

WAINONI PARK PONY CLUB INC.

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Members Handbook 2023–2024 Season



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WELCOME

First, we would like to say thank you for being a part of our pony club and extend a warm welcome to you all, whether you have previously been a member of another pony club, or are new to the pony club family.

This information handbook is for riding and non-riding members, parents and officials. It contains introductory information for those new to the Pony Club scene as well as information for each member to have at hand throughout the season. We imagine that riding members will be able to refer to this handbook and keep it in conjunction with the information handouts, learning aids, items of interest and of course the certificates and show results they gain along the way.

This handbook may be subject to updates and amendments from time to time, so it is best to refer to the online version for the most up to date information.

We wish you great experiences and many good times for the season ahead.

SAFE RIDING - HOPE YOU HAVE A GREAT SEASON!

WHAT IS PONY CLUB?

Pony Club is a youth-based equestrian organisation for people up to the age of 25. There are over 9,000 Pony Club members throughout NZ and Pony Club exists in 30 countries around the world. The mission of the NZ Pony Clubs Association is:

“To promote and improve the quality of riding and horse management coaching for young riders and their Coaches throughout New Zealand.”

The NZPCA website www.nzpca.org contains a wealth of information, including the Resource Manual which has the Mission Statement, Vision Statement, Fair Play Sport Charter and all the current Rules.

NZPCA Manuals, rule books, dressage test books and other publications can be purchased through the NZPCA online shop or at local tack shops.

Wainoni Park District

Wainoni Park Pony Club is known as a Club without Branches (Section 8 NZPCA Constitution) Our Club or “District” is a member of the Waitemata Rodney ‘Area’ Pony Club, which happens to be the largest and one of the most successful of the 18 Areas in NZ. Other Clubs within our Area are North Harbour, Kumeu, Waitemata, Warkworth, Wellsford and West Auckland.



Pony Club Syllabus

The Pony Club syllabus is structured into a series of tests that allow riders to achieve a succession of '**Certificates**'. The syllabus and certificate structure leads Pony Clubs in two key ways:

1. It allows us to grade our riding members into separate groups of similar ability; these are referred to as rally groups.
2. It helps us to structure a season teaching syllabus to ensure riders learn the required aspects to enable them to progress and successfully sit certificates.

Pony Club Manuals

Three manuals (books) contain the source of what is required at different certificate levels.

- Pony Club Manual No 1, which contains D, D+ & C certificate level information
- Pony Club Manual No. 2, which contains C+, and B, information
- Pony Club Manual No. 3 which contains H and A information

We recommend you get your own manual in order to complete your certificate work and increase your equestrian knowledge. These are available from Saddlery Warehouse or can be ordered on the NZPCA website through the Club Secretary.

You can find out more about Certificates and the rules applying to them on the NZPCA website www.NZPCA.org.

Rallies

Rallies are the backbone of Pony Club and involve small group instruction by qualified coaches on riding technique and horse management according to the NZPCA curriculum. Riders are given the opportunity to sit a practical riding test and theory exam (verbal, not written) to progress to the next certificate level.

At Wainoni Park Pony Club we have weekly rallies during the riding season (September to April). Riders are taught in small groups according to their age, riding ability, and certificate level.

Rallies are held on a **Tuesday night from 5.45–7.30pm**.

Adult rallies are held on a **Thursday night from 6.15–7.45pm** (minimum 4 riders). Riders at Adult rallies must be aged 21 or over.

Pony Club members have the opportunity to take part in fun days, equestrian activities and competitions across a variety of disciplines (dressage, eventing, show jumping, show hunter, mounted games, cross country, show cross, etc.). :

Rallies, activities and events will be listed on the calendar on the WPPC website.

ABOUT WAINONI PARK PONY CLUB (WPPC)

WPPC was formed in 2018, arising from the merger of Greenhithe, Rosedale and Whenuapai Pony Clubs.

WPPC is a club which accommodates a full range of rider capabilities ranging from beginner to expert — and you do not need to be experienced to join. The club runs a riders without horses programme for those who are keen to learn about caring for a pony before buying one.

Riders at WPPC are required to either own or lease their own horse or pony. Riders can apply to keep their horse on-site at WPPC, offsite at Brigham Creek Road, or find their own private grazing elsewhere.

As a club we are committed to ensuring that our members are given as many opportunities to compete as we can and members will be encouraged and supported in their competitive aspirations. However, we also do not lose sight of those who simply want to enjoy and be around horses — WPPC caters to all levels and interests.

Club Culture and Philosophy

At WPPC we aim to cultivate a fun, inclusive learning environment with a structured coaching regimen, giving members every opportunity to enjoy, learn, improve and develop in a safe environment. WPPC endeavours to make horse ownership as affordable as possible for members of our community. Pony Club members support each other in their commitment to care for and manage a horse or pony.

Club Grounds

The grounds at Wainoni Park in Greenhithe are leased from Auckland Council. The land is leased to the Wainoni Park Equestrian Trust, which has been set up to manage Wainoni Park for the benefit of WPPC and Greenhithe Riding for the Disabled (RDA). The two entities share the land and facilities and work in harmony for mutual benefit. We also have an additional 25 acres of grazing land at Brigham Creek Road in Whenuapai as an off-site grazing facility for our members.

