

# BACCHUS MARSH PONY CLUB INC.



## MEMBERS HANDBOOK

**2017/2018**

Bacchus Marsh Pony Club Inc.  
P.O. Box 701,  
BACCHUS MARSH, VIC. 3340 [www.bacchusmarshponyclub.com.au](http://www.bacchusmarshponyclub.com.au)

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[www.bacchusmarshponyclub.com.au](http://www.bacchusmarshponyclub.com.au)

## **INTRODUCTION TO BACCHUS MARSH PONY CLUB INC.**

Bacchus Marsh Pony Club Inc. was formed in 1968 and has a current membership of approx. 70 Pony Club in Victoria is divided into 10 geographical regions called "Zones" Bacchus Marsh is in the Barwon Zone.

Pony Club is a youth movement which 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 working with young people with a common interest "horses".

The focus of "Pony Club" and of great significance is:

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

BMPC is situated at the Bacchus Marsh Racecourse and Recreation Reserve on the Balliang-Bacchus Marsh Road, Bacchus Marsh. Melways Ref. Page 333 A12



## **OUR MISSION STATEMENT**

***"promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self discipline".***

The Club is run by a committee of volunteers who are elected each year at the AGM in March.

Each year at the Dec. Rally - Christmas Break-up the club presents a number of awards.

**Group Awards:** Awarded to a rider from each group. Each rally points are allocated for attendance, presentation, attitude, co-operation and improvement - tallied up at the end of the year to decide the winner.

**Peter Shilton Award:** Special achievement not necessarily for riding.

**Encouragement or Achievement Award:** an award for someone who has tried very hard or has had an outstanding Achievement.

**100% Attendance.** must attend all rallies from Feb - Dec. (11 Rallies/year)

## **THE PONY CLUB ASSOCIATION OF VICTORIA**

Bacchus Marsh Pony Club is an affiliated member of the Pony Club Association of Victoria, and as such the club is bound by PCAV's: Code of Conduct, Rules, Regulations, Policies and Syllabus of Instruction.

For more information on PCAV visit [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) – About Us

Membership of the PCAV provides access to all appropriate PCAV activities; permits members to compete at state events and provides insurance cover for members.

Bacchus Marsh Pony Club is in Barwon Zone

Each Zone has a Zone Representative, the Zone Rep. represents all the clubs in Barwon Zone on State Council, attends State Competitions and other State Activities/Meetings. The Zone Rep. provides advice and guidance to clubs and ensures that the Zone, Clubs and Club Members within their Zone operate in accordance with all current PCAV rules and by-laws. The Zone Rep oversees Zone and Club Competitions, endorses entries/nominations of club members for all state, interstate and national events.

### **Barwon Zone:**

Barwon Zone has a Chief Instructor (MaxeneAgento) and a panel of Zone Assistants responsible for assessing and examining riders for C, K, B and A Certificates, visiting each club in the Zone annually and organizing Instructional days for instructors and riders.

The Zone runs qualifying events each year for the State games, Flat and Musical Ride and the State Dressage and Show Jumping Championships. The Zone selects teams for the Inter Zone Horse Trials and Prince Philip Games - riders interested in competing in these events put in an "Expression of Interest" to the Zone and the Zone selects the Teams.

From time to time the Zone will run Training sessions for Club office bearers and Zone instructional days for riders/instructors.

The Zone Meets 5 times a year and held at Winch House in Winchelsea, clubs are expected to be represented at these meetings, usually by the D.C. & Secretary –The D.C. will take back the information to the club - The D.C. In the lunch time talk will speak on any issues raised.

The State Horse Trials and the State Dressage & Show Jumping rotates around the State - every ten years Barwon Zone will host both of these events. Barwon Zone will host the State Horse Trials in 2016 and the State Dressage and Show Jumping 2021.

The Zone Qualifying Events for the Games, Flat and Musical Ride Teams and Dressage and Show Jumping are hosted by a club in the Zone. The Zone works down through the clubs in alphabetical order.

