



# GENERAL RULES

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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 International and All Association members who assisted with the production of the manual.

## 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 (HRCAV) 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 HRCAV 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 HRCAV website. [www.hrcav.com.au](http://www.hrcav.com.au)

Any changes in the Rules etc. will be advised through the HRCAV's monthly Newsletter and posted on the HRCAV 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, Three Phase Equitation, and Navigation Rides whose charter is to further improve these disciplines. There is also a Sub-Committee for Level Assessment underpinning safe and fair competition in all 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 HRCAV 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 HRCAV 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 HRCAV website.

A list of past and present HRCAV 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.

## HRCAV Apology

It is the policy of the HRCAV 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

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Graham Watts	Ringwood
<i>Vice-President</i>	Linda Ranik	Chelsea
<i>Treasurer</i>	John Freer	Hillside
<i>Secretary</i>	Ian Streete	Hillside
<i>Committee</i>	Julie Carlson	Geelong
<i>Committee</i>	Ross Meddings	Melton
<i>Committee</i>	Kerry Nelis	Newcombe
<i>Committee</i>	Jeanie Peace	Werribee
<i>News Editor</i>	Linda Ranik	Chelsea

1982 - 1983

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

1983 - 1984

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

1984 - 1985

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Robert Holloway	Ashcroft
<i>Vice-President</i>	Ian Streete (Replaced by John Threlfall)	Hillside
<i>Treasurer</i>	Graham Watts	Ringwood
<i>Secretary</i>	Robin Humphries	Wyena/Peninsula
<i>Committee</i>	Judy Bond (Replaced by Pat Schultz)	Caulfield
<i>Committee</i>	John Freer	Hallam

<i>Committee</i>	Rosalind Moffat	Kelso
<i>Committee</i>	John Threlfall(Replaced by Dennis Hearn)	Geelong
<i>Committee</i>	John Valcich	Clematis
<i>Publicity Officer</i>	Angela Phillips	Ringwood

1985 – 1986

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

1986 – 1987

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Dennis Hearn	Werribee
<i>Vice-President</i>	Ross Leeson	Hurstbridge
<i>Treasurer</i>	Graham Watts	Ringwood
<i>Secretary</i>	Margaret Dolphin /Julie Harman	
<i>Committee</i>	John Threlfall	Geelong
<i>Committee</i>	Alan Brentnall	Kyneton
<i>Committee</i>	Hugh Drummond	
<i>Committee</i>	John Shaw	
<i>Committee</i>	Carol Thorson	Trafalgar
<i>Administration Officer</i>	Liz Scott	

1987 – 1988

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Ross Leeson	Hurstbridge
<i>Past President</i>	Dennis Hearn	Werribee
<i>Vice-President</i>	Alan Brentnall	Kyneton
<i>Treasurer</i>	Stephanie Bennett	
<i>Minute Secretary</i>	Di Politz	Monbulk-Clematis
<i>Committee</i>	Sue Phillips (Jun)	Mountain District
<i>Committee</i>	Barbara Anderson (resigned May)	
<i>Committee</i>	Peter Hagen	Upper Yarra
<i>Committee</i>	Julie Harman (resigned May)	
<i>Committee</i>	Kathy Johnson	Macclesfield
<i>Administration Officer</i>	Liz Scott	

1988 – 1989

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Alan Brentnall	Kyneton
<i>Vice-President</i>	Sue Brunt	Seymour
<i>Treasurer</i>	Stephanie Bennett(Nov- May)	

<i>Treasurer</i>	Liz Scott (Jun)	
<i>Treasurer</i>	Bruce Kosky	
<i>Minute Secretary</i>	Sue Phillips (Resigned Jun)	
<i>Committee</i>	Dianne Genat	Upper Yarra
<i>Committee</i>	Kathy Johnston	Macclesfield
<i>Committee</i>	Bruce Kosky	Kilmore
<i>Committee</i>	Ross Leeson	Hurstbridge
<i>Committee</i>	Denise Stephens	Ringwood
<i>Administration Officer</i>	Liz Scott(Nov- Jun)	
	Dianne Genat	Upper Yarra

