

# BROOKFIELD HORSE AND PONY CLUB

## MEMBERS HANDBOOK

### INTRODUCTION – From Your President

On behalf of the Management Committee of the Brookfield Horse and Pony Club Inc (BHPC), I welcome all renewing members and new members to our Club.

This Handbook is produced with the aim of informing everyone associated with BHPC of the administration, rules, activities and aims and objectives of BHPC.

We are interested to know how we can improve the presentation and content of this Handbook and invite all members to provide any written comments they wish to make on the Handbook to the Club Secretary.

BHPC has the following objects expressed in its Rules:

- (a) To encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding;
- (b) To provide instruction in riding and horsemanship, and to instil in members the proper love and care of their animals;
- (c) To promote the highest ideals of horsemanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

Your Committee encourages everyone involved with BHPC to keep in mind the aims and objectives of Pony Club and to involve yourselves in the activities of BHPC, Pony Club Association Queensland (PCAQ) and the Zone for the benefit of all members.

BHPC is located in the south east Queensland zone of pony club, Metropolitan Zone 1. Amongst other things, Zone 1 regularly holds championship events in most equestrian disciplines that our riders can attend, an annual camp which is great fun and holds monthly meetings at which the BHPC is represented as an affiliated member of Zone 1.

BHPC is a community club for local horse enthusiasts with a keen membership of both children and adults. BHPC provides a safe teaching environment for children to pursue equestrian sports. BHPC prides itself on teaching basic horsemanship for beginners through to preparing riders for elite competition, whether it be State and National pony club competition or interschool and Equestrian Queensland events.

As one of the user groups of the Brookfield Showgrounds BHPC contributes financially to the Showground maintenance, preservation and renewal through the Brookfield Showground Trust. It also supports and takes part in community activities through its relationship with the Brookfield Show Society, The Brookfield Cricketers Club, the

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Brisbane City Council and others, including Modern Pentathlon Queensland. BHPC members participate in and contribute to important local events such as the Brookfield Show, Anzac Day and Bush Christmas.

My family joined BHPC in 2001 and since that time I have served on the Management Committee, been the club's representative to Zone 1 for many years, become an instructor, an accredited PCAQ official show jump judge, course builder and event technical director, as well as being a parent whose two daughters went through the club and a riding member. As a result I think I have a balanced and historical view of the club and its strengths and weaknesses.

As a result I can say with confidence that you have joined a great pony club with a strong history, friendly and supportive culture and good location and facilities.

Our club is subject to the same economic and social pressures to which most other pony and sporting clubs are subject, including changing demographics and ever increasing competition for our time. However, I believe that BHPC is well equipped to continue its success notwithstanding these pressures because of its numerous, and to some extent unique strengths, including:

1. Our position in a preserved location at the Brookfield Showgrounds with good facilities including the use of the Cemetery paddock with its cross country course and double sand arena.
2. The Club's dedicated and loyal members and friends over many years.
3. A larger than usual number of highly qualified, very experienced and dedicated instructors most of whom have been at the Club for many years.

BHPC is a not-for-profit organisation run by volunteers on its committee and voluntary instructors, and therefore can only operate successfully if members and parents give of their time and effort to support the activities of the Club and to share the workload involved. I encourage you to get involved and experience all that the Club has to offer your family.

We look forward, with your assistance, to a successful and enjoyable year.

Peter Ryan

President

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## 1 BRIEF HISTORY

In 1957 well-known Brookfield identity Mrs Rita O'Hanlon commenced teaching a few children to ride on the Brookfield Showgrounds and on the land known as the Brookfield Recreation Reserve. Mrs O'Hanlon's lessons became widely known as the "Tuesday afternoon riding school".

Shortly thereafter Mrs O'Hanlon, with the assistance of the late Mr Bill Kay and the late Mr Harry Massey, formed the BHPC and associated the Club with the Pony Club Association of Queensland. Thus BHPC has existed and operated for 60 years in 2017.

Enormous voluntary efforts by members of BHPC over that period have contributed to the establishment and maintenance of the Brookfield Showgrounds land and improvements.

As for BHPC, from a 6ft x 3ft "box" used as an announcer's box during shows, the first clubhouse of BHPC was an old Chapel relocated on site which has since been relocated as part of the cricketer's clubhouse. In the latter part of the 1960s the BHPC clubhouse was constructed as the small building behind the Brookfield Hall, which is now used to store some equipment. In the 1980s the "O'Hanlon Building" was constructed to house the present clubhouse and canteen of BHPC.

