

# **MATCHAM VALLEY PONY CLUB INC.**

Wattle Tree Road, Holgate.

P.O. Box 3093, Erina NSW. 2250



## **Guidelines for New Members**

# INTRODUCTION

*I welcome your family to Matcham Valley Pony Club, and have pleasure in providing you with these Guidelines.*

*Matcham Valley Pony Club is a member of Zone 24, which has a total of eight (8) member clubs located on the Central Coast of New South Wales.*

*Matcham Valley is a small club of approximately thirty riders and all committee members and instructors are unpaid volunteers. In order to provide your child with a range and diversity of riding and instructional activities, your family will be required to assist in the Canteen, at Working Bees and with riding activities.*

*There are also opportunities for adult members to become Instructors under the Pony Club National Coaching Accreditation Scheme (NCAS).*

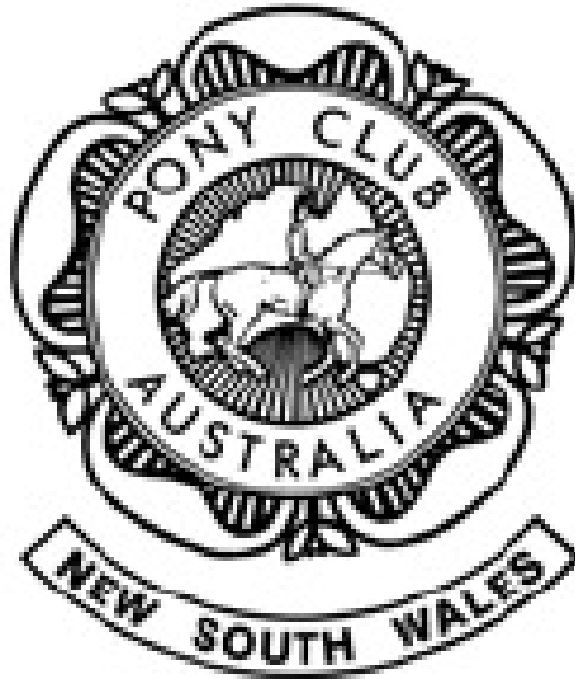
*If you have any questions regarding information in these Guidelines please direct them to the President or Senior Instructor for clarification.*