1989 – 1990

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

1990 – 1991

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

1991 – 1992

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Paul Rasmussen	Peninsula
<i>Vice-President</i>	Margaret Matthews	Upper Yarra
<i>Treasurer</i>	Lorraine Barnett	Peninsula
<i>Minute Secretary</i>	Karen Fox (resigned May)	
	Lisa Ashford	Ringwood
<i>Committee</i>	Judi Anderson	Macclesfield
<i>Committee</i>	Sue Brunt	Seymour
<i>Committee</i>	Lyn Dunlop	Peninsula
<i>Committee</i>	Ian Gration	Hallam

<i>Committee</i>	Jennie Griffiths	Kelso
<i>Committee</i>	Rhonda Lee	Mountain District
<i>Committee</i>	Anyes Maiwald	Yarrambat
<i>Administration Officer</i>	Dianne Genat	Upper Yarra

1992 – 1993

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Sue Brunt(Resigned Mar)	Seymour
<i>Acting President</i>	Rhonda Lee (Sept- Nov)	Monbulk/Clematis
<i>Acting Vice-President</i>	Paul Rasmussen	Peninsula
<i>Vice President</i>	Paul Rasmussen (Nov– Mar)	Peninsula
<i>Acting Vice President</i>	Rhonda Lee	Monbulk/Clematis
<i>Treasurer</i>	Lorraine Barnett	Kelso
<i>Minute Secretary</i>	Lisa Ashford	Ringwood
<i>Committee</i>	Norm Brunt (Resigned Mar)	Acheron Valley
<i>Committee</i>	Joanne Cocks	Monbulk/Clematis
<i>Committee</i>	Jennie Griffiths	Lysterfield
<i>Committee</i>	Rhonda Lee (Nov- Mar)	Mountain District, Monbulk/Clematis
<i>Committee</i>	Danielle Mayne (Apr- Oct)	La Trobe
<i>Committee</i>	Stephen Muir	Diamond Valley
<i>Committee</i>	Linda Shambrook	Maroondah
<i>Committee</i>	Max Wanklyn (Apr– Oct)	Seymour
<i>Administration Officer</i>	Dianne Genat	Upper Yarra
<i>Secretariat</i>	Jeannette Mathieson	

1993 – 1994

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

1994 – 1995

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Joanne Cocks	Monbulk/Clematis
<i>Vice-President</i>	Max Wanklyn	Seymour
<i>Treasurer</i>	Cameron Whyte	Hurstbridge
<i>Secretary</i>	Robyn Allday (Feb - Jul)	Hills Equestrian
<i>Secretary</i>	Robyn Aitkin (Aug– Oct)	Yarrambat
<i>Committee</i>	Sharon Bugeja	Gisborne & Districts
<i>Committee</i>	Janice Discombe	Gisborne & Districts
<i>Committee</i>	Brian Coghlan	Diamond Valley

<i>Committee</i>	Sonja Ekberg	West Gippsland
<i>Committee</i>	Di Politz	Monbulk/Clematis
<i>Committee</i>	Terry Campbell (Aug- Oct)	Diamond Valley

- From November 1995 all HRC AV administrative services were contracted from suitably sourced companies.

1995 – 1996

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

1996 – 1997

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

MEMBERSHIP 1996/97

- **Clubs:** 8
- **Club members:** 2,804

1997 – 1998

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Linda Cole	Peninsula
<i>Vice-President</i>	Susan Mitchell	Kilmore
<i>Treasurer</i>	Denise Worthington	Diamond Valley
<i>Secretary</i>	Rachael Edwards	Wyena
<i>Committee</i>	Sue Hansen	Yarrambat
<i>Committee</i>	Amanda Lee	Kilmore
<i>Committee</i>	Bev McCartney	Diamond Valley
<i>Committee</i>	Paul Rasmussen	Aaron Park
<i>Committee</i>	Angela Ryan (resigned Sept)	Shirley Heights
<i>Committee</i>	Christine Sievers	Macedon Ranges

<i>Committee</i>	Carol Titford	Upper Beaconsfield
<i>Committee</i>	Adrian Wright	Yarra Glen & Lilydale

