

Tips and Templates for Pony Club committees

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Introduction

This booklet is designed as a basic guide to help pony club committees with their governance, record keeping etc. It contains useful templates for meeting agendas, minutes, forms, and other templates that may be needed by clubs.

All of these templates are examples and should be modified to suit your club.

Please don't forget that the Pony Club WA Handbook and Club Constitutions are always the first place to look for information regarding meetings, committee positions, meeting protocols, rally formats etc.

Coloured text boxes contain relevant information from The Pony Club WA Handbook.

Section 1 CLUB AGM

The following pages include an information sheet that can be adapted for you club and is useful to send out to members before the AGM so that people get an idea of what each committee position entail, your club may not need all these positions.

This is followed by a standard nomination form.

Club Affiliation

Clubs are required to renew their affiliation with Pony Club WA each year.

Affiliation and payment are to be completed online via the national data base by January 31st to ensure insurance is in place for your club.

Club committee Contacts

Club committee contact details must be updated via the national database within 28days of the Clubs Annual General Meeting. Please enter the club contact details for Club Office bearers and General Committee. All Club Committee members must be listed on the club's annual strength return/ All Pony Club WA mailing lists etc. are based on the information contained in these forms. Pony Club WA will continue to address mail to the previous year's office bearers on your mailing list until the club committee updates are recorded online. The office also needs to be notified by email of any changes to contact details that occur throughout the year so our records are kept up to date.

Club Officials

President

Must be a current financial member of the Club and listed on the Club's Strength Return. The Club President is responsible for:

- Unless otherwise excused, attending all meetings of the Club and shall preside at all General and Committee Meetings. They shall order the conduct of business in a proper manner.
- Ensuring the Club upholds the Club's Constitution.
- Conducting all business in an unbiased manner.
- Attending all official functions held by the Club, and shall ensure that all members, officials and guests are welcomed and adequately hosted. The President should also be available at all presentation functions.

Secretary Must be a current financial member of the Club and listed on the Club's Strength Return.

The Club Secretary is responsible for: PCAWA Handbook Page 6 Part 2: Club Governance

- Preparing and distributing the Agenda for all meetings including correspondence in and out, in conjunction with the Club President.
- Attend each Club meeting, keeping accurate minutes of all proceedings and decisions of the Club and of the Committee and distribute accordingly.
- Submission of Member Club Affiliation Form, Committee Notification Form, all Strength Returns and due monies to the PCAWA by required dates.
- Ensure that all entry and application forms and registration information for all competitions, clinics, and schools are circulated to all members, drawing their attention to the relevant closing dates.
- Attending to all inwards and outwards correspondence.
- Maintaining an up-to-date record of Club membership and shall carry out such other duties as the Club, Committee or President may from time to time prescribe.

Treasurer Must be a current financial member of the Club and listed on the Club's Strength Return.

The Club Treasurer is responsible for:

- Timely payment of all invoices and accounts.
- Maintaining accurate books of account in which shall be entered details of all Club revenue and expenditure.
- Issuing receipts for all fees, subscriptions and other funds paid to the Club.
- Compiling and issuing Balance Sheet and Statement of Revenue and Expenditure duly audited and certified by the Honorary Auditor, which shall be laid before the Annual General Meeting of the Club.
- Attending each general meeting of the Club and at each Committee meeting shall present a summarised statement of revenue and expenditure since the previous meeting.

The Club Chief Coach is appointed by the Club Committee or in accordance with your Club's Constitution. The Club Chief Coach should have reached 21 years of age and be appointed annually unless the Club's Constitution states otherwise. The Club Chief Coach must be included on a Strength Return and membership list of a Pony Club currently affiliated with the PCAWA. They should be an experienced coach with a Pony Club coaching qualification, but this may not always be possible, particularly in a new club. It is very important that the most suitable person is chosen. The Club Chief Coach is responsible for:

- The club coaching program and the safe implementation of the current PCA Syllabus of Instruction.
- Signing examination application forms and ensuring that the horse/rider combination are competent at the standard and have met the qualification criteria set by the state.
- Ensuring horse/rider combinations have attended three rallies prior to the close of entries for all State Competition and their selection events.
- Convening regular Coaches' meetings and see that all relevant information is circulated.
- Appointing Coaches for each Rally and discuss with them in advance the standard and subject to be taught from the PCA Syllabus of Instruction.
- Arranging the coaching programs for rallies, schools and camps.
- Ensuring that all the necessary facilities and properties are made available for the program planned for each rally or advises the Rally Organiser of requirements.
- Encouraging attendance of coaches at all courses and conferences which are made available.
- Appointing people with specialist knowledge from outside the Club to give instruction in specific subjects.
- Encouraging coaches, potential coaches and parents within the club by means of individual help and encouragement.
- Organising and chairing panels for team selection and arrange the training of club teams.
- Advising on the preparation, training and nomination of riders for Efficiency Certificate Tests.
- Attending Zone Coaching Panel meetings.
- Ensuring rider attendance cards are completed and signed.
- Ensuring a First Aid Officer is appointed for each Rally and that an Incident Report Book (available from Pony Club WA) is kept by the club and easily accessible

MEMBER ENROLMENT

Members are required to apply for club membership each year via the National Database. Members are required to acknowledge the PCAWA Disclaimer online, agree to abide by our Codes of Conduct, fill in medical details and give permission to be photographed at pony club events online at time of joining or renewal. A member is not considered to be covered by insurance until registration details and online payment is complete. Members aged 17 years and under as of 1 January have a person responsible over the age of 18 join as an Adult Supporter, Adult Supporter Mounted, Coach, Life Member or Associate Member. All Club Committee Members MUST be listed on a Club's Strength Return to ensure they are covered by insurance for liability. Non-financial members are not permitted to ride at rallies. Please note: Pony Club WA fees are non-refundable.

The following Document is an information sheet that can be adapted for your club and is useful to send out to members before the Annual General meeting so that members can get an idea of what each position entails. Your club may not have enough members to fill all of these positions and you may not need all these positions.

The Nomination form is usually send out at the same time and members nominating for a position are ask to return it before the start of the AGM.

POSITIONS on CLUB COMMITTEES

Wonderland Horse & Pony Club Committee Tasks

Wonderland Horse & Pony Club is a very busy club, providing lots of opportunities for our children. This year we have run a number of fundraising activities to raise funds for the Club which help us provide the best equipment, coaches and facilities of any pony club in Western Australia. We cannot achieve this without parental support and a lot of the work falls upon a small group of people willing to give up extra time on top of roster duties to make things happen. Here is a list of positions that need to be filled so that our pony club can continue to function and provide the very best for our riders. Please look at these positions and decide which one(s) you may be able to help with then nominate at the AGM or on the attached sheet. Please ask our club president Sally or any committee member at the Rally if you would like more information.

EXECUTIVE

- President – Attend to the business of running the club, liaise with governing bodies, grounds owners Insurance companies etc, insure the club has good governance practices in place.
- Vice President x2- assist the president to attend to the running of the club
- Secretary - The secretary shall prepare meeting agenda's, keep accurate minutes of all proceedings and decisions of the Committee. Attend to all correspondence. Submit entry forms once completed by chief coach. Maintain an up-to-date record of Club membership and attend to the club registrations. Carry out such other duties as the Committee or President may from time to time prescribe.
- Treasurer - Maintain accurate books of account in which shall be entered details of all club revenue and expenditure. Produce and table a monthly profit and loss statement at each monthly committee meeting. Issue receipts for all fees, subscriptions and other funds paid to the club by the members. Compile and issue a Balance Sheet and statement of Revenue and Expenditure duly audited and certified by the Auditor which shall be laid before the Club Annual General Meeting of the next year.

GENERAL COMMITTEE

- General committee members – to help the executive make decisions in the best interest of the members
- Rally/coach coordinator - organize and liaise with coaches for rallies. Organize coaches for certificate testing.
- Chief Coach – Ensure that pony club syllabus is being taught. Put rider's names forward for certificated testing and organize testing dates. Help determine selection for club teams for state championships and club trophies. Put rider's names forward for team selection. Oversee all coaching activities. Oversee entries for competitions
- Canteen Manager - to order the food and oversee the running of the canteen
- Uniform Officer - - to organize, order and provide the uniforms for sale for the club
- Communications and Newsletter - to write the electronic newsletter and send it out each month, oversee WHPC facebook page
- Roster Coordinator – to coordinate what roster duties are required and make sure members are allocated duties

OTHER POSITIONS

- OHS Officer – the Club has a risk management policy which needs to be monitored and checked off before rallies and competitions.
- Equipment Officer – to maintain club equipment so that it is safe and useable
- Tetrathlon Coordinator – coordinate the training of riders participating in the tetrathlon
- Website Administrator - to run the website
- C certificate coordinator Parent with interest in overseeing the C certificates riders progress towards the C certificate exam (check manuals are up to date and horsemastership is on track)
- C star certificate coordinator Parent with interest in overseeing the C star certificates riders progress towards the C star certificate exam (inform candidates of schools & exams and check manuals are up to date)

ZONE REPS

General

Show Jumping

Active Riding

Dressage

Eventing

Tetrathlon

Attendance 4 times a year at zone meeting to represent Wonderland Pony Club at the Zone meeting, to listen to what is going on round the zone in that discipline and bring the information back to the committee meeting Help coordinate Zone competitions or training days.

Not all office holders need to attend the committee meetings but most will need to attend key meetings, e.g. zone reps after a zone meeting to report.

Please hand nomination forms to the committee before the start of the AGM. Hand your nominations to the club president or secretary.

Nomination Form

I _____ being a financial member of the

Wonderland Horse & Pony Club hereby nominate for the position of

_____ for 2019

At the Annual General Meeting of the Club on 17 November 2018

Signed _____

The following pages contain documents needed for the Annual General Meeting (AGM) which is held at the end of each year.

