



## **Information & Membership Handbook**

This handbook has been put together to give Club members and their families information about Oaklands Pony Club – how it is run and the range of activities that are organised for Club Members' benefit during the year.

It also explains the kind of things members need to do in order to help us maintain a well-run, safe and fun Club in which to ride it should be read in conjunction with the:

Handbook of By-Laws and other rule books published by the PCAV

Current Updates available at: <http://www.ponyclubvic.org.au/>



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## About Oaklands Pony Club

Oaklands Pony Club Inc. is part of the Pony Club Association of Victoria (PCAV). As a youth organisation, pony club encourages young people to ride and learn to enjoy all approved kinds of sport connected with horses and riding, and instills in its members the correct care of their animals. Pony Club places in order of significance:

The safety of the member

The comfort of the horse

The enjoyment of the rider

Their progress as a rider

There are over 200 Pony Clubs in Victoria where young people can learn to ride and take part in a range of equestrian sports. Each Pony Club belongs to one particular geographic area or “zone”. Oaklands Pony Club is one of 23 Clubs that make up the Central Zone. With around 80 members, it is one of the largest Clubs in the Zone.

Oaklands is also one of the oldest Pony Clubs in Victoria. It is based at Sherwood, the home of the Oaklands Hunt Club in Greenvale - opposite the Woodlands Historic Park and only a few minutes’ drive from Tullamarine airport.

Oaklands was set up in 1956 by members of the Hunt Club who were keen to give their children the opportunity to develop their riding skills and to be able to enjoy the sport of fox hunting. When Melbourne hosted the 1956 Olympic Games, the Pentathlon event was held at Oaklands. It was also the home of the Melbourne 3DE from 1957 through to its move to Werribee in 1980. Affiliation with the PCAV was formalised in 1960.

Oaklands PC has its own Clubroom and, through its close association with the Melbourne Show Jumping Club, access to first-class show jumping facilities. The Club boasts three sand arenas as a joint venture with the Hunt Club and Avenal (previously based at Oaklands).

The Club’s cross-country course, which covers beautiful undulating countryside, is continually upgraded each year and has in the past been accredited as a State qualifier.

The Club holds rallies on the first Sunday of each month and organises a range of equestrian events for its members during the year. Each year, the Club runs Horse Trials and, on occasion, makes the facilities at Oaklands available for Central Zone competitions. Other events such as the MSJC Showjumping event and the Pony Club show run in conjunction with the Hunter Show enable the club to raise funds through the running of its canteen.

Members of the Pony Club are able to participate in hunts when they have reached a certain level of ability, the membership fee is also discounted to allow Oaklands Pony Club members to become Oaklands Hunt Club members. You are also treated to a Junior Hunt each year with the Oaklands Hunt Club.



## Membership Information

This section deals with the basic information that members need to understand and comply with when they join Oaklands Pony Club.

There are different categories of membership.

- A Riding Member is someone under 17 years of age who will have the written permission of a parent or guardian to join Oaklands Pony Club. Families of Riding Members are also asked to pay a nominal “Adult Supporter” fee and maintenance levy.
- Associate Riding Members are 17 years old and over. (Under recent changes to PCAV rules, Associate Members may continue membership until the 30<sup>th</sup> June following their 25<sup>th</sup> birthday full details of the PCAV’s privacy policy are contained on the PCAV website).

When a new member joins the Club, he or she will be asked to provide some basic information (eg., name, address, contact numbers, email address) which is used for administrative purposes and in case of an emergency. The PCAV recognises that privacy of information is important and that individuals have a right to access and control the information that is held about them.<sup>1</sup>

Members are asked to pay their **annual fees** to the Club Treasurer by the May Rally each year. A proportion of these fees are needed to help the Club meet its obligations to the PCAV (especially insurance) and to Oaklands Hunt Club for the use of its grounds. Failure to pay by the required time means that riders are uninsured and therefore not eligible to ride at the start of the new financial year (i.e., the July Rally.) The balance of the fees goes towards paying instructors and to cover the cost of rallies.

