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DISTANCE RIDES

For pony club distance rides, including those for the “K” Certificate, association Record of K Distance Ride Cards should be used. All distance rides must be carried out under adequate supervision following the guidelines as listed in this section.

VETERINARY STANDARDS AND PROCEDURES

(As taken from N.S.W. Endurance Riders Association rules.)

PRE-RIDE CHECK

1. Horses must be examined prior to the ride to establish resting heart rates and temperatures. The heart and respiratory rates can then be used as a comparison with rates recorded during the ride. An abnormal temperature could indicate the presence of a virus or other sickness and the horse concerned should not participate in the ride.
2. A check must also be made for any lameness or abnormality that would indicate the horse is unfit to participate in the ride. Minor injuries such as girth or saddle galls should be noted on the K Distance Ride Card so that they are examined at each check point.
3. As far as is possible the horse's normal gait should be determined at the pre-ride check. Any unusual features should be noted on the K Distance Ride Card so that it is not later mistaken for lameness. The use of mechanical devices such as hoof testers should be withheld until a horse is judged to be lame and hence unfit to commence the ride. Pressure and restriction techniques can then be used to demonstrate the cause of lameness.

CHECK POINTS AND FINISH

1. Procedures at check points are designed to establish which horses are fit to proceed and those which, if allowed to proceed, would become exhausted or lame. The criterion is thus designed to predict those which will become exhausted before this happens.
2. An estimation of fitness can best be obtained by firstly observing the horses as they arrive at the check point and by obtaining heart and respiration rates after a 30 minute interval. Temperature readings may also be taken however these are considered to be of less importance. Abnormal temperature Readings will generally confirm stress already indicated by the heart and respiration rates.
3. A horse must be disqualified from the ride if:
4. Its heart rate fails to recover in 30 minutes after arriving at the check point to a figure of or below 55 beats per minute at the first check point and 60 beats per minute at the later check points and at the finish.
5. In the opinion of the supervising veterinarian any factor that indicates the horse could be harmed if it is allowed to continue in the ride. This could be indicated by poor recovery of respiration or heart rates (even though the heart rate is below the maximum figure indicated above), by lameness, stiffness, tying up, excessive dehydration, serious lesions such as cuts, girth or saddle sores.

6. The horse shows lameness or undue distress at the 30 minute check after the finish of the ride.
7. Heart and respiration rates are often quite high upon arrival at a check point but after 30 minutes must have dropped to a relatively normal level if the horse is to continue. The heart rate should be regular in intensity and beat. Respiration rates will vary considerably with different weather conditions (heat and humidity). At the 30 minute interval they should be satisfactory, given the prevailing conditions. The respiratory depth is important in assessing the horses' fitness to proceed.
8. Heart and respiratory rates must be taken over a full minute to ensure accuracy. If the reading is influenced by excitement or disturbance of the horse a further reading should be taken. The procedure of taking rectal temperature will excite many horses and hence heart rates should be taken before temperatures.
9. The examination for gait must be made at the 30 minute check after the heart rate and respiration recordings. Horses should be led on a loose rein on a hard but smooth surface at both the walk and trot. Checks for lameness are important as care should be exercised in the interpretation of gait abnormalities. Signs of "tying up" are grounds for disqualification, as are abnormalities due to pain and lameness.
10. The temperature reading is useful only in conjunction with other readings and observations. Horses which have a temperature of 40 deg. C. (104.8 deg. F.) at any time during the ride normally will not be fit to continue.

RULES FOR TRAINING RIDES OF LESS THAN 80 KM.

(To be used for "K" Distance Rides)

1. At all rides of less than 80 km. a vet gate must be established at a point as close as possible to 16 km. after the start. At the vet gate any horse arriving with a pulse rate of 55 b.p.m. or under will be allowed to pass through without delay. Horses arriving with a pulse rate in excess of 55 b.p.m. will be held for a period of 15 minutes when they may be re-presented to the vet and if found to be sufficiently recovered may then continue. Horses presented at 15 minutes and found to be still over 55 b.p.m. at that time will be disqualified. Horses held at the vet gate will NOT have the time deducted from their riding time as this would destroy the incentive for riders to exercise judgement and care in bringing their horse into the vet gate in a condition that would allow them to continue without being held up. At a point 1km. before the vet gate a sign warning riders must be placed e.g. VET GATE 1 KM". After passing this sign riders are not allowed to dismount or stop the forward movement of their horse for any reason. If the position of the vet gate makes it not possible for riders to be observed in their approach to the vet gate additional stewards must be placed so as to be able to supervise this rule. Horses will be eye ball examined by the veterinary stewards as they approach the vet gate and riders may be asked to trot the horse out for a more detailed examination and lameness check. If requested to do so riders may not refuse. This examination must be done after the pulse rate has been checked and if the horse is to be held at the vet gate, the check for lameness will be carried out only when the horse has recovered sufficiently to be allowed to continue.
2. Maximum distance that horses are allowed to travel between veterinary inspections is 30 km. Any ride which is over 30 km. from the first vet gate to the finish will require a second vet gate. The procedures to be followed at this second vet gate will be the same as for the first.

3. Horses must be over 4 years old to take part in a distance ride. The criteria of age will be that the horse has a full mouth of permanent teeth erupted, the corners need not be in wear but must have cut the gum and be visible. Registration papers are of no value in regards to the aging of the horse and the only acceptable qualification will be the mouth as described above.

ROAD SAFETY FOR PONY CLUB RIDERS INFORMATION FOR RIDDEN HORSES AND HORSE DRAWN VEHICLES

Few riders can escape riding on roads near or with traffic. No matter how good a rider you are in the arena or on a cross country course, you will always be challenged with issues of safety for you and your horse while riding on the roads.

In most situations, drivers will mostly think two things about horse riders on public roads:

- you shouldn't be on the road (which is not correct) or ;
- you can completely control your horse at all times, and therefore do not need any special considerations as another road user

Traffic volumes are increasing and through lack of education and life experiences, most drivers do not understand the likely behaviour of horses they are passing on the road. In addition, by law riders must take responsibility for their actions on public roads.

To make our riding experience on roads a safe and pleasurable one, due courtesy and consideration must be given to all other road users.

The aim of this booklet, in conjunction with the Australian Road Rules (including the Driver's Handbook), is to promote responsible, considerate and courteous riding on the roads by all riders. It will also promote the training of horses to be on roadways and roadside trails.

It will raise the rider's awareness of safety, and encourage them to dress in clearly visible clothing and to participate in any riding and road safety horse and/or rider training courses.

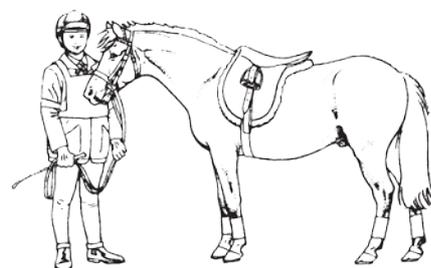
1 Are you ready for the road?

Pursuant to the Australian Road Rules, the horse is considered a vehicle on the road and is therefore permitted to be ridden or driven on the road.

Whilst you and your horse have every right to be on the road it is in everybody's best interests for you to be highly visible and obey the road rules.

Wear something that will help you be seen.