Wonderland Pony Club AGM Planner **(AGM held in November)**

EARLY IN THE YEAR

Organise where and when the AGM will be held

AT SEPTEMBER COMMITTEE MEETING

Work out -order of evening

AT SEPTEMBER RALLY

Put AGM/wind up ad on board

Announce the AGM date and give out committee tasks to parents

AT OCTOBER RALLY

Put AGM/wind up ad on board

Announce the AGM date and give out committee tasks to parents

COMMITTEE MEETING BEFORE NOVEMBER RALLY

For next newsletter include AGM notice, nomination form, committee position descriptions etc.

WEEK OR TWO BEFORE AGM

Email out AGM reminder, financial papers, committee nomination forms

DAY of AGM

Set out AGM venue with chairs and copies of

- previous years AGM minutes
- Agenda for current year AGM
- Financial statements

Ask everyone to sign the AGM attendance sheet

Appoint a returning officer dismiss the outgoing committee and then call for nominations

Record the names of the new committee

AFTER AGM

Send committee info to PCWA

Set a date for a December meeting with the new committee

Present: See attendance sheet attached

Apologies:

Minutes of 2017 AGM: Moved: Seconded:

Business arising from 2017 minutes:

Presidents' report:

Treasurers' report: Moved: Seconded:

Chief Coaches' report:

Rally Coordinator report:

Auditors report & Auditor appointment: Moved: Seconded:

Other Business:

1. Membership fees for 2019

Club Positions to be filled 2019:

Wonderland Horse and Pony Club Committee 2019

Executive

President	
Vice President 1	
Vice President 2	
Secretary	
Treasurer	

General Committee

Committee Member	
Committee Member	
Committee Member	
Rally Coordinator	
Chief Coach	
Canteen Manager	
Uniform Officer	
Communications and Newsletter	
Roster Coordinator	

Other Positions

OHS Officer	
Equipment officer	
Tetrathlon Coordinator	
Website Administrator	
C* certificate coordinator	
C certificate coordinator	

Zone Reps

General	
Show Jumping	
Dressage	
Tetrathlon	
Eventing	
Active Riding	
Show Jumping	

Motion to accepted these committee members: Moved: Seconded:

Meeting Closed:

Section 2 CLUB COMMITTEE MEETINGS

CLUB CONSTITUTION

Each club's constitution will contain a section on the clubs committee,

- Its Powers
- Composition
- Responsibilities
- Duties
- How committee members can be elected
- Office Holders

And much more information that will aid the club committee.

CLUB COMMITTEE MEETINGS

This next section is information regarding the running of the club's committee meetings during the year.

Each club's constitution will also contain a section on committee meetings this will outline:

- When and how committee meetings shall be conducted
- How many committee members must be in attendance.
- Guests at meetings
- Resolutions
- Decision
- What must be recorded etc

The timing of the meetings is up to the individual club, 10 days before the rally is a good time because the committee can make decisions about the upcoming rally and get the information out to the members, via email or newsletter or Facebook etc. so that they are prepared for the rally.

This also allows the committee and rally organiser to ask for RSVP's to the rally and get an idea of how many riders will be attending.

The next page is a typical agenda for a meeting which will be sent out 7 days before a meeting.

This is sent out to all the committee and as a draft agenda and the sender (usually the secretary) asks for any other agenda items.

**Committee Meeting
Tuesday JANUARY 21st 2019 7:30pm**

AGENDA

1. Meeting opened:
2. Present
3. Apologies:
4. Minutes of previous Committee meeting
Moved: Seconded:
5. Business arising from previous minutes
 - a) PCWA committee survey-completed and sent
 - b) Format for Feb 2nd rally- same as previous year
 - c) State coaching school – who is going
 - d) Discussion re nomination for “race around Australia”-
 - f) 2019 Committee contact list circulated to confirm contact details and will be on the website

6. Correspondence In

Date	From	Description	Action

7. Correspondence Out

Date	To	Description	Action

8. President’s Report

- a) Sponsorship 2019
- b) Plan for 2019
- c) Club planned competitions

9. Treasurer’s Report – Balance \$

Moved: Second:

10. Rallies/Coaching report

- d) Coaches meeting feedback
- e) Feb rally info

11. New business:

- a) Coaches registration

Meeting Closed:

Next meeting:

At the meeting the treasurer puts forward the treasurer’s report and the financial statement for the month preceding the meeting.

Correspondence is tabled and reports from the club president and chief coach are given.

WONDERLAND HORSE AND PONY CLUB
Committee Meeting
Tuesday JANUARY 21st 2019 7:30pm
MINUTES

- 1) Meeting opened:
- 2) Present: *list of attendees at meeting*
- 3) Apologies: *list of apologies*
- 4) Minutes of previous Committee meeting: Moved: Samantha L Seconded: Jill P
- 5) Business arising from previous minutes
 - a) PCWA committee survey-will complete
 - b) Format for Feb 2nd rally- same as previous
 - c) State coaching school –committee agrees -club to pay ½ fee- agreed coaches to commit to a minimum of
 - d) 3 rallies thorough the year- Jill will let committee know who is going
 - e) Discussion re nomination for “race around Australia”- see if junior committee and parent helper, discuss at next committee meeting.
 - f) WH&PC instructors handbook developed and will be given to new coaches
 - g) 2020 Committee contact list circulated to confirm contact details and will be on the website

6) Correspondence In

Date	From	Description	Action

12. Correspondence Out

Date	To	Description	Action

13. President’s Report

- a) sponsorship- support confirm- correspondence above
- b) Horseland sponsorship- Rug at the Wonderland Show, Samantha will follow up

14. Treasurer’s Report – Balance \$5,461.42 Moved: Peta C Second: Amanda L

- Roster bonds still to be returned
- Look at accounting package to assist the treasure
- New lap top-
 - Suggested - write off lap top that Tara using for target- replace with compatible with word and use K-trial- committee agree

15. Rallies/Coaching report

- f) Coaches meeting feedback- head coaches catch up occurred, productive morning, instructors confirmed for Feb and March- positive outlook for remainder of year
- g) Feb rally info- Jill doing rally format- 0700hrs start
- h) Tet Rally this Sunday- 11 riders, 2 groups
 - a. request for 3 x external PC members to attend to qualify-
 - b. confirm current membership of external riders
 - c. charge normal rally fee \$15.00. (external)

- d. Require names and dates for training for insurance purposes- Fiona aware
- e. See attachment of 2020 tet training dates and riders .

16. New business:

- a) Coaches registration – agreed that –
 - i. club to pay PCAWA registration for those coaches attending 3 or more rallies- \$53.00
 - ii. mounted coach- club will reimburse un-mounted coach portion
 - iii. Committee agree -happy to spend up to \$600 on coaches affiliation this year
- b) Camp- more comradery between age groups
 - i. Older kid masterclass – show jump and dressage, to encourage more attendance
- c) Junior committee- organise gymkhana and race around the world, and a buddy system
- d) Youth Development funded program-(coaching)-clubs to nominate one member- Samantha and Jill to confirm
- e) New Members- accepted 12 plus, old- lead line, day member on first rally.
- f) Rosters- suggested tickets for meeting times, one on one discussion with Liz for each member- new members lead liners- simple jobs- roster duty explanation meeting with Amanda for new members
 - i. 5 jobs for 1 one rider 6 jobs for more than 1 rider, days)
 - ii. Associates – 3 duty
- g) Equipment discussion- Equip officer asks rally coordinator what need to be done of fixed.
- h) Club to reimburse equipment officer for any supplies needed for repairs

Meeting Closed: 2100hrs

Next meeting: 25th Feb 2019

- *Once the Minutes are complete and saved as Minutes they should be sent out to committee as draft minutes within 7 days so any amendments can be made.*
- *After any amendments are approved minutes should be saved as a PDF and also as a paper copy which is then signed by the president and stored in archives for future reference*
- *When a meeting is scheduled, the agenda for that meeting and the minutes from the previous meeting are sent to all committee members.*

SECTION 3

INSURANCE AND RISK MANAGEMENT DOCUMENTS, POLICIES and FORMS

This section of the booklet concerns documents, policies and forms that every club should have available at all times.

These documents etc. may need to be updated on a yearly basis.

1. Certificates of Currency. Every club pays their insurance to Pony Club Australia and their insurance company then issues Certificates of Currency which can be obtained through the state office. Every club should have a hard copy of their certificate of currency
2. Certificates of Currency from any other insurance policies that the club may have that cover equipment etc.
3. Full list of current club members from PCA database.
4. Certificate of Incorporation
5. Club Constitution
6. Access to PCA accident reporting system.
7. Pony Club WA Handbook
8. Pony Club WA sports current rules for each sport or access to them on line.
9. Pony Club WA Day membership forms
10. Pony Club WA insurance
11. Club risk Register
12. Club Accident and Risk Policy
13. Pony Club WA Polices
14. Club Assets register

Understanding what types of insurance your club has cover for is very important.

Your members and your club need to have the correct insurance to cover them.

On the Pony Club WA website

If the activity or competition does not fall within the Pony Club Insured guidelines you may need to take out extra Insurance Policies to ensure that your club and the members riding have the cover that they need.

Pony Club Australia together with Gow-Gates Insurance Brokers, has arranged an Insurance Programme to benefit all Pony Clubs.

Clubs have cover for legal liability to compensate third parties for bodily injury or property damage whilst organising and conducting approved affiliated club activities, where they are liable for causing bodily injury or property damage to a third party.

The following are listed by PCA as approved mounted activities if they are conducted under Pony Club WA and/or Pony Club Australia rules and guidelines:

- Dressage
- Mounted Games
- Rallies
- Displays & exhibitions
- Orienteering
- Cross Country
- Eventing
- Show Jumping
- Polocrosse
- Hunter Trials and Hicksteads
- Training Days
- Vaulting
- One Day Events
- Campdrafting
- Gymkhana
- Sporting Events
- Tetrathlon
- International Competitions
- Tent Pegging

The following are listed by PCA as approved unmounted activities:

- Working Bees
- Meetings and AGM's
- Fundraising
- Administrative activities

In addition, the use of your grounds for mounted activities are approved by Pony Club WA if the following requirements are applied:

1. The Activity is **Organised**

- A request to use the grounds is made to the committee
- The type of activity that will be conducted is specified
- The supervising coach is listed.