When the Zone hosts the above events (Zone & State) clubs are expected to help assist in running the events.

- Setting up the grounds and equipment.
- Catering
- All parents are asked to assist so the running of these events are not left to a handful of parents.

Barwon Zone runs a Dressage Series (BEDS) each year, this series has been running for over 10 years and has proved to be very popular - Bacchus Marsh is always well represented.

Barwon Zone also runs a Show Jumping Series (BESTS) this series has only been going for a couple of years and is also proving to be very popular.



To learn more about the Barwon Zone, go to their website: [www.barwonzone](http://www.barwonzone)

## **MEMBERSHIP TYPES AND FEES**

Membership of this club/PCAV runs from July 1 to June 30.

New member enquiries and "Come & Try" enquiries – contact Membership Secretary with rider details. Members Secretary will confirm before rider attends a rally.

Fees are set annually at the AGM and currently are:

### **MEMBERSHIP CATEGORIES:**

#### **Senior Member (17-25 years)**

1 <sup>st</sup> rider in the family	\$250.00
2 <sup>nd</sup> rider in the family	\$230.00
3 <sup>rd</sup> & subsequent rider in the family	\$210.00

#### **Junior Members (under 17 years)**

1 <sup>st</sup> rider in the family	\$230.00
2 <sup>nd</sup> rider in the family	\$210.00
3 <sup>rd</sup> & subsequent rider in the family	\$190.00

#### **Half year membership (Feb-June)**

Senior	\$190.00
Junior	\$170.00

**Rider transferring from another club:  
\$10.00 per rally left in the financial year.**

**"Come & Try" (Maximum 1 rally) \$20.00**

#### **Adult Membership:**

**Adult membership \$300.00 which will include a key to the Pony Club Grounds.**

#### **Adult Supporter**

An Adult: over 18 and not a Riding Member  
Adults must not ride at Pony Club, with the exception being on Trail Rides. \$1.00

**PCAV requires that Junior Members have at least one Adult Supporter registered with them.**

#### **Service Provider**

Members who provide Instruction to Riding Members at this club and do not have children who are current members. Instructors must have a current Working with Children Card.

Membership Fees are used to pay: affiliation to PCAV which includes insurance, Zone Fees (Zone Administration), BMRRR COM - Rent, Power, Water, payment of Instructors on Rally Days, Maintenance and Upgrading Equipment. Money raised from events the Club run (Horse Trials, Show, BEDS etc.) also go towards the above and enable the club to keep the Fees down.

**Fees are due in April/May, for the following membership year; in order that the Membership Secretary and Treasurer can be prepared for the annual PCAV Strength Return due in May. PCAV/BMPC will have rider's cards ready for July Rally.**

Failure to pay on time will leave Riders without Insurance coverage and they will not be permitted to ride at the July Rally nor compete at any PCAV event until their Membership Fees are paid.

**Please arrange to make all payments to the Membership Secretary who will be available in the club rooms during the morning riding sessions and over lunch break rather than handing Memberships to other Committee Members.**

### **MEMBERSHIP CARDS:**

Once Membership Fees are paid to the Membership Secretary, the Rider will be registered with PCAV and a Membership Card will be issued. This card must be produced at each Rally, for attendances and Grading's to be recorded. Cards must not be tampered with or altered by any one other than the D.C. or Card Secretary/Secretary. Membership cards are to be placed in the brown wooden box at the gate at the start of the rally and are too picked up from the club rooms at the end of the rally. **It is the member's responsibility to collect their card at the end of the rally; Committee member should not be expected to retrieve cards left at the club rooms between Rallies. Members are responsible for ensuring their cards are up to date and graded if they are competing.**

**IF YOU HAVE A CHANGE OF HORSE ON A RALLY DAY OR HAVE TWO HORSES AT THE RALLY, PLEASE ENCLOSE A NOTE IN SIDE THE CARD WITH THESE DETAILS. THIS WILL ENABLE THE CARD SECRETARY TO RECORD THE CORRECT INFORMATION ON THE CARD.**

