

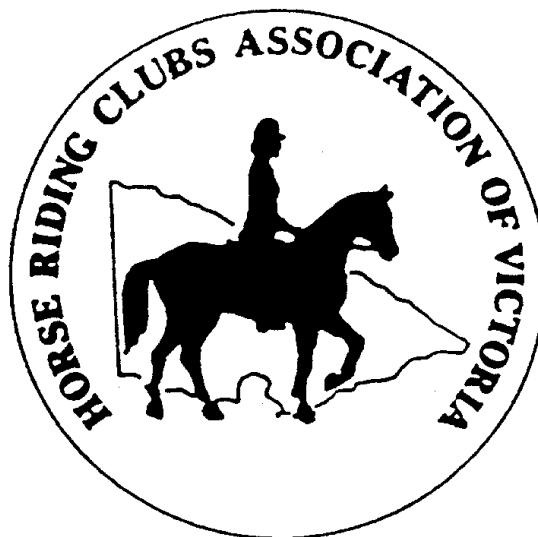
# HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC.

(A0002667H)

# GENERAL RULES

Effective: 1st January 1993

Includes all amendments up to and including those which came into effect  
on 1<sup>st</sup> January 2021



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### **Acknowledgement**

**The Horse Riding Clubs Association of Victoria Inc wish to  
acknowledge the**

**Pony Club Association of Victoria and Australia**

**The Equestrian Federation of Australia**

**The Fédération Equestre Internationale**

**and**

**All Association members who assisted with the production  
of the manual.**

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# Horse Riding Clubs Association of Victoria Inc

## Section 1. General Rules

### General Information

#### Purpose and Overview of this Manual

The purpose of this Manual is for Members of the Horse Riding Clubs Association of Victoria (HRC AV) to be able to understand and adhere to the Rules, Regulations, Principles and Objectives of the Association. No personal reference shall be made on documents bearing the HRC AV logo and/or name.

The Manual has been divided into sections to aid in referencing material

The Manual is deemed to be a “tool of trade” for all Officials of the Association and as such it is available for purchase by Officials at a discounted price. Please contact the HRC AV office for details.

IT MUST BE NOTED THAT IT IS THE RESPONSIBILITY OF HRC AV CLUBS AND/OR MEMBERS, TO ENSURE THAT MANUALS ARE KEPT UP-TO-DATE.

Any changes in the Rules etc. will be advised through the HRC AV’s monthly Newsletter and posted on the HRC AV website. It is the responsibility of the Clubs and members to know the Rules and Regulations of the Association. Ignorance of the Rules is no excuse.

#### Objectives

The objectives of the Association, apart from overseeing the overall interests of its Members, are listed in the Constitution (refer Constitution Section) and are summarised as follows: -

- a) To promote interest in equestrian sports.
- b) To promote good fellowship among those interested in equestrian sports.
- c) To educate, train, coach and encourage members of the Association.
- d) To do all such things and acts conducive to the furtherance of the objects and interests of the Association.

The Association has an Executive Committee to oversee the administration of the Association together with Sub-Committees for the disciplines of Dressage, Jumping, Showing and Level Assessment whose charter is to further improve these disciplines. Clubs are encouraged to nominate members to these Sub-Committees.

## **Code Of Conduct and Ethics:**

It is expected that all Member Clubs and members of affiliated Clubs (hereinafter known as members) abide by the Rules of the Association at all times and conduct themselves in a polite and orderly manner respecting other members of the Association and the authority of Officials and Organisers. Any complaints regarding individuals breaching the Association's Rules or Code of Conduct shall be brought before the HRC AV Executive Committee, which may result in fines or suspension from Competition placed upon them. Breaches of the Code of Conduct shall be dealt with as described in the Disciplinary Rules.

## **Officials and Office Bearers**

A list of HRC AV Officials can be found in the Appendices of each discipline Rule Book. These lists will be updated from time to time and/or modifications published in the Association's newsletter and on the HRC AV website.

A list of past and present HRC AV Office Bearers can be found in the History Section of this Rule Book.

## **Explanation of Terminology**

In accordance with the Australian Standards, there are two categories of performance Standards specified - MANDATORY and VOLUNTARY. Mandatory parts are designated by the word shall or must and specify the absolute minimum acceptable parameters. Voluntary parts are designated by the words 'may', 'should', 'recommended'.

Text denoted as 'Note' are for guidance in interpretation.

## **HRC AV Apology**

It is the policy of the HRC AV to use and encourage the use of non-sexist language. Unfortunately the English language does not provide neutral terminology to refer to both sexes simultaneously in some instances.

Parts of this material may occasionally refer to the horse and/or rider as "He or Him". We apologise for any offence this may cause to readers.

## **THE HRCAV's History**

During the early part of 1981, a number of informal discussions were held between Hillside, Pakenham Upper, Hallam, Ringwood and Keysborough Riding Clubs to explore the possibility of forming an Association.

Some of the objectives seen as important at this time were improved communication between Clubs, working to make horse riding and competition more enjoyable, and the promotion and pride of belonging to a Member's own Club. Following these discussions, a draft Constitution was prepared and circulated to Riding Clubs.

As a result of this initiative, the Horse Riding Clubs Association of Victoria came into being at a general meeting of Riding Clubs held on 26th October 1981, where a Constitution for the Association was formed.

### **HRCAV EXECUTIVE COMMITTEES**

#### **1981 - 1982**

Graham Watts - President - Ringwood  
Linda Ranik - Vice-President - Chelsea  
John Freer - Treasurer - Hillside  
Ian Streete - Secretary - Hillside  
Julie Carlson - Geelong  
Ross Meddings - Melton  
Kerry Nelis - Newcombe  
Jeanie Peace - Werribee  
Linda Ranik - News Editor - Chelsea

#### **1982 - 1983**

Linda Ranik - President - Mentone  
John Freer - Vice President - Hallam  
Graham Watts - Treasurer - Ringwood  
Ian Streete - Secretary - Hillside  
Paul Bonsak - Macclesfield  
Robert Holloway - Ashcroft  
Jeanie Peace - Werribee  
Vicki Rossack - Geelong  
Rosalind Werner - Kelso  
Pat Simmons - News Editor - Ashcroft

#### **1983 - 1984**

John Freer - President - Hallam  
Robert Holloway - Vice-President - Ashcroft  
Graham Watts - Treasurer - Ringwood  
Robin Humphries - Secretary - Wyena  
Jane Birkett - Macclesfield  
Wendy Carter - Peninsula  
David Pownall - Werribee  
Roger Searle - Geelong  
Ian Streete - Hillside  
Pat Simmons - News Editor - Ashcroft

**1984 - 1985**

Robert Holloway - President - Ashcroft  
Ian Streete - Vice President - Hillside (Replaced by John Threlfall)  
Graham Watts - Treasurer - Ringwood  
Robin Humphries - Secretary - Wyena/Peninsula  
Judy Bond - Caulfield (Replaced by Pat Schultz)  
John Freer - Hallam  
Rosalind Moffat - Kelso  
John Threlfall - Geelong (Replaced by Dennis Hearn)  
John Valcich - Clematis  
Angela Phillips - Publicity Officer - Ringwood

**1985 - 1986**

John Threlfall - President - Geelong  
Dennis Hearn - Vice-President - Werribee  
Graham Watts - Treasurer - Ringwood  
Robin Humphries - Secretary - Wyena  
Jan Donald - Diamond Valley  
Lyn Dunlop - Peninsula  
Ross Leeson - Hurstbridge  
Pat Schultz - Caulfield  
Glenda Tillotson - Romsey  
Angela Phillips - Publicity Officer - Ringwood

