



# MEMBERS HANDBOOK

Welcome to  
CEDAR GROVE AND DISTRICT RIDING CLUB Inc.

**Club Address**

30 Irwin Rd  
Cedar Grove, QLD 4285  
[www.cgdrc.org.au](http://www.cgdrc.org.au)

**Postal Address**

C/O Inger Beulah  
Secretary  
58 Smith Rd  
Park Ridge, QLD 4125

**2011 Committee**

President: Toni Laracuenta  
Vice-President: Sharon Ashwood  
Secretary: Inger Beulah  
Assistant Secretary: Tracey Edie  
Treasurer: Nancy Clarke  
Communications Officer: Michelle Ott  
Project Officer: TBA

Please see the club web site [www.cgdrc.org.au](http://www.cgdrc.org.au) for contact details of committee members.

**2011 Dressage Committee**

- Kay Paulsen
- Sharon Ashwood
- Marlene Moriarty
- Kristen Heffernan

**2011 Show Jumping Committee**

- Inger Beulah
- Alisha Gent
- Nancy Clarke

**2011 Hack Committee - Open**

**2011 Club Sponsors:**

**Phone: 3290 7000**

M1 Pacific Motorway,  
Exit 23 – Daisy Hill,  
Opposite IKEA Logan  
Queensland

[www.motorline.com.au](http://www.motorline.com.au)  
[horsepower@motorline.com.au](mailto:horsepower@motorline.com.au)



**Motorline BMW**



TROY Laboratories was founded in 1960, by a group of Veterinarians wanting to fulfil the specific requirements of the Australian market.

In 2010 Troy Laboratories celebrated 50 successful years with the opening of our new manufacturing, processing and distribution centre in NSW.

We are solely dedicated to the animal health industry; our focus is on providing “Gold Class” products and support through knowledge to the industry, and by listening to our most important resource – you.

At Troy Laboratories we are constantly sourcing new products that have the Troy uniqueness of enhanced delivery mechanisms, focusing on owner compliance and ease of dosing no matter what the species. It is the innovation, quality, efficaciousness and affordability that make's Troy Laboratories your brand.

**2011 Event Schedule**

**February**

5th Membership Sign-on  
10am to 2pm  
5th AGM 3pm  
20th Hack Show

**March**

6th Internal Dressage  
20th Beginners Hack  
Show  
27th Open Dressage

**April**

10th Open Jump  
Training  
24th Open Show  
Jumping

**May**

1st Internal Dressage &  
\*WS Dressage  
29th Open Dressage

**June**

12th Open Jump  
Training  
26th Open Jumping

**July**

10th Hack Show  
24th Combined Training  
30<sup>th</sup> \*WS Dressage

**August**

7th Internal Dressage &  
\*WS Dressage  
21st Open Dressage

**September**

11th Open Jump  
Training  
25th Open Show  
Jumping

**October**

2nd Internal Dressage  
30th Open Dressage

**November**

13th Open Jumping

\*WS = Winter Series  
Dressage

**Introduction:**

Cedar Grove and District Riding Club, located at 30 Irwin Road, Cedar Grove, was founded in 1994 and has grown to over 120 members, catering for the disciplines of dressage, show jumping and hacking. The club hosts internal member and open competition events and training clinics, providing a safe, relaxed and fun competition and learning environment for riders of all skill levels from beginner to advanced.

The club constantly strives to improve facilities and services to club members. Suggestions and feedback from members are welcome. Please contact the committee or come to a monthly meeting with your input.

**Management:**

Cedar Grove and District Riding Club functions under the umbrella of Equestrian Australia (EA) National and Equestrian Queensland (EQ) State Constitutions. The club is managed by an enthusiastic and pro-active committee.

**Facilities:**

Cedar Grove and District Riding Club enjoys some of the best club facilities in the area. We have two competition grade sand dressage arenas, a fully fenced, floodlit training arena and a fenced round yard. Additionally, we have a large, fenced area for hacking and show jumping and a small cross country course. Horse facilities include 18 yards, two separate biosecurity/stallion yards and a wash bay. Club house facilities include kitchen, meeting room, storage and first aid areas and toilets. The clubhouse was completely renovated in 2010 with funding from Logan City Council.

**Membership:**

Membership with the Cedar Grove and District Riding Club, entitles you to access to the club grounds and all facilities every day of the year except on competition days. On event days, you must nominate to compete to be allowed access to the competition areas (arenas and show jumping area). We provide a fun, relaxed and collaborative learning environment and a great place to improve your skills and compete in the Olympic disciplines. We publish a monthly newsletter and hold club meetings on the second Wednesday of every month. We also send frequent email updates to members to let everyone know what is happening in the club. The email distribution is a great source of communication and information for our members. Members and sponsors also receive free advertising via email, newsletters and the web site.

