



Riding Pony Stud Book Society Ltd.

ABN 18 129 850 531

POLICY & PROCEDURES MANUAL

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Contents

1. PURPOSE OF THE POLICY AND PROCEDURES MANUAL.....	4
2. WHO OUR POLICIES APPLY TO	4
3. EXTENT OF OUR POLICIES	4
4. SOCIETY RESPONSIBILITIES.....	4
5. DIRECTOR RESPONSIBILITIES.....	5
6. STATE COMMITTEE RESPONSIBILITIES.....	6
7. INDIVIDUAL RESPONSIBILITIES.....	6
8. CODE OF CONDUCT.....	6
8.1.Code of Conduct for RPSBS Administrators, Directors and State Committee Members.....	7
8.2.RPSBS Code of Conduct for Judges and Officials	8
8.3.RPSBS Code of Conduct for Competitors.....	9
8.4.RPSBS Code of Conduct for Parents and Guardians	9
8.5.RPSBS Code of Conduct for Spectators.....	10
8.6.RPSBS Code of Conduct for Coaches.....	10
8.7.Breaches of Policy	11
9. ANTI-HARASSMENT, DISCRIMINATION AND BULLYING.....	11
10.PROTECTION OF CHILDREN.....	12
10.1.Supervision of Children.....	12
11.HEAT POLICY	12
12.SOCIAL MEDIA POLICY.....	13
12.1.Introduction	13
12.2.Scope.....	14
12.3.Guiding Principles	14
12.4.Breach	14
12.5.Legislation	14
12.6.Summary.....	15
13.VIDEOING AND PHOTOGRAPHY.....	15
14.ANIMAL WELFARE	15
14.1.Humane Treatment.....	15
14.2.Responsibility	16
14.3.Prohibited Conduct	16
15.HORSE DRUG TESTING POLICY.....	17



15.1.Random Drug Testing (Swabbing).....	17
15.2.Penalties.....	18
16.COMPLAINTS AND DISPUTE RESOLUTION	19
16.1.Purpose of the Policy	19
16.2.Complaints Procedure.....	20
16.3.Advisory Panel.....	21
16.4.Appeal Process.....	22
17.ONLINE SECURITY POLICY	23



1. PURPOSE OF THE POLICY AND PROCEDURES MANUAL

The main objective of the Policy and Procedures Manual (**Policy**) is to maintain the highest standards of honesty, integrity, respect and fairness by all members, Directors, Committee members, staff and others when participating in the Riding Pony Stud Book Society Ltd. (**RPSBS**). This Policy outlines the RPSBS's commitment to a person's right to be treated with respect and dignity; and to feel safe and protected.

This Policy informs everyone involved in the RPSBS of the required responsibilities and the standards of behaviour and includes such matters as the care and protection of children participating in RPSBS activities, Animal Welfare and Online Security.

RPSBS acknowledges the use of materials from Equestrian Australia, Show Horse Council of Australasia, Welsh Pony & Cob Society and the Australian Quarter Horse Association in the preparation of this document.

2. WHO OUR POLICIES APPLY TO

The Policy applies to all members, employees and volunteers of RPSBS including, but not limited to, Directors, State Committee Members, Staff, Members, Competitors, Trainers, Officials, parents and spectators.

3. EXTENT OF OUR POLICIES

All RPSBS policies are applicable to any event or associated activity of RPSBS which include, but not limited to shows, clinics, meetings, sanctioned social events, and team travel.

4. SOCIETY RESPONSIBILITIES

As outlined in the Constitution of the RPSBS, the objects of the Society include such things as:

- a) To maintain a register of Riding Ponies;
- b) To compile, print and publish at intervals a Stud Book of Riding Ponies;
- c) To prescribe the breed, type and characteristics of the Riding Pony;
- d) To collect, verify and publish information regarding Riding Ponies and keep a register of such information;
- e) To promote and encourage the breeding and exhibition of Riding Ponies;
- f) To publicise and promote the breeding, ownership, sale and showing of the Riding Pony;
- g) To make regulations relating to such things as the registration, ownership and transfer of Riding Ponies; the showing of Riding Ponies; and the eligibility and conduct of members;
- h) To offer prizes and rewards in connection with the breeding and showing of Riding Ponies;



- i) To conduct or sponsor the conduct of equestrian sporting and social functions;
- j) To raise money by entrance fee, subscriptions and payments payable by Members and Non-Members and to grant any rights and privileges to subscribers;
- k) To compile and maintain a list of persons competent to act as judges of Riding Ponies;
- l) To affiliate with, or become a member or shareholder of, any other association or corporation, incorporated or unincorporated, whose objects are consistent with the objects and purposes of the Society;
- m) To properly manage all assets of the Society;
- n) To enter into any arrangements that may seem conducive to the Society's Objects or any of them;
- o) To employ staff or to contract for the provision of personal or professional services on such terms and conditions as Directors see fit; and
- p) To do all such things as are incidental or conducive to the attainment of these objects and the exercise of the powers of the Society.