A numbered **PCAV membership card** is issued to each financial riding and associate riding member. This card serves several important functions. It is evidence of your membership of the PCAV and that you are indemnified by the Association’s insurance. The DC uses it to record the grading (see later section) given to you and your horse. It is used by Oakland’s Card Secretary to record your attendance (or absence) at Rallies and the name of the horse you are riding. **Finally, a rider cannot compete without presenting this card for inspection at an event.**

It is the rider’s responsibility to ensure the information on this card is accurate and complete. The Card Secretary who updates the membership card each Rally day holds all members’ cards. (However, if you are competing regularly you may keep your card, but **you must present it at each Rally to record your attendance**

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<sup>1</sup> Refer to Privacy Policy at the end of this document.



## Club Organisation

As Oaklands PC is a large club we rely on the co-operation and involvement of both parents and riders to help everything run smoothly. The culture of the Club is one where everyone is **expected** to 'pitch in' – and we are fortunate that so many do.

As new members come into the Club and the 'stalwarts' move on, however, it's important to re-iterate the fact that a Club of this size takes a lot of effort to run and that we depend on families volunteering to help out when required.

The **Oaklands Pony Club Committee** is responsible for the overall operational running of the Club. It is made up of 4 office bearers; President, Vice President, Secretary and Treasurer and up to 8 Committee members. Time spent on the Committee is a terrific way to find out about how Pony Club works, which in turn is of help when your child starts to compete. It's also a great way to make friends and create a supportive network that you can turn to for help and advice.

The **District Commissioner (DC)** is the person responsible to the Committee, the Central Zone and PCAV. The DC's role is to co-ordinate all activities, organise instructor recruitment and instruction. Further, the DC is responsible for the grading of all riders and their horses, safety issues and the general welfare of the members and to ensure attendance details at rallies are kept current and recorded correctly.

If you are unsure about any Club matter, please feel free to approach any of our Committee members. If your issue is specifically a riding matter, the DC is the person you should approach. If you have a serious issue or concern about how the Club is run, it is far better to talk to a Committee member directly so that the matter can be dealt with quickly and constructively.

## Club Website

Our **website** ([www.oaklands.ponyclubvic.org.au](http://www.oaklands.ponyclubvic.org.au)) contains news and pictures of recent events that our members have attended. (Any individual, team or other photo submitted for display on the Club website, must first be authorised by the Website administrator who is a trusted official of our Club. If you have any concerns about your child appearing on our website, please advise the Club Committee.)



## Equipment & Safety

Oaklands Pony Club leases the Clubroom and grounds from the Oaklands Hunt Club for official Rallies, events and team training sessions. It is most important that Club Members help preserve the natural environment of Oaklands by observing the designated parking areas, disposing of rubbish in the bins provided and observing the restricted use requirements. This means that, unless you agist on the property, you cannot ride for private lessons, private use and non-official club rallies, events or team training is not permitted under any circumstances on the grounds. The Hunt Club also has a **No Smoking** rule.

**As this is a working Hunt Club, it is imperative that no dogs are brought onto the property.**

The following rules are additional to those outlined elsewhere within this handbook. They are imposed for reasons of safety of personnel and horses and protection of property.

- Stallions, colts and rigs are not permitted at rallies and competitions.
- Mounts under 4 years old may not be allowed to jump at rallies and cannot jump in Pony Club competitions.
- Horse abuse rules apply at rallies, in accordance with PCAV Handbooks of By-Law.
- If the DC considers any horse to be ill, injured, lame, unsuitable, unsafe or otherwise in need of attention, it may not be ridden at a rally.
- Horses must never be tied to any float which is not connected to a vehicle.
- In parking areas or otherwise congested areas of the club grounds, riders are not permitted to trot or canter. Walking pace only is required.
- Riders must not leave a group or join another group without the permission of the instructor or person in charge of the activity. **Transfer to another group can only be approved by the DC on the day.**

## Oaklands PC Uniform

All pony clubs have an official uniform that members must wear at any pony club competition or activity. Oaklands PC uniform consists of:

- White long-sleeved shirt;
- Red V-neck jumper;
- Black tie (with PCAV logo) and PCAV badge (optional);
- Jodhpurs can be cream or beige, fawn or banana coloured;
- Short jodhpur riding boots or long boots (in black or brown), leather gaiters matching the boot colour, **not chaps**, may also be worn;
- Gloves and back protectors may be worn; and
- Medical armband must also be worn and at rallies members are encouraged to wear a name tag.