**1986 - 1987**

Dennis Hearn - President - Werribee  
Ross Leeson - Vice President - Hurstbridge  
Graham Watts - Treasurer - Ringwood  
Margaret Dolphin - Secretary  
Julie Harman - Secretary  
John Threlfall - Geelong  
Alan Brentnall - Kyneton  
Hugh Drummond  
John Shaw  
Carol Thorson - Trafalgar  
Liz Scott - Administration Officer

**1987 - 1988**

Ross Leeson - President - Hurstbridge  
Alan Brentnall - Vice President - Kyneton  
Stephanie Bennett - Treasurer  
Di Politz - Minute Secretary - Monbulk-Clematis  
Sue Phillips - Mountain District 27/6/88  
Barbara Anderson (resigned 30/5/88)  
Peter Hagen - Upper Yarra  
Julie Harman (resigned 30/5/88)  
Dennis Hearn - Past President - Werribee  
Kathy Johnson - Macclesfield  
Liz Scott - Administration Officer



**1988 - 1989**

Alan Brentnall - President - Kyneton  
Sue Brunt - Vice President - Seymour  
Stephanie Bennett - Treasurer (Nov 88 - May 89)  
Liz Scott - Treasurer (June 89)  
Bruce Kosky - Treasurer  
Sue Phillips - Minute Secretary (Resigned June 89)  
Dianne Genat - Upper Yarra  
Kathy Johnston - Macclesfield  
Bruce Kosky - Kilmore  
Ross Leeson - Hurstbridge  
Denise Stephens - Ringwood  
Liz Scott - Administration Officer (Nov 88 - Jun 89)  
Dianne Genat - Administration Officer - Upper Yarra

**1989 - 1990**

Sue Brunt - President - Seymour  
Alan Brentnall - Vice-President - Kyneton  
Norm Brunt - Treasurer - Seymour  
Kathy Johnston - Minute Secretary - Macclesfield  
Linda Cole - Peninsula  
Sandra De Poi - Kangaroo Ground  
Wendy Greene - Hurstbridge  
Margaret Matthews - Upper Yarra  
Denise Stephens - Ringwood  
Dianne Genat - Administration Officer - Upper Yarra

**1990 - 1991**

Sue Brunt - President - Seymour/Acheron Valley  
Margaret Matthews - Vice President - Upper Yarra  
Norm Brunt - Treasurer - Seymour/Acheron Valley  
Kathy Johnston - Minute Secretary - Macclesfield  
Lisa Ashford - Ringwood  
Ian Gration - Hallam  
Trish Kruse - Diamond Valley  
Rhonda Lee - Ringwood/Mountain District  
Di Politz - Monbulk Clematis  
Paul Rasmussen - Peninsula  
Tricia Robertson - Kyneton  
Dianne Genat - Administration Officer - Upper Yarra

**1991 - 1992**

Paul Rasmussen - President - Peninsula  
Margaret Matthews - Vice President - Upper Yarra  
Lorraine Barnett - Treasurer - Peninsula  
Karen Fox - Minute Secretary (resigned May 1992)  
Lisa Ashford - Minute Secretary - Ringwood  
Judi Anderson - Macclesfield  
Sue Brunt - Seymour  
Lyn Dunlop - Peninsula  
Ian Gration - Hallam  
Jennie Griffiths - Kelso  
Rhonda Lee - Mountain District  
Anyes Maiwald - Yarrambat  
Dianne Genat - Administration Officer - Upper Yarra

**1992 - 1993**

Sue Brunt - President - Seymour (Resigned March 1993)  
Paul Rasmussen - Acting President Peninsula - April 1993 - August 1993  
Paul Rasmussen - Vice President - Peninsula - November 92 - March 93  
Rhonda Lee - Acting Vice President - Monbulk/Clematis - April 1993 - August 1993  
Rhonda Lee - Acting President - Monbulk/Clematis Sept 1993 - November 1993  
Lorraine Barnett - Treasurer - Kelso  
Lisa Ashford - Minute Secretary - Ringwood  
Norm Brunt - Acheron Valley (Resigned March 1993)  
Joanne Cocks - Monbulk/Clematis  
Jennie Griffiths - Lysterfield  
Rhonda Lee - Mountain District, Monbulk/Clematis - November 1992 - March 1993  
Danielle Mayne - La Trobe April 1993 - October 1993  
Stephen Muir - Diamond Valley  
Linda Shambrook - Maroondah  
Max Wanklyn - Seymour April 1993 - October 1993  
Dianne Genat - Administration Officer - Upper Yarra  
Jeannette Mathieson Secretariat

**1993 - 1994**

Rhonda Lee - President - Monbulk/Clematis  
Max Wanklyn - Vice President - Seymour  
Thordes Pakusch - Treasurer - Upper Yarra  
Stephen Muir - Secretary - Yarrambat  
Robyn Allday - Peninsula  
Sharon Bugeja - Gisborne & District  
Joanne Cocks - Monbulk/Clematis  
Sue McLaren - Mountain District  
Susan Mitchell - Ringwood  
Cameron Whyte - Hurstbridge  
Dianne Genat - Administration Officer - Upper Yarra

**1994 - 1995**

Joanne Cocks - President - Monbulk/Clematis  
Max Wanklyn - Vice President - Seymour  
Cameron Whyte - Treasurer - Hurstbridge  
Robyn Allday - Secretary - Hills Equestrian - February 1995 - July 1995  
Robyn Aitkin - Secretary - August - October - Yarrambat  
Sharon Bugeja - Gisborne & Districts  
Janice Discombe - Gisborne & Districts  
Brian Coghlan - Diamond Valley  
Sonia Ekberg - West Gippsland  
Di Politz - Monbulk/Clematis  
Terry Campbell - Diamond Valley - August 1995 - October 1995  
From November 1995 all HRCVA administrative services were contracted from suitably sourced companies.

**1995 - 1996**

Joanne Cocks - President - Monbulk/Clematis  
Max Wanklyn - Vice President - Seymour  
Robyn Aitken - Secretary - Yarrambat  
Linda Cole - Treasurer - Peninsula  
Sharon Bugeja - Gisborne & Districts  
Bryan Coghlan - Diamond Valley  
Sonia Ekberg - Hills Equestrian  
Di Politz - Monbulk/Clematis  
Terry Campbell - Diamond Valley  
Darrell Heywood - Merricks Saddle Club

**1996 - 1997**

Max Wanklyn - President - Seymour  
Shelley Manchester - Vice President - Pyalong  
Bryan Coghlan - Secretary - Diamond Valley  
Linda Cole - Treasurer - Peninsula  
Gary Allday - Aaron Park  
Terry Campbell - Diamond Valley  
Trish Kruse - Glenvale  
Wendy Rizzo - Hume Ranges  
Angela Ryan - Shirley Heights  
Rachael Edwards - Wyena  
Adrian Wright - Yarra Glen

**MEMBERSHIP - 1996**

89 Member Clubs  
2,804 Club members

**1997 – 1998**

Linda Cole – President – Peninsula  
Susan Mitchell – Vic President – Kilmore  
Rachael Edwards – Secretary – Wyena  
Denise Worthington – Treasurer – Diamond Valley  
Sue Hansen – Yarrambat  
Amanda Lee – Kilmore  
Bev McCartney – Diamond Valley  
Paul Rasmussen – Aaron Park  
Angela Ryan – Shirley Heights (resigned September)  
Christine Sievers – Macedon Ranges  
Carol Titford – Upper Beaconsfield  
Adrian Wright – Yarra Glen & Lilydale

