



**Te Atatu Pony Club (TAPC) Branch of West Auckland District Pony Club
MEMBERS' HANDBOOK**

2019/2020

Located at 465 Te Atatu Road, Te Atatu Peninsula

Website: www.teatatuponyclub.co.nz

Facebook Page: Te Atatu Pony Club (Public Page and Closed Group)

NZ Pony Club Association Website: www.nzpca.org

Te Atatu Branch Members sign to acknowledge receipt of this handbook and commitment to read it.

President's 2019/2020 Welcome

Hi and Welcome to our 2019-2020 season at Te Atatu Pony Club.

I am a past junior rider at Kapiti Pony Club & current adult rider at TAPC.

We are delighted to welcome back everyone to TAPC after winter.

A very warm TAPC welcome to our new riding members, I know you will enjoy being a part of our awesome Pony Club. We aim to provide top quality facilities, excellent coaching and a supportive, friendly environment in which you can grow, have fun and fulfil your best equestrian potential.

We are incredibly proud of our small club. This is YOUR Club, run by members and for members.

To our new horsey parents – Good Luck!. You're not expected to know everything and there are no stupid questions! Just come along with the three essentials: gumboots, an open mind and a sense of humour. An account at your local feed and saddlery store would probably help too!

We couldn't exist without everyone's help, and are constantly looking for ways to improve our systems to keep things running smoothly and effectively. There are plenty of opportunities at working bees and events to make sure that you can help in a way that best suits you.

We regard rider and pony safety as a top priority and keep current with new safety protocols and requirements. This includes events, riding gear, interaction with our friendly suburban neighbours, and traffic.

Please see the rest of this Members Handbook for more information and feel free to check with our Committee if you are unsure about anything.

Our Secretary sends out regular information to members. We have a website, a members-only Facebook group and TAPC messenger feed, so easy to keep informed.

I look forward to getting to know you all in the weeks to come.

Kind regards

Jenny du Fresne

President

Te Atatu Pony Club

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ALSO INCLUDED:

1. NZPCA Code of Conduct

TAPC Branch Committee Members Key Contacts:

Role	Name	Email	Phone
President:	Jenny du Fresne	jennyd@exclusivetyres.co.nz	027 5627 527
Secretary:	Anne Williams	teatatupony@gmail.com	021 751 220
Treasurer:	Kimina Styche	kimina721@gmail.com	021 2124 713
Grazing:	Delia Cato	delia.cato@gmail.com	021 0224 8577
Head Coach Liaison:	Jo Ramsay	ramsay.gilb6@gmail.com	027 5554 845
Health & Safety:	Marina Purdon	marinapurdon@xtra.co.nz	021 0250 2229

Because we are a relatively small branch, the TAPC Committee has a representative from every riding member family or individual on it and this assists us with consistent communication . The Committee meets on site in the clubroom once a month. A quorum of 7 members is required to attend to make decisions.

TAPC Branch Executive Committee:

The Executive Committee is agreed each year at the club's annual AGM. It currently consists of 3 committee members and is able to make decisions where required at short notice (e.g. in between Committee meetings) or provide the "tie-breaker" where consensus can't be reached within the larger committee. The 2019-2020 Executive Committee is

- Jenny du Fresne
- Delia Cato
- Jo Ramsay

West Auckland District Pony Club

Te Atatu Pony Club is a Branch of West Auckland District Pony Club (WADPC), the other branches being Massey and Henderson Valley.

The main contacts of District are below:

	Name	Phone Nbr	Email
WADPC			
District Commissioner	Dianne Hoeata	021 873 445	hoeatafam@hotmail.co.nz
Secretary	Jo Ramsay	027 555 4845	ramsay.gilb6@gmail.com
Treasurer	Jenny Du Fresne	027 5627 527	jennyd@exclusivetyres.co.nz
Event Secretary	Kasey Henare	021 913 635	kaseyhenare@yahoo.co.nz

Waitemata-Rodney Area

This is the greater "Area" to which West Auckland District belongs. The "Area" passes on information from the New Zealand Pony Clubs Association. Delegates from each of the 7 Districts attend monthly meetings to discuss issues of interest to the members and to take back information to their respective branches and so to the members.

What Is Pony Club And How Does It Work?

Pony Club is a youth movement for young people up to the age of 25 years for obtaining certificates and entering Area competitions, but up to 21 for National competitions. When you join Pony Club, you are joining one of the largest youth movements in the world.

The objective of Pony Club is to provide young people with the knowledge and skills to ride correctly and safely, to know how to care for their ponies/horses and to have lots of fun.

Pony Club is run by a committee made up of parents and caregivers who have volunteered to help because they believe in the movement and want as many children as possible to experience the joys of owning a horse. They, of course, cannot do it all by themselves and so Working Bees are held to do the many jobs needed to ensure the club is kept in good order and safe for the riders.

Working bees and helping out at events, at our branch or other pony clubs, can be a lot of fun and we encourage parents to get to know other members and the committee. Parents are expected to attend working bees throughout the year, to assist in setting up for competitions and to help on the competition days themselves.

Over the years, rules have been made with safety in mind and provided members and parents are familiar with and abide by the rules, few problems should arise. This handbook is not intended to be a complete guide and all members should buy the pony club Manual No 1 as it contains all your child needs to know, in order to reach a standard to pass the first three pony club grades and is a good introduction to riding and horse mastership.

For those who are new members and/or new to riding, there seems so much to learn and at times you may feel uncomfortable about your lack of knowledge. Please remember that we were all in your position once and we encourage you to ask questions, no matter how basic they may seem. **You will not look silly.**

Those members with the knowledge are only too willing to share that knowledge as young riders and their parents are the future of pony club.

Whatever your ambition, whether it be the faraway dream of riding for your country or simply to own and ride a pony for the sheer pleasure of it, Pony Club has much to offer and your committee is dedicated to help you reach your goals.

Go for it and have fun!!

TAPC Rallies

Te Atatu Pony Club branch rallies are held weekly, on Thursdays, between 6pm and 8pm. They begin in October and there is a break over Christmas and then rallies continue until daylight savings ends.

The first 2019/2020 rally for members is scheduled for Thursday Oct 17th. This rally is scheduled to be un-mounted for the first half and mounted for the second half. Riders should come dressed in their full Pony Club uniform and bring their tack and helmet for inspection by their coach.