On 24 February 1988 BHPC was incorporated under the *Associations Incorporation Act 1981*. BHPC continues to operate as an incorporated association governed by the Act, its Constitution and the By-laws of PCAQ to which it remains affiliated.

## 2 To Recent

BHPC occupies and uses the clubhouse and canteen, and the Brookfield Showgrounds for Musters, with the permission and at the discretion of the Trustees of the Brookfield Showgrounds Trust, which manages the land and relevant buildings. BHPC also enjoys a permit from the Brisbane City Council to use the Brookfield Recreation Reserve and has been granted a lease by the BCC over the Rita O'Hanlon Arena.

The Rita O'Hanlon Arena was constructed in 2006. More recently the Cross Country course underwent an upgrade in 2014 and the Showgrounds Long Yard was developed. A majority of funds for both were from BCC Grants established by Ros MacDonald (Past-President) and Veronica Pichlmann (Past-Treasurer).

BHPC is affiliated with the Metropolitan Zone (Zone 1) of PCAQ. As an affiliate, we have undertaken to run our club and formal events under the rules of the PCAQ. The rules of the PCAQ are included in this Handbook and members are encouraged to make themselves familiar with these rules.

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## 3 BHPC MANAGEMENT COMMITTEE 2018

|  |                      |
|--|----------------------|
| President                              | Peter Ryan           |
| Chief Instructor/Vice-President        | Sandy Pollitt        |
| Vice-President                         | To be filled         |
| Secretary                              | Jacque Willsford     |
| Treasurer                              | Kylie Eastwell       |
| Membership Secretary                   | Anne-Marie Wiltshire |
| Committee Member (Maintenance Officer) | Simon Squire         |
| Committee Member (Sponsorship Officer) | Christine Killip     |
| Committee Member                       | To be filled         |

### Other Positions

|                        |   |
|------------------------|---|
| Arena Co-ordinator     | Liz Maxwell                               |
| Nominations Secretary  | Anne-Marie Wiltshire                      |
| Zone 1 Delegates       | Peter Ryan, Sandy Pollitt, Erika Woodland |
| Canteen Co-ordinator   | Robyn Eastwell                            |
| Roster Co-ordinator    | Robyn Eastwell                            |
| Grants Co-ordinator    | Ros McDonald & Veronic Pichlmann          |
| Website Administrator  | Christine Killip & subcommittee           |
| Facebook Administrator | Subcommittee to be formed                 |
| Uniform Co-ordinator   | Emma Tait                                 |
| Fundraising            | Subcommittee to be formed                 |
| Newsletter Editor      | Sandy Pollitt                             |
| Horse Welfare Officer  | Sophie Weitemeyer                         |
| First Aid Officer      | Jacque Willsford                          |
| Sun Safety Officer     | Mark Eastwell                             |

### Instructors

Sandy Pollitt (Chief Instructor)  
Sue Austin  
Michelle Beatty  
Jennifer Gunn  
Cathy McCarthy  
Anne Rhodes  
Peter Ryan  
Liz Terry  
Phil Vincent  
Erika Woodland

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## 4 OVERVIEW OF ACTIVITIES

### 4.1 Musters

Members are encouraged to attend our Muster days which are held monthly from February to November. There is only a short break over the hottest part of the year – the Christmas holidays.

**Don't forget to bring a Horse Health Declaration form to each Muster . It must be filled out for each horse you are bringing,** with the day's date and a signature. These can be downloaded from our Website ([www.brookfieldponyclub.org.au](http://www.brookfieldponyclub.org.au)).

At the first Muster of the year there is a focus upon meeting new members and sorting the riding members into their groups. We may conduct an Orientation Day for our new members prior to the first Muster and this will be organised by our Chief Instructor. Groupings are determined by the Instructors with a view to placing each riding member with others of similar age and/or level of riding experience and ability. During the year, the riders earn points at 2 club competition days (Informal Ribbon Day and Formal Ribbon Day) which go towards group trophies presented at the end of year.

Ponies and horses new to the Club also need to undergo some assessment by the Instructors at the first and subsequent Musters.

Please note that if your pony or horse has been known to kick out at other horses, it is a safety requirement that a red ribbon be tied around the animal's tail at the rump to signify this. Likewise new members, particularly our younger riders, need to be reminded of what the red ribbon signifies.

