



MANGROVE MOUNTAIN PONY CLUB INC

Wisemans Ferry Road, Mangrove Mountain



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Guidelines for MMPC members revised November 2013



MISSION STATEMENT

In the execution of its duties to members the Committee and instructors of Mangrove Mountain Pony Club Inc (MMPC) are committed to the following rules, guidelines and philosophy statements found in these documents:

- * The handbook of the Pony Club Association of NSW (the “Blue Book”).
- * The Pony Club Association of NSW “Riding” book.

THE AIMS AND OBJECTIVES OF PONY CLUB

- * To encourage young people to ride and learn to enjoy all kinds of sports connected with horses and riding.
- * To provide instruction in riding and horsemanship and to instill in the members proper care of their horses.
- * To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

WHAT IS EXPECTED?

- * Politeness. Please and thank you go a long way.
- * Manners at all times to all, especially to instructors who are donating their time to help you.
- * Horses are to be clean, well fed and healthy. It is not necessary to be “show ring ready” just neat, clean and tidy.

MEMBERSHIP

The membership of the Club shall be defined as:

- * Junior – Members under 17 years of age.
- * Associate – Members 17 and under 25 years of age.
- * Senior – Members 25 years or over, non riding or riding.
- * Visiting membership may be granted by the committee for a limited period.
- * Honorary Life Membership may be granted by the committee.
- * Membership of the Club will be at the discretion of the committee.
- * Professionals may now be members of Pony Club as long as they have a child riding in the Club.

MMPC has a membership policy that provides information in regard to the number of riders to be accepted and the process for new member applications. A copy of this document can be provided upon request.

ELECTION OF OFFICE BEARERS

The Annual General Meeting of the club usually held in December of each year will elect the following positions. There may be positions added or consolidated as deemed relevant by the current committee.

- * President
- * Vice President
- * Secretary



- * Treasurer
- * Zone Delegates
- * Canteen Manager
- * Safety Officer
- * Newsletter Officer
- * Senior Instructor

WHAT DO I NEED FOR A PONY CLUB RALLY DAY?

RIDER

- * A horse or pony - pony club requires each rider to have their own mount, this can be leased.
- * Uniform – see below.
- * Sunscreen.
- * Wet weather gear.
- * Grading cards.
- * Log Book.

HORSE

- * Pony Club saddle cloth – purchased from club
- * Bridle – correctly fitted
- * Saddle –correctly fitted
- * Rugs (if used)
- * Fly spray in summer
- * Water bucket
- * Feed and hay net/buckets
- * Halter and lead
- * Grooming Gear

SAFETY

Parents please ensure that the horse or pony you send your child to Pony Club on is safe. Remember that riding at Pony Club is different to riding at home. There are lots of different experiences for a horse and rider to encounter at Pony Club. A nervous or unsafe horse or pony will eventually either cause an accident or cause your child to give up riding altogether. The committee has the right to refuse any child to ride a horse/pony that is deemed unsafe for Pony Club.

UNIFORM

All riders must wear the club uniform at rally days, interclub days, Zone competition and training days and Zone Jamboree. Riders representing the Club or Zone in all other shows that have a Pony Club ring or in other zone competitions are also required to wear the club uniform. The Zone uniform is required to be worn at all state events, this is different to our club uniform and is rented by riders if selected for State events.



Helmets are to be AS/NZS 3838, ASTM F1163 or EM1384 approved standard with effective chinstraps that must be fastened when mounted on a horse. There are to be no exceptions to this rule. Hair should be neat and tied back or in a net. Riders may attach a sun protection brim to their helmet.

The **Mangrove Mountain Pony Club Uniform** is as follows:

- * Black V-neck Jumper or vest. Jersey or knitted.
- * White long sleeved shirt.
- * Pony club polo shirt can be worn by riders during afternoon activities.
- * Black and red striped tie available from the club.
- * Mangrove Mountain Pony Club badge to be visibly worn on tie. These are available from the club secretary. Zone and/or State badges are an optional extra.
- * Beige or fawn jodhpurs.
- * Stockman style trousers (moleskins) in beige or fawn may only be worn at club rally days and interclub days but not in specialist dressage or showjumping events. They are allowed in camp drafting and sporting events. Dogger and Roper boots are allowed to be worn while wearing moleskins.
- * MMPC saddlecloths, black wool with a red and white trim with embroidered MM must be used in all Pony Club activities. These must be purchased in the first three months of joining the club and are available from the club secretary. These must be used at all competitions where representing MMPC.
- * For riders under 17 years of age boots must be brown elastic sided or zip up, leather, short and smooth soled.
- * Riders over the age of 17 years have the option of wearing short or long boots or short leather lace up boots with leather gaiters.
- * Knee length chaps or gaiters may be worn at rally days or training days. These must be plain black or brown with no fringing. Only leather gaiters can be worn at competitions. Under 17's must wear brown and associates can wear black or brown.
- * Only 5 ½ mm stud earrings can be worn. Removable nose piercings must be taped. All other facial piercings must be removed.
- * Gloves are optional and may be black, brown or cream.
- * Helmet covers must be solid club colours, no stars, stripes or rainbow colours.