**Risk Management:**

All events are conducted under the rules of the club Risk Management Plan. Riders, members and visitors must abide by club rules, by-laws and constitution and the conditions of the risk management plan at all times while within the club grounds.

### 2011 Trophy Prize Pool

#### **Dressage:**

**Internal:** Points trophies from 2011 internal club dressage days

- Junior Preparatory Champion Reserve Champion
- Senior Preparatory Champion and Reserve Champion
- Junior Preliminary Champion and Reserve Champion
- Senior Preliminary Champion and Reserve Champ
- Senior Novice Champion and Reserve Champion
- Senior Elementary Champion and Reserve Champion

**Open Dressage:** Points trophies from 2011 Open Competitions at Cedar Grove AND any other EQ Open Dressage Competition. This excludes internal events of other riding clubs, pony club events or Gymkhanas.

- Champion Open Dressage Senior Rider
- Reserve Senior Rider
- Champion Open Dressage Junior Rider
- Reserve Junior Rider
- Most Improved Junior and Senior
- Encouragement Junior and Senior

**Jumping:** Points trophies for all Cedar Grove and other EQ riding club open show jumping events. Excludes internal events of other riding clubs, pony club and Gymkhanas. Includes agricultural show events.

- Junior Champion and Reserve Champion
- Senior Champion and Reserve Champion
- Most Improved Junior and Senior

**General:**

- Competitors Trophy: Champion and Reserve Champion. This trophy is for all equestrian competitions including Cedar Grove open competitions, agricultural shows, club hack shows, other club open competitions in club disciplines (dressage, jumping, hacking). Excludes pony club sporting events and breed shows.
- President's trophy: Best all round club member as decided by the Club President
- Club Champion: Highest points for all Cedar Grove cumulative open and internal events.
- Junior appreciation of membership: Medallion to all junior members

**Sponsors Awards:**

- Gifts and awards to club sponsors

**General Information for Use of Membership**

**Categories of Membership:**

Single adult  
Single junior  
Family (up to 3 people)  
Social Member  
Life Membership  
Restricted Membership

**Keys:**

A key is available for \$10 per year to gain access to the grounds. All riding at the Grounds must conform with the requirements as set out by the Management Committee and as per club by-laws and constitution.

**Dress Standards:**

Open Official/Associate: As per EA rules unless state otherwise.

Internal competitions e.g. training days, internal dressage: EA dress or club polo shirt may be worn in lieu of other shirt.

Accepted helmets are: AS-NZS 3838 (1998 current Aust & NZ standard) EN-1384 (current European standard) ASTN-F1163 (current USA standard)

**Club Shirts and Caps:**

Club polo shirts are available for \$30.00.

Club caps are available for \$15.00.

**Acceptable tack:**

Dressage – Per EA Rules

Jumping – Per EA Rules

Hacking – Per EA Rules

Please see the Equestrian Australia website for the discipline rule book and rules on acceptable tack. A copy of the rule book is also available at the club house for reference.

**Use of grounds:**

The club takes seriously its responsibility in Risk Management however the individual is equally responsible for safety of riders and horses and security of the grounds. All riders must be aware that horses are unpredictable and horse riding is deemed a dangerous sport. The onus is on all riders to be aware of your own safety regarding you, your horse and others at any time you are on the grounds. Club members can assist us in being fair to all members in the following ways:

1. If you are aware of a non-insured instructor giving lessons, please let a committee member know.
2. If you are aware of non EA members being given access either while a member is present or by members failing to lock the gates as they leave, please let a committee member know.
3. If you find the gate unlocked please lock it. Members that need access have keys.
4. All members are equal and have equal rights to use of the arenas. Lessons do not have priority unless at a club sanctioned event but arena riding protocols need to be observed.
5. Wet weather – please be considerate when using grounds/arenas after rain. If it's too wet at your place, CGDRC might be the same.
6. ANY PERSON FOUND DAMAGING OR DESTROYING CLUB PROPERTY OR FACILITIES WILL HAVE TO SHOW CAUSE AS TO WHY THEY SHOULD RETAIN MEMBERSHIP RIGHTS.

On competitions days, the grounds are clearly fenced and/or signed where e.g. lungeing can take place etc. Any questions should be directed to gear check on competition days.

Members are requested NOT TO USE ARENAS ONCE THEY HAVE BEEN HARROWED ETC PRIOR TO A COMPETITION.

**Point of Contact:**

The committee and/or subcommittee members are your first point of contact. Any queries that they can't answer will be answered by the President.

**First Aid:**

A certified First Aid officer will be available at all organised club events. This may be a designated club member who is qualified to provide first aid or a contracted first aid provider. The first aid kit and supplies are stored in the first aid room in the club house.

**Ribbons/placings:**

Dressage: Official competitions ribbons go to 6th place. Ties are allowed in official competitions if equality can't be resolved. Open associate & ribbon day competitions ribbons go to 10th place, ties allowed if equality can't be resolved.

