Samford Golden Valley Pony Club Inc:

Members Guide and Club Rules

A green and white sign with a horse on it

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1. What is pony club?

Pony Club is a club for horse owners which encourages enjoyment of all kinds of sports and pleasure connected with horses and riding. It provides instruction in riding and horsemanship and instilling in young people a love of their horse, a sense of responsibility and acceptance of the responsibility of the proper care of their animals.

Samford Pony Club does not provide horses and riding members must have their own horses to attend.

1. How to sign up to be a member of SGVPC

Memberships can be obtained via Just Go <https://pca.justgo.com>

Click on *Sign Up* and join Samford Golden Valley Pony Club.

Before you can purchase membership, new member requests to join the club will sit as PENDING until approved by the committee. You may be asked to fill in the following [questionnaire](https://spvpcgroundshire.wufoo.com/forms/mw3jl2o1gow87e/) before approval is given. You will receive an email notification once your application has been approved and you are then able to purchase membership.

There are several membership types available:

* Junior riding member (under 17 years)
* Senior riding member (18-25 years)
* Adult riding member (25-80 years)
* Club Instructor riding member
* Social Non riding member
* Life member riding
* Life member non riding

Prices of each membership type are available on Just Go once you are logged in by clicking the membership tab. In 2023 riding membership is $215 and social membership is $60. A contribution levy must also be paid.

Club Instructor riding members get discounted membership but must be qualified instructors or training to be and commit to a minimum of 5 sessions a year of instructing. Life membership is only open to members awarded life membership by the committee.

It’s a condition of Pony Club Australia that every junior member under 17 years must have at least one guardian who is also a pony club member (either non riding or riding). You can add several family members to a single profile/logon so that you can see all your family membership by clicking “add family member”.

We also have an option of a come and try membership. It costs $15 to cover insurance and is valid for one month and one muster. You must also sign a waiver form for each rider. Once you have attended one muster you must purchase full membership if you would like to continue membership with the club.

If you are already a member of another pony club you can request a transfer to Samford via Just Go. The transfer will need to first be approved by your existing club and then approved by Samford and you will then be able to purchase membership.

1. Contribution Levy

All members must contribute to the club via payment of a Contribution Levy. The levy is currently $250 per family or single membership (paid upfront at the start of the year), which will be credited to the member the following year, **provided that** 10 hours of contribution is carried out during the year for family membership or 5 hours for single membership. For members that join after July 1st in a year only 5 hours is required for families and 2.5hrs for singles.

Contribution Levy hours can be recorded must recorded on the Contribution Levy

Contribution hours can be done by any member of the membership family and can include the following:

1. Working at working bees
2. Extra unscheduled working hours such has mowing the grounds, weeding, cleaning toilets and facilities if prearranged with a committee member
3. Attending committee meetings or working group meetings
4. Coaching / Instructing at pony club musters (must be registered coach or be in training and with a registered coach present)
5. Baking goods for sale at the canteen
6. Acting as a first aid officer at muster (must be qualified)

Note: Competitors entered at events run by the club must provide help to run the event of at least two hours. This can be assistance to set up for the day, pack up, during the day such as gate steward, gear checks, pencillers, parking assistance, provide food for sale at the canteen etc. If this is not provided the competitor is not eligible for any prizes. These hours cannot be counted towards your contribution levy hours.

Contribution hours should be recorded each year before November 30th on the following contribution levy form <https://spvpcgroundshire.wufoo.com/forms/samford-gold-valley-contribution-levy-record/>

Where this levy is not paid a member will be unable to enjoy the benefit of membership.

Where membership is not renewed, and the required hours have been done the levy may be refunded provided a request is given to the membership officer within 1 month of membership expiring.

The contribution levy can be purchased in the shop section of Just Go by searching for Samford Golden Valley Contribution Levy (note be aware that other clubs levies are also on Just Go so make sure you purchase the correct one).