### **Rally attendance requirements for competitions.**

- **Junior Club Members:** 5 rallies, two of which must be by the combination within the preceding 12 months. However, within first 6 months of a new club membership only 2 mounted rallies by the combination are required.
- **Associate Club Member:** Two mounted rallies by the combination in the preceding 12 months.
- **Come and Try:** Must not be considered as a competition qualification.,

**Writing on or altering attendance cards by anyone other than the D.C. or Card Secretary is strictly forbidden.**

### **Lost or Damaged Club Member Cards**

Advise the DC or Membership Secretary if you have lost or damaged your club member card. The club Membership Secretary will apply for a replacement card from PCAV. You will be charged a fee for the replacement card as charged by PCAV. A Club Members Verification Form is available for emergency use only, if a replacement card cannot be issued from PCAV in time. They are not to be used in place of a member card for any length of time or replace a card that has been left home on the day of a competition. The Verification Form must be organized prior to the particular event and signed by the appropriate persons.

**Remember that if you do not have your grading card at an event conducted under PCAV rules you are not permitted to participate.**

Junior, Associate and Adult Members can only be a member of one Pony Club at a time, if they are moving to another club while a financial member of another, or were in the last financial year; PCAV require a signed transfer form to be completed and sent into PCAV Head Office

### **MEMBERS RESPONSIBILITIES AND OUR CODE OF CONDUCT**

ALL MEMBERS & FAMILIES – RIDING AND ADULT - OF BACCHUS MARSH PONYCLUB are required to:

- Required to abide by the Rules of the PCAV and Bacchus Marsh Pony Club. Copies of the rules are available from [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) – Publications or hard copies can be purchased from the club; or viewed in the club room.
- Be familiar with the Code of Conduct – Copy available in the Club Rooms.
- Show courtesy and common sense to all
- Ride safely, both for themselves and others at all times.

- Arrive on time to all club events.
- Make themselves available for Rostered Days on the Canteen and Equipment roster - see BMPC Web site.
- Make new members and visitors welcome
- Ensure that their Horse or Pony is properly prepared for the Rally and that their Uniform and Gear is in good order. That riders have correct riding boots and helmets on at all Pony Cub rallies, activities and events - see PCAV Gear rules, Cowboy boots are not allowed.
- Represents Bacchus Marsh Pony Club in a good light.
- Follows the Bacchus Marsh Pony Club Dispute Resolution Policy if necessary. (make sure your club has one!)



### **INSURANCE**

All members of Bacchus Marsh Pony Club are automatically covered by Gow Gates Ins. on Rally Days and at PCAV events. While there is a 24/7 Liability Cover on our grounds under this policy, all members and visitors are reminded that this is a liability policy only. Refer to [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) – Resources – Insurance for more detail on the insurance.

### **AMBULANCE COVER:**

Please note that in case of a fall or injury to a rider or member attending a rally or activity, a club official will call an ambulance if there is any doubt as to the extent of the injury. If the member does not have ambulance cover, the family will be liable for the cost of the Ambulance. Once the cost of the Ambulance has been paid, it can be claimed through PCAV Insurance but there will be an excess that will need to be paid. **The Committee encourages all members joining Pony Club to ensure they have Ambulance Cover.**

### **INSTRUCTORS AND INSTRUCTION**

Bacchus Marsh Pony Club follows the Syllabus of Instruction as supplied by PCAV from Pony Club Australia.

More about what each Certificate (D,D\*, C, C\*, K, B, H and A) is available from [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) – Coaching-Education – Certificates and Procedures.

Working towards these Certificates will involve Theory and Practice and Active Riding. There are Workbooks available from the club uniform co-ordinator (Ros) and are complete and accurate to the syllabus.

