be given subject to such conditions as the Management Committee sees fit and may be time limited. If at any time a committee exceeds the maximum membership shown in the table in rule 4.29 (excluding those who are ex officio members of the Committee, no new members may

be appointed to the Committee until retirements lead to member numbers dropping below the upper limit.

4.31 With the agreement of their Committee and with the approval of the Management Committee, a Committee Chairman may co-opt advisors on to the Committee. Co-option should only be to provide a specific service or specialist advice. Co-opted advisors will attend committee meetings only until 31st December in the year they are co-opted. They may be co-opted again but only with the renewed agreement of the committee and approval of the Management Committee. Co-opted committee advisors do not have voting rights.

Area Representatives' Committee

4.32 The Area Representatives' Committee will comprise the 19 Area Representatives and will be chaired by an elected Area Representative. The Area Representative elected as the Chairman of the Area Representatives' Committee will serve as one of the two Area Representatives elected as a Trustee under Article 22.4 of the Articles of Association of The Pony Club.

Those persons who will be Area Representatives in the year following the vote are eligible to propose, second or vote for Chairman of the Area Representatives Committee. i.e. retiring Area Representatives are not eligible. The Committee will meet at least twice a year. The Branch Operations Directors shall be entitled to attend meetings of the committee but shall not have a vote.

Appeals Committee

4.33 The Appeals Committee will be an Ad Hoc Committee. In the event it is necessary for it to meet the Chairman of the Management Committee will establish a committee of three or more Company Members, retired

Area Representatives or retired Chairmen of a Sports Committee at least one of whom must be an Area Representative. The Committee will choose one of their number to act as Chairman. The members chosen must not have a conflict of interest.

4.34 The Chairman will have a second or the casting vote in the event of equality of votes.

4.35 The decisions of the Appeals Committee shall be final.

4.36 Any three members of the Appeals Committee will form a quorum.

Sport Committees

4.37 (a) There shall be formed a Committee for each sport listed in rule 4.29 comprising two Area Representatives plus other persons with relevant knowledge and experience of each sport.

(b) Subject to the overall control of the Management Committee, these Committees will in each case have responsibility for the administration of their sport/activity within The Pony Club.

(c) Each Committee will maintain a sport Rule Book which is published annually, and they adjudicate on any matters requiring resolution within their sport. These sport Rule Books form part of the Rules of The Pony Club.

(d) Each Committee shall meet as and when necessary to perform their functions.

(e) To assist them in performing their functions, the Committees formed for each sport under Rule 4.37(a) may, subject to Rule 4.37(f) below, appoint persons to be known as Area Coordinators for their sport with such functions as the Committee may determine.

(f) A Sport Committee may only appoint persons as Area Coordinators who have

been nominated by two or more District Commissioners from the Area and have the support of the Area Representative. In the absence of such support, the Management Committee will define the process for mediation and resolution.

(g) Persons appointed as Area Coordinators under this rule will hold office until the third 31st December following their appointment, although they may be reappointed for a further term of three years. In exceptional circumstances the Management Committee shall have the power to terminate the appointment of a person as an Area Sport Coordinator.

4.38 With the approval of the Management Committee, a newly appointed or re-appointed Sport Chairman may require up to 50% of the Sport Committee to resign.

Chairmen of Sports Committee

4.39 The Chairmen of Sports Committee will comprise the Chairmen of each of the Committees created under Rule 4.37. The Committee will elect a Chairman from amongst its number who will hold office for three years and will represent the Committee on the Management Committee in accordance with rules 4.10 and 4.15. The Committee will act as a forum for discussion of issues affecting the various sports. It will as far as reasonably practicable endeavour to ensure that there is consistency between the organisation and rules of the various sports whilst recognising that there will be areas in which they differ.

Training Committee

4.40 The Training Committee has responsibility for advising the Management Committee on:

- ▶ The training of Pony Club coaches;

- ▶ The training of Pony Club Members;
- ▶ All elements of horsemanship and horsemastership within competitions;
- ▶ The commissioning of coaching and training publications;
- ▶ All aspects of the A, AH, B+ and B Tests including the administration of tests;
- ▶ The appointments and removal of assessors to and from the Panel of Assessors for 'A' and 'AH' Tests.

4.41 The Training Committee shall meet annually to recommend any changes required to the syllabus of each Test, or to the fees charged for 'C' test and above.

Centre Membership Committee

4.42 The Centre Membership Committee has responsibility for advising the Management Committee on:

- ▶ The administration of the Centre Membership Scheme and all matters affecting the interests of Centre Members
- ▶ The criteria to be met and the standards required of Pony Club Centres to join the Centre Membership Scheme

4.43 To assist the Centre Membership Committee in the exercise of its functions an Area Centre Coordinator will be appointed for each Area.

Safety and Welfare Committee

4.44 The Safety and Welfare Committee will meet as required and will have responsibility for reviewing and advising the Trustees on:

- ▶ The Health and Safety Policy of The Pony Club
- ▶ The Pony Club Safeguarding Policy
- ▶ All matters concerning compliance with the safer recruitment requirements including disclosure checks and safeguarding training

Rules and Compliance Committee

4.45 The Committee will be responsible for maintaining the Rules of The Pony Club and recommending changes to the Trustees as they may be required. The Committee will scrutinise the various rule books to ensure consistency and set codes of conduct and standards to apply throughout The Pony Club. All complaints and disputes will be dealt with by the Committee.

4.46 The Branch Operations Directors will be members of the Committee. Two Area Representatives will also be members and the Committee will have power to co-opt additional members from time to time. It is recommended that one member of the Committee should have legal experience.

Volunteers and Officials Committee

4.47 The Committee will oversee the recruitment of volunteers to The Pony Club and for advising on the processes by which they are elected. The Committee will also approve and/or ratify new District Commissioners.

4.48 The Committee will ensure that suitable training and development is provided for volunteers and that they are duly rewarded and recognised. The Committee will consult with volunteers as it sees fit.

4.49 Membership of the Committee must include at least two Trustees and two Area Representatives. The Chairman of The Pony Club shall be ex officio a member of the Committee and may attend at his discretion.

Pony Club Youth Advisory Council

4.50 There shall be established a body to be known as the Youth Advisory Council ("the YAC") comprised solely of Pony Club Members which shall have the following responsibilities:

- to be a representative group of current Pony Club Members with varied experiences of the organisation, including membership type, geographic location and lived experience.
- to advise the Management Committee and to work closely with Pony Club Staff to amplify the youth voice on matters affecting the interests of Pony Club Members
- to ensure The Pony Club is a welcoming, inclusive organisation for young people to join, by providing advice and recommendations on developments within the organisation.

4.51 Membership of the YAC is open to Pony Club Members aged between 14 and 25 who must be Pony Club Members at the time of their application to join the YAC and who maintain their membership during their term on the YAC. Any member of the YAC whose membership of The Pony Club lapses for a period of more than one month will cease to be a member of the YAC.

4.52 Members will be appointed to the YAC for a three-year term. The maximum number of members of the YAC will be sixteen. It will meet online six times each year with support from Pony Club Staff. The Chairman and Vice Chairman of The Pony Club shall be entitled to attend these meetings.

4.53 The Trustees will make rules specifying the criteria candidates must meet to be appointed to the YAC as well as the process to be followed for their appointment. A Panel of senior volunteers and staff appointed by the Trustees and led by the Head of Charity will meet to consider applications from individuals wishing to be appointed as members of the YAC.

4.54 The members of the YAC will elect from within their number, a Chairman and Vice

Chairman. The Chairman of the YAC will be a member of the Management Committee.

4.55 A Sub-committee of the Trustees consisting of the Chairman, the Vice Chairman and the Chief Executive will meet annually to appoint two members of the YAC to represent The Pony Club on the Pony Club International Alliance Youth Advisory Committee. The role of the two members appointed will be to:

- Collaborate with other members of the Pony Club International Alliance to further PCIA benefits to our members.
- Communicate Pony Club International Alliance initiatives to Pony Club YAC and the wider PCUK community.
- Contribute to Pony Club International Alliance initiatives and actively promote the initiatives out in the field.
- Represent the membership at international level.

Treasurer of The Pony Club

4.56 The Treasurer of the Pony Club shall be appointed by the Trustees and will hold office for a period of three years. Subject to Rule 3, a retiring Treasurer will be eligible for re-appointment for a further term of 3 years. The Treasurer, with the support of the Head of Finance will be responsible for all financial matters affecting The Pony Club.

4.57 Not later than the end of October each year, the Treasurer of The Pony Club will submit to the Management Committee a draft budget for the following Pony Club Year, together with recommendations on annual subscriptions and capitation fees for that year. The Management Committee will then forward to the Trustees its recommendations as to the budget for the following Pony Club Year for approval (with or without modifications) by the Trustees.

4.58 At each Meeting of the Trustees, the Treasurer and/or the Head of Finance will give a financial report, during which they will comment on any material variations from the approved budget.

Chief Executive

4.59 The Chief Executive will be an employee of The Pony Club, responsible for administering the activities of The Pony Club and the Office within the policies and procedures established by the Trustees and in accordance with statutory requirements and the approved budget. He will report to the Chairman of The Pony Club and, through him, to the Trustees. He will attend all meetings of the Trustees, and all general meetings and such committee meetings as he may choose. He will have the right to speak at each such meeting but shall not have a vote, except on the Management Committee. He will, together with the Chairman or Vice Chairman (or their nominee), represent The Pony Club at meetings of the Pony Club International Alliance.

4.60 The Chief Executive may appoint or dismiss staff (other than members of the Senior Management Team) with the agreement of the Chairman of The Pony Club.

4.61 In the event of a vacancy for the position of Chief Executive or any other member of the Senior Management Team, the Trustees will establish a Recruitment sub-committee to recruit a new Chief Executive or member of the Senior Management Team as the case may be. This sub-committee will consist of no more than six members, to include the Chairman of The Pony Club (who will act as Chairman of the sub-committee) and the Treasurer of The Pony Club. The other members of the sub-committee will be drawn from the Trustees. The sub-committee will decide upon the selection policy and methods and will have absolute and irrevocable

authority, on behalf of The Pony Club, to make an offer of employment to the candidate that it chooses. In the event of equality of votes, the Chairman of The Pony Club will have a second or the casting vote.

The Handbook

4.62 The Pony Club Handbook will be published annually. It will include these Rules (but not the Sport Rules); annual subscriptions and test fees; names of the Trustees, the committees established under this Rule 4, Branch officials, Area Centre Coordinators and Centre Proprietors; details of Insurance cover and information on Pony Club merchandise. The Handbook may be published in electronic form.

Bankruptcy

4.63 Any Trustee, Company Member or District Commissioner, who becomes bankrupt or makes a composition with his creditors, shall be disqualified from office and his appointment shall be terminated immediately. No person who is an undischarged bankrupt may be appointed to any of these offices. This Rule shall also apply to any officer or member of a Branch Committee who has any responsibility for the financial affairs of the Branch.

5. CONFLICT OF INTEREST

5.1 At all levels of The Pony Club, from the Trustees to Branch Sub-Committees, avoidance of any potential conflict of interest must be strictly observed. Whenever an individual has a personal interest in a matter to be discussed at a meeting of a committee of which he is a member, he must: -

- a. Declare his interest before discussion begins.
- b. Be absent from the meeting for that item, unless expressly invited to remain to provide information.
- c. Not be counted in the quorum for that

part of the meeting.

d. Be absent during the vote and have no vote on the matter.

5.2 Normally, a person who is an Equestrian Professional will not be eligible for appointment as an Area Representative or as a member of any committee or sub-committee established under these Rules (except for membership of the Centre Membership Committee or the Training Committee). The Management Committee however, at its discretion, may decide to approve the appointment of an Equestrian Professional as an Area Representative and may attach to the approval such conditions as the Management Committee in its absolute discretion considers appropriate. In such a case, the person must submit a written declaration that he has read and understood the Conflict of Interest Policy of The Pony Club, as defined in this Rule, and that he will adhere to it. Equestrian Professionals who are members of any committee (including the Centre Membership Committee and the Training Committee) or the Management Committee must also submit such a declaration. This Rule shall not be applied retrospectively.

5.3 A person empowered to take decisions on behalf of The Pony Club must ensure that those decisions are made in the best interests of The Pony Club.

6. MINUTES

6.1 All meetings of the Trustees, the Finance and Risk Committee, the Management Committee, the Safety and Welfare Committee and the committees established under these Rules must be minuted and, subject to rule 6.2, copies of the minutes will be distributed to all members of these bodies, whether they were present at the meeting or not. Copies of the minutes will also be distributed as follows: -

- ▶ The Finance and Risk Committee – to the Trustees, and Management Committee
- ▶ The Management Committee – to the Trustees, the Rules and Compliance Committee, the Finance Committee, Area Representatives and Branch Operations Directors
- ▶ The Safety and Welfare Committee – to the Trustees, Area Representatives and Branch Operations Directors
- ▶ The committees established under these Rules – to the Management Committee, the Rules and Compliance Committee, Area Representatives and Branch Operations Directors

6.2 Where a matter which is confidential (by reason of data protection legislation or otherwise) or the disclosure of which could prejudice the financial interests of The Pony Club is included in the minutes of any meeting, a summarised version of the minute omitting such details as will remove that prejudice, may be distributed to the relevant persons provided that the minute includes an indication of the general nature of the matter discussed.

7. MEMBERSHIP

Eligibility

7.1 Membership is available to anyone up until the day before their 26th birthday. Membership may be as a Branch Member or as a Centre Member. Membership as a Branch Member may be as a Riding Member or Non-Riding Member; Membership of a Centre may be as a Centre Member or Centre Plus Member. **If this falls during the 12-month subscription period, the Membership team will contact the Member, expire their membership and provide a pro-rata Refund.**

7.2 Where membership is of a Branch, a Member cannot join more than one Branch

at one time. Usually, Branches accept any application for membership from people resident within their Branch District.

7.3 Centre Membership is intended for anyone who does not have their own pony, (either owned, hired or on loan), who rides at a Pony Club Linked Riding Centre.

7.4 Centre Plus Membership is for anyone who rides at a Pony Club Linked Riding Centre and also has regular access to a horse/pony (whether owned by them, leased to them or loaned to them) to ride outside of Centre organised activities.

Termination of Membership

7.5 If the Renewal Subscription of any Branch Member has not been paid by the end of his Membership Subscription Year, membership is terminated from that date. As insurance cover will also cease at the same time, it is essential that a person whose membership has terminated must not be permitted to take part in any Branch or Centre activities, except those that are open to non-Members, until such time as he renews his membership of The Pony Club. **If a Membership Subscription is being paid by Monthly Direct Debit and the payment is halted for a reason that cannot be rectified after discussion with the Office and the District Commissioner, Membership will be terminated.**

7.6 A District Commissioner may at any time recommend to their Branch Committee that they end the membership of any Branch Member who, in the opinion of the District Commissioner, shows insufficient interest in their Branch.

7.7 A Branch Committee may make a Branch rule that Members, to participate in Branch activities, be selected to represent the Branch in any competition or be nominated to represent The Pony Club,

should demonstrate an interest in and a commitment to the Branch unless prevented from doing so by illness, absence from home or any other reason which in the opinion of the District Commissioner justifies absence. In addition to demonstrating loyalty to the Branch, the combination of horse and rider may also be required to prove their competence and safety to compete at a certain level. The Rules and Compliance Committee may issue guidance to Branch Committees to the extent and type of rule that may be made under this provision.

7.8 An Area may make a rule that to be eligible to compete at Area Competitions, Members and/or their horse/pony must have actively taken part in a specified minimum number of Rallies/Qualifying Coaching/Training Sessions over a given period unless prevented from doing so by illness, absence from home or any other reason which in the opinion of the District Commissioner justifies absence. For the purposes of this rule a Rally/Qualifying Coaching/Training Session is one which is organised by a Branch Committee, the Area Representative or by the Training Committee and must be a minimum of one hour in length. Each day of a camp shall be counted as a separate Rally/Qualifying Coaching/Training Session.

7.9 Such a rule as is referred to in Rule 7.8 may only be made if a majority of the branches in the Area vote in favour of it at a meeting held under rule 9.16 below.

7.10 If it is proposed to end the membership of any Member, notice will be given to the Member after consultation with their Area Representative who then may make appropriate representations. The Chairman of The Pony Club or the Chief Executive may suspend any Member whose conduct is under investigation.

7.11 The Rules and Compliance

Committee may expel or temporarily exclude from the benefits of membership, any Member whose conduct is such, in its opinion, as to be injurious or detrimental to the character or reputation of The Pony Club or of any of its Branches or Centres or to the interests of The Pony Club or its Members or whose conduct shall in the opinion of the Committee, make a Member unfit or unsuitable to continue as a Member. In the case of a Branch Member, the request for such an expulsion will be initiated by the decision of a Branch Committee to recommend to their Area Representative the expulsion of the Member. The Area Representative will then present the case to the Rules and Compliance Committee. In the case of a Centre Member, or Centre Plus Member an Area Centre Coordinator will recommend the expulsion to the Chairman of the Centre Membership Committee, who will present the case to the Rules and Compliance Committee.

7.12 Before the Rules and Compliance Committee expels or temporarily excludes a Member, he will be given reasonable notice of relevant meetings, and the full opportunity to defend himself, and to justify or explain his conduct. This will include making representations by way of defence, justification and explanation on behalf of the Member by his parents. If the Rules and Compliance Committee is of the opinion that the Member has been guilty of the alleged conduct and that the Member or parents of such Member has or have failed to justify or explain it satisfactorily, the Rules and Compliance Committee shall decide either to expel or temporarily exclude the Member from The Pony Club.

7.13 The Rules and Compliance Committee may also terminate the membership of a Member on medical grounds, if it considers that the continuation of membership would be dangerous or

detrimental to either the Member himself or to others. In reaching its decision, the Rules and Compliance Committee shall take into account such medical reports that may be available to it, but the absence of any medical reports shall not preclude the Rules and Compliance Committee from terminating the Member's membership.

7.14 Before the Rules and Compliance Committee terminates membership on medical grounds, the Member will be given reasonable notice of relevant meetings, and full opportunity to justify his continued membership. This will include making representations by way of justification and explanation on behalf of the Member by his parents and/or by appropriate medical professionals.

7.15 If a majority of the Rules and Compliance Committee present at the inquiry is of the opinion that the Member's medical condition satisfies the criteria specified above, then his membership will be terminated.

7.16 The Area Representative or the Chairman of the Centre Membership Committee (as appropriate) has the authority to suspend the Member from membership pending the Rules and Compliance Committee inquiry.

7.17 On the termination of membership for medical reasons, the Member will be entitled to a pro-rata refund of the subscription and/or fees paid for the current year.

7.18 A District Commissioner may refuse to accept an application for membership, or a request to transfer to his Branch. With the approval of the Area Representative, he may also refuse to renew the membership of a Member. Reasons for such action would normally be given.

7.19 If a District Commissioner refuses to

renew a Member's membership, that person may apply to join another Branch. In such a case Rule 8 will apply,

7.20 On the ending of membership, whether because of age, non-payment of subscription, resignation, expulsion or any other reason whatever, the Member will forfeit all the privileges of membership and all rights against The Pony Club. Subscriptions will not, except as provided above, be returnable and the Member will still be liable for all annual subscriptions that had become due and remained unpaid at the date of ending of his membership **and if paying by Direct Debit will be required to complete the due payments by card.**

Parents and Supporters

7.21 The Pony Club publishes on its website information on the role of parents and expects parents and those with parental responsibility to comply with the guidance set out. **Any parent signing up for Membership must have read and signed/acknowledge they have read, the Parents Code of Conduct during the membership process.**

7.22 Where the behaviour of a parent or supporter is considered to be detrimental to the conduct of Branch activities, the Branch Committee may resolve to give a warning and ultimately (although a warning may be dispensed with in exceptional cases) to ban a parent or supporter from attending Pony Club activities. The parent or supporter should be informed in writing of any such decision and the reasons for the decision. The parent or supporter should be informed that they can appeal to the Rules and Compliance Committee against the warning or ban and that any such appeal must be made within three weeks of receiving notice of it. They should also be informed that the Member with whom they are associated is still welcome at Pony Club activities

8. BRANCH MEMBERSHIP AND TRANSFERS

Subscription

8.1 The Trustees will set the rate for the Annual Subscription and will publish this in the Handbook or on the website. They will also determine the capitation fee, which is that part of the Annual Subscription retained by the Pony Club Office or (as the case may be) paid by Branches to The Pony Club Office. A new Branch is exempted from paying the capitation fee in The Pony Club Year in which it is formed.

8.2 The first annual subscription is due when first applying for membership. Membership runs for twelve months from the date the subscription is received. A renewal reminder will be sent to the Member one month before the end of his Membership Subscription Year.

8.3 Applications for membership or to renew membership may be made online through the approved Pony Club portal or on the official Branch Membership Application Form. If Branches require additional information that is not included on the portal and form, this may be collected by means of a locally produced supplementary form, but this must be in addition to the official forms, not replacing them.

8.4 For the purposes of this Rule, a renewing Member is one who renews his membership and who has at any time in the past been a Member of any Branch of the Pony Club. His previous branch may not necessarily be the Branch that he is now applying to join.

