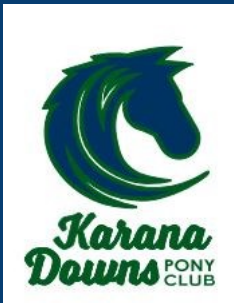




Members Handbook



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Members Handbook

Welcome!

Karana Downs Pony Club (KDPC) is a family friendly supportive club for riders of all ages, skill levels and interests. Our club encourages riders of *all ages* and levels to practice good sportsmanship with a strong 'Give it a Go' attitude for everyone. We strongly *encourage* and support all equestrian disciplines.

KDPC is a member of Pony Club Queensland (PCQ) and is within the Metropolitan Zone 1 Region. All club activities and events are run under PCQ rules.

KDPC objectives :

- To encourage young people to ride, and to learn to enjoy all kinds of sport connected with horses and riding.
- To provide instruction in riding and horsemanship and to instil 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.

The club is set within 20 acres of beautiful bushland in the Brisbane suburb of Karana Downs. This location gives us the unique opportunity to offer riders a cross country course which meanders through the bush, as well as arenas, show jumping and many other equestrian activities.

We are a non-for-profit club and as such we are run by our members for our members. We have a very active Committee that together with our members have seen a number of exciting projects take shape at the club, with many more in the planning stages. Getting involved with the club is a great way to meet new people, form friendships and share a common goal.

We look forward to welcoming you and your family to our club and hope that you will find this Handbook useful. Should you have any questions, please feel free to contact us on any of the Club emails, through our Website or Facebook page.

Happy riding,
The KDPC Committee





Membership

Riding Member, this membership allows you to use the grounds, attend musters, vote at general meetings (if over 18 years), participate in PCQ and KDPC events. You are expected to assist at musters/events, with set-up, pack-up, canteen and fundraising. Plus attend working bees (see page 7 for details).

Social Member, this membership is required for any parent/carer of an under 18 rider, if the parent/carer is not already a riding member. We also offer social membership for those that want to support our club. This membership includes voting rights (if over 18 years) at general meetings.

All memberships expire on December 31st, with new and renewing memberships going before the Management Committee for approval.

Membership Insurance

As a riding member your fees have a member insurance component, this insurance covers you while participating in any PCA sanctioned events or activities; excluding any activities that you are being paid for or involve working with cattle. This insurance is provided by Gow-Gates Insurance, more information is available at <https://gowgatessport.com.au/ponyclub/>

Musters – What is Involved?

Musters are held on the 4th Sunday of each month (February to November) at our grounds, commencing at 8am in the warmer months and 8:30am in the cooler months. We normally have a morning tea break, an hour lunch break, and finish approx. 2pm.

Riders are expected to wear their KDPC polo shirt, jodhpurs, boots, helmet, and KDPC saddlecloth. Children under the age of 18 years **must** be accompanied by an adult.

- The Chief instructor will email members the week before musters to check attendance numbers. Members are asked to rsvp to this email, to ensure we have enough instructors and catering.
- At the start of the day members will be split into groups based on age and ability.
- Everyone is gear checked at the start of the muster, late arrivals must be gear checked before joining their group.
- Only walking is permitted in the arena prior to gear check
- Activities include troop drills, flat work, show jumping, mounted games, sporting events, cross country jumping and PCQ Certificate activities.
- A canteen is available offering drinks, snacks and a lunch meal deal.
- Children under 18 years of age must be accompanied by an adult for the duration on the muster, this is not only for safety reasons but also to assist with set-up and pack-up. If you need to leave the grounds you must nominate another adult to be responsible for your child and advise the Chief Instructor or a member of the KDPC Committee. You must provide a contact phone number and the name of the person responsible for your child.
- Riding members are required to attend a minimum of 2 musters per year before attending any competitions.



Musters – What is Involved?...cont.

- The horse welfare officer has the final say in deciding if a horse is fit and well enough to participate in a muster. If the horse is deemed unfit the rider cannot continue on that horse.
- The top gate must always be kept closed when a muster or event is underway.
- At no time are horses to be tied to a float that is not attached to a vehicle or arena fencing.

