



A-Z Information Booklet

Main Ridge Pony Club

Est. 1969

2015/2016

Welcome to Main Ridge Pony Club

Main Ridge Pony Club provides social and educational activities which encourage the enjoyment of a variety of equestrian sports, and provide instruction in horsemanship and proper care of horses for young riders up to the age of 25.

Membership of MRPC entitles you to attendance at 12 monthly rallies per year, as well as special Club **Events**, and, where qualified, to attend **PCAV Competitions** as a member of Main Ridge Pony Club.

MRPC is a community-run, not-for-profit organization which relies on the contribution of all Member Families to operate. Your membership of MRPC is dependent upon your contribution as a volunteer, which may include:

- as a **Committee** member;
- in a role which contributes to the running of the club;
- on regular **Canteen** duties;
- assistance with set up and pack up at rallies;
- attendance at **Working Bees**; and,
- participation in the running of club clinics and competitions, and regional events.

Please be prepared to volunteer.

One parent per **Riding Member** is deemed to be a financial member of MRPC as an **Adult Supporter** and is registered with the **PCAV** for insurance purposes.

Adult Supporters as well as **Riding Members** over the age of 18 are eligible for election to the MRPC Committee.

We hope that the following guide answers many of the questions you may have about MRPC and the pony club movement. A list of committee members and other Club volunteers appears on the next page: please don't hesitate to contact any of them for further information, or ask at the office in the *Green Pavilion* when you come to **Rally**.

Contact MRPC:

EMAIL: <mailto:mainridgeponyclub@gmail.com>

MAIL: PO Box 411, Red Hill South VIC 3937

WEBSITE: <http://www.mainridge.ponyclubvic.org.au>

FACEBOOK: <http://www.facebook.com/mainridgepc>

Adult Supporters
AGM
Attendance
Awards
Bikes & Balls
Body Protectors
Canteen
Certificates of Efficiency
Chief Instructor
Code Of Conduct
Come & Try
Committee
Communication
Competitions
DC - District Commissioner
Dogs
EA - Equestrian Australia
Enrolment
Eventing Clinics
Events
Facebook
Fundraising
Gates
Gear Check
Grading
Grounds - Main Ridge Equestrian
Ground
Groups
Helmets

History
Instructors
Manure, Hay & Feed Waste
Medical Armbands
Membership Cards
Membership Fees 2015/16
Newsletter
Parental Supervision
Parking
PCA - Pony Club Australia
PCAV - Pony Club Association Of
Victoria
Questions, Queries & Concerns
Rally
Rally Plan
Rally Rules & Etiquette
Riding Members
Rubbish
Saddle Cloth
SMZ - Southern Metropolitan Zone
Social Media Policy
Uniform
Visitors
Volunteer
Water
Website
Working Bees
Working With Children Check

ADULT SUPPORTERS

One parent or guardian per **Riding Member** is automatically deemed to be a financial member of MRPC and is registered with the **PCAV** for insurance purposes.

Adult Supporters are expected to perform duties at **Rally**, attend **Working Bees**, and assist in the running of Club **Events** including **Competitions** and **Eventing Clinics** as well as **SMZ** events.

MRPC relies on the active assistance of all Adult Supporters to ensure that it continues to run viably and successfully.

AGM

The MRPC AGM is usually held in April or May of each year, at which the **Committee** for the following pony club year is elected. Members are advised in advance of the meeting date and election procedures.

ATTENDANCE

Riding Members or their **Adult Supporters** are required to advise the **DC** in advance whether or not they will be attending each **Rally**. This is to ensure that the correct number of **Instructors** are booked, and also for catering purposes. This can be done quickly and easily by email: mainridgepc.dc@hotmail.com

Members must also advise the DC of any changes to the circumstances of their riding, including a change of mount.

A horse-and-rider combination or an un-mounted rider must attend at least 50% of the activities at a rally before a rally attendance is granted.

Un-mounted Riders: A **Riding Member** may attend a rally un-mounted only if their horse is unfit. An un-mounted **Riding Member** must be dressed in the official MRPC **Uniform**. The attendance will be recorded as "Un-mounted" on their **Membership Card**.

Late arrivals: Members who arrive late to a rally must report to the DC to arrange a **Gear Check** and may not be able to join their **Group** until the next lesson.

Early Departures: Any **Riding Member** who intends to leave a rally early must notify the DC.

