

HORSEMENS PONY CLUB

MEMBER INFORMATION PACK

Current as of March 2024





Welcome

Welcome to Horsemens Pony Club (**HPC**). As one of the 8 “Foundation Clubs” originally established in Western Australia in 1962, HPC has a long history. The current custodians of HPC have a deep appreciation for that history while striving to be a vibrant and modern club.

Set in the beautiful surrounds of Whiteman Park, we have four fully fenced arenas, lighting, a variety of show jumps, horse stalls and an excellent cross-country course in the natural bush land. We are always ready to meet new horses, ponies, and, of course, their people.

HPC is a Pony Club WA-affiliated club, and our aims are to:


- ✓ Encourage young people to ride and learn to enjoy all approved kinds of sport connected with horse and riding
- ✓ Provide instruction in horse mastership and to instil in members the proper care of their animals
- ✓ Promote the highest ideals of fellowship, citizenship and loyalty and to cultivate strength of character and self-discipline.


HPC caters to all levels and ages of riders from 4 years onwards. We offer instruction in a variety of disciplines, including dressage, showjumping, active riding, games, cross country, horsemastership and showmanship. Throughout the year, regular rally instruction is provided a team of experienced coaches. We keep group numbers small, so riders gain the most from their instruction.

HPC is affiliated with Pony Club WA. Western Australian Pony Clubs are divided into 13 Zones: Avon, Central, Eastern, Great Southern, Hills, Metropolitan, Midlands, Northern, North West, South Eastern, South West, West Coastal & the newly formed Swan Zone. HPC is part of the Swan zone.


HPC Committee

HPC has a committee that looks after the day-to-day running of the club. The committee is elected for one year at the Annual General Meeting held at the end of the year. Committee members are eligible for re-election each year. The HPC committee are all volunteers. We welcome any questions and feedback.

 President, president@horsemens.org.au

 Secretary, secretary@horsemens.org.au

 Treasurer, treasurer@horsemens.org.au

 Membership Officer, memberships@horsemens.org.au

 Head Coach, headcoach@horsemens.org.au

 Events Coordinator, events@horsemens.org.au

How to Enrol at HPC

Pony Clubs in Australia are managed and coordinated at a Club (HPC), Regional (Swan Zone), State (Pony Club WA) and National [Pony Club Australia (**PCA**), the National governing body] level. In order to join HPC, and to ensure you are covered by insurance, there are various fees for each riding member and adult support member at each level.

- All riding members under the age of 18 years (junior rider) must have at least one adult supporter who is also a member of HPC and PCA.
- All memberships, whether new or renewals, will be via PCA's 'JustGo' system. Please sign up here: <https://pca.justgo.com>
- **Already a PCA Member:** Use your current PCA Member Number/ID and Password to Login. You will have to use re-set your Password option if you have not used JustGo before.
- **New to PCA:** If you and/ or your child have never held PCA Membership before, follow the link above and select "Sign Up". Follow the steps to become a PCA Member and receive a Member Number/ID.
 - **Each child and adult will need their own Member Number/ID. Please sign up to PCA separately.** When you have received both Member Number/IDs (for the adult supporter and the child), go back to the link above and Login. Please note, it does not matter whether you log in as the child or the adult, all family members are grouped within JustGo (see below). However, we recommend using the adult's Member Number/ID.
 - After you have selected HPC as the Club for each member, you will need to wait for the Club to approve your request before you can proceed with joining HPC and paying your fees.
 - Members need to group a family from their own member profile before purchasing memberships: [Creating-a-Family-Member-User-Guide PCA](#).

- Riders will need to be a fully paid member of each of the relevant Pony Club bodies before riding at our first rally or Event for insurance purposes.
- If you require assistance, please email the Memberships Officer:
memberships@horsemens.org.au

Membership categories and prices 2024

To give families some certainty of the total costs to join, we have provided a detailed breakdown of the fees and costs to provide (not just the membership fees charged by HPC).

Only the HPC fees noted in *italics and underlined* below are set by HPC. All other fees and charges are set by third parties and, as such, are outside of our control. Please note there may be some slight differences depending on the circumstances of you and your family so please use the information below as a guide only.

