

BYLAWS OF
CABOOLTURE DRESSAGE GROUP INC.

November 2016

IA13555

1. INTRODUCTORY PROVISIONS.....	4
1.1. INTERPRETATION	4
1.2. APPLICATION.....	4
2. HEADQUARTERS AND AFFILIATIONS	4
2.1. HEADQUARTERS.....	4
2.2. AFFILIATIONS	4
3. LOGO, COLOURS AND UNIFORM.....	4
3.1. LOGO.....	4
3.2. COLOURS.....	4
3.3. UNIFORM	4
4. COMMUNICATION	5
4.1. CORRESPONDENCE	5
4.2. INFORMATION TO MEMBERS.....	5
4.3. ELECTRONIC COMMUNICATION	5
4.4. CODE OF CONDUCT	6
4.5. COMPLAINTS AND CONCERNS.....	7
5. GOVERNANCE.....	7
5.1. MANAGEMENT COMMITTEE	7
5.2. MANAGEMENT COMMITTEE DUTIES.....	8
5.3. SUBCOMMITTEES.....	10
5.4. MEETING PROCEDURES	11
5.5. OTHER ROLES AND RESPONSIBILITIES	13
5.6. DISCIPLINARY MEASURES.....	14
6. FINANCE	15
6.1. FEES	15
6.2. REFUNDS.....	15
6.3. REIMBURSEMENTS AND JUDGE PAYMENTS	16
6.4. FUNDRAISING	16
7. DRESSAGE.....	16
7.1. RULES	16
8. USE OF GROUNDS.....	17
9. PRESENTATIONS AND AWARDS	18
9.1. PRESENTATIONS	18
9.2. GENERAL TROPHY RULES.....	18
9.3. RIDER ACHIEVEMENT MEDALS	19
9.4. HIGH POINT AWARDS	19
9.5. CHANDLER FAMILY OVERALL HIGH POINT CHAMPION PERPETUAL TROPHY	20
9.6. MOST IMPROVED HORSE PERPETUAL TROPHY	21
9.7. MOST PROMISING COMBINATION PERPETUAL TROPHY	21
9.8. HIGHEST PERCENTAGE PERPETUAL TROPHY.....	21
9.9. PRESIDENT’S CHOICE.....	21
9.10. ENCOURAGEMENT AWARDS.....	21
9.11. MASTERS TROPHY	21
9.12. NEW MEMBER OF THE YEAR AWARD	22
10. POLICIES	22
10.1. ALCOHOL	22
10.2. ANTI-DISCRIMINATION AND HARASSMENT.....	22
10.3. BIOSECURITY	23
10.4. CHARITABLE GIFTS AND DONATIONS.....	23

10.5.	CHILD PROTECTION.....	24
10.6.	CLINIC POLICY	24
10.7.	CONFLICT OF INTEREST.....	24
10.8.	DOG POLICY	25
10.9.	DRUGS, ANTI-DOPING AND MEDICATION CONTROL.....	25
10.10.	FIRE AND EMERGENCY	25
10.11.	FIRST AID	26
10.12.	GENDER EQUITY	26
10.13.	HORSE WELFARE	26
10.14.	HOT WEATHER.....	27
10.15.	INCIDENTS AND INJURIES.....	27
10.16.	INSURANCE	27
10.17.	INTELLECTUAL PROPERTY	27
10.18.	MEMBER PROTECTION	28
10.19.	PHOTOGRAPHY.....	28
10.20.	PREGNANCY.....	29
10.21.	PROFESSIONAL DEVELOPMENT	29
10.22.	RISK MANAGEMENT.....	29
10.23.	SMOKING	29
10.24.	SPONSORSHIP.....	29
10.25.	SUNSMART	30
10.26.	WAIVERS	30
10.27.	WET WEATHER	30
10.28.	WORKPLACE HEALTH AND SAFETY	30
11.	REVISIONS	31

Compiled by CPR Group
 PO Box 2092
 Sunshine Plaza Q 4558
 P: 07 5443 6247
 F: 07 5443 6429
 E: admin@cprgroup.com.au
 W: www.cprgroup.com.au

1. Introductory provisions

1.1. Interpretation

- 1.1.1. In these bylaws:
- a. **the Act** means the *Associations Incorporation Act 1981*.
 - b. **the club** means Caboolture Dressage Group Inc.
 - c. **special resolution** means a resolution that is passed at a general meeting (including the annual general meeting) by the votes of at least 75% of the members who are present and entitled to vote.

1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the rules of the club.
- 1.2.2. It is the responsibility of all management committee members to familiarise themselves with the club's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the club.

2. Headquarters and affiliations

2.1. Headquarters

- 2.1.1. The club's home Queensland State Equestrian Centre (formerly Alexander Barr Sporting Complex), Old Gympie Road, Caboolture Qld 4510

2.2. Affiliations

- 2.2.1. The club is affiliated with Dressage Queensland and Equestrian Queensland (governed by Equestrian Australia).

3. Logo, colours and uniform

3.1. Logo

- 3.1.1. The club logo comprises a line drawing map of Queensland with a line drawing dressage horse and rider.
- 3.1.2. Any amendment to the club's logo requires the passing of a special resolution at a general meeting.
- 3.1.3. The management committee will decide if permission to use the logo will be granted.
- 3.1.4. Additional logos created to support the activities of the club (e.g. event or program logos) need to be created, registered and used in consultation with and with approval from the management committee.

3.2. Colours

- 3.2.1. The club's colours are predominantly navy and gold.
- 3.2.2. Any amendment to the club's colours requires the passing of a special resolution at a general meeting.

3.3. Uniform

- 3.3.1. The club uniform consists of the club's colours of navy and gold.

- 3.3.2. Club uniforms must be purchased through the club to maintain consistency.
- 3.3.3. See Dress, Saddlery and Equipment section of the Equestrian Australia National Dressage Rules for more information regarding uniforms at official competitions.
- 3.3.4. Other events where uniforms are required will specify the requirements on the nomination form.

4. Communication

4.1. Correspondence

- 4.1.1. The president or secretary must sign all official outwards correspondence, either in hard copy or electronically.
- 4.1.2. All inwards correspondence is to be addressed to the club secretary.
- 4.1.3. Any club member wanting to send correspondence on behalf of the club must do so via the club secretary.
- 4.1.4. Members who hold club positions with delegation to correspond as part of their roles (e.g. QSEC liaison officer to QSEC staff) are not required to CC the club secretary into all email correspondence but must retain copies of all correspondence. Official correspondence must still be via the club secretary as stated in 4.1.1.

4.2. Information to members

- 4.2.1. The club will make the following information available to all members:
 - a. club contact details;
 - b. contact details for Equestrian Queensland and Equestrian Australia;
 - c. rules and bylaws;
 - d. policies and procedures;
 - e. codes of conduct;
 - f. calendar of club events and important dates;
 - g. competition results;
 - h. details of courses, seminars and other professional development opportunities.