Grazing

Grazing on-site is popular, but herd numbers are limited so there is a wait list for members who wish to take advantage of this option. On-site grazing at Wainoni Park is only available to riders aged under 25 years and priority is given to youth riders aged under 18 years. Grazing Members must attend at least 70% of rallies to retain Grazing Member status at Wainoni Park. Off-site grazing at Brigham Creek Road is available to Adult Riding Members.

To apply for onsite grazing and float parking please contact grazingwppc@gmail.com.

Club Facilities

The equestrian facilities at Wainoni Park have been constructed for use by WPPC and Greenhithe RDA. Members of both organisations have the benefit of full use of these facilities. It is acknowledged that Greenhithe RDA may have specific requirements in relation to the exclusive use of the arena at the Northern end of Wainoni Park and members will be notified of these and are asked to respect them.

Wainoni Park has facilities unparalleled on the North Shore including:

- All-weather floodlit 20m x 60m dressage arena
- All-weather floodlit 60 x 75m jump arena
- All-weather 50 x 40m sand arena (at RDA)
- Seasonal cross-country course (ground conditions permitting)
- Covered and uncovered yarding
- Large partially covered grooming shelter and tie-up area
- 4 dedicated wash-down bays with hot water
- Float parking
- On-site and off-site grazing (separate application and waitlist applies)
- Secure tack containers for onsite grazers
- 2 rehabilitation pens for onsite grazers
- Equipment and implement sheds
- Race running through Wainoni Park connecting Northern and Southern ends
- Clubhouse with office, kitchen and bathroom facilities

WPPC Paddock Layout



CLUB MEMBERSHIP

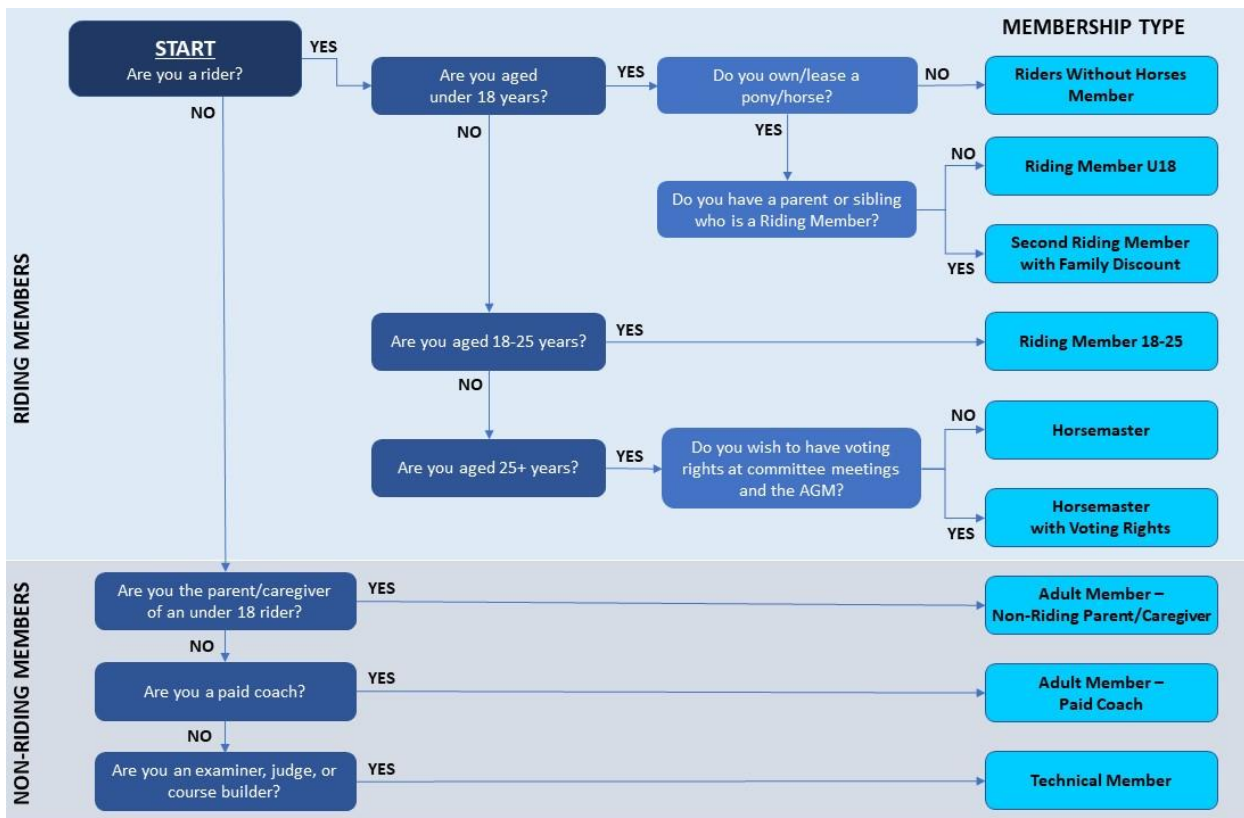
Types of membership

WPPC offers different types of membership for junior and adult riders and non-riders. 'Riding' members must own or lease their own horse.

Some 'Riding' members pay additional fees to become a 'Grazing' member and graze their pony/horse on-site at Wainoni Park or off-site at Brigham Creek Road.