Hack: Ribbons to 4<sup>th</sup> for open and internal hack shows.

Show Jumping: Ribbons to 6<sup>th</sup> for Open show jumping events. Ties don't occur e.g. back to time/clear round. No ribbons/rosettes from Jump training days.

**Hiring of grounds:**

The grounds are available for hire to outside organisations that meet the criteria established by the committee especially regarding risk management/insurance. Any enquiries should be directed to the President and/or Secretary. Members are asked not to use grounds when hired out. Dates are always listed in newsletters.

**Working Bees:**

Maintenance of the grounds is the club's responsibility (not Logan City Council). The club does pay for maintenance on the grounds as needed however to keep membership costs down, general working bees are held at least quarterly.

Help is always welcome, especially if you use the arenas regularly e.g. harrowing/pulling sand back from sides.

Members and/or partners are rewarded with worker vouchers for working bee attendance and all members must attend at least one working bee per year.

As a condition of membership, the club charges a compulsory grounds levy of \$35.00 per member.

Working bees and set-up for competitions are always the day prior unless prior arrangements are made on an individual basis. This normally takes the form of harrowing and doing arena sides, erecting bunting, cleaning toilets, sign-posting areas.

**Helper requirements:**

As part of entry requirements (open/internal) riders are allocated to a job. Please be considerate of the event committees and your fellow club members and do the job you are assigned. If you are unable to do your job, it is your responsibility to find someone to take your place.

All members are required to help for a minimum of two (2) hours per year. This may be at events, working bees, committee or administrative work or grounds work etc. If the member does not fulfil this commitment, an additional \$50 maintenance levy will apply to the following year membership.

**Worker Vouchers:**

Vouchers are given in return for helping at events or club work. Vouchers are valued at \$6 for two hours of work. Working bee vouchers will be doubled to encourage better participation. The more you help, the more you get (no limit). Vouchers can be used towards membership fees, grounds maintenance levy's, competition entries and canteen purchases. They are not valid for purchase of club merchandise items such as shirts and caps, clinic fees (unless stated for individual clinics) or gate keys.

**Dogs on grounds:**

DOGS ARE NOT PERMITTED AT ANY CLUB ORGANISED ACTIVITY. Anybody bringing a dog onto the grounds on an event day will be asked to remove the dog from the grounds (now a By-Law).

If you bring a dog onto the grounds at any other time, the dog MUST be on a leash and tied to your float/truck/car.

Dogs are not permitted within the fenced area of the club house or in riding areas.

Please be aware of the biosecurity risk of bringing your dog to the grounds.

**Club By-laws:**

1. All members under 18 must wear a helmet and approved footwear
2. The club requires wearing of the following accepted helmet standards (EA) AS/NZS 3838 (Current Australian Standard)/EN 1384 (Current European Standard)/ASTN F1163 (Current US standard)
3. All riders must be financial to participate in club activities
4. Members under eighteen (18) years are not eligible to vote
5. Alcohol is not permitted at club meets which are attended by members with their horses. Alcohol may be available at social functions provided the members who attend such functions do not bring their horses.
6. Unsupervised children on trail rides will be assessed prior to commencement of trail ride.
7. Children (16 & Under) must have a supervising parent and/or guardian on the grounds at all times
8. It is preferable that no dog be brought on club grounds. If a dog is taken onto the grounds it

must be kept away from riding areas and club house fenced area. It must be kept under control on a leash at all times. No dogs permitted on trail rides. Absolutely NO DOGS on competition or training days

9. Stallions are allowed on the grounds and at club events unless specially stated otherwise in the event program. Stallions MUST be handled by a rider 18 years or older and under control at all times. Handlers are asked to manage their stallion according to Equestrian Australia stallion handling guidelines (see EA web site for guidelines). Stallions must be either yarded in the separate stallion yards (only two available) or tied to trucks. They cannot be yarded in the general yards among other horses. If stallions become out of control or a threat to any other horse or person, the handler will be asked to remove them from the grounds.
10. Horses cannot be exchanged between members in any dressage competition where the one horse/one rider rule (EA) applies.
11. Members with worker vouchers will have discounted nominations to compete at open club competitions, i.e. open dressage, open hack and/or open show jumping events. Vouchers will be valued at \$6 for 2 hours.
12. If you do not earn at least one worker voucher during the year, an additional \$50 maintenance levy will be payable for membership the following year.

13. All members are encouraged to abide by the country code:
- (a) enjoy the countryside and respect its life and work
  - (b) guard against the risk of fire
  - (c) fasten all gates
  - (d) keep to defined paths across farmland
  - (e) leave livestock, crops and machinery alone
  - (f) take your litter home or use bins provided. DO NOT drop rubbish on the ground
  - (g) help to keep all water clean
  - (h) protect wildlife, plants and trees
  - (i) adopt care and abide by rules when riding on roads

### **Club Constitution**

#### **Name**

1. The name of the incorporated association shall be "Cedar Grove & District Riding Club Incorporated". Hereafter in these rules called "The Association".