4.3. Electronic communication

- 4.3.1. The club recognises that electronic communication is essential for sharing club-related news and information with members. The club uses a range of electronic tools to communicate with members in a timely and appropriate manner.
- 4.3.2. All club communication protects members' privacy, maintains clear boundaries and ensures that bullying and harassment do not occur.
- 4.3.3. The management committee provides accountability and control over material published on the club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.
- 4.3.4. No offensive content or photos may be published through any form of electronic communication in connection with the club.
- 4.3.5. Management committee members, volunteers and officials may use email to provide information about competitions, clinics, events and other club business.

- 4.3.6. In accordance with rule 13(1) of the Caboolture Dressage Group Inc. rules regarding the prohibition on use of information on the register of members, and applicable to all electronic communication, a member of the association must not:
- a. use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - b. disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- 4.3.7. Communication involving children is directed through their parents or guardians.
- 4.3.8. The club treats all social media postings, blogs, status updates and tweets as public comment. Postings (written, photos or videos) on any club social media forum must be family-friendly and feature positive club-related news and events.
- 4.3.9. The club expects members to conduct themselves appropriately when using all forms of electronic communication related to the club and abide by EA's Cyber-bullying and Social Networking Websites policies contained within the EA Member Protection Policy. Expectations include:
- a. no person may make statements that are misleading, false or likely to injure a person's reputation;
 - b. no person may make statements that might bring the club into disrepute;
 - c. abusive, discriminatory, intimidating, bullying or offensive statements will not be tolerated;
 - d. all members must respect and maintain the privacy of other members.
- 4.3.10. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member.

4.4. Code of conduct

- 4.4.1. The club implements EA's Code of Conduct which represent the following philosophies:
- a. treat all persons fairly and with proper regard for their rights and obligations;
 - b. treat all persons with respect and dignity;
 - c. act responsibly at all times;
 - d. perform duties with professionalism, impartiality and integrity;
 - e. act in a manner that will bear the closest public scrutiny;
 - f. avoid real or apparent conflicts of interest;
 - g. obey the lawful direction of a person empowered to give such direction;
 - h. comply with all relevant Australian Law (Federal and State), particularly anti-discrimination and child protection law;
 - i. understand the possible consequences of breaching the EA Member Protection Policy or Code of Conduct.

4.4.2. The club also utilises the EA Code of Conduct for Parents and Guardians.

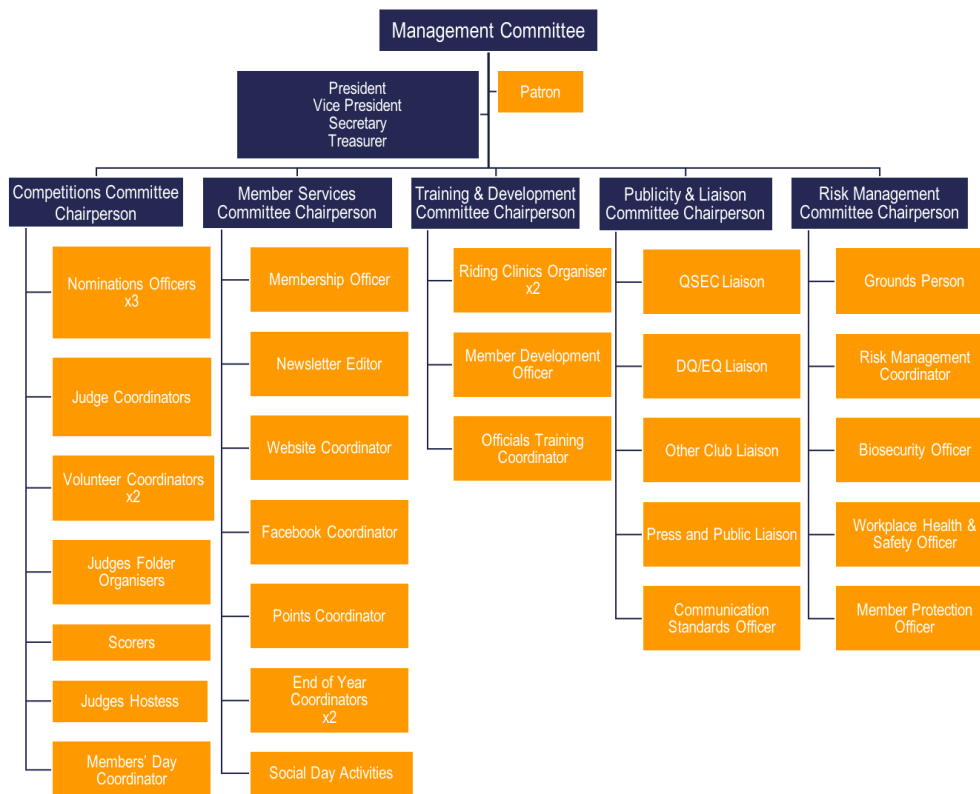
4.5. Complaints and concerns

- 4.5.1. Any complaints or concerns should be directed to the club's management committee or member protection officer in the first instance. The management committee will then determine what action, if any, should be taken in the best interests of the club and those members involved.
- 4.5.2. Refer to the EA General Regulations articles 163, 164 and 165, EA Codes of Conduct, EA Member Protection Policy and its associated Attachment D1 – Complaints procedures, EA Disciplinary By-laws at www.equestrian.org.au
- 4.5.3. Officials and competitors need to abide by the Codes of Conduct as contained in the EA Member Protection Policy.
- 4.5.4. The club also utilises the EA Code of Conduct for Parents and Guardians to guide to management of complaints and concerns.
- 4.5.5. Refer to EA General Regulations 169.6.3 for the penalty in relation to incorrect behaviour towards Event Officials or any other party connected with an event (other rider, journalist, public etc).
- 4.5.6. In accordance with clause 5.6. of these bylaws disciplinary measures may be applied however the club aims to resolve issues with the minimum of fuss wherever possible and preferably with no need for disciplinary action.
- 4.5.7. In the case where an issue cannot be effectively resolved by the club, mediation may be sought from DQ or EQ, or an external provider.

5. Governance

5.1. Management committee

- 5.1.1. In accordance with rule 17(1) of the rules of Caboolture Dressage Group Inc., the composition of the management committee consists of a president, treasurer, and any other management committee members elected at a general meeting.
- 5.1.2. The club's management committee currently comprises the following elected or appointed positions (as per chart below):
 - a. President;
 - b. Vice President;
 - c. Secretary;
 - d. Treasurer;
 - e. Committee Chair of Competitions;
 - f. Committee Chair of Member Services;
 - g. Committee Chair of Training and Development;
 - h. Committee Chair of Publicity and Liaison;
 - i. Committee Chair of Risk Management;



5.1.3. The management committee aims to meet at least once every month during regular club activities.

5.2. Management committee duties

5.2.1. President:

- a. attend management committee meetings and general meetings of the club;
- b. preside as chairperson at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the club's rules, bylaws, policies and procedures;
- c. help the management committee prioritise its goals and work with the committee within those goals;
- d. endeavour at all times to ensure the general wellbeing of the club and act as spokesperson for the club;
- e. have a good working knowledge of the club's constitution, rules, policies and procedures and the duties of all office holders;
- f. liaise as necessary with government departments, Councils, partners, sponsors and governing bodies where club representation is required;
- g. be aware of all current and future club activities and act as spokesperson on and at these activities;

- h. report to the management committee and members of the club as appropriate;
- i. support all club personnel, including committee members, coaches, judges, officials and riders;
- j. delegate tasks to suitable personnel as necessary;
- k. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting;
- l. perform such other duties as the management committee may direct.