**MEMBERSHIP 1997/98**

- **Clubs:** 131
- **Club Members:** 2,984

**1998 – 1999**

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Linda Cole	Peninsula
<i>Vice-President</i>	Sue Hansen	Yarrambat
<i>Treasurer</i>	Denise Worthington	Diamond Valley
<i>Secretary</i>	Rachael Edwards	Wyena
<i>Committee</i>	Robyn Allday (resigned Dec)	
<i>Committee</i>	Mary Jenkins	Upper Beaconsfield
<i>Committee</i>	Amanda Lee	Kilmore
<i>Committee</i>	Shelley Manchester	Dabyminga
<i>Committee</i>	Bev McCartney	Diamond Valley
<i>Committee</i>	Benita McDonough	Monash
<i>Committee</i>	Adrian Wright	Yarra Glen & Lilydale

**MEMBERSHIP 1998/99**

- **Clubs:** 130
- **Club Members:** 3,128

**1999 – 2000**

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Sue Hansen	Yarrambat
<i>Vice-President</i>	Adrian Wright	Wallan
<i>Treasurer</i>	Linda Cole	Peninsula
<i>Secretary</i>	Bev Mumford	Kilmore
<i>Committee</i>	Janine Bannan	Yea
<i>Committee</i>	Jennie Cowie	Yarrambat
<i>Committee</i>	Leah Essex (seconded Apr)	Yarck
<i>Committee</i>	Andrew Kneebone (seconded May)	Leongatha
<i>Committee</i>	Shelley Manchester (resigned May)	Dabyminga
<i>Committee</i>	Benita McDonough	Peninsula
<i>Committee</i>	Martin Sudul	Yarra Glen & Lilydale
<i>News Editor</i>	Denise Worthington (resigned Jan)	Diamond Valley

**MEMBERSHIP 1999/00**

- **Clubs:** 138
- **Club Members:** 3,205

**2000 – 2001**

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Sue Hansen	Yarrambat
<i>Vice-President</i>	Adrian Wright	Wallan

<i>Treasurer</i>	Andrew Kneebone	Leongatha
<i>Secretary</i>	Bev Mumford	Kilmore
<i>Committee</i>	Gill Beaurepaire	Anglesea
<i>Committee</i>	Jennie Cowie	Yarrambat
<i>Committee</i>	Leah Essex	Yarck
<i>Committee</i>	Fiona Normand	Peninsula
<i>Committee</i>	Martin Sudul	Yarra Glen & Lilydale
<i>Committee</i>	Benita McDonough (resigned Jul)	Peninsula

2001-2002

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Ken Hammet	Seville
<i>Vice-President</i>	Cameron Rose	The Claytons
<i>Treasurer</i>	Andrew Kneebone (resigned Feb)	Leongatha
<i>Treasurer</i>	Jenny Cowie (Feb-Oct)	Yarrambat
<i>Secretary</i>	Bev Mumford	Kilmore
<i>Committee</i>	Gill Beaurepaire (resigned Feb)	Anglesea
<i>Committee</i>	Jennie Cowie(Nov-Feb)	Yarrambat
<i>Committee</i>	Leah Essex	Yarck
<i>Committee</i>	Bronwyn Farrar	Monbulk / Clematis
<i>Committee</i>	Fran Manning	Mentone
<i>Committee</i>	Shelley Manchester	Seymour
<i>Committee</i>	Fiona Normand	Peninsula
<i>Committee</i>	Martin Sudul	Yarra Glen & Lilydale

2002 – 2003

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Ken Hammet	Seville
<i>Vice-President</i>	Cameron Rose	The Claytons
<i>Treasurer</i>	Graham Fleming	WRECAR
<i>Secretary</i>	Fiona Normand	Peninsula
<i>Committee</i>	Jo Cocks	Monbulk / Clematis
<i>Committee</i>	Bronwyn Farrar (resigned May)	Monbulk / Clematis
<i>Committee</i>	Tom Giles	Peninsula
<i>Committee</i>	Sue Hansen	Diamond Valley
<i>Committee</i>	Shelley Manchester	Seymour
<i>Committee</i>	Bev Mumford	Kilmore

2003 – 2004

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Ken Hammet	Seville
<i>Vice-President</i>	Cameron Rose	The Claytons
<i>Treasurer</i>	Graham Fleming	WRECAR
<i>Secretary</i>	Fiona Normand	Peninsula
<i>Committee</i>	Jo Cocks	Monbulk / Clematis
<i>Committee</i>	Tom Giles (resigned Aug 04)	Peninsula
<i>Committee</i>	Roger Lavelle	Lancefield
<i>Committee</i>	Karen Paine	Donvale

