



ZONE 20

2019

PONY CLUB CAMP

Tumbarumba Showgrounds
Sunday 13th January to Saturday 19th January 2019

General Information

Enquiries to:

**Camp Secretary –Administration, Applications & Queries (after 5pm) – Karen Shore –
0428482328**

Georgie Scammell – 0419329831

Jacque Brooksby – 0447476672

Officer in Charge – Marylou Hodges – 0408 401 210

Zone Chief Instructor – Rider/Horse queries – Kim Felton – 0419844141

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ELIGIBILITY: Junior members of any Pony Club may apply. Riders must be able to walk and trot on their own and care for their horse with supervision. Riders under 9 are day pupils only and must camp with their parents at night (No Dorms) Led riders will not be accepted. **All applicants must be financial members as at 1st January 2019.**

APPLICATION PROCESS: Entries must be received by Friday 19th October 2018 and must be included as part of a club application summary form from your Pony Club. Camp is limited to 150 riders. In the event that more than 150 applications are received preference will be given to the following applications:

- ❖ Zone 20 Riders will be given first preference
- ❖ Riders that are regular attendees at club rallies and/or Zone events
- ❖ Applications received by the required date on a club summary form (late applications will be given lower priority)
- ❖ Riders over the age of 10 (under 10 riders with older siblings will be given higher preference)

A summary report of confirmed bookings, along with general camp details will be sent to club secretaries in mid-November. Unsuccessful applicants will be advised in mid-November and placed on a waitlist in the event of cancellations.

FEES: Fees are **\$240.00 for one child, \$215.00 for the second child and \$190.00** for third and subsequent children from the same family. In addition, riders who are not supported by a full time adult helper must pay an additional \$100 per rider.

CANCELLATIONS: Cancellations received prior to Friday 30th November will be entitled to a refund less an administration fee of \$100. Cancellations after this date will be required to supply a vet or medical certificate to receive their refund. No merchandise orders can be cancelled after November 1st.

ADULT HELPERS: All families must provide at least one full time adult helper for the duration of camp. Only siblings are able to share an adult helper.

SET-UP: All clubs will be allocated a job for set up on Saturday 12th January. Some larger jobs may be shared between clubs and club coordinators will need to communicate with each other to organise this. Club coordinators details will be provided.

PACK UP: All clubs will be allocated pack up roles on Friday 18th and Saturday 19th. On the Saturday, all beds, luggage, etc. must be packed and removed from the dormitories by 8.30a.m.

SIGN OUT & STREET PARADE: The street parade is scheduled to commence at 10.30 am on Saturday 19th January and will be followed by presentations on the main oval after which riders may be signed out. All children must be signed out by 12 noon.

MEALS: No Lunch is provided on the first or last day however there will be a fundraising BBQ for those requiring lunch. All other meals during camp are provided. Meals prices as follows

- Full Time Adult Helper \$120.00.
- Child Helper Meal Ticket (aged 12 +) \$75.00
- Child Meal Ticket (under 12) \$50.00
- Individual Meals (Non-Helper) \$20.00

Individual meal tickets are available for purchase from the Camp office between 9.00 am - 5.00 pm daily.

Please advise if you have any special dietary requirements on the Family Summary form

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FRIDAY NIGHT ENTERTAINMENT: To be confirmed closer to camp.

ELECTRONIC DEVICES: All electronic devices must remain either in the rider's campsite or the dorm. Zone 20 takes no responsibility for any damage to devices people choose to bring to camp.

MEDICAL: All medical conditions need to be fully disclosed. A First Aid Officer will be in attendance at the Camp.

WORKING WITH CHILDREN: All adults present at any venue used by the Zone 20 Camp, aged 18 years and over, must provide their WWC number on the camp form. To apply visit the Working with Children website and then obtain an approval number from the Roads and Maritime Services (RMS).

CITIZENSHIP AWARD: The Keith and Rita Ferry Award will be presented at the conclusion of camp to a rider who shows citizenship and contributes to camp life.

CHANGE OF HORSE: If for some reason there is a change to the horse an applicant is bringing to camp, prior to camp commencing, please advise your Chief Instructor who is to then advise the Zone Chief Instructor immediately. Once camp commences if a horse cannot continue due to illness or injury a rider may borrow ONE horse for the remainder of the camp. This must be done with the ZCI's approval to ensure the combination is safe. If at any time the new combination is deemed unsafe their participation at an activity will be modified at the instructor's discretion. The ZCI is to be notified of this. If your horse is unable to attend a session you will attend unmounted.

DORM SUPERVISION: If these roles are not filled by Full or Part Time Helpers then a roster will be created with all clubs being assigned dorm duty, based on the numbers from each club.

GEAR CHECKS: ALL HORSES AND SADDLERY WILL BE INSPECTED at your clubs assigned time on Sunday. The signed inspection slip is then to be presented at the Office and the child signed in.

DOGS: No dogs will be permitted on any part of the showground controlled by the camp committee and this includes any other grounds used for troop work during the camp. Dogs are **NOT PERMITTED** on the oval side of the creek and around the dormitories.

