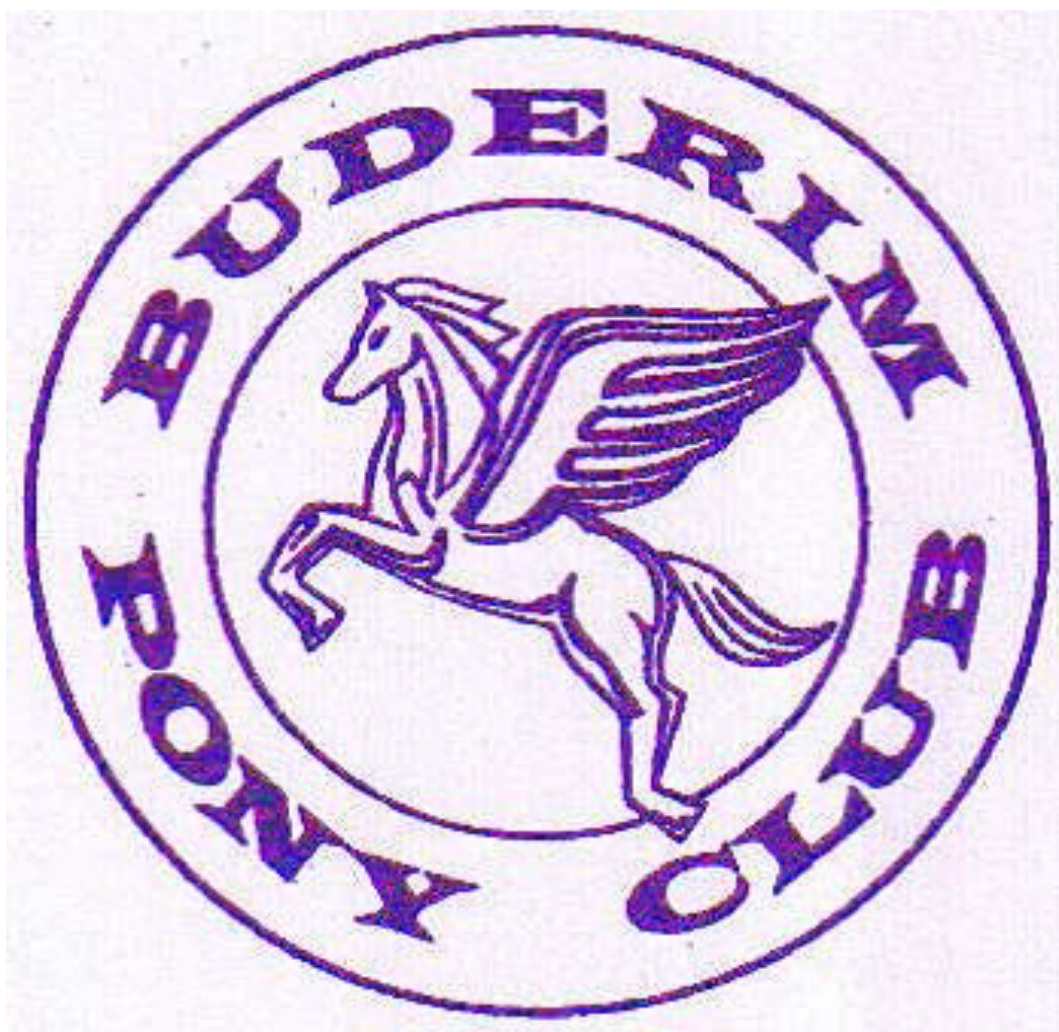


# **Buderim Horse & Pony Club**



## **Member Information Handbook 2019**

# **WELCOME**

Welcome to Buderim Horse & Pony Club. We hope you attain all you set out to achieve, whether it be fun, friendship or success in competition.

We will endeavour to provide you with the best means of achieving your goals. Please feel free to express your thoughts and ideas to any of the Executive Committee. Our objective is to meet the expectations of all members – parents and children alike – as much as possible.

Our Club strives to provide our members with excellent instruction in horsemanship skills and varied activities which contribute towards making their horse riding experience as safe and enjoyable as possible. Members must always obey the Club's rules and instructions.

Our Club also strives to achieve the aims of the Pony Club movement which is:

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

Success should be measured by the level of enjoyment and enthusiasm displayed by our riders. Above all, be safe and have fun.

Please take the time to read this Handbook so you can become familiar with how to get the most out of your experience with Buderim Pony Club.

**Pony Club is all about Fun, Fitness and Camaraderie!**

Happy riding,

Buderim Horse & Pony Club Executive Committee

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## **AIMS OF BUDERIM PONY CLUB**

Buderim Pony Club fully endorses the Pony Club Association of Queensland's (PCQ's) aims of the Pony Club movement. They are:

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

## **CANTEEN**

The Club conducts a canteen at musters and events, offering a variety of hot and/or cold foods and refreshments. Whilst families are welcome to bring their own food and drinks, our canteen is a source of fundraising, so we encourage members to support the canteen.

We have an appointed Canteen Coordinator whose task is to coordinate the canteen.