5.2.2. Vice president:

- a. attend Management Committee meetings of the club;
- b. provide assistance to the President as necessary;
- c. assume the duties of the President in his/her absence;
- d. spend some time with each committee member to maintain a sound understanding of the running of the club and assist other committee members with their duties as required;
- e. have a good working knowledge of the club's constitution, rules, policies and procedures and the duties of all office holders;
- f. be aware of the future direction and plans of the club and act as a planning coordinator.

5.2.3. Secretary:

- a. attend management committee meetings and general meetings of the club;
- b. issue notices of meetings in accordance with the club's rules, together with an agenda;
- c. keep books containing copies of all the minutes and records of proceedings of all management committee meetings and general meetings of the club;
- d. conduct all correspondence of the club as instructed by the management committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- e. receive and place before the management committee all applications for membership;
- f. keep a record of names and contact details of all members of the club;
- g. ensure that a current copy of the club's rules is available to each new member;
- h. keep updated copies of the club's rules for advice of all members;
- i. arrange for the carrying out of clerical work associated with the club's affairs;
- j. prepare the annual report for presentation at the annual general meeting;
- k. call for nominations for club positions prior to the annual general meeting;
- l. have a good working knowledge of the club's constitution, rules, policies and procedures and the duties of all office holders;
- m. perform such other duties as the management committee may direct.

5.2.4. Treasurer:

- a. attend management committee meetings and general meetings of the club;
- b. keep all books and accounts of the club and prepare a statement of receipts and expenditure, profit and loss report and balance sheet for presentation to each management committee meeting and each general meeting;
- c. coordinate the receipt of monies and issuing of receipts for payments, and ensure payment of such money into the bank;
- d. produce bank statements at each management committee meeting and each general meeting;
- e. pay fees due to Equestrian Queensland and Equestrian Australia, when authorised by the management committee;
- f. prepare an annual budget in consultation with the management committee and subcommittees;
- g. present accounts paid for ratification and accounts requiring payment for approval;
- h. following the end date of the club's financial year, close the club's books and prepare a set of financial statements as required by the auditor;
- i. submit the club's financial statements and other relevant records to the auditor;
- j. present audited financial statements to the annual general meeting, in accordance with the club's rules and the Act;
- k. have a good working knowledge of the club's constitution, rules, policies and procedures and the duties of all office holders;
- l. perform such other duties as the management committee may direct.

5.2.5. Other committee members:

- a. attend management committee meetings and general meetings of the club;
- b. work closely with other management committee members to achieve the objects of the club and to ensure its general wellbeing;
- c. be aware of all current and planned club activities;
- d. report to the management committee and general members of the club as appropriate;
- e. have a good working knowledge of the club's constitution, rules, policies and procedures and the duties of all office holders;
- f. perform such other duties as the management committee may direct.

5.3. Subcommittees

5.3.1. Club subcommittees include:

- a. competitions;
- b. member services;
- c. training and development;
- d. publicity and liaison;

- e. risk management;
- 5.3.2. The management committee may create and dissolve subcommittees considered appropriate to help with the club's operations.
- 5.3.3. Members are appointed to each subcommittee by the management committee.
- 5.3.4. A subcommittee has no decision making power. The chairperson representing each subcommittee is to provide the minutes and recommendations from any subcommittee meeting to the management committee within seven days of the meeting being held. Subcommittee recommendations must be ratified by resolution by the management committee.
- 5.3.5. Subcommittees may be requested by the management committee to provide an annual report.

5.4. Meeting procedures

- 5.4.1. Standing orders:
 - a. these standing orders shall be applicable to all general meetings and management committee meetings and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the rules of the club;
 - b. meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of;
 - c. in the event that a meeting lapses, all business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business;
 - d. any member desiring to speak at general meetings or in the Committee of the Whole shall rise in his or her place and when called upon by the chair shall address the chair. If two or more members rise simultaneously, the chair shall call upon the member who first caught the eye of the chair;
 - e. when the chair rises to speak any member standing shall sit down;
 - f. except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes;
 - g. a motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted;
 - h. if required to do so by the chair, the proposer of any motion or amendment shall submit it in writing;
 - i. subject to leave of the meeting, the mover may reword a motion or amendment before the chair;
 - j. except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment;

- k. a member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently;
- l. when an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of;
- m. the chair shall, as far as practical, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate;
- n. any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order;
- o. any member disagreeing with the chair's ruling on a point of order may move dissent. The chair shall then vacate the chair and such motion shall be put forthwith without debate;
- p. subject to the provisions of the rules and bylaws of the club, on an equality of voting, the chair shall declare the question resolved so as to maintain the status quo;
- q. a member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the chair, shall be put without amendment or debate. The chair shall have absolute discretion to accept or refuse the motion. The chair may also without returning a motion put the question if the chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only;
- r. a member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor;
- s. during the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move: "That the question be not now put." This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall it be put until all amendments have been disposed of;
- t. a member may move: "That the debate [or meeting] be now adjourned." Discussion shall be in order, but only amendments as to time and/or place shall be permitted.

The motion shall take precedence over other business before the chair except points of order and personal explanations;

- u. a general meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole;
- v. standing Orders (a)-(u), or any of them, may be suspended by a majority of those present. A motion to this effect shall be open to debate;
- w. no member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a clause in the club's rules or a standing order, except on a motion (of which due notice was given) to amend or repeal such rule or order;
- x. notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision had been made;
- y. any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.

5.5. Other roles and responsibilities

5.5.1. The club expects that all members fulfil the roles and responsibilities expected by EA and defined in their Member Protection Policy. In some cases, particularly administrators and coaches have additional roles and responsibilities that are also specified below.

5.5.2. A member must:

- a. comply with the EA Member Protection Policy;
- b. make complaints about a breach of the policy in accordance with EA's Disciplinary By-laws;
- c. submit information as required and according to EA Disciplinary By-Laws if an allegation is made against that member;
- d. not make any frivolous or vexatious claim that another person is in breach of the EA Member Protection Policy;
- e. conduct themselves in a proper manner so as not to bring that member, EA or the sport generally into disrepute;
- f. consent to a National Police Record Check when requested by a state association or an affiliate if the individual member holds or applies for a role that involves direct and unsupervised contact with people under the age of 18.

