

The Horsemen's Pony Club (INC)



Information and Guidelines

For

Members 2020

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WELCOME

The committee and members are delighted to welcome you to The Horsemen's Pony Club. Please take time to read this booklet. It is designed to help you understand how the club operates; explain the benefits of membership and to help you to enjoy your new club. The club is entirely self-supporting, and so it is essential that members and their parents assist in the maintenance of the clubhouse and grounds by participating in busy bees, helping out in the canteen and with fundraising activities so that the running of the club is shared fairly across the membership.

MEMBERSHIP

Membership is open to anyone from the age of 4 and until their 24th year..

To become a member an enrolment form, available from the secretary, or from the website, must be completed and returned to the club with the appropriate deposit. Those who are, or have been a member of another pony club must obtain a clearance from that club in writing within 30 days of an application for membership to Horsemen's Pony Club (Inc). A clearance is not required if applying at the end of a season. Membership and representation of the club at events is dependent on receiving the clearance. The committee approves all new applications for membership.

OUR AIMS

1. To encourage members to ride and to learn to enjoy all approved kinds of sport connected with horses and riding
2. To provide instruction in riding and horsemastership, and to instil in members the proper care of their animals.
3. To promote the highest ideals of fellowship, citizenship and loyalty, and to cultivate strength of character and self-discipline



*All Jewellery must be removed unless it is a medic alert bracelet or a watch.
No Nail polish is to be worn by any rider!*

Hair: must be neatly restrained, long hair to be restrained in a hair net or plaited to no longer than shoulder length.

OFFICIAL PONY CLUB UNIFORM –(Only needed for Official Comps)

Shirt:	Club Lemon
Tie	Club dark green
Knitted Jumper:	Club gold
Hat cover:	Club green and gold
Badge:	With disk showing latest certificate achieved
Saddle Blanket:	Club green/gold

CODE OF CONDUCT

Observing the code of conduct ensures that everyone enjoys pony club events and this code of conduct includes each rider's nominated guardian (adult members).

- Participate because it's fun – not just to please others
- Learn the rules and abide by them
- **Never argue with an official.** If you disagree, have your coach or a committee member approach the official after the event or during a break.
- Parents are not allowed to coach any riders from the sidelines. **This behaviour will not be tolerated.** Once a rider is in the arena the applicable coach takes full responsibility for the rider.
- **Bad sportsmanship, bad language, bad behaviour will not be tolerated.**
- Represent Horsemens pony club to the best of your ability.
- Endeavour to be a valuable team member.
- Be a good sport. Congratulate competitors whether from your own or another club

- Treat all riders as you would like to be treated
- Co-operate with your coach, other members opponents and organisers
- Be alert for little riders – ride quietly around them. Give them a hand if they are struggling.
- Remember to say hello to new members and make them feel welcome.

GENERAL CLUB RULES

1	Members must wear boots and approved helmets (AS/NZS 3838) when mounted. Velvet caps and bike helmets are NOT PERMITTED. Helmets must have three anchor points.
2	Parents are not allowed to coach any riders from the sidelines or interfere with any lesson or make comment to any coach during a lesson. Any issues with a lesson should be discussed with the rally coordinator, head coach only. Failure to comply with this rule may invoke disciplinary action and possible club expulsion.
3	Horses and ponies can only be mounted AFTER being gear checked by an instructor.
4	Horse and ponies must be ridden in bridles with acceptable bits. (refer to PCAWA Gear Checking Manual)
5	No Rider may enter any arena at any time unless the insurance premium has been paid
6	Horses and ponies must be tied up with halter and lead ropes to twine. Tying to unhitched floats is NOT PERMITTED.
7	Horses, ponies, vehicles and floats are only permitted in designated areas.
8	No dogs are permitted on the grounds unless leashed. Owners are held responsible for any loss or damage caused by dogs.
9	Members who wish to leave a rally early must advise the Coach or Rally coordinator.
10	Annual fees are due in full by the 1 st of March 2018. No rider may enter the arena at any time unless an membership deposit fee of (\$250.00) has been paid.
11	Rallies are held on the second Sunday of each month with additional rallies or any changes being notified through newsletters or email. Dates may be changed by the committee as need be.
12	Rally start time is 8.00am sharp in Summer and 8.30am in Winter. Late arrival may result in missing first lesson. Report to Rally coordinator for gear checking and then to group.

