



**TRUGANINA/BRAYBROOK
PONY CLUB**

NO: A000 2515 – G

General Information for Members

Introduction

Truganina Braybrook Pony Club Inc. is part of the Pony Club Association of Victoria Inc. (P.C.A.V.), which comprises over 200 clubs that are allocated into geographical regions called "Zones". Truganina Braybrook Pony Club Inc. is part of the Central Zone of Pony Clubs Inc. The Pony Club organisation is world wide and affiliated with the Equestrian Federation of Australia (E.F.A.) and the British Horse Society.

The Pony Club is a youth organization that shares a common interest in horses. We aim to:

- encourage youth to ride
- enjoy a variety of equestrian sports and activities
- provide instruction in horsemanship and horsemastership
- teach the proper care of horses

Attendance at Pony Club is attained by participating at club Rallies. There are many details that need to be organised to have a successful, smooth running club. Whilst there is a Committee of Management, the co-operation of both parents and riders is required to ensure the club's overall success.

This document is designed to provide useful information and a set of operating guidelines that are specific to the Truganina Braybrook Pony Club and in addition to rules and guidelines set down by the P.C.A.V.

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Rally

The first and third Sunday of each month, excluding January and December, are the designated riding days. A riding day is referred to as a rally. The day commences with gear check at 9.45 and activities from 10.00 am until 3.00 pm. Riders need to be saddled and mounted ready for 9.45 am. Rallies are organised predominantly by the Club's District Commissioner (D.C.).

DC

The DC is appointed each year by the club's Committee and he/she is responsible to the Committee, Central Zone and the P.C.A.V.

The DC's role is to arrange and co-ordinate all rally requirements including all activities, set-up, instructor recruitment and instruction. Further the DC is responsible for grading of all riders and their horses (combinations), safety issues and the general welfare of members.

Activities

The rally activities will cover a diverse range of equestrian skills – flat work/dressage, jumping, games, cross-country and anything else that can be thought of to provide a broad range of experiences, fun and education to the riders. Whilst due emphasis will be given to providing a solid foundation in the elementary areas of flat work and jumping, the aims of Pony Club are to provide broad experience, skill and enjoyment. Pony Club is not solely about instruction and not about focussing on one area of riding. Consequently, **all riders are expected to participate in all activities**. Pony Club is not designed for riders who want to specialise in one or two equestrian disciplines alone.

What type of horse is best suited?

One that willingly allows the rider to join in all activities without danger to horse, rider or others. The breeding is not relevant to Pony Club. It is only important that the rider and horse are safe and able to participate. This is usually evident in the horses' temperament relative to the riders' skill.

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. For example make sure that the height of the horse and rider are balanced; the rider should be neither too big or too small for the horse. There are many other issues that need to be taken into consideration and it is recommended that discuss such issues with the club DC or an experienced instructor.

Uniform

An approved safety helmet (ASA approved helmet (Australian Standard 3838, ASTM F1163, EN1384) and boots (fully soled) must be worn by riders at all times. These are **mandatory and are insurance requirements**.

The rider must also wear full club uniform within three months of joining the club. A member of the Committee is tasked with looking after uniforms and will be able to assist with you with uniform requirements.

Rally uniform, as well as regulation helmets and boots, consists of

- White polo shirt
- Club windcheater
- Beige, Fawn, or Banana Jodhpurs or Moleskins
- TBPC Member Badge
- Medical armband
- TBPC Saddlecloth (optional).
- No earrings may be worn, except sleepers which should be taped over. No other jewellery, except a watch, is permitted.

Competition Uniform

- As above, as well as,
- A Royal blue V-neck jumper with white bands at neck.
- A white shirt, school-type or similar.
- Royal blue tie.

Coats or spray jackets may be worn over the uniform for inclement weather. However, more stringent rules may apply at competitions such as no coats may be worn and jumpers must remain worn unless permission is given to remove as advised by the competition steward.

Weather

In the rare event that a rally is cancelled due to inclement weather, every attempt will be made to contact you on the Saturday evening prior to the rally or no later than 8.00 am on the rally morning. If the rally proceeds and the weather is extreme the rally may be shortened or there may be unmounted activities in the club room.

Ground Use

The Truganina Braybrook Pony Club leases on an annual basis the grounds belonging to the Truganina Progress Association. The lease entitles us to use the grounds on rally days and for Committee meetings. Any other use of the grounds is by permission of the Progress Association only.

Car Parking

Cars and floats should be parked around and opposite the corrals at the top end of the ground near the entrance gates or at the Dohertys Rd end of the ground. There will be a vehicle clear area across the Hall and the equipment shed. This allows clear access for the vehicle taking equipment out on to the grounds and for those people that are required to drop canteen items, for example, off to the Hall. Horses must only be unloaded and loaded in these designated areas.

Gear Check

Riders need to attend gear check for three reasons.

1. Safety of riders tack, horses comfort and condition.
2. Points are given progressively towards end of year awards are allocated for presentation of horse and rider.
3. Record of attendance.