Committee	Craig Spratling	St Andrews
Committee	Kristina Williams	Nepean

*MEMBERSHIP 2003/04*

- **Clubs:** 153
- **Club members:** 3801

*2004 – 2005*

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

*MEMBERSHIP 2004/05*

- **Clubs:** 163
- **Club Members:** 4213

*2005-2006*

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

*MEMBERSHIP 2005/06*

- **Clubs:** 171
- **Club Members:** 4434

*2006-2007*

<i>Position</i>	<i>Name</i>	<i>Club</i>
<i>President</i>	Roger Lavelle	Lancefield
<i>Vice-President</i>	Drew Cotter	Bullengarook
<i>Treasurer</i>	Stacey Dixon	Bullengarook
<i>Secretary</i>	Graham Fleming	WRECAR
<i>Committee</i>	Sharon Deamer	Kangaroo Ground
<i>Committee</i>	Sonja Ekberg	Wyena
<i>Committee</i>	Elizabeth Rogers	Berwick
<i>Committee</i>	Lorena Russell	Yarra Glen & Lilydale

<i>Committee</i>	Sue Williams	Nepean
<i>News Editor</i>	John Wooding	Melton Plains

*MEMBERSHIP 2006/07*

- **Clubs:** 180
- **Club Members:**4503

*2007-2008*

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

*MEMBERSHIP 2007/08*

(Equine Influenza year)

- **Clubs:** 185
- **Club Members:** 4303

*2008-2009*

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

*MEMBERSHIP 2008/09*

- **Clubs:** 194
- **Club Members:** 4835

*2009-2010*

<i>Position</i>	<i>Name</i>	<i>Club</i>
<i>President</i>	Ken Hammet	Seville
<i>Vice-President</i>	Sue Williams	Nepean
<i>Treasurer</i>	Sonja Ekberg	Wyena
<i>Secretary</i>	Phil Stacey	Victorian Appaloosa Sport Horse Club

<i>Committee</i>	Shari Brown	Victorian Appaloosa Sport Horse Club
<i>Committee</i>	Celia Evans	Kinglake
<i>Committee</i>	Victoria Kett	Maroondah
<i>Committee</i>	Roger Lavelle	Lancefield
<i>Committee</i>	Jennifer Mainland	Werribee Central
<i>Committee</i>	Kirstie Vanderzeil	Yarra Valley EC
<i>Administrative Officer</i>	Sally Mizzi	

**MEMBERSHIP 2009/10**

- **Clubs:** 205
- **Club Members:** 5168

**2010 – 20 11**

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

**MEMBERSHIP 2010/11**

- **Clubs:** 215
- **Club Members:** 5224

**2011 – 2012**

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

**MEMBERSHIP 2011/12**

- **Clubs:** 219
- **Club Members:** 5600

**2012 -2013**

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Sue Williams	Nepean

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

**MEMBERSHIP 2012/13**

- **Clubs:** 227
- **Club Members:** 5797

**2013 -2014**

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

**MEMBERSHIP 2013/14**

- **Clubs** - 224
- **Club Members** - 5850

**2014 -2015**

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

**MEMBERSHIP 2014/15**

- **Clubs** 239
- **Club Members** 5988

2015 – 2016

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

MEMBERSHIP 2015/16

- **Clubs** 246
- **Club Members** 6144

2016 – 2017

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Roger Lavelle	Lancefield
<i>Vice-President</i>	Jennifer Mainland	Werribee Central
<i>Treasurer</i>	Ken Hammet	Seville
<i>Secretary</i>	Michelle Retra	Bulla
<i>Committee</i>	Sonja Ekberg	Wyena
<i>Committee</i>	Brodie Harrison	Wyena
<i>Committee</i>	Victoria Kett	Maroondah
<i>Committee</i>	Trish Kruse	Whittlesea
<i>Committee</i>	Kristina Smith	Nepean
<i>Committee</i>	Sue Williams	Nepean
<i>Administrative Officer</i>	Sally Mizzi	

