

LOCKYER EQUESTRIAN GROUP INCORPORATED

IA04331



BYLAWS

June 2026

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Initial draft compiled by CPR Group

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1. Introductory provisions

1.1. Interpretation

- 1.1.1. In these bylaws:
- a. **Act** means the *Associations Incorporation Act 1981*;
 - b. **club** means Lockyer Equestrian Group Incorporated;
 - 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 constitution of the club.
- 1.2.2. It is the responsibility of all executive committee members to familiarise themselves with the club's constitution, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the constitution, bylaws, policies and procedures of the club.

2. Headquarters and affiliations

2.1. Headquarters

- 2.1.1. The club's home ground is Gatton Showgrounds, Woodlands Road, Gatton.
- 2.1.2. The Gatton Showgrounds is considered the club's home ground only during club run activities.

2.2. Affiliations

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

3. Logo, colours and uniform

3.1. Logo

- 3.1.1. The club logo comprises of a horse and rider silhouette within a stirrup silhouette, with the club's name "Lockyer Equestrian Group Inc." printed above and under the 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 executive 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 executive committee.

3.2. Colours

- 3.2.1. The club's colours are predominantly maroon, white and black.
- 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 maroon and white sun-stopper shirt.
- 3.3.2. Wearing the club uniform shirt is encouraged, but not compulsory.
- 3.3.3. Club uniforms must be purchased through the club to maintain consistency.
- 3.3.4. See Dress, Saddlery and Equipment sections of the Equestrian Australia National Eventing, Dressage, Jumping and Show Horse Rules for more information regarding uniforms at official competitions.
- 3.3.5. 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 with the permission of the club president or vice president.
- 4.1.4. Any club member with delegation to correspond as part of their role (e.g LIEC liaison, coordinators) should carbon copy the club secretary into all correspondence.
- 4.1.5. Only approved email addresses can be used to correspond on behalf of the club.

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 executive 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. Executive 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 clause 3.6 of the club's constitution regarding the register of members, and applicable to all electronic communication, a member of the club must not:
 - a. use information obtained from the register of members of the club to contact, or send material to, another member of the club 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 club 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.

5. Codes of conduct

5.1. Code of behaviour for all members

- a. all club members have a right to expect good manners and courtesy from each other, and a responsibility to give it in return;
- b. bullying and harassment of any kind will not be tolerated;
- c. members should refrain from using bad language while on club grounds, or while representing the club at outside events;
- d. driving of vehicles by unlicensed drivers is strictly forbidden on club grounds;
- e. smoking, or the use of alcohol by junior members (under 18), is not permitted at any time on club grounds or at outside events when representing the club;
- f. smoking, is not permitted in the stables, indoor arena, canteen area, or around the horses at any time, or any other areas as dictated by government legislation;
- g. while using club grounds, or while representing the club outside the grounds, junior members must accept directions from club officials and instructors courteously;
- h. as one of the primary objectives of the club is to foster good horsemanship and ensure a high level of horse welfare is upheld at all times, ill treatment or neglect of horses is a serious matter, and cruelty in any form is forbidden ;
- i. all members should recognise their mutual responsibility for all club members' horses, and if any horses are suspected to be injured or ill, should regard it as their duty to bring it promptly to the attention of a responsible adult or person of authority;
- j. at all times on club grounds, or at outside functions and competitions, all members should remember their responsibility to uphold the good name of Lockyer Equestrian Group, and to refrain from behaviour that might in any way reflect badly upon it;
- k. property, whether belonging to the club or to individual members, will be treated with care and respect;
- l. no personal property should be borrowed or used without prior permission being granted and it should always be returned.

5.2. Code of behaviour for coaches (members)

- a. it is club policy that all coaches hold EA accreditation and EA or equivalent cover;
- b. it is club policy that all coaches hold a current blue card or exemption card obtained under the Working with Children (Risk Management and Screening) Act 2000;
- c. permission must be made in writing to the executive committee at least two-months in advance to host any sort of program, including clinics, group lessons and assessments;
- d. permission must be obtained from the executive committee for non-members to ride in these programs;
- e. permission must be sought in writing for club equipment to be used for the above purposes;

- f. the executive committee must be given the names of all participants and if applicable, their EA numbers prior to the programs;
- g. as per the club's biosecurity best practice, all horses must have their attendance at the grounds registered either with nominations (Horse Health Declaration/PIC movements) or by completing a visiting horse form available on the club website and provided to the managing committee.