## **CALENDAR**

At the commencement of each season, the Club issues a Calendar of Events outlining musters, activities and events for the year for our club. Periodically, these may need to be changed – please always check our website for up-to-date information ([www.buderimponyclub.com](http://www.buderimponyclub.com))

There are also many events held throughout our Zone (Zone 6) and beyond that you may like to attend. As these dates are continually added to or modified, please check these websites regularly –

Zone 6: [www.zone6ponyclubs.com.au](http://www.zone6ponyclubs.com.au)

PCQ: [www.PCQ.asn.au](http://www.PCQ.asn.au)

The calendar is emailed to members at the start of each year. This calendar contains projected dates for Buderim Pony Club musters and events. All efforts are taken to keep to this proposed calendar but please be aware that it may be necessary to change some dates as the year progresses – e.g. persistent inclement weather etc.

## **CHILD PROTECTION**

Child protection is an issue that extends beyond the narrow boundaries of inappropriate sexual activity. Organisations have both a moral and legal responsibility to protect children from physical and psychological harm. They are also responsible for not placing any person in situations where they may be exposed to an increased risk of harm.

It is imperative that sport and recreation organisations reduce the risk of harm befalling young people and eliminate the perception that harm could befall them due to the absence of adequate security and safety checks or measures.

## **POTENTIAL RISK SITUATIONS**

Some examples of potential risk situations which could occur include:

- Private one-on-one instruction
- Travel to and from activities
- Overnight accommodation situations
- Changing rooms and showers
- Inappropriate touching during technical instruction
- Excessive negative criticism, threats and bullying
- Lack of adequate supervision and appropriate equipment in dangerous situations

Our Club has developed extensive policies and procedures to ensure everyone understands their responsibilities and works together to protect the rights of children.

## CLUB STRUCTURE AND CONTACTS

### **Membership consists of –**

Junior Riding Members	under 18 (non-voting)
Associate & Senior Riding Members	18 years and over (voting)
Social Members	Any age – non-riding (18 years and over - voting)
Volunteer Members	Non-voting

**The Executive Committee** is elected at the AGM and has the responsibility to manage the Club on behalf of the members. The role of the committee is to plan, organise, lead and control. Our Club's Executive is formed with the President, Vice President, Secretary, Treasurer and Chief Instructor. Please see the "Executive Committee Members List" at the back of this handbook for contact details of each committee member. The details duties for each position are outlined in the PCQ Administrative Handbook. Some of the overall duties are outlined below:

**President/Vice-President** - The President is the principal leader and has overall responsibility for the organisation's administration. The Vice-President then fills in when the President is unable to fulfil duties or attendance. From a strategic perspective, the President should:

- Set the overall framework of the committee (consistent with the views of the members)
- Help the committee prioritise its goals
- Try to keep the committee on track by working within that overall framework
- Be well informed of all club activities
- Be aware of the future directions and plans of members
- Have a good working knowledge of the constitution, rules and the duties of all office holders
- Manage committee and/or general meetings
- Represent the club at local and regional levels
- Be a supportive leader for all club members
- Act as a facilitator for club activities
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.

**Secretary** - The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the executive committee and outside agencies. Ideally an effective Secretary is someone who can:

- Communicate effectively
- Think clearly and positively
- Maintain confidentiality on relevant matters
- Manage and supervise others (in relation to secretarial duties)
- Organise and delegate tasks

**Treasurer** - The Treasurer is the chief financial management officer for the club. The treasurer's tasks include:

- Preparing the annual budget
- Planning for the organisation's financial future
- Regularly monitoring revenue and expenditure
- Helping other committee areas with financial matters

**Chief Instructor** - The chief instructor is responsible for the general line of instruction within the club:

- Organise musters to run smoothly and efficiently
- Prepare candidates for Proficiency Certificates D to A
- Regularly attend management committee meetings
- Cannot charge their own club for instruction
- Must be well presented and act in a professional manner
- Responsible to own club first – loyalty and dedication to your club
- Attend a minimum of 25% of muster days at home club
- Certificate renewed yearly and attend a refresher school every 2 years
- Ensure a smooth and efficient running of club and inter-club events

**Agistment Officer** - The Agistment Officer is responsible for all agistment related issues within the club:

- Organise the agistment of horses on the grounds as per Agistment Agreement
- Oversee the placement of horses during club events
- Monitor ongoing horse health

**Events Co-Ordinator** - The Events Co-Ordinator is responsible for the organization of events within the club:

- Organise the events calendar each year
- Liase with instructors about events/clinics

Please feel free to approach a committee member at any time for assistance; we are all volunteers and are happy to help. If riders are experiencing difficulties the Chief Instructor should be informed. If parents/others have any problems, please approach the President.

### **NON-COMMITTEE ADMINISTRATION OFFICERS**

The Club also has Non-Committee Administration Officers' positions for:

- Zone 6 Delegate – attend bi-monthly meetings on behalf of the club
- Sports Complex Committee Representative –attend meetings as required on behalf of the club
- Council Liaison Officer – liaise with Council representative on any matters that arise
- Grants Officer – apply for grants on behalf of the club
- Canteen Convenor
- First Aid and Sun Smart Officer
- Groundsman
- Promotions & Fundraising
- Uniform Officer
- Junior Liaison Rep
- Horse Health Welfare Officer
- Webmaster
- Social Media Administrators

Please see the “Non-Committee Administration Officers List” at the back of this handbook for contact details of each member if appropriate.