13	Members, their helpers and supporters are responsible to see that the grounds are kept tidy and that all litter is placed in bins. All manure is cleaned up and taken away.
14	Stables – any club member that hires the use of a stable for the year is responsible to ensure it is kept clean. All rubbish, horse manure, hay/straw is to be cleaned up after each rally. Failure to do so may result in a \$20.00 fine being issued or repetitive failure to keep their stable clean may result in that club member having the use of the stable revoked.
15	A riding member or a family member must attend at least 3 designated duties or busy bees throughout the year. Club duty does not include rostered duties assigned for rally days.
16	The one horse/one rider rule applies for all competitions unless prior permission is given by the rally organiser for closed competitions.
17	Riders wishing to use more than one horse, must make sure the correct information is written on the sign in sheet before the start of rally.
18	Bullying in any manner will not be tolerated by the club. This includes any forms of bullying that is made on any social media online content. Club members that conduct any form of bullying will risk immediate expulsion from the club. Their membership fees will also be forfeited.
19	It is required that all riders that are involved in show jumping or cross country will wear a correctly fitting SAFETY VEST at all times whilst completing these forms or mounted activities. This is not negotiable and will be enforced by coaching staff. Effective date of this by law is 1st of July 2013.
20	All fenced arenas have two (2) gates sizes available for entry and exit. Small gates are for humans only – big gates are for horses only. Please do not try and enter or exit an arena with a horse through the small gates.

TEAM HORSEMENS POLICY

"Team Horsemens" is all about making our club a better club for our members, our horses and ponies and for the future of the club. It is a place where every person is important. It's a place to have fun and be safe whilst enjoying equestrian activities.

Horsemanship with respect to healthcare, nutrition, stable management, handling and riding a mount safely, correctly and with confidence.

Organized teamwork including cooperation, communication, responsibility, leadership, mentoring, teaching and fostering a supportive yet competitive environment.

Respect for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork.

Service by providing an opportunity for members, parents, and others to support the Pony Club program locally, regionally and nationally through volunteerism.

Education at an individual pace to achieve personal goals and expand knowledge through teaching others.

Everyone at HPC is part of "Team Horsemen" and we need every one to pitch in and help the club ensure that we can achieve our objectives, as we all know there is no "I" in team and as part of a club we need to work as a team to achieve H.O.R.S.E!

It is not what can the club do for you – but it is what you can do for your club!

For riders to be signed off by the club for possible inclusion in PCAWA State Championships etc – the club will only sign off riders that are displaying the required attributes of “Team Horsemen’s”, Good Sports Conduct and Team Work.

Anti Bullying Policy

Aim of the policy

The aim of this anti-bullying policy is to provide a working document giving clear guidance to Club members on our strategy to prevent/reduce and respond to bullying, as well as working with the victims and perpetrators.

Statement of intent

All club members have a right to be happy and enjoy their membership within the Club, with the right to ride horses/ ponies and learn the skills of our equestrian sport in a safe and supportive club environment that values diversity – one free from bullying, harassment, discrimination and violence, with a responsibility to keep others safe and to treat them in the same way - with fairness, dignity and respect.

This policy applies to all financial club members, committee members, coaching staff, employee's and even visitors to our club. This Policy also outlines our expectations and guidelines for dealing with incidents of bullying, violence or harassment as they apply to all members of our Club.

Definition of bullying

Bullying can be defined as: “Behavior by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”.

Bullying is a repeated form of harassment which can be physical or psychological. It is a deliberate attempt to cause harm or pain to someone.