Competition Eligibility: A **Riding Member** must attend 2 rallies on the one mount, and a minimum of 50% of club rallies in the preceding 12 months, to be eligible to participate in any **PCAV Competition**.

Signing Attendance Record: Only the DC or the Card Secretary may sign the Attendance Record on the rider's membership card.

Multiple Absences: A member may be asked to vacate their place in the Club if they miss more than 4 rallies in any financial year without an approved leave of absence or explanation.

Please note: all persons on the **Grounds** during a rally or event, including non-riding family members & **Visitors**, must SIGN IN at the Office on arrival.

AWARDS

A number of awards and perpetual trophies are presented within MRPC each year. These awards acknowledge members who have progressed in their riding, performed well at rallies, represented MRPC at **Competitions** and contributed to the Club in other ways. They include Club Spirit Awards, Most Improved Riders, Instructor's Award, the **DC's** Trophy and the President's Trophy. Awards are presented at an annual presentation.

BIKES & BALLS

Horses are sensitive animals and are easily spooked, and their resulting behaviour can be extremely dangerous to themselves and others. Please refrain from bringing bicycles and balls to the **Grounds**.

BODY PROTECTORS

A correctly fitted Body Protector must be worn when riding on the cross country course, but is optional for show jumping and flat work.

CANTEEN

The MRPC Canteen is operated by the Club and offers morning tea and lunch at **Rally**, and during **Competitions** and other Club **Events**.

The Canteen is also a major source of **Fundraising** for MRPC, helping to offset the cost of **Instructors** and equipment, and enabling the Club to keep **Membership Fees** to a minimum.

The role of Canteen Coordinator is undertaken by an **Adult Supporter** whose responsibility it is to draw up the roster, organize the menu and supplies for the Canteen.

All MRPC member families participate on the Canteen roster which is circulated ahead of each rally. Four families are rostered for each shift, and it is very important that each takes responsibility for their rostered duty, including arranging a swap with another family if unable to do the duty.

If the Adult Supporter who is rostered on canteen needs to assist their child during the rally, they should try to make other arrangements to fulfill canteen duty. Family members or friends are welcome to assist in their place.

CERTIFICATES of EFFICIENCY

PCAV Certificates of Efficiency are qualifications that riders earn by working through the **PCA** syllabus.

The aim of Certificates is to ensure that riders from all pony clubs achieve a standard level of horse care and riding ability.

Riders progress from E Certificate for beginners under 7 years of age, to D, D*, C, C*, K, B, A and finally H Certificate.

Some Certificates are assessed within the Club while others are tested through the **SMZ** or **PCAV**.

A Certificate of Efficiency is awarded to members as they complete each test, and a plastic disc of a specific colour to signify the latest test achieved is worn behind the **PCAV** badge.

For further information about each level of Certificate check under "FAQ" on the **PCAV Website** - <http://www.ponyclubvic.org.au>.

CHIEF INSTRUCTOR (CCI)

The Club may appoint a CCI to work closely with the **DC** in arranging instruction for rallies and assisting with the **Grading** of riders.

CODE OF CONDUCT

Each member of **MRPC** is required to obey the **PCAV** Code of Conduct supplied to all new members and displayed on the noticeboard near the office in the Green Pavilion.

COME & TRY

Non-members may be able to ride at a maximum of 2 **MRPC** rallies in the pony club year subject to a vacancy being available in the appropriate riding **Group**. Come & Try riders must complete a Day Attendance Form. A \$10 Day Attendance Fee is payable per rider per visit to cover **PCAV** Insurance. Please contact the Membership Secretary for more information.

COMMITTEE

The affairs of the Pony Club are managed by a voluntary committee of management. The **MRPC** Committee meets on a monthly basis, usually on the Monday evening immediately following the Sunday Rally.

All members including **Riding Members** over the age of 18 and **Adult Supporters** are eligible to nominate for the Committee and to vote in the election of the Committee at the **AGM**.

All club members are welcome to attend Committee Meetings.

The elected Committee positions are as follows:

President: to chair meetings and generally represent the Club, and to promote the aims and objectives of the pony club movement;

Vice President: to assist the President wherever possible and act as deputy in the President's absence;

Secretary: to prepare meeting agendas, attend meetings and record minutes. Also responsible for correspondence, and for maintaining files of administrative records for the Club;

Treasurer: responsible for all financial matters relating to the running of the Club including receipt and banking of monies, paying accounts and making financial reports to the Committee and members;

plus

up to four ordinary Committee Members.