*Kindest regards,*

*Rachel Walker*

*President, Matcham Valley Pony Club Inc.*

*All printed copies are Uncontrolled.*

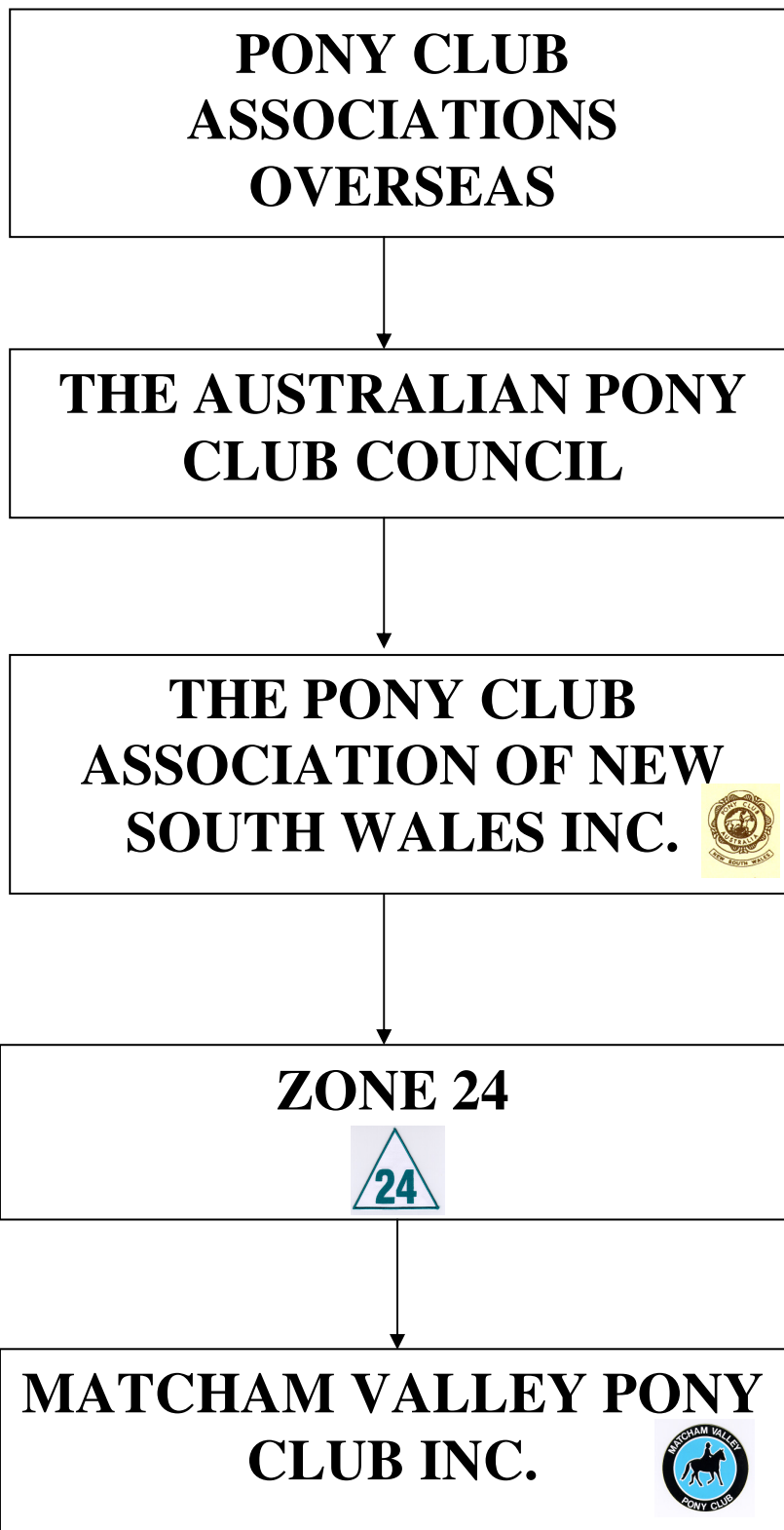


## THE PONY CLUB ASSOCIATION OF NEW SOUTH WALES (PCANSW)

### AIMS AND OBJECTIVES

1. To **ENCOURAGE** young people to ride and to learn to enjoy all approved kinds of sport connected with horses and riding.
2. To **PROVIDE** instruction in horsemanship and to instill in members the proper care of their animals.
3. To **PROMOTE** the highest ideals of fellowship, citizenship and loyalty and to cultivate strength of character, and self-discipline in the members.
4. To **SUBSCRIBE** to become a member of an affiliate with the Pony Club Association of New South Wales Incorporated.
5. To **DO** all such other things as are expedient or conducive to the attainment of all or any of the above objects.

**STRUCTURE OF PONY CLUB ASSOCIATIONS**





## **MISSION STATEMENT**

In the execution of its duties to members the Committee and Instructors of Matcham Valley Pony Club Inc are committed to following the rules, guidelines and philosophy statements found in these documents:

- The Matcham Valley Pony Club Constitution. (Original 1988). Revised 2000.
- The Blue Book – ‘Handbook of the Pony Club Association of New South Wales’.
- Amendments to the Blue Book occurring after March 2004 available on PCANSW website – [www.pcansw.org.au](http://www.pcansw.org.au)
- The Green Book titled ‘Riding’ from the Pony Club Association of New South Wales.
- PCANSW Zone 24 By-Laws.
- PCANSW Anti Harassment Policy Statement.
- PCANSW Codes of Behaviour.
- PCANSW Anti Smoking Policy.
- PCANSW Sun Smart Policy.
- PCANSW Child Protection Policy.

## **MEMBERSHIP**

The Membership of the Club shall be defined as:

**JUNIOR** - Members under 17 years.

**ASSOCIATE** - Members 17 years and under 25 years.

**SENIOR** - Members 25 years and over.

Membership of the Club will be at the discretion of the Committee. Applications for membership or transfer from another club are tabled at the next Club Meeting, and the outcome will be advised in writing by the Secretary.

Visiting membership to a rider may be granted by the Committee for a limited period.

Honorary Life Membership may be granted for outstanding service to the Club over a period in excess of ten (10) years.

### **ELECTION OF OFFICE BEARERS**

The Annual General Meeting of the Club will elect the following office bearer positions:

**The Executive Committee** comprising:

President;

Vice President;

Secretary;

Treasurer;

Senior Instructor – this position is elected by the Club Instructors and the incumbent nominated at the Annual General Meeting.

