

# South Midlands Pony Club

Address: Sandown Park, Brand Highway, Muchea

Postal address: P.O. Box 4, Muchea, WA, 6501

Website: [www.southmidlandspc.org.au](http://www.southmidlandspc.org.au)



## Member Handbook 2022

# Contents

South Midlands Pony Club By-Laws .....	4
Pony Club Explained .....	7
Uniform.....	8
Pony Club WA Uniform Standards .....	8
Representing the Avon Zone.....	8
Uniform Shop.....	9
Gear Check .....	10
Membership .....	12
How To Renew, Transfer or Register Your Membership.....	13
Club Newsletter .....	15
Rally Day Meetings .....	15
On Rally Day .....	15
What to do at each rally.....	15
What You Should Bring To Pony Club Rallies / Events .....	17
How you can help out at Pony Club .....	18
SMPC Awards & Trophies.....	19
National Sports Code of Behaviour & Conduct.....	21
Parents schooling mounts at rallies .....	22
National Sports Codes of Behaviour & Conduct .....	23
Healthy Club Policy.....	24

## 2022 Committee Members

<b>EXECUTIVE COMMITTEE</b>			
<b>President</b>	Sarah Burke	0406099213	sklburke@hotmail.com
<b>Vice President</b>	Kerry-Lyn Noden	0427206281	kerry-lyn-noden@bigpond.com
<b>Secretary</b>	Paula Harney	0437836899	smpcsecretary@outlook.com
<b>Treasurer</b>	Jane Steele	0412414206	smpctreasurer@outlook.com
<b>Chief Coach</b>	Sally Davis	0437484788	sallydavis53@bigpond.com
<b>Membership Officer</b>	Caroline Davis	0466879600	Caroline.Davis@education.wa.edu.au

<b>GENERAL COMMITTEE</b>	
<b>General Committee</b>	Jade Dawe Jadie Dempsey Mandy Fawcett Tracy Hayden Stacey McMullen Kylie Roberston

<b>CLUB ROLES</b>	
<b>First Aid Officers</b>	Leanne Bauerle/ Jadie Dempsey/ Stacey McMullen
<b>Busy Bee Coordinator</b>	Sarah Burke /Kylie Roberson
<b>Rally Coordinator</b>	Caroline Davis /Tracy Hayden
<b>Uniform Coordinator</b>	Jane Steele
<b>Competitions Coordinator</b>	Keely Duggan (Showjumping) Caroline Davis (Dressage) Paula Harney (Games)
<b>Zone Delegates</b>	Sarah Burke/ Jadie Dempsey/Sally Davis
<b>Canteen Coordinators</b>	Jade Dawe/ Tracy Hayden
<b>Fundraising Officer</b>	Sarah Burke/ Holly Weir
<b>Grants Officer</b>	Jadie Dempsey
<b>SMPC Website Administrator</b>	Caroline Davis
<b>Facebook Administrator</b>	Sarah Burke/ Paula Harney/ Caroline Davis
<b>Event Committee</b>	Cassie Erceg + committee

Committee members are more than happy to answer any questions that you have to the best of their knowledge, and if they can't, they will be able to give you details of someone who can.

### **Committee Communication**

The Committee will communicate with members via email and the club Facebook and website. Please ensure that you check your email regularly as emails from the club often contain important information. The club Facebook page will be regularly updated with information in relation to rallies and events at the club.

# SOUTH MIDLANDS PONY CLUB BY-LAWS

These by-laws are the South Midlands Pony Club's policies and procedures and must be read in conjunction with the club's Rules of Incorporation (Constitution) and the rules of the Pony Club Association of Western Australia.

## 1 Interpretation

In these By Laws, the following words shall mean:

**Club** means South Midlands Pony Club Incorporated.

**Committee** means the Club Management Committee that is elected at the AGM each year and is responsible for the administration and the continued operation of the Club.

**Pony Club** means the Pony Club Association of Western Australia.

**Members** means any financial member of the Club

**Rider** means riding and associate members of the Club.

**Working Rally/Rallies** means a rally scheduled by the Club Management Committee that shall be open to all Riders to attend.

**Working Rally Day** means the entire day on which the working rally is held.

## 2 Riding Membership

- a. Riding Membership at the Club is open to anyone between the age of four (or turning four that year) and 24 years.
- b. Club membership may be capped at the discretion of the Committee.
  - i. Applications received in excess of the cap will be placed on a waiting list.
- c. All Club membership fees must be paid prior to a member's participation in any club activities.
- d. A Club member will not be allowed to compete at a Pony Club event if any entry money for the event remains outstanding.