**MEMBERSHIP 1997/98**

131 Member Clubs  
2,984 Club members

**1998 – 1999**

Linda Cole – President – Peninsula  
Sue Hansen – Vice President – Yarrambat  
Rachael Edwards – Secretary – Wyena  
Denise Worthington – Treasurer – Diamond Valley  
Robyn Allday (resigned December)  
Mary Jenkins – Upper Beaconsfield  
Amanda Lee – Kilmore  
Shelley Manchester – Dabyminga  
Bev McCartney – Diamond Valley  
Benita McDonough – Monash  
Adrian Wright – Yarra Glen & Lilydale

**MEMBERSHIP 1998/99**

130 Member Clubs  
3,128 Club members

**1999 – 2000**

Sue Hansen – President – Yarrambat  
Adrian Wright – Vice President – Wallan  
Bev Mumford – Secretary – Kilmore  
Linda Cole – Treasurer – Peninsula  
Janine Bannan – Yea  
Jennie Cowie – Yarrambat  
Leah Essex – Yarck (seconded April 2000)  
Andrew Kneebone – Leongatha (seconded May 2000)  
Shelley Manchester – Dabyminga (resigned May 2000)  
Benita McDonough – Peninsula  
Martin Sudul – Yarra Glen & Lilydale  
Denise Worthington – Diamond Valley (resigned January 2000)

**MEMBERSHIP 1999 - 2000**

138 Member Clubs  
3,205 Club members

**2000 – 2001**

Sue Hansen – President – Yarrambat  
Adrian Wright – Vice President – Wallan  
Bev Mumford – Secretary – Kilmore  
Andrew Kneebone – Treasurer – Leongatha  
Gill Beaurepaire - Anglesea  
Jennie Cowie – Yarrambat  
Leah Essex – Yarck  
Fiona Normand - Peninsula  
Martin Sudul – Yarra Glen & Lilydale  
Benita McDonough – Peninsula – resigned July 2001

**2001-2002**

Ken Hammet – President – Seville  
Cameron Rose – Vice President - The Claytons  
Bev Mumford – Secretary – Kilmore  
Andrew Kneebone – Treasurer – Leongatha resigned Feb 2002  
Jenny Cowie – Treasurer - Yarrambat  
Gill Beaurepaire – Anglesea resigned Feb 2002  
Jennie Cowie – Yarrambat  
Leah Essex – Yarck  
Bronwyn Farrar – Monbulk / Clematis  
Fran Manning – Mentone  
Shelley Manchester - Seymour  
Fiona Normand – Peninsula  
Martin Sudul – Yarra Glen & Lilydale

**2002 - 2003**

Ken Hammet – President – Seville  
Cameron Rose – Vice President - The Claytons  
Fiona Normand – Secretary – Peninsula  
Graham Fleming – Treasurer – WRECAR  
Jo Cocks – Monbulk / Clematis  
Bronwyn Farrar – Monbulk / Clematis resigned May 2003  
Tom Giles – Peninsula  
Sue Hansen – Diamond Valley  
Shelley Manchester - Seymour  
Bev Mumford – Kilmore

**2003 - 2004**

Ken Hammet – President – Seville  
Cameron Rose – Vice President - The Claytons  
Fiona Normand – Secretary – Peninsula  
Graham Fleming – Treasurer – WRECAR  
Jo Cocks – Monbulk / Clematis  
Tom Giles – Peninsula – resigned August 04  
Roger Lavelle - Lancefield  
Karen Paine – Donvale  
Craig Spratling – St Andrews  
Kristina Williams – Nepean

**MEMBERSHIP**

153 Member Clubs      3801 Club members

**2004 - 2005**

Roger Lavelle – President - Lancefield  
Graham Fleming – Vice President – WRECAR  
Angela Nagle - Secretary – St Andrews  
Reg Cleland - Beveridge  
Jo Cocks – Monbulk / Clematis  
Ken Hammet - Seville  
Karen Paine – Donvale  
Arlene Sheen - Westcoast  
Kristina Williams – Nepean

MEMBERSHIP

163 Member Clubs  
4213 Club members

**2005-2006**

Roger Lavelle – President – Lancefield  
Reg Cleland – Vice President - Beveridge  
Arlene Sheen – Secretary - Westcoast  
Stacey Dixon – Treasurer - Bullengarook  
Jean Barbour – Bennison  
Graham Fleming – WRECAR  
Laura Thompson – Werribee & District  
Luke Welling – Werribee & District  
Sue Williams – Nepean  
John Wooding – Melton Plains

MEMBERSHIP

171 Member Clubs  
4434 Club members

**2006-2007**

Roger Lavelle – President – Lancefield  
Drew Cotter – Vice President - Bullengarook  
Graham Fleming – Secretary - WRECAR  
Stacey Dixon – Treasurer - Bullengarook  
Sharon Deamer – Kangaroo Ground  
Sonja Ekberg – Wyena  
Elizabeth Rogers – Berwick  
Lorena Russell – Yarra Glen & Lilydale  
Sue Williams – Nepean  
John Wooding – Melton Plains

MEMBERSHIP

180 Member Clubs  
4503 Club members

**2007-2008**

Sonja Ekberg – President – Wyena  
Sue Williams– Vice President – Nepean  
Lorena Russell– Secretary – Yarra Glen and Lilydale  
Drew Cotter – Treasurer - Bullengarook  
Tryphena Gahan – The Elms  
Jayne Hansen – Riddells Creek  
Victoria Kett – Maroondah  
Roger Lavelle - Lancefield  
Elizabeth Rogers – Berwick  
Arlene Sheen – Bannockburn Teesdale  
Sally Mizzi – Administrative Officer

**MEMBERSHIP**  
(Equine Influenza year)

185 Member Clubs  
4303 Club members

**2008-2009**

Sonja Ekberg – President – Wyena  
Sue Williams– Vice President – Nepean  
Phil Stacey – Secretary – Victorian Appaloosa Sport horse Club  
Drew Cotter – Treasurer – Warranooke  
Jayne Hansen – Riddells Creek  
Victoria Kett – Maroondah  
Roger Lavelle - Lancefield  
Jennifer Mainland – Werribee Central  
Arlene Sheen – Bannockburn Teesdale  
Kirstie Vanderzeil – Yarra Valley EC  
Sally Mizzi – Administrative Officer

**MEMBERSHIP**

194 Member Clubs  
4835 Club members

**2009-2010**

Ken Hammet - President – Seville  
Sue Williams– Vice President – Nepean  
Phil Stacey – Secretary – Victorian Appaloosa Sport Horse Club  
Sonja Ekberg – Treasurer – Wyena  
Shari Brown – Victorian Appaloosa Sport Horse Club  
Celia Evans - Kinglake  
Victoria Kett – Maroondah  
Roger Lavelle - Lancefield  
Jennifer Mainland – Werribee Central  
Kirstie Vanderzeil – Yarra Valley EC  
Sally Mizzi – Administrative Officer

**MEMBERSHIP**

205 Member Clubs  
5168 Club members

**2010 - 2011**

Sonja Ekberg - President – Wyena  
Sue Williams– Vice President – Nepean  
Phil Stacey – Secretary – Victorian Appaloosa Sport Horse Club  
Ken Hammet – Treasurer – Seville  
Celia Evans - Kinglake  
Durani Hart – Wyena  
Victoria Kett – Maroondah  
Roger Lavelle - Lancefield  
Jennifer Mainland – Werribee Central  
Kirstie Vanderzeil – Yarra Valley EC  
Sally Mizzi – Administrative Officer

**MEMBERSHIP**

215 Clubs  
5224 Club members

**2011 - 2012**

Sue Williams – President – Nepean  
Jennifer Mainland – Vice President – Werribee Central  
Phil Stacey – Secretary – Victorian Appaloosa Sport Horse Club  
Sonja Ekberg – Treasurer – Wyena  
Durani Hart – Wyena  
Victoria Kett – Maroondah  
Roger Lavelle – Lancefield  
Karen Middlebrook – Gisborne  
Fiona Normand – South Eastern DC  
Kirstie Vanderzeil – Yarra Valley EC  
Sally Mizzi – Administrative Officer

