

Midlands Pony Club
Member handbook
2015–2016



Welcome to Midlands Pony Club (MPC). Thank you for your interest in becoming a member of our club. We trust your experience will be rewarding and enjoyable.

Midlands Pony Club was established during August 1980 and is a member of the Pony Club Association of Tasmania (PCAT). Our club has a proud history of providing members with sound and safe horsemanship skills, a sense of community, teamwork and sportsmanship, and exposure to a wide range of equestrian pursuits — all of which contribute towards making their riding experience as safe and enjoyable as possible.

Midlands Pony Club riders and parents must always obey the Club's rules and instructions.

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The Midlands Pony Club philosophy

The Midlands Pony Club (MPC) aims for children and their parents to: enjoy a wide range of equestrian pursuits in a fun and social manner, foster friendships and create a positive environment in which all members continue to learn and grow as individuals within the safety and framework of the MPC community. Overall — at MPC we aim to enjoy develop a strong and safe relationship with our ponies and members amidst and environment of fun and laughter.

Within this over-arching philosophy, **the Midlands Pony Club (MPC)** strives to achieve the aims of the Pony Club movement, which is to:

- Encourage young people to ride and learn all kinds of sport concerned with horses and riding.
- To provide instruction in riding and horsemanship and to instill in members the proper care of their animals.
- To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline in an environment free from harassment and discrimination.

Midlands Pony Club operates under the Pony Club Tasmania (PCT) guidelines. Read the MPC handbook in conjunction with the PCT handbook, which provides a handy resource and can be downloaded from the PCT website : www.pcat.org.au

The Club caters for riders from **6–25 years of age**. Young riders should be on a lead rein until deemed safe as independent riders by the Club Committee. Their participation in formal lessons will be at the discretion of the CC and DC.

MPC rallies are held on the first Sunday of each month at either *Myrtlewood*, Epping Forest or King Street Oval, Campbell Town. This gives our members a wonderful opportunity to gain different experiences from a wide variety of venues and riding conditions. More information on rallies can be found within this handbook.

New members

New MPC members are accepted each year depending on current member numbers and riding levels. There is a three-month trial period, where riders can attend three rallies before deciding to join as a permanent member and before they are accepted.

During this introductory period riders will need to pay a compulsory insurance fee, plus a nominal fee per rally payable to MPC.

If your child wishes to become a permanent MPC member at the end of this period, you will need to pay the annual subscription fee.

The annual MPC membership fee includes the PCT affiliation, PCT insurance fees (which are passed on directly to PCT), a Northern Zone Trials levy and MPC subs. These are all subject to change on an annual basis.

Membership renewal is due before the first rally of each new financial year (i.e. July). Members who have not paid their fees will not be able to ride. Payment plans can be arranged with the treasurer if necessary.

A current schedule of fees is attached at Appendix A.

Members do not vote until they reach 18 years of age, but parents who are financial family members may vote on any matters concerning the Club.

MPC website and Facebook group

Midlands Pony Club has its own website (<http://www.midlands.pcat.org.au>) its own Facebook Group to allow members to share their photos and experiences with their ponies and keep members up to date with upcoming events.

The website and Facebook Group also contains details of upcoming horsey events and activities, and entry forms for listed events.

The Facebook Group is a closed group and is administered by the Website Coordinator. It is for MPC members and their families only. All new Facebook Group members, comments and images need to be accepted by the Website Coordinator before they go live.

If you do not wish to become a member of the MPC Facebook page, or do not want photos of your child to be posted on the website or to the Facebook page please contact the District Commissioner (DC). Contact details of all current MPC office bearers can be found in Appendix B

Pony Club structure

The Midlands Pony Club (MPC) operates within the following national Pony Club structure:

Pony Club Australia (PCA)

www.ponyclubaustralia.com.au

Pony Club Tasmania (PCT)

www.pcat.org.au

There are three Club zones with Tasmania — Northern, North Western and Southern. MPC operates within the Northern Zone. There are 25 pony clubs in Tasmania.

