

## **Codes of Conduct**

Codes of Conduct are essential to outline the ethos and behaviour expected of all those involved in The Pony Club. The use of these is referred to in It is essential that everyone receives these when they first join or start their role with The Pony Club. This will reduce the number of issues raised in relation to a person's behaviour.

### **Code of Conduct for Members**

The Pony Club is fully committed to safeguarding and promoting the wellbeing of all its members and the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline. The Pony Club believes that it is important that members, parents / guardians, officials, volunteers and coaches should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints they may have about any aspect of the club with the Club Safeguarding Officer.

Clubs should offer a positive experience for members and where they can learn new things in a safe and positive environment.

#### **Members have the right to:**

- Be safe and happy in their chosen activity.
- Be listened to, respected and treated fairly.
- Privacy.
- Be protected from harm.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed and supported.
- Ask for help.
- Have their concerns taken seriously and acted on as appropriate.

#### **As a Member of The Pony Club, you are expected to abide by the following Code of Conduct:**

- Keep yourself safe.
- Report any concerns about safeguarding poor practice / conduct you have to the appropriate person at your Club.
- Be friendly, supportive and show respect to coaches, officials and volunteers.
- Be friendly, supportive and show respect to other members on your team, members on opposing teams and other members of The Pony Club.
- Take care of and show respect to your horses / ponies.

- Play fairly and be trustworthy.
- Behave and listen to all instructions given by coaches, officials and volunteers.
- Abide by the rules of The Pony Club and its Sports, and accept the decisions made by coaches, officials and volunteers.
- Politely query a decision you do not understand and listen to the explanation.
- Do not cheat, be rude, violent or aggressive.
- Refrain from using foul or abusive language.
- Refrain from bullying, getting involved in discrimination of any kind, or inappropriate peer pressure, including pushing others into something they do not want to do. This includes face to face interactions or through the use of social media or technology.
- Do not smoke, possess, or consume alcohol or drugs, of any kind, whilst in attendance at Pony Club events or whilst representing your Club.
- Do not engage in sexual activity whilst in attendance at Pony Club.
- Do not criticise officials, coaches, volunteers, staff, members or parents / guardians in person, on social networking sites or by the use of text messages / emails.
- If under 18 years, you must not leave an organised event unless accompanied by your parent / guardian or by a Club official.
- Be aware that it is unacceptable, and may be considered a possible assault, to photograph or video an injured person.

Any minor misdemeanours and general misbehaviour will be addressed by the coach, official or volunteer and reported to the designated person as appropriate. More serious or persistent behaviour may result in disciplinary action and potential termination of membership. Parents will be informed at all stages.

### **Code of Conduct for Participants at Equestrian Events**

Taking part in sport is fun and I want to improve my skills and feel good. I am aware that I am an ambassador for my family and my sport and I take full responsibility for my actions. I have read this Code of Conduct, understand the guidelines set out below and agree to comply with the following Code of Conduct. If under 18 years, your parents / guardians should also be aware of this Code of Conduct.

#### **When participating in Pony Club events, you are expected to:**

- Keep yourself safe.
- Report any concerns about safeguarding poor practice / conduct you have to the appropriate person at the event.
- Show respect to all competitors, officials and spectators.
- Abide by the rules of The Pony Club and its events, and accept the decisions made by coaches, officials and volunteers.
- Do not smoke, or possess or consume alcohol or drugs of any kind whilst in attendance at Pony Club events.
- Do not engage in sexual activity whilst in attendance at Pony Club events.

- Do not cheat, be rude, violent or aggressive towards other competitors, Pony Club officials or any other person or animal, including your own.
- Refrain from using foul or abusive language.
- Refrain from bullying, getting involved in discrimination of any kind, or inappropriate peer pressure, including pushing others into something they do not want to do. This includes face to face interactions or through the use of social media or technology.
- If you are under 18 years, you must not leave an organised event unless accompanied by your parent / guardian or by a Club official.
- Be aware that it is unacceptable, and may be considered a possible assault, to photograph or video an injured person.

The Organiser reserves the right to send participants home if they do not keep to the signed Code of Conduct. We do hope this will not be necessary.

### **Code of Conduct for Parents & Guardians**

The Pony Club is a voluntary youth organisation for young people within an equestrian environment. Fairness should take precedence over competitiveness. Teaching by example will foster caring and respect for all. The Pony Club is fully committed to safeguarding and promoting the wellbeing of all its members and the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline. It is important that all members, parents / guardians, officials, volunteers and coaches should, at all times, show respect and understanding for the safety and welfare of others.