**The General Committee** comprising:

Club Captain;

Canteen Manager;

Groundsperson;

Assistant Groundsperson;

Safety Officer & Horse Welfare Officer – these duties are allocated to the Senior Instructor;

News Letter Editor;

Fund Raising Coordinator;

Zone Delegates (2 Delegates + 2 Alternates).

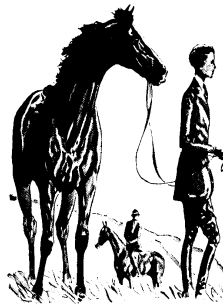
**Junior Committee** comprising:

Junior Club Captain;

Junior Club Vice Captain.

These two positions are elected by Junior members at the same time as the Annual General Meeting.

The AGM is held in late November or December each year following the Club Presentation.



## UNIFORM

All riders must wear the MVPC Club uniform at Rally Days, Inter Club Days, Instructional Schools, Zone Championships, Regional Schools, and at the Zone Jamboree. Riders representing the Club in agricultural shows that have a Pony Club ring are also required to wear the Club uniform.

**Helmets** are to be AS/NZS 3838 approved standard with effective chin-straps that must be fastened when mounted on a horse. The preferred helmet colour at all Zone 24 events is white. Hair should be tidy or in a net. Helmets are available at reputable saddlery stores. Riders may attach a sun protection brim to their helmet. Stickers etc from gear checks should be removed after the event. Helmet covers in the club colours are available for purchase from the Secretary, the only other acceptable helmet cover colours are black and navy.

In winter a royal blue V neck **jumper** or V neck **vest** is worn over the shirt, and the Club **badge** is visible on the tie, above the V of the jumper. The jumper is available through the Secretary. A **Colour Group patch** should also be worn under the badge. The Senior Instructor will inform each rider of their colour group. The colour patch and Club badge are available for purchase from the Secretary.

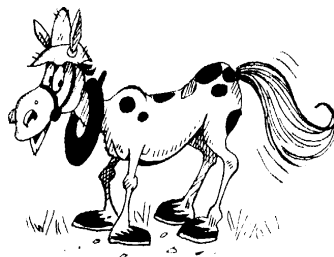
The Club **shirt** is a long sleeve Midford Ice Blue Classic with a Ensign Royal Blue **tie** and are also available for purchase from the Secretary.

**Jodhpurs** can be beige or fawn in colour, beige riding trousers (moleskins) are also allowed for Rally Days and Interclub Days, but not at Zone 24 Dressage, Showjumping or ODE Championships. **Socks** should be light in colour, preferably light brown, fawn or beige. **Club Saddle Cloths** are available for sale and are in the Club colours.

For riders under 17 years of age, **boots** must be, leather, short, full, reasonably smooth soled, and brown in colour. Riders over 17 may have the option of wearing short or long leather boots. Zone 24 now allows all riders to wear leather gaiters (not suede), **however Associates may wear black or brown with matching boots whilst all other riders must wear brown.**

When sporting activities are being conducted as part of the afternoon Rally Day activities at the Club, riders may change their uniform at lunchtime and wear the Club **Polo Shirt**. This polo shirt is available for purchase from the Club Secretary.

Riders are not permitted to carry mobile phones when mounted. The only jewelry permitted are studs in the ears or wristwatches. If rings are worn they must be taped to the fingers. Prescription spectacles and safety sunglasses (AS 1337 for example) are the only items to be worn whilst riding.



## GEAR

All Gear must be correctly fitted and suitable for the size and condition of the horse. The Senior Instructor must be satisfied that all gear is comfortable for the horse and appropriate for the age of the rider.

- Snaffle bridles are encouraged for use at all Pony Club training days.
- Spurs generally must be a 'dummy type' with their necks facing down, although rowel spurs and roller ball spurs are acceptable in certain disciplines.

- Whips must have a leather keeper at least 5 cm long and 2 cm wide, and must not exceed 70 cm in total length. Brush sticks or doweling is not to be used, but hacking canes with or without a flap are now allowed.
- Girths must be 2 buckle or 3 buckle, or a girth and surcingle combination. A single girth with no surcingle is considered unsafe and unacceptable at Pony Club.
- Running martingales are allowed if used in conjunction with keepers (stops) on the reins, and an ordinary snaffle bit. Standing martingales, market harboroughs and attachments of similar nature are not permitted. If in doubt check with the Senior Instructor prior to riding on the day.
- Safety is of greatest overall importance when choosing equipment for a horse. Instructors and gear check stewards will check the channel of the saddle, throat lash, brow band, poll strap, saddlecloth, saddle, reins, girth, stirrups, leathers, bit, and all other equipment.
- Stallions, colts and rigs are not permitted at Pony Club activities, nor mounts which in the opinion of the Senior Instructor or their nominee are considered unsafe or unsuitable for a rider. It is the rider's parents responsibility to provide a safe and suitable mount for riders.
- New riders or existing riders that have changed horses must attend at least one Rally Day before attending any Zone competition. This is to ensure that the rider/horse combination is safe prior to competition.