MPC structure

Listed below are the Office bearing roles of the MPC. Attached at Appendix B is a list members who currently fill these roles:

- President
- District Commissioner (DC)
- Assistant DC
- Chief Coach (CC)
- Test Coordinator
- Treasurer
- Secretary
- First Aid Officer
- Uniform Coordinator
- Website Coordinator
- Club Captain

MPC Committee

The general committee members are usually supportive parents who are prepared to work for the objectives of the club.

All committee members shall be financial members of their club and hold a current '*Working with vulnerable people*' registration. They must either be a supportive member of some type, e.g. family, adult or honorary life member.

Committee members must be able to regularly attend general committee meetings and have read the previous meeting minutes and current meeting agenda before each meeting. Participation in meetings must be respectful at all times, keeping in mind the values and objectives of the Club.

Any agenda items are to be forwarded to the MPC Secretary well in advance of the meeting.

The Midlands Pony Club Uniform

Riders are required to wear the MPC uniform at each rally, which consists of club polo and rugby jumper or woollen jumper and beige jodhpurs.

When riders are representing MPC at PCT events, the following uniform is required:

- beige woollen club jumper with bottle green stripe (or Club rugby jumper for cross-country elements)
- beige jodhpurs
- green tie with white shirt or Club T-shirt
- green saddle cloth
- safety vests are now a requirement for grade 3 cross-country and above

All uniform items can be ordered through the Uniform coordinator.

It is mandatory, before participating in any Pony Club rally, for all riders to wear an accredited helmet — Australian #3838, European#EN1384 and USA#ASTN F1163 are all acceptable.

For safety reasons, riders must wear smooth-soled, approved riding boots (work-type, ridged-soled boots are not permitted).

MPC rallies

The working rally is the basis of the Pony Club calendar. Rallies are held on the first Sunday of each month, unless otherwise indicated. Any changes to a date will be distributed to members by email.

It is the responsibility of each member to advise the Chief Coach (CC) one week prior to a rally whether they are able to attend the upcoming rally. If a rider's plans change and they will no longer be attending a rally, or can only attend part of a rally, they should notify the CC as soon as possible. Prompt communication in this area makes it easier to organise rallies. Any member that does not inform the CC in a prompt manner may not have their child allocated to a lesson if rider numbers exceed the acceptable group size.

Gear check

Riders must present for gear check starting at 9.30am before starting lessons.

*A handy guide to correct gear fitting and requirements and a quick-reference gear check checklist can be found in the PCAT handbook on the PCAT website:
www.pcat.org.au*

During gear check, the District Commissioner (DC) will address any important issues before lessons start. Riders and their horses are inspected for safety, fitting and correctness of standard and recorded. At the discretion of the DC, a rider may be requested to make changes to gear or if not cleared for gear check, may be prevented from participating in a rally.

Standard rally plan formats

Rallies usually consist of four one-hour lessons. Rally plans and lesson groups are distributed at the start of each rally.

10.00am — Lesson one

11.00am — Lesson two

12.00–1.00pm — Lunch break: Members are to provide their own lunch unless otherwise directed and are encouraged to sit together at lunchtime. BBQ facilities are available at most rallies.

1.00pm — Lesson three

2.00pm — Lesson four

3.00pm — Lessons finish

Note: All parents and riders assist with setting up and packing up equipment, such as show jumps and games equipment, at the start and end of the rally.

Riders are asked to scoop up all manure and hay, and remove it from the grounds before leaving.

Midlands Pony Club (MPC) rally activities

Throughout each year MPC aims to offer its members a wide variety of activities that will enhance their enjoyment of riding and strengthen the bond between horses and their riders.

At each rally MPC aims to get a range of skilled instructors who, over the day, will offer something that each child can enjoy as they learn. Depending on the location, time of year and instructor availability MPC rallies can include:

Show jumping instruction — MPC has its own set of show jumps and a jumps trailer, with regular instruction from skilled instructors.