#### **Parents / Guardians have the right to:**

- Be assured that your child is safeguarded during their participation with The Pony Club.
- Be informed of problems or concerns relating to your child.
- Be informed if your child is injured.
- Have your consent sought for events such as residential camps and photography.
- Have the opportunity for input into the decisions made with your Club.
- Have any concerns about any aspect of your child's welfare listened to and responded to as appropriate.

The Pony Club takes its safeguarding responsibilities very seriously. If concerns are raised that any child may be suffering or likely to suffer significant harm, then the Club Safeguarding Officer has a duty of care to report these concerns to the relevant statutory agency (including the Police and Social Care) in line with local guidance and The Pony Club's policies and procedures.

**As parents / guardians of Members of The Pony Club, you are expected to abide by the**

### **following Code of Conduct:**

- Keep yourself safe and be aware of your safeguarding responsibilities.
- Report any concerns about safeguarding or poor practice / conduct you have to the Safeguarding Officer at your Club.
- Be a positive role model for your child and other members and show an interest in their chosen activity.
- Be friendly, supportive and show respect to all members, coaches, officials, volunteers, staff and other parents / guardians, whether at your Club or another.
- Ensure your child understands their Code of Conduct.
- Show respect to horses / ponies and show humane care for them at all times.
- Always conduct yourself in an appropriate manner, either face to face and when using social networking sites or technology.
- Promote the physical and emotional well-being of your child, other members and horses / ponies.
- Praise all members equally and discourage unfair competition. Do not engage in or condone unsportsmanlike behaviour.
- Encourage your child that taking part, learning and showing good sportsmanship is of the utmost importance and promote that participation in sport is for fun.
- Volunteer your services and skills, whether equine related or not, wherever possible.
- Do not punish or belittle your child for making mistakes, place your child under pressure or push them into sports or equestrian activities they do not want to or are not comfortable doing. Instead, you should support your child's involvement.
- Refrain from being rude, violent or aggressive, using foul or abusive language, being discriminative, bullying or other inappropriate behaviour. Encourage members to do the same. Address any inappropriate behaviour where necessary.
- Respect the property and equipment used in any activities.
- Refrain from interfering or undermining the authority of coaches or officials. Instead, politely discuss disputes / appeals at a suitable time with the correct official(s) including the decisions made by coaches or officials.
- Do not criticise officials, coaches, volunteers, staff, members or parents / guardians in person, on social networking sites or by the use of text messages / emails.
- Be aware that it is unacceptable, and may be considered a possible assault, to photograph or video an injured person.

Any breaches of this Code of Conduct will be dealt with immediately by the Club. Persistent concerns or breaches may result in you being asked not to attend Pony Club events, if your attendance is considered detrimental to the welfare of Pony Club Members, or termination of your child's membership if this is felt appropriate.

### **Code of Conduct for Officials & Volunteers**

Clubs should offer a great experience for children and young people and where they can learn

new things in a safe and fun environment. Pony Club officials, volunteers and staff play a key part in building a member's confidence both on and off their horse and have a great opportunity to be a positive role model within equestrianism. Clubs should offer a positive experience for members and where they can learn new things in a safe and positive environment.

**Officials, volunteers and staff have the right to:**

- Access on-going training and information on all aspects of leading or managing activities for members, particularly with regard to safeguarding children and adults at risk.
- Support in responding to and reporting concerns about safeguarding and poor practice / conduct.
- Access to professional support services if necessary and appropriate.
- Fair and equitable treatment by The Pony Club.
- Be protected from abuse by members, parents / guardians or other adults.
- Not be left in vulnerable circumstances when working for The Pony Club.

**As Pony Club officials, volunteers and staff, you are expected to abide by the following**

**Code of Conduct:**

- Keep yourself safe and be aware of your safeguarding responsibilities.
- Report any concerns of abuse or poor practice / conduct you have to the Club Safeguarding Officer immediately. All concerns and accidents should be dealt with in line with The Pony Club policies and procedures – do not allow them to go unchallenged or unrecorded.
- Inform parents / guardians, where appropriate, of any problems or concerns relating to their child or if their child is injured. Do not inform parents / guardians if it is likely to put the member in further danger of significant harm.
- Maintain confidentiality about sensitive information.
- Ensure your certification remains up to date as necessary in accordance with the requirements of Regulated Activity / Work, including disclosure checks, and safeguarding.
- Anyone who is accused, investigated or convicted of an offence must inform the District Commissioner / Centre Proprietor and the Central Safeguarding Team (at The Pony Club Office) immediately in order that appropriate measures can be taken to safeguarding the children and adult concerned.