8.5 A new Member is somebody who joins a Branch for the first time and has never previously been a Branch Member (although he could have been a Centre Member).

8.6 Household Membership is available up to a maximum of 5 children of the family (as defined in rule 2). Children to be covered by Family Membership must all live at the same permanent address and must be Members of the same Branch.

8.7 Where there is/are already one or two child/children in a family who are Members, and additional Children of the Family join or renew their membership, thereby meaning they would qualify for **Household** Membership, a new **Household** Membership for all the Children of the Family will be deemed to have commenced on the date of joining of the additional child(ren) which will terminate on the day before the anniversary of this date. The parent will then be liable to pay the then current **Household** Membership Fee less an amount equal to the proportion of the membership fees paid in respect of those children who were already members that is equivalent to the unexpired portion of each such member's Membership Subscription Year.

Visiting Members

8.8 All Members will be welcomed as occasional visitors at working rallies or other activities of a Branch/Centre other than their own Branch/Centre, provided that the agreement of both District Commissioners/ Centre Proprietors is obtained. A Visiting Member cannot represent the Branch/ Centre that he is visiting in any Pony Club competitions. He may not take tests (other than Achievement Badges) at that other Branch/Centre without the permission of his own District Commissioner/Centre Proprietor.

Transfers

Branch to Branch

8.9 Transfers between Branches are not encouraged, as The Pony Club believes they are not in the best interests of The Pony

Club as a whole but any member wishing to transfer must submit a Transfer Request via the Pony Club Website. Before submitting a Transfer Request, the Member (if over 18) or the Member's parent in other cases must notify the District Commissioner of their current Branch of their wish to transfer.

8.10 Notice of all Transfer Requests between branches will be given to the Area Representative(s) and District Commissioner of both the current and proposed Branches. If the transfer is approved by the District Commissioner of the receiving Branch concerned it can go ahead. Otherwise the following shall apply.

8.11 a) If within 21 days of receiving notice of the proposed transfer, the receiving District Commissioner has not notified the Membership Team that he disagrees with the transfer, it shall be deemed to have been approved.

(b) If the proposed transfer is declined by the receiving District Commissioner, the matter will be referred to the relevant Area Representative who will seek to resolve the matter or identify another Branch willing to accept the Member. If the Area Representative is unable to do either of these things, the matter will be referred to the Rules and Compliance Committee.

(c) Unless otherwise agreed by the Rules and Compliance Committee, no member may transfer more than once in any period of three years. This rule shall not apply where the transfer results directly from a permanent change of residence into the district of the Branch to which the member wishes to transfer.

8.12 For the avoidance of doubt, Rules 8.9 to 8.11 do not apply to a Renewing Member if that Renewing Member has not been a member of The Pony Club at any time within

the 24 months prior to the date of their application to re-join The Pony Club. The member should contact the office in the first instance so that the change of Branch can be made in Pelham as they cannot change it on the portal.

8.13 Individual Sports Committees shall have the power to establish rules in relation to the eligibility of members who have transferred to compete in that sport.

8.14 In the year of transfer no part of the Annual Subscription of a Member will be payable to the “receiving” Branch unless the Annual Subscription is paid to the “receiving” Branch after the transfer.

Other Transfers (Membership Changes)

8.15 All Membership Changes between Branches/Centres will be managed directly by the Membership Team in the Pony Club Office. Notice of any such change to or from a Branch will be given to the Area Representative and District Commissioner via the New Member Application process.

Branches outside the UK

8.16 The Rules of The Pony Club apply only to Great Britain and Northern Ireland.

8.17 Any Club situated outside Great Britain and Northern Ireland and having objects similar to those of The Pony Club may, with its approval, be affiliated to The Pony Club and when and so long as it is affiliated it must be known by a name indicating that it is a Branch of The Pony Club.

8.18 Any affiliated Club, Advisory Board or Committee will make any rules for its constitution and organisation as it shall think fit, but these rules must first be sent to and approved by The Pony Club who may require any amendments and additions and deletions as it thinks proper.

8.19 In any event approval will be withheld unless the rules incorporate the objects and spirit of the Rules of The Pony Club.

8.20 A Member of an affiliated Overseas Branch can transfer to a UK Branch and become a full Member. The same conditions will apply as for UK Members (see Transfer rule).

8.21 Affiliated Clubs will contribute an affiliation fee to The Pony Club, which will be set by the Trustees.

8.22 Any approval by The Pony Club given to Affiliated Clubs may at any time be withdrawn when all privileges will be terminated. Adequate notice will be given, along with reasons for withdrawal, in reasonable time. The Pony Club from time to time may also vary the conditions of membership and the Rules of Affiliated Clubs, upon reasonable notice.

9. AREA AND BRANCH ORGANISATION

Areas and Branches

9.1 The Pony Club’s administration in the UK is divided into Areas, which are defined by the Area Representatives’ Committee. Each Area will be headed by an Area Representative. Areas consist of a number of Branches and the Area Representative will agree the geographical boundary of each Branch. The creation of a new Branch, or the amalgamation of existing Branches, must have the prior agreement of the Area Representative. If a Branch cannot agree its boundaries with the Area Representative, it will have the right of appeal to the Management Committee. It is permissible for Branches to have overlapping boundaries.

9.2 Branches must follow the purposes of The Pony Club, as stated in Rule 1.1 and are governed by the Rules of The Pony Club.

9.3 The Rules and Compliance

Committee shall have the power to suspend or expel a Branch or an officer or committee member of that Branch, if it believes there to be a breach of this requirement. Similar action may be taken if it believes that The Pony Club is being brought into disrepute.

9.4 Before the Rules and Compliance

Committee suspends or expels a Branch, the District Commissioner and Branch Secretary will be given reasonable notice of relevant meetings, and full opportunity to defend the Branch and to justify or explain its conduct.

9.5

This will include making representations by way of defence, justification and explanation on its behalf. If the majority of the Rules and Compliance Committee present is of the opinion that the Branch is in breach of its obligations and that its representatives have failed to justify or explain it satisfactorily, the Rules and Compliance Committee shall decide either to suspend or to expel the Branch.

9.6

In the case of the proposed suspension or expulsion of an officer or committee member, they shall be entitled to similar notice periods and entitlement to defence.

Area Representatives**9.7**

The District Commissioners in each Area will elect, from amongst themselves or from outside, an Area Representative. On a vacancy, or in June of the third year of an Area Representative's term, the Pony Club Office will ask the District Commissioners in that Area to nominate their choice, having confirmed that the person concerned is willing to stand. The Pony Club Office will then organise a vote. District Commissioners can nominate themselves.

9.8

The appointment of a person as Area

Representative will be subject to confirmation by the Management Committee. They will hold office for three years from 1st January after the date of their election and will be eligible for re-election. They will represent their Area on the Area Representatives' Committee and will offer help and advice to District Commissioners and/ or their committees on the organisation and administration of the individual Branches in their Area.

9.9 The responsibilities of Area

Representatives include:

- ▶ To ensure that their Branches are aware of and adhere to the Health and Safety and Safeguarding Policies, and other statutory obligations.
- ▶ To hold at least two Area Meetings per year.
- ▶ To co-ordinate with Branches and Centres in the Area the dates of competitions, coaching courses and training days and to arrange organisers, dates and venues for Area competitions.
- ▶ To find out the views and wishes of their Branches and represent those views when required to the Office.
- ▶ To liaise with appropriate committees and or members of staff.
- ▶ To pass to the Pony Club Office anything in the Area that requires its attention.
- ▶ To advise the Volunteers and Officials Committee of the suitability of new District Commissioners elected by Branches in their Area and of new Branches proposed in their Area.
- ▶ To handle complaints.
- ▶ To give, when appropriate, general advice, help and support to District Commissioners and Centre Proprietors and if necessary, to exercise supervision on;
- ▶ The appointment of new District Commissioners

- ▶ Branch problems
- ▶ Branch programmes
- ▶ Health and Safety and Safeguarding
- ▶ To organise or delegate the responsibility of organising Area Training courses for Coaches, Assessors for 'AH' and 'B' Test levels, and candidates for the higher Tests as required by their Branches/Centres.
- ▶ To keep a record of passes at AH, B+ and all levels of 'B' Tests.
- ▶ To advise the Pony Club Office of any views from their Area on new riding establishments applying to become a Pony Club Linked Riding Centre.
- ▶ To assist Centre Proprietors to find Assessors for Pony Club Tests up to and including 'C+' Standard.
- ▶ To let the Pony Club Office know of any suitable Members from their Area for overseas visits and other events.
- ▶ To ensure financial records are kept for any accounts held by the Area such that, Annual Accounts for Areas (including those for Area Sports) are sent to The Pony Club Office on the form provided. A completed Area Annual Financial Return submission will encompass:
 - ▶ Fully completed, balanced return signed by the AR or the delegated officer: and
 - ▶ Bank statements and building society pass books showing the balance as at 31st December.

Assistant to an Area Representative

9.10 An Area Representative may (after consulting with the District Commissioners in his area,) appoint a person as Assistant to the Area Representative to assist and support the Area Representative in carrying out his/her responsibilities. This may include:

- ▶ at the request of the Area Representative to attend various meetings and events within the Area on behalf of the Area

Representative.

- ▶ to assist the Area Representative in organising Area meetings
- ▶ to maintain an up-to-date panel of Assessors for C+, B, B+ and AH Tests within the Area
- ▶ to organise the appointment of suitable Assessors to officiate at B, Lunge, B+ and / or AH Tests within the area.

to maintain financial records for the Area to enable the Area Representative to submit Annual Accounts to The Pony Club Office.

9.11 The appointment of a person as Assistant to the Area Representative shall be a personal one and the appointment shall terminate if for any reason the Area Representative who appointed him/her to the post ceases to be the Area Representative. In exceptional circumstances the Management Committee shall have the power to terminate the appointment of a person as Assistant to the Area Representative.

9.12 If an Area Representative loses the confidence of his District Commissioners, and he is unwilling to resign, then this should be reported to the Rules and Compliance Committee in writing and signed by a majority of the District Commissioners in the Area.

9.13 The Rules and Compliance Committee will appoint a person to investigate fully and, if necessary, to report. The Rules and Compliance Committee in its absolute discretion may end the appointment of an Area Representative at any time upon giving written notice to the individual.

9.14 The Rules and Compliance Committee will normally seek representations from the individual concerned and will give reasons for its decision. However, in certain circumstances

(which it may in its absolute discretion determine) it may decide not to give reasons.

9.15 Area Representatives will be reimbursed expenses incurred by them in accordance with the Pony Club Expenses Policy.

Area Meetings

9.16 At least twice per year, Area Representatives will hold meetings with the District Commissioners (or their representatives) in their Area. If so wished, these may be open meetings. The purpose of these meetings shall be to provide a forum for debating areas of concern. Area Representatives should obtain the views of their District Commissioners on these matters, whilst recognising the independence of individual Branches to conduct their own activities, subject to the ultimate authority of the Management Committee. One of the meetings shall be held in the autumn, prior to the Annual General Meeting.

District Commissioners

9.17 Each Branch will be managed by a Branch Committee chaired by its District Commissioner. The first District Commissioner of a new Branch will be appointed for three years by the Volunteers and Officials Committee on the recommendation of the Area Representative. Thereafter the District Commissioner will be appointed by the Branch Committee.

9.18 If a District Commissioner takes office before 1st July in the calendar year, his term will end at the third 31st December after the date of his appointment. If he is appointed after 30th June, his term will end at the fourth 31st December after the date of his appointment. A District Commissioner does not need to be a member of the Branch Committee before election.

9.19 When the term of office of a District

Commissioner is due to expire, the Branch Committee will meet to arrange to elect his successor, although the retiring District Commissioner may offer himself for re-election. If he is offering himself for re-election, the retiring District Commissioner cannot vote in this election, and must retire from the meeting whilst the election and votes take place.

9.20 If the retiring District Commissioner is not standing for re-election then he does not have to retire from the meeting and will continue to act as Chairman of the Branch Committee until the end of his period of office. If the District Commissioner is not present and the Branch has appointed an Assistant District Commissioner who is present, he will chair the meeting, otherwise the members of the Branch Committee present at that meeting will appoint a person present to act as Chairman for the election. In the event of an equality of votes, the person chairing the meeting will have a casting vote.

9.21 In the event of there being more than one candidate for District Commissioner, the election will be by secret ballot and it will be the responsibility of the Branch Secretary to provide a sufficient number of ballot papers for each Committee member present to vote. All candidates nominated for District Commissioner will retire from the meeting when the ballot is taking place and will not return until all the votes have been counted and the result given to the person chairing the meeting. Candidates will not have a vote.

9.22 A newly elected District Commissioner will take office on the next 1st January, unless the position of District Commissioner is vacant, in which case he will take office immediately.

9.23 A retiring District Commissioner may not serve as a Committee member of the same Branch for a period of one year

from the date of his retirement except in exceptional circumstances and with the approval of the Rules and Compliance Committee.

9.24 The appointment of the District Commissioner elected will be subject to the approval of the Volunteers and Officials Committee which will take the opinion of the Area Representative into account. If the new District Commissioner has not yet attended a 'Branch Officials' Training Day, his appointment will be conditional, and will not be confirmed until he has attended such a day. If the new District Commissioner has not attended a 'Branch Officials' Training Day within 12 months of receiving conditional approval, his Area Representative must either revoke his appointment or grant him an extension of time. The maximum extension allowed is one further period of 12 months. Until the approval and training process is completed, a new District Commissioner will function in an acting capacity.

9.25 In exceptional circumstances, and at the discretion of the Volunteers and Officials Committee, Joint District Commissioners of a Branch may be appointed. However, in this event, one of the District Commissioners must agree to accept the ultimate responsibility for carrying out the duties and responsibilities of a District Commissioner, as detailed in Rule 9.30 below.

9.26 Normally a person who is an Equestrian Professional will not be eligible for appointment as a District Commissioner. The Volunteers and Officials Committee however, at its absolute discretion, may decide to approve the appointment of an Equestrian Professional as a District Commissioner and may attach to the approval such conditions as the Volunteers and Officials Committee in its absolute discretion considers appropriate. In such a case, the person must submit a written

declaration that he has read and understood the Conflict of Interest Policy of The Pony Club, as defined in Rule 5 and that he will adhere to it.

9.27 If any person ceases to be a District Commissioner for any reason, or if a District Commissioner elected by a Branch Committee is not approved by the Volunteers and Officials Committee, the Branch Committee will as soon as practical (and in any event no later than 6 months after the position becomes vacant) hold a committee meeting and will elect a District Commissioner to take the place of the existing one. The District Commissioner thus elected will hold office for three years. Such an election will be subject to the approval of the Volunteers and Officials Committee and the training process as detailed above.

9.28 The Volunteers and Officials Committee generally will, but is not required to, give reasons for not giving its approval of the appointment of a District Commissioner elected by a Branch Committee. It may allow representations from the candidate.

9.29 A District Commissioner is not allowed to make cash or other financial contribution towards the expenses of his Branch. This does not preclude a District Commissioner from waiving repayment of his travelling or out of pocket expenses, if he so wishes.

9.30 The responsibilities of District Commissioners are to ensure that:

- ▶ The Branch complies fully with the Health and Safety and Safeguarding Policies, and other statutory obligations.
- ▶ They are familiar with The Pony Club's Health, Safety, Safeguarding and Horse Welfare Rule Book and Safeguarding Policy and that a copy is given to every

Camp Organiser

- ▶ Training, rallies and camp are provided for all Members in all aspects of horsemanship and riding skills, providing an opportunity for the Members to progress through use of the Pony Club Badges and Tests. This may be delegated to a Senior Coach, or Rally Organiser (Committee Member)
- ▶ The membership database for the Branch reflects the Members of the branch and any anomalies are reported to The Pony Club Office as soon as noted.
- ▶ Joining fees and Annual Subscriptions are collected.
- ▶ All returns and money required by the Rules are sent to the Pony Club Office according to the established timetable
- ▶ The names of Coaches used by the Branch, and their qualifications, are entered on the Coach Directory section of the Pony Club database.
- ▶ Minutes are taken of all Branch Committee Meetings and Annual Meetings and are kept.
- ▶ Simple financial accounts for the Branch are kept and arrangements made for the inspection of them if required by the Trustees or the Rules and Compliance Committee. A financial statement should be produced at each meeting of the Branch Committee.
- ▶ Accounts are audited yearly by an appropriate person or reviewed by a member of the Branch Committee who in either case is not related in any way to the Treasurer and does not live at the same address as the Treasurer.
- ▶ Annual accounts are sent to The Pony

Club Office on the form provided. The accounts of all Sub- Committees, Parents' Associations or Support Groups must be included in the Branch Return.

- ▶ A register is kept of all the fixed assets (land, buildings, vehicles, caravans, trailers, jumps, trophies and other equipment belonging to the Branch, whether or not the Branch capitalises fixed assets in its accounts. Items costing or valued (whichever is the greater) less than £100 need not be entered on the register Property comprising a set should be priced as a set, not as individual items. This register must be physically checked at least once every year.
- ▶ The Branch Committee is made aware of all, important information from the Pony Club Office.
- ▶ Any other tasks and responsibilities that are given by the Management Committee are carried out.

The District Commissioner will usually delegate the following duties and responsibilities to the Branch Treasurer, but the District Commissioner is ultimately responsible to ensure :

- ▶ Appropriate financial records are kept as detailed in Rule 21.17.
- ▶ The Branch holds a bank account with at least 2 signatories
- ▶ Simple financial accounts for the Branch are kept and arrangements made for the inspection of them if required by the Trustees.
- ▶ A financial statement is produced at each meeting of the Branch Committee.
- ▶ Accounts are audited yearly by an appropriate person or reviewed by a member of the Branch Committee who

in either case is not related in any way to the Treasurer and does not live at the same address as the Treasurer.

- ▶ Branch Financial Returns which include annual accounts are sent to The Pony Club Office on the form provided. The accounts of all Sub-Committees, Parents' Associations or Support Groups must be included in the Branch Return.
- ▶ A register is kept of all the fixed assets (land, buildings, vehicles, caravans, trailers, jumps, trophies and other equipment belonging to the Branch, whether or not the Branch capitalises fixed assets in its accounts. Items costing or valued (whichever is the greater) less than £250 need not be entered on the register.

Property comprising a set should be priced as a set, not as individual items. This register must be physically checked at least once every year.

- ▶ Cash transactions are kept to a minimum as per Rule 21.24.
- ▶ Payments made to coaches and other camp helpers are done in line with rule 12.3.
- ▶ Expense payments made are in accordance with rules 12.4 and 12.5.

Branch Committee and Committee Members

9.31 The Branch Committee will consist of no fewer than five people including the District Commissioner and will be responsible for appointing the following Officers of the Branch: Branch Secretary, Branch Treasurer, Health and Safety Officer, and Branch Safeguarding Officer who will be members of the Branch Committee. A person, including the District Commissioner, may hold more than one appointment, except no person

may be appointed or reappointed as the Branch Secretary or the Branch Treasurer if that person resides at the same address as the District Commissioner or is a close family member of the District Commissioner.

Additionally, the Committee may appoint an Assistant District Commissioner. A Branch Committee can at any time increase or reduce its number provided that it shall not be fewer than five. To do this or to fill vacancies, the Committee can at any time elect new members to join the Committee.

9.32 Persons appointed to Branch committees are expected to contribute fully to the working of that committee and therefore any persons who, without reasonable excuse, fails to attend (either in person or by conference call) three consecutive meetings of the committee shall cease to be a member of that committee.

9.33 No person may be appointed or re-appointed to the Committee of more than one Branch.

9.34 The appointment of all members of the Branch Committee will be for a fixed term and must be recorded in the minutes of the Committee. If appointed before 1st July in the calendar year, their term will end at the third 31st December after the date of their appointment. If appointed after 30th June, their term will end at the fourth 31st December after the date of their appointment. In either case a member of the Branch Committee may offer himself for re-appointment.

9.35 The Branch Committee will hold a meeting during the final three months of the year to elect persons to fill any vacancy arising at the end of that year by virtue of the expiry of the term of office of any member of the Branch Committee, although the retiring member may offer himself for re-election. If he is offering himself for re-election, the

retiring member may not vote in this election, and must retire from the meeting whilst the election and votes take place.

9.36 If requested to do so by the Area Representative, a Branch shall supply to the Area Representative a list of all members of the Branch Committee and the date on which they were each appointed and if it appears to the Area Representative that a Branch has failed to hold elections in accordance with Rule 9.19 or 9.34, the Area Representative shall have power to suspend any member of the Branch Committee (including for the avoidance of doubt the District Commissioner) until such time as the Area Representative is satisfied that an election to fill the post(s) has been conducted by the Branch in accordance with these rules.

9.37 In exceptional circumstances, after consultation with and with the approval of the Area Representative, a newly appointed District Commissioner who has attended a Branch Officials Training day, may require up to 50% of the Branch Committee to resign. This power must be exercised within 6 months of the date on which the Volunteers and Officials Committee approves his appointment as District Commissioner.