Membership Costs

HPC Junior Riding Member (under 17 yrs)	2024 \$(inc GST)
<i><u>HPC Junior Riding Membership Fee</u></i>	<i><u>\$320.00</u></i>
PCA Insurance	\$45.25
PCA Junior Member (Riding) "Capitation Fee"	\$37.70
Pony Club WA (WA/Swan Zone Fee)	\$5.00
Pony Club WA Junior Membership Fee*	\$140.00
Total Membership Fees	\$547.95
JustGo Stripe payment fee	~\$11.00
Total cost to join	\$558.95
HPC Senior Riding Member (17-24 yrs)	2024 \$(inc GST)
<i><u>HPC Riding Membership Fee</u></i>	<i><u>\$320.00</u></i>
PCA Insurance	\$45.25
PCA Senior Member (Riding) "Capitation Fee"	\$37.70
Pony Club WA (WA/Swan Zone Fee)	\$5.00
Pony Club Senior Membership Fee*	\$140.00
Total Membership Fees	\$547.95
JustGo Stripe payment fee	~\$11.00
Total cost to join	\$558.95

Adult Riding Member (over 25yrs and under 80yrs)	2024 \$(inc GST)
<i>HPC Adult Riding Membership Fee</i>	<u>\$320.00</u>
PCA Insurance	\$45.25
PCA Adult Member (Riding)	\$37.70
Pony Club WA (WA/Swan Zone Fee)	\$5.00
Pony Club WA Adult Riding Membership Fee*	\$158.00
Total Membership Fees	565.95
JustGo Stripe payment fee	~\$11.00
Total cost to join	\$576.95
HPC Ready2Ride (Leadline) under 10yrs only	2024 \$(inc GST)
<i>HPC R2R Membership Fee</i>	<u>\$180.00</u>
PCA Insurance	\$45.25
PCA Junior Member (Riding) "Capitation Fee"	\$37.70
Pony Club WA (WA/Swan Zone Fee)	\$5.00
Pony Club WA R2R Membership Fee*	\$55.00
Total Membership Fees	322.95
JustGo Stripe payment fee	~\$11.00
Total cost to join	\$333.95
HPC Adult Supporter (one Adult Support per rider under 18yrs is required – we encourage all adults associated with the Club to take up this membership option)	\$(inc GST)
<i>HPC Adult Supporter Membership Fee</i>	<u>\$5.00</u>
PCA Insurance	\$0.00
Pony Club WA Non-Riding Member	\$0.00
Total Membership Fees	5
JustGo Stripe payment fee	N/A
Total cost to join	\$5.00

Come and Try (cost per Rally, eligible to attend up to 2 rallies on this membership type – cost to join is the same for each rally)	\$ (inc GST)
<i>HPC Come and Try Membership Fee</i>	<i>\$0</i>
PCA Insurance	\$11.00
PCA Come & Try Member (Riding)	\$0.00
Pony Club WA (WA/Swan Zone Fee)	\$0.00
Pony Club WA Come & Try Membership Fee	\$19.00
Total Membership Fees	30
JustGo Stripe payment fee	~\$1.09
Total cost to join	\$31.09

***Second Rider, Same Family**

HPC and Pony Club WA offer some discounts for second and subsequent members in the same family. The reduced HPC fees for those items are set out below. All other fees and costs remain the same as set out in the tables above.

<i>HPC R2R Membership Fee</i>	<i>\$95.00</i>
<i>2nd Member, Same Family</i>	
<i>HPC Junior Riding, Senior Riding or Adult Membership Fee</i>	<i>\$185.00</i>
<i>2nd Member, Same Family</i>	

Other membership options may be available on request & approval by the Committee, (3 rally rider, R2R 2 kids sharing 1 pony etc.) Please check with Membership Officer.

Additional Costs

Grounds and maintenance levy – compulsory.

A levy of \$120 applies per family, payable on first joining HPC.

This amount will roll over each year on the provision that rally helper duties and rostered duties are completed. A three-warning system is in place for non-compliance and a third and final warning will result in the \$120 grounds and maintenance levy being forfeited. This will mean that the levy will need to be paid again the following year if the membership continues.

Stable Hire – optional

There is the option of stable hire for the year for \$45 per stable. Please email the Treasurer to secure a stable.

The Stable Hire fee is payable via JustGo at the time of completing membership.

Grounds and Maintenance levy is paid directly to the club bank account (provided on request).

Uniforms

HPC has a Rally uniform and a Formal (or Official) uniform to be worn at competitions and State Championships. Uniform purchases can be made at rallies.