5.3. Code of behaviour for administrators

- 5.3.1. The club employs the EA Code of Conduct for Administrators, Directors and Officers which states persons acting as administrators, directors and officers of EA or its affiliates, must meet the following requirements regarding their conduct and behavior:
- 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 where practical;
 - c. act impartially;
 - d. be aware of and comply with EA's standards, rules, regulations, bylaws 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 their 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;
 - m. seek to preserve and protect the standing and reputation of EA and its affiliates.

5.4. Code of behaviour for officials

- 5.4.1. The club employs the EA Code of Conduct for Officials which states that any person appointed by EA (or its affiliates) as an official must meet the following requirements regarding their conduct and behavior:
- a. act impartially;
 - b. place the safety and welfare of the athletes/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 dealing;
 - e. accept responsibility for all actions taken;

- f. be professional in all actions;
- g. language, presentation, manner and punctuality should reflect high standards;
- h. do not accept or participate in any form of bribery or corruption;
- i. avoid any situation which may lead to a conflict of interest;
- j. be courteous, respectful and open to discussion and interaction;
- k. maintain or improve their current performance level and seek continual improvement;
- l. seek to preserve and protect the standing and reputation of EA and its affiliates.

5.5. Code of behaviour for parents and guardians

5.5.1. The club employs the EA Code of Conduct for Parents and Guardians which states that parents and guardians of participants must meet the following requirements regarding their conduct and behavior:

- a. remember that your child participates in sport 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. show appreciation and respect for the performance and skillful performance by all participants;
- e. 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;
- f. encourage your child to participate always according to the rules;
- g. ensure appropriate levels of parent/guardian supervision of your child while they are participating in any activity held or sanctioned by EA or one of its affiliates;
- h. respect officials' decisions and teach children to do likewise;
- i. do not physically or verbally abuse or harass anyone associated with the sport (including any participant, coach, umpire, officials and administrators);
- j. respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion;
- k. be courteous in communications with administrators, officials, coaches and participants, and teach your child to do the same.

5.6. Code of behaviour for spectators

5.6.1. The club employs the EA Code of Conduct for Spectators which states that spectators at any activity held or sanctioned by EA must meet the following requirements:

- a. The workplace health and safety directions of the club are followed;
- b. respect the decisions of officials and encourage others to do the same;
- c. never ridicule or abuse a participant;

- 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);
- f. respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

5.7. Complaints and concerns

- 5.7.1. Any complaints or concerns should be directed to the club's executive committee or member protection officer in the first instance. The executive committee will then determine what action, if any, should be taken in the best interests of the club and those members involved.
- 5.7.2. 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
- 5.7.3. Officials and competitors need to abide by the Codes of Conduct as contained in the EA Member Protection Policy and within Section 5 of these bylaws.
- 5.7.4. 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).
- 5.7.5. 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.

5.8. Breaches

- 5.8.1. The club has a three-warning system in place to enforce adherence to its constitution and bylaws. Warnings are issued at the discretion of the executive committee but must be issued in writing and state the reason for the warning.
- 5.8.2. Accumulation of warnings is based on each calendar year and works as follows:
 - a. at the first written warning, the member is placed on probation for up to three months from the issue date.
 - b. at the second warning, the member is placed on probation for six months from the issue date.
 - c. after the third warning, membership may be suspended or terminated at the executive committee's directive, which is final.
- 5.8.3. In the case where an issue cannot be effectively resolved by the club, mediation may be sought from EQ/EA, or an external provider.

6. Governance

6.1. Executive committee

- 6.1.1. In accordance with clause 5.1 of the club's constitution, the composition of the executive committee consists of a president, treasurer, and any other executive committee members elected at a general meeting.
- 6.1.2. The club's executive committee currently comprises the following elected or appointed positions:
 - a. president;
 - b. vice-president;
 - c. secretary;
 - d. treasurer;
 - e. any other member appointed at a general meeting.
- 6.1.3. The executive committee aims to meet at least once every two calendar months during regular club activities.