Our Club jumper, tie and badge can be purchased from the Clubroom. Saddlecloths in Club colours are also available – these are optional but encouraged.



- A Red/Black Polo shirt and a black and red rugby jumper are also available for wear at rallies and is optional at competitions for Cross Country, Games and Showjumping only (not Dressage where shirt, tie and jumper must be worn).

## Oaklands PC Rallies

Rallies are held on the **first Sunday** of the month, excluding January. A schedule of lessons/activities is posted on a notice board in front of the Clubroom.

The day starts with gear check at 9.45am and ends around 3.30pm. There is a one-hour lunch break.

The December Rally is a more festive occasion, which may include such activities as fancy dress and a visit from Father Christmas. There may also be an extra Rally held on Good Friday each year subject to Member interest and availability of mounted helpers. This usually involves riding out in the beautiful Woodlands historic park that is adjacent to the Club grounds. In all, Oaklands PC organizes up to 12 rallies each year.

Riders need to be saddled and mounted by **9.45 am**. Gear check is an important requirement for riders (refer Gear Check Requirements) and helps the Club do the following things;

- Check the safety of the rider's tack as well as the horse's comfort and condition
- Keep a record of attendance/absence
- Ensure uniform standards are maintained

All new members should present to the D.C. outside the clubrooms with their horse for gear check at their first rally. Also any existing member with a new horse should also present to the D.C. when bringing the horse for the first time to a rally. This is to ensure that horse and rider have the appropriate gear/tack etc.

Each rider will be allocated to a group of riders as directed by the DC.

**Rally activities** usually include show jumping, cross-country, dressage and games. Riders are expected to participate in all the activities offered during each Rally.

The rally activities will cover a diverse range of equestrian skills – flat work/dressage, jumping, games, cross country and anything else that can be thought of to provide a broad range of experiences, fun and education to riders.

Whilst due emphasis will be given to providing a solid foundation in the elementary areas of flat work and jumping, the aims of the Pony Club are to provide broad experience, skill and enjoyment. Pony Club is not solely about instruction and certainly not about focusing on one area of riding. Consequently, **all riders are expected to participate in all activities**. Pony Club is not designed for riders who want to specialise in one or two equestrian disciplines alone.

The mix of activities may change from time to time in order to give members as broad an experience and knowledge base as possible. For example, some activities have included additional sessions on how to show a pony, how to ride to music in pairs and a talk by an experienced farrier on hoof care. At Oaklands some rally activities take place in large, fenced paddocks and others in



the sand arenas. It is an important safety requirement that all riders walk (as opposed to trot or canter) their mounts from one lesson to the next. Also, we ask that floats and cars be parked only in the designated areas. The gravel area directly behind the Clubrooms should remain clear of cars.

Many of the members agist at Oaklands and also at the neighbouring agistment property, Peppercorn. For this reason we ask that the yards are made available for these members to use during lunch time and tacking up as they do not have floats to tie their horses to.

In the event of a rider having a fall, there is at least one trained first-aid officer at every Rally. A First-Aid kit is kept in the Clubroom along with a list of emergency contact numbers. All accidents need to be reported to the office and an official PCAV Incident report completed.

If a horse breaks loose or is out of control, all riders in the immediate vicinity should stop their own horses and, if necessary, dismount, until the horse has been caught or brought back under control.

## Rally Attendance – Riders & Parents

Members must attend Club Rallies as often as possible. Rallies will go ahead, rain, shine or public holiday! A rally will only be postponed on a day of total fire ban. If it is very wet or cold, riders should wear rainproof coats on top of their uniforms. In hot weather, riders should remember to put on lots of sunscreen. If the weather is extreme, the Rally may be shortened or unmounted activities held.