**MEMBERSHIP**

219 Clubs  
5600 Club members

**2012 -2013**

Sue Williams – President – Nepean  
Jennifer Mainland – Vice President – Werribee Central  
Roger Lavelle – Secretary - Lancefield  
Sonja Ekberg – Treasurer – Wyena  
Brodie Harrison – Kangaroo Ground  
Victoria Kett – Maroondah  
Karen Middlebrook – Gisborne  
Fiona Normand – South Eastern DC  
Phil Stacey – Victorian Appaloosa Sport Horse Club  
Kirstie Vanderzeil – Yarra Valley EC  
Sally Mizzi – Administrative Officer

**MEMBERSHIP**

227 Clubs  
5797 Club members

**2013 -2014**



Sue Williams – President – Nepean  
Jennifer Mainland – Vice President – Werribee Central  
Roger Lavelle – Secretary - Lancefield  
Sonja Ekberg – Treasurer – Wyena  
Brodie Harrison – Kangaroo Ground  
Victoria Kett – Maroondah  
Karen Middlebrook – Gisborne  
Michelle Retra - Bulla  
Phil Stacey – Victorian Appaloosa Sport Horse Club (resigned)  
Ken Hammet - Seville  
Kirstie Vanderzeil – Yarra Valley EC  
Sally Mizzi – Administrative Officer

**MEMBERSHIP**

Clubs 224

Members 5850

**2014 -2015**

Sue Williams – President – Nepean  
Jennifer Mainland – Vice President – Werribee Central  
Roger Lavelle – Secretary - Lancefield  
Sonja Ekberg – Treasurer – Wyena  
Brodie Harrison – Kangaroo Ground  
Victoria Kett – Maroondah  
Karen Cook – Gisborne  
Michelle Retra – Bulla  
Ken Hammet – Seville  
Trish Kruse - Whittlesea  
Sally Mizzi – Administrative Officer

**MEMBERSHIP**

Clubs 239

Members 5988

**2015 - 2016**

Roger Lavelle – President - Lancefield  
Jennifer Mainland – Vice President – Werribee Central  
Michelle Retra – Secretary - Bulla  
Ken Hammet – Treasurer - Seville  
Sonja Ekberg – Wyena  
Brodie Harrison – Kangaroo Ground  
Victoria Kett – Maroondah  
Trish Kruse – Whittlesea  
Kristina Smith - Nepean  
Sue Williams – Nepean  
Sally Mizzi – Administrative Officer

Clubs 246

Members 6144

**2016 - 2017**

Roger Lavelle – President - Lancefield  
Jennifer Mainland – Vice President – Werribee Central  
Michelle Retra – Secretary - Bulla  
Ken Hammet – Treasurer - Seville  
Sonja Ekberg – Wyena  
Brodie Harrison – Wyena  
Victoria Kett – Maroondah  
Trish Kruse – Whittlesea  
Kristina Smith - Nepean  
Sue Williams – Nepean  
Sally Mizzi – Administrative Officer  
Clubs 252  
Members 6304

**2017 - 2018**

Roger Lavelle – President - Lancefield  
Jennifer Mainland – Vice President – Werribee Central  
Michelle Retra – Secretary - Bulla  
Sonja Ekberg – Treasurer - Wyena  
Ken Hammet – Seville  
Brodie Harrison – Wyena  
Victoria Kett – Maroondah  
Trish Kruse – Whittlesea  
Kristina Smith - Nepean  
Sue Williams – Nepean  
Sally Mizzi – Administrative Officer  
Clubs 254  
Members 6065

**2018 -2019**

Ken Hammet – President – Seville  
Jennifer Mainland – Vice President – Werribee Central  
Michelle Retra – Secretary - Bulla  
Sonja Ekberg – Treasurer - Wyena  
Anneliese Shortt - Gisborne  
Brodie Harrison – Wyena  
Victoria Kett – Maroondah  
Trish Kruse – Hurstbridge  
Kristina Smith - Nepean  
Sue Williams – Nepean  
Sally Mizzi – Administrative Officer

## **HRCAV Awards**

### **THE EQUUS AWARD**

The Equus Award may be awarded in recognition of contribution to the HRCAV.

#### **1. DEFINITION**

To be a fair, honest and just person who has contributed to the furtherance of the Association. This person's motivation will have been selfless and not for personal or monetary gain. It is personal recognition, not an endorsement of skill level.

#### **2. CRITERIA**

- The person should be a Member of the HRCAV.
- It would be expected the person shall have contributed a significant amount of unsolicited and unpaid time for the furtherance of the Association.
- Nominations for the Equus Award shall be considered so significant as to be presented rarely.

#### **3. NOMINATION**

- The Nominator shall be a Member Club of the HRCAV.
- Another Member Club shall second the Nomination.
- Nominations will be sent to the HRCAV Executive Committee with supporting evidence, the expectation being that the supporting evidence will be provided from the broader HRCAV Membership. It is envisaged the Nominee will be of little surprise to the Executive Committee as such an individual will have contributed significantly and consistently to the Association.
- The HRCAV Executive Committee will not actively pursue supporting evidence; this is the responsibility of the Nominator.
- The HRCAV Executive Committee will consider the Nomination at a meeting (in camera) prior to the HRCAV Annual General Meeting. A majority of ALL Executive Committee Members is required to ratify the decision.

#### **4. PRESENTATION OF THE EQUUS AWARD**

- The Nominee and the Nominator will be notified of the successful Nomination and invited to attend the HRCAV Annual General Meeting for presentation of the Award.
- If the Nominee is unsuccessful, the Nominator will be informed in writing of the decision.
- The Award shall take the form of a bronze statuette representing a horse, the purchase of which shall be funded by the HRCAV.

#### **5. EQUUS AWARD RECIPIENTS**

**2006**

JEAN BARBOUR  
RONNIE LEE  
TRICIA READ

**2007**

MARILYN SMITHETT  
RACHAEL EDWARDS

**2009**

SALLY MIZZI

**2012**

BEV MUMFORD

**2013**

ROGER LAVELLE

**2014**

SUE WILLIAMS

## **MERITORIOUS SERVICE AWARD**

### **1. DEFINITION**

The Meritorious Service Award may be awarded to persons who have given outstanding service to their Club and the HRC AV over a long period. The person's motivation shall have been selfless and not for personal or monetary gain. Nominees will have contributed to the HRC AV in several of the roles listed below:

#### Club Activities

- Committee member / held office
- Regular helper at Club rallies, events, social activities
- Newsletter editor
- Voluntary instructor
- Event Coordinator / Secretary
- Valued member of Club with a necessarily well defined role

#### HRC AV Activities

- Executive Committee member / held office
- Sub Committee member / held office
- Accredited Judge
- Accredited Level Assessor
- Accredited Course Builder
- Accredited XC Course Accreditor

### **2. NOMINATION**

The nominator shall be a Member Club of the HRC AV. Nominations shall be forwarded to the HRC AV Executive Committee with supporting evidence. The HRC AV shall not actively pursue supporting evidence. This shall be the responsibility of the nominator.

The Executive Committee will consider the nomination at a meeting (in camera) prior to the HRC AV Annual General Meeting. A majority of all Executive Committee members is required to ratify the decision.

### **3. PRESENTATION OF MERITORIOUS SERVICE AWARD**

The nominee and nominator will be notified of the successful nomination and shall be invited to attend the presentation ceremony.