9.38 The District Commissioner will be the Chairman of the Branch Committee. However, if he is unable to be present at a Committee meeting, the Assistant District Commissioner (if appointed) will be the Chairman. Otherwise, the other members present shall choose one of their number to chair the meeting. The Branch Committee of each Branch will meet at least four times each year. A quorum will consist of not less than three members. Questions at any meeting will be decided by a majority vote. In the case of an equality of votes the Chairman will have a second or casting vote. If a member of the Branch Committee cannot attend a meeting, they cannot nominate an alternate person to

attend on their behalf.

9.39 The Branch Treasurer must present an Income and Expenditure Account and a Balance Sheet for the previous Pony Club Year, for approval by the Branch Committee. This should be done no later than the first Branch Committee meeting after the end of the relevant Pony Club Year.

9.40 The accounting records of the Branch (including, but not limited to, ledgers, bank statements, invoices, cheque books and counterfoils, paying in books and counterfoils, pass books and computerised records) are the property of the Branch. Should the accounts be kept on a computer, then the rights to use any proprietary software (including serial numbers and activation codes) must be owned by the Branch. Accounting records kept in a computer must be securely backed up at regular intervals, at least monthly. If the computer system is password protected, the password must be known by another member of the Branch Committee as well as the Treasurer.

NB Regulation of charities has become increasingly strict, particularly in regard to the management of finances. A pamphlet "Guidelines for Branch Treasurers" is issued to all Branch Treasurers and District Commissioners and is also available on the website. This gives advice on the duties and responsibilities of Branch Treasurers

9.41 Should it appear that a Branch Treasurer or any other person carrying out the functions of a Branch Treasurer, or any other person performing financial functions for the Branch (such as cheque signing or handling cash), is not providing the required level of financial stewardship, the Rules and Compliance Committee may suspend them from office, and order that all of the Branch's financial records and documents should be surrendered to a named person. In the period

between Rules and Compliance Committee meetings, the Treasurer of The Pony Club may initiate the suspension and if the official concerned is the Branch Treasurer he will, if required to do so by the Area Representative, surrender all of the Branch's financial records and documents to a named person pending the outcome of the matter.

9.42 The Rules and Compliance Committee shall order an investigation into the complaint against the suspended person. Depending on the outcome of this investigation, he may either be reinstated or removed from office. In the latter case, he shall have the right to appeal to the Appeal Committee, the decision of which shall be final.

9.43 If a Branch Committee passes a Vote of No Confidence in the District Commissioner or any other member of the Branch Committee, and he is unwilling to resign, then this will be reported to the Area Representative. The Area Representative will arrange for an investigation into the matter to be undertaken either personally or by some other person appointed by him and for the result of the investigation to be reported to the Rules and Compliance Committee for a decision as to whether to terminate the appointment of the individual concerned. Pending a decision by the Rules and Compliance Committee the District Commissioner or Branch Committee member concerned shall be suspended from acting in that capacity.

9.44 The Area Representative or the Rules and Compliance Committee may also initiate an investigation into the conduct of a District Commissioner or other Branch Committee member. The Committee may deem it appropriate that a person other than the Branch's Area Representative should carry out any investigation. The Rules and Compliance Committee, in its absolute discretion,

may end the appointment of a District Commissioner or Branch Committee member at any time upon giving written notice, both to the individual and to the Branch Secretary. The Committee would normally seek representations from the individual concerned and would give reasons for its decision. However, in certain circumstances (which it may in its absolute discretion determine) it may decide not to give reasons.

In the event that the decision to end the appointment of one or more members of a Branch Committee results in there being insufficient remaining members of the Branch Committee to constitute a quorum, the Rules and Compliance Committee will determine how an election will take place for the appointment of a new committee or additional members thereof.

9.45 A Branch Committee may create one or more sub-branches in outlying parts of the District covered by the Branch. These sub-branches will be managed by the Branch Committee who can appoint a sub-committee for that purpose. The District Commissioner and at least one other member of the Branch Committee will be members of any sub- committee or any Parents' Associations/ Support Groups, etc established.

9.46 The funds of any sub-branches, Parents' Associations, or any other Support Group and their use are under the control of the District Commissioner and the Branch Committee, and they may instruct that all or part of such funds shall be transferred to the Branch account.

Parents' Meeting

9.47 Each Branch must hold a Parents' Meeting annually, open to Parents and Members. As a minimum, the Parents' meeting must include a report from the District Commissioner on the activities of the past year, the presentation of a simple

financial statement by the Treasurer, and questions and opinions from the floor. Other reports may be given as appropriate, and awards may be presented. The Parents' meeting has no authority to impose decisions on the Branch Committee but the Branch Committee shall in making any decision have due regard to any views expressed at a Parents' Meeting.

Branch Presidents

9.48 A Branch Committee may have a Branch President, but a person shall not by virtue only of being the President become a member of the Branch Committee. Branch Presidents shall serve for a three-year term, terminating at the third 31st December after the date of their appointment. They can be re-appointed by the invitation of the Branch Committee.

Amalgamation and closing of Branches

9.49 If the Management Committee, in its absolute discretion considers that a Branch has become so small as to be unable to provide an adequate quality or variety of activities to its Members or that the continued operation of the Branch will prejudice the effective, efficient and economic management of The Pony Club, the Management Committee may require the Branch to close or amalgamate with an adjoining Branch.

9.50 The Management Committee shall not exercise its power in Rule 9.49 to require a Branch to close or amalgamate with an adjoining Branch unless it has first given to the District Commissioner and Branch Secretary of both Branches, notice of its intention to do so. The notice may include details of any improvement(s) the Management Committee would consider a Branch needs to make to avoid the Management Committee taking such action

and of any reasonable period within which such improvement(s) must be made. The District Commissioner and Branch Secretary will be given reasonable notice of relevant meetings, and full opportunity to present reasons why the Branch should not be **closed or** amalgamated with an adjoining Branch.

9.51 If a Branch, for whatever reason, ceases to exist it is the duty of the District Commissioner, or if there is not a District Commissioner then of the Secretary of the Branch Committee, to send the following to The Pony Club Office: -

- ▶ All the funds of the Branch and of any sub branch(es) under the management of the Branch Committee.
- ▶ All the Branch membership records, including those of any sub-branch(es).
- ▶ All financial books and statements of the Branch and any sub-branch(es)
- ▶ The Minute Books of the Branch and of any sub-branch(es).
- ▶ All other significant documents held by the Branch and any sub-branch(es).

An inventory of all equipment held and owned by the Branch and any sub-branch(es).

9.52 The Management Committee shall decide the disposition of Branch equipment and assets, although it may delegate this decision to the Area Representative.

9.53 The Branch Secretary must send a copy of the minutes of every meeting of the Branch Committee and any subcommittee thereof to the Area Representative and upload a copy of the agenda and minutes to the Committee section on PELHAM.

Branch in Special Measures

9.54 If an Area Representative believes that a Branch Committee:

- ▶ is failing to operate in accordance with the Rules of The Pony Club,

- ▶ is not acting cohesively for the benefit of the Membership;
- ▶ is acting in a manner such that The Pony Club is likely to be brought into disrepute by their conduct or is otherwise concerned about the conduct of a Branch Committee,

they may request the Management Committee to place the Branch in Special Measures.

9.55 Before the Management Committee places a Branch into Special Measures, the District Commissioner and Branch Secretary will be given reasonable notice of any meeting at which the matter is to be discussed and an opportunity to explain why the Management Committee should not do so.

Special Measures means that

- (a) the Area Representative and/or a Branch Operations Director will attend and chair meetings of the Branch Committee.
- (b) no alterations to the composition of the Branch Committee may be made without the approval of the Area Representative and Branch Operations Director.
- (c) no decision may be made by the Branch Committee to commit to expenditure which exceeds £1000 without the agreement of the Area Representative

9.56 A Branch Committee may ask the Management Committee to come out of Special Measures if it establishes that

- (a) measures have been put in place to ensure that it can and will operate in accordance with the Rules of The Pony Club including (but without prejudice to the generality thereof) measures to ensure that all members of the

- Branch Committee have been appointed in accordance with these Rules;
- (b) the Branch Committee is working cohesively for the benefit of the Membership;
- (c) that The Pony Club will not be brought into disrepute by their conduct.
- (d) all members of the Branch Committee have completed a Branch Officials' Training Course
- (e) all members of the Branch Committee have completed a Pony Club approved Safeguarding Course and have a current DBC/PVS/AccessNI check; and
- (f) all members of the Branch Committee have signed and returned a copy of the Code of Conduct for Officials Volunteers and Staff.

10. BRANCH ACTIVITIES

Scope

10.1 Branches have the right to arrange their own programme of activities, subject only to compliance with these Rules and to any directions that may be given by the Area Representatives Committee or the Management Committee. A Branch Programme, listing forthcoming activities approved by the District Commissioner, should be given to all Members at regular intervals.

10.2 A Branch will not hold an activity in the District of any other Branch (unless it is in shared territory) except by invitation or permission of the other District Commissioner. This should not unreasonably be refused. This Rule shall not apply to commercial premises.

Welfare

10.3 At Pony Club activities, the following

are unacceptable: -

- ▶ ponies that are aged under four years.
- ▶ ponies that are infirm through old age;
- ▶ ponies that are ill, thin or lame;
- ▶ ponies that are a danger to their riders or to other Members or their ponies;
- ▶ mares that are heavy in-foal, mares in milk and mares with foal at foot;

obese ponies. **(Please note some sports require horses to be older to compete, please check the individual rulebooks).**

10.4 Stallions can only be ridden at Pony Club events by Members if they obtain written permission from their District Commissioner and must wear identifying discs on their bridle in the interests of safety.

10.5 All ponies are expected to be properly groomed and well turned out, with correctly fitting tack.

10.6 If Branches incur expenses to pay for Coaches and/or facilities, it is permissible to charge Members a commensurate fee for attendance at an activity. Membership of The Pony Club does not confer any right to free rallies, although these may be given if funds permit.

Rallies / Coaching / Training Sessions

10.7 Nobody can organise a Branch Rally/Coaching/Training Session or coach at a Branch Rally/ Coaching/Training Session unless authorised by the District Commissioner.

Practices

10.8 Practices for the various sport competitions shall be announced in the Branch Programme, so that all eligible Members wishing to take part may do so. Any additional practices that are arranged within the period covered by the current Branch Programme, but after the Programme has been distributed, must have the approval of

the District Commissioner.

Pony Club Camps

10.9 A Camp is an assembly of The Pony Club Members, together with ponies, held over a period of several days, usually during the summer holidays. It may be either residential or non-residential for both Members and ponies. The object of Camp is to provide an instructional holiday for Members and their ponies. Training should be given each day, but the holiday element must not be neglected and there should be a balanced mix of enjoyable activities and competitions. Not all of these activities and competitions need to be equestrian in nature. Camp is intended to be fun.

10.10 In view of the additional responsibilities for the Health, Safety and Safeguarding of the Members that arise from its very nature, Camp, and particularly residential Camp, must be very carefully organised. A full Risk Assessment must be carried out at all venues to be used, and the person in charge of the Camp (the Camp Organiser) must be fully conversant with The Pony Club's Health, Safety, Safeguarding and Horse Welfare Rule Book and Safeguarding Policy. Camp Organisers should be given guidance on supervision levels and safeguarding, particularly at night.

10.11 A responsible adult must be available to the Members at all times of the day and night. There must also be a trained First Aider equipped with a mobile telephone and an appropriately stocked First-Aid Kit. Arrangements for catering must ensure that all food hygiene regulations are fully met.

Competitions

10.12 A Branch may organise competitions in any of The Pony Club's sports. These competitions can either be restricted to the Branch's own Members, restricted to Pony

Club Members or open to the general public. All competitions organised by Pony Club Branches shall be conducted under the Rules as printed in the applicable Sport Rule Book, unless otherwise stated in the schedule of classes and regulations published for the competition.

10.13 Cash or other valuable prizes must not be given at Pony Club competitions. Prizes should normally take the form of rosettes and/or trophies.

Other Activities

10.14 A Branch can arrange other activities for its Members and their families such as a Quiz, outings, social events and fund-raising events. These other activities do not need to be equestrian in nature.

11. CENTRE AND CENTRE PLUS MEMBERSHIP

Purpose and Scope of Activities

11.1 Centre Membership is intended to enable someone who only rides a Centre owned horse/pony during a Centre organised activity to become a Member of The Pony Club. Centre Members are able to take part in all Pony Club activities.

11.2 Centre Plus Membership is for Members who ride at a Centre and also have regular access to ride a horse/pony outside of Centre organised activities. The Centre Plus Membership fee will be equal to the Branch Membership fee. Transfers between Centres and Branches will be handled by the Membership team at The Pony Club office on completion of a CentrePlus transfer request.

11.3 Centre Members and Centre Plus Members are eligible to participate in all sports and competitions open to Members, although the Centre Equitation competition is for Centre Members only.

11.4 Centre and Centre Plus Members have third party legal liability insurance cover.

Membership – Centre and Centre Plus

11.5 The Trustees will set the rate for the Annual Subscription and will publish this in the Handbook.

11.6 The first Annual Subscription is due when first applying for membership. The initial membership application must be endorsed by the Centre Proprietor.

11.7 Membership runs for twelve months from the date the subscription is received. A renewal reminder will be sent to the Member one month before the end of his Membership Subscription Year.

11.8 The Centre Membership Committee may expel any Member whose conduct is such, in their opinion, as to be injurious to the character or reputation of The Pony Club, to any of its Centres or to the interests of The Pony Club or Members or whose conduct shall in the opinion of the Centre Membership Committee, make a Member unfit or unsuitable to continue as a Member.

11.9 Before the Centre Membership Committee expels a Member, they will be given reasonable notice of relevant meetings, full opportunity to defend themselves and to justify or explain their conduct. This will include making representations by way of defence, justification and explanation on behalf of the Member by the parents. If the majority of the Centre Membership Committee present at the inquiry are of the opinion that the Member has been guilty of the alleged conduct and that the Member or parents of such Member has or have failed to justify or explain it satisfactorily, the Centre Membership Committee shall ask the Member to resign. If they do not resign the Centre Membership Committee will expel the Member from The Pony Club.

11.10 The Pony Club Office may refuse to renew the membership of a Centre Member or Centre Plus Member. Reasons for such action would normally be given.

11.11 On the ending of membership, either because of age, non-payment of subscription, resignation, expulsion or any other reason whatsoever, the Member will forfeit all the privileges of membership and all rights against The Pony Club.

11.12 Subscriptions and/or fees will not in such circumstances be returnable and the Member will still be liable for all annual subscriptions and/or fees that had become due and remained unpaid at the date of ending of the membership. **And if paying by Direct Debit will be required to complete the due payments by card.**

Area Centre Coordinators

11.13 The duties and responsibilities of an Area Centre Coordinator are:

- ▶ To assess all riding schools who apply to become a Pony Club Centre and report their findings to The Pony Club Office.
- ▶ To contact each of the existing Pony Club Centres in their Area annually and report their findings to The Pony Club Office.
- ▶ To be a point of contact for the Centres in their Area for advice and assistance with Pony Club Tests and other aspects of Pony Club within the Centre.
- ▶ To liaise with the Area Representative
- ▶ To assist The Pony Club Office and Area Representative in communicating national or regional events, qualifying competitions and training opportunities to the Pony Club Centres.

Pony Club Centres

11.14 When a Riding Centre Proprietor applies to join the scheme, the Area Representative will be informed and the Riding Centre will be visited by an Area Centre

Coordinator.

11.15 Provided that The Pony Club Office is satisfied that the Centre meets the required standards, the Centre Proprietor will be invited to enter into a legal agreement regulating the relationship between himself and The Pony Club. The Riding Centre will become known as The xxxxx Pony Club Centre and its participation in the scheme will be renewable annually through an affiliation fee.

11.16 The Centre Membership Committee may recommend the withholding or termination of a Centre's participation in the Centre Membership Scheme at any time if the Centre is unable to provide, or ceases to provide, the benefits of Centre Membership as determined in Rules 11.1 and 11.2 above, or ceases to meet the standards required by The Pony Club. Adequate notice will be given, along with reasons for withdrawal, in reasonable time.

11.17 Pony Club Centres will display a Pony Club Centre plaque.

11.18 All Pony Club Centres must hold a current licence under the Riding Establishments Acts 1964 and 1970 or The Riding Establishments Regulations (Northern Ireland) 1980 or The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (as appropriate).

11.19 All Pony Club Centres must have current Public Liability Insurance Cover, which must include cover for all their Pony Club activities. Members riding Centre owned ponies will be covered by The Pony Club Third Party Legal Liability Insurance Policy when taking part in any Pony Club activity. However, the pony itself will not be covered by this Insurance.

11.20 Pony Club Centres are required to provide the benefits of membership, including mounted and dismounted

instruction to Members.

Pony Club Tests at Pony Club Centres

11.21 The Centre Proprietor must contact his Area Centre Coordinator, Area Representative and/ or the local District Commissioner if necessary, in order to find suitable Assessors for the Test to be taken at E, D, D+, C or C+ Standard. Thereafter, the Centre Proprietor must consult the Area Representative as to how and where further Tests are to be taken.

11.22 The riding component of the C Test must be taken outside and not in an indoor school.

11.23 It will be the responsibility of the Centre Proprietor to order any badges, felts, and certificates for presentation to successful candidates.

11.24 The Centre Proprietor or Test Organiser should update **PELHAM** with badge and test results.

11.25 Candidates may be charged a fee by the Centre to cover the cost of Assessors' expenses, normal hire charges, and other costs.

12. REMUNERATION AND EXPENSES

Remuneration

12.1 No Trustee shall receive remuneration from The Pony Club in any circumstances. No Area Representative nor any District Commissioner shall receive any salary or emolument from The Pony Club or any of its Branches for performing his normal function within The Pony Club. However, the Management Committee shall have authority to waive this Rule for Area Representatives and District Commissioners in exceptional circumstances, in order to employ the particular skills of an individual for a specific

purpose and provided that such payment is legally permissible.

12.2 Applications for such a waiver should be sent to the Chief Executive, in writing, giving precise details of the work to be done and the remuneration to be paid.

Payment of Coaches and others

12.3 Coaches and others such as Camp helpers may be paid a fee on production of an invoice. It is strongly recommended that fees should be negotiated in advance, and that they should not be paid in cash. Those paid fees may be members of Branch Committees but cannot be the District Commissioner unless he has received a dispensation from the Volunteers and Officials Committee under Rule 9.26.

Expenses

12.4 Travelling and out of pocket expenses of Trustees and, members of committees will be refunded by The Pony Club Office in accordance with the Pony Club Expenses Policy. Expense claims must be submitted to The Pony Club Office within 30 days from the end of the month of which the expense was incurred.

12.5 Branches may also reimburse such expenses incurred by District Commissioners, Branch Officers, Committee members and others acting on behalf of the Branch. Branches may, if they wish, pay a flat sum or a rate per capita to their District Commissioner, but they should be aware that the Inland Revenue may require the District Commissioner to justify the amount paid. Travelling expenses will be paid at either the Standard Class train fare or at the currently approved mileage rate if travelling by car. This rate should be used as the normal allowance for all Pony Club meetings and events. However, when using qualified officials (i.e. British Dressage judges or BS judges) their

official rate should be paid.

13. THE PONY CLUB TESTS

13.1 Details regarding conditions of tests and badges can be found in the Administrative Notes section of the Handbook and online at pcuk.org.

13.2 Subject to rule 13.3, all mandatory tests must be taken in order.

13.3 In exceptional circumstances, an Area Representative, at the request of a District Commissioner or Centre Proprietor, may grant permission for a Member to omit taking a test before progressing to the next highest test.

14. COACH ACCREDITATION

14.1 The Pony Club accredits its coaches in line with the detailed notes laid out in the "Coaches and Training" section of the Administrative Notes in the Handbook and on the website. The Pony Club grants this accreditation to coaches and reserves the right to remove or suspend the accreditation of any coach if it considers it necessary. If a coach has their accreditation removed or suspended, they may not instruct for any Pony Club Branch or Centre until their accreditation is reinstated.

15. THE PONY CLUB CHAMPIONSHIPS

15.1 Each year, the Management Committee will appoint a Championships Committee to arrange a championship for each of the sports. Wherever possible, all of the sports will hold their championships at the same venue during August, but it is recognised that some sports may have to hold their own separate championships. Qualification for the championships will be through competitions held by each Area. In some sports, these Area competitions may be

replaced or augmented by Zone competitions, in which two or more Areas combine.

15.2 The rules for each competition will be approved by the relevant committee for each sport.

16. DRESS AND SADDLERY FOR PONY CLUB MEMBERS

Hats and Hair

16.1 Must be tied up and back, (preferably in a hairnet) and securely, in a safe manner to reduce the risk of hair being caught and to prevent scalp injuries, Individual Sports may have additional rules.

16.2 It is mandatory for all Members to wear a protective helmet at all times when mounted with the chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall. This rule defines the quality of manufacture that is required. The individual sports **may** also have additional requirements with regard to colour and type. It is strongly recommended that second hand hats are not purchased.

