

MEADOWBANK PONY CLUB INC

MEMBERSHIP RULES AND CONDITIONS



INTRODUCTION

These rules and conditions govern membership and associated rights and obligations of all Members of Meadowbank Pony Club Inc and are designed for the safety of all Members and visitors, the welfare of horses and ponies, and to ensure that the Club enjoys the highest reputation with local residents.

Edition: September 2021

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MEMBERSHIP

Applications for Membership:

Any person who wishes to become a member of the Club must apply in writing on the official application form with all details correctly completed.

All applications must be signed by the applicant for Senior membership or a parent/guardian of a Junior member applicant and once approved immediate payment of the application fee which shall be non-refundable.

The Committee reserves the right to reject or accept any application for membership as they see fit.

Membership Conditions:

By applying for membership of the Club, the applicant (including parents or guardians of applicants for junior membership) agrees to be bound by:

- A) these Rules and Conditions;
- B) decisions of the President or the Committee provided for in these Rules and Conditions; and
- C) the New Zealand Pony Clubs Association Rules and Regulations for Areas, Clubs and Branches.

In the event of any conflict between these Rules and Conditions and the NZPC Rules, the President shall determine which provision takes priority.

Junior Members

Junior Members are not entitled to exercise the power to vote at Club meetings, therefore it is required that the parent/guardian of a Junior Member becomes a financial Member which entitles them to voting rights and a place on the committee.

Suspended Membership (Leave of Absence):

Members who wish to withdraw from riding membership and grazing for a period of time may apply to the committee for Leave Of Absence. On their return they will be given priority on the waiting list for a grazing space, provided that their financial membership is maintained. This means that annual subscriptions must be paid. Members who are leaving the club for short periods can retain their grazing place by continuing to pay their full grazing/maintenance fees.

The grazing contract is a seasonal contract. Therefore horses which are taken out and grazed elsewhere for short periods during the winter season or the summer season must have their grazing fees paid in advance to Meadowbank Pony Club without interruption. If a horse is to leave mid-season and will not return for that season, then payment of grazing fees will cease and the particular grazing space will be relinquished for the remainder of the season. Those members electing to take their horses off for the winter season are not required to continue to pay grazing through that time to retain their priority grazing order.

Membership Fees:

Membership fees are as set out in Schedule 1. In addition to annual fees, a joining Fee of \$300.00 is due when a member first joins. Fees payable in subsequent years include annual Club subscriptions and levies to Auckland District Pony Club, Auckland Area, and New Zealand Pony Club Association.

The Committee will review all fees from time to time and notify changes by the Club's website or otherwise as the Committee sees fit. Any change in fees shall be deemed to be incorporated in Schedule 1 with effect from the date stipulated by the Committee as the effective date for new fees.

Members agree to pay membership and other fees as set by the Committee from time to time in consideration of continued membership of the Club.

RALLIES

Attendance

Riding members must attend a minimum of seventy five percent of rallies per season for membership and grazing seniority to be retained. Attendance will be measured for compliance before Christmas and again at the conclusion of the season. If seventy five percent of rallies have not been attended, members will lose their seniority in grazing and their horses will be placed in grazing wherever the committee considers appropriate. If rally attendance is unacceptable to the committee, horses will not be considered for winter grazing.

It is assumed all junior members will be attending rally unless they advise the Head Coach and Rally Co-ordinator no later than 5pm Monday prior to rally. Non-attendance that has not been notified to both Head Coach and Rally Co-ordinator will incur a \$10 non-attendance fee. This is due to the fact that coaches need to be confirmed prior to rally. On occasion due to circumstances such as illness or injury of horse or rider on the day this fee may be waived at the discretion of the Rally Co-ordinator or Head Coach.

Riders must attend the whole rally and be ready to ride on time. If they are late, or leave the rally early, they will be marked present for only half the rally. Rallies and Horse Management lessons must be attended if certificate record cards are to be signed. Completed certificate record cards must be presented at examinations.