Light-coloured, bright or (ideally) fluorescent/reflective items will help especially in poor visibility. Reflective material can be seen in headlights up to three times as far away as non-reflective materials (i.e. fluorescent). Carriages are required to have indicators



BE SEEN TO BE SAFE

ALWAYS USE FLUORESCENT/REFLECTIVE LEG-BANDS, BESTS AND HAT COVERS.

HORSES BEING LED ON THE ROAD SHOULD HAVE REFLECTIVE STRIPS ON RUGS AND LEG BANDS.

How to Prepare

The Horse: Before you take a horse onto a road, make sure you can control it in a broad range of situations. The horse must be obedient to your aids. For safety, keep horses' hooves and shoes in good condition. Young, inexperienced or untrained horses are not suitable to ride on roadways.

The Rider: Before riding on the roads you should be a competent rider. Understanding of the current edition of the Australian Road Rules (Driver's Handbook) and its advice to all road users is essential. Riders should practice the skills required for riding on the road, before leaving the safety of an arena. Young, inexperienced or riders without good control of their horse in a broad range of training situations should not be on roadways. The novice horse (the horse being trained to ride on the road) should always travel in the company of an experienced horse/rider combination. It is generally safer for the novice horse and/or rider to travel behind the more experienced combination, or on the side away from traffic.

Consideration and courtesy

Good manners play an important part in riding on the road: Consideration and courtesy shown by horse riders to other road users helps foster good relations between all road users. Riders, drivers and horse handlers should always thank courteous vehicle drivers. This can be done through:

- Smiling
- Nodding & waving
- Saying thank you

Novice or nervous horses

If you think that your horse will be nervous of traffic, ride with other, calm and steady horses. Avoid main roads and peak traffic times. Working your horse first in an arena will help with a "tune in" to the riders' instructions. Accustom the horse to cars, cycles and motorbikes in a controlled situation first (off the roads). Plan to expose the horse to as many objects & situations that could alarm it before riding out onto public roads.

Young Riders

Many children cannot judge how fast vehicles are going or how far away they are. Parents and/or guardians are responsible for deciding at when their children may ride on the road on their own.

General Rules

- ✓ All riders should wear a Pony Club approved safety helmet (see Section 7 for full details) when riding on the road.
- ✓ Leave details of your intended route, and estimated time of return, with a responsible person.
- ✓ Carry a hoof pick, mobile phone or card/money and some baling twine in case of emergencies.
- ✓ Check the weather forecasts.
- ✓ When travelling on the roads, do not canter your horse across the bitumen road, as the horse may slip.
- ✓ Bitumen roads are not as forgiving as dirt or grass verges.

Gear and Equipment

Never ride a horse on the road without a saddle or bridle. When leading a horse, either mounted or dismounted, the led horse should always wear a bridle or anti-rearing bit.

Ensure that all tack and equipment fits well and is in good condition. Stitching and leather should be inspected regularly to ensure it is safe and sound. Well cared for gear adds to the comfort of the horse. Stirrup irons should be the correct size for the rider's foot. As a guide a minimum of 1cm clearance on either side at the ball of the foot when in the stirrup is recommended. Irons that are too large are just as dangerous as irons too small.

For English style saddles stirrup leathers must easily release from stirrup bars. Never ride with stirrup bars up. Always wear a correctly fitted Pony Club approved safety helmet and fasten it securely. Be 'Sun-Smart' - consider the helmet additions now available to protect yourself from sun exposure

Footwear

Horse riders should always wear boots or shoes with smooth soles and a small heel. Sandshoes, gum boots or trainers are dangerous for riding and should not be worn. When boots or shoes need repair, full length soles are advisable as half-soles can catch in the stirrup irons. See Section 7 for full details in regard to Gear.

Whip and spurs

Experienced riders may decide to carry a whip when riding on the road to act as back-up to the rider's right leg aid. However, consideration will need to be given to the level of confidence of the rider and the training level of the horse before carrying a whip.

Similarly, riders with controlled lower leg position may wish to wear spurs when riding on the roads.

RIDERS CHECKLIST

- Protective approved Equestrian helmet
- High Visibility clothing
- Riding boots
- Gear in good condition
- Horses to have hooves or shoes in good condition

Road Courtesy

Courtesy

Car approaches rider



Rider thanks driver for slowing

It is important to show courtesy and consideration to all other road users. Take particular care when passing pedestrians, who may be frightened of horses. A friendly greeting from the rider may reassure them. Always thank anyone who slows down or shows any consideration.

A smile and a 'thank you' are usually sufficient to acknowledge considerate drivers. A nod or a wave may also be suitable but remember that it is a risk to take the hand from the reins when thanking drivers, both hands on the reins means better control.

Road awareness

Use the "lifesaver look" - Look, check all is clear, look again LOOK,
LISTEN AND THINK AHEAD at all times

Look all around for traffic and listen. Traffic could come from any direction, so look along every road, and listen also because you can sometimes hear traffic before you can see it.

Be alert for possible hazards, particularly from behind. Look behind regularly to observe the changing road situation. Bends and corners – be aware of traffic in front and from behind. Ride in single file around bends and corners.

Crests are particularly dangerous, as the road cutting in the hill often does not have anywhere for riders to move off to the side. Stay to the left, as oncoming traffic coming over the crest will not be able to see you well in advance.

On left-hand bends and turns, check over left shoulder for any cyclist or pedestrian on your near side. Avoid unnecessary or difficult hazards where you can. If trouble looks likely, if at all possible make a detour to avoid it. Avoid upsetting your horse in traffic.

THE ROAD IS NOT THE PLACE TO TEACH YOUR HORSE DISCIPLINE!

Road positioning & signaling

Defensive riding includes being safely positioned on the road and using clear signals well in advance.

Ride on the left of the road with the flow of traffic. Ride straight and prevent the horse from moving sideways or swinging his quarters into the traffic (by clear use of your leg aids, backed up by a schooling whip if appropriate). Reins must be at the correct length to control the horse.

KEEP BOTH HANDS ON THE REINS UNLESS YOU ARE SIGNALLING

Your position is important, especially at intersections, make sure you have full and clear visibility of traffic approaching from any direction. Use your OBSERVATION skills.

To look behind, turn from the waist, keeping both hands on the reins. LOOK for traffic. OBSERVE again before crossing the road.

Rider's signals

REMBER THE ROUTINE FOR ALL SIGNALS

Observe, Signal, Observe

Move off when safe to do so – Don't dither – be decisive.

Before turning, look behind you to make sure it is safe and then give a clear arm signal.

Before making any signal: look, listen and observe. You will need to notice any traffic and respond appropriately.

When it is safe to proceed, signal in the direction you wish to go. Give a last 'lifesaver look'. If the road is clear, carry out the turning manoeuvre. All signals must be clear and decisive – hold your signal for approximately 3 seconds (say, "one thousand and one, one thousand and two, one thousand and three") to allow sufficient time for other road users to see understand your intentions.

NEVER signal with the whip in your hand. Transfer to the opposite hand before making the signal. Giving a signal warns other road users of your intentions and is not a guarantee of safety. Other road users may not act responsibly or may not see you for any number of reasons, including sun glare. Ensure your path is safe and clear before moving off.

