



MEMBERS' HANDBOOK 2024-2025

**Te Atatū Pony Club (TAPC)
Branch of West Auckland District Pony Club**



Located at 465 Te Atatū Road, Te Atatū Peninsula

Website: www.teatatuponyclub.co.nz

Facebook/Instagram: @teatatuponyclub

Facebook Closed Group: Te Atatū Pony Club Members Group

NZ Pony Club Association Website: www.nzpca.org

Contents

WELCOME TO TE ATATŪ PONY CLUB	3
TE ATATŪ PONY CLUB KEY POSITIONS AND CONTACTS	4
Abbreviations used in this Handbook.....	4
HEALTH AND SAFETY PROGRAMME - GENERAL	5
WHAT IS PONY CLUB?	6
THE PONY CLUB SYLLABUS	7
PONY CLUB RALLIES - GENERAL	7
PONY CLUB CERTIFICATES	7
JOINING PONY CLUB	8
OUR GROUNDS	9
HOW WE ARE FUNDED	9
HOW WE CONTRIBUTE TO PONY CLUB	9
TE ATATŪ PONY CLUB COMMITTEE - STRUCTURE AND ROLES	10
TE ATATŪ PONY CLUB RALLIES	10
TE ATATŪ PONY CLUB UNIFORM	11
PONY CLUB EVENTS AND OUTINGS	11
Events on our grounds	11
Competitions and Outings	11
Waitematā Rodney Area Inter Club Teams Competitions.....	12
TE ATATŪ PONY CLUB COMMUNICATION	12
Facebook & Instagram	12
Instagram Story.....	12
Te Atatū Pony Club Members Group.....	12
HERDS AND GRAZING	13
TE ATATŪ PONY CLUB RULES	14
Health and Safety Programme Requirements for all Members	14
Logging falls, injuries, incidents or hazards	14
Responsibility for U18s.....	14
Code of Conduct	14
Our Behaviour and Our Values.....	15
Closing Gates.....	15
Locking up.....	15
Keys and Codes	15
Trespassers.....	16
Dogs.....	16
Keeping our Shared Spaces Clean and Tidy	16
Safe Practices – Vehicles & Equipment.....	16

Safe Practices - Riding/Handling Horses	17
Supervision on the Grounds	18
Riding in the Neighbourhood	18
Fees & Payments	19
Jobs, Working Bees and Event Set-Ups	19
Parking	19
Visitors to Grounds – Horse / Rider / Member of Public	19
Casual Grazing	20
Private coaching & clinics	20
Social media & messaging	20
Use of video / images	21
PONY CLUB RALLY RULES	21
Rally attendance	22
GRAZERS	22
Grazing Terms and Conditions	22
Shared Hay	22
Sheds and Tack Room	22
COMPLAINTS AND CONCERNS PROCESS	23
NZPCA Code of Conduct	24

WELCOME TO TE ATATŪ PONY CLUB

Kia ora tatou and welcome to Te Atatū Pony Club (TAPC).

We are a small, supportive and friendly club with our members and their horses and ponies at the heart of what we do.

It's a privilege for us to be able to offer city-based children and teenagers the opportunity to own, graze and ride their horse or pony close to home. We are also delighted to welcome adult members, and our enthusiastic After-School Pony Care Programme participants too.

Our stunning location on the Te Atatū Peninsula means we can all enjoy show jumping, flatwork, cross country and beach and trail riding right in the heart of Auckland, all with stunning views of the Waitematā Harbour and skyline behind.

We're delighted to have our fantastic coaches available to the riders, and look forward to running a range of Pony Club events and outings for our members.

We would like to extend our thanks to the parents, grandparents, caregivers and volunteers that support our riders and the club. Their hard work is crucial to the ongoing operation of the club and is much appreciated.

We are also grateful to the mana whenua, the community of Te Atatū and the Auckland Council, for their support of the Club since it was established in 1972.

Please use this manual to better understand how the club works and how to keep ourselves and our horses safe and healthy. If you have any questions or need any support at all, please do not hesitate to contact us. We're looking forward to a wonderful season ahead.

Ngā mihi nui

Te Atatū Pony Club

INTRODUCTION

TE ATATŪ PONY CLUB KEY POSITIONS AND CONTACTS

Role	Name	Email	Phone
President	Campbell Jensen	campbell.jensen@me.com	027 476 6072
Coach Coordinator	Caroline Lepionka	caroline@lepionka.nz	021 930 949
Head Coach	Gail Seeley	charnwoodstables@gmail.com	021 037 3702
Treasurer	Bobbie Pringle	treasurer.tapc@gmail.com	021 126 3950
Secretary	Lara Prentice	teatatupony@gmail.com	021 521 856
Health & Safety	Lara Prentice (interim)	teatatupony@gmail.com	021 521 856
Memberships & Database Coordinator	Anne Williams	join.tapc@gmail.com	021 751 220
West Auckland District Commissioner	Sarah Hayes	wadponyclub@gmail.com	021 138 4856
Executive Committee	Campbell Jensen Lara Prentice Bobbie Pringle	As above	As above

Abbreviations used in this Handbook

- H & S - Health and Safety
- TAPC - Te Atatū Pony Club
- NZPCA - New Zealand Pony Club Association
- WAD - West Auckland District Pony Club
- Horses - Horses and Ponies

OUR CULTURE, VALUES AND COMMITMENT

At Te Atatū Pony Club:

We value

- Respect and Recognition
- Caring for each other and our horses
- Integrity
- Inclusion