At musters, each group will rotate around the activities throughout the muster. Riders may also participate in team games, where teams each comprising a range of members of varying skill levels and ages will be formulated by the Instructors to compete against each other. In this way the younger members gain experience riding with, and getting to know, the older members and vice versa.

### 4.2 Muster Days

The club holds at least one Muster a month from February to November, usually on the FOURTH Sunday of each month, commencing at 8 am during the hotter months, and 9 am during winter. Most Musters have a morning tea break, an hour lunch break, and finish at approx. 2 pm in the hotter months, and 3 pm in winter. Any changes to this schedule will be advised by email and on the BHPC website.

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Stables in the shed as well as the yards adjoining the showgrounds are used on Muster days and are taken up on a “first come, first served” basis. **Please do not leave your horse in the square yard** next to the long yard as this may be needed for lunging horses before the muster. Horses can be stabled overnight before a muster, but the Brookfield Trust must be notified via their website (<https://www.brookfieldshowground.com.au/>). Yards cannot be reserved or held for others. These yards are to be cleaned by the person whose horse occupied the yard at the completion of each muster.

Manure from horses tied to floats and trucks near the stables, along the access road or in the Brookfield Recreation Reserve (Cemetery Paddock) carpark must also be collected after each Muster.

Please bring a bucket, feed, halter and lead rope to each muster. Never tie your horse up by its bridle, always use a halter and lead rope.

## **4.3 What Happens at a Muster?**

On muster mornings, riders may warm up their horses on the Showgrounds, but only at the walk and trot, unless given permission by an instructor to canter.

At the scheduled starting time, all members assemble on the Brookfield Showgrounds (alongside the perimeter fence on the Long Yard side of the Showgrounds) for an address by the Chief Instructor or organising instructor.

The riders are then divided into their groups, checked for attendance and a gear check performed of equipment used on horse and rider. This enables the instructors to check all gear on a regular basis for signs of wear and tear – always Safety First – and to ensure that all equipment used complies with PCAQ requirements for insurance purposes.

The PCAQ website ([www.pcag.asn.au](http://www.pcag.asn.au)) provides information on the equipment allowed at Pony Club events on its Rule Books page. Members are not expected to plait their horses’ manes and tails, but they must be clean and obviously groomed. Saddlery, including girths, saddlecloths and bits, must be clean and well cared for. Members should be in full uniform – once again – clean.

A wide variety of activities are covered during a Muster.

These can include troop drill, flat work, dressage, lectures, horsemanship, show jumping, mounted games, sporting events and cross country jumping.

The canteen is open during a Muster day and staffed by members on a roster basis. Bring some money for morning tea, lunch and drinks throughout the day.

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## 4.4 Parental Responsibility

At least one parent or guardian of children under 17 years of age must attend for the duration of the muster - not only for safety reasons but also to assist on the field with the running of events and also cleaning up at the end of the day. **If you, as parent or guardian have to leave the grounds on essential business, you are required to nominate another adult to be responsible for your child and advise the Chief Instructor or a member of the BHPC Management Committee. You must provide a contact phone number and the name of the person responsible for your child.**

Please ensure that at the end of each muster your child or children collect all their property and clean the stable used by their horse. Two pitchforks and a wheelbarrow are kept in the Pony Club gear shed for this purpose and must be returned after use.

## 4.5 Proficiency Certificates

Proficiency certificates are awarded to members as they progress, starting with an "E" Standard Certificate and working up to an "A" Standard Certificate. PCAQ sets minimum age requirements for each Certificate Level.

To encourage members to work towards their PCAQ Certificates, most Musters will have activities for certificate work. Please note that even if you do not wish to gain a certificate, you will still benefit by the certificate activities at each Muster.

## 4.6 PCAQ Events & Performance cards

Throughout the year, other pony clubs affiliated with PCAQ run various events, with both Official (in which the member competes for points) and unofficial classes (in which the member competes for fun and experience).

Members should have attended 2 muster days before attending any competition.

**All riding members (of all ages) who wish to compete in any Official PCAQ events in any of the disciplines must get a Performance card for each of those disciplines.** Events will not allow you to compete without handing in your card, and you will not get your points without the card.

Please allow at least two weeks for this to be processed through the PCAQ. Performance Cards are not required for Unofficial events.

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**To apply for a Performance Card**, go to the PCAQ website, select the Resources tab, then click on Forms in the dropdown box. Download the Application to Register a Horse form. **Fill out this form, ticking which cards you require, eg. Showjumping, One Day Event (ODE), Dressage, Combined Training. Attach a cheque for \$6 for each performance card and send the form to our Club Secretary, PO Box 61 Kenmore, Qld 4069.** It will then be forwarded to the PCAQ, who will process and return to the Club Secretary.

