



Handbook for Members 2014

PO Box 156

Warwick

Warwick Showgrounds
Palmerin St

Warwick Qld 4370

Welcome to the Warwick Hack & Pony Club.

The aim of the pony club is to provide an opportunity for riders to learn and be exposed to many disciplines of riding safely. There is an emphasis on fun. There is no pressure to ever attend a competition. The club is mainly for the children but now the adult riders have been encouraged to become riding members and attend specific rally days for adults. An annual "Oldies Gymkhana" is very enjoyable and successful. Parents who are attending these days are not only improving their own riding and horsemanship but also re-enforcing their children's instruction.

Whilst due emphasis will be given to providing a solid foundation in the elementary areas of flat work and jumping, the aim of pony club is to offer a variety of activities. Pony club is not solely about instruction and certainly not about concentrating on one area of riding. Consequently, all riders get to experience a variety of riding disciplines and experiences.

Attendance at Pony Club is via club rallies. There are many details to be organized to ensure a successful smooth running club. Whilst there is a committee of management, the co-operation of both parents and riders is essential to ensure the club's overall success.

We trust that you will enjoy being a member of the ever growing Warwick Hack & Pony Club and everything it has to offer.

Yours sincerely

The committee

President Richard Gibson	0414396227
Vice President Michael Simmers	46619809
Secretary Kellie Smith	0409302482/46661555
Treasurer Liz Simmers	0417610530/46619809
Chief Instructor Christine Bradfield	0407161140/46614492
Entries Secretary Karen Burraston	0428759585/46619982
Club Captain Georgia Bellingham	
Vice Captain Emily Bradfield	

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Club Information

Postal Address: PO Box 156 Warwick, Qld 4370

Club Grounds: Warwick Showgrounds. Enter southern end of Palmerin St.

Pony Club Structure

Pony Club Qld is divided into Zones. Each Zone has a number of clubs. The Warwick Hack & Pony Club belongs to Zone 21. There are 6 clubs in Zone 21. They are: Warwick, Inglewood, Texas, Stanthorpe, Cunningham, and Killarney. Both the Club and the Zone have a President, Secretary, Treasurer and Chief Instructor. Each year a club within the zone takes a turn at being the Zone Committee.

The Committee

The club committee is re-elected at the AGM in December each year. The office bearers and roles of other positions in the club are listed at the end of every newsletter. Please consider becoming an office bearer. A club can only function for our children with the help of the parents. Please don't hesitate to contact an office bearer or position holder to find out what a position entails. The office bearer and club positions are:

1. Patron
2. President (Committee)
3. Vice President (Committee)
4. Secretary (Committee)
5. Nominations Secretary (Committee)
6. Treasurer/uniforms (Committee)
7. Assistant Secretary
8. Chief Instructor
9. Deputy Chief Instructor
10. Club Captain
11. Newsletter Editor
12. Website manager
13. Rally Day Canteen Convenor
14. Rodeo Canteen Convenor
15. Show Canteen Convenor
16. Camp Canteen Convenor
17. Publicity Officer
18. Sunsmart Officers
19. First Aid Officers
20. Adult Riding Group Co-ordinator
21. Mounted Games Co-ordinator

Membership and Fees 2013 (amended annually)

1 st rider	\$135.00
2 nd rider of same family	\$135.00
3 rd and subsequent riders of same family	\$135.00
Adult riding member	\$ 75.00 + instructor fees on adult riding days.
Social member	\$ 30.00

This fee includes the Pony Club Qld insurance fees. The Warwick Hack & Pony Club requires all riding members under 17 years must have at least one parent as a social member. This parent/guardian must be on the grounds at all times when the members are in attendance.

Each member needs to complete 1 form 3 pages:

1. Membership form
2. Liability Waiver

Forms can be downloaded from the PCAQ website or obtained from the secretary.

Post forms with money to **Warwick Hack & Pony Club PO Box 156 Warwick, Qld 4370.**

Members cannot ride unless they have a receipt for membership.

At times a rider may only be required to pay the PCAQ Insurance levy part and sign a waiver (e.g. non-members attending camp). This is not membership, so therefore that rider is not entitled to local club membership benefits including end of year awards etc.