As a member of Te Atatū Pony Club, I commit to:

- helping support a positive experience for young people and their families at Te Atatū Pony Club
- doing what I can to ensure rider and horse health and safety
- following Pony Club rules and code of conduct
- being responsible for my U18 rider and their horse/pony

As a grazer at Te Atatū Pony Club, I also commit to:

- tidying up after myself and my horse
- taking my turn with herd jobs
- contributing to regular grounds/club upkeep
- participating in working bees

As a member of the Te Atatū Pony Club Committee, I also commit to:

- participating in Committee meetings to support the smooth running of the Club
- volunteering for a Committee role, or contributing where I can

HEALTH AND SAFETY PROGRAMME - GENERAL

Te Atatū Pony Club has a Health and Safety (H & S) programme as per NZPCA requirements. It is the shared responsibility of all Pony Club Members (and their carers) to look after the health and wellbeing of each other and our horses by:

- a. Understanding and mitigating risks
 - i. Take part in the H & S induction to Pony Club
 - ii. Be familiar with Pony Club risks and the risk management plans
 - iii. Log near-misses, falls and injuries
 - iv. Read and follow rules and guidelines as per TAPC Handbook

- b. Making sure equipment and facilities are safe to use
 - i. Wear tagged helmets, back protectors
 - ii. Report hazards
 - iii. Safe use practices as per TAPC Handbook

Please note: It is the stated aim/vision of NZPCA that "we will all be safe at Pony Club." NZPCA H&S regulations apply to Te Atatū Pony Club and we are required to have a Health & Safety programme. As per the Health and Safety Act 2015 it is our duty to cover what is 'reasonably practical' to do.

ABOUT PONY CLUB

WHAT IS PONY CLUB?

Pony Club is a youth-based equestrian organisation for people up to the age of 25.

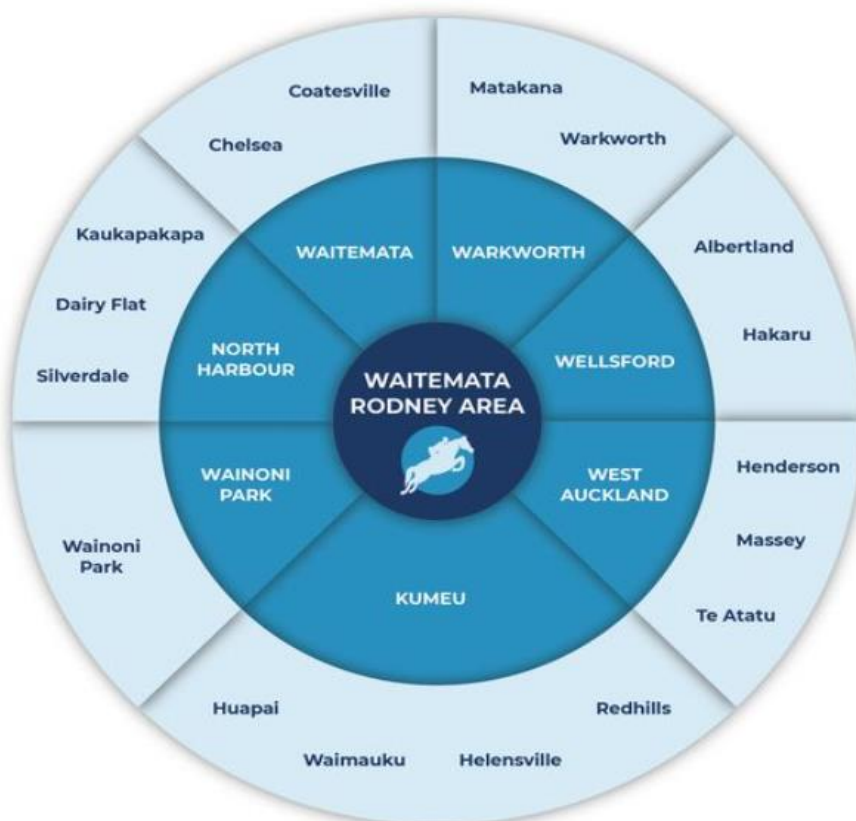
There are over 9,000 Pony Club members throughout NZ and Pony Club exists in 30 countries around the world.

The mission of the NZ Pony Clubs Association is: “To promote and improve the quality of riding and horse management coaching for young riders and their Coaches throughout New Zealand.” Through Pony Club, riders take part in mounted and unmounted coaching sessions (rallies) and a range of camps, competitions and events. Pony Club disciplines include dressage, showjumping, eventing, cross country, show cross/derby and mounted games.

The NZPCA website www.nzpca.org contains a wealth of information, including the Resource Manual which has the Mission Statement, Vision Statement, Fair Play Sport Charter and all the current Rules. NZPCA Manuals, rule books, dressage test books and other publications can be purchased through the NZPCA online shop or at local tack shops.

Te Atatū Pony Club is a branch of the West Auckland District Pony Club, which is part of the Waitematā Rodney Area. Other Clubs within our District are Massey Pony Club and Henderson Pony Club (our ‘sister’ clubs) and our area includes North Harbour, Wainoni, Kumeu, Waitematā, Warkworth, Wellsford.

The following diagram represents the Branches and Clubs of our Waitematā Rodney Area.



THE PONY CLUB SYLLABUS

The Pony Club syllabus is structured into a series of tests that allow riders to achieve a succession of 'Certificates'.