16.3 The current hat standards accepted by the Pony Club are detailed in the table below:

Hat Standard	Safety Mark
Snell E2016 & 2021 with the official Snell label and number	
PAS 015: 2011 with BSI Kitemark or Inspec IC Mark	
(BS) EN 1384:2023 with BSI Kitemark or Inspec IC Mark	

VG1 with BSI Kitemark or Inspec IC Mark	 
ASTM-F1163 2015 & 2023 with the SEI mark	
AS/NZS 3838, 2006 with SAI Global Mark	

- ▶ Note: Some hats are dual-badged with different standards. If a hat contains at least one compliant hat standard it is deemed suitable for competition, even if it is additionally labelled with an older standard.
- ▶ For cross-country riding including Eventing, Tetrathlon and Hunter Trials, together with Pony Racing (whether it be tests, rallies, competition or training) and Mounted Games competitions, a jockey skull cap must be worn with no fixed peak, peak type extensions or noticeable protuberances above the eyes or to the front, and should have an even round or elliptical shape with a smooth or slightly abrasive surface, having no peak or peak type extensions. Noticeable protuberances above the eyes or to the front not greater than 5mm, smooth and rounded in nature are permitted. A removable hat cover with a light flexible peak may be used if required.
- ▶ No recording device is permitted (e.g. hat cameras) as they may have a negative effect on the performance of the hat in the event of a fall.
- ▶ The fit of the hat and the adjustment of the harness are as crucial as the quality. Members are advised to try several makes to find the best fit. The hat should not move on the head when the head is tipped forward. The Pony Club recommends you visit a qualified BETA (British Equestrian Trade Association)

fitter.

- ▶ Hats must be replaced after a severe impact as subsequent protection will be significantly reduced. Hats deteriorate with age and should be replaced after three to five years depending upon the amount of use.
- ▶ Hats must be worn at all times (including at prize-giving) when mounted with a chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall.
- ▶ For Show Jumping: hat covers, if applicable, shall be dark blue, black or brown only. Branch/Centre team colours are permitted for team competitions.
- ▶ For Dressage: hats and hat covers must be predominately black, navy blue or a conservative dark colour that matches the rider's jacket for Area competitions or above. The Pony Club Hat silk is also acceptable.
- ▶ For Mounted Games: hat covers, if applicable, shall be dark blue, black or brown only.
- ▶ The Official Steward / Organiser may, at his discretion, eliminate a competitor riding in the area of the competition without a hat or with the chinstrap unfastened or with a hat that does not comply with these standards

Hat Checks and Tagging

16.4 The Pony Club and its Branches and Linked Centres will appoint Officials, who are familiar with The Pony Club hat rule, to carry out hat checks and tag each hat that complies with the requirements set out in the hat rule with a pink Pony Club hat tag.

16.5 Hats fitted with a pink Pony Club, British Eventing (BE) or British Riding Club (BRC) hat tag will not need to be checked on subsequent occasions. However, the Pony Club reserves the right to randomly spot check any hat regardless of whether it is already tagged.

16.6 Pony Club hat tags (Pink) are only available to purchase from The Pony Club Shop.

16.7 Tagging is an external verification of the internal label and indicates that a hat meets the accepted standards. The tag does NOT imply any check of the fit and condition of the hat has been undertaken. It is considered to be the responsibility of the Member's parent(s) / guardian(s) to ensure that their hat complies with the required standards and is tagged before they go to any Pony Club event. Also, they are responsible for ensuring that the manufacturer's guidelines with regard to fit and replacement are followed.

For further information on hat standards, testing and fitting, please refer to the British Equestrian Trade Association (BETA) website: British Equestrian Trade Association - Safety and your head (beta-uk.org)

Ties and Stocks

16.8 The Pony Club's colours are pale blue, gold and purple, and Members should wear the approved tie in these colours whenever attending a Pony Club activity, unless the wearing of a tie is inappropriate to that activity.

16.9 Recognising the wide age range of Members, there is also a dark blue tie, which may be worn by Members who have attained their 18th birthday. Alternatively, a plain white or cream stock may be worn with a black or navy jacket, or a coloured stock may be worn with a tweed hacking jacket. It is permitted to wear a Pony Club stock with any coloured jacket.

Badges

16.10 The official membership badge should be worn at all Pony Club activities when a jacket is worn.

16.11 Branches and Centres give Members a coloured felt showing the highest Test standard achieved by the Member. It should be worn behind the membership badge.

16.12 Cloth Achievement Badges should be sown on to the Branch or Centre sweatshirt.

Body Protectors

16.13 The Pony Club does not make the use of body protectors compulsory, except for all Cross Country riding, Arena Eventing and Pony Racing whether it be training or competition. For these activities a Body Protector must meet BETA 2018 Level 3 standard (blue and black label).



16.14 For general use, the responsibility for choosing body protectors and the decision as to their use must rest with Members and their parents. It is recommended that a rider's body protector should not be more than 2% of their body weight. When worn, body protectors must fit correctly, be comfortable and must not restrict movement. BETA recommends body protectors are replaced at least every three to five years, after which the impact absorption properties of the foam may have started to decline.

Air Jackets

16.15 When an air jacket inflates the sudden noise can startle horses in the immediate vicinity thereby causing difficulties for the other Members of a ride if used in a group ride in a confined area, e.g. an indoor school or outdoor manège. Air jackets are therefore not encouraged for group rides.

Medical Armbands

16.16 Medical armbands are advised if Members are not accompanied by a

responsible adult, including hacking on roads and are compulsory for Pony Racing and for Endurance rides.

Clothing, Footwear and Stirrups

16.17 When mounted at Pony Club activities, Members should wear a riding jacket or Branch/Centre sweatshirt, jodhpurs with leather shoes or jodhpur boots or breeches and either leather or rubber riding boots, a suitable plain-coloured shirt with a collar and The Pony Club tie or a stock.

16.18 Only standard riding or jodhpur boots with a well-defined square cut heel may be worn. No other footwear will be permitted including wellington boots, yard boots, country boots, "muckers" or trainers. Boots with interlocking treads are not permitted, nor are the boots or treads individually. Laces on boots must be taped for Mounted Games only.

16.19 Plain black or brown half chaps may be worn with jodhpur boots of the same colour. Tassels and fringes are not allowed.

16.20 Stirrups should be of the correct size to suit the rider's boots. They must have 7mm (1/4") clearance on either side of the boot. To find this measurement, tack checkers should move the foot across to one side of the stirrup, with the widest part of the foot on the tread. From the side of the foot to the edge of the stirrup should be 14mm.

There are now many types of stirrups marketed as "safety stirrups". All riders must ensure that their stirrups are suitable for their type of footwear, the activities in which they take part and that the stirrup leathers are in good condition.

16.21 There are no prescribed weight limits on metal stirrups. However, with the advent of stirrups of other materials, weight limits are seen to be given by manufacturers. Anyone

who buys these stirrups should take particular note if weight limits are on the box or on the attached information leaflets.

16.22 Neither the feet, nor the stirrup leathers nor irons, may be attached to the girth, nor may the feet be attached to the stirrup irons.

It is strongly recommended that the design of the stirrup chosen allows the foot to be released easily in the event of a rider fall. Specific rules for individual sports can be found in the respective sports rulebooks.

Particular focus should be on ensuring that the boot and stirrup are the correct size for the rider taking part and used in line with the manufacturer's guidance.

For the avoidance of doubt, at Pony Club events:

- ▶ stirrups which connect the boot and the stirrup magnetically are not allowed
- ▶ Interlocking boot soles and stirrup treads are not allowed.

16.23 New clothing is not expected, but what is worn must be clean, neat and tidy. Jeans should not be worn when mounted except when specifically allowed by certain sports. Polo shirts in Branch colours are allowed at rallies and at camp.

Spurs

16.24 Spurs may not be worn by a Pony Club member at a Pony Club activity or event unless

- a) that member has passed either The Pony Club C+ Riding Test or The Pony Club Spurs Test and the wearing of spurs is allowed by the rules of the sport in question; OR
- b) the wearing of spurs is as part of specific training in the use of spurs in preparation for the member taking the Spurs Test; OR

c) it is done as part of a Spurs Test.

16.25 Sharp spurs are not permitted. Only blunt spurs, without rowels or sharp edges, and spurs that have a smooth rotating ball on the shank may be worn. If the spurs are curved, the curve must be downwards and the shank must point straight to the back. Spurs must not exceed 4 cm or any lesser length specified in the Rule Book applicable to the relevant sport. The measurement is taken from the heel of the boot to the end of the shank. Any misuse of spurs will be reported to the District Commissioner/Centre Proprietor, Area Representative and Training Chairman and riders who are reported will be recorded and monitored.

Jewellery

16.26 Wearing jewellery while handling or riding a horse or pony is not recommended. To reduce the chance of injury, the following must be removed:

- Necklaces
- Bracelets (except medical bracelets)
- Large or dangling jewellery, including items attached to piercings.

The following are allowed:

- Wristwatch
- Wedding ring
- Stock pin worn horizontally, and a tie clip.

For cross-country, it is advised to remove stock pins.

If a Member chooses to wear any other type of jewellery at a Pony Club event, such as stud earrings, it is at their own, or their parent/guardian's risk.

Competitions

16.27 Additional or different dress requirements for competitions may be specified in the Sport Rule Books, but otherwise, these Rules shall apply.

Saddlery and Equipment

16.28 Grass reins and balance support reins are permitted to be used in activities. They must be loosely fitted and not restrict the pony. The height limit for jumping is 50 cm.

16.29 Certain types of tack or equipment that are not permitted in competition may still be suitable for use during Pony Club training or rallies, provided they have prior approval from the Coach or District Commissioner (DC)/Centre Proprietor (CP) and always uphold equine welfare. This may include items such as bitless bridles or hoof boots where safe, and appropriate.

However, when ridden, any tack or equipment that restricts the horse's natural movement or forces the head into a fixed position, such as draw reins or bungees, will not be permitted at any Pony Club event.

Grass reins may be used only to prevent the pony from putting its head to the ground. They must never be fitted in a way that ties the head in or alters the pony's natural head position.

Use of the Whip

At the discretion of the Coach/DC/CP, Members may use a whip (restricted to 102cm in length, measured up to the tassel) or non-padded baton (maximum length 70cm but not less than 45cm) in rallies and training environments, including show jumping and cross-country, to train the pony to respond correctly and immediately to a light natural aid.

Riders must be educated on the least aversive (gentlest) use of the whip, adhering to the principles of learning theory, i.e. the correct application of negative reinforcement (pressure-release) and classical conditioning.

The whip must never be used to punish insufficient responses or unwanted behaviours. The whip must never be used to express anger or frustration.

In competition settings the rules of the sport must be followed.

Unsafe Tack

16.30 All tack must be clean, in a good state of repair, properly fitted and suitable for purpose. Tack inspections are routinely carried out at events and the organisers may prohibit participation in the event if they consider the tack to be inadequate or unsuitable. Specific sport rules are detailed in respective rulebooks.

Electronic Devices

16.31 Electronic devices (i.e. headphones, mobile phones, etc. enabling another person to communicate with the rider) are not allowed whilst the rider is competing. No recording device is permitted (e.g. hat/bridle cameras, etc).

17. SAFEGUARDING

17.1 The Pony Club believes that it is essential that children and young people are encouraged to take part in outdoor activities and sports as part of their development to adulthood. Their participation in sport must be in a secure, safe and fun environment and be protected from harm. The positive effects of involvement with horses can help develop self-esteem, teamwork and leadership. This can only take place if equestrian sport is effectively regulated and managed by well trained staff and volunteers.

17.2 The full Safeguarding Policy contains the necessary policies and procedures which should be implemented and adhered to, including but not limited to:

- The appointment of a Branch/Centre Safeguarding Officer

- Dealing with safeguarding concerns and allegations
- Safer recruitment practices, including requirements for those carrying out regulated activity/work

17.3 As a member body of British Equestrian (BEF), in applying our Safeguarding Policy, we will follow the BEF Case Management Policy (with any necessary modifications). This Policy includes a provision allowing for the temporary suspension of an individual during an investigation.

18. DISPLAYS

18.1 Branches will not give displays, or stage competitions, at shows or other public gatherings without first obtaining the permission of their Area Representative.

19. PROHIBITED ACTIVITIES

19.1 Because of the risks involved, team-chasing events or practices must not be organised by The Pony Club, nor should Branch teams be entered in such events. The same restriction applies to Racing, other than racing sanctioned by The Pony Club Pony Racing Committee. Team-chasing and other unauthorized racing is not covered by Pony Club insurance.

20. COMPLAINTS PROCEDURE

Competition Complaints and Objections

20.1 Complaints and objections arising from within competitions should be dealt with in accordance with the procedure detailed in the relevant sport rule book. Decisions made in this way are final, and no appeal will be entertained. Should a breach of eligibility subsequently be discovered, then the Sport Committee may disqualify the offending team or individual. If the said individual was a member of a qualifying team, and their score

contributes to the qualification, the team will be disqualified unless the qualification holds up using the discard score. In the event of disqualification, the next best placed team or individual will be promoted. Decisions made by the Sport Committee shall be final. No issue of eligibility can be considered after the Championship competition has been held.

Other Complaints and Problems

20.2 If a problem arises within a Branch or a Centre, it is for the District Commissioner or Area Centre Coordinator to try initially to resolve the problem. If they are unable to do so, then they should enlist the help of the Area Representative, who will consult with the relevant Committee Chairmen if necessary. If the problem still cannot be resolved, then the Area Representative (with the assistance of a Branch Operations Director if required) will refer the matter to the Rules and Compliance Committee, whose decision will, subject to Rule 20.3 be final. The decision will be advised to the complainant in writing.

20.3 The Rules and Compliance

Committee may in exceptional circumstances and in cases where the Committee is unable to determine the matter properly due to a conflict of interest arising must, ask the Vice Chairman to establish an Appeals Committee under Rule 4.33 to review the matter and make a decision on it.

20.4 Any appeal to the Appeals Committee will be considered only after the above procedure has been carried out. If the complainant wishes to lodge an appeal, they must do so within **21** days of the date of the decision letter. They must also pay a deposit to The Pony Club Office. This deposit will be refunded if the appeal is upheld. The amount of the deposit will be shown in the Handbook.

21. FINANCE

21.1 Branches shall be largely autonomous

in their control of Branch funds. However, it should be understood that, under charity law, the funds of The Pony Club, whether they are held by the Branches or by The Pony Club Office, are all part of The Charity. This means that, if any part of The Pony Club cannot pay its debts, payment must be made from elsewhere in The Pony Club. For this reason, a Branch may not, without the approval of the Finance Committee, enter into a financial commitment that risks a loss of a sum which is greater than £5,000 or the sum equal to 50% of its free reserves at the time of the commitment, whichever is the lesser amount.

21.2 A Branch that wishes to assign Designated Funds must obtain the consent of the Finance and Risk Committee. Designated funds are funds that a Branch may wish to set aside for a particular future project or commitment. These funds part of the unrestricted funds of the Branch.

Funds that are received by the Branch only to be used for a specific purpose are called Restricted Funds. These are to be reported in the Annual Returns and if you require guidance on the classification of your branches funds, please contact branch. accounts@pcuk.org.

21.3 Any purchase or rental of land (irrespective of value), and any capital expenditure in excess of £10,000, requires the prior approval of the Trustees. This requirement does not apply to casual hiring of facilities, provided that the hire period does not exceed one month. A Branch does not have the legal capacity to buy or rent land or buildings in its own name. All such transactions must be in the name of "The Pony Club", with the interest of the Branch being noted. All costs incurred, such as legal fees, are to be paid by the Branch. Articles of Association. In order to comply with the Memorandum and Articles, Pony Club funds may only be deposited with or lent to an

institution, such as a bank or building society, which is regulated by the Financial Conduct Authority.

21.4 Legally, The Pony Club is a charitable company, governed by its Memorandum and Articles of Association. In order to comply with the Memorandum and Articles, Pony Club funds may only be deposited with or lent to an institution, such as a bank or building society, which is regulated by the Financial Conduct Authority.

21.5 Bank Accounts

- ▶ Branches should use online banking provided that the Bank has a feature that requires two separate people to authorise transactions. For branches where this is not currently possible they should transition to a new account. In the interim paper statements should be obtained at least monthly and presented at every branch meeting.
- ▶ As a minimum, the Branch Treasurer and District Commissioner should be signatories on the account. It is recommended that other officers are also made signatories in order that payments are not held up due to unavailability of the Branch Treasurer or District Commissioner.
- ▶ The Branch Treasurer and District Commissioner should review the account regularly and at least monthly
- ▶ All bank payments, both online and paper cheques require two signatories.
- ▶ Disbursements may not be made by telephone banking.
- ▶ Debit cards may be used but the Branch Treasurer may not be the holder of a Debit Card. All holders must give the transaction dockets to the Branch Treasurer at not greater than monthly intervals, together with an explanation of the reason for each purchase. The Treasurer will review these and report any anomalies to the District Commissioner or

Area Representative.

- ▶ Credit cards are not allowed.

Building Society Account

If the Branch has a building society account, the Treasurer must bring the pass book to every committee meeting and make it available for inspection and must get the balance updated as at the year end.

21.6 These rules relate to all sub-groups, such as Parents' Associations and Sports Sub-committees that belong to the Branch.

Online Payment Systems

21.7 The use of online payment systems such as PayPal, Stripe, Worldpay, Sagepay by Branches is permitted. However, it should be used in accordance with the relevant rules laid out in The Pony Club's Treasurer Guidelines, which are available on the Finance section of the website, or by contacting branch. accounts@pcuk.org.

Returns to The Pony Club Office

21.8 To comply with charity law, all Branches are required to submit an Annual Financial Return to the Pony Club Office by 31st January following the end of The Pony Club Year. Failure to do this will result in fines being imposed on The Pony Club, which will be recharged to the Branch(es) concerned. Invoices will be raised for any fines and sent to the branch pcuk.org email address.

21.9 The funds of all sub-branches, Parents' Associations and other sub-groups must be reported, either separately, or consolidated with the Branch. Funds held by Areas will also be reported.

21.10 Memberships are processed centrally at the Pony Club Office and via the Membership portal. Family Memberships have to be processed manually at The Pony Club Office. In case of an emergency and the

Portal is unavailable, Branches can either use the “taster” rally option or a membership form should be emailed to Membership@pcuk.org before the event takes place and will be processed on the first following working day. Membership forms can now be completed electronically. Payment will be made monthly to the Branch Bank Account in respect of memberships taken during the previous month. Changes to the Branch Bank Account must be notified to the Pony Club Office – branch.accounts@pcuk.org.

21.11 For the purposes of the Branch Revenue Share, a Member who transfers from one Branch to another during The Pony Club Year shall be reported by the Branch to which he has paid his subscription. He should be excluded completely from the Return of the other Branch. Capitation is paid at the joining Branch and no subsequent adjustment can be made.

21.12 The annual financial return is due by the specified due date. Late submissions will incur a ‘late submission fee’. If it is still outstanding one month after the specified due date, a further late submission fee will be incurred.

The fee(s) will be published in the Handbook or on the website. The invoice for the fee will be addressed to the District Commissioner of the Branch or for Area returns the relevant Area Representative and will be sent to their respective @pcuk.org email address.

A completed Branch Annual Financial Return submission will encompass:

- ▶ Fully completed, balanced return including a completed declaration signed by the Branch Treasurer
- ▶ Bank statements and building society pass books showing the balance as at 31st December
- ▶ Fixed Asset Register

21.13 If any Branch believes they are unable

to complete the Return by the due date, a request for an extension of 28 days may be sent to branch.accounts@pcuk.org no later than second Monday in January with reason for the request. Branches are also required to respond to queries, requests for further information within 14 days of the request being made.

21.14 Following consultation with the Area Representative, the Management Committee may impose different reporting requirements upon Branches that are persistently late in filing their Returns.

21.15 In the event that a Branch is unable to complete its Annual Financial return it may request the Pony Club Office to undertake the task for it. If a Branch makes such a request it must supply to the Pony Club Office: -

- ▶ A completed and balanced cashbook in either electronic or hard copy
- ▶ Copies of all bank statements for the year

If a branch does not have a cash book there will be an additional charge payable by the branch.

21.16 If a request is made to the Pony Club Office to complete an Annual Financial return the Branch may be required to pay a completion fee to The Pony Club depending on the complexity of the Return and at the discretion of the Finance department.

Record Keeping

21.17 It is the responsibility of the Branch Treasurer to keep appropriate financial records. This must include:

- ▶ All financial transactions must be recorded in the cashbook (electronic / hardcopy), this includes recording the VAT that has been paid on each payment as per the receipt
- ▶ All payments made must have a receipt (can be scanned)
- ▶ Accounts packages such as Sage, Xero etc can be used

- All expenses claimed must have appropriate receipts attached
- All payments to a service supplier including Coaches must be on receipt of a valid invoice.
- All service providers such as Coaches must have a written contract for the service in place with The Pony Club Branch prior to any engagement. Template contracts are available on the Finance section of the website or contact branch.accounts@pcuk.org. All records must be kept for a period of 6 years.

Branch Audits

21.18 The Pony Club Office may at any time request to audit the last two years of the Annual Financial Return of a Branch. Within 30 days of receiving an audit request the Branch Treasurer must send to the Pony Club Office the following documents: -

- Monthly Bank statements for all bank accounts held by the Branch for the period requested
- Download of all online payment platform transactions during the period requested
- A copy of the cashbook
- All receipts to evidence expenditure

21.19 Results of the audit will be communicated back to the Branch District Commissioner and Area Representative.

Branch Correspondence

21.10 All correspondence relating to Financial matters will be sent from the Office to treasurer.branch@puck.org and copied to the dc.branch@pcuk.org email addresses. Correspondence relating to Branch Financial matters, including all Branch Returns, Treasurer training, Bank Account and Branch Treasurer changes must be sent to branch.accounts@pcuk.org.