Flat work — flat work is the essence of a sound rider. Most rallies incorporate an element of flat work to ensure members are given the best foundations for their riding future

Theory and horsemanship — not all instruction is carried out in the saddle. A solid understanding of the theory behind good horsemanship and the care of ponies is important.

Cross country — MPC is lucky enough to have access to a number of cross country courses, including Myrtlewood and Powranna.

Games — games are fun activities for riders, which boost agility and improve the teamwork between horse and rider. Games also encourage team spirit and co-operation between riders.

Trail rides — at various times throughout the year MPC rallies will incorporate a trail ride on one of Tasmania's beautiful rural properties.

Polocrosse — for those keen on team competition, polocrosse lessons offer an opportunity to try out your ball skills.

Tasmanian mountain cattlemen's association (TMCA) — occasional instruction from visiting members of the TMCA, which focusses riders on natural horsemanship with the aim of building a stronger bond and sense of trust between horse and rider.

Christmas ride — an annual Christmas trail ride is held during the last rally of the year.

Navigation rides – usually held at the MPC Camp and are designed to encourage socialising and fun amongst the riders.

Lesson groupings

Riders' lesson groupings at MPC rallies are based on a number of factors including riding ability, rider and horse age and experience, efficiency test standard reached and overall numbers attending on the day. Groups are not rigid and may change over time based on the factors mentioned. While age and friendships are considered, numbers in groups must be manageable for all concerned. Safety and enjoyment are the priorities.

If you ever have any concerns regarding groupings please contact the DC or CI for advice.

Riders often benefit by starting in a group that offers encouragement and boosts confidence, after which the rider may then be moved to a group at a more challenging level.

The DC and CC organise rallies and allocate riders to riding groups according to the number of riders attending and their abilities on the day. In order to arrange instructors and lessons it is essential organisers have an accurate indication of rider attendance one week prior to the rally. It is also important that you also notify them of changes to the horses a member might be riding at a rally, as both the horse and rider experience as a combination comes into play when arranging groups.

Failure to advise of your inability to attend a rally will inconvenience instructors and fellow riders, and affect optimum lesson groupings.

All efforts will be made to hold rallies on the first Sunday of each month, but rallies may be cancelled and rally dates changed at the discretion of the DC and CC.

If a rally is cancelled due to inclement weather, the organisers will attempt to contact all members as early as possible. If you are unsure, please contact the CC or DC to confirm. It is hard to cancel a rally with as many as 30 riders attending and instructors booked.

If weather remains poor, organisers will determine whether the rally will continue and an alternative (for example a theory day) may be carried out.

Coaches

Coaches are dedicated people from all professions and walks of life who devote time and effort to help Club riders get the most out of their time in the saddle — and to care for their ponies. Many coaches put time and money into professional development to further their skills. Naturally their skill levels vary — some are more expert than others — but it is worth remembering, all coaches are keen to see their pupils improve and enjoy themselves.

Coaches need support from parents who are interested in what goes on at Pony Club. Without this support, they cannot be expected to continue with what appears to often be a thankless task. Show our coaches you appreciate their efforts and encourage your children to do the same.

*If at any time you have concerns over the instruction your child receives during a lesson please speak with the CC or DC about your concerns. **Do not approach the coach directly.***

It is at the discretion of the coach to withdraw a child from a lesson where their behavior is inappropriate per the PCAT code of conduct.

Horse care at rallies

When attending rallies it is important all ponies are adequately cared for, especially when not in use.

Riders need to bring a warm rug for horses year-round — even summer days can turn chilly. Hot, sweaty horses need to be covered to prevent chills.

If horses wear jumping boots, remove them when horses are not being used. This will prevent tendons becoming overheated and damaged.

Ensure all horses have access to hay and water during breaks. All hay and manure must be cleaned up and taken home at the end of each rally.

