

FRONT COVER

(INSERT LOGO & NAME OF CLUB)

Orientation Booklet (INSERT YEAR)

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New Member Checklist

- ☐ Signed-up and paid via JustGo (<https://pca.justgo.com/>)
- ☐ Working With Children Check (required for parents/helpers and members over 18 years old), For more information, visit:
<https://www.childprotection.sa.gov.au/carers/how-dcp-works/working-with-children-checks>
- ☐ XX
- ☐ XX
- ☐ XX
- ☐ XX
- ☐ XX

What To Bring To Pony Club:

- ☐ Water bucket
- ☐ Feed / hay
- ☐ PCA approved saddlery (refer to National Gear Rules found in our Useful Websites)
 - ☐ Saddle
 - ☐ Bridle
 - ☐ Saddle blanket
 - ☐ Helmet
 - ☐ Riding boots
 - ☐ Riding vest (mandatory for cross country)
 - ☐ Anything else you require for your horse
- ☐ Basic grooming kit
 - ☐ Face brush
 - ☐ Hoof pick
 - ☐ Dandy brush
 - ☐ Sweat scraper
 - ☐ Sponge
 - ☐ Tail brush

Meet The Team

Committee	
Chief Instructor (CI) NAME PHONE	The CI is responsible for organising the planning and running of rally days including the sourcing of instructors and grading riders.
President NAME PHONE	The president is responsible for co-management of finance, supporting other administrative roles.
Vice President NAME PHONE	The vice president is responsible for standing in when the president is unavailable and assisting when required.
Secretary NAME PHONE	The secretary is responsible for the administration undertakings of the pony club. Which may include coordination of events, membership administration and minuting meetings.
Treasurer NAME PHONE	The treasurer is responsible for managing and reporting the pony club finances.

General Committee			
INSERT NAME	INSERT NAME	INSERT NAME	INSERT NAME
INSERT NAME	INSERT NAME	INSERT NAME	INSERT NAME

(NAME OF PONY CLUB) Basics

Compose a concise introduction for your club. In this introduction, consider highlighting the club's values, the purpose of this handbook, and provide guidance on how members can remain informed about club activities, such as by requesting to join a Facebook group.

Rally Days

Consider providing details on the following points:

- Schedule of rallies: Specify the timing and frequency of rallies throughout the year.
- Rally format: Describe the typical activities and include information about gear checks.
- Distribution of rally plans: Explain how rally plans are shared with participants.
- RSVP process: Provide instructions on how participants can RSVP for a rally.

Lunch

Include details regarding lunch arrangements, covering:

- The method of lunch organisation (such as canteen or bring your own)
- Any specific instructions for placing orders
- Any volunteering needs throughout the year.

Uniform

Include information about:

- Club Colours: Our official club colors are [insert colours here].
- Summer Uniform Items: During the summer season, our uniform consists of [list summer uniform items here].
- Winter Uniform Items: For winter, members wear [list winter uniform items here].
- Competition Uniform: For competition, members wear [list competition uniform items here].
- Saddle Blankets: Saddle blankets for our club are [describe saddle blankets here] .

- Optional Items: Additionally, members may choose to purchase [mention optional items here].
- Supporter Apparel: We also offer supporter apparel. This includes [list supporter apparel here].
- How to Purchase and Order: To purchase any of the mentioned items or place an order, please [provide instructions on how to purchase and order].

Membership Costs & Fees

Include a brief breakdown and explanation of the costs and fees associated with joining the club.

i.e. Club Fee

Zone Fee

State Fee

PCA Fee: \$82.95

Insurance

Sample text:

As a financial riding member of Pony Club Australia, you are covered by 24/7 public liability and personal accident insurance. Parents or guardians of financial riding members are covered by 24/7 public liability insurance. If you are a financial non-riding member of PCA (excluding registered day participants), you also receive 24/7 coverage for personal injuries while engaged in PCA organised and approved activities, except when mounted at these events and excluding travel to or from these events.

For more information, visit: <https://www.gowgates.com.au/sport-programs/pony-club-australia/>

Club Expectations

Draft a concise description of the experiences awaiting your pony club members. Highlight the welcoming atmosphere, strong support system, and enjoyable activities. Additionally, provide a brief overview of member responsibilities such as assisting at club events, aiding in setup/pack-up during rally days, and contributing to tasks like canteen duties or working bees.

Include information on how individuals can sign up, reassuring them that any uncertainties are normal and the committee is available to offer guidance.

Working With Children (WWC) Checks

Sample text:

Please ensure you check the requirements of your state body and state legislation to ensure everyone who legally should have a WWCC has one that is registered on the JustGo database. As a recommendation Pony Club Australia would suggest any person actively working with children should present a valid WWCC to the club and have this check registered on the JustGo database. Individuals and club administrators should be aware they may be in breach of the law if individuals are working with children without a valid WWCC. Clubs should ensure they validate checks as required by state laws. For more information, visit

<https://ponyclubaustralia.com.au/members/child-safeguarding/>

Integrity

Sample text:

Everyone in Pony Club Australia, including riders, officials, parents, and supporters, plays a role in maintaining the integrity of our sport. If you see something, say something!