Rally	Formal Event Uniform
<ul style="list-style-type: none"> • Beige/cream/white/black/ navy jodhpurs and club long-sleeved rally shirt. • Riders are not permitted to ride in short sleeve shirts of any description • Club jumpers and or club jackets may also be worn. • English-style riding boots (long or short – however, long boots cannot have full-length laces). If you are wearing chaps, they must be the same colour as your boots. • Long hair must be secured above the shoulder. • If wearing short boots, socks must be placed under jodhpurs. • Club helmet covers and HPC saddle blankets are optional. • Small stud earrings no more than 5mm in diameter may be worn – anything more significant must be removed. All other jewellery must be removed unless a medical alert bracelet which must be taped. 	<ul style="list-style-type: none"> • The formal event uniform consists of beige/cream/ white jodhpurs. • Yellow long-sleeved collared shirt with a hunter-green tie. • Long hair secured above the shoulder. • Yellow woollen club jumper. • Sometimes efficiency badges and discs are to be worn. • A HPC saddle blanket. • Rally Shirt to be worn for Competitive Cross-Country phases. • Always refer to the National Gear Checking rules for competition requirements.



Rally Uniform



Formal Uniform

The Rally

Each rally lesson is constructed around the Pony Club Syllabus & riders are encouraged (although it is not compulsory) to work towards completing Proficiency Certificates. Each rally group will typically have three lessons per rally; two mounted lessons & one theoretical, also known as horsemastership.

Dressage/flat work, Show Jumping and Cross Country are part of the rally Program, however, other disciplines may form part of the program from time to time. Riders are expected to attend two ridden sessions and one horsemastership session for the rally to count as a qualifying rally. Rallies run all day, usually from 8am to 3pm, with the formal part of the rally held between 08:00 – 13:00. The informal afternoon session is optional and held after lunch. These sessions can cover a range of disciplines and interests, including XC, games, and clinics. Not all rallies will have an afternoon session, and occasionally these sessions are used for formal team training in preparation for upcoming state events.

The groups start at R2R (Leadline) and then onto Groups that start at 30cm jumping up to 1m plus.

The R2R Group is always within an enclosed area, with most children of similar ages and abilities. R2R Members only attend a shorter rally of ~2 hours.

Riders are divided into groups based on skills and experience, usually within their certificate levels. Riders will be assessed and placed in groups at the year's commencement. The Club Chief Coach and instructors continually reassess rider and horse capability and may move riders to alternative groups depending on their ability, their horse, HPC group numbers, instructors etc. Please note that group assignment is based on many different factors, and it is the role of the Club Chief Coach to find the most suitable, equitable balance for riders.

A parent/guardian must be present on the grounds with riders under the age of 18 years at all times. If this is not possible, a written permission slip must be supplied to the Club Chief Coach, giving responsibility for the child/children to another adult who will attend all day.

- **Rally Planning**
 - HPC holds one Rally per month from February to November. The 2024 Calendar will be published on the Facebook Members page. Please make sure you request to join as all important updates are posted to that group.
 - An attendance poll will be posted on our Facebook Members page, asking for attendance for each Rally. It is the member's responsibility to reply to this post ASAP so the Rally can be effectively organised.
 - Riders are expected to be ready for classes on time. A rally program with timings for the day will be published in advance of the Rally.
 - Riders must bring a pen and their certificate manual to the horsemastership (theory) session.
 - Please bring a halter and twine to tie up your horse to participate in a pack away session, which occurs after the second riding session before returning to the stables/ float to untack.
 - Dogs are not permitted to be present at any rally or event held on the HPC grounds.

- *Arrival at Rally*
 - Start time will be advised in the rally program prior to rally.
 - Please arrive with enough time to settle your pony in with hay and water before coming over to the Club House. The Parent/ Guardian of each member is required to sign in their child and pony.
 - On rally mornings, the Rally Organiser will be out in the club-room area signing off all families for helper duties and pointing families in their helper duty direction.
 - The canteen operates at every rally for members' lunches, drinks and snacks. Card and cash options are available. It's advisable to place lunch orders in the morning or via the Facebook group prior to the rally.

