



Equestrian & Pony Club

Rider Name _____

Club Handbook 2012

Waterford Equestrian & Pony Club

Newstead Park
Weaber Road, Buccan

www.waterfordponyclub.org.au



Welcome to Waterford Pony Club. We hope you have an enjoyable year with us. Our pony club is approximately 30 years old and is known for its friendly and casual atmosphere.

The following information is provided to help you understand the role of the committee and your role as a member.

The Management Committee organises the program for the year, club finances, purchasing new equipment etc. If you think the club would benefit from something, mention it to a committee member and it will be brought up at the next meeting. The management committee meets on the 2nd Tuesday of each month. Members are always welcome to attend and the committee encourages members to participate in the running of your club.

The role of the members is to support the Committee and Instructors to run the musters, working bees, competitions, canteen etc. Although you are welcome to help as often as you wish, you are expected to attend working bees and will be on a roster for canteen duty, so you will know when you are expected to help.

Should you encounter any problems, please feel free to talk to one of the committee; we will try to help you work it out.

Our Instructors are PCAQ accredited and have between them, years of experience working with horses. We also hire instructors from outside of the club to teach at musters and schools. Demonstrations and lectures are also organised to give further education to members.



MANAGEMENT COMMITTEE

President	Karen Galea	0419 297 165	KGalea@westernstar.com.au
Secretary	Cathy Deece	0408 751806	gcdeece@bigpond.com
Treasurer	Tanya Rae	0413 603 255	Tanya_rae@dodo.com.au
Vice Presidents	Simon Williamson Leanne Mayfield	0433 552 772 0409 345 413	simon107@tpg.com.au lma46483@iprimus.com.au
Chief Instructor	Michelle Robertson	0433 014565	spydusty@hotmail.com
Nominations Secretary	Christine Adams	0408 067189	christineadams1@hotmail.com
Grounds Coordinator	Kelly Smith		montyralph@hotmail.com
Canteen Convenor	Jo Osborn	0468 318944	Osborn85@hotmail.com
Participation Points Coordinator	TBA		

When contacting committee members, please keep in mind that we are all volunteers and have jobs/families just like you. Whilst we love getting your calls, please make them between 7.30pm and 8.30pm. If your query isn't urgent, try contacting us via email – if your question is difficult to answer, we will call you back.



www.waterfordponyclub.org.au

A BIT OF PONY CLUB BACKGROUND

Zones

Waterford Pony Club is affiliated with the Pony Club Association of Queensland (PCAQ), which has approximately 240 local clubs that form into 25 Zones. These Zones form into regions. Waterford Pony Club has recently transferred to Zone 1, in the South East Region. Zone 1 stretches from Waterford in the south, Redlands in the east and Samford in the north. Waterford Pony Club is situated in the south of Zone 1.

Other clubs within our Zone are Parkridge, Mt Gravatt, Runcorn, Redlands, Darra Oxley, Gumdale, Hendra, Karana Downs, Mitchelton, Mogill, Wynnum, Ridgewood Heights, Southside, Corinda, Brookfield and Yarawa.

We may send delegates to the monthly PCAQ meetings, which are usually held at the PCAQ office in Fortitude Valley, on the first Thursday of each month. We also send our delegates to the monthly Zone meetings, held in Brisbane.

Instructors

Within the Pony Club system, there are a number of levels of instructor qualifications. Junior instructors are encouraged to learn under the more experienced instructors. "C" level instructors can teach all aspects of riding and "B" level instructors mentor other instructors and examine certificates as well as performing their instructing duties.

Conduct

All riders whilst in Pony Club uniform or at a Pony Club, are responsible to any member of the Instructors' Panel or Members of the Management Committee. The Instructor's Panel shall have the right to refuse participation at musters of any horse or pony deemed unfit to be ridden for any reason.

No outside interference or abuse will be tolerated by the Instructor's Panel.

Beginner and Young Riders

Leadline must apply to all riders under five (5) years. Beginner riders over five (5) may be required to use leadline until the instructor has assessed and decided that the rider is capable of controlling the horse in a variety of activities. Instructors have the right to insist on parental assistance. When leading the pony during competition, parents must not pass the pony's shoulder.

PCAQ Rules

Rules for pony club are many and varied. Don't be embarrassed about asking questions – we have had to learn the same things. If you have any queries about rules, or are planning on attending say, your first gymkhana, please come and see an instructor, or make use of the Pony Club Association of Qld (PCAQ) rule books in the clubhouse. You can also download some, and purchase all these books via the PCAQ office - www.pcaq.asn.au or 07 3216 0255.

You will be required to sign a copy of PCAQ Code of Conduct before being accepted as a member of Waterford Pony Club.

Performance Cards

Performance cards are used to select Interstate and National Teams and are sent to PCAQ when selection is to be made.