The Horse

The perfect horse! That is, one that willingly allows the rider to join in all activities without danger to the rider, horse or others. The breeding is not relevant to pony club. It is only important that the rider and the horse are safe and able to participate. This is usually evident in the horse's temperament relative to the rider's skill. Do they get on and do they have fun?

Parents are encouraged to look for horses with this in mind. Sometimes it is tempting to look for a green horse that can grow up with the rider or alternatively, a horse that has a demonstrated high performance with other owners but too advanced for the prospective rider. In both examples, care should be taken. Over time many children have had their safety compromised, lost confidence and have become fearful of riding with such purchases.

Safety of both horse and rider not only takes into account the tack that is being used or the horse temperament but other issues too. As one such example, the height of the horse and rider should be such that they are balanced. Many other issues need to be taken into consideration, too numerous to iterate. It is recommended that you discuss these matters with the Chief Instructor. The Chief Instructor can direct that a horse be immediately removed from participation if they assess that there is a risk to safety of the rider, the horse, or others. If members or parents have concerns about another horse in regards to health and safety please discreetly advise the Chief Instructor.

Horses must be sound, well-nourished and in general good health. Horse's feet should be neatly trimmed or shod. The Chief Instructor can direct that a horse be immediately removed from participation due to ill health (e.g. Lameness/poor condition).

Temperament is the number one factor in a pony club mount. Please get advice from the chief instructor in regards to the suitability of your horses for pony club.

Uniform

Official Club Uniform

Each pony club registers their uniform with PCAQ. The rules say that when attending PCAQ events the registered uniform must be worn. You will notice that this is specified on most gymkhana programs. Uniform must be worn at an event right up to and including presentation. Please tuck in shirts and have ties correctly adjusted at all times. Clubs can be penalised at an event for a member not wearing the correct uniform. Our registered uniform is:

1. Long sleeved white dress shirt (Lowe's/Big W)
2. Club tie (purchase from secretary or treasurer any time for \$20)
3. Club vest (borrowed on the day from a club representative at each event)
4. Club saddle cloth (the club only has a couple of old donated ones for loan – can be purchased for \$65)
5. Beige or banana jodhpurs
6. Safety helmet can be black, blue or white with safety numbers AS/NZ 3838 (2006), EN 1384, ASTM F1163 or better
7. Brown or black boots, gaiters (optional) to match boots and be full grain leather on the exposed side.
8. Jackets and coats are to be removed during the March Past at competitions. If weather is bad on a competition day the chief steward may allow coats to remain on.

Rally Day Uniform

1. Long or short sleeved club rally day shirt
2. Beige or banana jodhpurs. No jeans
3. Brown or black boots, gaiters (optional) to match boots.
4. Instead of the polo shirt a white dress shirt and the club tie can be worn.
5. Safety helmet can be black, blue or white with safety numbers AS/NZ 3838 (2006), EN 1384, ASTM F1163 or better

What to wear when?

Rally Days:	Informal uniform
Gymkhanas & Competitions:	Formal Uniform
Zone competitions:	Formal uniform
State competitions:	Zone uniform

Some items are available each rally day in the second hand store. Saddlecloths and ties can be purchased at a rally day.

Shirts must be tucked in during gear check and activities. Club spray jackets, rugby jumper or coats may be worn over uniform in inclement weather.

Rally Days

When

Rally days are held once a month and are advertised to members via the newsletter.

Who can come

You must be a financial member of the Pony Club Association of Qld. **A responsible adult must accompany each child to the rally day and be present throughout the day regardless of the age of the child.** This is a safety issue. Riders are not permitted to ride other member's horses at the rally without the permission of the horse owners, parents and chief instructor.

Parents are not to ride children's ponies/horses at rally days. Please discuss problems with horse and pony behaviour with the Chief Instructor for the day.

Times

8.30am sharp – 4pm (approx.) possibly earlier in winter.

Gear check 8.30am. **☆No riding until gear check☆**. Riders are not to mount horses prior to gear check and horses are to be led into the ring. Horses are lined up along the inside of the show ring with noses in. Horses will be warmed up at the beginning of the first session. Riders who miss this gear check cannot ride until they have a gear check after morning tea. Riders who ride their horses to pony club must dismount upon arrival until after gear check.

