

# **HENDRA PONY CLUB**

## **AGISTMENT REGULATIONS 2025**

## General information

Becoming a member does not guarantee an agistment spot on the grounds. Agistment is available for junior members only (with exceptions as noted below), and a parent or guardian must be a social or riding member and are responsible for their children, their child's horse and any guests. All members 16 years and under must be supervised by an adult when on the grounds.

The Hendra Pony Club is a club for kids who want to be involved in pony club equestrian sport and agistees are required to attend (either riding or helping) a certain number of musters and Zone 1 events annually, as advised by Committee (advice will be made at the beginning of each year regarding the number of events and working bee hours required for agistment).

Our grounds are bisected by a prescribed waterway (Pound Drain) and younger riders are agisted in the south paddock whenever possible as we do not have an internal bridge linking our paddocks. Riders 17yrs and over (without a younger sibling) are required to agist in our north paddock, unless approved by Committee to agist in south paddock.

Children under the age of 12yrs **MUST** be supervised by an adult family member during events and working bees at our grounds and children aged between 12-16yrs must have a nominated adult supervisor (who is willing to take responsibility for them). Children attending working bees must be supervised to make sure work is getting done (otherwise their hours will not be counted).

Agistment is 1 ridden horse per active member which has been approved by the committee. Agisting members are not permitted to swap horses in and out of the grounds (agisted horses are individually approved at all times). Only horses are permitted to reside on the grounds, no other animals or their lodgings are permitted.

No rider has precedence over another, and no type of riding is more important than another.

Agistee families are required to assist with the running of all open and formal events (ie; gymkhana's, show jumping days, etc), held at our grounds to a minimum of 1/2 the time of the event, this ensures that everyone shares the workload equally and the burden of running events, for the benefit of our members and the financial viability of our club is shared by all. Families who are unable to attend an event must advise the Committee at least two weeks prior, where possible, so alternative jobs can be allocated.

Hendra Pony Club is not an agistment business, stable, horse boarding or horse retirement facility. We are a pony club where children under 18yrs can have a horse, so they can be involved in Pony Club and Pony Club run events. Horses need to be attended 365 days a year, they must be ridden or exercised weekly by their rider (unless agreed with Committee) except during the Pony Club summer layoff period (see note c.) and agistees must meet the attendance requirements annually (ie; an agisted horse must be ridden, by its rider, at musters and events at least equal to the number of events determined by the Management Committee). Where a rider is unable to participate on their horse they can attend and participate on foot and help the instructor(s).

Note:

- a. Qualified instructors and judges, which have been instructing at the club and judging within Zone 1 clubs for a minimum of 12 months continually, may be eligible to agist as a senior (when spots are available). Instructors and judges approved to agist must be highly active in the club and within Zone 1.

- b. Active riding members who were agisting prior to turning 18yrs may continue to agist as an Associate so long as they meet the agistment attendance requirements, until they turn 26yrs (when they become senior riders). Upon turning 26yrs they must meet the requirements for senior agisters (as per note a. above). Associates are therefore required to undertake Judges and/or Coaching certification during their Associate years.
- c. It is recommended that during the summer months of December and January (ie; the summer layoff period for Pony Club), that horses not be worked during the heat of the day, when temperatures are over 30°C. Horses may be spelled entirely and the weekly riding requirement is suspended during the Pony Club summer layoff period to allow for horses to have a break.

Our horses live in a shared paddock (with both mares and geldings) many of whom can be unpredictable. Our agisting families are likewise a mix of people from different cultures and backgrounds. Agisters are expected to be tolerant of each other and to ensure that they share the grounds equally. The committee will not tolerate nor weigh into personal grievances or petty squabbles between agisters.

Horses need to be looked after and feed by their owner 365 days of the year, rain, hail, heat and drought. Horses cannot be left in the care of others for longer than 2 weeks without formal advice being given to the Secretary.

Horses that have left the grounds for a period longer than 5 nights eg for competition, camp or holidays, need to advise the Agistment Coordinator of away period and return date. For a horse that is away for a period of 2 weeks or longer, formal advice will need to be given to the Secretary. The Agistment Coordinator will also need to be advised and updated of any changes to the return date.

