



Members Handbook



Updated September 2018

www.chelseaponyclub.org.nz

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WELCOME

We would like to welcome you to Chelsea Pony Club (CPC). We are the smallest Pony Club of Waitemata District which is governed by the New Zealand Pony Club Association (NZPCA).

We are situated on Eskdale Road, Birkdale on the North Shore in Auckland. We have both riding and non-riding members at our club.

Our rally days are on Saturday mornings with one mid-week evening rally a month. Our riding groups are instructed by NZPCA qualified coaches, who cater for a range of ages and riding levels. Our riders are encouraged to actively participate in all Club and District events at all levels and we are extremely proud of the success some of our past and present riders have achieved.

Our Club rules and regulations follow and once you have read these please do not hesitate to contact any of the current Committee Members (contact details displayed in clubhouse and on the website) if you have any questions.

Please note that all NZPCA Constitutional Rules and Regulations ultimately govern our club and these can be found at <http://www.nzpca.org/>

Chelsea Pony Club

(Revised 2018)

MEMBERSHIP

Individuals

1. The CPC Membership categories are the same as those defined in the NZPCZ Constitution.
2. You may be an ACTIVE riding member of CPC until the age of 24 years old.

ACTIVE members are those who regularly participate in club rallies and events, and consistently contribute to the running of the club, e.g, working bees, fund-raising, and committee duties. These members are prioritised for grazing on-site.

3. Members dogs are allowed at the Club at the discretion of the Club Committee. You are responsible for the safety of others and your own dog at all times. You may be required to keep your dog on a lead whilst at the Club.

Horses

1. All horses should be at least 5 years old and be suitable for Pony Club activities.
2. Before a new horse or a replacement horse is allowed to join CPC the horse must be approved by a senior coach (or a person delegated by them) and the grazing manager. Proof of age of the animal may be required e.g. Vet certificate or dental record, if this is necessary the cost will be that of the potential owner. Any new horse/pony will be evaluated on information provided to the club such as: Breed, Age, Height and Temperament. References may be requested.
3. A one to two week trial may be considered with permission from the Grazing Manager (Before or after Senior Coach Approval). If the trial at the club is unsuccessful, the horse must be removed within 7 days.

Membership Forms

Membership Forms for both individuals and horses can be found on the CPC website.

GRAZING

1. Riding members may graze on Chelsea Pony Club (CPC) land until the age of 21 (note that members may complete the season that they turn 21 and can represent the Club in competitions) however, this is at the sole discretion of the CPC Committee.
2. All horses and ponies must be wormed and sprayed/washed for ticks prior to entering CPC grazing. You may be asked for proof.
3. You **MUST** graze where directed, when directed. Do not move any horses or ponies to another paddock without the consent of the Grazing Manager. Paddock changes will be notified by Text, Email or on the Closed CPC member Facebook page.
4. All troughs **MUST** be cleaned before changing paddocks and during the time that the paddock is occupied. This is the responsibility of **ALL** grazing members.
5. If a horse/pony is required to be penned this must be followed. Failure to do so may result in being asked to graze off CPC. You must ensure your horse has access to water at all times and that all gates are locked.
6. Crib-biting horses/ponies are not considered suitable to graze on pony club grounds and may be removed if the habit is persistent and/or required to rectify any damage caused by them. Wind sucking horses/ponies must wear an appropriate collar. If a muzzle is conditional on joining CPC then this requirement must be followed at all times.
7. Grazing fees must be paid by the 1st of each month.
8. Failure to comply with these rules may result in removal of grazing rights at the discretion of the CPC Committee. Grazing may be terminated with 7-14 days written notice. No refunds will be given.