The objects as described above include objects as described in the Society's Constitution, for a full explanation of all objects of the Society please refer to the Constitution document.

5. DIRECTOR RESPONSIBILITIES

It is the responsibility of the Directors to manage the affairs of the RPSBS in accordance with the Constitution as well as all relevant governing legislation and internal Policies. Directors also establish, implement, and comply with Policies and promote these to everyone involved with the RPSBS. Directors must discharge their responsibilities ethically and promote and model appropriate standards of behaviour at all times.

The Directors must:

- a) Act with care and diligence at all times and with the degree of care and diligence that a reasonable person might be expected to show in the role;
- b) Act in good faith in the best interests of the company and for a proper purpose;
- c) Not to improperly use their position to gain an advantage for themselves or someone else, or to the detriment to the company; and
- d) Not to improperly use information gained in the course of their director duties to gain an advantage for themselves or someone else, or to the detriment to the Society.



6. STATE COMMITTEE RESPONSIBILITIES

State Committees are Sub-Committees of the Board of the RPSBS and as such, must abide by any Policies, procedures, rules and regulations as deemed by the RPSBS Board of Directors at any time. The role and function of each State Committee is to promote the interests of members of RPSBS in that State by:

- a) Conducting or sponsoring not less than two Riding Pony events per year;
- b) Conducting or participating in at least one Judges' Seminar not less than every two years;
- c) Conducting schools, social events and other activities considered appropriate by the State Committee;
- d) Promoting the interests of the Society and its members with other show convenors;
- e) Nominating an elected member of the State Committee to represent the State as a member of the Board of Directors of the Society;
- f) Managing funds held by the State Committee for the benefit of Society members in that State;
- g) Managing the official RPSBS State RPSBS web site and official State RPSBS Facebook page;
- h) Providing ongoing reports of the activities, performance and financial position of the State as required;
- i) Assisting with the resolving of Society issues; and
- j) Referring issues to the Board for resolution/adjudication by written correspondence through the National Office.

The responsibilities as described above include responsibilities as described in the Society's State Committee Structure & Procedures, for a full explanation of all responsibilities of the Committees please refer to the State Committee Structure & Procedures document.

7. INDIVIDUAL RESPONSIBILITIES

Each individual, including all members, Directors, volunteers, employees must abide by and follow the rules and guidelines as contained in the Policies, codes, processes and procedures of the RPSBS at all times. Failure to comply with relevant rules and guidelines may result in appropriate disciplinary action being taken against the offender. In cases where a breach involves serious misconduct, disciplinary action may be taken in accordance with RPSBS Policies. If the breach of the code involves a breach of the law, then the relevant authority will be notified.

8. CODE OF CONDUCT

All RPSBS participants including members, administrators, Directors, officers, officials, volunteers, parents, guardians and spectators must meet the following requirements with regard to their conduct and behaviour in any way relating to the RPSBS Ltd. (including without limitation during or



in respect of any activity held or sanctioned by RPSBS, and as part of any role held within RPSBS Ltd or it's State Committees):

- a) To respect the rights, dignity and worth of all people involved in RPSBS activities (including all participants, officials and administrators) regardless of gender, ability, sexual orientation, age, cultural background or religion;
- b) Be aware of and abide by the Fédération Équestre Internationale (FEI) Code of Conduct for the Welfare of the Horse;
- c) Be fair, considerate, honest and act appropriately in all dealings;
- d) Be professional in, and accept responsibility for, your actions;
- e) When providing a service, seek to provide quality service;
- f) Be aware of, and comply with RPSBS's standards, rules, regulations, by-laws and policies;
- g) Avoid any conduct using privileged information to gain a personal or commercial advantage;
- h) Respect the spirit of the rules of the society and fair play, and behave accordingly;
- i) Not use your involvement with RPSBS to promote your own beliefs, behaviours or practices where these are inconsistent with those of RPSBS Ltd;
- j) Demonstrate a high degree of individual responsibility especially when dealing with persons under the age of 18 years, as your words and actions are an example;
- k) Refrain from any form of harassment, bullying, abuse, violence, intimidation or vilification of others, including via the use of social media;
- l) Refrain from any behaviour that may bring RPSBS and/or its state committees into disrepute;
- m) Not engage in conduct that is (in RPSBS's reasonable opinion) unethical, unbecoming or likely to cause harm to the reputation of RPSBS or any of it's state committees;
- n) When providing an environment for the conduct of an activity, seek to provide a safe environment;
- o) Comply with all relevant Australian laws (Federal and State), including anti-discrimination, occupational health and safety and child protection laws.
- p) Be a positive role model;
- q) Contribute to a safe environment and respectful culture which is accepting of individual differences, and behave accordingly;
- r) Use appropriately the facilities and equipment made available for events, administration, coaching and training;
- s) Understand the consequences if you breach RPSBS's standards, rules, regulations and policies;
- t) Condemn the use of violence or abuse in any form, whether it is by other spectators, participants, coaches, officials, volunteers;
- u) Do not consume or be affected by alcohol or other substances such that it impairs your judgement or the safety of yourself or others; and
- v) Do not take, consume or be affected by illicit substances.

