



## **By Laws**

### **Morphett Vale Riding Club and Pony Club Inc By-Laws**

As MVRC is a riding club affiliated with the HRCA, all members are bound by the HRCA by-laws.

The following points must be noted:

- These by-laws replace any other MVRC by-laws dated prior to January 2013
- These by-laws are to be read in conjunction with MVRC's constitution
- These by-laws are to be read in conjunction with HRCA by-laws
- These by-laws are specific to the operation of MVRC and members are advised that they should be familiar with HRCA by-laws.

### **Definitions**

- The Club – Morphett Vale Riding & Pony Club Inc or MVRC
- Membership year – 1 January to 31 December in the same calendar year
- Senior – person 18 years or older on 1 January in that membership year
- Junior – person under 18 years of age on 1 January in that membership year
- – No Voting rights
  
- Associate – senior or junior, no right to ride at rallies, no voting rights
- Family – “a family” consists of members of the immediate family residing at the
  - same address
  - Each nominated senior has a voting right
- The Committee – financial MVRC members elected at the AGM to be on the committee
- Club Website –
- Unmounted – is participation at MVRC without your nominated Club mount or unriden
- Mounted- is participation at MVRC activities on your nominated Club mount only

### **Interpretations**

- In these by-laws feminine includes masculine, masculine includes feminine.
- “In writing” or “written” means and includes printing or other means of representing or reproducing words in visible forms (email, web site etc).
- Words importing singular include the plural and words importing plural include the singular where the context permits.
- Pony includes horse, horse includes pony, and mount includes both horse and pony, as the case may be.



- HRCA means the Horse Riding Clubs Association of South Australia.
- MVRC means the Morphett Vale Riding and Pony Club Incorporated or the Club.
- Nominated riding club mount includes Regular Riding Club Mount and vice versa.

## **IMPLEMENTATION**

These rules for the Morphett Vale Riding and Pony Club Inc will come into operation on 1 January 2013 replacing all previous rules and shall remain in operation until further notice.

## **DISCLAIMER**

All Competitors and Spectators are advised that horse sports are dangerous and horses can act in a sudden and unpredictable (changeable) way, especially if frightened or hurt.

There is a significant risk that serious INJURY or DEATH may result from horse sport activities.

- **Membership**
- **1.1 Life Membership**
- Applications must be in writing and submitted to the committee for consideration
- Applicant must be a senior financial member of not less than one year's standing
- The committee will elect to accept or refuse such application at its discretion.
- The committee reserves the right to provide no explanation as to the reason for the refusal of any application.
- Applicants may only make one application for life membership in any one calendar year.

## **1.2 Honorary Life Membership**

- Application must be in writing lodged by a MVRC senior current financial member of not less than one year's standing
- The nominated person must be a current MVRC senior financial member or within one season of ceasing to be a MVRC senior financial member
- The application must be supported by relevant documentary evidence
- Application will be tabled at the next available committee meeting
- The nominator will be notified in writing as to the outcome of the application
- If successful, the nominated person/s will be formally invited to attend the AGM to receive their award
- Only one nomination per member will be considered in any one twelve month period
- Each nomination will be considered on its individual merits
- The committee reserves the right to provide no explanation as to the reason for the refusal of any application.
- Factors considered by the committee when considering an application will include, but not be limited to the following:
  - Service well above what is normally expected
  - Significant leadership and role modelling
  - Outstanding innovation in activities
  - Enhancement of MVRC in the community
  - Long, consistent association with the activities of MVRC



- Minimum of ten years membership of MVRC, unless exceptional circumstances can be demonstrated

### **1.3 Ordinary member**

- Application must be made on the appropriate form and submitted to the committee for consideration.
- All applications must be signed by the applicant (or for juniors by their parent or adult guardian)
- The committee will elect to accept or refuse such application at its discretion.
- The committee reserves the right to provide no explanation as to the reason for the refusal of any application.
- Applicants may only make one application for membership in any one calendar year.