'Non-riding' members are typically parents of riders aged under 18 or paid coaches, judges, examiners or course builders. Adult members have the rights to hold committee positions and vote at meetings. Parents form the stalwart contingent of running the club and all members contribute to maintaining the grounds and facilities.

The chart below can be used to work out the membership type most suitable for you.



Membership fees and levies

Club membership fees are set by all members at a General Meeting and are based on the cost to cover rallies and coaching expenses. Levies are set by the NZPCA and WRAPC at the Annual General Meeting and WPPC incorporates these into the membership subscriptions.

Other fees (Joining, Grazing, Float Parking, Ground Passes, etc) may be set at the AGM or by the Committee as appropriate.

Riding members new to the club are required to pay a one-off joining fee of \$50 + GST.

Families with more than one riding member are entitled to a 10% discount for second and third riding members.

2023/2024 Annual membership fees

Member Category	Club Membership Fee (GST inclusive)	+ NZPCA Levy
Riding member aged under 18*	\$353.00	\$45
Non-riding adult member	No fee	\$20
Riding member aged 18–25	\$353.00	\$45
Horsemaster	\$307.00	\$45
Horsemaster with voting rights	\$307.00	\$65
Second riding member with family discount	\$317.70	\$45
Riders without horses 10-week programme	\$135.00	\$45
Life member	No fee	\$20
Adult member - paid coach	No fee	\$20
Technical member - judge/examiner	No fee	No fee

**All members aged under 18 must be registered in association with an adult member.*

Note: The intent of a riding membership is for that member to ride their horse at the club. This does not preclude people riding or caring for a horse to assist a member for the good of that member or the horse. In such cases a casual riding fee will not be charged. However, if such circumstances are deemed inappropriate or excessive this will be referred to the committee.

Membership Requirements: Assistance & Working Bees

The costs of running the club and maintaining the grounds and facilities are massive. Some of these costs are covered by grazing fees, but the remainder needs to be done through grant applications and fundraising and all members need to be involved.

Minimum requirements for WPPC members

- Assistance of at least one adult per Riding Member at all events hosted by WPPC (e.g. Ribbon Day, Show Jumping Day, ODE, Open Nights, etc.) If you are riding in a club event, you or a substitute must help set up and/or clear up after.
- Assistance of at least one adult per riding member at all working bees (for grazing members) and at least 3 working bees for non-grazing members. All members under 18 years old must attend a working bee with a parent or caregiver. Non-attendees who have not arranged to complete their job at an alternate time will be invoiced a penalty fee of \$250 payable in 7 days. Non-payment is in breach of your grazing agreement/membership.
- Assistance as needed at rallies for set-up, pack down, dinner service, clean-up.
- All adult members and members over 18 years old will be assigned a role/job within the pony club that they will be responsible for throughout the season.

Additional duties for Grazing members

- Grazing members are allocated one task per family (that needs to be completed regularly) to keep the grounds running smoothly (e.g. taking bins to the curb every week, weed spraying, bathroom cleaning, arena harrowing, cross country jump maintenance).
- Grazing members also have regular paddock duties that they are required to complete e.g. trough cleaning, paddock set up, paddock harrowing, poo kicking (in winter), putting out hay, daily paddock check etc. These tasks are largely shared by the members in each herd on a roster basis. Wherever possible, we encourage the riders themselves to perform these tasks as they are part of the pony club syllabus (with the level of parent supervision depending on the age and maturity of the rider).
- Grazing fees are extremely reasonable considering the facilities available at WPPC however there is a large time commitment required (beyond the riding) to keep the Club well maintained and running smoothly. Please consider these requirements carefully before becoming a grazing member.

Minimum Requirements	Riding Members	Grazing Members
Assistance at all WPPC hosted events (e.g. ODE, Ribbon Day, SJ, XC, ShowX)	✓ (all events)	✓ (all events)
Assistance at working bees	✓ (3 working bees)	✓ (all working bees)
Assistance at rallies (e.g. set-up, dinner, clean-up)	✓	✓
Regular maintenance duties		✓
Regular paddock duties		✓
Committee role	optional	optional

CASUAL MEMBERS / GROUND PASSES

The club charges \$25 (including GST) per combination per day for casual (non-member) riders to use the arenas and grounds, subject to ground conditions.

A limited number of annual ground passes are available each season at a cost of \$450 (+ GST) for one year. Annual ground passes are suited to adult riders who want to use the club facilities without NZPCA-affiliated membership.

Club Uniform

Uniform item	Price	Compulsory for riders
WPPC polo shirt (ladies size 6 to 18)	\$46	Yes
WPPC kids polo shirt (age 6 to 14)	\$46	Yes
WPPC personalised hoodie (kids age 8 to 14 and ladies size 8 to 18)	\$65	No
WPPC kids raincoat* (size S to XXL)	\$50	No
WPPC adult raincoat (size S - XL)	\$55	No
WPPC Cap (one size)	\$20	No

*Kids raincoat: S=age 5/6, M=age 7/8, L=age 9/10, XL=age 11/12, XXL=age 13/14/15

No uniform is required for horsemasters.

Uniform items can be ordered through Nominate or directly from the club using the [WPPC Uniform Order Form](#) on the club website.

Please contact uniformswppc@gmail.com for any uniform queries.