**To find out about upcoming PCAQ events**, visit the PCAQ website, click onto Calendar, and the events, open events and schools for each month can be viewed. Programs for gymkhanas, dressage, ODEs, and other events (both official and unofficial) are available on this website. Events will also be advised at Pony Club Musters, and details are emailed to members. **Members enter these events through our Nominations Secretary or via online nomination if available.** However most gymkhanas do not require pre-nomination and members simply nominate at the Gymkhana on the day.

A record of competition results should be kept by individual riders and forwarded to the Chief Instructor at the end of October, when points are tallied up for Junior and Senior Competitor trophies.

**When attending PCAQ competitions, don't forget to bring proof of your PCAQ membership, Performance card (if competing in Official events), Horse Health Declaration Form, and check if your Hendra Vaccination Certificate will be needed.**

## 4.7 Ribbons and Awards

Two Musters during the year will be nominated as a "Ribbon Day" at which group competition occurs and for which ribbons will be awarded.

Informal Ribbon Day is a gymkhana day, while Formal Ribbon Day covers the more formal events, as well as some gymkhana games and show jumping.

At the end of each year, BHPC has an Annual General Meeting which includes the presentation of trophies and awards to riders to recognise achievement, endeavour and participation.

**Trophies and awards** - The club instructors decide which riders are to receive the awards and trophies. Following is a list of the various awards and trophies that the club gives.

- A **Participation trophy** to all riding members 17 years & under.
- A **100% Attendance Award** given to each riding member who rides at **ALL** the musters during the year.
- A **5 Year & 10 Year Loyalty award** is given to those riders who have been with the club continuously for 5 or 10 years.

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- For riders new to the club this year, awards are presented to **Most Improved Riders 12 Years and under** and **Over 12 Years**, as well as **Encouragement Awards for those age groups**.
- The **Chief Instructor's Award** each year recognizes a special rider's commitment to the club.
- The **Alan Haycraft Trophy** each year recognizes a member's special commitment to the club. Alan Haycraft was a life member of BHPC and acted as the caretaker at the Brookfield Showgrounds for many years.
- **Ribbon Day Trophies** are awarded to the rider in each group who has the most points when Informal Ribbon Day and Formal Ribbon Day points are combined, as well as points from completion of the worksheets.
- There are three major Perpetual Trophies awarded each year
  1. **Champion Senior Competitor** Awarded to the Champion Senior Rider, Over 12 Years, for official PCAQ competition only.
  2. **Colquhoun Family Trophy** Awarded to the Champion Junior Rider, 12 Years and under, for official PCAQ competition only.
  3. **Bill Kay Award** This is awarded for points received from both ribbon days, pony club attendance, and attendance at Zone 1 events. There is no age limit.

## 4.8 Clinics

In addition to monthly Muster Days, BHPC plans to organise up to four (4) Clinics during the year.

Such Clinics involve an accredited instructor with expertise in a particular discipline (eg, dressage, show jumping, cross-country, camp drafting, etc). Such a Clinic may be conducted over two (2) days, usually during the school holidays.

Members will be given notice of any forthcoming Clinic planned during the year and the cost of participation in each Clinic will be determined on an event-by-event basis, depending largely upon the numbers of likely participants at each Clinic. The clinics may consist of two lessons per day, one in the morning and one in the afternoon, or one longer lesson daily, and may be held at Brookfield or another venue.

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## **4.9 Visiting Instructors/ Demonstrations**

During the year, BHPC plans to invite visiting Instructors to attend on some Muster days to provide additional instructional input for members of BHPC. Again, members will be notified in advance of any particular Muster if a visiting Instructor will be attending and details will be given of that particular Instructor's field of expertise. Moreover, it is also the aim of BHPC to arrange during the year demonstrations of particular areas of horsemanship provided by recognised experts in such fields of horsemanship.

## **4.10 Annual Camp**

BHPC conducts the Annual Camp over a weekend during the year, with flatwork and/or jumping lessons given by visiting instructors, obstacle course games, and a trail ride or beach ride if we are close by.

Previous venues for the camp have included Southport Pony Club Grounds, Kooralbyn Equestrian Grounds, and Burpengary Equestrian Centre.

