

This is a resource for Clubs and Zone to utilise:

It can be difficult for new members and their parents to understanding everything that is involved in Pony Club, from what uniform to wear when to how to enter competitions to rally day structures. This document is for Clubs to use as a template for an information kit they can give to new members. The information in this document can be tailored to each club. Please fill out the parts in blue text with information relevant to they way your club and rally days are organised. If you have any difficulties please email marketing@pcansw.org.au or call (02) 4229 8977

Pony Club NSW New Members Information:

1. Club Information:

Contact Names and Numbers: President:
 Secretary:
 Treasurer:
 Chief Instructor:

Postal Address PO Box.....
Club Grounds: Showground....

2. Pony Club Structure

Pony Club NSW divides clubs into Zones. A number of Zones join together to form an Area. Our pony club is part of Zone [Y], which is part of Area [YY].

In Zone [Y] there are [Y] pony clubs. They include: *(insert names of clubs)*. Both the Club and the Zone have a President, Secretary, Treasurer and Chief Instructor.

3. Fees

Joining Fee: (subject to amendment annually).

1 rider	\$.....00	<i>(insert your club's</i>
2 riders (same family)	\$.....00	<i>fees and membership</i>
3 " " "	\$.....00	<i>structure)</i>

This fee includes the Pony Club NSW affiliation and insurance fees. [YYY Pony Club] requires all Riding members under 17 years to join with a parent / guardian as a member. This parent/guardian must be on the grounds at all times when the junior members are in attendance. *(alter as appropriate to your club)*. Voting right is one vote each per associate (17 years & above) and Senior financial members.

Other Fees:

(e.g. delete or add where appropriate)

Grounds fees are payable on every day you attend and this fee includes a cost for grounds and an instruction fee.

Equipment levy:

4. **Uniform:**

Competition Uniform (Formal Uniform)

- Fawn jodhpurs – available at Saddleries
- [Colour] long-sleeved shirt (**not** polo shirt) – available from [shop]
- [Colour] tie – available from [Shop]
- [Colour] woolen jumper – available from [shop/club]
- Club saddle cloth – available from [Shop/Club]

Rally Uniform (Informal Uniform) -

Same as competition, except Polo shirt maybe substituted for Long-sleeved shirt and tie.

What to wear when?

Rally days: Informal or Formal uniform (alter as appropriate for your club)

Gymkhanas: Formal uniform

Zone Competitions: Formal uniform

State competition: Zone uniform

Regional Schools: Formal uniform

You may be able to get some items second hand through the club.

5. **Rally Days**

a) When are they held?

Pony Club rally days are held on the 1st and 3rd Sunday of every month, even through the school holidays (except Christmas holidays). (*Change where appropriate*)

b) Who Can Come to Rally Day:

You must be a financial member of the Pony Club Association of NSW. **A responsible adult must accompany each child Rally Day.** (*alter as appropriate for your club*) Only Pony Club riding members are permitted to ride at rallies (senior riding members over 25 years, are only permitted to ride with the Chief instructors approval for instruction or demonstration only). Riders are also not permitted to ride others members' horses at the rally without the permission of the horse owners, parents and chief instructor.

c) Times:

09:30 am – 3:30 pm (approximately)

d) How The Day Runs:

Generally 2 sessions are held in the morning with a break for morning tea at 11:15. Lunch is around 1:00pm and there is one session after lunch. These are indicative times and can vary on the day. (*alter to suit your clubs rally day program*)

All parents and riders assist with packing up equipment, show jumps etc, at conclusion of rally BEFORE leaving the ground.

Note at all times you stay with your allocated group and walk your horse between lessons.

e) What happens on a Rally day?:

There are lots of different activities that you may participate in at rally day including showjumping, dressage, cross country, troop drill, mounted games, sporting, polocrosse, horse care and theory.

(alter to suit your clubs rally day program)

- Riders must present themselves for gear check at 9:30am in troop lines in front of the clubhouse.
- All riders must remain unmounted until gear checked by a club official and advised to mount. If you ride to pony club you must dismount as soon as you arrive.
- When all riders have been checked, they will be organised into groups for their first session.
- Size and composition of groups depends on many factors including – which members are present, which instructors are available, what activities are organised. Generally riders of similar ability and/or age are grouped together.
- You must get your attendance card signed by the Secretary. You must stay the whole day for it to be signed. This is your responsibility and it will not be signed retrospectively.

f) Wet Weather Policy:

Rally day will usually go ahead with theory work if mounted activities are impractical. If in doubt please contact one of your committee members for clarification. Please listen to [[Local radio station](#)] for cancellations.