## 3 Working Rally Rules & Procedure

- a. These rules apply to all working rallies and events held by the Club for the entire day on which the working rally or event is held.
- b. The Club will hold at least four working rallies in each financial year and shall cater for all Riders.
- c. At each rally, the Committee shall record the attendance of all Riders and their mounts.
  - i. All Riders must be signed-in on the rally attendance sheet before they will be permitted to participate in any club activities.
  - ii. All Riders under 17 years of age must be signed-in by their parent or guardian.
- d. Prior to the commencement time of each rally session Riders must present unmounted and leading their mount when applicable to their allocated arena or the clubhouse.
  - i. If late, a rider must wait until the Coach allows them to join the session.
- e. Riders are expected to present unmounted to all ridden sessions and must have their gear checked by a Coach or person nominated by the Chief Coach prior to mounting.
- f. At the end of the session, Riders must dismount and walk to their next lesson, as quickly as possible.
- g. On a Working Rally Day Riders must not:
  - i. trot, canter or gallop on pony club grounds; or
  - ii. jump any obstacle;
  - iii. or use any equipmentunless under instruction from appointed Club Coach

- h. Riders should be polite and courteous and treat fellow club Members, coaches and visitors with respect at all times.
- i. Bad language and disrespectful behaviour from any Rider, parent, guardian, supporter or coach will not be tolerated.
- j. Riders must participate in all lessons or instruction as set by the Chief Coach for each rally.
  - i. If Riders need to leave the rally early, they must notify the Chief Coach prior to leaving the grounds.
- k. If a Rider is unable to attend a rally the Chief Coach must be advised as soon as possible.
  - i. Should a Rider miss three consecutive rallies without notifying the Chief Coach their membership may be cancelled.
- l. As a condition of membership, all parents and Riders are required to help set up and put away equipment at all rallies and events hosted by the Club.***
- m. Parents must not coach their child from the sidelines or interrupt a lesson. The Committee requests that parents speak to the coach or Chief Coach privately after the lesson has finished if necessary.
- n. Coaches, administrators and event officials play an integral role in the Pony Club movement and should be shown respect and courtesy at all times.

#### **4 Pony Club Uniform**

- a. The Club uniform (as described in the Membership Handbook) must be worn at all Working Rallies, i.e. riding boots, jodhpurs, polo shirt and approved riding helmet (AS/NZS 3838, PAS 015 (UK), ASTM F 1163 (USA) VG1 (Europe), with an effective chin strap done up) unless otherwise notified. Helmets to be LESS THAN 5 years old
- b. The uniform worn by Riders taking part in any Pony Club event shall comply with the rulings made by the Council of Pony Club Association of Western Australia.

#### **5 Gear**

The gear to be used by Riders and their mounts shall comply with the rules contained in the Pony Club WA Gear-Checking Manual.

#### **6 Mounts**

- a. The following mounts are not permitted as Pony Club mounts and will only be permitted at Pony Club activities for demonstration or exhibition purposes with the express permission of the Committee:
  - i. stallions, colts and rigs;
  - ii. Any horse or pony that has not attained the age of 4 years may only be ridden at rallies with permission from the Chief Coach and will not be permitted to jump.
- b. Any mount which is known to kick must wear a red ribbon in its tail.
- c. Horses and ponies are to be tied up with headcollar and leadrope using a quick release knot, to string (not directly to posts or rails), attached to tie up rail or float (which must be attached to vehicle).
- d. The use of any drug that is prohibited by Equestrian Australia is not permitted at any Club activity.
- e. Treat all horses with respect; always avoid cruel or rough handling.

**7 Healthy Club Policy**

- a. No smoking in club rooms, around floats, horse yards or where can be seen by children, whilst at Pony Club events.
- b. Members who are found to be using or under the effect of any illegal drugs at any club rally, activity or event will be suspended or expelled at the discretion of the Committee.
- c. Alcohol may not be brought onto or consumed on the club's premises on club rally days or any other competitive event conducted or hosted by the club.

The club requests that all members, both riders and parents, read and agree to abide by the South Midlands Pony Club By-Laws at all times.

# PONY CLUB EXPLAINED

- The Pony Club is a worldwide youth organization for those interested in horses, ponies and riding.
- It is the largest association of riders in the world.
- It is a voluntary youth organization, which exists to promote the physical, mental and spiritual development of young people, encouraging in them an awareness of responsibility, sportsmanship and citizenship.
- The Pony Club differs from other youth movements because the horse is used as the main centre of interest around which to cultivate strength of character and self-discipline.
- The **object** of Pony Club is to encourage young people to learn to enjoy all kinds of sport connected with horses and riding, to provide instruction in riding and to instil in members the proper care of their animals.

## The Pony Club Movement

Pony Club is a Youth Movement and uses the horse as a focal point of interest to train its members in the aims and objectives. The Pony Club member must learn to understand and care for their pony, while at the same time learning to improve their riding skills.

## Aims and Objectives of Pony Club

To encourage young people to ride and learn to enjoy all approved kinds of sport connected with horses and riding

To provide instruction in horsemastership and to instil in members the proper care of their animals

To promote the highest ideals of fellowship, citizenship and loyalty, to cultivate strength of character and self-discipline.

In dealings with the riders, the order of importance is:

- |        |  |
|--------|--|
| FIRST  | The SAFETY of the riders                                       |
| SECOND | The COMFORT of the pony  |
| THIRD  | The ENJOYMENT of the rider and the TRAINING of their character |
| FOURTH | The PROGRESS of the rider                                      |

## Zones

Zones consist of Pony Clubs affiliated with the Pony Club WA geographically grouped together by the State Coaching Panel. South Midlands Pony Club is a member of Avon Zone, which also includes Mortlock Pony Club, Avon Valley Pony Club, York Pony Club and Beverley Pony Club. The Zone's role is to coordinate clubs and assist them to carry out the objects of the Association. The Zone Clubs run events such as qualifiers for Inter-zone and State Pony Club Events.



**PONY CLUB**  
WESTERN AUSTRALIA

More information, news and additional resources can be found at [www.pcawa.com](http://www.pcawa.com)

# UNIFORM

South Midlands Pony Club's official colours are JADE, WHITE and BLACK.

Our club uniform consists of:-

- **The Basics** - You must always be wearing a Safety Helmet, Long Boots or Jodhpur Boots for any ridden activity at Pony Club.
- **Rally Uniform** – White/Beige/bone/fawn or black Jodhpurs, Club Long Sleeve Polo Shirt or Formal Uniform.
- **Formal Uniform** - White long sleeved shirt with collar, jade tie, black club jumper, Pony Club WA Badge and Disk where permitted (optional for competitions) and beige/bone/fawn jodhpurs (Note: white or black jodhpurs are not permitted) and black and jade quartered hat cover. Riders must present in this uniform at Schools/Seminars, official presentations and Efficiency Certificate test days (including where attending dismounted).
- **Cross Country and PPMG** - Club Long Sleeved Polo Shirt or Formal Uniform.



## Pony Club WA Uniform Standards

- An Approved Helmet - Black or White equestrian helmet with the current safety code of ASA/NZS 3838-2003 is compulsory. Also acceptable PAS 015 (UK), ASTM F 1163 (USA) . Helmets to be less than 5 years old from year of manufacture.VG1 (Europe), with an effective chin strap correctly and firmly fastened at all times. When riding at competitions members must wear a black and jade quartered hat cover (can be purchased from the Club Uniform Co-ordinator)
- Jodhpurs that the top of which shall be at the rider's waist (i.e. No hipsters or low-rise), must be white, beige, bone or fawn. Jodhpur clips are optional. Long socks are NOT permitted to be worn over jodhpurs.
- Boots to be long or jodhpur in brown or black with low heels. Soles, without splits or holes, must be smooth and continued to heel – no half soles. Leather gaiters are permitted. All boots must fit the rider as well as possible.

## Saddlecloths

The club competition saddlecloth is white. Black saddlecloths may be worn at rallies.

## Representing the Avon Zone

When you are representing the Avon Zone the uniform is navy blue jumper, white long sleeved shirt, navy tie and navy and white hat cover (jumper and hat cover are supplied by your club for the event).



# UNIFORM SHOP

The rally shirt is a long sleeved polo shirt, which is a combination of the jade and black. This is what you wear to general rallies, some competitions, when you are unmounted or riding cross country or Prince Phillip Mounted Games.

## Club Jumper

The club jumper is a black v-neck with the South Midlands Pony Club logo is embroidered on the left in a jade colour.

## Helmet Covers (Black and jade quartered)

## Extra uniform available

These items are not compulsory.

Club Caps

Winter Jackets

Pony Club WA Badges (required for certificate testing and some competitions)

Please note that all quoted prices are subject to change without notice.  
Please see our uniform co-ordinator, Jane Steele for all of your uniform enquiries and purchases.



# GEAR CHECK

- FOR THE SAFETY and COMFORT OF THE RIDER AND PONY/HORSE
- INSTILLS A SENSE OF PRIDE IN THE RIDER'S QUALITY OF PRESENTATION AT ALL PONY CLUB ACTIVITIES.
- ENSURES FAIRNESS IN THE SPORT

It is a requirement that all riders and their mounts are gear checked at ALL Pony Club Activities including Rallies, Efficiency Certificates, ODE's, Training Days, Trail Rides, Jumping, and Demonstrations OR INSURANCE COVER WILL BECOME 'NULL AND VOID'.

## Inspection of rider

- Correct Applicable Uniform (see page 8).
- Ear studs only are permitted. Watch and Pony Club WA State Badge permitted when required. Medic Alert bracelets and chains must be taped, with the disk exposed, (so that the bracelet does not dangle round the rider's hand or catch on whip, gear etc).
- Hair neatly secured/restrained in a bun and hairnet. Must sit above the collar.
- Whips with loop handles removed because they can be dangerous in the event of a fall and they inhibit the proper use of the whip. They must have a flexible flap or tassels at the end but not weighted. Whips with hands or stars as flaps are not recommended as the ends are not flexible. General purpose whips- maximum length is 75cm including flap/tassel. Dressage whips (not permitted in Eventing Dressage) maximum length for pony of 13h and under is 1 m and over 13h maximum is 1.2 m.
- Permitted spurs. (not encouraged for riders below C level)

## Inspection of saddlery

- All leather and stitching checked for wear and tear.
- Permitted bit, bridle and noseband.
- Please advise the gear checker if your horse is head shy and touchy and sensitive about their mouths. If necessary the Gear checker may require the bridle to be removed by the competitor so that the bit may be inspected.
- Fit of Saddle and Saddle Cloth/Numnah.
- Size of Stirrup Irons/Toe Stoppers in relation to Boots.
- Check fit of Cruppers and Breastplates.
- Martingales, Boots, Bandages to be checked for correct fitting and application.