CLUB COMMUNICATION - FACEBOOK

Our primary method of contacting you will be via email or our members only Facebook page(s). In order to keep fully informed, it is highly recommended that you join the members only Facebook page(s) and allow notifications. Please “Like” and “Follow” our Facebook pages to receive posts. Members should also be aware of information posted on the noticeboard in the clubhouse.

All grazing members communicate with their herd members and leaders using Facebook Messenger.

Members Only Pages - Facebook
Wainoni Park Pony Club - WPPC Members Only www.facebook.com/groups/657448821306702/
Wainoni Park Pony Club - On Site Grazers only www.facebook.com/groups/478910156290532
Public Pages
Website: www.wainoniparkponyclub.co.nz
Facebook: www.facebook.com/Wainoniparkponyclub/
Instagram: www.instagram.com/wainonipark_ponyclub/?utm_source=qr&igshid=MzNINGNkZWQ4Mg%3D%3D

Club Contacts

PHYSICAL ADDRESS	16 Orwell Road, Greenhithe, AUCKLAND 0632	
DISTRICT COMMISSIONER	Sarah Goldsbury dcwppc@gmail.com	021 661 862
PRESIDENT	Aaron Chubb presidentwppc@gmail.com	021 449 338
SECRETARY	Liz Panoutsos secretarywppc@gmail.com	021 265 1651
EVENT SECRETARY	Alison Rawbone eventswppc@gmail.com	021 252 5920
TREASURER	Mike Judd treasurerwppc@gmail.com	022 162 1474
BOOKKEEPER	Milly Farrand bookswppc@gmail.com	021 486 618
HEALTH AND SAFETY OFFICER	Tony Hutchinson hswppc@gmail.com	022 643 1832
HEAD COACH	Kate Tobeck coachwppc@gmail.com	021 206 1509
GRAZING MANAGER WAITING LIST	Anna Edwards grazingWPPC@gmail.com	027 207 6013

CLUB GUIDELINES, POLICIES AND RULES

General Code of Conduct

- NZPCA has its own Code of Conduct which can be found on the NZPCA website and we fall under this code.
- The Committee reserves the right to make exceptions to our policies, guidelines and rules in specific circumstances, where considered appropriate.
- We encourage good practice, behaviour, courtesy, consideration for others and appropriate actions for the good of the horses and ponies in line with the Fair Play Charter also to be found on the NZPCA website. To these ends, the committee is not actively seeking feedback on all misdemeanours etc. but would like to foster a self help/policing/advisory situation where members work with each other to follow our club policies, guidelines and rules. Remember, never complain sideways, always up!
- Should there be any breach of rules or any inappropriate behaviour or action by a member, WPPC will follow the NZPCA guide to managing breaches and misconduct. A copy of the Code of Conduct can be found on the NZPCA website.

Manners Etiquette — Respect

- Treat others with respect. Any rudeness is completely unacceptable.
- No smoking, vaping or swearing on the grounds.
- Please treat all Club (and other members') property with respect. If you or your horse inadvertently damages something, please notify the grounds manager or Club President and arrange for the repair or replacement.
- Always behave with consideration around other horses and riders — for example, do not canter past a person walking or leading their horse, or if someone is working their horse, do not ride through that area.

Gates and Security — Lock Up

- The driveway gate and the gates onto the public walkway must be hooked closed at all times and **padlocked** whenever the grounds are unattended. Do not assume that, because a car is on the grounds, someone is present — **if in doubt, LOCK UP.**
- All other boundary gates should be hooked closed and padlocked whenever they are not in use.
- **Gates into paddocks must be kept closed at all times. All gates you unlock need to be re-locked immediately. Any tapes opened need to be closed.**
- Electric tapes, including tape over cross-country fences, should be left as found.
- When undoing a combination padlock, always roll the numbers so the combination cannot be seen. Please keep the padlock attached to the chain, off the ground and closed.
- Keep the combinations for padlocks confidential at all times.
- Lock the tack containers and any building which is unattended — don't leave them open when you are elsewhere on the grounds.

Keep our Club Tidy — Put Gear Away

- Pick up all poo and empty the bucket or wheelbarrow in the poo pile.
- Keep the grounds and all buildings and facilities clean and tidy.
- Keep all tack, gear, feed, hay etc in their designated locations.
- Keep the tack containers and surrounding space clean and tidy.
- Hang rugs on the racks between the containers — do not leave rugs in the grooming bay or hanging on fences.
- Pick up and remove any rubbish (even if it is not yours) and place it in the bins.
- Remove dirty footwear before entering the clubroom.

Use of Grooming Bay, Wash Bays and Pens — Clean as You Go

- Pick up all poo and move to bin or poo pile — do not leave it in the bucket or wheelbarrow.
- All poo on concrete areas must be picked up and placed in the manure pile straight away. The concrete must be washed and swept so that all remaining manure is removed. If your horse pees, this must also be washed away with water and swept.
- Hoof clippings, clenches and other shoeing “remains” must be picked up and put in the rubbish bin immediately after a horse has been shod.
- All mess must be swept and tidied from the grooming area straight away, e.g. hair, nails, clippings and poo (not after you have gone out and ridden). This includes any feed/dirt/hay etc. which must also be swept and cleaned up.
- Only tie horses to baling twine on designated tying posts or rails via a lead rope to a halter.
- Horses must not be left loose (even when eating their feed) and unattended in the grooming area.
- Do not leave any feed unattended in the grooming bay, or anywhere else that another horse can or may get to it.
- When using the wash down facilities, please tidy the hoses when finished and be careful with the use of water. Turn all taps off when not in use.
- Please take note of anything written on the whiteboard in the grooming bay — this often tells you which paddocks are open and any other important information.