8.1. Code of Conduct for RPSBS Administrators, Directors and State Committee Members

In addition to the RPSBS Code of Conduct, all RPSBS persons acting as Administrators, Directors



and RPSBS State Committees Members/Officers, must meet the following requirements regarding their conduct and behaviour in any way relating to the performance of their role with the RPSBS as well as the breeding and/or exhibiting of Riding Ponies (including without limitation during or in respect of any activity held or sanctioned by RPSBS, and as part of any role as an administrator, director or officer of RPSBS or its state committees):

- a) Seek to resolve conflicts fairly and promptly through established procedures;
- b) Be aware of and abide by the principles of the FEI Code of Conduct for the Welfare of the Horse;
- c) Act impartially;
- d) Be aware of and comply with RPSBS's standards, rules, regulations, by-laws and policies;
- e) Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
- f) Do not accept or participate in any form of bribery or corruption;
- g) Accept responsibility for all actions taken;
- h) Be aware of legal responsibilities;
- i) Be aware of the legal rights of others;
- j) If unsure of the applicable rules or procedures that should be followed, seek further advice prior to proceeding;
- k) Document all relevant complaints and the manner in which they were handled;
- l) Never use their position or role to avoid responsibility or to unjustly prevent an individual from exercising their rights; and
- m) Seek to preserve and protect the standing and reputation of RPSBS and its State Committees.

8.2. RPSBS Code of Conduct for Judges and Officials

In addition to the RPSBS Code of Conduct, any person appointed by RPSBS (or its State Committees) as a Judge or Official must meet the following requirements regarding their conduct and behaviour in any way relating to the performance of their role with the RPSBS or the breeding and/or exhibiting of Riding Ponies (including without limitation during or in respect of any activity held or sanctioned by RPSBS, or as part of any role as an official appointed by RPSBS or its State Committees):

- a) Act impartially;
- b) Place the safety and welfare of the rider/handlers/participants above all else;
- c) Be aware of and abide by the principles of the FEI Code of Conduct for the Welfare of the Horse;
- d) Be fair, equitable, considerate and honest in all dealings;
- e) Accept responsibility for all actions taken;
- f) Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
- g) Do not accept or participate in any form of bribery or corruption;
- h) Avoid any situation which may lead to a conflict of interest;



- i) Be courteous, respectful and open to discussion and interaction;
- j) Maintain or improve their current performance level and seek continual improvement; and
- k) Seek to preserve and protect the standing and reputation of RPSBS and its State Committees.

8.3. RPSBS Code of Conduct for Competitors

In addition to the RPSBS Code of Conduct, members, exhibitors and participants must meet the following requirements regarding their conduct and behaviour during or in respect of any activity held or sanctioned by RPSBS or its State Committees:

- a) Be aware of and abide by the principles of the FEI Code of Conduct for the Welfare of the Horse;
- b) Respect the rights, dignity and worth of others, including fellow participants, coaches, officials, volunteers and spectators;
- c) Do not act inappropriately or aggressively;
- d) Display and foster respect for officials, opponents, coaches, administrators, parents and spectators;
- e) Respect the talent, potential and development of fellow participants;
- f) Conduct yourself in a responsible and appropriate manner relating to language, temper and punctuality;
- g) Be courteous, kind and set a good example in dress and behaviour;
- h) Maintain high personal behaviour standards at all times;
- i) Abide by the rules and respect the decision of officials;
- j) Make any appeals through the formal process and respect the final decision; and
- k) Be honest in your attitude and preparation to training.

8.4. RPSBS Code of Conduct for Parents and Guardians

In addition to the RPSBS Code of Conduct, parents/guardians of participants must meet the following requirements regarding their conduct and behaviour during or in respect of any activity held or sanctioned by RPSBS or one of its State Committees:

- a) Remember that your child participates for their own enjoyment and development, not yours;
- b) Focus on your child's efforts and performance rather than winning or losing;
- c) Never ridicule or abuse your child or other participants;
- d) There is to be no coaching from the side of the show ring during competition;
- e) Show appreciation and respect for the performance and skilful performance by all participants;
- f) Demonstrate a high degree of individual responsibility, especially when dealing with or in the vicinity of persons under the age of 18 years, as your words and actions are an example;
- g) Encourage your child to participate always according to the rules;
- h) Ensure appropriate levels of parent / guardian supervision of your child while they are



- participating in any activity held or sanctioned by RPSBS or one of its state committees;
- i) Respect officials' decisions and teach children to do likewise;
 - j) Do not physically or verbally abuse or harass anyone associated with the sport (including any participant, coach, judge, officials and administrators);
 - k) Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion; and
 - l) Be courteous in communications with administrators, officials, judges and participants, and teach your child to do the same.