If a pony shows any sign of illness, particularly coughing or a runny, congested nose, do not bring them to a rally or any other event — these illnesses rapidly spread to other horses at a great cost to their owners. Please do the right thing and rest an unwell pony at home.

Horses do not need to be shod for rallies, providing their hooves are well trimmed, in good condition and show signs of being trimmed and cared for. If you are concerned about your horse's condition or health please approach a committee member or instructor for advice.

For safety reasons, no stallions are permitted at Pony Club under any circumstances.

Rider safety

A parent or guardian must accompany a rider under the age of 18, at all rallies. No rider is to be left at a rally (including before and after the rally) without supervision. If a parent must leave a rally at any time they must let the DC know and indicate which remaining adult will be responsible for the rider. This policy must strictly be adhered to in the interests of rider safety and in the event of an accident requiring medical attention — it is also a Pony Club insurance requirement.

Younger, non-riding children also require supervision and are encouraged to wear safety helmets.

Only Pony Club members are permitted to ride at rallies for insurance reasons (no parents or friends may ride horses at any time) and riders are not permitted to ride other members' horses at the rally, unless under an instructor's supervision, or after gaining permission from the DC.

First Aid

Horse riding is a dangerous activity.

MPC has a person appointed as the First Aid Officer and a well-equipped first aid kit. Should you require first aid please approach a Club official for assistance.

Upon joining the Club all riders must complete a confidential medical/consent form for use in medical emergencies.

This is particularly important if a rider has an existing medical condition that may require urgent attention. Similarly, in the case of a horse injury all members are encouraged to bring a well-equipped horse first aid kit with them. However, in an emergency or in the case of a serious injury to a horse, please contact the First Aid Officer who can assist in calling a vet.

Sunsmart policy

PCAT encourages members and their families to use a high-SPF broad-spectrum sunscreen at all times. Riders are encouraged to wear a broad-brimmed hat when not riding. Personal sun protection is the responsibility of each individual.

Parking

Upon arriving at a rally, ensure a 6m distance between your float and adjacent floats. Similarly, ensure all visitor vehicles are parked well away from floats and horses. This will reduce the likelihood of horses kicking or pulling back and damaging other floats, horses or cars, or injuring riders. This type of accident causes most insurance claims in Pony Club.

Tie horses to a piece of string, attached to a solid object.
Never tie a horse to a float that is not attached to a vehicle.

Dogs

Dogs must be on a leash at all times at the King Street oval and in the case of rallies at other venues, must not be taken onto private property without permission from the owner.

PCAT drug, alcohol and smoke-free policy

Pony Club is a youth movement and is obligated to discourage the consumption of any drugs — including alcohol and cigarettes. Accordingly, the PCAT policy requires each Pony Club to keep their venues drug and alcohol free and the policy applies to all members, administrators, officials, coaches, riders and visitors.

Non-compliance with any PCAT policies could result in disciplinary action being taken by the Club or zone of State disciplinary committee. This could place the Association in jeopardy of Government funding.

For more information on current regulations go to www.dhhs.tas.gov.au/peh or call 1800 671 738.

Working with Vulnerable children registration

All MPC committee members and any parents involved in rally or MPC camp activities must have a current 'Working with vulnerable children' registration.

The application process is very simple — complete the application form found at www.justice.tas.gov.au/working_with_children, print off a registration number and take it to Service Tas with proof of identity.

The MPC contact to be noted on the application form is the MPC secretary, see Appendix B for contact details.

The role of MPC parents

The Midlands Pony Club needs parent help to thrive. There are many ways in which even the 'least horsey' parent can help the Club. Your own knowledge and skills, be they in accountancy, social media, carpentry, banking or parenthood will be invaluable so always be forward in offering your services — even if you know little about horses.

Parents and guardians of MPC members participating in PCT, Zone and MPC activities should be aware of all PCT policies and comply with them.

Here are some practical ways all parents can help at rallies:

Be on time — if your child relies on you to get to a rally, get them there on time. Late-comers disrupt a carefully-planned lesson that is underway.