As mentioned earlier, the Club maintains membership cards that are used for a rider's proof of attendance for qualification or eligibility to ride in all PCAV competitions. In order to qualify a horse at a Rally, the horse must be presented to gear check and be ridden for a minimum 1 mounted lesson. Please note, the horse that is written on your membership card is the horse you are gear checked on. If you want to change horses you must re-present for another gear check. When you do so, please tell the gear checker which horse you want entered on your card. You may only qualify as one attendance for any one Rally but are able to qualify a maximum of 2 horses per rally.

In addition, please note the following requirements;

**A parent or guardian is required to be in attendance on Rally days** for every rider under the age of 17. This is both a safety and an insurance issue. If a parent/guardian arrives with their child but must leave during the Rally, another guardian must be appointed in their place. *(Please make sure you register and sign off on your intentions at the Clubroom office.)*

- If a rider **arrives late** to a Rally, the rider and their horse must still be gear checked before taking part in any activity. If a rider needs to leave early, he or she should sign out on a special form available from the office. This is important from a safety point of view: the DC needs to know the whereabouts of all riders and parents/ guardians at all times. Riders are encouraged, as a matter of courtesy, to apologise to the instructor for being late.
- Riders who cannot ride due to **illness/injury** of themselves or their horse, may attend



a Rally and, if approved, “Unmounted” may be recorded on their membership card by the DC or Card Secretary. To be eligible, the unmounted rider must be in full Club uniform and attend or help out in activities as directed. An unmounted Rally is a qualifying attendance rally for competitions.

- If a rider is attempting to qualify for a state championship competition and that event falls on a OPC Rally day, this counts as a rally attendance. In order to make it easier for the Card Secretary, riders should bring the program for the event to the next Rally as proof of entry.

## Volunteering Guidelines

Oaklands Pony Club is a not for profit community based club. The Club holds fundraising events in order to improve the facilities and provide not only excellent instruction but also excellent facilities for the members. In order for the club to run efficiently and cost effectively it is a condition of membership that each family support the club by volunteering to do tasks involved with the running of monthly rallies and fund raising events.

As Riding Members are usually riding at rallies and events, the majority of the volunteering is expected to be done by one or more Adult Supporters. An Adult Supporter may be a parent, guardian, grandparent, relative or friend. Riding members including Associate Members should also commit to volunteering when they are not involved with riding activities.

It is a condition of membership renewal that the appropriate amount of volunteering has occurred in the previous 12 months.

This guideline only sets out the minimum amount of volunteering a family must perform to renew their membership. It is anticipated that most families will volunteer more.

It is not possible to make a financial contribution in place of volunteering as the time and effort are more valuable than a monetary sum.

On Rally days a **roster system** operates to help spread the workload. Parents are asked to check the Club website prior to each rally to check to see if they are required to help. If a family knows that they will not be attending that rally then they are asked to organise with someone else to fulfill their rostered duties. The notice board will also have the roster shown on the day. Each family is assigned a specific job on a rotating basis – such as setting up and packing up show jumping equipment, setting out the dressage arena, helping out in the canteen, or assisting with maintenance. After the end of each rally both arenas need to be harrowed and manure cleaned up. However, if you see a job that needs doing, please offer to help out – don't wait to be asked! If for any reason you cannot do a specific job for health reasons etc, please discuss this with the Committee and a suitable replacement task will be offered. **All riders are expected to be helpful, especially our Associate Members** who are expected to contribute and set a positive example for the younger riders.



For the Club to keep memberships fees at a minimum and to ensure there are sufficient funds to maintain and improve facilities, the Club runs or supports several events throughout the year. These are currently:

- March canteen for Melbourne Show Jumping Club
- April/May Central Zone Canteen + Set Up and Pack Up
- August Oaklands Hunt Club Hunter Show – Pony Club show rings and canteen
- October Oaklands Horse Trials

Each family must provide assistance on the day of **at least one** of the above events (other than the October Horse Trials which is a club competition that requires the combined efforts of **all** members for it to run smoothly and efficiently). The April/May, August and October club events also require help on the day prior to or after the event to assist with setting up and packing up.

A volunteer register and duty roster will be maintained in the club rooms and each member should sign and record their name and duty completed. At the end of the rally each coordinator will sign off that the duty has been carried out.

**Failure to actively attend rostered duties may result in membership being suspended or the member's application renewal in May being declined.**

## **Gear Check Requirements for Horse & Rider**

Please refer to the PCAV Gear Rules for details.

