

# ADMINISTRATIVE NOTES

## PURPOSE

The Pony Club is a voluntary youth organisation for young people interested in ponies and riding. It has Branches and Centres worldwide but these notes apply only to the United Kingdom of Great Britain and Northern Ireland. Within the UK, it is a Registered Charity, and is subject to Charity legislation and to regulation by the Charity Commission.

The Pony Club's basic purposes are similar to other large voluntary youth organisations – namely, to promote physical, mental and moral development.

In particular, it

- encourages young people to ride and to learn to enjoy all kinds of sport connected with ponies and riding.
- provides instruction in riding and horsemastership, educating Members to look after and to take proper care of their animals.
- promotes the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline.

The Pony Club has been granted constituent Membership of the National Council of Voluntary Organisations (NCVO). This means that The Pony Club is officially recognised as a National Youth Organisation.

The Pony Club is affiliated to the British Equestrian Federation.

The Pony Club Office is at Stoneleigh Park, Kenilworth, Warwickshire CV8 2RW, where The Pony Club is managed by a permanent staff responsible to The Board of Trustees.



## THE PONY CLUB LOGO

The logo is a registered Trade Mark and should not be altered in any way without the express permission of The Pony Club. The Pony Club logo should not be incorporated, integrated or

positioned so closely to any other logo/s that it appears to be part of that or those logos.

It is very important that, as a Branch or Centre representing The Pony Club, you are using an up to date good resolution logo, in order to show that the Branch / Centre is an official representation of the brand.

Copies of the logo and guidance are available on request to Branches and Centres via [marketing.pcuk.org](mailto:marketing.pcuk.org), where you can request the specific type of logo you require.

## PONY CLUB COLOURS

**Full details of The Pony Club colour palette and how to use them for home and professional printing can be found in the brand guidelines document on [marketing.pcuk.org](mailto:marketing.pcuk.org).**



## PONY CLUB BADGES AND TIES

Members can buy badges and ties from their Branch or Centre or from Pony Club Shop. The official Membership badge should be worn at all Pony Club activities when a jacket is worn. The badge should be worn at Branch / Centre rallies, Shows, Branch or Centre Competitions, Area Competitions and at the Championships.

It should be worn on the left lapel of the jacket. For safety reasons, it must be at least 4cm below the collar bone.

A coloured felt showing the highest Test standard achieved by the Member is given to Members by their Branch or Centre. It should be worn behind the Membership badge. Sewn-on badges denoting the Test colours are also available up to B Test for Members wishing to wear them on their sweatshirts or at times when the Members badge is not worn.

Officials' Badges – The officials' badges have the same Pony Club design with a coloured enamel scroll attached bearing the title.

#### **Trustee**

Badge has a chrome surround with blue scroll

#### **Area Representative**

Badge has a chrome surround with a red scroll

#### **Sport Chairmen**

Badge has a chrome surround with blue scroll

#### **District Commissioner**

Badge has a chrome surround with a dark blue scroll

#### **Assistant District Commissioner**

Pale blue scroll

#### **Branch Secretary**

Red scroll

#### **Local Committee**

Dark blue scroll

#### **Branch President**

Dark blue scroll

#### **Branch Chief Instructor**

Green Scroll

#### **Instructor's Bar**

Blue bar bearing the word, Instructor

#### **Health & Safety Officer**

Dark green scroll

#### **Treasurer**

Grey scroll

#### **Volunteer**

White oval

From the point of view of third party insurance, officials are advised to wear the appropriate badge while acting in an official capacity for The Pony Club.

## **THE PONY CLUB HANDBOOK**

The Pony Club Handbook will be published annually. It will include the Rules (but not the Sport Rules); Subscriptions and Test fees; names of members of the Board of Trustees and other National Committees of The Pony Club and Branch Officials; The Pony Club Centre details; of Insurance cover and information on Pony Club merchandise.

## **PRESS AND MARKETING**

It is in the interests of The Pony Club that its aims and activities are kept in the public eye. Press Releases of Branch and Centre events and invitations can be sent to local press for events. Reports of events should be sent to newspapers immediately after they have taken place. The local BBC and independent radio and television stations are often interested in The Pony Club's activities and you can find templates and information on [marketing.pcuk.org](http://marketing.pcuk.org) to help you with this type of promotion. If Members are to participate in a radio

or television programme, Branches and Centres must inform The Pony Club Office.

### **Marketing Materials**

You can download poster templates with customisable areas, recruitment leaflets and key facts from [marketing.pcuk.org](http://marketing.pcuk.org). The PR and Marketing department can be contacted through The Pony Club Office for any help or advice you may need, and also welcome input into additional resources.