Refunds

21.21 No refunds after close of entries.

21.22 Withdrawal before close of entries will get a full refund less a £10 admin fee (to be retained by The Organiser. This rule excludes Polo. (See sports rule).

21.23 In the event of a competition being abandoned, for whatever reason, a refund of 50% of the entry fee will be given.

Cash

21.24 In order to mitigate the risk associated with holding cash, cash transactions should be kept to a minimum.

- All cash handled by staff and volunteers, must be dealt with so as to ensure its safe custody and mitigate against loss whether through fraud, misappropriation or mistake.
- All payments made in cash must be supported by a receipt or other form of documentation to support the payment, must be recorded in a petty cash book and should be reviewed and authorised by someone other than the person who is maintaining the petty cash.
- A record of all cash received should be made in the petty cash book along with sufficient detail.
- Receipts should be issued for all cash received into petty cash. For fund raising activities such as raffles, one receipt for the total amount is sufficient but the receipt should detail the activity and individual giving the money.
- A regular and independent check of the petty cash float and records must be undertaken.

Direct Debits and Direct Credits

21.25

- Branches must maintain an up to date Direct Debit Mandate and must notify the Pony Club Office of any amendments
- Branches will be notified of payments being made to the Branch or payments being made by the Branch relating to subscriptions and invoices raised by The Pony Club Office at least 10 days prior to the payment being made / taken.
- Any payments which are not regarding membership will have been invoiced in the

month prior to the payment being taken and will have been sent to the branch pcuk.org email.

21.26 In order to safeguard individuals and to protect the funds of the Pony Club, the Branch Committee/District Commissioner shall ensure that controls are in place to mitigate the risk of loss of the assets of the branch (whether through fraud, misappropriation or mistake).

21.27 The Pony Club Office may issue guidance to Branch Treasurers to assist them in performing their duties. This guidance must be followed and can be found on the Finance Section of the website or for any queries, contact branch. accounts@pcuk.org

22 INSURANCE

22.1 The Pony Club has Insurance under a number of headings and policies, a summary of which is provided in the Handbook. In particular, all Branch and Centre Members are covered for their legal liability for accidental injury or damage to third parties or their property, arising out of the use or ownership of ponies at any time, not just on Pony Club activities. A full policy summary is shown on The Pony Club website.

22.2 Members and their parents must read the summary of cover carefully, to ensure that it satisfies their own requirements. It must be understood that this is liability Insurance and does not cover property belonging to, or in the care of, the Member or his family. Nor does it cover injury to the Member or his family. To comply with insurance requirements, all employees of The Pony Club (including contractors), paid and unpaid officials, instructors, volunteers, parents, Members of The Pony Club and visitors must: -

- ▶ Take all reasonable care for the Health and Safety and Welfare of themselves and others that may be affected by their actions or omissions.
- ▶ Co-operate fully with The Pony Club and its Officials on all Health and Safety and Safeguarding issues.

23. LEGAL LIABILITY

23.1 Save for the death or personal injury caused by the negligence of the organisers, or anyone for whom they are in law responsible, neither the organisers of this event or The Pony Club nor any agent, employee or representative of these bodies, nor the landlord or his tenant, accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, cars, their contents and accessories, or any other person or property whatsoever. Entries are only accepted on this basis.

24. GENERAL

24.1 Every eventuality cannot be provided for in these Rules. In any unforeseen or exceptional circumstances, it is the duty of the relevant officials to make a decision in the spirit and ethos of The Pony Club and to adhere as nearly as possible to the intention of these Rules.

Administrative Notes



PURPOSE

The Pony Club is a voluntary youth organisation for young people interested in ponies and riding. It has Branches and Centres worldwide but these notes apply only to the United Kingdom of Great Britain and Northern Ireland. Within the UK, it is a Registered Charity, and is subject to Charity legislation and to regulation by the Charity Commission.

The Pony Club's Charitable Purpose is:

- ▶ To promote and advance the education and understanding of the public and particularly children and young people, in all matters relating to horsemanship and the horse.
- ▶ To encourage the development of sportsmanship, unlocking potential by building resilience, confidence, teamwork and leadership skills.
- ▶ To support and develop the volunteering network to strengthen The Pony Club community and sustain life-long engagement with equestrianism.

The Pony Club has been granted constituent Membership of the National Council of Voluntary Organisations (NCVO). This means that The Pony Club is officially recognised as a National Youth Organisation.

The Pony Club is affiliated to British Equestrian.

The Pony Club Office is at **Lowlands Equestrian Centre, Old Warwick Road, Warwick, CV35 7AX**, where The Pony Club is managed by a permanent staff responsible to The Board of Trustees.

THE PONY CLUB LOGO



The logo is a registered Trade Mark and should not be altered in any way without the express permission of The Pony Club. The Pony Club logo should not be incorporated, integrated or positioned so closely to any other logo/s that it appears to be part of that or those logos.

It is very important that, as a Branch or Centre representing The Pony Club, you are using an up to date good resolution logo, in order to show that the Branch / Centre is an official representation of the brand.

Copies of the logo and guidance are available on request to Branches and Centres via The Pony Club website, where you can request the specific type of logo you require.

PONY CLUB COLOURS

Full details of The Pony Club colour palette and how to use them for home and professional printing can be found in the brand guidelines document on The Pony Club website.

PONY CLUB BADGES AND TIES

Members can buy badges and ties from their Branch or Centre or from Pony Club Shop. The official Membership badge should be worn at all Pony Club activities when a jacket is worn. The badge should be worn at Branch / Centre rallies, Shows, Branch or Centre Competitions, Area Competitions and at the Championships.

It should be worn on the left lapel of the jacket. For safety reasons, it must be at least 4cm below the collar bone. A coloured felt showing the highest Test standard achieved by the Member is given to Members by their Branch or Centre. It should be worn behind the Membership badge. Sewn-on badges denoting the Test colours are also available up to B Test for Members wishing to wear them on their sweatshirts or at times when the Members badge is not worn.

Officials' Badges – The officials' badges have the same Pony Club design with a coloured enamel scroll attached bearing the title.

► **Trustee**

Badge has a chrome surround with blue scroll

► **Area Representative**

Badge has a chrome surround with a red scroll

► **Committee Chairmen**

Badge has a chrome surround with blue writing

► **District Commissioner**

Badge has a chrome surround with a dark blue scroll

► **Assistant District Commissioner**

Pale blue scroll

► **Branch Secretary**

Red scroll

► **Local Committee**

Dark blue scroll

► **Branch Chief Instructor**

Light Green Scroll

► **Instructor's Bar**

Blue bar bearing the word, Instructor

► **Branch Health & Safety Officer**

Dark green scroll

► **Branch Treasurer**

Grey scroll

► **Volunteer**

White oval

► **Branch Safeguarding Officer**

Light Green

► **Life Vice President**

Lilac

► **Branch President**

Badge has a chrome surround with blue scroll

From the point of view of third party insurance, officials are advised to wear the appropriate badge while acting in an official capacity for The Pony Club.

PRESS AND MARKETING

It is in the interests of The Pony Club that its aims and activities are kept in the public eye. Press Releases of Branch and Centre events and invitations can be sent to local press for events. Reports of events should be sent to newspapers immediately after they have taken place. The local BBC and independent radio and television stations are often interested in The Pony Club's activities and you can find templates and information on the officials area of pcuk.org to help you with this type of promotion. If Members are to participate in a radio or television programme, Branches and Centres must inform The Pony Club Office.

MARKETING MATERIALS

The Marketing department can be contacted through The Pony Club Office for any help or advice you may need, and also welcome input into additional resources.

PONY CLUB OFFICIAL CLOTHING

Pony Club clothing is available from **Wainwright Screenprint**.

PONY CLUB PUBLICATIONS

The Pony Club publishes a number of books and e-books on The Pony Club's teaching which are available from Wainwright Screenprint.

HEALTH AND SAFETY AND SAFEGUARDING

Horse Welfare and the Health & Safety of our Members is the absolute top priority for Pony Club UK.

The aim of The Pony Club is to encourage young people to ride and to learn to enjoy all kinds of sport connected with ponies and riding, however by its nature this inevitably involves some risk. Members should be able to learn to ride and participate in equestrian sports in an environment that is as safe and secure as is reasonably practicable. Taking risks, learning the limits and exploring boundaries is a crucial element in a child's development, hence it is imperative that Members are allowed to take risks in a controlled environment to assist their development and to learn how to enjoy equestrian activity safely. The health and safety guidelines are intended to show how organisers, officials and participants can do what is reasonably practicable to ensure the health, safety and welfare of Members and volunteers at Pony Club activities without unnecessarily restricting their enjoyment and learning.

The health & safety requirements of the Pony Club are decided by The Trustees with direction and guidance from the Safety and Welfare Committee. These are published in the Health, Safety, Safeguarding and Horse Welfare Rule Book and Safeguarding Policy (which can be found on the Pony Club website).

The Health, Safety, Safeguarding and Horse Welfare Rulebook includes the following areas:

Risk Assessments

Risk assessment is the cornerstone of good health and safety management and is a vital tool in preventing and/or reducing the risk

of injuries. The Pony Club approach to risk assessment is simple, we ask:

- ▶ 'How can someone get injured?'; and,
- ▶ 'What are we going to do about it?'

Documented risk assessments must be carried out and recorded for all Pony Club activities and events attended by Members.

All areas of a venue/site that everyone has access to should be considered, not just the riding activity or area. Guidelines for the completion of risk assessments and templates are available on the Pony Club website.

Medical and First Aid

A minimum of a trained first aider and appointed person must be present at all Pony Club activities. Guidance on the appropriate levels of first aid cover for Pony Club activity and competition can be found in the Health, Safety, Safeguarding and Horse Welfare Rulebook (see First Aid Provision Matrix). The level of medical cover should be considered as part of the risk assessment. Further details can be found in the Health, Safety, Safeguarding and Horse Welfare Rulebook and on The Pony Club website.

Accident Reporting

All injury accidents must be reported using the Risk Reduce online accident reporting website. The full process and link to online Risk Reduce form are available on the health & safety section of the Pony Club website. If in doubt, report it.

Branch Officials' Training (BOT)

What is BOT?

Branch Officials' Training, also referred to as BOT, is a self-guided training package designed to support District Commissioners and branch officials with their roles.

What will you learn?

Through BOT training, you will gain an understanding about:

- ▶ · Your role and responsibilities
- ▶ · How branches should run in accordance with The Pony Club and charity rules
- ▶ · Fundamentals of compliance, including safeguarding, safety, and finance matters
- ▶ · Overview of Pony Club coaching and needs
- ▶ · The IT systems available to support with your membership
- ▶ · Membership offerings

Who can attend?

Before a new District Commissioner can be ratified in post by the Volunteers and Officials Committee, he/she must complete a BOT Course. It is considered that it would be useful to them for other Branch Officials and Committee members also to undertake the training.

The Volunteers and Officials Committee **strongly advise** that District Commissioners (and other Branch Officials) should repeat the training at regular intervals during their time in office.

Insurance

A 'frequently asked questions' information section is available on the Pony Club Website, including all contact details for Howden Insurance.

Horse Welfare

Horse Welfare and the Health & Safety of our Members is the absolute top priority for Pony Club UK. It is our core value that horses and ponies are cared for in the correct

environment, see Equine Welfare Policy for more details.

Safeguarding Commitment

The Pony Club believes that it is essential that children and young people are encouraged to take part in outdoor activities and sports as part of their development to adulthood. Their participation in sport must be in a secure, safe and fun environment and be protected from harm. The positive effects of involvement with horses can help develop self-esteem, teamwork and leadership. This can only take place if equestrian sport is effectively regulated and managed by well trained staff and Volunteers.

Safeguarding Policy Statement

The Pony Club has a statutory duty to protect children and safeguard their welfare. Participants in Pony Club activities are entitled to expect a safe and enjoyable environment. The Pony Club policies and procedures are consistent with the British Equestrian (BEF) Safeguarding Policies.

The Safeguarding Policy includes the following areas:

- ▶ Duty of care and responsibilities
- ▶ How to deal with concerns and allegations
- ▶ Safer recruitment practices

Recording Safeguarding Incidents

Any safeguarding incidents/concerns must be logged on the 'Globocol' portal by the Area Representative or their chosen Area Safeguarding Lead.

INSURANCE

The Pony Club has a comprehensive portfolio of insurance, designed to give protection to

the Association and its Members (including Centre Members), Branches, Volunteers and Employees. The insurances are arranged by The Pony Club's broker – Howden, One Creechurh Place, London, EC3A 5AF Tel: 020 7645 9339. Amongst the most important policies are the liability policies. It should be noted that the liability insurances deal with claims made against The Pony Club or Members on a legal liability basis and not a moral liability basis.

The Pony Club Public Liability Insurance

This policy covers claims made against The Pony Club or a Pony Club Branch (based in Great Britain and Northern Ireland) or a person acting on their behalf arising out of the usual activities of The Pony Club or a Branch anywhere in the world. It covers accidental bodily injury to members of the public or damage to their property as a result of negligence. The limit of indemnity is thirty million pounds (£30M) in respect of any one occurrence.

Only normal Pony Club activities are automatically included – if a Branch wishes to engage in an activity outside of the normal activities for a Branch they should notify The Pony Club Office who will consult with insurers if necessary.

If a Branch is asked to provide an indemnity (perhaps by the owner of land that will be used by the Branch for an activity), the wording of any such indemnity must be referred to The Pony Club, Lowlands Equestrian Centre, Old Warwick Road, Warwick, CV35 7AX Tel: 02476 698300. Email: enquiries@pcuk.org; for approval before it is signed by the District Commissioner.

This policy will deal only with claims made against The Pony Club or Branches by third parties and will not cover damage to property

belonging to The Pony Club or a Pony Club Branch or property in their care, custody or control. If cover is required for damage to property you should arrange separate insurance.

The Pony Club Employers' Liability Insurance

This policy covers claims made by employees against The Pony Club or Branch (based in Great Britain or Northern Ireland) arising out of the usual activities of The Pony Club or Branch anywhere in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man (extended to world-wide for temporary visits by employees). It covers accidental bodily injury to any employee including any casual labourer such as a coach. The limit of indemnity is ten million pounds (£10M) in respect of any one occurrence but five million pounds (£5M) for terrorism or asbestos claims.

The Pony Club Members' Personal Liability Insurance

This policy covers claims made against the Member for accidental bodily injury to members of the public or damage to their property arising out of the Member's use or ownership or control of a horse or pony or horse/pony-drawn vehicle at any time – not just at Pony Club activities. Also covered are other persons using the Member's horse or pony or horse/pony-drawn vehicle with the Member's permission, unless such person is insured elsewhere. Cover is restricted to accidents occurring within the United Kingdom or Republic of Ireland

The Member's liability policy is one of 'last resort'. Therefore if any other policy is in place which would cover the claim, the alternative policy will respond before The Pony Club policy. Many household or equine mortality policies will include public liability cover and this will be explored before a claim is

accepted under The Pony Club policy.

If the Member is a child and is too young to be found legally liable, then the policy will cover the parent or guardian of the Member for liability arising out of the Member's activities as provided for in the policy. Temporary Members are covered whilst attending Pony Club activities (from time of arrival until time of departure) only if they are attending a rally with a view to joining The Pony Club. This applies to a couple of rallies only.

The limit of indemnity is thirty million pounds (£30M) in respect of any one occurrence.

The policy does not cover:

- ▶ accidental bodily injury to the Member or anyone in the Member's family, household or employ or damage to any such person's property or property in their care, custody or control.
- ▶ accidents occurring whilst the Member is engaged in racing, point to point, steeplechasing, team chasing or any other form of racing other than Endurance Riding or Official Pony Club Race Days and Training Days.
- ▶ accidents arising out of any business activities or the use of the Member's horse or pony or horse/pony-drawn vehicle for hire and reward.
- ▶ The first £250 of any claim for property damage.

For any queries relating to Pony Club insurance please contact:

Catherine Morgan

Catherine.morgan@howdengroup.com

Tel: 020 7645 9339

An Insurance Product Information Document and the policy wording for The Pony Club Members cover can be printed from pcuk.org.

MEMBERSHIP

Branch Membership

Subscriptions (See Rule 8 For Definitions)

	Individual Member	Household Membership (as defined in rule 8.6)	Non-Riding Member
Full Year	£95	£230	£47
Branch Revenue Share	£23	£56	£11

Late Submission Fees

Branches incurring late submission fees as specified in Rule 21.12 will be charged at the following rates:

- ▶ Overdue: £2.00 per Member
- ▶ One month overdue: an additional £3.00 per Member

The Membership shall be calculated on the reported Membership of the Branch for the preceding Pony Club year.

Appeals

In accordance with Rule 20.4 of The Pony Club, the deposit required to lodge an appeal will be £100.00.

Forming a New Branch

Any person wishing to form a new Branch should consult the Area Representative for advice and guidance.

Centre Membership

	Centre Member	Centre Plus Member
Full Year	£47	£95
Centre Revenue Share Incentive	£5	£10

COACHES AND TRAINING

The Pony Club aims to offer the best possible coaching and opportunities to its members at all levels.

Learning about the care and welfare of horses and ponies is paramount to Pony Club ethos. Through working rallies, training, and camps our members can progress in their riding and care knowledge using our achievement badges and tests to help them develop their skills.

Having a Pony Club rally organiser or lead coach is strongly recommended, they will work alongside the District Commissioner. The District Commissioner should always be available to answer queries and discuss problems which may arise. The lead coach must have attended a Pony Club Continuing Professional Development (CPD) course. The lead coach may be a member of the Branch / Centre Committee, and is responsible for:

- ▶ Arranging the programme for rallies and camp (using **The Pony Club Training Pathway** is recommended).
- ▶ Ensuring that facilities are risk assessed before use and that the equipment is ready for each rally/camp.
- ▶ Approving coaches for rallies and be able to brief the coach accordingly.
- ▶ Finding coaches with specialised knowledge.
- ▶ Organising meetings and practical sessions for coaches and ensure that all

coach requirements are up to date.

- ▶ Advising coaches on suitable CPD courses.
- ▶ Organising any relevant training relating to Branch or Centre team selection.
- ▶ Assisting in the preparation of members wishing to take their Pony Club tests.

Coaches' Courses

The Pony Club believes that part of its mission is to train its own future coaches. Potential coaches come from all age groups but particularly from older members who have had the benefit of being part of The Pony Club community. The Training Committee recommends a specific route for new coaches without a formal equestrian coaching qualification which is the Introduction to Pony Club Coaching Steps 1-3 Courses.

For a course to count as a CPD course, it must be notified to The Pony Club Office, for inclusion on the website at least one week in advance of the course date. Courses may be run by any Branch, Centre, or Area, with the approval of the Area Representative. Guidance on what courses to offer can be found on The Pony Club website.

The Pony Club Manual of Horsemanship

The Manual is the essential guide to riding and care of horses and ponies and contains information on a wide range of equestrian topics. The manual should be used as the basis of all Pony Club Coaching.

Coaching

One of the objectives of The Pony Club is to offer coaching sessions which enable members to develop both their riding and understanding of equine care. Coaches must base their teaching on The Pony Club Manual of Horsemanship to avoid conflicting methods.

Pony Club coaches are divided into categories according to their use and role within The Pony Club. It is a requirement that all coaches used by The Pony Club are listed as active coaches on PELHAM. Further information can be found on The Pony Club website. Coaches without an up to date Enhanced DBS or Safeguarding certificate must not be used.

The Pony Club Tests

Test Fees

The E, D and D+ Tests are organised at Branch/ Centre level and do not attract standard fees.

The C, C+ and Spurs tests may be organised at Branch or Area level. Standard fees are prescribed below.

B, B+, Lungeing, and AH tests are organised at Area level.

A tests are organised by The Pony Club Office

Charges to cover venues and Assessors' expenses etc. may be levied at the District Commissioner's, Centre Proprietor's or Area Representative's discretion.

Current Test Fees

Areas, Branches and Centres may choose at their discretion to subsidise test fees for members. Test Fees should not exceed the maximum stated below.

A Test	£290 Re-take: Riding - £220 Lunge and TYH - £140
AH Test	£240 (8 sections) £180 (4 sections) £60 per section
B+ Test	£120

Lunge	£60
B Test	£160 Full Test £100 Ride £80 Care
C+ Test	£90 Full Test £60 Care £40 Ride
Spurs Test	£25
C Test	£40 Full Test £25 per section

Assessor Fees

A Test	£240
AH Test	Half Day - up to 5 hours £120 £240 for all 8 sections
B+ Test	£145 per test (If second test is on the same day + £70)
Lunge	£40 per candidate
B Test	£90 per section
C+ Test	£80 per section
Spurs Test	£70
C Test	£40 per section

- Members may be asked to pay a contribution towards the hire of the facilities.**
- Multiple B+ Tests scheduled on the same day should be avoided to mitigate against Assessor fatigue. No Assessor should assess more than one B+ a day.**
- In the event of a Reasonable Adjustment session durations may be extended to support Members.**
- Internal Verifiers (IVs)**
IVs are arranged at the discretion of Head Office.