If the nomination is unsuccessful, the nominator will be advised in writing of the decision.

### **3. MERITORIOUS AWARD RECIPIENTS**

#### **2009**

ANNIE LAVELLE – LANCEFIELD EG

CHRISTINE DALE – MANSFIELD & DISTRICT EC

JENNIFER SMITH – EASTERN REGION ARC

**2010**

BARBARA GRIFFITHS – COLAC & DISTRICT ARC

JEAN ROTHERHAM – NEPEAN EC

JODIE GOODMAN – NEPEAN EC

**2011**

LAUREL TRUSCOTT – BENNISON ARC

JEANETTE RICHARDS – DUNOLLY HAC

INGRID CRICHTON – EASTERN REGION ARC

PAM HALL – SOUTH EASTERN DRESSAGE CLUB

**2012**

DEBBIE BRADY – ECHUCA ARC

BARBARA OLIVER – HINNOMUNJIE RC

MARJIE HUMPHREY – KOO WEE RUP RC

**2013**

MICHELLE BODDY – BENNISON ARC

DEBBIE MULLINS – PENINSULA HRC

**2015**

SONJA EKBERG – WYENA ARC

**2016**

LEON BAGGOTT – COLAC ARC

JENNIFER MAINLAND – WERRIBEE CENTRAL EC

KATE SMITH – TRENTAM ARC

ALAN WARD – LANCEFIELD EG

**2018**

CAROLYN BAILEY-LOFTS – BULLA ARC

## THE TOP TEN AWARDS

The HRC AV Top Ten Awards is a program that recognises the Top Performers in each discipline of Competition over the period 1 September to 31 August each year. The Awards are presented at the HRC AV Annual General Meeting or Presentation Night.

- Points are allocated in line with performance points gained by combinations for placings in Official HRC AV events including Navigation Rides.
- In Navigation Rides, only pairs entered in the official HRC AV section are eligible for points.
- In Dressage, only points earned in the combination's assessed level will count towards the cumulative points for the Award.
- Points will not be allocated for placings at events which are cancelled prior to the completion of all official classes
- Should there be combinations on equal points on the Leader Board, the combination earning the higher number of first placings shall be declared the winner. Should this process not determine the winner, then the combination with the higher number of second placings shall be declared the winner. If necessary, the process will be repeated, taking into consideration third placing then fourth placings. Should the application of the process not determine a winner, equal status shall stand.

## THE HUNDRED POINT AWARD

The Hundred Point Award is attained by any Horse/Rider Combination who earns 100 competition points in the disciplines of Dressage, Combined Training, Showjumping, Navigation Rides and **3 Phase Equitation**.

In Showing only, the Horse/Rider Combination must earn 300 competition points to be eligible for the Award.

In Horse Trials only, the Horse/Rider Combination must earn 50 competition points to be eligible for the Award.

- Points are Performance Card points gained for placing at Official HRCVA Events and DO NOT include points “assumed” when a Combination is Level Assessed.
- Upon a Combination earning the required points within a discipline the Member must provide their Club Secretary with their Performance Card for verification.
- The Club Secretary must send a photocopy of the relevant Performance Card together with a letter to the HRCVA confirming the Member’s eligibility to receive the 100 Point Award Trophy.
- The HRCVA Executive Committee will ratify the attainment of the Award and advise the Club Secretary and Awardee in writing, inviting the Awardee to attend the HRCVA Annual General Meeting for presentation of the Award.
- The Trophy for this Award will be to a value as determined by the Executive Committee and engraved as appropriate.
- Special Achievement Awards recognising horse and rider combinations which fail to reach the required number of points due to unforeseen and tragic circumstances may be made under this category. There must be a reasonable expectation that achievement of the required number of points was imminent.



## CHAMPION AND RESERVE CHAMPION RIDER AWARD

These awards are for a Champion/Reserve Champion Rider/Horse Combination in each Level over the period 1 September to 31 August each year if sponsorship is retained. The aim of this award is to recognise those members who are “all rounders” ie. the Combinations have competed and placed in a minimum of THREE DISCIPLINES of the HRCVA recognised equestrian disciplines – including at least one jumping discipline.

- To be eligible for the Award, members must compete and place in a minimum of THREE disciplines – at least one of which is a Jumping discipline.
- If a member places in more than three disciplines, the points achieved in all disciplines will count towards the Championship. However, no more than 60% of the total points allocated for the award shall be from any one discipline. (from Sept 19)
- Points will be awarded in line with performance points earned. Only the best placing at an event will count towards the cumulative points for the Awards.
- Points will not be allocated for placings at events which are cancelled prior to the completion of all official classes.
- Points will be accumulated across the Award period (1<sup>st</sup> September to 31<sup>st</sup> August) and the awards will be presented based on the combination’s highest level in Dressage, Showing, Show Jumping, Combined Training or Horse Trials as at 31<sup>st</sup> August, being the last day of the Award period. Points will be accumulated across levels.
- Should there be combinations on equal points in first or second position on the Leader Board, the combination which has earned points in the higher number of disciplines shall be placed higher. Should this process not determine the Champion and Reserve Champion Rider, then the combination with the more even spread of Champion Rider points across the disciplines shall be placed higher.
- The Awards will be presented at the HRCVA Annual General Meeting or Presentation Night.

## TOP CLUB AWARDS

These awards are for the Top Clubs in a range of categories over the period 1<sup>st</sup> September to 31<sup>st</sup> August each year if sponsorship is retained. The aim of this award is to recognise those Clubs which promote interest in equestrian sport and train, coach and encourage their members.

The following categories shall be offered subject to ongoing sponsorship:

- a) Top Club
  - b) Top Regional Club
  - c) Top Small Club
- A regional club is defined as
    - a) Club grounds located 100km from Melbourne according to the VicRoads Directory Distance Guide, or
    - b) regular training days or rallies (min 6 per year) conducted at venues located 100km from Melbourne according to the VicRoads Directory Distance Guide.
  - A small Club is defined as a Club with less than 20 primary members on the final day of the Award period.

The award is performance points based with eligibility criteria.

- Performance points earned by members during the period 1<sup>st</sup> September to 31<sup>st</sup> August will be allocated to their primary Club (as at 31<sup>st</sup> August of the award period).
- A member's primary Club is the Club through which their HRC AV levy has been paid. Points are not transferrable to other Club/s.
- Only the best placing at an event will count towards the cumulative points for the Top Club, Top Regional Club and Top Small Club Awards.
- The number of points any one rider may contribute to their Club's total is capped at 20.
- To be eligible for the Award Clubs must:
  - a) hold regular coaching or training rallies/clinics (minimum 6 per year) for their members and
  - b) conduct at least one HRC AV official event and/or host an official's training or exam day during the award period.

Clubs which co-host with another HRC AV Club shall satisfy this criteria.

Clubs are required to provide proof of meeting the eligibility criteria before the end of the award period.

- The Top Club Award winner shall be ineligible for the Top Regional Club and Top Small Club Awards. The Top Regional Club winner shall be ineligible for the Top Small Club Award.
- In the event of equal standings on points, the winner shall be the Club with the higher number of members contributing points to the Award total.

## **TRICIA READ AWARD**

**Tricia Read, a respected Dressage Judge and Level Assessor, provided outstanding voluntary service to the HRC AV, both in the field and behind the scenes. A passionate supporter of the HRC AV, Tricia retains a keen interest in the Association.**

The Tricia Read Award is presented to retiring accredited HRC AV officials who have provided 20 or more years of voluntary service to the Association.

