BROOKFIELD HORSE & PONY CLUB Inc
ABN 94 711 488 538
PO Box 61 KENMORE QLD 4069

MEMBERS' HANDBOOK

All you need to know about your club

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 objectives 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 for 2026 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, our parent organisation Pony Club Australia (PCA), our State body, Pony Club Queensland (PCQ) and our Zone (Metropolitan Zone 1) for the benefit of all members.

BHPC is located in the South-East Region of Queensland, within Brisbane 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.

There are clubs in Zone 1 and neighbouring zones that hold equestrian events throughout the year that your family can attend as a Pony Club member. See

https://zone1.org.au for a list of local clubs and https://ponyclubqld.com.au for a calendar of events.

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 three user groups of the Brookfield Showgrounds, BHPC contributes financially to the Showground maintenance, preservation and renewal through the Brookfield Recreation Reserve Trust. It also supports and takes part in community activities through its relationship with the Brookfield Show Society, the Brookfield United Cricket Club, the Brisbane City Council and others. BHPC members participate in and contribute to important local events such as the Brookfield Show, ANZAC Day and Bush Christmas.

I have been part of the BHPC for many years and have seen the dedication of all the committee, volunteers, instructors and parents first hand which you should all be very proud of. It is a fantastic family orientated club with riders of all skill levels encouraged to take part and improve in a safe and fun environment.

As a result I can say with confidence that you have joined a great Pony Club with a strong history, friendly and supportive culture with excellent facilities all in a very convenient and enviable location to other pony clubs that I have been involved with.

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 Brookfield Recreation Reserve (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, and in some cases, decades.

4. The mentoring of new trainee instructors is very encouraging and I would recommend that anyone who would like to improve their knowledge and skill base to sign up.

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 both in terms of involvement with other members of the Club and the full spectrum of Pony Club events at our Club, other Pony Clubs, our Zone and PCQ.

If any members have any concerns at all throughout the year or suggestions we encourage you to speak up and speak with myself or any of the Management Committee.

On behalf of the Committee we look forward to welcoming returning and new members in 2026.

Erika Woodland

President

1 BHPC MANAGEMENT COMMITTEE 2026

President/Governance Officer	Erika Woodland
Vice-President/Chief Instructor	Sandy Pollitt
Vice-President/Membership Secretary	Ben Pollitt
Secretary	Emma Barbero
Treasurer/Grants Co-ordinator	Veronica Pichlmann
Committee Member/Canteen Co-ordinator	Katie O'Rorke
Committee Member/Sponsorship Officer	Catlin McMaugh
Committee Member/Events Co-ordinator	Margi Farago
Committee Member/Asst Canteen Co-ordinator	To be filled

Other Positions

Adult Rider Co-ordinator	Olivia Pollitt
Arena Co-ordinator	Olivia Pollitt
Facebook Administrator	Margi Farago
First Aid Co-ordinator	Catlin McMaugh
Horse Health Declarations Officer	Sandy Pollitt
Horse Welfare Officer	Sandy Pollitt
IT & Website Support	Sanja Marais
Maintenance Co-ordinator	Ben Pollitt
Member Protection Information Officer	Sarah Lockwood
Newsletter Co-ordinator	Sandy Pollitt
Roster Co-ordinator	Bianca McKay
Sun Safety Officer	Catlin McMaugh
Uniform Co-ordinator	Angela Bates
Zone 1 Representatives	Erika Woodland, Peter Ryan, Sandy Pollitt

Instructors

Sandy Pollitt (Chief Instructor)
Anne Rhodes
Ben Pollitt
Erika Woodland
Liz Terry
Naomi Brett
Peter Ryan
Sarah Lockwood
Sarah Willsford

2 OVERVIEW OF ACTIVITIES

2.1 Musters

Members are encouraged to attend our Muster days which are held monthly from February to November. The Muster date is usually the 4th Sunday of the month, but may be changed due to other use of the grounds. There is a break over the hottest part of the year – the Christmas school holidays.

Don't forget to bring a Horse Health and Participant Declaration form to each Muster. It must be filled out for each horse you are bringing, as well as your health confirmation, with the day's date and a signature. The form can be downloaded from our Website (www.brookfieldponyclub.org.au). Alternatively, fill out and lodge the digital version via Jotform on the website.

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 Session 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 ribbon days (Sporting Gymkhana and Formal Gymkhana) which go towards group winner 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.

Any riders interested in trying Pony Club before joining are able to attend one Muster as a Come and Try rider to experience a range of Pony Club activities.

2.2 Muster Days

The club holds 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 short 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, Facebook and on the BHPC website.

In the event of rainy weather or of the grounds being too wet and slippery for riding, a shorter, wet weather "horseless" muster will be held on the muster day, provided that it is considered safe for members to travel to the Showgrounds. Activities may include horse management demonstrations and worksheets, games on foot, bridle cleaning, and videos. These wet weather musters start at 9 am and finish around midday.

Stables in the 2 stable blocks 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 grassy square yard** next to the long yard after 7 am as this may be needed for lunging horses before the muster. Horses can be stabled overnight before a muster. Stables cannot be reserved or held for others. The stables are to be cleaned by the person whose horse occupied the yard at the completion of each muster. All manure, plus wet sawdust, uneaten hay and feed must be removed.

Manure from horses tied to floats and trucks near the stables, along the access road (Horse Parade) 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 tied with a quick release knot to baling twine.

2.3 What Happens at a Muster?

On muster mornings, riders may warm up their horses on the Showgrounds oval, 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 Showgrounds oval (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 Pony Club Australia (PCA) National Gear Rules for insurance and safety purposes.

The PCA website provides information on the equipment allowed at Pony Club events, click on the PCA National Gear rules at **PCA National Gear Rules**. Members are not expected to plait their horses' manes and tails for musters, 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, horse management, show jumping, mounted games, target challenge, horse archery, polocrosse, sporting events and cross country jumping.

The canteen is open during a Muster day for lunch and staffed by members on a roster basis. Members can pay by card or bring some money for food and drinks at the lunch break.

2.4 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.

2.5 Proficiency Certificates and Medals

PCA Proficiency Certificates are awarded to members as they progress, starting with an "E" Standard Certificate and working up to an "A" Standard Certificate. PCQ has a State Chief Instructor's Medals programme equivalent to the PCA certificate system with information available on the PCQ website.

To encourage members to work towards their PCQ Medals or PCA Certificates, most Musters will have activities for certificate work or worksheets emailed out for riders to complete.

2.6 PCQ Events & Performance Cards

Throughout the year, other Pony Clubs affiliated with PCQ run various events, with both Official (in which the member competes for competition 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 PCQ 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 PCQ. Performance Cards are not required for Unofficial events.

To apply for a Performance Card, go to the PCQ website, select the Resources tab, then under General Forms download the Horse Registration Application form. Fill out this form, ticking which cards you require, eg. Showjumping, One Day Event (ODE), Dressage, Combined Training. Email the completed form to admin@ponyclubqld.com.au and pay the $7 fee per discipline via direct deposit or credit card.

To find out about upcoming PCQ events, visit the PCQ 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 usually via online nomination.** 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 PCQ competitions, don't forget to bring your Performance Card (if competing in Official events), Horse Health Declaration Form, and check if your Hendra Vaccination Certificate will be needed.

2.7 Ribbons and Awards

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

The Informal Ribbon Day is our Sporting Gymkhana where riders wear informal uniform and horses are ridden in natural presentation in the sporting and show jumping events. The Formal Ribbon Day is our Formal Gymkhana which covers more of the formal events, as well as some gymkhana games. Riders wear the Club's formal uniform and the presentation class requires horses to be plaited.

At the end of each year, BHPC has an Annual General Meeting, followed by an Awards Ceremony 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 who have attended at least 3 musters.
- A **100% Attendance Award** given to each riding member who attends **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.
- 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,** selected by the President, recognizes a member's special commitment to Pony Club. Alan Haycraft was a life member of BHPC and acted as the caretaker at the Brookfield Showgrounds for many years.
- **Ribbon Day Gymkhana Trophies** are awarded to the rider in each group who has the most points when the Informal Gymkhana and Formal Gymkhana points are combined, and in the event of equal points, will include points from completion of the worksheets.
- **BHPC Champion Rug Prizes** are awarded to encourage the highest standards of riding and horsemanship, and participation in club events. Rugs will be awarded for Junior riders (12 years and under) and for Senior riders (13 to 26 years) in 3 categories:

  1) BHPC Champion Formal Rider – based on scores from the October ODE muster for dressage and either show jumping or Derby, dependent on which event is held,
  2) BHPC Champion Sports Rider - based on times in the sporting events at the Sporting and Formal Gymkhanas,
  3) BHPC Horsemastership Champion – based on results from the 3 horsemastership worksheets and instructors' observations of horse and gear care at musters.

  [Note: In the event of cancellation of any of these events, alternative assessment will be announced.]

- There are three major Perpetual Trophies awarded each year

1) **Colquhoun Family Trophy** for **Champion Senior Competitor** - Awarded to the Champion Senior Rider, aged 13 to 26 Years, for Official PCQ competition results only.

2) **Colquhoun Family Trophy** for **Champion Junior Competitor**, 12 Years and under, for Official PCQ competition results only.

3) **Bill Kay Award** This is awarded by adding points from both ribbon day gymkhanas, from muster attendance, and from attendance at Zone 1 events. There is no age limit.

[Note: Competition awards are based on rider's age on 1 January of that year.]

2.8 Clinics

In addition to monthly Muster Days, BHPC plans to organise Clinics during the year. Such Clinics involve lessons given by 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 one or two days, on a weekend or 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. 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.

2.9 Adult rider group

While our adult riders can attend all musters, clinics and camp, the club also offers a lesson before most musters specially for adults, and a fortnightly lesson in the late afternoon, currently on Thursdays. Note that part-time adult riders can only ride in three musters.

2.10 Visiting Instructors/ Demonstrations

During the year, BHPC plans to invite guest coaches 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 guest coach will be attending and details will be given of that particular coach'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.

2.11 Annual Camp

BHPC conducts the Annual Camp over a weekend during the year, with activities including 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, Burpengary Equestrian Centre and Fernvale Showgrounds.

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.

2.12 Newsletters and muster notices

Each month, in advance of the Muster day, a notice will be emailed to members, posted on Facebook 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 newsletter also provides other information of interest to members. Members are encouraged to contribute to the Newsletter by forwarding stories and photos to the Newsletter Co-ordinator.

2.13 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. Minutes of each Committee meeting are available from the BHPC Secretary.

2.14 Instructors' meetings

The Chief Instructor conducts monthly 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.

2.15 Fundraising

During the year BHPC participates in a number of fundraising events to cover the costs that the club incurs. These expenses include payment to the Brookfield Recreation Reserve Trust for the use of the showgrounds; maintenance of arenas, jumps and other equipment; registration and insurance costs of 2 trailers, hiring of guest coaches, and purchase of new equipment.Traditionally the club's most important fundraising tool is the canteen, with most funds being raised by the club's canteen at the ANZAC Day commemoration in April, the Brookfield Show in May, and Bush Christmas in December.

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 Levy, Section 4.2.

3 ROSTERS FOR MUSTER SET-UP, WORKING BEES AND FUNDRAISERS

Muster rosters

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.

Likewise the Canteen is operated by BHPC on each Muster day and helpers are involved with preparation and serving of lunch and clean-up.

So that the workload is shared, all member families with fulltime riding members are asked to nominate to help at four x 2.5-hour shifts that can be muster set-up shifts, muster canteen shifts or a combination of both.

Fundraiser and working bee roster

Similarly, all member families with fulltime riding members are required to volunteer for two x 3-hour shifts, either at the canteen at special fundraising events (Anzac Day & Bush Christmas) and/or working bees. Working bees are held in February and September.

If you cannot attend on your rostered day for set-up, canteen, fundraiser or working bee, you must inform the Roster Convenor and arrange for a substitute or to swap with another parent.

Exemptions to Rosters

BHPC Committee members and BHPC Coaches (including registered trainee coaches) are exempt from muster set-up and muster canteen requirements. Those Committee members and coaches without children at the club are also exempt from working bees, special fundraising events and Brookfield Show shifts.

Brookfield Show

All member families are required to participate in the Brookfield Show roster by working two x 3=hour shifts.

4 LEVIES AND FEES

4.1 Club Volunteer Roster Levy

A $170 Volunteer Roster levy per family with fulltime riding members is collected when joining the club.

The Volunteer Roster levy is rolled over for subsequent years of membership when all commitments involved in that levy are fulfilled in that year.

Any member family that does not complete its muster set-up and working bee/fundraising rosters throughout the year will be asked, when re-joining the club the following year, to pay a penalty fee of $50 for each roster missed during that year.

4.2 Brookfield Show Levy

To encourage every family to volunteer some time for the Brookfield Show Canteen, a levy of $170 is collected when joining the club. This levy 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 Levy, and must inform the Roster Co-ordinator. Alternatively, a family may choose to pay someone (for example a teenage club member) to complete their roster responsibility.

4.3 Refund of levies

Families who leave the club may receive a refund of their club Volunteer Roster levy and Brookfield Show levy if their roster requirements have been fulfilled. The family must apply in writing for a refund to the Secretary of the BHPC Management Committee by 28 February the following year or it will be considered a donation to the club.

If a family leaves the Club without having completed all muster and working bee/fundraising rosters throughout the year, the sum of $50 for each missed roster will be deducted from any levy refunded.

4.4 Annual Family Maintenance Fee

In addition to the Rita O'Hanlon sand arena in the cemetery paddock, BHPC is 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 fee of $60/family/year (non-refundable) covers essential professional maintenance of these assets.