- *Rally Operations*
 - Horses must be groomed, with feet picked out, hooves in good condition with the mane and tail cleaned. Gear must be clean, oiled, safe, fit correctly and comfortable for horse and rider.
 - A compulsory gear check of horse & rider before mounting is conducted at the first mounted lesson.
 - Riders must dismount & walk between lessons & in the car park unless otherwise instructed.
 - Parents/ Guardians and riders must all be ready and willing to assist with the operation of the Rally, this includes set up/ pack up and as otherwise directed by the Club Chief Coach or Rally Organiser/ Committee.
 - If you are late for a class, apologise & ask the instructor if you may join in; if you wish to leave a class early, request permission from the instructor.
 - If you need to qualify for an event, please don't hesitate to speak to the Club Chief Coach for advice.
 - If you need to lunge your horse before you mount you will need to seek permission from the Club Chief Coach as lunging must be done in an enclosed area with the correct gear, including boots and helmet.

- At all PCWA events, all riders are asked to conform to Pony Club WA-approved gear rules to ensure that the safest possible gear is used most safely. There are specific requirements for tack that varies between rallies and competitions.
- To ensure your gear complies, you will need to consult the 2022 Gear Checking Manual. Riders can only participate in show jumping or cross country with an approved safety vest. Our instructors will check gear at rallies and all PCWA events will have gear checkers. [Gear-Rules-National-2022.pdf \(ponyclubaustralia.com.au\)](https://ponyclubaustralia.com.au/gear-rules-national-2022.pdf)
- Please ensure you are using a compliant helmet with PONY CLUB WA; this flyer outlines information to assist. The helmets listed below are currently Pony Club WA-approved: [Approved Helmets](#)

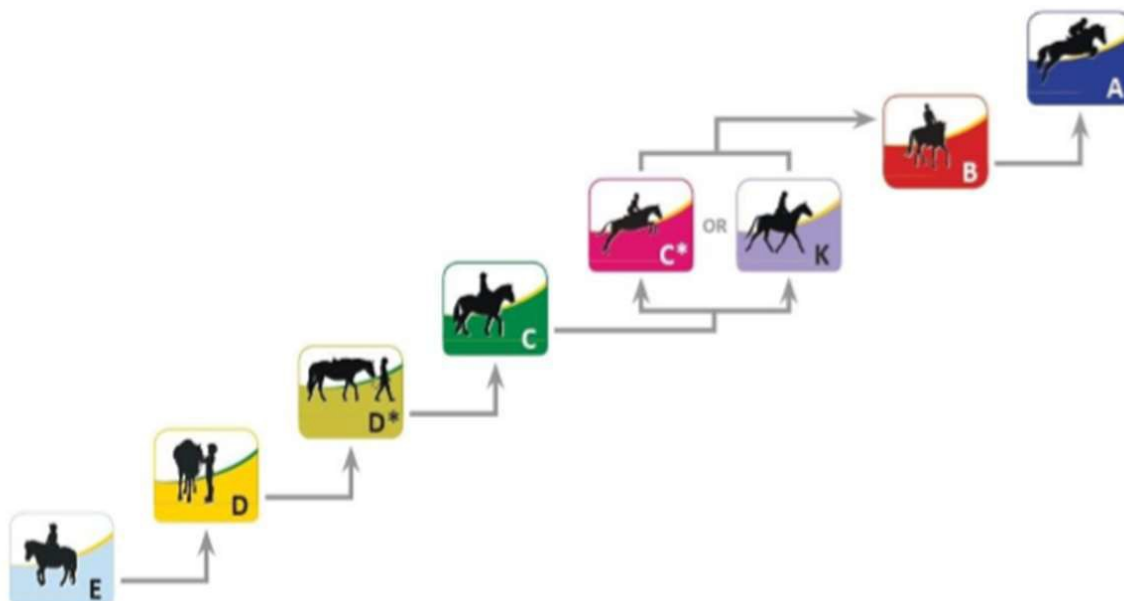
Certificates

The Pony Club Syllabus of Instruction is built on certificate levels that enable the rider to continuously develop their skills in riding, horse care and citizenship. Candidates will be required to work through the syllabus using Pony Club Australia resources (i.e. Certificate Manuals). Members will be continually monitored, and the Club Chief Coach will arrange certificate testing as the candidate is deemed competent.

Riders can order their Certificate Manuals through JustGo.