8.5. RPSBS Code of Conduct for Spectators

Spectators at any activity held or sanctioned by RPSBS must meet the following requirements regarding their conduct and behaviour during any such activity or event:

- a) Respect the decisions of officials and encourage others to do the same;
- b) Never ridicule or abuse a participant;
- c) Never coach from the sidelines during competition;
- d) Show appreciation and respect for the performance and skills of all participants;
- e) Do not use violence, harassment or abuse in any form (including without limitation, do not use foul language, sledge or harass participants, coaches, officials or other spectators); and
- f) Respect the rights, dignity and worth of every person regardless of gender, ability, cultural background or religion.

8.6. RPSBS Code of Conduct for Coaches

In addition to the RPSBS General Code of Conduct, RPSBS Coaches must meet the following requirements and behaviour in any way relating to the sport of equestrian (including without limitation during or in respect of any activity held or sanctioned by RPSBS or any of its state committees, or as part of any coaching role appointed by RPSBS or one of its state committees):

- a) Have a current Working With Children's card and carry appropriate insurance;
- b) Place the safety and welfare of the rider/handlers/participants above all else;
- c) Be aware of and abide by the principles of the FEI Code of Conduct for the Welfare of the Horse;
- d) Operate within the rules;
- e) Act with integrity and objectivity, and accept responsibility for your decisions and actions;
- f) Ensure that equipment and facilities meet safety standards and are appropriate to the age and experience of the horse and the rider/handler;
- g) Be a positive role model;
- h) Accept responsibility for all actions taken;
- i) Respect the talent and commitment of each rider/handler and their horse and seek to develop their potential;
- j) Treat each rider/handler and horse as a unique individual.



- k) Respect fellow coaches and their students and encourage rider/handlers to do likewise;
- l) Never deceive or mislead the rider/handler;
- m) Be dignified and controlled and teach rider/handlers to be likewise;
- n) Actively discourage the use of drugs prohibited by the Australian Sports Commission and RPSBS;
- o) Discourage the use of cruel or injurious training methods and set a good example with your own training methods;
- p) Teach the rider/handler that the rules of the sport are mutual agreements which no one should evade or break. It is the duty of the coach to know and abide by RPSBS Showing Rules & Regulations and to encourage compliance in spirit and in deed;
- q) Respect the decisions of officials and encourage rider/handlers to do likewise;
- r) Follow the advice of medical and veterinary practitioners when dealing with injured rider/handlers/horses;
- s) When coaching young rider/handlers make only reasonable demands on their time, energy and enthusiasm;
- t) Always consider the maturity level of any young rider/handler;
- u) Avoid inappropriate intimate relationships with rider/handlers/participants;
- v) Do not engage in any form of personal abuse towards your rider/handlers;
- w) Do not engage in any form of harassment in relation to your rider/handlers; and
- x) Any physical contact with your rider/handlers should be appropriate to the situation and necessary for the rider/handler's skill development.

8.7. Breaches of Policy

Any member who breaches this Policy will be disciplined, suspended and/or expelled from the Society; and any non- member will be denied Society privileges for any violations.

9. ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

RPSBS has zero tolerance to any forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening.

Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race and marital status.

Our Society takes all claims of harassment, discrimination, bullying and cyber bullying seriously.



10. PROTECTION OF CHILDREN

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms, including but not limited to:

- a) Physical abuse (e.g., deliberately hurting [hitting, punching], providing alcohol or drugs;
- b) Sexual abuse (e.g., sexual acts or threats, inappropriate touching or conversations);
- c) Emotional abuse (e.g., ill-treating by threats, humiliation or intimidation); and
- d) Neglect (e.g., not providing child with basic necessities [food, drink, clothing], failing to protect a child from foreseeable risk of harm or injury).

RPSBS will take measures to protect children involved in our Society from harm by:

- a) Responding to all reports of abuse promptly, seriously and confidentially;
- b) Promoting and enforcing our codes of behaviour, particularly for roles associated with children;
- c) Making information about child protection available, particularly for roles associated with children; and
- d) Adopting practices that provide the maximum opportunity for a child-safe environment.

Anyone who reasonably suspects that a child has been or is being abused must report their concerns to the police or relevant government agency.

10.1. Supervision of Children

All children competing or taking part in an RPSBS approved event must be in the care of a responsible adult who is in attendance for the duration of that event, whilst the child is in attendance at that event.

11. HEAT POLICY

Any show run by a RPSBS Ltd State Committee will be cancelled or postponed if the weather on the day of the show is scheduled to be over 38 degrees according to the website www.bom.gov.au at 11am the day before the show using the postcode closest to the location of the show. Those exhibitors who do not have access to the internet can ring the Show Secretary for information.

If at any RPSBS show the temperature reaches 35 degrees, it is recommended that children 12 years and under remove their jackets while competing. Judges, officials and other exhibitors are strongly encouraged to also do so.

Horses exercising and competing in hot environmental conditions can be affected by heat stress.



When environmental heat conditions are adverse, exercising horses require appropriate cooling measures to safeguard their welfare.

