



The information in this booklet is designed to help new members become familiar with the procedures and practices of Bendigo Pony Club. We welcome you to our club and trust that you will enjoy a long and rewarding association with us.

INTRODUCTION

The Pony Club movement started in England in 1928. It is a youth club for everybody interested in riding horses and is now the largest equestrian organisation in the world.

Bendigo Pony Club is affiliated with the Pony Club Association of Victoria or PCAV. The following is taken from the PCAV Hand Book of By Laws

As a youth organisation, pony club encourages young people to ride and learn to enjoy all approved kinds of sport connected with horses, riding and the correct care of horses. Instructors and helpers are primarily youth leaders. They gather a group of young people with a common interest, the horse, which is of the greatest importance. Pony club places in order of significance:

- *The safety of the member*
- *The comfort of the horse*
- *The enjoyment of the rider*
- *The progress of the rider.*

Instruction is essential. Improving the standard of instruction is important but as a youth movement, pony club has added qualities to consider.

One of the main objectives of all youth movements – whatever the medium they use to attract their members – is to “promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self discipline.”

The Pony Club aim is not to produce individual riders of exceptional ability, rather to help ALL members improve their riding skills and to enjoy the experience.

Bendigo Pony Club prides itself on the quality of instruction offered at rallies. The club offers a wide and balanced variety of fun activities with excellent instructors catering for all pony club members. Your interest and involvement will play a big part in your success and the success of the whole club. If you attend regularly and take part in the many and varied activities offered we are confident that your time at our club will be a rewarding and enjoyable experience for you, your horse and your family.

MEMBERSHIP DETAILS

Membership fees are set annually by the club at the AGM which is held at the end of April each year. Membership includes a compulsory insurance fee set by PCAV as well as the club rally fees.

Membership fees are due after the AGM and are payable at the May rally each year. Added to the fees for your first year of membership will be the cost of the club tie, card cover, club badge and medical arm band.

Ambulance membership is compulsory for all BPC members. (AGM 2012)

BENDIGO PONY CLUB FEES 2016-2017 (if paid by 30.06/2016)

- Saddle Clubber \$200 inc. 24/7 PCAV insurance \$130
- Riders *under 17 yrs \$250 inc. 24/7 PCAV insurance \$130
- Senior Riders *17 yrs & over but not older than 25 yrs \$270 inc. 24/7 PCAV insurance \$150
- Adult Supporters * \$10 – each riding member under the age of 18 must have an adult supporter

*Age at 1/7/2016

*The above fees include the PCAV discount & are increased \$5 if not paid on or before 30.06.2016

CLUB STRUCTURE 2015

- President: Jane Garland (who to contact in relation to general Pony Club enquiries)
- Vice President: Tania King
- Secretary: Kate Woodhams (who to contact in relation to Pony Club administrative matters)
- Treasurer: Rebecca Martin (who to contact in relation to Pony Club financial matters)
- District Commissioner -DC: Heidi Vowels (who to contact in reference to competition gradings, certificates and rally information)

- Zone Delegates: Heidi Vowels & Jane Garland (who to contact in relation to any queries or concerns relating to the Midland Zone of Pony Club)
- Canteen Manager: TBA (who to contact in regard to canteen duties and any specific dietary needs)
- Grounds Manager: Sue Harvey (who to contact in regard to grounds maintenance)
- Committee
- Club Members

If you aren't entirely certain of who is who, or who to contact, Club President Jane Garland will point you in the right direction.

CONTACTS

Name	Position	Email	Telephone
Jane Garland	President	ianjaneg@gmail.com	0409946237
Tania King	Vice President	andrew_king01@bigpond.com	0425782958
Kate	Secretary	secretarybendigopc@gmail.co	0410332120
Bec Martin	Treasurer		0429415898
Heidi Vowels	District Commissioner	yatara@bigpond.com	5439 7481 0418 585 357
TBA	Canteen Manager		
Sue Harvey	Grounds Manager	sharvey1673@gmail.com	5443 3322 0400 605 591

GENERAL COMMITTEE AND CLUB MANAGEMENT:

The committee of management consists of a voluntary group of dedicated parents and associate members who hold current financial membership of the club. Committee members have the vital role of being responsible for the progress and management of the club including maintenance of the grounds and equipment, financial affairs and fundraising.