Agisters must be active in events held at the club, including fundraising and social events and they must;

- Undertake 20hrs working bee per year per horse.
- Complete their monthly roster tasks (ie; put wheelie bins out for collection and manure bags for sale, clean water troughs if necessary and check over for any damage/leaks or dead animals. Any damage or concern about water troughs, the Paddock Coordinator/Agistment Coordinator will need to be informed immediately).
- Collect and bag manure for sale weekly.

All members 16yrs and under **MUST** be closely supervised while riding (and especially when jumping). It is a requirement of membership that families adhere to this rule at all times (including on school holidays). Close adult supervision is a safety necessity; it enables an adult to be there if something happens and stops young riders making bad decisions on their own, especially with regard to jump heights. Close adult supervision = parent or supervising adult within 50meters, actively watching the rider. We all have a duty of care in relation to safety. Action may be taken against members 16yrs and under if they are seen riding on our grounds without close adult supervision, including:

- Requirement for member and family to attend a meeting with Club Management Executive members
- A reduction in riding privileges (ie; rider may be prohibited from using any and all jumps, including cross country jumps, barrels, logs, etc) for a period of time
- Termination of agistment

Members must not interfere with other members' horses unless required for the safety of the horse or other members (ie; horse is in danger due to badly ripped rug, etc).

No member should feed or give treats to another member's horse, unless the owner of the horse has permitted it.

No feeding horses outside of their individual designated feed yards.

There are very strict conditions of horse entry to the grounds, and some horses may not be suited to agist (ie windsuckers, stallions or aggressive horses). Horses that endanger children will not be permitted to agist and overly aggressive horses will be banned from the grounds.

There is a 3 month probationary period for any new agisting member and horse. If horse proves unsuitable for herd environment or are overly aggressive, they will not be able to be agisted further.

### **Procedures for horses coming onto the Grounds**

**UNKNOWN HORSE** (that is a horse that is not known to have ever been agisted at our grounds). Notice of 5 days is required to the Agistment Coordinator for approval prior to entry. Horse is required to follow the approved socialization process before entering the herd permanently.

**KNOWN HORSE** (that is a horse known to have been agisted at our grounds previously). Notice of 2 days is required to the Agistment Coordinator for approval prior to entry. Horse is required to follow the approved socialization process before entering the herd permanently.

Manure within the socialisation yards/pens must be picked up twice daily (morning and night) and the area left in a good, clean and tidy condition when horse is let out.

Prior to release, it is good practice to take the horse around the boundaries and the obstacles on the grounds so the horse is familiar with the grounds. The owner needs to release in the morning so the horse can have a number of hours to negotiate the grounds in daylight. The owner is also advised to stay on the grounds after release for an hour or so to make sure their horse has no problems.

Trial horses, for agistment, may be kept on the grounds for a period of 30 days and the agistment payment must be made in advance. Notice of 5 days is required to the Agistment Coordinator for approval prior to entry and no other horse can be trialled at that time. The trial horse can be locked up for the duration of the trial period or released into the herd after discussion and agreement with the Agistment Coordinator (each trial horse arrangement is different and approval by the Management Committee is required prior to release). Requests for minor extensions of the trial period (ie; 4-5 days) can be made if circumstances demand and should be made in writing to the Agistment Coordinator. The trial period runs concurrently with the normal entry process. Prior to the end of the trial period the member's old horse must have left the grounds and the general release practices for new horses apply if they have been locked up.

For any leased horses, a copy of the lease agreement is to be provided to the club secretary.

Members who own multiple horses cannot swap spots back and forth between our grounds and outside agistment, only one horse is approved for agistment at all times.

### **Vaccinations**

All horses are to be vaccinated annually against Tetanus, Strangles and Hendra. Proof of vaccinations is to be provided prior to the arrival of the horse onto the grounds and annually thereafter to the Club Agistment Coordinator, via a specifically created facebook page : Hendra PC Vaccination's Record For All Horses for Hpc Members. A current copy of the horse's Hendra Vaccination Certificate must be uploaded on this facebook group. Certificates are downloaded from [health4horses.com.au](http://health4horses.com.au)

## **Quarantine**

Quarantine - means a sick horse, put in quarantine (Isolation yard) as it is sick and needs to be kept away from other horses till it is well. Immediate advice to the Agistment Coordinator is required if a horse is put into isolation so that advice can be given to all members of the illness.