The primary responsibility for the welfare of horses competing and exercising during hot weather lies with the person responsible for the horse, such as the rider or owner. Riders must always take action to prevent, manage and treat heat stress in their horses. Event organisers are responsible for providing adequate facilities and information that riders need to safeguard the welfare of horses.

Refer to Section 14 of this Policy for further information related to the care of the horse in high temperature conditions.

12. SOCIAL MEDIA POLICY

12.1. Introduction

Social media gives individuals, groups, organisations and businesses the opportunity to instantly share information with online communities. Blogs, forums, social networking and video sharing sites are the most popular types of social media sites; however, any forum which allows a user to upload and share information is considered part of the social media space. It is also important to note that information which is shared need not be written; it could take the form of an image or audio visual material.

RPSBS supports the use of social media as a timely and effective method of communication. In addition to engaging with members of the equestrian community, social media can help the organisation reach members of the broader public and traditional media.

RPSBS proactively seeks positive media coverage and does so for the benefit of its members. Traditionally this media coverage has been through TV, radio and print media outlets however the rise of social media has widened this landscape. Given these changes, all RPSBS representatives, including employees, members, and officials have the opportunity to act as ambassadors for the organisation simply by maintaining an online presence.

Whilst social media provides great opportunity to raise RPSBS's profile and reach new audiences, it also has the potential to harm the reputation of the organisation and its members if misused. It is crucial therefore that those individuals representing RPSBS are aware of the implications of using social media.

The purpose of this Policy is to provide representatives of RPSBS with guiding principles for using social media. RPSBS encourages each of its representatives to use social media within the parameters outlined in this Policy. This policy extends to RPSBS members and representatives when they use social media in an official capacity or when referring to RPSBS Ltd matters in a private space.



12.2. Scope

Individuals bound by this Policy are RPSBS employees, members, officials and volunteers. For the purpose of this Policy the above mentioned will be collectively referred to as RPSBS representatives.

All forms of social media activity are covered under this Policy, including, but not limited to: Creating and maintaining social or business networking sites such as:

- a) Facebook;
- b) Twitter, MySpace or LinkedIn;
- c) Sharing audio-visual content on sites including Flickr and Pinterest (photo sharing) and
- d) YouTube and Vimeo (video sharing);
- e) Authoring and commenting on blogs or forums; and
- f) Editing a Wikipedia page.

12.3. Guiding Principles

RPSBS representatives should be mindful that information shared on social media platforms appears in the public sphere so careful consideration should be given to content before it is posted. Never forget that information shared within online communities could have implications for the sport and those associated with it.

Adhering to these guidelines will ensure the reputation of RPSBS representatives' remains protected.

12.4. Breach

If a representative fails to follow these guidelines RPSBS has the right to issue the representative with a take-down notice. Repeated breaches could lead to suspension of membership rights and/or disciplinary action.

12.5. Legislation

As with any form of public online communication can also be subject to relevant laws and legislation. Representatives should be mindful that unsubstantiated claims, false statements, defamatory, offensive and threatening comments could lead to prosecution.



12.6. Summary

RPSBS understands that social media is a new method of communication and that the Society has no control over personal, social or business networking sites particularly Facebook accounts. The Society encourages members to discuss problems with the Registrar/Secretary, a Board member or a State Committee member rather than expressing negative comments which has the potential to stimulate unsubstantiated opinion.

13. VIDEOING AND PHOTOGRAPHY

By being a member of RPSBS and/or by entry and participation in events run under RPSBS rules, an owner and/or exhibitor agrees that RPSBS, Show Management and their agents and representatives may photograph and/or video any portion of an event and use recorded materials for training, promotional or other legitimate purpose, without necessity of remuneration.

14. ANIMAL WELFARE

This Policy applies to any sanctioned event held by the RPSBS, its State Committees and any organisation that has been given Program approval. RPSBS abides by the principles of the *FEI Code of Conduct for the Welfare of the Horse*.

Any member who breaches this Policy will be disciplined, suspended and/or expelled from the Society; and any non- member will be denied Society privileges for any violations.

14.1. Humane Treatment

The Society will not tolerate inhumane treatment of a horse, or any other animal used in competition. For this reason:

- a) No member or non-member will treat any horse or animal in a cruel or inhumane manner.
- b) Inhumane treatment includes but is not limited to all relevant animal welfare legislation and rules of the National Authorities controlling the applicable sport.
- c) In any equestrian activity, the welfare of the horse is the primary consideration at all times.
- d) No horse should be ridden or trained in such a way that it is subject to extended periods of mental or physical distress.
- e) Society members must comply with all relevant animal welfare legislation and rules. This applies to all horses exhibited at events sanctioned by the RPSBS, RPSBS State Committees and at any event that has been given RPSBS Program approval;
- f) The Society encourages all members to follow best animal welfare practice in all their dealings



with horses.