MEMBERSHIP 2016/17

- **Clubs:** 252
- **Club Members:** 6304

2017 – 2018

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Roger Lavelle	Lancefield
<i>Vice-President</i>	Jennifer Mainland	Werribee Central
<i>Treasurer</i>	Sonja Ekberg	Wyena
<i>Secretary</i>	Michelle Retra	Bulla
<i>Committee</i>	Ken Hammet	Seville
<i>Committee</i>	Brodie Harrison	Wyena
<i>Committee</i>	Victoria Kett	Maroondah
<i>Committee</i>	Trish Kruse	Whittlesea
<i>Committee</i>	Kristina Smith	Nepean
<i>Committee</i>	Sue Williams	Nepean
<i>Administrative Officer</i>	Sally Mizzi	

MEMBERSHIP 2017/18

- **Clubs:** 254
- **Club Members:** 6065

2018 -2019

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Ken Hammet	Seville
<i>Vice-President</i>	Jennifer Mainland	Werribee Central
<i>Treasurer</i>	Sonja Ekberg	Wyena
<i>Secretary</i>	Michelle Retra	Bulla
<i>Committee</i>	Anneliese Shortt	Gisborne
<i>Committee</i>	Brodie Harrison	Wyena
<i>Committee</i>	Victoria Kett	Maroondah
<i>Committee</i>	Trish Kruse	Hurstbridge
<i>Committee</i>	Kristina Smith	Nepean
<i>Committee</i>	Sue Williams	Nepean
<i>Administrative Officer</i>	Sally Mizzi	

MEMBERSHIP 2018/19

- **Clubs:** 254
- **Club Members:** 5573

2019 - 2020

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Ken Hammet	Seville
<i>Vice-President</i>	Jennifer Mainland	Werribee Central
<i>Treasurer</i>	Sonja Ekberg	Wyena
<i>Secretary</i>	Michelle Retra	Bulla
<i>Committee</i>	Victoria Kett	Maroondah
<i>Committee</i>	Fiona Williams	Glenvale
<i>Committee</i>	Durani Hart	Bulla
<i>Committee</i>	Justine Mizzi	Biddlesden Park
<i>Committee</i>	Brodie Harrison	Wyena
<i>Committee</i>	Anneliese Shortt	Gisborne
<i>Administrative Officer</i>	Sally Mizzi	

MEMBERSHIP 2019/20

- **Clubs:** 260
- **Club Members:**4871

2020 – 2021

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Jennifer Mainland	Werribee Central
<i>Vice-President</i>	Anneliese Shortt	Gisborne
<i>Treasurer</i>	Brodie Harrison	Wyena
<i>Secretary</i>	Sonja Ekberg	Wyena
<i>Committee</i>	Victoria Kett	Maroondah
<i>Committee</i>	Fiona Williams	Glenvale
<i>Committee</i>	Durani Hart	Bulla
<i>Committee</i>	Justine Mizzi	Biddlesden Park

<i>Committee</i>	Alex Greenhill	Mentone
<i>Committee</i>	Alison Mead	Yarrambat
<i>Administrative Officer</i>	Sally Mizzi	

**MEMBERSHIP 2020/21**

- **Clubs:** 260
- **Club Members:** 5749

**2021 -2022**

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Jennifer Mainland	Werribee Central
<i>Vice-President</i>	Anneliese Shortt	Gisborne
<i>Treasurer</i>	Victoria Kett	Maroondah
<i>Secretary</i>	Sonja Ekberg	Wyena
<i>Committee</i>	Hollie Cassini	Victorian Appaloosa SH
<i>Committee</i>	Fiona Williams	Glenvale
<i>Committee</i>	Durani Hart	Bulla
<i>Committee</i>	Alison Mead	Yarrambat
<i>Committee</i>	Helen Godfrey	Acheron Valley
<i>Committee</i>	Karen Mulder	Yarra Glen
<i>Administrative Officer</i>	Sally Mizzi	

**MEMBERSHIP 2021/22**

- **Clubs:** 253
- **Club Members:** 5661

**2022 -2023**

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Jennifer Mainland	Werribee Central
<i>Vice-President</i>	Durani Hart	Bulla
<i>Treasurer</i>	Sonja Ekberg	Wyena
<i>Secretary</i>	Victoria Kett	Maroondah
<i>Committee</i>	Hollie Cassini	Victorian Appaloosa SH
<i>Committee</i>	Fiona Williams	Glenvale
<i>Committee</i>	Jenee Edwards	Ovens Valley CR
<i>Committee</i>	Helen Godfrey	Acheron Valley
<i>Committee</i>	Michael Kett	The Valley Performance Club
<i>Committee</i>	Karen Mulder	Yarra Glen ARC
<i>Chief Administrative Officer</i>	Joanna O'Reilly (resigned)	
<i>Chief Administrative Officer</i>	Irene Russo	