Commencement at 8.30am often depends upon the amount of help received from parents and older riders in setting up of equipment. Please come in plenty of time to be tacked up and help set up equipment.

At completion of riding approx 4pm all horses should be tied up and all gear packed up prior to any members/families leaving grounds. Unless a roster is in place for set up and pack up of gear.

Group allocation

Riders are allocated to groups usually according to the rider and horse's jumping ability. It is not important what height the rider and horse has jumped but at what height they can jump competently. Depending on the riders present at gear check, riders may find themselves in different groups each rally day. Group allocation is at the discretion of the chief instructor. Riders are not to change groups unless asked to by the chief instructor.

Late Arrivals

Riders cannot add themselves to a group. This is to be arranged through the chief instructor for the day. If arriving after groups have been allocated, riders will have to wait until after morning tea break for a gear check and group allocation.

A typical Rally Day

There are lots of different activities that you will participate in at a rally day including showjumping, dressage, troop drill, mounted games, sporting, polocrosse, jumping equitation, presentation, horse care, certificate work and much more as is arranged.

- Upon entering the ring, parents/guardians sign in their children and are also allocated a job for the day.
- Riders present themselves for gear check and group allocation unmounted at 8.30am in troop lines in front of the club house inside the showring.
- All riders must remain unmounted until gear checked and group is allocated by a club official and advised to mount.
- If you ride to pony club you must dismount upon arrival until after gear check.
- Size and composition of groups depends mainly on the rider and horse ability when showjumping. Other factors include – which members are present, which instructors are available, and what activities are organised. This can change at each rally day and even throughout a rally day.
- At morning tea horses reins are looped over open wire hooks on each post on the inside of the show ring in front of the clubhouse.
- At lunch horses are unsaddled and unbridled and tied to their float/truck and fed and watered. Some may require hosing in hot weather. Ensure your horse's comfort needs are met before going to lunch.
- Avoid using stables/stalls as then you are responsible for the cleaning.

Some rally days are held at the Morgan Park Horse Trial's grounds and the riders (all levels) can experience the cross country course as much or as little as they like. Sometimes a trail ride is held at a member's family's property.

What the rider should wear

- Well-fitting approved helmet AS/NZS 3838 (2006)
- Smooth soled elastic riding boots which meet the requirements in the handbook
- Jodhpurs and club polo shirt
- **Sunscreen** (The PCAQ Sunsmart Policy Statement can be viewed on the website)

What you should bring

Horse

- Food
- Bucket for water
- Secure headstall/halter and lead rope
- Rugs (especially in winter)

Riders to tie an easily seen **red ribbon** to the tails of horses that **might kick** at any Pony club events/rally days.

Horses must not be tied directly onto fences or floats. They must be tied to a loop of baling twine or an open wire hook. If a horse is known not to tie up please use a halter. Do not tie horses to taps, gates or cars or floats that are not secured to a vehicle.

Horse's feet should be neatly trimmed or shod.

Tack

- Should meet pony club criteria, be well fitting and in good condition
- Check the suitability of equipment (especially bits) at gear check

Lunch

When there is a convenor available a canteen operates selling cooked food for lunch at a reasonable cost. Morning tea is provided free of charge to riders. When there is not a canteen operating, BYO lunch, morning tea and beverages. Adult riding days are self-catering as the canteen is closed.

Wet Weather Policy

Rally Days are always on no matter how bad the weather is. Our club has never cancelled a rally day in its history because of bad weather. Depending on the severity of the weather members can still bring their horses or leave them at home. It is suggested to bring them unless the rain is very heavy. It may clear up enough to ride or it may only be raining at your place and not in town. It doesn't matter if some turn up with horses and some don't. They can be put in the stalls. On wet weather days the members are broken up into groups and given theory sessions. This may include assembling tack e.g. bridles, horsemanship, dressage tests explained, walking a jumping course, certificate work etc. This is for all ages (except for the youngest group), all levels and abilities.

Parking

Horses and floats can be parked in front of the stables. For the safety of our children leading horses between obstacles, be aware of proximity to the stables, power poles, and other vehicles when parking. Please avoid riding horses in between parked vehicles and behind other horses tied to floats etc.

The Warwick show and rodeo society request that we enter through the "Evan's Paddock" Palmerin Street gate at the southern end of Palmerin Street. (Where Palmerin St ends and then turns west to become Cleary Street).