The syllabus and certificate structure leads Pony Clubs in two key ways:

1. It allows us to grade our riding members into separate groups of similar ability; these are referred to as rally groups.
2. It helps us to structure a season teaching syllabus to ensure riders learn the required aspects to enable them to progress and successfully sit certificates.

The Pony Club Manuals (books) contain the source of what is required at different certificate levels.

- Pony Club Manual No 1, which contains D, D+ & C certificate level information
- Pony Club Manual No. 2, which contains C+, and B, information
- Pony Club Manual No. 3 which contains H and A information

We recommend you get your own manual in order to complete your certificate work and increase your equestrian knowledge. These are available from Saddlery Warehouse or can be ordered on the NZPCA website.

You can find out more about Certificates and the rules applying to them on the NZPCA website www.NZPCA.org.

PONY CLUB RALLIES - GENERAL

Rallies are the backbone of Pony Club and involve small group instruction by qualified coaches on riding technique and horse management according to the NZPCA curriculum.

Riders are given the opportunity to sit a practical riding test and theory exam (verbal, not written) to progress to the next certificate level.

PONY CLUB CERTIFICATES

Pony Clubs follow the NZPCA syllabus helping riders work towards their Pony Club Certificates. The certificates are D, D+, C, C+, B, A and H and each rider has a record card (hard copy and/or NZPCA app) where their progress towards achieving a certificate is noted.

The coach plans their rallies to cover items on record cards, to prepare interested riders for competitions and to have fun.

When a rider's record card is completely signed off, the rider can sit their next certificate.

The Coach Coordinator organises rider examinations for D, D+ and C certificates. The District Commissioner and District Chief Coach organise examinations for C+ and above certificates.

There is a minimum number of rallies you and your horse must have participated in to be eligible to sit certificates.

You can find out more about the NZPCA syllabus on the NZPCA website, or in the NZPCA Pony Club Manuals (recommended reading).

JOINING PONY CLUB

There are a number of types of Pony Club membership.

- Riding Member. A Riding Member participates in rallies, can achieve certificates and is eligible for all pony club events and activities.
 - Riding Member 18 – 25 years of age.
 - Riding Member under 18 years of age - accompanied by an adult member.
- Adult Member.
 - Adult Member. A volunteer who does not have an association with a rider under 18 years.
 - Adult Member, who is the parent or guardian of a riding member under 18 years old
- Technical Member (e.g. a coach, examiner or NZPCA official)
- Casual Member. Someone who is not an NZPCA member and signs a casual membership form to attend a one-off event e.g. riding a member's horse on the grounds, attending an event.

Subscription fees are made up of levies paid to our national NZPCA organisation, and the local Area and District Clubs. The remainder goes to the branch and contributes towards coaching costs.

Being a financial member of NZPCA enables those aged 18 and over to vote at your branch AGM and be eligible for election to the Committee. It enables riding members up until the day they turn 25, to compete and be eligible for all closed competitions, awards, and trophies for that season

ABOUT TE ATATŪ PONY CLUB

OUR GROUNDS

Te Atatū Pony Club has approx 17 hectares (40 acres) on the Te Orangihina / Harbour View Reserve. It is leased to TAPC by the Auckland Council and administered by the Henderson Massey Ward.



Our grounds management is overseen by the TAPC Committee with a particular contribution from the Herd Managers, Grounds Maintenance Coordinator and Executive Committee. Grounds' maintenance is largely done by our volunteer members with support from contractors as funding allows.

HOW WE ARE FUNDED

Te Atatū Pony Club is primarily funded through monthly grazing fees. Membership fees contribute the majority of coaching costs and ad hoc events, donations and fundraising/grants allow for any additional projects.

HOW WE CONTRIBUTE TO PONY CLUB

Like all pony clubs, Te Atatū Pony Club is run by our members, who are volunteers, and who work together to provide a positive experience for our riders and their horses.

Our parents or caregivers of riders U18 become members of the Te Atatū Pony Club Committee and actively support the smooth running of the Club through their contribution.

Most Committee members take on an officer or administrative role.

Members who do not have an officer or administrative role contribute to general Club house / grounds upkeep - minimum 30 minutes per week or equivalent. This contribution is part of TAPC terms and conditions for grazing.

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 of our members.

TE ATATŪ PONY CLUB COMMITTEE - STRUCTURE AND ROLES

Te Atatū Pony Club Committee and any other members are collectively responsible for the running of the Club.

- We are an Incorporated Society and as a committee we are responsible for meeting the requirements of the Incorporated Societies Act and ensuring our organisation runs according to its constitution.
- Adult members (adult grazers, adult volunteers, second parent) may stand for election to the Committee as volunteers.
- The committee meets on site in the clubroom, or via video, each month.
- A quorum of five members is required to attend to make decisions.
- Some committee members hold positions which are required by our constitution and elected each year at our Annual General Meeting (AGM) including: President, Secretary, Treasurer, Coach Coordinator and Health and Safety Officer.
- Other committee members hold positions which have been created by our branch to meet our needs e.g Memberships Coordinator,, Grounds Maintenance Coordinator, After School Pony Care Programme Coordinator.
- General committee members (without formal positions) attend the meetings to contribute to discussions on the running of our branch, keep up to date with decisions and activities planned on the grounds, and to offer their time to complete tasks as they are identified.
- Three committee members are appointed to be our Executive Committee which:
 - makes time sensitive decisions between monthly committee meetings;
 - delegates tasks to be completed amongst members;
 - is responsible for managing complaints and concerns; and
 - may be delegated other specific roles by the Committee.