Members are expected to turn up for rallies on time: Mounted and ready to ride at **6.00pm** on Thursdays, in Pony Club uniform and to attend the rally for the full two hours.

For mounted rallies, riders please be mounted for notices in the Show Jumping Paddock at **6.00pm**. Notices are given at the beginning of each rally - that's an important reason for being on time!

Inspection follows the notices – Riders, gear and pony are all inspected for “care and cleanliness”. At the end of the season the winner and runner up are presented with awards at the prize giving. Each ride (based on certificate level and ability) go out with their coach for their lesson. The coach plans the rally to cover items on record cards. When the rider's record card is completely signed off the rider can sit their next certificate.

Pony Club is meant to be fun. Parents support and assistance to coaches is vital. Coaches should be notified if you need to leave your ride for any reason and all riders are expected to treat their coaches with respect.

All coaching matters should be discussed with the rally coach in the first instance and where necessary the Coach Assistant/Liaison. In the absence of Coach Assistant/Liaison, please refer any coaching queries to the Committee.

Club Maintenance

Pony clubs are youth organisations, although we like to think of Te Atatu Pony Club as a family club. We are forever trying to raise funds to improve the facilities and to be able to send teams away to external competitions.

Events and ribbon days are one way the club makes money although they do take a lot of preparation. Arenas need to be erected, jumps set up and cross-country courses prepared and flagged. However, many hands make light work and the more the merrier applies!!!!

Running a pony club is quite labour intensive, the grounds need to be looked after, the jumps need to be painted and the toilets need to be cleaned – working bees are held to meet those needs.

Working bees are a good way to get to know the other parents, have some fresh air and exercise and you might learn a lot too!!

Even if you think you have no equestrian skills, we will find something you can do.

Our Club is only as good as the effort we are prepared to put into it.

Apart from working bees, help is always required on the day of the event. Running an event, especially an ODE requires a lot of people. We need ring stewards, fence judges, writers, timekeepers, gear checkers, canteen helpers and a variety of other roles.

The end of the season will come all too soon and then there is the AGM to look forward to. Everyone should attend this, and of course our prize giving evening.

There are lots of trophies to be won and not just for those who have been successful at competitions. Awards are given for those riders who have improved the most, for those who have the highest score for turnout and attendance at rallies, etc, and it is a chance to see all your friends again before the winter break.

Types of Membership

There are six (6) categories of Individual Members of NZPCA set out in the [2019 NZPCA Constitution](#) as follows. Membership categories (5) and (6) do not apply at Te Atatu Pony Club:

1. **Riding Members:** A Riding Member is an individual up to the age of 25, who is a member of a Branch and/or a Club, who wishes to participate in Pony Club Events and Activities.
2. **Adult Members:** An Adult Member is an individual 18 years of age or older, including a parent or guardian of a Riding Member under 18 years of age, who wishes to participate in Limited Pony Club Events and Activities.
3. **Technical Members:** A Technical Member is an individual elected or appointed to a position of responsibility in a Branch, Club, Area or NZPCA, (other than an employee or other person who is paid for their services) including coaches, managers, judges and technical delegates who are not otherwise Members.
4. **Casual Members:** A Casual Member is an individual who wishes to participate in Limited Pony Club Events and Activities as determined by the relevant Area or Club (in accordance with the Regulations) and as specified and approved by NZPCA.
5. **Horsemasters Members:** A Horsemasters Member is an individual who is 25 years and over who takes part in Horsemasters rallies at a Pony Club that runs a Horsemasters group.
6. **Centre Riding Members:** A Centre Riding Member is an individual 24 years of age and under, who is a member of a NZPCA Certified and Registered Riding Centre, who wishes to participate in Pony Club Certificate and Achievement Badge Systems through their NZPCA Certified and Registered Riding Centre.

TAPC Adult Members: At TAPC we have both riding adult members and non-riding adult members.

Adult riders are encouraged to take part in all our closed days and to support our open events. Trophies are awarded at the end of season prize giving and we look forward to seeing adult riders at the party.

Our non-riding adult members (parents) are the backbone of the club. Every member of NZPCA under 18 must have at an adult financial member of the branch and at Te Atatu Pony Club, all of these adults are members of our Committee. It is their contribution of time and effort that makes our branch an efficient organisation which provides our riding members with the best possible coaching and facilities we can manage and be proud of. Any family member that has a trade or profession that can help the club function and prosper is encouraged to identify this to the committee so that we can draw on the wealth of knowledge that our members possess.

Te Atatu Club Inc. Branch of West Auckland District Pony Club Inc: By-Laws

1. This Branch of West Auckland District Pony Club shall be known as Te Atatu Pony Club Inc.
2. This Branch of West Auckland District Pony Club shall abide by the Constitution of the New Zealand Pony Clubs Association and those of the West Auckland District Pony Club.
3. Members joining after 1 January of each year shall pay only half of the Branch subscription plus any additional levies in full.
4. Grazers on Branch grounds shall abide by the conditions of the Grazing Agreement.
5. Parents may accompany a coach who is taking a ride but must not interfere with the running of the rally.
6. All breaches of the Branch's Constitution and/or By-Laws shall be dealt with by the Committee in accordance with Rule 36 of the NZPCA Constitution.
7. Branch uniform is to be worn at all rallies and closed events – Red & white polo shirt and/or red jacket or red polar fleece and badge, beige or black jodhpurs, jodhpur boots or smooth soled, heeled shoes and an approved helmet. Long sleeves are to be worn for all jumping.
8. Approved and tagged helmets are to be worn whilst riding at all times on Branch grounds and on public roads
9. Bad language, excessive use of a whip or spurs will not be tolerated and will be dealt with by the most senior person present at the time.
10. Wheeled or sharp spurs may not be worn at rallies. Other spurs may be worn only with the Coach's permission.
11. All horses must be under the rider's control at all times whether being ridden or lead. If a horse is within a closed area and there are other horses within that area then all horses must be tied securely, even when your horse/pony is eating its feed.
12. Any horse liable to kick must have a red ribbon tied to its tail at competitions and rallies.
13. Horses which are considered dangerous or unruly will not be permitted on the grounds.
14. Stallions may be allowed at competitions at the discretion of the Branch Committee and permission must be obtained prior to the

event. Stallions are not permitted to partake in any other Pony Club activities. The stallion must be accompanied at all times and must be in a secure location so that there is no possibility of this horse coming into contact with any other horses. Full precautions must be taken whilst moving the stallion from its enclosure to the transporter on arrival and departure, and also whilst moving from its enclosure to the competition area. Should the stallion become unruly or be considered a hazard to other mounts or riders, the Ground Jury or Branch Committee shall have the right to insist that the animal be removed from the grounds.