Internal Verifier Fees:

£250/day or £130/half-day (up to 5 hours)

Test Colours

A coloured disc or felt (obtainable by Branches and Centres from The Pony Club Shop) will be issued to members to denote the test standard achieved. The disc or felt representing the highest test achieved by the Member should be worn behind the membership badge. Successful candidates are also awarded a certificate in the appropriate colour.

The colours should be awarded as follows: -

- ▶ E – Pale Yellow
- ▶ D - Yellow
- ▶ D+ - White
- ▶ C (Horse & Pony Care) - Meadow Green
- ▶ C (Riding) - Silver Grey
- ▶ C both sections - Green
- ▶ C+ (Horse & Pony Care) - Turquoise
- ▶ C+ (Riding) - Burgundy
- ▶ C+ both sections - Pink
- ▶ B (Riding) - Beige
- ▶ B (Horse & Pony Care) - Brown
- ▶ B both sections - Red
- ▶ Lunging test - Light Blue
- ▶ B+ - Pale Purple
- ▶ AH - Orange
- ▶ AH with Distinction - Orange
- ▶ AH with Honours - Salmon Pink
- ▶ A - Blue
- ▶ A with Distinction - Blue
- ▶ A with Honours - Purple

Reasonable Adjustments

The Pony Club is committed to ensuring that, wherever possible, members are able to access all aspects of the Branch and Centre activities we offer. Reasonable Adjustments are any actions that help to reduce the effect of a disability or difficulty. They are needed

because some disabilities can make it harder for members to take part in activities than it would have been had the member not been disabled. A Member does not necessarily have to be disabled (as defined by the Equality Act 2010) to be allowed an access arrangement. Reasonable Adjustments are intended to increase access to Tests and other activities and are intended to assist Members in demonstrating their attainment without affecting or circumventing the Test requirements. All Reasonable Adjustment Plans will be treated confidentially and only shared with permission from the member and their parent (if under 18yrs old).

Reasonable Adjustments can be used for the Pony Club Tests and should be approved in advance of the Test taking place. Reasonable Adjustments are changes made to an assessment or to the way an assessment is conducted that reduce or remove a disadvantage caused by a student's disability. Reasonable Adjustments will not affect the reliability or validity of the Test outcome nor should they give the Member an assessment advantage over other Members undertaking the same or similar Tests. Where possible the Reasonable Adjustment should reflect a Member's normal way of working. The Reasonable Adjustment is intended to give all Pony Club Members a level playing field in which to demonstrate their skills, knowledge and understanding.

Reasonable Adjustments can also be used to allow for members to take part in activities or competitions. As with Tests these adjustments should be approved in advance of the activity or competition. For more information, please refer to the Reasonable Adjustment Policy which can be found on the website.

Some Pony Club members may already have an Education, Health and Care Plan (EHCP) which can be used to help plan Reasonable Adjustments. However, the

PONY CLUB ACTIVITIES

WORKING RALLIES

The working rally continues to be an important part of Pony Club training with the main objectives being to encourage and improve members' riding skills and their knowledge of equine care and management.

Rallies must be advertised at least seven days prior to the date of the rally and organised by Branch / Centre Committees. Nobody can hold a rally or coach at a rally unless authorised by the District Commissioner, Branch Committee or Centre Proprietor.

A working rally is one at which coaching is given and which is open to all members of the Branch / Centre within the age range or ability level for which it is intended, it may be mounted or dismounted. A dismounted rally is usually used for horse and pony care instruction.

The Pony Club syllabus of coaching in The Pony Club Instructors' Handbook offers guidance on how to build a programme. The timetable and the coaching given at Rallies should be carefully planned.

UNSUITABLE HORSES/PONIES AND UNSUITABLE SADDLERY

Members may come to mounted rallies on horses/ponies which are unsuitable for them or with ill-fitting saddlery that is unserviceable. This can make instruction difficult and the safety of both rider and horse/pony must take precedence. Members coming to a rally for the first time who may not know of The Pony Club's standards and training ethos which will need addressing with tact and sympathy and offered in the form of education and encouragement.

At the start of every working rally the coach should observe riders to ensure the correct

gear is worn, and check on the fitting of tack, giving appropriate advice. Where there is a problem, which makes riding impossible, or dangerous, the rider should be asked to dismount and the problem passed to The Pony Club official in charge of the rally. If there is need to involve the member's parents this should be done by the District Commissioner/ Centre Proprietor or the Rally Organiser. Action by the coach is not recommended.

COMPETITIONS

Open Horse Shows and Competitions

To raise funds some Branches and Centres organise shows or competitions that are open to non- Members.

A disclaimer should be included in the programme for all shows and competitions organised by Branches/Centres. The suggested wording is:

"Health & Safety: Organisers of this event have taken reasonable precautions to ensure the health and safety of everyone present. For these measures to be effective, everyone must take all reasonable precautions to avoid and prevent accidents occurring and must obey the instructions of the organisers, officials and stewards.

Legal Liability: Save for the death or personal injury caused by the negligence of the organisers, or anyone for whom they are in law responsible, neither the organisers of this event or The Pony Club nor any agent, employee or representative of these bodies, nor the landlord or his tenant, accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, cars, their contents and accessories, or any other person or property whatsoever. Entries are only accepted on this basis.

All Branch Members, Centre and Centre Plus Members, those who are officials and volunteers helping at organised events are covered by The Pony Club third party Liability insurance. It is important to understand the limitations of the policy and what is and isn't insured. The policy documents and FAQs should be read and digested by officials to ensure that all insurance conditions and obligations are understood and met.

All non-members competing at a Pony Club organised event, should have their own Third-Party Liability Insurance.

When holding classes for which conditions have been laid down, and judges appointed by a governing body, Branches and Centres are recommended to seek advice from the organisation concerned.

Prizes

It is against Pony Club policy to encourage children to be 'pot hunters' and money prizes are forbidden at competitions or shows for Pony Club Members only.

Competitions Open to Members of other Branches or Centres

Members and organisers of events must follow the Rule for Competitions organised by Branches and Centres.

If an event is open to competitors from other Branches or Centres, it is important to put in the schedule under which Rules it is run and any local modifications.

Types Of Competition

Dismounted

- ▶ National Quiz
- ▶ Horse & Pony Care Competition
- ▶ Triathlon
- ▶ Art Competition

Mounted

- ▶ Dressage

- ▶ Dressage to Music
- ▶ Endurance
- ▶ Equitation Dressage and Show Jumping
- ▶ Eventing (including Arena Eventing)
- ▶ Hunter Trials
- ▶ Mounted Games
- ▶ Musical Ride
- ▶ Pony Racing
- ▶ Polo
- ▶ Polocrosse
- ▶ Show Jumping
- ▶ Tetrathlon

HUNTING

The Pony Club and its Branches are entirely separate organisations to any hunts.

Historically Branches were founded by members of local Hunts for the benefit of their farmers' and subscribers' children.

The Pony Club recognises that hunting has changed following the inception of the Hunting Act 2004 on 18th February 2005. As long as hunts are acting within the law, The Pony Club continues to encourage those Members who wish to take part and experience riding across country to do so.

Trail-hunting, hound exercise and exempt hunting are recognised activities that hunts participate in to comply with the current legislation.

EXCHANGES BETWEEN BRANCHES, CENTRES AND INTERNATIONAL VISITS

The Pony Club believes that visits and the exchange of ideas between Branches and Centres offers a great benefit to Members. The sharing of interests with Members from different Branches and Centres and from different countries broadens a Member's experience.

Areas, Branches or Centres wanting to arrange exchanges or visits, where they will be representing The Pony Club, with countries or overseas Branches or Centres must first get

permission from The Pony Club Office and their Area Representative. Details of these visits must be sent to The Pony Club Office and their Area Representative who will give guidance and support where possible. At the end of any visit, a written report will be required by The Pony Club Office.

For an exchange that relates to a specific sport please take note of the selection criteria which apply to that sport, available on The Pony Club website.

All International invitations are made direct to The Pony Club Office in conjunction with the Pony Club International Alliance (PCIA).

YOUTH PROGRAMMES

Young Equestrian Leader Award (YELA)

The Young Equestrian Leaders Award is a scheme which recognises the time and effort that young people put in to volunteering in equestrian sport. It is open to Pony Club Members aged between 13 and 25 with three levels available: Bronze, Silver and Gold. The progressive requirements at each level encourage young people to develop a range of skills, gain experiences and learn more about the industry in view of shaping them to become leaders of the future.

Once registered, young people will be sent a log book to track and record their volunteering, with just 20 hours gaining them the Bronze level. For more information please visit The Pony Club website or email yela@pcuk.org

THE PONY CLUB WEBSITE

Aim

The purpose of The Pony Club Website is to provide a source of information, education and interactive activities for all. It can be found at pcuk.org.

The Branch And Area Sites

All Branches and Areas have their own sub-site which can be accessed and updated. These websites can be found through the "Find a Pony Club" listings on pcuk.org

The District Commissioner should call for a volunteer to take on the responsibility of acting as Web Manager and managing the Branch site. Each Branch is responsible for writing and updating its own Branch pages and must have access to a computer, which can connect to the Internet, in order to do this. Each site can have multiple managers if required. **The Pony Club will never ask you for your password.**

THE PONY CLUB EMAIL SYSTEM

All Branches and Areas have their own email address ending in @pcuk.org to which all official communications will be sent, at least one member of the Branch committee must have access to this email account.

The District Commissioner/ Branch Treasurer must regularly monitor the DC.Branch@pcuk.org

Treasurer.Branch@pcuk.org email accounts to ensure emails of a sensitive nature remain confidential.

Emails can be accessed through a webmail interface, by using software such as Microsoft Outlook or by adding to a phone or tablet. Access details and further information can be requested by contacting The Pony Club Office or the PELHAM Support hub: <https://pelham.pcuk.org/> or email pelham@pcuk.org.

The Pelham System

Access to the PELHAM system is subject to the Pelham codes of conduct (https://pelham.pcuk.org/wp-content/uploads/2023/06/Code_Conduct-email_Pelham-v3.pdf) and the declaration form must be completed and uploaded to the Committee section on

Pelham. When access to Pelham changes, this form must be kept updated.

This system keeps a list of all current and past Members for each Branch or Centre along with information on Branch/Centre Officials and Coaches. All new Members and renewing Members are processed via the online, self-service Member Portal or The Pony Club Office for both Branch and Centres.

All Branches are required to keep the contact information up-to-date on a regular basis to satisfy both insurance requirements and Data Protection legislation. Branches MUST also record Tests and Achievement Badges on this system.

Branches must maintain up-to-date coach information, including Disclosure, Safeguarding, First Aid and CPD certifications on PELHAM.

Centres - please regularly check your Membership records. Centres MUST also record Tests and Achievement Badges on this system. Coach data for Centres will be updated by Centre Co-ordinators or The Pony Club Office.

In addition to holding data, the PELHAM system provides email facility for Branches to use to contact their Members and coaches and facilitates transfer of Members.

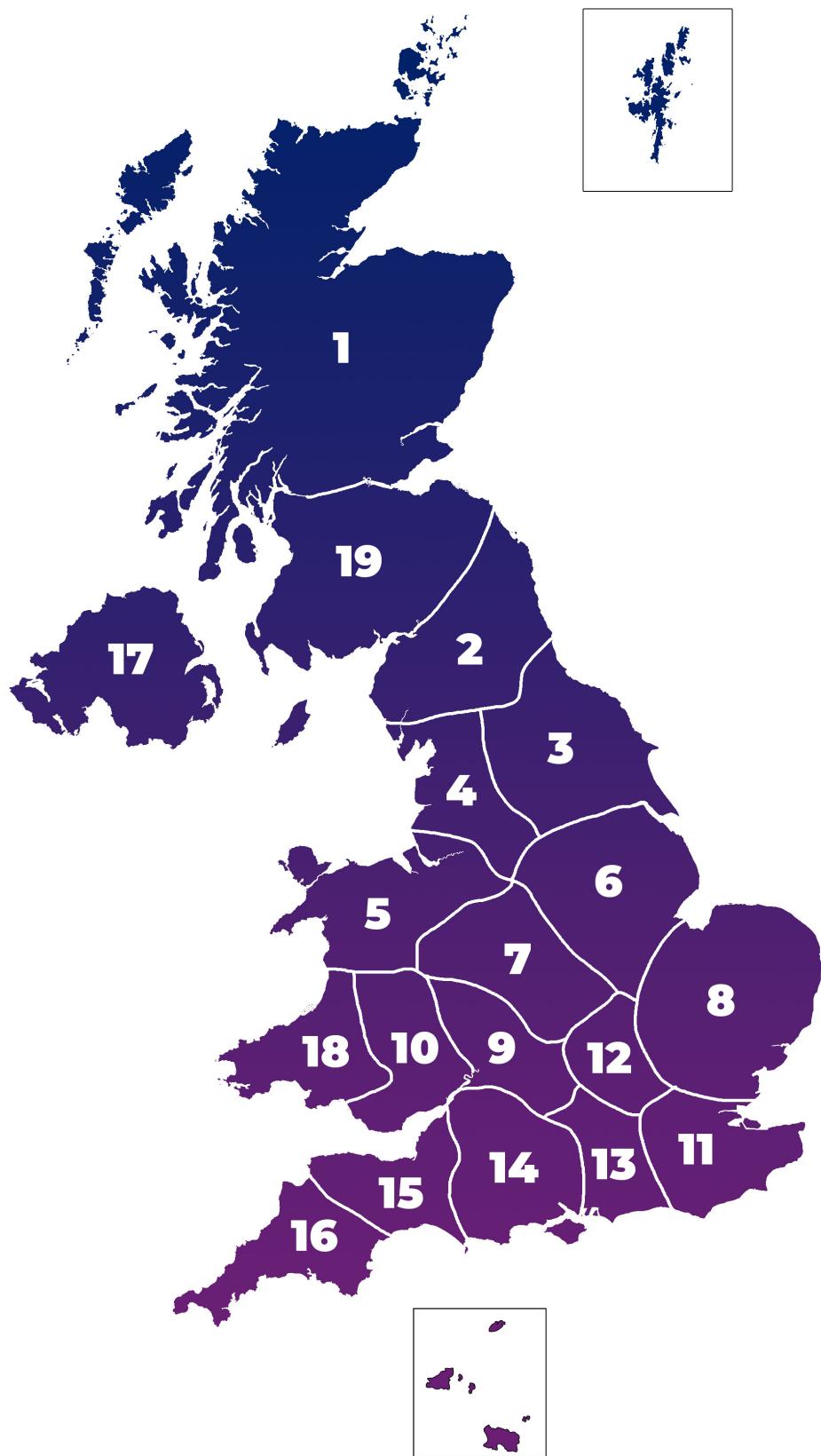
Branches must update their rallies and events into Pelham, either via the manual function or via one of the entry systems licensed to integrate with Pelham which provide membership validation. A list of these licensed partners is available on the pcuk.org website

You do not require any special software to access PELHAM; you just need a computer with internet access. Please check the PELHAM support site for user guides and up-to-date information: <https://pelham.pcuk.org>

TRAVELLING EXPENSES

In accordance with Rule 12.5, the currently approved rate when travelling by car is 45 pence per mile for the first 10,000 miles, and 25 pence per mile for any subsequent mileage.

Pony Club Areas



AREA 1

Area Representative: Sue Cheape

area1@pcuk.org
07974 692535

Centre Coordinator: VACANT

area1.centres@pcuk.org

BRANCHES

- ▶ Angus
- ▶ Bennachie
- ▶ Caithness
- ▶ Deeside
- ▶ Deveron
- ▶ East Aberdeenshire (Buchan)
- ▶ East Stirlingshire
- ▶ Fife
- ▶ Glenrothes
- ▶ Inverness-shire
- ▶ Kincardineshire
- ▶ Moray & Nairn
- ▶ North Argyll
- ▶ Orkney
- ▶ Perth Hunt
- ▶ Ross-shire
- ▶ Strathearn
- ▶ West Perthshire
- ▶ Western Isles

CENTRES

- ▶ Broomhill Riding Centre
- ▶ Castle View Stables
- ▶ Dark Deer Croft
- ▶ Gleneagles Hotel Equestrian Centre
- ▶ Glen Tanar Equestrian Centre
- ▶ Hayfield EC
- ▶ Hollingwells Equestrian Ltd
- ▶ NMW Riding Academy
- ▶ Pathhead Equestrian Centre
- ▶ Scholland Equestrian at Kilconquhar
- ▶ The Leys Riding School (prev. Sea Horse Stables)
- ▶ Wardhaugh Farm

AREA 2

Area Representative: Michelle Macaulay

area2@pcuk.org
07765 925850

Centre Coordinator: Sarah Heathcote

area2.centres@pcuk.org
07799 404246

BRANCHES

- ▶ Braes of Derwent South
- ▶ Cleveland Hunt
- ▶ Cumberland Farmers' Hunt (South)
- ▶ Cumberland Farmers Hunt North
- ▶ Cumberland Foxhounds
- ▶ Morpeth Hunt
- ▶ Newcastle & North Durham
- ▶ North Northumberland Hunt
- ▶ Percy Hunt
- ▶ South Durham Hunt
- ▶ South Northumberland
- ▶ Tynedale Hunt
- ▶ Wyndham
- ▶ Zetland Hunt

CENTRES

- ▶ Eston Equitation Centre
- ▶ Field House Equestrian Centre
- ▶ Murton Equestrian Centre
- ▶ Rookin House Farm
- ▶ Stanley Brae Pony Club at Crookgate Riding School
- ▶ Stepney Bank Stables

AREA 3

Area Representative: Nicky Morrison

area3@pcuk.org
07850 617245

Centre Coordinator: John Gilbert

area3.centres@pcuk.org
07837 597561

BRANCHES

- ▶ Badsworth Hunt

- ▶ Bedale & West of Yore Hunt
- ▶ Bramham Moor Hunt
- ▶ Derwent Hunt
- ▶ Glaisdale Hunt
- ▶ Holderness Hunt
- ▶ Hurworth Hunt
- ▶ Middleton Hunt
- ▶ Middleton Hunt (East Side)
- ▶ Rockwood Harriers
- ▶ Ryburn Valley
- ▶ Sinnington Hunt
- ▶ Staintondale Hunt
- ▶ Vale of York
- ▶ York & Ainsty North
- ▶ York & Ainsty South
- ▶ Fylde & District
- ▶ Glossop & District
- ▶ Haydock Park
- ▶ Holcombe Hunt
- ▶ Isle of Man
- ▶ Lancaster & District
- ▶ Oxenholme
- ▶ Peak
- ▶ Pendle Forest & Craven Hunt
- ▶ Saddleworth & District
- ▶ West Lancashire County
- ▶ West Lancashire Ince Blundell
- ▶ Wheelton & District

CENTRES

- ▶ Angel Riding Centre
- ▶ Batley Hall Farm Riding Centre
- ▶ Bridge End Equestrian
- ▶ Cliffhollins Riding School
- ▶ Friars Hill Stables
- ▶ Grenoside Equestrian Centre Ltd
- ▶ Lacy's Cottage Riding School
- ▶ Naburn Grange Riding Centre
- ▶ Riverside Equestrian Centre
- ▶ Throstle Nest Riding School
- ▶ Tong Lane End Equestrian Centre
- ▶ Willerby Hill Riding School
- ▶ Queen Mary's Equestrian Centre
- ▶ S J Equestrian (formally Bewerley Riding Centre)

AREA 4

Area Representative: Robin Bower

area4@pcuk.org
07976 272272

Centre Coordinator: John Gilbert

area4.centres@pcuk.org
07837 597561

BRANCHES

- ▶ Blackburn & District
- ▶ Chipping
- ▶ Furness & District

CENTRES

- ▶ Accrington Riding Centre
- ▶ Ballawhetstone
- ▶ Beaumont Grange Farm
- ▶ Bigland Hall Equine Group
- ▶ Bowlers Riding School
- ▶ Burrows Lane Farm Riding School
- ▶ Casterton Sedbergh Prep School
- ▶ Croft Riding Centre Pony Club
- ▶ Deandane Riding Stables
- ▶ Eccleston Equestrian Centre
- ▶ HAPPA (Horse & Pony Protection Association)
- ▶ Holt's Equestrian Centre
- ▶ Kilnsey Trekking and Riding Centre
- ▶ Landlords Farm Equestrian Centre
- ▶ Larkrigg Riding School
- ▶ Lodge Riding Centre
- ▶ Longfield Equestrian Centre
- ▶ Midgeland Riding School
- ▶ Mike Kidd Horsepower Ltd at Wrea Green Equitation Centre
- ▶ Moorview Equestrian Centre
- ▶ New Hill House
- ▶ Roocroft Riding Stables
- ▶ Seaview Riding School
- ▶ Thompson House Equestrian Centre