1. Contacts

For membership enquiries contact our:

* Memberships Officer on [membershipsgvpc@gmail.com](mailto:membershipsgvpc@gmail.com)
* Secretary on [secretarysgvpc4520@gmail.com](mailto:secretarysgvpc4520@gmail.com)
* Alternatively, feel free to ask any of the contacts on our website at <https://www.samfordgvponyclub.org.au/contacts.php>

1. Key for Grounds Access

You will need to pay the key levy (via JustGo Shop) when joining SGVPC. A key will be provided to you at the first Working Bee and first muster of membership year or on request later in the year. The current price for a key is $50 which is refundable on return of the key. Keys must be returned if your membership is not renewed, and keys may be changed at the start of each membership year. Where keys are changed you can swap your current key for the new key provided you have renewed your membership. Contact [keyregister@sgvpc.com](mailto:keyregister@sgvpc.com) for more information. Where keys are not returned within 1 month of membership expiry the key deposit is kept by the club.

1. Facilities available for use at SGVPC

At SGVPC, we have a grass dressage arena, showjumping facilities and a cross country course, stables, wash bays and lots of equipment. The cross country course must only be used with a qualified instructor present (level C pony club or higher or EFA instructor qualified to each jumping). The showers and canteen are only used for events and musters and can only be opened by a committee member with a master key. Toilets at the club house are accessible with a member key but which toilet may change when keys are rotated.

Stables may be used by members, but horses must be tied to the outside rail bailing twine at all times and owners must remove manure after use.

The club house area is a horse free area.

When events are being held by the club the grounds may be closed for use by members including a few days before the event to allow set up. In addition the grounds are occasionally hired out and closed to members. A sign on the shed will advise if the grounds are closed and a post will be made on our Facebook page.

1. Age of Pony Club members

Pony Club is open to all ages. Generally, riders who attend fortnightly musters are under 18 but adult riders are always welcome.

Pony Club runs regular competitions of all types which generally cater for all age groups including seniors over 26.

Samford also holds monthly adult only musters for seniors. Dates will be on our website but are generally the 3rd Thursday of the month and usually starting at 8:30. Private coaches run the musters and attendance fees are $25 to cover their fees. If you would like to attend a private muster you must purchase your ticket via the Just Go website.

1. Musters

Standard musters always start with sign on and gear check to make sure all horses and riders are safe, and their gear meets minimum standards. Then the riders will be split up into groups.

Number of groups will depend on number of rider and their riding ability and number and type of instructors present. Generally, lessons may include flat work, jumping, sporting, ground work, certificate work, competition prep training etc.

There is generally one session from 8 – 10 then a break where the canteen will be open to purchase food and drink and then a second session from 11-1.

Where the weather does not allow riding, a wet muster may be called. These musters are horse free and usually entail theory and certificate work, but sometimes other external practice like vaulting or exercises.

Sometimes specialist paid instructors may be brought in. In this case a small fee may be payable per child to attend. Members will be advised before muster and asked to nominate attendance. For example, vaulting and trick riding practice or archery.

In addition to the standard musters the club also runs adult musters usually once a month. These musters employee an external EA qualified coach and cost $25 to attend. Dates are available on our webpage.

1. Muster Frequency and attendance

Attendance at musters is totally optional. You are free to attend as many or little musters as you choose.

Musters are generally held on the 2nd and 4th Sunday of each month, from February - November. See our Calendar https://www.samfordgvponyclub.org.au/calendar.php

or our Facebook page for details about musters and other events.

Musters generally run from 8am – 1pm.

To attend musters, you must RSVP to the Facebook post the week before the muster. This allows the committee to plan how many groups and instructors are required.

1. What to wear to pony club

Riders must wear “Muster shirts” (available for purchase through Just Go <https://pca.justgo.com> shop section) cream/beige or black jodhpurs or moleskins, approved riding boots and an approved riding helmet to musters. You will be required to register you have an approved helmet before your first muster. Please see the chief instructor. An approved safety vest is also required if you are jumping any cross-country jumps and if you are competing in jumping cross country (including at a tetrathlon which will include cross country jumps) you may be required to wear and medical details arm band which lists the rides medical details in case of a fall.