Signals for left and right turns

For left and right turns, the arm should be fully extended from the shoulder, hand flat, palm facing the front with the fingers closed.



I intend to turn left



I intend to turn right.



This signal may also be used. It is a request to other road users to please stop and allow you room

The driver may not see, understand or follow your hand signal. Always check before acting or moving off.

Road rules

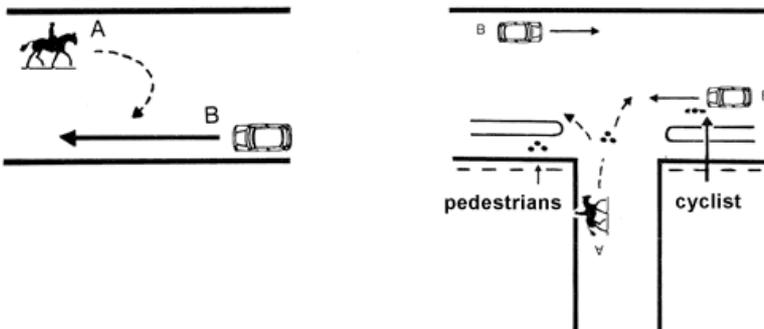
The following is only a summary of some of the Australian Road rules, you should, check the NSW Transport Roads and Maritime Services website for the complete set of road rules and regulations www.rta.nsw.gov.au

Positioning at intersections

ALWAYS check roads to the right and left as you are crossing. At all intersections riders should keep to the left, near the kerb or verge. This will avoid riders being sandwiched by other traffic. If turning left, keep to the left and turn left.

If you have to wait, reassure your horse. Keep assessing the traffic situation. Always keep your horse under control. NEVER allow him to anticipate the move-off.

'A' Gives Way on All Occasions



Australian Road Rules

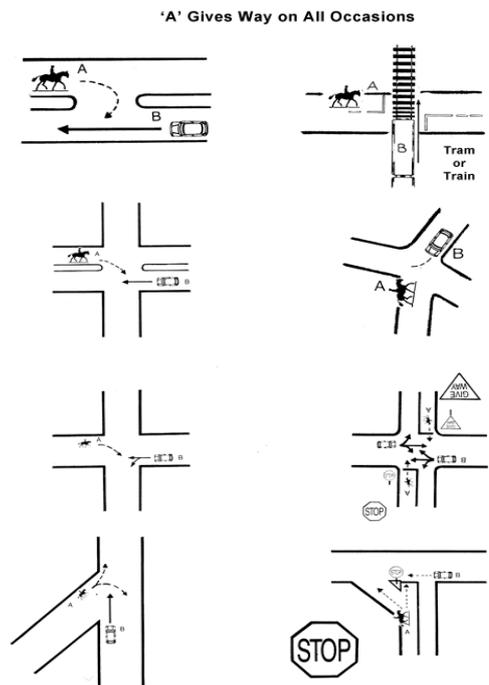
Under the Australian Road Rules, horses are regarded as a vehicle and riders are subject to the same road rule as apply to other drivers.

You must give way to other road users, you do not have automatic right of way.

Horses are allowed on footpaths and nature strips, unless specifically prohibited.

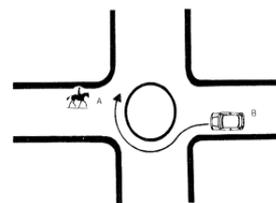
(RTA Rule 302)

Roundabouts

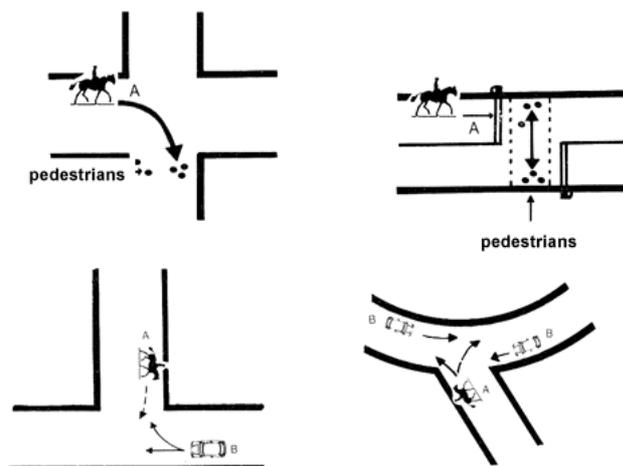


Most areas will now have a few roundabouts. In general avoid roundabouts wherever possible, as they are not horse friendly. If possible try to cross the road well before the intersection. If you use roundabouts, keep to the left and watch out for vehicles crossing your path to leave or join the roundabout. Signal right when riding across exits to show you are not leaving. Signal left just before you

'A' Gives Way on All Occasions



leave the round-about.



Pedestrians

Remember to give way to any pedestrian using a pedestrian crossing.

Horse riders must give way to any pedestrian on a footpath or nature strip. (RTA Rule 302)

Hazards

Parked/Stationary vehicles

This will be the most common hazard in residential areas. Allow plenty of time to look behind you before reaching the stationary vehicle. Check for oncoming traffic. Be prepared to hold back for approaching traffic. If safe, signal right, retake the reins before passing stationary vehicles.

Look behind before moving out around vehicle. Allow sufficient clearance for you and your horse. Check on the inside for sudden movement and/or noise from the vehicle. For instance, a dog may jump up at the window. Be prepared!

Where practical, plan to avoid parked vehicles by riding on the footpath or road verge if possible. If the road is not clear wait behind the vehicle at a sufficient distance to avoid a sharp turn when passing. If you wait too far back from the stationary vehicle, you will encourage other vehicles to squeeze in between you and the parked/stationary vehicle.

Dangerous/noisy/frightening hazards

These include road crews, lawnmowers, compressors, dogs behind fences etc.

1. Halt a sufficient distance away.
2. Try to catch the operator's attention.
3. Acknowledge any consideration shown.
4. If your horse will not go forward and you are in company, ask for a lead from another horse.
5. If you are by yourself, take an alternative route if possible (or consider dismounting and

leading)

Treat road works as a stationary vehicle and follow above procedure unless horse shows resistance to passing.

Railway Bridges

1. Observe the traffic situation
2. Listen for oncoming trains
3. Halt in good time if necessary.
4. Never ride over or under a bridge if a train is approaching

Bridges and underpasses

Bridges and underpasses provided to cross main roads and freeways are helpful to riders but can present hazards. Dismount and lead through if necessary. When negotiating bridges and underpasses wait for pedestrians to cross first. Practice going through any underpasses with other horses, so that your horse becomes familiar with it. Take extra care as many bridges are not designed with horses in mind. Watch out for pedestrians and cyclists as an underpass is usually a multi-use trail.

Nature strips, footpaths & bike lanes

The Australian Road Rules (rule 302) permit horses to be ridden with due care in either direction on a footpath. However, some pedestrian may feel frightened by your horse so be careful and show consideration to other users. Horses may also be permitted to use bike lanes, unless otherwise sign posted. Individual Councils may have local bylaws which apply across the whole Council district, or on certain roads.

It is hazardous and foolish to canter on nature strips.