However the committee is not solely responsible for the running of the club and it is a requirement of membership to the club that all families understand their obligation to working bees and fund raising activities.

Every family is obligated to give at least 8 hours help to the clubs major fund raiser, the Bendigo Pony Club Interschool Equestrian Team Challenge held over a weekend in the April school holidays of each year.

It is essential that families honour this commitment.

Club Members:

- Junior: under the age of 17
- Associate: 17 years and over. An associate club member may continue membership of their club and receive PCAV benefits until 30 June following their twenty-fifth birthday
- Adult riding club member: 26 years and not over 30 years
- Adult supporters: An adult supporter is a person aged 18 years or over, who has an interest in the welfare of the club and who is not an associate member of a pony club.
- Honorary life members

CLUB UNIFORM

Competitions

- White shirt with a collar (long or short sleeved)
- Pony Club tie (Gold with a green stripe)

- Bottle green woollen blend ‘V’ neck jumper (on days of extreme heat, it is acceptable for riders to compete without jumpers, however they must remain neat and tidy for presentation)
- Jodhpurs in accordance with the PCAV Gear Rule 10.2 (must be “Banana, beige, white, fawn or oatmeal” in colour)
- Long hair must be secured back as so it does not obscure any part of the rider’s back number
- Watches and medical bracelets are the only jewellery permitted; all visible piercings must be removed or taped
- Helmets must comply with one of the following standards: AS/NZ 3838, EN1384, ASTM F1163 or PAS015
- Boots must be brown or black in colour, fully soled in smooth leather or rubber synthetic material, a shallow ripple sole is acceptable, can be short or long (see PCAV Gear Rule 10.7 for further information)
- Gaiters must be full grain leather on the exposed side, colour must match the boots. Chaps, chinks and chappettes are not to be worn (see PCAV Gear Rule 10.8 for further information)
- Medical armband with correct information (as per PCAV Gear Rule 10.6)
- Club saddle blanket (bottle green with gold trim or other appropriate saddle blanket (as per PCAV Gear Rule 11.10)

Please note: it is permissible to wear the Bendigo Pony Club Rugby top and or polo shirt in the cross country phase of a horse trails competition and also in games competitions. On days of extreme heat the polo shirt is acceptable in all disciplines.

RALLIES:

Riders:

- Banana, beige or any dark coloured jodhpurs. NO patterns or checks allowed
- White shirt, yellow tie with bottle green diagonal striped tie
- Bottle green woollen jumper

- OR club polo shirt with club rugby jumper; the polo shirt is not to be worn with the woollen jumper; club spray jacket.
- Name badges must be worn.
- No earrings or facial piercings to be worn. If they cannot be removed they must be covered with a bandaid
- Pony club approved boots and pony club approved helmet. (AS/NZ 3838, EN 1384 & ASTM F 1163.) Long hair must be neatly tied back.
- Gaiters, chaps, chinks and chappettes are permitted, of any colour

Horses -Rallies and Competitions:

Pony club approved gear. Bendigo Pony Club saddle cloth (not compulsory)

For all details of approved gear for horses & riders please go to

www.ponyclubvic.org.au and click on 'gear and gear checks'

- The saddle must fit the pony correctly, neither low on the withers or pressing on the pony's spine at the back.
- A saddlecloth must be used for all Pony Club activities. It must be fitted so no ridge or edge is under the saddle where, with the rider's weight, could cause soreness of the pony's back. Blankets in club colours are optional.
- The bridle must be well fitted so that the bit is comfortable in the pony's mouth. A noseband, if used, must be well fitted, not too tight or too low.
- Whips must not exceed 750mm in length including the flap, which must be flat.
- Stirrup grips (treads) are recommended for safety.