General Riding Rules

- **NZPCA approved & Tagged helmets must be worn at all times when riding.**
- No riding in a halter unless walking your horse to and from its paddock.
- Back protectors must be worn at all times when jumping cross-country fences. Ensure your back protector meets the required standard.
- Do not ride through or into a paddock with horses grazing in it.
- Whips and spurs should be used only when appropriate and not to excess.
- In an emergency, dismount: If a rider falls off and a horse gets loose, all riders should dismount.

- Obey instructions regarding "Closed for riding". This means no riding or any form of exercising, schooling or lunging.
- Please do not ride in worn tracks.
- Show jumps and moveable dressage arenas must be moved periodically to avoid ground wear.
- Any arenas and show jumps set up specifically for an event must not be used prior to the event.

Supervision

- If you are under 14 years of age, you must be supervised by a caregiver aged 18 years or over at all times.
- When jumping you must be in the company of another mounted person 16 and over or in the view of an agreed unmounted adult/caregiver.
- No galloping unless you are under a Coach's supervision.

Arena Use

Pick up all poo! If you cannot do it whilst riding, ensure you come back to the arena asap once your horse is tied up.

Small arena

- If you put any poles in the arena, please remove them after use (this allows for the arena to be properly harrowed and allows for other riders doing dressage practice the free use of the arena).
- If poles have not been put away and you choose to use them, please ensure you put them away in the correct area after use.
- Poles must be placed on the metal pole stands and not on the sides of the arena (the dressage numbers have been secured to the top of the rails to allow for harrowing and these are very quickly broken off if poles are placed against them)
- NO jumping at all in the small arena

Large arena

- Return jumps to the height and configuration you found them at.
- Assist with moving jumps and poles when the arena is harrowed.
- Change the layout of jumps/poles after harrowing to alter the riding line and prevent wear of the arena surface.

Arena Riding Etiquette and Riding Rules

- When approaching another rider head on, pass left shoulder to left shoulder.
- When in a situation you are unsure of, please call indicating where you intend to go e.g. "rail" or "inside" so there is no misunderstanding.
- When passing another rider from behind, please pass on the inside. Please let the rider know you are passing, vocalize "passing on the inside."

- Slower traffic should ride on the inside. Faster on the outside.
- The riders in the faster paces have the right of way on the track.
- A circle must give way to the outside track.
- Do not get too close to another horse as some may kick. Rule is one horse length away. Horses that kick should have a red ribbon in their tail.
- When stopping to make any kind of equipment or clothing adjustments, please move out of traffic and do so in the centre of the arena out of the way.
- Mount out of the way: Mount and dismount in designated area or in the centre of the arena, not on the track or in front of the ingate.
- Please look where you are going and where other people are riding. If you are unsure, vocalize what you are doing.
- You must always have contact with your horse when it is in the arena.
- Cooling down: stay on the inside track and do not block other riders.
- In an emergency, dismount: If a rider falls off, there is a power failure or a horse gets loose, all riders must dismount.
- Wireless headsets, headphones or equivalent are NOT permitted during open riding.
- Cell Phones can be answered if you go to the nearest corner out of the way.
- Only one horse can be lunged in the arena at a time.
- Be considerate: if someone is already in the arena doing flatwork - allow them to finish before going in and putting up jumps.
- If someone has a private lesson in the arena, be considerate. Coaches may ask for 5 minutes of solitary use of the arena to fully run through a dressage test, typically at the end of a lesson. Please step out of the arena for this.
- Please always be courteous and respectful to all other riders and coaches in this shared space.
- If you notice any maintenance issues or concerns in the arena or surrounds, please email secretarywppc@gmail.com.
- If one of your fellow riders isn't following the rules, give them a friendly heads-up as to the arena requirements.
- If you are cleaning up your horses' poo and notice that there is more there – clean it up too! Next time someone will do it for you. Let's all work together to create a great Club and a great environment to learn and have fun.

Using the Race

- Horses may be ridden at a walk along the race connecting the Northern and Southern ends of Wainoni Park. All care must be taken when crossing the public walkway. Horses must give way to members of the public using the walkway and riders must take care to follow instructions relating to gate security, details of which will be notified to members from time to time.
- When using the race, members are asked to be considerate of neighbours whose properties are adjacent to the race, keeping noise to a minimum and being respectful of the neighbours' privacy.

Cross Country, Show Jumping and Use of Paddocks

When conditions permit that the grounds are open for riding:

- Never ride through or into a paddock with horses grazing in it.
- All gates that you unlock need to be re-locked (especially gates leading onto the road and walkway areas). Any tapes opened need to be closed.
- Existing cross-country fences may be jumped until 2 weeks prior to an event held at WPPC using the cross-country course (ODE or Show Cross). New fences may not be jumped until after the event for which they were built.
- The Grazing Officer or Cross-Country Committee may close individual fences, or the course, for ground condition or safety reasons.
- Electric tapes must be replaced after use.
- If show jumping in the paddocks, move the jumps to prevent wear of the ground in front or behind the jumps. If you see that the ground is wet or a horse is damaging the ground when jumping please stop (even if the grounds are still officially open.) Don't wreck the paddocks!