14.2. Responsibility

An individual is absolutely responsible for the horse's condition if:

- a) He/she designates himself/herself on the entry form as the exhibitor, or authorises another to designate him/her as exhibitor on the entry form;
- b) He/she signs the entry form on behalf of himself/herself or another or causes an agent or representative to sign it;
- c) He/she physically participates in the class by riding or showing the horse; or
- d) He/she is the actual trainer, having presented or caused to be presented the horse at the grounds for exhibition;
- e) Both the exhibitor, designated on the entry form, and the person having actual possession of the horse while physically participating in the event are conclusively deemed to be authorised by the owner to execute all documents necessary or convenient to allow the horse's participation in an Society approved event, including documents pertaining to drug testing;
- f) If an individual is prevented from performing his/her duties, including absolute responsibility for the condition of the horses, or is absent from the show, he/she must:
 - I. Immediately notify the show secretary and, at the same time;
 - II. Appoint a substitute, and
 - III. Such substitute must place his/her name on the entry form.
- g) The exhibitor represents the owner in regard to his/her horses entered in an approved show.

14.3. Prohibited Conduct

No person on the grounds, including but not limited to stable areas, practice areas, or show arena can treat a horse in a manner that includes, but is not limited to:

- a) Continuous and/or relentless pressure from the bit, legs or spurs;
- b) Placing an object, other than a legal bit, in a horse's mouth so as to cause undue discomfort or distress;
- c) Placing a legal bit in a horse's mouth in an abnormal manner;
- d) Leaving a bit in a horse's mouth for extended periods of time so as to cause undue discomfort or distress, broken skin and/or bleeding;
- e) Tying a horse's head up (above the withers), back, or around in a manner as to cause undue discomfort or distress. The horse must be able to hold its head comfortably in a "normal" position;
- f) Tying a horse in a stall without access to food or water for an extended period of time;



- g) Use of excessive training techniques;
- h) Excessive spurring or whipping;
- i) Excessive spinning (defined as more than eight (8) consecutive turns in either direction);
- j) Continuing to work or exhibit a horse which appears to be sullen, lethargic, emaciated, dehydrated, depressed, drawn or overly tired;
- k) Breaking the skin and causing bleeding from the spur, bit or any other equipment;
- l) Riding or training in such a way that the horse is subject to periods of mental or physical distress;
- m) Exhibiting a horse that has an open wound and/or shows traces of blood; and
- n) Using prohibited equipment on the horse at Society approved events.

15. HORSE DRUG TESTING POLICY

The principal elements of RPSBS Drug Testing (also referred to as swabbing) & Treatment Policy are the welfare of the horse and the level playing field.

It is the intention by abiding by this Policy that at any Show and/or RPSBS event, all horses:

- a) Shall perform or compete at the event, without *any* Prohibited or Banned substance/s within their system;
- b) Each of the responsible person, Owner and the Competitor/Exhibitor must ensure that the horse for which he/she is responsible is, at the time of Competition in any Show, free from any drug or prohibited substance. Penalties as adopted herein shall apply to any breach of this Policy;
- c) It will not be a defence to any charge relating to the breach of this Policy that the Owner, Competitor/Exhibitor or responsible person may have not known that the horse was not free from a prohibited or banned substance;
- d) The responsible person must be 18 years of age or over. Where the owner of a horse is under 18 years of age a Parent or Guardian shall be the responsible person;
- e) Where a responsible person is not declared, or is not present at the Show, the Owner and the Competitor/ Exhibitor shall be considered responsible;
- f) The responsible person/Owner/Competitor/Exhibitor will ensure that, at the time the horse is drug tested, a suitable person will attend as a witness, to act for him/her, and to sign on his/her behalf any drug testing documents. In any absence the responsible person /Owner/ Competitor/Exhibitor will, in all respects, remain accountable according to these Rules.

15.1. Random Drug Testing (Swabbing)

RPSBS may carry out random testing for drugs at any Show &/or RPSBS Show/Event at any time and



may cause to be made any test of any exhibit to determine whether any Prohibited or Banned Substance has been administered to the exhibit and may detain such exhibit for such period as deemed reasonable from the time of selection to procure the samples.

The method of selection is to be consistent and transparent:

- a) The collection of samples may involve the collection of urine and/or the taking of blood;
- b) Compliance with this Rule is mandatory to all exhibits when competing at any Show &/or RPSBS event;
- c) Refusal to submit an exhibit for drug testing shall be deemed a breach of this Policy, resulting in disqualification and/or disciplinary action and/or penalties as determined by the RPSBS;
- d) Drug testing shall be carried out in accordance with the relevant *Laboratory Sample Collection Procedure Regulations* in each state.

