



CLUB HANDBOOK

2008

Welcome to Cranbourne Pony Club (CPC),

The Club was formed in 1954.

The Club grounds are located in Morning Mist Reserve, Corner Browns and Langley Roads, Cranbourne South 3977.

CPC moved from vacant land behind the Cranbourne race track to the grounds in the Morning Mist Reserve in the 1970s. It was all bush and many hours were given voluntarily to make the grounds useable for our members.

Our club runs on people power, and the more our members participate the more we advance ourselves. Everyone is welcome and encouraged to join in by coming to our monthly committee meetings, discussing your ideas or concerns and helping with organised events, fundraising and working bees. It is a great way to meet other members and make a few friends on the way.

The information in this booklet should answer most of the questions you have about the Club. Please do not hesitate to contact any of the Committee members for any other information you require.

David Watson

Statement of Purposes of CPC

The purposes for which the CPC was established are as follows:

- a. encouragement and to promote interests in horses and horseriding
- b. to provide instruction in equestrian activities including riding, handling, care and management of horses
- c. through the association, to foster high ideals of fellowship, citizenship, team work and loyalty
- d. to encourage the development of strength of character and self-discipline in its members.

PCAV (Pony Club Association of Victoria)

Membership

Membership of the Club provides access to all appropriate PCAV activities. It also permits the member to compete in PCAV events being held throughout the state.

Cranbourne Pony Club Expectations

Parents

A parent or nominated adult must stay on the grounds for the duration of each rally. In the case of a nominated adult the individual must make him/herself known to the President or DC at the start of the rally.

The club runs on people power. In order for the club to function everyone is required to participate by:

- Supporting the working bees organised during the year to maintain and develop our grounds;
- Help prepare for rally days and special events.

PCAV Rules & Guidelines (Extract)

The Cranbourne Pony Club operates under the rules and guidelines as set out by the Pony Club Association of Victoria (PCAV).

Below is an extract from the PCAV web site - please take the time to read it.

Code of Conduct - Parent/Guardian

1. *Remember that children participate in sport for their enjoyment, not 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 a mistake or losing a competition.*
6. *Remember that children learn best by example.*
7. *Appreciate skilful performances by all participants.*
8. *Support all efforts to remove verbal and physical abuse from sporting activities.*
9. *Respect officials' decisions and teach children to do likewise.*
10. *Show appreciation for volunteer coaches, officials and administrators, without them, your child could not participate.*
11. *Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.*

Members

All members are required to:

- Abide by the club and PCAV rules
- To show courtesy to instructors and fellow riding club members and to conduct ourselves in a spirit of fellowship and friendship
- Always be safe when riding and on the ground
- Be punctual on rally days
- Be fair to other members, giving them a go and sometimes helping them
- Make new members welcome
- Help in preparing for rallies, organised functions and competitions.
- Conduct ourselves appropriately when out in public or competing as a club member.
- Be good ambassadors for Cranbourne Pony Club.

Horses (Mounts)

All members are required to:

- Ensure that gear is safe and comfortable for your horse and yourself.
- Ensure your horse is safe enough to work with other horses
- Ensure that your horse is showing no lameness.

Riding in the club grounds

Riding in the club arenas and cross country course during rallies is only permitted if you are under instruction from one of the CPC instructors. Riding on the grounds on your own is not permitted due to safety reasons. With the many rally groups accessing the whole of the grounds at any one time, riding alone is not considered safe to either party.

Members can access the grounds at other times with at least 2 people present for safety. The key can be obtained from the Treasurer. A Keyholder policy document is available from Treasurer. This needs to be signed and a deposit of \$20.00 given prior to the handing out of your key.

Canteen

Lunch and snacks are available from the canteen at very reasonable prices. You can also purchase an egg and bacon sandwich for breakfast, tea, coffee, water, soft drinks and morning tea. One member's parent may also be rostered on to assist in the canteen during rally days. Please see more on this in the newsletter section.

Rally Days

The primary activity provided to the membership is the rally day. This is held on the first Sunday of each month (with the exception of January). The rallies run from 9.30am, when the children and their mounts assemble in ring 2 for muster, until approximately 3.30pm. There is no rally in January due to the Christmas holidays.