15. Riders must seek their coach's permission to leave the group or the grounds during rally
16. All horses must be secured during breaks. No horse may be tied by the bridle or long lengths of nylon rope or cord. Horses are not to be tied to the railing round the clubhouse any fences or by the tack sheds. Hitching rails are provided and should be used. Manure must be removed from the hitching bay areas after use. Horses must be tied in the hitching bay at all times.
17. All riding on Branch grounds during rally must be under the supervision of a Coach unless special permission is given by the Coach or a committee member
18. If a Coach does not turn up for rally, all riders in that group shall report to the Head Coach.
19. Coaches must be treated with respect and courtesy at all times, and the same due respect given to the rider.
20. Horses grazing on Branch grounds must be secured in the hitching bay during rallies (Thu nights) if not being ridden. Failure to comply may result in loss of grazing.
21. No riding member of any age may ride on Branch grounds without their parent, "Person Responsible for the Horse", any person over the age of 18 (nominated by the parent) or another member or visitor who has filled out a casual membership form (see below). Any jumping of any rider on club grounds must be done in the presence of an adult in the same paddock.
22. Financial members may invite a visitor to a rally twice during a season with the prior approval of the Head Coach. Visitors must be introduced to a committee member. Prospective members may ride at 2 rallies before paying the subscription fee with the approval of the Head Coach. All visitors shall complete a Casual Member Form if not already a member of Pony Club.

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23. Members riding on public roads must comply with the section of the Road Code and Local Authority By-Laws applicable to horse riding. Manure droppings must be removed from footpaths and public areas. If you don't have anything suitable to do this at the time
 24. A horse, which is, in the opinion of the Coach, not fit for Pony Club work for reasons of age, health or temperament, may be barred from the Branch grounds.
 25. Dogs must be on a lead on the Branch grounds at all times and under control at rallies.
 26. No dogs are allowed at events. Dog owners must remove their dog's droppings.
 27. Bicycles must not be left lying round the grounds or ridden in the paddocks. Note: No wheelies or skids on the gravel.
 28. Any member who has a complaint should make it in writing to the Secretary and breaches of riding discipline should be referred to the Head Coach.
 29. Horse age restrictions apply as per NZPCA Branch and Club rules. Horses under 4 years of age may not be bought to Pony Club unless special permission from the Committee is given. An application must be made in writing, and an assessment of horse and handler/rider completed by the Head Coach.
 30. All financial members up until the day they turn 25 can compete and are eligible for all closed competitions, awards and trophies for that season.
 31. Members must use safe and responsible horse handling practices on Branch grounds, as per the Handling: Safety Factors section in Pony Club Manual One.
 32. Members must possess a full driver's licence to be able to drive the quad bike. People new to driving the quad bike must be given tuition by an experienced quad bike driver before they can use it.
 33. All guests riding on Branch grounds must sign the guest book. Non-members bringing their own horses to ride on the grounds need to pay a \$10 ground fee (unless the District Reciprocity Rule applies), and complete a casual member form if not a member of any Pony Club.

Te Atatu Branch Rules

These rules cover items not covered under the Branch Bylaws.

Grounds Access

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- a) Front gate: As part of the membership process, members will be given either the gate code or a pony club key (pending the security system in place season to season) to gain access to the grounds. The gate is padlocked when the grounds are not in use to secure the grounds from misuse, to secure the Pony Club property from theft, and ensure the safety of grazing horses.
 - b) All members are required to pay a key bond of \$50 when they initially join, in order to be issued with a key. A separate key bond is required for each key for any additional keys required.
 - c) The key bond is refunded upon the return of the key if a member leaves the Pony Club. If a member loses their key, they forfeit the bond for that key.
 - d) Keys are not transferable and must not be lent to non-members. The unauthorized loan of keys may result in membership cancellation.
 - e) The front gate to the grounds must be kept closed at all times, and members need to lock the gate if they are the last to leave. Members must also check the clubrooms are securely locked if they are the last to leave the grounds at any time of day/night. The gate code may be changed to prevent access if members do not adhere to this rule.

General Grounds & Facilities Usage

- a) For safety reasons, horses must always be tied to baling twine, and only in the appropriate areas: hitching bay or wash bay area. While in the hitching rail area, all horses must wear a halter or head collar. There are to be no loose horses in the hitching area. Horses must not be an annoyance to other members gearing up or feeding their horses.
- b) Horses are not permitted in the Clubhouse area: under the Clubhouse verandah, in the Clubhouse end of car park. The exceptions are for veterinary care or clipping where power access is required or loading into the floats.
- c) The wash must always be kept clean and tidy, and manure and hoof filings removed after use with the tools provided.
- d) If horses are clipped, the hair must be picked up and put in rubbish bin.
- e) Any horse manure in the hitching bays, wash bay, farrier bay, car park or driveway must be removed and put into manure area immediately with the shovels provided.
- f) Please ensure all gates are kept closed and latched at all times.

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- g) The gate to the grounds from the Z paddock must always be kept locked (if heading to the beach through this paddock – unlock it to go through, and then lock it again straight away afterward).
 - h) Please ensure that the club rooms and front gate is locked prior to leaving the grounds.
 - i) Shoeing: All shoeing on club grounds must be done in the hitching bay area. It is the responsibility of the owner to pick up old nails and shoes and the toils of new nails.
 - j) Pony Club Hay: Hay stored in the hayshed area is for feeding grazing horses under the supervision of the Grazing manager, it is not there for titbits or snacks for your horse or pony.
 - k) Drugs: Any member found using illegal drugs on pony club grounds will result in instant dismissal from the club. Your membership fee will be forfeited as a result of the dismissal.
 - l) Smoking: Te Atatu Pony Club supports a SMOKE FREE POLICY. There is to be no smoking around the clubhouse or riders. Please find an area which will not affect others.