**Riders who have been a member of Pony Club for more than 2 years and are over 13 years of age - must have attained their “C” Certificate to compete at any State or National Competition.**

### **INSTRUCTORS:**

Instructors and Parents attending a rally are required to have a "Working with Children Check"  
**It is the responsibility of the DC to ensure that all instructors comply with this, for the protection of all.** (Simon Karp co-ordinates the club's working with children checks)

Instructors do not have to have any qualifications, however PCAV has instituted a NCAS (National Coaching Accreditation Scheme) Level 1 training program; and is encouraging all who are involved in training or coaching our young riders to take part. Contact your DC for more information

### **PONY CLUB ACTIVITIES:**

The rally activities will cover a diverse range of equestrian skills - flat/dressage, show jumping, cross country, games, horsemanship (theory) team events, polocrosse, trial riding, campdrafting etc. The aim of Pony Club is to provide a wide range of experience, skill and enjoyment. Pony Club is not solely about instruction and certainly not about focusing on one area of riding. Consequently, all riders are expected to attempt to participate in all activities.

### **RALLY DAYS**

BMPC rallies are held on the First Sunday of every month, with the exception of January.

Rally Day starts at 10.00 am sharp with Gear Check.

**Late riders are to go to the D.C. For a gear check before joining their group.**

1<sup>st</sup> session - 10.30 - 11.30am

2<sup>nd</sup> session - 11.30 - 12.30pm

Lunch Break is 12.30 to 1.30pm

3<sup>rd</sup> Session - 1.30 - 2.30 pm

4<sup>th</sup> session - 2.30 - 3.30pm

**While the Rally is in progress, riders are asked not to leave their Group without the permission of their instructor nor should they leave the pony Club grounds before the end of the Rally without the permission of the D.C.**

The D.C. has a responsibility to know where all the riders are throughout the day - it is also important for this reason that riders stay in their allocated groups unless they have spoken to the D.C. or Chief Instructor. (even if unmounted)

### **AT THE CONCLUSION OF THE RALLY:**

**LAST SESSION FOR THE DAY, RIDERS ARE ASKED TO PACK UP THE EQUIPMENT THEIR GROUP HAS JUST FINISHED USING READY TO BE LOADED ONTO THE TRAILER. RIDERS MAY NEED TO ORGANISE THEMSELVES EACH RALLY - SOME HOLD HORSES WHILE OTHERS HELP PACK THE GEAR UP. PARENTS ARE ALSO ENCOURAGED TO HELP.**

**NO RIDER, PARENT OR FRIEND IS PERMITTED TO RIDE ANY MOUNT ON THE PONY CLUB GROUNDS AT THE CONCLUSION OF A RALLY, UNTIL AFTER 5.00PM**

### **RALLY DAYS ARE ORGANISED AND RUN BY THE D.C.**

- The D.C. is the person responsible for running the club rallies and activities and must cater for all riders.
- The D.C. will set a pattern of acceptable standards regarding the general behaviour of club members, maintaining respect of club members towards all instructors and officials.
- D.C. will organize testing days on rallies for D and D\* certificates. Higher Cert. Closing dates for applications and Testing days set by the Zone/State.
- Ensure horses are suitable and not abused.
- Ensure horses and riders are graded correctly
- Keep attendance records



- The D.C. through Zone meetings and PCAV correspondence will keep up with rule changes, events, rider's results etc. The D.C. will pass this information onto the members.
- Groups and Rally Plan will be posted on the Notice Board at the start of each Rally. Please arrive at the Rally early so you can check the board, have the correct gear on your horse and be out at gear check by 10.00am.

**It is the D.C.'s responsibility to pass on to the BMPC members information he/she has received during the month from the Zone or State - rule changes, certificate information, Events/Competitions and anything else involving the riders. This information is passed onto the members and parents by the D.C. At the lunch time talk.**

**The President might have something to add to the lunch time talk.**

**The Newsletter will be emailed, providing members with updates and important information on what's going on around the club and coming events etc.**

#### **CANTEEN FACILITIES ON RALLY DAYS.**

Riders must put in and pay for their lunch order at the start of the day - a good and helpful practice is if riders put their lunch orders in when they come up to the shed to check the program for the day and put their cards in the box.