Dismounting, Leading and Remounting

Dismount only if it is essential to do so. Your safest place is usually on the horse's back. If dismounting is unavoidable, it should be done quickly, safely and efficiently, with the rider in control. It is customary to dismount on the left side. There are circumstances when dismounting and/or remounting on the right side is helpful but this will require practice. The horse should be 'pointing' in the direction of the traffic flow.

Emergency dismount: When preparing to do an emergency dismount, consider which side you intend to remount from; that stirrup should be crossed over first to avoid tangled stirrup leathers when setting up for a remount. Dismounting quickly from a horse needs to be practiced.

Leading horses when dismounted

Gloves should always be worn when leading a horse on the road. Lead on the left side of the road, positioning yourself on the right hand side (off side) shoulder of the horse. (i.e. the leader should be positioned at the horse's shoulder, between the horse and the traffic) A whip should be held in the right hand to help control the horse's quarters

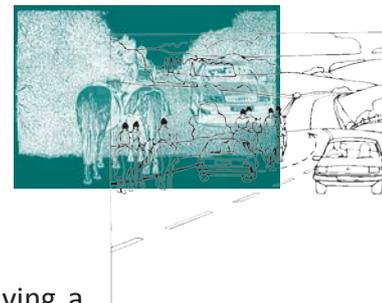
Leading horses when mounted

If you are leading a horse when mounted, ride on the left-hand side of the road with the led horse on your right hand side, away from the traffic.

Riding in pairs or groups*

Ideally 'groups' of riders should not exceed eight.

Riders should proceed in pairs, with a minimum of 1.3m nose to tail, between horses, or in single file. Pairs of riders should not be more than 1.5m apart on a road.



With large groups of riders, e.g. a trail ride, the groups should be divided, leaving a minimum of 30m between groups. Before the group sets out, the procedure for moving into single file from double file and back to single file should be established and fully understood by all group members. This can be practiced as an arena or oval drill exercise first before going on to the road.

It is also a good idea to practice how the group will cross over a road. All riders should cross the road at the same time, with no "trickle effect".

A method of communication should be established in case of difficulties as well as a plan of the ride. The expected time of return should be given to a responsible adult at the home base before the ride leaves.

DON'T OBSTRUCT OTHER ROAD USERS

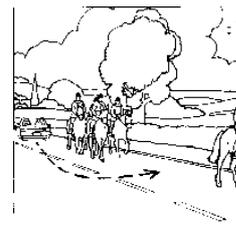
Obstruction of other road users should be avoided. Alert riding, with a positive attitude, and an awareness of the needs of others should be practised to assist in preventing rash overtaking by other road users. Fluorescent and reflective tabards are an important aid for riders.

The leaders taking groups of riders and horses onto the road should be experienced riders on steady horses, mature and safety conscious of a minimum age of eighteen years and with full understanding of the applicable legal and insurance responsibilities. The lead and last riders need to be wearing fluorescent/reflective safety clothing.

The last rider should be a 'shepherd' on a suitable horse.

Arm signals and traffic assessments should be carried out by the leader and shepherd respectively. They should be in full control of the group, and have a pre-agreed method of communication with each other.

Young and inexperienced horses should be on the inside of older, experienced horses and riders. That is, on the side away from traffic. The pace set by the group leader should be one that all members can safely and comfortably maintain. Courtesy is imperative when other road users have been delayed by the group.



Take single file as circumstances dictate.

In a formal trail riding* or Pony Club coaching activity, there must be a first aid trained person present, including when riding on roads.

*Australian Horse Industry Council Code of Practice "HorseSafe"

Riding in a National Park – an enjoyable activity.

There are a number of National Parks across NSW that riders have access to. You are welcome to ride your horses in National Parks, so long as you follow the rules and stick to the authorised horse trails. Please check with your local council to find out details of authorised horse trails to check what areas may be off limits to horses.

Take Care in the National Park

- Your horse must be under control at all times.
- Show consideration to the other riders and bushwalking vehicles that may be on the trail.
- Keep a close watch for NPWS or firefighting vehicles that may be on the trail.
- If the track looks dangerous, avoid using it and report the matter to the NPWS.
- Report lost or injured horses as soon as possible.
- Report any suspicious behaviour that you see, whilst riding through the National Park.
- Avoid using the trails during fire ban days.

Defensive Riding

ALWAYS EXPECT THE UNEXPECTED!

Horses are unpredictable and need to be given room. Riders should endeavour to influence other road users, not just inform them of their proposed actions. Establishing eye contact with other road users and using hand signals may help with this.

Remember that all riders are vulnerable, although legitimate road users.

On occasions it may be necessary, sensible and safe to take up the amount of road normally used by a motor vehicle. Vehicles should take care when overtaking.

For example:

- a. When you need to take up a more visible position on the road, rather than riding too close to the edge. Vehicles should then slow down to overtake.
- b. Where conditions dictate, two or more riders may be safer riding in pairs.

Except when safety dictates, care should be taken not to obstruct traffic unduly. If riding in pairs, when safe or if necessary, either pull onto the side of the road or move into single file to allow traffic to overtake.

IF NECESSARY BE READY TO MOVE OUT OF THE WAY QUICKLY. BE ALERT
BEWARE!

Riding when visibility is poor

Riding after dark, at dusk or in inclement or dull weather are times when visibility is poor.

Riding in these conditions should be avoided where possible by forward planning

If you have to ride or lead a horse on public roads at night, wear reflective clothing and make sure your horse has reflective bands on its legs above the fetlock joints. Use lights, which show white to the front and red to the rear. The lights should be visible to a distance of 200 metres.

It is important to understand the difference between fluorescent and reflective material. Fluorescent material show up in daylight but have no special qualities at night. Reflective materials return (reflect) a light source either in daylight or darkness. Reflective bands at the fetlock joints are effective and inexpensive.

When leading a horse on foot, the person leading should wear reflective clothing and carry a light in his/her traffic side hand



When riding in a group in poor visibility or at night, the leading and shepherding off-side riders should wear lights showing white to the front, red to the rear and wear reflective clothing. Where practicable, light-coloured horses should be placed on the traffic side.

Dangerous road conditions

Slippery conditions include:

- Ice and snow (not found locally, but you may experience these if riding in the Snowy Mountains)
- The plastic paint, used for white lines and road marking, is slippery.
- Mud and soil washed onto the road
- Heavy rain
- Worn, shiny patches on roads.
- Corners, do not trot around these.
- Urban driveways, spoon drains and ramps.



The verge or side of the road in will often provide a better footing.

If your horse falls

Keep rein contact with your horse at all times. If the horse slips and falls – do not panic. Keep calm, hang on to the saddle and allow the horse to regain his footing in his own time. Consider kicking your feet free of the stirrups if the horse falls right down. Check your horse for injury. Move away from the slippery area before remounting.

Leading a horse on foot in slippery conditions

Allow the horse to go at his own pace. Concentrate on your own footing.

All these conditions should be avoided wherever possible. Give your horse a day off, rather than becoming another accident statistic.

Reporting an Accident

If you are riding, leading or in charge of a horse that is involved in a collision with a car or vehicle, you have a legal obligation to:

1. Stop
2. Give any possible assistance
3. Give your full name and address to,
 - the operator of any other vehicle involved
 - any injured person
 - the owner of any damaged property.
4. Report the matter to a police officer if the accident results in injury to any person or damage to any vehicle or property. You must report the accident to the police as soon as possible and always within 24 hours.