TE ATATŪ PONY CLUB RALLIES

At Te Atatū Pony Club we have weekly rallies during the riding season (October to April) with a break during holidays. When we can, we organise a shared meal afterwards to which all family members are welcome.

- Rallies are held on a Thursday night from 6.00–7.30pm.
- Riders are taught in small groups according to their age, riding ability, and certificate level. Decisions about which group a rider will be in are made by the coaches.
- Riders wear the Te Atatū Pony Club uniform.
- Rally lessons might cover flatwork, dressage, show jumping, mounted games, cross country and horse management (HM).

- Riders are expected to bring their own copy of the Pony Club Manual (corresponding to the certificates they are working towards) with them to each rally in case it is needed.
- We aim to hold a minimum of 10 rallies before summer break, and 10 rallies afterwards.
- Rallies can be mounted (ridden), unmounted (theory, also known as “Horse Management”) or a combination of both.
- For mounted rallies, riders please be mounted for notices by 5.50pm.
- Inspection follows the notices - Riders’ attendance, uniform, gear and horse are all inspected for “care, cleanliness and safety” and points are awarded.
- If a mounted (ridden) rally is cancelled due to bad weather, a message will be sent on FB Messenger as early as possible. A mounted rally will be replaced with an unmounted “Horse Management” rally in this situation. These may be in person or via an online video meeting.
- From time to time, a rally may be held offsite to provide additional opportunities
- A parent or carer must attend the rally with each rider and be ready to help coaches, do tasks around the grounds or in the kitchen and club rooms.
- At the end of the season, awards are presented at our prize giving.
- A First Aider with a Level 2 certificate (covering NZQA unit standards 6400, 6401 and 6402) is required to be on site at each Rally.

TE ATATŪ PONY CLUB UNIFORM

- The Te Atatū Pony Club uniform is:
 - The branch’s branded polo shirt (short or long sleeved).
 - District badge with certificate clip if one has been attained.
 - Beige or black jodhpurs.
 - Jodhpur boots, with or without chaps of the same colour, or long black boots.

PONY CLUB EVENTS AND OUTINGS

Events on our grounds

As a relatively small club, Te Atatū Pony Club does not host “open” competitions / events as a matter of course. These depend on the availability, capacity and enthusiasm of our members. To ensure our branch members gain experience in what it's like to compete in a range of disciplines (such as show jumping, games or dressage), our coaches plan a series of “closed” (internal) events over the season. These are a low key, low pressure and fun way to prepare for attending events at other venues, or to prepare to try out for our West Auckland District’s Inter Club teams.

From time-to-time Te Atatū Pony Club holds “open grounds days” where anyone can pay a grounds fee and come to ride on our grounds. Members of our “sister” branches of West Auckland District (Massey and Henderson Valley Pony Clubs) can come on these days without paying a ground fee as per our West Auckland District Club’s Reciprocity Agreement.

Competitions and Outings

Throughout the year, Te Atatū Pony Club riders also compete at a variety of events hosted by other pony clubs and equestrian facilities in our region. Events include ribbon days, show jumping, show hunter,

dressage, show cross and mounted games. See the notice board in the Clubroom for more information and talk to other members about how these work.

The Te Atatū Pony Club Committee may also arrange informal outings around Auckland to beaches and arenas and to the grounds of our fellow West Auckland District Pony Clubs.

From time to time we run Pony Club camps.

At the end of each season, Te Atatū Pony Club holds an annual prize giving.

Waitematā Rodney Area Inter Club Teams Competitions.

These competitions between our West Auckland District and the other six District Clubs in our Waitematā Rodney Area are arranged every season. We highly recommend riders express interest in these team events as they gain confidence and experience as they are a lot of fun and held in very supportive circumstances.

When representing your District Club, you are loaned a uniform (polo top and hat silk) and a saddle blanket.

There is a minimum number of rallies you and your horse must have participated in to be eligible for team events.

TE ATATŪ PONY CLUB COMMUNICATION

Most communication to members is done by email, FB Messenger and a Facebook Closed Members Group. Please ensure that you check these regularly for important notifications and updates. Please keep all comments and observations positive and polite, reflecting our social media policy printed later in this document. For issues related to the grounds or herds it's recommended you contact your Herd Manager. Any other concerns should go direct to a member of the Executive Committee in the first instance and have them issue reminders e.g. on keeping gates shut, wash bay tidy etc.

Facebook & Instagram

- @teatatuponyclub : Instagram and Facebook (news, events, public promotion)

Facebook Messenger Groups include:

- TAPC facebook messenger group: a chat group where day to day info about what's happening on the grounds is shared. All members, young and older, are invited to this chat.
- TAPC Adults facebook messenger group: a chat group for Adult Members (18 and over), plus some additional adults, to cover off decisions or actions that have to be undertaken on the grounds etc.
- Herds - groups to keep each Herd connected.

Instagram Story

To improve communication with youth riders, from time to time the Te Atatū Pony Club Instagram account may use the "send to close friend" story function with reminders or other information. These are copied to TAPC groups also.

Te Atatū Pony Club Members Group

There is a private facebook group where events are created, and event flyers or other reference files or documents are uploaded for future use. If you do not receive an invitation to join the closed members group, please search for "Te Atatū Pony Club Members Group" on facebook and ask to join it.