2. The Activity is **Approved**

- The request must be approved by the committee either through at a Committee Meeting or by Circular Resolution
- The committee approval or is recorded in meeting minutes.

3. A **Coach** is Present

- The coach is registered as a coach with Pony Club WA
- The coach is actively supervising all mounted activities.
- The coach accepts Duty of Care over participants

4. The activity is conducted under Pony Club WA **Rules**

- Sport Rules
- Syllabus of Instruction
- Gear Check

5. **Participants** are registered riding members

- Ordinary Riding Members
- Associate Riding Members
- Affiliate Riding Members
- Adult Supporter Mounted
- Club Coach Mounted
- Life Member Mounted
- Open Rider
- Competition Participant

RISK MANAGEMENT

Risk Management is simply identifying, analysing and minimizing risks and developing cost effective methods of treatment and/or prevention. It may not be possible to have a risk free environment but it is possible to manage those risks that exist be it financial, legal or physical. Your club should have a risk management process in place to:

- Identify potential risks (or Hazards)
- Rectify or prevent the problems, on a prioritised basis:
- Provide assistance with managing incidents when they occur
- Ensure a system of follow ups occurs
- Ensure this process is continuous

A risk management Policy, Risk Register and Risk Management check lists are important tools to help clubs show insurance companies that they have identified risks present at their rallies/events and have processes in place minimize and deal with accidents or injuries should they occur.

On the next page is a Risk Register template for a Pony Club Event that can be modified to suit the type of activity, condition of grounds using your own experience and initiative to identify risks that may be present.

This check list should be completed by the designated OH&S person prior to the rally/event etc and any risks identified should be minimised beforehand.

WONDERLAND HORSE & PONY CLUB RISK REGISTER

NAME of EVENT/ACTIVITY			
DATE of EVENT/ACTIVITY			
LOCATION of EVENT/ACTIVITY			
Name of Person completing check list			MOB
Name of Event/Rally organiser			MOB
Have all responsible officers been briefed on duties and Procedures		YES	NO
POTENTIAL RISKS	Strategies to reduce risk	Who is responsible?	By when
1. General condition of the grounds			
<ul style="list-style-type: none"> Are the grounds in good order? Level (no serious potholes) 	Committee member to check grounds regularly. Organise repairs	Put a name into each of these boxes	ongoing
<ul style="list-style-type: none"> Dry (no wet or boggy patches)? 	Committee member to check grounds regularly. Organise repairs		Ongoing
<ul style="list-style-type: none"> Trimmed (no long grass, overhanging bushes, dangerous trees)? 	Committee member to check grounds regularly. Organise mowing/tree trimming		Ongoing
<ul style="list-style-type: none"> Clean (no junk or waste presents)? 	Committee member to check grounds regularly. Clean		Ongoing
<ul style="list-style-type: none"> Are the grounds clear of any dangerous or obscure objects (e.g. wire, broken glass etc.)? Inspection required. 	Committee member to check grounds regularly. remove		Ongoing
<ul style="list-style-type: none"> Are arenas in good order? 	Committee member to check grounds regularly. Organise repairs if needed.		Ongoing
<ul style="list-style-type: none"> Are the stables clean and safe? 	Committee member to check grounds regularly. Clean if needed		ongoing
2. First aid and medical emergency			
<ul style="list-style-type: none"> What level of First Aid cover does this event require 	Check rules for event type	Event organiser	Beginning of the year
<ul style="list-style-type: none"> Is there a first aid kit on hand? 	Check before each rally/event	Chief coach/rally coordinator	Before each rally
<ul style="list-style-type: none"> Is it adequately stocked? 	Check before each rally/event. Replace if needed	Chief coach/rally coordinator	Before each rally

<ul style="list-style-type: none"> Are the phone numbers of medical and emergency personnel on hand and a telephone readily available? 	Check before each rally/event. Make signs.	Chief coach/rally coordinator	Before each rally
<ul style="list-style-type: none"> Do you have a designated first aid officer with a first aid certificate? 	Check before each rally/event. Talk to the officer	Chief coach/rally coordinator	Before each rally
<ul style="list-style-type: none"> Does the Medical service have the appropriate level of service for the event. 	Event organiser to check level needed and book service.	Event organiser	Start of year.
3. Animal access and control			
<ul style="list-style-type: none"> Is the condition of the fixtures for hitching, grooming, feeding, etc. safe for riders, volunteers and spectators? 	Check before each rally/event.	Rally/event organiser/OHS officer	Before each rally/event
<ul style="list-style-type: none"> No dogs on grounds. 	Advertise the fact that no Dogs allowed on grounds during events/rallies	Rally/event organiser	ongoing
4. Horses			
<ul style="list-style-type: none"> Have horses known to kick been identified and rostered to work clear of other horses? 	Check before each rally/event.	Chief coach/coaches	Before each rally
<ul style="list-style-type: none"> Is there clear directions for horse/pedestrian movement 	Create maps showing access areas	Rally/event organiser	Before each rally/event
<ul style="list-style-type: none"> Have grounds gate been closed so loose horses cannot escape to the road. 	Inform all float drivers to close gate after entering or leaving grounds. Create Signs	WHPC committee & parents to check	Before each rally/event
<ul style="list-style-type: none"> Make sure there are not too many horses in arenas 	Set appropriate numbers and let coaches/marshals know	Chief coach/Marshal	During rallies/events
<ul style="list-style-type: none"> Ensure adequate water supply for Horse & Human needs 	Check water tank level and order more water if needed. 1 week before rally/event	Rally/event organiser	1 week before each rally/event
5. Personal protection (Gear Checking)			
<ul style="list-style-type: none"> Have each of the coaches gear checked the riders for correct hats, boots and other gear prior to commencement of the first class/ practice? 	Remind coaches to gear check before lessons	Coaches	Before each lesson
6. Fixtures for use in Pony Club events			
Cross Country			

<ul style="list-style-type: none"> Where the cross country jumps are used, have they been inspected for safe approach and landing areas and been built to a standard conforming with international standards of safety of course design? 	Committee member to check grounds regularly. Course designer to be qualified.		Before each rally/event
<ul style="list-style-type: none"> Is the timber in good repair (no broken or splintered rails)? 	Ask parents/coaches to report any problems		Before each rally/event
Show Jumping			
<ul style="list-style-type: none"> Is the timber in good repair (no broken or splintered rails)? 	Ask parents/coaches to report any problems		Before each rally/event
<ul style="list-style-type: none"> Do the rails fit comfortably into the cups in such a way as they don't jam? 	Ask parents/coaches to report any problems		Before each rally/event
<ul style="list-style-type: none"> Is the equipment, including the cups, in good working order, including the cups being of a suitable design (not too deep or too tight)? 	Ask parents/coaches to report any problems		Before each rally/event
Novelties			
<ul style="list-style-type: none"> Have barrels, drums and any other equipment been inspected to ensure that they are not damaged or have any sharp edges. Any that have should be removed to the equipment shed and should be brought to the notice of the Chief Coach or a committee member such that the equipment officer can be notified. 	Ask parents/coaches to report any problems	Equipment officer	Before each rally/event
7. Canteen			
<ul style="list-style-type: none"> Is the gas cylinder and the barbecue in good working order? 	Canteen manager to check regularly	Canteen manager	Before each rally/event
<ul style="list-style-type: none"> Are the electrical appliances in the canteen, including the water system, in good working order? 	Canteen manager to check regularly. Checked by City of Swan annually.	Canteen manager	Before each rally/event
8. Toilets			
<ul style="list-style-type: none"> Are the toilets clean and in good working order? 	Checked by committee at start of day		Before each rally/event
9. Car parking and floats			
<ul style="list-style-type: none"> Are the floats parked in a safe manner and any horses which are unsafe tied to floats either in yards or in the stables? 	GHPC committee to monitor		During rallies/events

<ul style="list-style-type: none"> Are the hay nets tied up appropriately? 	Teach riders/parents how to do this properly. Coaches/parents to check	WHPC committee/coaches	During rallies
<ul style="list-style-type: none"> Are all floats with horses tied to them hitched up to a car. 	Inform rider/parents of the correct procedure	WHPC committee/coaches	During rallies/events
10. Weather Conditions			
<ul style="list-style-type: none"> Are the weather conditions acceptable for a safe event. 	Check rules Condition monitored by committee member during the day.	WHPC committee/coaches	Any Event/rally
<ul style="list-style-type: none"> Are there policies in place to refer to before deciding if the event should take place or be delayed. 	Refer to PCWA weather policy.	WHPC committee	In lead up to event or rally

Wonderland Horse & Pony Club Risk Management Policy

Wonderland Horse & Pony Club has a risk management policy designed to identify and reduce the risk of accidents during Pony Club sanctioned activities, equestrian events and when Pony Club equipment is being used.

The policy of Wonderland Horse & Pony Club is to:

- Where possible, identify any risks to riders, volunteers, officials and spectators.
- Minimise these risks with planning, common sense and checklists.
- Be able to take appropriate action if an event occurs (through the Club Safety Officer on the ground with medical kit, emergency contact numbers available, etc).
- It is the Club's policy to provide a safe environment for people and horses. It is recognised, however, that the handling and riding of horses is a dangerous activity and can result in serious injury and loss. Neither the Club nor any member of the Club Committee accepts any responsibility for any loss or damage suffered by any person or persons who handle or ride a horse, and any who attend Gidgegannup Club's premises do so at their own risk.

Safety Management Plan

1. The Club

- The committee member responsible for safety and risk management at the Club with the title of Safety Officer is *NAME* President.
- At Club events and other activities, the Safety Officer and any committee member in attendance on the day have the authority of the Club committee to make any decision necessary in relation to any matter concerning safety.