It is unwanted, unwelcome, unsolicited and persistent. It is an abuse of power, position and/or privilege by an individual or a group of people and stems from the desire to feel “bigger, better or stronger” than someone else.

It is done to intimidate, coerce, engender fear, to control. It aims to upset or create a risk to another person’s health and safety, or their property or their social acceptance. As such it undermines the rights of the individual, has a debilitating effect on morale and diminishes the very values our Club seeks to develop. It is damaging to the climate of our Club and prevents the Club from achieving its goals.

Types of bullying

- **Emotional:** *being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)*
- **Physical:**
Pushing, kicking, hitting, punching or any use of violence
- **Racist:**
Racial taunts, graffiti, gestures
- **Sexual:**
Unwanted physical contact or sexually abusive comments
- **Verbal:**
Name-calling, sarcasm, spreading rumours, teasing
- **Cyber:**
All areas of internet, email, web pages, chat rooms, forums, blogs, discussion groups, online social networking, instant messaging; mobile threats by text message and calls, misuse of associated technology such as camera and video facilities.

Preventing and responding to bullying

The Club takes a “no blame” approach to bullying with the main aim being to stop bullying.

Procedures to follow include, but are not limited to:

1. All bullying incidents should be reported immediately to the Club President, Vice Presidents, Secretary or PCAWA.
2. The Club President, Vice Presidents, Secretary or PCAWA will record all reported bullying incidents and may share them with the members of the Management Committee.
3. Both the victim and perpetrator may be summoned to attend a Management Committee meeting to discuss the problem.
4. In severe instances, local police may be contacted.
5. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.
6. The bully may be asked to genuinely apologize to the victim and/or, if the victim prefers, will sign a letter promising to avoid all future contact with the victim.
7. There may be a disciplinary response including termination of Club membership in accordance with the Club’s Handbook and or Clubs Constitution

8. After the incident has been thoroughly investigated and dealt with, the Management Committee and or PCAWA will monitor both parties to ensure that bullying does not resume or reoccur.

COMMITTEE

The Committee is made up of executive members and sub committee coordinators from Dressage, Eventing, Showjumping, Show horse, Games, Grounds, Canteen, Marketing or any other sub committees formed due to club needs. Each November at the annual general meeting, the committee is elected for one year. The president may serve a maximum of three consecutive years, while the committee members are eligible, as are other financial members, for election each year. All riding members are expected to have at least one representative on a sub committee.

CANTEEN

The canteen provides a convenient service for our members and visitors and is also a source of fundraising. A committee with an appointed coordinator runs the canteen and parents will be rostered to help out in the canteen as part of their rally duty. All riders and guests are required to order their lunches before the start of the rally. Lunch order bags and menus are left besides the signing in register.



COMPULSORY CLUB DUTY (BUSY BEES)

Families must attend 3 compulsory club duties during the year, if members fail to do so **their membership may be cancelled.** **In 2020 a Busy Bee Levy of \$120.00 per family must be paid**. The Busy Bee levy is to be paid as part of the 2018 Membership fee structure and is over and above from the actual club membership fees. Any family that has successfully completed 3 recorded Busy Bee attendances by the 30th of November 2018 will have the full fee refunded to them. Busy Bees fees will only be refunded upon completion of all 3 (recorded by HPC Officials). Compulsory club duties or busy bees need to be performed by the committee allocated time. Busy bees **do not include** rally duties. Busy bees can be specific days designated to complete jobs around the club, or can be volunteering to carry out a task or job at a club event. A Busy Bee – is classified as 4 hours per day that has been officially classified as a “HPC Busy Bee day” – performing assigned “Busy Bee” tasks.

Events throughout the year include our dressage days, one-day events, hunter trials, show horse days and games and novelty competitions.

Upon arrival at a busy bee, you must sign in; the club Secretary then keeps a record of this.

ON ARRIVAL – RALLIES

When you arrive and have settled your mount in a yard, stable or tied him/her to a float, go directly to the clubhouse and sign in. It is essential that the rider sign in with their name and the name of their mount.