<https://www.facebook.com/groups/515349455228491>

HERDS AND GRAZING

Te Atatū Pony Club is able to provide grazing to some members. Horses grazing at Te Atatū Pony Club are separated into a number of herds. Each herd is led by a Herd Manager who coordinates the needs of the herd and contributes to a wider club grazing plan.

Herd members contribute to looking after the herd by taking turns to check on the horses, feed hay, set up tapes, clean troughs, move horses and poo kick/poo pick/harrow as required.

Hay is bought collectively by Te Atatū Pony Club and a roster is created for each herd so that families take turns feeding it out when required. An additional “hay level” is charged to members when hay is being fed out. The amount may vary each year depending on the cost of hay for that season.

Shared sheds for youth members’ gear, and a saddle room are also available.

Grazing terms and conditions apply, and spaces for grazing is limited. All members must renew applications for grazing as required and there is no entitlement that any application will be accepted.

<https://teatapunyclub.co.nz/membership/>

TE ATATŪ PONY CLUB RULES

At Te Atatū Pony Club Health and Safety is everybody's responsibility. Te Atatū Pony Club rules are designed to keep riders, horses and their families safe and help everyone have a positive experience.

Our rules align with the NZPCA general regulations, NZPCA Code of Conduct, NZPCA Health and Safety requirements along with the constitutions of both NZPCA and TAPC. The Committee reserves the right to make exceptions to our policies, guidelines and rules in specific circumstances, where considered appropriate.

Health and Safety Programme Requirements for all Members

- Take part in the H & S induction to Pony Club and an annual update session
- Be familiar with TAPC risks and the risk management plans
- Log incidents, falls, incidents and injuries
- Read and follow rules and guidelines as per TAPC Handbook
- Wear tagged helmets and back protectors as required
- Report hazards
- Follow safe handling/use practices as per TAPC Handbook

Logging falls, injuries, incidents or hazards

Part of our fulfillment of the NZPCA Health and Safety Programme is logging falls, injuries, incidents or hazards and following concussion protocols.

- Maintenance issues and hazards - everyone is responsible for logging these in our Grounds Maintenance book in the Club Rooms. They will be assessed by the H&S Officer & Committee so that they can be resolved (e.g. at a working bee or by a contractor or skilled member), or acknowledged, mitigated and communicated in our Hazards Register.
 - eg, broken fences/gates/jumps, rabbit holes
- Minor falls/incidents (not requiring medical treatment) are to be recorded in folder in Club Rooms
- Falls/incident requiring medical treatment to be recorded on the [NZPCA Accident Record Report Form](#) and a copy forwarded for filing to teatutupony@gmail.com, or fill out the form in the club rooms and advise H & S officer.
- All riders who fall must be checked for concussion as per the Green Cards in Club rooms or NZPCA website.

Responsibility for U18s

It is the responsibility of the parent/caregiver to ensure riders under 18 are adhering to Pony Club rules of handling, riding, tidying up and supervision when on Pony Club grounds.

Code of Conduct

We support a positive experience for young people and their families at Te Atatū Pony Club.

The NZPCA Code of Conduct applies to TAPC members.

We encourage good practice, behaviour, courtesy, consideration for others and appropriate actions for the good of the horses in line with the NZPCA Code of Conduct, Fair Play Charter and Change the Rein campaign (found on the NZPCA/ESNZ websites).

Should there be any breach of rules or any inappropriate behaviour or action by a member, TAPC will follow the NZPCA guide to managing breaches and misconduct.

Our Behaviour and Our Values

We share the NZPCA values of Respect and Recognition, Caring, Integrity, Inclusion.

- Treat others with respect.
- Care for ourselves, each other and the horses and ponies.
- No smoking, vaping or unlawful drug use on the grounds.
- Conversation topics should be appropriate for young people.
- Please treat all Club (and other members') property with respect and care
- If you or your horse inadvertently damages something, please notify the grounds manager or Club President and arrange for the repair or replacement.
- Always behave with consideration around other horses and riders.
- Thank others for their help, and offer to support others where possible
- Show respect for the grounds and facilities by tidying up and taking care

Closing Gates

- All gates to remain closed and latched
 - This is particularly important for the main gate to Te Atatū Road.
- When you walk/ride/drive through a gate, you must close and latch it immediately, even if it was not closed when you went through it (subject to the following).
- There may be occasions where we will communicate to leave specific gates open for a limited period of time.

Locking up

- Tack room to be locked at all times.
- Club rooms to be locked when the last person leaves, or if the hitching bay/club room paddock is unattended.
- Front Gate must be locked when the last person leaves, or if the hitching bay/club room paddock is unattended.
- Tractor and gear containers must be locked when the last person leaves, or if the hitching bay/club room paddock is unattended.
- Combination locks must be scrambled at all times. Any gates to reserve must be kept locked.

Keys and Codes

- Members will be given either the gate code and/or a pony club key to access to the grounds/buildings/containers.

- All members are required to pay a key bond of \$50 when they initially join, to be issued with each key.
- Keys are not transferable and must not be lent to non-members without prior approval by an Executive Committee member.

Trespassers

- If there is an immediate threat to horses or members, phone the Police 111.
- Report any non-urgent trespasser incidents to the Executive Committee (if not urgent) who will log the incident with the police if appropriate.

Dogs

- Dogs must be on a lead and under control at all times.
- No dogs are allowed at events or rallies.
- Dogs may not be in the clubrooms.
- Dog owners must remove their dog's droppings immediately.

Keeping our Shared Spaces Clean and Tidy

To keep our grounds, club rooms and grooming areas tidy, all mess must be swept and tidied straight away and not after you have gone out riding.