New Horse/Pony Grazing

1. Individuals wishing to gain a grazing spot at CPC must complete a 'Grazing application form' (available on CPC website).
2. The grazing manager will notify the individual when a suitable spot becomes available.
3. Individuals must then actively look to fill the grazing spot and at any time an update regarding their progress may be required by the CPC Committee.
4. There may be occasions when the CPC Committee requires a payment to secure the grazing spot and/or if not occupied they may decide that the grazing spot has to be relinquished.
5. Helpful information to help the process of finding a suitable horse is available in the CPC clubhouse.
6. Any new Horse/Pony must be wormed and tick treated 3 days before coming onto the CPC grounds.
7. The Grazing Manager will allocate a paddock in which your horse/pony will stay by themselves to get introduced to the herd and pass worms.
8. Following this the Grazing Manager will allocate a suitable paddock. Horses are hierarchical creatures when in a herd environment. Herd dynamics will change with the introduction of new horses and even with the same horses returning to the club after winter grazing. Expect some small signs of conflict as they work out the pecking order. Old covers are recommended during this period.

Hay

1. When necessary and at the direction of the Grazing Manager Hay will be fed.
2. When notified you should feed out hay on your given day. Put hay piles/hay nets with a two horse gap between and away from gates or troughs. Always ensure there is one pile per horse plus one extra for the paddock. The amount to be fed will be advised by the Grazing Manager.
3. Ensure not to feed out more hay than you are directed to.
4. Hay used for outings is to be paid for by the user.

Winter Grazing

1. This is usually over the period end June to end September, although this is dependent on the CPC grass, paddock condition and weather. The Grazing Manager will make the final decision regarding the dates and give due notification.
2. Individuals are responsible for organizing grazing for their horse/pony during this period and it is at their cost.
3. Horses/Ponies are to be moved out for winter grazing when requested. You cannot graze on CPC grounds during the winter grazing period nor return until confirmation from the Grazing Manager.
4. Each Horse/pony is to be tick treated before leaving for and returning from winter grazing.

DUTY OF CARE

Horse

1. Outside of rallies, riders can ride bareback and/or bit-less (using a mechanical bit-less bridle, or rope halter) only after a training/safety briefing from a coach/ president and with parental consent. Horses/ponies must be led across the road in a halter or bridle **ONLY** – not just a rope around the neck.
2. A horse being diagnosed with an infectious illness by a Vet **MUST** be removed from the grazing area immediately and will not be allowed to return until a written clearance has been obtained from the veterinarian.
3. All members must attend to their horse regularly. If they are unable to do so for any reason whatsoever, they must make alternative arrangements for its care and notify the Grazing Manager and/or the President of these arrangements.
4. The Committee reserves the right to arrange for a Vet's to attend and/or commission a written report on the health of any horse. Any such attendance or Report shall be at the owner's expense.
5. For the safety of horses, members and the public, **NO** mount is to be loaded or unloaded from either trucks or floats, on Eskdale Rd. Use Hobby Ave, Inglis Street or load in the paddock.
6. While feeding, your horse must be in a pen or tied and not left unattended. Do not feed in either entry or exit gates (unless directly attended at all times). Do not feed where other horses are loose.
7. Ponies/horses must not be mounted in pens.
8. Ponies/horses must not be left in entry or exit gates unattended at any time.
9. If you find a tick on your horse let the Grazing Manager/ the President or a committee member know and treat the horse/pony.

Gates and Road Crossing

1. NO riding on private grass verges or Council Reserves with “No Horses” on reserve signs. Pedestrians always have the right of way. While riding outside of club grounds all manure **MUST** be picked up immediately!
2. A double gate system is used at CPC. New members will be trained in this system and it is the responsibility of all individuals to ensure they are competent at using this system.

Failure to follow these rules will result in the following:

First occasion: Miss next rally and complete duties given by either the grazing manager or president.

Second occasion: Miss next rally and complete duties given by either the grazing manager or president. A written warning is given to the member/adult.

Third occasion: The member will be asked to relinquish their grazing.