It is expected that all members assist the committee and administration people where possible. Helping out is usually fun for all involved – it's only stressful when it's left to one or two people to do ALL the work – many hands make light work!

### **TYPES OF MEMBERSHIP**

#### ***Riding Member – Over 18 years of age***

- Voting member

#### ***Riding Member – Under 18 years of age***

- Non-voting member
- Must have a parent/guardian also join as a member of the Club.

#### ***Social Member***

- Non-riding member
- Voting member if over 18 years of age
- Non-voting member if under 18 years of age
- Can handle horses, but must not mount/ride or actively train horses on the grounds.

#### ***Volunteer Member***

- Non-riding member
- Non-voting member
- Not allowed to handle or ride horses
- Must be approved by the Management Committee

## **FEE STRUCTURE**

Membership fees are broken down in the following manner:

### ***Riding Member***

National Fee .....	\$ 6.88
PCQ Insurance .....	\$82.00
Zone 6 Fee .....	\$ 5.00
Buderim Pony Club .....	\$55.00 – 1st riding (\$15 additional family riding member)
<b>TOTAL .....</b>	<b><u>\$148.88</u></b>

### ***Non-Riding Member (Social)***

State Fee .....	\$35.00
Zone 6 Fee .....	\$ 5.00
Buderim Pony Club .....	\$20.00
<b>TOTAL .....</b>	<b><u>\$60.00</u></b>

### ***Working Bee Levy***

Working Bees are compulsory for all members, and are to assist with the overall maintenance of the grounds and equipment. The Working Bee Levy is designed to be paid in lieu of working bee hours for members with time constraints.

- The Working Bee Levy is a per hour fee set by the Management Committee once a year.
- The Working Bee Levy is set at \$10 per hour.
- Members are charged the per hour levy for each Working Bee hour owed after review of the Working Bee Log each quarter.
- The Levy is invoiced on a quarterly basis. For agisting members, this levy will be added to your agistment invoice for that month.

## **EVENTS**

***PLEASE NOTE: ALL MEMBERS ARE EXPECTED TO HELP WITH SET UP AND PACK UP ON MUSTER DAYS AND EVENTS***

### ***Muster Days***

Musters are generally held monthly. Members will receive emails notifying them of dates – please refer to the website/social media channels for any updates or changes. In the event of inclement weather, the President and Chief Instructor make the decision to cancel a muster. All riders must sign the attendance book (parent or guardian for junior members) and pay their muster fee before riding. Musters traditionally include instruction in jumping and flatwork (dressage) and other novelty events. However, we also endeavour to offer a wide range of riding genre if sufficient members have an interest.

Groupings at musters are based firstly on riding ability and age, as enjoyment with riders of their own age and friendship within groups is paramount. As riders complete Pony Club proficiency tests, they generally stay with their group as they move through to the next test, thus ensuring that they receive lessons relevant to their test level. The Instructors are responsible for allocation of riders to their groups, so if you have any concerns regarding grouping, please approach an instructor for advice. It is often beneficial for a rider to start in a group which will initially offer encouragement and confidence, after which the rider may then be moved to a more appropriate group.

All junior riders must be accompanied by a parent or guardian at all musters. No junior rider is to be left at a muster (including before and after the muster) without parental supervision. If a parent needs to leave a muster for any reason, the rider must be signed over to care of a person designated by the parent as a supervisor and the Chief Instructor. This policy is strictly adhered to in the interests of rider safety in the event of an accident requiring medical attention and is also an insurance requirement. Please also carefully supervise younger family members who may attend the muster with you. Only Riding Pony Club members are permitted to ride at musters. Riders are not permitted to ride other members' horses at musters unless under an instructor's supervision and with the consent of the horse's owner and both sets of parents or guardians.

Members from other clubs are welcome to join our musters. However, they must notify the Events Co-ordinator) or the Executive Committee of their intention to attend. Visiting riders are required to pay the relevant muster fee. Visiting riders may also utilize the isolation paddocks for overnight agistment if needed at a cost of \$5 per night.

### ***Gymkhanas***

Competitors nominate online for our events via the Events tab on the PCQ website. Competitors must present their Horse Health Declaration Form on the day. Full Buderim Pony Club formal uniform must be worn. Please ensure your overall appearance is neat at all times when you are in club uniform. It is compulsory to remain for the trophy presentation at the end of the day and to be in full club uniform. Remember to phone or email all results into the Secretary within 7 days so they can be recorded on the club website and Facebook page. Pictures are appreciated as well!

It is a requirement of Club membership to assist in the organisation, preparation and running of these events. Unless a Buderim Pony Club rider under the age of 18 has a helper (in organisation, setup or assisting on the day), they will not be permitted to ride.

### ***Other Events***

Events held by Clubs through Zone 6 or neighbouring zones may require pre-nomination via the Events tab on the PCQ website.