In addition, the Committee each year appoints a District Commissioner, known as the **DC**, who is responsible for the riding activities of the Club including rally planning, arranging **Instructors** and **Grading** of riders.

As well as the elected committee positions, Adult Supporters may undertake specific roles within the Club, such as coordinating membership, **Canteen**, **Events**, **Working Bees**, **Uniform shop**, **Newsletter**, **Website** and so on. All Adult Supporters are expected to make a contribution to the running of the Club.

COMMUNICATION

Email: urgent Club information is circulated via email. Please ensure that your email address in Club records is kept up to date.

MRPC Newsletter: monthly via e-mail prior to each **Rally** to provide information about the forthcoming rally, **Volunteer** duties and other club & **PCA** information relevant to MRPC members. Please read your newsletter as it contains important information regarding your membership.

MRPC Website: also a resource for Club information, entry forms, and so on. Go to: <http://www.mainridge.ponyclubvic.org.au>.

MRPC on Facebook: <http://www.facebook.com/mainridgepc>.

A Social Media Policy regarding the use of our Newsletter, Website and Facebook page is currently being prepared.

COMPETITIONS

Pony Clubs run competitions in:

- Dressage;
- Show Jumping;
- Combined Training, which includes Dressage and Show Jumping;
- Horse Trials (also known as Eventing), which includes Dressage, Show Jumping and Cross Country; and,
- Games and Novelties.

Competitions are advertised on the **PCAV** website as well as at other websites such as Event Secretary, and in the **MRPC Newsletter** and on our noticeboard each month. Entry forms provide details of eligibility and entry procedures.

Any **Riding Member** wishing to participate in an official competition conducted by MRPC or any other club affiliated with PCAV must:

- (1) present an up-to-date **Membership Card**;
- (2) have attended a minimum of 50% of their Club's rallies in the 12 months preceding the competition;
- (3) have attended at least two rallies as a horse-and-rider combination in the preceding 12 months;

- (4) be graded as a horse-and-rider combination for the competition;
- (5) comply with **Gear Check** rules, as they pertain to **Uniform, Helmets, Medical Armbands, Body Protectors**, saddle and **Saddle Cloth**, bridle, spurs and whips; and,
- (6) abide by the rules of PCAV.

A Riding Member who has been in pony club for more than 2 years and is over 13 years of age must have attained their **C Certificate** in order to compete at any state or national level competition.

If you intend to compete, it is your responsibility to learn the relevant PCAV rules. You are strongly advised to purchase a PCAV Handbook of Bylaws directly from PCAV, or download it from the PCAV website.

DC - DISTRICT COMMISSIONER

The DC, in consultation with the **Committee**, is responsible for the riding activities of the Club including the planning of **Rally**, booking of **Instructors** and **Grading** of riders.

The DC is appointed by the Committee immediately following the **AGM**.

The DC has the support of the Committee in undertaking their role and MRPC asks that parents also support the DC in carrying out their duties.

If you have a concern regarding the instruction of your child at a rally, you must not speak directly with the Instructor but should speak to the DC at an appropriate time. This may be during the rally, or prior to or after the rally. Email: <mailto:mainridgepc.dc@hotmail.com>.

If you are dissatisfied with the DC's determination of any matter, you should submit your concern in writing to the Committee (via the Secretary) for consideration at the next committee meeting.

Riding Members or their **Adult Supporters** are required to advise the DC in advance whether or not they will be attending the rally. This is to ensure that the correct number of instructors is booked, and also for catering purposes. This can be done quickly and easily by email: <mailto:mainridgepc.dc@hotmail.com>.

Members must also advise the DC of any changes to the circumstances of their riding, including a change of mount.

DOGS

Dogs are not permitted on the **Grounds** under any circumstances. This is a council requirement, and is for the safety of your dog as well as for the preservation of the sensitive surrounding flora and fauna.

EA - EQUESTRIAN AUSTRALIA

EA is a separate organization to **PCAV** and has different rules and policies. It is possible to be both a member of PCAV and EA. For more information go to the Equestrian Australia and Equestrian Victoria websites.

ENROLMENT

Re-enrolments and new enrolments are undertaken each May for the Pony Club year July to June. Enrolment after July may also be possible depending on there being a vacancy within the appropriate riding **Group**. Please refer to the Membership Secretary for more information.