Road Riding

- When road riding, it is most important that you and your mount are safe. Bright clothing must be worn, preferably a bright high vis safety vest. If needed, ride in company or have a walker with you. If an unsafe situation arises, coming off the road to be safe is acceptable. Return to the road as soon as you are able to do so.
- As a matter of course, do not ride on the grass berm or verge; the hoof prints are not appreciated.
- Do NOT ride on private property or driveways.
- **Any horse manure on the public road and footpath must be picked up as soon as possible. If you cannot do it whilst riding, please go back straight away and pick it up..**
- Road riding on public roads must be done in a saddle and bridle. Bareback and halter riding are not permitted for safety reasons.

Parking and Cars

- 5kph speed limit at all times on pony club grounds including paddocks.
- Park in designated areas only. Back into a parking spot so that backing onto the driveway is not required. Take extreme care when reversing.
- No parking or driving along the race or in paddocks without the permission of a committee member or for grounds maintenance, event set-up or in emergencies.
- Do not drive past the hayshed on the race.
- The car park is for car and trailer parking and for horses to access different areas of the club, but they are not to be tied up, groomed, tacked up or fed in the carpark.
- If paddock access allows, avoid riding through the car park.
- Do not warm up your horse in any of the areas around the containers, around the

club house, roads or race.

- No float loading/unloading of horses or parking floats in the dog club carpark.
- Do not park in the dog club car park when they have their meetings and competitions- usually Tuesday and Wednesday evenings and some weekends

Utilities — Lights, Water, Electricity

- Please turn off any/all lights once you have finished in an area, e.g arena and grooming bay lights — even if you didn't turn them on.
- Please be careful with water — water to the grooming bay is tank supply.
- Do not mix feeds in any of the sinks.
- If you turn the electric fence unit off to set up fencing, remember to switch it back on.

Property/Equipment/Tools

- Equipment and tool containers/sheds are accessible only to members over 18 years of age.
- Tractors may only be driven by persons approved by the Committee.
- If anything is damaged, first try to repair it and then if unable to do so report to a committee member so it can be repaired or replaced.
- All tools and equipment removed from storage for use **MUST** be returned to storage immediately after use and locked away securely — cleaned and refuelled where appropriate.
- Storage buildings must be kept locked at all times, not left open while working elsewhere on the grounds.
- If you empty a fuel container, please refill it — get a receipt and send it to the Bookkeeper for reimbursement (bookswppc@gmail.com).
- Keep storage buildings clean and tidy — put all tools away where they belong, on shelves, hooks, etc.
- Do not stand, climb or swing on gates, or swing on fences.

Dogs

- Dogs must be under control at all times and **MUST** be on a lead during rallies.
- Dogs in the carpark must be kept under supervision to avoid any accidents with vehicles.
- Dogs are not permitted in the clubhouse, arenas or grooming bay area **at any time**.
- Dogs are not allowed on club grounds during show or event days.
- You must pick up your dog's poop and dispose of it accordingly.

Attendance and Absences

- Members are expected to attend all rallies in full uniform and be punctual. If your horse cannot be ridden, you should still attend, in uniform, and participate in your group. If unable to attend, you should advise your Coach or Head Coach as soon as practicable beforehand.
- If you are selected for a Club or Area team, you must inform the organiser as soon as practicable if you are unable to attend. If there is a cost to this event you will still be liable for it if a replacement cannot be found.
- The NZPCA five rally rule applies to any rider wanting to sit NZPCA Certificate tests or to compete in NZPCA selection events or competitions at Area, Zone or National level — refer to the NZPCA website for details.

Clothing, Uniform and Turnout

- Any clothing and footwear worn when handling horses and ponies must be safe. Anyone around horses should be in appropriate footwear with closed toes.
- **Clothes for any riding:**
 - **Riding footwear** with a heel and only minimum tread must be worn.
 - **Helmet.** A properly fitted, securely fastened, correctly maintained and NZPCA approved helmet must be worn whenever mounted (see NZPCA website for a list of approved helmets). Only helmets with an NZPCA approved Yellow Tag can be worn.
- **Club Uniform** is to be worn at rallies. This consists of a cyan WPPC shirt, or red Waitemata Rodney Area Representative shirt if you have represented your area at a NZPCA Championship event, beige or black jodhpurs and long or short boots with a smooth sole and heel. Black jodhpurs can only be worn at rallies, not when representing the club at events. Boots and uniform should be clean, hair should be tidy and tied up away from the face in a neat plait, ponytail or bun. No jewellery should be worn, except a watch which is optional. To represent the club we would expect a very high level of turnout.
- **Horse:** for rallies the horse's body should be clean, the mane and tail clean and well brushed, and eyes, nose and dock clean. Hooves should be clean and, if shod, the shoes in good order.
- **TACK** must always be correctly fitted, clean and in good repair. All horses must be ridden in an appropriate, correctly fitted bit during rallies. Approval from the Head Coach must be sought if wanting to ride in a bitless bridle.
- For more information on uniforms, please refer to the NZPCA website.

Grazing

- Let the owner or a committee member know if you see a horse lame, unrugged or in trouble.
- For grazing policies, procedures, expectations and rules please refer to the grazing contract held by the grazing officer (grazingwppc@gmail.com).