15.2. Penalties

One or more of the following penalties shall automatically apply (at the discretion of the Board of Directors) in respect of a positive prohibited substance test:

- a) Owner, Exhibitor or responsible person's **First Offence**: Awards won by the exhibit in any class at the event or show are forfeited. The RPSBS membership of the registered owner of the horse will be suspended for a period of thirteen (13) months and the owner must pay to the RPSBS an administration fee to be determined by the RPSBS based on all costs associated with the testing resulting from a positive swab.
- b) Owner, Exhibitor or responsible person's **Second Offence**: Awards won by the horse or pony in any class at the event or show are forfeited. The RPSBS membership of the registered owner of the horse will be suspended for a period of twenty five (25) months and the owner must pay to the RPSBS an administration fee to be determined by the RPSBS based on all costs associated with the testing resulting from a positive swab.
- c) Owner, Exhibitor or responsible person's **Third Offence**: Awards won by the horse or pony in any class at the event or show are forfeited. The RPSBS membership of the registered owner shall be liable for expulsion under the provisions of the Rules of the RPSBS as well as an administration fee to be determined by the RPSBS based on all costs associated with the testing resulting from a positive swab. The RPSBS membership of the registered owner of the horse will be suspended for a period of twenty five (25) months.

The following penalties may be applied *in addition* to the Owner, Exhibitor or responsible person's offence at the discretion of the RPSBS Board:

- d) **Horse/Pony Offence**: The horse or pony shall be banned from entry into any event conducted by the Society, for a period of thirteen (13) months at any given suspension;
- e) **Rider/Handler Offence**: A penalty of \$500 .00 will be imposed on the rider/handler



responsible for the performance of the horse. All penalties and charges shall be payable within twenty eight (28) days of the date of the notice.

- f) **Refusal by the responsible person or Owner to comply with swabbing sample testing without reasonable grounds:** Penalties as described in 15.2(b) and (c) apply.

All penalties and costs shall be payable within twenty eight (28) days of the date of the notice.

An owner who has received a positive prohibited substance notice may request that the second sample held be tested at his/her expense. Such request must be made within seven (7) days of the and if not made, the right to require a second test shall lapse and the remaining samples will be destroyed immediately thereafter. In that event, the original test shall be conclusive as to the presence of any prohibited substance.

If the second test shall prove negative, RPSBS shall reimburse the owner the amount paid by the owner for the second test and penalties shall be withdrawn. Should the second test prove positive, the penalties imposed after the initial positive test shall stand.

In the event that a horse or pony, suspended from participating in RPSBS events, changes ownership, the change of ownership will not dissolve or shorten the term of suspension. A transfer application will not be effected until the suspension period has lapsed and fines are paid in full.

16. COMPLAINTS AND DISPUTE RESOLUTION

16.1. Purpose of the Policy

This Policy sets out the procedures for dealing with complaints made against the RPSBS, staff, Directors, State Committee members and members. This Policy also sets out the procedures for dealing with any person who at any time conducts themselves in a manner which may be deemed to bring the name of the Society into disrepute.

The RPSBS and its members shall endeavour to work to the highest standards in every regard. The RPSBS considers its members to be a valuable resource in achieving its aims and does not envisage that it will receive many complaints. However, the RPSBS wants to ensure that if a complaint is made against a member of the Society, there is a procedure in place which ensures that the complaint will be dealt with fairly and without prejudice; and the procedure and potential outcomes are clear for all parties involved.

Dealing with issues under formal complaints and disciplinary procedures is a legalistic and potentially expensive route for all concerned. In consequence, the RPSBS hopes that most complaints that are received can be resolved informally by mediation. This particularly applies to poor behaviour in and around the show ring.



If mediation or informal resolution is not possible or it is more appropriate for the matter to be dealt with formally, then the Complaints Procedure as set out below should be followed.

16.2. Complaints Procedure

If a person has a complaint against the RPSBS, staff, Directors, State Committee members or a RPSBS member, they should contact the National Office at:

RPSBS Ltd
PO Box 623
Richmond NSW 2753
Ph: 02 4577 5530
Fax: 02 4587 7509
Email: secretary@rpsbs.com.au

A complaint should be in writing and marked “private & confidential” and signed by the complainant. If the complaint is sent by post, it should be sent by registered post. A delivery receipt for emailed complaints or any hand deliveries should be obtained. Should the complaint be about the office then the complaint should be addressed to the Chair of Board and marked strictly confidential.

The complainant can also submit a separate letter or email from an independent person confirming the facts and basis of the complaint. Evidence in support of the complaint should be provided along with the letter of complaint.

The complaint and any supporting documentation should be received within 14 days of the complainant becoming aware of the subject of the complaint. Complaints received outside this time will only be investigated at the discretion of the Chairman.

What will happen next?

The National Office will send a letter or email acknowledging receipt of the complaint and, if necessary, ask for further details.

The National Office will forward details of the complaint to the Chairman and Vice Chairman who will decide if the complaint can be resolved through an informal process and/or mediation.

If the complaint pertains to a previous decision of the Chairman or Vice Chairman it will be referred to the Board for consideration.

The Chairman and Vice Chairman may elect to resolve the complaint by way of a letter to the member or persons named in the complaint. The Chairman and Vice-Chairman may also elect to forward the complaint to members of the Board of Directors for comment or discussion which may be at the next Board meeting.



If the Board believes after reviewing all information provided that the complaint cannot be resolved informally or that the nature of the complaint requires further and/or expert advice, the Board may recommend the complaint is referred to the RPSBS Advisory Panel to determine if there has been a breach of any Rules and whether any penalties may be imposed.