### **1.4 Associate Member**

- Application must be made on the appropriate form and submitted to the committee for consideration.
- A “non-active” member of the Club who is entitled to participate in unriden Club activities
- Has no right to ride at any Club rally or HRCA event
- Has no voting rights
- Has permission to ride on the Club grounds at times outside of formal rallies
- Has the right to “purchase” an access key to the Club grounds

### **1.5 Roll of Members**

- If a member elects to resign their membership at any time during the calendar year no refund of membership payment will be made.

### **1.6 Expulsion**

- The member subject to action shall be given the requisite notice in writing
- The committee’s decision will be final and no further correspondence will be entered into
- The committee reserves the right to provide no explanation as to the reason for the expulsion.

### **1.7 Payment of membership fees**

- The committee at its discretion will set the quantum of the membership fees from time to time.
- All membership fees must be paid in full prior to the first competition date after acceptance of the membership application unless prior arrangements have been made with the Club treasurer.

## **2. Elected Office Bearers**



- President
  - Presides over all Club meetings
  - Has both a deliberative and casting vote on all matters whilst presiding
- Vice President
  - Substitutes for the President in the event of their unavailability
- Treasurer
  - Manages the financial activities of the Club
  - Maintains accurate records of the financial activities of the Club
  - Signatory on the Club bank account and cheque book
  - Maintains the membership records of the Club
- Secretary
  - Manages the incoming and outgoing correspondence of the Club
  - Records the minutes of Club meetings
  - Prepares the agenda for Club meetings
  - Maintains the records of the Club
- Senior Riding Master
  - Maintains records of HRCA qualifications for members
  - Facilitate the organising and running of Club activities
  - Demonstrates desired behaviours
- Junior Riding Master
  - Provides support for the Senior riding master
  - Demonstrates desired behaviours
  - Mentors junior riders
- Ladies Convenor – now known as Canteen Manager
  - Manages the running of the canteen
- Groundsman
  - Facilitates the upkeep of Club grounds and facilities

### **3. Meetings of the Club**

#### **3.1 Annual General Meeting**

- The committee shall at its discretion set the date for the AGM once in every calendar year and within 15 months of the previous AGM.
- Notice will be provided to financial senior members (including senior family members) not less than 28 days prior to the date of the AGM
- Proposed AGM agenda items may be lodged by financial senior members
- Proposed agenda items must be provided to the secretary in writing not less than 14 days prior to the date of the AGM
- The agenda will be available to members on the Club website not less than 7 days prior to the date of the AGM or in other such form at the committee's discretion

#### **3.2 Committee Members**

- All committee members, including office bearers, must be financial members (or Bona Fide Parents of a Junior Financial Member) in that calendar year in which they are elected and in the calendar year following their election.
- Committee members, including officer bearers, may tender their resignation from the committee at any time during the calendar year should they wish to do so



- Such resignation is to be in writing and forwarded to the secretary at least seven days prior to the next scheduled committee meeting
- In the event that an officer bearer tenders his/her resignation, the committee will call for a general meeting at its next committee meeting at which an election will be held to fill the vacated position
- The resigning officer bearer's resignation will not become effective until the general meeting is held

### **3.3 Committee Meetings**

- Committee members are required to attend committee meetings or alternatively tender an apology when appropriate
- A Committee member who fails to attend or tender an apology on three consecutive committee meetings is deemed to have resigned from the committee
- An agenda will be made available to committee members prior to a scheduled meeting
- Agenda items may be submitted by any financial MVRC member to the secretary not less than 14 days prior to the next scheduled committee meeting
- Financial members may attend committee meetings as an observer only, with no voice or voting rights
- No other person may attend committee meetings without an invitation from the committee to do so
- The committee is at liberty to appoint a member or other person to act on behalf of the committee to perform a service on behalf of the committee for a specific function to further the objectives of the Club.