## The rule of 'two fingers' for fitting tack

For proper comfort of the horse or pony you should be able to fit one large or two small fingers between:

- The ear and the head or crown piece of the bridle.
- The noseband and the cheek bone on the side of the horse's head.
- The noseband and the front of the nose.
- At least two or more between the throat lash and the horse's cheek and.
- Two or three fingers between the wither and the saddle.
- Either side of widest part of boot in stirrup.

## **Inspection of horse**

Horse or Pony must be amenable and safe to be Gear Checked.

- Age of horse or pony to be ascertained –
  - Must be 4 years of age to take part in Competitions and Efficiency Certificate Examinations
  - Horse/pony 3 years of age may be ridden at rallies with the knowledge and approval of the Chief Coach and will not be permitted in any jumping lessons.
  - Horse/Pony over 20 years of age may be ridden at rallies and Competition with the knowledge and approval of the Chief Coach.
- General condition (not thin or tucked up with a staring coat, appearing underweight. The horse/pony should not be over fat.
- Condition of coat i.e. shiny/silky.
- Neat and tidy.
- Grooming of under body, legs, head (no dried sweat, dirt, bot eggs etc.).
- Mane and Tail – clean and tangle free.
- Eyes and Nose – no discharge. Clean.
- No chronic cough.
- If there is sighting of any blood (whether wet or dry) on the horse from either the mouth, nostrils or spur area during Gear Check, or during the activity, the horse/pony is not permitted to be ridden in these circumstances. There is no appeal against this decision.
- Bleeding from any other area must be reported and checked by the Chief Coach.
- Dock - clean.
- Hooves – picked out. No splits or big chips out of unshod hooves; no loose shoes, risen clenches, lost shoe, hoof too long at toe or growing over shoe.
- Not lame.
- No injuries, wounds, bleeding, swellings, sores causing lameness.
- To be plaited for Dressage competitions and for C\*, B & A Efficiency Certificate Examinations.
- To be plaited for K Efficiency Certificate Examination if necessary for a chosen Option.
- Plaiting not required for D, D\* and C Efficiency Certificate Examinations.
- False tails permitted but they must not have metal parts.

### **SAFETY NOTE:**

For horse or ponies with long flowing manes, if pulling or shortening the mane is not an option, then it should be secured by:

- either sectioning it off with rubber bands;
- a running plait along the top of the neck; or
- normal plaiting to keep it out of the way of becoming tangled around rider's hand, whip or gear.

**For more information in relation to Pony Club WA Gear Checking Rules (including Gear Checking Precis which sets out gear that is permitted and prohibited at Pony Club WA activities) please see [www.ponyclubwa.asn.au](http://www.ponyclubwa.asn.au)**

# MEMBERSHIP

## 2022 Fees

Membership	SMPC Fee	Pony Club WA fees	Total
Junior (under 17 years of age)	\$290	\$130	<b>\$420</b> + \$200 busy bee bond if applicable
Senior (17 to 24 years of age)	\$290	\$130	<b>\$420</b> + \$200 busy bee bond if applicable
Ready2Ride (10yrs and under)	\$217.50	\$72	<b>\$289.50</b> + \$200 busy bee bond if applicable
Club Supporter ( <b>compulsory for all riders under 17yrs at 1<sup>st</sup> Jan 2022</b> )	\$0	\$58	<b>\$58</b>
Family Membership (2 riders in same family)	\$507.50	\$260	<b>\$767.50</b> + \$200 busy bee bond if applicable

**Ready2Ride Membership:** This is a new category for riders aged 10yrs and under on 1<sup>st</sup> Jan 2022. Please note riders in this category only attend rallies for  $\frac{3}{4}$  of the day, and are not able to compete with this level of membership.

Riders aged 10yrs and under who wish to attend the whole day, or compete in Pony Club events can chose Junior Membership.

**Family Membership:** South Midlands Pony Club offers a 25% discount on club fees for the second family member. The family membership can be made up of 2 Junior Members, 2 Senior Members, or one Junior and one Senior Member. Only one club supporter needs to be registered for both riders, and only one busy bee bond per family needs to be paid.

### Busy Bee Bond

- A Busy Bee Bond of \$200 per family is paid to the club upon joining.
- Members must attend **three** Busy Bees per year in order to receive a refund of their Busy Bee bond at the end of the year. We strongly encourage Junior members to also attend busy bees, however members under 16yrs must be accompanied by an adult to be credited as a busy bee attendance.
- For returning members, your Busy Bee bond may be rolled over from the previous year when all three Busy Bees have been attended.

### Monthly Reduced Fee Schedule

SMPC offer a reduced annual membership fee for those who join throughout the year taking into account the rallies that have already been held at the time the member joins.

### Pony Club Certificate Manuals

Pony Club Certificate Manuals must be purchased from Pony Club Australia. Please speak to the Chief coach for further information.