2. Human First Aid

- The Club has a comprehensive first aid kit stored in the Clubhouse. Members with First Aid training are available at each rally. Their contact details are listed on the rally format for easy access.
- Ambulance 000
- Hospital – *Closest Hospital with emergence Department*
- Medical services for events will always follow the rules outlined in the PCWA and EWA sports rules will always be put in place

3. Equine First Aid

- Basic veterinary tools and equine medical kit are kept on site in the clubroom store room and are available for use by a qualified person.
Veterinary Contacts: *closest vet and phone number*
Next closest vet and phone number

4. Inspection of the Grounds

- Before the commencement of a Pony Club Rally or an equestrian event, the Club grounds will be inspected by the Safety Officer, the Head Coach, a member of the organising committee or a committee member. The cross country course will also be inspected before it is used. At a one day event, cross country training day, tetrathlon or hunter trials, the course will be inspected by the Head Coach and at least one other member of the organising committee. If necessary, they will discuss with the committee or equipment manager any potential hazards that require attention before the event is run. Inspections of high risk areas, e.g. spectator areas, catering and meal areas, will be repeated during the event as appropriate.

5. Documentation

- The Safety Officer and the organising committee (if it is an event) have the appropriate crisis management documentation, including detailed injury and accident forms.
- On enrolment to Wonderland Horse & Pony Club members will have signed up to cover them for liability All visiting riders to the Club will sign appropriate liability waivers and all members attending events and competitions, including training days at the Club, will sign liability waiver forms.
- All unusual occurrences are recorded by the Club for future safety considerations.
- Accident report forms are sent to PCWA after each rally if fall/accidents have occurred

6. Volunteers

- Volunteers, parents and any other personnel assisting with either a rally or an event will have the required experience and knowledge or will be shown how to undertake their duties and will be supervised during the day. The Head Coach, regular coaches at rallies and all organising personnel at events will know and understand safety procedures.
- Any volunteer or coach who does not have children participating in the rally event will have a Working With Children License.

7. Dogs

- Dogs must be on a lead at all times. Dogs that are creating a nuisance, e.g. barking or lunging at people and animals, will be removed from the premises.

8. Horses

- Any horse behaving in a manner considered to be dangerous to any personnel may be required to leave the event or rally. Any horse so required to leave will be taken to have scratched from any competition for which it is entered on that day and the horse will not be permitted to be ridden in that competition.

9. Rules

- Pony Club rallies will be run under PCWA rules and are covered by the PCWA insurance; show jumping and cross country training days and events such as the Wonderland Horse & Pony Club One Day Event, the Wonderland Show and the show jumping training days will be run under EWA and/or PCWA rules, these rules are applied to both the unofficial and official classes.

10. The Venue

- **Arenas** will be clearly defined, use the appropriate surrounds and a map of the arenas will be posted on the Wonderland Horse & Pony Club notice board beside the canteen.
- **Parking** – the parking areas will be designated, safe and of sufficient size to meet safe movement of vehicles at all times. Vehicle drivers must ensure that all floats are parked a sufficient distance from other floats to enable a horse to be tethered to each float and to move around without coming in close contact with another horse to limit one horse kicking the other or to damage the vehicles. Where this is not possible, horse owners will be requested not to tie their horse to the float for safety purposes but should either be put into yards or into the stables provided at the showground.
- All horses must be tethered in accordance with good practice and it is the responsibility of the rider or, in the case of a child under 16, the adult accompanying the child to ensure that hay nets are tied up correctly and at an appropriate level above the ground to avoid the horse catching its feet in the hay net.
- If a tethered horse is known to have a propensity to kick or engage in an activity that is a danger to a passer-by, that horse either needs to be stabled, put in a yard or attended by a suitably experienced person at all times whilst tethered.
- Parking should be organised in a way that does not block the exits.

11. Spectators

- Spectators attend at their own risk; however, the Club undertakes to provide viewing areas as safe as possible.

12. Traffic

- Entry and exit to the venue will be safe for trucks and floats.
- Vehicles, spectator and horse traffic will be kept separate and will be controlled, or at least clearly marked where they intersect.

13. Camping

- Camping will be allowed on the grounds but anyone camping on the grounds should make the organising committee aware of this, usually this will be signalled on the entry form. Electricity and gas are not available to those camping.

14. Stabling

- Wonderland Horse & Pony Club provide 52 stables in three large barns. Each stable is separated by rails and has a gate which can be secured. It meets acceptable standards for horse accommodation. Any stallions brought to the grounds may use the cattle yards on the opposite side of the showgrounds; however, these are not designated as formal horse accommodation areas and are the responsibility of the owners.

15. Horse Warm Up Areas

- The horse warm up areas are appropriate for the number of horses and are kept free of public spectators.

16. Electric Fencing

- The Club does not generally use electric fencing. If it is used, then it will be signposted.

17. Emergency Personnel at Events

- Paramedics and a veterinarian will attend all events where it is required by the rules to do so. At other times the event, rally or training day will be attended by the Safety Officer or an appropriately qualified person designated by the committee as the Safety Officer for that day.

18. The Public

- Members of the general public may attend any Club event. However, persons riding or handling a horse must be especially alert for members of the general public, in particular children. It should be assumed that members of the general public are not familiar with the behaviour of horses and do not know how to handle them or behave in their presence.
- Members of the public will not as a general rule be permitted to enter any area occupied by competitors. This will include parking areas, areas whether horses are tethered or being walked, stables, wash bays and warm up areas.

19. Emergency Contacts 2019

City Of Southland after hours Emergency		
St John Ambulance	000	
Hospital	9462 4000	
Police	131 444	
Synergy	13 13 53	
Chidlow Water Carriers		
Equine Vet Centre Veterinary Hospital		
Details for your club		Organiser name
Details for other grounds users		
Details for other grounds users		
Details for other grounds users		

ASSET REGISTER

Every club should have an register showing

- What equipment is owned by the club
- When it was bought
- The cost when purchased
- Where it is stored.

This register is very important as it will be needed for insurance claims if something happens to the equipment and also to pass onto new club committees in the future so that they know what is owned by the club.

Asset registers should be updated every year.

Below is an example of an asset register.

	quantity	Purchase value	Total value	Storage location	notes
Appliances & furniture					
Cupboard Metal	2	260	520	Club room	Purchased Pre 2000
Shelving Metal	2	159	318	Equip shed	Purchased Pre 2000
Printer Epsom 4740	1	375	375	Club room	Purchased April 2010
Fridge Kelvinator	1	650	650	Canteen	Purchased Sept 2015
Show Jump equip					
Blue & white poles	10	159	1590	Equip shed	Purchased March 2012
Red & white poles	10	159	1590	Equip shed	Purchased May 2000
Black & green poles	10	159	1590	Equip shed	Purchased May 2000
Breakaway cups	20	45	900	Equip shed	Purchased March 2012
Jump for joy wings	10 pairs	250	2500	Equip shed	Purchased March 2012
Metal wings	10 pairs	250	2500	Equip shed	Purchased May 2000
Dressage equip					
Dressage letter large set	1	800	800	Equip shed	Purchased June 2010
Dressage letter small set	2	250	500	Equip shed	Purchased June 2010
Dressage arenas	3	2200	6600	Equip shed	Purchased June 2010
Active Riding Equip					
200l drums				Sea container	Purchased May 2005
Vaulting Horse				Sea container	Purchased May 2005
Poles	20			Sea container	Purchased Nov 2017
Hammers	2	35	70	Sea container	Purchased Nov 2017

The following pages show a sample check lists for rally and an event – these can be modified to suit whatever type of equestrian activity you made decide to hold at your club

SECTION 4 CHECKLISTS FOR RALLIES-EVENTS-AGM

<u>Rally check List</u>	
<u>DO before the day</u>	<u>PRINT before the day</u>
<p>10 days before rally Post on FB asking who is coming</p> <p>Liaise with Chief coach re rally format and riding groups</p> <p>Let canteen manager how many riders will be attending the rally</p>	<p>Things to do</p> <p>Rally Format</p> <p>Rally Map</p> <p>Riding Groups names</p> <p>Arena set up Equip List</p> <p>Coaches results sheets</p> <p>Certificate testing forms (if needed)</p> <p>Upcoming camps, competitions etc</p> <p>Attendance sheet</p>
<u>TAKE on the day</u>	<u>PUT on the board</u>
<p>Things to do</p> <p>Rally Format</p> <p>Rally Map</p> <p>Riding Groups names</p> <p>Arena set up Equip List</p> <p>Coaches results sheets</p> <p>Accident report book</p> <p>Certificate testing forms (if needed)</p>	<p>Rally Format</p> <p>Rally Map</p> <p>Riding Groups names</p> <p>Arena set up Equip List</p> <p>Coaches results sheets</p> <p>Upcoming camps, competitions etc</p>
<u>DO on the day</u>	<u>At the end of the day</u>
<p>Unlock sheds & sea containers</p> <p>Open toilets, canteen & stable</p> <p>Unlock XC gates</p> <p>Make up coaches files</p> <p>Morning meeting</p> <p>Meeting at lunchtime - talk about</p> <ul style="list-style-type: none"> • Upcoming championships and competitions/training days/certificate testing • Club matters • Who's been out and about • Upcoming fundraising activities 	<p>lock sheds & sea containers</p> <p>Lock toilets, canteen & stables</p> <p>Take home accident report book</p> <p>Send accident reports to PCWA asap</p> <p>Send certificate testing report form to PCWA</p>

WONDERLAND PONY CLUB ODE EVENT PLANNER

1. EVENT ORGANISER Peter Parker 0407 597 948	24th & 25th JULY	Who & By when
Book date for 2020 event		
Organise details for PCWA calendar		
Set meeting dates ***		
Load event details on WH&PC website		
Placing adverts on PCWA websites		
Risk management plan needs to be completed for event and risk management officer appointed.		
Entries open		
Entries close		
Hire of rubbish bins and or skip bins		
Hire of portaloos		
Obtain generator for PA.		
Laminated signs. office, scorers, horse manure here, etc.		
Put up closed course sign 4 weeks prior to event		
Busy bee jobs; jump oiling, jump painting, whipper snipping, course raking. Sat 17th		
Wonderland ODE programme		
PR person.		
Parking/ground Maps		
Book Ambulance		
Book Truma Doctor		
Mowing who and when		
Contact course designer and builder re preparing the course.		
Organise brush/cracker dust/mulch		
Insurance – event covered?		
Photocopy 2 sets of PCWA gear checking for each discipline		
Email WPC members -citrus fruit, car trailer, food for canteen		
Email start times to doctor, paramedics, vets		
Prepare SIMP plan and cards for officials		
2. EVENT SECRETARY Alex Alexandria		
Receiving and processing rider entries (entries close		
Organise stable bookings		
Allocation of helper duties		
Copy rider bib		
Co-ordinate rider packs Fridays		
Appoint loo monitor (with jumbo pack of paper).		