EQUIPMENT

All equipment must be correctly fitted and suitable for the size and condition of the horse, Equipment must be kept clean and in good repair and a gear inspection at the beginning of each Pony Club day will check for safety. The senior instructor must be satisfied that all gear is comfortable for the horse and appropriate for the age and ability of the rider.

The rules concerned with Pony Club equipment are stringent and it is recommended that all members be familiar with them so as to avoid any embarrassment. If in any doubt please ask your senior instructor for help

- * Snaffle bridles are encouraged for use at all Pony Club training days.
- * Spurs may be dummy type with the neck facing down and the shank is not to be longer than 30mm. Short necked roller ball spurs are allowed.
- * Whips must have a leather flap at least 5cm long and 2 cm wide and must not exceed 75cm in total length. With the exception of dressage whips which may only be used in dressage training and competition up to



advanced level. Dressage whips must be at least 95cm long and not exceed 110cm long (excluding tassel or flap). They must have a tassel or flap. There is to be no substitute for a whip and a whip without a flap is not permitted. Hacking canes are permitted. Wrist straps commonly found on whips are not permitted to be worn looped around the wrist.

- * Girths must be 2 or 3 buckle, or a girth and surcingle combination. A single girth is not considered safe and is not permitted at pony club.
- * Running martingales are allowed if used in conjunction with keepers (stops) on the reins and on the chest straps. These should only be used with an ordinary snaffle bit.
- * Standing martingales, market harboroughs, running reins, draw reins, blinkers, hackamores and bosals are not permitted.
- * Side reins may only be used when lunging the horse.
- * Approved riding helmet must be worn by adults and children when lunging horses.
- * Bandaging on horses, if used, must be properly stitched and have padding, not uncovered foam, underneath. Kold wrap bandages are not permitted.
- * Horse boots with velcro (with or without buckles) are permitted.
- * No protector wraps or adhesive tape to be used on boots or bandages.
- * The channel of the saddle must be clear of the horse's backbone when the rider is mounted and there should be sufficient clearance, equivalent to 3 fingers width, at the wither.
- * Saddle covers of any type are not permitted to be ridden in.
- * Stirrups or stirrup leathers must not be tied down to any part of the saddle or mountings in any manner. The foot may not be attached to the stirrup in any way.
- * Stirrup leathers are to be worn over the outside flap at all times.
- * Stirrup bars having safety clips at the end must be easily pushed up and down and not fixed. The loose end of the stirrup leather may not be threaded back through the buckle but may be threaded through a keeper on the flap.
- * The bit used is to be suitable to the experience of the rider and horse and be suitable for the particular competition. All bits in the PCA bit dictionary are allowed subject to the restrictions of any particular event. The bit should be checked for wear or rough surfaces, attention being given to any central joint of a bit. The bit is not to be considered cruel or uncomfortable and must have sufficient clearance each side of the horses mouth. Corrugated bits or ridged bits are not permitted.
- * The horse must have a bit in the mouth.
- * Tongue ties are not permitted.
- * The reins must be attached to the bit or running through as in a gag bit. When using split reins, the end of the rein must not extend past the riders boot when the hands are on the wither.
- * Curb bits with chains should come in contact with the chin only when the cheek pieces are at 45 degrees. Chains should have a cover.
- * All bits with curb chains attached must have a rein attached to the top ring of the bit. Rounders may be used.
- * Brow bands and head pieces should not cause discomfort to the horse's ears.
- * The throat lash to be correctly fitted.
- * Cavesson nosebands should lie two fingers down from the projecting cheekbone.
- * Dropped nosebands, hanoverian nosebands or any noseband which fits in the horse's curb groove may not be permitted when a curb chain is being used and vice versa.

Members are advised to visit the PCA NSW website if they are unsure of any rules.



RALLY DAYS AND INTERCLUB DAYS

Unless indicated in the club newsletter, Pony Club rally days (instruction days) are on the first Sunday of each month beginning in February and including school holidays.

If the rider is under 18 a parent must accompany every rider planning to ride on the day. Riders must remain mounted and with their allocated group during both morning and afternoon sessions unless they have obtained permission from the Senior Instructor to leave. No rider is allowed to leave the grounds without permission of the Senior Instructor.