## **Membership**

### **1. MEMBERSHIP OF THE ASSOCIATION**

- 1.1. Membership of the Association is open to incorporated Clubs or bodies that embrace the objectives of the Association.
- 1.2. The Member Club must initially pay a joining fee and an annual subscription. Thereafter, the Association's annual subscription must be paid by all Member Clubs by 1 November each year.
- 1.3. It is compulsory for ALL Club members, including Office Bearers, Committee Members, Life Members and Social Members, to pay the HRCVA Levy and Insurance premium annually.
- 1.4. Persons under the age of 5 years are ineligible for membership of HRCVA affiliated Clubs.
- 1.5. The HRCVA's financial year is from 1st November to 31st October each calendar year.
- 1.6. An Annual General Meeting of the HRCVA is called each calendar year. All Member Clubs are invited to attend the Annual General Meeting, the details of which are printed in the Association's Newsletter. Please refer to General Rules Appendices 4 and 5 for the Voting Nomination and Executive Committee Nomination Form respectively.
- 1.7. All Member Clubs must notify the HRCVA of the Club's Office Bearers and officials by submitting a completed Club Renewal form within 14 days of the Club's Annual General Meeting. Refer General Rules, Appendix 2.

### **2. AMENDMENTS TO RULES AND REGULATIONS AND THE FORMATION OF NEW RULES**

- 2.1. Any financial member of an HRCVA affiliated Club wishing to instigate a change to an existing Rule or initiate a new Rule, should first address their proposal to their Club committee. Should the Club endorse the proposal, details should then be submitted to the HRCVA in writing. To be considered, submissions must:
  - 2.1.1. Be signed by two members of the proponent's Club Executive
  - 2.1.2. Include contact details and be signed by the original proponent
  - 2.1.3. Provide the proposed wording of the new or amended rule, including appropriate numbering.
  - 2.1.4. Provide the proposed new wording of any other current rules affected by the proposed change
  - 2.1.5. Include the rationale of the proposed change.

- 2.2.** Any HRCAV Sub Committee may submit a proposed new rule or rule amendment.
- 2.2.1. Provide the proposed wording of the new or amended rule, including appropriate numbering.
  - 2.2.2. Provide the proposed new wording of any other current rules affected by the proposed change
  - 2.2.3. Include the rationale of the proposed change.
  - 2.2.4. Include a copy of the relevant Sub Committee minutes showing support of the proposal by a minimum of four Sub Committee members.
- 2.3.** The HRCAV may immediately reject a proposal and advise the proponent accordingly if:
- 2.3.1. there is another Rule or Regulation, which may be unknown or misunderstood by the Member, which precludes adoption of the proposal
  - 2.3.2. less than 12 months has elapsed since the relevant rule or associated rules were introduced or amended or a similar proposal considered.
  - 2.3.3. it is considered that the proposal is not of sufficient merit to warrant further action.
- 2.4.** Should the proposed new rule or amendment warrant further investigation, the Executive Committee:
- 2.4.1. may seek opinions on the feasibility and merit of the proposal from the relevant Sub Committee/s and other persons or organisations qualified to comment.
  - 2.4.2. shall publish details of the proposed change in the Association's Newsletter. The Executive Committee may include any comments or recommendations regarding the proposed change.
  - 2.4.3. may request Club Secretaries bring this to the attention of their members and ask that a poll be taken, and/or seek written feedback from Clubs or individual members. A closing date for all replies will be stated in the Newsletter. If the proposal is lengthy, a further detailed letter may be sent to Club Secretaries for publication in their Club Newsletter.

- 2.5. After the closing date for replies, the Executive Committee may invite the member/s of the Club instigating the proposal and any other interested members, ie either by advertising in the HRCAV Newsletter or through correspondence, to attend the relevant Executive Committee meeting. Based upon all correspondence, the Executive Committee will discuss and vote on the proposal.
- 2.6. Any Rule changes will be implemented twice a year on either 1 July or 1 January. Rules passed by the Executive Committee between 1 December and 31 May become effective 1 July and between 1 June and 30 November become effective 1 January.
- 2.7. Rules relating to safety issues will be implemented as they arise
- 2.8. If a proposal is rejected, the original proponent may submit a written request for the matter to be reconsidered. Such a request must have the written support of a minimum of five Member Clubs. The submission is to be signed by two office bearers of each Club supporting the review. Should such a request be received, the conditions at 2.3 will not apply.
- 2.9. The HRCAV Executive Committee may instigate rule or procedural changes aimed at assisting the administration of the Association or to address rule anomalies.

### **3. HRCAV EXECUTIVE COMMITTEE POWERS**

- 3.1. Notwithstanding anything stipulated in the Rules and Regulations, the HRCAV Executive Committee shall have full and complete power to omit, amend and interpret these Rules in their absolute discretion and to give or to withhold any explanation of their decision.

## 4. INSURANCE POLICY

- 4.1. A compulsory insurance scheme has been adopted to provide low cost public liability and sports injury cover for all Clubs and members. Insurance summaries indicating the scope and level of cover are posted on the Association website. A copy of the Association's policy will be provided to each Club Secretary by the Broker on request.
- 4.2. Review of the insurance arrangements will be carried out by the Executive Committee of the Association before the end of each financial year.
- 4.3. The period of cover of the Association's insurance scheme is from 1st November to 31st October in the following year.
- 4.4. The HRC AV insurance scheme provides personal accident and public liability insurance for Clubs and members. The policies are tailored to address the particular needs of our Association and its members and supporters. An annual fee is levied to cover the cost of the program.
- 4.5. While the HRC AV insurance provides a certain level of cover, individuals should consider their personal needs and seek advice if additional cover may be warranted.
- 4.6. The policy applies to activities directly related to the sports covered by the HRC AV manual and additional activities which have been endorsed by the HRC AV. Clubs wishing to conduct activities which may not be covered under the scope of this rule must obtain approval from the HRC AV. .
- 4.7. The policy does not provide cover for bodily injury or property damage caused by or arising from:
- a) involvement in activities not covered by rule 4.6. These include but are not limited to harness, racing, hunting, polo, polocrosse, rodeo, camp drafting, endurance riding or any other non-permitted activities determined by the HRC AV from time to time,
  - b) incidents occurring when involved in income-earning activities,
  - c) involvement in an activity which is not related to the preparation and training for and / or participation in Member Clubs' or HRC AV endorsed, events and activities and
  - d) all other exclusions detailed in the current Policy Wording.

The policy does not provide cover for bodily injury caused by or arising from:

- e) incident/s occurring whilst competing in non HRC AV jumping events at a level higher than that indicated by the combination's current assessed level.

**4.8.** Insurance cover is voided if an accident occurs whilst mounted and the rider is not wearing an approved equestrian helmet with a fixed harness. Approved equestrian helmets must comply with the following standards:

..

- Current Australian standard AS/NZS 3838 (2006 onwards) provided they are SAI Global marked.
- New Australian standard ARB HS 2012 provided they are SAI Global marked.
- Current American standard ASTM F1163 (2004a or 04a onwards) provided they are SEI marked.
- Current American standard SNELL E2001.
- Current British standard PAS 015 (1998 or 2011) provided they are BSI Kitemarked.
- Interim European Standard VG1 (01.040: 2014-12) with or without BSI Kitemark.
- The EN 1384 (Europe) standard for helmets manufactured prior to 2016 – **not valid from 1st January 2021.**

**4.9.** Instructors engaged by a Club or the HRC AV for organised Club or Association activities, are covered under the Association's public liability policy. Instructors are not covered whilst riding a member's horse.

**4.10.** Voluntary workers are covered under the Association's public liability policy whilst engaged in voluntary work at an HRC AV or HRC AV Affiliated Club's approved event or activity.