## RALLY DAYS

Unless indicated in the Club Newsletter, Pony Club Rally Days (Instruction Days) are on the first Sunday of each month, beginning in February; and including school holidays. Riders must present their official Attendance Card (one card per horse) to the Senior Instructor prior to riding on the day. The cards are available from the Club Secretary and can be used for one year only. These cards are used by the Club for recording the rider's attendance at Rally days, Inter Club days and special events. If a rider has more than one mount on a rally day they must have an attendance card for each mount. It is the rider's responsibility to ensure they present the correct card/s for the mount/s they are riding on the day. If a rider plans to change mounts during the day it must be at a designated break in the program i.e. morning tea or lunch, with the prior approval of the Senior Instructor and they must present themselves for gear check again. As placement in a colour group is determined by horse/rider combination, riders may be placed in different colour groups dependant on the mount they are riding. Attendance cards also assist riders to qualify for entry into some events and the presentation of attendance awards at the end of the year. The best way to ensure your attendance card is marked correctly is to bring it to every Rally day. Instruction begins at **9:00 am sharp** with Troop Line and inspection of rider, mount and equipment.

The morning session usually begins with Troop Drill and riding activities then proceeds until morning tea break (15 - 20 minutes). Between morning tea and lunch the instructors will provide a suitable program of events for each colour group. There is a lunch break of approximately one hour during which horses are put in their yards with feed and fresh water. Instructors will continue with activities and instruction in the afternoon. Often the afternoon session will involve preparation for sporting events to be contested at the

next Inter Club Day. During the day, parents are expected to assist in the canteen and with setting up of equipment on the grounds. The Rally Day typically ends between **3:30 – 4:00 pm**. From time to time there may be changes to start times, i.e. to accommodate guest instructors, any changes will be posted in advance on the website.

No rider is allowed to take part in Rally Days unless a parent or legal guardian is present on the grounds. Riders must nominate a guardian to the Senior Instructor prior to riding on the day. In the case of a guardian then written notice must be given to the Senior Instructor signed by a parent and the guardian. No rider is to leave the grounds or their colour group, unless they notify the Instructor in charge of their colour group.

In the case of Wet Days a group of Club Committee members including the President, Senior Instructor and Groundsperson will confer as to the suitability of the grounds for instruction. If the grounds are deemed unsuitable for riding this will be posted on the website, all riders are then expected to attend in full uniform (without their mounts) for instruction in theory and preparation for certificate work. This is normally concluded around lunch time.

### **INTER CLUB DAYS**

On the third Sunday of each month Club members can compete in an Inter Club competition against other Clubs from the Central Coast zone. Of the 28 Zones in New South Wales, ours is Zone 24 and its other member Clubs include Bouddi, Cooranbong, Mangrove Mountain, Matcham Valley, Tall Timbers, Toronto, Watagan and Wyong. Each club will organize an ICD during the year. Event programmes are submitted to Zone Meetings in advance of the planned ICD date, and events are practiced at the preceding Rally Day.

The Easter period each year may see riders represent the Club or Zone in the Sydney Royal Easter Show in the Pony Club ring. Riders can compete in their individual rider event, pairs and teams of four.

### **ZONE CHAMPIONSHIPS**

During the year individual clubs may nominate to hold Zone Championships in various disciplines, and the timing is usually in advance of State Championship entries. These events are held on one or two days over a weekend. They allow riders to attend and compete against other riders of the same level and to gain performance results to support applications to attend State Championships. There are usually several Zone Championships held in the major disciplines of dressage and showjumping, however championships in other disciplines such as showjumping equitation, ODE, mounted games or campdrafting may be scheduled.