There is a separate competition outfit available for purchase (through Just Go <https://pca.justgo.com>), for when competing at pony club competitions. It consists of a yellow long sleeved collared shirt (tucked into your pants), green knit vest, green tie and club badge. It is worn instead of the muster shirt and with cream jodhpurs, riding boots and approved helmet. The vest and badge are option and can be left off in hot weather but shirt and tie are not and rider will not be able to compete in events without them. It is also expected that all riders wea full formal uniform at any competition awards presentations.

Once purchased uniforms can be collected at the club during musters. Contact our Uniform Coordinator <https://www.samfordgvponyclub.org.au/contacts.php> for uniform queries.

You may also be required to provide a rider number for an event or the club running the event may provide it for you. For some events the number will be a sticker to place on your helmet or saddle cloth for others it will require a back number or bridle number holder which the rider will need to provide. Information on number may be included on the competitions program. For more information speak to any of the instructors, committee members or other club members who regularly compete.

For state level competitions riders must wear Zone uniforms. Zone uniforms are the same as Samford formal uniforms but with a white long sleeved shirt (instead of yellow), blue zone 26 vest and tie (instead of green) and blue zone 26 saddle blanket (instead of the Samford green one). These can be purchase from Zone 26 www.zone26.com.au.

Note: mobile phones must not be used or worn when riding.

1. What gear can my horse wear

PCQ has rules which explain what gear is required and what is not allowed generally and for each competition type. For more information please check the following web page or talk to any of the club instructors. <https://ponyclubqld.com.au/disciplines/gear-check-2022/>

In addition, Samford has specific Saddle Pad which must be worn as part of the uniform. It can be purchased from the club on the Just Go portal under the shop section. Once purchased the saddle pad can be collected at the club during musters. Contact our Uniform Coordinator contact details on the website <https://www.samfordgvponyclub.org.au/contacts.php> .

Note for State level competitions are Zone 26 saddle pad is required uniform instead of the Samford one. It can be purchase from Zone 26 www.zone26.com.au.

1. What is Gear Check

Gear check will occur at the start of each muster to ensure each horse and rider is using appropriate and safe gear. It is also where each horse and rider are marked on their cleanliness (clean horse and gear, shirt tucked in, boots polished etc). At the end of the year awards are given to riders with the highest muster points.

In addition to gear checks each muster at the first must of the year you attend you will need your helmet checked by our chief instructor to ensure its compliant (helmets must meet pony club standards which include it being no older than 5 years from date of manufacture).

1. Communications

Samford has a private message group (Samford PC Group), a member only Facebook group (Samford Golden Valley Pony Club Members Only) and a publicly visible group (Samford Golden Valley Pony Club).

To be added to the private message group please email a screen shot of your Facebook profile to [membershipsgvpc@gmail.com](mailto:membershipsgvpc@gmail.com) and request to be added. To join the private Facebook group simply request to join and you will be approved as a member. Make sure you answer the questionnaire to join or approval will not be granted.

1. Pony Club Certificates

Through pony club riders are able to undertake various tests that measure efficiency according to age and ability. The first test is the basic “D” test, with the “A” test being the highest level.

These certificates measure a rider’s progress in terms of their overall efficiency.

Specific certificates are required before riders can compete at state level competitions (as well as other qualifying requirements).

There are three phases to completing a certificate:

1. Purchase and complete the relevant certificate book. Certificate books can be obtained via the Just Go Shop.
2. Complete the online exam <https://ponyclubaustralia.com.au/academy/course/index.php?categoryid=1>
3. Pass a formal practical exam which will include ridden assessment. This can be completed at scheduled events at pony club musters and camps which are run throughout the year as required.

When a rider attains a certificate, it will be uploaded to your profile on Just Go in the credentials section by either the club or the zone (depending on the level).

1. End of year awards

Samford runs annual end of year awards for its members which includes awards for the members who won the highest number of competitions in each discipline, or those with the highest points at musters. For more information on these awards http://www.samfordgvponyclub.org.au/forms/2019-by-laws-of-sgvpc-inc.pdf

To be eligible for these awards results from any competitions you attend should be submitted during the year at the following link <https://forms.gle/zKDxsujomuuyjZwNA>

1. Pony Club Structure

Pony Club Australia is the National body which runs Pony Club. It consists of state pony club organisations. Each State including Qld is then broken up into regions (we are in SEQ) and then Zones. In Samford we are in Zone 26. Zone holds zone events including competitions, training days and camps.