Competitors in pony club events and candidates in pony club certificate exams must have participated in at least five working rallies during the twelve months prior to the event or its closing date for entry. Three of these rallies must be mounted on the horse to be ridden in the competition or exam. The District Commissioner may give dispensation to good pony club members who have been unable to fulfil these requirements if they apply in writing to the District Commissioner. Similarly, a member must have ridden a horse at three rallies before competing for the trophies belonging to the Club. The President may give dispensation to a rider who has not been able to fulfil these requirements, provided they apply before the event.

Dress Code and Horse Care:

On rally days all riding members must be correctly dressed in Pony Club uniform of light coloured jodhpurs, Jodhpur boots, Meadowbank Pony Club polo shirt and approved helmet. Jackets may be worn for warmth.

All saddlery and gear must be clean and serviceable and will be checked for safety and cleanliness before the ride. Horses and ponies must be groomed with their hooves showing proper care and attention.

Safety:

When a ride breaks up, either for a break or at the end of the rally, riders should move off at a safe pace.

Riders must at all times show respect to, and obey their instructors. In the event of an emergency all riders should immediately dismount and hold their horses or ponies.

Please ensure you have read and understood the H&S Risk Assessment forms for Rallies located in our club house window. An electronic copy is also available if requested.

Riding at Rallies:

On a rally day, the Show Jumping and Dressage Arenas, Telephones 1 and 2 paddocks are closed for riding 2 hours before and 1 hour after the rally.

If a horse needs working in before a rally, permission to do this will be granted at the discretion of the committee or head coach.

Rally Assistance:

Set up and clean-up for rallies is a weekly expectation of riding members and/or their parent/helper. This does not count as a Working Bee. All riding rallies, events, specialized days and any organized pony club activities must be carried out under the supervision of an instructor.

Supervision:

All members under the age of 18 (junior members) must have a supervisor aged 18+ present at rallies if they are riding. As well as supervision (note this is not the role of the coach) the supervisor will be expected to assist with tasks such as adjusting jumps, or in the case of arena work, ensuring the arenas are raked, and all droppings removed. Where a supervisor is not present, the parent/guardian must appoint someone 18+ to be that members supervisor, and advise the Head Coach and Rally Co-ordinator prior to rally commencing.

Dogs:

There are to be no dogs at rallies, events, training clinics .

WORKING BEES

Club Working Bees:

Members, and the parents of Junior members, must provide the Pony Club with a minimum of 9 hours working bee labour during each membership year plus such further hours set at the discretion of the President.

Failure to supply working bee labour on the date specified for the working bee will result in the member being charged a \$100pp working bee levy. Attendance and hours at the working bee will be recorded by the working bee manager. There is no longer an option to do the working bee hours at another date and time. Alternative dates may be suggested at the discretion of the working bee manager. Failure to attend, provide labour on the working bee date or pay the \$100 non-attendance levy could result in a loss of seniority for grazing, or taken into consideration for grazing privileges.

Paddock Working Bees:

Paddock Working Bees may be organised by the Paddock Manager as she/he deems necessary, and each grazing member is required to participate. Paddock Working Bees are additional to Club Working Bees.

Non-grazing members are exempt from Paddock Working Bees.

Event Working Bees:

Help with preparing and running is an expectation of each and every club member and does not count as a working bee day. If you are riding in a club event, you or a substitute must help set up and/or clear down. The Committee reserves the right to deny a rider entry in an event if no help is given.

Every Member or a parent of a junior member must attend at least one Event Working Bee each year and perform an Event Day Job during at least one Event each year.

Non-grazing members must contribute to Event Working Bees.

EVENTS

Events Support:

Money made from events such as, ODE's, Open Days, Ribbon Days and closed Club trophy events enable us to function as a club, offering a high standard of instruction, providing necessary equipment and maintenance of the property.

Members are expected to regularly support Events by entering to compete and volunteering to help on the day of events.