### **ZONE 24 JAMBOREE**

In November each year a Zone 24 Jamboree is held for competition between all Clubs. All Club riders and their parents are encouraged to attend this weekend of fun and competition. It is held at Morisett Showgrounds and we camp overnight on Friday and Saturday night. The competition takes place on Saturday and Sunday and includes dressage, showriding, showjumping, mounted games and sporting.

## **STATE CHAMPIONSHIPS**

Riders wishing to attend State Championships must meet the performance qualifications in terms of experience, level of competition and points gained at events. They must also advise the Senior Instructor so that the Instructors can assist with the preparation and give the rider the appropriate paperwork as it becomes available. Riders must also maintain a record of achievement at events on official record cards available through the Club. All entries for Championships must be through the Club Secretary to Zone Secretary. Grading or performance cards must be attached to any application for entry to a State Championship event. It is mandatory for competitors entering State and Interstate Championships to have attended a minimum of three Rally Days in the preceding 12 months. Riders may purchase Performance cards from the Club Secretary.

## **INSTRUCTION**

The Club has an elected Senior Instructor and several other Instructors to provide activities at each Rally Day. Instructors generally come from the parent group as any adult over 17 years old is eligible to become an Instructor. Instructors need not be riders but must have a love of horses and a desire to promote the Pony Club ethics amongst the riders in the Club. We encourage associate members and parents to become instructors. Instructors need to purchase a copy of the green book titled 'Riding' compiled by the Pony Club Association of N.S.W, a copy of the 'Syllabus of Instruction', and a copy of the blue book titled Handbook of the Pony Club Association of N.S.W. Pony Club NSW has recently undertaken an overhaul of its training of Instructors. All new and existing Instructors now have to become accredited Pony Club Instructors, through the National Coaching Accreditation Scheme (NCAS). This is to insure consistency in instruction across Pony Club NSW. Instructors work through workbooks with mentors and undergo testing to become a Pony Club Instructor.

Club Instructors design the activities for each Rally Day. Instructors meet prior to Rally Days to plan the activities and discuss the progress of riders in each colour group. The Instruction groups include Green (Novice riders), Yellow, White, Red, Blue and Purple (Advanced Riders). All riders are graded each year according to their expertise and ability. The Senior Instructor may choose to re-grade a rider after due consideration at any time throughout the year.

From time to time Guest Instructors are invited to provide instruction in their specialised field that might include Dressage, Show Jumping, Hacking, Sporting and Mounted Games, One Day Eventing, Jumping Equitation, Campdrafting, Polo, Polocrosse, Show Riding or Vaulting. Other Guest Instructors might provide skills in Carriage Driving, Veterinary Care or Equine Dentistry.



## **HORSE CARE**

Riders must take to each Rally day and InterClub day a water bucket for fresh water, a lead rope and halter, and sufficient feed for their horse. Riders may place their horse in a horse yard that can be rented from the Club via the Club Treasurer for an annual fee. These yards must be cleared at the end of each day.

Horses may be tied to trees using bailing twine but are not to be attached directly to any fence, rail or motor vehicle. Horses are not to be tied to horse floats that are not fully attached to a vehicle.

Parking of horse floats is to be away from the work area and arena, with sensible distances between vehicles and floats in order to avoid any damage to horse or vehicle.

## **LOG BOOKS**

All riders are encouraged to keep a Logbook in the form of a loose leaf folder for the purpose of learning any relevant horse information. The rider may find this information by reading horse books or by writing about what they have learned from their instruction at the Club, or elsewhere. Riders are encouraged to use it as a journal that illustrates what they have experienced across a whole year. A Logbook will provide a record of the riders Pony Club activities and although there is no pre-requisite, the following headings may be followed as sections within the Logbook:

Rally Days, Instruction, Practical Experience, Riding, Competition, Judging, and General. Examples of headings and subheadings can be found in the green book titled 'Riding', which all members should purchase from the Club.

The Senior Instructor will explain to new members what Log Books entail. At the end of each year there are colour group examinations. Riders are encouraged to hand their Log Books to the Instructors. Prizes are given at the Club presentation at the end of the year for all riders who present a Log Book. There is a major prize given for the best Junior and Senior Log Books at the Presentation day at the end of the year.

## **PROFICIENCY CERTIFICATES**

Junior members are encouraged by the Instructors to attain a minimum proficiency of C Certificate whilst members of the Club. The syllabus of instruction is printed in the Club newsletter for each certificate level and the Club Instructors will prepare riders for the standard necessary for each certificate. Members need to purchase from the Club a copy of the Green book titled 'Riding' that is compiled by PCANSW.