- Pick up all poo from hitching bay/club room paddocks and put in poo pile.
- Poo on concrete must be swept and washed off, urine must be hosed off.
- Sweep/tidy hoof clippings, filings. Shoes/nails into the bin.
- Feed/dirt/hay must be swept and cleaned up - horses should not be fed in the washbay.
- Keep all tack, gear, feed, hay etc in their designated locations.
- Keep your sheds and surrounding space clean and tidy.
- Keep the club rooms and facilities clean and tidy.
- Pick up and remove any rubbish (even if it is not yours) and place it in the bins.
- Remove dirty footwear before entering the clubroom.
- Don't mix feed or take it into the kitchen/club rooms.

Safe Practices – Vehicles & Equipment

- Close main gate immediately on entering with any car/float/truck.
- Drive slowly in car park and on grounds - 5km per hour.
- Cars need to take extra care when leaving TAPC due to use of footpath by pedestrians and cyclists.
- Do not stand behind a horse as it backs out of a float.
- Do not load or tie a horse up to a float that is not attached to a car.
- Ensure road gate closed before loading/unloading horse into a float.

- Quad bike to be only used by drivers with full license and following a session with an experienced user. Helmets must be worn and no passenger may be carried.
- Tractor only to driven by approved driver.
- Do not enter a paddock being slashed with tractor.
- Do not approach quad bike, tractor, spray or weed whacker without clear eye contact being made with operator at least 3m from machine.
- Protective gear is to be worn - including ear muffs, glasses, gloves and spray-suits as appropriate for the equipment being used.
- Under 18 may not use weed whackers or spray equipment without prior approval.

Safe Practices - Riding/Handling Horses

To reduce risks to our horses and riders TAPC members follow riding rules:

- We ensure we have the skills and experience to safely manage the horse we are riding. We ride to the level of our experience, and that of our horse.
- We consult with a NZPCA approved coach for advice around our new horse/rider combination. Parents/caregivers and riders should all read the Safety Factors section in Pony Club Manual One.
- We ride to the conditions and environment.
- Approved and tagged helmets must be worn at all times when riding. They are also highly recommended while handling horses, especially those that are new / unknown.
- Approved and tagged body protectors must be worn at all times when jumping cross country jumps. Body protectors are strongly encouraged for show jumping also, especially for less experienced riders.
- Excessive use of a whip or spurs, or aggressive behaviour towards a horse, will not be tolerated and will be dealt with by the most senior person present at the time.
- From time to time the grounds may be closed due to conditions at the determination of the Committee.
- Horses in hitching bay must
 - be tied up at all times - unless contained within a taped area.
 - be tied using twine to hitching rails.
 - not over crowd wash bay (2 or 3 at any one time)
 - not wander loose - to avoid getting caught in sheds, or escaping into club room paddocks
 - not be left alone/unsupervised
- Club Room paddock
 - Horses are not allowed in the Club room paddock except for vet/float loading.

- Horses being led or ridden between the hitching bay and club rooms must use the paddock gate and not the small black gate.
- Only experienced riders may ride without bridles/halters, and only in a contained paddock.
- Horses at TAPC must have a temperament and level of schooling that is suitable for a Pony Club environment. This applies to member and visitor horses alike. A horse, which in the opinion of the Coach and Executive Committee, is not suitable for Pony Club riding or grazing may be barred from the Branch grounds.
- Any horse with a suspected or confirmed contagious disease is not permitted on the grounds and must be cleared with a vet certificate.
- There are specific rules for stallion management in NZPCA General Regulations.
- As per NZPCA Regulations, horses aged three years may take part in Pony Club activities, but those under 4 years may not participate in jumping activities.

Supervision on the Grounds

By supervising younger riders, we can take proactive steps to prevent harm taking place. It is the responsibility of each parent/carer to ensure supervision rules are met.

Riders 15 and under must have an adult present while on the grounds

- active adult supervision while jumping, ground-work/lunging or handling horses,
 - line of sight while riding (riders can be seen in full view)
 - ensuring safe practices are followed
- active supervision while riding in the Te Atatu neighbourhood/reserve
- active supervision to ensure shared areas left clean and tidy
- supervision must be arranged and agreed with parents/guardians in advance

Riders 16 and over may ride with others 16 and over

- active adult supervision while jumping
- must take responsibility for safe practices and cleaning up after themselves/horse

Riders 17 and over may handle horses/ride alone if they have appropriate experience/safe combination as approved by TAPC coach

Youth members 17 and over must have another adult present if jumping

Riding in the Neighbourhood

Extra care and consideration must be taken when riding in the neighbourhood. We can ride on verges, footpaths, and park tracks - but with caution and respect. We are sharing the park, roads and footpaths with walkers, runners, dogs, cyclists and children, all of which can be unpredictable, and who may be scared of horses.

- no riding alone, 18 years or older must be present
- give way to pedestrians
- cross bridges at a walk, and only when there is a clear way on, and off, the bridge
- ride with a bridle, single file, and at only at walk unless you are sure it is safe to do otherwise
- pick up poo from verges, footpaths or tracks - throw into undergrowth or take home
- do not leave any hoof prints - move onto tracks if the ground is soft
- if riding on the road follow NZPCA road rules, Road Code and Local Authority By-Laws

Fees & Payments

- Grazing fees must be paid monthly and on time, as advised by TAPC treasurer. Other fees including hay or worming levies must be paid in a timely manner.
- Membership fees must be paid before grazing commences.
- Members must renew membership each year as advised by the TAPC treasurer.
- Members who resign part way through the season are not entitled to a refund of their subscription as we have fixed costs associated with our coaches that must be met.
- Members joining after 1 January of each year shall pay only half of the Branch subscription plus any additional levies in full

Jobs, Working Bees and Event Set-Ups

Te Atatu Pony Club is a volunteer organisation and we rely on members and their families to support the Club, its purpose, grounds and facilities. We do this via a combination of both regular jobs and working bees (approx 6 per year).