These camps are seen as a great opportunity for all members and their families to join in Club activities over an extended period and thus provide a great way for members to establish and develop friendships with each other and to create firm relationships between all associated with BHPC. Further details of arrangements for the Annual camp will be provided in forthcoming emails to members and on the BHPC website.

## **4.11 Newsletters and muster notices**

Each month, in advance of the Muster day, a notice will be emailed to members and uploaded to the BHPC website outlining plans for the forthcoming Muster in terms of the activities that will be conducted at the Muster. Additionally, a monthly or bi-monthly newsletter provides other information of interest to members. Members are encouraged to contribute to the Newsletter by forwarding stories and photos to the Newsletter Editor.

## **4.12 Committee meetings**

These meetings are usually held in the first week of each month, starting at 7.00 p.m. You do not have to be a Committee Member to attend these meetings and members are welcome to attend as visitors to the meetings and to provide input, although only members of the Management Committee have the power to move, second and vote on resolutions put to the meeting. Any members wishing to make any suggestions or to have input into the running of the pony club have the option of either attending the monthly Committee Meeting or alternatively writing to the Secretary, as all correspondence received by BHPC is tabled at the monthly Committee Meetings

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## 4.13 Instructors' meetings

The Chief Instructor conducts regular meetings with the Instructors to formulate plans and arrangements for forthcoming Musters and other events. The Chief Instructor's report is presented at the Committee Meeting for discussion and approval of any motions.

## 4.14 Fundraising

During the year BHPC participates in a number of fundraising events. Traditionally the club's most important fundraising tool is the canteen, with most funds being raised by the club's canteen at the Brookfield Show in May.

Other fundraising events may include the **Doggie Fun Day, Bush Dance, Derby Day or other PCAQ event**, and the canteen at the ANZAC Day commemoration and the Brookfield Show Society's **Bush Christmas**.

The Brookfield Show occurs in May of each year and ALL families are required to volunteer some of their time to serve on shifts in the Canteen during the course of the Brookfield Show. For more details, see Brookfield Show Bond, Section 6.2.

## 5 ROSTERS & WORKING BEES

BHPC is a not-for-profit organisation and all work performed by Committee Members and Club Instructors and other office bearers is done on a voluntary basis. The success of Club activities and in particular Muster Days depends very heavily upon members and their families contributing in a practical way to the work involved.

For most Muster Days, it will be necessary for the grounds to be prepared for the Muster by the setting up of equipment and show jumps. This is usually done on the Saturday afternoon before the muster. Again at the end of the Muster day, it is necessary to retrieve and store all of the equipment used for the Muster.

So that the workload is shared, an Equipment Roster is sent out to all members' families, and parents are asked to nominate two musters a year when they undertake to attend for set-up and also to be available at the conclusion of the Muster to pull down and store away equipment.

If you cannot attend on your rostered day it is your responsibility to arrange for a substitute or to swap with another parent.

Likewise the Canteen is operated by BHPC on each Muster day and for other events. A roster for the Canteen is distributed to all member families. Again parents are asked to nominate two musters a year when they undertake to staff the Canteen. If you cannot attend on your rostered day it is your responsibility to arrange for a substitute or to swap with another parent.

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Families are also required to participate in one of the two Working Bees, (the first of which is usually held mid-February), and also at one of the other Fund Raising Events (apart from the Brookfield Show which is compulsory for each family). Alternatively, if unable to attend a Working Bee, families can contribute at two fundraising events.

## 6 LEVIES AND BONDS

### 6.1 Club Roster Levy

A \$150 Roster levy per family is collected when joining the club. This levy is rolled over each year, provided all required Rosters are carried out. The 6 required rosters are: 2 equipment rosters, 2 canteen rosters, 1 working bee and 1 fund raising event (or alternatively 2 fundraising events) (additional to the Brookfield Show canteen). If members need to change their nominated dates they must inform the Roster Convenor and arrange to swap roster dates with another member. If families are leaving the club, and have fulfilled all their roster duties, they should write to the BHPC Management Committee, and their roster levy will be refunded.

### 6.2 Brookfield Show Bond

To encourage every family to volunteer some time for the Brookfield Show Canteen, a bond of \$150 is collected when joining the club. This bond is rolled over each year, provided the family has worked a **minimum of 6 hours** in the canteen during the Brookfield Show.

Families who cannot attend the Show can choose to forfeit their Show Bond, and must inform the Roster Co-ordinator. Alternatively, a family may choose to pay someone (perhaps a teenage club member) to complete their roster responsibility.