All incidents should also be recorded through your Pony Club. This will help your club work to improve road safety.

Traffic Watch

Put the RTA Traffic watch hotline 131 444 into your mobile phone now and carry it with you when riding. Dangerous driving can be reported to police.

If you see dangerous driving such as harassing horse riders, tailgating, not slowing down in school zones, speeding or burnouts, report it to police immediately by calling 131 444.

You may also attend at any Police Station to make a traffic complaint.

You should note:

- The location of the dangerous driving
- Vehicle details, including registration number and description of the vehicle
- What exactly was the driving behaviour that you deemed to be dangerous or reckless
- Time of the incident
- Be prepared to provide your details and contact phone numbers.

NOTES FOR ZONE SECRETARIES

The main lines of communication within the pony club movement in relation to policy and rules are defined as being from:

CLUB SECRETARY — TO — ZONE SECRETARY — TO — ASSOCIATION SECRETARY

EXCEPTIONS ARE:

Clubs communicate direct with the association office in regard to:

Registration returns, orders for stock, address returns, notices of motion and other matters concerning the Association Annual General Meeting, confirmation or change of club corporate member, proxy votes, certificates of currency, publicity reports and similar. It is unnecessary to emphasize how important an enthusiastic and efficient zone secretary is to the smooth and problem free conduct of zones, clubs and the association. Zone committees frequently elect new secretaries who take over this important office and have no prior experience in the role. It is hoped that the guidelines that follow may assist secretaries in the administration of their new office.

1. All zones and clubs hold their Annual General Meetings after the end of their financial year and prior to the last day in February in each year. This is a requirement of the association constitution for zones and allows for the presentation of the annual balance sheet or the end of financial year. As well, this timing greatly assists the association administration by allowing time for new office bearers and councilors to be notified and address lists updated prior to the Association Annual General Meeting and the incoming council meeting, ensuring that all the correspondence for the new year is directed to the correct person.
2. Within 7 days of your zone's Annual General Meeting, forward to the association office, the names, addresses and telephone numbers of all elected zone executive including councilors for the following year (even if they have not changed, this allows for checking).
3. Do not forget to notify the association immediately should there be any alteration to your executive at any other time during the year.
4. Within 7 days of the last club in your zone holding their Annual General Meeting, the Zone Secretary should notify the association of the names, addresses and telephone numbers of the elected executive of each club in your zone.
5. NB. This is of vital importance, in order that the association maintains communication with all clubs, as club secretaries sometimes neglect to notify the association office of the change.
6. Zone secretaries are required to keep and file copies of minutes of all Zone meetings. These can then be filed with matters relating to your particular zone for reference by zone or association, when and if required.
7. Registration returns are forwarded direct from clubs to the association office. Club secretaries forward duplicate copies of returns to zone secretaries, who then update member lists for the zone chief instructor. If clubs overlook the duplicate for the zone secretary, you may need to send a reminder and follow this up.
8. For the purpose of zone records, zone secretaries keep a file of the duplicate copies of club registration forms. These are required for verification of membership for all entrants to zone, state

and interstate competition, insurance claims etc. It is important to ensure no person attends an instructor's school or instructs, unless registered as an instructor. New club secretaries may not realize the importance of this and may require your help.

9. Matters submitted by clubs, for consideration by council, must firstly be considered by a zone meeting. If the zone delegates have the matter raised at council, the notification comes forward as a Notice of Motion from the zone. Notices of Motion for council must be received at the association office at least 50 clear days prior to the scheduled council meeting. Zones do not submit matters to the Association Annual General Meeting — this is the prerogative of clubs and is the one meeting where all voting delegates represent clubs. Matters may also be sent via the Zone Chief Instructors committee for consideration i.e. rules changes or new rules.
10. Meeting agendas and minutes are your responsibility. The Standing Orders adopted by the association is "Guide for Meetings and Organizations" by N E Renton. This book sets out the conduct of meetings and should be your reference. Also refer to your zone constitution as set out in the Memorandum and Articles of Association.
11. Any club seeking general advice or information should in the first place enquire through their zone chief instructor or their zone secretary who with the help of the zone president and zone delegates to council should be able to help the clubs. Do not forget to refer to your zone councilors, as they are present when all matters are discussed at council and are able to ask all the necessary questions on behalf of clubs. If the problem is unable to be solved at zone level, the zone secretary contacts the association on behalf of the club to obtain the information and duly passes it on to the club. The association will either clarify the matter or refer it to the respective office bearer or sub-committee concerned. In this way the established lines of communication, clubs — to zones — to association in matters concerning policy and rules, is maintained and more importantly, the zone is also aware of the reply.
12. New clubs should, after calling a public meeting, apply to the respective zone for inclusion. The zone secretary is required to notify all clubs within the zone, inquiring if the member clubs are agreeable that the new club is a bona fide pony club and eligible for affiliation. The zone secretary upon receiving replies from clubs will immediately notify the association of the zone's decision. A majority vote by club delegates is required. New clubs are fostered in zones and the zone is responsible for their education and admission. Members of the zone executive usually attend inaugural meeting/s, advising on constitution and other requirements. Zone secretaries should assist new clubs to complete the "application for affiliation" form (obtainable from the association), to be returned to the association together with all relevant information, at least 1 month prior to the council meeting at which the club is seeking affiliation. Zone secretaries should advise new clubs of the availability of association publications and club requisites such as transfer forms, grading cards etc. Also refer section "Forming a New Club". It should always be remembered that part of the association's aims and objectives is to foster the formation of new clubs.
13. Many zone secretaries keep small stocks of appropriate association literature on hand, for resale to clubs as required.
14. All entries for state championships must be forwarded by club secretaries together with copies of grading/performance cards and verification of rally attendance, to zone secretaries for checking and

forwarding on to the association. Zone chief instructors are to sight grading/performance cards to verify standard, prior to signing entry forms. Zone secretaries are required to check their lists to ensure all entrants are registered members and are entered in the correct age group and that entries are received at the association office prior to the closing date. Entries cannot be accepted from riders who are not registered with the association. Zone secretaries then furnish team managers with a list of competitors for whom they will be responsible at state or zone competition (championships), together with a list of any late scratching's (to be handed to the organizers), prior to the team's departure for any competition or championship. Team members to be notified by the zone secretary, through their club secretary, prior to. Departure for the championship or competition, the name of their team manager and advised of each rider's responsibility to the team manager.