**MEMBERSHIP 2022/23**

- **Clubs:** 252
- **Club Members:** 5376

2023 -2024

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Jennifer Mainland	Werribee Central
<i>Vice-President</i>	Durani Hart	Bulla
<i>Treasurer</i>	Hollie Cassini	Victorian Appaloosa SH
<i>Secretary</i>	Victoria Kett	Maroondah
<i>Committee</i>	Fiona Williams (resigned)	Glenvale
<i>Committee</i>	Jenee Edwards	Ovens Valley CR
<i>Committee</i>	Helen Godfrey	Acheron Valley
<i>Committee</i>	Michael Kett	The Valley Performance Club
<i>Committee</i>	Karen Mulder	Yarra Glen ARC
<i>Committee</i>	Patsy Haynes	King Valley EC
<i>Chief Administrative Officer</i>	Irene Russo	

MEMBERSHIP 2023/24

- **Clubs:** 247
- **Club Members:** 5195

2024-2025

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Sonja Ekberg	Wyena
<i>Vice-President</i>	Jennifer Mainland	Werribee Central
<i>Treasurer</i>	Hollie (resigned)	Victorian Appaloosa SH
<i>Treasurer</i>	Michael Kett	The Valley Performance Club
<i>Secretary</i>	Victoria Kett	Maroondah
<i>Committee</i>	Lucy (resigned)	Bendigo & Dist FEG
<i>Committee</i>	Micheal – moved to treasurer	The Valley Performance Club
<i>Committee</i>	Fiona Williams	Glenvale EC
<i>Committee</i>	Patsy Haynes	King Valley EC
<i>Committee</i>	Trish Kruse	Seymour Dressage & SJC
<i>Committee</i>	Ian Reynolds	Biddlesden Park EC
<i>Committee</i>	Megan O'Rourke	Smythesdale ARC
<i>Committee</i>	Catherine Shelley	Warranooke RC
<i>Chief Administrative Officer</i>	Irene Russo	

MEMBERSHIP 2024/25

- **Clubs:** 244
- **Club Members:** 4913

2025-2026

<b>Position</b>	<b>Name</b>	<b>Club</b>
<i>President</i>	Sonja Ekberg	Wyena
<i>Vice-President</i>	Trish Kruse	Seymour Dressage & SJC
<i>Treasurer</i>	Victoria Kett	Maroondah
<i>Secretary</i>	Patsy Haynes	King Valley EC
<i>Committee</i>	Fiona Williams	Glenvale EC
<i>Committee</i>	Ian Reynolds	Biddlesden Park EC
<i>Committee</i>	Megan O'Rourke	Smythesdale ARC
<i>Committee</i>	Catherine Shelley	Warranooke RC
<i>Committee</i>	Jenee Edwards	Billabong ARC
<i>Committee</i>	Jessica Welch	Yarra Hills EC
<i>Chief Administrative Officer</i>	Irene Russo	

#### MEMBERSHIP 2025/26

- **Clubs:** TBA
- **Club Members:** TBA

## HRC AV Awards

### THE EQUUS AWARD

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

#### 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 HRC AV.
- 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 HRC AV.
- Another Member Club shall second the Nomination.
- Nominations will be sent to the HRC AV Executive Committee with supporting evidence, the expectation being that the supporting evidence will be provided from the broader HRC AV 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

<b>2006</b>	JEAN BARBOUR RONNIE LEE TRICIA READ	<b>2007</b>	MARILYN SMITHETT RACHAEL EDWARDS
<b>2009</b>	SALLY MIZZI	<b>2012</b>	BEV MUMFORD
<b>2013</b>	ROGER LAVELLE	<b>2014</b>	SUE WILLIAMS
<b>2022</b>	KEN HAMMET (posthumously)	<b>2024</b>	MICHELLE RETRA

#### MERITORIOUS SERVICE AWARD

##### 1. DEFINITION

The Meritorious Service Award may be awarded to persons who have given outstanding service to their Club and the HRCAV 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 HRCAV 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