5.5.3. Administrators must ensure that they:

- a. provide and promote an environment free from discrimination and harassment in relation to its employment functions, its membership eligibility and any supply of goods and services;
- b. distribute, promote and implement the EA policies and complaints handling procedures;
- c. encourage reporting of discrimination, harassment or child abuse, regardless of who the offender might be, and that appropriate training is provided to those who manage and implement this policy;

- d. Deal with complaints in an impartial, sensitive, timely and confidential manner.
- 5.5.4. EA coaches must:
- a. be aware of child protection issues;
 - b. comply with Coaches Code of Ethics;
 - c. understand and respect that as a coach he or she has considerable power and authority over athletes and should not abuse it;
 - d. avoid intimate relationships with athletes;
 - e. not exclude or treat less favourably any athletes from coaching activities on the basis of an attribute or personal characteristics.
- 5.5.5. EA officials must:
- a. be aware of child protection issues;
 - b. comply with the EA Code of Conduct for Officials;
 - c. understand and respect that as an EA official he or she has considerable power and authority over athletes and members and should not abuse it;
 - d. avoid intimate relationships with athletes;
 - e. not exclude or treat less favourably any athletes from participating in EA activities on the basis of an attribute or personal characteristics.

5.6. Disciplinary measures

- 5.6.1. In line with disciplinary measures included within EA's Member Protection Policy, if the management committee (or member protection officer in consultation with the management committee) determines that an individual has breached the club's policies, one or more of the following forms of discipline may be imposed:
- a. a direction that the individual makes a verbal and/or written apology;
 - b. a written warning;
 - c. a direction that the individual attend counselling to address their behaviour;
 - d. a withdrawal of any awards, scholarships, placings, records, achievements bestowed in any competitions, activities or events held or sanctioned by the club;
 - e. a demotion or transfer of the individual to another location, role or activity;
 - f. a suspension of the individual's membership or participation or engagement in a role or activity;
 - g. termination of the individual's membership, appointment or engagement;
 - h. in the case of a coach or official, a request that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently.
- 5.6.2. In determining what form of discipline to be imposed the following factors will be considered:
- a. the nature and seriousness of the breach;
 - b. if the person knew, or should have known, that the behaviour was a breach of the policy;

- c. the person's level of contrition;
 - d. the effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences;
 - e. if there have been any relevant prior warnings or disciplinary action;
 - f. the ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy);
 - g. any other mitigating circumstances.
- 5.6.3. The club aims to resolve issues with the minimum of fuss wherever possible. In many cases, problems should be resolved by agreement between the people involved with no need for disciplinary action.

6. Finance

6.1. Fees

- 6.1.1. As per rule 7(1)a. in the club's rules, the management committee shall set fees annually.
- 6.1.2. Club fees shall be calculated to cover costs such as:
 - a. Equestrian Queensland fees;
 - b. venue hire;
 - c. equipment;
 - d. judges' and officials' costs;
 - e. trophies and awards;
 - f. administration costs;
 - g. photos;
 - h. insurance
- 6.1.3. Fees must be paid prior to the member's first activity of the season.
- 6.1.4. Any member who has membership fees in arrears for at least two months may have their membership terminated in accordance with rule 9(3)c. in the club's rules.

6.2. Refunds

- 6.2.1. Any membership or other associated fee will be refunded on a pro-rata basis, less the joining fee (if a new member).
- 6.2.2. For competition entry fees:
 - a. scratchings before close of entry date:
 - i. will receive full refund of all fees;
 - ii. stabling and camping fee refunds must be directed to QSEC;
 - iii. if an administration fee was charged this will not be refunded in any circumstance.
 - b. scratchings made after close of entry date:
 - i. will only be refunded on provision of either a doctor's certificate or a vet certificate within 14 days of the event;

- ii. 70% of the competition entry fee will be refunded if approved;
 - iii. stabling and camping fee refunds must be directed to QSEC;
 - iv. if an administration fee was charged this will not be refunded in any circumstance.
- c. scratchings for Members Only Events:
 - i. no refunds will be provided for these events
 - d. cancellation of competitions or events due to weather conditions:
 - i. if a competition at an event is cancelled by the club due to weather conditions entry fees for that competition will be refunded in full;
 - ii. if an event is cancelled before the date of the event due to weather conditions entry fees will be funded in full;
 - iii. any administration fee charged by the club will not be refunded;
 - iv. stabling and camping fee refunds must be directed to QSEC.
- 6.2.3. Other event fees - e.g. clinic, social activities;
- a. no refunds will be given unless the position can be filled by another person.

6.3. Reimbursements and judge payments

- 6.3.1. Management committee members shall be entitled to claim reimbursement for approved out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the club, with the exception of travel or fuel costs. Receipts must be supplied within one month of incurring expenses.
- 6.3.2. Reimbursement for travel or fuel costs for official duties may be determined by the management committee on a case-by-case basis.
- 6.3.3. Judges and paid officials will be paid a set fee per day or hour of competition, as determined by the EQ and EA rules.

6.4. Fundraising

- 6.4.1. The management committee shall determine club fundraising activities from time to time.
- 6.4.2. Subcommittees and teams must seek approval from the management committee for any specific fundraising activities. Information as to how the activity will be organised, including risk management and safety measures must be provided to the management committee before approval can be given.

7. Dressage

7.1. Rules

- 7.1.1. The club abides by the Equestrian Australia General Regulations which are established so that individual athletes and teams of athletes may compete against each other under fair and equal conditions with the welfare of the horse as paramount.
- 7.1.2. The General Rules and Sport Rules govern the conduct of all equestrian activities and Events organised by affiliated or licensed organisations or by or on behalf of the Equestrian Australia (EA).

- 7.1.3. Since the club is concerned predominately with the sport of dressage current version of the EA National Dressage Rules are utilised by the club. These rules may also be found on the EA website www.equestrian.org.au. The rules include the following sections:
- a. Conditions of entry
 - b. Dress, saddlery and equipment
 - c. Dressage events
 - d. Roles of officials
 - e. Young horse
 - f. Freestyles
 - g. Paces and movements
 - h. Australian/State Dressage Championships and FEI-sanctioned events
 - i. Para-equestrian dressage
 - j. Rules for judges and organising committees
 - k. National Officiating Accreditation Scheme for dressage judges in Australia
 - l. Annexes including:
 - i. Regional and major club championships
 - ii. Notes for dressage competitors
 - iii. Notes for dressage event organisers
- 7.1.4. For unofficial events where special rules are required, these will be specified on the nomination form. Where CDG rules aren't specified the EA rules take precedence.

8. Use of grounds

- 8.1.1. Caboolture Dressage Group is the home club of the Queensland State Equestrian Centre (QSEC) (formerly Alexander Barr Sporting Complex), Old Gympie Road, Caboolture Qld 4510. QSEC is owned and operated by Moreton Bay Regional Council.
- 8.1.2. Casual use of the sand arena is available to members under the following terms:
- a. bookings must be made by contacting QSEC;
 - b. no lunging on the sand dressage arenas;
 - c. free for CDG members;
 - d. horse health declarations must be left in the box provided for every visit.
- 8.1.3. The scorer's hut is exclusively used by CDG.
- 8.1.4. Facility use must be in accordance with QSEC's detailed Terms and Conditions of Hire available on the QSEC website www.qsec.com.au.
- 8.1.5. All facility use must be booked using the relevant QSEC form available on the QSEC website www.qsec.com.au and the form to be submitted to QSEC with all information and documentation requested.
- 8.1.6. As a guide, all tentative event bookings should be made by the club's QSEC liaison officer ideally 18 months before the calendar year of the event.