6.2. Executive committee duties

- 6.2.1. President:
 - a. attend executive committee meetings and general meetings of the club;
 - b. preside as chairperson at executive 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 constitution, bylaws, policies and procedures;
 - c. help the executive committee prioritise its goals and work with the committee within those goals;
 - d. endeavour at all times to ensure the general well-being 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 executive 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 executive committee may direct.
- 6.2.2. Vice president:

- a. attend executive 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.

6.2.3. Secretary:

- a. attend executive committee meetings and general meetings of the club;
- b. issue notices of meetings in accordance with the club's constitution, together with an agenda;
- c. keep books containing copies of all the minutes and records of proceedings of all executive committee meetings and general meetings of the club;
- d. conduct all correspondence of the club as instructed by the executive committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- e. receive and place before the executive 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 constitution is available to each new member;
- h. keep updated copies of the club's constitution for advice of all members;
- i. arrange for the carrying out of clerical work associated with the club's affairs;
- j. arrange 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 executive committee may direct.

6.2.4. Treasurer:

- a. attend executive 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 executive 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 executive committee meeting and each general meeting;

- e. pay fees due to Equestrian Queensland and Equestrian Australia, when authorised by the executive committee;
- f. prepare an annual budget in consultation with the executive 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 constitution 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 executive committee may direct.

6.2.5. Other committee members:

- a. attend executive committee meetings and general meetings of the club;
- b. work closely with other executive 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 executive 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 executive committee may direct.

6.3. Subcommittees

6.3.1. Club subcommittees include:

- a. competitions;
- b. member services;
- c. training and development;
- d. publicity and liaison;
- e. risk management; and
- f. grants and sponsorship.

6.3.2. The executive committee may create and dissolve subcommittees considered appropriate to help with the club's operations.

6.3.3. Members are appointed to each subcommittee by the executive committee.

6.3.4. 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 executive committee within seven days of the meeting being held. Subcommittee recommendations must be ratified by resolution by the executive committee.

- 6.3.5. Subcommittees may be requested by the executive committee to provide an annual report.

6.4. Meeting procedures

6.4.1. Standing orders:

- a. these standing orders shall be applicable to all general meetings and executive committee meetings and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the constitution 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 constitution 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 constitution 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.

7. Finance

7.1. Fees

- 7.1.1. As per clause 3.2. in the club's constitution, membership fees shall be set by the executive committee.
- 7.1.2. Club fees shall be calculated to cover costs such as:
 - a. Equestrian Queensland fees;
 - b. asset management and maintenance;
 - c. equipment;
 - d. judges' and officials' costs;
 - e. trophies and awards;
 - f. administration costs;
 - g. photos;
 - h. insurance.
- 7.1.3. Fees must be paid prior to the member's first activity of the season.
- 7.1.4. Any member who has membership fees in arrears for at least two months may have their membership terminated in accordance with clause 3.2.5 in the club's constitution.

7.2. Refunds

- 7.2.1. Upon request of cancellation, any membership or other associated fee will be refunded on a pro-rata basis, less the joining fee (if a new member) and at the discretion of the executive committee
- 7.2.2. Requests for refund of membership must be made in writing.
- 7.2.3. For competitions and other events held by the club (including clinics, members only and social events);
 - a. withdrawals and refund applications must be directed to the executive committee;
 - b. Refunds will be provided in accordance with the conditions of entry for the specified event.

7.3. Fundraising

- 7.3.1. The executive committee shall determine club fundraising activities from time to time.
- 7.3.2. Subcommittees and teams must seek approval from the executive 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 executive committee before approval can be given.

7.4. Sponsorship

- 7.4.1. Periodically, the club will enter sponsorship arrangements with various third-party organisations for the benefit and promotion of the club.
- 7.4.2. It is the executive committee's prerogative to arrange sponsorship through whichever organisation it sees fit for this purpose.

- 7.4.3. No individual member, group of individuals, or subcommittee shall be entitled to approach or engage any organisation for any form of sponsorship whatsoever, without first obtaining the executive committee's express permission.

8. Rules

8.1. Riding rules

- 8.1.1. All riding members of the club are encouraged to also be riding members of the Equestrian Australia (EA).
- 8.1.2. Riders under the age of 16 must be under the supervision of an adult whenever mounted.
- 8.1.3. An approved helmet correctly fitted, is to be always worn by persons riding at club run activities.
- 8.1.4. Only club members are permitted to use club equipment, notwithstanding scheduled events such as competitions and clinics.

8.2. Equestrian Australia rules

- 8.2.1. 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.
- 8.2.2. 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).

8.3. Equestrian Queensland General Branch rules

- 8.3.1. All competitors, by the making of an entry in any Event conducted within Queensland under the Rules of Equestrian Australia or The Federation Equestre Internationale, acknowledge acceptance of the Rules of these two bodies.
- 8.3.2. All Accredited Judges or Officials adjudicating at all Official Dressage competitions, Official One-Day, Two-Day or Three-Day Events, Show Horse Events, or Official Showjumping Events conducted within Queensland must adjudicate these events in accordance with the Rules of Equestrian Australia or The Federation Equestre Internationale.
- 8.3.3. All Accredited Officials and Coaches of the Branch (EQ) must be current members of Equestrian Queensland.
- 8.3.4. All Discipline Committee members must be a current member of Equestrian Queensland.
- 8.3.5. All Event Organisers whose event is affiliated with EQ, by using the Rules of Equestrian Australia or the Rules of The Federation Equestre Internationale, acknowledge acceptance of these Rules.
- 8.3.6. All competitors and horses competing in any Official competition conducted within Queensland under the Rules of Equestrian Australia or the Rules of The Federation

Equestre Internationale, shall be currently registered with a State Branch (EQ) or shall be in possession of a guest licence, if a competitor from overseas.

- 8.3.7. All interstate or overseas competitors, by competing within the State of Queensland in events conducted under the Rules of Equestrian Australia and/or the Rules of The Federation Equestre Internationale agree to be bound by the By-Laws of Equestrian Queensland.
- 8.3.8. The collection and protocols of testing of samples taken from horses competing in competitions in Queensland shall be in accordance with the protocols set by Equestrian Australia as outlined under the Equestrian Australia Medication Control Policy.
- 8.3.9. The Event Organising Committee for all events conducted pursuant to the Rules of Equestrian Australia, excepting where those Rules specify that an event is required to have a higher standard of First Aid or Medical Attention (for example, the Cross Country Phase of Eventing competition), shall ensure that the event is supplied at all times with an approved standard of First Aid equipment (that is, First Aid Kit) and at least one qualified Red Cross, St Johns or Sports Medicine Australia First Aid provider or equivalent at a Level 2 Standard or higher. The Event Organising Committee for all events conducted pursuant to the Rules of Equestrian Australia shall ensure that an appropriate Emergency Procedure and Emergency Contact Details are readily available in the event organisers office and are kept on display in a suitable location, such as the Public Address point. The Event Organising Committee for all events conducted pursuant to the Rules of Equestrian Australia shall ensure that an accurate record is kept of all incidents requiring First Aid treatment and that this record is kept by the club for a minimum of five years as required by Federal Legislation.
- 8.3.10. The Event Organiser for all events, as part of their risk management, will be required to have a Biosecurity Plan.

8.4. Equestrian Queensland Rider Safety Ineligibility Register

- 8.4.1. In circumstances where a competitor's level of competency is demonstrated by repeated falls, and/or dangerous riding to expose them to potential personal harm, the Board of Equestrian Queensland may declare that competitor ineligible to compete in Equestrian Queensland sanctioned events and shall enter that person's name on a register to be known as the Ineligibility Register.
- 8.4.2. A person whose name has been entered into the Ineligibility Register may, if they so request, be given the opportunity to show cause why their name should not appear on the Ineligibility Register. The timing and format of the show cause shall be at the discretion of the Board of Equestrian Queensland.
- 8.4.3. A person whose name appears on the Ineligibility Register shall not be eligible to compete in an event sanctioned by Equestrian Queensland. A copy of the Ineligibility Register will be given to all event organisers. If an event organiser allows a person named on the Ineligibility Register to compete in an event, the sanctioning by Equestrian Queensland may be terminated and that event shall not be deemed to be an Equestrian Queensland sanctioned event.

8.5. Dressage rules

8.5.1. The club abides the current version of the EA National Dressage Rules. 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 association championships;
 - ii. notes for dressage competitors;
 - iii. notes for dressage event organisers.

8.6. Jumping rules

8.6.1. The club abides by the current version of the EA National Jumping Rules. These rules may also be found on the EA website www.equestrian.org.au. The rules include the following sections:

- a. introduction;
- b. arena and schooling areas;
- c. obstacles;
- d. penalties during a round;
- e. time and speed;
- f. tables of penalties;
- g. eliminations, disqualifications and fines;
- h. jump offs;
- i. placing;
- j. athletes and horses;
- k. officials;
- l. competitions;

- m. veterinary examinations, horse inspections, medication control, passports of horses and points system;
- n. Australian jumping championships;
- o. annexes including;
 - i. time allowed calculator;
 - ii. speed and disobedience table;
 - iii. yellow warning cards;
 - iv. Australia and State Teams events.

8.7. Unofficial event rules

- 8.7.1. For unofficial events where special rules are required, these will be specified on the nomination form. Where the club rules aren't specified the EA rules take precedence.

9. Presentations and awards

9.1. Presentations

- 9.1.1. The annual trophy night is usually held in December each year.
- 9.1.2. The date and format of the presentation event shall be determined annually by the executive 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 LEG perpetual trophies, the member must have been a financial member of LEG when the scores were earned.
- 9.2.2. Scores for awards are collated from member events between January and October each year.
- 9.2.3. Trophies are awarded to individual horse and rider combinations, unless otherwise stated.
- 9.2.4. Age based categories are;
 - a. junior (under 18 years of age);
 - b. senior (18 to 55 years of age); and
 - c. masters (55 years of age and over).
- 9.2.5. In the event a member transitions into a different age category during a competition year, they may continue in the original category until the following calendar year
- 9.2.6. Trophies are presented at the annual trophy night;
 - a. it is recommended that the winning member receive the award in person;

- b. LEG does not take responsibility for delivery of trophies and medals not collected on the night.
- 9.2.7. Points count only from official club and participant events conducted by LEG.
- 9.2.8. Perpetual trophies are awarded each year. Some of these trophies are donated by an individual person or family to the membership of LEG and as such come with the rules and specifications set by the donors.
- 9.2.9. It is the trophy recipient's responsibility to return the perpetual trophy in a clean and maintained condition.
- 9.2.10. The perpetual trophy must be returned to the LEG executive committee by the club championship held in October.

9.3. Championship awards

- 9.3.1. Purpose;
 - a. to reward consistent competitive accomplishment based on performance across the club competition year.
- 9.3.2. Eligibility;
 - a. riders must be a member of LEG at the time the scores are earned;
 - b. champion horse and rider combinations are awarded at the following levels;
 - i. Equestrian Australia levels (preparatory to advanced); and
 - ii. FEI level, where horse/rider combinations have met qualifying criteria.
- 9.3.3. Championships are awarded to the following levels;
 - a. preparatory (junior, senior and master category);
 - b. preliminary (junior, senior and master category);
 - c. novice (junior, senior and master category);
 - d. elementary (single category);
 - e. medium (single category); and
 - f. advanced (single category).
- 9.3.4. Qualifying requirements;
 - a. scores are accumulated at the end of the competition year;
 - b. scores count from all club events conducted by LEG;
 - c. Results from the six highest scoring tests are accumulated and averaged to determine champion combination for each level and champion rider;
 - d. there are no minimum percentage requirements to be eligible;
 - e. combinations must compete in a minimum of four (4) tests at the prescribed level of at least two (2) LEG member's dressage day competitions to qualify for the overall championship of that level;
 - f. results from the club championship competitions will be weighted at 1.1

- 9.3.5. In the event there is a tie for placing, the combination with the highest club championship score will be awarded the championship;
- 9.3.6. 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;
 - a. the runner-up to that combination at the lower level will then be awarded the champion for that level.
- 9.3.7. Awards presentation;
 - a. accumulated scores averaged to determine the winning horse/rider for all divisions from preparatory to advanced, and FEI levels, where applicable.
 - b. champion high point and reserve champion high point trophies will then be awarded to those eligible.