Parents riding Children's horses/ponies at Pony Club

Parents are not to ride their children's horses or ponies. It is understood that at times horses and ponies can play up for their little riders and a ride by an adult or stronger rider can help rectify this. This is OK at home but it is very different when at a Pony Club run rally day or event. If you are having trouble with a mount please discuss it at the time with whoever is chief instructor for the day.

Competitions

During the year there will be many competitions held which members can attend. Gymkhanas are a lot of fun for all level of riders (even the led group). The gymkhana is an opportunity for all riders to go out and compete against other riders from other clubs. They usually have ring events, sporting and jumping. They are a great way for riders to get experience in competitions and build up confidence. Horses/ponies need to be washed and well groomed for gymkhanas. They can be plaited for the presentation class. A good introduction to attending competitions is to attend our own gymkhana first.

There is never any pressure for a rider to attend competitions but if you would like to just ask a committee member for help. Everyone has been a first timer some time. Members can compete as much or as little as they like. They will still receive the same instruction and attention at a rally day. End of year awards often go to riders who have never attended a competition.

If a rider cannot attend an event because of a lack of horse transport, please contact someone on the committee contact list. Often other members have places in their floats/trucks available. Please offer money for fuel etc.

We encourage good sportsmanship and courteous behaviour from our members and their families, and it is expected that riders attend presentation ceremonies at competitions even if they are not receiving an award. Members are expected to be in full formal uniform at Presentation ceremonies at all events. Depending on the host club, riders can forfeit their trophy/prizes/ribbons if they are not in full uniform or do not attend presentation.

Performance Cards

It is up to each rider to present their Performance Card at the beginning of a competition and collect it at the end of competition. They are available for each horse through PCAQ. Please speak to the club secretary for the forms and cost associated with arranging these.

Proficiency Certificates

To attend State Events riders 13years and over must hold a C certificate. Riders under 13years must have a D certificate. A photocopy of the certificate is required for nomination for State Events.

D Standard 7 years Yellow

D* Standard 9 years Lime green

C Standard 12 years Green

K Standard 14 years Purple

C* Standard 14 years Pink

B Standard – Horse Care 15 years Brown

B Standard – Riding 16 years Red

B Standard (Restricted Jumping) 16 years White

H Standard 17 years Orange

A Standard 17 years Blue

Details on what is required to achieve each certificate can be found in the Pony Club of Australia Syllabus of Instruction book which is on the PCAQ website under the Rule Books section.

Qualifying Criteria for State Events

Each year PCAQ puts out the requirements that riders need to meet so as they can attend State Events. This can be found on the rulebook page on the PCAQ website.

Agricultural Shows

Sometimes agricultural shows will have pony club events. If participating in a Pony Club event please ensure that you wear the formal uniform. Dressage and Showjumping Competitions are also held at agricultural shows. Even though other members may attend, these are nominated as an individual rider so the pony club uniform does not need to be worn unless it is specified as a pony club event on the program. Members however are welcome to wear it in the absence of other attire.

To access Agricultural shows and their schedules please go to the following internet links:

Show dates:

<http://www.qcas.net.au/images/Show%20Dates/2011%20Show%20Dates%20Flyer.pdf>

Show schedules:

<http://www.qcas.net.au/default.asp?PageID=97&n=Show+Schedules>

Warwick Show

The Warwick Show in March or April has a large horse schedule. There is also a Dressage and Showjumping Competition, as well as pony club events. These need volunteers to help run them. They include jobs in the canteen (which raises funds for our own pony club), ring stewards, pencilers, dressage marshals and timekeepers. Volunteers will be asked for through pony club in the month leading up to the show.

Warwick Show has its own website: <http://www.warwickshow.com.au/>

Nominations for Competitions

Check the PCAQ website frequently (weekly at least for changes) for programs and nomination forms. It is up to individual members to make themselves aware of upcoming events via the PCAQ website Calendar of Events. www.pcaq.asn.au

Send nominations into the Warwick club ensuring they arrive 3 days prior to the closing day on the program.