- Always conduct yourself in an appropriate manner, either face to face and when using social networking sites or technology.
- Be a positive role model displaying a consistently high standard of behaviour and appropriate appearance, and lead by example.
- Be positive, approachable and offer praise to promote the objectives of The Pony Club at all times.
- Be friendly, supportive and show respect to all members, coaches, officials, volunteers, staff and parents / guardians, whether at your Club or another.
- Promote the physical and emotional well-being of all members and horses / ponies.
- Treat all members fairly and equally, praising as appropriate and ensuring that they feel valued. Have no favourites and discourage unfair competition.
- Consider the wellbeing and safety of members before the development of their performance. Ensure the safety of all members by providing effective supervision and proper pre-planning of Pony Club activities using safe methods at all times. Foster team work.
- Encourage members that taking part, learning and showing good sportsmanship is of the utmost importance and promote that participation in sport is for fun.
- Encourage and guide members to accept responsibility for their own performance and behaviour.
- Establish and address the additional needs of disabled members or other adults at risk.
- Ensure the rights and responsibilities of members are enforced.
- Take time to explain any decisions or instructions to members to ensure that they understand clearly what you are asking of them.
- Refrain from being rude, violent or aggressive, using foul or abusive language, being discriminative, bullying or other inappropriate behaviour. Encourage members to do the same. Address any inappropriate behaviour where necessary.
- Refrain from smoking, drinking alcohol or taking any other inappropriate substance during Pony Club activities.
- Do not engage in or condone unsportsmanlike behaviour or rule violations.
- Do not abuse members sexually, physically or emotionally. This includes verbal abuse or abuse via social media.
- Do not punish or belittle members for making mistakes, place members under pressure or push them into sports or equestrian activities they do not want to or are not comfortable doing. Instead, you should support members' involvement with equestrianism.
- Never use sanctions that humiliate, harm or put members in danger.
- Do not criticise officials, coaches, volunteers, staff, members or parents / guardians in person, on social networking sites or by the use of text messages / emails.
- Be aware that it is unacceptable, and may be considered a possible assault, to photograph or video an injured person.

Any minor misdemeanours and general misbehaviour should be dealt with immediately. In the first instance, this should be verbally reported to the appropriate person, with the report followed up in writing afterwards. Serious or persistent breaches of the Code of Conduct will result in disciplinary action and could lead to dismissal from The Pony Club. The disciplinary procedure will be followed and can be found on The Pony Club website. A dismissal could be appealed using the same procedures.

## Code of Conduct for Coaches

As a Pony Club coach, you play a key role in providing members with positive and fun experiences with The Pony Club from recreational participation through to high level competition, offering great opportunities to enhance members' knowledge in horse management and riding, and supporting members both in mounted and unmounted activities.

You also have an influential role for members to continue in equestrian activity and achieve their potential.

The Code of Conduct for coaches and trainers is built on the principles of integrity, honesty, fair play and respect. These principles are fundamental to The Pony Club and apply to all levels of ability and commitment, with the welfare of the horse or pony at the centre.

### **Core Values**

The core values that should be demonstrated by all involved in equestrian activity include:

**Performance:** That you will strive to be successful in all of your endeavours and to deliver high standards in every session you coach.

**Partnership:** That you will collaborate and find solutions to shared issues and are open and honest at all times with fellow coaches in order to continually improve your knowledge and to the members that you coach.

**Professionalism:** That you will remain objective and professional at all times, and act with integrity in an ethical way and treat everyone with respect.

**Passion:** You will be passionate in all your endeavours, working with others to the benefit of members and their horses / ponies.

**As a coach, whether you are fully accredited, a volunteer, an assistant or a trainee, you are expected to abide by this Code of Conduct:**