If the rider intends to ride two horses at a rally, the second horse must be gear checked by the Instructor of that lesson, or the DC prior to the session beginning.

Unsafe or inappropriate Tack or Combinations

The DC is required to maintain due diligence with safety and procedures. This is a PCAV requirement. Consequently the DC is sometimes placed in a position of having to make assessments about the condition and suitability of tack and combinations. On very rare occasions this may mean that a rider is not permitted to proceed past gear check or to take part in activities. Such a decision would be undertaken in consultation with the Chief Instructor and dismounting a rider would be avoided if at all possible. However, if a decision is made to dismount a rider, **parents and riders are obliged to accept the decision** and seek to rectify the cause of the problem by the next rally.

Chief Instructor

The Chief Instructor is akin to the DCs technical advisor and assistant. The DC is usually not an instructor in their own right, nor does the DC have to have equestrian experience. Therefore, the Chief Instructor is the person that the DC can rely on as a source of equestrian knowledge and experience and someone that can instruct at all levels in the club. The DC consults with the Chief Instructor for advice on many issues to do with conducting rallies, assessing rider combinations, safety issues and the welfare considerations of rider combinations.

Attendance – Leaving Activity or Rally early, Late Arrivals

If a rider needs to leave early, the rider is expected to needs to inform the Instructor and the DC. Not only is this courteous but it is a serious safety issue. The DC needs to know the whereabouts of all riders and parents/guardians at all times.

The need to arrive late or leave early on occasions is understood. However regular occurrences, i.e. more than two rallies in a row, will result in an 'absent' attendance being recorded. This is because the P.C.A.V. expects that attendance qualifications will be achieved by attending full rallies. Also it is unfair that frequently tardy members should be rewarded and qualify by comparison to tother members who attend all day.

Attendance – Parent/Guardian Must Be In Attendance

It is a condition of membership that a **parent or nominated guardian be in attendance with their child at all times**. Again this is a safety issue. If a parent/guardian arrives with their child but must leave during the rally, another guardian must be appointed and accepted. A Guardian Register Book will be available in the hall at every rally and must record the guardian details and acceptance of responsibility.

Attendance – Absent Riders

If a rider is unable to attend the rally, it is important to advise the DC prior to the day if possible. This allows the DC to plan the rally efficiently, especially when it comes to booking instructors which cost the club money.

Attendance – Unmounted

Riders, who cannot ride due to illness/injury of themselves or their horse, may attend unmounted and receive 'unmounted' attendance for their records. To be eligible, the unmounted rider must be in full uniform and attend or help out in activities as directed by the DC. An 'unmounted' rally is a qualifying attendance for competitions.

Attendance Records, Rider and Horse Qualification

The Club maintains membership cards which are used for riders' proof of attendance for qualification or eligibility to ride in all P.C.A.V. approved competitions. The most important qualification is to have a minimum 50% rider attendance if less than 17 years of age or 25% rider attendance of riders 17 years and above; plus two rallies on the qualifying horse. Our club schedules 20 rallies a year and 50% attendance means 10 rallies and 25% attendance 5 rallies.

Registration of attendance will be recorded on the rider's membership card providing the following requirements have been met:

1. As a club requirement, a rider must attend at least three-quarters of a rally's activities to qualify for attendance at that rally. However only four such "short" rallies in a club year will be accepted. A rider will not be given a rally attendance for a fifth and subsequent "short rally" in a club year, and
2. In order to qualify a horse at a rally, the horse must be presented at gear check and be ridden for at least half of rally activities on the day. There is no obligation to ride only one horse at a rally, however only one horse per rally may be qualified.

Grading Horse and Rider (Combination)

Some competitions require grading of the rider and horse's relative skill. There are several different grades for dressage, jumping, one day events and combined training days. A horse must have been ridden at two rallies before it can be graded. The DC is responsible for all grading decisions but may elect to consult the Chief Instructor or a panel for guidance as to the capability of the combination.

Certificates

The P.C.A.V. has a Certificate award system that whilst optional, is encouraged and included as part of the club activities. The Certificate system is designed to ensure that riders undertake elementary studies in both riding (horsemanship) and care of the horse (horsemastership). However if a rider is 13 years of age and has been a member for two years, 'C' Certificate standard is required in order to compete in State or National Championships.

Awards – End of Year

During the course of each rally, points are allocated not only for horse and rider presentation but also for rider application to activities. This does not mean that the best rider will always win, but rather, the points are allocated on the basis of rider attitude, willingness, co-operation, demeanour and overall endeavour towards each activity. These points are accrued throughout the year and winners are allocated accordingly. If you require more specific details of awards available, please see the President or DC.

Parental Interference

Parents/Guardians are not permitted to coach riders from the sidelines. This is for several reasons. Firstly safety – distraction can be the biggest cause of mishaps. Then as a courtesy to the Instructor – control of what is happening is required. The Instructor may have a lesson plan or approach that may be different to your way of doing things.

Well meaning parents are often the cause of stress and tension for the rider. Please let the Instructors carry out the work that they have been engaged to do. **At no time should parents/guardians enter a ring whilst a lesson is underway.**

Code of Behaviour

All members are expected to be familiar with and abide by the code of behaviour detailed at the end of this document.