Riding Supervision

- a) No member of any age (including adults) may ride on Branch grounds without being in line of sight of another person (including casual members), on foot or horseback.
- b) **Junior members under the age of 16:** Must always be accompanied by an adult (18 and over) when on pony club grounds. **Supervision:** It is the sole responsibility of the parent/caregiver to ensure junior riders have adequate supervision when riding on Pony Club grounds on days other than rallies.
- c) **Junior members 16 – 17:** May ride together on pony club grounds if other members are on the pony club grounds. If people cease to be on the club grounds they must stop riding immediately.
- d) **Jumping:** There is to be absolutely no jumping without supervision. Any jumping of by any rider on club grounds must be done in the presence of an adult in the same paddock.
- e) **Riding Tack-Less.** Riders who have the desire and competence to develop natural horsemanship skills can ride bridle-less and halter-less in one of the starve paddocks with immediate Adult supervision. No other tack-less riding is permitted on the grounds.

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- f) **Back protectors** (new standards of compliance come into effect August 2020) must be worn at all times on the cross country course and are compulsory for cross country rallies

Parking

- a) Floats may be stored by members on the TAPC grounds free of charge. This is at the owner's own risk. Appropriate security measures should be taken.
- b) Always ensure your vehicle is locked if parked on the TAPC grounds, and keep valuables hidden out of sight.

Dry Respite Area

- a) No jumping is permitted in the dry respite area.
- b) Lunging is permitted in the dry respite area only provided that there are no other arena users present. It is recommended that a helmet and gloves (gloves optional) be worn while lunging.
- c) There may only be a maximum of four individual riders in the dry respite area at any one time, unless it is an organised lesson or rally.
- d) Manure must be removed from the dry respite after use.

Rallies

- a) All families with a rider attending Thursday rallies will be asked to help out around the grounds or in the kitchen and club rooms throughout the season on rally night. Toilets need to be cleaned once a week, club rooms tidied and floor mopped etc....
- b) Parents are welcome to stay for the duration of the rallies and can watch their child ride - provided any/all chores needing to be done are completed.
- c) Riders (or their parent) must notify their coach or the Coach Liaison if they cannot attend rally.
- d) In the event that a mounted Thursday rally is cancelled due to bad weather, a message will be sent on FB Messenger by 4.30pm. A mounted rally will be replaced with a theory rally in this situation.

Visitors To The Grounds

- a) All guests riding on TAPC grounds must read the disclaimer and sign the guestbook (or their parent if the rider is under 18 years of age).
- b) All guests riding on TAPC grounds must either:

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- Be accompanied by an TAPC member OR
 - Notify a Committee member and get permission for grounds usage
- c) Non-members bringing their own horses down to TAPC to ride must sign the guest book and must pay a ground fee of \$10 directly into the Pony Club bank account: 12-3038-0243060-00. If they are not a member of any Pony Club they must complete a Casual Member form.
- d) Members of Henderson Valley and Massey Pony Clubs need to refer to the Reciprocity Rule in place between the three branches of West Auckland District PC. Under the Reciprocity Agreement members can come onto the grounds accompanied by a member from that Branch (ONLY pertains to the three branches of West Auckland - Henderson, Massey, Te Atatu) exempt from the ground fee providing ALL three branch grounds are open (i.e. this rule is not in effect over the winter months when grounds are closed) and must still sign the guest book and obtain prior permission to use the grounds.
- e) All riders on TAPC grounds (including guests) must wear an approved and tagged riding helmet and suitable footwear when riding.

Overnight or Casual Grazing

- a) A request must be made to the Grazing Manager for overnight grazing, well in advance of the day it is required. Approval will be given provided that there is sufficient grazing available.
- b) The fee for overnight or casual grazing is \$10 per day or night except where the above rule applies.
- c) Permission must be obtained from the Grazing Manager before any horse is put in a paddock.
- d) All horses must be put in the "Overnight Paddock". In exceptional circumstances the Grazing Manager may put specific horses in other paddocks and the allocation of horses to these paddocks is at the sole discretion of the Grazing Manager.
- e) Grazers must: -
- Check the water trough when placing their horse.
 - Be prepared to provide your own hay and feed.
 - Clear the manure from the paddock.

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- Pay the appropriate fee for the use of the paddock.
 - f) The grazer must pay the applicable fee directly into the TAPC bank account: 12-3038-0243060-00 and contact the Treasurer once payment has been made.
 - g) On show days it is the responsibility of the grazer to ensure that their horse is moved to an appropriate place before 7.00am on the day.
 - h) Any horse that has a vice considered detrimental to the other horses or humans or has a contagious disease will not be permitted to graze on the grounds.
 - i) All horses graze at the owner's risk.

Communication

- a) Most communication to members is done by email and FB Messenger. Please ensure that you check both regularly for important notifications and updates.

Riding Off Club Grounds (Road, Paths, Park)

- a) You must always ride with a bridle when off club grounds (no halters).
- b) When riding on roads in the neighbourhood you must:
 - keep off busy roads as much as you can.
 - Ride your horse on the left of the road, and as far to the left as possible.
 - Do not ride more than two abreast.
 - Do not ride to the right of any moving vehicle, except when passing.
- c) In town and city streets you must obey traffic lights and respect pedestrian crossings.
- d) The walk is the only safe pace in traffic.
- e) It is recommended that all riders wear high visibility vests when riding on the road.
- f) You can ride on footpaths, verges, and park tracks but must be extremely mindful that these are shared public spaces and some members of the public are quick to complain. The following rules apply:

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- You must never ride on any private, or privately maintained areas i.e. lawns or the mown strips (berms) directly outside houses.
 - You must always carry a shovel and bag for removing horse droppings immediately from footpath, verges or tracks. Please immediately dismount and shovel it into either your bag (e.g. an empty feedbag) and take away with you, or into a road gutter, or bushes within the park if these are close to hand.
 - You can only ride on grass verges etc if the grounds condition is suitable and riding does not damage them as the public will complain to council if we tear up the ground or make dents in it. In wet winter conditions you must ride on road, footpaths or park tracks.
 - Always ride in single file when riding on footpaths and tracks and give way to pedestrians.
 - Be very cautious about your speed and only increase from a walk if you are confident that you are not close to members of the public. You are sharing the park, roads and footpaths with walkers, dogs, cyclists and children, all of which can be unpredictable.