The gates to the grounds will open by 8am on rally days.

Attendance at rallies

Members must inform our DC, Kathy Cech, if they are not going to attend the up coming rally. The DC organises all of our groups and instructors and this may affect the actual number of instructors required on a particular rally.

The CPC DC is Kathy Cech mobile: 0439 038 906

If you don't advise Kathy it is expected that you will be attending the rally.

Rallies

The rally day is divided into different activities. These may include flat work, show jumping, games, theory and cross country.

A schedule of groups is available on the noticeboard on the morning of the rally. You will be grouped according to you and your horse's ability with other members of similar ability.

Rallies commence at 9.30am when all children and their mounts are required to attend 'muster' in ring 2. The president and DC discuss any issues and provide information to everyone. The first session starts at 9.45am with the day finishing at 3.30pm.

Gear Check

All instructors are required to complete a gear check on commencement of your first class. Any issues will be discussed with you or your parents accordingly. You are awarded points at every gear check and these may be tallied towards the end of year presentation awards.

Arm bands are compulsory during rallies. These can be purchased for \$10.50 each. Please see Collette Nixon.

Arm bands must also be worn when competing at official pony club events.

Back Protectors

Whilst back protectors aren't compulsory, CPC have a number that can be used by members of the club during rallies. They are available at the front of the club house prior to the rally. Please remember to return the protector by the end of the rally.

Uniforms

Our official club colours are a green, gold and brown . Our official uniform consists of a green woollen jumper with a brown sash, a white shirt and a yellow tie. Beige jodhpurs must also be worn. This uniform must be worn when competing at any PCAV events including horse trials, showing, combined training days, etc.

Summer Uniform

During the rallies from October to April, members are able to wear the club polo shirt.

Winter Uniform

During the rallies from May to September, members must wear the official uniform.

These are available to purchase from Teresa Leake, our Vice President.

During rallies you must wear smooth leather soled riding boots (either long or short) and the current PCAV approved helmet (ASA 3838).

Saddle blankets in club colours are also available to purchase from Teresa.

These items are very reasonably priced.

Grading – Competition Guidelines

In order to stimulate equestrian sport it is necessary to have meaningful competition between competitors of similar abilities, to encompass the range between the less experienced and the most experienced. Within the PCAV this is referred to as grading.

Grading is the vehicle by which all members of the PCAV have access to fair and safe competition, with the higher levels in all disciplines being of a standard to enable those horse/rider combinations to step comfortably over to open competition if they so desire. This system provides a means for members of similar ability to compete together in fair and equal competition. The following disciplines are recognised with the PCAV

- dressage
- combined training
- showing
- show-jumping
- horse trials (eventing)

The following levels are allocated for all competition phases except show jumping

- Grade 1 (most experienced)
- Grade 2
- Grade 3 (intermediate)
- Grade 4
- Grade 5 (least experienced)

Show Jumping grading is as follows:

- A Grade (most experienced)
- B Grade
- C Grade (intermediate)
- D Grade
- E Grade (least experienced)

If the member is under 10 years old, they can be graded, grade 5 for show jumping. When some clubs run a show jumping competition, they occasionally also have an E Novice or 'Littlies' section, which encourages those younger children to participate.

You may be graded by the club's DC, Kathy Cech, after attending 2 rallies on the one horse. Or at times by the PCAV that will be organised by the club.

You will be issued with a pony club card. This needs to be handed in to the DC at every rally as Jo will sign that you have attended. There are baskets in the club rooms for you to put your card in prior to muster. Don't forget it is your responsibility to also collect your card prior to the end of the rally.

You will require your grading card when competing at pony club or interschool events.

Christmas Break Up and Presentation Day

CPC holds a games morning on the rally in December. The rally then finishes at 12noon.

A Christmas Break-up and Presentation Night is held, usually at the club rooms. Awards are given out every year and may include:

- Instructor award (per group)
- Encouragement award (per group)

These awards are based on accumulated points and attendance during the year.

General Information

Monthly Newsletters

The Cranbourne Pony Club newsletter, published once a month, contains articles of interest. It also provides members with information about fundraising events and up and coming events that are being held by other clubs nearby. The newsletter will be emailed to you. For those without email it will be posted.