### ***Ground Use Restrictions During Events***

General riding areas (arenas and large riding paddock) are generally out of bounds for riding during events. Please refer to any correspondence forwarded by the Management Committee prior to events in regard to available riding areas for the duration of an event.

## ***PCQ PERFORMANCE CARDS***

If you wish to compete at an official level in any Pony Club discipline, you MUST register your horse and obtain a PCQ Card. Each discipline requires a different card. The forms are located on the PCQ website and the application form must be signed by our Secretary. The member must pay PCQ the fee of \$6.00 per card when sending the application form to PCQ. Once processed, PCQ will send the card/s to our Club Secretary who will then forward same to the member.

## ***PROFICIENCY CERTIFICATES***

Throughout their pony club career, riders are encouraged to undertake various proficiency tests according to their age and ability, commencing with the basic 'D' test at 8 yrs through to 'A' test (the highest level) which is usually only attained by a few senior riders.

A copy of the PCA Syllabus of Instruction, which contains all information relating to the requirements for tests, can be purchased from PCQ by members. We recommend that you purchase a copy of the Pony Club Manuals No. 1 & 2 which are excellent reference manuals for riders and parents. These manuals contain information concerning all aspects of riding and horse care. Certificate workbooks, Syllabus of Instruction and Pony Club Manuals can all be ordered from PCQ through our Secretary.

The tests are viewed as a measure of a rider's progress in their overall efficiency. In working towards their certificates, riders acquire valuable knowledge and skills which enhance their riding experience and provide achievable goals for every pony club rider to aspire to. Although riders are encouraged to sit for certificates, they are purely voluntary and not essential for membership.

Riders are encouraged to maintain a record book which records their experiences in Pony Club and other interesting records of their horse's care, feeding regimes etc. This book can then be used as their reference when completing proficiency tests.

Zone 6 provide the opportunity for interested members to attend two training camps each year. These are held in the June/July and September school holidays. The examinations are usually held on the last day of the September camp. Information regarding these camps will be distributed when received from Zone 6 and can also be found on the Zone 6 website closer to the date. Members wishing to attend these camps, will need to nominate through the Nominations Officer.



## **FIRST AID**

Buderim Pony Club has a well-equipped first aid kit and appointed First Aid Officers. If you have current first aid qualifications, could you please notify the Secretary? Should you require first aid, please approach a club official.

Upon joining the club, it is necessary for all members to complete a confidential medical/consent form for use in medical emergencies. This information is particularly important if a member has a medical condition that may require urgent attention.

Similarly, in the case of a horse injury, all members are encouraged to bring their own well-equipped first aid kit with them. However, in an emergency or in the case of serious injury to a horse, immediately call a vet (at your own expense).

## **HORSE CARE**

Whilst attending musters and other events, it is important that your horse is adequately cared for, especially when not in use. It is necessary for all riders to bring relevant supplies for their horses – food and water. If horses wear boots, they should be removed when not in use to prevent their tendons from becoming overheated and damaged.

All horses are to have a hay net or feed and access to water during lunchtime break. If your horse shows any sign of illness - particularly coughing, a runny or congested nose – do not bring him to the muster or event as these types of illnesses rapidly spread to other horses and could result in great cost to their owners. Please be responsible and rest your horse at home.

Horses are not expected to be shod for pony club. However unshod horse's feet must be trimmed and cared for.

For safety reasons, stallions or rigs are not permitted at musters or PCQ events.

If you have any concerns about your horse's condition or health while at pony club, please approach the Instructor for advice.

## **MUSTER ATTENDANCE**

To be eligible for annual trophies or awards, riders must attend a minimum of three (3) musters on the Buderim Pony Club grounds in the current calendar year. In addition, all working bees and other criteria as set out in this handbook must be met.

Presentation points will be awarded to riders on Muster days as determined by the presentation schedule

### **Rules**

1. No rider may leave their group or grounds without permission from their instructor.
2. All riding across the grounds during Musters and Events must be at a WALK, ensuring the safety of others and avoiding disruption to other groups.
3. Any abuse of horse, bad language or disrespect to Instructors or other persons on the rounds will be dealt with at Committee level.
4. Red tail ribbons must be worn by those horses that have a tendency to kick. It is the responsibility of both owners and other riders to be aware of this situation and ride accordingly.
5. All horses are permitted in designated horse areas only. Horses are NEVER permitted on the adjoining sports field – EVER!
6. Whip abuse rules are upheld at our Club.
7. Riders under the age of 18 must have a parent or guardian to supervise.

We, as a Pony Club are part of our State Body (PCQ), must abide by PCQ rules as well as our own. A copy of all Rules and Regulations Booklets can be purchased from PCQ through our Club Secretary. Copies are also kept in the office. These booklets can also be viewed on the PCQ website.

## **DOGS**

The Club is bound by Sunshine Coast Regional Council and Pony Club Association of Queensland's by-laws and rules in relation to dogs on Pony Club grounds. Therefore dogs are not permitted at Pony Club events. At all other times they **must** be on a leash in riding areas when horses are being ridden or actively worked. If all horses are secured in stalls or in paddocks or if away from riding areas, dogs may be allowed off leash unless it is requested by a horse's owner to have the dog secured. It is the responsibility of the dog owner to remove any poo from their dog.