If you are 13 or over and under 26 and wish to compete in Official Dressage, Combined Training, Showjumping and Eventing competitions, you must have a Performance Card. Performance Cards must be signed by event officials.

To apply for a Performance Card, please see our Nominations Secretary for details.

Proficiency Certificates

Throughout the year, members will have the opportunity to work towards their Proficiency Certificates. These are an acknowledgment of your skills and an assurance that you are following the syllabus as set out by PCAQ. It is now compulsory to hold a "D" certificate for riders 13 yrs & under who wish to compete at State level and a "C" certificate for riders over 13yrs.

Please see the Instructors' Panel for details.

Instructors' Certificates

If you are 17 or over, you may like to help others within your club by instructing. Register your interest with the Instructors' Panel and the Club Secretary will order a workbook for you to complete.

Competing Away

Any member wishing to compete outside Zone 2 may do so, as long as they represent the Waterford Pony Club in a responsible manner.

The Club Banner will be available for members competing at outside events. Wherever possible, Waterford members should first pair with their own club members in their age group before making composite teams.

***Above all let's have a year of
SAFE RIDING & FUN***

RULES GOVERNING OUR CLUB

The Club has a set of rules governing the conduct of members when at the club grounds. These rules apply to both riding and non-riding members. In the interests of safety, the sanity of the Instructors, the smooth running of activities and the riding pleasure of all, you are requested to read and obey them. Please do not put members of the committee, Instructors or other responsible Club members in the position where they are forced to reprimand or correct you to ensure the ground rules are complied with. Members who continually breach the rules may be asked by the Management Committee to show cause why they should not be disqualified from membership of the club.

Muster Rules

1. **All riders under 18 years of age** must have a parent or responsible adult in attendance during musters. Failure will result in the member being refused to ride. There is a clause in the application form that the parent nominates a guardian if unable to attend musters.
2. **PARENTS ARE EXPECTED TO HELP AT MUSTERS AND WILL BE ASKED.**
3. Riders will follow instructions at all times during musters.
4. People are not permitted in instruction areas during muster, without the permission of the instructor.
5. **PARENTS ARE REQUESTED TO REFRAIN FROM INTERFERING WITH INSTRUCTIONS.**
6. No muster attendee may ride during lunch without the instructor's permission. Any riding before or after the muster is done so at your own risk.
7. A red ribbon must be tied to the tail of any horse that kicks.
8. You may NOT ride anybody else's horse or pony unless given the express permission of the instructor in charge of the muster, and an instructor is present whilst you are on the horse.
9. You may NOT use BAD LANGUAGE, BACK CHAT or make DEROGATORY COMMENTS to instructors or other members. If you do, you WILL be sent from the group and may not participate in the events for the rest of the day.
10. You may NOT leave the instruction groups without permission from the instructor.
11. Horses are not to be tied up to fences. Horses should be only tied to floats or in yards. All riders must have a halter, lead and baling twine, to tie their horse up.
12. If you arrive late to a muster, please remain unmounted until you can be gear checked by an instructor at the start of the next session.
13. The attendance book kept at the clubhouse must be completed before each muster. It is your responsibility to keep your own record of musters attended in your club handbook to be signed by an instructor at the end of each day.
14. Any horse that an instructor or committee member feels is unfit or lame may be asked to leave.

Grounds Rules (Apply at all times)

1. **No riding on the Cross Country Course unless permission is given by the instructor and a suitably qualified PCAQ or EA Instructor is on the course. A copy of the instructor's current qualifications and insurance certificate must be lodged with the management committee prior to use of the course.**
2. No smoking on the pony club grounds except at designated areas. Cigarette butts must be extinguished and disposed of in the rubbish bins.
3. Please pick up your rubbish.
4. No dogs allowed on the grounds.
5. All horses must be washed down using a bucket and sponge, as we only have tank water and rely on rain to fill the tanks.
6. Correct attire must be worn. PCAQ rules require that all riders must wear an approved safety helmet (**AS/NZ 3838, EN1384, ASTM F1163 or better. Helmets tested to AS2063 may no longer be worn**) and riding boots at all times, while riding on pony club grounds. Riders will not be permitted to ride unless they comply with these requirements.
7. Cruelty to horses, including excessive use of whip, crop or spurs, will not be tolerated.
8. Horses can be unpredictable. Instructors and/or committee members have the authority to halt any session, if what you or your horse is doing is deemed to be hazardous to any person or animal on the grounds. Disruptive riders or horses may be asked to leave.

MUSTERS

These instruction days are usually held on the first Sunday and third Saturday of each month. Check the club's your web site for dates and starting times:

You must pre-nominate for musters attendance – this is vital to enable the club's instructors to plan.