Stable plan – post on doors.		
Check with PCWA office re members		
Print helper duty lists for board		
Print Class lists & times for board & Desk		
Prints helper duty lists for each phase		
3. PRIZES Co-ordinator: Samantha Sewell 0604 669 440		
Seniors cash as per EWA eventing Rules		
Rugs x 10		
Rug embroidery.		
Rosettes. Order		
Order prize money from Bank		
Envelopes for vouchers and prize money		
4. SPONSORS Co-ordinator: Peter Parker 0407 597 948		
Determine sponsors for the event (check on last year's)		
Communication with class sponsors.		
Emails sponsors re class times		
5. CANTEEN Co-ordinator: Penny Holmes		
Opens Sat 9.00AM to 5.00PM. <i>Wonderland PC to provide 8 helpers</i>		
Opens Sun 7.00 AM to 3.00 PM. <i>Wonderland PC to provide 8 helpers</i>		
Organise food requirements for scorers judges etc.		
Carton of water, fruit & muesli bars for jump judges		
6. OFFICIALS and OTHER Co-ordinator : Ian Anderson		
PCWA Tech delegates <i>contact all TD ask if accommodation needed</i>		
Contact Scorers.		
Vet - Contact vets with times		
Farrier		
Photographers.		
Manure Dumps with bags and signs		
Appoint riders reps from entries.		
Paramedics Vets & Doctor contact with times		
Makes signs for board with farrier, vet etc details		
7. DRESSAGE Co-ordinator: Nicky Trezona 9403 5508 564		
Organise all dressage judges for the weekend		
Pencillers (x6).		
Clip boards/pens (x6).		
Copy test score sheets. Check numbers		
Arena to be dragged prior to set up (Thursday).		

Supervise arena set up (x5) (Friday). With 5 helpers		
Check on gear checker(s) and marshall(s). Need files on table with check list early Sat morning.		
Ensure refreshment for judges and Pencillers.		
Organise sheet collection & refreshments	Helper duty	
Organise dismantling of arenas on completion (Sat PM) and put away.	Helper duty	
8.CROSS COUNTRY Co-ordinator: Adelaide Cash		
Contact course designer and builder re preparing the course.		
Appoint chief XC judge		
Arrange hire/collect– radios, stop watches, flags, etc		
Check radios/stop watches are all operational FRIDAY		
Flag course. Wed/Thur before		
Prepare and copy course maps (riders plus officials (15), j/judges (21).		
Organise water for w/jump (x 2).		
Dress course, pot plants and shrubs, etc. needed		
Check and renew brush jumps and hay for hay rack		
Compile clipboards, pencils (x21) info, checklists, falls report, course maps, rider list		
Check scoresheet books		
Jump judge briefing (Saturday 12 oclock SUN 7.17) signs		
Check allocation of jumps. Water jump needs experienced jump judge		
Ensure judges are in place prior to the start of each class		
Check we have marshals (x2).		
Check we have gear checker(s), for PC morning and afternoon for all 3 disciplines		
Commentators (x2)		
Sheet collection (with quad).		
Crash crew (x2) with ute Need ute		
Horse ambo (and tarp) car trailer ????????		
Advise on start box crew.		
starter's shelter set up on day		
Erect bunting start/finish		
Deflag course (Sun PM).		
Check who is allocated as starters, timekeepers		
Co-ordinator during the day sep frequency for marshalls & JJ		
9. SHOWJUMPING Co-ordinator: Michelle Maker 0412777 343		

Judge		
Course builder		
Commentator (Sun)		
Check we have time keepers, gear checkers, marshals (Sat & Sun).		
Organise clip boards/pens, stop watchers and officials score sheets.		
Organise shelter if needed.		
Judges refreshment and score sheet collection (Sat and Sun).	Helper duty	
Check we have helpers to set up & Dismantle,	Helper duty	
Organise course dressing		
Check main arena dragged prior to start/during jumping classes		
Check we have helpers to dismantle and put away.	Helper duty	
Put up Sound system		
10. JUDGES FOOD & VIP VERANDAH Co-ordinator: Dianna Galthry		
Organise tables, chairs, plus table cloths		
Organise food platters		
Organise drinks & ice & glasses		
Lunches for Sat/Sun officials		
11. PRESENTATIONS Peter Parker		
Brief thank you speech		
PA announcer to read results		
11 cards for winners to sign with sponsors info on Hand to winners to sign after they have been presented		
12. THANK YOU PRESENTS		
Sponsors get a picture of the winner and a thank you letter, a programme and card with winner signature on it.		
Draw up thank you list (i.e. non helper duty helpers, e.g. scorers).		
Purchase appropriate cards, gifts, etc.		
Distribute thank you presents		
13. GROUNDS & OFFICE PREPARATION PRE-EVENT		
Flag warm up areas	Committee	
Clean up clubrooms/showers/toilets		
Reserved signs on cattle yards and pens near dam		
Sponsors board with posters for all sponsors		
Placement of rubbish bins		
Signage office, scorers room, arena N ⁰ , warm up areas etc		
Fill Riders sleeves		

Buy box pens, box pencils, paper, printer ink	Jan	
Flag area on Nicole's property for parking		
Prepare list for busy bee jobs		
14. S/GROUNDS CLEAN UP POST-EVENT		
Drag arena.	Committee + Helpers + 6	
Check and clean stables.		
Clean up manure dump sites		
Dismantle flagged area		
Take down signs		
Clean up clubrooms/showers/toilets		
15. AFTER THE EVENT		
Prepare Eventing WA grant		
Send to sponsors:- letter of thanks - class winner photo - programme		
Letters of thanks to:		
Next meetings		
Meeting closed		

Peter Parker	0407 597 948	Peter_parker@hotmail.com

- 2020 Meetings**
1. Thursday April 29th
 - 2.
 - 3.
 - 4.

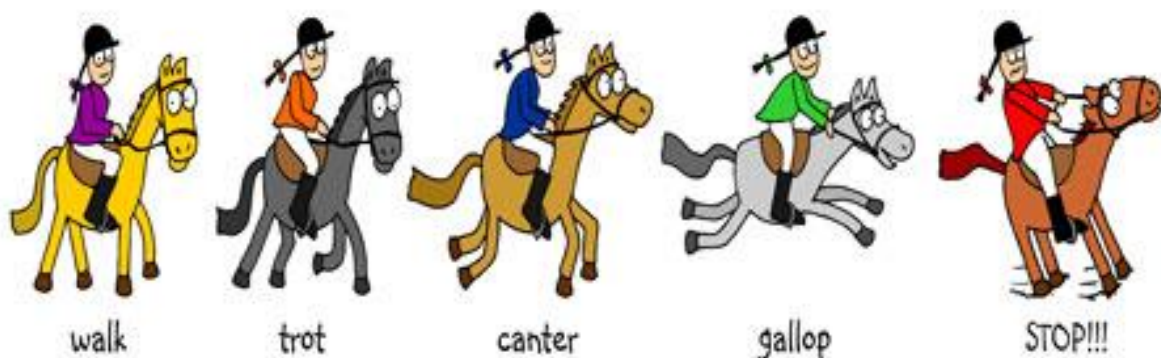
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Tape/scissors/pens																											

SECTION 5 Club Booklet

The following is a sample of a club information booklet that can be given to new members at the beginning of the year and also put onto the club's website. It contains information that will be useful to members during the year and also to prospective members.

All of this information will differ between clubs, this is just an idea of what could be included.

WONDERLAND HORSE AND PONY CLUB INFORMATION BOOKLET 2021



WONDERLAND HORSE AND PONY CLUB

Welcome to Wonderland Pony Club. We are a large friendly, very busy pony club that caters to all levels of riders aged between 5 and 25. Our club was started in 1972 and is affiliated with the Pony Club Association of Western Australia.

Our facilities are some of the best in Western Australia with a cross country course, numerous arenas, fantastic stable complex, clubrooms and canteen.

We have 1 rally a month from February to November where our great team of experienced coaches teach groups of up to 8 riders a variety of equestrian activities including: - dressage, show jumping, cross country, active riding (games and novelties), horsemastership, showmanship, road rules etc.

Each year we also run a number of equestrian events, which are fundraisers for the club these include: -

- The Wonderland ODE, an event in which riders compete a dressage test, a show jumping course and a cross country course.
- Two training days, where riders can complete in a show jumping rounds, cross country rounds and dressage training tests.
- The Wonderland Agricultural show where riders can compete in hacking and show jumping.

These competitions are open to all our riders and also riders from Equestrian WA.

Please look through this booklet and don't hesitate to ask any of the committee anything you are not sure about.

We hope you enjoy your time at Wonderland Pony Club.

THE WH&PC COMMITTEE

The Wonderland Horse and Pony Club has a committee which looks after the day to day running of the club. The committee is elected for one year at the Annual General Meeting held at the end of the year. Committee members are eligible for re-election each year. The committee consists of executive members and more than five others forming the committee. We also have a ODE committee who organise the Wonderland ODE.

The function of the committee is to see to the smooth running of the club, this includes making sure all members are correctly insured, affiliations are up to date, grounds licences are correct, uniforms are available to members, communications with members is up to date and correct and organise events run by the Club to raise funds. Committee members also attend Southland Zone meetings to represent the Club's interests at State and Zone levels. The Club is totally self-supporting and it is essential that the members and parents assist in all of our activities. Parents are expected to help on a roster basis throughout the year with the setting up of arenas, canteen duty, putting equipment away and other such jobs. Zone competition rosters are to be filled by parents of riders competing.