- 8.1.7. To confirm bookings, the QSEC hire policy is followed (see website www.qsec.com.au)
- 8.1.8. An Event Plan is submitted to QSEC three weeks prior to the event (all changes and variations to details on the Events Plan will require prior written permission from QSEC), which should contain:
- a. program timetable;
 - b. competitor list for each day;
 - c. running sheet, including set up and pull down times;
 - d. equipment requirements including any special needs access (e.g. for heavy vehicles);
 - e. water and power requirements;
 - f. details of any event advertising (prior to release date to enable consent from QSEC).
- 8.1.9. At QSEC's request, CDG to appoint and provide the following personnel during event:
- a. Stable Warden who will need to be in attendance at the stables between 6am and 6pm (or longer if required) (for 2-star event only);
 - b. First Aid Officer;
 - c. minimum of five volunteers to serve as Fire Wardens.
- 8.1.10. Following an event or activity, the club will return the areas of QSEC used to the condition and state of repair evidenced by the pre-event inspection report. ^[L]_[SEP]

9. Presentations and awards

9.1. Presentations

- 9.1.1. The annual trophy night and Christmas party is usually held in December each year.
- 9.1.2. The date and format of the presentation event shall be determined annually by the management committee.
- 9.1.3. Details of the date, time, venue and format of the presentation event shall be provided to all members at least one month prior to the event.
- 9.1.4. Presentation of all awards shall be made at the presentation event.
- 9.1.5. Recognition of achievements shall be made at the presentation event.

9.2. General trophy rules

- 9.2.1. To be eligible for champion and reserve champion at any level and most CDG perpetual trophies, the member must have been a financial member of CDG when the points were earned.
- 9.2.2. Trophy season begins on January 1 and ends of December 30 of that same year.
- 9.2.3. Trophies are awarded to individual horse and rider combinations, unless otherwise stated.
- 9.2.4. A junior is under 18 years of age, a senior is 18 years and over. In the event a junior turns 18 during the competition year all subsequent points will be awarded to that member as a senior. Points accrued prior to the 18th birthday will be awarded to the

member as a junior. Hence it will be possible for these members to be eligible for both junior and senior awards in the same year.

- 9.2.5. Trophies are presented at the annual trophy night and Christmas party which is usually held in December each year. It is recommended that the winning member receive the award in person. CDG does not take responsibility for delivery of trophies and medals not collected on the night.
- 9.2.6. Points count only from official and club and participant events conducted by CDG.
- 9.2.7. Test levels eligible to accrue points are all EA, FEI, Para tests and RDA tests (pony club, freestyle and prix Caprilli do not attract points).
- 9.2.8. Perpetual trophies are awarded each year. Some of these trophies have been donated by an individual person to the membership of CDG and as such come with the rules and specifications set by the donors.
- 9.2.9. For the high point trophy, the winning horse/rider combination must move up a test level to be eligible to win high point champion again.
- 9.2.10. Members Day dressage event placings for horse and rider combinations do not count towards the annual trophies and medals mentioned in the document. Members Day dressage events may have their own trophies awarded.
- 9.2.11. It is the trophy recipient's responsibility to return the perpetual trophy in a clean and maintained condition. The perpetual trophy must be returned to the CDG management committee by the conclusion of the November sign-on event.

9.3. Rider achievement medals

- 9.3.1. Purpose
 - a. to reward consistent riding excellence.
- 9.3.2. Eligibility
 - a. rider must be a member of CDG at the time the percentages are earned, and competing in EA, FEI, para or RDA tests at club and participant or official events conducted by CDG.
- 9.3.3. Qualifying requirements
 - a. rider achievement medals are awarded in three categories – gold, silver and bronze;
 - b. medals are awarded to horse and rider combinations;
 - c. to qualify for medals, riders must earn the following percentages in tests at a given level;
 - d. bronze medal – three or more percentages 55% - 59.99%;
 - e. silver medal – three or more percentages 60% - 64.99%;
 - f. gold medal – three or more percentages 65% or higher.
- 9.3.4. Awards presentation
 - a. gold, silver and bronze medals will be awarded for each level: RDA, para, preparatory through grand prix.

9.4. High point awards

9.4.1. Purpose

- a. to reward consistent competitive accomplishment based on percentages earned where the percentage is 55% or higher.

9.4.2. Eligibility

- a. riders must be a member of CDG at the time the result was earned;
- b. champion horse and rider combinations are awarded at the following levels – para, preparatory, preliminary, novice, elementary, medium, advanced and FEI (combination of all FEI levels);
- c. champion rider is awarded to both senior and junior riders in RDA (in RDA tests riders are permitted to share horses and hence award is rider only).

9.4.3. Qualifying requirements

- a. Percentages are recorded for 1st through to 8th place in RDA, para, preparatory level to FEI level;
- b. results count from all official and club and participant events conducted by CDG;
- c. accumulated percentages are totaled to determine champion combination for each level and champion rider for RDA;
- d. percentages of 55% and over will only be counted;
- e. members must have gained qualifying requirements at three separate events;
- f. Percentages are accumulated regardless of there being a tie for a placing, ;
- g. in the event a horse and rider combination is eligible for champion in more than one level, then the combination will be awarded the trophy for the higher level;
- h. the runner-up to that combination at the lower level will then be awarded the champion for that level.

9.4.4. Awards presentation

- a. accumulated percentages are totaled to determine the winning horse/rider for the following divisions – preparatory, preliminary, novice, elementary, medium, advanced, FEI and para and RDA rider;
- b. champion high point and reserve champion high point trophies will then be awarded to those eligible.

9.5. Chester family overall high point champion perpetual trophy

9.5.1. This is the most prestigious trophy awarded by CDG. This perpetual trophy is presented to the horse and rider combination accumulating the highest total percentages from all levels ridden.

9.5.2. Purpose

- a. to reward excellent competitive accomplishment based on percentages accumulated for all levels of competition..

9.5.3. Eligibility

- a. rider must be a member of CDG at the time the requirements are earned;

- b. percentages are accumulated for each horse/rider combination at all levels of competition;
- c. these percentages are accumulated for this award and the rider with the highest total will be awarded the overall high point trophy;
- d. the previous year's winner is only eligible if they have moved up a level.

9.5.4. Qualifying requirements

- a. percentages are recorded for 1st through to 8th place – preparatory level to FEI level;
- b. percentages are accumulated from all official and club and participant events conducted by CDG;
- c. accumulated percentages are totaled across all levels;
- d. Percentages are accumulated regardless of there being a tie for a placing.

9.5.5. Awards presentation

- a. accumulated percentages are totaled to determine the winning horse/rider overall.

