

# JIMBOOMBA PONY CLUB INC

## FEE STRUCTURE, BY-LAWS AND END OF YEAR TROPHIES

### 2018 COMMITTEE

President: Clare Flynn

Vice President: Helen Wright

Treasurer: Michelle Merrigan

Secretary: Christine Handisides

### 2018 INSTRUCTORS

Will be confirmed after Sign On.

#### 1. MEMBERSHIP AND HIRE FEES

Pony Club fees below include the PCAQ affiliation fee and the Jimboomba Pony Club (JPC) club fee. All pony club riders under the age of 18 must have an adult family member join as either a riding or social member. The Committee may discount fees at their discretion.

We have also introduced an annual ground hire fee for people who would just like to use the facilities.

Our facilities, which include a 30m x 70m ELD Indoor arena, 40m x 60m Enclosed grass arena, 100m x 120m enclosed grass arena, 20 steel yards and large undercover seating area overlooking the area which will be available for general use for Pony Club Members and Ground Hire Members all year round, with the exception of when events are being held or maintenance is being carried out.

#### PONY CLUB MEMBERSHIP FEES

- Pony Club Riding Membership: \$180 First rider, \$150 Second and subsequent riders in the same immediate family
- Pony Club Social Membership \$50.
- Pony Club Working Bee & Maintenance Levy \$150 Per family (Non refundable but will roll over if Working Bee / Event Commitments are met – this is at the discretion of the management committee)

#### WORKING BEE AND EVENT ASSISTANCE:

Working Bees will be held throughout the year to tidy up the grounds, clubhouse etc. These dates will be available for viewing on the Jimboomba Pony Club Website – [www.jimboombaponyclub.com.au](http://www.jimboombaponyclub.com.au) and also on our facebook page. We will also be having a working bee close to our events to prepare the grounds and set up for the event. Families

who attend 50% or more of the working bees and provide 8 hours of event assistance will have their maintenance levy fee rolled over to the next year. There will be a log book in the club house which MUST be signed for working bee and event hours. This roll over of fees is also subject to the discussion of the management committee.

#### ANNUAL GROUNDS HIRE FEE FOR NON PONY CLUB MEMBERS:

- Annual grounds hire fee - \$150 per rider for the first 2 riders \$100 per rider for subsequent riders of the same immediate family.
- Key fee \$10.

A ground hire agreement MUST be signed. People who are found to be in breach of the grounds hire agreement may have their ground access terminated. The grounds can only be used when Pony Club events, or External Clinics / events are not being held on the grounds. People who pay the annual grounds hire fees are not members of Jimboomba Pony Club and are NOT able to attend rally days, or other pony club events.

#### GROUNDS AND FACILITIES HIRE TO OTHER ORGANISATIONS:

Apart from Pony Club rally days and competitions, the grounds will be available for other insured equestrian organisations to hire. (Subject to availability)

Fee Structure:

- Entire Grounds - \$400 Per day (Includes Clubhouse, yards and all facilities)
- Indoor Arena Only - \$300 Per day (Includes Yards)
- Grassed Arenas Only – \$150 Per Day
- Regular hirers (Minimum 10 events per year) apply 25% Discount Hire to fees.
- Cleaning Bond \$100

All bookings to be secured by a 25% **Non Refundable Deposit** and fees must be paid in full on or before the day of hire.

## **2. VOLUNTEER INCENTIVES**

Committee members and active instructors shall be exempt from the maintenance levy . Instructors who have coached at a minimum of 4 rallies in the prior year and committee members who have served for 12 months shall have the JPC Component of their membership fee reduces to \$1.

Trainee coaches who sign on for 2018 and commit to a minimum 10 rally days PLUS attend all necessary PCAQ training sessions and exams shall have their 2018 JPC membership fee reduces to \$1\*

## **3. WORKING BEE AND EVENT**

Throughout the year working bees will be held to maintain the grounds and set up for events. If families who attend 50% or more of these rallies AND have completed 8 hours of event assistance throughout the year will be eligible to have their Maintenance/Working Bee levy rolled over to the 2019 membership year. This will be at management committee discretion.

#### 4. TRIAL DAYS

From time to time JPC may allow trials at rally days. These will generally only be on the first rally of the month. A trial costs \$47, \$40 of which is deducted from the membership fee should the person decide to join. Trials are for riders genuinely considering joining JPC and only one trial is permitted. If the rider does not subsequently join the fee is non-refundable.