# HOW TO RENEW, TRANSFER OR REGISTER YOUR MEMBERSHIP

## Renewing an existing membership with South Midlands Pony Club (2022):

1. Go to <https://pca.justgo.com>
2. Enter in your Pony Club member number Hint: this is the same as your old member number. If you have the Pony Club Australia APP it will be listed here. If you do not have your member number please email [membership@ponyclubwa.asn.au](mailto:membership@ponyclubwa.asn.au)
3. Once you have entered your member number, click on 'forgot password'. This will generate an email to your registered email address. If you do not receive an email please check your junk folder or contact [membership@ponyclubwa.asn.au](mailto:membership@ponyclubwa.asn.au)
4. Click on memberships navigation at the top of screen
5. Select the membership you require: Note only the memberships your age makes you eligible for are displayed. If there is more than one family member joining as either Senior or Junior members select family membership.
6. Follow the prompts through to add to cart and pay.
7. Add your horse, if applicable.
8. Click on Profile
9. Click on Credentials
10. Click on 'Add a credential' then click on 'Add a horse' and follow the prompts.

**All riders under the age of 17 years must have a person responsible over the age of 18 years registered as a Club Supporter. If registering for a family membership only one adult supporter per family is required.**

## Joining South Midlands as a new member:

1. Go to <https://pca.justgo.com>
2. Click on : “Sign Up”
3. Complete your details.
4. Select the membership you require: Note only the memberships your age makes you eligible for are displayed. If there is more than one family member joining as either Senior or Junior members select family membership.
5. Your membership application will then be submitted to an administrator for approval.

**All riders under the age of 17 years must have a person responsible over the age of 18 years registered as a Club Supporter. If registering for a family membership only one adult supporter per family is required.**

## Transferring to South Midlands Pony Club

1. Go to <https://pca.justgo.com>
2. Enter in your Pony Club member number Hint: this is the same as your old member number. If you have the Pony Club Australia APP it will be listed here. If you do not have your member number please email [membership@ponyclubwa.asn.au](mailto:membership@ponyclubwa.asn.au)
3. Once you have entered your member number, click on 'forgot password'. This will generate an email to your registered email address. If you do not receive an email please check your junk folder or contact [membership@ponyclubwa.asn.au](mailto:membership@ponyclubwa.asn.au)
4. Click on memberships navigation at the top of screen
5. Choose “Select Club” from the My Clubs section on the right side. Select “South Midlands”

6. Return to the “Membership” tab, choose “South Midlands” and select transfer.
7. Select the membership you require: Note only the memberships your age makes you eligible for are displayed. If there is more than one family member joining as either Senior or Junior members select family membership.
8. Follow the prompts through to add to cart and pay.
9. Add your horse, if applicable.
10. Click on Profile
11. Click on Credentials
12. Click on 'Add a credential' then click on 'Add a horse' and follow the prompts.

**All riders under the age of 17 years must have a person responsible over the age of 18 years registered as a Club Supporter. If registering for a family membership only one adult supporter per family is required.**

### **Busy Bee Bonds (2022)**

As of 2022 the busy bee bond payment has been increased to \$200 per family.

Existing members who are carrying over their bonds from 2021 need to pay an additional \$100 for 2022, new members and those who didn't meet the busy bee requirements for 2021 need to pay \$200.

Payment can be made directly into the South Midlands Pony Club Bendigo Bank Bond Account:

**Bendigo Bank - BSB 633 000 Account No. 157939760**

Please ensure you put the rider's name as a reference and provide remittance form as proof of payment.

**South Midlands Pony Club enforces a strict No Payment, No Riding Policy as non-financial riders are not covered by insurance. If your membership payment and busy bee bond have not been received, you will not be allowed to ride at any Pony Club WA event, including rallies.**

### **How will I know when my Club accepts my membership?**

You will get an email saying your membership has been approved and your 2022 Membership Card will be attached.

**Any questions, please ask your Club Membership Officer or email  
membership@ponyclubwa.asn.au**

# CLUB COMMUNICATION

Check emails and our club Facebook page regularly for information about the upcoming rallies, competitions, Zone and Pony Club WA and SMPC news.

## RALLY DAY MEETINGS

At every rally there is a **COMPULSORY** meeting which **EVERYONE** needs to attend. This is a time when the President and Chief Coach provide information on competitions, or relevant club information and present awards to riders etc.

## ON RALLY DAY

Rallies are generally held on the second Sunday of every month commencing at 8am. If there is a change to the date of a rally for a particular month you will be notified well in advance.

### Rained out Rallies

No rally will be cancelled come rain, hail or shine. If it is very wet or cold, riders should wear rainproof coats with uniform underneath. If the weather is extreme, the rally may be shortened or there will be unmounted activities in the clubrooms.



### Start Time

Generally, our rallies start at 8am. Please make sure that you have time to sign in, check your timetable for the day and settle your horse in.

## WHAT TO DO AT EACH RALLY

### What to do when you arrive

Unload your horse and secure them in a yard. Our yards do not have a gate and need to be secured with a lunge line or similar. Alternatively, tie your horse with a quick release knot to your float, which must be connected to a vehicle. Always tie your horse via a piece of binder twine, never directly to a yard or a float. Get your horse some water and a hay net, then report to the club rooms to sign in and check rally day timetable.