To meet Club contribution requirements members must:

- Attend (adult members and U18 members) all working bees for the season (or complete equivalent jobs in lieu, by arrangement with the Executive Committee and Secretary).
- Help at any events, for the duration of the event.
- Pay a levy of \$200 for any working bees and event setups that they do not attend or have not made up through equivalent jobs in advance and by arrangement.
- Be mindful that while a working bee or event set up is in progress, no riding or horse related activities are permitted on the grounds. Everyone present is expected to help.
- In addition to working bees, members must be responsible for a regular task throughout the year to help maintain and improve the grounds and facilities.
 - Committee officer or admin role
 - Club house upkeep/grounds maintenance (e.g. weed whacking, mowing, cleaning approx 30 mins per week)
- Failure to contribute as outlined will be a breach of a members' grazing agreement and may lead to termination of that agreement.

Parking

- Floats may be stored by members on the TAPC grounds free of charge in either Float paddock, or the car parking area. This is at the owner's own risk. Appropriate security measures should be taken.
- Always ensure your vehicle is locked if parked on the TAPC grounds, and keep valuables hidden out of sight.
- Park vehicles and floats considerately, to allow other members to access the hose, and drive in a loop around the parking area.

Visitors to Grounds – Horse / Rider / Member of Public

- All guests riding on TAPC grounds must either:
 - Be accompanied by a TAPC member OR

- Notify the Executive Committee and get permission for grounds usage.
- Pay a grounds fee of \$20 to the Te Atatū Pony Club bank account, giving name, date of visit and the words "GroundFee" as references: 12 3038 0243060 000
- Any guests riding on Branch grounds who are not NZPCA members must complete a casual member form (folder in Clubrooms).
- Members of Henderson Valley and Massey Pony Clubs have opportunities during the season to ride on our grounds (as we do on theirs) without paying a grounds fee as per the West Auckland District Reciprocity Agreement.
- All riders on TAPC grounds (including guests) must wear an approved and tagged riding helmet and suitable footwear when riding.
- Visiting contractors / tradies - Whoever is organising their visit will identify someone to come in and lock up when they are due to leave. If no-one is identified, then the last person on the site when the contractor or tradie is present MUST ask them to move their vehicle outside of the gate so that they (the last member leaving) can padlock the gate.
- All guests/visitors must uphold the TAPC Code of Conduct, values.

Casual Grazing

- A request must be made to the Grazing Manager or representative for overnight or casual grazing, well in advance of the day it is required where possible.
- The horse must be allocated to the paddock that is advised by the Grazing Manager or representative.
- The owner of the horse is responsible for ensuring fences are safe, sufficient hay / grass is available and that the water supplied is clean and plentiful.
- The fee for overnight or casual grazing is \$20 per 24 hours period. The grazer must pay the applicable fee directly into the TAPC bank account: 12-3038-0243060-00 and contact the Treasurer on treasurer.tapc@gmail.com once payment has been made.
- All horses graze at the owner's risk.

Private coaching & clinics

- Riders are welcome to organize their own individual tuition with private coaches on the grounds.
- If a coach wishes to give multiple lessons on the grounds (e.g., a clinic) that will require substantial or exclusive use of some facilities or paddocks then a request must be made to the Committee (or Executive Committee if between committee meetings). Once approved then the clinic gets priority use of the grounds and facilities.

Social media & messaging

Social media includes all of the TAPC internal and external channels, including TAPC group or herd messenger, used officially by our branch, and informally by our members.

- Be respectful and polite - aligned with TAPC values, codes of conducts and commitments.
- Complaints must be raised directly with the Executive Committee, rather than via group/posts
- Share any concerns or differences of opinion in a sensitive manner.

- Be family-friendly and age appropriate. Most channels include U18 years users.
- Be relevant. Avoid online discussions related to current affairs unless they are specific to our community.
- Be inclusive. 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 others' 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.
- Do not advertise personal businesses unless they are relevant to our equestrian pursuits.
- If you believe that someone is not following these rules, send an email in confidence to teatapunony@gmail.com where it will be forwarded to our Executive Committee to address.

Use of video / images

Use of video & 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 digital channels.
- 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 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 visibly tagged. An exception may be when sharing a post from external media where the members full name may have been used.

PONY CLUB RALLY RULES

- Rider/horse combinations must be appropriate for Pony Club rallies (to be determined by an NZPCA coach).
- Parents/caregivers are expected to attend on rally night. (i.e. it is not a “drop and run”)
- All riding on Branch grounds during rally must be under the supervision of a Coach
 - Coaches must meet NZPCA requirements.
 - Coaches must be always treated with respect and courtesy, and the same respect given to the rider.
 - Coaches manage rider/horse participation in rallies and rally activities. Some combinations may be asked to ‘sit out’ a certain activity for safety reasons.
 - Parents may accompany a Coach who is taking a ride but must not interfere with the running of the rally.
 - Riders should advise the Coach Coordinator if they will be late, or cannot attend.
 - If a Coach does not turn up for a rally, all riders in that group shall report to the Coach Coordinator.
- Te Atatū Pony Club uniform is to be worn at all rallies and closed events, unless announced otherwise. A dispensation is given for new members awaiting the arrival of their uniform.