If the Board, after reviewing all relevant information, decides the complaint is able to be dealt with by the Board according to relevant Policies and Procedures, it shall then determine whether there has been a breach of any RPSBS Policy and if in its opinion there has been such a breach to impose all of any of the following:

- a) Dismiss the complaint in whole or in part;
- b) Uphold the complaint but take no action (only if there are strong mitigating circumstances);
- c) Give a reprimand or caution;
- d) Suspend membership on either a temporary or permanent basis;
- e) Suspend the Horse, Owner, Rider, Producer and/or Member of other person for a period of time;
- f) Expel the member;
- g) In the case of a judge, he/she may be removed from the panel or panels; or
- h) In the case of an official he/she may be prevented from officiating in any capacity at any Society affiliated show or event.

16.3. Advisory Panel

An Advisory Panel will be established and engaged to perform a review of a complaint that has been received, along with all evidence and supporting information relevant to the complaint, for the purpose of providing independent advice to the Board on the most appropriate course of action in managing the complaint.

The Advisory Panel will consist of up to three (3) independent persons who have specialist skills, knowledge and/or qualifications in areas which may include (but are not limited to) law; human resources; dispute resolution and mediation; governance or medicine.

Any complaint that is deemed to require specialist knowledge or advice in order to resolve, or which has the potential to raise a conflict of interest issue in relation to any member of the Board, will be referred by the Board to the Advisory Panel for review and recommendations.

Any decision of the Advisory Panel made pursuant to the powers conferred by this Policy may be published in any newspaper or periodical as the Board may direct.

If the Advisory Panel finds the conduct alleged in the complaint to be proved, in whole or in



part, it shall impose such of the following actions as seem appropriate given the circumstances of the case:

- a) Uphold the complaint but take no action (only if there are strong mitigating circumstances);
- b) Give a reprimand or caution;
- c) Suspend membership on either a temporary or permanent basis;
- d) Suspend the Horse, Owner, Rider, Producer and/or Member of other person for a period of time;
- e) In the case of a judge he/she may be removed from the panel or panels; or
- f) In the case of an official he/she may be prevented from officiating in any capacity at any Society affiliated show or event

16.4. Appeal Process

If a member feels that disciplinary action taken against them is wrong or unjust then they should appeal in writing, stating the full grounds of appeal, to the Secretary within 14 days of the date on which they were informed of the decision of the Board or Advisory Panel.

Upon receipt of an appeal the Chairman and Vice Chairman of the Board acting together, will review the appeal and if deemed necessary, engage an independent expert to review and advice on the most appropriate course of action to take which may include to:

- a) Confirm the original decision;
- b) Revoke the original decision; or
- c) Substitute a different penalty.

The Secretary will inform the member in writing of the final decision as soon as possible. There will be no further right of appeal.

16.5. Complaint and the Law

If a court of law finds a member guilty of an offence relating to animal welfare, the RPSBS may take reciprocal action to that imposed by the Court. ie if the Court issues a warning or reprimand the Society will similarly warn or reprimand the member.

In the case of a Court banning a member from keeping/owning animals for a period of time the RPSBS may revoke the membership of the member found guilty and ban them from membership for the full period of the ban imposed by the court or longer if appropriate.

There is also no appeal against a welfare issue determined by a Court of Law. If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our Society will report the behaviour to the police.



17. ONLINE SECURITY POLICY

All images on our website are subject to Copyright Law and are not to be reproduced in any form without written permission. RPSBS respects the privacy of every individual who visits our website. This policy may change from time to time, so please check back periodically to review this information.

RPSBS gathers personal information about our members and users when they are purchasing products or services. When you transact online with us, RPSBS requires you to provide certain details so that we can provide you with the product or service. This includes details such as your name and contact information.

RPSBS may also use its database, including information provided by you through our website, to distribute information about other RPSBS services and other organisations' services to you. RPSBS may periodically send information, offers or other information to RPSBS members.

The personal information collected from you at this site is or may be used:

- a) for billing purposes;
- b) to maintain your account;
- c) to notify you about other or new services or promotions from time to time;
- d) to provide support; and
- e) to provide you with the products, services or information you have requested.

Aspects of these functions may be outsourced to third parties, who are only authorised by RPSBS to use this information for these purposes. RPSBS may also disclose personal information to law enforcement agencies, government agencies, courts or external advisors where permitted or required by law.

RPSBS's policy is to provide you with the opportunity to limit the use and/or disclosure of your personal information. You may do this at any time when you receive email communications from us, or at any other time by written notice to RPSBS. If at any time you no longer wish to receive email or postal communications from RPSBS or from third parties, you can contact RPSBS and make a "no contact" request.

The information contained on our website is based on details provided to the RPSBS by its members and users for the purpose of maintaining the Society's records. Whilst all due care is taken, the Society is not able to guarantee the accuracy or authenticity of such information and cannot accept any responsibility for reliance by any person upon any of the information.