



Members Information 2018

PO Box 269 Highfields Qld 4352

Email: cabarlah@pcaq.asn.au

Website: www.cabarlahponyclub.com

Office Bearers 2018

President: Jim Eldridge 0418 729 438

Secretary: Melissa Eldridge 0437 929 668

Treasurer: Sally Hedberg 0418 908 454

Nominations Secretary: Melissa Eldridge 0437 929 668

Chief Instructor: Christine Topalov 0424 245 377

Canteen Coordinator: Karen Toll 0431 324 777

First Aid Officer: Helen Bates 0427 714 260

Safety Officer: Brad Murfitt 0488 349 922

Vice Presidents: Nicole Thompson 0449 398 672

Kellie Murfitt 0409 968 006

Zone 4 Delegate: Christine Topalov 0424 245 377

Facebook & Photographer: Brittany Temple 0457 220 067

Website: Chris Toll 0431 411 768

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Welcome

Welcome to the Cabarlah Pony Club. We are an active, friendly Pony Club, 20km north of Toowoomba. Our members include children, teenagers and adults. We welcome both riders and social members, and a range of riding abilities is catered for, from nervous beginners (both adult and child) to experienced and confident riders.

Our rallies are every month (weather allowing).

What is Pony Club?

Pony Club is an International voluntary youth organization affiliated with The Worldwide Association of Young Riders, known as The Pony Club. Pony Club is represented in more than 20 countries, with an overall membership exceeding 110,000. Originating in Britain as a scheme to encourage young people to learn to ride, it focused on riding instruction and fun. It has now become the largest association of riders in the world.

Objects of Pony Club

To encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding.

To provide instruction in riding and horsemastership and to instill in members the proper care of their animals.

To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

Expectations

- It is expected that everyone will be polite and respectful to instructors and other members at all times.
- It is expected members arrive in time to saddle and warm up prior to gear check at 8:30am.
- It is expected that all club members and parents of junior members will assist with set up and packing up.
- It is expected that you will follow your instructor's directions, ask permission from the instructor before leaving the group, always be respectful to the instructors and always behave in a safe manner.
- It is essential that you acknowledge the Instructor before beginning a class and thank the Instructor at the end of class.
- REMEMBER: All Instructors and Officials are volunteers and give their time and skills to assist you. Without them, there is not a Pony Club.

PCAQ Rider Certificate & Instructor Training

In Cabarlah Pony Club, we both challenge our members to achieve through the PCAQ rating system and allow them to develop at their own pace. Our advancement system is tied more to development stage of ability than to age. We encourage members to strive for higher levels of proficiency, but don't require them to test unless they want to.

Adults and children are welcome as riders. Riders are fully supported, whether you are an advanced and confident rider or a nervous or beginner rider.

If you are interested in training through Pony Club to become a Pony Club Instructor, please talk to one of the Instructors or committee. We will help you organise your paperwork.

**Refer Appendix A for an explanation of Rider Certificate work*

Facilities

Cabarlah Pony Club is situated at the Cabarlah Sports Ground. We hire our grounds from the Cabarlah Sports & Festival Committee, and also the Shostaki Rd park from the Toowoomba Regional Council for special events. We have a club house and an enclosed arena with jumps, various sporting equipment and flat work areas. There is also an enclosed area suitable for learners and individual lessons. There is a limited number of day yards for Rally days and a truck loading ramp on the South western side of the grounds. You are welcome to bring your own yards. Please note you assume all risk when yarding horses at the grounds.

Manure Removal

All manure must be collected and removed from the grounds. Please bring your own rake and bag/container and take your horses manure home. Do not place under trees or against the fence. We share the grounds with the Cabarlah Markets and biosecurity is essential.

Rubbish

There are two green wheelie bins provided for your use. They are in and just outside the canteen. The large blue industrial bins do not belong to us and are locked. Please do not leave your rubbish on or near them. The committee appreciates your efforts to keep the grounds clean.

Sportsmanship

Riding skills, how to compete, and sportsmanship are learned at pony club, as well as horse welfare and management, equine nutrition, horse float safety, and tack care in addition to pleasure riding and various equestrian sports.