All members must provide at least 1 member plus a family participant (adult helper) to help at Open Days. A provision of a suitable pony club mount that can be used for pony riders is required, unless by agreement with the Open Day organiser your horse is deemed unsuitable. If 1 member + 1 helper cannot be provided a \$150 non-attendance fee will apply. This fee reflects the importance of Open Days for MPC fundraising.

GRAZING RULES: Will now form part of the grazing application. A separate addendum is available if required.

GENERAL RIDING RULES

Only financial Members and those given permission for casual use of facilities may ride on the grounds. Non-members (e.g. friends, relatives) of Members are not permitted to ride Members' horses on Club grounds without the permission of a Committee member and the riding Member must ensure that the non-member is familiar with Club rules, and has completed the required administrative documents. This is intended for friends and family to have a one-off ride. Permission must be sought also for members of other pony clubs to ride on Club grounds. Parents of Members may ride Members' horses, provided they are NZPCA financial members. Siblings of members may ride their siblings mount 5 times during a season for free. Once they have ridden more than 5 times, they need to join as a Facilities User.

Jumping:

On non-rally days riders should not practise jumping, enter bush trails, or use the cross-country course unless accompanied by one other person and/or supervisor (if required).

When using the Show Jumping Paddock, jump stands may not be changed if they are set up and flagged. If poles are removed they should be replaced. If poles are used as trotting poles, they must not be left on the ground after use.

Supervision:

It is the sole responsibility of the parent/caregiver to ensure Junior Members (NZPCA members aged under 18 years) have adequate supervision when riding or being on Pony Club grounds including rallies:

- Members aged under 16 years must be supervised by a responsible adult aged 18 years and over at all times.
- Members aged from 16 to 18 years who hold their C certificate or higher may ride together without adult supervision, however, there must be a responsible adult aged over 18 years if they are jumping.
- Members aged 18 years and over are permitted to ride by themselves, however MPC suggests that these riders use caution and carry a mobile phone at all times. Members aged 18 years and over are not permitted to jump alone.
- 2 members aged 14-16 who hold their C certificate or higher may be on club grounds together (non-riding) ie tacking up, grooming, feeding.
- A supervisor must always accompany a junior member under 16 when crossing the road. The supervisor should have direct control of the horse.

Riding Helmets:

All riding members, including adults and instructors, must wear the correct NZPCA approved helmet and carry the correct tag as specified in the NZPCA rules. The helmet must be worn whether riding on Club grounds or on the road, fitting correctly and chin strap secured.

Back Protectors:

The Club strongly recommends to members that backprotectors be worn, especially for novice rides, or difficult horses. Riders must wear the correct NZPCA approved back protector and display the tag as specified in the NZPCA rules when doing Cross Country.

Halters, Straps and Stirrups:

Horses and ponies must not be ridden in halters or head-collars, except if walking to/from a paddock within the paddock grounds. If they do it will be considered at their own risk and must comply with all other rules ie helmets, supervision.

Suitable footwear must be worn while riding with stirrups – the footwear should have a heel and ideally would not have a heavily textured sole which could get caught in the stirrup iron.

Neck straps may be used for training.

Roads and Reserves:

ALWAYS USE THE PEDESTRIAN CROSSING OUTSIDE THE CLUBHOUSE when crossing St John's Road. Never attempt to cross the road except on the crossing.

Outside the Club grounds the Road Code and Auckland City Council By-Laws include the following requirements:

- Riders must ride on the left side of the road and as far to the left as is practicable.
- Riding is not permitted on the grass between houses and streets (the berm) or on footpaths or reserves-
- Riders must be in single file.
- Riders must always wear an approved helmet with the chinstrap secured.
- A horse being led must be kept on the left of the leader (i.e. the horse must be away from the traffic).
- If a horse is being ridden at night (an activity strongly discouraged by the Club) riders must wear clothing with reflector patches and carry a lit torch.
- **Any horse dropping deposited on roads or footpaths must be immediately removed. We suggest carrying a plastic bag with you at all times.**

Riding through Sunhill Garden car park is not permitted.