**A parent or guardian must then co-sign and REMAIN
at the ground for the whole day.**

If a parent/guardian needs to leave the ground they must advise the rally co-ordinator and introduce the **alternative parent or guardian**. Your insurance coverage will be lost if this is not strictly adhered to. **A rider without a parent or guardian in attendance will remain unmounted.**

RALLIES

- ❖ A WORKING RALLY is a rally to which all financial members are eligible to attend and where coaching from the Pony Club Australia Syllabus of Instruction is given – eg Flatwork, Horsemastership, General knowledge and Active Riding.
- ❖ Rallies are held once per month usually on the second Sunday.
- ❖ You or your Parent/Guardian must notify the Head Coach and or the Rally Co-Ordinator that you are attending each rally. This ideally must be done by email. **Your attendance at each rally must be received 7 days prior to the nominated rally date.** Failure to contact the Head Coach and or Rally Co-ordinator and confirm your attendance will mean that you are not attending and you will not be catered for to attend that rally. The Club will email all members prior to the closing date for each the rally. Obviously under exceptional circumstances – late advice of attendance may be accepted but will be up the discretion of the Head Coach and or Rally Co-ordinator only.
- ❖ Members should arrive at least thirty minutes before the first lessons commence.
- ❖ Lessons commence at 8.00am sharp in Summer and 8.30am Sharp in Winter except where changed to suit weather requirements.

- ❖ If you are not attending a rally and you have emailed/notified previously stating you were attending, please inform either the Rally Co-ordinator or the Head Coach as soon as you are aware that you will be absent from that rally.
- ❖ 90% attendance is required to receive a participation trophy at the annual presentation event.
- ❖ If a rider needs to leave the rally early, they must inform their coach beforehand this rally does not count as a qualifying rally.
- ❖ Instruction is given in flatwork, showjumping, cross-country, active riding, games and more. Theory lessons including horsemastership are part of the rally and riders are required to have a pony club file, pens and pencils in order to write and keep their notes in order.
- ❖ Members are divided into groups according to the certificate levels, age or experience.
- ❖ Riders, their parents, friends or siblings are not permitted to ride in arenas without the supervision of a coach.
- ❖ Three working rallies, with the same horse must be completed to qualify for PCAWA state competitions.

2018 Rally Set Up Procedure !

The riders will be setting up their own arenas and equipment (with the help of parents and committee) for each rally. **No activities** will commence until all equipment and arenas are set up as required.

At every rally - every rider is to present to the Club House. Each arena will then be set up by everyone as a team effort. Once all the arenas are set up you will meet your instructor for the first session, be checked off the group list and then Rally will commence.

Rallies are structured to encourage riders to prepare for and take tests, which enable them to learn progressively about horse and pony care (horsemastership) and riding (horsemanship). The Australian Pony Club Council Syllabus of instruction sets out in detail the requirements of each efficiency test. The coach coordinator in consultation with the individual group coaches selects candidates to sit certificates when they feel a rider is ready. Certificates are: D, D*, C, C* or K, B and A. They must be gained in that order. * Certificates are optional.

D CERTIFICATE - The minimum age for this test is 7 years.

- ❖ To gain confidence in riding, handling and care of a pony.
- ❖ To be keen to learn and improve.
- ❖ No written test required.

Candidates must have reasonable control of their ponies.

D* CERTIFICATE - The minimum age for this test is 9 years.

- ❖ To work towards a balanced seat and independence of the reins.
- ❖ To improve the rider's control of the pony
- ❖ To have an elementary knowledge of the care of the pony.

This certificate is an extra activity and fills in the years from age 9-12.

C CERTIFICATE - The minimum age for this test is 12 years.

- ❖ To attain a balanced seat, independent of the reins on the flat and over small fences.
- ❖ To show control of the pony at all paces.
- ❖ To demonstrate knowledge of horsemanship as outlined in the examination format.