3. There are double gates on both sides of Eskdale Road. When opening the first gate you must then close this gate before proceeding to open the second gate. When through the second gate you must turn and close this gate before proceeding. This way only **ONE** gate is open at any one time. If there is a person directly behind you (e.g. the person behind could touch you or your horse's rump) let them shut the gates, but if not, you are responsible to shut all gates behind you.
4. At all times whilst gates are in use the padlock must be re-locked onto the chain.
5. All riders aged 15 years and younger need to be assisted by someone knowledgeable and older than them when crossing horses over the road. Both the rider and person assisting should wear high-vis vests (available in the clubhouse). People aged 16+ years may cross horses by themselves, although assistance is strongly recommended.
6. Please report any damage to fences or equipment to a Committee member as soon as you can.

Manure

1. All riders are responsible for de-pooing paddocks. A Rota is displayed in the clubhouse for completing weekly. The grazing manager will determine the number of bags to be collected weekly and this is subject to change throughout the year.
2. Individuals are responsible for updating the Rota.
3. Collected bags must be removed from the paddock and placed at the right hand side of the entrance to the Club.
4. The weekly minimum number of bags must be collected each week. Members who decide to pick more than the minimum are encouraged and a prize is given at the end of the season for the individual who has collected the most.
5. Individuals who fall behind the weekly minimum will not be eligible to participate in their Rally. They will still be required to attend on this day and duties will be allocated to them.
6. Individuals who continue to fall behind will be affected as follows:
 - a. Four weeks behind – may receive a formal warning.
 - b. Six weeks behind – may be asked by the Committee to graze off CPC grounds

Pens and Clubhouse Area

1. Pens should be kept clean and dry.
2. Concreted areas should be kept clean.
3. The hose should only be used over concrete pads (not in pens), with the wash bay being the preferred place for horse washing.
4. Any poo on these areas to be picked up and disposed of immediately.
5. Hoof trimmings and NAILS (from the farrier) must be picked up and disposed of immediately. The grooming pad must be brushed/washed down immediately after horses/ponies are shod/trimmed.
6. Hair from your horse/pony regardless of colour is to be picked up and put into rubbish bins.

7. Rubber bands must be picked up from anywhere and disposed of (pens, wash area, grooming pad, clubhouse concrete, grass, etc)

Paddocks

1. All riders are required to walk the paddock before paddock changes to ensure there is no rubbish, dangerous objects, and fences are all safe and objects removed.
2. If the fence is down then riders are responsible to take initiative and try to fix the issue. If this is not possible then the Grazing Manager must be notified.
3. If members are required to turn an electric fence off they are responsible for turning it back on.
4. At times during the season a Daily Roster will be in place assigning paddock duties that must be completed each day. These may include feeding of hay, checking of troughs, fences and other similar activities.

Show Jumping Arena and Riding areas

1. Riders must ensure that holes are filled in and manure removed from the arenas.
2. If the arenas are closed then all riders must not use the area.
3. Riders (of any age) should only gallop when there is an adult (18+ years) present.
4. Always put away any equipment you have put in the arenas. This includes cones, jumps, trot poles and barrels.
5. There is no jumping or lunging allowed in the dressage arena. Trot poles, lead rein and long lining are allowed.
6. Always past left shoulder to left shoulder when going different directions at the same pace (speed).
7. If someone is going at a faster pace they get the Track, you give way to them.
8. Let people know where you are going in the arena, don't just cut in front.
9. No Galloping in the arena.
10. The arenas may be booked for a private lesson. Whilst a lesson is in progress other riders are not permitted to use the arena. Riders are required to ask the

chief coach or president and then notify other members via the blackboard/e-mail/facebook.

Clubhouse

1. All members of CPC are responsible for the cleanliness and tidiness of the CPC clubhouse.
2. Saddles are the only horse equipment that can be left in the clubhouse (at people's own risk).
3. Horse feed and equipment should **not** be kept in the clubhouse. (The mixing of feed should be done outdoors).
4. The supervising adult of the last family to leave the premises (or adult riders) need to check the following.
 - a. Clubhouse:
 - i. Sliding door locked and bolted.
 - ii. Inside blind is down.
 - iii. All power switches off (except fridge and sensor light switches).
 - iv. Front door locked.
 - b. Paddock Gates:
 - i. All gates are padlocked and numbers scrambled.

