

HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC.

(A0002667H)

GENERAL RULES

Effective: 1st January 1993
Current as at 1st September 2021



HRC AV

HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC.

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Acknowledgement

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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
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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.

A current version of the Manual can be view on the HRC AV website.
www.hrcav.com.au

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 – TRENTHAM ARC

ALAN WARD – LANCEFIELD EG

2018

CAROLYN BAILEY-LOFTS – BULLA AR

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 the 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 and Navigation Rides.

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 HRC AV 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 HRC AV confirming the Member’s eligibility to receive the 100 Point Award Trophy.
- The HRC AV Executive Committee will ratify the attainment of the Award and advise the Club Secretary and Awardee in writing, inviting the Awardee to attend the HRC AV 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 (1st September to 31st 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 31st 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 1st September to 31st 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 1st September to 31st August will be allocated to their primary Club (as at 31st 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 was a respected Dressage Judge and Level Assessor who 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.

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 HRCav Levy and Insurance premium annually.
- 1.4. **Persons under the age of 5 years are ineligible for membership of HRCav affiliated Clubs.**
- 1.5. The HRCav's financial year is from 1st November to 31st October each calendar year.
- 1.6. An Annual General Meeting of the HRCav 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 HRCav of the Club's Office Bearers and **officials** Committee by submitting a completed ~~Notification of Office Bearers~~ **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 HRCav 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 HRCav 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. To be considered, the submission must
- 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 HRC AV 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 HRC AV Executive Committee may instigate rule or procedural changes aimed at assisting the administration of the Association or to address rule anomalies.

3. HRC AV EXECUTIVE COMMITTEE POWERS

- 3.1. Notwithstanding anything stipulated in the Rules and Regulations, the HRC AV 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 HRCVA 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 HRCVA or HRCVA 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 HRCVA 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 HRCVA 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 HRCVA within 7 days.

6. DISCLAIMERS

- 6.1.** The HRCAV has 3 different types of disclaimers, as described below. Appendices number 18 and 19 cater for non-member participation in particular HRCAV events/activities (see Rules 14 & 15 for further information regarding non-member participation), whereby Appendix Number 20 covers the all activities as laid down in our insurance policy for the period covered by the joining member to the end of the HRCAV's financial year being 31st October.

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 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 HRCAV 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 insurer.

- 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.

8. MEMBERSHIP CARD

- 8.1. When a new Member joins and pays the HRC AV Levy, Insurance and Club Membership Fee, a Club Official must:
- complete an Insurance Proposal Declaration/Membership Registration Form (IPD form) **OR enter the membership details on the Association's database and submit** the details together with the relevant fees to the HRC AV within 7 days of receipt (refer General Rules Appendix 1).
 - issue an Official Club receipt to the Member and
 - have the member sign an Annual Membership Disclaimer Statement
- 8.2. Upon receipt by the HRC AV of the Member's fees and registration information, the Member's details are entered **or confirmed** on the Association's database and a numbered Membership Card is issued.
- 8.3. The Membership and Performance Cards are then forwarded to the Club to be validated and issued to the new Member. Original Membership Cards and Performance Cards are issued free of charge; a fee is payable for replacement cards. Performance cards for additional horses are available from the HRC AV Office at a cost determined from time to time.
- 8.4. 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.
- 8.5. 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.
- 8.6. 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.

- 8.7. 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.

9. PERFORMANCE CARDS

- 9.1. 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).

- 9.2. 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.

- 9.3. 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.

- 9.4. 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.

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

- 9.5. 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.

10. HRCAV NEWSLETTER

- 10.1.** The HRCAV produces a regular newsletter which contains any proposed amendments to the Rules and Regulations of the Association, news from the Executive Committee and Sub Committees, programmes for Events and general information of interest to members.
- 10.2.** A complimentary copy of the HRCAV Newsletter is sent to all affiliated Clubs. Members may subscribe to receive a direct mailed copy or an on-line version, at a fee that is determined from time to time.
- 10.3.** 12 month subscriptions may be paid with annual Membership fees or via the Association on-line shop.

11. EXEMPTIONS FOR MEMBERS WITH DISABILITIES

- 11.1.** 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.
- 11.2.** Requests for exemptions must be submitted on the Application for Exemption form (Appendix 21) with additional supporting documentation if applicable.
- 11.3.** 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.
- 11.4.** 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.
- 11.5.** 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
- 11.6.** 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.
- 11.7.** An exemption will not be granted if it
- 11.7.1. gives an unfair advantage over other competitors,
 - 11.7.2. results in the combination not being required to satisfy basic standards of competency as addressed by the Level Assessment guidelines,
 - 11.7.3. adversely affects the safety of the rider or
 - 11.7.4. adversely affects the welfare or well being of the horse
- 11.8.** 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.

- 11.9.** 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.
- 11.10.** 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.
- 11.11.** Unsuccessful applicants may appeal the decision via the HRCAV Grievance Procedure

12. UNOFFICIAL & OPEN EVENTS

- 12.1.** Clubs may conduct unofficial events or classes subject to HRCAV approval.
- 12.2.** A copy of the event program must be submitted to the HRCAV at least 8 weeks prior to the closing date for entries.
- 12.3.** 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.
- 12.4.** Clubs are required to comply with HRCAV rules for the conduct of events to the extent permitted by the approved event format.
- 12.5.** 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)
- 12.5.1.** Open competitors in Navigation Rides are not required to be current EA or PC members but must satisfy other requirements of rule 12.5.

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

13. DAY MEMBERSHIP FOR NON HRC AV MEMBERS

13.1. 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.

13.2. 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.

13.3. 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.

~~**13.4.** 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.~~~~

14. ACCREDITATION OF OFFICIALS

14.1. The HRC AV offers accreditation programs for officials, including Judges (Dressage, Show and Show Jumping), Level Assessors, Course Designers and Cross Country Course Accreditors.

14.2. Course requirements are determined by the relevant Sub Committees and are detailed in the relevant sections of the Manual

14.3. 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.

14.4. Candidates must be registered as a member of an HRC AV affiliated Club and have attained the age of 18 years.

- 14.5.** The relevant Sub Committee shall be responsible for management of the accreditation program.
- 14.6.** Candidates must not undertake examinations under the supervision or control of:
- d) An immediate family member
 - 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).
- 14.7.** 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.
- 14.8.** 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.

15. RISK MANAGEMENT

- 15.1.** 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.**
- 15.2.** 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

- 15.3.** Use of locked grounds by HRC AV members outside of organised Club activities or events (ie: **casual use**) 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.
- 15.3.1.** Clubs which are based at individual's private properties, places of residence or business premises are not covered by HRC AV Management Liability or Public Liability insurance for **casual** use of the facilities by members.

List of Appendices

- 1 Insurance Proposal Declaration/Membership Register
- 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
- 10 Jumping Sub-Committee Guidelines
- 11 Deleted
- 12 Showing Sub-Committee Guidelines
- 13 Guidelines for Appointment of Examiners and Educators
- 14 Expression Of Interest to Become an HRCVA Official
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