## **PARENTS' RESPONSIBILITIES**

Pony Club is not just for children – it needs the active participation of parents as well. To ensure maximum enjoyment and benefit at Musters and Events, parents are needed to act as officials and helpers.

To give your children the best opportunity to take part in the Muster activities, it is important to arrive in plenty of time to assist in setup and ensure riders are tacked-up and ready for gear check.

It is important that riders under the age of 18 are not left unattended during the muster. It is the responsibility of all parents to ensure that a continuity of supervision is provided for their children.

## **RIDING RULES**

1. All riders on the grounds must be members of PCAQ or an equivalent association.
2. Riders under the age of 18 must be under the supervision of a parent or guardian whenever mounted.
3. An approved helmet correctly fitted, is to be worn at all times by persons riding on the grounds.
4. All riders must wear an approved jumping vest when jumping.
5. Riders are only allowed to jump a maximum of 60cm (the top of the blocks). Riders are allowed a maximum of two (2) jumps on each side of the arena. Any jumping above 60cm, use of the jump wings or use of more than four (4) jumps as mentioned is only allowed in the presence of an approved instructor or course builder. The approved supervisor must remain in the arena while horses are jumping.
6. Only Buderim Horse and Pony Club members are permitted to use the equipment, notwithstanding scheduled events such as competitions, open days and schools.
7. Members who wish to utilise the grounds for horse sale purposes must receive permission from the Management Committee prior to doing so. Non-members are not allowed to ride on the grounds without consent of the Management Committee.

## **ARENA RULES**

1. All riders are expected to be respectful of other riders within the riding areas. Please be aware of other riders and familiarize yourself with proper arena etiquette.
2. It is the responsibility of the last rider each night to ensure all lights have been turned off.
3. During busy training times, priority for use of the arena and any of its equipment is given to any official lessons conducted by an accredited instructor. When multiple instructors are simultaneously teaching, they must come to an equitable agreement as to the shared use of the space.
4. There is to be no reckless riding within the arenas.
5. All riders are responsible for removing their horse's manure from the arena after use.
6. All riders are responsible for packing up and putting away any equipment that has been used.

## **COMPULSORY WORKING BEES**

Working Bees are compulsory for all members, and are to assist with the overall maintenance of the grounds and equipment. Each member family is required to contribute and log the following number of Working Bee hours each calendar year:

- 24 hours per year (6 per quarter) for non-agisting member families
- 32 hours per year (8 per quarter) per agisted horse for agistee members.

Best effort should be made to log these hours during the nominated working bee days, however arrangements may be made with the Management Committee to agree to a list of tasks that can be completed in the members' own time.

For members with time constraints, a Working Bee Levy may be paid in lieu of working the required number of hours. Please refer to the Working Bee Levy in the Fee Structure section above for further details.

The Club runs four (4) compulsory member working bees each year.

- Each membership family is required to participate in the four (4) working bees each year.
- It is the responsibility of the member to ensure the correct hours are logged in the working bee register and signed off on the day by the co-ordinator.

**IF YOU ARE UNABLE TO ATTEND A WORKING BEE, PLEASE CONTACT A COMMITTEE MEMBER AT LEAST 24 HOURS PRIOR TO THE DAY.**

## MEETINGS

Meetings are an essential part of running any sport and recreation club for the following reasons:

- To encourage coordination between members
- They are vital for the maintenance of effective communication and democracy
- They are a forum to share ideas, to reach a common agreement and make decisions.

Buderim Pony Club holds Committee meetings on the second Thursday of each month at the Clubhouse – commencing at 6.30pm.

- All members over the age of 18 are welcome to attend these meetings.
- Items for the Agenda should be submitted to the Secretary prior to the meeting so they can be discussed at the meeting.
- As we are a club, not an individual, we are bound to address any concerns in the proper way so as to prevent any misgivings in the way issues are resolved.
- General meetings are called as required and members will be given notice prior to these meetings.

Buderim Pony Club holds Junior Committee meetings each month:

- All Junior members (under the age of 18 years) are welcome to attend these meetings.
- We encourage junior members of our club to be actively involved and have input into the club.
- All correspondence from the Junior Committee meetings are to be forwarded to the Management Committee prior to the Committee Meeting each month by the Junior Liaison Rep.

Please contact any of the Committee members regarding any of the above points, or if you require further information.

## TROPHIES AND AWARDS

At the end of each year, trophies and awards are presented at our club break-up. To be eligible, members must be financial (ie all fees are paid in full) and must endeavor to attend at least three (3) musters, be a valuable and contributing member of the club and represent the club at other Pony Club Events.

## TRANSFERS BETWEEN CLUBS

Club transfers are applied for via 'My Pony Club' located on the PCQ website. The pending application will be approved by the Management Committee. Club fees cannot be transferred from club to club. If transferring within Zone 6, you cannot compete for a period of 30 days from the date the transfer was requested. Transfers are binding for 6 months unless special circumstances apply (PCQ RULES). Transfers are valid from the date requested.