If families are leaving the club, and have fulfilled all their Brookfield Show hours, they should write to the BHPC Management Committee, and their Show Bond will be refunded.

### 6.3 Family Maintenance Levy

In addition to the Rita O'Hanlon sand arena in the cemetery paddock, BHPC is now responsible for the maintenance of the cross-country course and the Long Yard sand arena at the Showground. As an alternative to additional working bee duties on families, a levy of \$30/family/year (non-refundable) covers essential professional maintenance of these assets.

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## 7 ROLES OF COMMITTEE AND OFFICE BEARERS

### 7.1 Management Committee

Under the Rules of the BHPC and the *Associations Incorporation Act 1981*, the Management Committee elected from the members of BHPC at the Annual General Meeting each year:

- (a) has the general control and management of the administration of the affairs, property and funds of BHPC; and
- (b) has authority to interpret the meaning of the Rules and any matter relating to BHPC on which the Rules are silent; and
- (c) may exercise all the powers of BHPC expressed in its Rules to borrow or raise funds; and
- (d) may delegate any of its powers to a sub-committee; and
- (e) determines questions arising at any of its meetings by a majority of votes of Committee Members.

The Committee is collectively charged with the responsibility of ensuring that BHPC acts consistently with the objects for which BHPC is established (as earlier set out); and with the rules and By-laws of PCAQ to which BHPC is bound; and generally with the responsibilities of BHPC under its various contractual obligations, such as insurance contracts and the like, and any obligations imposed by statute.

Each member of the Committee therefore has a responsibility to ensure that BHPC meets its various responsibilities, aims and objectives in compliance with the rules which govern its operations.

Whilst the method of riding instruction to members is left with the Club Instructors (and they must comply with the line of instruction as laid down by the Chief Instructors Panel of PCAQ), the Committee can give direction to the Instructors in matters of training for particular events and different facets of pony clubbing undertaken by BHPC.

### 7.2 Club President/Vice-Presidents

The Club President, or in the CP's absence one of the Vice-Presidents, acts as chairperson of the meetings of the Committee. The President and Vice-Presidents must therefore have a good understanding of the Rules and By-laws of BHPC and PCAQ. They must ensure that legal and other formalities at meetings are observed.

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## 7.3 Club Secretary

The role of Club Secretary includes many and varied duties, and as such the Secretary has a most important position in the Club. Everything happening in the Club revolves about the Secretary and there is a need for a good working relationship with the President and Committee. It is the Secretary who has to put the policy and decisions of the Committee to work. The liaison between the Club's members and executive and Instructors is a very important facet of the Secretary's duties.

Amongst the many duties of Club Secretary are included the following:

- (a) convene meetings of the Club, or of any Committee of the Club, as and when directed by the Committee or by the Club rules;
- (b) ensure accurate minutes are kept of all decisions and proceedings of the Club and of the Committee or any other sub-Committees , and give effect to them;
- (c) attend to all correspondence;
- (d) carry out such duties as the Club or Committee may prescribe;
- (e) attend to all forms arriving from PCAQ or Zone 1 and fill in accurately and within the prescribed time limit;
- (f) ensure that club delegates are aware of the Club's position on matters which may require a vote at Zone 1 meetings;
- (g) make provision for examinations for Certificates by riders, in consultation with the Chief Instructor;
- (h) be aware of members of the Club who may wish to be accredited as Instructors and with the Club's sanction nominate them for Instructors schools and apply for the appropriate work manuals;
- (i) bring to Club's notice official or State Championships;
- (j) attend to Clearances of Instructors and Riders who may be moving from or to another Club;
- (k) bring to the notice of members any rule changes as circulated in the PCAQ minutes; and
- (l) Order stationery items from PCAQ.

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## **7.4 Treasurer**

The Club Treasurer is responsible for issuing receipts for all money, payment of all authorised accounts and for all floats or other money involved in BHPC functions. The Treasurer keeps records and books of accounts showing all transactions relating to Club funds and property. The Treasurer keeps the Management Committee informed regarding transactions and finances.

In accordance with Incorporation requirements the books of account must be audited before the Annual General Meeting and presented at that meeting of the Club. The Treasurer is also responsible for a statement of assets and liabilities to be made available for the Annual General Meeting.

## **7.5 Nominations Secretary**

The Nominations Secretary manages and carries out nominations (or entries) for BHPC events and for outside events run by other clubs. Increasingly, nominations are done online on the PCAQ website, although some events still require entry forms to be filled out and submitted by the Nominations Secretary. In that circumstance nominations are subject to a closing date set by the Nominations Secretary and must be accompanied by the correct fee.