Within the PCAV the safety of the horse and rider is paramount. The Association has very clear rules and regulations regarding the gear to be worn by horse and rider. These are designed to help ensure the safety of the rider, and the comfort and safety of the horse.

Gear check of all riders is compulsory for club rallies, riding activities and all pony club competitions. When riders present for gear check their gear will be checked to make sure it is in good order, with no worn parts and is safe for the rider. All gear must be comfortable for the horse and fitted correctly and other items such as uniform and helmets must also comply with PCAV rules

The club is always looking for interested people to take up gear check duties. It is in the best interests of the rider and the horse if a family member knows the safety rules related to gear checking. So please step forward and get involved.

## **Choice of Horse/Pony**

There are a lot of factors that go into choosing "the right" horse or pony for your child. From our perspective, *the horse should willingly allow the rider to join in all activities without danger to horse, rider or others*. This means thinking through such issues as the temperament, size, age and experience of the horse – compared to that of the rider. A horse's breeding and appearance should be far less important considerations.

Remember, when ridden by one child, a horse may go perfectly. A less skilled or confident rider may produce very different results and, at times, safety could be compromised. If in doubt, we urge all



parents to seek expert help and advice when buying or leasing horses. (A useful tip is to contact the DC of the club from which the horse you may want to buy comes from. Usually he/she will know the horse well.)

## Getting Ready to Compete

Members are required to check their membership card and ensure it is complete and accurate before attending any competition. If you turn up to a competition and your details are found to be incorrect, you will be disqualified.

So, at the rally before your event you should ask our card secretary for your card. (You are also responsible for returning it to her at the next rally.) You should check:

1. That in the past 12 months, you have attended at least 2 mounted rallies at the club on the horse you will be competing on.
2. The name and spelling of your horse on your membership card matches what you write on your entry form.
3. The horse and rider as a combination has been graded for this type of event and that the correct details have been entered on your entry form.
4. If under 17 years, that 50% (i.e., 5) rallies have been attended in the past 12 months.
5. If over 17 years, that 2 mounted rallies have been attended in the past 12 months.
6. That you are a current financial member of the PCAV.

**When you get to the competition, the event organisers will check some key things before you ride. You will need to present your PCAV membership card for inspection to the card secretary at the event secretary's office. Each rider's armband will also be checked for the accuracy of the rider's details and emergency contact information. Rider's helmets may be spot checked to ensure they comply with the appropriate standards.**

## Grading Horse and Rider Combinations

The PCAV document "Guidelines for Grading" helps explain the grading process so that riders (and their parents) understand what's involved. The grading system is based on the ability of the horse and rider as a combination to perform safely and competently at a specific standard in any discipline. It then follows that combinations of similar ability compete together.

A separate grading is required for each equestrian discipline and horse and rider combination.

- **Horse Trials** are graded from Grade 1 (the highest) to Grade 5 (the lowest, or beginner grade). Combinations are graded according to their level of safety and competence in dressage, cross-country and show jumping. A rider must be at least 8 years of age to be graded for horse trials.
- **Show Jumping** grades are PA (highest), PB, PC, PD and PE (lowest). Before a request is made to move up a grade, riders should make sure they can safely negotiate second and third rounds of show jumping which will be over obstacles with increased heights and spreads. Dimensions for each grade are contained in the Horse Trials rule book.



(Riders should note that dimensions for pony club show jumping competitions differ from those in the show jumping phase of horse trials.)

- **Dressage grades** (other than for Horse Trials) are known as Stage 1 (highest) to Stage 5 (lowest).
- **Combined Training** grades are 1 (highest) to 5 (lowest). Combinations are graded according to their competence and safety in dressage and show jumping.
- **Hickstead** grades are 1 (highest) to 5 (lowest). This type of competition consists of dressage and a combination of cross country and show jumping obstacles. These competitions are conducted under Horse Trials rules with all jumping penalties scored as for the show jumping phase of Horse Trials. Horse Trials grading system applies.

## How to get Graded

A horse and rider must have attended two mounted rallies at the member's club before the combination can be graded. If you want to be graded, get a copy of the grading form from our website or club room, complete your details and give it to your instructor on Rally day at the **start** of your lesson.