Each member is encouraged to compete for the enjoyment of the game well-played and take winning or losing in their stride, remembering that without good manners and good temper, sport loses its benefit.

And always remember to treat your horse with the consideration due a partner.

Parent's Role

The Parent or Guardian of a child is required to be present at the Pony Club grounds at all times. This is a safety issue. If you have to leave for some reason, you will need to sign over the guardianship of your child to another responsible adult.

We ask that a minimum of one parent becomes a non-riding (or riding) member of Cabarlah Pony Club. This provides that parent with insurance coverage and allows the family to vote at club meetings.

Parents are responsible for setting up before Pony Club starts. As the instructors give their time all day, it is requested that parents set up before Pony Club starts and put equipment away after pony club finishes each rally day. If you are not sure about something to do with setting up, please ask.

Parents play an important role at Cabarlah Pony Club. There are many areas in which parents are needed. They may share one of many roles within the Club including being a member of the Executive Committee, help in the canteen, gymkhana committee, or assisting on rally days and during fund-raisers. As the Club is committed to the safety of children, all Executive, Instructors and anyone assisting or directing children (without a child of their own at the club) will need to have a Volunteer "Blue Card".

Vaccinations

It is not compulsory for horses to be Hendra vaccinated to attend PCAQ rallies and zone and State competitions. It's highly recommended you vaccinate if you live in a high risk area with active flying fox presence. Also, local vets are now legally declining to attend sick horses that are not vaccinated. We do strongly recommend all horses are vaccinated for tetanus and strangles. Please do not bring your horses to events if they are showing signs of illness. Also be aware you will need to sign a Horse Health Declaration prior to every competition and rally. This is a legal document declaring your horses to be healthy. These are provided by the event organisers.

Safety and Gear

Cabarlah Pony Club is committed to safety. It is a membership requirement that Pony Club members wear a riding helmet meeting the AU/NZ 38383 standard when attending mounted meetings. Parents need to purchase this item (black) and the minimum basic riding equipment, such as jodhpurs, boots, etc. Brown or black elastic sided; low heeled smooth soled boots must be worn by riders and suitable foot wear worn by all persons when handling horses.

All riders need a gear check completed by an Instructor prior to entry into the arena. Sun safety is also important, please put on sunscreen.

Please check your gear is well maintained and safe. Check the stitching, particularly around the "points" that contact the girth. Check your bit fits correctly, meets the pony club requirements and is not worn or damaged by the horse's teeth. If you are not sure about any of these, do not hesitate to ask one of the friendly instructors who will more than happy to give you advice.

As there are strict PCAQ rules around what kind of bits and other gear are allowed at Pony Club, please check with your instructors before buying if you are not sure.

Gear Check

To avoid embarrassment at rallies and competitions, please make sure your gear is clean and safe.

Please be aware of the updated PCAQ rules for Uniform and Gear Check. All riders and parents should become familiar with the rules, by reading the current Handbook, updated 1st January 2014. New rules are included. The Handbook (and all other rule books) can be found on the PCAQ website.

Riders must ensure their gear is SAFE. This includes maintenance and inspection of gear AFTER EVERY RIDE. Gear check is a compliance check rather than a safety check and it is the responsibility of riders to ensure their gear is safe.

Should gear inspection reveal any gear which appears unsuitable, the rider will be advised and sent away to adjust the equipment and return for a further gear check before riding.

Some points (list not exhaustive) to check include:

