



Forest Hills Pony Club - By Laws

Updated May 2010

Authorised by the FHPC committee on 11th May 2010

Forest Hills Pony Club - By Laws

Updated May 2010

Club Facilities

1. The grounds at JJ Melbourne Hills reserve is a public sports ground and open for use by anyone, except when booked through the Warringah council booking office by FHPC. (Usually scheduled rally days and competitions).
2. You are not permitted to use the FHPC equipment (including the Arena) or ride at any pony club event until you have received your receipt for your membership fee and signed the risk waiver forms.
3. The equipment and jumps (including cross country) belong to FHPC and are reserved for the use by club members, unless expressly approved by the senior instructor, club captain or committee.
4. It is a condition of our use of the grounds, that we share and co-exist with the other groups such as the RFS and BMX club, so all issues and complaints should be directed through the Club Captain or President.

Horse stalls

5. The Horse stalls are rented out annually to members, at a price determined by the committee. Currently it is \$100 first year, \$75 second and subsequent years. When demand is greater than supply, the available stalls will be balloted by the treasurer.

Club Meetings

6. All minutes of the committee meetings and instructor meetings are placed on the club notice board at the next rally day for members to read.

Use of ODE course

7. Our policy is to restrict use of the course by other Pony Clubs for training days, due to wear and tear on the course and on the jumps.
8. Pony club riders are able to use parts of the course that are not closed or roped off, at their own risk, on non pony club days.
9. When the FHPC is holding the Zone ODE, the Cross Country course will be closed prior to the Zone event and the jumps are declared to be out of bounds. Riders (from any club) who break this rule are not able to compete at the Zone event.

The Dressage arena

10. The arena can be used free of charge by FHPC members and can be booked for exclusive use, through the club captain or senior instructor.
11. Members, who use the sand Dressage Arena, must be aware of and follow the Arena Management & Protocol policy.
12. The maximum time allowed per person for use of the arena is one hour. This may be extended if no one else is waiting to enter.
13. All horse manure must be removed from the arena.
14. The maximum number of horses allowed in the sand arena is three, except for official events.

Forest Hills Pony Club - By Laws

Updated May 2010

Footwear

15. All parent, volunteers and instructors must wear suitable footwear i.e. enclosed boots / shoes, whilst on the pony club grounds. This is for your own safety as the grounds are an old tip and metal or glass objects may be embedded in the ground.
16. All children (under 18) who are not members of Pony Club, are not allowed to enter the Horse area or the stalls during a pony club event or training day. This is because they are not covered by insurance.

Eligibility for membership

17. The minimum age for membership of FHPC is turning 6 years old in its first year at pony club.
18. The Maximum number of riding children is capped at 100 children members.
19. Every riding member under 16 must have at least one parent / guardian who is a paid up member.
20. For children under the age of 12, at least one parent must be available on the grounds at all times, otherwise the child may be asked to dismount and wait until their parent returns.
21. It is a condition of your Childs membership that each parent assists on a minimum of three rally or competition days.
22. Once rostered on it is the responsibility of each parent to check the duty roster and to replace themselves if they are unable to attend on their rostered day.
23. Failure to do so may result in your child being asked to leave pony club.

Working Bees

24. When families help (including parents) at the official working bee (s), an additional 5 points will be added to their child's annual point's score.

The three day rule

25. All members must attend three rally days to be eligible to ride in Zone events.
(Zone 23 by-law)
26. The three rally days may also include closed competition/instructional days.
27. The three days rule can be waived (by the ZCI) for new members if there has not been three instructional rally days held between their joining and the closing date for a zone event.
28. The three day rule applies to the rider only; horses must attend a minimum of one rally day and have been assessed by the senior instructor as suitable.
29. Special conditions apply for mounted games and polocrosse horses and ponies.
30. Leaving after the morning session is counted as a half day only.

Accidents

31. If any member has an accident whilst involved in a pony club event including practice or training sessions, a PCA accident report must be completed by the responsible instructor.

Forest Hills Pony Club - By Laws

Updated May 2010

Car parking

32. Cars must park outside the grounds in the outside car park.
33. Only cars with floats and tow vehicles may park inside the grounds, in the designated parking area.
34. All floats and car combinations are parked on 'first in best dressed' basis. Except during Zone events when a car marshal may direct where the vehicle is to be parked.
35. The gate to the grounds MUST be kept shut whilst horses are being ridden on the sportsgrounds and during all instructional days. This is a safety issue to stop runaway horse(s) leaving the grounds.

Horses

36. No trotting or cantering of horses in the car parking areas, only walking.
37. All horses must have water provided at all times in their stalls or when they are tied up.
38. The directions of the horse safety officer must be followed; they have the ultimate say on horse safety. No appeal is possible.
39. In the interests of safety, no mounting or dismounting of horses is to take place in between cars and floats, or in front of stalls. All mounting and dismounting to take place away from the cars.