At the end of each lesson, collect your form and, at the end of the Rally, give it to the DC. A decision will then be made and your grade recorded on your current membership card and signed by the DC. At Oaklands, although the DC seeks input from Rally instructors on grading decisions, the final word rests with her. Parents are not allowed to influence the grading of their children.

If a combination is consistently placed in any graded discipline, they must be re-assessed by the DC and, if appropriate, be upgraded. Re-grading may be done at any time other than at a competition.

## Type of Competitions

The PCAV runs a broad range of equestrian events – each of which has its own rules and regulations. It is essential that any riding member or associate member understands and follows the rules issued by the PCAV for each equestrian discipline.

The following section describes the different kinds of events run by clubs like Oaklands PC and others in the Central Zone. These include shows, games, combined training days, horse trials and show jumping competitions. (Rules for these competitions are available on the PCAV website or they can be ordered in hard copy booklet form. Please check at the office to see if we have any available for a small cost

## Central Zone Competitions

Each year, the Central Zone runs several different competitions for the Clubs in its area. The main events are described briefly below. Dates for these competitions are publicised in our newsletter and on the PCAV Central Zone website.

- **Lowden Shield:** the programme for this annual event usually includes a mix of activities that include showing, games and handy mount activities. Children of all ages and levels are



encouraged to take part. Riders receive points for their Club if they place or win an event. The Club with the highest tally receives the Shield for that year.

- **Fimister Shield:** This is an annual show jumping competition, which gives all grades of rider (from E to A), experience of different kinds of jumping events. Again, riders who place or win an event receive points and the Club with the most wins the Shield.
- **Presidents Cup:** In 2005 the Central Zone introduced a perpetual award called the Presidents Cup for the best performing Central Zone Show Jumping rider in each grade for the year. One rider in each grade within the Central Zone, will be declared the winner of their grade, based on accumulated points across a series of events.  
To be eligible to win the Presidents Cup, riders must compete in a minimum of two qualifying events during the year, plus the final round. Points are awarded for each qualifying round. Double points are awarded for the final round. The final round and presentations of the Presidents Cup is held on the same day as the Fimister Shield.
- **Central Horse Trials:** Central Zone conducts interclub horse trials in August.
- **Games, Flat and Musical Rides Teams:** are usually conducted in April and are also the qualifying event for the state championships usually held in June at Bacchus Marsh Pony Club. Each zone conducts a qualifying competition to select club competitors for these competitions. A games team consists of 7 riders who take part in activities such as bending, stepping-stones, flag and drum etc. Usually one or two of the games is changed each year. The Flat Team consists of 4 riders who are required to carry out a rehearsed test together. They are then broken into pairs and each pair of riders does another rehearsed test. Finally, the four riders are given 10 minutes to prepare an unrehearsed test and do this on the day of the competition. Whilst a separate team may enter the Musical Ride section, a Flat team may also take part in the Musical Rides part of the competition.

## State Level Pony Club Competitions

Note that any rider who has been in pony club for more than 2 years and is aged 13 years or over, must have attained their "C" certificate in order to compete at any PCAV State event.

Each of the ten PCAV zones in Victoria conducts qualifying competitions to select teams to compete in the following State events each year:

- Horse Trials State Championships (for Grades 1 & 2);
  - Inter-Zone Teams Horse Trials (for Grades 3 & 4);
  - Show jumping and Dressage State Championships; and
  - Games, Flat & Musical Ride Teams Championships.
- The **Horse Trials State Championships** is a three-phase competition of dressage, cross-country and show jumping for grades 1 and 2. The horse and rider as a combination must qualify by competing in two events over Accredited Courses at Grade 1 or Grade 2 standard in the 12 months preceding the entry date for the Horse Trials State Championships. Traditionally, this competition has been held in early May and is hosted by a different zone each year.