### **3.4 Quorum**

- For the conduct of club business at committee meetings a quorum shall consist of not less than 50% of the elected senior committee members
- In the event that a quorum is not obtained at a committee meeting, all business will be held over until the next available committee meeting

### **3.5 Sub Committees**

- The committee may from time to time appoint a sub-committee to investigate and report on any matter that it sees fit or for any other purpose.
- Such sub-committee to consist of as many members as deemed appropriate by the committee, but generally an uneven number
- The committee may at its discretion second any senior financial MVRC member to serve on such sub-committee
- The terms of reference for any sub-committee will be decided by the committee at its discretion
- The MVRC president shall be an ex-officio member of every sub-committee

## **4. Club Rallies and Competition**

It is at the individual committee member(s) discretion to ask any person(s) to remove their horse(s) from the grounds. It is a condition of entry onto the grounds that when asked to, a person(s) must comply with that request immediately.



#### **4.1 Unfinancial Riders**

- All riders may attend one organised club activity in any calendar year before they must become fully financial members
- The committee will determine from time to time the quantum of any fees to be charged to these riders
- These fees must be paid in full prior to the rider mounting

- **4.2 Mounted Qualifications**

Members must refer to the HRCA by-laws for further information in relation to HRCA qualifications.

- To obtain a HRCA qualification the member must sign the “Attendance Book”, which is to be located in the MVRC Clubrooms
- A mounted qualification can only be obtained if the member actively participates on their nominated mount for the required time as specified in the HRCA by-laws
- Each Member is required to sign on and off in the Attendance Book each Club day.
  - Parents or Guardians must complete this register for Members under 10 years of age.
  - Each member must sign on in the morning upon arrival stating whether they are mounted or unmounted
  - At the end of the day each member must sign their name and state the time that they are signing out.
- A qualification will be recorded only if horse and rider meet at the starting point and participate fully in any organised ride within the Club for a minimum of 1-1/2 hour’s duration.
- A member will not obtain a qualification by working a horse separately to the organised activities
- A member will not obtain a qualification (either mounted or unmounted) if they do not participate in setting up prior to and/or dismantling at the completion any equipment used during a rally day.

#### **4.3 Nominated Riding Club Mount**

- If a Member, for any reason (other than death), changes their Regular Riding Club Mount, MVRC competition points or HRCA qualifications are forfeited. Attendance points previously gained are retained.



- If a Member wishes to change their regular Riding Club Mount, written application stating the reason and providing full particulars of the proposed new Regular Riding Club Mount must be given to the Senior Riding Master for approval.
- Members may ride a horse or pony other than their Regular Riding Club Mount at MVRC Rallies. This will gain the rider attendance points, but not a Horse Riding Clubs Association (HRCA) qualification or MVRC competition points. You must indicate in the "Attendance Book" that you are riding another mount.
- All nominated riding club mounts must be of a minimum age of three years as at the 1<sup>st</sup> August in the year immediately preceding the current membership year
  - All horses are considered to have their "birthday" on 1 August each year except registered standardbred horses being 1 September each year
  - Therefore a horse born in October 2005 officially turns 1 year of age on 1 August 2006
  - A horse born in February 2006 officially turns 1 year of age on 1 August 2006
- Horses less than four years of age cannot participate in dressage, any jumping events or novelties

#### **4.4 Unmounted Qualifications**

Members must refer to the HRCA by-laws for further information in relation to HRCA qualifications.

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- If a member is unable to ride their nominated Club mount on a Club rally day they may obtain an unmounted qualification.
- To gain an unmounted qualification the member is expected to contact the Riding Master (see program for contact number) prior to the Sunday to organise an appropriate activity.
- On Club Day the member is to report to the Riding Master before 9.45am in Club uniform (no need to wear jodhpurs) who will provide the member with a suitable activity to do for a minimum of 1-1/2 hours.
- The member must sign on and off in the attendance book

#### **4.5 Qualifications for MVRC Closed Competitions**

- To be eligible to compete in MVRC closed competitions, a member must:
  - **Be fully financial**
  - Ride their regular (nominated) Riding Club mount.
  - Must complete the stated amount of club rides to qualify for competitions in Club Gymkhanas

#### **4.6 Qualifications for HRCA Inter-Club Competition**

- Refer to HRCA by-laws for the number of qualifications required

#### **4.7 Open Competitions**

- The committee may from time to time hold open competitions
- Each competition will be run under the relevant Equestrian Australia rules unless stated otherwise on the schedule



- Financial MVRC members who provide active assistance on the day of these competitions may be entitled to a HRCA qualification. Members should consult the HRCA rules in relation to this.