**4.11.** The policy extends to cover any landowner whose land is used, hired, or passed over by the Member Club providing the use of the land is for the purposes of running a sanctioned Member Club or HRC AV event or activity only, subject to policy terms and conditions.

## **5. QUALIFICATION FOR INSURANCE**

**5.1.** To qualify for the purposes of insurance, Clubs shall be a bona fide, non-profit sports organisation; Clubs shall not be a registered business or company. Individual members of affiliated HRC AV Clubs shall qualify for insurance upon receipt of the relevant annual levy **and a signed Annual Membership Disclaimer Statement by their Club.** The Club is required to forward the member's registration details and levies to the HRC AV within 7 days.

## **6. DISCLAIMERS**

**6.1.** The HRC AV has 3 different types of disclaimers, as described below. Appendices number 18 and 19 cater for non-member participation in



particular HRCVA events/activities (see Rules 14 & 15 for further information regarding non-member participation). Appendix Number 20 is for members of HRCVA affiliated Clubs and covers all activities as laid down in our insurance policy from 1<sup>st</sup> November to 31<sup>st</sup> October of the following year.

Signed disclaimers are to be kept by the club for up to seven (7) years for adults and ten (10) years for persons under 18 years of age.

**6.2. Non-Member Disclaimer Statement Appendix 18**

This is to be used when an individual may need to sign a disclaimer statement. They may be a visitor or volunteer at your Club or a competitor at an open competition.

**6.3. Non-Member Disclaimer Statement for participants under 18 years of age Appendix 19**

As above. For individuals under the age of 18 years. To be signed by parent or guardian.

**6.4. Annual Membership Disclaimer Statement Appendix 20**

All members of HRCVA affiliated Clubs are required to sign this document when fees are due as part of the Club membership requirements. If a member does not sign the Annual Membership Disclaimer Statement they shall be deemed ineligible for membership and may not participate in HRCVA or affiliated Club/s activities or events.

**7. INSURANCE CLAIMS**

**7.1.** Claims against the insurance policy may be made by members or Member Clubs direct to the Broker. Members must not admit liability for any claim made against them. Claim Forms are obtained from the Broker.

**7.2.** Future premiums depend on claims experience. It is in the interest of all Clubs to keep claims to a minimum by the adoption of safe practices and the safe design of equipment for all activities including the wearing of an approved equestrian helmet with a fixed harness and riding boots.

**7.3.** Clubs are required to complete an incident report (see Appendix 22) in the event of an accident at any organised Club activity or event. The report is to be retained by the Club for a period of seven years and a copy forwarded to the HRCVA.

**8. DELETED**

**9. DELETED**

## 10. MEMBERSHIP CARD

- 10.1. When a new Member joins and pays the HRC AV Levy, Insurance and Club Membership Fee, a Club Official must:
- a) complete an Insurance Proposal Declaration/Membership Registration Form and forward this together with the appropriate premiums to the HRC AV within 7 days of receipt (refer General Rules Appendix 1).
  - b) issue an Official Club receipt to the Member.
  - c) have the member sign an Annual Membership Disclaimer Statement
- 10.2. Upon receipt by the HRC AV of the Levy payment, Insurance premium together with the Insurance Proposal/Membership Register Form, the Member's details are entered on the Association's database and a numbered Membership Card is issued.
- 10.3. The Membership Card and the requested Performance Cards are then forwarded to the Club to be validated and issued to the new Member. Original Membership Cards are issued free of charge; a fee is payable for replacement cards. Performance Cards for additional horses are obtained from the HRC AV Office at a cost determined from time to time.
- 10.4. If a new Member is an insured Member of another Club a Membership Card will have been issued by that Club. Under no circumstances may a Member hold more than one numbered Membership Card. The Member's second Club's name must appear on the front of the Membership Card.
- 10.5. All Member Clubs of the HRC AV must use a Club stamp (with either the Club's initials or name) to stamp the appropriate financial year section of the Membership Card. All fees must have been paid and an Annual Membership Disclaimer Statement must have been signed before the membership card is stamped and signed by the club official.
- 10.6. The onus is on each individual Member to ensure the Membership Card is valid. A valid HRC AV Membership Card **MUST** have:
- A printed number, issued by the HRC AV, on the facing page.
  - Member's name and address details completed.
  - The name of the Member Club with whom the Member is insured.
  - The name of any other Club/s to which the Member belongs.
  - The current financial year box stamped with the Club stamp, signed/initialled and dated.
- 10.7. If a green Membership Card (not Performance) has several alterations in ink, the Member shall be entitled to one free replacement Membership Card. The Card to be replaced **MUST** be sent to the office. NOTE: The use of correction fluid on the card deems it invalid.

## 11. PERFORMANCE CARDS

11.1. A Performance Card is required for each horse for each discipline for those members wishing to compete in Official Events. The Performance Card shows the Levels that have been achieved by the Horse/Rider Combination in each particular phase of Competition. A Combination may be placed into another Level (for either one or more disciplines) by either of the following methods:-

- a) LEVEL ASSESSMENT - (by a Level Assessor).
- b) POINTS SYSTEM - (Earning sufficient points to upgrade).

11.2. Each Performance Card can only be used for ONE horse. The HRC AV office is to be notified of any change to a horse's details.

11.3. When a Combination is assessed, the appropriate "points assumed" MUST be written on the relevant Performance Card by the Level Assessor. However the onus is on the Member to ensure these details are recorded and correct.

11.4. It is each individual Member's responsibility to ensure their Performance Card/s is valid. A valid HRC AV Performance Card **MUST** have:

- The Membership Number as printed on the Membership Card.
- The Member's name.
- The Horse's Competition Name, Size, Sex, Colour and Brands (note: if not branded, this section should be noted as "n/a").
- Horse/Rider Combination Level Assessment details for each of the relevant disciplines post January 1997. Cards for Level 1 Combinations, who were assessed or pointed to that Level prior to January 1997, do not require validation by a Level Assessor.
- Effective from 1 January 1999, all Showing Performance Cards must display a Level Assessor's signature or be validated by the HRC AV Administration Office.

NOTE: The use of correction fluid deems a card invalid.

11.5. If a combination reaches base points of the next Level, it is the Rider's responsibility to ensure the Combination then competes at the new Level at their next Competition.

**12. HRC AV NEWSLETTER**

- 12.1.** The HRC AV produces a regular newsletter which contains any proposed amendments to the Rules and Regulations of the Association, Programmes for Events and general information of interest to members.
- 12.2.** A complimentary copy of the HRC AV Newsletter is sent to all affiliated Clubs. Members may subscribe to receive a direct mailed copy, at a fee that is determined from time to time. Pro-rata rates apply.
- 12.3.** Subscription renewal for the Newsletter is due by 1st November each calendar year and may be paid direct to the HRC AV or to a Member's Club Secretary when joining or renewing HRC AV Membership.

### **13. EXEMPTIONS FOR MEMBERS WITH DISABILITIES**

- 13.1.** Members who require the use of compensatory aids or rule concessions to enable them to compete on equal terms, may request an exemption to the relevant rule/s.
- 13.2.** Requests for exemptions must be submitted on the Application for Exemption form (Appendix 21) with additional supporting documentation if applicable.
- 13.3.** Requests for exemptions will be referred to an Exemption Sub Committee for review. The Sub Committee will consider each application in respect of the member's disability and its effect on that person's functional ability to perform under the current HRC AV rules for competition. The Sub Committee shall also address issues relating to the safety of the horse and rider as well as other persons and horses at competitions. Specific conditions of entry to minimise risk may be applied to the member concerned.
- 13.4.** The findings of the Sub Committee are referred to the Executive Committee for approval. Exemptions do not come into effect until approved by the Executive Committee.
- 13.5.** The Exemption Sub Committee shall comprise:
- A HRC AV representative nominated by the Executive Committee,
  - A therapist, psychologist or Level 2 RDAV coach nominated by RDAV and
  - A Level Assessor nominated by the Level Assessment Sub Committee
- 13.6.** In considering each application, the Sub Committee may seek further advice from the applicant or persons outside the committee. It may also require video evidence or a practical viewing of the rider.
- 13.7.** An exemption will not be granted if it
- 13.7.1. gives an unfair advantage over other competitors,
  - 13.7.2. results in the combination not being required to satisfy basic standards of competency as addressed by the Level Assessment guidelines,
  - 13.7.3. adversely affects the safety of the rider or
  - 13.7.4. adversely affects the welfare or well being of the horse
- 13.8.** The member shall be notified of the outcome of their request and, if granted, be issued with an Exemption Certificate detailing the exemption/s approved, any conditions of entry applicable to the member and expiry date.