Send nominations to the Warwick Club secretary/treasurer via one of the following methods:

1. By Mail:

- Mail completed nomination form with cheque to the Warwick club at PO Box 156, Warwick. Qld. 4370.
- Ensure it will arrive 4 days prior to closing date.

2. In Person:

- Contact Karen Burraston to arrange.
- Ensure this is done at least 4 days prior to the closing date.

3. Internet:

- Transfer the money directly into the Warwick Hack & Pony Club Inc. bank account. BSB: 064 434 Acct no. 902 317 and print off a receipt. Please put in the description something like "Heg noms Fass" (Hegerty noms Fassifern).
- Scan and email or fax the 1. nomination form and 2. The print out of the bank transfer. Contact Karen Burraston for details.
- Ensure this is done 4 days prior to closing date.

Treasurer and Secretary will then process all the nominations for the competition and send them to the host club with one club cheque.

Nominations for gymkhanas usually occur on the day. So arrive early to allow time to get the money to our club representative for the day who will then nominate you with other club members. Late arrivals nominate individually with the hosting club at the event (if late nominations are allowed).

Nomination checklist for members:

1. Obtain a copy of the program and nomination form
2. Complete all relevant sections of the nomination form
3. Ensure PIC number and PCAQ membership number is included
4. Enclose the correct money
5. Photocopy any certificates and grading cards if required (e.g. state champs) and enclose
6. Have envelope to Warwick club secretary 3 working days prior to closing date

Do not send partially completed nomination forms or forms without money. They will not be processed.

Late Nominations

If you miss the mailing from our club of the nominations it is up to members to contact the host club directly and arrange their own nomination. Host clubs will often take cash on the day and sometimes even take a personal cheque. It is up to members to organise this with the host club prior to attending.

Nomination Refunds

Riders withdraw from competitions directly with the host club if nominations have already been posted by the Warwick Club secretary. If the host club grants the rider a refund, the host club will send a club cheque back to Warwick club. Warwick club will then re-imburse the rider. A rider cannot be in credit with Warwick club until Warwick is in receipt of the refund cheque i.e. future nominations must be paid in full until the refund cheque is received by Warwick. It is up to the rider to chase up refund cheques from host clubs.

Tick spraying

Please be aware of the tick spraying regulations for Queensland. Warwick is in a tick free area. If travelling to a tick zone, horses will need to be sprayed on return. To do this, individuals must

undertake a Competition Stock Owner's Treatment Scheme (CSOTS). This course is run periodically by the local DEEDI (used to be known as DPI) and only takes a few hours. At time of publication of this handbook, the certification is for life. DEEDI advise that in the near future it will need to be renewed every 5 years. Please check with the local DEEDI office. Contact the local DEEDI office to be put on a list to be contacted when the next course is run. Also, when returning from a tick zone you must have a Travel Permit. The permit is free for individual trips and can be picked up at the local DEEDI office prior to each trip. For a fee you can get a multi-movement travel permit that lasts for one year. This type of permit prevents the inconvenience of having to go to the DEEDI office before every trip to a tick zone. A Qld Livestock Movement System waybill for every trip is also required. These can be purchased by the book at a DEEDI office.

If your stay is longer than 5 days within the tick zone an appointment needs to be made at a clearing facility regardless of whether you have a CSOTS certificate or not.

If you don't have CSOTS certification you still need to have a travel permit and a waybill. You will need to arrange spraying of your horses within the tick zone by an Accredited Tick control Person or at by an Inspector of Stock or Approved Person at a Cattle Tick Clearing Facility. Bookings are essential at all clearing facilities with a minimum of 48 hours notice required. Clearing facilities are not permanently staffed and a failure to pre-book may result in the facility being unattended or delays in processing. Bookings are restricted to daylight hours. Operating hours at clearing facilities may be extended for scheduled events. Contact your preferred facility for details. For example there are clearing facilities at Aratula, Toowoomba, Crow's Nest, and Helidon. The list can be found at the following link:

http://www.dpi.qld.gov.au/4790_12786.htm

The DEEDI web page for Cattle Tick information can be found at:

http://www.dpi.qld.gov.au/4790_12780.htm

The local Warwick DEEDI office is located at the Hermitage.