Grounds Closure

- a) The procedure for grounds closure is an examination of the grounds by the Executive Committee. A decision will be made, and notification of any full or partial closure written on the black board and an email sent out to members.
- b) Appropriate notice will be given to members of any grounds closure. However, there may be circumstances such as following a torrential downpour or storm, where it may be necessary to close the grounds effective immediately, with less than 24 hours notice given to members.

Health & Safety

- a) All members of TAPC (riding and non riding) must be complete their H&S induction in the HSE system.
- b) In the event of any accident on the grounds resulting in injury, an Incident Report must be completed by the individual (or their parent if under 18 years of age) in the HSE system within the following 7 days.

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- c) All riders must have had their riding helmets inspected and tagged with the approved red helmet tag by the Coach Liaison or an approved gear checker, confirming that they helmet meets currently safety regulations.
 - d) A speed limit of 5km MUST be observed in the driveway and car park in the interest of horse and rider safety.
 - e) Any horse with a suspected or confirmed contagious disease is not permitted on the grounds. Any horse who has suffered a contagious disease will require a vet certificate to confirm that they are free of infection before they are permitted back on the grounds.
 - f) Only approved and suitably experienced people are to use the weed eaters, drive the quad bike or the tractor.
 - g) Members must be aged over 16 years of age be able to drive the quad. People new to driving the quad bike must be given tuition by an experienced quad bike driver before they can use it. An approved helmet must be worn whilst operating the quad bike. Non-members over 16 years of age are not permitted to drive the quad without consent of a committee member.

Approval Of Clinics/Lessons

- a) Riders may organize their own individual tuition with private coaches on the grounds.
- b) Where a coach wishes to give multiple lessons on the grounds (ie, a clinic) that will require substantial or exclusive facilities and grounds usage, a request must be made to the Committee.
- c) Any requests for clinics must be made to the Committee by an application in writing.
- d) Clinics must not clash with rally, a working bee, event set up or an event.
- e) A ground fee of \$10 per rider applies to all riders who are participating in the clinic who are not TAPC members.
- f) The organizer of the clinic and/or the coach is responsible for set up of any equipment required, and for returning the paddock back to a suitable state afterward (e.g. putting tapes back up, and horses back in their paddocks if their removal was required for the lessons).
- g) During a clinic, the clinic gets priority use of the grounds and facilities.

Grazing Waiting List

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- a) To go on the grazing waiting list, individuals must be financial TAPC members and be under 25 years of age.
 - b) To be considered for the grazing waiting list, individuals must complete a grazing application form, which is then submitted to the Committee for approval. Following approval, their name will be added to the bottom of the grazing waiting list and they will receive confirmation of the approval.
 - c) Individuals will be notified when they are at the top of the grazing waiting list.
 - d) The individual at the top of the grazing waiting list will be notified when a grazing spot becomes available. They have 4 weeks from the date of notification to take up the grazing spot. If they fail to do so or decline the grazing spot, their name is added to the bottom of the grazing waiting list.
 - e) Individuals on the grazing waiting list who have reached the top of the list and declined a grazing spot on two occasions, will be removed from the grazing waiting list.
 - f) A copy of the grazing waiting list will be displayed on the notice board in the toilet corridor.
 - g) Where there are empty grazing spots and no one on the grazing waiting list that wants to take up a spot, any member (child or adult) will be invited to apply for temporary grazing while the grazing spots are empty.

Working Bees, Event Set Ups & Helping At Events

We have up to approx 6 working bee's per season. To meet their working bee requirements members must

- a) Attend all working bees for the season (or complete equivalent jobs in lieu by arrangement).
- b) A working bee levy of \$50 will be charged for working bees and event setups that you do not attend, or have not made up through equivalent jobs by arrangement. This is a non-refundable fee. We are a small club, so it is important that we do all possible to be at the working bees.
- c) Help out at any season's scheduled fundraising events.
- d) Help out at on the day of the events we hold for the duration of the event.
- e) If a member does not complete the working bee requirements during the season, they will charged a working bee levy of \$250.00 to be

paid at enrolment for the following season. This will be refundable at the end of the season if all working bees attended.

- f) Any not attended \$50 per working bee will be deducted and any remainder refunded at the end of the season. If a member does not complete their working bee obligations for a second season in a row, their membership will be reviewed.
- g) Members are required to help out on the day of the events we hold for the duration of the event.
- h) While a working bee or event set up is in progress, **no** riding or horsey activities are permitted on the grounds. Everyone present is expected to help.
- i) To be counted as having attended a working bee or event set up, the individual must be present for the full duration of the working bee unless permission has been sought from a Committee member to leave early.
- j) The secretary will keep a record of working bee attendance.
- k) Prior to the working bee or event set up, the duration of the session will be notified to participants. At completion, everyone should come to the Clubhouse for well earned food and refreshments.

Social Media Policy

What do we mean by social media?

Social media involves any internet based application where visitors can publish content to a larger group. Content includes video and photos, personal information, opinions, commentary, links to other content, research, etc. Examples of social media applications include Instagram, Facebook, Twitter, YouTube, Messenger, WhatsApp, Snapchat, blogs, special interest forums, user communities and even comments sections of news media sites.

Within many of these applications there are both "closed member" and public groups. Closed member groups restrict the circulation of content to identified members; public groups are open to anyone who uses the application.

TAPC members posting guidelines

To ensure our social media applications are used in a safe, trusting, supportive and positive way, and to ensure that our online representation and communication reflects the character we wish to build and maintain within Te Atatu Pony Club for our members, we have developed these guidelines. As members of Te Atatu Pony Club (TAPC) online communications should:

Be respectful and polite. It is important that all members of TAPC are treated with dignity and respect. Please don't use hostile or obscene language, or make negative comments about anyone. Do not use social media as a way to gossip, criticise or marginalise any TAPC member or their family. If you have real concerns about the behaviour of anyone associated with TAPC speak directly to the club president or another Committee member, either in person or via email. A good rule of thumb when posting anything is to ask yourself if you would be comfortable for your boss, teacher or your mother to see your post.