Certificate Assessment Sheets can be found at: [CERTIFICATE ASSESSMENTS – Pony Club Australia.](#)

Members are encouraged to move through the certificates at their own pace, but in the following order:



- The E Certificate is optional, but recommended
- The D, D*, C and B Certificates are prerequisites for the certificates that follow
- The C Certificate is recommended as the baseline for all members and will ensure that the rider has a good foundation of skill, safety and horsemanship.
- Candidates can progress from C to B via either the C* or the K Certificate.

Presentation:

- For ridden assessments, candidates must wear a formal Pony Club uniform.
- The horse must be clean and tidy, with hooves showing evidence of care.
- All tack must be clean and fit correctly and be in good repair.
- Riders should ride in a snaffle bit where possible. If another bit is used for higher certificates, the candidate should be able to explain its action.

Membership Responsibilities

- Our members Facebook page is our primary source of communication for all Pony Club announcements and rally information: [Horsemens Pony Club Group | Facebook](#)
- An admin will approve your request once we can see you are an enrolled Member of the Club.
- Posts are put up on a regular basis covering all aspects of Pony Club, so please ensure you review this regularly to keep abreast of important information.
- The club is run solely by the parents, family members and friends of our riders. Our rallies and events cannot operate without helpers to set up, pack away and operate the canteen. As a condition of joining, parents and guardians are required to be available for:
- **Rally Duties:**
 - Set up and pack away at each Rally
 - Trailer roster at Rally (Am or PM) to tow the jumps/ equipment trailer

- **Helper duties outside of Rallies:**

- There is an expectation that all families contribute where needed. Assisting with set up and pack up for all rallies and attended events is necessary.
- All families are required to join one sub-committee as a minimum. Many hands make light work.
- Please let us know if you have any additional skills that may be of use to our club.
- If you are a repeat non-helper, your child may be exempt from the end of year awards, Pony Club Teams or re-enrolment the following year.

State Events

State Championships held by Pony Club WA include:

- Tetrathlon- comprising of shooting, swimming, running and riding.
- Showjumping;
- Dressage;
- Eventing;
- PPMG; and
- Novelties

Riders and horses must qualify to participate in PCWA State Events. Qualifying requirements are usually outlined in the state event program.

Code of Conduct and Behaviour

Pony Club Western Australia promotes the following codes of conduct to all people involved in any way with the sport of pony club. These policies highlight the principles and values of Pony Club WA. There is also a Social Media Policy to ensure the appropriate use of social media. These policies apply to riders, parents/ guardians, members, spectators, administrators, Officials and Coaches. Members should familiarise themselves with the following documents:

[13-Social-Media-Policy-Association.pdf \(ponyclubwa.asn.au\)](#)

[Codes-of-Conduct-approved-28.06.17.pdf \(ponyclubwa.asn.au\)](#)

[Member-Protection-Policy-approved-28.06.17.pdf \(ponyclubwa.asn.au\)](#)

Members should be aware Pony Club is a Youth movement, and HPC is committed to ensuring our club is fair, inclusive and safe. We take a firm stance on any bullying, harassment or discrimination. It is expected that behaviour would never compromise or bring HPC into disrepute if they are representing HPC in any form, whether at a Club, Zone or State event.

Rough treatment of horses or ponies, misconduct, and bad language by riders will not be tolerated. Judges, Committee Members, and instructors will order riders from the arena and grounds if this behaviour is seen.

Please report any issues or concerns to the Club Chief Coach or President/ Vice Presidents.

We also welcome observations about great teamwork, camaraderie and compliments from members who see positive behaviour being displayed from riders.

Cheering and encouragement from spectators is essential to boosting confidence and building community spirit within the club. However, coaching from the sidelines can be disruptive and impact a rider's learning experience with their coach. Any feedback for riders and coaches should be shared with the coach at the completion of the class in an appropriate manner. Coaches will not tolerate sideline coaching and will ask parents, guardians and spectators to leave when this happens.

Trophies

At the end of each year, HPC holds an Awards Presentation Day. Trophy categories and the criteria will be approved by the Committee.

Sponsorship for HPC

Our club is always in need of new sponsors for the fundraising activities and competitions we run. Sponsors enable the club to run equestrian competitions that attract competitors and raise much-needed funds to keep the club running.

If you have or know of a company or business that would be willing to become a sponsor of HPC at any level, we would love to hear from you: president@horsemens.org.au