PARKING: All cars are to be parked off the roadway. Due to space confines please only park one vehicle per camp site. All other vehicles to be parked in signed car park. The car park between the dorms and the office is reserved for Dorm mums and camp executive.

OFFICE HOURS: The Camp Office will be open 8:00am to 6pm during camp.

CAMPING: Camping sites are available at the Tumbarumba Showgrounds for families who are filling a full time helper role. Sites must be pre booked to ensure adequate space is available. Bookings are from Saturday to Saturday. Any additional nights must be noted on the application form and extra fee paid. Participants in the 2019 camp are welcome to arrive from 2pm onwards on Thursday January 10th. Powered camp sites are allocated as forms arrive. Payment from your club must accompany your forms. Powered sites are not allocated until payment has been received. Powered sites are limited, so if you are set up for free camping, please consider the non powered sites to allow room for those who are not set up.

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Rider Information

WHAT TO BRING FOR YOUR HORSE

- Bridle, saddle, halter/headstall, multiple saddle cloths.
- Horse rug – it does get cold at night in Tumbarumba even in summer
- Grooming gear. Rake and shovel for cleaning horse yards (a family may share).
- Feed and large water container, both of which must be clearly marked with name of child and club.
- Extra buckets for carrying feed and water to horse yards.
- Grass hay and white chaff is provided for the duration of camp. You will need to bring any other feed required.
- Suitable storage for gear (such as your float) will be needed at the yards. No horse gear is allowed in the dormitories.

WHAT THE RIDERS NEED

- Each child must bring bedding (bed, mattress, pillow, etc) suitable for a cold climate.
- Unbreakable dinner plate, cereal bowl and mug, cutlery, tea towel and a bag to hold all the eating utensils.
- Adequate changes of riding clothes. In case of rain - raincoat and rubber boots.
- **Collared shirts are required.**
- Riding boots, brush and polish, NSW PCA approved riding helmet, full Pony Club uniform for Street Parade.
- Extra clothes for wearing after riding, swimsuit and towel (a clothes horse is handy for wet clothes/towels).
- Toiletries. Basic first aid kit: bandaids, sunburn cream, lip cream for sore lips and aspirin/paracetamol.
- Medications - in a separate bag clearly labelled, handed in at the office when signed in, along with instructions regarding administration
- Dirty clothing, in a suitable bag, can be collected by meeting your children outside the office and returned to them the same way

Please label everything. No parent is to enter the dorm without permission

GENERAL INFORMATION

- Try to arrive at the show grounds by 8.30 am on the Sunday but most people arrive Saturday and riders camp with their parents on that night.
- Each pony club is assigned a block of yards and a map will be displayed at the yards.
- All riders must be saddled and ready for their clubs allocated gear check. Clubs need to attend as a group.
- Unsaddle and take your gear-check confirmation slip to the office and sign your child(ren) in to camp. All adults will also be required to sign in at the office.
- Once signed in those staying in the dorms may set up their beds.
- At 1.00 pm assemble out the front of the dining room for a brief address by the camp OIC. Helper role meetings will follow this.
- Riders will be instructed when to saddle up for their first session. Troops will be posted on the side of the office wall.
- All horses are to be **SHOD** before entering the Camp and any shoeing found necessary during the Camp will be done at the parent's expense. Exceptions may be made to this rule and you will need to contact ZCI Kim Felton to discuss this
- The Vet recommends that the horse be hand fed (this means hay, chaff) for at least 2 weeks prior to the Camp in order to minimise the danger of colic.

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CAMP TIMETABLE: The camp runs on a reasonably tight time frame as follows:

6.00 – Rise and dress	1.00 - Over to yards to water horses & saddle up
6.15 – Clean yards and feed horses (chaff)	1.30 – Line up & move out for second activity
7.00 – BREAKFAST	4.30 – Return, clean yards, feed horses (chaff)
8.00 – Over to yards to water horses & saddle up	5.00 – Free time
8.30 – Troops line up for gear check move out to first activity	6.30 – DINNER
11.30 – Return, clean yards, feed horses (hay)	7.30 – Clean yards, feed (hay) & rug horses
12.00 – LUNCH	9.00 – Lights out

CAMPING

Camping sites are only available to families providing at least one full time helper. All camping is at the Tumbarumba Showgrounds and is to be booked with this application. Camp sites are for the week commencing Saturday 6th January 2018 and ending Saturday 13th January 2018. Additional nights must be noted on the application form and extra fee paid. **All camping will be assigned – do not assume you will be allocated the same site as last year.** Please contact the office on arrival for your allocated camp site. Campers are also asked to only take up their allocated site

Camping Enquires to:

Camp Secretary	Karen Shore	0428 482 328
Officer In Charge	MaryLou Hodges	0408 401 210

Unpowered site for 2 adults/2 kids \$90/week	Powered site for 2 adults/2 kids \$130/week
Extra people over age 5 \$30/week	Extra nights \$15

The amenities block on the other side of Lauder St, adjacent to the Sports Oval & Swimming Pool, is for the use of campers in the showgrounds only. The amenities block is opened at 6.00 every morning and locked again at 10.30 at night. Two toilet blocks are situated at either end of the oval within the showgrounds. Persons staying in the Caravan Park are not to use the amenities block. No one is to use the toilets/showers at the end of the Dining Hall, these are for riders in camp ONLY.