## POLICIES

Pony Club is a youth movement and is obligated not to encourage the consumption of any drugs, alcohol or smoking. Accordingly, the PCQ policies apply to all members, administrators, officials, coaches, riders and visitors of a Club to keep their venues/areas drug free. Buderim Pony Club fully supports the PCQ policies for:

- **Alcohol:** To enable this commitment to be met, the consumption of alcohol is absolutely forbidden for members under 18 years of age (the legal drinking age in Australia), and is not encouraged for members, officials, parents or volunteers of 18 years of age and over, whilst engaged in any pony club activity. Riders and supporters must not consume alcohol during the conduct of any pony club activity involving horses.
- **Anti-Harassment:** PCQ is committed to providing a sport and work environment free from harassment and discrimination. We believe that anyone who is employed by PCQ, who represents PCQ and everyone with whom PCQ deal with, has the right to be treated with respect and dignity. The Pony Club Association of Queensland will not tolerate harassment in our organisation. We will take all complaints of harassment seriously and will ensure they are dealt with promptly, seriously, sensitively and confidentially. Disciplinary action can be taken against a person who is found in breach of this policy.
- **Child Protection:** Buderim Pony Club has a child protection policy in place which outlines risk management strategies. All members should access a copy of this policy from our website and familiarise themselves with the content.
- **Code of Behaviour:** The PCQ has outlined a code of behaviour for riders, parents, administrators, officials and instructors/coaches. Copies of the policy are available online at [www.PCQ.asn.au](http://www.PCQ.asn.au), from the club Secretary, our website and are on display during musters and events. Disciplinary procedures are laid out in the PCQ Administration Handbook.

- **Equal Opportunity:** The PCQ is committed to a workplace free from all forms of discrimination and harassment. All employees, volunteers and members of PCQ will be treated fairly regardless of their sex, race, colour, ethnic or ethno-religious background, descent or nationality, marital status, disability (including past, present or future physical, intellectual or psychiatric disability, learning disorders or any organism capable of causing disease – for example HIV), homosexuality, age or gender identification.
- **Smoke Free:** PCQ recognises that passive smoking is hazardous to health and that non-smokers should be protected from tobacco smoke. The front car park area is the designated smoking area – away from other members. Persons under the age of 18 are not permitted to smoke on the grounds at all.
- **Sun Smart:** PCQ encourages the use of high SPF Broad Spectrum sunscreen by members, however it is the responsibility of each individual as to whether they use sunscreen. Buderim Pony Club supplies sunscreen free-of-charge to members at musters and events via the canteen.

## **PARKING**

Buderim Pony Club has a designated Float Parking area that we recommend members utilise to unload and load their horses safely. Upon arrival at musters and events, parents are asked to leave at least 6 metres distance between their float and adjacent floats if horses are going to be tied to either vehicle. This is to reduce the likelihood of damage being incurred to other floats/cars/horses/riders from horses kicking or pulling back.

Horses should be tied to baling twine, which is attached to a solid object. Under no circumstances are horses to be tied to a float that is not attached to a vehicle. Similarly, any visitors' vehicles not attached to a float, must be parked away from the horse float area. Buderim Pony Club provides stalls and tie rails to secure horses.

## **MANURE**

We like to keep our club grounds clean.

- Please remove manure that your horse has deposited in the float parking area, car park, sand arena, grass arena and wash bays.
- If your horse is placed in one of the stalls provided, please ensure it is clean and debris is placed in the bins provided when you leave.
- If you ride your horse along the path or road to and from pony club, please remove any manure it deposits on the footpath or road.
- Please ensure that all manure is placed in the designated manure bays/bins.

## **UNIFORMS**

Riding members are encouraged to wear the Buderim Pony Club polo shirt to Muster Days. The Buderim Pony Club formal uniform is compulsory when representing the club at other events unless otherwise specified by the organiser.

It is a prerequisite when participating in any pony club event, that riders must wear and utilise equipment as per PCQ rules. Copies of rule books are available for viewing in our Resource Library. They can also be purchased from PCQ through our Secretary or viewed and downloaded from the PCQ website.

- **Formal:** ALL RIDERS are permitted to wear either short Jodhpurs boots OR gaiters with matching boots OR top boots in all disciplines unless precluded by the rules of the competition. Chaps are not permitted. Our formal uniform consists of:
  - I. Beige Jodhpurs or stockman-cut trousers
  - II. Jacaranda long-sleeve shirt
  - III. Black tie
  - IV. Buderim Pony Club Vest
  - V. Buderim Pony Club saddlecloth
  - VI. Approved helmet, with chin strap (to be worn at all times when mounted)

**IT IS COMPULSORY FOR COMPETITORS TO WEAR THE FORMAL UNIFORM WHEN REPRESENTING THE CLUB AT PONY CLUB COMPETITIONS. HOWEVER, THE CLUB POLO SHIRT CAN BE WORN FOR THE CROSS-COUNTRY PHASE OF ODE'S AND HUNTER TRIALS.**

- **Musters:**
  - I. Beige Jodhpurs or stockman-cut trousers
  - II. Buderim Pony Club polo shirt
  - III. PCQ approved helmet, with chin strap (to be worn at all times when mounted)

If for any reason, you are unable to comply with our uniform standards, please put your reasons in writing, addressed to the Executive Committee.