- correct fit & size of saddle (should not place pressure on wither or extend past horses last rib);
- correct tightness of girth;
- regular conditioning of leather / care of synthetic gear (VERY IMPORTANT)
- check stitching of girth points;
- check safety of stirrup bars;
- check/condition stirrup leathers;
- check length of stirrup leathers is suitable for rider - kids grow fast;
- ensure stirrups fit riders boot (1cm of space either side of boot) - what fitted last year may not fit this year;
- boots must be smooth soled;
- spurs to be in accordance with Handbook rules
- ensure two points on each side of saddle, OR one point each side plus surcingle;
- ensure all stirrup bars allow leathers to release (in case of fall) and/or fit breakaway stirrups / peacock stirrups;
- ensure horse has a bit in its mouth when riding and bit complies with PCAQ handbook;
- check fit of bridle AND bit;
- ensure cleanliness of bridle and bit;
- four fingers to fit between horse and throatlash;
- one finger to fit between horse and curb chain at rest;
- Reins must be appropriate length for the horse. When holding the reins in contact with the horse's mouth, and in the normal position the end of the reins must not hang down past the top of the stirrup iron;
- Reins must be attached to the bit;
- Reins must be joined by a buckle, or knot, or securely taped so as to not allow movement at join of reins or any likelihood of reins coming undone;
- If reins are knotted, the buckle must be undone;
- When reins are attached to the bit with clips, the clips must be taped.

This list is not exhaustive, so PLEASE read the Handbook and become familiar with all the requirements. You cannot rely on the gear checkers to guarantee safety of your gear. Maintenance and safety checking of gear is YOUR responsibility.

Uniforms

Cabarlah Pony Club has a formal and an informal uniform.

The informal uniform is: worn on rally days, and consists of navy jodhpurs and a bottle green short sleeved polo shirt, helmet and boots. At the beginning of the year we take pre-paid orders for club polo shirts, in a cool microfibre open weave fabric with club colours and emblem. A minimum order of 20 is required. Please advise the Merchandise officer if you are interested in placing an order.

The Formal Uniform is:

- Bottle green long sleeved shirt (Hannas schoolwear - ph 46382322)
- Tartan tie (Hannas)
- Navy jodhpurs (any brand) or alternatively, navy stockman's trousers (Horseland or Edwards)
- Navy woolen v-neck vest (for winter) (any brand) (Hannas or any WorkWear store for larger sizes)
- Brown or black elastic-sided, low heeled, smooth soled boots (any brand)
- AS 3838 helmet (black or with a black cover for competition)
- Cabarlah Pony Club saddlecloth (purchase from Cabarlah Pony club)

For detailed uniform and saddlery information, please read the relevant handbook, found at the PCAQ website - www.pcaq.asn.au. The formal uniform MUST be worn at Gymkhanas, shows, processions and other events. Zone 4 rules prevent riders from competing in any class other than HC, if not in correct club uniform.

Second-hand items are often for sale through the canteen.

Rally and Membership Fees

The annual insurance and membership fees are due by January. No forms and payment - no ride.

There are three categories of membership, Riding, Social and Discounted Riding. Discounted Riding category is applicable on the third and subsequent Riding memberships. Example, first two members of a family that are riding join under Riding category. The third and fourth riding member qualifies for the lower cost Discounted Riding category.

To sign up go to www.pcaq.asn.au and click on Join Pony Club.

2018 Fees

Riding – National fee = \$6.88 plus State Fee = \$82.00 plus Club fee = \$75.00 – Total = \$163.88

Discounted Riding – National fee = 6.88 plus State fee = \$82.00 – Total = \$88.88

Social – State fee = \$35.00

At least one parent must sign up for Social membership.

Rally Days

Rally days are the first Sunday of the month, February to November. Extra days are sometimes included for schools, workshops, guest instructors or camps. Members will be notified as far in advance as possible of other events or a change to the regular rally day.

Our usual rally day involves an 8:30am gear check, followed by troop drill, flatwork and showjumping until 12pm. We break for a one hour lunch break and then remount for a further two hours of sporting and mounted games.

Set up is usually 4pm on the Saturday prior to a rally. If you plan to ride on the Sunday, you should aim to help set up on the Saturday. Similarly all riders and parents are asked to assist in packing up equipment and canteen at the conclusion of the Sunday rally.

Wet Weather

Rally days will be rescheduled / cancelled in the event of heavy rain during the 24 hours prior to a rally day, or as notified by email on the rally morning. This is in the interest of rider safety. Wet ground can be slippery ground and the safety of our riders and horses is of the utmost importance. In some cases, a fun "no-horse" morning may be scheduled. This is valuable time to learn Certificate theory in the presence of knowledgeable instructors.

Gymkhanas, Competitions and Shows

The Cabarlah Pony Club Gymkhana is held on the second Sunday in August. A gymkhana committee forms each year and help is always needed.