Alternative accommodation for people who do not wish to camp at the Showground is available at:

Tumbarumba Hotel	6948 2562	Tumbarumba Caravan Park	6948 3330
Union Hotel	6948 2013	4Bears Café B&B	6948 3228
The Elms Motel	6948 2494	The Bowling Club Motel	6948 2016
Sunnyside lodge B&B	6948 3200		

For those arriving before Saturday January 12th extra charges for camping will apply. No camper is to arrive before 2pm Thursday January 10th as Zone 20 does not take control of the grounds until then. All amenities will be available from this time.

Merchandise

All merchandise is to be ordered on the enclosed form and returned with your camp booking forms. Payment for merchandise must accompany camp payments. Please fill your forms out carefully as exchanges are not possible.

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Payment

Please note that Zone 20 Camp are in the process of opening a new bank account, please don't use the one you have in previous years. An email will be sent out at a later date with new account details once the account is opened.

ADULT HELPERS – JOB DESCRIPTIONS

In order to be a FULL TIME helper you MUST BE AVAILABLE EVERY DAY DURING CAMP FOR ASSIGNED DUTIES. Persons not fulfilling their helper role will be asked to pay the non-helper fee.

Outriders: are required to accompany troops out to the various locations where activities are held. They are to be competent riders on sensible horses capable of coping with the camp/pony club environment. Camp is not the place for educating young horses or riding unpredictable older horses. The ZCI reserves the right to defer individuals to other roles if rider and/or horse are deemed unsuitable for this role. Outriders must be current financial riding members of PCA NSW (for insurance purposes) and wear an approved helmet. Rider & horse must be capable of leading horses if required.

Horse Feed Distribution: This role involves distributing horse feed to the designated locations in the yard area prior to the 4 designated feed times. Chaff is fed 6:15am & 4:30pm; Hay is fed 11:45am & 7:30pm. Feed **MUST** be distributed **BEFORE** riders return to feed their horses. Heavy lifting of hay and chaff bags is required.

Cleaning: Required to clean boys and girls toilets and showers in both halls each morning and toilets at the Racecourse and Top Block. You will be required to complete a final clean on the Saturday morning at the conclusion of camp.

First Aid: Must hold a current first aid certificate and ideally be (or been) employed in a medical field. You will be required to respond to first aid situations as they arise and determine if an ambulance is required. First aid duty will be broken into 2 shifts - AM shift (8.00 am to 1.30 pm) or PM shift (1.30 pm to 6.30 pm). You will need a mobile phone so you can be called when required.

Drinks: Prepare and distribute drinks and fruit to troops in the morning and afternoon. Drinks helpers will have access to a vehicle they can use to take drinks out to the troops. You may need to cater for more than one troop and deliver to more than one location. Drinks need to be available to troops for the entire session. This role also includes: washing bottles, re-filling and packing into crates.

Dining Room: You are required to assist with the set up (1/2 hour prior to serving), the serving and cleaning up (after the meal has finished to wipe tables, sweep the floors and spot mop as necessary) of the designated meal. You are required to assist with 2 meals per day to be deemed a 'full time' helper. Dishwashing coordinators are also required as part of this role.

Instructors: will be coordinated by ZCI and are required to be either: Probationary, Level 1, Level 2 or NCAS Instructor. Instructors may either be mounted or unmounted (indicate on booking form). If mounted must be a current financial riding member of PCA NSW and be wearing an approved PCA NSW helmet.

Dorm Duty: involves sleeping in the dorm and supervising children from 7.30 pm to 8.15 am. Children require active supervision until they are all asleep. Encouragement with showering and cleaning teeth nightly and assistance in the morning so they can get to the yards on time. If there are not sufficient Full-Time Dorm Supervisors **clubs will be put on a rotation based upon numbers. This means if your club has riders in the dorms you will be required to provide dorm supervision.**

Day Supervision: (To be split between the Cleaning and Dining Room Helpers) Required to supervise children over the lunch break -11:45am to 1:45pm and from the conclusion of riding activities 4.30 pm, until Dorm Supervisor arrives 7.30 pm. During this period children are restricted to area immediately in front of main hall, dormitories and the oval. Ideally you will coordinate activities/games but at the minimum 'keep an eye' on them!

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This role will also include coordinating and supervising children who participate in swimming activities on each afternoon of camp (from approximately 4.30 pm to 6.00 pm). Accompany children across to pool, supervise them there and bring back again.

Yard Supervisor: Clubs without an outrider or instructor can nominate a yard supervisor to assist the younger members of the club as needed. They are to ensure junior members are saddled safely prior to each session. They will also ensure the wellbeing of all horses in their club. Yard supervisors are to allow clubs with no outriders/instructors to have a supervising adult present to help their club. You will need to be present in the yards whenever the riders are in the yards.