##### *HRCAV 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.

## 4. MERITORIOUS AWARD RECIPIENTS

<b>2009</b>	<ul style="list-style-type: none"> <li>• ANNIE LAVELLE – LANCEFIELD EG</li> <li>• CHRISTINE DALE – MANSFIELD &amp; DISTRICT EC</li> <li>• JENNIFER SMITH – EASTERN REGION ARC</li> </ul>
<b>2010</b>	<ul style="list-style-type: none"> <li>• BARBARA GRIFFITHS – COLAC &amp; DISTRICT ARC</li> <li>• JEAN ROTHERHAM – NEPEAN EC</li> <li>• JODIE GOODMAN – NEPEAN EC</li> </ul>
<b>2011</b>	<ul style="list-style-type: none"> <li>• LAUREL TRUSCOTT – BENNISON ARC</li> <li>• JEANETTE RICHARDS – DUNOLLY HAC</li> <li>• INGRID CRICHTON – EASTERN REGION ARC</li> <li>• PAM HALL – SOUTH EASTERN DRESSAGE CLUB</li> </ul>
<b>2012</b>	<ul style="list-style-type: none"> <li>• DEBBIE BRADY – ECHUCA ARC</li> <li>• BARBARA OLIVER – HINNOMUNJIE RC</li> <li>• MARJIE HUMPHREY – KOO WEE RUP RC</li> </ul>
<b>2013</b>	<ul style="list-style-type: none"> <li>• MICHELLE BODDY – BENNISON ARC</li> <li>• DEBBIE MULLINS – PENINSULA HRC</li> </ul>
<b>2015</b>	<ul style="list-style-type: none"> <li>• SONJA EKBERG – WYENA ARC</li> </ul>
<b>2016</b>	<ul style="list-style-type: none"> <li>• LEON BAGGOTT – COLAC ARC</li> <li>• JENNIFER MAINLAND – WERRIBEE CENTRAL EC</li> <li>• KATE SMITH – TRENTAM ARC</li> <li>• ALAN WARD – LANCEFIELD EG</li> </ul>
<b>2018</b>	<ul style="list-style-type: none"> <li>• CAROLYN BAILEY-LOFTS – BULLA ARC</li> </ul>
<b>2019</b>	<ul style="list-style-type: none"> <li>• KAREN COOK – GISBORNE DARC</li> <li>• CINDY FRANCIS – HORSHAM ESC</li> </ul>

	<ul style="list-style-type: none"> <li>• MICHELLE RETRA – BULLA ARC</li> <li>• RHONDA SMITH – WONTHAGGI ARC</li> </ul>
<b>2021</b>	<ul style="list-style-type: none"> <li>• HEATHER GODDARD – WARRNAMBOOL ARC</li> <li>• LISA UTTING – HURSTBRIDGE &amp; YARRAMBAT ARCS</li> </ul>
<b>2022</b>	<ul style="list-style-type: none"> <li>• HELEN VAN DIEMEN – PAKENHAM UPPER ARC</li> </ul>
<b>2023</b>	<ul style="list-style-type: none"> <li>• GLENDA CASTLES – RICH RIVER ARC</li> </ul>
<b>2024</b>	<ul style="list-style-type: none"> <li>• FIONA COOPER – MACEDON RANGES DRESSAGE CLUB</li> <li>• LISIA STURM – WERRIBEE CENTRAL EC</li> <li>• REBECCA TODD – ECHUCA ARC</li> </ul>
<b>2025</b>	<ul style="list-style-type: none"> <li>• DELVENE HENDERSON – MACCLESFIELD ARC</li> <li>• HELEN GODFREY – ACHERON VALLEY ARC</li> </ul>

## 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.
- To be eligible for Top Ten awards, combinations must have earned at least 5 points
- 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 and 3Phase 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 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” i.e. the Combinations have competed and placed in a minimum of THREE DISCIPLINES of the HRC AV 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.
- 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 HRCVA 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.
- In Showing, only the best placing on the day in either the Smartest on Parade or the Ridden Mount class will count towards the 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 HRCVA 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.