A roster is also sent out with the newsletter. Please take note of what your rostered duty is for the day. It may be set up, pack up, canteen or clean up. The roster is also on the noticeboard for your perusal. If you aren't rostered on for any duty, many hands make light work, so your assistance would certainly be appreciated!

Websites

We also maintain a website. This can be viewed at

www.cranbourne.ponyclubvic.org.au



On the site you will find information on upcoming events, rally information, notices, working bee information, previous and current newsletters, dressage tests, membership forms and much more ! So please visit the site and be informed

Another website that is very useful is the PCAV website. This contains calendar of events, rules, etc.

The address for the PCAV website is: www.ponyclubvic.org.au

There is a link from our website which will take you to the PCAV site.

Fundraising

Your assistance, however small, is vital to the running of the club. Any suggestions for fundraising can be made directly to the committee. Please support any fundraising activities for example, CPC holds official PCAV events during the year, so any assistance in regards to sponsorship or help on the day is vital.

Farmhand Stock Feed

As part of our fundraising, when purchasing any feed or products from Farmhand please make sure you mention you are from CPC when purchasing your goods. 2.5% of every purchase is put aside to redeem in vouchers. We then utilise the vouchers at our PCAV events as raffle prizes.

Farmhand is located on the South Gippsland Highway in Cranbourne.

Your Horse

The horse should be in good condition, well groomed and turned out. While a clean mane and tail is preferred, washing is not compulsory particularly in winter. The feet must show evidence of being well cared for – irrespective of whether the horse is shod or unshod.

Saddlery

All gear must be safe, clean and correctly fitted and comfortable for the horse. Above all the gear should be checked to ensure it is SAFE in every respect. Check the stitching on stirrup leathers, girth and reins for signs of wear and rotting.

Bridle

The brow band should be comfortable, not pinching around the ears. The throat lash must not be too tight or too loose and can be measured by a clenched fist under the throat inside the band or the distance of a span or four fingers on the side of the cheek.

Cheekstraps

Must be the correct length so the bit is comfortable in the horse's mouth – there should be one or two creases in the corner of the horse's mouth.

Nosebands

Dropped, cavesson, crossed or Hanoverian may be used. These must be correctly fitted but as the manner of fit can vary depending on the type of noseband, ask your instructor to check it for you.

Bits

Snaffle bits are the preferred type of bit for all PCAV activities. The PCAV rule book details the types of bits that can be used. To ensure your horse is comfortable, check the fit with your instructor.

Saddle

The saddle must fit the horse correctly, and not be low on the withers or pressing on the horse's spine at the back of the saddle. The saddle must have a girth with two or three buckles, or one buckle and be fitted with a surcingle. The girth must be firmly tight.

All stirrup leathers must be on the outside of the saddle flaps. Stirrups or leathers are not to be tied down to the girth or saddle flaps.

Stirrup Irons

These must not be too large or too small. There should be approximately 1 finger to spare when the boot is in the iron and over to one side.

Saddle Cloth

This must be used and should fit in such a way that there is no ridge or edge under the back of the saddle where the weight of the rider will cause soreness in the horse's back. A saddle cloth with club colours is available.

Committee

The Committee meets monthly on the Tuesday evening following the rally. Everyone is welcome to attend. This is where decisions are made regarding the running and direction of the club and its activities, so all input is welcome.

The current committee is as follows:

President Email:	David Watson	Phone: 5978 7070 watsondp@bigpond.com
Vice President Email:	Teresa Leake	Phone: 5998 1949 gleake@tpg.com.au
Treasurer: Email:	Jo Kiley	Phone: 0408 588 738 bkiley@bigpond.net.au
Secretary: Email:	Collette Nixon	Phone: 5997 2120 rpinsent@net2000.com.au

General Committee:

- **Julie Hunt**
- **Vicki Cormick**
- **Erin Mackie**
- **Jess Vivian**
- **Jane Haycroft**
- **Shannon Kracht**

District Commissioner (DC)	Kathy Cech	Phone: 0439 038 906
Assistant DC	Penny Watson	Phone: 0417 337 786

Rules and Regulations

The following CPC rules are to be adhered to for your enjoyment and safety.