Be family-friendly and age appropriate. Most of our social media channels will have users who are under 18 years of age.

Be relevant. For example, avoid discussions of politics and religion as these involve personal beliefs and values that are individually held. Avoid online discussions related to current affairs unless they are specific to our community. These topics are ones to discuss in person, or on your personal social media pages rather than online in forums related to TAPC.

Be legal. Posts that are discriminatory or defamatory relating to ethnicity, religion, gender, disability, sexual orientation or that encourage illegal activity are illegal. The TAPC Committee will take appropriate action to remove such posts and alert authorities if warranted.

Be mindful of other's privacy. You should not post images and videos of other members, their friends and family on your personal social media accounts without their explicit, prior permission. When dealing with youth members, their parent's or caregiver's permission must be sought.

Not advertise personal businesses unless they are relevant to our equestrian pursuits (e.g. clipping, shoeing, rider coaching, horse gear for sale are fine. Plumbing, accountancy services, web development, catering are not).

TAPC specific social media forums, their purpose and use.

TAPC uses the following social media channels:

- a website (www.teatapunyclub.co.nz) to share reference type information with the general public about TAPC and pony clubs in general. Members of the public interact with TAPC from the website by either filling out a short message form, or emailing directly to teatapuny@gmail.com All information posted to this site should be written in a friendly tone and use professional language.
- a facebook public page where general information about the club, advertisements, notices and flyers of interest to and from the wider community are posted. This is a public page with no restriction on who can view it. From time to time videos and photos of club members and their activities will be posted (see "use of videos and images" paragraph further on) so as to give the general public a flavour of the character and activities within our pony club. There must always be at least two members of the current TAPC Committee set up as administrators of this page to ensure continuity.
- a facebook closed members group where more specific information relating to members only can be shared. Only the members of the group can view this content. This includes information on events, rallies, working bees, shared kai or other internal activities. Postings to this page can be less formal but should always be informational, friendly or fun and never critical of, or targeting a particular individual or individuals. There must always be at least two members of the current TAPC Committee set up as administrators of this page to ensure continuity.
- messenger groups for fast communication and consultation. There are two perpetual groups, TAPC and TAPC Committee. Other messenger groups will spring up from time to time to link in smaller groups of people. The members posting guidelines above should be adhered to with respect to these.

TAPC is for all members - riding, non riding, adult, youth, associate and any caregivers and other parents. Adults and some children interact in this messenger group. Communication is informal, informational and fun and covers topics such as who will be on site and when, getting assistance with horse tasks (covers on and off, feeding, moving, worming, transporting etc), and information about rallies etc that needs to be circulated quickly. Jokes, memes and gifs can be shared so long as all participants ensure that communication is "horse" related, family friendly, age appropriate, and respectful.

TAPC Committee membership is limited to Committee members and focuses on activities associated with running the club and the co-ordination of actions undertaken between Committee meetings.

Any additional social media spaces set up in the name of Te Atatu Pony Club need to be approved by the TAPC Committee, or any designated social media committee representative if there is one, to ensure they have a clearly defined purpose and are managed consistently and within these guidelines.

Use of video and images taken on TAPC grounds for promotion of club.

From time to time TAPC will use video and images of our members, their horses, and their families taken on our club grounds to promote our club on our website and Facebook pages.

TAPC will ensure that images will always reflect the club and our people in a positive light.

Every member, or any other person, shown in any photo or video used on the TAPC website or Facebook pages can request that the particular image be removed. TAPC will comply immediately and without question.

In most cases, images will be part of a group and individuals will not be named or tagged. For individual images, TAPC will use the members first name only if a name is used at all, with the exception being when sharing a post from external media where the members full name may have been used.

A Beginner's Guide To Events

As riders gain experience they will want to enter events away from their own Branch and should be encouraged to do so. Most events are advertised by email flyers or through a Branch's website. If you are unsure what events would be suitable for you, ask your instructor or one of the Committee, who will be only too pleased to help.

This document is intended as a guide only to events at Pony Club level. It is in no way intended to replace reading the rules set by the New Zealand Pony Club Association (NZPCA website: <http://www.nzpca.org/>).

TE ATATU AND WEST AUCKLAND DISTRICT PONY CLUB

Te Atatu is a Branch of West Auckland District Pony Club (WADPC), the other branches being Massey and Henderson Valley. There are events and competitions organised by the "District" exclusively for the District membership. Information on these activities will be given out at pony club, via email and on social media - see your President or Head Coach if you would like to enter and need guidance.

WAITEMATA-RODNEY AREA

This is the greater "Area" to which West Auckland District belongs. The "Area" passes on information from the New Zealand Pony Clubs Association. Delegates from each of the 7 Districts attend monthly meetings to discuss issues of interest to the members and to take back information to their respective branches and so to the members.

The Area is responsible for organising selections for the National NZPCA competitions - these being - Eventing, the Dressage Championship Team, the HOY Show Jumping Team, and the Zone Games team to represent the "Area".

The "Area" also runs Inter-Club competitions such as the Interclub Teams Dressage, Interclub Teams Show-jumping, Interclub Show Teams Show Hunter, Interclub Teams One Day Event and the Interclub Teams Inca Cup. To enter a District team - refer to the relevant circulated information (via email and social media) and ask your coaching coordinator or District Events Secretary/a fellow member/committee member etc how to go about it.

To find out about upcoming events:

- Our Pony Club Branch has the Waitemata / Rodney Area calendar displayed on our facebook page. This calendar is subject to change so always check you are viewing the most up to date.
- Visit the Waitemata / Rodney Area Pony Club website: www.sporty.co.nz/wrapc

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- Flyers for upcoming Pony Club events are regularly emailed to members and are posted on the Te Atatu Facebook page.

General Event Behaviour

All members are ambassadors for your club wherever you go.

- Never race your horse through spectator areas or parking areas.
- Always treat your horse with consideration even when the day is going badly, Even horses can have their off days, they are not machines.
- Always accept defeat gracefully and preferably with a smile, you can't win all the time.
- Be compassionate to other competitors who are having a bad day, it could be you next time.
- Always jump practice jumps in the direction indicated by the flags (red on the right). Take your turn and don't push in as it could cause an accident.
- Never follow too closely behind another horse when jumping, the other horse might stop.
- Always listen to, and obey the Stewards and Officials, they are there to see fair play and make the day a pleasant one.