### **Logos and Colours**

Please refer to The Pony Club Logos and Colours, these may be requested via [marketing.pcuk.org](http://marketing.pcuk.org)

## **PONY CLUB OFFICIAL CLOTHING**

Pony Club clothing is available from The Pony Club Online Shop.

## **PONY CLUB PUBLICATIONS**

The Pony Club publishes a number of books and e-books on The Pony Club's teaching which are available from The Pony Club Online Shop.

## **HEALTH AND SAFETY AND SAFEGUARDING**

The requirements are decided by The Trustees with advice from the Health and Safety and Safeguarding **Advisory Committee**. These are published in the Health & Safety Rule Book **and Safeguarding Policy (which can be found on the Pony Club website)**. The **Health & Safety section of the Rule Book** includes the relevant:-

### **Risk Assessment**

Risk assessments must be completed prior to all activities. Guidelines for the completion of risk assessments and checks are available in the **Health and Safety Rule Book** and the Pony Club website.

### **First Aid Cover**

There are recommended **minimum** levels of first aid cover for Pony Club activities and competitions. Further details can be found in the first aid matrix in the Health & Safety Rule Book.

The appropriate level of cover should be considered in the risk assessment

### **Safeguarding**

Safeguarding is everyone's responsibility and everyone has a duty to action any concerns they have or that are raised to them. No action is not an option. The Safeguarding Policy contains the procedures to follow in the event of a concern or allegation of suspected child abuse being raised and the procedure for safely recruiting coaches and volunteers, including how to obtain disclosure checks

for those who carry out regulated activity/work.

## INSURANCE

The Pony Club has a comprehensive portfolio of insurance, designed to give protection to its Members (including Centre Members), Branches, volunteers, employees and itself. The insurances are arranged by The Pony Club's broker – Howden UK Group Limited, **16 Eastcheap, London EC3M 1BD** Tel: **020 7133 1387**. Amongst the most important policies are the liability policies. It should be noted that the liability insurances deal with claims made against The Pony Club or Members on a legal liability basis and not a moral liability basis.

### The Pony Club Employers' Liability Insurance

This policy covers claims made by employees against The Pony Club or Branch (based in Great Britain or Northern Ireland) arising out of the usual activities of The Pony Club or Branch anywhere in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man (extended to world-wide for temporary visits by employees).

It covers accidental bodily injury to any employee including any casual labourer such as a coach. The limit of indemnity is ten million pounds (£10M) in respect of any one occurrence but five million pounds (£5M) for terrorism or asbestos claims.

### The Pony Club Public Liability Insurance

This policy covers claims made against The Pony Club or Branch (based in Great Britain, Northern Ireland or at British Forces Bases in Cyprus or Germany) or a person acting on their behalf arising out of the usual activities of The Pony Club or Branch anywhere in the world. It covers accidental bodily injury to members of the public or damage to their property. The limit of indemnity is thirty million pounds (£30M) in respect of any one occurrence.

Only the normal activities are automatically included – if a Branch wishes to engage in an activity outside of the normal activities for a Branch they should notify Howden UK Group Limited, 16 Eastcheap, London EC3M 1BD Tel: 020 7133 1387 and send a copy to The Pony Club Office.

If a Branch is asked to provide an indemnity (perhaps by the owner of land that will be used by the Branch for an activity), the wording of any such indemnity must be referred to The Pony Club, Stoneleigh Park, Kenilworth, Warwickshire CV8 2RW Tel: 02476 698300 Fax: 02476 696919. Email: enquiries@pcuk.org for approval before it is signed by the District Commissioner.

This policy will deal only with claims made against The Pony Club or Branches by third parties and will not cover damage to the property of The Pony Club

or Branches or property in their care, custody or control. If this cover is required you should arrange separate insurance.

### The Pony Club Members' Personal Liability Insurance

This policy covers claims made against the Member for accidental bodily injury to members of the public or damage to their property arising out of the Member's use or ownership or control of a horse or pony or horse/pony-drawn vehicle at any time – not just at Pony Club activities.

Also covered are other persons using the Member's horse or pony or horse/pony-drawn vehicle with the Member's permission, unless such person is insured elsewhere.

**The Member's liability policy is one of 'last resort'. Therefore if any other policy is in place which would cover the claim, the alternative policy will respond before The Pony Club policy. Many household or equine mortality policies will include public liability cover and this will be explored before a claim is accepted under The Pony Club policy.**

If the Member is a child and is too young to be sued, then the policy will cover the parent or guardian of the Member for liability arising out of the Member's activities as provided for in the policy. Temporary Members are covered whilst attending Pony Club activities (from time of arrival until time of departure) **if they are attending a rally with a view to joining The Pony Club**. This applies to a couple of rallies only. The limit of indemnity is thirty million pounds (£30M) in respect of any one occurrence.