Uniform and Saddlery

Pony Clubs must conform to the rules of PCQ (<http://www.ponyclubqld.com.au/>) regarding uniform and saddlery. Approved saddlery is listed in the current edition of each competition rulebook and gear check book.

The Karana Downs Pony Club uniform comprises of:

Muster Uniform:

- **Jodhpurs** – Navy blue
- **KDPC Polo Shirt**
- **Saddlecloth** – KDPC Navy with green trim and logo
- **Approved boots**
- **Equestrian helmet** — Helmet compliance expires 5 years from date of manufacture PCA finds that any helmet tested and meeting the VGI helmet standard is acceptable for use in all Pony Club activities. Helmets need to comply with the following standards:
AS/NZS 3838 (AU) and ARB HS 2012; PAS 015 (UK); ASTM F 1163 (USA); VGI (Europe)
EN1384 – Only for helmets with manufacture date up to and including 2015. Helmet colour (white, black, navy blue or brown) must be worn whenever mounted.

Official & Unofficial events:

- **Jodhpurs** – Navy blue
- **Shirt** – White long sleeved
- **Tie** – KDPC Navy and Green Tartan
- **Tie Pin** – KDPC logo (optional)
- **Pullovers/Vests** - Navy blue, sleeveless, V-neck (optional)
- **Saddlecloth** – KDPC Navy with green trim and logo
- **Approved boots**
- **Gaiters** - *Refer current Uniform and Saddlery Rules for Gear Check).*
- **Equestrian helmet** - Helmet compliance expires 5 years from date of manufacture PCA finds that any helmet tested and meeting the VGI helmet standard is acceptable for use in all Pony Club activities. Helmets need to comply with the following standards:
AS/NZS 3838 (AU) and ARB HS 2012; PAS 015 (UK); ASTM F 1163 (USA); VGI (Europe)
EN1384 – Only for helmets with manufacture date up to and including 2015. Helmet colour (white, black, navy blue or brown) must be worn whenever mounted.

KDPC's club polo shirt, tie, tie pin and saddlecloths are available for purchase at sign-on day and at each muster.



Proficiency Certificates

PCQ sets minimum age requirements for each Certificate Level, starting with 'E' Standard Certificate and progress to an 'A' Standard Certificate.

To help members work through their PCQ Certificates, musters will often have a Certificate workbook component.

Awards and Ribbons

KDPC internal Ribbon Day is held towards the end of the year and involves, formal presentation, sporting, mounted games, rider classes and fancy dress. This is a fun day in the KDPC calendar with ribbons being awarded on the day and accrued points going toward the end of year trophies.

Trophies

The Instructors and Committee vote on the recipients of awards. These awards are presented at our end of year break up party.

Below is a list of some of the awards and trophies we present:

- **Sportsmanship Trophy** is awarded to a member who is helpful, encourages others, shows good club spirit and represents the club in a positive manner.
- **Committee Trophy** decided by the committee and can be a riding or non riding member
- **Best Presented Trophy**, during gear check at musters, the Chief Instructor is also assessing the overall presentation of the rider, horse, uniform, and tack; with points being accumulated throughout the year. The rider with the highest points receives this trophy.
- **Beyond our Borders** for the rider who has ventured out of the safety of the club environment to compete and try something new.
- **Perfect Partners** for a great horse & rider team.
- **True Grit** awarded to a rider who has faced challenges with their horse and has stuck with it.
- **Most Unorthodox Dismount**
- **Off Lead**
- **Most Improved**
- **Ribbon Day Trophies** are awarded to the riders in each group who have the most points from the internal Ribbon Day competition.



Working Bees

Working Bees are held quarterly and are to be attended by either, the adult rider or the parent/guardian of a junior rider. Junior riders (under 18yrs) are welcome to attend however, they must be accompanied by an adult.

Working Bees are a time when the 'Grounds person' identifies jobs that can be done to improve or maintain the facilities. This may include whipper snipping, fixing fences or jumps, gardening, painting etc.

If a member cannot attend a working bee but can do identified work at another time, then the 'Grounds person' must be notified via email (kdpcgroundshire@hotmail.com.au) before the working bee to organise alternative arrangements.

The committee tries to be as flexible as possible; we realise that families may have other commitments on the designated date, but it is the responsibility of the member or adult guardian to make contact prior to the working bee being held.