Passing through a tick zone when travelling from a tick free zone to another tick free zone is different again. This occurs for example when travelling to Cabarita Beach Pony Club. This is then under NSW DEEDI and our QLD CSOTS certificate and travel permit is not valid. Information in regards to this can be found at:

<http://www.dpi.nsw.gov.au/agriculture/livestock/health/specific/cattle/ticks/moving-horses-qld-nsw>

Annual 4 day club camp

To attend camp, riders are expected to be able to walk and trot competently. There is a minimum age of 6. It will be held in the September school holidays. On the afternoon the day before camp starts, horses and riders are brought in for gear check and group allocation. Riders are to be in riding attire. Camp starts next morning. Please advise when submitting forms if you are unable to have horses in that afternoon. Suitable arrangements will be made to put your child in their respective groups. The last day consists of a fun day of mini comps. Riders are divided into teams which have a mixture of ages in them. There can be themes and/or dressing up.

Usually there is a social BBQ get together please check nomination forms for full details. Included in camp fee horses are fed hay 3 times/day and children are provided with morning tea/lunch/afternoon tea.

It is a well worthwhile camp as visiting instructors can come from a large range of riding disciplines. Over the years there has been polo, polo-X, side-saddle, vaulting, and western pleasure for examples. The camp is live out and there is catering for morning tea and lunch. Members are invited to camp on the grounds but need to be self-sufficient after hours. Parents are allocated jobs on a roster for the week.

At times a rider may only be required to pay the PCAQ Insurance levy part and sign a waiver (e.g. non-members attending camp). This is not membership, so therefore that rider is not entitled to local club membership benefits including end of year awards.

Fundraising

The club has only one main fundraiser per year. That is the catering at the pony club canteen during Rodeo Week. Members will not be required to undertake any raffle ticket selling or other fundraising at other times. It is asked that when signing children up for pony club parents realise that they will be required to do 3 x 4hr shifts at the Rodeo Canteen during Rodeo Week. The canteen is open from 6am – 9pm for 6 days so even working parents can attend outside of their working hours. We are all in the same position and it is appreciated that working families are busy enough, but this is the one time of the year that the club asks for fundraising assistance.

Recommended Text for theoretical knowledge

Riding (NSW PCA Manual)

Compiled and published by the Pony Club Association of NSW. \$40 including postage from PCAQ.

Order from the following link: <http://www.pcaq.asn.au/Forms/Microsoft%20Word%20-%20Stationery%20Order%20Form%2004%2011%202010.pdf>

This book is recommended if you are looking for a good general text on riding and horsemanship. It is not at all necessary for pony club.

Adult Rider Group

This is a new group to the Warwick Hack & Pony Club. Adult riders have a separate rally day. Previously they were held every 2 months if the calendar permits. They are held the day before the children's rally day so as the same equipment can be used. The aim of the group is to give parents the instruction that the children are receiving so as they can re-enforce that education. It will also help build up skills to enable parents to become instructors. As well as annual membership adult riders pay towards the cost of outside paid instructors at each adult rider day. An "Oldies Gymkhana" was very successful at the end of 2010. Outside clubs were invited. It was run by the Associate members. It catered for every level of riding. The adult riding group will continue. It is essential to RSVP to the Group Co-ordinator if you intend to attend an adult riding day. As the group is small, accurate attendance numbers are important so as paid instructors can be booked. We are hoping in 2014 to get this going again.

Volunteers

As you can well appreciate pony clubs are only successful with the assistance of the parents of the riders. We would all love to sit each rally day and simply watch our own child ride. Unfortunately, if everyone in the club took this stance, especially our instructors, nothing would be done and none of the children would get to ride. Therefore, it is particularly important that every parent of every rider pitches in every rally day and does their bit to assist in the running of pony club.

There are many ways that parents can assist the club. We are very fortunate to have such enthusiastic instructors and committee members who donate so much of their own time to our children. They are parents of members too. Some of these parents no longer have school-age children and still give their time to the club, even attending rally days when their own children don't. Only guest instructors are paid. Our club would not exist without these wonderful people. It is reasonable to expect that in return other parents would then also contribute some time and effort to our club. You don't even have to touch a horse! Some examples are:

- Setting up of rally equipment

- Packing equipment away

- Check in with the canteen each rally day to assist with cutting up of fruit and bread, washing up etc.