#### **4.8 Adverse Weather**

- In the event of extreme weather conditions the committee may elect to cancel, postpone or alter the start time of organised Club events.
- The committee will be guided by the Department of Sport & Recreation, Department of Primary Industry SA and Equestrian Australia (and any other relevant body) in regards to hot weather policy.

### **5. Safety of Horse and Rider**

#### **5.1 Horse Safety**

- Any exhibition of cruelty to any animal on Club grounds or during any Club activity **WILL NOT BE TOLERATED.** No person shall abuse a horse during an event or at any other time.
  - “Abuse” means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a horse, including without limitation any of the following:
    - *To whip or beat a horse excessively*
    - *To subject a horse to any kind of electric shock device;*
    - *To use spurs excessively or persistently;*
    - *To jab the horse in the mouth with the bit or any other device;*
    - *To compete using an exhausted, lame or injured horse;*
    - *To “rap” a horse.*
    - *To abnormally sensitise or desensitise any part of a horse;*
    - *To leave a horse without adequate food, drink or exercise;*
- Any horse or pony suspected of having a contagious disease even a common cold must not be brought to Club activities. Horses displaying the following symptoms are not to attend Club:
  - Cough
  - Runny nose
  - High temperature
  - Depressed
  - Stiffness
  - Loss of appetite
  - Laboured breathing
- Any horse suspected of having a potentially contagious disease will be asked to leave the grounds immediately.





- Horses shall be tied to hitching rails/horse floats with a halter, lead rope and string. No hitching to main arena or dressage arena rails or floats not attached securely to a vehicle.
- No Entires shall be permitted on Club grounds (except Breed Shows) without prior written permission of the committee and the responsible person must remove the horse from the grounds immediately if asked to do so.

## **5.2 Rider Safety**

- All Riders must wear a correctly fitted recognised horse riding helmet to Australian Standard AS3838 or equivalent and correct footwear being either Jodhpur or long riding boots, or similar riding boots. (Except running Novelty events when “Joggers” maybe worn.)
- All Junior Riders when attending with a horse must be accompanied by a parent or guardian on the Club grounds at ALL TIMES.
- All riders under 10 years of age on 1 January in that membership year must be led by a person of at least 14 years of age on 1 January in that membership year
- All junior members attending unmounted under the age of 14 years age as at 1 January in that membership year must be accompanied by a parent or guardian on the Club grounds at ALL TIMES.
- During Club activities horses must be restricted to walk or trot, except whilst participating in a designated Club activity. All horses must walk in the area in which cars and floats or trucks are parked and in the vicinity of the day yards.
- Riders may wear a properly fitted safety vest

### **5.3 Horse Riding Helmets**

- You must wear at all times whilst mounted (or sitting on a horse) a correctly fitted recognised horse riding helmet with retention harness to Australian Standard (AS3838). The helmet must:
  - Include a retaining harness secured to the shell at more than two points
  - Be worn with the chinstrap properly adjusted and fastened
- Whilst it is highly recommended that helmets conform to Australian Standard AS/NZS 3838 (as this standard provides for more stringent testing and further periodic testing), the following approved safety standards include:
  - EN/1384 (Current European Standard); and
  - ASTN F1163 (Current US Standard)

### **5.4 Saddlery**

- All horses must have on a correctly fitting, well maintained saddle and bridle when mounted
- Led juniors may ride without a bridle with prior approval from the Riding Master provided a properly fitted, well maintained halter is used
- Bridle type is optional
- Permitted saddles include dressage, general purpose and jumping
- Horned saddles are specifically excluded
- Stock saddles are permitted for MVRC rallies and competitions



- Refer to HRCA by-laws for rules in relation to permitted saddles at HRCA competitions

## 6. Uniform

- All horses and riders must be neatly turned out in Club uniform.
- A Club Saddlecloth is compulsory for all Club and Inter-Club activities.