The Nominations Secretary will not, under any circumstances, use his or her own money or pony club funds to pay for nominations. All members must provide the correct entry fee, as stipulated on the published entry form, at the time of submission.

Throughout the year the Nominations Secretary will collect members' entries for events that do not have online nomination and bank all funds promptly, in liaison with the Treasurer.

## **7.6 Zone 1 Delegates**

The Pony Club Association Queensland (PCAQ) is formed by clubs which are situated in localised areas. Groups of clubs then form a zone. A number of zones are then grouped into regional areas for the purpose of instruction. The State-wide body is known as the PCAQ. PCAQ in turn is a member of Pony Club Australia (PCA), the national body.

BHPC is in the Metropolitan Zone (Zone 1) of PCAQ and currently comprises 18 clubs around Brisbane. The Zone 1 Delegates are Members who represent BHPC at zone meetings.

## **7.7 Canteen Co-ordinator**

The Canteen Co-ordinator organises the canteen for muster days and events at the pony club. The position may be shared, if necessary, between a number of volunteers.

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Throughout the year the Canteen Coordinator will:

- (a) Deal with canteen income and expenses - keeping a record of money taken and spent. A float is retained and change organized for muster and event days by arrangement with the Treasurer. All money taken during an event is given to the Treasurer. Purchases of food and other supplies are made on account where possible;
- (b) manage the purchase of food and supplies - food, drinks, cleaning products and small items of equipment - stock should be recorded each month to assess next month purchase requirements;
- (c) inform the Roster Co-coordinator whether those families rostered onto canteen duty are attending;
- (d) ensure that volunteers sign the attendance book;
- (e) organise the cleaning of the canteen - fridges, equipment, etc. as required - At the end of the year a full clean out of fridges and defrost of freezers is to be done; and
- (f) organise the washing of the linen used.

## **7.8 Roster Co-ordinator**

The Roster Co-ordinator prepares and distributes the annual muster rosters, which are for equipment set up and canteen, for the Brookfield Show canteen, and for fundraising events. The Roster Co-ordinator liaises with the Canteen Co-ordinator to ensure that adequate staffing has been provided for the monthly canteen duties. Families must also volunteer at one working bee and one fundraising event (or two fundraising events). Failure to fulfil roster requirements results in the forfeiting of the Roster Bond. The Roster Co-ordinator keeps records of attendance and must be informed by families if they are swapping rostered shifts.

## **7.9 Grants Co-ordinator**

The Grants Co-ordinator's role is to identify and lodge applications for suitable grants for which BHPC may be eligible. This is done in conjunction with the BHPC Management Committee who will assist the Grants Co-ordinator in determining the items or services which shall be applied for.

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## **7.10 Website Administrator**

The website administrator is responsible for maintaining the club website (front end and back end). This includes in the front end: uploading news items (provided by the Newsletter editor or members), keeping the events calendar up to date, keeping documentation up to date (when provided by the Committee), photo gallery, contact information and general look of the site. In the back end, the Website administrator is responsible for ensuring the site is fully operational with no dead links, communication with the website host site, security updates and club e-mail accounts.

## **7.11 Facebook Administrator**

Facebook is a vital tool to allow the club to not only communicate with its members but also the community. The role of Facebook administrators is to post news items from the website, advertise events (musters, training sessions and fundraising), updates (e.g. cancellation or last-minute changes to events), accept members to the closed "Members only" group (Note: It is advised that someone with access to the current list of members is also a Facebook Administrator to allow acceptance of group members).

## **7.12 Uniform Co-ordinator**

The Uniform Co-ordinator maintains the Club's stock of Club uniform items and liaises with members wishing to purchase such items.

Throughout the year the Uniform Coordinator will:

- (a) maintain sufficient stock of BHPC polo and formal shirts, vests, pullovers and ties. A list of preferred suppliers and order numbers is kept with the account books for the Uniform Shop;
- (b) liaise with members wishing to purchase uniform items; and
- (c) maintain a record of accounts for audit at year-end; and

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## **7.13 Sponsorship Officer**

The sponsorships officer is responsible for management of the clubs sponsors. This includes identifying potential new sponsors, managing sponsorship agreements, sending out of sponsorship documents, following up potential sponsors (or resigning existing ones), working with the Treasurer to issue invoices, manage sponsors signage prior, during and after an event, ensure the club meets the obligations as detailed in the sponsorship agreements.