- Helping with water rounds to groups on hot days

- Assisting instructor with activities like sporting (putting flags out, rail steward)

Please come forward and offer a few minutes of your time. The jobs aren't difficult. Remember we are doing this for our children.

Conduct of Riders, Instructors, Parents/guardians

It is expected at Pony club that everyone present has a responsibility to respect the rights of others.

PCAQ has developed some policies to make this clear for everyone.

The policies are:

1. Anti-Harassment Policy
2. Equal Employment Policy
3. Smoke Free Policy
4. Alcohol Policy (nil consumption at horse events)
5. Codes of Behaviour are included in this handbook.

Please visit the PCAQ website to view these policies in detail.

When Mounted

- Please arrive on time. Late arrivals are disruptive and may result in being left out of a session.
- Be considerate of each other and especially of less experienced and younger riders when riding near them
- Walk at all times unless specifically advised otherwise by an instructor
- You may not leave a lesson without asking permission from the instructor
- The instructor appreciates it if you thank them at the end of the lesson.
- You must only ride where and when advised by an instructor.
- Bad behaviour from riders will not be tolerated and an instructor can ask that rider to dismount and leave the session.

Unmounted

- Horses are easily spooked and everyone who comes to pony club needs to be sensible around horses. Small children should be supervised at all times and are not to sit or climb on any of the equipment.
- No dogs allowed
- If a parent wishes to discuss an aspect of a lesson with an instructor, please wait until the end of the lesson.
- Children should be courteous and co-operative and be keen to learn and have fun. Parents should remember that Pony Club operates for the benefit of the children.

Pony Club Association of Queensland Inc.



CODES OF BEHAVIOUR

Riders

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official at a suitable time.
3. Control your temper. Verbal abuse of official and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and /or your team. Your team's performance will benefit so will you.
5. Be a good sport. Applaud all good performances whether by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Co-operate with your instructor, teammates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and instructors.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents

1. Remember that children participate in sport for their enjoyment, as well as yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Show appreciation for instructors, officials and administrators. Without them, your child could not participate.
9. Never abuse or belittle instructors, judges, stewards or administrators, especially in front of children or bystanders. If you have a legitimate complaint there are proper procedures to follow.
10. At all times teach and encourage a child to show good sportsmanship, especially in adversity. Again, remember that children learn best by example.
11. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background and religion.

Administrators

1. Involve young people in planning, leadership, evaluation and decision making related to the activity.
2. Give all young people equal opportunities to participate.
3. Create pathways for young people to participate in sport not just as a player but also as a coach, referee, administrator etc.
4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young riders.
5. Provide quality supervision and instruction for junior riders.
6. Remember that young people participate for their enjoyment and benefit. Do not overemphasize awards.
7. Help instructors and officials highlight appropriate behaviour and skill development, and help improve the standards of instruction and officiating.
8. Ensure that everyone involved in junior sport emphasizes fair play, and not winning at all costs.

9. Give a code of behaviour sheet to spectators, officials, parents, instructors, riders and the media and encourage them to follow it.
10. Remember you set an example. Your behaviour and comments should be positive and supportive.
11. Support implementation of the National Junior Sport Policy.
12. Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
13. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Officials

1. Compliment and encourage all participants.
2. Be consistent, objective and courteous when making decisions.
3. Condemn unsporting behaviour and promote respect for all opponents.
4. Emphasize the spirit of the competition rather than the errors.
5. Encourage and promote rule changes that will make participation more enjoyable.
6. Be a good sport yourself. Actions speak louder than words.
7. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
8. Remember you set an example. Your behaviour and comments should be positive and supportive.
9. Place the safety and welfare of the participants above all else
10. Give all young people a 'fair go' regardless of their gender, ability, cultural backgrounds or religion.

Instructors/Coaches

1. Remember that young people participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a young rider for making a mistake or not coming first.
3. Be reasonable in your demands on riders' time, energy and enthusiasm.
4. Operate within the rules and spirit of your sport and teach your riders to do the same.
5. Ensure that the time riders spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
6. Avoid overplaying the talented riders; the just average need and deserve equal time.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders.
8. Display control, respect and professionalism to all involved with the sport. This includes opponents, instructors, officials, administrators, the media, parents and spectators. Encourage riders to do the same.
9. Show concern and caution towards sick and injured riders. Follow the advice of a physician when determining whether an injured rider is ready to recommence training or competition.
10. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
11. Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
12. Respect the rights, dignity and worth of every young person regardless of their gender ability, cultural background or religion.