A canteen roster is posted on the BMPC Web site, if you are unable to help on your allocated day please arrange a swap with someone or contact Karen Salt – email: [karsalt!@gmail.com](mailto:karsalt@gmail.com) or 0402228730

#### **EQUIPMENT ROSTER ON RALLY DAYS.**

Need to be at the pony club shed approx. 9.30 am preferable with a car that can tow the trailer. The D.C. or Chief Instructor will have a Rally Plan of where the equipment is needed. The Equipment will need to be brought in at the end of the Rally - 3.30pm. If you are unable to help with the equipment on your allocated day, could you arrange a swap or contact: Karen Salt email: [karsalt!@gmail.com](mailto:karsalt!@gmail.com) or 0402228730

#### **GATE POLICY:**

Members can request a key to use the Pony Club grounds, the key must not be lent to other people. Gates must be locked after use and members must check the calendar/newsletter to make sure the grounds are not being used by another group. Riders must also check when the cross country course is closed - the course must be closed 4 weeks prior to BMPC Horse Trials. Any riders who jump the course whilst it's closed will be disqualified from competing at the Horse Trials. The Course may also be closed during the year for maintenance - watch the newsletter and web site.

#### **PARKING ON RALLY DAYS AND WHEN USING THE GROUNDS:**

Members are asked to park cars/floats at the day yards or in the Stall area (stalls used by the Harness Club).

**It is a request by the Committee of Management and the Poultry Club that no floats be parked around the Poultry Shed or between the Toilets and the Pony Club Shed at any time - includes lessons and training days.**

#### **UNIFORM**

Our Uniform consists of

##### Rally Uniform

Brown/white BMPC - Polo Shirt

Brown/White BMPC - Spray Jacket

White shirt and tie -**Summer: if rider removes jumper, tie is also to be removed.**

Woolen BMPC jumper

Jodphurs - As per PCAV Gear rules

**BMPC members can wear dark brown jodphurs on a Rally day only.**

**Uniforms are available from our Uniform Officer, on Rally Days. - Sue Karp**

Medical Armbands – complete and up to date

**Helmet** in accordance with Australian Standard Approved (current standard as at July 2007, is AS/NZS 3838, EN1384, ASTM F1163 or PAS015).

Boots as per Gear Rules - **Cowboy Boots are not allowed for any Pony Club Activity, Riders wearing these Boots will not be allowed to ride.**

### **Competition Uniform - Horse Trials, Games, Gymkhana and Show Uniform**

As above with the exception of dark brown jodphurs

**TEAM EVENTS:** All riders in a single team to have the same uniform combination - Team Manager to organize.

**Saddle Cloth** BMPC Saddle Blankets - Rally Days and Competitions (or plain white only).

**New Members:** Correct PCAV approved helmet and boots must be worn, other items of uniform can gradually be purchased - must have correct uniform if competing.

### **GEAR CHECK**

**Gear check is at the start of the Rally for the following reasons:**

- **Safety - including condition of riders gear**
- **Ensure all gear fits correctly on both horse and rider. (saddle, bridle, helmet etc.)**
- **Record Attendance**
- **To ensure all riders are in their allocated groups.**

**\*RIDERS WHO ARE LATE AND MISS GEAR CHECK MUST REPORT TO THE D.C. or CHIEF INSTRUCTOR BEFORE JOINING THEIR GROUP.\***

Gear Check is done in accordance with the Gear Check Rule Book which is available from the PCAV Website – [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) – Publications – Rules and Regulations.

If you have any extra queries talk to the District Commissioner

### **GRADING**

**Riders needing to be graded or re graded are to speak to the D.C.**

**Grading will be done in accordance with the Grading Guidelines available from PCAV – [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) – Coaching/Education – Grading Guidelines.**

What is Grading?

Grading is based on the ability of the horse and rider as a combination, thereby providing the opportunity for each combination to compete at a standard commensurate with their ability.

The horse/rider combination needs to attend two rallies before they are eligible to be graded

The grading is achieved by assessing the capability of the horse and rider as a combination, irrespective of the age of the rider or the size of the horse, or the horse's previous grading or performance. A separate grading is required for each discipline.