Club members are encouraged to attend Gymkhanas and other events held by other clubs to further rider and horse skills.

Many PCAQ events require all nominations to be received on one club cheque, through the club secretary. Gymkhanas however are usually nominate on the day. Please read the event schedule thoroughly in advance.

Weighbills, Tick Zones etc

These regulations change constantly. Please contact Department of Agriculture, Fisheries and Forestry for further information, as penalties apply for not adhering to rules for moving horses.

Meetings

Monthly meetings are held on the Friday one week prior to a rally, January to November at the Club House, at 7pm. All members are encouraged to attend meetings whenever they can.

Zone 4 holds meeting on the last Tuesday of each month (or as advised), at Oakey. Our delegates attend these meetings. If you are interested in attending, please contact one of our delegates.

Lunch and Refreshments.

We have a wonderful canteen at Cabarlah and very talented volunteers who keep it going. The canteen is a great source of income for us. It helps pay for upgrades and electricity and admin costs. Please support the canteen by buying your lunch and drinks there.

Tea and coffee is always available for no cost at the Club house - you are welcome to help yourself.

Life Members

Linda Doulin and George and Val Gothe are recognised for their invaluable support and contributions to the Cabarlah Pony Club, as Life Members.

Appendix A

Rider Certificates Explained:

D Standard

Objectives

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

Candidates must have reasonable control of their ponies. Some help may be given, such as allowing ponies to work in company. Many games are suitable for teaching if taken at an appropriate pace. The recommended age by PCAQ for taking the test is 7 years.

D * Standard

Objectives

- To work towards a balanced seat and independence of the reins
- To improve the rider's control of the pony
- To have an elementary knowledge of the care of the pony

Candidates must have control of their ponies and show a more secure and correct position for flat work and jumping. This Certificate is an extra activity for any club wishing to include it in their curriculum, and fills in the years from 8 to 9. The D* Certificate is not a pre-requisite for any subsequent Test. The recommended age by PCAQ for taking the test is 9 years

C Standard

Objectives

- To attain a balanced seat, independent of the reins on the flat and over small fences.
- To show control of the pony at all paces.
- To demonstrate knowledge of horsemanship as outlined in the examination format.

Candidates should be encouraged to ride in snaffle bits wherever possible. If another bit is used, the candidate should know the name and understand its action.

The rider should be able to maintain consistent contact through the reins. In checking diagonals or leading leg, the candidate may drop the eyes to look at the shoulders, but may not drop the head or lean forward. Ideally the concept of "feel" through the seat should be introduced at this stage. The forward jumping position/s with a steady lower leg should be established by the time of the test. To obtain a secure and steady seat candidates should be encouraged to hold on to the mane or a neck strap over the jump. The recommended age by PCAQ for taking the test is 11 years.

C* Standard

Objectives:

- To become an active rider with knowledge of the aids and how to apply them correctly and effectively.
- To ride simple cross country and showjumping fences
- To gain practical experience and knowledge of the care and conditioning of the horse in preparation for a strenuous event.
- To have a thorough knowledge of the Road Rules for horses as apply to your State.
- To ride safely and sensibly on the roads and in the country.

This is an alternative Certificate to the K Certificate which bridges the gap between C and B Certificates. Its purpose is to provide an incentive for members who, having achieved C Certificate would value an interim test to check progress and maintain interest.

Recommended age by PCAQ for taking the test is 12 years.

K Standard

Objectives:

- To widen the candidate's experience in various aspects of horsemastership.
- To become an active, efficient rider who is thoughtful for the horse.
- To improve skills in horsemastership, and other horse related activities.

This is an alternative Certificate to C*, between C & B. It is designed for the active rider, and covers many equestrian aspects not included in other Certificates. The "K" comprises a compulsory section and a wide variety of optional subjects.

Recommended age by PCAQ for taking the test is 13 years.