#### **Objects**

2. The objects for which the Association is established are:
- 1) To encourage persons of all ages to ride and to learn to enjoy all kinds of sport connected with the horse and riding
  - 2) To provide instruction in riding and

horsemanship and to instil in members the proper love and care of their animals.

- 3) To promote the highest ideals of horsemanship, citizenship and loyalty, thereby cultivating strengths of character and self discipline.
- 2) To print, produce and distribute by sale or otherwise, literature, pamphlets and general information relating to riding and horsemanship and horse mastership.
- 3) To help promote and secure access to horse trails, stock routes and bridle paths, including but not limited to the National Trail
- 4) To promote the observance of appropriate safety practices amongst riders with particular regard to junior riders
- 5) To promote the development and improvement of such land as may be assigned, leased or otherwise secured as grounds for the club
- 6) To do such things as are expedient or conducive to the attainment of all of any of the above objects.

#### Powers

3. The powers of the Association are:-
- (1) To take over the funds and other assets and liabilities of the present unincorporated association known as "Cedar Grove & District Riding Club Inc.".
- (2) To subscribe to, become a member of and co-operate with any other association, club or organisation where incorporated or not, whose objectives are altogether or in part similar to those of the Association provided that the Association shall not subscribe or support with its funds any Association, club or organisation

which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 (10).

(3) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises.

(4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of or capable of being conveniently used in connection with, any of the objects of the Association: provided that in case the Association shall take or hold property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.

(5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association: to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think desirable to obtain, carry out, exercise and comply with any such arrangements, rights, privileges and concessions.

(6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen

and other persons as may be necessary or convenient for the purpose of the Association.

(7) To remunerate any person or body corporate for services rendered, or to be rendered and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in furtherance of its objects.

(8) To construct, improve, maintain, develop, work, manage, carry out, alter or control, any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, caring out, alteration or control thereof.

(9) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.

(10) To take or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.

(11) In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees of indemnities for the payment of monies or the performance of contracts or obligations by any person or

body corporate, and otherwise assist any person or body corporate.

(12) To borrow or raise money either alone or jointly with any person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, or charge, lien or other security upon the whole or any part of the incorporated Association's property or assets present or future and to purchase, redeem or pay-off any such securities.

(13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.

(14) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.

(15) To take or hold mortgages, liens or charges, to secure payment of the purchase price or any unpaid balance of the purchase price, of any part of the Association's property of

whatsoever kind sold by the Association from purchasers and others.

(16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule (4).

(17) To take such steps by personal or written appeals, public meetings or otherwise, as may be from time to time by deemed expedient from the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.

(18) To print and publish any newspapers, periodicals, books, or leaflets that the Association may think desirable for the promotion of its objects.

(19) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 (10).

(20) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.

(21) In furtherance of the objects of the Association to transfer all or part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.

(22) To make donations for patriotic, charitable or community purposes.

(23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.

(24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

#### CLASSES OF MEMBERS

4. (1) Membership of the Association shall consist of ordinary members and any of the following classes of members:-

- i. Social, non-riding
- ii. Lifetime member. A person may be eligible for lifetime membership after ten (10) consecutive years of membership. Status of lifetime membership must be proposed by a member of the management committee and voted at an ordinary meeting
- iii. Junior Member (no voting rights)
- iv. Senior Member (full voting rights)

(2) The number of members in each class shall be unlimited.

#### MEMBERSHIP

5. (1) Every person who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the day of incorporation agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the

Association as that member held in the unincorporated association and shall not be required to pay any further sum by way of subscription until the next due date for payment of that subscription..

(2) Every applicant for any class of membership of the Association (other than the members of the unincorporated association referred to in sub-rule (1)) shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer and seconder and shall be such form as the Management Committee from time to time prescribes.

MEMBERSHIP FEES

6. (1) The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

ADMISSION AND REJECTION OF MEMBERS

7. (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.

(2) Any applicant who receives a majority of votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

(3) Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

TERMINATION OF MEMBERSHIP

8. (1) A member may resign from the Association at any time by giving notice in writing

to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.

(2) If a member –

(a) is convicted of an indictable offence or

(b) fails to comply with any of the provision of these rules or

(c) has membership fees in arrears for a period of two months or more or

(d) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association. The management Committee shall consider whether his membership shall be terminated.

(3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the secretary to advise the member in writing accordingly.

#### APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

9. (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention

to appeal against the decision of the Management Committee.

(2) Upon receipt of a notification of intention to appeal against rejection or termination of

membership the secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to present fully his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership shall be determined by the vote of the members at such meeting.

(3) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by those rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

#### REGISTER OF MEMBERS

10. (1) The Management Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.

(2) Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.