Since 1 July 2022, Pony Club Australia has adopted the National Integrity Framework, with Sport Integrity Australia handling complaints about child safeguarding, discrimination, and doping to ensure unbiased and transparent management.

Complaints related to the Code of Conduct, Member Protection, Horse Welfare, Horse Medication, and other policies are managed under national policies to promote fairness and transparency.

To report an integrity issue, use the Pony Club Australia Complaint Form to direct your complaint to the appropriate body. Access the form at:

<https://ponyclubaustralia.com.au/complaints/>

To find our integrity page go to <https://ponyclubaustralia.com.au/about-us/resources/integrity/>

Welfare

Sample text:

Ensuring the well-being of your horse is paramount at Pony Club Australia. Before attending each rally day, it is crucial to ensure that your horse shows evidence of regular hoof care (i.e. trimming or shoeing) and fit enough to comfortably handle a full day of riding. Additionally, your horse should be clean and generally well-cared for. If your horse does not meet these standards upon arrival, you may not be permitted to ride. Detailed guidelines can be found in Pony Club Australia's Horse Welfare Policy, available at: <https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-Horse-Welfare-Policy-WEB-April-2023.pdf>

In hot weather, it is important to consider the welfare of horses, riders, spectators, officials, coaches and strappers. For comprehensive advice on assessing and managing the risks associated with high temperatures, refer to PCA's Hot Weather

Policy, which can be downloaded at: <https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-Hot-weather-2019-2.pdf>

Membership Cards

Sample text (adjust or remove as required):

Every member is issued with a membership card. This card is to be brought to each rally and placed in a marked box in the clubroom. It is updated with your attendance by the Membership Secretary and is available for collection after lunch from the marked box. If a member brings two horses for the day, they must advise the details of both horses at gear check. It is up to each member to collect the card at the end of the day. Without this card you cannot compete or have gradings recorded. It is the riders' responsibility to check and make sure cards are kept up to date.

Grading

What does it mean to be graded?

Sample text (adjust as required):

Pony Club grading systems are put in place to provide riders with a set of standards and expectations of the knowledge and experience required for various levels of riding.

Pony Club grades range from beginner level through to more experienced and advanced. Each discipline has its own standard for grading purposes. A separate grading is required for each discipline and horse and rider combination.

Why do I need to be graded?

Sample text (adjust as required):

While it is not compulsory to be graded, we recommend doing so for several

reasons. Firstly, in order to compete in pony club competitions as a pony club member you will need to be graded and have it recorded by the DC on your membership card.

Another reason it is recommended to be graded is to assist in determining which group will be the most suitable for you to ride with at a pony club rally. For each member to gain the most out of their lessons, it is beneficial for riders to be grouped together based on similar grading and experience so the instructor can deliver the most relevant coaching for their level.

A further benefit of being graded is the rider is able to understand what is expected of them at a particular level and can focus on specific areas they may like to expand their experience on.

How do I request to be graded?

Sample text (adjust as required):

After reviewing what is expected of the grade you wish to be assessed for, you will need to contact the CI prior to the rally so the CI can organise the paperwork and notify the rally instructors.

The instructors will assess your ability during the ridden lessons at the rally day and determine your suitability for a particular grade.

Certificates

Sample text (adjust as required):

Why do I need to complete my certificates?

As part of the pony club syllabus, members are required to complete certificates to enable them to participate in certain events. For example, to compete in state level competitions riders need to have obtained their 'C' certificate once they reach 14 years old.

While not all certificates are compulsory, the D and D certificates are prerequisites for the C Certificate. The C certificate is recommended as the baseline for all members and will ensure that the rider has a good foundation of skill, safety and horsemanship.*

How do I get a certificate workbook?

Certificate manual/workbooks can be ordered through the online membership platform JustGo. You can speak with the secretary who can assist you with this process.

Who do I contact to do my certificates?

The content in the certificate workbooks may be covered during lessons on rally days and at home. When a rider has completed their workbook they need to notify the CI who will arrange a time for the rider to be assessed for the certificate. An Assessor within the club may test for E, D and D certificates. Each state has a panel of Assessors to test for C certificates and above.*

Annual Events

List your events for the year. You might like to include a bit of information about their important role in fundraising for your club.

Useful Websites & Social Media Accounts

JustGo Membership Portal	https://pca.justgo.com
PCA National Gear Rules	https://ponyclubaustralia.com.au/sports/national-gear-rules/
Pony Club Association of South Australia Inc.	<ul style="list-style-type: none">• https://www.ponyclub.asn.au/• https://www.facebook.com/profile.php?id=100063648939291

Pony Club Association of South Australia Inc. Contacts

Street Address

Unit 3, 23A King William Road ,
UNLEY. SA. 5061

Postal Address

Pony Club Association of South Australia Inc.
Unit 3, 23A King William Road,
UNLEY. SA. 5061

Phone: 08 7001 6749
mbl 0411228995

email: ponyclubsa@gmail.com

State President

Ann Olsen

Phone: 0439 202096

EMAIL: ann.olsen@bigpond.com

Complaints Officer

Sonia Wellings

Phone: 0418 897072

Email: tito72@bigpond.com

INSERT NAME Zone

President:

Vice President:

Chief Instructor:

Secretary:

Email: