



# Code of Conduct

The Pony Club Association of Victoria's Code of Conduct outlines behaviours that are expected of every person involved in our organisation, as well as identifying the types of behaviours that will not be tolerated.

It applies to members, officials, adult supporters, coaches, instructors, spectators, family, friends, administrators and other members of our diverse pony club community.

It applies to all PCAV, Zone and Club sanctioned activities.

The Pony Club Association of Victoria's Code of Conduct supports everyone to have fun in a friendly and inclusive environment.

## *Our Values and Behaviours*

### *Respect and recognition*

- ❖ I treat others as I would like to be treated
- ❖ I treat everyone with dignity, courtesy and respect
- ❖ I appreciate performances by all participants
- ❖ I value and recognise good behaviours and the contribution of all
- ❖ I communicate openly and provide constructive supportive feedback

### *Caring*

- ❖ The welfare of the horse is paramount
- ❖ I am considerate of others
- ❖ I encourage others to participate but I don't force the issue
- ❖ I never resort to verbal abuse, harassing behaviour, hostility or aggression

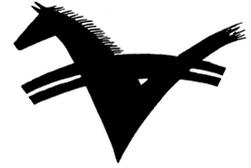
### *Integrity*

- ❖ I am open, honest and trustworthy
- ❖ I do what I say
- ❖ I am a Good Sport and encourage others to do the same
- ❖ I do not make any disparaging or belittling remarks about others
- ❖ I abide by the Code of Conduct

### *Inclusion*

- ❖ I support and help others
- ❖ I am flexible and responsive to people's needs
- ❖ I work collaboratively to achieve the best outcomes
- ❖ I encourage the participation of all regardless of ability, age, gender, sexual orientation, race, culture or religion
- ❖ I contribute towards an enjoyable and safe environment for all

Our Values and Behaviours are central to the Pony Club Association of Victoria's Code of Conduct. They ensure that we focus as much on HOW we do things as on WHAT we do by putting Values and Behaviours at the core of pony club participation.



## Code of Conduct

A separate Code of Conduct exists for member of the Media. It is located at [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) Resources/Policies. A copy the Media Code of Conduct and this Pony Club Association of Victoria Code of Conduct should be supplied to all members of the media who attend pony club activities, competitions and functions.

### *Our Responsibilities*

#### *Club Members*

- Embrace and act in accordance with the Code of Conduct
- Role model and share your knowledge of this Code
- Consider and uphold the welfare of the horse in any activity in which you participate
- Raise situations that you think might be a breach of this Code with your Club or Zone's officials. Encourage others to raise their concerns.

#### *Officials, Parents, Guardians, Coaches, Instructors, Administrators, Observers and Supporters*

- Keep the Code of Conduct accessible for future reference
- Embrace and act in accordance with the Code of Conduct
- Role model and share your knowledge of the Code
- Lead by Example
- Raise situations that you think might be a breach of this Code with your Club or Zone's officials. Encourage others to raise their concerns
- Encourage an environment where others can raise their concerns
- Manage behaviour that is inconsistent with this Code
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### *Getting Advice*

Your Club's officials are your most direct source of information and action.

### *Breaching the Code of Conduct*

PCAV, Zones and Clubs treat breaches of this Code seriously.

If you breach this Code, or assist someone else to breach the Code, the breach will be investigated. If it is determined that a breach has occurred, your Club, Zone or PCAV, as appropriate, will address the behaviour in line with the circumstances of the individual case. This could include coaching the people involved to assist them to recognise why the behaviours are inappropriate and what other responses are more appropriate or disciplinary action which ranges from a verbal or written warning to suspension of membership or even, termination of membership.

There are some breaches of the Code that PCAV considers to be serious misconduct and will not tolerate. Serious breaches are likely to result in suspension or termination of membership, and may lead to referral to the police. Some examples are

- Serious harassment, discrimination or bullying
- Serious safety breaches, including violence of any form or threats of violence



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- Misleading or defrauding PCAV, Zone or Club
- Horse abuse or cruelty
- Theft or vandalism
- A serious breach of the law
- Intoxication or drug use

### *Reporting a Breach*

If you genuinely believe that conduct in breach of this Code has occurred, we want you to raise your concerns.

Club members who are concerned about conduct should raise their concerns with their Club's officials. If the conduct involves your Club's officials, raise it with your Zone Representative.

Sometimes there may be exceptional circumstances when someone has used this process and the situation has not been rectified or the breach is so serious that they feel unable to raise their concerns through normal channels. PCAV's Code of Conduct email address [\[codeofconduct@ponyclubvic.org.au\]](mailto:codeofconduct@ponyclubvic.org.au) or [office@ponyclubvic.org.au](mailto:office@ponyclubvic.org.au) provides a channel to raise breaches of the Code in these rare and exceptional circumstances.

### *Managing a Suspected Breach*

Information regarding managing a suspected breach of the Code of Conduct can be found on PCAV's website under the Code of Conduct heading or by contacting your Zone Representative.

15<sup>th</sup> September 2010