### 6.1 Informal Dress

- Informal dress is to be worn on Club days unless otherwise stated. This consists of:
  - a correctly fitted AS3838 riding helmet (or equivalent),
  - short jodhpur or long riding boots,
  - bottle green jumper,
  - white shirt & bottle green tie
  - or green polo shirt – excluding competition days,
  - jodhpurs (**NO BRIGHT COLOURS**),
  - Club saddlecloth.
  - Gaiters and chapettes are acceptable provided they are either black or brown.

### 6.2 Formal Dress

- Members will not be penalised on Club Competition Days for wearing the Club's informal dress
- Formal dress is to be worn on Club competition days unless otherwise stated. This consists of:
  - a correctly fitted AS3838 riding helmet (or equivalent),
  - collared shirt, tie, waistcoat, hacking jacket,
  - bone/cream/banana coloured jodhpurs,
  - gloves,
  - short brown jodhpur boots or long boots (seniors only)
  - Club Emblem Saddle Cloth.
  - Leather gaiters permitted for senior riders only
- Novelty competition days uniform must be:
  - White collared shirt
  - Bottle green tie
  - Jodhpurs – NOT bright colours
  - green jumper
  - short brown jodhpur boots or long boots (seniors only)
  - sneaker/runners only for running events
  - a correctly fitted AS3838 riding helmet (or equivalent)
  -

- **7. Use of Club Grounds**



- No lunging in the sand dressage arena
- No lunging on the grassed arena immediately in front of the club rooms
- Lunging is only permitted in the north west corner of the grounds
- All rubbish and baler twine to be removed or placed in rubbish bins
- Manure and hay is to be scattered and not left in heaps
- Front gate to be closed at all times
- The last person to leave the grounds is to lock the front gate on their departure
- All riders must be a financial member of MVRC which includes annual membership or day membership
- Financial MVRC members (excluding day members) are at liberty to purchase a key to the Club grounds that enables them to ride on the grounds outside of normal club activity days.
- When riding on Club grounds outside of club activity days, riders must:
  - not ride on the grassed arena immediately in front of the club rooms
  - not ride in the dressage arena on the day prior to a scheduled dressage event
- Club equipment can only be used with prior arrangements with a committee member and under their supervision

## • **8. Trophies**

- Financial MVRC members may make an application to donate a perpetual trophy to the committee by:
  - Lodging their application in writing
  - Include the proposed name of the perpetual trophy
  - The proposed criteria for the basis on which the trophy would be awarded
- The committee will, from time to time, determine the trophies to be awarded each year
- The committee may seek an annual donation from the relevant trophy donor
- Points towards trophies are awarded to Member participants through each calendar year
- Trophies will be awarded to financial MVRC riders annually after the completion of Interclub competitions.
- Perpetual trophy winners will return the perpetual trophy to MVRC at the request of a committee member
- The nominated MVRC committee member will keep the relevant records to enable the committee to award each trophy
- Trophies awarded on other than points system will be decided by the committee
- Points towards the relevant trophy are awarded at each of MVRC closed competition days, SDRC vs MVRC competition and HRCA Interclub competitions.
- Points are scored as 5 for 1<sup>st</sup> place, 3 for 2<sup>nd</sup> place and 1 for 3<sup>rd</sup> place, unless otherwise stated below
- Points are not awarded for Champion hack events
- Each member must nominate the showjumping height that they wish to count for trophy points at each MVRC competition they participate in
  - 45cm counts for the Novice trophy
  - 60, 75 or 90cm counts for the open jumping trophy
- Each member must nominate the level in Novelty Competitions that they wish for their placing to count as their trophy points at each MVRC Competition they participate in
  - Novice ( Participating at no faster than a trot)
  - Open ( Any pace )