5 ROLES OF COMMITTEE AND OFFICE BEARERS

5.1 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 policies, rules and By-laws of PCA and PCQ 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 syllabus of instruction as provided by PCA), the Committee can give direction to the Instructors in matters of scheduling training for particular events and different facets of pony clubbing undertaken by BHPC.

5.2 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 Policies, Rules and By-laws of BHPC, PCQ and PCA. They must ensure that legal and other formalities at meetings are observed.

5.3 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 PCA, PCQ 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) bring to the Club's notice official PCQ competitions and State Championships; and

(h) bring to the notice of members any rule changes as circulated in the PCQ minutes.

5.4 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.

5.5 Membership Secretary

The Membership Secretary manages applications for membership from new and renewing members. Application for membership is a 2-step process, with the first phase undertaken to join PCA via its JustGo portal at https://pca.justgo.com , and the second phase involving downloading the membership form for BHPC from its website. The forms are forwarded to the Membership Secretary, with the member's horse's Hendra vaccination certificate providing evidence of full immunity.

5.6 Zone 1 Delegates

The State-wide body PCQ is a member of PCA, the national body. PCQ 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.

BHPC is in the Metropolitan Zone (Zone 1) of PCQ and currently comprises 15 clubs around Brisbane. The Zone 1 Delegates are Members who represent BHPC at monthly Zone 1 meetings.

5.7 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.

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 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) ensure that volunteers use the QR code to sign in;

(d) organise the cleaning of the canteen - fridges, equipment, etc. as required. At the end of the year a clean out of fridges is to be done, and defrost of freezers my be required; and

(e) organise the washing of the linen used.

5.8 Roster Co-ordinator

The Roster Co-ordinator prepares the annual rosters, which are for muster equipment set-up and muster canteen, for the Brookfield Show canteen, and for working bee and 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. The Roster Co-ordinator keeps records of attendance and must be informed by families if they are swapping rostered shifts.

5.9 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 is conjunction with the BHPC Management Committee who will assist the Grants Co-ordinator in determining the items or services which shall be applied for.

5.10 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.

5.11 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).

5.12 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; and

(b) liaise with members wishing to purchase uniform items.

5.13 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 and resigning existing ones; working with the Treasurer to issue invoices; manage sponsors signage prior to, during and after an event; and ensure the club meets the obligations as detailed in the sponsorship agreements.

5.14 Newsletter Co-ordinator

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

5.15 Horse Welfare Officer

The Instructors must appoint a Horse Welfare Officer within BHPC. This Officer is responsible for maintaining the records of the club's Hendra vaccination certificates provided by members, and 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.

5.16 Club Chief Instructor/Instructors

To be an instructor at BHPC, a person must:

- be a current financial member of BHPC and hold a WWC Blue Card as required;
- hold a PCQ or PCA Instructors Certificate;

- complete requirements of PCA for Coaches to attend a Refresher/ Update Clinic every two (2) years;
- attend four (4) Muster days at BHPC each calendar year, or assist with other BHPC events, including instructing at the club camp, or assisting with training clinics or adult rider lessons; and
- have their Instructor's membership renewed by their Club Management Committee each year.

The Committee may give direction to the Instructors about scheduling 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 syllabus of instruction provided by Pony Club Australia.

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;
- co-ordinates the preparation of candidates for PCA Proficiency Certificates "E" to "A" or mentors riders working toward their PCQ State Chief Instructor's Medals;
- examines for appropriate PCA Proficiency Certificates (PCA E, D & D* certificates) with assistance from other instructors;
- is aware of members of the Club who may wish to be accredited as Instructors and with the Club's sanction nominate them for registration as trainee instructors and approve their application for the appropriate coach manuals;
- regularly attends Management Committee Meetings;
- ensures the smooth and efficient running of Club and Inter-Club events.

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

5.17 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 aged 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.

6 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 PCA National Gear Rules. You can access the rules through the PCA website: PCA National Gear Rules.

It is the responsibility of riders to ensure that all gear is safe, compliant, correctly fitted and comfortable for the horse.

7 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 2.4 Parental Responsibility.

8 OUTSIDE COMPETITIONS

Any member representing the club at any PCQ 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 or black 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.

9 COME AND TRY RIDERS

Any rider attending for a Come and Try Day prior to joining the club must sign the PCA Day Participant Waiver and Liability Declaration Form supplied by PCQ and pay the PCQ $20 insurance fee.

A Come and Try Participants Registration form with participant details must be forwarded to PCQ with the insurance fee within 7 days of the event.

10 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.