### Sign-In Sheets

These are very important as they are proof of your attendance at Pony Club. On the Sign-In Sheet you, your mount, parent signature (unless you are over eighteen in which case it is your signature) and your intention to attend the next rally are to be recorded. *If you don't sign in there is no proof of your attendance of the rally* and if you wish to compete throughout the year in pony club events you must be qualified on your mount. Qualification constitutes three full day rallies on the same mount. If riders bring two mounts to a rally they must ride each one in at least one session to qualify as a rally on that mount. The rider will not be permitted to ride unless they have signed in.



## Rally Day Timetable

This will be posted on our Facebook page and on the notice board at the rally. It gives you a list of coaches and their groups for that day. The timetable will tell you about the sessions you are doing that day and where they are. It is asked that you be ready five minutes before the lesson is to start in your designated area. *Make sure you check the timetable thoroughly* before you tack up, as you may not have a mounted session first up.

## Gear Checks

Before your first ridden lesson of the day your gear must be checked for fit and safety. This will be done by your coach. Please present at your arena unmounted.

## Lunches

The canteen offers a great lunch menu, snacks, cold drinks, tea and espresso coffee. All of the profit from the canteen goes back to the club.

## Day Structure

A working rally will consist of 4 sessions of 1 hour each with 15 minutes between sessions to change gear. Three sessions will be held in the morning. After the lunch break there will be 1 further session. Leadline Groups finish at lunchtime.

At the end of the day the yards must be cleaned out, all manure and hay scraps can be placed around the trees. *All members are required to assist with packing away equipment.*

At the end of the formal lessons there may be an opportunity for those competing in outside competitions to train i.e. Prince Phillip Mounted Games Team, Musical Ride, and Cross Country.





# WHAT YOU SHOULD BRING TO PONY CLUB RALLIES / EVENTS

- A healthy mount showing no signs of any illness otherwise it will not be able to be ridden.
- A water bucket.
- Sufficient food for your horse.
- Hay net or food bucket.
- Head collar, lead rope and twine to tie up.
- Tack which is to be clean and in good condition. If your tack is not sound you will not be allowed to ride.

A basic first aid kit for your horse:

Thermometer	to take horses temperature
Antiseptic Spray that repels flies	to put on superficial wounds
Antiseptic cream	to put on superficial wounds
Cotton wool	can be used for cleaning and padding
Bandage pad / combine dressing	to help control bleeding under the bandage / provide support to the effected area under the bandage
Gauze or non-stick dressings	to put between wound and bandage
Medicated wash i.e. betadine	to clean and sterilise wounds
Adhesive bandages e.g. Elastoplast	
Self adhesive bandages e.g. Vetwrap	

- **Pony Club Certificate Manual** and a pen - you will use this to take notes in lectures and practicals.
- Grooming Kit.
- Body brush, hoof pick, mane & tail comb, curry comb, dandy brush, sponges.
- Any rugs used - if there is a chance of wet weather, a waterproof rug should be brought to protect your horse whilst it is not being ridden.

For riders under 17 years of age, it is a requirement at Pony Club Events for one parent/guardian to be on the club grounds for the entire event.





## HOW YOU CAN HELP OUT AT PONY CLUB

There are several duties that need to be performed at every rally and as all participants are voluntary everyone must perform their fair share. The following are details of the duties that need to be done each rally.

### **Set-up Grounds - a committee member will always be at the grounds to help you.**

- Hitch up the trailer and pick up equipment from shed
- Mark out arenas using measuring equipment supplied
- Place jump wings out in field to plan supplied by Jumping coaches
- Set up equipment for games, novelties or Pony Club mount.

### **Pack-up Grounds - everyone including riders are expected to help with this duty.**

- Hitch-up trailer and pick up all equipment
- Put away all equipment into storage area
- Put Jump wings back to the side of field or return to the shed.
- This is generally done after the last session has finished but if an area is not being used it can be packed-up earlier.

### **Busy Bees**

In order for our club and equipment to grow and develop, busy bees will be held throughout the year. **Parental help is essential.** Members aged 16yrs and over can attend on behalf of their family. Younger members are encouraged to attend but need to be accompanied by an adult to be credited with a busy bee. You will be notified of the busy bee dates in the forthcoming Newsletter, Rally days and the Calendar of events (set out at the beginning of each year). **A \$200 bond / family** will be charged in addition to your membership fees and will be refunded at the end of the year if you have attended a minimum of 3 busy bees for 3+ hours per busy bee.

For full year members, a minimum of 3 x 3 hour shifts must be completed at busy bees or nominated fundraising events. ***If you fail to make contact with the coordinator to organise this, your bond will automatically be forfeited with no refund.***

When you attend busy bees, it is your responsibility to ensure that you register your attendance on the Busy Bee sign in sheet. If you fail to do this, your attendance will not be recorded, you will not be credited with attending that busy bee and you are at risk of losing your Busy Bee bond for the year.