REV: July 2008, Jan 2013, Jan 2015, June 2016, July 2017, Dec 2019, July 2020, Jan 2021

- 13.9.** The HRCAV reserves the right to initiate a review and alter the conditions covered by the certificate at any time, should there be evidence that such a review is warranted. The review shall be conducted by the Exemption Sub Committee in consultation with the member concerned. Advice and information may be sought from persons outside the committee. Findings shall be referred to the Executive Committee for approval. Any changes to the conditions of the Exemption Certificate shall not come into effect until approved by the Executive Committee. The member shall be notified of changes and a replacement certificate issued.
- 13.10.** A copy of the member's Exemption Certificate is to be provided to competition organisers at the time entries are submitted. Judges are to be notified of relevant exemptions by the organising committee prior to the start of the competition.
- 13.11.** Unsuccessful applicants may appeal the decision via the HRCAV Grievance Procedure

#### **14. UNOFFICIAL & OPEN EVENTS**

- 14.1.** Clubs may conduct unofficial events or classes subject to HRCAV approval.
- 14.2.** A copy of the event program must be submitted to the HRCAV at least 8 weeks prior to the closing date for entries.
- 14.3.** Where a proposed event is not covered by HRCAV rules, the Club is required to submit a program, a summary of the event concept and rules for conduct of the event at least 12 weeks prior to the closing date for entries.
- 14.4.** Clubs are required to comply with HRCAV rules for the conduct of events to the extent permitted by the approved event format.
- 14.5.** Open classes may be offered in cases where the HRCAV is satisfied that there is justification for doing so. Non HRCAV members competing in open classes must be current EA or PC members and are required to satisfy the following requirements prior to riding:
- a) produce an EA or PC membership card,
  - b) sign an HRCAV Disclaimer Statement and
  - c) purchase Day Membership (see Rule 15) (~~PCAV members~~ ~~excepted~~)
- 14.5.1.** Open competitors in Navigation Rides are not required to be current EA or PC members but must satisfy other requirements of rule 14.5.
- 14.6.** At unofficial events involving jumping, competitors may not compete over jumping courses at a height greater than that indicated by their level of competency. PC and HRCAV members are required to present

grading/performance cards to show proof of competency. EA members are required to complete a Declaration of Competency.

## 15. DAY MEMBERSHIP FOR NON HRC AV MEMBERS

- 15.1. Non HRC AV members (~~PCAV members excepted~~) attending an **HRC AV event**, are required to purchase Day Membership from the Club organising committee prior to riding.
- 15.2. HRC AV Day Membership shall entitle the rider to cover under the Association's public liability policy from arrival at the event until departure. When events span more than one calendar day, Day Membership must be purchased for each day of attendance.
- 15.3. The Club is required to forward a copy of the Day Membership Insurance Summary (Appendix 23) with non member's details and relevant fees to the HRC AV within 7 days of the event or activity. Disclaimer Statements are to be retained by the Club for a period of 7 years and are to be produced in the event of a claim.
- 15.4. Participation at **Club rallies and activities** should be limited to HRC AV members. Occasional non member participation is permitted, however individual non members must not attend on more than one occasion per annum and/or the Club must not conduct activities which include non members on a regular basis. Should non members attend a Club rally or activity they are required to sign an HRC AV Disclaimer Statement and purchase Day Membership from the Club. ~~Financial PCAV members are exempt from purchasing Day Membership but must sign a Disclaimer.~~

## 16. ACCREDITATION OF OFFICIALS

- 16.1. The HRC AV offers accreditation programs for officials, including Judges (Dressage, Show and Show Jumping), Level Assessors, Course Designers and Cross Country Course Accreditors.
- 16.2. Course requirements are determined by the relevant Sub Committees and are detailed in the relevant sections of the Manual
- 16.3. Persons interested in seeking accreditation as an HRC AV official are required to submit an Expression of Interest form to the HRC AV. Upon consideration of the details provided, suitable applicants shall be registered as candidates. The candidate shall be notified accordingly and may then commence the accreditation process.
- 16.4. Candidates must be registered as a member of an HRC AV affiliated Club and have attained the age of 18 years.
- 16.5. The relevant Sub Committee shall be responsible for management of the accreditation program.
- 16.6. Candidates must not undertake examinations under the supervision or control of:
- d) An immediate family member

REV: July 2008, Jan 2013, Jan 2015, June 2016, July 2017, Dec 2019, July 2020, Jan 2021

- e) Their trainer or pupil (a trainer is defined as a person who regularly ie: six hours of lessons or more in the previous three months, trains or coaches a rider – not necessarily for remuneration. Instruction received at Club rallies does not constitute training/coaching under this rule).

**16.7.** Candidates shall be notified in writing of their results. Unsuccessful candidates may appeal the decision if exceptional circumstances warrant. Appeals must be submitted in writing to the HRC AV within 7 days of the date of notification.

**16.8.** To maintain accreditation, judges and officials are required to undertake their duties in a professional manner and in accordance with the HRC AV rules and guidelines, abide by the Officials Code of Conduct (Appendix 24), satisfy refresher requirements determined by the relevant Sub Committee, hold a current WWCC (if applicable) and be a financial member of an affiliated HRC AV Club. Failure to comply with one or more of these requirements may result in loss of accreditation.

## **17. RISK MANAGEMENT**

**17.1.** Clubs are expected to adopt safe practice in line with the HRC AV Risk Management guidelines (Appendix G23). All Clubs must appoint a Risk Management Officer and have a formal Club Risk Management Policy signed by the current President, Secretary and Risk Management Officer.

**17.2.** Participants in Club activities and events are required to wear riding boots and approved equestrian helmets at all times whilst mounted. Equestrian helmets must conform with one of the current approved safety standards:

- AS/NZS 3838 (Australian Standard)
- VG1 (interim European Standard)
- ASTM F1163 (US Standard)
- PAS 015 (UK standard)
- EN/1384 (outgoing European Standard) – only permitted for helmets manufactured prior to 2016

**17.3.** Use of locked grounds by HRC AV members outside of organised Club activities or events must be authorised by the Club Committee and appropriate arrangements formalised. The Club is required to have in place rules relating to use of the ground which mitigate risk to the Club/venue owners and riders. Where grounds are open to the public, Club equipment must be stored in a locked facility and signage clearly displayed to address identified risks related to use of the grounds.



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- 2 Notification of Office Bearers
- 3 Attendance Slip - Annual General Meeting
- 4 Nomination for the Executive Committee
- 5 Nomination of Voting Representative - Annual General Meeting
- 6 Guidelines for Sub-Committees
- 7 Budget/Funding Guidelines for Sub-Committees
- 8 Dressage Sub-Committee Guidelines
- 9 Level Assessment Sub-Committee Guidelines
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- 17 Day Membership Insurance Summary
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