CLUB GROUNDS AND FACILITIES**Paddocks and Arenas:**

Riding is permitted in all paddocks during the riding season, usually beginning in October and until the end of May.

During the winter (June to the end of September), the grounds may be open for walking and trotting only, at the discretion of the Grazing Committee/President.

While the grounds are closed only the Dressage and SJ Arenas may be used for riding. Manure must be removed from the arenas immediately.

Arena maximum numbers:

SJ Arena – Max 5 (unless in a group lesson)

Large Dressage Arena – Max 5 (unless in a group lesson)

Small Dressage Arena – Max 4 (unless in a group lesson)

Lunging

Riding members take precedence over horses being lunged, any member that wishes to lunge needs prior approval from head coach unless they hold their B certificate.

Paddock Security:

One key to the locks is supplied free to members. Extra keys may be copied or purchased from the club. The keys unlock all paddock gates and the door to the locker room. Always carry your paddock key. Shut and lock all gates behind you when you enter or leave a paddock.

Dogs

Dogs are to be kept on leads around the clubhouse, rally pens and in paddocks where horses are grazing. No dogs allowed on rally nights.

Water Troughs:

Report all leaks, broken hoses, ball cocks, etc IMMEDIATELY

Sick Pens:

There are small paddocks and covered pens beside the stables for the use of sick, lame or injured horses.

THE SICK PADDOCKS MAY NOT BE USED WITHOUT PRIOR APPROVAL OF THE SICK PENS CO-ORDINATOR

Members must follow the Sick Pen Rules on the board inside the area and refer to the sick pen rules document for use of the undercover sick pens.

Rally Pens:

The pens and wash-pad below the Clubhouse should be used for all grooming and tacking up. Horses must be securely tethered and not left unattended. The pens must be cleaned of manure immediately after the horse is removed from the pens to be ridden or to be returned to a paddock.

Members must follow the Rally Pens Rules on the board in the rally pens area.

Club-House:

Members must ensure the Club-House is kept in a clean and tidy condition and securely locked when not in use. Any damage must be reported to a Committee member immediately.

Holding Pens:

Members travelling to an event may use the Holding Pens beside the upper Dressage Arena. These pens are used on a first-in first-served basis and must be cleaned out immediately after use.

Access:

Access to the sick pen/Pines paddocks through Scarbro's yard should be respected at all times. Cars must travel very slowly. Horses should be led or ridden with extreme caution. All horse droppings must be immediately removed. The gate from the Club into the yard must be kept locked at all times to prevent access by vehicles not belonging to Club Members. Scarbro's own gateway and driveway should not be used by horses or vehicles.

Shoeing:

All shoeing must be done on the concrete pad outside the sick pen stables or in the rally pen area. Members must sweep up every nail clipping and all rasping's and place in rubbish when the farrier has finished with their horse. Discarded shoes may be hung on rail neatly for recycling to scrap metal.

Clipping:

Clipping must be carried out by an experienced person. All hair must be cleaned up off the ground immediately.

Car, Truck and Float Parking:

The area by the Rally Pens and lawns around the clubhouse are for people and cars only. Horses must be kept away from here, unless passing through, floating, or on event days.

Floats and trucks must be kept only on the permitted area. Parking should be agreed with the Committee. Trucks must not be parked on the lawn or in paddocks except on Event days and as directed by the Committee.

Members may park in front of the Pens and visitors should park on the grass around the clubrooms. Cars must not park in the area beside the wash-pads as floats need to have access to the hoses after being used.

Grass parking will be closed during winter.

GENERAL RULES

Private Instruction:

Members may receive private instruction on Club grounds, but no private instructor can expect to have full exclusive use of our facilities at the time of the lesson. It is the responsibility of the Member to ensure that the club rules are made known to the instructor.

Non-members cannot receive instruction on club grounds except on specially arranged courses approved by the Committee.

Buddy Scheme

MPC runs a family buddy scheme and it is expected all families and riding members participate in and support new members when they join the club.