HEALTH AND SAFETY

Please ensure you observe the following health and safety rules. Please familiarise yourself with the Risk Management Schedule for rallies which indicates risks and procedures for Wainoni Park Pony Club. There is a copy of this in the grooming bay and in the club house as well as on our website <https://www.wainoniparkponyclub.co.nz/health-and-safety>.

- 5kph speed limit at all times on all pony club grounds.
- Back into parking spots so that backing onto the driveway is not required. Take extreme care when reversing.
- If paddock access allows, avoid riding in the car park.
- All accidents and near misses must be reported here: <https://www.wainoniparkponyclub.co.nz/health-and-safety>. The health and safety officer must also be informed via email. If a horse is involved, the owner, Herd Leader and/or Grazing Officer should be advised as soon as possible.
- If you find any broken equipment if possible, please place somewhere that it cannot be harmful to members or their ponies, and notify a member of the committee as soon as possible.
- When lifting where possible share the load. Loads over 10kg require two people to lift. Wear sturdy footwear and gloves.
- Wear sturdy covered footwear around horses.
- Do not stand on the float/truck ramp behind a horse when unloading.
- Never tie a horse to a float that is not attached to a vehicle.
- Horses must be on lead rope, lunge or bridle at all times when out of the paddock.
- Riders should warm-up their horses well away from the parking area and where horses are being tacked up. There must be no cantering past these areas.
- Red ribbons should be worn on the tails of horses that kick.
- Non-riding children must be under supervision at all times.
- In case of emergency please call 111 and evacuate to the float parking area keeping clear of the access driveway.
- **Concussion: At events, competitions, during Pony Club rallies, private lessons or general riding, a rider may suffer a fall resulting in a concussion.** A Concussion is a type of mild traumatic brain injury, which can cause temporary loss of brain function. It may or may not cause loss of consciousness. A rider must not compete or participate in mounted Pony Club events or riding activities for a minimum of twenty-one (21) days following a concussion, without a doctor's written clearance.
If a rider is under eighteen (18) years old, consent from a parent/caregiver/guardian is also required in addition. Should the rider compete without the required doctor's clearance, they do so (at their own risk) and take full responsibility. Wainoni Park Pony Club and NZPCA holds no liability for injury caused to a rider or horse/mount.

EVENTS, CLASSIFICATIONS, SHOWS

General Information

The club holds events for members only (closed events) and also puts forward teams to compete within the Waitemata Rodney Area. Please contact your Coach or the Head Coach if you wish to be considered for any PC or Teams competition.

Information about upcoming PC and other events will be posted on Facebook and on the club website.

Club Events

Club events may include those listed below. All members entered in an event must provide help setting up prior to the event as well as helping on the day including pack down.

ODE — One Day Event

This is a competition open to all riders with entries required in advance. The competition consists of three phases: dressage, cross country and show jumping. Dressage tests are nominated in advance. The Dressage is the first phase, riders then go on to do their show jumping and cross country, with any faults incurred added to the dressage score. To compete at an ODE, horse and rider must be fit, able to jump competently and the rider must be able to control their horse in open spaces at canter.

Intro 65 cm
Pre Training 80 cm
Training 95 cm
Open 105 cm

ORD — Open Ribbon Day

A competition open to all riders, with a number of “rings” covering various levels of horse/rider age or ability, ie Kindy ring is for young, novice riders; Open Hack ring is for experienced riders on full-height horses. The definition of these levels differs from club to club, so it is important that you check the programme you receive when entering. Normally entries are taken on the day and you can enter for a full day or a half day. The flat (non-jumping) classes are held in the morning and the jumping classes are held in the afternoon. Classes are set by the organising club and the competitors are told what to do by the ring steward and/or judge. Usually you stay at the same ring/level all day. At Pony Club ribbon days, the rider's dress is generally only taken into account in the turnout class and Champion round. Correct dress is: jacket (may or may not be compulsory depending on event), light blue collared shirt and mid blue tie, light coloured jodhpurs, boots and an NZPCA approved helmet.

Derby/Show Cross Day

A type of jumping competition. Classes vary from pony club to pony club. A derby class is normally a mixture of show jumps and cross country jumps, judged by the fastest round with the least faults.

Camp

Fun overnight adventure on-site or off-site for riders and horses.

District Events and Area Interclub Team Events

See Area Calendar on website.

Waitemata Rodney Area Interclub Team Competitions - Show Jumping, Show Hunter, Eventing, Dressage

One or more WPPC teams are selected to attend these events and compete against other Club teams from within our Area. The teams will be selected based on WPPC closed competition and/or selection criteria.

North Island Teams Show Jumping Championship

A Club team is selected to attend this. The standard is high:

Riders age 13 and under jump up to 1.05m;
age 14-16 jump up to 1.15m; and
age 17+ start at 1.10m.

The team competes against other Clubs within the North Island.

Foxton Pony Club Show Hunter Championships

Club Teams event hosted by Foxton Pony Club. Selection by WPPC closed competition and/or selection process.

Inca Cup Games

WPPC puts up a team of six riders to attend the Club selection day. The team is made up of two riders aged under 14, two riders aged 14-16 and two riders aged 17+. Other riders who have not been selected may also enter the competition as individuals. A Club Team is selected to attend the Area Team selection day. Any rider who attends the Club Selection day may also attend the Area Selection day as an individual, if not selected in the Club Team.