The policy does not cover:

- accidental bodily injury to the Member or anyone in the Members family, household or employ or damage to any such person's property or property in their care, custody or control.
- accidents occurring whilst the Member is engaged in racing, point to point, steeplechasing, team chasing or any other form of racing other than Endurance Riding or Official Pony Club Race Days and Training Days.
- accidents arising out of any business activities or the use of the Member's horse or pony or horse/pony-drawn vehicle for hire and reward.
- **The first £1,000 of any claim for property damage.**

A policy summary follows – a copy can be printed from our website under "Parents Info".

### Type of Insurance and Cover

# POLICY SUMMARY PERSONAL LIABILITY INSURANCE

## EFFECTED WITH THE INSURERS SPECIFIED HEREIN BY THE PONY CLUB

### to cover Legal Liability of Members as specified below

Key Facts document providing summary of cover offered by Pen Underwriting Limited on behalf of Markel International Insurance Company as specified in the Master Policy B1161D1866947. Please refer to the Master Policy for full details.

- Cover is provided in respect of personal liability for all Members of The Pony Club to pay compensation including legal costs for:
  - ✓ Accidental death or Bodily Injury to a third party.
  - ✓ Accidental loss or damage to third party material Property.

Arising out of the Member's use and/or ownership and or control of a Horse or Horse drawn vehicle and direct participation by the Member in other Horse related activities.

- The duration of this Insurance contract is the date that the Assured becomes a Member of The Pony Club and annually on 1st July thereafter.

#### Significant Features and Benefits

- The limit of Indemnity is £2,000,000 in respect of any one event of series of events arising from a single cause.
- The Limit of Indemnity is increased to £30,000,000 by Excess of Loss Policies arranged with International Insurance Company of Hannover Limited and Chubb Insurance Company of Europe, which follow the same wording.
- Cover applies Worldwide.
- Cover is extended to include indemnity for any person given permission by the Member to use their Horse or Horse drawn vehicle.
- Cover is extended to include indemnity for any groom whilst working for the Member.

#### Significant and Unusual Exclusions or Limitations

- Coverage excludes the first £1,000 of any claim for third party Property damage.
- Coverage excludes Bodily Injury to any member of the Assured's family or household or to any Employee.
- Coverage excludes loss of or damage to Property belonging to or in the care, custody

and control of the Assured or a member of their family, household or a person in their service.

- Coverage excludes Bodily Injury or loss of or damage to Property arising out of or incidental to any profession, occupation or Business of the Assured, except in the case of grooms working for the Assured.
- Coverage excludes any claim arising as a result of Horse racing, Point to Point racing, Steeplechasing or Team chasing other than Endurance racing and official Pony Club Race Days and Training Days.
- Coverage excludes the use of a Horse or Horse drawn vehicle for Hire or Reward.

#### Significant Conditions

- The Assured shall take all reasonable care to prevent accidents and to maintain all buildings, furnishings and vehicles in sound condition.
- The Assured shall make good or remedy any defect or danger which becomes apparent or will take additional precautions as the circumstances may require.
- This is a policy of last resort. Therefore, if any claim covered by the Master Policy is also covered in whole or in part by any other insurance policy, the liability of the Underwriters will only apply once the limit of indemnity under such other insurance policy has been exceeded.
- Each Member is deemed to be a separate Assured and Underwriters will treat each party as though a separate Insurance has been issued to each of them.

#### Significant Definitions

**"Member"** shall include:

- Any Member of The Pony Club normally domiciled in the United Kingdom, the Isle of Man, the Channel Islands, Republic of Ireland or at bases of Her Majesty's Forces Overseas.
- Any Member of The Pony Club normally

domiciled elsewhere in the World whilst temporarily visiting the United Kingdom, the Isle of Man, the Channel Islands or Republic of Ireland.

- Any person granted temporary membership of The Pony Club by virtue of attending a Pony Club Activity with a view to obtaining full membership.
- If required by law, the parent or guardian of the said Member.
- Any person normally domiciled outside the United Kingdom, the Isle of Man, the Channel Islands or Republic of Ireland, whilst participating in international competitions within the United Kingdom that are organised by or recognised by The Pony Club.

“Horse” shall include:

- Any horse, pony, donkey, mule, ass or jennet.