Please note:

- **Medical Armbands are compulsory for all pony club competitions**
- **Rugby tops, softshell jackets, polo shirts & ties are available for purchase from the club rooms or by contacting Ruth Holmes.**
- **Woolen jumpers and saddlecloths need to be sourced by the club member**

- **New members are welcome to contact the Club Secretary who on request will send out an email or facebook post to club members to source second hand uniform items**

RALLY DETAILS

Rallies are held on the first Sunday of each month except January. A timetable of the rally showing the members groups and the day's activities is displayed outside the club rooms from 8.30am

In the interest of the most effective grouping of riders all members are requested to contact the District Commissioner by email, text or social media no later than the Wednesday before the rally advising if they will be attending the rally or [not](mailto:dbrowell@live.com.au). dbrowell@live.com.au mb: 0418 585 357 Failure to advise the DC of intent to ride at the rally will result in the rider not being allocated to a group and hence the rider will miss the first lesson

The collation of the groups is largely determined by the numbers of riders attending on the day. We try to break groups into an even number taking into consideration the size of horse, friendship groups and the education and jumping standard of the horse.

Instructors

BPC endeavours to secure the services of the highest quality instructors, who are paid by the club. Our own experienced adult members instruct occasionally too. Regardless of who takes your group, you are expected to listen to them at all times (this is not only a good manners aspect, it is for the safety of you, your horse, and potentially the rest of your group), and treat them with respect.

No instructor will insist on a combination attempting an activity which the rider does not feel safe or ready to attempt. Our instructors are skilled horse-people who want the young riders of the club to have fun at rallies while learning new skills, and sometimes by challenging themselves by pushing their boundaries - which can be very rewarding.

Occasionally during theory/horsemastership sessions there will be a guest speaker and/or a demonstration of interest e.g. equine acupuncturist, Stock

Horse riders, farriers, veterinarians etc. If you have contact with someone who could give an interesting talk, or you would like to have a session from a particular field in the equine industry, please contact the DC so we can arrange a rally date!

Should you not be able to participate in a lesson, you will be expected to stay with your group and participate unmounted.

Rally Timetable

- 9.00am set up (all parents to help)
- 9.30am gear check at the front of the club rooms
- First lesson starts at 9.45am
- 12.00pm lunch
- 1.00pm afternoon program
- 3.30pm finish and pack up (all parents to help)

RALLY DETAILS CONT.

- It is requested that all members arrive at the in good time to help set up, gear check and to arrive at your first lesson in time.
- The attendance book must be filled in and the member's pony club card must be placed in the red box. The book and box can be found on the table at the front of the club rooms
- Members are responsible for collecting their club cards at the end of each rally and for checking that the card and gradings are up to date. Club cards are not available for collection until the grounds are clear of equipment. **All families present at the rally are to help set up and pack up.**
- Riders are asked to stay in their allocated group for the day and to participate in all activities unless granted permission by the D.C to change groups
- **Riders are not to leave a lesson without the D.Cs permission**
- Riders cannot join a group late after the lesson has begun and must wait for the commencement of the next lesson. You may join in with the group unmounted.
- The need to arrive at a rally late or leave early on a rare occasion is understood. However regular occurrences (i.e.: more than 3 per pony club year) will result in "absent" being recorded in the membership card. This is because the PCAV expects that the attendance qualifications will be achieved by attending full rallies. Also it is unfair that frequently tardy

members should be rewarded and qualify when other members attend all day.