1. A parent/guardian or nominated adult must be present for the duration of the rally. In the case of a nominated adult, they must make themselves know to the canteen co-ordinator at the beginning of the rally.
2. At each rally you will be marked in. With safety in mind, your gear check will cover your tack and horse. If your horse kicks, please inform the instructor.
3. All horses must be tied using hay band.
4. No galloping on the grounds unless directed by an instructor.
5. Members wishing to leave a group should ask to be excused by the instructor.
6. No member may ride in the riding club grounds unless in a group with an instructor, whilst rallies are taking place.
7. Be aware of everyone around you, both mounted and on the ground.
8. Pick up all rubbish and leave the grounds as you found them.
9. Dogs are not permitted on the grounds off the leash on rally days.
10. The area near the canteen, under the verandah is a horse free zone, please be aware of this.
11. Park correctly and in uniform with all cars and floats in parking area, cars without floats attached are not permitted in the grounds you can park in Langley rd. The car park space in front of the club rooms is reserved for instructors and the executive committee only.
12. No smoking in the club rooms or under the veranda and only in cleared areas outside.

Discipline, Suspension and Expulsion of Members

Rulings taken from PCAV 'Statement of Purpose' AND 'Rules of Incorporation' February 2003.

- (a) Subject to these rules, if the committee is of the opinion that a member has refused or neglected to comply with these rules; or has been guilty of conduct unbecoming a member and/or prejudicial to the interests of the Pony Club or the PCAV; or a member shows insufficient interest in instruction; or misses too many rallies; or does not respond to the standard of discipline laid down by the committee, the committee may by resolution:**
- (i) suspend that member from membership of the Pony Club for a period of time to a maximum period of twelve months**
 - (ii) fine that member an amount not exceeding the maximum prescribed penalty of the Act**
 - (iii) expel that member from the Pony Club.**
- (b) A resolution of the committee under rule 7(a) does not take effect unless:**
- (i) at a meeting held in accordance with rule 7(c) the committee confirms the resolution**
 - (ii) if the member exercises a right of appeal to the Pony Club under this rule, the Pony Club confirms the resolution in accordance with this rule.**
- (c) A meeting of the committee to confirm or revoke a resolution passed under rule 7(a) must be held not earlier than 14 days and no later than 28 days, after the notice has been given to the member in accordance with rule 7(d).**
- (d) For the purposes of giving notice in accordance with rule 7(c) the Secretary must, as soon as practicable, cause to be given to the member a written notice:**
- (i) setting out the resolution of the committee and the grounds on which it is based; and**
 - (ii) stating that the member, or his representative, may address the committee at a meeting to be held not earlier than 14 and not later than 28 days after the notice has been given to that member; and**
 - (iii) stating the date, place and time of that meeting; and**
 - (iv) informing the member that he may do one or more of the following -**
 - (a) attend that meeting;**
 - (b) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;**
 - (c) informing the member that, if at that meeting, the committee confirms the resolution, he may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he wishes to appeal to the Pony Club in a general meeting against the resolutions.**
- (e) At a meeting of the committee to confirm or revoke a resolution passed under rule 7 (a) the committee must:**
- (i) give to the member, or his representative, an opportunity to be heard; and**
 - (ii) give due consideration to any written statement submitted by the member; and**
 - (iii) determine by resolution whether to confirm or to revoke the resolution.**
- (f) If at the meeting of the committee, the committee confirms the resolution the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he wishes to appeal to the Pony Club in a general meeting against the resolution.**
- (g) If the Secretary receives a notice under rule 7(f), he must notify the committee and the committee must convene a general meeting of the Pony Club to be held within 21 days after the date on which the Secretary received the notice.**
- (h) At a general meeting of the Pony Club convened under rule 7(g):**
- (i) no business other than the question of the appeal shall be conducted; and**
 - (ii) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and**
 - (iii) the member, or his representative, must be given an opportunity to be heard; and**
 - (iv) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.**

New Memberships

If you have friends or know someone who would like to join CPC they will need to contact our president, David Watson.
Tell them to log onto our website and that way they can email anyone of our Committee Members with any questions !

Feedback/Questions

Please don't hesitate to speak to one of the friendly committee members!

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