(3) The register shall be open for inspection at all reasonable times by

any member who previously applies to the secretary for such inspection.

MEMBERSHIP OF THE MANAGEMENT COMMITTEE

11. (1) The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer, all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.

(2) At the annual general meeting of the Association, all the members of the Association for the time being shall retire from office, but shall be eligible upon nomination for re-election.

(3) The election of officers and other members of the Management Committee shall take place in the following manner:-

(a) any two members of the Association shall be at liberty to nominate any other member to serve as an officer

or other member of the Management Committee.

(b) the nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the secretary at least fourteen (14) days before the annual general meeting at which the election is to take place.

(c) A list of candidates names in alphabetical order with proposers

and seconder shall be posted in a conspicuous place in the office or usual meeting place of the Association for at least seven (7) days immediately preceding the AGM.

(d) balloting list shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.

(e) should at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

12. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given an opportunity to present fully his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

#### VACANCIES ON MANAGEMENT COMMITTEE

13. (1) The Management Committee shall have the power at any time to appoint any member of the

Association to fill any casual vacancy on the Management committee until the next Annual General Meeting.

(2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced by the number fixed by or pursuant to those rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purposes of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

#### FUNCTION OF MANAGEMENT COMMITTEE

14. (1) Exempt as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting of the Management Committee-

(a) Shall have the general control and management of the administration of the affairs, property and funds of the Association and

(b) Shall have authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.

(2) The Management Committee may exercise all the powers of the Association:-

(a) to borrow or raise or secure payment of money in such manner as the members of

the Association think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future and to purchase, redeem or pay off any securities.

(b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan shall be short or long, and to mortgage or charge its property or any part of thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association and to provide and pay off any such securities.

(c) to invest in such manner as the members of the Association may from time to time determine.

#### MEETINGS OF THE MANAGEMENT COMMITTEE

15. (1) The Management Committee shall meet at least once every calendar month to exercise its functions.

(2) A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee which requisition shall clearly

state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

- (3) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and / or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- (4) Subject as previously provided by this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the Management committee shall be decided by a majority of votes and in the case of an equality of votes, the question shall be deemed to be decided in the negative.
- (5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which they are interested, or any matter arising thereout, and if they do so vote his vote shall not be counted.
- (6) Not less than fourteen (14) days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall state the business to be discussed thereat.

(7) The President shall preside as chairman at every meeting of the Management Committee, or if there is no president, or if at any meeting he is not present within ten (10) minutes after the time appointed for holding the meeting, one of the vice-presidents shall be chairman or if a vice-president is not present at the meeting then the members may choose one of their number to be chairman of the meeting.

(8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting if convened upon the requisition of members of the Management Committee shall lapse. In any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other date and such other time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time of the appointed meeting, the meeting shall lapse.

16. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.

(2) A sub-committee may elect a chairman at its meetings. If no such chairman is elected, or if at any meeting the chairman is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairman of the meeting.

(3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the questions shall be decided in the negative.

17. All acts done by a meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as foresaid, or that the member of the Management Committee or any of them was disqualified, be as valid as if every such person had been duly appointed and was qualified to be member of the Management Committee.

18. A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

ANNUAL GENERAL OR GENERAL MEETINGS

19. The first general meeting shall be held at such times, not being less than one month or more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.

20. (1) The Annual General Meeting shall be held within three months of the close of the financial year.

(2) The business to be transacted at every Annual General Meeting shall be:-

(a) The receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the proceeding financial year:

(b) The receiving of the auditor's report upon the books and accounts for the preceding financial year.

(c) The election of members of the Management Committee: and

(d) The appointment of an auditor.

21. The secretary shall convene a special general meeting:-

(a) If directed to do so by the Management Committee or

(b) on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee

plus one. Such requisition shall clearly state the reasons why such a special general meeting is being convened and the nature of the business to be transacted thereat: or

(c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or terminate the membership of any person.

22. (1) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.

(2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "Member" includes a person attending as a proxy or as representing a corporation which is a member.

(3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon requisition of members of the Management Committee or the Association shall lapse. In any other case it shall stand and at such other time and place as the Management Committee shall determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

- (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

23. (1) The secretary shall convene all general meetings of the Association by giving no less than fourteen (14) days notice of any such meeting to members of the Association.

(2) The manner by which such notice shall be given shall be determined by the Management Committee: provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a person against the rejection or termination of his membership by the Management Committee shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

24. Unless otherwise provided by these rules, at every general meeting –

(1) The President shall preside as chairman, or if there is no president, or if he is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the vice-president shall be chairman or if the vice-president is not present or is unwilling to act the members present shall elect one of their number to be chairman of the meeting.

(2) The chairman shall maintain order and conduct the meeting in a proper and orderly manner.

(3) Every question, matter or resolution shall be decided by a majority of votes of the members present.