15. Any scratching's for state championships should be immediately notified to the association. This assists greatly with preparing of draws. Similarly change of horse.
16. When dates for interstate championships appear on the association calendar, note these and circularize clubs in ample time to ascertain if there will be any entrants. This is necessary as sometimes interstate schedules and entry forms are received allowing minimal time, for circularization. Signed nominations submitted to the association for INTERSTATE CHAMPIONSHIPS, must be accompanied by member's identification and attendance cards and grading/performance cards. Nominations without appropriate cards will be returned to the zone.
17. Liaise with zone secretaries in your R.A.S. area for the purpose of organizing jump-offs for R.A.S. Area showjumping teams etc. Make sure that a photocopy of the R.A.S. entry form for your area team, including the 2 reserves and horses' I.D. forms are forwarded to the association office at the same time entries are forwarded to the R.A.S. Areas are to delegate a particular person to be responsible for entries. Always check that any nominee from your zone is currently registered with the association. Failure to do this may well jeopardize the entry of the whole team.
18. Zones may enter one junior and one senior flat riding team each year at the R.A.S. All team riders must come from the one zone (refer section 6): Zone chief instructors and zone secretaries arrange "ride-offs" if more than one team wishes to compete. The same condition of entry and notification to the association required for the area jumping teams, apply for these teams. In the event of withdrawal of horse or rider from flat riding or jumping team a reserve combination (horse and rider) is substituted and the association office is to be notified.
19. Lists of instructors in zones may be obtained from the association. Instructors who do not renew their membership forfeit their instructors' certificate. A check should be made that all applicants attending instructor's schools are registered members. (Your zone member file will give this information.) Sometimes reminders are necessary.
20. Transfers: Transfer forms can be found under the Club and Zone Management tab on the website then go to forms. Members should print these forms and complete the relevant section, then see their present Club to obtain their release and signature before seeing the new Club Secretary for acceptance and signature. The fully completed form should then be sent via the new Club to the Zone/s listed for their records and then the Zone Secretary will send this form to the State Office. Please note that forms which do not have all of the required information will be sent back to the member for completion. (Clubs and Zones should keep copies for their records).

21. The renewal of club instructors and club examiners certificates is due every 3 years as at 30th June and every successive 3 year period please check with the association office for the next renewal period. Clubs apply for renewal of these certificates to their zone chief instructor who may or may not ratify same. Applicants are required to fill in a special form stating that they are desirous of having their certificate renewed and giving address and phone number etc. These forms are distributed by zone chief instructors.
22. A master list of all grading's within the zone should be recorded and made available for perusal by the zone chief instructor or club instructors. All results of club competitions (within the zone should be forwarded to the zone secretary as soon as possible following the event to allow grading's to be checked and updated if necessary. Sometimes a special person is elected as "grading recorder".
23. A good working relationship and lots of communication between zone chief instructor and zone secretary is of great benefit to the zone.
24. Two zone delegates are elected annually to council. The names, addresses and telephone numbers of these delegates are to be advised in writing to the association prior to the association Annual General Meeting. At the same time zones may also nominate two alternate delegates to council. Names to be advised on the prescribed form
25. Ideally, zone meetings should be scheduled for about 2 or 3 weeks prior to a council meeting. Agendas will have been received and the zone can discuss matters to be brought forward at council and direct their delegates on how to vote.
26. If possible, it is a good idea for zones to use a post office box. This particularly applies if the zone secretary is absent for a period, the assistant is given the box key and important correspondence is dealt with as it arrives. There is also no interruption in communication when a change of office occurs.
27. The "Accident Book" and "Risk Assessment" at zone fixtures is your responsibility. Ensure that all accidents/incidents are notified to the association office on the specified form as soon as possible. Make sure "parking" arrangements are made. (Refer Parking, section 3.) THIS IS MOST IMPORTANT.
28. Keep a copy of the Handbook available for reference.
29. Keep in regular contact with club secretaries. A newsletter is a very good idea.
30. For all insurance information — refer "insurance" — this section. It is a good idea to keep a volunteer/attendance book for all volunteers to sign when helping out at pony club events.
31. Forward to the association any publicity items. Encourage clubs to do the same.
32. At the end of each three year period an election for the office of zone chief instructor for the following three years takes place at zone level. It is important that this is done strictly according to the Memorandum and Articles of Association — Zones — Schedule B section 14 Appointment of the Zone Chief Instructor.
33. This information is intended to summarize some of the responsibilities of the zone secretary, effecting overall administration within your zone. For help or further information and/or explanations, please contact the association office or check the Position Descriptions section of the Memorandum and Articles of the Association.
34. Association badges are available to denote offices held by instructors, team managers and all club and zone executive.

Remember, members like to know to whom they may refer.

NOTES FOR CLUB SECRETARIES

The main lines of communication within the pony club movement in relation to policy and rules are defined as being from:

CLUB SECRETARY — TO ZONE SECRETARY — TO ASSOCIATION SECRETARY

EXCEPTIONS ARE:

Clubs communicate direct with the office in regard to: registration returns, orders for stock, address returns, notices of motion and other matters concerning the Association Annual General Meeting, confirmation or change of club corporate member, proxy votes, certificates of currency, publicity reports and similar. Clubs seeking information in relation to policy and rules are requested to:

First refer to your zone secretary or zone chief instructor who should be in a position to help.... if not.... they will refer to the association on your behalf where the matter will be clarified or referred to the officer or appropriate sub-committee.

The role of club secretary is an extremely vital link in the chain of communication as the CLUB IS THE REASON FOR THE EXISTENCE OF THE ZONE AND THE ASSOCIATION.

Many clubs elect new secretaries who take over the office with good intentions but very little experience in the role. It is hoped that the following guidelines may assist in the administration of your office: Also read "Notes for Zone Secretaries" — this will help you to understand the communication required between club and zone.

1. The Financial Year of the Club shall end no earlier than 31st October and no later than 31st December of each year. . The conduct of Annual General Meetings at this time is a requirement of the club constitution (refer Objects and Rules of the Association) and allows the presentation of the balance sheet for the end of the financial year. This timing also provides for the notification of changes of office bearers and address lists can be updated before notices are sent out for the Association Annual General Meeting. The new year's registration forms and notices will then be forwarded to the correct person (new secretary).
2. Within 7 days of the club Annual General Meeting, club secretaries are requested to notify the association direct of the names, addresses and telephone numbers of all club executive elected for the forthcoming year. At the same time notify your zone secretary of any changes.
3. Do not forget to notify the association and the zone immediately, should there be any alteration to this executive during the year.
4. If possible it is a good idea for clubs to use a post office box. The address of the club then remains unaltered and you are assured of always receiving your correspondence without any delay when here is a change of secretary. Additionally, when you are away, the key of the box can be handed to the assistant secretary, who can then process any important correspondence when it arrives.
5. Each club is forwarded a supply of affiliation returns and Risk Warning and Privacy booklets. Further supplies are forwarded on request. Club secretaries are required to complete and forward registration returns direct to the association office WITHIN 5 DAYS of any member joining their club. Full

remittances (as set out on the forms) must be included when the return is forwarded to the association together with a completed Risk Warning and Privacy form for each person listed. Club secretaries are required to also forward a duplicate copy of all returns to the zone secretary. The importance of and attention to the above cannot be too greatly emphasized, not only for the protection of the member but also for the protection of club executive and the association. It is most important that ALL MEMBERS are covered by the mandatory insurance and their name has been recorded with the association office, within the period stipulated. Remember clubs only hold insurance premiums (memberships) "in trust", for immediate forwarding to the association office. The Club secretary is seen as the person responsible for this. Thoroughly check to make sure all names (please ensure that they are the legal names not abbreviations etc.) has been submitted. IT SIMPLIFIES THE TASK IF DUPLICATE CLUB RECEIPT BOOKS ARE USED. JUST PUT A SLASH ACROSS THE CARBON COPY AND WRITE IN THE DATE, AS YOU ENTER THE MEMBER'S NAME ON THE REGISTRATION RETURN. THIS WAY YOU KNOW EXACTLY WHEN THE RETURN WAS SENT IN TO THE ASSOCIATION AND NO MEMBER WILL BE REGISTERED TWICE. Remember, if you are going to be away, deputize someone to "take over" this task for you.