9.6. Most improved horse perpetual trophy

9.6.1. The donor of this trophy is Adrienne Lennon;

9.6.2. Decided by CDG management committee.

9.7. Most promising combination perpetual trophy

9.7.1. The donor of this trophy is Yvette Vlies;

9.7.2. Decided by CDG management committee.

9.8. Highest percentage perpetual trophy

9.8.1. This trophy is awarded to the combination obtaining the highest percentage in a dressage test during the year in either a club and participant or official EA or FEI test (excluding preparatory tests).

9.9. President's choice

9.9.1. This award was introduced in 2004 and presented by the CDG president;

9.9.2. In 2009 this award was replaced by the Gary Semple Memorial Trophy for club member of the year. In subsequent years this award has been chosen by the CDG president;

9.9.3. In choosing the recipient of this award the president should take into account the generosity of the person, whether the person has supported the club above and beyond and has been a good ambassador for our club;

9.9.4. The recipient does not have to hold a management committee position;

9.9.5. The award is based on the willingness and support the member has shown.

9.10. Encouragement awards

9.10.1. Recipients of these awards are selected by the CDG management committee.

9.10.2. Other forms of recognition or encouragement may be awarded by the management committee as deemed appropriate.

9.11. Masters trophy

- 9.11.1. This trophy was introduced and provided to the Club each year by long time member Dorothy Verney. The Club now provides the trophy each year.
- 9.11.2. This trophy is not a perpetual trophy so a new trophy is presented each year.
- 9.11.3. The award is for a rider aged 50 years or over in the award year.
- 9.11.4. The award is calculated by accumulating percentages for each horse the rider has competed on during the award year.
- 9.11.5. percentages are accumulated for each level and then multiplied by the appropriate level factor - 1 for preliminary, 1.1 for novice, 1.2 for elementary, 1.3 for medium, 1.4 for advanced and 1.5 for all FEI results.
- 9.11.6. All level percentages are then accumulated and multiplied by the age of the rider divided by 10 e.g. if rider is 63 their total points are multiplied by 6.3.
- 9.11.7. The winner is decided by the highest number of points accumulated for the rider 50 years or over.

9.12. Semple Family Newcomer of the Year perpetual trophy

- 9.12.1. This trophy has been supplied by the family of Bev Semple in her memory
- 9.12.2. The winner is decided by the family from a list of new members to the club in the award year
- 9.12.3. Consideration is given to the support shown to the club by the new member and the amount of involvement the new member has shown.

10. Policies

10.1. Alcohol

- 10.1.1. The club adopts the Responsible Service and Consumption of Alcohol policy of EA contained within the Member Protection Policy. This policy states a commitment to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol. CDG's policy is that:
 - a. safe transport options will be promoted as part of any event held or endorsed where alcohol is served;
 - b. food and low alcohol and non-alcoholic drinks will be available at events held or endorsed where alcohol is served.
- 10.1.2. QSEC is a licensed venue and no alcoholic drinks are permitted to be brought into QSEC by the club or any event or activity attendees. MBRC may provide beverages for sale at the event by including this service within hire arrangements.

10.2. Anti-discrimination and harassment

- 10.2.1. The club adopts the anti-discrimination and harassment policy of EA contained within the Member Protection Policy. This policy aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.
- 10.2.2. The club recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against, harassed or bullied because of their age, disability, family responsibilities, gender identity, homosexuality or sexual orientation, irrelevant medical

or criminal record, marital status, political belief, pregnancy or breastfeeding, race, religion, sex, social origin and/or trade union membership/activity.

- 10.2.3. The club prohibits all forms of harassment, bullying and discrimination based on personal characteristics whether this is face-to-face, indirectly or via communication technologies such as mobile phones and computers. Discrimination, harassment and bullying are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment. In most circumstances discrimination and harassment or bullying are against the law.
- 10.2.4. Section 5.6 of these bylaws details the disciplinary measures which may be applied to incidences of discrimination and harassment.

10.3. Biosecurity

- 10.3.1. While the primary responsibility for biosecurity at horse events lies with the horse owners/competitors, long before the event, the club understands it has a role in preventing the introduction of an infectious disease at a horse event is vital. The club manages biosecurity with guidance from Equestrian Queensland, in conjunction with QSEC, and in accordance with the Biosecurity Act 2014 and Biosecurity Regulation 2016.
- 10.3.2. A biosecurity plan is available at events, and a 'Biosecurity Manager' nominated who is responsible for implementing this plan should a biosecurity incident occur.
- 10.3.3. The biosecurity plan outlines the precautions taken to minimise the risk of introducing an infectious disease into an animal population. The plan includes:
 - a. a veterinarian to be on call during the event;
 - b. a method of making emergency phone calls or alternative communication;
 - c. a plan to minimise public access to stable areas;
 - d. separate vehicle parking for competitors and spectators;
 - e. single entry and exit to grounds;
 - f. adequate hand-hygiene facilities, especially in eating and horse-handling areas;
 - g. designated isolation area (or stable) for sick horses;
 - h. good hygiene practice between horses for officials/stewards;
 - i. a contingency plan in the event a stock standstill is declared.
- 10.3.4. The club utilises horse health declarations to capture all required information for movement records. These declarations are kept by QSEC as an event attendance record.

10.4. Charitable gifts and donations

- 10.4.1. The club often receives requests to provide financial support for individuals and groups in times of hardship or need. Due to the difficulty of fairly allocating financial support to all requests, the club has adopted a "no financial gifts or donations" policy.
- 10.4.2. The club however encourages its individual members to offer support to those associated with the club who are suffering from hardship or need.
- 10.4.3. The exception to this policy is the annual fundraising event for which the benefactor is decided at the first management committee meeting for the year.

- 10.4.4. If in-kind support can be provided by the club, the nature of this support will be determined by the management committee.
- 10.4.5. Written letters or cards of support issued by the secretary are the preferred indication of support.

10.5. Child protection

- 10.5.1. The club is committed to providing a safe and enjoyable environment for all children who participate in the club's activities.
- 10.5.2. The club is guided by the EQ Children Protection Risk Management Policy and its associated documents:
 - a. Equestrian Australia Member Protection Policy
 - b. Administrator's Code of conduct
 - c. Coach's Code of Conduct
 - d. Athletes Code of Conduct
 - e. Official's Code of Conduct
 - f. Spectator's Code of Conduct
 - g. EQ Risk Management Manual
 - h. EQ Constitution
 - i. Anti-Discrimination Act 1991
 - j. Child Protection Act 1999
 - k. Commission for Children and Young People and Child Guardian Act 2000
 - l. Privacy Act

10.6. Clinic policy

- 10.6.1. CDG hosts and subsidises clinics with professional coaches and educators in order to pursue its object specified in its rules to "provide educational opportunities for horse management, training and competing".
- 10.6.2. The aim of CDG's involvement in clinics is to facilitate access to coaches and educators who are normally or potentially not easily accessible to members, as determined by the management committee. This may be for reason of cost, distance or availability (e.g. coaches in high demand or not accepting new clients) etc.
- 10.6.3. The number of clinics hosted is dependent on the budget allocated by the management committee based on the club's financial position and the take up and demand for educational opportunities.
- 10.6.4. Members who take advantage of the subsidised clinics are expected to, in return, be making a regular voluntary contribution to the club.