### Claims Notification

- In the event of a claim or possible claim the Assured must immediately notify Howden UK Group Limited, Woodlands, Manton Lane, Bedford, MK41 7LW. Telephone: 01234 311248.
- The Assured must not admit liability or offer or agree to settle any claim without the Underwriters written permission.

### Complaints

If you have a Complaint which relates to either your Policy or to a claim which you have submitted under your policy then please raise this in the first instance with your broker who will aim to resolve your concerns by close of the next business day.

If your broker is unable to deal with your concerns the matter will be forwarded onto Pen Underwriting Limited on behalf of your Insurers.

Whilst reviewing your complaint your Insurers will:

- Acknowledge your complaint promptly.
- Investigate your complaint quickly and thoroughly.
- Keep you informed of the progress of your complaint.
- Do everything possible to resolve your complaint.

Your Insurers are obliged to provide you with a written offer of resolution within 8 weeks of the date your complaint was received.

If you are unhappy with the final decision made by your Insurers, you may be eligible to refer your case to the Financial Ombudsman Service (FOS). The FOS is an independent body that arbitrates on complaints.

The FOS can be contacted at the following

address:

Financial Ombudsman Service, Exchange Tower, Harbour Exchange Square, London E14 9GE

Telephone: 0800 0234567 (for landline users)

Telephone: 0300 1239123 (for mobile users)

Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

uk Website: [financial-ombudsman.org.uk](http://financial-ombudsman.org.uk)

You have six months from the date of the final response from your Insurer to refer your complaint(s) to the FOS. This does not affect your right to take legal action, however, the FOS will not adjudicate on any case where litigation has commenced.

You may be entitled to compensation from the Financial Services Compensation Scheme should the Underwriters be unable to meet their liabilities. You may be entitled to compensation up to GBP 2,000 for the first part of any claim and 90% of the remainder. Further details can be obtained from the Financial Services Compensation Scheme website [fscs.org.uk](http://fscs.org.uk).

### Cancellation Rights

Being a group policy effected by the Master Policy Holder this Insurance does not provide the Member with the statutory right to cancel an Insurance within 14 days that applies to individual Insurance policy contracts.

**PLEASE NOTE – TERMINATION OF MEMBERSHIP OF THE PONY CLUB FROM ANY CAUSE WILL SIMILARLY TERMINATE COVER UNDER THE MASTER POLICY FROM THE SAME DATE.**

### Identity of Insurers

**Markel International Insurance Company Limited**

**Markel International Insurance Company Limited (No. 966670) is registered in England and Wales at 20 Fenchurch Street, London EC3M 3AZ Insurers are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.**

All Insurers are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

### Liability Insurance Claims Procedure

In the event of an incident which may result in a claim being made against you – do not admit liability or offer or promise any payment as doing so could invalidate the insurance.

Full details of any incident which may result in a claim should be notified to Howden UK Group Limited using an Accident Report Form obtainable from The Pony Club or from Howden UK Group Limited.

If you do not receive confirmation of receipt from Howden UK Group Limited within 7 working days you should contact them to ensure that your report has been received.

Any correspondence from a third party or anyone acting on behalf of a third party should be sent, unanswered to the Claims Team at Howden UK Group Limited with a copy being sent to The Pony Club Office. Howden UK Group Limited will liaise with the legal team representing the Underwriters who will handle the claim on your behalf.

Notifications should be sent to:

**Equine Claims,** Howden UK Group Limited  
Woodlands, Manton Lane, Bedford MK41 7LW  
Telephone: 01234 311 248 Fax: 01234 408 676  
Email: Regina.VanDerLeeuw@rkharrison.com

# MEMBERSHIP

## BRANCH MEMBERSHIP

	Individual Member	Family Membership (three or more members in one Family)	Non-Riding Member
Full Year	£76	£190	£31
Capitation	£50	£124	£25
Reduced Subscription	£50	£124	£20
Capitation	£33	£83	£13

## SUBSCRIPTIONS (SEE RULE 8 FOR DEFINITIONS)

### Late Submission Fees

Branches incurring late submission fees as specified in Rule 9.49 will be charged at the following rates: -

<b>Six weeks overdue</b>	£2.00 per Member
<b>Three months overdue</b>	an additional £3.00 per Member

The Membership shall be calculated on the reported Membership of the Branch for the preceding Pony Club year.

### Appeals

In accordance with Rule 20.3 of The Pony Club, the deposit required to lodge an appeal will be £100.00.

### Forming a New Branch

Any person wishing to form a new Branch should consult the Area Representative for advice and guidance.