Polo shirts, formal vests, shirts and ties are available through the Club – contact the Uniforms Officer.

The Buderim Pony Club saddlecloth can be ordered from Sandale Saddlery, Glenview.

## ***VOLUNTEERS***

A volunteer is a person who freely chooses to give his or her time to support the activities of a sport and recreation organisation or event. At our club, we have a number of volunteers:

- All committee positions
- Members and their immediate family
- Members of our local community, usually extended family members, friends or people we know

## ***AGISTMENT***

Buderim Pony Club offers agistment for members for a limited number of horses in a small herd environment. New places in the herds become available when a member's horse leaves. There is generally a short waiting list for agistment. Members requiring agistment at the club are required to fill in an Agistment Application form and forward to the club secretary for approval at the monthly committee meeting. If approved, the agistee also needs to read and sign the Agistees' Agreement. Once approval has been given and the agistment agreement is signed, the agistment officer will arrange a suitable time for the horse to be moved onto the grounds where they will be placed in an isolation paddock for 2-3 weeks. They horse will then be assigned to their paddock. Proof/witnessing of vaccination and worming is required.

## ***GRAZING ON THE GROUNDS***

For safety reasons, horses are only permitted to graze in riding areas under the following circumstances –

1. No other person is riding or working their horse
2. The horse must be wearing a halter; the owner remains on the grounds and checks their horse regularly.
3. If a rider arrives, the grazing horse must immediately be removed from the riding area.
4. From 6pm – 7am in the overnight grazing areas.
5. The area must be cleared of manure when the horse is removed.

## ***ISOLATION PADDOCKS***

Members and visitors may request the use of an isolation paddock for their horse (if there is one available). The user is responsible for ensuring -

1. There is adequate food and water provided for their horse
2. Manure is to be removed regularly – preferably daily
3. The paddock is cleared of manure immediately when the horse is removed

## ***STALLS***

Stalls are available for members' and visitor's horses. Users are requested to -

1. Remove feed and water buckets etc from the stall after use
2. Sweep the stall clean of manure and feed after use and place this in the bin provided
3. If a farrier is used, ensure any debris is swept up and placed in the bin provided

## ***USE OF CLUBHOUSE, FACILITIES AND EQUIPMENT***

All members are welcome to use the clubhouse, facilities and equipment. Keys for the clubhouse and roller door are located in the key safe and members will be issued a passcode upon request. The user is responsible for ensuring –

1. Members under the age of 18 must have an adult present.
2. Jumping equipment is only to be used under guidance of a qualified instructor or course builder
3. The area is left clean and tidy upon leaving
4. Equipment is put away after each use
5. Any breakages or damage to be reported to a Committee member as soon as possible
6. All lights switched off; doors and windows are locked
7. The key is returned to the safe immediately after use

## **GENERAL RULES**

1. All members using the grounds and/or equipment must abide by the safety rules of Buderim Horse and Pony Club, Membership Handbook and Club Constitution. All agisting members are also required to abide by the agistment agreement.
2. Unless written agreement from the committee is obtained, no member is permitted to use the grounds or equipment for any purpose other than for recreational use. The committee will consider any request for non-recreational use of the grounds, having regard to, among other things, it's council lease which prevents conduct other than those presently performed by the Management Committee, other than with councils' consent.
3. When a horse is being ridden or worked, all other horses in the riding area must be secured and not allowed to roam free. If your horse is grazing when another member intends to work their horse, please promptly secure your horse as mentioned above.
4. All members must respect and adhere to any directions from the Management Committee in regard to arena (and riding area) closures. From time to time, especially during wet weather, the grounds may be deemed too wet or dangerous to ride and thus be closed by the Management Committee. Please understand that this is to ensure rider and horse safety and also to reduce damage to the grounds.
5. Professional service providers (such as farriers, coaches, chiropractors or similar) who are engaged by members or non-members to provide a service to riders or their horses, must carry the appropriate qualifications and business insurance to conduct that business.
6. Rubbish must be placed in the bins provided.
7. Gates are to be kept closed at all times.

## **WEBSITE**

The Buderim Pony Club has a website – [www.buderimhorseponyclub.webs.com](http://www.buderimhorseponyclub.webs.com) - where information regarding our Club and its members is available for the public to see.

Please remember the website is maintained by a volunteer and its relevance is associated with the amount of time available and the information that is provided for uploading.

## **SOCIAL MEDIA POLICY**

Buderim Pony Club has social media accounts which are maintained by a volunteer and provides information regarding Buderim Pony Club events to members and the public. Please be aware that we have both Members Only and Public social media accounts that serve different purposes and that information should not be shared between them without the consent of the Management Committee.

1. **Member's Only Accounts** are used to communicate with members in regard to member only events, rules and regulations, grounds condition updates and other confidential correspondence.
2. **Public Accounts** are used to promote the club on a broader scale to encourage the wider public to become involved in our club. They are also used to promote events that open to all Pony Club members.