### PAST RECIPIENTS

<b>2021</b>	<ul style="list-style-type: none"> <li>• Paul Rasmussen – Aaron Park EC – Show Jumping CD</li> <li>• Anna Thirkell – Just Riding EC – Dressage Judge</li> </ul>
<b>2022</b>	<ul style="list-style-type: none"> <li>• Jennifer Bartlett – Ballarat ARC – Dressage Judge &amp; Level Assessor</li> <li>• Reg Cleland – Seven Creeks EC – Show Jumping CD &amp; Judge</li> <li>• Benita McDonough – Mentone HRC – Level Assessor</li> <li>• Robyn Watkins – Glenvale EC – Level Assessor</li> <li>• Adrian Wright – Glenvale EC – Show Jumping CD &amp; Judge</li> </ul>
<b>2023</b>	<ul style="list-style-type: none"> <li>• No recipients</li> </ul>
<b>2024</b>	<ul style="list-style-type: none"> <li>• Di Price – Elissia Schroen</li> </ul>
<b>2025</b>	<ul style="list-style-type: none"> <li>• Glenda Castles – Jenny Muir</li> </ul>

## 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 HRC AV Levy and Insurance premium annually.
- 1.4. Persons under the age of 5 years are ineligible for membership of HRC AV affiliated Clubs.
- 1.5. The HRC AV'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, i.e. 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:
- 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,
  - incidents occurring when involved in income-earning activities,
  - 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,
  - all other exclusions detailed in the current Policy Wording. The policy does not provide cover for bodily injury caused by or arising from:
  - 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 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 HRCVA 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), whereby ? whereas 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 HRCVA'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 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 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 HRCav Levy, Insurance and Club Membership Fee, a Club Official must:
  - a) 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 HRCav within 7 days of receipt (refer General Rules Appendix 1).
  - b) Issue an Official Club receipt to the Member and,
  - c) have the member sign an Annual Membership Disclaimer Statement.
- 8.2. Upon receipt by the HRCav 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 HRCav 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 HRCav 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 HRCav Membership Card MUST have:
  - A printed number, issued by the HRCav, 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. HRC AV NEWSLETTER

10.1. The HRC AV 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 HRC AV 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 HRC AV 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 HRC AV Grievance Procedure.

## 12. UNOFFICIAL & OPEN EVENTS

- 12.1. Clubs may conduct unofficial events or classes subject to HRC AV approval.
- 12.2. A copy of the event program must be submitted to the HRC AV at least 8 weeks prior to the closing date for entries.
- 12.3. Where a proposed event is not covered by HRC AV 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 HRC AV 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 HRC AV is satisfied that there is justification for doing so. Non HRC AV members competing in open classes must be current EA or PC members and are required to satisfy the following requirements prior to riding:

- produce an EA or PC membership card,
- sign an HRC AV Disclaimer Statement and
- purchase Day Membership (see Rule 13)

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 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.

### 14. ACCREDITATION OF OFFICIALS

14.1. The HRC AV offers accreditation programs for officials, including Judges (Dressage, Show, 3PE 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. Prior to commencement of training, the Candidate must submit a Child Safe Declaration (Appendix 26) and a current Working with Children Check certificate.
- 14.6. The relevant Sub Committee shall be responsible for management of the accreditation program.
- 14.7. Candidates must not undertake examinations under the supervision or control of:
- a) An immediate family member
  - b) 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).
- 14.8. 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 HRCav within 7 days of the date of notification.
- 14.9. To maintain accreditation, judges and officials are required to undertake their duties in a professional manner and in accordance with the HRCav 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 and be a financial member of an affiliated HRCav 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 HRCav Risk Management Policy. 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 listed under 4.8 above.
- 15.3. Use of locked grounds by HRCav 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 HRCav Management Liability or Public Liability insurance for casual use of the facilities by members.

## 16. FIRST AID AT RALLIES AND CLINICS

- 16.1. The provision of first aid at rallies and clinics is to be addressed in the Club Risk Management policy.

16.2. A risk assessment of planned activities is to be undertaken. Where lack of first aid support results in very serious or extremely serious risk, the activity must not proceed.

## List of Appendices

1. Deleted
2. Club Renewal Advice
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
15. Deleted
16. Deleted
17. Day Membership Insurance Summary
18. Non-member Disclaimer Statement
19. Non-member Disclaimer Statement - under 18 years
20. Annual Membership Disclaimer Statement
21. Application For Exemption by a Rider with a Disability
22. Incident Report
23. Deleted.
24. Officials Code of Conduct
25. Deleted
26. Child Safe Declaration