It is also compulsory for all parents to assist with duties at the Wonderland ODE (last weekend in May) and the Wonderland Agricultural Show during the last weekend of November and at training days. These equestrian events are run by the Pony Club and are major fundraisers for the year.

Wonderland Horse and Pony Club Committee 2020

Executive				
Position	Name	MOB		Email
President				
Vice President 1				
Vice President 2				
Secretary				
Treasurer				
Committee				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Rally Coordinator				
Chief Coach				
Canteen Manager				
Uniform Officer				
Newsletter				
Roster Coordinator				
Website Admin				
Other Positions				
OHS Officers				
Equipment officer				
Tetrathlon Coordinator				
C* cert coordinators				
C cert coordinators				
ODE Committee				
ODE Coordinator				
Event Secretary				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
ODECanteen				
Zone Reps				
General				
Dressage				
Eventing				
Show Jumping				
Games				
Tetrathlon				

The information in the table below will be different for each club, membership categories and fees will be decided by the club before the AGM each year and be a notice of motion in the AGM agenda.

MEMBERSHIP

The Club is open to anyone with an interest in Pony Club. Ordinary riding members are aged between 5 and 16 years of age and Associate riding members are aged 17 to 25 years. Age is taken as of the January 1st. Please Note: All members under the age of 18 need to have a person responsible (over the age of 18) who has joined the club as an Adult Supporter/Mounted, Club Coach, Life Member or Non-Riding Member. For new members, you will need to complete an Expression of Interest to be approved by the committee. Once approved registration is through the online My Pony Club registration portal.

<https://osm->

[pony.omnisportsmanagement.com/Memberships/\(S\(2b5bjhtqtmngg5tzzgzpwnwh\)\)/OSMMbr_LoginPony.aspx](https://osm-pony.omnisportsmanagement.com/Memberships/(S(2b5bjhtqtmngg5tzzgzpwnwh))/OSMMbr_LoginPony.aspx)

Wonderland Horse and Pony Club Membership Categories & Fees 2021

Membership Category	PCWA /PCA fee	Zone fees	GH&PC Club Fees	Roster Bond	Total	Description	Benefits
Ordinary Riding Member	123	3	142		\$268	5yrs to 16yrs as of (1/1/2021). Discounts apply to 2 nd , 3 rd & 4 th siblings.	Full range of membership benefits 24/7 personal ins whilst involved in recreational non-income earning activities. All members under the age of 18 need to have a person responsible over the age of 18 join the club as an Adult Supporter/Mounted, Club Coach, Life member or Non- Riding member
2 nd sibling discount	123	3	71		\$197		
3 rd sibling discount	123	3	71		\$197		
4 th sibling discount	123	3	71		\$197		
Roster Bond for each new family as they join – refundable on leaving the club				\$100 family			
Associate Riding Member	123	3	142		\$268	17yrs to 25yrs as of 1/1/2021 *Must be registered as a Coaching Associate Member if actively coaching at the club	Full range of membership benefits 24/7 personal ins whilst involved in recreational non-income earning activities. If registered as a coaching associate riding member, includes all ins benefits as a club coach.
Adult Supporter – Unmounted	56	-	1		\$57	Non-riding membership. Must be 25yrs or older as of the 1 st of Jan 2020 and not be engaged to coach	Includes ins cover for personal injuries whilst engaged in PCWA organised & approved activities, but not while mounted at the said events & activities & excluding while travelling to or from such events

- * All members under the age of 18 must have a person responsible over the age of 18 join the club as an Adult Supporter/Mounted, Club Coach, Life member or non- Riding Member
- ** All parents/guardians wishing to vote at the club's AGM must be an Adult Supporter/Mounted, Club Coach, Life member or non- Riding Member. Riders over 14yrs are eligible to vote
- *** The club has a \$100 roster bond for new member families which carries over each year that they are at the club.

MEMBERSHIP AGREEMENTS

As a condition of joining, parents/guardians are required to be available for:

- 1) set up & pack away at each rally day
- 2) 1 rally day roster (Canteen or 4-wheel drive)
- 3) 2 training day rosters (Sunday February 28th & Sunday September 27th)
- 4) 1 roster at the Wonderland ODE (May 24th -25th)
- 5) 1 roster at the Wonderland Agricultural Show October (Saturday 30st).

Please note families with 2 or more members will be required to perform 1 additional roster duty.

Roster co-ordinator is Peta Narn 0432444445 Peta_Narn@hotmail.com

Failure to complete these rosters means that the \$100 roster bond will not be refunded at the end of the year, and the following year's roster bond will increase to \$250.

VOTING RIGHTS Only financial members are eligible to vote. Members must be 14 years and over to vote and parents who wish to vote must have paid the adult supporter membership.

INSURANCE All riders/guardians& adult supporters who have signed up to the club via My Pony are covered by insurance through Pony Club WA. We recommend that other family members who will be at rallies and events helping to move equipment etc, become members as an adult supporter so they will be insured in case of injury.

UNIFORMS/EQUIPMENT/STABLING The Wonderland Horse and Pony Club competition uniform consists of an approved safety helmet, riding boots (short or long - with smooth 1 piece sole), fawn or buff jodhpurs, white long sleeved shirt, Royal Blue tie and helmet cover, black v-necked jumper with white stripe on bands, pony club badge, black WH&PC saddle blanket and hair net for long hair. Long-sleeved poly/cotton red polo shirts with a white band on the arm stripe are available for wearing at rallies, Tetrathlon and cross country events when representing the club. When representing the club, the uniform must be clean and boots polished. Saddle blanket in club colours to be used. The woollen jumper, saddle blanket, long sleeved polo shirt, tie, helmet cover and pony club badge can be purchased from the club. Gear need not be new but must be clean, supple and well fitting. Stitching must be sound. A halter and lead rope, log book, feed, water bucket and saddlery must be brought to each rally. If specialised gear is needed, groups will be notified in the newsletter before the rally. We are very fortunate to have stables and we must look after them. Stables must be thoroughly cleaned after each use. **HAY IS NOT PERMITTED IN STABLES AT RALLIES** - if a feed is required and it must be hay, please give it at the float.

NEWSLETTERS -Newsletters are emailed to members the week before the rally and posted to our closed Facebook page.

FACEBOOK PAGES – closed page for members, WH&PC page and Wonderland ODE page

WEBSITE - Newsletters, results and relevant information can be found on the WH&PC website www.wonderlandhpc.com

POSTAL ADDRESS - PO Box 21 WONDERLAND 6222

BANK ACCOUNT DETAILS - Wonderland Community Bank Branch Bendigo Bank
BSB 833 111 ACCOUNT 7490382

RALLIES Rallies are generally held monthly, on the second Sunday of the month except for the Feb rally which we hold on the 1st Sunday so coaches can attend the PCWA State Coaching School. This year we are holding our first mounted rally on February 7th from 7am to around 1.30. This early start is so we can get all the riding done before the day gets too hot. The March rally on the 14th and will also be an early one. Rider and parents need to be on the grounds by 7.00am to assist with set up and attend the morning meeting. The rest of the year's rallies will be from 9am with set up from 8am. All riders are signed into the

attendance register by a parent as a record of rally attendance. To help gather information for the newsletter and keep a record of outside competition, parents are asked to detail any competition their child has been involved in during the past month in the **out and about book**. The rally consists of 4 hours of instruction in riding on the flat, jumping, horsemastership, active riding, games, cross country, work on logbooks and lectures, etc. Members are divided into groups according to riding level rather than age group, and the members in these groups are encouraged to extend their knowledge and improve riding ability by working towards certificates available through the pony club. The working rally is run by a group of dedicated coaches, who are there to help you get as much fun from your pony as possible. To be eligible for selection in team events, Pony Club WA, zone events and restricted events at the Wonderland Show, a member and his/her horse must have attended at least three (3) rallies during the year as well as being a financial member.

A parent/guardian must be present with the pony club member/s at all times. If this is not possible, a written permission slip must be supplied to the chief coach giving responsibility for the child/children to another adult who will be in attendance all day. As rallies are 6 hours long, it is important that feed is brought to the rally for your pony. Saddlery, logbooks, pen, water bucket, halter and lead rope must also be brought to each rally. All riders must be properly attired in pony club uniform most of which can be purchased through the club. The canteen operates every rally for member's lunches, drinks and snacks.

CERTIFICATES The Pony Club Syllabus of Instruction is built on certificate levels that enables the rider to continuously develop their skills in riding, horse care and citizenship. Members are encouraged to move through the certificates at their own pace, but in the following order.

E To gain confidence in riding, handling and caring for a pony; To be keen to learn and improve.

D To gain confidence in riding and handling a pony; to be keen to improve and learn.

D* To work towards a balanced seat and independence of the reins:- have an elementary knowledge of the care of the pony; to improve the control of the pony.

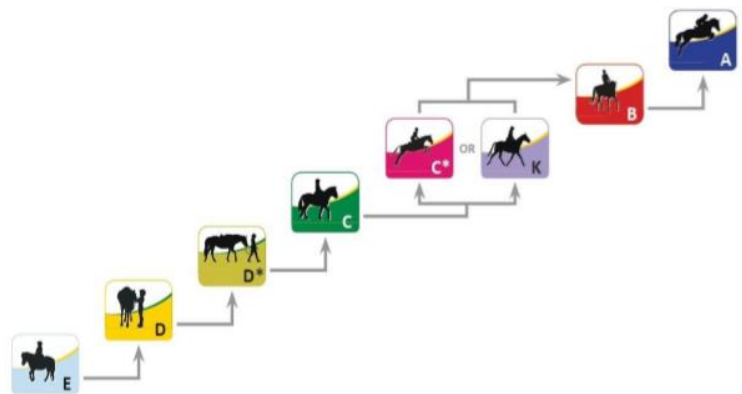
C Attain a balance seat independent of the reins on the flat and to ride a simple cross country course and jump show jumping fences.