Complaints

In running a club, it is almost impossible to please everyone all of the time. Whilst the DC and the Committee do their utmost to maintain satisfaction amongst members, it is recognised that this does not always occur. If you find yourself in such a position, for the sake of maintaining harmony, we would encourage you to discuss any concerns directly with the President or DC and refrain from 'talking around' any problems. This only breeds dissatisfaction and undermines the efforts of the club unnecessarily.

If after a discussion with the President or DC, you are not satisfied, then feel free to direct your concerns to the Committee in writing. Failing a satisfactory result, an independent grievance officer may be appointed to settle a dispute.

Specific Parent/Guardian Involvement

As stated at the outset, there are many things to be organised at the club and the assistance of parent/guardians is a condition of membership and as defined below.

Equipment Set-Up/Put Away

Each rally required equipment to be set-up. Jumps, games equipment etc are all part of it. We have been reluctant to introduce a roster system and would prefer that those in attendance fulfilled these duties. Failing this a roster system will be established and those on the roster expected to fulfil their duties. Set-up for jumps and games commences at 9.15 am sharp. Set-up also includes pack-up which for some parts may happen during the rally.

Additionally, there are special events throughout the year in which extra set-up/pack-up and marshalling activities are required. Parents/Guardians should familiarise themselves with the Club Calendar and ensure that they are available to assist on these days.

Code of Behaviour – Riders including attendance at rallies and competitions

1. Play by the rules
2. Never argue with an official. If you are at a competition and disagree have your captain, coach or manager approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials or other riders, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
5. Be a good sport. Applaud all good riding whether it is by your club or the opposition.
6. Treat all riders as you would like to be treated. Do not interfere with, bully or take unfair advantage of another rider.
7. Co-operate with your instructor, coach, team mates and opponents. Without them there would be no competition.
8. Ride for the fun of it, not just to please parents, instructors or coaches.
9. Treat all horses with respect and avoid using cruel, rough handling and mistreatment at all times.

Code of Behaviour – Parents and Guardians

1. Remember that children ride for their enjoyment not 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 to always participate according to the rules.
5. Never ridicule or yell at a child for making a mistake or losing.
6. Remember that children learn best by example. Applaud good riding by all riders whether it is by your club or the opposition
7. Support all efforts to remove verbal and physical abuse from sporting activities
8. Respect officials' decisions and teach children to do likewise
9. Show appreciation of volunteer coaches, officials and administrators. Without them your child would not be able to participate
10. Condemn the use of violence in any form
11. Do not use foul language or harass riders, instructors, coaches or officials
12. Treat all horses with respect and avoid using cruel, rough handling and mistreatment at all times
13. To facilitate a complete grounding, education and the smooth running of rally days, your child is expected to participate in all designated activities, unless medically/physically incapacitated.

TBPC does not allow parents or children to select only some of the activities or equine disciplines

14. Under the club constitution, parents and children must comply with the decisions of the P.C.A.V., Central Zone, Truganina Braybrook Pony Club Committee, District Commissioner (DC), Instructors and Team Coaches.
15. Parents must fulfil duties particularly in relation to set-up and put-away of rally equipment
16. Where children cannot attend a rally, the DC should be informed as early as possible prior to the rally day so that necessary adjustments to the program can be made
17. Cars and floats should be parked around and opposite the corrals at the top end of the ground near the entrance gates or at the Dohertys Rd end of the ground. There will be a vehicle clear area across the Hall and the equipment shed. This allows clear access for the vehicle taking equipment out on to the grounds and for those people that are required to drop canteen items, for example, off to the Hall. Horses must only be unloaded and loaded in these designated areas.
18. All parents/guardians and children are expected to become familiar with the "Code of Behaviour" which will be displayed in the Hall at Rallies, and conduct themselves accordingly
19. All parent/guardians must remain in attendance with their children at club rallies and events. Where there is an inability to attend, a replacement consenting guardian must be nominated and recorded in the "Parent/Guardian Book"

Code of Behaviour – Spectators

1. Remember that children play sport for their enjoyment not yours
2. Applaud good performance and efforts from each rider and/or team. Congratulate all participants on their performance regardless of the outcome
3. Respect officials' decisions and teach children to do the same
4. Never ridicule or scold a child for making a mistake. Positive comments are more motivational
5. Condemn the use of violence in any form.
6. Show respect for opponents
7. Encourage riders to follow the rules and accept officials' decisions
8. Do not use foul language or harass riders, instructors, coaches or officials

P.C.A.V. Rules

The club will seek to act in accordance with PCAV rules and impose those rules onto all club activities. Information about PCAV rules and regulations can be found on the PCAV website –

www.ponyclubvic.org.au . A copy of these can also be borrowed from the Secretary or the DC.

Unsure about Anything

If you are unsure about any club matter, the Secretary or President is usually your first port of call. However, if it is specifically about riding issues, the rally program or competition requirement, the DC is the person you need to see.

TBPC March 2006