Nominating for PCQ Events

PCQ publish a yearly Calendar of events that financial members may attend. These events are run by Pony Clubs affiliated with PCQ and could include Official Classes (where the member competes for points) and Unofficial Classes (where member competes for the experience and fun).

The calendar of events can be found at the following link: <https://ponyclubqld.com.au/events/> or on their Facebook page.

Take note of closing dates for nominations, there are often late fees for late nominations.

KDPC's club secretary may also email event information, so please ensure the club has your current email address.

If nominations are to be received through KDPC, members must deposit the nomination fee in the club account and send the nomination form prior to KDPC actioning the nomination.

KDPC Events

We usually run 2 or 3 events per year, which could include Hunter Trials, Show Jumping or T-Shirt Hack days. As part of your membership obligations, members are required to help set up, run, and clean up at these events. KDPC relies on monies raised at these events to provide income necessary to maintain the grounds and purchase equipment.

Clinics and Training Days

KDPC plans a number of clinics and training days throughout the year. These are conducted by qualified instructors in their disciplines and may include instruction in dressage, show jumping and cross country.

Members are advised of events, clinics and training days through our website, members only Facebook page and emails.



End of Year Breakup

At the end of the year, KDPC hosts a breakup party (around early December). The cost of this is usually covered by the club and may consist of a function at a local park/pool and includes lunch, drinks, and nibbles.

This is also a time when the club acknowledges the achievements of members and presents awards.

Grounds

Members

As a **Riding Member**, you have full use of the KDPC grounds. This includes the arenas, Cross Country Course and Show Jump equipment. Use of the grounds is to be arranged through our Grounds Hire Person by phone or emailing (kdpcgroundshire@hotmail.com.au) prior to riding. Cross Country riding must adhere to the PCQ rules including wearing of a back protector, helmet etc. **Riders under 18 years of age must be accompanied by an adult.**

You are welcome to bring along other riders, however, if they are not members of KDPC, they will need to pay the grounds hire fee and complete the required forms.

Non-members

Our grounds are available for hire by non-members, this can be arranged through our grounds hire person by emailing kdpcgroundshire@hotmail.com.au. More details can be found on our Website and Facebook pages.

KDPC Membership Rules

KDPC adopts the PCQ Code of Conduct and the PCQ Codes of Behaviour and several other policies which all members, clubs and zones must abide by (<http://www.ponyclubqld.com.au/>).

Members or visitors to KDPC's grounds are expected to adhere to these codes or they shall be asked to leave the grounds, or their membership could be revoked and not renewed the following year.



Committee Positions

KDPC Committee as at Jan 2025

The Club's Constitution and the *Association Incorporation Act 1981* states that the Management Committee be elected from financial KDPC members, life members or associates at the Club's AGM (which shall be held within three months of the end of the Club's financial year on December 31st) and shall consist of a President, two Vice Presidents (one of whom must be a elected from the Club's Instructors' Panel), Secretary and Treasurer and such other Club members as the club shall elect.

The Committee meets monthly and is responsible for the running of the Club's general administration, property and funds and may exercise all powers of the Club.

The Management Committee may appoint Sub-Committees including if desired, a Junior Committee from among its members to carry out such duties as directed by the Management Committee provided that any decisions receive the endorsement of the Management Committee.

President

The role of Club President is to act as a spokesperson for the club, be inclusive of all members, encourage positive relationships and open discussions. The President is also responsible for the leadership and direction of the club, it is important that the President listens to new ideas and encourages everyone to have a say. The President acts as the chairperson for the Committee meetings, or in the Presidents absence one of the Vice-Presidents act as chairperson. The President also oversees that each Committee member carries out their roles and mediates disputes or complaints.

Vice President - Chief Instructor

The role of chief Instructor is to organise & run activities at Musters and Events. They are responsible for the safety of the horse and rider. The Chief Instructor must hold a current PCQ Instructor Certificate and be a financial member of KDPC. Where there is an Instructors' Panel, they are responsible for chairing these meetings and reporting to the Managing Committee. As one of the Club's Vice Presidents the Chief Instructor may be required to chair the Management Committee meetings in the absence of the President.