## CENTRE MEMBERSHIP

Centre Subscription – £31 from 1st January 2019

### Centre Plus

1. This will be £76 from 1st January 2019 in line with the annual Branch subscription, starting from the date of joining The Pony Club.
2. A family Centre Plus subscription where there are more than 2 Members in one family would be charged at £190 regardless of the number of children in the family.

# COACHES AND TRAINING

**The Pony Club aims to offer the best possible coaching and opportunities to its Members at all levels. Learning about the care and welfare of horses and ponies is paramount to Pony Club ethos. Through working Rallies, training and Camps our members can progress in their riding and care knowledge with the assistance of the Achievement badges and Efficiency tests.**

**Having a Pony Club Rally Organiser or Chief Instructor is strongly recommended. They will work alongside the District Commissioner and tasks include:**

- Arranging the instructional programme for Rallies and Camp. Using the syllabus of coaching in the Coach's Folder is recommended.
- Ensuring that all the necessary facilities and equipment are ready for each Rally/ Camp.
- Approving Coaches for Rallies and briefing them on the standard and subjects they will teach.
- Finding Coaches with specialised knowledge e.g. horse & pony care, country lore and achievement badges.

The District Commissioner should be available at all times to answer queries and discuss problems which may arise.

There is a badge for the Chief/Organising Instructor, which can be given by the District Commissioner or Centre Proprietor, provided that in the previous two years they have attended a Pony Club Coaches' Continuing Professional Development(CPD) course. Whoever is appointed may be a Member of the Branch / Centre Committee, and responsible for:

- Organising meetings and practices for Coaches before each holiday, and seeing that all coach requirements are up to date.
- Advising coaches on suitable CPD courses.
- Agreeing with the District Commissioner/ Centre Proprietor to give an Instructor's Badge to any Instructor/Coach teaching at a rally, as long as that person fulfils the relevant Coach requirements.
- Encouraging Coaches and potential Coaches for the Branch or Centre through individual help and encouragement and holding courses.
- Organise training and Branch/Centre team selection.
- Advising on preparing Members for the Tests, particularly for 'B' and 'A' standards.

## Coaches' Courses

The Pony Club believes that part of its mission is to train its own future Coaches. Potential Coaches come from all age groups but particularly from

older Members who have had the benefit of The Pony Club coaching. The Training Committee recommends a specific route for new and/or young instructors and coaches, starting with the Introduction to Pony Club Coaching Steps 1-3 Courses.

For a course to count as a CPD course, **it must be notified to The Pony Club Office, for inclusion on the website at least three weeks in advance of the course date.** Courses may be run by any Branch, Centre or Area, with the approval of the Area Representative. Guidance on what courses to offer can be found on The Pony Club website.

## The Pony Club Manual of Horsemanship

The Manual is a complete basic guide to horsemanship and riding. Currently in its updated 14th Edition it is a worldwide bestseller, containing information on a wide range of equestrian topics. The Manual should be used as the basis for all instruction to Members.

## The Instructor's Handbook & Coach's Folder

These publications have been produced to help those who instruct Members. Every Pony Club Coach is required to have access to a copy of the Coach's Folder.

## Other Instructional books

The Pony Club also publishes a number of instructional books, which are recommended to Coaches preparing lessons, as well as to Members and their parents.

Sometimes pamphlets and notes that are contradictory to Pony Club teaching have been given out by Branches/Centres. District Commissioners should check with The Pony Club Office before allowing leaflets to be handed out.

## Additional reading

The Pony Club recommends a number of books, produced by other publishers, for Members preparing to take the higher level Pony Club Tests and these are listed on The Pony Club Test cards.

## CATEGORIES FOR COACHES

One of the objectives of The Pony Club is to give instruction and coaching in riding and horsemastership and to educate Members to look after and to take proper care of horses and ponies. Pony Club Coaches deliver training and support Members to help them develop their riding and horse and pony care skills.

Coaches must base their teaching on The Pony Club Manual of Horsemanship and Instructor's Handbook in order to avoid conflicting methods. Pony Club Coaches are divided into categories according to their use and role within The Pony Club. It is a requirement that all Coaches used by The Pony Club are listed on the Coach Directory. Further information can be found on The Pony Club website.

## THE PONY CLUB TESTS

### Test Fees

**Tests E, D, D+, Road Rider, C and C+ are organised at Branch and Centre level and do not attract standard fees. B, B+ and Lungeing tests are organised at Area level with AH and A tests being organised by The Pony Club Office.**

**Charges to cover venues and Assessors' expenses etc. may be levied at the District Commissioner's, Centre Proprietor's or Area Representative's discretion.**

### Current test fees:

- The B Test £50 per section.
- The B+ Test £85.
- Lungeing Test £45.
- The AH Test **£160** Full Test or £TBC per section.
- The A Test £200  
(Retake Riding section – £160, retake Lungeing and Training the Young Horse section – **£100**).