Members

1. All members must show appropriate manners and behaviour towards all CPC members.
2. **Visitors 13 years and younger**, must be actively supervised at all times whilst on club grounds by an adult (18+ years).
3. **Members aged 13 years and younger**, must be actively supervised by an adult (18+years) when riding. They may be at pony club without adult supervision to undertake paddock tasks, as long as they are accompanied by another member aged 14+ years, who has agreed to look after them.

4. Active supervision requires the adult member to be on-site at CPC grounds.
5. To be responsible for others while at pony club (including people 14+ years) people need:
 - i. To have a charged cell phone
 - ii. Know what to do if an emergency occurs for a rider or a horse.
 - iii. A First Aid course is recommended.
6. One adult (not necessarily a member but with an understanding of the basic rules and safety standards) can be responsible for a maximum of 4 riders aged 13 years and younger.
7. **Riders (of any age)** should only jump when there is an adult (18+ years) present.
8. **Riders aged 14 and 15 years old** can be on club grounds without adult supervision to do paddock tasks. They can ride without adult supervision when there is another rider aged 14+ years to ride with them. Adult supervision is required for jumping or galloping. Assistance from someone 16+ years is required to cross a horse over the road.
9. **Riders aged 16 and 17 years old** can be on club grounds and ride without other people present. Adult supervision is required for jumping or galloping. Crossing horse over the road can be done alone, but assistance is strongly recommended.
10. **Riders aged 18+ years** can be on club grounds and ride without other people present. Crossing horse across road can be done alone, but assistance is recommended. Someone else 18+ years should be present for jumping or galloping.

CLUB ACTIVITIES

Working Bees

1. Working bees are scheduled into the CPC calendar. At times it may be necessary to organise additional working bees.
2. All CPC riding members and adult members are required to participate in CPC organised working bees, or make other arrangements with the Club President if they are unable to attend.
3. RWH and their adult members are not required to attend working bees but are encouraged to be involved.

Rallies

1. CPC uniform must be worn at all rallies. This comprises of:
 - Beige jodhpurs
 - CPC top
 - Junior riders (those completing D or D+ certificates, or are aged 12 years and under) should wear jodhpur boots and chaps/gaiters (optional), but not long boots, unless they have permission from a coach.
 - Seniors/Intermediate riders (those completing C certificates and higher, or are aged 13+ years) can either wear jodhpur boots and chaps/gaiters, or long boots.
 - Hair below shoulders is to be tied up.
 - NZPCA Approved Helmet.
2. Gear Checks must be completed before commencing a rally. Riders are responsible for ensuring that their check takes place. The following is checked:
 - NZPCA approved helmet.
 - Hair tied back.
 - Earrings, ear studs, and any exposed jewellery must be removed or taped for safety reasons. Tongue studs must be removed.
 - Beige Jodhpurs
 - Correct boots for horse group.
 - Clean intact horse tack, saddle and saddle blanket.
 - Clean groomed horse.
 - Horse's throat lash has a hand gap.
 - Stirrups have two finger gaps.

- Horse noseband has two finger gaps.
 - Ready to start the rally at the given time.
3. The use of a Cavalletti is banned at all Pony Club activities.
 4. To be eligible for teams and certificates attendance at rallies is required. Generally this requirement is a minimum of five rallies including three ridden rallies.
 5. Riders are assessed on their riding abilities in the first rally by CPC coaches then placed in corresponding groups. Riders without Horses (RWH) have their own group and will generally be buddied up with a Riding Member based on the RWH member's experience.
 6. Non-ridden rallies take place during bad weather. Riders are required to attend these and are required to bring riding gear with them in case the weather permits a riding rally.