- All Dressage Tests regardless of their level are recorded as Open at each MVRC Competition.
  - **MOST IMPROVED HORSE & RIDER** – Donated by Kerry Dillon.
  - For the Member of any age who in the opinion of the Committee is the Most Improved combination during the Riding Club year.
    - The committee will conduct a secret ballot at a committee meeting
    - In the event of an equality of votes for two or more members, the committee will be asked to vote again but only on those members
    - In the event of a further equality of votes, the President shall use their casting vote to determine the recipient
  - **JUNIOR ENCOURAGEMENT AWARD** – Donated by Deb Perkins.
  - For the Junior Member who in the opinion of the Committee is eligible for this award.
    - The committee will conduct a secret ballot at a committee meeting
    - In the event of an equality of votes for two or more members, the committee will be asked to vote again but only on those members
    - In the event of a further equality of votes, the President shall use their casting vote to determine the recipient
  - **SENIOR ENCOURAGEMENT AWARD** – Donated by Cherie Fell.
  - For the Senior Member who in the opinion of the Committee is eligible for this award.
    - The committee will conduct a secret ballot at a committee meeting
    - In the event of an equality of votes for two or more members, the committee will be asked to vote again but only on those members
    - In the event of a further equality of votes, the President shall use their casting vote to determine the recipient
  - **JUNIOR RIDER & MOUNT OF THE YEAR** – Donated by D&B Saddlery.
  - For the Junior Member representing the Club in the HRCA Junior Rider & Mount of the Year.
  - **SENIOR RIDER & MOUNT OF THE YEAR** – Donated by Ron Wells.
  - For the Senior Member representing the Club in the HRCA Senior Rider & Mount of the Year.
  - **MASTERS RIDER & MOUNT OF THE YEAR** – *(no perpetual trophy at this moment)*
  - For the Member representing the Club in the HRCA Masters Rider & Mount of the Year.
  - **JUNIOR JUMPING TROPHY** – Donated by Mary Soolsma.
  - The Junior Member gaining the most points in MVRC showjumping events.
  - **RUDYARD JUSTIN MEMORIAL SENIOR JUMPING TROPHY** – Donated by J Kirkbride & T Justin.
  - The Senior Member gaining the most points in MVRC showjumping events
  - **JUNIOR NOVICE JUMPING TROPHY** – Donated by Allan Jeffery.
  - The Junior Member gaining the most points in MVRC 45cm Novice showjumping events
  - **SENIOR NOVICE JUMPING TROPHY** – Donated by Lisa Ackerman.
  - The Senior Member gaining the most points in MVRC 45cm Novice showjumping events
  - **JUNIOR NOVELTY TROPHY** – Donated by Bert Justin.
  - The Junior Member gaining the most points in MVRC Novelty events
  - **SENIOR NOVELTY TROPHY** – Donated by Bert Justin.
  - The Senior Member gaining the most points in MVRC Novelty events



- **NARILLA DAN JUNIOR NOVICE NOVELTY TROPHY** – Donated by The Lewis Family.
- The Junior Member gaining the most points in MVRC Novice Novelty events
- **NARILLA DAN SENIOR NOVICE NOVELTY TROPHY** – Donated by The Lewis Family.
- The senior Member gaining the most points in MVRC Novice Novelty events
- **JUNIOR HACKING TROPHY** – Donated by Gail Clark.
- The Junior Member gaining the most points in MVRC Hacking Events
- **SENIOR HACKING TROPHY** – Donated by the Toman Family.
- The Senior Member gaining the most points in MVRC Hacking events
- **JUNIOR DRESSAGE TROPHY** – Donated by the Kerr Family.
- The Junior Member gaining the most points in MVRC Dressage events
- **DEAN CHADWICK MEMORIAL SENIOR DRESSAGE TROPHY** – Donated by the Chadwick Family.
- The Senior Member gaining the most points in MVRC Dressage events
- **TRANSCON** – Donated by Les Limpus.
- For the Member (any age) competing in all three phases in HRCA Interclub Sports (Hacking, Novelties & Jumping) and gaining the highest tally of points over all three days at the HRCA Interclub Sports
- **JUNIOR HI-PINE TROPHY** – Donated by Barry Richards.
- The Junior Member gaining the most points in an EQUAL number of events in Jumping, Novelties and Hacking events at MVRC competitions
- **SENIOR HI-PINE TROPHY** – Donated by the Riedell Family.
- The Senior Member gaining the most points in an EQUAL number of events in Jumping, Novelties and Hacking events at MVRC competitions.
- **JIMMY WRIGHT JUNIOR RUNNER-UP** – Donated by J Wright.
- The Junior Member gaining the second highest points in an EQUAL number of events in Jumping, Novelty and Hacking events at MVRC competitions.
- **JIMMY WRIGHT SENIOR RUNNER-UP** – Donated by J Wright.
- The Senior Member gaining the second highest points in an EQUAL number of events in Jumping, Novelty & Hacking events at MVRC competitions.
- **JUNIOR HARRINGTON MEMORIAL TROPHY** – Donated by Rebecca Hill.
- The Junior Member with the highest tally of points gained in
  - Showjumping & Novelty events,
  - Handy Horse,
  - Pairs,
  - Morphett Vale versus Southern Districts,
  - HRCA Interclub Sports,
  - HRCA ODE,
  - Rider & Mount (club level)
  - Combined Training Competition.
- **SENIOR HARRINGTON MEMORIAL TROPHY** – Donated by Rebecca Hill.
- The Senior Member with the highest tally of points gained in
- Jumping & Novelty events,
- Handy Horse,
- Pairs,
- Morphett Vale versus Southern Districts,
- HRCA Interclub Sports,
- HRCA ODE,
- Rider & Mount (club level)
- Combined Training Competition.