Vice President - Grounds

The role of Vice President is to oversee the smooth running of the club on a day to day basis. This includes grounds hire, organising working bees, maintenance and infrastructure planning. They may be required to chair the Management Committee meetings in the absence of the President.

Secretary

The role of Club Secretary is to ensure the smooth running of all club correspondence both internal and external. This is a vitally important role within the club and responsibilities included, convening meetings, keeping accurate minutes of all decision, attending to correspondence, applying Club and PCQ rules. As so much of what happens in the Club revolves around the Secretary it is important they have a good working relationship with the President and Committee and a clear understanding of PCQ and KDPC rules.



Committee Positions cont...

Treasurer

The role of Treasurer is to take keep accurate financial records for the club. This includes bank accounts, financial reports, budgets, fundraising and monthly reports to the Committee. They are also required to prepare financial reports for the independent auditor at the end of the Club's financial year on December 31st. Within three months of that date the club must convene an annual general meeting at which the Treasurer must present a statement of the club's income, expenditure, assets and liabilities, as well as the Auditor's report.

Media Officer

The role of Media Officer is to oversee all media platforms associated with the Club. This includes, the Club Website, Members only Facebook page, Public Facebook page, emails to members and article writing for local publication. It is important the Media Officer is aware of the Club and PCQ decisions and rules and maintains a current KDPC membership list.

Grants Officer

The role of Grants Officer is to sources and apply for eligible grants for the Club. This is done with the help of the Committee, who will identify projects and work that requires funding. This role also includes securing sponsorship for Club events.

Horse Welfare Officer

This role is appointed by the Chief Instructor and works closely with the Chief Instructor. They are responsible for the wellbeing of all horses within the club and at KDPC events.

Zone 1 Representatives

Pony Club Queensland (PCQ) is divided into 26 Zones, Karana Downs Pony Club is within the Metropolitan Zone 1 region. The Zone meets once a month and requires all Clubs to have two representatives at these meetings.

This role is required to attend Metropolitan Zone 1 meetings, these are usually held on the 3rd Monday of the month. The representatives attend these meeting and prepare a report for the Committee and members on any Zone events, rules or decisions.

Uniform Convenor

The role of Uniform Convenor is to maintain stocks of the Club uniforms, receive payments, issue receipts, keep financial records for audit purposes and source quality products. This role is also responsible for running a shop at Sign-on day and Musters.



Contact Details:

Email: kdpcsecretary@hotmail.com

PIC Number: QIBB0454

Address:

Dumburbi Park
Powells Road
Karana Downs QLD 4306

Postal Address:

Po Box 7080
Mt Crosby QLD 4306

ABN: 31689343407

Web Address: <https://karanadownsponyclu.wixsite.com/karanadownsponyclub>

Facebook: <https://www.facebook.com/KaranaDownsPonyClubOfficial>

Bank Details:

Heritage Bank Karalee
BSB: 638 070
Account Number: 010258094

Management Committee

President:	Shirley Parker	kdpcpresident@hotmail.com
Vice President Chief Instructor:	Richelle Dredge	kdpccl@hotmail.com
Vice President:	Charlotte Rodgers	
Secretary:	Rachel Ifield	kdpcsecretary@hotmail.com
Treasurer:	Amanda Sheehy	kdpcctreasurer@hotmail.com
Chief Instructor:	Richelle Dredge	kdpccl@hotmail.com

Operational Committee

Grants Officer:	Shirley Parker & Amanda Sheehy kdpcpresident@hotmail.com
Grounds Hire:	Charlotte Rodgers kdpcgroundshire@hotmail.com
Web / Social Media:	Charlotte Rodgers
Horse Welfare Officer:	Instructors
Zone 1 Representatives:	President and Secretary
Uniform Convenor:	Committee



Useful Links

Karana Downs Pony Club:

<https://karanadownsponyclub.wixsite.com/karanadownsponyclub>

Membership Sign Up: <https://pca.justgo.com/Account.mvc/SignIn>

Pony Club Association of Queensland: <http://www.ponyclubqld.com.au/>

PCQ Metropolitan Zone 1: <https://zone1.org.au/>

Equestrian Queensland: <http://www.qld.equestrian.org.au/>

“No hour of life is wasted that is spent in the saddle”.

Sir Winston Churchill