### Assessors Fees

- The B Test £70 **half** day, £130 full day.
- The B+ Test **£130** full day.
- Lungeing Test on the same scale as the AH Test (£160 per full day) but negotiable according to the number of candidates being assessed.
- The AH Test £85 half day, **£160** full day.
- The A Test £160.

### Test Colours

A coloured disc or felt (obtainable from The Pony Club Office) will be issued to Members to denote the Test Standard of Efficiency achieved. The disc or felt representing the highest Test achieved by the Member should be worn behind the membership

badge. Successful candidates are also awarded a certificate in the appropriate colour.

The colours should be awarded as follows:-

- E Standard Pale Yellow
- D Standard Yellow
- D+ Standard White
- C (Horse & Pony Care Standard) Meadow Green
- C (Riding) Standard Silver Grey
- C both sections Standard Green
- C+ (Horse & Pony Care) Standard Turquoise
- C+ (Riding) Standard Burgundy
- C+ both sections Pink
- Road Rider Metal 'Road Rider' badge
- B (Riding) Standard Beige
- B (Horse & Pony Care) Standard Brown
- B both sections Red
- Lungeing Test Light Blue
- B+ Pale Purple
- AH Standard Orange
- AH Standard (Honours) Salmon Pink
- A Standard Blue
- A Standard (Honours) Purple

### Reasonable Adjustment

The Pony Club will consider requests from Members to alter/adapt assessment and learning programmes to reduce the impact of a disability that puts the Member at a disadvantage. The consideration of 'reasonable' will be determined by a Member's individual circumstances, the impact of the disability, and the effectiveness of the proposed alterations or adaptations. The particular adjustment used will depend on the nature of the Member's disability. If there is need for reasonable adjustment, then the Member must request permission from The Pony Club four weeks prior to the formative and final assessments or at the beginning of their membership. The decision will be made by the Chairman of the Training Committee.

# PONY CLUB ACTIVITIES

## WORKING RALLIES

**The working rally continues to be an important part of Pony Club training with the main objectives to encourage and improve Members' riding skills and to care correctly for their pony or horse.**

Rallies must be advertised at least seven days prior to the date of the rally, and organised by Branch / Centre Committees. Nobody can hold a Rally or Coach at a Rally unless authorised by the District Commissioner, Branch Committee or Centre Proprietor.

A working Rally is one at which coaching is given and which is open to all Members of the Branch / Centre within the age range or ability level for which it is intended. It may be either a mounted or dismounted. A dismounted Rally is usually for horse and pony care instruction.

Team practices or coaching sessions limited to selected Members do not qualify as Working Rallies. Discretion may be used in the cases where Members are working or in further education.

The Pony Club syllabus of coaching in The Pony Club Instructors' Handbook gives a skeleton to build a programme.

The timetable and the coaching given at Rallies should be carefully planned.

### Unsuitable Ponies and Saddlery

Sometimes Members come to mounted Rallies on ponies which are unsuitable for them or with ill-fitting saddlery that is unserviceable. This can make riding instruction difficult and safety of both rider and pony must take precedence. This can be a problem with new Members coming to a Rally for the first time who may not know of The Pony Club's standards and training ethos. This calls for tact and sympathy in its handling. This should be done in the spirit of encouragement and education rather than reprimanding or condemning.

It is important that at the start of every Working Rally the Coach looks at the rider, tack and pony to make sure all are safe, and possibly give advice for turnout. Where there is a problem, which makes riding impossible, or dangerous, the child should be asked to dismount and the problem passed to The Pony Club official in charge of the Rally. If there is need to involve the Member's parents this should be done by the District Commissioner

or the Rally Organiser. Action by the Coaches is not recommended.

## COMPETITIONS

### Open Horse Shows and Competitions

To raise funds some Branches and Centres organise shows or competitions that are open to non-Members.