- At the start of each muster, please complete the "sign in" in attendance book kept at the clubhouse.
- You will also need to have your Rider's Handbook signed off at each muster - this must be handed in at the end of the year to be eligible for end of year trophies and awards.
- You will need to bring a hat and sunscreen, a water bottle, lunch or purchase from the canteen.
- For your horse, apart from the gear you normally ride in (this will be checked at gear check each day), bring a water bucket and some hay for their lunch and a sponge to wash them down on a hot day.
- PARENTS will be expected to help.

If your horse is inclined to kick please bring a red ribbon to tie in his tail.

UNIFORMS

Muster Uniform

It is preferred that you wear the casual club uniform to musters. The casual club uniform consists of:

- Safety helmet that complies to the standard **AS/NZ 3838, EN1384, ASTM F1163** or better. Helmets tested to **AS2063** may **no** longer be worn.
- Black or brown elastic sided riding boots
- Pony club polo shirt
- Beige jodhpurs
- Waterford Pony Club saddlecloth.

NB: PCAQ has a trial period where riders of any age may wear gaiters as long as they are full grain leather and are the same colour as your riding boots. Please note this rule may be rescinded at a later date.

Official Club Competition Uniform

- Safety helmet as per above regulations
- White long sleeved shirt
- Royal blue tie
- Royal blue pullover or vest (optional part of club uniform)
- Beige jodhpurs
- Black or brown elastic sided riding boots
- Waterford Pony Club saddlecloth

NB: PCAQ has a trial period where riders of any age may wear gaiters as long as they are full grain leather and are the same colour as your riding boots. Please note this rule may be rescinded at a later date.

Uniform items can be purchased through our treasurer or canteen convener (???) before or during lunchtime at musters.



PRESENTATION

This year, we are introducing a Presentation Trophy. All riders and their horses will be marked on their presentation at musters. A record of this will be kept and point accumulated towards an end of year award.

Guidelines for Presentation

Rider	<ul style="list-style-type: none">❖ Clean, polished boots❖ Clean jodhpurs❖ Clean helmet❖ Shirt clean and tucked in
Extra points for	<ul style="list-style-type: none">❖ Hair tidy and/or in hairnet❖ Clean nails and/or gloves❖ Jodhpur clips, if needed
Horse	<ul style="list-style-type: none">❖ Clean, scurf-free and tangle free mane and tail❖ Oiled or blacked feet and chestnuts❖ Groomed body❖ Clean nostrils and underside of dock
Extra points for	<ul style="list-style-type: none">❖ Plaited or pulled/freshly hogged mane❖ Plaited, pulled or shaved tail❖ Quartermarks❖ Trimmed bridle path❖ Clean and tidy lower legs and socks❖ Shine product or baby oil through tail❖ Highlighter around eyes, muzzle and under tail (use with great caution in summer)
Tack	<ul style="list-style-type: none">❖ Tack cleaned and, if leather, oiled (especially where metal meets leather and vinyl)❖ Tack fits correctly❖ Bit clean and polished❖ Stirrups and treads clean❖ Saddlecloth and girth clean❖ Bridle has noseband (cavesson or other)

Look great, feel great

PARTICIPATION POINTS SCHEME

Pony clubs throughout Queensland achieve their affordable fee structures and family atmosphere only through parent and senior membership support and participation. Fees would have to rise to unaffordable levels without the assistance of our members to “get the job done”. Imagine the costs involved if we had to pay for a groundskeeper, canteen convener, people to organize and run our events, not to mention hiring a team of professionals to make it all happen. Without members and their families who volunteer to perform these and many other tasks, pony clubs throughout Queensland would cease to exist. We could not simply afford to keep running.

One of the greatest benefits of Pony Club is the continued access to free instruction by our qualified and committed band of instructors. Over the last year our instructors have committed hours of their time to ensure that not only do we have instructors today, but to develop and nurture our instructors of tomorrow. Again, without our instructors, we would cease to exist. No club can pay professionals to come in and replace our volunteer instructors without a massive financial impost to members.

Waterford Pony Club is traditionally a very active club. We run many musters and events throughout the year. We strive to cater for all our members by providing something for everyone. Generally speaking, our events are usually very successful and we earn a respectable income from them. This money is then put straight back into the club via new equipment, ground maintenance, special instructors, etc.

We at Waterford Pony Club also face the same dilemma of every other sporting club the world over. Too few people doing too many jobs. Whilst a proportion of our members actively participate in the organization and running of our events and musters, there are many others who offer limited support or who do not participate at all. To try and redress this, we will be initiating a Participation Points scheme.

This levy will award points for participation in activities to assist in the running of our club. Members will be required to accumulate points by certain dates to participate in club activities and be eligible for end of year trophies and awards.