*Please note: calendar of events is available via email and a hard copy will be available on enrolment day and the first rally.*

## **Canteen**

This involves taking lunch orders, preparing food and serving at the counter. You can bring something along to sell like cakes, muffins, fruit etc. **All parents will be given several canteen rosters throughout the year.**

The canteen menu will be posted on our facebook page and lunches must be ordered and paid for prior to each rally day.



## **Clean-up Clubhouse and Ablution Block**

Please see the Canteen people for cleaning chemicals and equipment.

This involves sweeping out the clubhouse and generally tidying up.

Cleaning of the ablution block involves sweeping out, wipe-down of basins and emptying of the bins. This duty is done before the first session of the day.

***SMPC is a not for profit, community riding club run by parents and community members who volunteer their time.***

***Please remember that many hands make light work!***

***The success of SMPC depends upon the contribution of all of our members.***

***If you would like to know how you can help out around the club please speak to one of our committee members.***

# SMPC AWARDS & TROPHIES

## **100% Attendance**

Full day attendance at ALL rallies during the pony club year. Unmounted attendance (in full uniform with full day's participation) can be considered to satisfy full attendance.

## **Coaches' Award**

Each coach nominates a rider whom they believe deserves the recognition for their efforts in their riding and improvement.

## **Pony Clubber of the Year Award**

Nominated by the Coaching Panel to one rider who consistently displays attributes and demonstrates behaviour that meet and exceed the fundamental principles of the Pony Club Movement which are:- Strength of Character and Self Discipline (i.e. Punctuality, Attitude, Presentation, Conscientiousness), Awareness of Responsibility (i.e. Care of Horse and Gear), Citizenship and Sportsmanship.

## **Perpetual Dressage Trophy - Kindly donated by Ann Gasiorowski**

In order to reward dedication to dressage, this trophy will be awarded to the most committed rider, not necessarily the most accomplished dressage rider.

## **Perpetual Jumping Trophy**

In order to reward dedication for showjumping, this trophy will be awarded to the most committed rider, not necessarily the most accomplished showjumping rider.

## **Perpetual Games Trophy**

Awarded by the Prince Philip Mounted Games Coach to the rider who may have improved the most throughout the year / contributed most to the team or shown outstanding effort throughout the year.

## **Junior Perpetual Citizenship Trophy**

Nominated by the Committee to recognise and encourage young riders who are helpful and thoughtful of others and promote the aims and objectives of Pony Club.

## **Senior Perpetual Citizenship Trophy**

Nominated by the Committee to recognise and reward senior riders who are supportive to younger members, contribute to club activities, are thoughtful of others and promote the aims and objectives of Pony Club.

## **Junior Perpetual Horsemastership Trophy**

Nominated by the Coaching Panel to recognise and acknowledge a junior member who demonstrates the ideals of Pony Club in putting the needs of their pony before themselves.

## **Senior Perpetual Horsemastership Trophy**

Nominated by the Coaching Panel to recognise and acknowledge a senior member who demonstrates the ideals of Pony Club in putting the needs of their horse before themselves.

# NATIONAL SPORTS CODE OF BEHAVIOUR & CONDUCT

## **Riders / Unmounted Members**

- Put your pony before yourself whenever questions of the pony's needs arise i.e. feed and water before yourself.
- Be a loyal supporter of the South Midlands Pony Club.
- Be a friend to all other members and in particular to juniors, those newly joined and all visitors to the club.
- Have self-respect, as shown by clean turnout of pony, gear and self.
- Enter competitions for the love of competing, not for the love of winning.
- Participate and compete within the rules of Pony Club.
- Never be a bad loser - Never argue with a coach, pony club official or administrator. If you disagree, discuss your concerns with the coach, committee or use official protesting procedures to lodge your complaint.
- Never be quick-tempered, impatient, unkind or cruel to any animal, other individuals, officials or organising personnel.
- Practice at home the lessons taught at rallies - Work hard to better yourself, there is always personal satisfaction in improving your performance.
- If working in a team, work to support your team mates and be positive about your team mate's performance.
- Always be a good sport.
- Treat everyone as you would like to be treated.
- Cooperate with your coach, team mates and organising personnel. Without them there would be no competition or activities to be involved with.

- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Always ride in a safety helmet that is correctly fitted and secured with a retention harness fixed at two points on both sides. It must be fastened at all times when mounted or attending to your horse.

## **Parents/Guardians**

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to compete according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate skilful performances by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect coaches or officials decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

# PARENTS SCHOOLING MOUNTS AT RALLIES

**ANYBODY (Adult or child) WHO IS MOUNTED AT A PONY CLUB EVENT  
MUST BE WEARING AN APPROVED RIDING HELMET AT ANY TIME.**

*Please keep in mind that coaches use the first part of their lesson to warm-up ponies and their riders. However, if it is necessary, parents or riders are permitted to school their pony on rally days in accordance with the following provisions:*

- The pony and handler/rider must be fitted with gear that meets basic Pony Club WA gear checking guidelines:
- If lunging, a well fitted cavesson and boots/bandages must be worn, no lunging off the bit.
- The handler must be wearing gear that meets minimum safety requirements i.e. Boots, Helmet and Gloves (if lunging).
- The pony should be schooled in a manner that is in keeping with Pony Club WA aims to ensure “safety and comfort of the horse”.
- Horses and ponies should not be schooled in the Float Parking Area, near the horse yards or in or near the work arenas.
- If parents wish to school ponies/horses, they must comply with Pony Club WA weight restrictions on smaller ponies – ponies under 12.2hh cannot be ridden by persons exceeding 53kg.
- It would be appreciated if ponies/horses were schooled at the beginning of the day, well before the commencement of the rally.
- Horses and ponies may only be lunged by a person competent in lunging.
- The guidelines above are applicable to all Pony Club members.
- All ponies should be rested during the breaks, including the lunch break.