The purpose of the Social Media Policy is to provide guidelines for the use of social media platforms by all members of the Buderim Horse and Pony Club. It relates specifically to the use of social media to make comment in a context that is identifiable as being in relation to Buderim Horse and Pony Club. This includes comments regarding:

- Association events or clinics
- Members performance
- The Buderim Horse and Pony Club as an association.

What is post on social media is broadcast to a wide audience and you must be mindful of how your comments may be interpreted by more than just yourself and close friends. You should be aware that your posts may be seen by the persons you are referring to, other members, instructors, parents and of course the committee. Social media Code of Conduct Guidelines are as follows:

1. All comments or photos posted on social media sites in relation to Buderim Horse and Pony Club and its members are to be constructive and positive in nature.
2. Always ensure that you do not post material that is obscene, vulgar, defamatory, threatening, harassing, discriminatory or hateful.
3. It is your responsibility to be respectful at all times on social media.
4. Do not use social media to be critical of other members, instructors, volunteers or the committee. Negative comments can be harmful to people's wellbeing and reputation of Buderim Horse and Pony Club and its members.
5. Ensure all comments are factually correct.
6. Use social media as a positive outlet to promote Buderim Horse and Pony Club and its members.

7. Do not tolerate or condone poor social media behavior or actions. All breaches of the social media policy should be reported to the Management Committee.

Please be aware that your actions on social media may have serious consequences. Negative comments not only impact negatively on the people that are directed at, but also reflect badly on yourself, the Buderim Horse and Pony Club and also its members. Any members found to have breached the social media policy will be subject to disciplinary action as outlined in our Disciplinary Policy.

The consent of all members and visitors to Buderim Horse and Pony Club will be sort to use photographs, etc in any form of social media for promotional and any other lawful purpose. Your consent can be withdrawn at any time by advising the Management Committee.

### ***DISCIPLINARY POLICY***

Buderim Horse and Pony Club has a three (3) warning system in place to enforce adherence to its rules and by-laws to ensure a safe and harmonious experience. Warnings are issued at the discretion of the Management Committee and must clearly state the reason for the warning. Accumulation of warnings is as follows:

1. Firstly, a verbal warning. The member will be informed of their breach of the rules and recommended the correct procedure to follow the rules
2. A second written warning. At this stage membership is placed on probation for 3 months from the date of issue.
3. After a third written warning, membership (and any associated agistment) may be suspended or terminated at the Management Committee's directive, which is final.

Severe or blatant breaches of the Club's rules may result in instant suspension or termination of membership (and agistment) if deemed appropriate and necessary by the Management Committee.

**Members are requested to familiarise themselves with the Club's Rules, Signage, Code of Conduct and abide by these at all times.**

**All members are required to review, acknowledge and sign off on the Club's Rules and Membership Handbook Register at the beginning of each calendar year.**

**Please be considerate of others when you are using the grounds and ensure activities you are doing do not impact with activities of other members present.**

**The PCQ rules are there for your protection and are enforced at musters and events. Please be aware that if you decide to not comply with the rules as set out by PCQ at any time while on the grounds, you will not be covered by PCQ insurance - therefore you will be personally liable for any damage or injury incurred as a result.**

### ***NOTES:***

## **EXECUTIVE COMMITTEE MEMBERS LIST 2019**

<b>President</b>	Michael Ferling presidentbuderimponyclub@gmail.com 0438 271 617
<b>Vice President</b>	Jordan Dullahide buderimponyclubvp1@gmail.com 0407 761 730
<b>Secretary</b>	Allison Cramp buderimponyclubsecretary@gmail.com 0456 299 444
<b>Treasurer</b>	Nicole Atkins buderimponyclubtreasurer@gmail.com 0402 707 703
<b>Chief Instructor</b>	Keith Low
<b>Agistment Officer</b>	Sarah Cooper buderimponyclubagistment@gmail.com 0435 465 077
<b>Events Co-Ordinator</b>	Nakita Waters eventsbuderimponyclub@gmail.com 0420 314 441

## **NON-COMMITTEE ADMINISTRATIONS OFFICERS LIST 2019**

- |                                       |                                |
|---------------------------------------|--------------------------------|
| • <b>Zone 6 Delegate</b>              | Yvonne Goldman                 |
| • <b>Sports Complex Committee Rep</b> | Jordan Dullahide               |
| • <b>Council Liaison Officer</b>      | Jordan Dullahide               |
| • <b>Grants Officer</b>               | Nicole Lam                     |
| • <b>Canteen Convener</b>             | Nakita Waters                  |
| • <b>First Aid Officer</b>            | Yvonne Goldman                 |
| • <b>Sun Smart Officer</b>            | Leah Morton                    |
| • <b>Groundsman</b>                   | Michael Ferling                |
|                                       | Glen Miller                    |
|                                       | Jordan Dullahide               |
| • <b>Promotions &amp; Fundraising</b> | Nakita Waters                  |
| • <b>Uniform Officer</b>              | Alison Cramp                   |
| • <b>Junior Liaison Rep</b>           | Saskia Goldman                 |
| • <b>Horse Health Welfare Officer</b> | Sarah Cooper                   |
| • <b>Webmaster</b>                    | Nakita Waters and Alison Cramp |
| • <b>Social Media Administrator</b>   | Nakita Waters and Alison Cramp |