- The **Inter-Zone Teams Horse Trials** are usually held at Yarrambat in July or August . It is for Grade 3 and 4 zone teams. Riders wanting to be considered for this event must compete in several qualifying Horse Trials. Each Zone then selects 12 riders in each grade to compete.
- The **Show Jumping and Dressage State Championships** are hosted by one of the zones in Victoria in February each year. The Central Zone holds qualifying events in mid-December which are open to Grades 1, 2 and 3 riders.
- The **Games, Flat and Musical Rides Teams State Championships** are usually held in June. The zones conduct qualifying competitions each year to select club competitors for these competitions.
- A games team consists of 7 riders who take part in activities such as bending, stepping stones, flag and drum etc. The Flat Team consists of 4 riders who are required to carry out a rehearsed test together. They are then broken into pairs and each pair of riders does another rehearsed test. Finally, the four riders are given 10 minutes to prepare an unrehearsed test and do this on the day of the competition. A Flat team may also take part in the Musical Rides part of the competition.

## Efficiency Tests/Certificates

Riders are encouraged to take a series of PCAV Certificates as they progress through Pony Club. The Certificate system is designed to ensure that riders undertake elementary studies in both riding (horsemanship) and care of the horse (horse mastership). There are eight standards or levels of efficiency; "D" (the lowest), "D" Gold Star, "C", "C" star, "B", "B" star and "A" (the highest) with two specialist tests –"K" for the active rider and "H" for the horse mastership test.

Once riders have successfully taken a certificate, they are issued with a coloured Efficiency Certificate disc which is mounted behind the rider's PCAV badge. They should also ensure their membership card reflects what tests have been done.

A new sticker from the PCAV will be issued and placed in your card. Please ensure that the details are correct.

## Fire Plan on Rally day

As part of the Hunt Club Ground rules, no event will be run on a day of total fire ban. If a fire does occur while you are at Pony Club, the following procedure will be followed:

- All horses are to be released into the fenced sand arena (NO NEGOTIATION) & all humans are to group in front of the club rooms. Instructions will be given by a Committee delegate for evacuation if necessary.
- Don't Panic.



## Helping Your Child

In order that we ensure our members get the most out of their experience at Pony Club, the PCAV has drawn up a code of conduct for parents, riders, club officials, administrators and instructors.

There may be times when you are tempted to offer advice and encouragement from the sidelines as you watch your child ride. **However, we ask that you refrain from doing so.** From a safety point of view, you may distract your child and inadvertently cause an accident. Also, your suggestions (or orders!) may well conflict with those of the instructor who is often following a particular lesson plan or learning approach. The resulting confusion can cause tension and may compromise your child's opportunity to learn.

Club instructors are there to provide independent, informed and objective advice and we ask parents to stand back and respect this important role.



## PCAV Code of Conduct

### PCAV Code of Conduct- Riders

- Participate and compete within the rules.
- Never argue with an official. If you disagree, discuss your concerns with the organising committee or use official protesting procedures to lodge your complaint.
- Control your temper. Verbal abuses of officials, organising personnel or other individuals are not acceptable or permitted behaviours in any sport and may result in disqualification at competitions.
- Work to better yourself there is always satisfaction in improving your performance.
- If working in a team, work to support your teammates and be positive about your teammates performance.
- Be a good sport.
- Treat all participants in your sport, as you like to be treated.
- Cooperate with your coach, teammates and organising personnel. Without them there would be no competition or activities to be involved with.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### PCAV Code of Conduct – Parents/Guardians

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example.
- Appreciate skilful performances by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### PCAV Code of Conduct - Coach/Instructor

- Remember that young people participate for different reasons, for many winning is only part of the fun, participating, learning and enjoying others company is often just as important.
- Never ridicule or yell at a young person for making a mistake or not coming first.



- Be reasonable in your demands on young people's time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your Pony Clubbers to do the same. Ensure that the time spent with you is a positive experience. All Pony Clubbers are deserving of equal attention and opportunities.
- Avoid focusing on the talented riders the just average participants need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your Pony Clubbers to do the same.
- Show concern and caution toward sick and injured riders. Follow the advice of a physician when determining whether an injured Pony Clubber is ready to recommence riding at rallies or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the Pony Clubber's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

#### **Code of Conduct – Administrators**

- Involve young people in planning, leadership, evaluation and decision making related to their Club and activities.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in Pony Club not just as a rider but as a coach, official, administrator etc.
- Ensure that equipment, length of activities and rally schedules are modified to suit the age, ability and maturity level of young riders.
- Provide quality supervision and instruction for junior riders.
- Remember that young people participate for their enjoyment and benefit. Do not over-emphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give a Code of Conduct sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Display all Code of Conduct sheets in a prominent place so that all spectators, officials, parents, coaches, players and the media, can view them at any time.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.