Grading should only occur when the combination is capable of competing safely, and this applies to all age groups.

Other than a supervised rally activity or formal supervised training school/clinic, any pony club section/activity that includes any form of dressage, showjumping or cross-country element, requires the combination to be graded for the activity. Ungraded combinations may only compete in competitions that do not require grading.

The District Commissioner is responsible for all grading, with assistance from instructors, and this decision shall be final.



**BMPC - First Aid Officer -**

**BMPC - Working with Children Checks -** Simon Karp

**BMPC - Risk Management Officer -** Committee

**BMPC - Safety Officer -** Committee

**PCAV - CODE OF CONDUCT (includes: internet social networks and social media use)**

### **CANTEEN**

Our Canteen is open 9.30am on Rally Days and is staffed by volunteers. The Canteen Manager's are Sharlene and Emma, there will be rosters allocated to all families to help. Grandparents, Aunties and Uncles etc. are welcome to work in the canteen, will need a "Working with Children" check.

The ladies also need help in the Canteen when the club runs events/competitions.

### **DOGS:**

No Dogs are allowed at BMPC Rallies, Activities or Competitions.

### **OTHER INFORMATION**

#### **POLICIES:**

**PCAV: - applicable to all clubs - PCAV web site.**

Smoking Policy

Alcohol Policy

Sun Smart Policy

Motor Cycle Policy

Pregnancy Policy

Anti Doping Policy

Private Statement Policy.

Death/Major Accident Policy

ANZAC Day Sport Policy

Privacy Policy

Health Eating Policy

**PCAV/BMPC - BMPC web site, see under Policies**

Extreme Weather/Total Fire Ban Policy (hot & cold weather)

Grievance Policy

Ground/Members Key Policy (includes out of bounds areas, non riding areas, clean up after rallies)

**BMPC - BMPC web site, see under Policies.**

Dog Policy

Canteen Policy

Entries for events and Cert. Policy.

Awards Policy

Selection of Teams Policy

Clinic & Camp Policy.

Grounds Key Membership Policy

Guardian at Rallies & Pony Club Activities/Competition Policy

Ground, Facilities & Equipment Policy.

### **DISPUTE RESOLUTION - Grievance Policy.**

In running a club, it is hard to please everyone all the time, whilst the D.C. and Committee do their utmost to maintain complete satisfaction, they also recognise that this does not always occur. If you find yourself in such a position and it relates to the rider we would encourage you to speak with the D.C. or Chief Instructor. Other issues can be directed to the Club's

Grievance Officer. We ask that if you have any issues that you refrain from “talking around” as this only breeds dissatisfaction and undermines the efforts of the Club unnecessarily.

Member/s of BMPC with an issue/issues which need to be resolved can talk with or put in writing to the Club’s Grievance Officer.

Depending on the nature of the issue/s and person/s involved the Grievance Officer can talk to the Zone Rep. if he/she feels it’s would be inappropriate to discuss at a committee meeting. If it can’t be resolved by the Zone/Zone Rep. The Zone Rep. will contact PCAV and either the PCAV or Zone Grievance Officer will organize a meeting with the parties involved

**PARENTS:**

Well meaning parents are often the cause of stress and tension for the rider and instructor. Parents are often too keen to see their child/children progress and in doing so, many actually impede the child’s ability to learn. The objective of an instructor, without parental assistance, is usually the best method of helping your child. Parents are not permitted to coach riders from the sidelines. This is for several reasons - firstly safety, distraction can be the biggest cause of mishaps and as a courtesy to the Instructor. The Instructor may have a lesson plan or an approach that may be different to your way of doing things. This can be a new learning experience or point of view for the rider to consider.

All parents and riders are expected to become familiar with this Handbook and PCAV/BMPC Policies.

All parents must remain in attendance with their children at Club Rallies and Events. Where there is an inability to attend, a replacement consenting Adult Guardian must be nominated and the D.C. or Chief Instructor notified.