(4) Every member shall be entitled to vote and in the case of an equality of votes the chairman shall have a second or casting vote. Provided that no member shall be entitled to vote at any general meeting if their annual subscription is more than one month in arrears at the date of the meeting.

(5) Voting shall be by a show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The chairman shall appoint two members to conduct the secret ballot in such manner as the Chairperson shall determine and the result of the ballot as declared by

the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.

(6) A person may vote in person or by proxy or by attorney and on show of hands. Every person present who is a member or representative of a member shall have one vote and in a secret ballot every member present in person or by a proxy or by attorney or other duly authorised representative shall have one vote.

(7) The instrument appointing a proxy shall be in writing in the common or usual form under the hand of the appointer or of their attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly appointed. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

(8) Where it is desired to afford members an opportunity of voting for or against a resolution, the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

**PROXY VOTING FORM – Cedar Grove & District  
Riding Club Inc.**

I.....  
..... being a member of the above named  
organisation hereby  
appoint.....

..... as my proxy to vote for me on my  
behalf at the AGM of the Association to be held on the  
..... Day of ..... 20... and any adjournment  
thereof.

Signature.....Signed  
this..... day of ....., 20...

This form is to be used to vote  
for/against..... the resolution. \*  
strike out whichever is not desired.

(Unless otherwise instructed, the proxy may vote as  
they think fit).

(9) The instrument appointing a proxy shall  
be deposited with the secretary prior to the  
commencement of any meeting or  
adjournment meeting in which a person named in the  
instrument proposes to vote.

(10) The secretary shall cause full and  
accurate minutes of all questions, matters, resolutions  
and other proceedings of every  
Management Committee meeting and general meeting  
to be entered in a book to be open for inspection at all  
reasonable times by any financial  
member who previously applies to the secretary for  
that inspection. For the purpose of  
ensuring the accuracy of the recording of such minutes,  
the minutes of every Management Committee meeting  
shall be signed by the chairman of that meeting or

the chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly the minutes of every general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting. Provided that the minutes of any annual general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting or annual general meeting.

#### BY LAWS

25. The Management Committee may from time to time make, amend or repeal by laws, not inconsistent with these rules, for the internal management of the Association and any by-laws may be set aside by a general meeting of members.

#### ALTERATION OF RULES

26. Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried out at any general meeting, provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General, Department of Queensland Emergency Services.

#### COMMON SEAL

27. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall be used by the authority of the Management

Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for that purpose.

#### FUND AND ACCOUNTS

28. (1) The funds of the Association shall be banked in the name of the Association in such bank or Permanent Building Society as the Management Committee may from time to time direct.

(2) Proper books and accounts shall be kept and maintained either written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of like nature.

(3) All monies shall be banked as soon as practicable after the receipt thereof.

(4) All amounts of one hundred (\$100.00) dollars or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.

(5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.

(6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.

(7) All expenditure shall be approved or ratified at a Management Committee meeting.

(8) As soon as practicable after the end of each financial year, the treasurer shall cause to be prepared a statement containing particulars of:-

(a) The income and expenditure of the financial year just ended; and

(b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of the year.

(9) All such statements shall be examined by the auditor who shall present his report upon such audit to the secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.

(10) All income and property of the Association shall be used and applied solely in promotion of its objects and in the exercise of its powers. No portion of it shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association. However, nothing in this sub-rule shall prevent the good faith payment to any member of the Association of:

(a) Interest on any monies owing to that member by the Association

- (b) Remuneration for services rendered to the Association by that member
- (c) Out of pocket expenses which that the member has, or will, incur on Association business
- (d) That the capital on any money lent to the Association by that member
- (e) Reasonable and proper charges for any good hired by the Association from that member
- (f) Reasonable and proper rent for premises demised or let to the Association by that member

#### DOCUMENTS

29. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

#### FINANCIAL YEAR

30. The financial year of the Association shall close on 30 November in each year.

#### DISTRIBUTION OF SUPPLUS ASSETS

31. If the Association shall be wound up in accordance with the provisions of the Associations Incorporations Act 1981, and there remains after satisfaction of all its debts and liabilities, and property whatsoever, the same shall not be paid or distributed among the members of the Association but shall be

given or transferred to the Pony Riding for the Disabled and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the Association under or by virtue of rule 28(10) such institution to be determined by the members of the Association.

I hereby certify that this is a true and correct copy of the rules adopted by the members of the incorporated association.

President:

Date:

Secretary:

Date:

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## Helpful Information for Competing at CGDRC

### Dressage

Courtesy of Christine Thompson and Di Smith of Park Ridge Adult Riding Group

1. If you are able to plait your horse the night before competition (great) but plaiting is not compulsory at club days
2. Pack your car & float (It's a great idea) the night before. Less stress than in the morning. Just give a recheck before leaving home (especially when you find out you have left the girth at home). Plus take an extra lead rope (always handy) halter and a bucket.
3. Give yourself plenty of time to get to the grounds. If you are lucky enough to have a strapper, ask them to go over to check gear to find out if there have been any scratchings. You may have to ride earlier. Remember only when competing official you may keep to your riding time. For CGDRC ribbon days these are approximate times as we normally run early with scratchings (so be prepared).

### *Warm-up:*

- 1) Always ride in the warm up arena and lunge in the lunging area. These are always marked
- 2) If you have a strapper, they can lunge for you. If they are mounted on your horse, they can only walk on a long rein. If they do more than walk, you will be eliminated.

- 3) You may use when warming up, running martingales (with a snaffle bit), boots, bandages but ALL MUST BE TAKEN OFF BEFORE GOING TO GEAR CHECK
- 4) Remember you can have a caller for your tests except for FEI and Combined Training dressage

#### *Warm-up Rules*

- 1) When warming up always be courteous. Although there are no written rules to cover the problem, riders should always pass left shoulder to left shoulder or just keep to the right of everyone.
- 2) Any rider doing lateral work and the horse in the fastest gait has the right of way. This also applies to medium or extended work as well.

#### *Saddlery & Clothing*

- 1) English type saddles, fully mounted are compulsory and may be used with or without a saddle blanket.
- 2) A noseband must be used of the following types:
  - a. Cavesson Dropped Crossover  
(Also known as grackle or Mexican)  
Flash or Hanoverian
- 3) Only a cavesson can be used with a simple double bridle.
- 4) White, off white or beige jodhpurs or breeches, hacking coat, bowler hat, hunt camp or approved safety helmet, gloves, tie, stock or ratcatcher and riding boots. CGDRC club shirts are encouraged at internal days. Please be aware that EA rules get updated each year and it's the

rider's responsibility to up aware of any rule changes.

*Now you are ready to ride your test*

- 1) You will be called to gear check to have your gear checked. Gear check is visual only except for the need to check whip length and spurs. Please make sure any protection boots on the horse are removed prior to arriving at gear check. Once this has been done, you then proceed to the 10 minute warm up area
- 2) When the rider before you has saluted on completion of their test, you can then proceed to your arena
- 3) If you have been allocated bridle or rider numbers, you do not need to stop and talk to the judges. Ride pass so the penciller can see your number
- 4) When the car horn or bell sounds, you are given 45 seconds to enter the arena and you should proceed the shortest way possible.
- 5) Once you have completed the test, halted and saluted, leave the arena and walk on a long rein. Ride past gear check and check out so they can keep the flow of riders going.

**In the Show Ring...**

**by Peter Cornwall**

All your efforts for many months have been directed towards this moment -your first show ring class. The first rule you must remember is to be on time. Whether you're entering a led or ridden class it is essential that you are waiting in the marshalling area before your class is called into the ring. The announcer will give two or three marshalling calls for each class while the preceding class is being judged. You must be ready to enter the ring as soon as your class is called. Don't expect the steward to let you in once judging has commenced.

*Hack and Rider Classes*

Ring procedure for hack and rider classes is the same. When the class is called, enter the ring at the walk in a clockwise direction. The judge will wait in the centre of the ring while the ring steward collects your entry ticket, or checks your number off on the catalogue. During this period you can trot your horse to warm up, but keep an eye on the steward and judge and come back to a walk as soon as the judge steps forward to begin judging. Use the warm-up period to get yourself well-positioned on the ring. You want the judge to be able to see you and your horse, so don't stay bunched up with other riders. Keep as much distance between yourself and other competitors as possible.

Judging commences as soon as the judge or steward asks the class to "walk on please", so make sure your horse is walking calmly and freely, flexed correctly and in a good frame. The judge or steward will ask you to trot and then canter on the circle. You should take the faster pace as soon as possible after it is called for, but

don't rush the transition. Take a couple of paces to balance your horse so that the transition is smooth.

A vital part of ring craft lies in keeping your horse "in the judge's eye" on the circle. Keep as much distance between yourself and other competitors as possible. In particular, try not to work on the outside of another horse, but at the same time don't make your circle so small that you are riding almost on top of the judge. .You may be asked to change direction through the circle, so that you trot or canter past the judge and then take up the new direction. The steward will indicate one rider to start the change of direction and all the other riders follow that person. You may also be asked to change direction by reversing on the circle. This is usually asked for at the walk and you change direction by turning out of the circle.

As soon as the judge has seen all the horses walking, trotting and cantering he or she will begin selecting horses for individual workouts. The steward calls horses into the ring centre to line up in the order of preference indicated by the judge. The first horse called in is the one the judge liked best on the ring. The second horse called in lines up to the left of the first horse, unless otherwise indicated by the steward. The third horse stands to the left of the second horse in the line up and so on down the line. Depending on the size of the class the judge will normally call in a few more horses than the number of ribbons to be awarded. When all these horses are called in, the steward will announce "That's all thank you" .The remaining competitors should immediately leave the ring at a walk.