The following certificates are available to members:

<b>Certificate</b>	<b>Minimum Age</b>	<b>Testing Examiners</b>
D	8 Years	Club Instructor
D Star	10 Years	Club Instructor
C	12 Years	Club Instructor
C Star	13 Years	Club Instructor



## **BEHAVIOUR**

Riders and Club members are required to abide by the PCANSW Codes of Behaviour and the Anti-harassment Policy. These codes aim to promote positive behaviour by both adult and riding members. Harassment, abuse or any form of bad language will not be tolerated and a very high standard of conduct, appearance and dress is expected at all Club and Zone activities. Riders and Club members are expected to remain courteous to Club Instructors, Club adult members and one another. Riders are

expected to abide by the decision of judges at Inter Club days and Zone Jamboree competitions and to display sporting behaviour toward one another as well as competitors from other clubs.

## **CLUB MEETINGS**

Club meetings are held on the first Thursday following a rally day, and beginning at 7.00 pm in the clubhouse. These meetings are for all members and your participation is welcomed. Meetings are conducted according to the Pony Club Australia guidelines. Reports are given by the President, Secretary, Treasurer, Senior Instructor, Safety Officer, Canteen Manager, News Editor, Publicity Officer, Senior and Junior Club Captains, Zone Delegates and Fund Raising Committee prior to General Business being discussed. Members are invited to attend and fully participate in these meetings. Members, including the Club captains are encouraged to attend meetings with ideas, suggestions and representations from other members.

## **CLUB WEBSITE**

The Club has its own website at [www.matchamvalleyponyclub.com](http://www.matchamvalleyponyclub.com). A Newsletter is compiled each month by the Newsletter Editor and can be found on the website. This is an important communication tool for members and includes all Club reports from each Club meeting, together with a yearly calendar of events. This newsletter also includes the programme for each Inter Club Day together with horse news, information and advertisements. The website is also used to advise of event cancellations.

## **CANTEEN**

The Canteen is operated by an elected Canteen Manager, and assisted by other members on a roster basis throughout the year at Rally Days, Instructional Schools, Zone Championships held at MVPC, and at Zone 24 Jamboree. The canteen is an avenue of fundraising for the Club and provides coffee and tea, soft drinks, snacks, cakes, ice creams lollies, sandwiches, pies, sausage rolls and many other foods. The monies from the Canteen help to pay for the trophies that riders receive at the Club Presentation held at the years end.



## **WORKING BEES**

The Club elects a Groundsperson and Assistant Groundsperson who are assisted by **ALL** Club members in keeping the grounds suitable for riding. On the Saturday prior to Rally Days, Interclub or Zone Championship days, the club members work to mow the lawns, clean the clubhouse and surrounds, paint the fences, trim the edges, slash, cut back shrubbery and generally tidy up the complete area. All members are expected to assist and should bring the necessary equipment required for the working bee.

## **CLUB AWARDS AND THE CLUB PRESENTATION**

At the end of the year Riders and Club members are eligible for the following Awards that are presented to the recipients at the Annual Club Presentation held prior to the Annual General Meeting. The guidelines are listed below, however the Committee reserves the right to modify guidelines or not award trophies where eligibility criteria have not been met.

For the major awards the winner receives a large perpetual Club trophy that is returned to the Club at the end of the next year, and a smaller trophy for the rider to keep.

## **1. COLOUR GROUP AWARDS**

In each of the Colour groups awards for Achievement, Leadership, Most Improved and Encouragement may be given to individual riders based on their progress and achievements throughout the year. These awards are judged by the Instructors. In addition to these awards 100% Attendance and Attendance (only missed one Rally day) are presented independently to qualifying riders. Participation awards are given to riders who have received no other colour group award and have attended for at least three rally days during the year.

## **2. FIVE YEAR SERVICE AWARD**

This award acknowledges regular attendance at Pony Club events over five years. There may be a break in the service period.

## **3. TEN YEAR SERVICE AWARD**

This award acknowledges regular attendance at Pony Club events over ten years. There may be a break in the service period.

## **4. LOG BOOK AWARDS**

There is an award for the Best Junior Logbook and the Best Senior Logbook. Awards are given to all riders who present a Logbook.

## **5. CLUB REPRESENTATIVE AWARDS**

These awards go to riders who have represented MVPC at State Championships.