- Long sleeves are required for XC rallies (either a long sleeve top under TAPC Polo shirt, or a long sleeved TAPC Polo shirt).
- Prospective members may ride at 2 rallies before paying the subscription fee with the approval of the Head Coach/Coach Coordinator.
- Any coaching matters should be discussed with the rally Coach in the first instance and where necessary the Coach Coordinator, or Committee.

Rally attendance

To sit certificates or take part in NZPCA Teams events:

- Riders who hold D, D+ or C certificate must attend a minimum of five (5) working rallies. Three (3) of these attendances must be the combination of rider and mount that are sitting the examination or entering the competition.
- Riders who hold C+ certificate must attend a minimum of four (4) working rallies. Two (2) of these attendances must be the combination of rider and mount that are sitting the examination or entering the competition.

U25s with grazing must attend at least 80% of rallies

GRAZERS

Grazing Terms and Conditions

- Grazers (and adult grazers) on Branch grounds shall abide by the conditions of their Grazing Agreement. These can be found on the Te Atatū Pony Club website: <https://teatutuponyclub.co.nz/membership/> and in the appendix to this document.

Shared Hay

- Shared Hay
 - Hay stored in the hayshed container is shared hay for feeding grazing horses under the supervision of the Grazing manager.
 - A levy for hay use will be agreed by the Committee and paid by those using shared hay.
 - Members not paying the hay levy may not access shared hay.
 - No feeding hay in the wash bay (it creates a mess).
 - Personal hay may be purchased and stored separately.

Sheds and Tack Room

- Youth grazing members will be allocated a shed. In most cases this is shared.
- Members may not change sheds without consent from appointed person on the Committee.
- Areas around the sheds must be kept tidy
- Where sheds are shared, members should be considerate, keeping their gear tidy, allocating and using space fairly and keeping the shed secure.
- Members will be given a key to the secure Tack Room. This tack room must be kept locked at all times.

COMPLAINTS AND CONCERNS PROCESS

Should a situation or conflict arise that you have significant concerns about we request you address it proactively in the following way:

- Email teatapuny@gmail.com in confidence. This email address is managed by the Branch secretary.
- The Branch secretary will forward your concern to the Te Atatū Pony Club Executive Committee for review and discussion with you.
- It should be noted that if a concern or complaint involves a person under the age of 18, all correspondence will be undertaken directly with their Parent/Guardian.
- The Executive Committee will endeavour to find a resolution to your concern with you. This is the best solution if it can be achieved.
- If this cannot be achieved, your complaint will be forwarded to the Club District Commissioner and the following NZPCA procedure (see NZPCA website) will be followed:
[Beginners Guide to Dealing with Complaints / Breaches of the Code of Conduct](#)
- At all times should anyone in this process have a conflict of interest, e.g. the complaint concerns a member of the Executive Committee, they will be stood aside from the process.

NEW ZEALAND PONY CLUBS ASSOCIATION INC. Code of Conduct

The New Zealand Pony Clubs Association Code of Conduct outlines behaviours that are expected of every person

involved in our organisation, as well as identifying the types of behaviours that will not be tolerated.

It applies to members, officials, adult supporters, coaches, instructors, spectators, family, friends, administrators

and other members of our diverse pony club community.

It applies to all NZPCA, National, Area, Club and Branch events and activities.

The New Zealand Pony Clubs Association Code of Conduct supports everyone to have fun in a friendly and inclusive environment.

Our Values and Behaviours

Respect and recognition

- I treat others as I would like to be treated
- I treat everyone with dignity, courtesy and respect
- I appreciate performances by all participants
- I value and recognise good behaviours and the contribution of all
- I communicate openly and provide constructive supportive feedback.

Caring

- I believe welfare of the horse is paramount
- I am considerate of others
- I encourage others to participate but I don't force the issue
- I never resort to verbal abuse, harassing behaviour, hostility or aggression.

Integrity

- I am open, honest and trustworthy
- I do what I say
- I am a Good Sport and encourage others to be the same
- I do not make any disparaging or belittling remarks about others
- I abide by the Code of Conduct.

Inclusion

- I support and help others
- I am flexible and responsive to people's needs
- I work collaboratively to achieve the best outcomes
- I encourage the participation of all regardless of ability, age, gender, sexual orientation, race, culture or religion
- I contribute towards an enjoyable and safe environment for all.

Our Responsibilities

Club Members

- Embrace and act in accordance with the Code of Conduct
- Role model and share your knowledge of this Code
- Consider and uphold the welfare of the horse in any activity in which you participate
- Raise situations that you think might be a breach of this Code with your Branch, Club or Area's officials
- Encourage others to raise their concerns.

Officials, Parents, Guardians, Coaches, Instructors, Administrators, Observers and Supporters

- Keep the Code of Conduct accessible for future reference
- Embrace and act in accordance with the Code of Conduct
- Role model and share your knowledge of the Code
- Lead by Example
- Raise situations that you think might be a breach of this Code with your Branch and / or Club or Area's officials
- Encourage others to raise their concerns
- Encourage an environment where others can raise their concerns

☒ Manage behaviour that is inconsistent with this Code.

Getting Advice

Your Club's officials are your most direct source of information and action.