#### 5. GROUNDS MAINTENANCE POLICY

The Jimboomba Pony Club In “Working Bee and Grounds Maintenance Health and Safety Guide” must be followed by all members/volunteers who conduct any maintenance on club grounds, including arena raking and mowing of grounds.

JPC may engage professional contractors to maintain the grounds, however some maintenance may be required by the members particularly prior to competitions.

#### 6. ASSISTANCE BY ALL RIDERS AT JPC COMPETITIONS

JPC will aim to hold a number of competitions (both official and open) throughout the year. These competitions raise money for the club and enable us to further improve our facilities and equipment to benefit our members.

All members who wish to ride at any of these events **MUST** provide assistance to the event either by way of set up, pack up, canteen duty or any other jobs allocated to them by the organising committee. Wherever possible the committee will allocate jobs based on member preferences however this will not always be possible.

#### 7. UNIFORM

##### FORMAL UNIFORM

- White Long-Sleeved Shirt
- Red Tie
- Beige Jodhpurs\*
- Brown or Black Jodhpur Boots. Associates and Seniors (17yrs & Over) may wear long boots
- Approved helmet (As per PCAQ Regulations)
- Royal Blue V Neck pullover or Vest with red trim (Not Compulsory)
- Royal Blue saddlecloth with red trim and club initials
- Club badge

##### RALLY DAY UNIFORM

- Club Polo
- Royal Blue Saddlecloth with red trim and initials
- Jodhpurs of any colour may be worn
- PCAQ approved boots and helmet.

\*Note – The Beige Jodhpurs are our PCAQ registered uniform. Not Gold or Banana. Stockman cut trousers may be worn in sporting, mounted games and campdrafting competitions.

All members to be attired in full club uniform when competing at official fays, formal musters and any event where the rules state formal uniform is required.

## 8. HELMETS AND BOOTS

A helmet meeting current PCAQ standards must be worn by all riders at all times when mounted. Check PCAQ website for current standards ([www.pcaq.asn.au](http://www.pcaq.asn.au)). Boots must also meet PCAQ standards. Details can be found in the uniform and saddlery rules for gear check.

## 9. HORSE HEALTH DECLARATION

A completed Horse Health Declaration (HHD) must be submitted when registering at rally days and any other internal days. Forms are available on the JPC and PCAQ Websites. A new HHD must be signed for each event. HHD must also be provided when members and hirers are using the grounds. These can be left in the letterbox at the front gate.

## 10. RALLY DAYS

### POINTS

Rally days are held one or twice per month as per the JPC Calendar.

Presentation points are allocated to horse and rider at the first rally of the month as follows:

- Clean Tack – 25 points
- Clean Horse – 50 Points
- Clean and Tidy uniform – 25 Points

Members who are unable to ride but who still attend and assist at a rally day will be awarded full points.

Riders (Or their families) must help with rally day set up and or pack up otherwise no points will be awarded.

Presentation points are tallies up at the end of the year and trophies may be awarded across all members including lead line and seniors (there will be no age groups for presentation points)

Trial riders do not receive presentation points

### DIRECTIONS FROM INSTRUCTORS

All riders and parents/guardians must abide by directions provided by instructors This includes when an instructor advises that a rider is to retire, or that a group is to break or finish.

Any interference by parents/guardians will result in disciplinary action by the Management Committee. Such disciplinary action may result in the rider being unable to ride at rally days for a given period or the riders membership being terminated.

Parents/guardians **may not continue to coach/instruct their children after an instructor has advised that the rider is to retire or that the group is to break/finish**, unless the parent is a currently registered and insured coach/instructor and they have requested and received permission from the instructor in charge.

Riders wishing to retire or leave a group for any reason must notify their instructor.

Riders may not ride their horses during breaks without authority from an instructor or committee member. Any breach of this condition may result in disciplinary action by the Management Committee.

Riders may ride (at their own risk) before or after a muster.

## **11. ACCESS TO GROUNDS / KEYS / EQUIPMENT**

Only current and financial JPC riding members or 'Annual Hirers' may ride on JPC grounds outside of event/competition days. Keys are available to be purchased for \$10 each (Non-refundable). Locks will be changed each year.

JPC riding members and annual hirers using the grounds outside of JPC event days must not provide riding access to non JPC riding members or people who have not paid an annual ground hire fee.

JPC riding members or annual hire members who have been found to allow other riders access to the grounds will be requested to turn in their key (without a refund) and they may have their annual hire agreement or JPC membership terminated without a refund.

In the case of wet weather, wet grounds, maintenance or competition preparation, JPC riding members and annual hirers must adhere to the directions of the Management Committee in relation to the use of the grounds. Grounds will not be able to be used then they are wet and they will not be able to be used if they are set up for a competition.