Be tactful — by all means take an interest in your child's lesson, but do not interrupt a lesson by talking to the instructor or your child, or by making audible comments from the sideline.

All members must understand if they have any concerns with any activity during a rally (including lesson instruction or other parent or rider behavior) they are to share their concerns directly with the DC and the CC in the first instance, and not directly approach the offending coach/instructor/parent or rider.

Be helpful — parents can be of tremendous help by setting up and dismantling jumping equipment under the guidance of instructors. Jump stewards are also invaluable during a lesson. Many instructors are women and jumping equipment is often heavy — it is not an instructor's job to build jumps. When fences need to be altered according to riders' and ponies' varying abilities, help is essential. Parents can also help set up dressage arenas and games equipment. Parents are also a great resource when it comes to jump repair and maintenance.

Volunteering — Parents are needed at Club meetings, fund-raising activities and external competitions. All members are welcome to attend meetings. Eventually it is expected that each member's parent/parents will contribute at the committee level.

Get to know the other members – the social aspects of the Club can be rewarding and fun. It is important everyone takes the time to get to know and extend a warm welcome to new Club members.

Keep up with communication - it is important to read any emails and contact the DC if unsure about rally details. You may even be keen enough to accept a position on the MPC committee or become a Club coach — be sure to let your DC know! If you have any ideas, suggestions or concerns relating to MPC please contact the DC in the first instance, followed by the CC and Committee members there after. Contact details for office bearers can be found in Appendix B.

The role of MPC Parents (cont'd)

As the MPC operates within the PCT framework, all parents/guardians should make themselves familiar with the PCT Code of conduct in respect of Parents:

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the rider's efforts and performance rather than winning or losing.
4. Insist that riders always to participate according to the rules and never resort to hostility or violence.
5. Never ridicule or yell at a rider for making a mistake or blame the horse for not winning a competition.
6. Remember that children learn best by example. Appreciate good performances by all participants.
7. Support all efforts to remove bad language or verbal and physical abuse of riders and horses from pony club activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability or disability, cultural background or religion.

Expectation of riding members

As the MPC operates within the PCT framework, all riding members should be made familiar with the PCT Code of conduct in respect of Riders:

1. Ride by the rules.
2. Never argue with an official. If you disagree, have your coach or manager follow the correct procedure for objections at a suitable time.
3. Control your temper. Verbal abuse of officials and sledging other riders, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
5. Be a good sport. Applaud all good performances whether they be by your team/club or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not interfere with, bully or take unfair advantage of another competitor.
7. Cooperate with officials, your coach, fellow club/team members and other club/team members. Without them there would be no rallies or competition.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability or disability, cultural background or religion.

Efficiency tests

Throughout their Pony Club career, riders are encouraged to undertake various efficiency tests according to their age and ability, commencing with the basic 'E' test, through to the 'A' test at the highest level (which only a few senior riders achieve).

These tests measure a rider's progress in their overall efficiency. In working towards them, riders acquire valuable knowledge and skills, which enhance their riding experience and provide achievable goals for every Pony Club rider to aspire to. The tests are voluntary.

To sit a test, riders must be rally qualified — attended three rallies in a 12-month period. Riders are encouraged to maintain a Pony Club record book, which records their experiences in Pony Club and other interesting records of their horse's care. This record book can be used as their reference guide when completing tests.

A handy guide to efficiency testing and requirements can be found in the PCT handbook on the PCT website:

www.pcat.org.au

Competition

Pony Club offers a variety of competition opportunities if riders wish to compete. Pony Club competition provides experiences for beginners through to State championship level.

Most clubs within each zone carry out:

- A gymkhana — includes saddle, riding and jumping classes as well as fun novelty events
- One-day event (ODE) — incorporates dressage, show jumping and cross country.
- PCT holds championships in horse trials, dressage, show jumping and Pony Club team games. For more information about State events go to the PCT website (www.pcat.org.au).

Zones also run dressage, show jumping and games days.