No horse may be ridden in the car parking area. No horses are to be tied to any tree, fence or rail or to a float which is not fully attached to a vehicle.

Riders must present their official attendance cards (grading cards) during gear check before submitting to the club house prior to riding on the day. These cards are used by the club for recording the rider's attendance at rally days, interclub days and special events. They also assist riders to qualify for entry into some events and the presentation of attendance awards at the end of the year.

Gear check commences at 8.30 am with troopline at 9.00 am. Riders must line up in their allocated colour groups.

Rally day programs are organized by the Chief instructor and will vary in their content dependent upon guest instructors and what competition events are coming up. Usually Interclub events are practices on the rally day before the event. The Rally day program is emailed before the rally day to all members.

There will be a lunch break of approximately one hour during which time the horses are put in their yards with feed and fresh water. Instructors will then continue with activities and instruction in the afternoon as per the program.

Showjumping grading occurs most rally days but not all.

In the case of wet weather the committee will confer as to the suitability of the grounds for instruction and generally advise members by email. Riders may telephone the chief instructor to ask about riding on the day. If the day is deemed a non-riding day then dependent upon the decision of the chief instructor a non-riding rally day maybe held. In this event all riders are expected to attend (without their mounts and in full pony club uniform) for instruction in theory and preparation for certificate work. Wet weather days usually conclude at about lunchtime.

On the third Sunday of each month Club members who have attended at least one rally day can compete at Interclub competition against other clubs from the Central Coast Zone. Of the 28 zones in New South Wales ours is Zone 24 and its member clubs include, Bouddi, Cooranbong, Mangrove Mountain, Matcham Valley, Tall Timbers, Toronto, Watagans and Wyong Pony Clubs.

It must be noted that these interclub days are competition days. There are many rules on these days. The club secretary has a copy of all the interclub day rules if you wish to view them. Some of the rules which are very important are;

- * No person may approach the judges or stewards at a competition. If you have a problem you must approach the organisers of the day. Protests cost \$20.00 to be refunded if the protest is upheld.



- * Parents are not allowed on the field whilst events are taking place, with the exception of the under 8's, where two parents only are allowed to assist the entire class.
- * You must ride in your age group for the day.
- * You must take your grading card for the horse you are riding to an interclub day. If you do not it will cost you an extra \$10.00 for entry and you will not be allowed to jump.
- * Each event must only be attempted once. Make sure that you know the rules for each event. You will not be coached on the day. Usually the sporting event rules are posted at the club's clubhouse on the day.
- * Please make sure you are in full Pony Club uniform and you are well presented for these days.

In November a two day Zone Jamboree is held for competition between all the Zone clubs. To qualify for this event a horse/rider combination must have attended three rally/instruction days or two rally days and one interclub day in the preceding 12 months. All club members and their parents are encouraged to attend this weekend of fun and competition. It is generally held at Morisset Showground and we all camp overnight. Competition is also held at State and National Level for those riders who are competent to take part. At Easter riders may compete in the Sydney Royal Easter show in the Pony Club ring if selected by our Zone Chief Instructor.

YARDS

We would like to aim for each horse having his/her own yard. Please clean your yard when finished and report broken gates etc to the clubhouse. Do not leave any gear around which may entangle another horse.

INSTRUCTION

The club has several instructors and a Senior Instructor or Club Captain to provide activities at each rally day. Instructors generally come from the parent group, as any adult over 17 is eligible to become an instructor. Instructors need not be riders but must have a love of horses and a desire to promote the Pony Club ethics amongst the riders in the club.

We encourage associate members and parents to become instructors.

The zone will run Instructor days which enables interested parents or over 17yr riders to become a formal qualified Pony Club Instructors. Information on these days is provided to all members via email.

The Chief Instructor designs the activities for each rally day. Instructors are provided with guidance and assistance on the rally day as to the objective of their group work.

From time to time guest instructors are invited to provide instruction in their specialist field which may include dressage, showjumping, hacking, sporting, mounted games, one day eventing, jumping equitation, camp drafting, polocrosse, tent pegging or vaulting. Other guest instructors may provide skills in carriage driving, veterinary care or equine dentistry.

LOG BOOKS

All riders are encouraged to keep a log book in the form of a loose-leaf folder for the purpose of learning and recording any relevant horse information. This can be left at the club house each rally day for assessment by a nominated person.



The rider may find this information by reading horse books or by writing about what they have learned from their instruction at the club or elsewhere. Riders are encouraged to use it as a journal that illustrates what they have learned across the whole year. A log book will provide a record of the rider's Pony Club activities and all their horse related activities, for example shoeing and worming.

The following headings may be a guide for sections in the log book.