6. If your club is using the Myclub registration system please enter all memberships in throughout the month online and wait for an invoice to be forwarded from the association's office for the full months registrations. Payment for all registrations made within each calendar month along with signed Risk Warning and Privacy forms should then be forwarded to the association's office WITHIN 5 DAYS of receiving the invoice.
7. For the purpose of club records it is necessary for secretaries to retain a duplicate of each registration return submitted (a ring back folder is a good idea). The records are particularly important in the case of an insurance claim competition entries etc. to confirm that your member's name has been registered or if there is any discrepancy in remittances forwarded.
8. Notices of Motion for Association Annual General Meetings come direct from clubs (not through zones) and must reach the association office no later than 50 days prior to the scheduled date of the meeting.
9. All entries for state championships are forwarded by club secretaries to zone secretaries for checking and re-directing to the association. Club secretaries are required to include copies of grading performance cards for each horse and rider combination nominated for a state championship. These are to be sighted by the zone chief instructor when ratifying entries prior to submission to the association. Club secretaries should ratify rally attendance (refer eligibility) and check that all entrants are registered members. Entries cannot be accepted from riders who are not registered. For INTERSTATE CHAMPIONSHIP nominations copies of GRADING/PERFORMANCE CARDS AND MEMBER IDENTIFICATION/ATTENDANCE CARDS ARE TO BE FORWARDED to the zone secretary for re-directing on to the association office. The failure to do this will preclude the entry from acceptance.
10. Unfinancial members of a club are not covered by our public liability or sports insurance coverage and must not take part in club activities. Refer insurance section, also "Pre-enrolment Rally" paragraph.
11. Club matters to be dealt with by council must firstly go to a zone meeting for discussion. If the matter is not resolved at zone level, delegates will vote on whether it is to be submitted by the zone to council as a Notice of Motion.

12. Clubs are advised to nominate PUBLICITY AND PUBLIC RELATIONS OFFICERS to promote your club and the pony club movement to the best advantage. News items should be forwarded to the association. These will then be submitted to papers/magazines for publication.
13. Transfers of membership: Refer Membership section of Club Rules of Incorporation — Handbook Para. 3(o).
14. All clubs who have the old transfer books should continue to use them however new transfer forms are available from the Associations website.
15. Members are responsible for printing a new transfer form and organizing for club secretaries to sign the relevant sections. Copies should be retained by all club secretaries involved and the final signed copy sent to the zone secretary for re-directing to the Associations office.
16. For clubs with old transfer books the original copy is forwarded to the secretary of the club to which the member is transferring, duplicate copy is sent to the zone secretary (for recording and re-directing to the association office) and the triplicate copy is retained by the original club. N.B. Secretaries are requested to attend, as soon as possible, to applications for transfer.
17. Many clubs hold a few books on hand for resale to new members, in particular “Riding” and the “Instructors Syllabus”. Club secretaries should keep price lists of literature available for the information of members.
18. Club secretaries record the instructors and examiners in their club and the date when their certificates were issued. These certificates are due to be renewed every 3 years as at the 30th June in the year that they are due and every successive 3 year period. Clubs recommend the names of instructors to the zone chief instructor for renewal of certificates at the appropriate time. To retain an instructor’s certificate, it is necessary to remain a financial member of a club and attend the required schools. Refer section 3. When applying for renewal of certificate, instructors complete an application form. Forms are distributed by zone chief instructors and must be signed by the applicant and the club secretary, before forwarding to the zone chief instructor. *****DO NOT ALLOW ANYONE TO INSTRUCT IN YOUR CLUB WHO DOES NOT HAVE CORRECT INSURANCE COVERAGES.** Instructors are encouraged to participate in the National Coaching Accreditation Scheme (NCAS) which is recognized by National and State Sporting organizations and the Australian Sports Commission (ASC) and full details on the scheme and how to purchase work and log books can be found on the Associations website.
19. Club secretaries are responsible for advising their members of all important notices received from the association office — notice of seminars, championship closing dates and all other information of interest to your members. Similarly council minutes should be read and important items noted, in order that members are kept up to date with changes of policy, rules, coming events or any other items of interest to your club.
20. A CLUB NOTICE BOARD is very helpful for displaying this information. A club newsletter may help to solve your member communication problem as not all members can attend every club meeting.
21. The Annual General Meeting of the association (usually held in March each year) shall consist of one nominee from each club who is the person nominated by the club as the member to appear on the Corporate Affairs Register. This “MEMBER” known as “CLUB CORPORATE MEMBER” will remain on the register for twelve (12) months or until such time as notification is received from the club, signed

by both the president and secretary, giving authorization for the member's name to be deleted from the register. A new member will then be advised on the official nomination form (Office Bearers form and obtainable from the association or on the Associations website).

22. This "member" is the one person who represents your club at the association Annual General Meeting. He/she may authorize another member to act as their proxy. Authority must be given on official proxy voting forms. THE CLUB CORPORATE MEMBER MUST BE A CURRENT FINANCIAL MEMBER AND REGISTERED WITH THE ASSOCIATION TO ALLOW YOU CLUB'S VOTE TO BE RECORDED.
23. Forward competition results to zone secretaries for updating of zone grading records. Update club grading records in applicable disciplines.
24. Club secretaries are responsible for keeping a "club accident book" to record ALL ACCIDENTS that may occur at pony club. Refer insurance section. All accidents and incidents should then be recorded on the appropriate form and forwarded to the Association office for retention, forms can be obtained through the Association office or on the Associations website.
25. PARKING - Clubs and Zones are required to provide designated parking areas for ALL vehicles, separate from areas where horses are ridden, tied or held. These should be clearly sign-posted and made known to all concerned. If drivers choose to ignore the designated parking area, they do so entirely at their own risk. However this is to be discouraged as vehicles near horses and riders always increase the risk of accident. If a horse causes damage to a car, the owner of the horse may well consider claiming on his/her own household policy, which would more than likely contain a public liability clause, or the owner of the vehicle may claim on their motor vehicle insurance as an alternative to claiming on the pony club policy as the current excess is quite in excess of \$5000 and the number of claims made on the pony club policy will eventually directly reflect on the cost of premium per riding member.
26. You are responsible for agendas and minutes of meetings. The official association Standing Orders is "Guide for Meetings and Organizations" by N E Renton a summary can be found on the Associations website. Also refer to "Schedule A" as appears in the Objects and Rules of the Association. Keep these publications with you for reference at meetings.
27. These hints are intended to summarize some of the administration duties of a club secretary. Keep a copy of the Handbook available for reference. Further information may be found elsewhere in this Handbook.
28. Association badges are available to denote offices held by instructors, team managers and all club and zone executive. Remember, members like to know to whom they may refer.

