

# Papatoetoe Adult Riding Club

---

## Information Booklet



**2 Sutton Road  
Brookby  
Auckland**  
*(Entrance off roundabout at end of Brookby Road)*

**E: [adultride@papatoetoeponyclub.co.nz](mailto:adultride@papatoetoeponyclub.co.nz)  
W: [www.papatoetoeponyclub.co.nz](http://www.papatoetoeponyclub.co.nz)**

# **PAPATOETOE ADULT RIDING CLUB (PARC)**

All members (21 years and over) of the Riding Club are adult members of Papatoetoe Pony Club and are entitled to the same privileges and subject to the same conditions as other Pony Club members.

## **ASSISTANCE**

It is a condition of membership vital for the successful running of the Club that members assist with events and fund raising. It is also a condition of membership that all members contribute 18 hours per membership year (1<sup>st</sup> September to 31<sup>st</sup> August) if you do not complete your working bee hours you will be charged \$1000.00 working bee levy.

## **AIMS**

We wish to encourage riders of all levels to advance their knowledge of the horse and riding skills and to promote the enjoyment of riding activities.

## **NEWSLETTER**

A monthly newsletter keeps members informed of upcoming events, rallies and other activities. If your address/details are to change, please inform the Adult Ride Secretary.

## **RALLIES**

Rallies usually alternate between Tuesdays daytimes and evenings and weekends with times to be advised. Some rallies may occasionally be held outside these periods. Instruction is provided at rallies where professional instructors are engaged to provide instruction to members.

A small fee of \$25.00 is required to participate in a rally. This helps to cover our instruction costs throughout the season.

## **SOCIAL EVENTS**

These are held from time to time.

## **UNIFORM**

Uniform for rallies and competitions

-Papatoetoe Adult Riding Club top

-Pale coloured jodhpurs

-Riding boots.

(PARC tops are available for purchase from the Club.)

Helmet must meet current standards and be correctly tagged.

# GENERAL

## **GATE TAGS**

All new members will be charged a refundable bond of \$35 for their gate tag.  
Lost or extra tags will be charged at \$35 each.  
Refund of bond on return of tag.  
Gate tags remain the property of Papatoetoe Pony Club.

## **MAIN GATES**

The main gates are to be kept closed at all times except during rallies or organised events.  
If the gates are open the double internal gates must be closed.

## **WORKING BEES**

It is a condition of PPC, PARC and Facility membership, you are asked to contribute 18 hours per membership year (1<sup>st</sup> September to 31<sup>st</sup> August) to help with our open events. If you do not complete your working bee hours a Levy of \$1,000 will be charged. Updated spreadsheet can be found on the website.  
Hours completed are to be emailed to [workingbees@papatoetoeponyclub.co.nz](mailto:workingbees@papatoetoeponyclub.co.nz).

## **FLOAT & TRUCK PARKING**

Permission to park on the Club grounds and fees are at the Committees approval and discretion.  
Floats and trucks are to be stored in the designated "Float and Truck" area only and not anywhere else on the grounds.

## **WASH BAYS**

- Are **only** to be used for washing down horse/pony.
- Not to be used for feeding or grooming i.e. pulling manes and tails etc.
- **ALL** manure to be removed
- Excess dirt and manure are to be washed away.
- Water usage is to be conserved during the summer months or dry periods.

## **UNDERCOVER YARDS**

- Must be kept clean at all times. Manure to be picked up and pen swept after use. If necessary you may need to wash the pen out.
- These are for members only
- The shoeing bays must be swept after use.
- Hay is not permitted in the pens at any time.
- Hard feed is not to be fed during rallies or organised competitions.
- Horse/pony must **NOT** be left in the pens for long periods of time than a couple of hours.
- The 24 lockers will be made available to grazing members.
- Own locks must be supplied for the lockers.
- Gear kept in lockers is at owner's risk.
- Pen chains to be hooked back after use.
- NO playing or riding horses through the undercover yards area.
- Horse to be tied to front of pen area only.
- Shoeing bays... Persons having their horse shod or vetted have priority use.
- Closed footwear to be worn at all times whilst around horses

## **SICK & GRASS PENS**

Must be kept clean at all times. Manure and hay to be picked up after use.

Permission for short-term use and fees of use, i.e. overnight OR long-term use must be obtained from the Grazing Manager. Grass pens are available to use should you not wish to use a concrete yard or if you wish to feed hay or hard-feed to your horse.

## **PADDOCKS**

We run other stock on our property and from time to time some paddocks might be closed. Please ensure you leave all gates as you find them. If you open a gate, make sure you close it.

## **GUEST PASS**

Members are allowed to have non-members ride on the grounds with them. All non-members must have had a Guest Pass form completed by the member and the ground fee (\$30) paid directly to Papatoetoe PC account. Members are responsible for their guest/s and must accompany them at all times while they are on the grounds.

Guest Pass form can be found on the [website](#).