Enrolments take place in the following order of preference:

- 1) members from the previous pony club year;
- 2) siblings of existing members;
- 3) past members of MRPC or where parents are past MRPC members;
- 4) new members who have attended a **Come & Try** rally; and,
- 5) new members who have not attended a **Come & Try** rally.

A Re-enrolment form must be completed for each Member Family re-enrolling for the new pony club year (July-June).

A New Membership form must be completed for each rider who is applying for a new membership to MRPC.

A Transfer Form must also be completed where a proposed new member has been a member of another Pony Club in the previous financial year. This will enable your previous record of **Grading** and **Certificates** to be carried forward to your new MRPC membership.

A Medical History And Emergency Contacts form must be completed for any MRPC member for whom medical details have changed, and for each rider new to MRPC.

A **Code of Conduct** must be read and understood by both rider and parent/guardian prior to enrolment.

EVENTING CLINICS

MRPC holds a number of Eventing Clinics each year during school holidays.

Clinics, which are open to members of MRPC and other Pony Clubs as well as non-member junior and adult riders, are held over a two days and feature sessions on dressage, show jumping and cross country with specialist **Instructors**.

Forthcoming Clinics are advertised in our **Newsletter** and on the MRPC **Website**. You are advised to book early as our Clinics are very popular.

EVENTS

Apart from the monthly **Rally**, MRPC runs special events during the year including **Competitions**, **Eventing Clinics**, and an annual **Awards** presentation. For more information refer to the MRPC **Website** and **Newsletter**.

While it is expected that all members will contribute to the running of MRPC Events, your entry as a rider in these Events is not compulsory.

FACEBOOK

MRPC is on Facebook: <http://www.facebook.com/mainridgepc>. A Social Media Policy regarding the use of our Facebook page is currently being prepared.

FUNDRAISING

MRPC depends on fundraising to supplement **Membership Fees** and to provide the "extras" which enhance Club activities.

If you would like to help with fundraising, please contact the Treasurer.

The Club is also fortunate to receive sponsorship for special **Events** such as club **Competitions**. Please show your support for our sponsors.

GATES

The INNER gate at the entrance to the **Grounds** must be kept SHUT AT ALL TIMES during **Rally** and **Events**.

All gates within the Grounds must be locked at the end of the day. Please refer to the Gate Register in the Office.

GEAR CHECK

Gear check is compulsory for all riders at **PCAV** riding activities including **Rally**, **Competitions** and riding clinics.

Gear is checked for safety and compliance, to ensure that it is in good order with no worn parts, and that it is safe and comfortable for both rider and horse.

All gear must be fitted correctly, and items such as **Uniform**, **Helmets** and **Medical Armbands** must also comply with Club and PCAV rules.

At rally, gear check is performed from 9.45 am to 10 am. Riders must assemble in front of the Green Pavilion at the flag corresponding to their **Group** colour, where they will meet the **Instructor** and be gear checked.

Riders who arrive late must report to the **DC** for a gear check before joining their group.

GRADING

The **PCAV** grading system is based on the ability of the horse and rider as a combination to perform safely and competently at a specific standard in any discipline.

Gradings are determined by the **DC** in consultation with **Instructors**.

For Horse Trials, there are five grades ranging from 5 (lowest) to 1 (highest).

For Show Jumping, there are six grades ranging from PF (lowest) to PA (highest).

For Dressage, there are five stages ranging from Stage 5 (lowest) to Stage 1 (highest).

The horse-and-rider combination must have attended two club rallies to be eligible to be graded. (Initial grading may take place at the end of the second club rally attended.)

Re-grading may be done at any time other than at a **Competition**.

Please notify the DC prior to the **Rally** if you wish to be graded and complete a Grading Request Form (available from the office or by email from the Secretary).

Only the DC may record and sign the Discipline Gradings on the rider's **Membership Card**.

If you are dissatisfied with the DC's determination of any matter related to grading, you should submit your concern in writing to the **Committee** (via the Secretary) for consideration at the next committee meeting.

GROUNDS - MAIN RIDGE EQUESTRIAN GROUND

305 Baldrys Road, Main Ridge

The Grounds were originally owned by the Green family and were set aside for equestrian use in 1968. The 17 hectares of the Grounds, which are surrounded by Greens Bush National Park, were purchased by the Shire of Flinders in 1987 and are now owned by the Mornington Peninsula Shire.

The Grounds are shared by MRPC and the Nepean Equestrian Club for adult riders. They are recognized as a unique and environmentally sensitive area, and members of both Clubs should act at all times as responsible custodians of the land in our use. Please pick up any **Rubbish** and place it in the waste or recycling bins at the Green Pavilion. Dispose of any **Manure, Hay and Feed Waste** in the compost bins provided around the parking area, or take it home with you.

GROUPS

For each **Rally**, the placement of members into one of 9 groups may be based on:

- (1) age of rider;
- (2) **Certificate** level of rider and/or horse; and,
- (3) **Grading** of horse-and-rider combination.

It is the **DC's** responsibility to determine group placement, and to review the groups periodically. In doing so, they will do their best to place you in the most appropriate group for your and/or your horse's riding ability or level. Sometimes this will also be influenced by the range of riders within the club at any time and the smooth running of rallies.

It is important to remember that you cannot always be placed with friends, or riders of the same age, as the safety of horse and rider is paramount.

If you have a concern regarding groups or instruction at rally, you should not speak directly with the Instructor but should speak to the DC at an appropriate time.

DO NOT REQUEST A CHANGE OF GROUP FOR RALLY ON THE DAY OF THE RALLY: a request for change of group for any reason must be made to the DC prior to rally day.

If you remain dissatisfied with the DC's determination of any matter, you should submit your concern in writing to the **Committee** (via the Secretary) for consideration at the next committee meeting.

HELMETS

Whenever mounted, **Riding Members** must wear a correctly fitted and fastened helmet with the code AS/NZS 3838, EN1384, ASTM F1163 or PAS015.

For more information refer to the Gear Rules available on the **PCAV** website.

HISTORY

MRPC was established in 1969 on land originally owned and set aside for equestrian use by the Green family. The 17 hectares of the **Grounds**, which are surrounded by Greens Bush National Park, were purchased by the Shire of Flinders in 1987 and are now owned by the Mornington Peninsula Shire. The Grounds are shared by MRPC and the Nepean Equestrian Club for adult riders.

The Green Pavilion at the Grounds, which contains the office and canteen, is named for the Green family.

INSTRUCTORS

Pony Club Instructors may be either voluntary or paid, and may come from within the club membership or from outside.

Instructors must be registered on the state membership database before instructing at Pony Club and must have a **Working With Children Check**. Anyone who instructs at Pony Club is encouraged to undertake a NCAS Preliminary Level Coaching Course, although this is not compulsory. However, it is compulsory that there be at least one Level 1 Coach on the **Grounds** at all times during **Rally**.

At MRPC, we believe the employment of qualified and dedicated instructors each month for our rallies provides the greatest benefit to our riders. Consequently the cost of instructors is our most significant overhead. For this reason it is imperative that members notify the DC if you WILL attend or WILL NOT be attending any given rally AS SOON AS POSSIBLE, so that the number of instructors can be adjusted appropriately. You can do this quickly and easily by email: <mailto:mainridgepc.dc@hotmail.com>

Please note: it is unacceptable for parents to interfere while a pony club lesson is in progress. If you have a concern regarding the instruction of your child at a rally, you must NOT speak directly with the Instructor but should speak to the DC at an appropriate time - either during, prior to or following the rally.

MANURE, HAY & FEED WASTE

It is YOUR responsibility to ensure that manure, hay and feed waste are disposed of appropriately at the **Grounds**.

You must place any such material in the compost bins provided in various locations around the Grounds at the end of **Rally** and other **Events**, or take it home with you.

MEDICAL ARMBANDS

Medical Armbands which include emergency medical details are compulsory for all riders at **Rally** and **PCAV Competitions**.

A blank Medical Card will be supplied with your membership. Please complete this with up to date information and place it inside the armband.

Armbands should be worn on the upper arm or on the outside of garments, and must be visible at all times.

Leather or vinyl Medical Armbands are available for purchase from the Club - please ask at the office in the Green Pavilion on rally days.

Riding Members and/or **Adult Supporters** are responsible for ensuring that medical details on the cards are complete and up to date.

Visitors who do not have an armband or medical card should ask at the office in the Green Pavilion on rally day. A temporary medical card will be provided for you to complete and for the rider to wear throughout the day.

MEMBERSHIP CARDS

A **PCAV** membership card is provided for each rider following payment of **Membership Fees** and completion of **Enrolment** Forms. This card is proof of your membership and insurance cover, as well as a record of your **Rally Attendance**, **Grading** and **Certificates of Efficiency**.

Members are required to keep two cards - for the current year and previous year - as their membership record. These should be kept in the card folder which is supplied to you upon enrolment.

You must hand your membership card in at the office in the Green Pavilion at the beginning of each rally and collect your card at the end of the rally.

Membership cards must also be presented at **Competitions** and other **PCAV** events. Ensure that your card details are correct but DO NOT alter any details on the card yourself. Only the **DC** or Card Secretary may annotate the rider's membership card.

MEMBERSHIP FEES 2015/16

The Pony Club year runs from July to June. **MRPC** Annual membership fees are due at the end of May each year.

Fees for the 2015/16 year are:

\$310 for Junior **Riding Members***.

\$330 for Associate **Riding Members****.

(**PCAV** offers a \$5 discount for payment by 31st May.)

*Junior members are under 17 years of age at 30th June in the financial year of enrolment.

**Associate members between 17 and 25 years of age at 30th June in the financial year of enrolment.

Of this fee, \$130 per Junior Riding Member and \$150 per Associate Riding Member is forwarded to **PCAV** to cover insurance and membership of the state body.

The remainder of the fee supports the Club's operation and activities, including paying for **Instructors** and facilities.

Pro-rata membership may be available. Check with the **MRPC** Membership Secretary and **PCAV** for information.

Your membership of **MRPC** cannot be confirmed until fees are received by the Treasurer, and all relevant **Enrolment** forms including payment confirmation for **EFT** are completed and received by the Membership Secretary.

Please note: if Fees are not paid, the rider will not be covered for insurance purposes and therefore will not be allowed to ride at **Rally** (except in special circumstances as a **Visitor**) or at **PCAV** **Competitions**.

Your membership of MRPC requires you as a Riding Member or **Adult Supporter** to contribute to the Club as a **Volunteer**. Member families are required to attend at least one MRPC **Working Bee** per year, and also to assist at Club **Events**. Members who do not do so may be charged a \$200 working bee levy.

NEWSLETTER

Circulated monthly via e-mail prior to each rally to provide information about the forthcoming rally, **Volunteer** duties and other club & **PCA** information relevant to MRPC members.

Please read your newsletter as it contains important information regarding your membership.

The newsletter is also an opportunity to share photographs, competition results and news of other equestrian activities, or to advertise items for sale or wanted to purchase. Please send your contributions to the Editor by email at the beginning of the month.

A Social Media Policy regarding the use of our Newsletter is currently being prepared.

PARENTAL SUPERVISION

Riding Members under the age of 16 years must have an **Adult Supporter** present at the **Grounds** during a **Rally**. Please notify the **DC** if a member is to be cared for by an adult other than the enrolled Adult Supporter. For legal and insurance reasons, the consenting parent/guardian must sign for the adult who is accepting responsibility for their child. A book is kept in the office at the Green Pavilion for this purpose.

Young children, siblings and friends

We remind you that horses are sensitive animals and are easily spooked and their resulting behavior can be extremely dangerous to themselves and others on the Grounds. Please take extra care of your young children whilst at the Grounds. Please refrain from bringing bicycles and balls to the Grounds.

PARKING

You may park your vehicle and float in the cleared areas around the arena, to the left and right of the Green Pavilion.

Horse trucks: look for the area reserved for "Truck Parking" as you enter. (Please try not to park in these areas if you do not have a Horse Truck.)

Cars may park along the driveway but please be considerate of ensuring that sufficient space is left for wide vehicles to pass.

Please note that horses may not be tethered to unattached floats.

PCA - PONY CLUB AUSTRALIA

Pony Club Australia is the national governing body for nearly 1000 pony clubs operating throughout the country. For more information go to the website:

<http://www.ponyclubaustralia.com.au>

PCAV - the PONY CLUB ASSOCIATION OF VICTORIA

The PCAV is the governing body of the pony club movement for the state of Victoria and links all local pony clubs within the state. The PCAV is divided into 10 zones. MRPC is in the Southern Metropolitan Zone (**SMZ**).

The aims of Pony Club are to encourage young people to ride and enjoy sport connected with horses and riding, and to instruct its members in the correct care of their animals.

It is important to note that Pony Club places in order of importance:

- (1) the safety of the member;
- (2) the comfort of the horse;
- (3) the enjoyment of the rider; and,
- (4) the progress of the rider.