- ▶
- ▶

AREA 5

Area Representative: Susan Goodridge

area5@pcuk.org

07765 327126

Centre Coordinator: John Gilbert

area5.centres@pcuk.org

07837 597561

BRANCHES

- ▶ Aberconwy
- ▶ Anglesey
- ▶ Berwyn & Dee
- ▶ Burton Cheshire Forest
- ▶ Cheshire Hunt North
- ▶ Cheshire Hunt South
- ▶ Dolgellau & District
- ▶ Dwyfor & Gwynedd
- ▶ East Cheshire
- ▶ Flint & Denbigh Hunt
- ▶ Tanatside Hunt
- ▶ The Wynnstay
- ▶ Waen-y-Llyn

CENTRES

- ▶ Anglesey Riding Centre
- ▶ Cheshire Riding School
- ▶ Conwy Community Riding Centre
- ▶ Darlington Stables
- ▶ Higher Farm Riding School
- ▶ Myddelton College
- ▶ Oakhanger Riding and Pony Club Centre
- ▶ Pen Y Coed Riding Stables
- ▶ Springbank Riding School

AREA 6

Area Representative: Patrick Campbell

area6@pcuk.org

07801 423898

Centre Coordinator: Amelia Morris-Payne

area6.centres@pcuk.org

07816 955757

BRANCHES

- ▶ Barlow Hunt
- ▶ Belvoir Hunt
- ▶ Blankney Hunt
- ▶ Brocklesby Hunt
- ▶ Burghley
- ▶ Burton Hunt
- ▶ Cottesmore Hunt
- ▶ Fernie Hunt
- ▶ Fitzwilliam Hunt
- ▶ Grove Hunt
- ▶ High Peak Hunt
- ▶ Meynell Hunt
- ▶ Quorn Hunt
- ▶ Rufford Hunt
- ▶ Scunthorpe & District
- ▶ South Nottinghamshire
- ▶ South Trent
- ▶ South Wold Hunt North
- ▶ Woodland Pytchley Hunt

CENTRES

- ▶ Almond Equestrian
- ▶ Bulby Hall Equestrian Centre
- ▶ Chestnut Farm Stables
- ▶ Coloured Cob Equestrian Centre
- ▶ Cottagers Plot Equestrian Centre
- ▶ Dovecote Farm Equestrian Centre
- ▶ Folly Farm Equestrian Centre
- ▶ Glapthorn Manor Equestrian
- ▶ Hargate Equestrian
- ▶ Hundleby Riding Centre
- ▶ I-Pegasus Pony Club Centre
- ▶ Langtoft Stables
- ▶ Long Lane Equestrian
- ▶ Mill House
- ▶ New Direction
- ▶ Newark Equestrian
- ▶ Oakfield Farm Pony Club Centre
- ▶ Oldmoor Farm Riding School
- ▶ P and R Equestrian Centre
- ▶ Parklands Arena
- ▶ Parkside Stables

- ▶ Parkview Riding School
- ▶ Red Piece Equestrian Stables
- ▶ Snowdon Farm Riding School
- ▶ Southview Equestrian Centre
- ▶ Stickney Riding Centre
- ▶ Raw Equine
- ▶ The Oaklands School of Riding

AREA 7

Area Representative: Andrew James

area7@pcuk.org
01455 291273 / 07737 877697

Centre Coordinator: Amelia Morris-Payne

area7.centres@pcuk.org
07816 955757

BRANCHES

- ▶ Albrighton
- ▶ Albrighton Woodland Hunt
- ▶ Atherstone
- ▶ Heart of England
- ▶ Ludlow Hunt
- ▶ North Shropshire Hunt
- ▶ North Staffordshire Hunt
- ▶ North Warwickshire
- ▶ Pytchley Hunt
- ▶ South Shropshire Hunt
- ▶ South Staffordshire Hunt
- ▶ United Pack
- ▶ Warwickshire Hunt
- ▶ West Midlands
- ▶ West Warwickshire
- ▶ Wheatland Hunt

CENTRES

- ▶ Appletree Stud
- ▶ Beaver Hall
- ▶ Bourne Vale Riding Stables
- ▶ Brampton Stables
- ▶ Corner Farm Equestrian
- ▶ Coton House Farm Stables
- ▶ Courses for Horses
- ▶ Coventry and District Pony Club
- ▶ Equine Learning
- ▶ Foxhills Riding Centre
- ▶ Grafton Farm Riding Centre Ltd

- ▶ Halesowen Riding School
- ▶ Hole Farm Trekking Centre
- ▶ K A Horses
- ▶ Lodge Farm Equestrian Centre
- ▶ Lychgate Farm Equestrian LLP
- ▶ Moor Farm Stables
- ▶ NTC Pony Club
- ▶ Nuneaton and North Warwickshire Equestrian Centre
- ▶ Offchurch Bury Polo Club
- ▶ Rockstar Equine
- ▶ Rookery Team Pony Club
- ▶ Stourport Riding Centre
- ▶ Summerfield Stables
- ▶ Valley Farm Equestrian Centre Ltd
- ▶ Vitalise Riding Club

AREA 8

Area Representative: Georgie Mackley

area8@pcuk.org
0774858588

Centre Coordinator: Di Pegrum

area8.centres@pcuk.org
07890 919558

BRANCHES

- ▶ Cambridgeshire Hunt
- ▶ East Essex Hunt
- ▶ Easton Harriers Hunt
- ▶ Enfield Chace Hunt
- ▶ Essex & Suffolk Hunt
- ▶ Essex Farmers
- ▶ Essex Hunt North
- ▶ Essex Union
- ▶ Essex Union South
- ▶ Newmarket & Thurlow Hunt
- ▶ North Norfolk
- ▶ Puckeridge Hunt
- ▶ Puckeridge Hunt Western
- ▶ Soham & District
- ▶ South Norfolk
- ▶ Suffolk
- ▶ Thetford Chase
- ▶ Walpole & District

- Waveney Harriers
- West Norfolk Hunt

CENTRES

- Annabelles Equestrian
- Apollo Stables
- Barkway Equestrian Centre
- Barnfields Chingford Riding School
- Brook Cottage Farm Riding School
- Cambridge and Newmarket Polo Academy
- Deanswood Equestrian Centre
- Gillians Riding School Pony Club Centre
- Gym-Khana at Valley Farm Equestrian Centre
- Hall Farm Stables
- Harlequin Farm Stables
- Hertfordshire Polo Academy
- Hill Farm Equestrian Centre (8)
- Hill Farm Stables (Elmswell)
- Hilltop Equestrian Centre
- Hooks Cross Equestrian
- Hot to Trot School of Equitation
- Kimblewick Equestrian Centre
- Lee Valley Riding Centre
- Little Hooves Equine
- Little Wratting Riding School at Cooks Farm
- Moat Farm Riding Centre
- Newham Riding School
- Oak Farm Pony Club
- Oakview Stables
- Old Tiger Stables at North Angle Farm
- Park Hall Equestrian
- Petasfield Stables
- Priory Place Equestrian
- Roman Bank Equestrian
- Rawreth Equestrian Centre
- REACH
- Sawston Riding School
- The British Racing School
- Trent Park Equestrian Centre
- West Norfolk RDA - The Magpie Centre

AREA 9

Area Representative: Eileen Hilleard

area9@pcuk.org

07411318814

Centre Coordinator: Justine Speller

area9.centres@pcuk.org

BRANCHES

- Beaufort Hunt
- Berkeley Hunt
- Berkeley Hunt South
- Cotswold Hunt
- Cotswold Vale Farmers' Hunt
- Croome Hunt
- Heythrop Hunt
- Ledbury Hunt
- Malvern
- Minchinhampton
- North Cotswold Hunt
- North Herefordshire Hunt
- Old Berkshire Hunt
- South Hereford and Ross Harriers
- Stroud
- VWH Hunt
- Worcestershire Hunt
- Wyre Forest

CENTRES

- Asti Equestrian
- Cotswold Polo Academy
- Cotswold Riding
- Foxcote House Riding School
- Huntersfield Equestrian Centre
- Longdole Polo Academy
- Malvern Riding School
- Noakes Farm Riding Centre
- Pigeon House Equestrian
- Putley Pony Club Centre
- Regal Equestrian
- Shrivenham Equestrian Centre
- Tewkesbury Pony Club Centre
- The Elms
- The Tolland School of Equitation

- ▶ Tipton Hall Riding School
- ▶ Tumpy Green Equestrian & Competition Centre
- ▶ Wickstead Farm Equestrian Centre

AREA 10

Area Representative: Andrea Parsons

area10@pcuk.org

Centre Coordinator: Emma Coates

area10.centres@pcuk.org

07973 677820

BRANCHES

- ▶ Brecon & Talybont
- ▶ Crickhowell & District
- ▶ Curre Hunt
- ▶ Dare Valley
- ▶ Dinas Powys
- ▶ Glamorgan Hunt
- ▶ Golden Valley
- ▶ Irfon & Tywi
- ▶ Kenfig Hill
- ▶ Llangeinor Hunt
- ▶ Monmouthshire
- ▶ Pentyrch
- ▶ Radnor & West Hereford Hunt
- ▶ Sennybridge & District
- ▶ Teme Valley Hunt
- ▶ Tredegar Farmers Hunt
- ▶ Ynysybwl

CENTRES

- ▶ Cantref Pony Club Centre
- ▶ Cardiff Riding School
- ▶ Green Meadow Riding Centre
- ▶ Liege Manor Equestrian
- ▶ Lucton School
- ▶ Severnvalle Equestrian Centre
- ▶ Smugglers Equestrian Centre
- ▶ Sunnybank Equestrian Centre
- ▶ Talygarn Equestrian Centre
- ▶ Underhill Riding Stables

AREA 11

Area Representative: Lena Pearson-Wood

area11@pcuk.org

07842153696

Centre Coordinator: Claire Stryzyk

area11.centres@pcuk.org

BRANCHES

- ▶ Ashford Valley
- ▶ Cobham and Wimbledon
- ▶ Crawley & Horsham Hunt
- ▶ East Kent Hunt
- ▶ East Sussex
- ▶ Eridge
- ▶ Kent Border
- ▶ Mid Surrey
- ▶ Old Surrey & Burstow Hunt
- ▶ Romney Marsh
- ▶ Southdown Hunt (East)
- ▶ Southdown West
- ▶ Surrey Union
- ▶ Tickham
- ▶ West Kent (Sevenoaks)
- ▶ West Kent Meopham

CENTRES

- ▶ Barton Field Farm Equestrian Centre
- ▶ Bradbourne Riding and Training Centre
- ▶ Buckswood School Stables
- ▶ Bursted Hill Stables
- ▶ Cornilo Riding
- ▶ Deepdene Riding Stables
- ▶ Ebony Horse Club
- ▶ Ghyll Park Equestrian
- ▶ Grassroots
- ▶ Grove Farm Riding School
- ▶ Hemsted Forest Equestrian Centre
- ▶ Kingsmead Equestrian Centre
- ▶ Little Brook Equestrian
- ▶ Mannix Equestrian Centre
- ▶ Mount Mascal Stables
- ▶ Nelson Park Riding Centre
- ▶ Old Bexley Stables Pony Club
- ▶ Park Farm Riding School
- ▶ Park Lane Stables

- ▶ Pine Ridge Riding School
- ▶ Quarry Farm Riding Stables
- ▶ Ridge Farm Riding School
- ▶ Royal Alexandra and Albert School RS
- ▶ Rye Street Farm Equestrian Centre
- ▶ Saddles Riding Centre
- ▶ South Farm Riding Stables
- ▶ Squirrels Riding School
- ▶ Tandridge Priory Riding Centre
- ▶ The 4 Gaits Riding School
- ▶ The Owl House Stables
- ▶ The Stables at Cissbury
- ▶ Timbertops Equestrian Centre
- ▶ Wellgrove Stables
- ▶ Whiteleaf Riding Stables
- ▶ Wildwoods Riding Centre

AREA 12

Area Representative: Helen Jackson

area12@pcuk.org

01494 881321 / 07941 818738

Centre Coordinator: Di Pegrum

area12.centres@pcuk.org

07890 919558

BRANCHES

- ▶ Bedfordshire South
- ▶ Bicester & Warden Hill Hunt
- ▶ East Hertfordshire Hunt
- ▶ Flamstead
- ▶ Grafton Hunt
- ▶ Hertfordshire Hunt
- ▶ Ivel Valley
- ▶ Oakley Hunt North
- ▶ Oakley Hunt West
- ▶ Old Berkeley Hunt (Chilterns)
- ▶ Old Berkeley Hunt (Hughenden)
- ▶ Old Berkeley Hunt (North)
- ▶ Old Berkeley Hunt (South)
- ▶ South Hertfordshire
- ▶ South Oxfordshire Hunt (South)
- ▶ South Oxfordshire Hunt Central
- ▶ Vale of Aylesbury Hunt
- ▶ Whaddon Chase
- ▶ Woodland Hunt

- ▶ Wormwood Scrubs

CENTRES

- ▶ ASJ Riding School Limited
- ▶ Baylands Equestrian Centre
- ▶ Blisworth Pony Club Centre
- ▶ Bryerley Springs Equestrian Centre
- ▶ Ealing Riding School
- ▶ Evergreen Stables
- ▶ Keysoe International Pony Club Centre
- ▶ Littlebourne Equestrian Centre
- ▶ Northampton High School Pony Club
- ▶ Oxford Polo
- ▶ Sandridgebury Riding School
- ▶ Shardeloes Farm Equestrian Centre
- ▶ Silverstone Riding Stables
- ▶ Waterstock Dressage Ltd
- ▶ Widmer Equestrian

AREA 13

Area Representative: Sue Coombe-Tennant

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Centre Coordinator: Sally Blackmore

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07442 530080

BRANCHES

- ▶ Bisley and Sandown Chase
- ▶ Chiddingfold
- ▶ Chiddingfold Farmers
- ▶ Cowdray Hunt
- ▶ Crawley & Horsham Hunt South
- ▶ Garth Hunt
- ▶ Garth South
- ▶ Goodwood
- ▶ Hambleton Hunt (North)
- ▶ Hampshire Hunt
- ▶ Isle of Wight
- ▶ Lord Leconfield Hunt
- ▶ Petersfield
- ▶ South Berkshire
- ▶ Staff College & Sandhurst
- ▶ Vine

- Wokingham

CENTRES

- Badshot Lea Equestrian Centre
- Barnfield Riding School
- Berkshire Riding Centre
- Broadlands Riding Centre
- Fort Widley Equestrian Centre
- Gleneagles Equestrian Centre (Area 13)
- Greenways Stables Ltd
- Hewshott Farm Stables
- Hill Farm Riding Stables and Pony Club Centre (IoW)
- Inadown Farm Livery Stables
- Island Riding Centre
- Kitbridge Hollow Riding Stables
- Lands End Equestrian Centre
- Minnинnooka Polo & Riding School
- Pony Grove
- Russells Equestrian Centre
- Shedfield Equestrian Centre
- Silvermere Equestrian Centre
- The Kiln Equestrian Centre
- Wellington Riding

AREA 14

Area Representative: Louly Thornycroft

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Centre Coordinator: Alison Barfoot

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BRANCHES

- Avon Vale
- Banwell
- Blackmore & Sparkford Vale Hunt
- Cattistock Hunt
- Craven Hunt
- Guernsey
- Hursley Hunt
- Jersey Drag Hunt
- Mendip Farmers' Hunt
- New Forest Hunts
- Poole & District

- Portman Hunt
- Royal Artillery
- South & West Wilts Hunt
- South Dorset Hunt
- Syston
- Tedworth Hunt
- West Hants
- Wilton Hunt
- Wylye Valley

CENTRES

- Alstone Court Riding Establishment
- Ampfield Riding School
- Burley Villa School of Riding
- Church Farm Equestrian Centre
- Dorset Polo Club
- Hanford School
- Little wishford Equestrian
- Luccombe Riding Centre
- Otterbourne Riding Centre
- Pevlings Farm Riding and Livery Stables
- Rosewall Equestrian
- Royal Armoured Corps Saddle Club
- Sandroyd School
- SMS Equestrian
- Stoke Lane Stables
- Stonar School Equestrian Centre
- Tedworth Equestrian
- Wick Riding School

AREA 15

Area Representative:

Deborah Custance-Baker

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01392 861750 / 07889 260446

Centre Coordinator: Helen Moore

area15.centres@pcuk.org
07828 837784

BRANCHES

- Axe Vale Hunt
- Cotley Hunt
- Devon & Somerset
- Dulverton West Foxhounds (North Molton) Hunt

- ▶ East Devon Hunt
- ▶ Polden Hills
- ▶ Quantock Hunt
- ▶ Seavington
- ▶ Silverton Hunt
- ▶ Taunton Vale
- ▶ Taunton Vale Harriers
- ▶ Tiverton Hunt
- ▶ West Somerset
- ▶ Weston Harriers Hunt

CENTRES

- ▶ Bowdens Riding School at Balham
- ▶ Calvert Exmoor Equestrian Centre
- ▶ Comeytrawe Equestrian Centre
- ▶ Mutterton Equine
- ▶ Oaklands Riding School (Area 15)
- ▶ Red Park Equestrian Centre
- ▶ Vaux Park Polo

AREA 16

Area Representative: Karen Harris

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07470 366000

Centre Coordinator: Helen Moore

area16.centres@pcuk.org
07828 837784

BRANCHES

- ▶ Cury Hunt
- ▶ Dartmoor
- ▶ East Cornwall
- ▶ Eggesford Hunt
- ▶ Four Burrow Hunt
- ▶ Lamerton Hunt
- ▶ Mid Devon Hunt
- ▶ North Cornwall
- ▶ South Devon Hunt (Moorland)
- ▶ South Devon West
- ▶ South Pool
- ▶ Spooners & West Dartmoor
- ▶ Stevenstone & Torrington Farmers Hunt
- ▶ Tetcott & South Tetcott Hunts
- ▶ Western Hunt

CENTRES

- ▶ Barnwell Equestrian Centre
- ▶ Barguse Riding Centre
- ▶ Coker Brown School of Riding
- ▶ Dittiscombe Equestrian Centre
- ▶ Great Trethew Trekking
- ▶ Horse Riding Cornwall @Poldice
- ▶ Old Mill Stables
- ▶ Hunterswood Riding and Livery Stables
- ▶ La Rocco Riding School
- ▶ Lakefield Equestrian Centre
- ▶ Little Margate Equestrian
- ▶ Lower Tokenbury Equestrian Centre
- ▶ Newton Ferrers Equus
- ▶ Old Mill Stables
- ▶ Polwhele House Riding School
- ▶ Standing Stone Stables
- ▶ St Leonards Equitation Centre

AREA 17

Area Representative: Fran Rowlatt-McCormick

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Centre Coordinator: Craig Hills

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07545 557545

BRANCHES

- ▶ East Antrim
- ▶ East Down
- ▶ Fermanagh Harriers
- ▶ Iveagh
- ▶ Killultagh Old Rock & Chichester Harriers
- ▶ Mid Antrim
- ▶ North Derry
- ▶ North Down
- ▶ Route Hunt
- ▶ Seskinore Harriers
- ▶ Tullylagan

CENTRES

- ▶ Birr House Riding Centre
- ▶ City of Derry Equestrian Centre
- ▶ Faughanvale Stables

- ▶ Free Spirit Equestrian
- ▶ Laurel View Equestrian Centre
- ▶ Lodge Equine Stables
- ▶ RD Equestrian
- ▶ Smile Equestrian
- ▶ St Patricks Way Stables
- ▶ Tullymurray Equestrian Centre

AREA 18

Area Representative: Julie Hodson

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01239 654314

Centre Coordinator: VACANT

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BRANCHES

- ▶ Amman Valley & District
- ▶ Banwen & District
- ▶ Carmarthen Bay
- ▶ Gogerddan
- ▶ Llandeilo & District
- ▶ Neath
- ▶ Parc Howard
- ▶ Pembrokeshire Hunt
- ▶ South Pembrokeshire & Cresselly Hunt
- ▶ Swansea & District
- ▶ Tivyside
- ▶ Vale of Clettwr
- ▶ Vale of Taf

CENTRES

- ▶ Bowlings Riding School
- ▶ Cefngranod Stables
- ▶ Cimla Trekking and Equestrian Centre
- ▶ Clyne Farm Centre
- ▶ Dinefwr Riding Centre
- ▶ Green Farm Riding Stables
- ▶ Havard Stables
- ▶ Rheidol Riding Centre

AREA 19

Area Representative: Gillian McFadyen

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07767 757013

Centre Coordinator:

Alisdair Matheson

area19.centres@pcuk.org

BRANCHES

- ▶ Argyll South
- ▶ Berwickshire Hunt
- ▶ Dalkeith & District
- ▶ Duke of Buccleuch's Hunt
- ▶ Dumfriesshire Hunt
- ▶ East Lothian
- ▶ Edinburgh
- ▶ Eglinton Hunt
- ▶ Eskdale
- ▶ Galloway
- ▶ Isle of Mull
- ▶ Lanark & Upperward
- ▶ Lanarkshire & Renfrewshire Hunt
- ▶ Lauderdale Hunt
- ▶ Linlithgow & Stirlingshire
- ▶ Nithsdale
- ▶ Peebles Tweeddale
- ▶ Stewartby
- ▶ Strathblane & District

CENTRES

- ▶ Argyll Adventure
- ▶ Fergushill Riding Stables
- ▶ Joan Sheridan Equestrian
- ▶ The Daimler Foundation
- ▶ Wardhouse Equestrian Centre