g) What the Rider Should Wear:

- Well fitting approved helmet AS/NZS 3838
- Reasonably smooth soled, elastic sided and with uppers that may incorporate a zipper (but no laces or buckles) riding boots. Riders over 17yo may wear long boots.)
- Jodhpurs and Club Polo Shirt (Informal uniform)

h) What You Should Bring:

Foods for your horse, bucket for water, secure headstall and lead rope, and a rug in winter. Tack should meet Pony Club criteria, be well fitting and in good condition. You may need to check the suitability of your equipment (especially bits) before coming to rally day.

i) Lunch: *(alter to suit your clubs rally day program)*

A canteen runs every rally day providing cooked food for lunch at a reasonable cost, morning tea, cordial, tea and coffee. All members are to help out in the canteen during the year. *(change to reflect your procedure)*

j) Parking *(alter to suit your clubs rally day program)*

Car parking is provided at the Clubhouse. It is a requirement of Pony Club NSW that a horse free parking area be provided - therefore no horses are to be tied up on the vehicle side of the hitching rails or to floats/trucks. You are not to ride your horse in the parking areas.

k) Include notes on Horse yards or specific parking instructions relevant to your club.

6. Competitions

During the year there will be many competitions held which members can attend. The main type of pony club competition is the gymkhana.

The gymkhana is an opportunity for all riders to go out and compete against other riders, from other clubs. Gymkhanas usually have ring events (hacking), sporting and jumping. They are a great way for riders to get experience in competitions and build up confidence. While horses/ponies need to be plaited and presented for gymkhanas, do not let this deter you, as help is always available if you are unsure of what to do.

Entry to any competition is always completed in the same way. A couple of weeks before the competition an entry sheet is available in the club house. You need to register the rider and horse on the sheet. If the riders are not registered before the closing date, they will not be entered. If you are not at a rally day to enter, you can always email your entry to the club email address. *(Change to reflect your clubs procedure)*

7. **Workers/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. 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. Rally day jobs include;

- Helping in the canteen
- Cooking the BBQ
- Assisting to put out equipment
- Putting equipment away
- Packing up the club house after lunch
- Assisting instructors especially with activities like sporting (putting flags out, timekeeping) and jumping (picking up pole when they are knocked).

7. **Conduct of Riders**

Pony Club is a youth organisation therefore policies of:

- No Alcohol
- No Smoking
- No Swearing

apply to adults and children. Please visit www.pcansw.org.au to view these policies.

When Mounted:

1. Please arrive on time. Late arrivals are disruptive and may result in being left out of a session.
2. Be considerate of each other and especially of less experienced and younger riders when riding near them.
3. Walk at all times unless specifically advised otherwise by an instructor.
4. You may not leave a lesson without asking permission from the instructor.
5. The instructor appreciates it if you thank them at the end of the lesson.
6. You must only ride where and when advised by an instructor – definitely not around the clubhouse or the car parks.

Unmounted:

1. 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/climb on any of the railings or jumping equipment.
2. **No dogs are allowed.** (dependent on rules of facility otherwise all dogs must be on a leash)
3. If a parent wishes to discuss an aspect of a lesson with an instructor, please wait until the end of the lesson.
4. 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

8. Pony Club Rules

Safety of horse and rider is paramount in pony club. Hence there are strict rules governing most aspects of membership. These rules are designed to prevent accidents and injuries. It is in your interests to acquaint yourself with the rules as soon as possible. If in doubt, please ask a committee member or refer to the "Blue Book" (available on the PCA website www.pcansw.org.au).

9. Communication: - *(change where necessary)*

NEWSLETTER - The Club publishes a monthly newsletter, which keeps members informed of club activities, dates of rallies and all relevant club news. Space is also available if parents wish to advertise to buy/sell ponies, equipment etc. The newsletter is generally forwarded to members each month.

WEBSITE - The Clubs Website is updated regularly. It contains Newsletter items and valuable information including, the names and phone numbers of the committee, and other members, changes to this year's calendar and any additional new dates. The Website is also used to tell you of up and coming working bees and changes that you need to know about. It also has the results of our riders who have been out competing, and includes the program for our coming Ribbon days and other soon to be held events. Nominations can be made and Results can be submitted on-line through the website ([insert address](#)).

MEETINGS - are held on pony club grounds and all associate and adult members are encouraged to attend. Please view your newsletter for these details.

10. Awards/Point Score System

Details on trophies, presentation, attendance, point score – (Insert appropriate details)