

CONTENTS

Page

Please note that a vertical line in left margin indicates new/change in rule.

INTRODUCTION	2
BREED DESCRIPTION	3
DEFINITIONS	5
RULES FOR JUDGES	6
RULES FOR EXHIBITORS, OWNERS AND PRODUCERS	7
SHOW AFFILIATION	8
MEDALS – Rules and regulations	9
LIST OF GOLD & SILVER MEDAL SHOWS	11
OVERSEAS MEDALS	12
PERFORMANCE MEDALS	12
SHOWING RULES	13
DOWNLOADS relating to judging and showing	18
RULES AND REGULATIONS – Other Societies	18
SIRE-RATINGS	20
PROHIBITED SUBSTANCES POLICY AND PROCEDURES	22
GENERAL CODE OF CONDUCT	24
SOCIAL MEDIA AND INTERNET POLICY	25
CODE OF CONDUCT FOR COMPETITORS AND EXHIBITORS	26
FEEDBACK AND COMMENTS POLICY	27
PROCEDURE TO RAISE CONCERNS/COMPLAINTS FOR ANIMAL WELFARE	32
ANTI-BULLYING AND HARASSMENT POLICY (MEMBERS)	33
EQUAL OPPORTUNITIES POLICY AND PROCEDURES	35
PANEL OF JUDGES	38

Please note that rules/guidelines published in this handbook do not over-rule any rules or guidelines already in place with show societies except at shows solely affiliated to the Welsh Pony and Cob Society. The onus is with the judge to be familiar with all rules pertaining to the classes he/she is judging.

Judges, exhibitors, owners and producers should regularly refer to WPCS website for any updates or changes to rules.

Complaints guidance: All complaints relating to potential breaches of WPCS rules must first be lodged with the Show Secretary, within the rules of the show. If, following the conclusion of those procedures, the complainant remains dissatisfied with the outcome the complaint may be referred to the Welsh Pony & Cob Society. All complaints should be in writing and addressed to the Chief Executive Officer.

INTRODUCTION

Historically the WPCS's Panel of Judges was formed through invitation following recommendations made by Council. Over the years, as interest in the Welsh breeds grew so did the number of shows with the resultant need of more judges. Over the last twenty years or so appointment to the various panels has been through an assessment procedure organised by the Society. Today these assessments are conducted bi-annually.

Each year the WPCS Council reviews the panel of judges and invitations are sent to every judge inviting them to remain a panel judge for the following year; this process is repeated annually. It is conditional for all panel judges to attend a Judges' Conference at least once every four years and failure to do so results in that judge being removed from the panel until they have attended a conference. It is also incumbent on all panel judges to keep themselves up to date with current rules and regulations.

It is an honour to have a position on the WPCS panel of judges and as such judges must take full responsibility for their actions at all times. To be appointed a WPCS judge it has been agreed that they are of sufficient calibre to represent the Society in terms of their ability, their behaviour, their appearance and their relationship with show organisers, stewards, exhibitors/owners and the media.

Gaining respect is very much in the hands of the individual judge. Respect most often is gained through (a) judging with total fairness showing no bias towards animal or person, (b) being courteous at all times to show organisers, stewards, exhibitors and fellow judges, (c) showing discretion when expressing views or discussing any aspect of judging.

What makes a good judge?

A good judge should always be well prepared for the task ahead of them.

At the point of receiving an invitation the judge should:

Act promptly

Check they are eligible to judge the particular classes e.g. on correct panel or need for asterisk

Check the show in question does not lie within the **50** mile radius (as the crow flies) of any other affiliated appointment

Check expenses being paid; e.g. travel (recommended rate is 35p) and/or accommodation

Once accepted enter in own diary to avoid clashing

Should at a later date a judge finds circumstances prevent them from honouring the appointment the judge should let the show secretary know as soon as possible and if possible offer a suggestion for replacement remembering to check that the person is eligible to judge the particular classification.

On show day the judge should:

Be punctual

Carry schedule and WPCS Judging and Showing Handbook

Make him/herself known to secretary at least thirty minutes prior to classes starting

On meeting ring steward discuss procedure for the ring

Consult with steward on any special awards

On arrival at ring assess for any Health & Safety issues and act accordingly

If in hand classes, advise steward where the animals should be trotted out

Advise steward where animals should be lined up but always left to right

A judge should make every effort to:

Dress appropriately for judging – clean, tidy and practical

Avoid meeting exhibitors/handlers prior to judging them

Avoid areas of showground where animals may be located prior to judging them

Give clear instructions to the steward so they in turn can inform exhibitors

Give every exhibitor the same amount of time while judging his/her animal

Treat every exhibitor on equal terms and avoid any social conversation

Refrain from standing with hands in pockets

A judge knows that his/her integrity is beyond question so through his/her action he/she should make sure that it is seen to be the case. A judge should have presence in the ring and be seen to have full control in readiness of any situation that may occur while judging.

1. BREED DESCRIPTION

Showing classes for animals registered in Sections A, B, C or D of the WPCS Stud Book must be judged in accordance with the breed description contained within the Stud Book. Judges are empowered to judge according to personal preference.

THE WELSH MOUNTAIN PONY

Not exceeding 121.9 cm (12.0 hands)

Section A of the Stud Book

General Character

Hardy, spirited and pony-like

Colour

Any colour, except piebald and skewbald

Head

Small, clean-cut, well set on and tapering to the muzzle

Eyes

Bold

Ears

Well placed, small and pointed, well up on the head, proportionately close

Nostrils

Prominent and open

Jaws and Throat

Clean and finely-cut, with ample room at the angle of the jaw

Neck

Lengthy, well carried and moderately lean in the case of mares, but inclined to be cresty in the case of mature stallions

Shoulders

Long and sloping well back. Withers moderately fine, but not "knifey". The humerus upright so that the foreleg is not set in under the body.

Forelegs

Set square and true, and not tied in at the elbows. Long, strong forearm, well developed knee, short flat bone below knee, pasterns of proportionate slope and length, feet well-shaped and round, hoofs dense.

Back and Loins

Muscular, strong and well coupled

Girth

Deep

Ribs

Well sprung

Hind Quarters

Lengthy and fine. Not ragged or goose-rumped. Tail well set on and carried gaily.

Hind Legs

Hocks to be large, flat and clean with points prominent, to turn neither inwards nor outwards. The hind legs not to be too bent. The hock not to be set behind a line from the point of the quarter to the fetlock joint. Pasterns of proportionate slope and length. Feet well-shaped, hoofs dense.

Action

Quick, free and straight from the shoulder, Knees and hocks well flexed with straight and powerful leverage and well under the body.

THE WELSH PONY

Not exceeding 137.2 cm (13.2 hands)

Section B of the Stud Book

The general description of ponies in Section "A" of the Stud Book is applicable to those in Section "B", but more particularly the Section "B" pony shall be described as a riding pony, with quality, riding action, adequate bone and substance, hardiness and constitution and with pony character.

THE WELSH PONY (COB TYPE) AND THE WELSH COB

Sections C and D of the Stud Book respectively

(Section C not exceeding 137.2 cm (13.2 hands))

General Character

Strong, hardy and active with pony character and as much substance as possible.

Colour

Any colour, except piebald and skewbald.

Head

Full of quality and pony character. A coarse head and Roman nose are most objectionable.

Eyes

Bold, prominent and set widely apart.

Ears

Neat and well set.

Neck

Lengthy and well carried. Moderately lean in the case of mares, but inclined to be cresty in the case of mature stallions.

Shoulders

Strong but well laid back.

Forelegs

Set square and not tied in at the elbows. Long, strong forearms. Knees well developed with abundance of bone below them. Pasterns of proportionate slope and length. Feet well-shaped. Hoofs dense. When in the rough, a moderate quantity of silky feather is not objected to but coarse, wiry hair is a definite objection.

Middlepiece

Back and loins, muscular, strong and well-coupled. Deep through the heart and well-ribbed up.

Hind Quarters

Lengthy and strong. Ragged or drooping quarters are objectionable. Tail well-set on.

Hind Legs

Second thighs, strong and muscular. Hocks, large, flat and clean, with points prominent, turning neither inwards nor outwards. The hind legs must not be too bent and the hock not set behind a line falling from the point of the quarter to the fetlock joint. Pasterns of proportionate slope and length. Feet well-shaped. Hoofs dense.

Action

Free, true and forcible. The knee should be bent and the whole foreleg should be extended straight from the shoulder and as far forward as possible in the trot. Hocks flexed under the body with straight and powerful leverage.

WELSH PART-BRED

There is no breed type for animals registered within the Welsh Part-bred section of the Stud Book. Therefore they should be judged as performance animals with an emphasis placed on sound conformation and movement as well as suitability for a show or performance discipline they are likely to undertake.

2. DEFINITIONS

Member - Member of Welsh Pony and Cob Society

Exhibitor – An owner, producer or other person responsible for an animal at a show.

Producer – A person who undertakes the production or preparation for the show ring.

Trainer – A person who undertakes the training of a pony/cob/rider for any discipline.

Lessee/borrower – A person for the purpose of showing who is deemed to be the owner.

Immediate Family – The following are classed as immediate family for the purpose of rules relating to impartiality;

Father, Mother, Sister, Brother, Sister in Law, Brother in Law

Grandparents

Son, Daughter, Son in Law, Daughter in Law

Husband/Wife/Partners

Parents Partners

Step Parents, Step Grandparents, Step Son, Step daughter, Step Brothers, Step Sisters

Legal Guardians/God Parents/God Children

Competitor - Person who handles, rides or drives an animal in the show ring

Society – Welsh Pony and Cob Society

Passport - A passport is a legal document which uniquely identifies a horse or pony. In terms of showing, it must travel with animals as it identifies the owner and the actual animal. It is the responsibility of the current owner to ensure the document is kept up to date in terms of ownership. It is the responsibility of exhibitors to ensure the passport accompanies the animal to the show or activity. The Welsh Pony and Cob Society is the Passport Issuing Authority (PIO) for Welsh ponies and cobs and all changes of ownership must be recorded with the Society.

Membership Card - Membership cards are issued annually to all paid up members of the Welsh Pony and Cob Society. If the original card has been lost/stolen/misplaced duplicate membership cards are available from the WPCS Office at a cost of **£10.00** per card.

Show Season – 1st January to 31st December

For the purpose of showing the following definitions apply:

Males

Stallion - Entire male four years old and over. All stallions must be in possession of a Welsh Pony & Cob Society Licence of Correctness (or acknowledged alternative) prior to showing.

Colt – Entire male not exceeding three years old

Colts are eligible to be licensed from 1st January of their 2nd year; all colts presented for stallion premiums must be licensed.

Gelding – castrated male. All geldings should have their passports over stamped “gelding” with the Welsh Pony and Cob Society.

Females

Mare - female 4 years old and over

Filly – female not exceeding 3 years old

Brood mares must be 4 years old or over with foal at foot, or have produced a foal in the current year.

Brood mares must be accompanied in the ring by their own foal or a veterinary certificate justifying the absence of the foal be produced on request.

A novice brood mare must not have won a brood mare class prior to 1st January of the current year.

A barren mare is a mare that has not produced a foal and will not produce a foal in the current year.