## **Oaklands Pony Club**

### **Privacy policy**

#### **1. Introduction**

The Oaklands Pony Club (OPC) is committed to safeguarding the privacy of its members. In this policy "we" and "us" are references to OPC. Personal Information means information or an opinion about an identified individual or an individual who is reasonably identifiable.

The OPC will comply with the Privacy Act 1988 in regard to how it collects and manages Personal Information. In this policy we explain how we will treat your Personal Information.

#### **2. Collecting personal information**

2.1 OPC may collect, store and use the following kinds of Personal Information from you as part of your membership application or renewal, or included on various other forms and documents associated with your membership and other OPC activities:

- (a) your name and the names of your parents or guardian;
- (b) your contact details, such as your address;
- (c) your email and telephone number;
- (d) your date of birth and gender;
- (e) photographs (including captioned); and
- (e) any other information provided as part of your membership or employment (such as police checks and references).

2.2 Before you disclose to us the Personal Information of another person, you must obtain that person's consent to both the disclosure and the processing of that Personal Information in accordance with this policy.

#### **3. Use of your Personal Information**

3.1 Personal Information provided to OPC may be used for the purposes specified in this policy or as described in the PCAV Privacy Policy.

3.2 We may use your Personal Information to:

- (a) communicate with our members;
- (b) contact your next of kin in the case of emergency;
- (c) assist us to appoint instructors or other activities for rallies;



- (d) to complete the requirements of other Clubs, Zones or PCAV for PCAV activities or competitions;
- (e) to develop and maintain historical records of the OPC and its activities; and
- (j) forward to you marketing or information communications relating to OPC, horse events or competitions or local activities which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer wish to accept marketing communications).

3.4 We will not, without your express consent, provide your Personal Information to any third party for the purpose of their or any other third party's direct marketing.

#### **4. Disclosing personal information**

4.1 We may disclose your Personal Information to the Pony Club Association of Victoria (PCAV), any PCAV Zone and any of its or the OPC's employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary to carry out the activities of the OPC and where those persons or parties are under a duty to keep such information confidential.

4.2 We may disclose your Personal Information:

- (a) to manage and administer the activities of OPC;
- (b) to PCAV (including its zones and other clubs) to administer Pony Club activities;
- (c) to comply with any law or regulatory requirement;
- (d) in connection with any ongoing or prospective legal proceedings;
- (e) in order to establish, exercise or defend our legal rights;

4.4 Except as provided in this policy, we will not provide your Personal Information to third parties.

#### **5. International transfer of Personal Information**

5.1 Personal Information that we collect will not be sent or transferred overseas without your express consent.

#### **6. Retaining personal information**

6.1 Any Personal information that you provide to us shall not be kept for longer than is necessary for the purpose for which it was provided, or as set out in this policy.

6.4 We will retain Personal Information (including any documents, electronic or otherwise by which the Personal Information is provided):

- (a) while you remain a member of the OPC;
- (b) to maintain records of the OPC for historical purposes;
- (c) to the extent that we are required to do so by law;



- (c) if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
- (d) in order to establish, exercise or defend our legal rights.

## **7. Security of your personal information**

- 7.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your Personal Information.
- 7.2 You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of information sent over the internet.

## **8. Amendments**

- 8.1 We may update this policy from time to time and will notify our members of the updated policy by email.

## **9. Your rights**

- 9.1 You may access your Personal Information held by OPC by directing a request in writing to the Secretary.
- 9.2 You may seek correction of your Personal Information held by us at any time by making a request to the Secretary in writing.
- 9.4 You may instruct us at any time not to process your Personal Information for marketing purposes.

## **10. Updating information**

- 10.1 Please let us know if the Personal Information that we hold about you needs to be corrected or updated.

June 2014