Pony Club rules

Safety of horse and rider is paramount in pony club. Hence there are strict rules governing most aspects of membership. The local club or instructor doesn't make up the rules. They are made by PCAQ (Pony Club Association Queensland). Please do not take offence if a rule is explained to you. (e.g. tack requirements). If a rule is pointed out to you, it is because of safety precautions and the club can suffer repercussions if it does not enforce the rules. These rules are designed to prevent accidents and injuries. It is in your interests to acquaint yourself with the rules as soon as possible. On the website are the rule books which will help you in preparation for rally days and competitions. The Uniform and Saddlery Rules for Gear Check is a good place for new members to start. It is a good idea to read the rule books relevant to the competition before attending. All rule books are available free to download and include:

1. Qualifying Criteria for State Events 2013
2. Rules for Dressage and Combined Training
3. Rules for Showjumping
4. Rules for Jumping Equitation
5. Sporting and Campdraft Rule Book
6. International Mounted Games
7. Rules for Horse Trial
8. Dressage Test Book
9. Uniform and Saddlery Rules for Gear Check
10. Scoring Handbook
11. Current Downgrading Rules
12. Pony Club Australia – Syllabus of Instruction – Guidelines for working towards your proficiency certificates

These books are free to download and can be found at the link:

<http://www.pcaq.asn.au/Rule%20Books.htm>

End of Year Awards

Each year the club awards riders for the hard work that they have put into their riding. Instructors meet and discuss each rider's achievements during the year. These are presented at the Christmas Party/Presentation night. Usually the second Saturday of December. At the Christmas Party everyone contributes to food and the club supplies the meat. Santa comes and there is usually some form of entertainment (e.g. mechanical bull).

The end of year awards are:

1. Patron's Trophy
2. President's Award
3. Citizenship Award
4. Hugh Mullins Memorial Perpetual Trophy
5. Tom Hounslow Memorial Perpetual Trophy
6. Encouragement Awards
7. Most Improved:
 - 1st year boy
 - 1st year girl
 - Junior boy
 - Junior girl
 - Intermediate boy
 - Intermediate girl
 - Senior Boy
 - Senior Girl
8. Introduced in 2014 the Wendy Morrish Mounted Games Rising Star Award

Meetings

All members are welcome to attend the monthly meetings. It is a good opportunity to learn more about the club and its future. Meetings are usually held on the first Wednesday of the month at 7.30pm at the Pony Club canteen/clubhouse. These dates and times are confirmed via the newsletter and email.

Communication

Email

Please provide clearly an accurate email address on your membership form. Newsletters, Competition programs, nomination forms and other information important to members are distributed via email. Please ensure you notify the secretary or newsletter editor of a change of email.

Please feel free to contact any committee member with any of your queries through the contact list at the beginning of this handbook.

Newsletter

A newsletter is sent out once a month via email after the club meeting. It contains rally day dates, results, event reports (written by the children), photos, and a for sale section.

Only pony club members can utilise the for sale section of the newsletter. Any tack/clothing/horse transport can be sold privately via the newsletter. Livestock cannot be sold through the newsletter.

Warwick Hack & Pony Club website

The club website is being updated all the time. The website has just had a facelift and results, photos, meeting dates and a calendar of events can be viewed. For up to date information in between the monthly newsletter please access the site.

It can be found at the following link:

<http://www.warwickponyclub.com/>

PCAQ website

The website has a lot of information that is important to members. Already mentioned are the rule books. There is also a Calendar of Events. Other site contents include a Calendar of Schools, Results, and a Swap Buy Sell section which includes equestrian equipment and horses. Information in relation to issues significant to the equine industry e.g. Equine Influenza (at the time), Hendra Virus (at the time).

The site can be accessed by the following link:

<http://www.pcaq.asn.au/>

Handbook

Original developed by Leonie Hegerty January 2011.

Approved by 2011 President Peter Bradfield & 2011 Chief Instructor Sue Bondfield.

To be reviewed annually.

Revised and amended January 2014 by Karen Burraston.