Competitions, Ribbon Days, Fundraising etc.

1. All members are expected to assist during club event days.
2. All members are expected to assist at fundraising events. These include the Open Days and BBQ fundraising during winter.
3. If purchasing items from The Saddlery Warehouse, please mention you're with Chelsea Pony Club so the value of your purchases can earn the pony club bonus dollars.
4. Adult members will be asked to help at some district events such as Mercer Cup as part of Chelsea Pony Club responsibilities to the Waitemata District.

Certificates

1. Certificates are an essential part of the Pony Club system, providing incentive and encouragement to learn and improve at all levels.
2. None of these exams are compulsory, but NZPCA encourages all members to attain at least C standard, 'to ensure that everybody can ride well enough to establish a safe and happy partnership with their horse, and that all horses are cared for to a reasonable standard.'

Riders Without Horses (RWH)

1. RWH members participate in their own rally and are also invited to listen and observe the riders rallies. They can also participate in other club activities such as Open Days, Ribbon Days etc.
2. Riders are encouraged to lend their horses for RWH to use when requested by coaches during rallies, but this is entirely up to the owners of the horses.
3. Non-riding members and RWH are required to wear covered shoes when working with horses and where a NZPCA approved riding helmet whenever riding.
4. An adult parent/guardian/caregiver is required to join as an adult member for each non-riding member or RWH participant under 16 years.
5. All health and safety and horse welfare rules apply to non-riding and RWH members; especially the gate and padlock rules, road rules and other CPC club rules defined in this document.
6. Parent/guardians/caregivers are expected to be on site or to have a nominated person at the club to be responsible for a RWH child or a non-riding member 13 years and younger.

ROLES & RESPONSIBILITIES

Domestic Duties

1. All CPC families are allocated a month where they are responsible for Saturday lunches and keeping the clubhouse tidy.
2. The monthly roster is displayed in the CPC clubhouse.
3. It is your responsibility to swap with another family if you are unable to do your allocated month.
4. Monthly duties include:
 - a. Preparing and selling lunches at the Saturday Rallies
 - b. Holding onto the money box and keeping it in check.
 - c. Keeping the clubhouse clean - floor mopped, fridge cleaned out, washing tea towels etc.
 - d. Putting out the rubbish and recycling bins on Wednesday (for Thursday collection) and bringing the bins back in once collected. Please also replace the bin liners in the CPC clubhouse and replace the rubbish sack in the bin outside.
 - e. Mowing the lawns.
 - f. Stocking-up with drinks, water, coffee, tea and cleaning supplies etc.

Executive Committee and Committee Members

The Branch shall be managed by a Committee elected annually at the Annual General Meeting and include:

- A. President
- B. Vice President (if desired)
- C. Secretary
- D. Treasurer
- E. Head Coach
- F. Committee Members – (no less than three (3) members)

An Executive Committee of three (3) members will also be elected at the AGM.

- A. The Branch Committee may delegate any of its powers, duties and roles and responsibilities to the Executive Committee.
- B. The Executive Committee may make any decisions necessary between meetings of the Branch Committee, which by reason of urgency, cannot be left until the next committee meeting.

For more information please refer to <http://www.nzpca.org/>

Details of Committee members can be found on the notice board of the CPC clubhouse and the CPC website.

Monthly Meetings

1. Meetings are held monthly.
2. All members are welcome to attend and necessary voting will be conducted by the elected committee.
3. Dates of meetings will be notified by the club secretary.
4. Meeting minutes will be recorded and distributed to members who are eighteen years of age and older and either a Riding Member, an Adult Member or a Life Member.
5. Hard copies of these minutes are available from the Club Secretary and are open to inspection by any Riding Member, Adult member or Life Member who is eighteen years of age and older.

Annual General Meeting (AGM) and Special Business Meetings (SBM)

All adult members are required to attend the AGM and any SBMs called throughout the year.