Behaviour in the Ring

- Always listen to the Judge, don't chat among yourselves then complain if you do the test wrong.
- If you are given a number, remember it, don't expect the gate steward to remember it for you.
- Always thank the Judge if you get a ribbon or rosette.
- In individual tests, salute the Judge at the start of your test when he/she is looking at you. Their acknowledgement is usually your signal to start.
- Salute again at the end, when you are facing the Judge.
- Never argue with the Judge. If you wish to protest, follow the procedure in the rules of the competition.

Types of Events

Events at Pony Club level can generally be split into categories – Ribbon Days, Show Jumping, Show Hunter, Dressage and ODE's. There are other events held at district and area level but they are not covered by this guide.

Ribbon Days

Ribbon Days can be split into two types – either Open or Closed. An Open Ribbon Day is open to anyone that wishes to enter (you do not have to be a member of a Pony Club). A Closed Ribbon Day is open only to members of Henderson Valley Pony Club.

Pre-enrolment is not usually required for a ribbon day. You just sign up on the day. The events are usually split into two sections – flat and jumping. When entering an Open Ribbon Day you can choose to enter just the flat events or the whole event including the jumping. Rings can also be split depending on rider age and/or size of the pony/horse to keep things fair and ensure classes are a manageable size.

Ribbon days usually involve what they call 'round the ring' events. This is where all of the riders in the class enter the ring and ride around the ring in a large circle in single file.

The judge will call out what they want the riders to do. When the judge has decided on the placings for the class, they will call the successful riders into the centre of the ring to receive their ribbons. Everyone else leaves the ring.

The dress code for Closed Ribbon days is Pony Club Uniform (including your badge). For Open Ribbon Days the expected dress is a white shirt, tie and a black jacket.

Expected behaviour:

- The first event on the programme is usually a turn-out event so make sure your gear and pony/horse are as clean as possible – don't just clean the bits you think can be seen.
- Only enter a ring when asked to by the gate keeper or judge.
- Listen to the judge's instructions as what is expected of you will vary depending what type of class it is.
- Leave the ring when asked to by the judge.
- The judge's decision is always final – never argue.
- Parents and spectators are not to enter the ring during judging.
- If you are given a number by the gate keeper or judge it is your responsibility to remember it.
- You should not remove your jacket unless you have permission of the judge.

Each ribbon day will have a printed program that may have additional rules which apply – make sure you read it before the start of the event. The printed program also lists the different rings and classes being offered.

SHOW HUNTER EVENTS

A Show Hunter event tests the style of the pony/horse jumping and not the scope (height). Judging begins as soon as the horse enters the ring – turnout is noted and the horse should have the least amount of tack. But the most important aspect of judging is how the horse jumps – in a good jump the horse's knees should come up, the head drop and the back should round and the hind legs trail. The trip around the course is important – judging is out of 100 with severe penalties for rails knocked down or refusals. The fences are usually built from natural coloured stands and fillers.

A show hunter event will generally be split into pony and hack rings and then split by height. You can usually enter these events on the day but check the advertising for the event as that will indicate how entries are to be made. As it is a jumping event you may be required to wear your medical armband and have a gear check prior to competing.

Show Jumping Events

A Show Jumping event is usually split into pony and hack rings and then split by height. They will usually be run under the NZ Equestrian Federation rules. To view the rules go to their website www.nzequestrian.org.nz then go to the Show jumping page and then resources. There are different methods for judging a Show Jumping day. It may be a race against the clock where the fastest round will be declared the winner, or it may be that an optimum time is set and all those finishing on the same score will then have a jump-off against the clock. Always check which way the event is going to be scored before you turn up on the day. As it is a jumping event you may be required to wear your medical armband and have a gear check prior to jumping

Derby Days

Derby Days are another form of jumping event. They usually contain some show jumps set up in a ring followed by some jumps set up over mixed terrain (often set up over the cross country course). The order of the jumping could vary e.g., some events may require that you jump all the show jumping jumps first then the cross country ones and other events may have them interspersed.

There are also different options for scoring this kind of event so always check with the organisers prior to competing so you know the best way to ride the event. As it is a jumping event you may be required to wear your medical armband and have a gear check prior to jumping.

Dressage

Dressage only events are often run as twilight events and you can usually enter more than one test. Dressage only events always have a gear check requirement before competing. You are often allowed callers because you

are doing more than one test, but check with the organisers before the day just in case. You will usually have to pre-enter these events so a draw can be produced. The dressage tests will be in the advertising for the event. For further detail about how a dressage competition is run, please see the notes below about the dressage component of an ODE.

One Day Events (Can also be referred to as Horse Trials)

An O.D.E is a One Day Event made up of three parts – Dressage, Show Jumping and Cross Country. To have your score counted in the overall event you must compete in all three phases. There is usually a separate competition within the overall event for the Dressage phase only and additional rosettes will be awarded for this. You **must** complete a gear check before each portion of the event – failure to do so will result in elimination. The current gear check list is available on the NZPCA website

– it is on the resources page under Horse Trial section. Don't forget to wear your medical armband for the Show Jumping and Cross Country phases, and a back protector for Cross Country.

Scoring:

Score sheets will be displayed as soon as possible after each event. For the dressage competition the lower score is the best. There will also be a column to display the placings in the Dressage phase of the event. Your score sheets completed by the judge will be made available for you to take home. For the Show Jumping and Cross Country phases a score of '0' indicates a round with no penalties. If the score for either is above 0 you have either had time faults for a refusal at one or more jumps. If an 'E' is displayed as your score you have been eliminated from the competition. If you have been eliminated in the Show Jumping round you may still compete in the Cross Country but your score will not be counted. If at the end of the three phases there is more than one person on the same score, the winner will be the person whose cross country time was closest to the allowed time (either over or under). It is considered polite to attend the prize giving at the end of the event in your jacket, shirt and tie.

ODE Dressage:

The dressage test for each competition will be declared in the advertising of the event – learn it before the day of the event. Books containing the tests can be purchased from most equestrian shops. For the dressage phase of the event you should wear a shirt, tie and jacket. If you have long hair it should be secured in some way (either in a net or pinned). You must attend a gear check before competing.