9.4. Specific awards

- 9.4.1. Lockyer Equestrian Group bestows the following awards;
 - a. Senior Member of the Year, for service to the club;
 - b. Junior Member of the Year, for service to the club
 - c. Competitive Horse and Rider of the Year, for outstanding performances in the Dressage Queensland Competitive year
 - d. Participant Horse and Rider of the Year, for outstanding performances in the Dressage Queensland Participant competition year.
 - e. Presidents Choice Award, at the president's discretion;
 - f. First Season Horse of the Year, for outstanding performance by a horse in its first season of competition; and
 - g. Off-the-track Horse of the Year, for outstanding performance by a retired racehorse (gallops or trots).
 - h. Performance Awards

Bronze	Scoring greater than 62% in six tests across the year
Silver	Scoring greater than 65% in six tests across the year
Gold	Scoring greater than 67% in six tests across the year
Platinum	Scoring greater than 70% in four tests across the year

- 9.4.2. Recipients of these awards are selected by the LEG executive committee.
- 9.4.3. Other forms of recognition or encouragement may be awarded by the executive committee as deemed appropriate.

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. Club 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. The Lockyer Equestrian Group code of behaviour for all members also states that the use of alcohol by junior members (under 18), is not permitted at any time on club grounds or at outside events when representing the club.

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 5.8 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, 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 the club as an event attendance record.

10.4. Child protection

- 10.4.1. The club is committed to providing a safe and enjoyable environment for all children who participate in the club's activities.
- 10.4.2. All committee members must hold a valid Working with Children Blue Card.
- 10.4.3. The club is guided by the EQ Children Protection Risk Management Policy and its associated documents;
- a. Administrator's Code of conduct;
 - b. Anti-Discrimination Act 1991;
 - c. Athlete's Code of Conduct;
 - d. Coach's Code of Conduct;
 - e. Child Protection Act 1999;
 - f. Commission for Children and Young People and Child Guardian Act 2000;
 - g. EQ Constitution;
 - h. EQ Risk Management Manual;
 - i. Equestrian Australia Member Protection Policy;
 - j. Official's Code of Conduct;
 - k. Privacy Act;
 - l. Spectator's Code of Conduct.

10.5. Conflict of interest

- 10.5.1. 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.
- 10.5.2. Members of the executive committee or subcommittees must not place themselves in a position where there is a real, potential or perceived possibility of a conflict of interest.
- 10.5.3. 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 executive committee or subcommittee, and at the beginning of each meeting.

- 10.5.4. 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.

10.6. Course guidelines

- 10.6.1. The club abides by the FEI Eventing Cross Country Course Design Guidelines for course building recommendations and guidance.
- 10.6.2. The purpose of these guidelines is to achieve the same standard of cross-country course at each level of competition and seeks to improve standards of safety for horse and rider.
- 10.6.3. The club acknowledges that not all eventualities are necessarily covered in these guidelines and that event officials will make decisions based on the fundamental principles of fairness to horse and rider alongside the overall aim of minimising risk.

10.7. Dog policy

- 10.7.1. Dogs are permitted at the club provided they are restrained at the owners vehicle on a lead of no more than 2m..
- 10.7.2. Under no circumstances should dogs be brought into the competitions area, spectator area, stables or warm-up.
- 10.7.3. In the event any dog or dogs are reported to be causing a nuisance, the owner will be directed to remove the dog/s from the grounds.

10.8. Drugs, anti-doping and medication control

- 10.8.1. 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.
- 10.8.2. EA and FEI's Equine Anti-Doping and Medication Control Rules (EADMC) and the EA (Athlete) Anti-Doping Policy are applied.
- 10.8.3. Horses and riders may be subject to random in-competition testing.

10.9. Fire and emergency

- 10.9.1. The club has guidelines for all volunteers in the case of a fire emergency.
- 10.9.2. The club requires the following action in the event of a fire:
- remain calm and avoid shouting "Fire!";
 - 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;
 - do not prop any doors open;
 - evacuate, using appropriate exits and fire escape routes.

- 10.9.3. 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.
- 10.9.4. No fires are to be lit on the club grounds.
- 10.9.5. In the event of an emergency services helicopter approaching to land on the showgrounds, riders must dismount immediately and to follow the directions of officials.