Gear

40. It is the parent's responsibility to ensure that all their children's gear is safe and correct. If unsure seek out the advice of the Club captain or Chief Instructor.
41. All helmets must be marked with AS/NZS 3838 Standard Mark. (if it does not have its sticker, it is not approved)
42. Whilst Body protectors are not compulsory they are encouraged especially for Cross Country and Jumping. All members are responsible for their own safety equipment.

Club Uniform

43. The club uniform is detailed in your handbook and is available from the FHPC clothing shop.
44. The clothing shop is located in the club house and will be open most rally days for the 1 hour prior to the start of troop drill. Cash or cheque payment only, no credit will be given.

Rally Days

45. Rally days starting times are determined by the senior Instructor.
46. Pony club uniform is always worn at rally days and consists of a summer uniform and a winter uniform.

Gear check

47. Gear check will consist of 2 Gear checkers as rostered on by the Senior Instructor or Club captain.
48. Gear check position is located approx. 10 feet in from the rope fence. This has been moved to provide more room for the horses if they are moving about.

Forest Hills Pony Club - By Laws

Updated May 2010

49. If a gear checker finds a member whose gear is not appropriate, that person must be referred to the senior Instructor. The Senior Instructor needs to be informed immediately, so the gear can be rectified BEFORE the rally day instruction starts.

Junior Committee

50. Children over the age of 15 and who have obtained their C certificate are eligible to join the junior committee.
51. The junior committee encourages fellowship, citizenship, leadership and loyalty.
52. The junior committee is authorised by the committee to run official functions within pony club such as fun days and fund raising functions.

Safety Officers

53. The club takes the issue of safety very seriously. If you see any unsafe practice or situation, it is your responsibility as a member of the club to report it to the Safety Officer. This applies to the ground, equipment, club house and horse riding.
54. The club also has two horse safety officers, who are responsible for horse safety, you are required to follow their directions.

Website

55. The website is provided as a service to club members. Please check it for updates on what is happening, news items, club results, photos, and members contact details. Please ensure that your contact details are correct and updated with your photo.

Wet weather procedure

56. In the event of wet weather, pony club events may be postponed if the grounds are considered unsafe. Check the website for the latest update, or ring the wet weather contact number.

Helicopters

57. FHPC shares its grounds with the SES and Rural Fire Service. Sometimes helicopters are required to land at the grounds. If advised that a helicopter is about to land, move a safe distance away (towards the horse stalls) and stay with your horse.

Bushfire risk

58. The pony club grounds are located in a bushfire zone. In the event of a bushfire, stay at the grounds unless directed by the RFS to exit the area. If possible load the horses into horse floats to travel. If on horseback, do not use the pony track (along Mona Vale road) but use the Kamber road exit, under the direction of the RFS, who will guide you across Mona Vale road safely.

BBQ roster and Canteen Roster

59. It is a condition of membership that all members assist with either the canteen and/or BBQ.

Forest Hills Pony Club - By Laws

Updated May 2010

Outside Events

60. It is the responsibility of each member when attending outside events, to ensure that they have a copy of their Pony Club attendance and grading card. A copy of your card can be obtained from the club captain.

Code of Conduct

61. The club takes its members behaviour very seriously and has developed a code of conduct, as has PCA – NSW.

62. The FHPC Code of Behaviour dated November 27, 2005 has been adopted. Any breaches of the code of conduct will in the first instance be referred to the FHPC Committee.

Grading for Jumping

63. Before you can officially compete in showjumping, eventing or equitation you must be graded by the club senior instructor.

64. Grading can occur at any rally day that jumping is available. Please advise the senior instructor if you require grading.

Timing and judging your own child.

65. No parent or instructor in any role should time, grade or judge their own child. This is to ensure that we are seen to be fair to all children and no bias is possible.

66. If you are assisting on the field and your child is competing, then please ask someone to assist you by timing or judging your child.

Changing Groups

67. On Rally days all children are placed into groups by the senior instructor. Parents may not change their children out of groups they have been assigned to.

68. If a child has a concern over the group it has been allocated, the instructor of that group or parent can approach the Senior Instructor who will speak to the child and sort the matter out.

Dogs at Pony Club

69. JJ Hills is classified as a dog on leash grounds, but please be aware not all horses like dogs near them. Dogs must be on a lead at all times, tying (them) to floats to be discouraged. Dogs should be kept away from the food serving areas.

Road Rules

70. All FHPC riders are to obey the road rules, when riding to and from pony club.

Directions

71. Whilst on the field, all parents and volunteers must follow directions when given by an instructor or committee member.