- **K.D. MEMORIAL TROPHY** – Donated by Karen & Elycia Scattini
- For the horse 5 years and under at 1 January in that calendar year gaining the highest combined points in MVRC Novelty, showjumping and Hacking events.
- **JIMMY WRIGHT MEMORIAL TROPHY** – Donated by Lisa Crowther.
- All points which counted towards the Hi-Pine trophy
- Points for all placings at HRCA interclub Sports
- Points for all placings at the annual MVRC versus SDRC Gymkhana
- Points for all placings at annual HRCA Dressage Competition on a 11.9.7.5.3.1. basis
- Points for all placings at MVRC Dressage Competitions
- 2 points for each H.R.C.A. mounted qualification
- 1 point for each H.R.C.A. unmounted qualification
- Points for all placings at the HRCA ODE on a 11.9.7.5.3.1. basis
- Points for all placings at any future HRCA convened FEI discipline Interclub competition
- **GEORGE DOUGHTY CLUB PERSON OF THE YEAR** – Donated by George & Molly Doughty.
- The Member (any age) who in the opinion of the Committee has provided meritorious service to MVRC.
  - The committee will conduct a secret ballot at a committee meeting
  - In the event of an equality of votes for two or more members, the committee will be asked to vote again but only on those members
  - In the event of a further equality of votes, the President shall use their casting vote to determine the recipient

## **9. Administration**

### **9.1 Club Records**

- Relevant committee office bearers will keep an accurate record of Club activities in such a form as to facilitate the effective operation of the Club.

### **9.2 Accessing Club Records**

- Financial members may request a copy of MVRC constitution or by-laws
- Minutes are available to financial members only
- Club attendance records are available to be viewed by financial members only
- Trophy points tally records are only available to be viewed by committee members
- Club financial records are only available to be viewed by committee members or a person authorised by the committee to do a review or audit of those records

## **10. Complaints**



- Any Complaints must be lodged in **WRITING** to the Club Secretary:
  - A complaint related to any situation shall be lodged on or before 72 (seventy two) hours following the situation in which the alleged incident took place.
  - The Club's Secretary, within 48 (forty eight) hours of receiving any written complaint, shall contact the Complaints Convenor and arrange with them a hearing to be held within 14 days of such complaint being received.
  - In the event of any complaint being found to be justified, the Complaints Committee shall recommend to the Management Committee that action be taken pursuant to the Constitution and Rules of the Club.
  - The Complaints Committee shall consist of President, Vice President, Secretary, Treasurer and Senior Riding Master.
  
- These MVRC By-Laws must be read in conjunction with the HRCA BY-Laws, MVRC Constitution and HRCA Constitution.

If a matter arises that is not covered by these documents, then the following documents may be relied upon:

- Equestrian Australia rules and regulations;
- Corporations Act;
- Any other relevant Act, laws or rules