You must have

- 5 points 27 March 2011
- 10 points 12 June 2011
- 15 points 18 September 2011
- 20 points 30 October 2011

Following is a list of points for certain activities. This list is not exhaustive and there may be other ways that you can assist the club and earn participation points. Please speak to the management committee if you feel this applies to you.

A log for each family or individual member will be kept at the canteen. You must complete details of your participation and points to be awarded and have the entry countersigned by a committee member. The canteen convener will oversee the system, but please remember the onus is on you to record your points. You must take the initiative to record your participation.

President	10 points	Attendance at Committee Meeting	1 per meeting
Vice President	10 points	Assistance in Canteen (other than roster)	2 to 4 per event/muster
Secretary	20 points	Events Committee	5 per event
Treasurer	20 points	Judges Coordinator	4 per event
Chief Instructor	20 points	Gear Check	2 per muster/event
Canteen Convener	20 points	Penciling	4 per event
Groundskeeper	20 points	Steward	2 to 4 per event
Nominations Secretary	20 points	PA/Announcer	4 per event
Uniform Coordinator	10 points	Back Numbers	2 per event
Publications Coordinator	20 points	Working Bee	2 to 4 per bee
Muster Instructor	2 per session (approx. 40 minutes)	Scoring	4 per event
Attendance at Zone Meeting	2 per meeting	Set Up Days	2 to 4 per event

CANTEEN DUTY

You *will* be expected to do at least one complete day's canteen roster during the year. Contact the Canteen Convener about times and expectations prior to your roster, and if you need to change your roster for any reason. Doing canteen duty, apart from your rostered day, is a good way to earn participation points.

The canteen convener will be there to get you started and explain what's needed – a cheat sheet is also on display in the canteen.

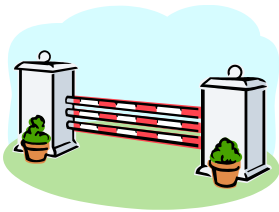


EVENTS

We always need helpers to run events. You may choose to do penciling, timing, scoring or canteen. We all love to watch our children ride, but without helpers our events do not run. All Waterford members riding at our events will need to supply a helper on the day - this does not count towards participation points.

CLUB GROUNDS

You may use the grounds as often as you wish. When you joined the club, you would have nominated if you require a key. Keys are available upon payment of a refundable \$10 deposit. When you return your key, we refund your \$10.



Remember our grounds are for the exclusive use of our members. The members and committee of our club work very hard to purchase equipment and maintain our grounds and it is unfair of others to use our grounds without prior permission. Outside riders may use our grounds, upon approval, by completing an application for ground hire and the subsequent payment of the prescribed fee. Please do not let outside riders use your key to access the grounds.

***Please remember there is NO SMOKING on pony club grounds
– This includes visitors, and outside instructors.***

***The Cross Country Course is available provided you have an EA or
PCAQ accredited instructor with you at all times.***

NOMINATIONS

The club's nominations secretary receives and holds flyers for events from other clubs in our area – these are available on our web site.

OFFICIAL COMPETITIONS: Correct money must accompany your nomination form and be presented to the nomination secretary in a named envelope 7 days before the closing date. Money can also be deposited directly into the club's bank account prior to the event– these deposits must include a reference of your name and the event payment is for ie: "Smith – WPC gymkhana" If events are cancel your nomination can be either be refunded to you or held in "credit"

For all EFT payments Westpac

BSB: 034-605 ACC: 358967 ACC NAME: Waterford Equestrian & Pony Club

Detail: Your Surname & Reason eg(RAE uniforms or RAE zone sj noms)

Email: Tanya Rae, tanya_rae@dodo.com.au after you have made payment, if paying for nominations you need also to email Christine Adams christineadams1@hotmail.com

IMPORTANT

All outstanding debts must be paid by the end of the calendar month they were incurred in. Failure to abide by this will result in this service being withdrawn from you and only cash payments accepted prior to the event. Your Treasurer is not a debt collector...

UNOFFICIAL COMPETITIONS: You can nominate yourself. Some competitions you nominate on the day.



N.B. All money (correct amount) must be handed to the nominations secretary in an envelope with:

- Your name: Joe Blow
- Payment for: ODE - Class A,B & C
- Amount enclosed: \$10
- Phone number: 123 456 789

Please don't be offended if your money is refused because it's not in an envelope or the correct amount because our Treasurer does not always have change with her.

NEWSLETTERS AND WEB SITE

Our two main ways of keeping you up to date with your club are via newsletters and the web site.

The preferred method of distributing newsletters is via email as it enables us to keep you more informed and is considerably easier and cheaper. If you do not have email, newsletters will need to be downloaded from our web site.

You may use the club's newsletters as a way to advise other members of your items of news or advertise things you have for sale. Please contact the publications officer if you wish to make use of the newsletter. This is your newsletter - please share anything of interest with other members.