C* To become an active rider with the knowledge of aids and how to apply them effectively; gain practical knowledge and experience of the care and conditioning of a horse in preparation for a strenuous event; to have a thorough knowledge of the rules for horses and be able to ride safely and sensibly on the road.

K To widen the candidates experience in various aspects of horse mastership; to become an active, efficient rider who is thoughtful for the horse.

B To become an active all-rounder who knows the reasons for what he/she is doing, is able to assess results; capable of riding any well-mannered horse over fences and on the flat.

A To become an educated horse person, able to ride with confidence, style and polish on the flat and over fences; to understand the principals of training, including young horses and be able to put these principals to practice; to have sound knowledge of the organisation and running of the pony club council and candidates own club.



Candidates are selected for testing by the chief coach. After their names have been put forward by their coach, when he/she feels that the rider has reached the standard required for testing. E, D and D* are within the club, the C certificate is tested by and outside examiner, the C* and K are tested by the zone and the A & B certificate is tested through the association.

Candidates will be required to keep a journal for C* and above and all candidates will be required to work through the syllabus using the Pony Club Australia certificate resources (i.e. Certificate Manuals).

- For ridden assessments, candidates must wear Pony Club uniform.
- The horse must be clean and tidy, with hooves showing evidence of care.
- All tack must be clean and fit correctly, and be in good repair.
- Riders should ride in a snaffle bit where possible. If another bit is used for higher certificates, the candidate should be able to explain its action.

WH&PC CALENDAR OF EVENTS 2020

subject to additions and alterations)

January	Sunday 24 th	<i>Tet training 8.00am (for riders competing in the Pony Club WA state Tet Championships or those wanting to see what tet is all about)</i>
February	Sunday 7 th Sunday February 28 th	<i>Rally (early start 8.00) set up 7am signup/roster allocation WonderlandHPC SJ, Dressage and x-country Training day</i>
March	Sunday 14 th	<i>Rally (early start 8.00) set up 7am</i>
April	Sunday 11 th Tue 13 th Wed 14 th · Thurs 15 th	<i>Rally 9am to 3pm (set up 8am) WH&PC Camp</i>
May	Sunday 9 th	<i>Rally 9am to 3pm (set up 8am)</i>
June	Sunday 13 th	<i>Rally 9am to 3pm (set up 8am)</i>
July	Sunday 11 th SAT 24 th & SUN 25 th	<i>Rally 9am to 3pm (set up 8am) Wonderland ODE 2020</i>
August	Sunday 8 th	<i>Rally 9am to 3pm (set up 8am)</i>
September	Sunday 12 th Sunday Sept 27 th	<i>Rally 9am to 3pm (set up 8am) Wonderland HPC SJ, Dressage and x-country Training day</i>
October	Sunday 10 th SAT 30 th	<i>Rally 9am to 3pm (set up 8am) WONDERLAND AGRICULTURAL SHOW</i>
November	Sunday 14 th	<i>Rally 9am to 3pm (Teams challenge)</i>

THE PONY CLUB IN WESTERN AUSTRALIA

There are 81 Pony Clubs affiliated with the Pony Club WA, of which 66 are presently active. Each Club is also a member of a Zone, which is a regional group of Clubs. There are thirteen Zones in Western Australia.

The Pony Club, through its activities, is a worldwide youth organisation for those interested in horses, ponies and riding and is the **largest** association of riders in the world.

It is a voluntary youth organisation which exists to promote the physical, mental and spiritual development of young people, encouraging in them an awareness of responsibility, sportsmanship and citizenship. The Pony Club differs from other youth movements because the horse is used as the main centre of interest around which to cultivate strength of character and self-discipline.

The **MISSION** of Pony Club WA is to engage, inspire, educate and unite our members through a mutual love of horses.

The **AIMS** of Pony Club WA are to:-

- To encourage young people to ride and learn to enjoy all approved kinds of sport connected with horse and riding
- To provide instruction in horsemastership and to instil in members the proper care of their animals
- To promote the highest ideals of fellowship, citizenship and loyalty and to cultivate strength of character and self-discipline

Pony Club WA and Zone events

During the season the following PCWA events are held. They are open to all members who wish to try for selection to represent the club or zone. Teams are selected by a panel of coaches headed by the Chief Coach. Those interested in competing are required to express interest by contacting the chief coach or filling in the form posted at rallies. The 3 rally rule applies that is riders and their mounts must have attended 3 rallies at their club before the competition.

Pony Club WA STATE TETRATHLON CHAMPIONSHIPS

The tetrathlon is the first PCWA competition of the season. It is open to riders who wish to represent their club as a team of four in an event based on the Olympic Modern Pentathlon, which consists of five phases: riding, running, shooting, fencing and swimming.

The Pony Club competition excludes fencing because of the complexity and time involved leaving:

Riding – Running- Shooting- Swimming

It is a challenging competition, which combines sound practical horsemanship and general athletic ability and it is very popular with Pony Club members

Rider's age will be their age at 1st January in the year of competition.

Pony Club WA FESTIVAL This event is run by the PCAWA bi-annually and is for the younger and less experienced members of the pony club. The classes are competed individually by club members, much like a gymkhana, but competition pony club uniform is worn. Classes include rider classes, jumping classes, dressage classes and novelty classes.

Pony Club WA ACTIVE RIDING CHAMPIONSHIPS

Prince Phillip Games The Prince Phillip games are contested at inter-club and state level, Interested members may try out for the state and national team (see coach coordinator for details). The inter club competition culminates at the Active riding championships in October. Teams of five riders compete in games such as – ball and bucket, ball and cone, ball and racquet, bottle race, fishing race, 5 flag race, etc. The games provide the rider with enjoyment through participation as well as active riding and team work.

Novelties _Novelties are contested individually and at inter –zone level. Riders are selected at zone runoffs for Novelties chosen. These are contested in age groups in zone teams of 3 riders.

Pony Club WA STATE SHOW JUMPING CHAMPIONSHIPS

Show jumping is an obstacle course that must be jumped in a specific order. Show jumping zone events are divided into 4 separate competitions in regards to maximum height. They are run in teams of three riders, and are conducted as Table A, competitions under EFI rules. Teams are selected on performance at a zone runoff.

Zone classes 1.15m, 1.05m, 95cm, 85cm

Jumping Bursary, Teams challenge, Brigid Woss Equitation

And individual classes 60,80,90 & 1.05cm Optimum Time – Rescue Relay –Jigsaw Pairs

Pony Club WA STATE DRESSAGE CHAMPIONSHIPS

Dressage is designed to improve the suppleness and responsiveness of the horse and skill of the rider. It is required as the basic training for all equestrian events.

Dressage events are run by various clubs around the state as well as the EWA.

Dressage events are not only held for individual riders but also various team events at inter-club and inter-zone level.

Events at the championships include, Plunkett team's dressage, Stuart Harkness Memorial Trophy, Wanda Nelson Trophy, Kanandah and Gingamurrah as well as individual tests.

Stuart Harkness Memorial Trophy is a pair's event for the club, performing a dressage test in a mirror image on a pair of horses over 1 4 2 hands.

Wanda Nelson Trophy is a pair's event as above but a pair of ponies under 14.2 hands is ridden.

Kanandah Trophy is not only a club team of four dressage tests, but also a turnout event Horses and riders are immaculately turned out and marked on their presentation and workout Riders are under 25 yrs of age. *Gingamurrah Trophy* is a turnout event as above, but the riders must be under 14 yrs of age.

Plunkett Teams Dressage is an event consisting of 3 or 4 riders from a club, performing different dressage tests in different age categories - class 1 is 16 yrs and over, class 2 is 14 and 15 yrs, class 3 is 12 and 13 yrs and class 4 under 12 yrs. The best 3 scores count.

Pony Club WA STATE EVENTING CHAMPIONSHIPS

This event is held annually, usually in June. It consists of three phases -dressage, cross country and show jumping. It is designed to test the courage, determination and all-round ability of the rider, as well as the training and conditioning of the horse. Riders individually qualify for club selection at events (EWA and PCAWA) held around the state. The club selects a team on past performance and ability to qualify at previous events.

INTER-PACIFIC CHALLENGE

This event is open to teams of pony club riders aged between 17 and 25 years of age and holding their 'B' certificate, from Canada, the Far East, Great Britain, Japan, New Zealand and Australia. A team is selected by the Australian Pony Club Council from state selections. Nominations are made by clubs and a rider from each state is selected. Teams ride horses supplied by the host country. Inter-Pacific selection is the ultimate honour available to pony club riders.