Smoking & Vaping:

The Club supports a smoke free policy

Smoking & Vaping is absolutely forbidden on club grounds Members found smoking & vaping in these areas will be suspended from the Club for a period at the discretion of the Committee.

.Communication:

These Membership Rules and Conditions, including Schedules will be updated from time to time. The current edition at any time will be available on the Club's website at all times and Members are required to be familiar with them. Updates will be specifically notified on the website.

Our primary method of contacting Members individually or in groups will be via Facebook, Whatsapp, Messenger and email. The Club will apply the following policies to these forms of media:

Email Policy:

1. Media is only for official use
2. Media can be used judiciously to advise members of items that are of benefit to them, e.g.; horse dentist dates
3. Lists are not to be distributed outside the club
4. Communication chain of command: Complaints to the entire membership on selected issues/complaints may not always be appropriate. In the first instance inform your Paddock Manager. The Paddock Manager in conjunction with the Grazing Coordinator and Committee will send the appropriate communications to those specifically affected.
5. Any offensive or defamatory communication among Members will be treated as a breach of the mutual respect the Club expects Members to observe and will be considered a disciplinary matter by the Committee. Members must comply at all times with notices posted at the Club under the authority of the Committee.

Health & Safety

Meadowbank Pony Club takes the Health & Safety of its' members and members of the public very seriously. All members must adhere to the rules & at all times understand that safety is paramount. Members who disregard the rules will be subject to disciplinary action as determined by the committee. Meadowbank Pony Club has identified and notified Hazards and it is the responsibility of all members to advise the Health & Safety officer if they become aware of new or previously unidentified hazards.

All accidents and near misses on club grounds must be reported to the H&S officer immediately, This should be via the website form

Before any event can be held, a Risk Assessment must be documented identifying all potential hazards and how MPC will mitigate/manage these. The Risk Assessment form for Rallies is displayed on the club house window.

Please make sure you are familiar with the Meadowbank Pony Club Branch Constitution found on our website.

New members:

Please ensure you have requested our Meadowbank Induction Booklet as it has lots of great tips & information.

DEFINITIONS

Adult Member	an approved member aged 25 years or over who has paid all relevant subscriptions and fees
Club	Meadowbank Pony Club Incorporated
Committee	the committee of Members elected in accordance with NZPC Rules
Facilities User	an approved person who has paid the relevant subscription
GFU	Grazing Facilities Member (these members are not NZPCA members and as such have no voting rights).
Horse	a horse or pony
Junior Member	an approved member aged less than 18 years who has paid all relevant subscriptions and fees
Member	an approved member of the Club who has paid all relevant subscriptions and fees
NZPCA Rules	the New Zealand Pony Clubs Association Rules and Regulations for Areas, Clubs and Branches
President	the elected president of the Committee
Senior Member	an approved member aged 18 years or over and less than 25 years who has paid all the relevant fees and subscriptions

AGREEMENT OF MEMBER

I, _____ (Name)

of _____ (Address)

Hereby agree to observe and be bound by these Membership Rules and Conditions, including all future amendments as may be made from time to time under authority of the Committee.

I release and indemnify Meadowbank Pony Club Inc and all Members, Committee members and the President in respect of any injury or damage howsoever caused, arising out of activities in or on Club facilities or grounds (including but not limited to horse riding) and agree to release and discharge all such persons and the Club from all actions, suits, proceedings or other claims for losses, damages penalties costs or expenses arising from or in connection with such activities.

(Signature of Adult or Senior member or Parent / Guardian of Junior Member)

Dated at Auckland this _____ day of _____ 20

SCHEDULE 1: FEES

<i>Details</i>	<i>Member Under 25yrs</i>	<i>Guardian of member under 18yrs</i>
Joining Fee	\$300.00	
Annual Subs (20% discount if more than 1 family member)	\$200.00	
Auckland Area PC Fee	\$25.00	
Auckland Area Fund Raising	\$10.00	
Auckland District PC Fee	\$30.00	
NZPCA Fee	\$40.00	\$15.00

The joining fee of \$300.00 is only paid once when a member first joins. Fees payable in subsequent years are annual subscriptions and levies to Auckland District Pony Club and New Zealand Pony Club Association.