## **7.14 Newsletter Editor**

The Newsletter Editor is responsible for collating a monthly or bi-monthly newsletter that contains information of interest to members, i.e., calendar of events, riders' results, reports from clinics, members' activities, classifieds and general information relating to BHPC. Throughout the year the Newsletter Editor will arrange the upload of the newsletters and other matters of interest to the pony club website, and email them to the members.

## **7.15 Horse Welfare Officer**

The Instructors must appoint a Horse Welfare Officer within BHPC. This Officer is responsible for the general wellbeing of horses within the Club. Should this Officer consider some action is needed regarding a particular horse, the Officer along with the Club Chief Instructor should advise the parent or owner/rider directly. The Horse Welfare Officer is the first person to talk to for any Horse Welfare issues.

## **7.16 Club Chief Instructor/Instructors**

To hold a PCAQ Instructors Certificate, a person must:

- be a current financial member of an affiliated Club;
- attend a Refresher School every two (2) years;
- attend 25% of Muster days at their home Club each calendar year; and
- have their Instructor's membership renewed by their Club Management Committee each year.

The Committee may give direction to the Instructors about training for particular events and different facets of Pony Clubbing, but the method of instruction is left with the Instructors who must comply with the line of instruction as laid down by the Chief Instructors Panel of PCAQ.

The Club Chief Instructor is responsible for the general line of instruction within the Club and to that end:

- oversees the organisation of the Muster days to ensure that the musters run smoothly and efficiently;

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- co-ordinates the preparation of candidates for Proficiency Certificates “D” to “A”;
- examines for appropriate Proficiency Certificates;
- regularly attends Management Committee Meetings;
- ensures the smooth and efficient running of Club and Inter-Club events.

The Chief Instructor will convene regular meetings of the Club Instructors in advance of each Muster to ensure the planning and efficiency of organisation of the Muster days.

## 7.17 Junior Committee

Membership of the Junior Committee gives the Junior members insight into the workings of the Club and they often prove very helpful to the Management Committee. The Junior Committee is composed of members turning 12 to 17 years during the year. Two co-captains are elected by vote. Where possible, the co-captains are aged 14 years and over. Junior Committee Meetings are held during the lunch break or before the Muster and all ideas are submitted to the Instructor group and Management Committee at their monthly meetings.

The Junior Committee may help mentor new riders, organise fundraising activities, run stalls, present prizes, etc. On Muster days they may help with equipment.

It is also good training for members in later years in running meetings and general club management. It is most important that all ideas are referred to the Management Committee before they are implemented.

A Junior Committee generates a good Club spirit welcoming new members and helping younger members.

## 8 SADDLERY & GEAR FOR PONY CLUB MUSTERS

**All equipment used on horses at Pony Club musters and events, as well as riders' equipment, must comply with PCAQ rules. See the PCAQ Uniform and Saddlery Rules for Gear Check available on the PCAQ website (<http://www.pcaq.asn.au/>).**

**Click on the Resources tab, select Rule Books, Uniform and Saddlery Rules 2018.**

**<http://www.pcaq.asn.au/LinkClick.aspx?fileticket=by08FqsQSCk%3d&portalid=227>**

All gear must not only comply with PCAQ rules, but must be suitable, safe, correctly fitted and comfortable for the horse. It is the responsibility of riders to ensure their gear is safe and compliant.

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## **9 PARENTAL SUPERVISION**

An adult family member must attend any muster days when their children are taking part, not only to assist on the field during the Muster, but in case an accident and medical emergency arises. See Section 4.4 Parental Responsibility.

## **10 OUTSIDE COMPETITIONS**

Any member representing the club at any PCAQ competition should:

- (a) wear full formal uniform - long sleeved beige shirt, neatly tucked in at all times, green tie and pin, vest (optional) and beige jodhpurs;
- (b) have attended at least two Pony Club musters; and
- (c) present the horse suitably groomed, with mane and tail prepared if required (e.g., plaited) for that competition, and all saddlery clean.

## **11 INDEMNITY FORMS**

Any riders attending for a trial day must sign the indemnity and liability waiver forms supplied by the club and PCAQ.

## **12 COMMITTEE APPROVAL OF MEMBERSHIP**

All applications for new membership must go before the BHPC committee for approval.

Please enjoy your membership privileges whilst being respectful to all including your Horse, and overall enjoy your riding and the satisfaction and friendships which are gained from this great sport.