## **CROSS COUNTRY**

- Riders must have one other person present
- Back Protectors must be worn and must be tagged meet the current standards
- Helmets must meet current standards and be Tagged correctly.
- Clinics must be approved and booked through the committee.

## **HEALTH AND SAFETY - ACCIDENTS AND INCIDENTS**

Horse-riding is a sport which has risks, and we try to minimise these wherever we can. We want to make sure that everyone on our grounds is safe. If you have an accident, or see something unsafe, please report it to us. An online accident/incident form can be found on our [website www.papatoetoeponyclub.co.nz](http://www.papatoetoeponyclub.co.nz).

## **CODE OF CONDUCT, BEHAVIOURS AND WHAT TO DO**

The club aims to create an environment where all people are treated with dignity, respect, and courtesy, free from bullying and harassment, and to provide a process to deal with bullying and harassment by or toward those involved in activities/sport. More information about the NZPCA Code of Conduct can be found on their website.

If you feel you have been discriminated against, harassed, or bullied, we encourage you to address your complaint as soon as possible so that a resolution can be promptly achieved. All allegations and complaints will be treated seriously and health with expeditiously whether they are raised formally or informally.

If you become aware of any conduct that may breach Papatoetoe Pony Club Harassment and Bullying Policy and Harassment Guidelines found on our website, you should report the conduct to a Committee Member.

# ARENAS

Bookings for **arena 1** (Ebb & Flow Dressage arena), **arena 2a and 2b** (Ebb & Flow main arena) and **the sand dressage arena** (sand 60x20 arena) are to be made on the website - [www.papatoetoeponyclub.co.nz](http://www.papatoetoeponyclub.co.nz).

The cost for booking is \$5 per 45 minutes. Payment is required at the time of booking. Bookings cannot be made within two hours of start time.

Please be considerate in the use and booking of the arenas, especially in winter when they are in high demand and the rest of the grounds are closed. ***Please cancel your booking as soon as possible as there may be others waiting to use for a lesson.***

## Arena 1 Ebb & Flow (20m x 60m)

- This arena is bookable.
- Pick up all droppings.
- Lights will need to be turned off after 8pm in winter or when the last person has used the arena. (Only one light turns itself off after a certain time, the others have to be **manually turned off** – switch is on wall between the Ladies and Mens toilets)
- No Lunging at any time

## Arena 2a & 2b Ebb & Flow (60m x 80m)

- This arena is bookable.
- This arena is split into 2 parts. On the website shown as 2a and 2b (2a is the part closest to the pens).
- Arenas must be booked for any lesson (jumping or flat).
- No more than 4 jumps may be left up in 2b but must be moved regularly to avoid making holes on take-off and landing spots.
- All jumps in 2a must be put away neatly after use.
- When jumping there must be one other person present.
- **NO** lunging anywhere in big arena.
- All droppings must be picked up.
- There is a flat charge for bookings of \$5 per hour or part thereof, no matter the number of horses
- **Fees are payable directly to PPC Account**
- Clinics must be approved and booked through the committee.

## Arena 3 (60m x 80m)

- This arena is not bookable and lessons are not to be held in this arena.
- All droppings must be picked up.

## Sand Dressage Arena (20m x 60m)

- This arena is bookable.
- Pick up all droppings.
- No Lunging at any time.

## Lunging Pen (Round arena)

- All Pony Club members must hold a C+ or higher certificate to be able to lunge their horse on Pony Club grounds.
- Members 15yrs or under must be under constant supervision by an adult or senior member present whilst lunging
- All persons to wear correct gloves, boots and helmet.
- Only 'one' horse to be lunged in arena at a time.
- Gates to be shut at all times when in use.
- Anyone abusing this facility will be restricted from its use.
- Pick up all droppings.
- Remove any equipment used in arena after use.

# TROPHIES

During the season we hold competitions where points are allocated for participation as well as placing's for the Dressage and Show Jumping Cups. These points accumulate over the season and the 'combination' (same rider and horse) with the highest points wins. Trophies awarded each season are as follows:

- **Ivan Frisken Trophy for Contribution**
- **PARC Turnout Trophy**
- **President's Trophy for Club Spirit**
- **Fiesta Cup - Most Outstanding Mare** - Donated by Angela Matheson.
- **Stuart Rowley Cup - Outstanding Gelding** - Donated by Cameron and Fiona Pascoe.
- **Outstanding Achievement**
- **PARC Outstanding Equestrian**
- The **Hyde Dressage Cup** – Donated by a previous member Jan Hyde to encourage interest in the dressage discipline. Competition for this cup is over three separate days with points allocated for participation and placing's and is aimed to encourage all skill levels. The winner is the combination with the most points at the end of the season.
- The **Dower Show Jumping Cup** – Donated by Sue Dower. The competition for this cup is again held over three separate occasions, with different height levels and a point system that enable any member to be a contender. The winner is the combination with the most points at the end of the season
- The **Gore Trophy** – Donated by Murray Gore. Awarded annually to the member showing the greatest advancement over the year, irrespective of their level