Grazing fees are set prior to the winter or summer season commencing and communicated to all members. Compulsory pasture costs are in addition to this.

Grazing applications are made separately to membership application. Membership does not automatically guarantee a grazing place.

SCHEDULE 3
AMENDMENTS TO RULES AND CONDITIONS

By Authority of MPC Committee meeting, Monday 11 March 2013.

Increase in Winter Grazing levy.

By Motion of MPC Committee meeting, 13 May 2013, and by approval at MPC Annual General Meeting Thursday 23 May 2013.

Increase in Joining Fee and MPC Annual Subscription.

By Authority of MPC Committee meeting, Monday 12 August 2013.

Club Working Bee amendment reducing non attendance fee, and removing option for completion of works on alternative day.

By Authority of MPC Committee meeting, Monday 7th October 2013.

Change of age restrictions for supervision of junior members, riding alone and riding at rallies.

Administrative amendment in consistence with NZPCA requirements.

Amend General Riding Rules regarding individuals' eligibility to ride on MPC grounds.

Updates to Grazing Policies as approved by committee as committee meeting, Tuesday 10 May 2016

By Authority of MPC Committee meeting, Tuesday 14th June 2016

Significant change to Supervision rule

Addition of Health & Safety Rule

Removed Sub Letting Rule

Changes to Rules about Dogs on Grounds

Multiple amendments to several rules for clarification and removing duplication

By Authority of MPC Committee Meeting 9th May 2017

Minor updates to wording to standardise use of same words in Rules.

Removal of windsucking as a noted vice on grazing form.

By Authority of MPC AGM 17th May 2019

Minor updates to wording, clarification around supervision for members 14-16 not riding.

Update of communication methods to include Facebook, Whatsapp, Messenger

**APPLICATION FOR MEMBERSHIP TO THE AUCKLAND DISTRICT PONY CLUB
MEADOWBANK BRANCH**

Please print in BLOCK letters

Please tick membership category you are applying for:

Junior Member 8-17 yrs ____ Senior Member 17-25 yrs ____

Non-riding member ____

Members Surname _____

Members First Name _____

Address _____

E-mail _____ Date of Birth _____

Home Phone _____ Mobile Phone _____

Any special needs or requirements _____

Certificates _____

Have you been a member of any other Pony Club? _____

If so, which branch? _____ Has your resignation been accepted? ____

PC Level currently riding at if applicable _____

Other Riding Experience

Horses Paddock and Show Name _____

Age _____ Sex _____ Colour _____

Height _____ Breed _____ NZEF Registration # ____

Horses Previous Pony Club Experience (if applicable) _____

Branch _____

Horse's Other Experience ie grazing situation/with other horses/with same sex

Parents' Names _____

Occupations _____

Parents experience with horses _____

Previous school/sports/volunteer work _____

Areas/Services you can help with _____

I agree to abide by the rules of the Club as shall be laid down and amended from time to time. I declare that the above particulars are true and correct.

I hereby assent to my son/daughter taking part in all Pony Club activities and that he/she will at all times abide by the rules as laid down by the Auckland District Pony club and the Meadowbank Branch.

I further agree to be responsible for ensuring that all fees are paid by the due date. I am an interested parent who will supervise my child, assist with the care of his/her pony, attend working bees and assist with Pony Club activities.

Signature of applicant

Signature of parent or guardian

Date _____

Please enclose two testimonials and return to the New members coordinator via email newmembers@mpc.kiwi.nz or in person at , 337 Kohimarama Rd, Kohimarama, Auckland.

(Testimonials can be from a pony club, riding school, current grazing owner, school teacher, riding or sports instructor, neighbor or family friend of long standing).