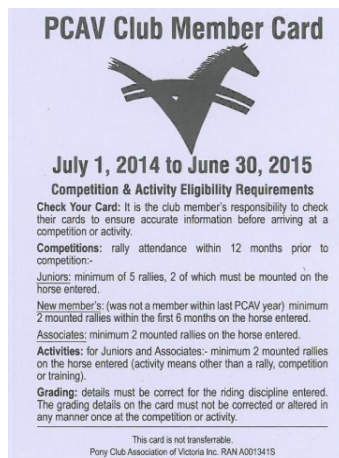


Membership Card Guidelines

Information for District Commissioners, Secretaries and Riders.



The PCAV Member (Grading) Card is the Rider's membership record and proof of current financial status.

The card must be kept up to date and accurate.

After the first year of membership, riding members are required to keep two years cards* as their membership record, preferably in a PCAV vinyl wallet. *Current & previous year.

Cards must not be altered or tampered with. Whiteout must not be used, draw a neat line over the error and initial, only by DC, Secretary or Card Secretary.

This information is intended to assist club officials, it does not remove the need for all Riders, Parents and Officials to be familiar with and consult PCAV Rules (Handbook of By Laws).

Grading may NOT be altered at a competition.

It is the member's responsibility to make sure that their card is up to date and accurately completed before competing. Check with the D.C. to ensure that it has been fully completed.

Member Details: The card is issued with the Member details printed as confirmation of financial membership and registration with PCAV. If this is not printed on the card it is **not** a valid Club Member Card. **Check** to make sure details are correct and advise PCAV if anything is incorrect. Only State Office may make changes to this print. The **Membership Number** does not change yearly & must be recorded in the Club Attendance Book. Check the **Rider's Certificate information**. Only PCAV may issue a printed sticker to update Rider's details.

Members Details 2014-15

Anna Example (PCAV No. 450325)
Junior Club Member membership type
Club: Macedon Pony Club
1 The Street,
Macedon VIC 3040
Birthdate: 1 Jan 2005
Certificates: C D

Mount TRIGGER (T)
Mount SILVER/SILVER PRINCESS (S)
Mount TEKOR (TE)
Mount _____
Signed: J. Wondorful
District Commissioner
Signed: A. Fabulous BW
Secretary Card Secretary

Club Member Status Change: since 1 July this PCAV year
 New Member: (was not a club member within the past PCAV year. 1 July to 30 June but has joined since 1 July of this PCAV year) ____/____/20____
 Transferring Member: (approved for transfer from one club or another)
Effective from: ____/____/20____

The **'Mount'** section: Record the full name of the mount, plus the first initial. E.g. Trigger (T). If there is a second mount with a name sharing the first initial, apply 2 initials to differentiate.

If the Horse's competition name is extended or altered, such as 'Princeton Son of Pharlap' and the rider calls him 'Prince', record such as:

Prince/Princeton Son of Pharlap (P)

List every mount as it is ridden in the year.

Two horses ridden under instruction can gain attendance at a rally.

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The **D.C. and Club Secretary** are both required to sign the member's detail page.

If there is a separate **Card Secretary** write 'Card Sec'; the card needs to be signed by them as well.

If member transfers, or if the Club official changes during the year, cross out the old signatures and replace as neatly as possible.

Transfers to be noted on the card with transfer date.

The **Attendance Record** section is designed to record the member's attendances and mount qualification details.

The **Number of Rallies** that a club has each year should be written at the top of the card.

Add the Rally date to the month.

Absences should be recorded with the word '**Absent**' – not initial A.

Only the designated initial of the mount is to be used and should match the Mount details as illustrated above.

If there is no rally in a month, write '**No Rally**', don't leave it blank.

A member may be **Unmounted** and qualify for attendance subject to specific rules. Where a member has complied, write 'unmounted'.

Only the **Secretary, Card Secretary or DC** may sign the Attendance Record; **using the same signature or initials** as on the Members Details page.

11 RALLIES

Attendance Record

THE WORD "ABSENT" MUST BE RECORDED IN FULL IF APPLICABLE

| Date | Mount | Signature |
|------|-------|-------------|
| JULY | T | J. Wondolki |
| AUG | T, S. | BW. |
| AUG | | |
| SEPT | | |
| SEPT | | ABSENT |
| OCT. | | |
| OCT. | | |
| NOV. | | |
| NOV. | | |
| DEC. | | |
| DEC. | | |

Special Exemption: YES / NO
RECORD SPECIAL ATTENDANCE EXEMPTION OVER PAGE

Attendance Record

THE WORD "ABSENT" MUST BE RECORDED IN FULL IF APPLICABLE

| Date | Mount | Signature |
|-------|-----------|--------------|
| JAN | No Rally | BW. |
| JAN | | |
| FEB | UNMOUNTED | BW. |
| FEB | | |
| MAR | T | A. Fabularis |
| MAR | | |
| APRIL | S, T | A. Fabularis |
| APRIL | | |
| MAY | S, T | J. Wondolki |
| MAY | | |
| JUNE | TE, T | BW. |
| JUNE | | |

Special Exemption: YES / NO
RECORD SPECIAL ATTENDANCE EXEMPTION OVER PAGE

Discipline Grading: All riders need to be graded on their intended mount (the combination) for competition in the various disciplines with the exception of Games/Novelties.

The date of the grading needs to be entered. If the combination was graded in the previous year, this information to be carried forward.

All grading to be signed by the current DC only. Not the Secretary or Card Secretary.

Discipline Grading

Only DC may sign grading
(Grading must not be changed or corrected at a competition)

SHOWJUMPING (SJ)

| Date | Mount | Grade | DC Signature |
|---------|-------|-------|--------------|
| 11/13 | S | | C. Wondolki |
| 5/12/13 | T | | D. Wondolki |
| | | | |
| | | | |
| | | | |

HORSE TRIALS (HT)

| Date | Mount | Grade | DC Signature |
|--------|-------|-------|--------------|
| 2/6/13 | TE | 4 | J. Wondolki |
| | | | |
| | | | |
| | | | |

State Championship Qualifiers: Riders to have their Qualifying events recorded on their card. This may only be completed by the DC of the Organizing Committee or the State Councillor/Zone Rep of the Qualifying Event.

Cross Country Penalties to be recorded. At least one Clear Round needed to qualify for State or Inter Zone Teams Horse Trials events.

Special Attendances: Can only be granted by the State Councillor for your Zone, & signed by them. Riders attending State Squad training must obtain completed [Exemption form](#) from the Clinic organizer.

Sports Connect: [Applicants for this exemption](#) to apply to PCAV Coaching Director; can only be authorised by State CD.

State Championships Qualifiers

Event CT Grade 2
Mount TE Date 1/1/13
Signed WJ. X/C Pen C
Event Walden HT Grade 2
Mount TE Date 20/1/14
Signed WJ. X/C Pen 20

SPECIAL ATTENDANCE EXEMPTION

From _____ to _____
Reason _____
Signed _____
Zone Representative _____

SPECIAL ATTENDANCE EXEMPTION

From _____ to _____
Reason _____
Signed _____
PCAV State Coaching Director