## **6. DEO DEWIT PONY CLUB REPRESENTATIVE AWARD**

This award goes to the rider who has the most number of days representing MVPC at the Sydney Royal Show, Castle Hill Show, Pony Club events, State competitions and Zone competitions.

## **7. SLATTERY FAMILY MOST ENTHUSIASTIC PONY CLUBBER**

This award goes to the rider who has shown a genuine commitment to the true ideals of Pony Club.

## **8. TONKA TRUST TROPHY**

This award goes to the horse/rider combination that consistently displays a true bond and commitment to working together.

## **9. KIM NOBLE NATURAL HORSEMANSHIP AWARD**

This award goes to the rider who has shown good horsemanship skills both in the saddle and on the ground.

## **10. SUE RUFF ICD SHOWJUMPING AWARD**

This award is given to the rider with the most showjumping points from ICD's.

## **11. SUE SHEPPERD SHOWJUMPING ENCOURAGEMENT AWARD**

This is an award to the senior rider who has shown the most improvement in showjumping over the year.

## **12. CHERIE DAVIS JUNIOR SHOWJUMPING ENCOURAGEMENT AWARD**

This is an award to the junior rider who has shown the most improvement in showjumping over the year.

## **13. MARK MALOY ICD SPORTING AWARD**

This award is given to the rider with the most sporting points from ICD's.

## **14. COACHWOOD BANDANCER SPORTING ENCOURAGEMENT AWARD**

This is an award to the junior rider who has shown the most improvement in sporting over the year.

## **15. GIL SLATTERY ICD HACKING AWARD**

This award is given to the rider with the most hacking points from ICD's.

## **16. MELISSA PARKER ICD HIGHEST OVERALL POINTSCORE**

This award goes to the rider who has the highest overall pointscore from ICD's.

## **17. BEAUTIQUE BEAUTY THERAPY DRESSAGE AWARD**

This is an award to the rider who has scored the most points in dressage events at Zone Dressage championships and the Zone Jamboree.

## **18. SUE & MIKE KOLLN CLUB CHAMPION AWARD**

This magnificent trophy goes to the rider who has the most points from ICD's and Zone Championships such as Showjumping, Showjumping Equitation, ODE's, Showriding, Mounted Games and Dressage.

## **19. THE CLUB CAPTAINS AWARD**

This award is chosen by the Junior Club Captains with guidance from the President and the Senior Instructor.

## **20. PRESIDENTS AWARDS**

The President selects an adult member and rider who has been involved in all facets of the club, including working bees, assisting with Rally Days, ICD's, Jamboree, fundraising etc.

## **21. MIRIUM MCLEOD CLUB PERSON OF THE YEAR**

This is selected at the last Instructors meeting and comes from suggestions from Executive Committee members. The candidate must show regular attendance at Club events, either riding or non riding, helping other riders, assistance on rally days, working bees, Jamboree, and camps, and must be supportive and caring to all members.

## **SOURCES OF INFORMATION ABOUT PONY CLUB**

PCANSW Website – [www.pcansw.org.au](http://www.pcansw.org.au)

- The Blue Book – 'Handbook of the Pony Club Association of New South Wales' + Amendments to the Blue Book occurring after March 2004.
- The State Championship Calendar.
- Handbook – 'Information for New Members and Parents'.
- Policies

Matcham Valley Pony Club website – [www.matchamvalleyponyclub.com.au](http://www.matchamvalleyponyclub.com.au).

- Matcham Valley Club Calendar (including Zone 24 Events).

<b>Matcham Valley Pony Club Committee for 2011.</b>	
<b>Position:</b>	<b>Elected Member:</b>
President	Rachel Walker
Vice President	Debbie Dibben
Secretary	Kim Noble
Treasurer	Twynette Dickinson
Senior Instructor	Maria Carter
Club Captain	Marg Farncomb
Canteen Manager	Sarah Pettigrew
Groundsperson	Richard Pettigrew
Assistant Groundsperson	Andrew Walker
News Letter & Website Editor	Sue Nankervis
Fund Raising Coordinator	Jayne Bourke
Zone 24 Delegates	Richard Pettigrew
Zone 24 Delegates	Malcolm Stones
Zone 24 Delegates - Alternates	Rachel Walker
Zone 24 Delegates - Alternates	Maria Carter
Junior Club Captain	Lily Streeting
Junior Club Vice Captain	Emma Farncomb

### **NOTES**