A disclaimer should be included in the programme for all shows and competitions organised by Branches. The suggested wording is:

**"Save for the death or personal injury caused by the negligence of the organisers, or anyone for whom they are in law responsible, neither the organisers of this event or The Pony Club nor any agent, employee or representative of these bodies, nor the landlord or his tenant, accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, cars, their contents and accessories, or any other personal property whatsoever, whether caused by their negligence, breach of contract or in any other way whatsoever.**

**Entries are only accepted on this basis.**

**The organisers of this event have taken all reasonable precautions to ensure the health and safety of everyone present at this event. For these measures to be effective, everyone must take all reasonable precautions to avoid and prevent accidents. They must obey the instructions of the organisers and all officials and stewards.**

**Competitors who are not members of The Pony Club are not covered by The Pony Club insurance and must have their own third party cover. The [ XX ] Branch of The Pony Club and the organisers of this event are not legally responsible for non-Members and their insurance will not cover you."**

When holding classes for which conditions have been laid down, and judges appointed by a governing body, Branches and Centres are recommended to seek advice from the organisation concerned.

### Prizes

It is against Pony Club policy to encourage children to be 'pot hunters' and money prizes are forbidden at competitions or shows for Pony Club Members only.

## Competitions Open to Members of other Branches or Centres

Members and organisers of events must follow the Rule for Competitions organised by Branches and Centres.

District Commissioners and Centre Proprietors should not countersign entry forms or give certificate to Members if their current subscription has not been paid or the Member has not, in the District Commissioner's or Centre Proprietor's opinion, sufficiently supported the working rallies of the Branch or Centre.

If an event is open to competitors from other Branches or Centres, it is important to put in the schedule under which Rules it is run and any local modifications.

## TYPES OF COMPETITION

### Dismounted

National Quiz  
Horse & Pony Care Competition  
Triathlon

### Mounted

Dressage – including Winter League and Rider Tests Dressage to Music  
Endurance  
Equitation Dressage and Show Jumping Eventing  
Hunter Trials Mounted Games Musical Ride Pony  
Racing Polo  
Polocrosse  
Show Jumping – including Winter League  
Tetrathlon

## DRESSAGE TESTS

Level	Area	Championship
Reg Champs	Grassroots Dressage Test 2018	Grassroots Dressage Test 2018
Novice	Novice Dressage Test 2019	Novice Dressage Championship Test 2017
Intermediate	Intermediate Dressage Test 2013	Intermediate Dressage Championship Test 2014
Open	Open Dressage Test 2019	Open Dressage Championship Test 2018

## EVENTING TESTS

Level	Area	Championship
Reg Champs	Grassroots Dressage Test 2018	Grassroots Dressage Test 2018
PC90	PC90 Eventing Test 2013	PC90 Eventing Championship Test 2015
PC100	PC100 Eventing Test 2015	PC100 Eventing Championship Test 2013
PC110	PC110 Eventing Test 2010*	PC110 Eventing Championship Test 2015*

### Dressage Judges

It is recommended that for all Dressage Tests, a Judge from British Dressage's Official Judges Panel is used so that the guidance given to Members is of a high standard. The required list of Judge can be found in the Pony Club Dressage Rule Book.

The British Dressage Judges Panel can be found on the BD website [britishdressage.co.uk](http://britishdressage.co.uk)

### Hunting

The Pony Club and its Branches are entirely separate organisations to any hunts. Historically Branches were founded by members of local Hunts for the benefit of their farmers' and subscribers' children.

The Pony Club recognises that hunting has changed following the inception of the Hunting Act 2004 on 18th February 2005. As long as hunts are acting within the law, The Pony Club continues to encourage those Members who wish to take part and experience riding across country to do so.

Trail-hunting, hound exercise and exempt hunting are recognised activities that hunts participate in to comply with the current legislation.

The Masters of Foxhounds Association (MFHA) and Association of Masters of Harriers and Beagles (AMHB) recommend that those who follow hounds should be a member of the Countryside Alliance.

## EXCHANGES BETWEEN BRANCHES, CENTRES AND INTERNATIONAL VISITS

The Pony Club believes that visits and the exchange of ideas between Branches and Centres offer a great benefit to Members. The sharing of interests with Members from different Branches and Centres and from different countries broadens a Member's experience.

Areas or Branches wanting to arrange exchanges or visits, where they will be representing The Pony Club, with countries or overseas Branches must first get permission from The Pony Club Office and their Area Representative. Details of these visits must be sent to The Pony Club Office and their Area Representative who will give guidance and support where possible. At the end of any visit, a written report will be required by The Pony Club Office.

For an exchange that relates to a specific sport please take note of the selection criteria which applies to that sport.

All International invitations are made direct to the Pony Club Office in conjunction with the Pony Club International Alliance.

## YOUNG EQUESTRIANS

Young Equestrians is a Sport England funded programme created by the British Equestrian Federation (BEF) in collaboration with The Pony Club. The project encourages young people aged 13-18 to stay involved with equestrian sport through the creation of clubs where participants can socialise with like-minded young people, try new sports and develop their equestrian skills.