For more information about PCAV, go to the website:

<http://www.ponyclubvic.org.au>. The site includes a calendar of PCAV **Competitions** and events scheduled throughout the state.

QUESTIONS, QUERIES AND CONCERNS

Don't hesitate to approach any member of the **Committee**.

Refer to the contact list at the front of the Handbook, or come to the office at the Green Pavilion.

If you have a concern regarding the instruction of your child at **Rally**, please speak to the **DC**, either in person at an appropriate time during the rally, or by telephone or email prior to or following rally day. Please note: it is not appropriate for parents to interfere while a pony club lesson is in progress, or to address any concerns they may have directly to the **Instructor**.

If you feel that your concern has not been dealt with appropriately by the DC, please address your concerns in person or in writing to the Committee.

RALLY

Third Sunday of each month at the **Grounds**.

Usually gates open 8am for 9.30am gear check. (Check newsletter for details.)

Please do not arrive before the gate opening time because there is limited space for vehicles outside the front gate.

Last session for most **Groups** finishes approximately 3pm, followed by pack up (all members to assist).

See monthly **MRPC Newsletter** via email for variations.

Lesson Breaks

Rally usually includes a morning tea break between lessons 1 & 2, and a lunch break between lessons 2 & 3.

Everyone - especially **Riding Members** and **Adult Supporters** - is encouraged to gather at the Green Pavilion during lesson breaks. The **President** and/or **DC** will address the rally during the lunch break, bringing to riders' and adults' attention any important club matters. Please be courteous when announcements are being made at this time.

Sign In

All persons on the Grounds during a rally, including non-riding family members & **Visitors**, must **SIGN IN** at the office in the Green Pavilion on arrival.

Help

All Riding Members and Adult Supporters are expected to assist in the operation of the Club on rally days, including set up and packing away of equipment. Please refer to the DC for tasks needing to be done.

Canteen

The MRPC Canteen is available for the purchase of morning tea and lunch during rally. The Canteen operates with the assistance of all member families.

RALLY PLAN

The Rally Plan details what each **Group** will be doing during each of their sessions on rally day. It is drawn up by the **DC** prior to the rally and is displayed on the noticeboard nearest to office in the Green Pavilion.

DO NOT REQUEST A CHANGE OF GROUP FOR RALLY ON THE DAY OF THE RALLY: a request for change of group for any reason must be made to the **DC** prior to rally day.

If there are any circumstances which will affect your participation at the rally - e.g. a change of mount, or an injury to yourself or your horse - you must notify the **DC** as soon as possible so that they can be taken into account.

If the circumstances arise after the rally plan is drawn up, it is nonetheless imperative that you notify the **DC** as soon as possible.

RALLY RULES & ETIQUETTE

- RSVP your **Attendance** to the **DC** as requested prior to rally.
- **DO NOT REQUEST A CHANGE OF GROUP FOR RALLY ON THE DAY OF THE RALLY:** any request for a change of group for any reason must be made to the **DC** prior to rally day.
- Be on time.
- Make sure your gear is safe, clean and well-fitting.
- Walk your horse to each lesson (no trotting or cantering).
- Observe **PCAV Code of Conduct** at all times.
- Be courteous to your **Instructors** and other riders.
- Parents: do not interfere in instruction sessions.
- Do not jump your horse without an instructor present.

- Tie your horse up correctly.
- Do not tether your horse to a float that is not attached to a vehicle.
- Make sure your horse has appropriate rugs, feed and water during breaks.
- Inform the DC if you intend to bring a horse not listed on your **Membership Card** to rally.
- Assist with set up and pack up of equipment.
- Dispose of any **Manure, Hay and Feed Waste** in compost bins provided, or take it home.

RIDING MEMBERS

MRPC offers two categories of riding membership:

Junior - under 17 years of age at 30th June in the financial year of **Enrolment**, and;
Associate - between 17 and 25 years of age at 30th June in the financial year of enrolment.

RUBBISH

Please take care to place your rubbish and recyclables in the bins provided near the Green Pavilion. In the interests of the Club and our **Grounds**, if you see rubbish that has been accidentally dropped by others, please take the trouble to pick it up and put it in the bin.

Bins may need to be brought up from the front gate at the start of **Rally**, and, if full, taken back to the gate and set at the roadside for collection following the rally.

Please note: the Compost Bins around the Grounds are only to be used for **Manure, Hay & Feed Waste**.