The indoor arena will generally be available for use in wet weather but will have restrictions on the number of riders in the arena at one time.

Notifications may be given to members via email and or facebook however this is not always possible and members must not use the grounds if they are wet regardless of whether they have been notified.

No one is to ride on the JPC Grounds unless they are a JPC riding member, annual hirer or riding as part of an authorised event.

## **12. DOGS**

AS per PCAQ By-laws **DOGS MUST ALWAYS** be kept on a lead or tied up, and it is preferable that they are left at home. Any person who brings a dog on the grounds (Members or otherwise) may be asked to remove their dog from the grounds.

## **13. VETERINARY CERTIFICATES AND BIOSECURITY**

If the Management Committee or Coach in charge suspects a horse may be unfit for ridden activities, they may request a veterinary certificate be provided (at the members expense) prior to allowing the horse to be ridden on the grounds.

Sick horses must not be brought to the JPC grounds, and in the event of a horse becoming sick on the grounds the JPC Biosecurity Plan MUST be followed.

#### **14. RIDERS 16 AND UNDER**

Riders 16 and under must be supervised by a parent or guardian. If the responsible person is not a parent or legal guardian of the riding member, then the Chief Instructor or Management Committee must be informed by the parent/guardian of the arrangement prior to the child being left at the club grounds.

#### **15. RIDERS ON THE LEAD**

Riders on 'Lead-line' must remain on lead line at all times unless permission has been granted by the instructor in charge. Failure to comply with this by-law may result in disciplinary action by the Management Committee. **Lead-line riders should be led by an adult social or riding member of JPC**

#### **16. END OF YEAR TROPHIES**

**All end of year trophies are subject to available club funding. Categories and qualifying criteria may be changed at the discretion of the Management Committee.**

Trophies are general awarded as follows:

- **Presentation Trophies:** 1<sup>st</sup> – 6<sup>th</sup> place overall – Rally/muster presentation points (No age groups) Presentation checklist can be found at attachment A
- **Most Improved Rider:** Decided by the instructors. Awarded to the child (Excluding Seniors) who the instructors who has shows the most improvement over the course of the year.
- **Encouragement Award:** Decided by the instructors. Awarded to the child (Excluding Seniors) who the instructors would like to encourage to continue with their equestrian
- **Champion Lead Line:** This will be awarded by the instructors and will be based on the lead line riders overall achievement's and improvement with particular attention to the riders effort, enthusiasm and attitude.
- **Champion Senior:** - This will be awarded by the instructors and will be based on the senior riders overall achievements including their sportsmanship and their effort to assist, mentor and encourage younger riders in the club.
- **Off the lead award:** An award for children who have progressed from riding on the lead to riding independently
- **Presidents award:** An award for a great advocate, demonstrating enthusiasm and a high level of sportsmanship. A person who has mentored and encourages less experienced riders whilst showing a commitment to their own development.
- **Chief Instructors Award:** An award for a rider who has attended a majority of the rally days a arider who demonstrated commitment and enthusiasim across a broad range of equestrian disciplines and who has shown improvement throughout the year. A rider who has demonstrated a consistend desire and willingness to learn.

- **Competition Trophies:** First Place and Runner up High Points (Excluding Seniors and Lead Line Riders) Points may be awarded in any category may include the following:
  - Gymkahana
  - Showjumping
  - Dressage
  - Combined Training
  - Eventing
  - Camdrafting

Points for competition trophies are awarded for **Pony Club** competition only. This includes official and unofficial classes but EXCLUDES open days. Preference will be given to riders competing in official classes over riders competing in unofficial classes at official days.

Riders MUST submit results to the Secretary when requested to the end of the year.

**IN ORDER TO QUALIFY FOR END OF YEAR COMPETITION TROPHIES RIDERS MUST ATTEND A MINIMUM OF 50% MUSTERS / RALLY DAYS THROUGHOUT THE YEAR.**

Other trophies prizes may be awarded at the discretion of the Management Committee. Qualification criteria for trophies may also be amended at the discretion of the Management Committee.

Perpetual trophies MUST be left at the clubhouse unless otherwise advised by the Management Committee.

## **17. DISCIPLINARY ACTION**

Disciplinary action by the Management Committee may consist of termination of membership, termination of hire agreements or exclusion for a particular period. Any exclusion/termination will be provided to the member in writing.

## **18. Calendar**

The most current version of the club calendar will be available on the website. Calendar dates may change at the discretion of the Management Committee.