If you are called in, don't simply charge off the ring into the line-up. Bring your horse back to a trot or walk and look carefully to ensure that you don't cross into the path of another rider as you move to ring centre.

In the line-up, keep a safe distance between your horse and those on either side. Make sure your horse is standing square but let it relax while other horses are being called in. When the horses are lined up for the judge, the steward may ask all competitors to move to another position to allow a larger area for individual workouts. Line up in the same order as you were called in.

Before the individual workout the judge will inspect each horse while it is standing still. Your horse should be standing square, balanced and flexed on the bit. The judge may run his or hands down your horse's legs and/or check its teeth. During the judge's inspection, sit still, look straight ahead and concentrate on keeping your horse still. The judge or the steward will explain the individual workout. Depending on the size of the class, the workout may be explained just once so that all riders can hear, or to each rider individually as their turn comes to perform it. Some judges have their workout prepared as a diagram on a piece of paper which is handed to each rider.

Listen carefully to the workout and quickly repeat it back to the steward or judge if you aren't certain that you have understood it correctly. Boy and gent riders should always remove their caps when being spoken to by the judge. Girl and lady riders simple acknowledge the judge with a slight nod of the head. Smile!

If your horse is very restless or agitated in the line-up, you may walk quietly behind the other horses, but come back into the line-up when the horse before you begins its workout. When your turn comes to workout, use the area indicated by the judge or steward. Don't stray outside the area, but do use it all. A common mistake is to make the workout small and tight, which doesn't give the horse a chance to show its paces properly.

At the end of your workout, the steward will indicate which position you should take when you return to the line-up. Some judges ask for horses to return to their original positions and only call horses forward in order of placing when they are sashed. Others re-arrange the line-up as each horse has worked out so that, after the last horse has performed, the class is arranged in order in which the horses will be sashed.

At the end of the class the judge will move along the line-up awarding the ribbons. In a hack class the ribbons are tied around the horse's necks. In rider classes the ribbons are tied around the riders' left arms. Male riders remove their hats while the judge is tying on the ribbon. Don't try to start a conversation with the judge. Just smile and say thank you when he or she congratulates you and don't address the judge by name. After the ribbons are awarded, quietly turn and congratulate the riders on either side of you. The steward will move along the line-up behind the judge taking the names of the horse and its owner in hack classes and the name of the rider in rider classes.

After all ribbons are awarded and the steward has taken all the names, the first place horse and rider leave the

ring at a trot. The other placegetters follow in order of placings. Unplaced horse and riders leave the ring last unless they have already been dismissed by the steward.

If you are unplaced in a class and your next class in another ring is about to start, you may ask the steward's permission to leave. Leave quietly at the walk. Never leave the ring without first obtaining the steward's permission.

After your class you must leave the ring even if you are entering the next class. Remove your ribbon if you have been awarded one and put it out of sight. Don't ride back into the ring for your next class with a ribbon dangling out of your pocket.

## **Show Jumping**

### *On the Day*

It is best to arrive at the event at least an hour before start time giving yourself enough time to nominate, walk the course and tend to your horse.

The horse should be wearing a bridle with a bit and an English style saddle. Jumping boots will also help protect the horse's legs from injury.

The rider should be neat and tidy in appearance, preferably wearing a club shirt. A safety standard approved helmet and riding boots (see information in club by-laws above) must also be worn.

*Warm-up*

Always use the designated warm-up and lungeing areas. Warm-up ring etiquette is that riders pass left shoulder to left shoulder and the fastest gait has right of way. Practice fences should be jumped with the red flag on your right. It is useful to have a helper to adjust the practice fences for you and pick up rails if you knock them down.

Cedar Grove & District Riding Club has a policy of the next three riders in the competition ring have right of way over the practice fences.

*In the ring*

When you have entered the ring, approach the judge and confirm your name and your horse's name. After the bell has been rung, you have 45 seconds to pass through the start flags.

At completion of your course leave the ring as promptly as possible to make way for the next rider and help the day run smoothly. If you jumped a clear round a jump off course will be announced at completion of the first rounds.

If you have finished your class, you can loosen your girth and offer your horse a drink and or something to eat depending on the length of time till your next class.

If you have finished for the day you could tend to your horse and then offer to help in the running of the day (it would be greatly appreciated).

If you need any help don't hesitate to ask on of the organizing committee.

Above all, have fun, ride safely and enjoy the day.

### **Conclusion**

The CGDRC Member Handbook has been developed to assist members in gaining the greatest benefit from their membership and to be a good club member. Your input is welcome as the handbook will be updated periodically throughout the year as required. Please take your feedback or suggestions to the Management Committee either at a monthly meeting or by email/in writing.

Most importantly, we hope you enjoy your membership at Cedar Grove and District Riding Club and look forward to a fun, safe and active 2011 club year.

Sincerely,

The Management Committee