- A junior, associate or adult riding club member may ride a horse that they do not own and are not the responsible carer for, and/or swap with another club member subject to gaining approval from the DC before doing so. If the rider is under the age of 18, the use is subject to the consent of the parent or legal guardian of the club member and the horse owner/carer

SADDLECLUB is a special group for riders who are not yet competent to ride out in the open club grounds. **SADDLECLUB** activities are conducted in the enclosed yard and start at 10.00am through until lunch. The afternoon program concludes by 3.00pm

OTHER CLUB RULES

The following rules are additional to those outlined elsewhere within this handbook, as well as those set out by the Pony Club Association of Victoria which may be found at:

http://ponyclubvic.org.au/default.asp?MenuID=Publications_@_Rules/10854/0/,Rules_and_Regulation%20s_and_Guides/10917/0/

These are imposed for reasons of safety of personnel, horses and protection of property.

- Stallions, colts and "rigs" are not permitted at rallies or competitions
- Horses under 4 years old may not be allowed to jump at rallies and cannot jump in Pony Club competition
- If the DC considers any pony to be ill, injured, lame, unsuitable, unsafe or otherwise in need of attention, it may not be ridden at a rally
- Ponies must never be tied to any float which is not connected to a vehicle or otherwise suitably restrained
- In the parking area, or otherwise congested areas of the club grounds, riders are not permitted to trot or canter – walking pace only
- Alcohol is not permitted to be consumed on the premises during any youth based activity and only at other times specifically approved by the Committee
- **“Smoke free Policy”** Smoking is not allowed anywhere on the Bendigo Pony Club grounds.

PARENTS/GUARDIANS/HELPERS:

It is expected that one or both parents or a responsible helper will be present at the grounds whenever their child is riding - Pony Club is not a baby-sitting service!

Parents are required to help wherever possible during a rally, be that in the canteen, with setting up or putting away equipment, helping to run activities (i.e. Games) or general maintenance duties from time to time.

Parents are responsible at all times for any non-riding children who accompany them to the Pony Club rallies.

Parents are also encouraged to support the Club by getting involved in the running of the Club, and the maintenance of our grounds.

Parents are also required to assist on and at Bendigo Pony Club events.

Etiquette

1. Courtesy, common-sense and consideration for other people and their ponies should be observed at all times by riders, parents and helpers.
2. Parents and helpers should refrain from interrupting instructors by shouting commands to their child during sessions. This interferes with both the rider's (not only your child too!) and the instructor's concentration, confuses the rider and annoys the instructor! Parents may talk privately with the instructor at the end of the session if they wish.
3. Unnecessary rough treatment of ponies (or riders!), foul language and displays of temper will not be tolerated.
4. If a rider, parents or helper has a query, this should be taken to the DC.
5. No rider is permitted to ride without an approved safety helmet and boots
6. Riding during lunch-break is not permitted.
7. We encourage riders to be aware of the weather conditions; to "slip, slop, slap" and to take care and have fun in the sun! Sunscreen is available for everyone in the clubrooms.
8. Lunging is only permitted in the saddle club yard prior to 9.30am and must be done by a person wearing appropriate shoes, gloves and a helmet.

VOLUNTEERING GUIDELINES

The Bendigo Pony Club is a not for profit community based club. The club holds fundraising events in order to improve the facilities and provide not only excellent instruction but also excellent facilities for the members. In order for the club to run efficiently and cost effectively it is a condition of membership that each family support the club by volunteering to do tasks involved with the running of monthly rallies and fund raising events.

As Riding Members are usually riding at rallies and events the majority of the volunteering is expected to be done by one or more Adult Supporters. An adult supporter may be a parent, guardian, grand parent, relative or friend. Riding members should also commit to volunteering when they are not involved in riding activities.

It is understood that individuals vary in their ability to assist and that not all individuals will be able to assist with all activities on all occasions. It is the individual's responsibility to determine how best they can assist the club. If necessary an individual may consult with a committee member to come up with ways that they may be able to contribute.

For the Club to run effectively on rally days there are several areas where each family must contribute.