- Keep yourself safe and be aware of your safeguarding responsibilities.
- Report any concerns of abuse or poor practice / conduct you have to the Club Safeguarding Officer immediately.
- Ensure your certification (and accreditation where appropriate) remains up to date as necessary in accordance with Coach Requirements, including disclosure checks, safeguarding, first aid and continuing profession development (CPD).
- Anyone who is accused, investigated or convicted of an offence must inform the District Commissioner / Centre Proprietor and the Central Safeguarding Team (at The Pony Club Office) immediately in order that appropriate measures can be taken to safeguarding the children and adult concerned.
- Maintain confidentiality about sensitive information.
- Always conduct yourself in an appropriate manner, either face to face or when using social networking sites or technology.
- Be a positive role model displaying a consistently high standard of behaviour, appropriate appearance and punctuality, and lead by example.
- Be positive, approachable and offer praise to promote the objectives of The Pony Club at all times.
- Be friendly, supportive and show respect to all members, other coaches, officials, volunteers, staff and parents / guardians, whether at your Club or another.
- Promote the physical and emotional well-being of your child, other members and horses / ponies. Consider the wellbeing and safety of members before the development of their performance.
- Treat all members fairly and equally, praising as appropriate and ensuring that they feel valued. Have no favourites and discourage unfair competition.
- Develop appropriate working relationships with members based on mutual trust and respect for all members to build their confidence and self-esteem.
- Encourage members that taking part, learning and showing good sportsmanship is of the utmost importance and promote that participation in sport is for fun.
- Encourage and guide members to accept responsibility for their own performance and behaviour.
- Establish and address the additional needs of disabled members or other adults at risk.
- Ensure all activities you organised are appropriate for the members' ability, age and maturity, and for the capabilities of their horse / pony. Seek to inspire and motivate in accordance with a member's abilities.
- Take time to explain any decisions or instructions to members to ensure that they understand clearly what you are asking of them. Ensure parents / guardians of members under 18 understand these expectations too.
- Actively involve parents / guardians (for members under 18) throughout all stages of a members' training and ensure you have permission for all activities.
- Provide positive verbal feedback to members in a constructive and encouraging manner at all times.
- Refrain from being rude, violent or aggressive, using foul or abusive language, being



discriminative, bullying or other inappropriate behaviour. Encourage members to do the same. Address any inappropriate behaviour where necessary.

- Refrain from smoking, drinking alcohol or taking any other inappropriate substance during Pony Club activities.
- Do not engage in or condone unsportsmanlike behaviour or rule violations.
- Do not abuse members sexually, physically or emotionally. This includes verbal abuse or abuse via social media.
- Do not punish or belittle members for making mistakes, place members under pressure or push them into sports or equestrian activities they do not want to or are not comfortable doing. Instead, you should support members' involvement with equestrianism.
- Never use sanctions that humiliate, harm or put members or others in danger.
- Do not criticise officials, other coaches, volunteers, staff, members or parents / guardians in person, on social networking sites or by the use of text messages / emails.
- Be aware that it is unacceptable, and may be considered a possible assault, to photograph or video an injured person.

It is recommended that coaches have a nationally recognised coaching qualification. Any minor misdemeanours and general misbehaviour should be dealt with immediately. In the first instance, this should be verbally reported to the appropriate person, with the report followed up in writing afterwards. Serious or persistent breaches of the Code of Conduct will result in disciplinary action and could lead to dismissal from The Pony Club. The disciplinary procedure will be followed and can be found on The Pony Club website. A dismissal could be appealed using the same procedures.

## Code of Conduct for Spectators

All horse events welcome spectators – your enthusiasm and support encourages all participants. Your actions influence the mood of the riders and the competition.

**As spectators at Pony Club events, you are expected to abide by the following Code of Conduct:**

- Report any concerns of abuse or poor practice / conduct you have to the Club Safeguarding Officer immediately.
- Do not abuse officials, volunteers, staff or coaches, regardless of how much you disagree with their decision. Instead, politely discuss disputes / disagreements at a suitable time with the correct official(s) including the decisions made by coaches or officials.

- Do not criticise officials, coaches, volunteers, staff, members or parents / guardians in person, on social networking sites or by the use of text messages / emails.
- Encourage all riders and applaud their efforts.
- Do not ridicule opponents for their mistakes or criticise their horses / ponies.
- Do not encourage or demonstrate unsportsmanlike behaviour. • Refrain from being rude, violent or aggressive, using foul or abusive language, being discriminative, bullying or showing other inappropriate behaviour towards all in attendance at Pony Club events.
- Do not ever use physical violence or threaten anyone.
- Do not enter the riding area or arena during a rally or competition unless asked to do so by the chief official.
- If you are aware of any reason why you may not mix with children or adults at risk, e.g. by reason of past offences or having signed the sex offenders register, please do not attend any Pony Club event as this is likely to cause embarrassment and upset.
- Be aware that it is unacceptable, and may be considered a possible assault, to photograph or video an injured person.
- Remember, when you are supporting your rider or team, you are also representing your Club, Sport and The Pony Club. You are, therefore, subject to the rules of the sport and The Pony Club. You can be cautioned, reported or sent away from the competition if this Code of Conduct is breached.

Any minor misdemeanours and general misbehaviour will be dealt with immediately. In the first instance, this will be verbally reported to the appropriate person, with the report followed up in writing afterwards. Serious or persistent breaches of the Code of Conduct will result in prohibition from attending future events organised by The Pony Club or its Clubs. The disciplinary procedure will be followed and can be found on The Pony Club website.