10.7. Conflict of interest

- 10.7.1. A conflict of interest is a conflict between public duty and private interests, which could influence the performance of official duties and responsibilities. A reasonable perception of a conflict of interest is where a fair minded person, properly informed as to the nature of the interests of the decision maker, might reasonably perceive that the decision maker might be influenced in the performance of his or her official duties and responsibilities.

- 10.7.2. Members of the management committee or subcommittees must not place themselves in a position where there is a real, potential or perceived possibility of a conflict of interest.
- 10.7.3. Members have a duty to disclose conflict of interest to the relevant persons. If a member's interests appear to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter; the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at the next meeting of the management committee or subcommittee, and at the beginning of each meeting.
- 10.7.4. The club will take guidance on determining the existence of a conflict of interest, procedures for managing conflicts of interest and registering of conflicts of interest from the EQ conflict of interest policy.

10.8. Dog policy

- 10.8.1. Dogs are permitted at QSEC provided they are kept on a lead (maximum length of 1 metre) and under control at all times.
- 10.8.2. The QSEC policy states that dogs must be kept away from horse activities including the main arena and shower/toilet/laundry facilities.
- 10.8.3. CDG has a "no dog" policy at the outdoor arena complex during events held by CDG.

10.9. Drugs, anti-doping and medication control

- 10.9.1. The club is totally opposed to the use of any illicit drugs. The use of illicit drugs is prohibited within the club's boundaries and during any club-related events or travel.
- 10.9.2. EA and FEI's Equine Anti-Doping and Medication Control Rules (EADMC) and the EA (Athlete) Anti-Doping Policy are applied. See www.equestrian.org.au, www.fei.org or www.asada.gov.au.
- 10.9.3. Horses and riders may be subject to random in-competition testing.

10.10. Fire and emergency

- 10.10.1. The club has guidelines for all volunteers in the case of a fire emergency.
- 10.10.2. The club requires the following action in the event of a fire:
 - a. remain calm and avoid shouting "Fire!";
 - b. if possible and safe, attempt to extinguish the fire, call 000 from the nearest safe phone and give the operator the location of the fire;
 - c. do not prop any doors open;
 - d. evacuate, using appropriate exits and fire escape routes.
- 10.10.3. The club requires the following steps to be followed in the event that the fire alarm sounds:
 - a. stop what you are doing immediately;
 - b. remain calm and follow instructions;
 - c. do not look for other people or attempt to take along belongings;
 - d. do not prop any doors open;
 - e. using the nearest appropriate exit or fire escape route, leave the building quickly and calmly;

- f. proceed to safe ground away from the building;
- g. do not obstruct fire hydrants or any fire/rescue workers;
- h. do not re-enter the building until fire officials or your supervisor informs you that you may.

10.10.4. In accordance with QSEC hire terms and conditions no fires are to be lit on the grounds.

10.11. First aid

- 10.11.1. The club abides by the first aid rules specific within the EQ General Branch By-Laws.
- 10.11.2. A trained First Aid Officer is required to be present for the duration of CDG dressage competitions in accordance with EQ and EA policies and QSEC hire terms and conditions.
- 10.11.3. This officer's sole responsibility should be first aid and should not be given another job/task.
- 10.11.4. If the officer has not arrived or has to leave the area, it is recommended that the event cannot commence/continue until the officer is present. It is recommended that the officer is a professional First Aid Officer due to insurance and liability issues.
- 10.11.5. Under no circumstances should persons not medically accredited be permitted to handle any part of the accident situation.
- 10.11.6. All accidents, irrespective of severity, should be reported and a record should be kept in secure files by the club.
- 10.11.7. The club must also notify MBRC/QSEC immediately if any person requires medical assistance as a direct result of the event, whether assistance comes from on-site medical facilities or other emergency services not associated with the club. ^[L]_[SEP]

10.12. Gender equity

- 10.12.1. The club adopts the gender equity policy of EA contained within the Member Protection Policy. This policy states commitment to providing an inclusive sporting environment where transgender or transsexual people involved in its activities are able to contribute and participate. EA expects everyone who is bound by this policy to treat people who identify as transgender or transsexual fairly and with dignity and respect.

10.13. Horse welfare

- 10.13.1. Within Object 1(a) of its rules, the club states that the object of the association is to promote that at all times the welfare of the horse is paramount and is never subordinated to competitive or commercial influences
- 10.13.2. In fulfilling its objects, that club adopts the Code of Conduct for the Welfare of the Horse developed by the FEI and adopted by the EA. More detail is provided within the code itself, but the code broadly states that:
 - a. at all stages during the preparation and training of competition horses, welfare must take precedence over all other demands;
 - b. horses and riders must be fit, competent and in good health before they are permitted to compete;
 - c. events must not prejudice horse welfare;

- d. every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over;
 - e. the FEI urges all those involved in equestrian sport to attain the highest possible levels of education in their areas of expertise relevant to the care and management of the competition horse.
- 10.13.3. No person may abuse a horse during an event or at any other time in accordance with Article 142, EA and FEI General Regulations and EA National Dressage Rules 1.3. 'Abuse' means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a horse.
- 10.13.4. Persons witnessing an abuse must report it in the form of a protest (EA General Regulations Art. 163) to the organising committee immediately, or within fourteen (14) days of the incident to the State EA Office who have the option of passing it to the Disciplinary Tribunal.

10.14. Hot weather

- 10.14.1. The club's management committee may stop, cancel or postpone events or activities if it is deemed by the management committee that the temperature is too high for participation in sporting activities for riders, volunteers and/or horses.
- 10.14.2. It is recommended that all participants drink sufficient amounts of water to remain hydrated.
- 10.14.3. The club applies EA's Hot Weather Policy in relation to the management of horses during high temperatures.

10.15. Incidents and injuries

- 10.15.1. All incidents, injuries and near misses occurring within the club's boundaries, or during events which the club organises, must be reported to the management committee and QSEC.

10.16. Insurance

- 10.16.1. The club will take out annual insurance cover which provides the following:
 - a. public and product liability (third party personal injury and property damage) for no less than 20 million dollars (\$20,000,000) per occurrence ^[1]_[SEP]
 - b. professional indemnity (errors and omissions)
 - c. management liability (administration)
- 10.16.2. Coaches appointed by the club must be current EA coaches or possess their own coach's insurance. Proof of policy or coach currency should be provided to the club before coaching services are provided.

10.17. Intellectual property

- 10.17.1. The club recognises that its logos and colours hold commercial value and are essential components of branding and merchandising programs.
- 10.17.2. CDG owns all rights to its name and logo and has exclusive rights to its use.

10.17.3. Additional logos created to support the activities of the club (e.g. event or program logos) need to be created, registered and used in consultation with and with approval from the management committee.