Young Equestrians Clubs can be set up for free within Pony Club Centres and Branches and those who sign up will be given free support with their Club including marketing materials, session ideas and audience insight.

If you are interested in setting up a Young Equestrians Club within your Branch or Centre please contact the Young Equestrians Co-ordinator at The Pony Club Office who will be able to give you further information: [contact@youngequestrians.club](mailto:contact@youngequestrians.club) 02476 698322.

## OTHER YOUTH ORGANISATIONS

### The Duke of Edinburgh's Award

The Duke of Edinburgh's Award is a leading youth Charity, founded in 1956 by its Patron HRH The Duke of Edinburgh, with a mission to inspire, guide and support young people in their self-development and recognise their achievements.

Anyone aged between 14 and 24 can do a programme at one of the three progressive levels which, when successfully completed, lead to a Bronze, Silver or Gold Duke of Edinburgh's Award. There are four sections at Bronze and Silver level (Volunteering, Physical, Skills and Expedition) and five at Gold (the addition of a Residential).

Riding can be chosen by participants as part of their Physical section or handling and care of horses as part of their Skills section, which fits well with Pony Club activities and achievements. Volunteering at Pony Club activities can count towards the volunteering section. Participants can also choose to use horseback as their mode of transport for their expedition.

Over 300,000 young people are currently taking part in DofE programmes in the UK and recent research has found that a Duke of Edinburgh's Award is rated as one of the most highly valued experiences amongst major employers when selecting employees.

Further information can be found at [DofE.org](http://DofE.org).

### Young Equestrian Leader Award

YELA is an award system to recognise, encourage, support and develop our Young Volunteers (13-25). The awards have gone from strength to strength and now have over 3000 young people registered; Volunteering across all the British Equestrian Federation Member Bodies with volunteers with The Pony Club accumulating over 1million minutes so far. Volunteers need to register online and will be sent a log book to record their volunteering in, just 20hrs will gain them the Bronze level of the awards. Candidates are now able to complete every level (Bronze, Silver, Gold) with the same Member Body. For more information including supporting documents for Branches and Centres please visit [yela.org.uk](http://yela.org.uk) or email [yela@pcuk.org](mailto:yela@pcuk.org)

## THE PONY CLUB WEBSITE

### Aim

The purpose of the Website is to provide a source of information, education and fun for all. [pcuk.org](http://pcuk.org) is the Official Pony Club Website address.

### THE BRANCH AND AREA SITES

All Branches and Areas have their own sub-site which can be accessed and updated. These websites can be found through the "Find a Branch" listings on [pcuk.org](http://pcuk.org)

The Branch District Commissioner should call for a volunteer to take on the responsibility of acting as Web Manager and managing the Branch site. Each Branch is responsible for writing and updating

its own Branch pages and must have access to a computer, which can connect to the Internet, in order to do this. Each site can have multiple managers if required. The Pony Club will never ask you for your password.

### THE PONY CLUB EMAIL SYSTEM

All Branches and Areas have their own email address ending in @pcuk.org. At least one member of the Branch committee must have access to this email account.

Emails can be accessed through a webmail interface or by using software such as Microsoft Outlook. Access details and further information can be requested by contacting The Pony Club Office.

Passwords should be changed frequently and kept secure. If responsibility for the email system passes to another volunteer the password should be changed to maintain a high level of security.

### THE PONY CLUB BRANCH and CENTRE MEMBERSHIP DATABASES

These databases keep a list of all current and past Members for each Branch or Centre along with information on Branch/Centre Officials, Coaches and Events.

All Branches are required to keep this information up-to-date on a regular basis to satisfy both insurance requirements and Data Protection legislation. This includes adding new Members as they join and changing addresses as soon as is possible. Branches ideally should also record Tests, Achievement Badges and Events on this system.

For Centres, new Members and renewing Members are processed via the Pony Club Office. Please regularly check your Membership records. Centres should also record Tests and Achievement Badges on this system.

In addition to holding data, the Branch database can also perform many other functions such as emailing Members, transfer of Members from one Branch to another, generating mailing labels and much more.

You do not require any special software to access the database; you just need a computer with internet access. Written instructions are provided within the database to help you get started.

Please note that the new General Data Protection Regulations came in to force on 25th May 2018. The Pony Club Office will be assisting in training and offering guidance on these changes.

### TRAVELLING EXPENSES

In accordance with Rule 12.5, the currently approved rate when travelling by car is 45 pence per mile for the first 10,000 miles, and 25 pence per mile for any subsequent mileage.