PONY CLUB BRANCHES IN THE UK

Founding Branches are denoted by a sideline next to their name

Albrighton Hunt (1933)
Area 7
albrighton@pcuk.org
DC Kate Burden
SEC Amy Glover

Albrighton Woodland Hunt (1932)
Area 7
albrightonwoodland@pcuk.org
DC Trevor Brighton
SEC Amy Conway

Amman Valley & District (1966)
Area 18
ammanvalley@pcuk.org
DC Elizabeth Ivey
SEC Kim Bromley

Anglesey (1984)
Area 5
anglesey@pcuk.org
DC Jill Owen
SEC Louise Richardson

Angus (1949)
Area 1
angus@pcuk.org
DC Karen Butchart
SEC Lucy Goldsbury

Argyll South (1980)
Area 19
argyllsouth@pcuk.org
DC Gillian MacVicar
SEC Mairi Ralston

Ashford Valley (1934)
Area 11
ashfordvalley@pcuk.org
DC Darren Page
SEC Hannah Maclean

Atherstone (1931)
Area 7
atherstone@pcuk.org
DC Emma Neal
SEC Pete Morris

Avon Vale (1947)
Area 14
avonvale@pcuk.org
DC Helen Milne-Day
SEC Laura Emerson

Axe Vale Hunt (1958)

Area 15
axevale@pcuk.org
DC Danielle Jones
SEC Eleanor Shoesmith

Badsworth Hunt (1930)
Area 3
badsworth@pcuk.org
DC Charlie Warde-Aldam
SEC Wendy Truelove

Banwell (1960)
Area 14
banwell@pcuk.org
DC Imogen Rogers-Nash
SEC Maddie Cole

Banwen & District (1956)
Area 18
banwen@pcuk.org
DC Sally Cannings
SEC Lowri Ridings

Barlow Hunt (1934)
Area 6
barlow@pcuk.org
DC Liz Lovell
SEC Claire Lambie

Beaufort Hunt (1932)
Area 9
beaufort@pcuk.org
DC Hetty Clark
DC Alex Connors
SEC Abigail Sharp

Bedale & West of Yore Hunt (1933)
Area 3
bedalewestofyores@pcuk.org
DC Hannah Tweddle
SEC Leanne Hannity

Bedfordshire South (1935)
Area 12
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DC Chrissy Bury
DC Paula Jays
SEC Rebecca Smith

Belvoir Hunt (1930)
Area 6
belvoir@pcuk.org
DC Fleur Taylor
SEC Samantha Campbell

Bennachie (1981)

Area 1

bennachie@pcuk.org

DC Liz Craigie

SEC Vanessa Ryan

Berkeley Hunt (1930)

Area 9

berkeley@pcuk.org

DC Anya Hallett

SEC Georgie Daly

Berkeley South (1979)

Area 9

berkeleysouth@pcuk.org

DC Fran Clarke

SEC Judy Hicks

Berwickshire Hunt (1932)

Area 19

berwickshire@pcuk.org

DC Rebecca Hewit

DC Thomas Darling

SEC Tracy Duffy

Berwyn & Dee (1974)

Area 5

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DC Bethan Roberts

SEC Anna Jones

Bicester & Warden Hill Hunt (1930)

Area 12

bicesterandwardenhill@pcuk.org

DC Julie Mott

SEC Victoria Beecroft

Bisley and Sandown Chase (2013)

Area 13

bisley@pcuk.org

DC Anne-Marie Bibby

DC Jemma Saunders-Byrne

SEC Anne-Marie Bibby

Blackburn & District (1965)

Area 4

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DC Elaine Barker

SEC Helen Atkinson

Blackmore & Sparkford Vale (1930)

Area 14

blackmoreandsparkfordvale@pcuk.org

DC Veryan Gould

Blankney Hunt (1938)

Area 6

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DC Anthea Jepson

SEC Jessica Lovett

Braes of Derwent South (1982)

Area 2

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DC Alex Emmerson

SEC Lindsay Sheridan

Bramham Moor Hunt (1932)

Area 3

bramhammoor@pcuk.org

DC Cathy Burrell

SEC Hilary Freear

Brecon & Talybont (1950)

Area 10

breconandtalybont@pcuk.org

DC Suzanne Davies

SEC Jessica Carter

Brocklesby Hunt (1944)

Area 6

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DC Sophie Dale

SEC Vicky Dann

Burghley (1958)

Area 6

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DC Charlotte Hollis

SEC Clare Blackwell

Burton (1947)

Area 6

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DC Rosie Newsam

DC Charlotte Fursdon

SEC Kerry Bailey

Burton Cheshire Forest (1948)

Area 5

burtoncheshireforest@pcuk.org

DC Lindsay Best

DC Nicky Fryer

SEC Emma Coward

Caithness (1973)

Area 1

caithness@pcuk.org

DC Lisa Kennedy

SEC Cat MacGregor

Cambridgeshire Hunt (1934)

Area 8

cambridgeshire@pcuk.org

DC Laura Hughes

SEC Helen Zwetsloot

Carmarthen Bay (1983)

Area 18

carmarthenbay@pcuk.org

DC	Victoria Rees	Cotswold (1930) Area 9 cotswold@pcuk.org DC Lucy Garbutt SEC Arabella Clarkson
Cattistock Hunt (1931) Area 14 cattistock@pcuk.org		
DC Cantie Speid-Soote DC Kate Sutherland SEC Susan Harris	Cotswold Vale Farmers' Hunt (1952) Area 9 cotswoldvalefarmers@pcuk.org DC Christina Dee SEC Helen Dean	
Cheshire Hunt North (1930) Area 5 cheshirenorth@pcuk.org	Cottesmore Hunt (1929) Area 6 cottesmore@pcuk.org DC Richard Allen SEC Mary Tait	
DC Fiona Grensinger DC Rachel Austin SEC Julie Pedley	Cowdray Hunt (1936) Area 13 cowdray@pcuk.org DC Charlotte Verdon DC Julia Sparkes SEC Gemma Allum	
Cheshire Hunt South (1950) Area 5 cheshiresouth@pcuk.org	Craven Hunt (1929) Area 14 craven@pcuk.org DC Vicky Welch DC Kerry Cox SEC Alison Wellman	
DC Chris Kirby SEC Georgina Derbyshire Came	Crawley & Horsham Hunt (1932) Area 11 crawleyhorsham@pcuk.org DC Julia Martin SEC Angela Ellis	
Chiddingfold (1930) Area 13 chiddingfold@pcuk.org	Crawley & Horsham Hunt South (1969) Area 13 crawleyhorshamsouth@pcuk.org DC Anne-Marie Kethro SEC Anne-Marie Kethro	
DC Liz Cross DC Lara Roberts SEC Lucy Jackson	Crickhowell & District (1982) Area 10 crickhowell@pcuk.org DC Hannah Laurent SEC Rebecca Faulkner	
Chiddingfold Farmers (1949) Area 13 chiddingfoldfarmers@pcuk.org	Croome Hunt (1931) Area 9 croome@pcuk.org DC Sarah Roberts SEC Kim Paton	
DC Annette Hammond SEC Annette Hammond	Cumberland Farmers' Hunt (South) (1943) Area 2 cumberlandfarmerssouth@pcuk.org	
Chipping (1977) Area 4 chipping@pcuk.org		
DC Joanne Conlon SEC Hazel Machin		
Cleveland Hunt (1935) Area 2 cleveland@pcuk.org		
DC Vikki Clark SEC Michelle Gibson		
Cobham and Wimbledon (1951) Area 11 cobhamwimbledon@pcuk.org		
DC Cathy McGettigan SEC Hannah Dobson		
Cotley Hunt (1946) Area 15 cotley@pcuk.org		
DC Caroline Ford SEC Liz Russo		

DC	Sarah Harden	deveron@pcuk.org
SEC	Fiona Veitch	DC Karen Watson
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DC	Alison Gribbon	DC Sarah Daniel
SEC	Sharon Fraser	SEC Nicola Stenner
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DC	Cerita Trafford	DC Clare Roberts
Curre Hunt (1958)		Dolgellau & District (2009)
Area 10		Area 5
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DC	Jackie Budd	DC Sarah Meredith
SEC	Vicky Cardale	SEC Ceri Jones
Cury Hunt (1979)		Duke of Buccleuch's Hunt (1931)
Area 16		Area 19
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DC	Karen Hurst	DC Leonore Limmer
SEC	Beth Hillyard	SEC Lisa Galbraith
Dalkeith & District (1963)		Dulverton West Foxhounds (North Molton)
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Dare Valley (1999)		SEC Donna Wright
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Dartmoor (1935)		SEC jacqueline collins
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SEC	Chemaine Pickard	eastaberdeenshirebuchan@pcuk.org
Derwent Hunt (1963)		DC Donna Wiseman
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DC	Lynne Harrison	Area 17
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Deveron (1973)		DC Hayley Cunningham
Area 1		SEC Kathy Morrow

East Cheshire (1960)	SEC	Debbie Lapworth
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SEC Eloise Miller		
East Cornwall (1931)		
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SEC Julie Swain		
East Devon Hunt (1932)		
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DC Sarah Parkhouse		
East Down (1936)		
Area 17		
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DC Fiona Linehan		
SEC Rosemary Mack		
East Essex (1932)		
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DC Nicola Hutchins		
SEC Clair Dawson		
East Hertfordshire Hunt (1931)		
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DC Trish Griffiths		
SEC Lisa Garrad		
East Kent Hunt (1933)		
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DC Rachel Brett		
SEC Sally Trott		
East Lothian (1952)		
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DC Lorna Harvey		
SEC Laura Cull Hooker		
East Stirlingshire (1970)		
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DC Kaeli Pettigrew		
SEC Kaeli Pettigrew		
East Sussex (1931)		
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Easton Harriers Hunt (1935)		
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DC Helena Packshaw		
SEC Caroline Foster		
Edinburgh (1994)		
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DC Margaret Crombie		
DC Helena Mann		
SEC Hannah Macrae		
Eggesford Hunt (1951)		
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DC Deborah Handley		
SEC Nikki Rattenbury		
Eglinton Hunt (1933)		
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DC Gayle Shepherd		
SEC Catriona Varini		
Enfield Chace Hunt (1933)		
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DC Nichola Baker		
SEC Cher Osborne		
Eridge (1935)		
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DC Fiona Whittington		
SEC Sarah Davies		
Eskdale (1974)		
Area 19		
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DC Hannah Robertson		
SEC christine ewart		
Essex & Suffolk Hunt (1939)		
Area 8		
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DC Joel Ivell		
SEC Sophie Bardrick		
Essex Farmers (1960)		
Area 8		
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DC Philippa Howie		
DC Emma Rushen		
SEC Kirsten Mackay		
Essex Hunt North (1956)		
Area 8		

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 DC Joanne Haigh
 SEC Rebecca Willis

Essex Union (1930)
 Area 8
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 DC Sophie Sheldon
 SEC Jayne Bourne

Essex Union South (1968)
 Area 8
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 DC Lucy Brockway-Smith
 SEC Hayley Barthaud

Fermanagh Harriers (1956)
 Area 17
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 DC Frances Rolston Bruce
 SEC Denise Owens

Fernie Hunt (1929)
 Area 6
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 DC Kate Wallett
 SEC Claire Robinson

Fife (1946)
 Area 1
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 DC Debbie Haig
 SEC Amy Niven

Fitzwilliam Hunt (1930)
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 DC Philippa Patel
 SEC Sylvia Hall

Flamstead (1973)
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 DC Katy Reid
 SEC Karen Latham

Flint & Denbigh Hunt (1947)
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 DC Bethan Jones
 SEC Catherine Jones

Four Burrow Hunt (1935)
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 DC Peter Murrish
 SEC Cathryn Ashenden

Furness & District (1949)
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DC Cathy Almond
 SEC Lindsey Wiejak

Fylde & District (1957)
 Area 4
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 DC Elizabeth Jackson
 SEC Desiree Langan

Galloway (1957)
 Area 19
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 DC Joss Drummond
 SEC Susie Petrucci

Garth Hunt (1930)
 Area 13
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 DC Janet Yelloly
 SEC kate dilley

Garth South (1965)
 Area 13
 garthsouth@pcuk.org
 DC Rachael Corry-Pope
 SEC Fiona Miller

Glaisdale Hunt (1966)
 Area 3
 glaisdale@pcuk.org
 DC Jenny Fowles
 SEC Gillian Kidd

Glamorgan Hunt (1949)
 Area 10
 glamorgan@pcuk.org
 DC Annie Whitehouse
 SEC Fiona John

Glenrothes (1978)
 Area 1
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 DC Alison Peden
 SEC Laura Sweeney

Glossop & District (1972)
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 glossop@pcuk.org
 DC Alison Fletcher
 SEC Louise Ratcliffe

Gogerddan (1956)
 Area 18
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 DC Heather Pagan
 SEC Anne Edwards

Golden Valley (1946)
 Area 10

goldenvalley@pcuk.org	DC	Nicola Browne
DC Tracey Garrett	SEC	Louise Hodge
SEC Elizabeth Crump		
Goodwood (1989)		High Peak Hunt (1932)
Area 13		Area 6
goodwood@pcuk.org		highpeak@pcuk.org
DC Charlotte Butterworth	DC	Sarah Garlick
SEC Laura Jones	SEC	Hayley Corbridge
Grafton Hunt (1930)		Holcombe Hunt (1931)
Area 12		Area 4
grafton@pcuk.org		holcombe@pcuk.org
DC Carolyn Harvey	DC	Lesley Jenkinson
SEC Laura Hawkins	SEC	Charlotte Staines
Grove Hunt (1945)		Holderness Hunt (1946)
Area 6		Area 3
grove@pcuk.org		holderness@pcuk.org
DC Emma Marsden	DC	Pamela Ireland
	SEC	Sally Hill
Guernsey (1954)		Hursley Hunt (1946)
Area 14		Area 14
guernsey@pcuk.org		hursley@pcuk.org
SEC Brenda De Carteret	DC	Stuart Robertson
Hambledon Hunt (North) (1946)	SEC	Sheila Robertson
Area 13		Hurworth Hunt (1933)
hambledonnorth@pcuk.org		Area 3
DC Sarah Mosse		hurworth@pcuk.org
Hampshire Hunt (1931)		DC Louisa Hunter
Area 13		SEC Nicola Sample
hh@pcuk.org		
DC Cathryn Hewett		Inverness-shire (1964)
SEC Kylie Brown		Area 1
Haydock Park (1958)		inverness-shire@pcuk.org
Area 4		DC Holly Philp
haydockpark@pcuk.org		DC Julie Ingram
DC Michelle Beard	SEC	Jenna Hesling
SEC Shirley Green		
Heart of England (1975)		Isle of Man (1958)
Area 7		Area 4
heartofengland@pcuk.org		isleofman@pcuk.org
DC Shelley Mitchell	DC	Cheryl Curphey
SEC Sue Hall	DC	Alice Corrin
	SEC	Emily Shimell
Hertfordshire Hunt (1934)		Isle of Mull (1976)
Area 12		Area 19
hertfordshire@pcuk.org		isleofmull@pcuk.org
DC Zoe Vaughan	DC	Flora Corbett
SEC Kizzy Mcconnon	SEC	Camrie Macleannan
Heythrop Hunt (1931)		Isle of Wight (1931)
Area 9		Area 13
heythrop@pcuk.org		isleofwight@pcuk.org
DC Kate Campion	DC	Kirsty Snodgrass
	SEC	Kate Cockle
		Iveagh (1962)

Area 17 iveagh@pcuk.org DC John Kehoe SEC Cathy Robinson	DC Rhiannon May SEC Cara Galt
Ivel Valley (1981) Area 12 ivelvalley@pcuk.org DC Caroline Warwick DC Jessica Kelly SEC Jenny Knight	Lancaster & District (1964) Area 4 lancaster@pcuk.org DC Lisa Dorrington SEC Lucy Wainwright
Jersey Drag Hunt (1952) Area 14 jerseydrag@pcuk.org DC Kim Bell SEC Sophie Oliveira	Lauderdale Hunt (1982) Area 19 lauderdale@pcuk.org DC Suzy Dun SEC Hayley Blair
Kenfig Hill (2017) Area 10 kenfighill@pcuk.org DC Alison Davies SEC Laura Terry	Ledbury Hunt (1932) Area 9 ledbury@pcuk.org DC Sophie Jones
Kent Border (1980) Area 11 kentborder@pcuk.org DC Katherine Ingleby SEC Frankie Cooke	Linlithgow & Stirlingshire (1931) Area 19 linlithgowstirlingshire@pcuk.org DC Claire Leitch SEC Caroline Courtney
Killultagh Old Rock & Chichester Harriers (1959) Area 17 killultagh@pcuk.org DC Alana Duncan SEC Helen Spence	Llandeilo & District (1982) Area 18 llandeilo@pcuk.org DC Karen Goss DC Patricia Hearn SEC Karen Goss
Kincardineshire (1963) Area 1 kincardineshire@pcuk.org DC Victoria Dolin DC Gill Carnegie SEC Sarah Mather	Llangeinor Hunt (1960) Area 10 llangeinor@pcuk.org DC Rachel Pugh DC Lesley Kemeys SEC Lois Corkhill
Lamerton Hunt (1954) Area 16 lamerton@pcuk.org DC Sue Ryan SEC Sally Jennings	Lord Leconfield Hunt (1934) Area 13 lordleconfield@pcuk.org DC Clare Emery DC Sue Coombe Tenant
Lanark & Upperward (1974) Area 19 lanarkupperward@pcuk.org DC Margaret Young SEC Kirstie MacGillivray	Ludlow Hunt (1929) Area 7 ludlow@pcuk.org DC Amanda Barker SEC Jean Yarnold
Lanarkshire & Renfrewshire Hunt (1934) Area 19 lanarkshirerenfrewshire@pcuk.org	Malvern (1940) Area 9 malvern@pcuk.org DC Amanda Allsop SEC Louise Carter
	Mendip Farmers (1930)

Area 14 mendipfarmers@pcuk.org DC Wendy Smith SEC Diana Tincknell	Morpeth Hunt (1937) Area 2 morpeth@pcuk.org DC Michelle Macaulay SEC Victoria Richardson
Meynell (1929) Area 6 meynell@pcuk.org DC Lesley Cutler SEC Louise Austin	Neath (1968) Area 18 neath@pcuk.org DC Angela Tucker SEC Angela Tucker
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INDEX

A

Air Jackets **49**
 Amalgamation and closing of Branches **41**
 Appeals **63**
 Area Map and Directory **73**
 Area Meetings **35**
 Area Representatives **8**

B

Badges and Ties **58**
 Bank Accounts **53**
 Bankruptcy **26**
 Body Protectors **49**
 Branch Activities **42**
 Branch Audits **55**
 Branch Committee Rules **35**
 Branches Directory **85**
 Branch Membership Rules **30**
 Branch Operations Directors **12**
 Branch Websites **69**
 Building Society Account **54**

C

Camps **42**
 Centre Coordinators **9**
 Centre Membership Committee **6**
 Centre Membership Rules **44**
 Centres Directory **102**
 Championships **47**
 Charitable Purpose **58**
 Chief Executive **26**
 Clothing **59**
 Coach and Instructor Accreditation **47**
 Coaches and Training **64**
 Coaches' Courses **64**
 Committee Lists **4**
 Competitions **67**
 Complaints Procedure **52**

D

District Commissioners **35**
 Dress and Saddlery Rules **47**

E

Efficiency Tests **65**
 Email System **69**

Employers' Liability Insurance **62**
 Euro Pony Club **125**
 Exchanges and International Visits **68**
 Expenses **46**

F

Finance and Risk Committee **6**
 Finance Rules **52**
 Footwear and Stirrups **50**
 Forming a New Branch **63**

H

Hat Checks and Tagging **48**
 Hats **47**
 Health and Safety **59**
 Health and Safety Policy **14**
 Hunting **68**

I

Insurance **56**

L

Late Submission Fees **54**
 Legal Liability **57**
 Logo **58**

M

Management Committee **5**
 Manual of Horsemanship **64**
 Marketing **59**
 Medical Armbands **49**
 Membership Eligibility **27**
 Members' Personal Liability Insurance **62**

O

Online Payment Systems **54**
 Overseas Centres **126**

P

Parents and Supporters **30**
 PELHAM **69**
 Pony Club International Alliance **124**
 Prizes **68**

Prohibited Activities **52**
 Publications **59**

R

Rallies **67**
 Reasonable Adjustment **66**
 Rules and Compliance Committee **7**
 Rules of The Pony Club **14**

S

Safeguarding **51**
 Safety and Welfare Committee **6**
 Sports Committees **10**
 Spurs **50**
 Subscription Fees **63**

T

Termination of Membership **28**
 Test Colours **65**
 Ties and Stocks **49**
 Training Committee **6**
 Transfers **30**
 Travelling Expenses **70**
 Treasurer of The Pony Club **25**
 Trustees **4**

U

Unsuitable Horses/Ponies and Unsuitable Saddlery **67**

V

Visiting Members **31**
 Volunteers and Officials Committee **7**

W

Website **69**

Y

Young Equestrian Leader Award (YELA) **69**
 Youth Advisory Council **24**
 Youth Programmes **69**