A range of other activities is also available including polocrosse, campdrafting and hunting.

MPC contributes towards the cost of some Pony Club events. For more details see the *Schedule of Fees* section at Appendix A

MPC camp

Each year during January MPC holds its annual 'Pony Club Camp'. Depending on numbers and ages, riders can 'live in' for the duration of the camp or attend camp during the day and return home each night. For 2015–16 the following rules apply;

- All members (including associates) need to have attended three rallies during the past 12 months to qualify for camp (I am in the process of clarifying what constitutes a rally).
- All riders must be Full financial members to attend camp.
- Members nine years and above can compete in the ODE held on the final day of camp.
- Riders under nine years are welcome to observe the ODE on the final day of camp.
- Members nine years and under can attend two short days of instruction and the navigation ride.
- No members under nine years of age are to sleep in with older members. If children are attending and are under this age they are to sleep with their parents.

Please keep in mind that an adult must be present and responsible for all riders under 18 years of age for the duration of camp (including at night).

Volunteer parents supervise camp and the Club caters for all meals, with assistance from parent donations in the form of cakes, biscuits and slices.

All volunteer parents are required to have a current 'Working with vulnerable children' registration. The application process is very simple — complete the application form found at www.justice.tas.gov.au/working_with_children, print off a registration number and take it to Service Tas with proof of identity.

Qualifying for Camp

To attend camp, riders must be full financial members of MPC and have attended at least three rallies during the past 12 months.

It is at the discretion of the DC and CC to determine the number of days the younger riders are able to attend. The committee has the right to review exceptional circumstances.

Camp costs

The cost of camp is in addition to the annual membership fees.

More detailed information is provided to members leading up to camp

Appendix A

Fee schedule

2015–2016

Riding member: \$40 PCAT affiliation fees
(6–17 years) \$30 insurance
 \$150 membership
 \$10 Northern Zone Trials levy
 = \$230

Family member (riding): \$40 PCAT affiliation fees
 \$30 insurance
 \$5 member voting rights
 = \$75

*This amount is payable for **any parent** who may be astride a horse for any reason at Pony Club.*

Family member: \$5 member voting rights

Associate member: \$40 PCAT affiliation fees
(17–25 years) \$30 insurance
 \$60 membership
 \$10 Northern Zone Trials levy
 = \$140*

*Associate membership allows this class of member to attend three structured rallies. Each additional structured rally will cost \$20 per rally up until the full membership fee has been accrued (\$230).

Note: The associate membership is aimed at members over 17 years of age who expect to attend no more than three rallies and the annual MPC Camp. Associate members who attend more than three rallies will pay \$20 per rally for each additional rally attended.

Family or volunteer member: \$20 membership

*This amount is payable for **any parent** who wishes to join the Committee or vote in any general meetings.*

Fees and completed membership documentation must be given to the Treasurer prior to the first rally of the new financial year:

Mrs Penny Foster
PO Box 40
ROSS 7209

In the event of a Pony Club Gymkhana or Open Day, Day Membership arrangements can be made.

Appendix B

MPC Committee – 2015–16

Listed below (and on the MPC website — www.midlands.pcat.org.au) are current committee members:

Position	Name	Contact number
<i>President</i>	Andrew Scott	0447 356 595
<i>District Commissioner (DC)</i>	Jo Archer	0408 283 239
<i>Assistant DC</i>	Pip Gibson	0417 507 532
<i>Chief Coach (CC)</i>	Jo Bradley	0409 973 776
<i>Efficiency Test coordinator</i>	Kirsty Franklin	0417 352 259
<i>Treasurer and Public Officer</i>	Penny Foster	0438 815 209
<i>Secretary</i>	Catriona Nicholls	0427 571 199
<i>First aid officer</i>	Graeme Green	0438 912 717
<i>Uniform coordinator</i>	Melissa Quinn	0478 228 383
<i>Website coordinator</i>	Sarah Johnston	0407 048 806

Committee members: Julie Ferrall

Appendix C

Midland Pony Club Awards and presentation night

Each year Midlands Pony Club recognises the achievements of its members through the presentation of a number of awards. Some of these awards are presented at the annual Presentation night and others are awarded at the commencement of the year and at the annual MPC Camp.