- Canteen (cakes and slices to sell are always welcome ☺)
- Set up and pack up equipment at the start and end of rallies
- Clean the clubrooms/toilet area

The day before the rally

- Rake the dressage arena prior to the rally
- Whipper snip and mow around the cross country jumps
- Mow around the club rooms

For the club to keep membership fees at a minimum and to ensure there are sufficient funds to maintain and improve facilities, the club runs events throughout the year. Each family must provide assistance:

- On the day of the event
- On the day prior to the event and at the event

□ At working bees

At these events the club runs in April and September it is important that families plan ahead to ensure that they will be available to volunteer for these events. From time to time additional events may be added to the yearly program..

PONY CLUB CARDS

All financial members are issued with a pony club card. Your pony club card is your pony club 'passport' and needs to be treated as a VIP document. To compete at pony club events your gradings must be up to date. It is your responsibility to check that you are graded in the appropriate grade for the appropriate discipline before entering a comp. The card has your personal details in it plus the name of the horse/s that you ride at the rallies.

At each rally you attend your card will be completed by the card secretary. The date of the rally will be recorded along with the initial/s of the horse you rode at the rally. If you are absent the word **absent** will be recorded against the date the next time the secretary sights your card.

It is vitally important that cards are kept up to date especially if you wish to compete at a pony club event. Riders cards are checked at all events for attendance and gradings and an incomplete card will result in the rider being unable to compete.

To be eligible to compete a Junior member requires five (5) rally attendances with at least two (2) of these on the entered horse in the past 12 months from the date of the competition. An Associate member requires two (2) rallies both of which must be on the entered horse in the last 12 months prior to the competition date

At the back of your card there is a section to record your grading in Horse trials, Dressage, Show jumping and Combined Training. Only the District Commissioner may complete this section. If you need to be graded or have your grading changed please place a note to this effect with all relevant details in your card before placing it in the red tin at the rally. The Card Secretary will then let the DC know and your card will be updated.

GRADING

Members are eligible to be graded for Horse trials once they turn 8 years old. Members are eligible to be graded for other disciplines prior to their 8th birthday. The District Commissioner is responsible for the grading of members.

EFFICENCY STANDARDS

Members are encouraged to work towards the following PCAV efficiency standards

E Standard	Less than 7 years- Pale Blue disc
D Standard	7 years – Yellow disc
D Star	9 years – Lime disc
C Standard	12 years – Green disc
C Star	14 years – Pink disc
K Standard	14 years - Purple disc
B Standard	Pre Requisite C Certificate, either C*or K Certificate. The "B" Certificate may be taken in two sections. The first section, Horse care can be taken from the age of 15, prior to the practical riding, lungeing and jumping sections which may be taken at 16 years-Red disc
A Standard	17 Years –Pre Requisite -Blue disc
H Standard	17 years- Pre Requisite NIL-

COMPETITIONS AND CAMPS

BPC holds two of competitions each year. The Bendigo Interschool Equestrian Team Challenge in April and The Bendigo Open Spring horse Show in September

The Club also enters teams of riders in Midland Zone competitions e.g. Horse Trials, Flat Ride and Show Jumping teams etc.

If sufficient members are interested, an annual weekend camp may be held at a venue with suitable accommodation and facilities for ponies and riders. These camps are lots of fun and usually involve lots of riding in groups with friends, food consuming and staying awake till all hours!

Note: Costs for these activities (camps and competitions) are not covered by the membership fees and participation is optional.

ACCIDENTS

All accidents are to be reported to the First Aid person and an accident/incident form is to be completed.

CANTEEN

Great food at reasonable prices and drinks and snacks are available from the canteen at each rally. Lunch orders need to be in by 11.00am. Each family is rostered on to help in the canteen for at least one rally per year

NOTICE BOARD

The notice board is on the left of the front door of the canteen.

On display are

- BPC by laws
- PCAV policies on healthy eating, alcohol, smoking, Sunsmart
- Code of conduct
- Working with children

The Bendigo Pony Club has a website www.bendigoponyclub.com.au & a Facebook Page

<https://www.facebook.com/groups/710339649086252/?fref=ts>

Both are great sources of useful information about the club