10.10. First aid

- 10.10.1. The club abides by the first aid rules specific within the EQ General Branch By-Laws.
- 10.10.2. A trained first aid officer is required to be present for the duration of club competitions in accordance with EQ and EA policies.
- 10.10.3. This officer's sole responsibility should be first aid and should not be given another job/task.
- 10.10.4. If the officer has not arrived or must 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.
- 10.10.5. Under no circumstances should persons not medically accredited be permitted to handle any part of the accident situation.
- 10.10.6. All accidents, irrespective of severity, should be reported and a record should be kept in secure files by the club.
- 10.10.7. For the purposes of coaching, all coaches must hold a current first aid certification.

10.11. Gender equity

- 10.11.1. 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 can 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.

10.12. Horse welfare

- 10.12.1. The club always promotes that the welfare of the horse is paramount and is never subordinated to competitive or commercial influences.
- 10.12.2. The club adopts the Code of Conduct for the Welfare of the Horse developed by the FEI and adopted by 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.
- 10.12.3. 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 [discipline specific] Rules 'abuse' means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a horse.
- 10.12.4. 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 days of the incident to the EQ office who have the option of passing it to the disciplinary tribunal.

10.13. Hot weather

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

10.14. Incidents and injuries

- 10.14.1. All incidents, injuries and near misses occurring within the club's boundaries, or during events which the club organises, must be reported to the executive committee
- 10.14.2. In the event of a fall or other traumatic event, it is the club's policy to ensure that riders do not remount and are assessed by the appointed first aid officer to determine seeking further medical treatment.
- 10.14.3. To prevent serious injury, enclosed footwear must be worn at all times by all persons attending club activities.

10.15. Insurance

- 10.15.1. 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
 - b. professional indemnity (errors and omissions)
 - c. management liability (administration)
- 10.15.2. Coaches appointed by the club must be current EA coaches and possess EA or equivalent coach's insurance. Coach registration and insurance certificate of currency should be confirmed before coaching services are provided.

10.16. Intellectual property

- 10.16.1. The club recognises that its logos and colours hold commercial value and are essential components of branding and merchandising programs.
- 10.16.2. The club owns all rights to its name and logo and has exclusive rights to its use.
- 10.16.3. 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 executive committee.

10.17. Medical services

- 10.17.1. The club abides by the Equestrian Australia general regulation to guide the provision of medical services to people and horses at all competitions and events.
- 10.17.2. The annex relevant to the sport or activity guides the appointment of the required officials and professionals to administer medical services to people and horses..

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 policy includes the following principles:
 - 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 behavior;
- 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 the club 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. The club 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. The club 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. The club 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. The club requests that videoing of horses and riders at club events only be done with the rider's permission.
- 10.19.6. The club supports Equestrian Queensland's commitment to participant safety and requires that all Official photographers must hold a valid Working with Children Blue Card and an Equestrian Queensland Media and Photography accreditation.

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 executive 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 Association Admin Manual.

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. Sunsmart

- 10.24.1. As the majority of equestrian activity is conducted outdoors during daylight hours, the health of riders is of primary concern for the club.
- 10.24.2. 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.

10.25. Waivers

- 10.25.1. The club requires all members to sign a release and waiver of liability assumption of risk and indemnity agreement.
- 10.25.2. 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.
- 10.25.3. In signing the waiver provided by the club, participants acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage can and do happen.
- 10.25.4. Participants also agree that neither the branch [Lockyer Equestrian Group Incorporated], 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 [Lockyer Equestrian Group Incorporated] except for any rights they may have arising under the Trade Practices Act 1974 (Cth) (or similar legislation).

10.26. Wet weather

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

10.27. Workplace health and safety

- 10.27.1. The club complies with all laws relevant to health and safety.
- 10.27.2. The club checks that the facility and equipment used is appropriate and safe for the relevant activity.
- 10.27.3. All electrical leads and appliances used carry a tag indicating test time within the last twelve months.
- 10.27.4. All children attending events and activities must be supervised by an adult at all times.

11. Document control

Revision No.	Section	Revision Issued On (Date)	Revision Inserted On (Date)	Revision Inserted By (Name)	Comment
01		20/4/2026		Kate Burns	updates
02	9.2.2	26/5/26	14/5/2026	Kate Burns	update
03	Nil	2/6/2026			Adoption at general meeting