FORMING A NEW PONY CLUB OR REFORMING A CLUB IN RECESS

1. A public meeting is called by interested persons to discuss the formation and planning. A club name is selected (for new clubs) and an executive is elected.
2. Written application is then made to the secretary of the zone in which the new/reformed club is situated, seeking inclusion in that zone.
3. The zone secretary or president will discuss constitution and rules with the new executive and the zone chief instructor will discuss instructional procedures and guidelines with the new club personnel, prior to their application for admission being processed. This ensures that the new/reformed club understands the organization and the rules by which the association operates.
4. New/reformed clubs are required to accept the association constitution but may add by-laws, applicable to the day to day functioning of their club, PROVIDING THAT THERE IS NO CONFLICT with any established rule or procedure of the association. It is required that both the zone and the association have a copy of any additional by-laws that have been added, prior to affiliation of the new club.
5. Application for affiliation with the pony club association is made in writing on the official form provided by the association. For affiliation and insurance purposes, a list of intending members is submitted with the request for affiliation. Such applications shall be delivered to the association office at least 1 calendar month prior to the date of the meeting at which such pony club comes forward for election. Upon receipt of application from the new club for membership of the zone, the zone secretary notifies all clubs within the zone inquiring if the member clubs are agreeable that the new club is a bona fide pony club and eligible for inclusion in the zone. Following the receipt of replies from clubs or by simple majority vote at the next zone meeting, the zone secretary will notify the association of the decision.
 - a. The affiliation of the new pony club shall be by simple majority of the association council and prior approval of the zone in which the club is situated having been notified.
6. In the event of no advice being received from zones, the council will deal with the application as it deems most fitting.
7. The association is committed in its Aims and Objectives, of fostering the formation of amateur pony clubs.

GRANTS

AUSTRALIAN SPORTS COMMISSION

The Local Sporting Champions program is designed to support young people participating in state, national and international level sporting championships as either an athlete, coach or official.

In order to be eligible to apply for a Local Sporting Champions grant, young people must meet the following criteria:

- Be between 12 and 18 years of age (inclusive) at the time of the nominated sporting championship.
- Be an Australian citizen residing in Australia.
- Be participating as an athlete, coach, umpire or referee in:
 - an official state championships endorsed by the relevant Australian Sports Commission (ASC) recognised national sporting organisation (NSO), or
 - an official state school sport championship endorsed by a School Sport Australia member body, or
 - an official national championships endorsed by the relevant ASC recognised NSO, or
 - a national school sport championships endorsed by School Sport Australia
 - an international competition as a member of an official Australian team, endorsed by an ASC recognised NSO or School Sport Australia.
- Be living more than 125km from the championship venue and travelling greater than 250km return to participate in the nominated championship.
- Must complete and submit application to the ASC prior to the nominated championship commencing.
- Must not have received a Local Sporting Champions grant (individual grant or as a member of a team grant) for an application submitted in the same allocation year (1 March - 28 February).
- Must not have received more than \$500 in federal government funding for the nominated championship.
- Must not be participating in a professional competition that involves prize money greater than \$500.

Please see the Australian Sports Commission website <http://www.ausport.gov.au/champions> for further details on how to apply.

NSW SPORT AND RECREATION

There are a number of grants available from the NSW Sport and Recreation for Clubs including the Sport & Recreation Facility Grant and the Sport and Recreation Participation Program. Check the NSW Sport and Recreation website <http://www.dsr.nsw.gov.au/> regularly for updates on grant closing dates and eligibility.

LOCAL COUNCILS AND AUSTRALIA GOVERNMENT GRANTS

Local Councils usually have grant programs so check with your local Council to see what they have on offer. The Australian Government offers a number of grant options including for FAHCSIA Volunteer grants. <http://www.fahcsia.gov.au/> for a more detailed list of grants available please see the grants

section of the Associations website

SUGGESTED DUTIES OF THE HORSE WELFARE OFFICER

1. Develop an annual health chart (calendar) in conjunction with club senior instructor and local veterinarians, listing all horses in the pony club — to be displayed on club house notice board, or other prominent position. Note on this chart when each horse is wormed, treated for bots, attention to teeth and vaccinations. The date of re-shoeing could also be noted. This will serve as a reminder for regular attention and will influence an awareness of general health and condition of the horses. The time frames and treatment will differ in various regions and for each horse.
2. Inspect regularly for “itch”, “lice” and “tick”. These problems can often go undetected in the early stages.
3. Ill-fitting or inappropriate gear should be brought to the attention of the senior instructor.
4. Winter rugging and “wintering out” should be discussed with members. The correct time to “clip” (if required) and care after clipping (rugging etc.). “Over rugging” in hot weather should be emphasized and the correct fitting of rugs is very important.
5. Horses that are “over conditioned” (too fat) or too light in condition should be supervised and only ridden appropriate to their condition. Suggestions on feeding and exercise between rallies could be helpful.
6. Provision of sufficient shade, water, feed, shelter in both summer and winter should be stressed. Paddock fencing and removal of any rubbish or loose wire etc.
7. Horses should be watered and fed at rallies and on cold winter days horses should not be allowed to “chill” after work (rug up).
8. Information should be given on “horse sick” paddocks (or vacant housing blocks) and the necessity of rotation (if possible) and/or picking up of all manure (dependent on size of paddock etc.). A check of where pony club horses are housed (especially in urban areas) could be helpful and constructive advice could be given.
9. Hoof and shoe care could either be incorporated into gear inspections and instruction or be the responsibility of the welfare officer. General reminders when extra care is required (e.g. when the ground is very hard) or re-shoeing necessary, could be given by the welfare officer.
10. Note any incidents of HORSE ABUSE at club or zone fixtures or outside pony club. Similarly any incorrect use of spurs or whip and display of “bad temper” towards the horse should be brought to the attention of instructors. Horses inappropriately or unwisely ridden should also be reported.
11. Discourage the habit of horses being left plaited up overnight or worse still over the whole of a two day fixture.
12. Distribute information on teeth, vaccinations, parasite control, grass founder, stone bruises, feeding etc.
13. Safe tying up of horses to be monitored and demonstrated if necessary.
14. Organize talks and instruction for members and parents on travelling of horses over long distances, especially in relation to “travel sickness”, failure to stale etc. Incorporate feeding and safe and suitable housing of the horse en route.
15. Work with instructors in arranging discussions on conditioning for eventing or endurance and

methods of monitoring recovery rates. The cause of azoturia.

16. Be aware of any sick, injured or lame horses and take appropriate action to ensure that these horses are withdrawn from activities and appropriate help is enlisted (veterinary if required).
17. Be in charge of the horse FIRST AID BOX at the rally or camp. First aid box should always be available.
18. When horses are tethered in urban areas, the safety and circumstances of this should be investigated. Unfortunately some parents have not had the experience or knowledge of caring for large animals and errors are made through ignorance. HELPFUL AND INFORMATIVE LECTURES FOR PARENTS ON HORSE WELFARE could be arranged. Involve knowledgeable parents. There are some good videos on “care of the horse”.
18. Taking of temperature and pulse rate together with correct use of stethoscope to monitor recovery rates etc. should be practiced and encouraged. Teach the significance of the “eye” and the “coat” in judging a horse’s health.
19. The careful monitoring of the welfare of each horse in the club and regular discussions with members and the club senior instructor will ensure the aim of the exercise is met.