Inter-Club Pre-Training & Training Horse Trial

Keep a note of your Horse Trial (ODE) results during the season and fill out the selection form if you are interested. WPPC will select a team based on these results.

WRAPC Area Trials for NZPCA Championships - NI Dressage, Eventing, HOY Show Jumping

NZPCA Champs is the pinnacle event for a Pony Club competitor. An Area team is selected to attend this. The standard is high. Please let the Head Coach know if you are interested in selection. The criteria for entry is circulated to Head Coaches each year.

NZPCA Dressage Champs is the pinnacle event for a Pony Club horse Dressage competitor. An Area team is selected to attend this. The standard is high. Please let the Head Coach know if you are interested in selection. The criteria for entry is circulated to Head Coaches each year.

Teams are selected to attend this. The teams are selected on the basis of results from the inhouse competition and /or selection process. The team competes against other Clubs within the Waitemata Rodney Area.

Inter-Branch Zone Games (Area selection day)

WPPC puts up one or more teams of five riders to attend the Area selection day. The Head Coach chooses the WPPC teams. The teams are made up of riders of any age. The five best Area teams are selected to go to the Zone final. This is really good fun and a great competition well worth attending.

Zone Games-Northern Zone Final

The 5 top scoring Branch teams from the Area selection go on to compete at the Northern Zone Final.

NZPCA North Island Games Championship

A team from each Area is selected to go on to compete at the North Island Championships.

Timberlands Team Horse Trial

Club Teams event hosted by Timberlands Pony Club. Selection by WPPC closed competition and/or selection process.

Development Squads

Any Pony Club member from within the WRPC Area may apply for selection to the Dressage or Horse Trials development squad. Riders who have been members of NZEF Talent Squads for Dressage or Horse Trials are ineligible. There are some other criteria, please see the nomination form.

Policies on Payments, Subsidies and Draft Riders

Please contact the Club Secretary (secretarywppc@gmail.com) regarding policies on payments and subsidies.

- Coaches — according to qualifications and experience.
- Payments for Dressage Judges for Dressage at ODEs, S/J, etc.
- Subsidies for Members undertaking Coach courses.
- Subsidies for Members undertaking certificate exams.
- Subsidies for Members representing the club in official teams.
- Policy regarding payments to Coaches for adult rallies.
- Entry fees for draft riders.

ABBREVIATIONS, DEFINITIONS AND GLOSSARY

NZPCA	New Zealand Pony Clubs Association Inc
WRAPC	Waitemata Rodney Area Pony Club Inc
WPPC	Wainoni Park Pony Club Inc
GRDA	Greenhithe Group, Riding for the Disabled Inc
DR	Dressage
	BRT — Beginner Riding Test
	JRT — Junior Riding Test (series of dressage tests from the “blue book”)
	IRT— Intermediate Riding Test
	SRT — Senior Riding Test
SJ	Show jumping
SH	Show Hunter
XC	Cross country
TD	Technical Delegate
YR	Young Rider
HC	Hors Concours: if you wish to enter/compete at an event out of your level (ie at a lower level) you may usually ride “HC”, but this means you are not eligible for any prizes.
A & P	Agricultural and Pastoral (sometimes A & H – Agricultural and Horticultural) Shows. The next step up from Ribbon Days. A&P Show entries are taken in advance. You need to send for a programme and usually you enter by the class. Prize money is given. If you are planning to attend an A&P Show, it is a good idea to get advice from other A&P Show competitors as standards are high. Your pony will need to have a current height certificate.
RTR	Round the ring — a type of jumping done at A&P shows and some ORDs when there is no formal show-jumping course or competition.
ESNZ	Equestrian Sports New Zealand (formerly NZ Equestrian Federation and previously NZ Horse Society). The ruling body for dressage, show jumping, horse trials and endurance groups. ESNZ provides rules and regulations for their member groups for competitions from local to international levels. Rules sometimes differ from PC rules, therefore if you are unsure of a rule, ask someone more experienced, and if possible, look it up in the appropriate rule book. To compete at most ESNZ competitions, you must be a member of the ESNZ and your horse must be registered for that type of competition.
ESNZ Dressage	Tests are often used for Pony Club as well. Lowest level to highest: preliminary, novice, elementary, medium and advanced. Each placing obtained is worth so many points (for the horse) and after a certain number of points are gained, the horse is upgraded and can no longer compete at lower levels, regardless of who is riding. (unless downgrading permission is granted). Note: Pony Club dressage is usually ungraded so you can compete in any test. Dress: as for dressage phase of

an ODE.

ESNZ SJ & SH

All Pony Club members are welcome to attend these days. You do not need to have your pony or hack registered at the start, but if you win prize money you will not be able to collect it unless your mount is registered with NZEF. Show jumping is judged on clearing fences within a time limit. Show hunter is judged on the horse's style as well as jumping ability. Dress: jacket, shirt, tie or stock, helmet, boots and jodhpurs.

ESNZ Horse Trials

The lowest level of horse trial is a training trial (this is similar height to a Pony Club training event). These are often open to non NZEF members and unregistered horses. After this you must be a member and your horse registered. The next level is a Novice Horse Trial — equivalent to Pony Club Area Trials. Dress: As for ODEs (Back protectors are compulsory).