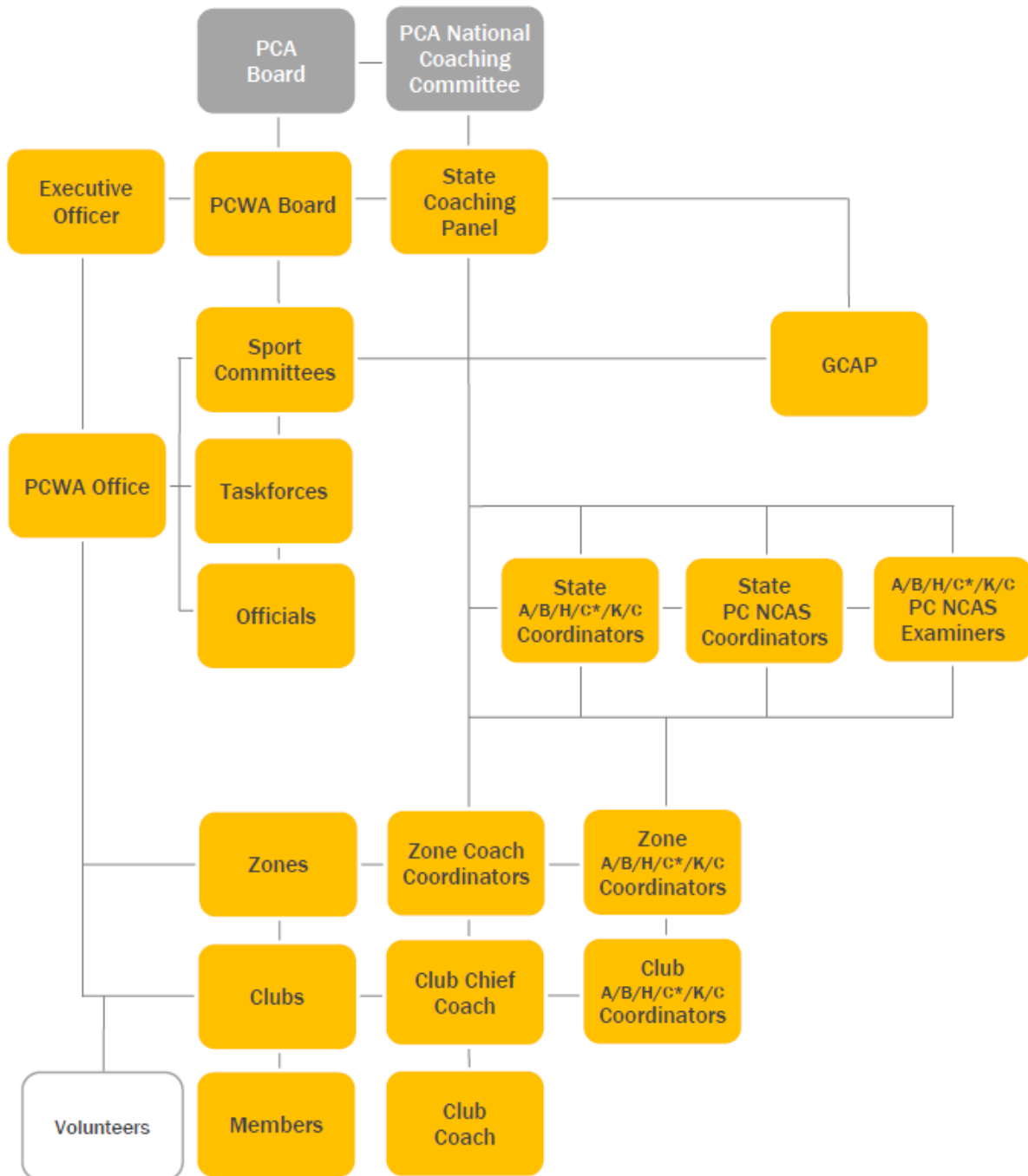
HILLS ZONE COMPETITIONS

Wonderland H&PC is part of the Southlands Zone which holds competitions and runoffs in all the disciplines. These include the Waldon cup which is an encouragement dressage competition and the Hazel Pither which is an encouragement show jumping competition for those not competing officially. Zone runoffs are held to pick teams for championships. Dates for these competitions and runoffs will be announced during the year.

2020 Pony Club Events & Championship Dates

Date	Event	Location
February Sat 6 th	Pony Club WA Awards Night	The Tap House 34 Hamersley Rd Caversham
February Sat 13 th & Sun 14 th	Pony Club WA State coaching School	Karinya Equestrian Park Orange Grove
April 10 th & Sun 11 th	Pony Club WA State Tetrathlon Championships	Mortlock Pony Club Goomalling
May Fri 21 st , Sat 22 nd & Sun 23 rd	Pony Club WA State show jumping Championships	State Equestrian Centre
June 5 th & 6 th	Pony Club WA Festival	TBA
31 st July & 1 st August	Active riding Qualifier	TBA
August 7 th & 8 th	Pony Club WA State Dressage Championships	State Equestrian Centre
September 4 th & 5 th	Pony Club WA State Active Riding Championships	TBA
September 25 th & 26 th	Hickstead & Hunter Trials State Event	Log Fence Pony Club
September 26 th –October 2 nd	Pony Club Australia National Championships	Benalla Victoria
October 23 rd & 24 th	Pony Club WA State Eventing Championships	TBA

WONDERLAND HORSE & PONY CLUB PART OF THE BIG PICTURE



WONDERLAND HORSE & PONY CLUB TROPHIES

Clubmanship Trophies

President's Trophy Member selected by the President for:

Overall participation in riding
Team participation,
Busy bees,
Club representation and
All aspects of pony club, including "behind the scenes" work.

Tricia Black Memorial Trophy Member selected by the coaches for:

Being helpful and polite to instructor and other riders,
Being polite and pleasant to all,
Having good rally attendance,

Being always neat and tidy (but not necessarily the best gear of most expensive and well educated horse),
Being a good all-rounder pony clubber who enjoys pony club.
Rider to be 12 years and under

Craig Jackman Pony Clubber of the Year Member selected by the coaches for:

Being helpful and polite to instructor and other riders;
Being polite and pleasant to all;
Having good rally attendance;
Being always neat and tidy (but not necessarily the best gear of most expensive and well educated horse);
Being a good all-rounder pony clubber who enjoys pony club.
Rider to be 13 years or over

Wonderland Ag Show Hi Point Hacking Trophy

GH&PC rider who achieves the most overall points in hacking at the Wonderland Show
(3 rally rule applies).

Wonderland Ag Show Hi Point Show Jumping Trophy

GH&PC rider who achieves the most overall points in the show jumping at the Wonderland Show
(3 rally rule applies).

Discipline Trophies

Trophies may be awarded to Junior, Senior and/or Associate riders for any Pony Club riding discipline: Eventing, polocrosse, Jumping, Dressage, Games & Novelties & Tetrathlon Riders will be selected by the coaches for:

Participation at PCWA and other competitions, schools, training days etc. Some participation at PCWA (club, zone or state level) is a requirement.

Commitment by rider to training and self-development.

Demonstration of true Pony Club values and consideration for others at all times.

Progress demonstrated by horse and rider.

In order to facilitate the selection of trophy recipients for the discipline trophies the riders will be expected to complete participation details in their Pony Club file throughout the year, which will then be collected at the last

working rally. Trophies in any discipline for any age group in any year will only be awarded if all the criteria are met and the levels of participation warrant such recognition.

Associate 17 years and over, Senior 13 to 16 years, Junior 12 years and under

Group Trophies

High Point

Riders are allocated points for “rider as a club member” (attitude, presentation etc) and “ridden assessment” (eg progress and performance) by instructors for each lesson at rallies. These scores are completed on forms and recorded throughout the year. The scores from 5 rallies are used for each rider. In the case of a draw the coach coordinator will take into consideration the instructors’ comments. One trophy awarded for each group.

Outstanding Progress

These are “optional trophies” to be awarded only to riders who have shown genuine outstanding improvement whilst continuing to demonstrate the values of Pony Club. Instructors must be able to justify awarding such a trophy.

Participation Medallions or Trophies

Medallions presented to all junior riders 12 years of age and under by GH&PC instructors.

Attendance Medallions

These are awarded to riders that have attended 80 to 90% of more of rallies during the year.

Membership 20 years or more.

Awarded to riders that have been at the club for 20 years or more.

Life Membership.

Awarded to members who have given outstanding service to the club over many years.

FUNDRAISING EVENTS FOR WH&PC

Wonderland Training Days 2020

Sunday February 28th

Sunday September 27th

Open to PCWA - SJ Training rounds, X-C Training rounds
& and Dressage Training Tests
Dressage training tests and X-C Training

Wonderland ODE 2020

July 24th & 25th

PC 80, PC 65, PC 45

WONDERLAND Agricultural Show

Saturday November 29th 2020

HACKING -PONY HACKING

ENCOURAGE ARENA

SHOW JUMPING

GAMES

SPONSORSHIP for Wonderland Pony Club

Our club is always in need of new sponsors for the fundraising activities and competitions we run. Sponsors enable the club to run equestrian competitions that attract competitors from all around the state and raise much needed funds to keep the club running.

The Wonderland ODE is a great competition for PCWA riders from age 8 and up. It is held in May each year and attracts a large number of entries.

The competition runs 8 plus classes over the weekends and each class needs a sponsor so we can award rosettes and prize money to 6th place and an embroidered rug to the class winner.

Sponsors companies are advertised in the programme, on the WH&PC website and face book page and over the PA during the ODE weekend. Sponsors are invited to the VIP area for refreshments then to present their class winner with their rug they also receive a framed photo of the class winner with their rug.

We also need sponsors for the Wonderland Ag Show where we run hacking and show jumping classes. Sponsors can sponsor a whole hacking arena for \$200 or individual hacking or show jumping classes for \$50. Sponsors are advertised in the Horses In Action programme and on the WH&PC website.

As you can see, we need sponsorship at a number of levels for the equestrian competitions that we run during the year, we use this money to help us run these competitions to a very high standard that is inclusive to all levels of riders. Money raised from these competitions is used to reimburse coaches at rallies, subsidise team's entry for PCWA state competitions, pay for various insurances, licences, up keep on the cross-country course and purchase equipment for our riders.

If you have or know of a company or business that would be willing to become a sponsor of Wonderland Horse & Pony Club at any level, we would love to hear from you.

Please contact Peter on 0412 740 840 or peter_parker@hotmail.com

**Please see over the page for some of our wonderful
2019/2020 sponsors**

On the next page you could include the logos from you sponsors

Being on A Pony Club Committee is a wonderful way to support and learn about your chosen Pony Club, all clubs are dependent on volunteers to take on roles and help shape and guide them into the future.

To some this may seem an onerous task but others see it as a great way to learn and often feel a great sense of achievement in being part of a committee.

These are 2 points that I believe you should keep in mind when becoming a committee member

- Don't take on more than you can handle and ask for help and /or advice when you need it.*
- When new parents sign up for a committee position don't ask too much of them until they learn more about the club and how things run.*

Please use this booklet as a guide but always remember to refer to the Pony Club WA Handbook and website for information and also remember that the lovely staff at Pony Club are always willing and happy to try and answer any questions you may need clarification on.

I hope this booklet will be of some use to anyone who puts up their hand to become part of a Pony Club WA club committee.

Your own club templates can be as complex or simple as needed, the ones in this booklet are all tried and tested, they are modified on a yearly basis and updated to reflect what the club needs.