10.17.4. If a CDG-named event has a title sponsor, the sponsor's name and logo may appear in conjunction with the relevant title.

10.18. Member protection

10.18.1. The club adopts the EA Member Protection Policy. As part of this policy EA expects the club to be responsible for:

- a. creating and promoting general awareness of member protection;
- b. implementing policy and procedures;
- c. managing the risk to avoid and/or limit possible breaches of the EA Member Protection Policy;
- d. liaising with peak bodies on incidents.

10.18.2. The 2014 policy has the following principals:

- a. EA wishes to protect the health, safety, and well-being of all EA employees, officers, members, national squad and team athletes/coaches and support staff, work groups (including board/committee/subcommittee members), and seeks to provide a safe environment for riders participating in EA-sanctioned programs, competitions and activities.
- b. EA will not tolerate harassment, discrimination or abuse of those, and by those, involved in their activities for and on behalf of EA.
- c. EA is committed to strong ethical values and requires all people involved in or on behalf of EA to comply with principles of responsible and professional behaviour.
- d. EA believes that everyone involved in equestrian activities has a right to be treated fairly and with dignity and respect.
- e. EA seeks to recruit and retain those people who commit to the above-mentioned principles and reject those people who do not uphold the same principles.

10.19. Photography

10.19.1. Images of children cannot be used inappropriately or illegally. In accordance with EA's member protection policy CDG will, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent/guardian know the way the image will be used.

10.19.2. CDG respects the privacy of others and disallows the use of camera phones, videos and cameras on the inside of changing areas, showers and toilets.

10.19.3. CDG will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport.

10.19.4. CDG will monitor the use of cameras during club events and activities and will address any suspicious behaviour in relation to the taking of photographs or video footage.

10.19.5. CDG requests that videoing of horses and riders at CDG events only be done with the rider's permission.

- 10.19.6. The Media Cover/Commercial Filming and Photography policy contained with the QSEC Terms and Conditions which relates to employing a commercial photographer will be adhered to.

10.20. Pregnancy

- 10.20.1. The club adopts the pregnancy policy of EA contained within the Member Protection Policy. This policy states commitment to providing an inclusive sporting environment for pregnant women involved in EA's activities. EA expects everyone bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation that disadvantage them. EA will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.

10.21. Professional development

- 10.21.1. The club encourages members to take advantage of opportunities for skill development by attending courses, seminars and other personal development activities.
- 10.21.2. The club may subsidise the cost of members attending courses, seminars or other training that is considered to be of benefit to the club, subject to management committee approval.
- 10.21.3. All club officials will be encouraged to obtain relevant accreditation to support their skill development and to improve the quality of instruction provided to club members.
- 10.21.4. The club will not appoint any person to an official position unless that person has achieved the minimum standard of accreditation required or has committed to obtaining the relevant minimum standard accreditation within an agreed timeframe.

10.22. Risk management

- 10.22.1. To manage risk, the club seeks guidance from the Risk Management section of the Equestrian Australia Club Admin Manual.
- 10.22.2. The Event Plan which is submitted to QSEC three weeks prior to the event includes risk management.

10.23. Smoking

- 10.23.1. The club applies EA's recommendations in relation to smoking and applies the following policies to all sporting and social events that are held or endorsed:
- a. no smoking shall occur at or near sporting events involving children and young people under the age of 18. This policy shall apply to coaches, athletes, officials and volunteers;
 - b. social events shall be smoke-free, with smoking permitted at designated outdoor smoking areas;
 - c. coaches, officials, volunteers and athletes will refrain from smoking and remain smoke-free while they are involved in an official capacity.
- 10.23.2. Spectators and visitors are reminded that smoking is inappropriate behaviour in a recreational environment and are asked to respect the club's smoking policy.

10.24. Sponsorship

- 10.24.1. Sponsorship and advertising agreements may be entered into if they are consistent with the values and purpose of the club and derive benefits for the sport and those participating in it.

- 10.24.2. This policy is designed to maintain confidence in the sport's activities by ensuring commercial sponsorship and advertising arrangements are undertaken in an open, transparent, fair and responsible manner.
- 10.24.3. The policy does not apply to donations or grants.
- 10.24.4. The management committee must agree on any proposal considered acceptable in terms of this policy, prior to its acceptance.
- 10.24.5. Instances where the potential sponsor or advertiser is a friend, relative or business associate this relationship must be documented and declared to the others involved.
- 10.24.6. The club will take guidance on making sponsorship and advertising arrangements from the EQ sponsorship and advertising policy.

10.25. Sunsmart

- 10.25.1. As the majority of equestrian activity is conducted outdoors during daylight hours, the health of riders is of primary concern for the club.
- 10.25.2. The club acknowledges that skin cancer is a preventable disease and that a preventative strategy including the actions within the EQ Sunsmart Policy will be implemented.

10.26. Waivers

- 10.26.1. CDG requires all members to sign a release and waiver of liability assumption of risk and indemnity agreement.
- 10.26.2. A waiver is a legal document that seeks to limit the liability of an organisation in the event that a participant suffers a loss or injury.
- 10.26.3. In signing the waiver provided by CDG, participants acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage can and do happen.
- 10.26.4. Participants also agree that neither the branch [CDG], club/coach, participants, EA and its state bodies, or any subdivision thereof, officials, volunteers, medical personnel, any persons promoters, sponsors, advertisers, owners and lessees of premises used to conduct the event/s be under any liability whatsoever for the death or any bodily injury, loss or damage which may be suffered or incurred by the them in or being present at any activity conducted by, or on behalf of [CDG] except for any rights they may have arising under the Trade Practices Act 1974 (Cth) (or similar legislation).

10.27. Wet weather

- 10.27.1. The club's management committee may stop, cancel or postpone training or competition if it is deemed by the management committee that the facilities are unsafe due to wet weather.

10.28. Workplace health and safety

- 10.28.1. The club complies with all laws relevant to health and safety. ^[SEP]
- 10.28.2. A workplace health and safety / risk management checklist is submitted to QSEC with the Event Booking Enquiry Form. ^[SEP]
- 10.28.3. The club checks that the facility and equipment used is appropriate and safe for the relevant activity.

- 10.28.4. The club will notify staff at QSEC if it detects any problem relating to public and users' safety, workplace health and safety or minor operational or maintenance issues or procedures. [SEP]
- 10.28.5. In accordance with QSEC hire terms and conditions the club acknowledges and accepts that MBRC is not involved in any way in the organisation of the event or activity and is merely providing a facility for the use of the club. The club understands that MBRC makes no warranties in relation to fitness for purpose or the safety of the facility.
- 10.28.6. All electrical leads and appliances used carry a tag indicating test time within the last twelve months.
- 10.28.7. All children attending events and activities are supervised by an adult at all times.

11. Revisions

Revision No.	Section	Revision Issued On (Date)	Revision Inserted On (Date)	Revision Inserted By (Name)	Comment
1	9	6 th April 2018	6 th April 2018	Karen Herald	To amend End of Year trophy calculations