Expected behaviour/rules:

After the competitor before you leaves the ring you should start circling the ring at a trot or walk depending on what the test requires (either direction is ok – it will depend on which rein you want to enter the ring on).

Once the judge has signalled they are ready for you to begin your test (either by tooting the car horn or ringing a bell) you have 1 minute to enter the ring. If you do not have time to continue round the ring within 1 minute you should turn your horse and take the quickest route to the start gate.

If your horse puts all four feet outside the ring during your test you will be eliminated (signalled by the judge tooting/ringing a bell twice).

If you have an error during your test the judge will toot/ring the bell once. You should stop where you are and wait for the judge to tell you where they want you to commence your test from. You will be penalised 2 points for each error.

If you have three errors during your test you will be eliminated – signalled by the judge tooting/ringing the bell twice.

You are not allowed to talk to your horse or click with your tongue during a test – if the judge hears this you will be marked down up to 2 points per movement.

It is considered correct etiquette that once you leave the arena gate you dismount, run the stirrups up, pull the reins over the horses head and lead your horse away.

It is not required to plait your horse for dressage (points are not awarded or deducted) however if you want to show your horses bend it gives the judge a clearer view if the mane is plaited.

ODE Show Jumping:

For the show jumping phase of the event you should wear a shirt, tie and jacket. If you have long hair it should be secured in some way (either in a net or pinned). You must attend a gear check before competing. It is strongly recommended that you attend the course walk usually held the day before the event as this may be your only chance to see the course. A map of the course and the time allowed should be on display during the event.

Expected behaviour/rules:

- When walking the course you must be attired in riding gear - that means you must either carry or wear your helmet and if you carry a whip when riding you must carry it when walking the course.
- Once in the ring it is polite to acknowledge the judge – a simple nod of the head as you ride past is sufficient.

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- Once the judge has rung the bell you have 45 seconds to commence your round of jumping.
 - You must begin by going through the start flags.
 - You must end your round by going through the finish flags.
 - If you knock down a jump as part of a refusal you should stop and wait for it to be reset – once it has been reset wait for the judge to signal you to continue (the time clock will be stopped while the jump is reset).
 - If you knockdown either jump that make up a ‘double’ you must wait for it to be reset and when told to continue you must jump both parts of the double even if you successfully cleared the first part in the first attempt. If you just had a refusal at the second half of a double without knocking anything down, just go back around and re-jump the first part of the jump as well as attempting the second part again.
 - You are not allowed to show your horse the whole course before you begin your round, however if you think your horse is likely to react to a particular jump, make sure you walk past the jump concerned on the way to the start flags. Do not present your horse in front of the jump as this will incur penalties and don’t make it obvious that is what you are doing!
 - The same applies to other items in the ring e.g. a float for the judges to sit in. If your horse is likely to react to it being so close to jumps – make sure you walk past it on your way to the start flags so he/she realises it is not going to jump out at them while rushing past. Again don’t make it obvious that is what you are doing.
 - As time is critical in show jumping, it is a good idea to begin circling behind the start flags at a speed that you plan to take the course in. (providing there is enough room). Don’t enter the ring and come to a halt just behind the start flag waiting for the bell because your time starts as soon as you cross the flags so it is in your best interest to already have some speed momentum going.

Maximum Jump heights:

- Intro 65cm level – 65cm – doubles are optional
- Pre Training level – 80cm – doubles should be included
- Training level – 95cm – will include a double
- Open level – 1.05m – will include a double

ODE Cross Country:

For the cross country portion of the event you should wear a long sleeved shirt of any colour. If you have long hair it should be secured in some way (either in a net or pinned). You must attend a gear check before competing. It is strongly recommended that you attend the course walk usually held the day before the event as this may be your only chance to see the course. A map of the course and the time allowed should be on display during the event.

Expected behaviour/rules:

- You must do the jumps in the specified order.
- If you re-jump a jump you have already gone over you will be eliminated
- If your horse falls at a jump you will be eliminated and will not be able to finish the course.
- If you fall off your horse while jumping you will be eliminated and will not be able to complete the course.
- Your horse must always maintain forward momentum – you cannot stop when you present at a jump over 30cm in height or it will class as a refusal.
- Your horse may momentarily stop at a jump less than 30cm (e.g. ditch jump) but must immediately attempt the jump. The horse may step side ways but if it takes one step backwards or prolongs the pause it will be counted as a refusal.
- 3 refusals at the same jump mean you will be eliminated. You may not continue and must leave the course.
- If your horse has refused a jump and you are coming around to try again – you must first let any other riders coming behind you go first.
- If you are unable to bring your horse into the starting pen you may be assisted by an Official. After the signal to start has been given no further assistance is permitted. The time is taken from the instance the horse's chest crosses the start line until the horse's chest crosses the finish line.

Maximum jump heights:

- Intro 65 level - Height 65cm
- Pre Training level - Height: 80cm
- Training level - Height 95cm
- Open level - Height 1.05m

Number of jumps:

- Intro 65cm level – between 10 – 15 jumps
- Pre Training – between 12 – 18 jumps
- Training – between 18 – 22 jumps
- Open – between 18 – 26 jumps

Dress At Events And Shows

Closed Events

- This is an event, either a One Day Event (ODE) or Ribbon Day that is for the members of your branch only (Henderson Valley). At these events wear your BRANCH UNIFORM – blue polo shirt and/or blue jacket or blue polar fleece with your pony club badge on it.
- West Auckland District Pony Club also holds closed events. At these events wear your BRANCH UNIFORM (as above).
- If you represent your District, you will be supplied with District uniform.

Open Events

- This is an ODE or Ribbon Day open to all riders whether members of a pony club or not.
- At these events you are expected to wear a riding jacket and black velvet helmet.
- In the cross country phase of an ODE riders must wear long sleeves, and may wear shirts of their own colours, with or without a matching hat cover.
- Prize giving at ODEs
- It is a requirement that competitors receive their prizes in full riding dress, this is a common courtesy to the organisers.

Note: For new members, do not be put off by the above, come along in your ordinary gear that you attend rally in until you have bought the proper dress. The object of these events is to have fun and do your best for your pony and yourself.