SADDLE CLOTH

The MRPC saddle cloth is an optional item that may be purchased from the office in the Green Pavilion on **Rally** days.

SIGN IN

All persons on the Grounds during a rally, including non-riding family members & **Visitors**, must **SIGN IN** at the office in the Green Pavilion on arrival.

SMZ - the SOUTHERN METROPOLITAN ZONE

PCAV is divided into Zones which **Group** pony clubs from a geographic area. MRPC is one of 17 clubs in the SMZ.

The SMZ is run by a voluntary committee which includes a representative of each club within the Zone. The SMZ committee meets regularly to discuss matters of importance to the Zone, and also to disseminate information from **PCAV**.

The SMZ hosts a number of **Competitions** each year, some of which lead to state level horse trials, show jumping, dressage, and games, flat and musical rides. All Zone Clubs are expected to participate in the organisation and running of these events.

SOCIAL MEDIA POLICY

A Social Media Policy regarding the use of our **Newsletter**, **Website** and **Facebook** page is currently being prepared.

UNIFORM

The compulsory club uniform to be worn at **Rally** and **PCAV Competitions** consists of:

- white standard school shirt with burnt orange club tie, with teal coloured jumper, OR teal coloured MRPC polo shirt;
- white, oatmeal, banana or fawn jodhpurs;
- long or short riding boots with smooth soles in black or brown: gaiters with back zips only;
- correctly fitted and fastened **Helmet** with code AS/NZS 3838, EN1384, ASTM F1163 or PAS015;
- **Medical Armband**.

Correctly-fitted **Body Protectors** must be worn when riding on the cross country course, but are optional for show jumping and flat work.

Optional uniform items:

- wet weather riding jacket;
- riding gloves;
- PCAV badge and **Certificate of Efficiency** disc;
- **MRPC Saddle Cloth**.

Long Hair must be securely tied back.

Jewellery must be removed.

Visible piercings must be removed or taped.

The following items are available for purchase from the office in the Green Pavilion on rally days:

- ties
- jumpers
- polo shirts
- PCAV badges
- medical armbands
- saddle cloths

Secondhand items may also be available either through the Club or directly from other members.

Other items may be purchased from local tack stores.

For more information refer to the PCAV Gear Rules at the PCAV website: <http://www.ponyclubvic.org.au> under "Publications & Rules".

VISITORS

Family & Friends (un-mounted) are very welcome to come and watch members ride at MRPC.

Come & Try riders (non-PCAV members) may be able to ride at up to 2 MRPC rallies within a membership year by arrangement with the DC. Come & Try visitors must complete a Day Attendance form and pay the nominated fee.

PCAV Members from other clubs may visit an MRPC **Rally** by arrangement with the DC. The visiting member must obtain approval from both their own DC and the MRPC DC prior to the visit, wear their usual club uniform, present their **Membership Card** as normal and pay a visitor fee.

Please note: all persons on the Grounds during a rally or event, including non-riding family members & visitors, must SIGN IN at the office in the Green Pavilion on arrival.

VOLUNTEER

Your membership of MRPC is dependent upon your contribution as a volunteer, which may include:

- as a **Committee** member;
- in a role which contributes to the running of the club;
- on regular **Canteen** duties;
- assistance with set up and pack up at **Rally**;
- attendance at **Working Bees**; and,
- participation in the running of MRPC **Eventing Clinics, Competitions and Events**, as well as regional events.

Please be prepared to volunteer.

WATER

You must bring water for your horse as there is no mains water connected to the **Grounds**.

WEBSITE

Check the Main Ridge Pony Club (www.mainridge.ponyclubvic.org.au) and PCAV (www.ponyclubvic.org.au) websites on a regular basis for helpful information and upcoming events. A Social Media Policy regarding the use of our Website and is currently being prepared.

WORKING BEES

Regular MRPC Working Bees are held each year to help maintain our Grounds and facilities, and to prepare for **Competitions and Events**.

Members who do not attend a working bee as well as performing a rostered duty at Club Events may be charged a \$200 working bee levy.

WORKING WITH CHILDREN CHECK

It is a policy of Pony Club Victoria that all persons who regularly attend rallies should have a current Working With Children Check. This check is free of charge for volunteers. Forms are available from Australia Post outlets or online at <http://www.workingwithchildren.vic.gov.au/home/applications>.

Please provide a copy of your current WWCC with your membership renewal.