**Whilst the South Midlands Pony Club appreciates that parents have the right to school their horse/pony in whatever manner they wish at their own private property, at a rally, Pony Club WA standards must be complied with.**

# NATIONAL SPORTS CODES OF BEHAVIOUR & CONDUCT

## Coaches/Instructors

- Remember that young people participate for different reasons, for many, winning is only part of the fun, participating, learning and enjoying others company is often just as important.
- Never ridicule or yell at a young person for making a mistake or not coming first.
- Be reasonable in your demands on young people's time, energy and enthusiasm.
- Operate within the rules and spirit of pony club and teach your Pony Clubbers to do the same.
- Ensure that the time spent with you is a positive experience. All Pony Clubbers are deserving of equal attention and opportunities.
- Avoid focussing on the talented riders; the just average participants need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches/instructors, officials, administrators, the media, parents and spectators. Encourage your Pony Clubbers to do the same.
- Show concern and caution toward sick and injured riders. Follow the written advice of a physician when determining whether an injured Pony Clubber is ready to recommence riding at rallies or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching/instructing practices and the principles of growth and development of young people.
- Ensure you understand the motivational reasons for your Pony Clubber being involved with Pony Club and develop your sessions to meet these needs.
- Any physical contact with a young person should be appropriate to the situation and necessary for the Pony Clubber's skill development.

- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## Administrators

- Involve young people in planning, leadership, evaluation and decision making related to our Club and activities.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in Pony Club not just as a rider but as a coach, official, administrator etc.
- Ensure that rules, equipment, length of activities and rally schedules are modified to suit the age, ability and maturity level of young riders.
- Provide quality supervision and instruction for junior riders.
- Remember that young people participate for their enjoyment and benefit. Do not over emphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in pony club emphasises fair play, and not winning at all costs.
- Give a Code of Behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Display all Code of Behaviour sheets in a prominent place so that all spectators, officials, parents, coaches, riders and the media view them at any time.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.



# HEALTHY CLUB POLICY

## **Purpose**

The purpose of this policy is to provide a framework with appropriate guidelines and actions for healthy activities and a healthy environment for all members and visitors to the South Midlands Pony Club.

## **Smoking**

South Midlands Pony Club recognises that smoking and passive smoking are hazardous to health. We will ensure a smoke free environment by:

- Ensuring the clubrooms and surrounds, including the amenities block and all club functions are smoke free.
- Not selling tobacco products on the premises.
- Prominently displaying non-smoking signage.
- Designating and promoting a smoking area at all SMPC events.

## **Alcohol**

South Midlands Pony Club will promote the responsible adult use of alcohol by ensuring no alcohol is consumed during rallies or events.

## **Other Drugs**

- South Midlands Pony Club discourages the use of medications in respect of injury/recovery that would enable a participant to compete where they would not otherwise have been able.
- The use of illicit drugs and performance enhancing drugs is not permitted by any club members or patrons.
- We will adopt and be guided by the Sports Medicine Australia policy on the administration of medications by non-medical personnel.

## **Sun Protection**

South Midlands Pony Club will take all reasonable steps, where possible, to address sun safe practices by:

- Making maximum usage of existing shade facilities.
- Following the Cancer Council Western Australia guidelines for SunSmart clothing, use of sunscreen and wearing of hats.

## **Sport Safety**

South Midlands Pony Club will encourage all members to adopt practices that seek to prevent injury by:

- Encouraging warm-up, stretching and cool-down for riders as an important component of riding.
- No member can ride without an approved helmet, flat soled boots and suitable clothing
- Protective Riding Vests compulsory for cross-country and encouraged for show jumping activities.
- Providing safe riding surfaces, first aid equipment and accredited First Aiders at all Rallies and Competitions.
- Ensuring adequate public liability and rider insurance of all members.
- Encouraging all riders with a prior or current injury to seek professional advice from a medical professional and be fully rehabilitated before returning to ride.

## **Healthy Eating**

South Midlands Pony Club recognises the importance of good nutrition for sports performance by:

- Ensuring when food is provided, healthy alternatives, in accordance with the Dietary Guidelines for Australians, are available.
- Promoting good nutrition and healthy eating messages.

## **General Provisions**

- Senior club members and coaches are expected to set appropriate examples and act as role models for junior club members.
- The club will make information available to club members and families to promote healthy lifestyles.
- Breaches of the policy will be addressed through the South Midlands Pony Club Committee.