Fillies with foals at foot cannot be shown.

Foal – either colt or filly born up to 31st December of year of birth.

Mares with foals under 3 weeks of age must not be exhibited.

Foals must not be bitted and must be shown in a halter or leather head collar/slip.

Foals must not be shod.

Age of all animals is calculated from 1st January in the year of birth.

3. RULES FOR JUDGES

- 3.1 All judges must be current members of the Welsh Pony and Cob Society.
- 3.2 A judge must attend a Conference/Seminar a minimum of once within every four years to enable them to remain on the Judging Panel. If a judge does not attend his/her name will be deleted from the Judging Panel until he/she attends a Conference/Seminar.
- 3.3 A judge must be medically/physically/mentally fit to judge otherwise he/she may present Health & Safety issues for him/herself and/or others. A judge must desist from judging if he/she is not medically /physically/mentally fit.
- 3.4 A judge must complete and return the annual disclosure form; failure to return will result in his/her name being deleted from the Judging Panel.
- 3.5 A judge must be fully conversant with all WPCS judging and showing rules. If any doubts arise at a show he/she must refer to the handbook for clarification.
- 3.6 A judge must at all times adhere to the Codes of Conduct as published in the WPCS Judging and Showing Handbook.
- 3.7 A judge must have easy access to a Judging and Showing Handbook at the show where he/she is judging.
- 3.8 A judge must not judge the same section of the WPCS Stud Book at an affiliated show within a local area more than once during a season. A local area is defined as a **50** mile radius (as the crow flies) from the showground.
- 3.9 On completion of judging a section at WPCS In-hand medal show, a judge must sign the result card confirming the champion and reserve champion. It is the judge's responsibility to ensure, with their steward and or show secretary, that the correct animal and the correct exhibitor catalogue number correspond and appear on the card.
- 3.10 When a judge officiates in WPCS affiliated classes at a show, he/she or his/her immediate family, must not compete or exhibit in other WPCS affiliated classes at that show.
- 3.11 A judge must not refer to the show catalogue prior to or during judging.
- 3.12 A judge should remain detached at all times.
- 3.13 A judge must not accept any hospitality from an exhibitor at a show where he/she is judging.

- 3.14 A judge must be smartly dressed at all times during the show where he/she is judging; casual clothing is deemed inappropriate. Blue Denim is not acceptable.
- 3.15 All judges must wear a hat while judging.
- 3.16 A judge must not smoke whilst in the ring.
- 3.17 A judge must not use a mobile phone whilst in the ring.
- 3.18 A judge must not wear an earpiece whilst in the ring.
- 3.19 Judges must present rosettes unless a sponsor is requested to do so. It is the judge's prerogative to withhold rosettes if he/she feels entries are of insufficient merit.

Impartiality

- 3.20 A judge must not judge any animal bred by him/her.
- 3.21| A judge must not judge an animal previously owned/produced/leased by him/her.
- 3.22 A judge must not judge an animal with which he/she has had any financial involvement; livery, handling, and schooling are included but NOT stud fees.
- 3.23 A judge must not judge an animal which has been owned, bred, leased by his/her immediate family.
- 3.24 A judge must not judge an animal that any member of his/her immediate family or employer has owned, bred, leased, produced or had a financial involvement with that animal.
- 3.25 A judge must not judge a person who has ridden, driven or produced in hand for him/her in the previous and/or current showing seasons.
- 3.26 A judge must take firm action against any exhibitor who withdraws their animal from the ring before the class has ended. The incident must be reported to WPCS Office.
- 3.27 A judge must take firm action where an unruly animal in their opinion is likely to cause an accident. He/she must dismiss the animal from the class.
- 3.28 A judge must take firm action against any exhibit whose performance is enhanced/potentially enhanced by artificial aids or outside assistance. Plastic bags, excessive and abnormal use of whips, noise producing objects are all deemed to be artificial aids. Such exhibits may be dismissed from the class, and such action will be fully supported by the Society. The incident must be reported to the WPCS office.
- 3.29 A judge must not express his/her views on specific animals/exhibitors/judges or their judgement via any form of social media via the Internet in accordance with WPCS Social Media policy.

4. RULES FOR EXHIBITORS, OWNERS AND PRODUCERS

Showing is the main shop window for the Welsh breeds and as such attracts a huge amount of public interest. Therefore exhibitors must conduct themselves at all times in an orderly, polite manner as they represent the Welsh breeds and consequently the WPCS. Everyone involved with showing are deemed to be fully conversant with the Codes of Conduct printed in this booklet. Any breaches will be severely dealt with by the Society. Bad behaviour to fellow exhibitors, owners, producers, judges, stewards or show officials brings the Society into disrepute.

- 4.1 Exhibitors competing at affiliated shows are deemed to be fully conversant with rules contained within this handbook and also the rules pertaining to the respective show.

Impartiality

- 4.2 Owners, exhibitors, riders and handlers must thoroughly investigate past connections of their exhibits to avoid breaches with the rules dealing with impartiality during judging.

- 4.3 An exhibitor must not enter any animal bred by the judge, previously owned or produced or leased by the judge or with which the judge has had any financial connection such as livery/handling/schooling.
- 4.4 An exhibitor or producer must not enter any animal in a class under a judge who has produced an animal for that person in the previous and current showing season.
- 4.5 An exhibitor must not enter an animal under a judge whose immediate family or employer owned, bred, leased or produced that animal.
- 4.6 A rider, whip or handler must not compete in a class judged by a person for whom he/she has ridden, driven or produced in hand during the previous and current showing season.
- 4.7 An animal must not be exhibited if under the ownership or production of any person for whom the judge has obtained or provided livery in the previous and current showing season.
- 4.8 Substitutions and nomination of entries are not allowed.
- 4.9 The welfare of their pony or cob is paramount and no lame, sick or overly fat animal should be brought to the show or into a class.
- 4.10 Exhibitors must not approach a judge on the day of the show.
- 4.11 A change of handler or rider is not allowed once the class has commenced, except in exceptional circumstances (injury or illness).
- 4.12 Exhibitors must comply with the steward's or judge's requests at all times.
- 4.13 Exhibitors should be dressed neatly and circumspectly. A judge is empowered to ask an exhibitor to leave the ring if considered inappropriately dressed. Blue denim is not acceptable.
- 4.14 Exhibitors must not wear clothing displaying any form of advertising.
- 4.15 Exhibitors must wear the correct number for the animal they are showing.
- 4.16 An exhibitor must not leave the ring prior to the completion of judging unless instructed by the judge or steward. A class is completed when the judge requests the class to be dismissed.
- 4.17 Exhibitors must not use any artificial aids to aid the showing of their animals. Plastic bags, excessive and abnormal use of whips, noise producing objects are all deemed to be artificial aids. Outside assistance using similar aids is also forbidden and judges are empowered to ask exhibitors making use of such assistance to leave the ring. Judges will receive the full support of the Society.
- 4.18 Exhibitors must have their animals under control at all times. If in a judge's opinion an unruly animal is likely to cause an accident, the judge has the power to ask that the animal leaves the ring.
- 4.19 A judge's decision is final. Any objections must be lodged officially according to the show's and WPCS rules.

5. SHOW AFFILIATION

- 5.1 All shows awarding WPCS medals and rosettes must affiliate to Welsh Pony and Cob Society. The cost of affiliation is **£10.50** and an affiliation form can be downloaded from WPCS website.
- 5.2 All shows affiliating to the Welsh Pony & Cob Society must agree to abide by the Rules and Recommendations of the Society as detailed in the current Judging and Showing Handbook.
- 5.3 Affiliated Welsh pony and cob classes must be judged by a judge taken from the appropriate WPCS panel of judges. A judge from any section of the panel is currently eligible to judge Welsh Part Bred classes.

6. RULES AND REGULATIONS RELATING TO THE AWARDING OF IN HAND MEDALS

General

The Society's Bronze and Silver medals are awarded for In-hand classes at shows affiliated to the Welsh Pony & Cob Society which have paid the appropriate affiliation fee before the show date. The medal fee includes the cost of a display case for each medal and engraving. Medals are not awarded on the day and are sent at a later date. However on the day, the champion of a medal section will receive a special rosette. Any breach in the following rules will result in medal awards being withheld.

- 6.1 Shows awarding medals must affiliate to the Welsh Pony & Cob Society and hold Public Liability and Employers Liability, or hold WPCS Association Insurance.
- 6.2 Where a Silver Medal is awarded, that show cannot also award a Bronze Medal.
- 6.3 Affiliated Welsh Pony and Cob classes at an affiliated show must be judged by a judge taken from the appropriate current WPCS panel of judges.
- 6.4 WPCS Medals can only be awarded at shows affiliated to the Society.
- 6.5 Schedules for all affiliated shows where In-Hand or Performance Medals are presented, must be submitted to the WPCS Office for approval prior to printing together with the appropriate affiliation forms and affiliation fee of £10.50.
- 6.6 Copies of show schedules must be submitted to the Society for approval prior to being sent for final printing. The Society's office staff will check and approve a draft schedule within 2 weeks of receipt; however shows must allow a reasonable amount of time for approval.
- 6.7 Bronze medal shows may accept entries on the day, however, medals will only be awarded to an animal listed in the catalogue supplied to the WPCS office either by hand, post or electronically. **Silver medal shows MUST be pre-entered.**
- 6.8 Shows offering a medal classification must lodge a catalogue/official record of entries after the show containing the entries in each class and giving the name and number of the exhibits as registered or entered in the Welsh Pony & Cob Society's Stud Book or Appendices. This final copy of the catalogue/official record of entries must be lodged with the Society within 14 days. Email copies are accepted.
- 6.9 In the case of an animal not registered at the time of entry at the show at which a medal is competed for, application for registration or entry in the Appendix must be made within one month of the date of the show, otherwise the medal will not be awarded. Geldings registered as stallions and still being shown under their stallion numbers, must be correctly re-entered in the Gelding Section or the medal will be withheld.
- 6.10 No animal shall be awarded more than one Gold, Silver or Bronze medal in any one season. Welsh Mountain Pony Stallion Premium Champion at Glanusk is exempt from this rule.

Results

- 6.11 The results of the Medal Awards are compiled by Society staff at the end of each season and printed in the annual WPCS Journal. The medals are thereafter engraved by the Society and posted directly to the exhibitors. (Due to the fact that the medal can be offered to the champion or reserve champion it is vitally important that the results are received within the time period as this does have a knock on effect for shows held later in the year.)
- 6.12 Copies of marked catalogues (as described 6.8) and signed medal cards must be submitted to the WPCS office either by post, by hand or electronically. Marked catalogues/official record of entries must be lodged at the WPCS office within 14 days of the date of the show duly marked to show the placing's 1st – 4th as well as champion and reserve champion.
- 6.13 If posted, all marked catalogues (as described above) and completed medal cards must be posted to the WPCS Office by Registered or Recorded Delivery.