To be handed over in July each year at the commencement of the new captaincy:

- Kingfisher award (received by incoming captain)
- Captain's award (chosen and awarded by outgoing captain for a rider during past 12 months)

Presentation night (ideally to be held in November of each year)

- Flicker Memorial award (improved rider and horse combination chosen by DC and CI for calendar year)
- Instructors' award (voted by instructors at each rally for calendar year)
- DC's award (chosen by DC for past calendar year)
- All certificate awards are presented

MPC Camp

- ODE awards — dressage, show jumping and cross country for individual grades (ribbons)
- ODE trophies for best overall for each discipline across all grades
- ODE overall trophy

Club Captain — role and responsibilities

The Midlands Pony Club (MPC) Club Captain provides a mentoring and leadership role for the members of the Club throughout the year. //need to insert criteria for becoming captain//

The Club Captain is nominated and elected by MPC members each year. The position of Captain is held for one year.

Responsibilities

The responsibilities of the Club Captain include:

- Encouraging existing MPC members to welcome and include any new members into the Club.
- Promoting a friendly and inclusive culture in the Club.
- Encouraging all MPC members to present themselves and their ponies neatly for all rallies and events.
- Provide support and encouragement to members as required at rallies and events.
- Organise team-building activities at rallies throughout the year.
- Organise team-building activities during the annual MPC camp.
- Work with the MPC committee as required at fundraising events, rallies and the annual MPC camp.
- Monitor the actions, attitude and achievement of MPC members throughout the year with the view to awarding the Captain's award at the annual presentation night.

Choosing the Captain's Award

At the end of the year the Captain will choose a rider for the Captain's award.

In selecting a recipient, the MPC Club Captain will look for a member who has:

- Attended MPC rallies regularly
- Demonstrated a positive attitude at rallies and events
- Shown they are committed to caring for their pony
- Been an active team player throughout the year

Appendix E

Midlands Pony Club new member process

Midlands Pony Club encourages and welcomes new members into the club. The following information is intended to ensure the process of attracting and processing new members is clear and consistent for new MPC committee members.

Membership guidelines

- To be eligible for membership a rider **must be six years of age** at the time of joining Midlands Pony Club.
- Midlands Pony Club has set a cap of a **maximum of 35 riding members** in any one financial year.
- Upon reaching the aforementioned limit, any potential new members will be added to a waiting list.
- New members can attend three trial rallies before committing to becoming a fully-financial MPC member.
- New members will be charged \$10 per trial rally, and must pay the \$30 PCAT insurance fee before riding at any rallies.
- If they commit to becoming a fully-financial member, all rally fees and insurance already paid will be deducted from the full membership fee upon joining.
- No refunds will be made to those who choose not to become members.
- Members can join at any time during the financial year, and will be charged full membership upon joining.
- Potential new members are provided with a “**New member application form**” by the MPC Secretary, which is circulated for consideration at the next MPC Committee meeting.
- Upon consideration and approval by the DC and/or CC the MPC Secretary will forward to the potential new member the following documents:
 - **MPC Handbook** (current year)
 - **A member renewal form**
 - **A new member induction form**
 - **A health consent form**
 - **PCAT Waiver form**
- All completed forms and a current-year member register are held by the MPC Secretary.
- The MPC Treasurer will invoice members on an annual basis and liaise with the Secretary to ensure the membership records are up to date.
- The new member register is kept and maintained by the MPC Secretary.
- In the event of a waiting list, preference will be given to siblings of existing members.

Appendix F

Midlands Pony Club Honorary Life members

//still to be completed//

1992: Helen Napier and Meryl Diprose

xx: Jane Taylor

2010: Robyn Brown