C* CERTIFICATE - The minimum age for this test is 14 years

- ❖ To become an active rider with knowledge of the aids and how to apply them correctly and effectively.
- ❖ To ride simple cross-country and show jumping fences.
- ❖ To gain practical experience and knowledge of the care and conditioning of the horse in preparation for a strenuous event.
- ❖ To have thorough knowledge of the road rules for horses as apply to your state.
- ❖ To ride safely and sensible on the roads and in the country.

K CERTIFICATE – Minimum age for this test is 14 years.

- ❖ To widen the candidate's experience in various aspects of horsemastership.
- ❖ To become an active, efficient rider who is thoughtful for the horse.
- ❖ To improve skills in horsemastership, and other horse related activities.

(This is an alternative Certificate to C*, between C & B. It is designed for the active rider, and covers many equestrian aspects not included in other Certificates. The "K" comprises a compulsory section and a wide variety of optional subjects.)

B CERTIFICATES - The Minimum age for this test is 15 years.

- ❖ To become a competent, all-round rider, who knows the reasons for what he/she is doing and is able to assess results.
- ❖ To ride over different types of fences at specified paces.
- ❖ To be capable of riding and jumping any well-mannered horse or pony, and commenting on its way of moving.
- ❖ To be capable of joining in any suitable Pony Club activities of interest to the rider, e.g. eventing, hunting, trekking, gymkhanas, etc. and looking after the horse before, during and after the day's activity.
- ❖ To gain knowledge and practical experience of the care and conditioning of horses and to be able to look after a stabled horse
- ❖ To ride intelligently and with due regard for others on the roads and in the country, with a knowledge of pace and distance.

A CERTIFICATE - The minimum age for this test is 17 years.

- ❖ To become an educated horseperson, able to ride with confidence, style and polish on the flat and over fences.
- ❖ To understand the principles of training, including young horses, as taught in Pony Club and be able to put these principles into practice.
- ❖ To be capable of riding and jumping horses of all temperaments and stages of training and of assessing a horse's potential and how it could be schooled to improve ride and performance.
- ❖ To gain wide knowledge of the care and conditioning of horses.
- ❖ To have a sound knowledge of the organization and running of the Australian Pony Club Council and the Candidate's own State Association
- ❖ Knowledge of other societies and organizations connected with horses.

(The preparation for the "A" test should be progressive and continuous. It is an exam for the serious and dedicated rider who is prepared to devote thought, time and effort to improving his/her riding and knowledge of training a young horse.

D and D* candidates are examined at the club by coaches. The C certificate candidates are tested by an outside examiner and recognised by the club. The C* and K certificate is organised through the Zone. B and A certificates are examined at State Level.

Once a rider has passed the test they are issued with a certificate and coloured disk. The colour of the disk indicates the certificate level and is worn under the pony club badge at official Pony Club competitions on the 'V' of the woollen jumper.

COMPETITIONS

To be eligible to enter a pony club event you must qualify by attending three working rallies with the horse you wish to compete on. Your attendance card is kept by the secretary and signed by the coach coordinator. The information is taken from the sign in – attendance sheet. Competitions held by PCAWA or affiliated organisations are usually

advertised on the notice boards or through the newsletter. If you need more information, please see your coach or a committee member who can, in most cases advise you appropriately.

QUALIFYING FOR COMPETITION

1. All riders must be financial members of a pony club.
2. Each rider must have attended three working rallies in the previous 12 months with the horse/ horses they wish to compete on.
3. Riders must wear official pony club uniform to PCAWA events.
4. In most cases the rider must provide a helper.
5. The Chief Organising Coach or delegate and club Secretary or President must sign the entry form verifying that the horse and rider combination is proficient at the standard of riding required in the competition.
6. Selection criteria for teams will involve the coaches making decisions based on rider competence, attitude and attendance to rallies and any specified training days. Some riders may have to form composite teams with riders from other clubs depending on the number of riders available for team selection.
7. Selection criteria for teams will also be based on riders adherence to good sports conduct, team work and the behaviours required to be part of “Team Horsemens”

OTHER INFORMATION

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