- 6.14 Shows must take full responsibility for the accuracy of results. It is the responsibility of individual shows to ensure that the information sent to the Society is accurate and free from errors.
- 6.15 It is the responsibility of the show to ensure that incorrectly awarded medals are returned to the Society. A replacement will only be issued once the original has been returned to the Society. A show submitting incorrect results will be liable for all the costs of re-issue.
- 6.16 Medals will only be awarded to animals whose owners are members of the Welsh Pony & Cob Society who have paid their subscriptions for the current year or are life members or who have submitted their name for membership and paid one annual subscription or life membership composition.
- 6.17 Owners/Lessees who are not current members will be allowed 14 days from the date of the show to join the Society.
- 6.18 Owners/Lessees must ensure that the correct ownership of the animal is recorded with 14 days from the date of the show. Please refer to current Passport regulations.
- 6.19 Medals will only be awarded where the classes are judged by a judge who is on the appropriate Welsh Pony & Cob Society Panel of Judges.
- 6.20 Show secretaries must ensure that the yellow results card, which will be supplied on receipt of the completed medal affiliation form and appropriate fee, is available for the officiating judge to sign confirming the champion and reserve champion in each section where the medal is awarded.
- 6.21 Classification in the schedules of the shows affiliated to the Welsh Pony & Cob Society must in all cases be in keeping with the WPCS rules in relation to height limits.
- 6.22 Shows awarding medals will be assessed periodically by the Judging and Showing Standing Committee. The assessment will be based on the standard of past entries, numbers forward and geographical spread of shows staging medal classes. Failure to respond to the Society's request for information will result in the withdrawal of medal status. The Society reserves the right to withdraw the award of medals from a show.
- 6.23 A judge is empowered to withhold awarding a medal if he/she thinks the animals in question are of insufficient merit.

SPECIFIC

GOLD

- 6.25 The Society's In-Hand Gold Medal is awarded only at the Royal Welsh Agricultural Society's Annual Show. The Gold Medal must only be awarded to the champion. If an animal wins the youngstock and overall championship only one medal will be awarded. In the case of an animal not registered at the time of entry at the show at which a medal is competed for, application for registration or entry in the Appendix must be made within one month of the date of the show, otherwise the medal will not be awarded. Geldings registered as stallions and still being shown under their stallion numbers, must be correctly re-entered in the Gelding Section or the medal will be withheld.
- 6.26 A judge of Gold Medal classification must be in possession of an *asterisk for that section.
- 6.27 A judge, or persons using the same prefix, appointed to judge an In-hand WPCS section at the Royal Welsh Show must not judge or show in that section at affiliated shows from 1st January up until the last day of the Royal Welsh Show (in that year).
- 6.28 Once a judge has officiated at the Royal Welsh Show for a particular section, that judge cannot officiate in that section ever again, i.e. to judge a particular section is a once in a lifetime achievement.
- 6.29 A judge having been nominated to Judge at the **Royal Welsh Show**, must abstain from judging any Welsh sections at the show for the next two years, e.g. if a judge officiates on Section A in 2014 he or she would not be allowed to judge Section B, C, or D in 2016 or 2017.

SILVER

- 6.30 An affiliated show, to be eligible for the award of the Society's Silver Medal, must have classification in the schedule providing at least six classes for any one section of the Stud Book for stallions, mares, geldings and youngstock registered in the Welsh Pony & Cob Society Stud Book or Appendices relating to F.S.2 animals. Medals will only be awarded to the champion or reserve champion. Where there is full classification, the medals cannot be restricted to youngstock champion/reserve champion but must be offered to section champion/reserve. In the case of an animal not registered at the time of entry at the show at which a medal is competed for, application for registration or entry in the Appendix must be made within one month of the date of the show, otherwise the medal will not be awarded. Geldings registered as stallions and still being shown under their stallion numbers, must be correctly re-entered in the Gelding Section or the medal will be withheld.
- 6.31 A judge of Silver Medal classification must be in possession of an *asterisk for that section.
- 6.32 Judges must not officiate at more than three bronze, plus one *silver (*if eligible to judge) medal-affiliated shows in any one calendar year per section, (i.e. if a judge is on the panel for Section A and B he/she can judge up to 3 Section A bronze medal shows and 3 Section B bronze medal shows per year plus one Silver medal show for the appropriate section/s). Judges, once they have judged the medal section at those shows, cannot judge the same section at the same Silver Medal show for at least five years and cannot judge the same section at any other Silver Medal show that season.
- 6.33 During the show season, judges must not judge the same section in an affiliated show within a 50 mile radius (as the crow flies) of the showground.
- 6.34 On completion of judging an in-hand medal show, all judges must sign the result card confirming the champion and reserve champion. It is the judge's responsibility to ensure, with their steward and or show secretary, that the correct animal and the correct exhibitor catalogue number correspond and appear on the card.

BRONZE

- 6.35 An affiliated show, to be eligible for the award of the Society's Bronze Medal, must have classification in their schedule providing at least four classes for any one section of the Stud Book for stallions, mares, geldings and youngstock registered in the Welsh Pony & Cob Society Stud Book or Appendices relating to F.S.2 animals. Medals will only be awarded to the champion or reserve champion. Where there is full classification, the medals cannot be restricted to youngstock champion/reserve champion but must be offered to section champion/reserve. In the case of an animal not registered at the time of entry at the show at which a medal is competed for, application for registration or entry in the Appendix must be made within one month of the date of the show, otherwise the medal will not be awarded. Geldings registered as stallions and still being shown under their stallion numbers, must be correctly re-entered in the Gelding Section or the medal will be withheld.
- 6.36 On completion of judging an in-hand medal show, all judges must sign the result card confirming the champion and reserve champion. It is the judge's responsibility to ensure, with their steward and or show secretary, that the correct animal and the correct exhibitor catalogue number correspond and appear on the card.

WPCS IN-HAND GOLD MEDAL SHOW FOR 2017

Royal Welsh

WPCS SILVER MEDAL SHOWS FOR 2017

Aberystwyth, Anglesey, Blaenavon, Cheshire, Cothi Bridge, Denbigh & Flint, Glanusk, Lampeter Stallion, National Welsh Championship, Northern All Welsh, Northleach, Pembroke County, Pontardulais, Royal Bath and West, Royal Cornwall, Royal Highland, Royal Three Counties, Towerlands, Worsley Gala

Associations: Ceredigion*, Clwyd, Eastern, Gwynedd*, Home Counties, Midland, North Eastern Counties, North Western, Scottish, South Eastern.

WPCS GOLD PERFORMANCE MEDAL

Horse of the Year Show

Ridden Section A, B, C, D & W.P.B.R

The winners of the ridden Section A, B, C and D classes will each receive a WPCS Gold Performance Medal. If the winning animal in the Part-bred class is a registered Welsh Part-bred it will also be awarded a medal.

7. OVERSEAS MEDALS

The Society's Overseas Medals are awarded for In-hand classes at shows affiliated to the Welsh Pony & Cob Society which have paid the appropriate affiliation fee before the show date. The medal fee includes the cost of a display case for each medal.

- 7.1 An Affiliated Show, to be eligible for the award of the Society's Overseas Medal, must have classification in their schedule providing at least four classes for any one section of the Stud book for stallions, mares, geldings or youngstock registered in the appropriate Overseas Stud Book or the Welsh Pony and Cob Society Stud Book.
- 7.2 The judge nominated must be on at least one of the WPCS judging panels.
- 7.3 Copies of show schedules must be forwarded to the WPCS Office prior to going to final print for approval.
- 7.4 Overseas Association rules will apply to all WPCS classes.
- 7.5 Additionally, show secretaries, if they wish the medal results to be included in the annual WPCS Journal, must return to the WPCS Office the result cards supplied. These to be correctly signed by the officiating judge/s, to confirm the champion in the appropriate sections/ championships where medals are awarded.
- 7.6 It is not compulsory for the awards to be printed in the Journal, please indicate on the result card where appropriate, but the results card/s **MUST** be returned to the Society within 21 days of the date of the show, whether the results are to be printed in the Journal or not.
- 7.7 Copy for the Journal must be submitted to the WPCS by 30th September annually.
- 7.8 **IF THESE RULES ARE NOT ADHERED TO THE SOCIETY RESERVES THE RIGHT TO WITHDRAW THE AWARD OF MEDALS**

8. PERFORMANCE MEDALS

Since the inauguration of WPCS Performance medals in 2000 they have gained in popularity with improved status and are now a very much sought after award. WPCS Performance Medals may be awarded to Welsh ridden showing classes however they are also available for competition in other performance disciplines including dressage, eventing, driving; in fact, any discipline where the Welsh breeds successfully compete.

Shows/events awarding WPCS Performance medals must:

- 8.1 Affiliate to WPCS by completing the affiliation form accompanied with a fee of **£10.50**
- 8.2 Select judges from the WPCS ridden panel for 'Welsh only' ridden classes

- 8.3 Obtain proof that the animals are eligible for the award e.g. name and registration number, photocopy of passport. Animals must be registered in the WPCS Stud Book including Welsh Part-breds
- 8.4 Ensure the results sheet is sent back to WPCS Office for checking to establish eligibility

Other conditions applying:

- 8.5 There is no limit to the number of medals one animal can win in any one season.
- 8.6 Medals will be awarded on the day of competition.
- 8.7 Medals can be awarded in mixed company to highest placed Welsh but no lower than fourth place.
- 8.8 At the Horse of the Year Show Gold Performance Medals are awarded to the winners of Section A, B, C and D classes. If the winning animal in the Part-Bred class is a registered Welsh Part-bred it will also be awarded a medal.

Nominations for Performance Medals

- 9.9 Medals can also be awarded by nomination. The Society welcomes nominations for consideration for the WPCS Performance Medal on the grounds of outstanding achievement in the field of performance. Full details of the animal's achievement, detailing the venue, level/type of competition and any other supporting evidence. Factors which will be taken into account in making an award will be level of competition, competition against other breeds/types and the significance of the achievement in terms of promoting the Welsh breeds and part bred.

9. SHOWING RULES

GENERAL RULES FOR AFFILIATED SHOWS

These rules/guidelines are aimed to assist show secretaries, judges and exhibitors participating at shows affiliated to the Welsh Pony and Cob Society and must take precedence over other societies' rules when WPCS Medals are being awarded.

9.1 Height

All ponies, four years old and over, come under the jurisdiction of the Joint Measurement Board (JMB). The following heights apply to the four sections of the Welsh Stud Book.

Section A	Welsh Mountain Ponies	Not exceeding	121.9 cm (12.0 hands)
Section B	Welsh Ponies	Not exceeding	137.2 cm (13.2 hands)
Section C	Welsh Ponies (Cob Type)	Not exceeding	137.2 cm (13.2 hands)
Section D	Welsh Cobs	No upper height limit	

9.2 Freeze Branding

The Society has no objection to ponies and cobs being branded and this must not be detrimental to animals in the show or sale ring and is encouraged by the Society.

9.3 Age of Animal

Age is calculated from 1st January in the year of birth.

9.4 Soundness

If an animal entered in a class is, in the opinion of the judge unsound, the judge shall, at his/her discretion, require the exhibitor to withdraw the animal from that class or place it at the end of the line. The judge's decision in this matter is final.

9.5 Show ring production

The show ring is the well-established and much valued shop window and without exception all animals should be well turned out for competition. However it must always be foremost in terms

of show ring production that the overall image has to be in keeping within the natural beauty of any native breed including Welsh. The 'native image' is easily lost when the production is inappropriate for a native breed. Pulled and shortened manes and tails distract from this native look as does clipping of body hair. Exhibitors and judges alike should be aware that production of this nature serves to do the Welsh breeds an injustice in the show ring. Any act of production which looks artificial and detracts from a 'native' look, such as pulling, trimming or clipping hair and the use of cosmetic products, should be discouraged. Judges are empowered to and must penalise any exhibit which, in their opinion, detracts from the natural native beauty of the Welsh breeds.

9.6 **Trimming for Shows**

It is acceptable for Welsh breeds to be trimmed of hair under the jaw line, round the muzzle and protruding from the ears. **Please note: youngstock must not be body clipped (see diagrams on page 46).**

9.7 **Clipping**

Animals four years old or over, which have been clipped for winter activities can be shown and should not be penalised. Judges must take special note of this. Legs must not be clipped. **Please note: youngstock must not be body clipped (see diagrams on page 46).** Artificial changes to the original markings of an animal as recorded on the Passport will not be allowed, nor the addition of false manes and tails.

9.8 **Plaiting** Manes and tails must not be plaited with the exception of an optional single plait behind the ear for Sections A, B, C and D.

Welsh Part-bred animals should be plaited. However this is optional, as it would be normal for 'traditional and native' type Part-breds to be shown with a full mane and tail.

9.9 **Whips and Canes**

The shaft of a whip or cane must not exceed 75cm (30 inches).

Conduct

9.10 Where an unruly animal is likely to cause an accident, the judge is empowered and must ask it to leave the ring without any reward.

9.11 An in-hand class is closed and animals are not allowed to enter the ring when the last pony has completed its trot prior to being lined up.

10. **IN HAND CLASSES**

10.1 **Age of handler**

In the interest of safety all colts and stallions, two years old or over must be suitably bitted and led by a handler who has reached the age of 14 years.

10.2 **Young Handlers Classes**

Handlers under the age of 14 must wear a British Standard Hard Hat, gloves and suitable footwear. Age as of 1st January.

10.3 No colts/stallions or mare with foals at foot may be shown in young handler classes.

10.4 Parents/guardians to be advised that the animal must be of suitable height and temperament for the handler and class.

In-Hand Tack

10.5 Youngstock may be shown in a white webbing or rope show halter, leather head collar or show bridle (excluding two & three year old colts which must be bitted)

10.6 Mares or geldings four years old or over may be shown in a white webbing or rope show halter, leather head collar/slip, show bridle or riding bridle.

- 10.7 Foals should be led in a halter or leather headcollar/slip. They must never be bitted.
- 10.8 For colts/stallions the use of stallion show tack is optional. A judge may ask for the roller, crupper and side reins to be removed.

Foals

- 10.9 Foals accompanying their dam must be at least three weeks of age.
- 10.10 Foals must not be shod.

11. RIDDEN CLASSES

- 11.1 Judges must not ride the exhibits
- 11.2 Judges must be selected from the WPCS Ridden Panel
- 11.3 All animals competing in ridden classes must be four years old and over
- 11.4 Mares with a suckling foal are not eligible to compete in ridden classes

Ridden Classification:

11.5 Pure Bred Lead Rein

Open to registered Welsh Sections A or B, mares or geldings not exceeding 121.9cm (12hh). Riders must have attained their 3rd birthday but must not have attained their 9th birthday before 1st January in the current year. Ponies to be shown in a snaffle bridle - The reins must go directly from the bit to the child's hands with no extra aid or attachment to or on the saddle. The reins must be of normal length and not knotted or stitched together at a shorter length. Handles on saddles are permitted but the reins must not be attached to the handle of the saddle. The lead rein must be attached to the noseband only.

11.6 Pure Bred First Ridden

Open to registered Welsh Sections A or B, mares or geldings, not exceeding 128cm (12.2 hh). Riders must not have attained their 12th birthday before 1st January in the current year. Ponies are to be shown in a suitable snaffle bridle. The reins must be of normal length and not knotted or stitched together at a shorter length. Ponies must not be cantered except in their individual show.

11.7 Part-bred Lead Rein

Open to registered Welsh Part-bred mares or geldings not exceeding 121.9cm (12 hh). Riders must have attained their 3rd birthday but must not have attained their 9th birthday before 1st January in the current year. Ponies to be shown in a snaffle bridle - The reins must go directly from the bit to the child's hands with no extra aid or attachment to or on the saddle. The reins must be of normal length and not knotted or stitched together at a shorter length. Handles on saddles are permitted but the reins must not be attached to the handle of the saddle. The lead rein must be attached to the noseband only.

11.8 Part-bred First Ridden

Open to registered Welsh Part-breds, mares or geldings, not exceeding 121.9cm (12 hh). Riders must not have attained their 12th birthday before 1st January in the current year. Ponies are to be shown in a snaffle bridle. The reins must be of normal length and not knotted or stitched together at a shorter length. Ponies must not be cantered except in their individual show.

Open and Novice Ridden Classes

- 11.9 Ridden classes are open to stallions, mares and geldings.
- 11.10 All sections shown under saddle must be judged at the walk, trot and canter. Riders should be expected to gallop during their individual show the exception being if the judge deems the extended pace to be too dangerous.
- 11.11 Classes will be judged on conformation, breed type, way of going and manners.

- 11.12 No animal may be shown on a lead-rein except in a specific lead rein class.
- 11.13 Once judging has commenced, if a pony leaves the ring, it will be eliminated from the class.

Novice Status

- 11.14 A ridden animal shall be deemed to be a Novice if, by 1st January of the current year, it has not won an Open class within the discipline in which it is currently competing.
- 11.15 All Novice ridden animals must be shown in a suitable snaffle bridle.

11.16 Age of Rider

There is no age restriction for riders in ridden classes with the exception of stallions in that riders must have attained their 12th birthday before the 1st of January of the current year when riding a Section A, B, C, Welsh Part-bred under 137.2 cm (13.2hh) and their 14th birthday before the 1st of January of the current year for Section D, Welsh Part-bred over 137.2 cm (13.2hh). Riders of Welsh Part-bred animals may be governed by specific age groups within their classification.

11.17 Riders

Where a rider has been unseated or fallen from his/her animal, the rider cannot re-mount in the ring. The animal must be led out of the ring and cannot re-join the class. No change of rider will be allowed during a class. Where an exhibitor qualifies two animals for a championship, they must elect a substitute rider who conforms to the regulations of the class.

11.18 Hat

Correctly secured British standard skull caps/riding hats up to current British Standard must be worn at all times when mounted. A competitor whose hat comes off, or chin strap comes undone whilst competing must, on penalty of elimination replace it or fasten it before continuing. The rider may dismount without penalty to recover the hat or have it passed up from the ground, or may stop without penalty to fasten the chin strap.

11.19 Spurs

Spurs must not be worn in any WPCS affiliated ridden showing class.

11.20 Jewellery

Jewellery must not be worn

11.21 Ridden Dress

The overall impression should be smart, appropriate, safe and comfortable.

- a. **Jodhpurs:** Cream or fawn breeches or jodhpurs; style of boots optional
- b. **Jacket:** Tweed riding jacket, with or without a plain coloured waistcoat
- c. **Shirt:** Light shirt with collar and tie
- d. **Gloves:** Should be worn

11.22 Ridden Tack

Any suitable saddle or bridle should be worn. Animals competing under novice status must be shown in a suitable snaffle bridle. Bitless bridles are not permissible in any class. Welsh Part bred animals may be shown in bridles with coloured browband.

11.23 Additional Tack

No extra tack to be worn in flat classes. Martingales and brushing boots are permissible in Working Hunter Pony classes but must be removed before the conformation section. Style of boots optional.

11.24 Conduct

Where an unruly animal is likely to cause an accident, the judge has the power to ask that the animal leaves the ring.

- 11.25 Riders must not remove their animals from the ring during judging, without the judge's permission; the class ends when the judge requests the class to be dismissed.
- 11.26 The class is closed when the class goes into trot and no further ponies must be allowed in to the ring.
- 11.27 **Grooms**
When in the ring to help strip an animal, a groom must at all times look neat and smartly dressed and wear a hat.
- 11.28 **Working Hunter Classes**
Working Hunter classes, open to stallions, mares and geldings, 4 years and over. No change of rider or saddlery is allowed between phases or during a phase. Protective boots may be used for the jumping phases only. Bandages and protective pads on an animal's feet are not allowed.

Three classes are recommended:

	Exceeding	Not Exceeding
Height Section 1	-	121.9 cm (12 hh)
Height Section 2	121.9 cm (12 hh)	137.2 cm (13.2 hh)
Height Section 3	137.2 cm (13.2 hh)	

If Welsh Part-breds are competing they should be shown in respective height sections.

12. FENCES

- 12.1 Fences must be of a hunting type built with rustic materials and be as substantial as possible.
- 12.2 The maximum spread must be at the base of the fence.
- 12.3 Round poles must have round cups and gates must have flat cups.
- 12.4 The jumping phase must be taken first and any animal eliminated will not be required again.
- 12.5 The course must consist of a minimum of seven fences, one of which must be a spread, with no more than two double elements. A change of direction must be included.
- 12.6 It is recommended that competitors be allowed to walk the course on foot before their class.
- 12.7 **Height of Fences**

Open

	Height Min	Max	Spread Max
Height Section 1	53 cm (1'9")	61 cm (2'0")	53 cm (1'9")
Height Section 2	69 cm (2'3")	84 cm (2'9")	69 cm (2'3")
Height Section 3	84 cm (2'9")	99 cm (3'0")	76 cm (2'6")

Novice

	Height Min	Max	Spread Max
Height Section 1	47 cm (1'6")	53 cm (1'9")	47 cm (1'6")
Height Section 2	61 cm (2'0")	69 cm (2'3")	61 cm (2'0")

Height Section 3	76 cm (2'6")	84 cm (2'9")	76 cm (2'6")
-------------------------	--------------	--------------	--------------

Penalties

Jump knock down	10 faults
First refusal	15 faults
Second refusal	20 faults
Third refusal	Elimination
Fall of horse/rider	Disqualification

Marking

Jumping	50
Style while jumping	20
Conformation, freedom of action & Breed type	20
Manners	10
If equal marks, Performance marks take precedence, then style, if still equal, the judge's preference	

13 DRIVING CLASSES

- 13.1 In driven competition the driver, groom(s) and passenger(s) must have attained their 14th birthday by the first January of the current year. In the event that the driver is under the age of 18, he/she must be accompanied in the vehicle by a person aged 18 years or over. Proof of age will be required in the event of a query.
- 13.2 In all driven classes animals must be four years old or over.
- 13.3 Private Drive classes will follow the rules of the British Driving Society.
- 13.4 **Conduct**
Grooms and handlers, when entering the ring, must at all times look neat and smartly dressed. All must wear a hat.

14. DOWNLOADS

The following are available for downloading from the WPCS website:

Affiliation Form
Application Forms:
Bronze In Hand Medals
Silver In Hand Medals
Performance Medals
WPCS Rosettes
Millcroft Rosettes
Overseas Medal
Judging and Showing Handbook
Panel of Judges
In Hand Assessment application pack
Ridden Assessment application pack
Assessors Application form
Asterisks Application form
Mentoring form

15. RULES AND REGULATIONS - relating to other showing societies

Please note that rules/guidelines published in this handbook do not over-rule any rules or guidelines already in place with show societies, except at shows solely affiliated to the Welsh Pony and Cob Society
--

Horse of the Year Show Qualifiers

Eligibility of WPCS Panel Judges

Only WPCS judges on the ridden panel are eligible to judge HOYS ridden classes. Those judges are also eligible to judge the HOYS Part bred class. Please be aware of HOYS rules.

Advice to WPCS Judges (NPS QUALIFIERS)

When judges are judging Ridden Mountain & Moorland and Welsh classes incorporating NPS Qualifiers, the judge must:

- Sign qualifying cards in the ring.
- When awarding Silver Medal Rosettes (NPS), check the exhibitor's NPS Membership Card to confirm membership. This must be produced in the ring. If the champion does not have the card in the ring it can be offered to reserve champion but no further down the line. **At Breed Shows ponies can win Silver Medal Rosettes even if their owners are not members of the NPS but they must become NPS Qualifying members to enter the final.**
- Be fully aware of NPS rules.

Contact details for other Societies and Showing Organisations

National Pony Society, Arthur Rank Centre, Stoneleigh Park, Warwickshire CV8 2LG Tel: 01420 88333 | www.nationalponysociety.com

British Show Pony Society, 124 Green End Road, Sawtry, Huntingdon, Cambs PE28 5XS
Tel: 01487 831 376 Fax: 01487 832779 | Email: info@bsps.com | www.britishshowponysociety.co.uk

Ponies UK, Unit 8, Culley Court, Orton, Southgate, Peterborough. PE2 6WA
Tel: 01733 367210 | Email: info@poniesuk.org | www.poniesuk.org

British Driving Society, Endersley, Church Road, Wingfield, Eye, Suffolk IP21 5QZ
Tel: 01379 384612 | Fax: 01379 384206 | Email: email@britishdrivingsociety.co.uk

HOYS, Grandstand Media Ltd, Stoneleigh Park, Kenilworth, Warwickshire, CV8 2LZ
Tel: 01582 711411 | Email: press@hoys.co.uk | www.hoys.co.uk

16. AWARDS

WELSH PONY & COB GELDING INCENTIVE SCHEMES

Millcroft Stud Gelding Rosettes

- 16.1 The award is to encourage the showing of junior geldings in-hand, therefore expanding the market for the colt foal and enabling the creation of a network of potential performance prospects to represent the best Native breed in the World at the highest level.
- 16.2 The Gelding Champion and Reserve Champion Rosettes are generously sponsored by the Millcroft Stud and are obtained free of charge from the Society's head office.
- 16.3 To be awarded to the Overall Gelding Champion and Reserve from a specific Gelding Championship after all the In-Hand classes are complete.
- 16.4 To be competed for by the highest placed geldings from each appropriate class within Sections A, B, C, & D.
- 16.5 Welsh Part-Breds are not eligible to compete for the rosettes.

National High Point Junior Gelding of the Year Scheme

- 16.6 Open to all geldings (excluding part bred) 3 years old and under being shown In-Hand.

- 16.7 Owners of junior geldings do not need to be members of the WPCS in order to compete, and should apply for a free competition card from the Society's head office.
- 16.8 The competition runs from 1st January to 31st December annually, with the results card being returned to the Society's office no later than 14th January.
- 16.9 Results must be signed by the judge of each class or the show secretary in order to verify the results.
- 16.10 Results from fifteen shows are allowed, with a maximum of three classes per show which must be either pure-bred Welsh In-Hand classes or mixed Mountain & Moorland In-Hand classes.
- 16.11 Points are allocated as follows:

At shows not affiliated to the WPCS or NPS –

1st – 8 points 2nd – 6 points 3rd – 4 points
 4th – 3 points 5th – 2 points 6th – 1 point

At shows affiliated to the WPCS or NPS –

1st – 15 points 2nd – 12 points 3rd – 10 points
 4th – 8 points 5th – 6 points 6th – 4 points

Extra points can be added for the following –

Winning a Special Highest placed Gelding in the class rosette - add 5 points

Receiving a Millcroft Gelding Champion rosette - add 10 points

Receiving a Millcroft Gelding Reserve Champion rosette - add 6 points

Champion Overall Gelding of the Year – add 20 points (not eligible for double points)

Reserve Champion Overall Gelding of the Year – add 10 points (not eligible for double points)

The Royal Welsh Show, The Scottish Horse Show and the National Welsh & Welsh Part-Bred Championships will command double points throughout.

SIRE-RATINGS

17. IN-HAND SIRE-RATINGS

- 17.1 Shows included in the Scheme are pre-approved by the Society's Council.

The list of included shows for 2017 is as follows:

Aberystwyth	Notts County
Anglesey	Pembroke
Blaenavon	Pontardulais
Brecon	Royal Bath & West
Cheshire	Royal Cornwall
Cothi Bridge	Royal Highland
Denbigh & Flint	Royal Welsh**
Glanusk	Scottish All Welsh

Great Yorkshire	South of England
Kent County	Suffolk
Lampeter Stallion	Three Counties
Monmouth	Towerlands
National Welsh Championships	Vale of Glamorgan
Northleach	Worsley Gala
Northern All Welsh	

17.1a) **The points from any animal that has been sired by a stallion owned/bred by the judge of that section will not be included in the final score of the competition.

17.2 Welsh Pony & Cob Society Area Associations are eligible to nominate one of their Association Shows to be included in the Scheme. Nominations must be sent to the WPCS Office on the appropriate forms supplied by the Society (as above).

17.3 As the results are printed in the Society's Annual Journal, shows eligible for the Scheme must be held prior to the end of September to allow sufficient time for the results to be compiled.

Results

17.4 Results must be submitted to the Society's Office in the form of a marked catalogue, showing the placing 1st to 4th in each relevant class. Results sent in any other format will be returned to the show in order that they may submit them in the correct format.

17.5 The Society does not query any of the results submitted. If, for example, the catalogues are only marked from 1st to 3rd, only these will be recorded.

17.6 Points are allocated as follows:

1st place – 6 points, 2nd place – 4 points, 3rd place – 2 points, 4th place – 1 point

17.7 The maximum number of points any individual progeny of an animal could contribute would be limited to that animal's five best results.

17.8 In the event of a tie, the highest number of progeny recorded for the sire would decide the winner.

17.9 In the event of a further tie, the number of 1st placings attained by the progeny would then be taken into consideration.

17.10 The results will be printed in the Society's Annual Journal, listing the name and number of the sire, number of progeny involved in attaining the points and the total number of points.

17.11 Where foal classes are included at a show, registration forms for foals must have been received by the WPCS Office prior to the show. Registrations for foals not registered in time will not have their results recorded.

18. PERFORMANCE SIRE-RATINGS

18.1 Shows included in the Scheme are pre-approved by the Society's Council. The list of included shows for 2017 is as follows:

Under Saddle: Aberystwyth, Anglesey, Brecon, Cheshire, Cothi Bridge, Denbigh & Flint, Derbyshire Festival, Glanusk, Great Yorkshire, Horse of the Year Show, Kent, Lampeter Stallion, Lincolnshire, Monmouth, National Welsh Championships, Newark & Notts, Northern All Welsh, Northleach, NPS Summer Champs, Pembroke, Pontardulais, Royal Bath & West, Royal Cornwall, Royal Highland, Royal Norfolk, Royal Welsh, Scottish Horse Show, Scottish All Welsh, South of England, Suffolk, Three Counties, Vale of Glamorgan, Worsley Gala, WPCS Performance Show.

Lead Rein/First Ridden: Aberystwyth, Anglesey, Brecon, Cheshire, Cothi Bridge, Denbigh & Flint, Derbyshire Festival, Horse of the Year Show, Kent, Great Yorkshire, Lampeter Stallion, Lincolnshire, Midland Counties, Monmouth, National Welsh Championships, Newark & Notts, Northleach, Northern All Welsh, NPS Area 11 Summer, NPS Area 4 Summer, Pembroke, Royal Bath & West, Royal Cornwall, Royal Highland, Royal Norfolk, Royal Welsh, Scottish All Welsh, Scottish Horse Show, South of England, Suffolk (First Ridden only), Three Counties, Vale of Glamorgan, Worsley Gala, WPCS Performance Show.

Working Hunter Pony: Aberystwyth, Anglesey, Brecon, Cheshire, Cothi Bridge, Denbigh & Flint, Derbyshire Festival, Great Yorkshire, Kent, Lincolnshire, Monmouth, National Welsh Championships, Newark & Notts, Northleach, NPS Area 11 Summer, NPS Summer Championship, Pembroke, Royal Bath & West, Royal Cornwall, Royal Highland, Royal Welsh, South of England, Suffolk, Three Counties, Vale of Glamorgan, WPCS Performance Show,

Driving: Aberystwyth, Bakewell, Brecon, British Driving Society (Windsor), Cheshire, Edenbridge & Oxted, Great Yorkshire, Lampeter Stallion, Lincolnshire, Newark & Notts, Northleach, Pembroke, Pontardulais, Royal Cornwall, Royal Highland, Royal Norfolk, Royal Welsh, South of England, Three Counties, WPCS Performance Show.

- 18.2 Welsh Pony & Cob Society Area Associations are eligible to nominate one of their Association Shows to be included in the Scheme. Nominations must be sent to the WPCS Office on the appropriate forms supplied by the Society.

Results

- 18.3 Results must be submitted to the WPCS Office in the form of a marked catalogue, showing the placing 1st to 4th in each relevant class. Results sent in any other format will be returned to the show in order that they may submit them in the correct format.
- 18.4 The Society does not query any of the results submitted. If, for example, the catalogues are only marked from 1st to 3rd, only these will be recorded.
- 18.5 Points are allocated as follows:
1st place – 6 points, 2nd place – 4 points, 3rd place – 2 points, 4th place – 1 point
- 18.6 In the event of a tie in any one discipline, the highest number of progeny recorded for the sire would decide the winner.
- 18.7 In the event of a further tie, the number of 1st placings attained by the progeny would then be taken into consideration.

19. PROHIBITED SUBSTANCES POLICY & PROCEDURES

- 19.1 No animal, Pony or Cob shall be treated (whether under veterinary supervision or not) with any substance which may affect its performance in any way or with any, body or condition enhancing substance.
- 19.2 All substances prohibited by the Jockey Club will be included (and any others which may be notified by the Society from time to time) and any substances used as agents to mask the use of performance and behaviour altering substances and any metabolites of such substances and any artificial growth or condition enhancing substances.
- 19.3 It shall be a breach of these rules for any animal present at any show, event or competition with Society affiliation or where Society medals are awarded or at any official sale run under Society rules to contain any prohibited substances within its body or on its exterior.
- 19.4 The making of an entry to any such show, event or competition or sale shall be deemed to accept the requirement to present an animal for testing for prohibited substances as may be required by the Society.
- 19.5 Refusal to allow testing of any animal shall be a breach of these rules and shall be punished as if any subsequent test had proved positive.
- 19.6 Any prohibited substances in the tissue, hair, skin, body fluids, excreta or body of an animal at any level or quantity shall be a breach of these rules.

- 19.7 The Society shall direct at which shows or events or competitions or sales animals shall be tested. Choice may be computer generated at random. Tests may be required at random or for specific classes or whether performance, behaviour or condition of an animal is noted to be unusual or different.
- 19.8 Testing shall constitute the examination of the animal by a qualified person and include taking of samples, of tissue, hair, skin, and body fluids or etcetera as directed by the person examining for subsequent analysis.
- 19.9 The samples shall be divided into two parts and the owner or person having care of the animal shall be offered one sample for independent testing at their own expense.
- 19.10 The Society shall direct as to which laboratories are approved for samples to be tested.
- 19.11 If a prohibited substance is confirmed by the laboratory in a sample then:
The animal will be disqualified from any prize championship or qualification and shall forfeit all placings, awards, or prize money in any classes from the day before it was tested and the outcome of a subsequent Disciplinary Hearing.
The animal is suspended from being shown or taking part in any show, event or sale pending the outcome of the subsequent Disciplinary Hearing.
The owner and/or producer having care of the animal shall be suspended from all rights and privileges of membership of the Society pending the outcome of the subsequent Disciplinary Hearing.
The period of suspension shall commence on the day after posting by the Society to the owner of the notification of a positive test result.
The matter shall be reported forthwith to the Society for referral to disciplinary procedure.
- 19.12 It is the responsibility of the owner of an animal or the owner's agents or producer or the person having care of an animal for fourteen days before and during a show or event to ensure that nothing is administered fed or applied to an animal that contains any prohibited substance.
- 19.13 Lack of knowledge will not be an excuse nor a defence.
- 19.14 **Important notes**
Some feeds and proprietary preparations and homeopathic and herbal remedies may contain prohibited substances.
Absorption can be by ingestion, injection or application through the skin.
Before presenting an animal at a show, event, competition or sale it is advisable:
To obtain advice from a veterinary surgeon as to the length of time during which any prohibited substance may be present in an animal's body.
To obtain advice and confirmation from feed merchants or manufacturers as to the freedom of feed stuffs from prohibited substances.
- 19.15 **Sampling Procedures**
- a) Testing should take place as soon as possible after the participation of the pony in its class provided that it does not interfere with its programme in which case the test should take place as soon as possible after the pony has completed its programme.
 - b) It is the responsibility of the person in charge of the pony whether it be the owner or producer or other person to supervise the pony from the time of notification of selections for a test until completion of the test.
 - c) The owner, producer or other person responsible for the pony or his representative shall be entitled to witness the testing from outside the loose box, horse box or testing area without disturbing the pony but if not present the test will proceed in any event.

- d) All samples taken must be kept in a secure place and dispatched to the laboratory selected by the Society as soon as reasonably possible after collection.
- e) The sample must be divided into two parts hereinafter referred to as Sample A and Sample B and the initial analysis of Sample A must be completed within twenty one days of receipt of the sample by the laboratory. If the initial analysis produces a suspicious positive result, then the Society may grant such extension as the laboratory requires to complete the analysis.
- f) If the result of analysis of Sample A is negative then the laboratory may forthwith destroy Sample B.
- g) If the result of analysis of Sample A is positive then the owner or producer may require confirmatory analysis of Sample B, by any laboratory approved by The Horseracing Forensic Laboratory provided that a written request for such confirmatory analysis is received by the Society within fourteen days of dispatch by the Society of notification of a positive analysis of Sample A.
- h) The owner or producer may request that finding be made in respect of particular matters during the analysis of Sample B on the basis that they will be responsible for all additional costs incurred whatever the result of the analysis of Sample B.
- i) Upon receipt of a valid request for confirmatory analysis of Sample B. the Society shall inform the laboratory immediately and the laboratory shall carry out the analysis of Sample B.
- j) If the result of analysis of Sample B is positive then the person requesting the analysis shall reimburse the Society the cost of analysis of Sample A and Sample B forthwith on demand.
- k) If the results of analysis of Sample A is positive and no valid request for confirmatory analysis of Sample B is received, the owner shall reimburse the Society the cost of analysis of Sample A forthwith upon demand.
- l) The samples shall be taken by a qualified veterinary surgeon or a suitably qualified scientific technician.

20. GENERAL CODE OF CONDUCT

All members must meet the following requirements in regard to their conduct and behaviour.

Members must:

- a) Respect the rights, dignity and worth of others.
- b) Be fair, considerate and honest in all dealings with others.
- c) Be professional in, and accept responsibility for your actions.
- d) Be aware of and maintain the rules and regulations of the Society and operate within those rules.
- e) Preserve and protect the standing and reputation of the Society.
- f) Never use your position or role for personal gain, to avoid your responsibility or to unjustly prevent an individual from exercising their rights.
- g) Be aware of your legal responsibility and the legal rights of others.
- h) Do not use your involvement with the Society to promote your own beliefs, behaviour and practices where these are inconsistent with those of the Society's rules.
- i) Be a positive role model and demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age as your words and actions are examples.
- j) Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
- k) Refrain from any form of harassment or intimidation of others.
- l) Refrain from using any behaviour that may bring the Society into disrepute.
- m) Provide a safe environment for the conduct of the activity.
- n) Show concern and exercise due caution towards others who may be sick, injured or disabled in a way in which is not immediately visible.

- o) At all times abide by the Defra Code of Practice for the Welfare of Horses - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69389/pb13334-cop-horse-091204.pdf - and the Land Transport of Horses.
- p) Understand the repercussions if you breach one of the Codes of Conduct of The Welsh Pony and Cob Society.
- q) Members who are also Trustees must promise to abide by the fundamental values that underpin all the activity of this organisation.

21. SOCIAL MEDIA AND INTERNET POLICY

No Member of The Welsh Pony and Cob Society shall conduct him or herself in a manner or be guilty of behaviour which is derogatory to the character or prejudicial to the interests of The Welsh Pony and Cob Society and in particular (but without prejudice to the generality to the foregoing) no Member shall behave in an abusive or unpleasant manner to any person at any show or at any other location where Welsh Pony and Cob Society business is being transacted or via social media or the internet or via any publication in whatever format or via any other written or electronic format.

21.1. Introduction

The Welsh Pony and Cob Society acknowledges the importance of the internet and social media sites such as Facebook, Twitter, LinkedIn, home web-pages, chat rooms, messaging services and all other forms of electronic communication and the role that “social media” plays in the day to day lives of members. This policy note is to remind members that the Rules of The Welsh Pony and Cob Society apply to members when using social media and the internet. Failure to adhere to this policy note could lead to disciplinary action being taken against a member.

21.2. Using social media

21.2.1 You should be aware that The Welsh Pony and Cob Society may from time to time carry out internet searches to identify postings which include references to The Welsh Pony and Cob Society and its members.

2.2 Images produced by The Welsh Pony and Cob Society are the subject of copyright and should not be copied or used in social media save as provided in The Welsh Pony and Cob Society website user terms and conditions.

21.2.3 You should ensure that any material that you transmit or post to social media is clearly stated to be your personal view and is not held out to be, or could be mistaken as, the view of The Welsh Pony and Cob Society.

21.2.4 You must not post or transmit any material which could damage the name or reputation of The Welsh Pony and Cob Society, its members or former members, or which is derogatory to the character of or prejudicial to the interests of The Welsh Pony and Cob Society.

21.2.5 You must not post or transmit any material relating to The Welsh Pony and Cob Society, members or former members or their horses or ponies, or their business or private lives or which could otherwise be associated with or which may reasonably be attributed as coming from The Welsh Pony and Cob Society:

a) that is threatening, defamatory, obscene, indecent, seditious, offensive, pornographic, abusive, liable to incite racial hatred, discriminatory, menacing, scandalous, inflammatory,

blasphemous, in breach of confidence, in breach of privacy or which may cause annoyance, distress or inconvenience; or

b) Which constitutes or encourages conduct that would be in breach of the WPCS rules, or constitutes a criminal offence, or which could give rise to civil liability, or otherwise be contrary to the laws of, or infringe the rights of any third party in, the UK or any other country in the world.

21.2.6 Any breach of this policy may constitute a breach of The Welsh Pony and Cob Society rules and could also lead to civil and/or criminal proceedings being brought against you.

21.3. Disclosure under law or regulation

You should be aware that The Welsh Pony and Cob Society will fully co-operate with any law enforcement authorities or court order requesting or directing The Welsh Pony and Cob Society to disclose the identity or locate anyone posting any material in breach of this policy. If we are requested by the police or any other regulatory or government authority investigating suspected illegal activities to provide your personal information, The Welsh Pony and Cob Society is entitled to do so.

22. CODE OF CONDUCT FOR COMPETITORS AND EXHIBITORS

In addition to The Welsh Pony and Cob Society General Code of Conduct, the following requirements must be met by competitors and exhibitors during any show/activity held or sanctioned by the Society.

Members should:

- Respect the rights, dignity and worth of fellow competitors, judges, stewards, officials, volunteers and spectators.
- Acts of aggression will not be tolerated.
- Respect the talent, potential and development of fellow competitors.
- Conduct yourself in a professional manner relating to language, temper and punctuality, be courteous and kind and set a good example in dress and behaviour. Blue denim is not acceptable.
- Maintain high personal behaviour standards at all times.
- Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.

Bullying is an issue in many sports today. The Welsh Pony and Cob Society wants members, organisers and officials to know that bullying is not acceptable at any Society event.

The Welsh Pony and Cob Society recognise that bullying is unacceptable and has a clear policy in dealing with bullying under the Society's rules.

Bullying is an inappropriate behaviour using force or power. Bullying undermines another person's self-esteem and confidence.

Reports of bullying will be handled promptly and confidentially.

We need the knowledge and experience of our volunteers. We cannot afford to lose good people through bad behaviour.

Every official, competitor and volunteer has the right to be treated with dignity and respect and the Society has the responsibility to ensure that this occurs at all shows/activities.

The WPCS can only discipline the appropriate person if the intimidation is reported under the correct Society Procedures.

Any person who feels they have been intimidated should put it in writing to the WPCS Chief Executive Officer.

In Criminal Law any threatening behaviour, intimidation or bullying is assault.

23. FEEDBACK AND COMMENTS POLICY

This document sets out the procedure for dealing with feedback and comments made in relation to the Welsh Pony and Cob Society and its services. For complaints against members of the Society, or about the identity or pedigree of an animal, please refer to the appendixes of this policy.

Staff and Services

The Society and its staff endeavour to work to the highest standards in every regard. However it recognises that there will be times when its customers will wish to comment upon its staff and services. The Society welcomes feedback as part of a culture of seeking continuous improvement to its services, practises, policies and procedures.

Should you or someone you represent, have a complaint or comment please verbally address it in the first instance to the member of staff with whom you are dealing. Should you feel that your complaint or comment has not been satisfied the following procedure should be followed.

Stage 1

Contact the manager of the service with which you wish to raise the complaint in writing either by letter or by e-mail. All correspondence should be marked "Private and Confidential". The manager will acknowledge your complaint within five working days and will respond to you within an additional ten working days. Where the complaint is about a manager then stage 2 should be followed.