B Standard

Objectives:

- To become a competent, all-round rider, who knows the reasons for what he/she is doing and is able to assess results.
- To ride over different types of fences at specified paces.
- To be capable of riding and jumping any well-mannered horse or pony, and commenting on its way of moving.
- To be capable of joining in any suitable Pony Club activities of interest to the rider, e.g. Eventing, hunting, trekking, Gymkhanas, etc. and looking after the horse before, during and after the day's activity.
- To gain knowledge and practical experience of the care and conditioning of horses and to be able to look after a stabled horse
- To ride intelligently and with due regard for others on the roads and in the country, with a knowledge of pace and distance. Recommended age by PCAQ for taking the test is 15 years.

Zone 4 PCAQ Infringement Policy



Applicable to:

Riders and parents/guardians and bystanders and officials infringing the PCAQ Code of Behaviour, and PCAQ Uniform & Saddlery Rules for Gear Check.

Situation:

A rally or competition or training day or camp or any event hosted by a registered Zone 4 Club.

Purpose:

To educate riders, parents/guardians/friends, and officials about PCAQ Policies and Rules and Regulations.

Consequence:

2 warnings followed by rally and/or competition ban, or recommended disciplinary action as allowed by Club Constitution.

Note:

To be used in conjunction with the PCAQ Administrative and Constitutional rules. Secretaries please note, Club Constitutions must be updated to include disciplinary measures, such as suspension. Please also add this document to Club Membership Package and as a Club Constitution addendum.

Process:

1. A situation is identified by anyone and verbally brought to the attention of the Organising Club.
2. The offending person is approached on the day by the nominated Organising Club Official (e.g. TD or Chief Instructor) and asked to rectify the identified situation.
3. Acceptable rectification would depend on the situation, but could involve: apologising for offensive behaviour; refraining from repetition of offensive behaviour; changing Saddlery; wearing correct uniform; riding HC; deciding not to compete on the day. This list is not exhaustive.
4. The Organising Club Official is required to notify Zone 4 Executive Committee of any incident which has been brought to their attention, by way of a PCAQ Incident Report.
5. The incident is to be reviewed and recorded on a register, by the Zone 4 Executive Committee.
6. At the discretion of the Zone 4 Executive, a letter of warning may be issued to offending members Club.
7. If the offender is from a Zone other than Zone 4, a letter from Zone 4 will be sent to the offender's home club, advising of the incident.
8. Zone 4 Executive may issue two warnings without consequence.
9. Upon the occasion of the third warning, the Zone 4 Executive Committee will issue the offender's Club with a PCAQ Formal Complaint Form plus a competition ban (within Zone 4) for the period of three competitions or three months (at the discretion of Zone 4 Executive). Alternately the club may impose another disciplinary action (such as membership suspension) if allowed for in Club Constitution.
10. If the offender is a parent/guardian, they will not be allowed on the grounds. Their children will be encouraged to compete but with an alternate parent/guardian).
11. Upon receipt of the third warning and disciplinary action, the offender will be invited to attend a meeting of the Executive Committee where the matter will be discussed and invited to attend to give his/her point of view.
12. The member must then be advised in writing of: the outcome of the meeting; any disciplinary measure decided upon; and also that they have the right of appeal to a full meeting of financial club members 18 years & over.
13. A joint Special General Meeting will then be called by Zone and Club Secretaries. Decision of the Special General Meeting is final.

Queries: Please contact Zone 4 Secretary: Email zone4@pcaq.asn.au

Pony Club Association of Queensland Inc.

CODES OF BEHAVIOUR

(extract: <http://pcaq.asn.au/Policies/pcaq%20codes%20of%20behaviour.pdf>)

Riders

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official at a suitable time.
3. Control your temper. Verbal abuse of official and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and /or your team. Your team's performance will benefit, so will you.
5. Be a good sport. Applaud all good performances whether by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Co-operate with your instructor, teammates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and instructors.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents

1. Remember that children participate in sport for their enjoyment, as well as yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Show appreciation for instructors, officials and administrators. Without them, your child could not participate.
9. Never abuse or belittle instructors, judges, stewards or administrators, especially in front of children or bystanders. If you have a legitimate complaint there are proper procedures to follow.

At all times teach and encourage a child to show good sportsmanship, especially in adversity. Again, remember that children learn best by example. 11. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background and religion.