- * Rally days.
- * Instruction.
- * Practical experience.
- * Riding.
- * Competition.
- * Judging.
- * Farrier.
- * Vet.
- * Horse dentist.

Examples of headings and sub headings may be found in the "Riding" book which can be purchased through the club. At the end of the year a junior and a senior log book award is issued to the best log books in the club.

PROFICIENCY CERTIFICATES

Junior members are encouraged by the instructors to attain a minimum of D and C standard whilst members of the club. The syllabus of instruction is available from the Senior Instructor. Riders who wish to attain their certificates will be prepared by their instructors prior to the special Zone schools put on especially for these certificates.

The following certificates are available to members;

Certificate	Minimum Age	Testing By
E	Under 7 years	Club Examiner
D	8 years	Club Examiner
D Gold Star	10 years	Club Examiner
C	12 years	Club Examiner
C Star	13 years	Club Examiner
K	14 years	ZCI
B	16 years	ZCI
H	17 years	ZCI Panel
A	17 years	ZCI Panel
A (Honours)	17 years	ZCI Panel



CLUB AWARDS AND CLUB PRESENTATION

At the end of the year riders and club members are eligible for the following awards. These awards are presented at an annual presentation in December each year. These awards are awarded either by point scores or the decision of the Chief Instructor and/or the MMPC Committee. Some of the awards to aim for are as follows;

- * Bob Meredith Memorial Award
- * Most Improved
- * Senior Instructors Award
- * Highest Pointscore
- * Encouragement Award
- * Best Presented – Junior, intermediate and senior.
- * Log Book Award
- * Colour group award
- * Dressage Award
- * Showjumping Award
- * Equitation Award
- * Sporting Award
- * Hacking Award
- * Campdrafting Award
- * One Day Eventing Award
- * Best out of Zone pointscore award
- * 100% Attendance Award
- * Attendance Award for those who have attended at least 6 rally days during the year.

STATE CHAMPIONSHIPS

Riders wishing to attend State Championships must qualify for these events. They must have the approval of the Senior Instructor and a record of achievement on their official cards. It is mandatory for competitors entering state competitions to have a minimum of three rally days in the preceding 12 months.

BEHAVIOUR

Riders and Club members are to follow a code of conduct that includes good behavior. Abusive or bad language will not be tolerated and a very high standard of conduct, appearance and dress is expected at all club and Zone activities. Riders and Club members are expected to remain courteous to Club Instructors, Club adult members, guests and one another. Riders are expected to abide by judge's decisions at all events and to display sporting behavior to one another as well as competitors from other clubs. Underage smoking and drinking is not tolerated at Pony Club.

GREVIANCES

Pony Club should be a fun and supportive environment for members and parents alike, however if any grievances arise these will be dealt with in a fair and reasonable manner. If any MMPC member wishes to raise a grievance against another Pony Club member, a formal or informal approach may be adopted by the member. In the first instance any grievance should be discussed with the member protection officer or if this position is vacant, the



president or any other member of the MMPC committee. The grievance can be managed informally and privately through mediation between the parties. If the member feels strongly about the grievance, or wishes to escalate the complaint, a formal written process must be followed as set out in the NSW PC complaints management procedure. Information about this process can be found at the PC NSW Website or provided to you upon request to MMPC Committee.

This process applies to MMPC members and grievances concerning members of other Pony Clubs, the correct process is to raise these concerns through the MMPC committee. This can be done at a meeting in person or in writing. The MMPC Committee in consideration of the complaint may elect to escalate the complaint.

CLUB MEETINGS

Club meetings are usually held on the second Thursday night after the rally day in each month. These meetings are held in the clubhouse at Mangrove Mountain Pony Club grounds beginning at 7.00 pm and members will be advised at the rally day or by email of any changes. All parents and members are welcome.

CLUB INFORMATION

Information and enquiries can be sent to the MMPC secretary: mangrovemountainponyclub@gmail.com. Information along with results and photos are on our club website mangrovemountainponyclub.org.au MMPC also has a Facebook page.

CANTEEN

The canteen is operated by elected club members and assisted by other members. The canteen is an avenue of fundraising for the club and provides coffee, tea, soft drinks, juice, cakes, hot food, lollies and other foods. The money from the canteen helps pay for the end of year trophies and other awards throughout the year. Please make sure you order your lunch as early as possible.

WORKING BEES

From time to time we will advertise working bees to be conducted at the grounds. Maintenance of equipment and the grounds is sometimes carried out on a rally day and these days will be advised in the newsletter. Members are expected to assist and bring the necessary equipment on these days.

CONCLUSION

We hope that this booklet will assist both new and old members understand the ways of Pony Club. All Pony Club rules are designed with safety and enjoyment in mind. We wish all of our families years of safe and happy riding.