Stage 2

Should your complaint not be satisfied by the manager please write to the Chief Executive Officer by letter or by e-mail. All correspondence should be marked "Private and Confidential". The Chief Executive Officer will acknowledge your complaint within five working days and will respond to you within an additional ten working days. Where the complaint is about the Chief Executive Officer please write to the Chair of Council care of Bronaeron, Felinfach, Lampeter, Ceredigion, SA48 8AG and marked "Private and Confidential".

In respect of both stages the Society will always aim to respond in writing and in full to your feedback within one month of receiving the initial contact in writing. However, if the issue is complicated, or if relevant staff are absent, any delay will be explained and you will be kept informed of progress.

Review of Your Complaint

If you are not satisfied following receipt of the Society's Stage 2 response you can request a review of your complaint. The review will be conducted under the direction of the Chair of Council. Please write to the Chair of Council care of Bronaeron, Felinfach, Lampeter, Ceredigion SA48 8AG. All correspondence must be marked "Private and Confidential".

The Chair will nominate three trustees to form a panel to review the complaint and the Society's response. If necessary further information will be sought from the complainant and this should be provided within ten working days of a request. The panel will review the complaint with the information as provided and will respond to the complainant within one month of the review being requested. If the issue is complicated, any delay will be explained and you will be kept informed of progress.

Should the Society fail to address your complaint or concern, as a last resort, you are able to write directly to the Charity Commission. Please follow the links on the Charity Commission website at www.charitycommission.gov.uk.

Should you suspect illegal activity, for example terrorism or abuse, please contact the police on 101.

Appendix A

COMPLAINTS MADE AGAINST MEMBERS

This document sets out the procedure for dealing with complaints made against members of the Society.

The Society and its members endeavour to work to the highest standards in every regard. The Society considers its members to be a valuable resource in achieving its aims and does not envisage that it will receive many complaints. However, the Society wants to ensure that in the event that a complaint is made against a member of the Society, there is a procedure in place which ensures that:

- (a) the complaint will be dealt with fairly and without prejudice; and
- (b) the procedure and potential outcomes are clear for all parties involved.

Dealing with issues under formal complaints and disciplinary procedures is a legalistic and potentially expensive route for all concerned. In consequence, the Society hopes that the majority of complaints that are received can be resolved informally by mediation. This particularly applies to poor behaviour in and around the show ring.

If mediation or informal resolution is not possible or it is more appropriate for the matter to be dealt with formally, then the Complaints Procedure as set out in part 1 below should be followed. If the complaint relates to the identity or pedigree of an animal or animals, the procedure set out in part 2 of this complaints procedure should be followed. The Society considers the accuracy of the information contained within the Stud Book of vital importance for the preservation of the breeds.

If the complaint is against a judge, official, an exhibitor or an organiser of a show, event or sale and the complaint relates to the rules of a particular show, event or sale the complaint should be made to the show secretary or auctioneers in accordance with the rules of the event.

Complaints relating to JMB height certificates should be made to the JMB.

Should the complaint or report refer to concerns over the welfare of animals then this will be dealt with by a different process involving the Society's Honorary Welfare Coordinator and the Society's Honorary Veterinary Surgeon. This process can be found at http://www.wpcs.uk.com/education_welfare/welfare_code_of_practice/

1. COMPLAINTS MADE AGAINST MEMBERS

- 1.1 If a person has a complaint against a Society member, they should contact the Chief Executive Officer, at Bronaeron, Felinfach, Lampeter, Ceredigion, SA48 8AG or by email on CEO@wpcs.uk.com If the complaint is sent by post, then it should be sent by recorded delivery. A delivery receipt for emailed complaints or any hand deliveries should be obtained. Should the complaint be about the Secretary then the complaint should be addressed to the Chair of Council and marked strictly confidential.

- 1.2 A complaint should be in writing marked “private & confidential” and signed by the complainant.
- 1.3 Save where a complaint has been made by a trustee, honorary officer or judge in relation to an issue arising from his or her duties, a complaint must be accompanied by the complaint fee of £150. Failure to pay the fee will mean that the complaint will not be investigated under this Complaints Procedure. In respect of emailed complaints, the complaint will not formally be investigated until the appropriate fee is also received.
- 1.4 The complainant can also submit a separate letter or email from an independent person confirming the facts and basis of the complaint.
- 1.5 The complaint, independent letter and fee should be received within 14 days of the complainant becoming aware of the subject of the complaint. Complaints received outside this timescale will only be investigated at the discretion of the Chair of Council.
- 1.6 Evidence in support of the complaint should be provided along with the letter of complaint.

What will happen next?

- 1.7 The Society will send a letter acknowledging the complaint and, if necessary, may ask for further details. If the Society believes that the matter should be addressed by mediation it will invite the complainant to participate. If the matter is resolved by mediation the complaint fee will be refunded.
- 1.8 In the event that mediation is not possible, or subsequently, if it has failed, the letter will set out the name of the person(s) assigned to investigate the complaint (the **Investigating Officer(s)**). If the complaint relates to a trustee or former trustee the Investigating Officer will be an independent person who may or may not be a member of the Society. If the complaint relates to any other member of the Society, the Investigating Officers will be a panel of three, consisting of three trustees or three independent persons, who may not be members of the Society, or a combination with not more than three in total. Any request by the Society for further details should be provided by the complainant within 10 working days otherwise the complaint will not be processed any further and the fee shall be returned.
- 1.9 The investigation of the complaint will be carried out by the Investigating Officer(s) within a reasonable timescale barring issues outside their control. The Investigating Officer(s) will undertake all necessary investigation which may include obtaining a response to the complaint from any member who is the subject of the complaint. This will usually involve sharing the full details of the complaint with that member, which in certain circumstances may include the identity of the complainant.
- 1.10 If necessary the complainant may be invited to a meeting to discuss the complaint and/or the response to the complaint further. In the event that this is not possible or practical the complainant may be asked to expand upon the complaint in writing or by telephone.
- 1.11 Once the investigation has been concluded, a determination will be made by the Investigating Officer who will notify the complainant in writing of the decision together with the reasons for this decision and any action that it is recommended is taken. The Investigating Officer will either:
 - (a) Dismiss the complaint in whole or in part; or

- (b) Uphold the complaint in whole or in part which may include a determination that all or part of the matter be dealt with under the Society's disciplinary procedures.
- 1.12 In the event that the complaint is upheld in full by the Society, then the complainant will be repaid the complaint fee. Should the complaint not be upheld, then this sum will be retained by the Society. If a complaint is not upheld, in relation to the identity or pedigree of an animal there is no further right of appeal.
-

Appendix B

COMPLAINTS ABOUT THE IDENTITY OR PEDIGREE OF AN ANIMAL

Any complaint regarding the identity or pedigree of an animal must be submitted in writing to the registered office of the Society and the steps set out in paragraphs 1.1.1 to 1.6 above should be followed.

What will happen next?

- 2.1 The Society will send a letter acknowledging the complaint and if necessary, may ask for further details. The letter will set out the name of the person(s) assigned to investigate the complaint (the Investigating Officer(s)).
- 2.2 In investigating a complaint which relates to the identity or pedigree of an animal, the Investigating Officer(s) carrying out the investigation will obtain expert evidence in the form of DNA profiling from an independent expert nominated by the Society. In order to obtain this evidence, the complainant will be required to pay to the Society the costs of obtaining the evidence to include the cost of the DNA profiling. The complainant will usually be asked to pay such sums to the Society, prior to the DNA profiling being instigated.
- 2.3 Once the investigation has been concluded, or DNA evidence obtained, a determination will be made by the Investigating Officer(s) who will notify the complainant in writing of the decision together with the reasons for this decision and any action that it is recommended is taken. The Investigating Officer(s) will either:
 - (a) Dismiss the complaint in whole or in part; or
 - (b) Uphold the complaint in whole or in part which may include a determination that all or part of the matter be dealt with under the Society's Disciplinary Procedures set out in Part 3 below.
- 2.4 In the event of a DNA profiling being incorrect the breeder may nominate one or other sires for profiling and that DNA evidence will be submitted to the Investigating Officer(s) for consideration before making their decision pursuant to paragraph 2.4
- 2.5 Should the other DNA samples prove incorrect this will be deemed conclusive proof with no further right of appeal.
- 2.6 In the event that the complaint is upheld in full by the Society, then the complainant will be repaid the complaint fee. Should the complaint not be upheld, then this sum will be retained by the Society.
- 2.7 If a complaint is not upheld, in relation to the identity or pedigree of an animal there is no further right of appeal.

Appendix C

DISCIPLINARY PROCEDURE

Disciplinary Proceedings

- 3.1 Where an Investigating Officer(s) has determined, following the conclusion of an investigation, that there is a case to answer which requires further investigation, the outcome of which mean that disciplinary action may be taken against a member, the

Chair and Vice Chair of Council acting together will appoint a disciplinary panel made up of three people who may not be members of the Society (the **Disciplinary Panel**). The Disciplinary Panel should be appointed within 14 days of the decision by the Investigating Officer(s) that the matter should be dealt with under this Disciplinary Procedure.

- 3.2 Within 7 days of being appointed, the Disciplinary Panel will inform the member of the allegations against them, the basis for those allegations, that there will be a disciplinary hearing convened and what the likely range of consequences will be if it decides after the hearing that the allegations are true. Where appropriate, the following will be included:
- (a) A summary of relevant information gathered by the Investigating Officer(s) during the investigation;
 - (b) A copy of any relevant documents which will be used at the disciplinary hearing; and
 - (c) A copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case the member will be given as much information as possible while maintaining confidentiality.
- 3.3 Within a further 14 days, the member must inform the Disciplinary Panel whether they admit the allegations or not and indicate whether they wish to attend the hearing. If no response is received, the disciplinary procedure shall continue.
- 3.4 Within a further 14 days, the Disciplinary Panel will give the member written notice of the date, time and place of the disciplinary hearing. The hearing will be held as soon as reasonably practicable, but the member will be given a reasonable amount of time to prepare their case based on the information given to them by the Disciplinary Panel.

Disciplinary Hearing

- 3.5 The disciplinary hearing will be held in front of the Disciplinary Panel. At the disciplinary hearing, the Disciplinary Panel will take the member through the allegations and the evidence that has been gathered. The member will be able to respond and present any evidence.
- 3.6 The member may ask relevant witnesses to appear at the hearing, provided they have given the Disciplinary Panel sufficient advance notice to arrange their attendance. The member will be given the opportunity to respond to any information given by a witness.
- 3.7 Written statements may be introduced only if previously produced to and/or with the consent of the Disciplinary Panel.

The Disciplinary Panel may make a finding, following the disciplinary hearing, that the allegations are:

- (a) Proved, in whole or in part; or
- (b) Unproved, in whole or in part.

The decision by the Disciplinary Panel and its reasons, along with any disciplinary penalty if appropriate, will be communicated to the member within 14 days of the date of the disciplinary hearing.

Disciplinary Penalties

- 3.8 If the Disciplinary Panel finds the conduct alleged to be proved, in whole or in part, it shall impose such of the following actions as seem appropriate given the circumstances of the case:
- (a) Take no action (only if there are strong mitigating circumstances)
 - (b) Give a reprimand or caution
 - (c) Impose a fine up to a maximum of £5000

(d) Be expelled from membership on either a temporary or permanent basis.