1. Pony Club Competitions

Pony club competitions are held at various levels – club, zone, state, national and international. There are several disciplines including gymkhanas (formal and sporting), show jumping, one day events, dressage, camp drafting, mounted games, polo cross, tetrathlon. Riders may enter any club event and any event in your zone.

However, you must first qualify to enter state or national events. Qualification’s requirements are published every year on the Pony Club Queensland website but generally require competing in those events at a local level and attaining a certain level of success which is recorded on the riders performance card for that discipline. Qualifications also include certain certificates which must be completed depending on the rider’s age.

To register for an event, go either to the events section on Just Go, or Nominate https://www.nominate.com.au

To find the rules that apply to each event refer to the Pony Club Qld Rules page and search for the rules for the event you are interested in <https://ponyclubqld.com.au/disciplines/>

There are also different requirements for horse presentation for each event that is not listed in the rules. For example, for dressage and formal gymkhanas it’s expected that your horse’s mane be plated into rosettes and in formal gymkhanas awards are given out for presentation. For formal gymkhanas their tail should also be platted, and hoofs painted but for show jumping no platting is required. If you are planning on going to an event speak to any of the club instructors, committee members or experience families at the club who can give you more info. The club also runs regular sessions at Musters to teach what is expected.

1. Registering your horse

While registering on Just Go you can register a horse you will be riding in any competitions in the credentials section of your profile. You can also register your horse after rider registration by going to credential in your member profile or by submitted the horse registration form <https://ponyclubqld.com.au/wp-content/uploads/2021/03/2021-Horse-Registration-Application.pdf>

This allows you to enter your horse in events. It also allows you to order performance cards.

Horse registration is only required if you intend to compete at events and not necessary if you are just attending musters.

1. Performance Cards

These are required to compete in most official competitions (not required for unofficial classes or to attend musters) in pony club and must be presented at registration on the day of the competition. The cards record your results for the day and can be used to qualify for state level competitions. You will need a card for each horse and rider combination. They are purchased from Pony Club Qld $6 a card when you register your horse with Just Go or by calling them directly.

1. Horse Health Declarations

It’s a legal requirement in Queensland to fill out a horse health declaration form when traveling with horses. At events you will be required to submit one of these form upon registration. They will not need to be submitted for Musters but you should keep records of your travel for your personal records. The form can be found at <https://ponyclubqld.com.au/wp-content/uploads/2020/06/Horse-and-Participation-Health-Declaration.pdf>

1. Code of conduct at Musters

The following rules must be complied with at musters

* At musters riders may not leave a class without the instructor’s permission. Approved helmets and gear must be worn at all times a rider is mounted and any rider with unsafe or approved gear will not be able to ride
* Jumping or galloping is not permitted unless under instruction
* Bad sportsmanship, bad temper and bad language will not be tolerated.
* Eating, drinking and mobile phone use is not permitted while riding.
* Horse that kick must wear a red ribbon in their tail

Instructor and committee may report a breach of these rules and the rider may be asked to attend a committee meeting where disciplinary action may be considered.

1. Everyone is a volunteer – Why not join us!

Please remember that everyone at Pony Club is a volunteer. We do this because we love it. But many hands make light work so if your able please put up a hand to help.

To run a muster we need instructors, at least one first aid officers and canteen helpers. Please put your hand up to help out if you are attending.

Committee meetings are held on the first Monday of the Month and comprise of parents and riding members. Meetings are held at the club house and zoom links are available for those who wish to attend virtually. All members are welcome to attend. For more information, please contact the secretary.

The AGM is held every year in November. If you would like to join the committee and get involved, please speak to a current committee member about the roles available. To nominate for a position will need to send a nomination form signed by two current members to the secretary prior to the AGM.

And a reminder if you are helping out all these hours go towards your yearly contribution levy requirements.