- 3.9 In addition, in the case of a judge:
- (a) He be removed from the panel or panels
 - (b) The asterisk rating against his name is removed

In addition, in the case of an official:

- (a) He be prevented from officiating in any capacity at any Society affiliated show or event

- 3.10 If in relation to an offence dealt with by a court of law relating to an animal welfare offence, if a member is found guilty the Society will take reciprocal action to that imposed by the Court i.e. if the Court issues a warning or reprimand the Society will similarly warn or reprimand the member.

In the case of a Court banning a member from keeping/owning animals for a period of time the Society will revoke the membership of the member found guilty and ban them from membership for the full period of the ban imposed by the court.

- 3.11 There is no appeal against an identity or pedigree complaint proven by the process outlined above.

- 3.12 There is also no appeal against a welfare issue determined by a Court of Law.

Appeal

- 3.13 If a member feels that disciplinary action taken against them is wrong or unjust then they should appeal in writing, stating the full grounds of appeal, to the Secretary within 14 days of the date on which they were informed of the decision of the Disciplinary Panel. The member will also be required to deposit with the Society the sum of £200. If the appeal committee ultimately revokes the original decision then the sum deposited will be reimbursed to the member.

- 3.14 Upon receipt of an appeal and appropriate fee, the Chair and Vice Chair of Council acting together will appoint an **Appeal Committee** comprising three members who may not be members of the Society and one of whom shall be a solicitor.

- 3.15 Appeals may be dealt with by written representations or at an appeal hearing. The Appeal Committee will give the member written notice of the date, time and place of any appeal hearing. This will normally be 14 days after the written notice.

- 3.16 The Appeal Committee will consider all the evidence and make its decision which may be to:

- (e) Confirm the original decision;
- (f) Revoke the original decision; or
- (g) Substitute a different penalty. (which will not be a more serious penalty than the one imposed by the Disciplinary Panel.)

- 3.17 The Appeal Committee will inform the member in writing of the final decision as soon as possible, usually within 14 days of the date of the appeal hearing. There will be no further right of appeal. ***Adopted by the Council of the Welsh Pony & Cob Society on November 2016***

24. PROCESS TO RAISE CONCERNS / COMPLAINTS ABOUT THE WELFARE OF ANIMALS

The Society considers the welfare of all Welsh Ponies and Cobs to be of paramount importance, and works hard to educate and support owners and breeders of Welsh Ponies and Cobs in this respect. Whilst the Society's role is educational and advisory, the Society's Honorary Welfare Coordinator and Honorary Veterinary Surgeon work closely with the relevant authorities in connection with welfare complaints received.

If a member/person has concerns regarding the welfare of Welsh ponies they should contact the Chief Executive Officer, at Bronaeron, Felinfach, Lampeter, Ceredigion, SA48 8AG or by email on CEO@wpcs.uk.com. If sent by post, then it should be sent by recorded delivery. A delivery receipt for emailed communications or any hand deliveries should be obtained.

What will happen next?

1.1 The Society will send a letter within 5 working days acknowledging the communication and asking for further details where necessary. If a response requested from the complainant is not received within 10 working days, then the complaint may not be processed any further.

1.2 Upon receipt and confirmation of further details, the issue will be referred on a confidential basis by the CEO to the Society's Honorary Welfare Coordinator who will work in conjunction with the Society's Honorary Veterinary Officer appointed by the Council of the Society.

1.3 The Society will always strive to ensure that your details remain strictly confidential. Your personal details will be kept confidential in accordance with Criminal Justice and Data Protection regulations. The National Welfare Coordinator will always seek to manage the disclosure of information during an investigation to prevent the identity of the complainant. The National Welfare Coordinator may need to share some or all of the information when making referrals to other Welfare or regulatory bodies. Although these bodies hold similar confidentiality procedures the National Welfare Coordinator will always seek the complainant's permission before revealing his/her identity.

1.4 The Society's Welfare Coordinator will undertake such investigations as he/she considers necessary. This may include passing any such complaint on to any other welfare organisation including (but not limited to) the local authority, the RSPCA, the police or any other regulatory body, for their own investigation within the Law. Where the Society's Welfare Coordinator has reviewed the substance of the complaint and does not consider that a referral to a welfare or regulatory organisation is necessary, the Society's Welfare Coordinator will inform the complainant of this fact and that no further action will be taken in respect of the complaint.

1.5 Where a referral is made under 1.4 above, then the Society's Welfare Coordinator will adjourn their investigation pending receipt of any report from the welfare or regulatory body notified in accordance with paragraph 1.4 above.

1.6 Upon receipt of any report from a welfare organisation, regulatory body or court, the Society's Welfare Coordinator shall refer such a report to the Council for consideration. Should the report contain an official confirmation of a criminal conviction of cruelty or neglect towards an animal, this matter will be referred to the Council and will then be dealt with as described in the Disciplinary Procedure.

1.7 In the event that the Society's Welfare Coordinator is advised by the welfare or regulatory organisation that no action will be taken, then the Society's Welfare Coordinator will inform the complainant of this fact and that no further action will be taken in respect of the complaint.

25. ANTI-BULLYING AND HARASSMENT POLICY (MEMBERS)

It is the policy of The Welsh Pony and Cob Society to uphold the right of all employees and members to be treated with respect and dignity.

All members should develop an awareness of the impact of their conduct on others and show courtesy to other members and employees of the Society, referring to people only by their chosen name. Language should be used with care and sensitivity, and members should consider the possible impact of their behaviour on others around them.

Behaviour, which amounts to bullying, harassment or victimisation, will not be tolerated.

Disciplinary action including warnings and suspension of membership for serious offences will be taken against any member who violates this policy in accordance with the procedures laid out in the Disciplinary Procedure.

It is also important to understand that proven cases of bullying harassment or victimisation could involve personal liability for members involved.

Bullying is generally behaviour that amounts to a misuse of power, but that does not necessarily involve being in a position of authority, and can include both personal strength and the power to coerce through fear or intimidation. It usually, although not necessarily always, involves persistent, offensive, abusive, intimidating, malicious or insulting behaviour or misuse of sanctions.

Examples of bullying behaviour could include:

- Persistent and unnecessary criticism
- Physical or psychological threats
- Shouting in public or private
- Deliberate isolation by ignoring or excluding someone
- Withholding information or removing responsibility without justification
- Spreading malicious rumours
- Making inappropriate personal comments
- Setting impossible objectives with the deliberate intention of undermining someone
- "Cyber bullying"; the use of electronic information to deliberately threaten or intimidate an individual or group of individuals via postings on the internet or on social media

This list is not all-inclusive.

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- offensive e-mails, text messages or social media content;
- mocking, mimicking or belittling a person's disability.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

Victimisation is where an individual is singled out for using any complaints procedure or exercising their legal rights.

Bullying, harassment and victimisation do not necessarily take place face to face but may be by written communication, telephone, email or website postings.

Any member subject to or aware of bullying, harassment or victimisation should report the matter to Council.

In order to ensure the policy is adhered to, the Society agrees to:

- Treat any complaint promptly, sensitively and thoroughly having regard to the rights of both the complainant and the alleged transgressor.
- Take steps to ensure that anyone who, in good faith, makes a complaint of bullying, harassment or victimisation, or participates in any investigation into such a complaint, does not suffer any form of retaliation or victimisation as a result.
- Keep discussions as confidential as possible.
- Monitor the implementation of the policy and review it periodically both in terms of its operation and the relationship with the Discipline Policy in cases of bullying, harassment and victimisation and false and malicious complaint.

All members should be aware of their own conduct, avoid colluding in inappropriate behaviour, and co-operate fully in any complaint procedures.

Council has a responsibility to raise awareness of the issues, respond positively to any complaints, and challenge and stop unacceptable behaviour in the workplace or amongst the membership. However, false or malicious complaints of bullying, harassment or victimisation may lead to disciplinary action against the complainant.

In order to evaluate the effectiveness of the policy, the Society wishes to monitor the level and kinds of discrimination that occur. To achieve this, a monitoring form will be completed after any complaint which will be returned to the Chief Executive Officer for statistical analysis. The monitoring form will not contain the name of the complainant or the person complained against.

26. EQUAL OPPORTUNITIES POLICY

This policy aims to provide the means by which the Society can ensure that each individual is treated equally and fairly. The separate procedures which form part of this policy will ensure that all persons involved with the Society are treated with respect, courtesy, integrity and equality of opportunity in all aspects of their contact with The Welsh Pony and Cob Society.

Statement of Commitment

The Welsh Pony and Cob Society acknowledges and respects cultural and religious diversity, and affirms that it will not tolerate any unlawful act of discrimination, any form of harassment (see separate policy on bullying and harassment), or any unjustifiable act of discrimination on any grounds including colour, race, nationality, ethnic origin, marital or parental status, sex, sexual orientation, disability, religious beliefs, social class, age and language.

The policy further commits the Society to fulfil its legal duty by challenging all forms of direct and indirect discrimination.

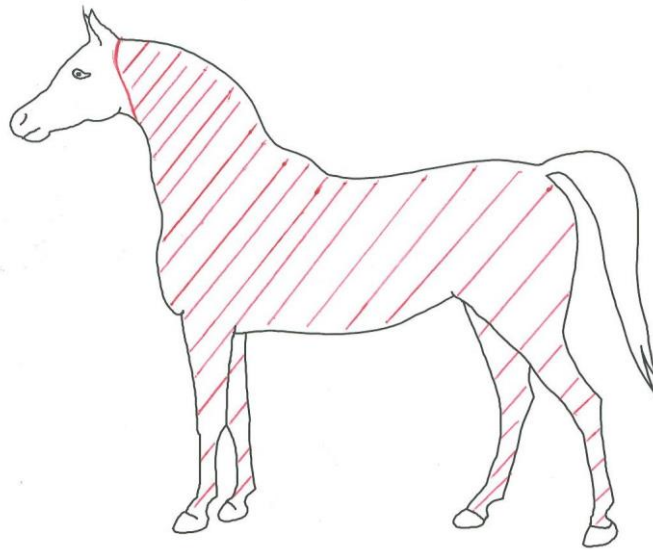
The Society will ensure that there is a sound system of monitoring and progress review to ensure all issues are addressed and a culture of equal opportunities is embedded in all aspects of the work of the Society.

This policy covers all people who have contact with the Society, Council, Staff and Members and those who benefit from the services we provide.













Body Clipping on Youngstock

In relation to rule 9.6 & 9.8 Youngstock must not be body clipped.

The unshaded area in this diagram highlights the **only** area where it is permissible to trim or clip. This is optional and not compulsory.



SNAFFLE BITS

	
Eggbutt Snaffle	Mullen Mouth Snaffle
	
Copper Eggbutt Snaffle	Hollow Mouth Loose Ring Snaffle
	
Fulmer Snaffle	French Link Snaffle
	
KK Snaffle Full Cheek	Wilkie Snaffle
	
Baucher Snaffle / Hanging Snaffle	Loop Ring Snaffle
	
	Myler Comfort Snaffle (Stage 1)

Please note the type of covering for the mouthpiece may include copper, nylon, rubber, stainless steel and nickel