## **Attendance**

Agisting members must attend a minimum number of events either by riding, judging, pencilling, instructing or assisting on the day at our grounds or by participating at other Zone 1 club events. Where a rider is unable to participate at a muster or other event at our grounds on their horse they should attend and participate on foot to ensure they meet the minimum attendance requirements. The number of events to be attended is as advised annually by the Management Committee and will include;

- a. HPC Musters, Points days, Ribbon days, Fun days & Seminars;
- b. HPC Night or Day training days open to all PCAQ members;
- c. HPC Trail or Beach Rides;
- d. Zone 1 Camps, Schools & Competitions;
- e. Competing for HPC at other Zone 1 clubs, official or unofficial

Attendance will only be recorded where an agistee attends for a minimum of 1/2 of the event and they are actively involved as a rider, or in the running of the event (ie; pencilling or canteen).

Agistee attendance records are reviewed by the Chief Instructor regularly and failure to meet the attendance requirements may result in the member needing to show cause, as to why they should retain their agistment spot. In the event that an agistee member does not meet the attendance requirements, without due cause and without agreement of the Management Committee, their right to agist may be terminated.

## **Agistment payment and paddock key costs**

Agistment payment must be made in advanced each month to ensure accounts are kept in credit. A refundable deposit is required for a paddock key at \$50 per key. Deposit is forfeit if key is lost and a replace cost is \$50 per key. Key deposit is refunded when key is returned if horse is no longer agisting. Grounds access for non-agisters is available and contact should be made with the secretary for information.

## **Working Bee requirements**

Each family needs to complete 20 hours of maintenance or working bee per agisted horse, per year. Hours are to be recorded on the specifically created facebook page: Hpc Maintenance Hours, and hours will be reviewed quarterly. It is suggested that agistees undertake 5 hours per quarter to spread the required maintenance hours across the year.

Working bee/maintenance hours may include tree removal after a storm, fence repairs, rock/rubbish/debris collection, whipper snipping and spraying weeds, mowing, pruning trees and scrubs, beautification (ie; maintaining club house garden) and assisting with construction work as needed.

Children under the age of 12yrs MUST be accompanied by an adult family member (or an adult club agistee member) at all times and not be simply dropped off at working bee's. Children 16yrs **and under** must have a nominated adult supervisor. Children attending working bees must be supervised to make sure work is getting done (otherwise their hours will not be counted).

Prior to mowing, sticks/rocks/rubbish must be picked up (this is a good activity for children and their time can be counted as working bee hours). Mower induction is important for safety and instruction on how to use the mower is carried out by a Grounds Maintenance Officer. Weed spraying must be undertaken in accordance with the product directions and appropriate PPE worn. Ground maintenance is to be undertaken only after consulting with the Grounds Coordinator. The mower is only to be operated by an approved person 16 years of age and over.

### **Monthly Roster**

Each agisting horse is allocated a month in which their family must clean and maintain water troughs and check for any leaks or damage (cleaning is only required if needed, we currently have an external person monitoring water troughs), take wheelie bins out for collection and manure bags for sale.

Wheelie bins are to be put out on Wednesdays and brought back in on Thursdays.

Manure bags are to be taken down and placed outside the gate for sale on Friday afternoons.

### **Manure**

Agistees are required to collect and bag for sale 5 bags of manure weekly per agisted horse. Removal of manure ensures that as much grazing as possible is available for horses and it assists with reducing the transmission of worms amongst the herd. The sale of manure is a major fundraising activity for our club and the funds raised enable us to undertake a range of maintenance activities and to purchase equipment as needed. The weekly required number of bags may be increased by the Grounds Coordinator if required and members must comply with the change.

### **Feedyards and storage**

Feed yards are to be kept clean, tidy and free of manure daily, and rugs must not be hung on the outside yard fencing. Horses MUST be fed in their feed yard.

Storage sheds are shared use facilities and agisters are provided with an allocated area within the sheds. Sheds are to be kept clean and tidy and any spilt feed is to be swept up daily. Pest control, ie; mouse traps, pesticides, insecticides, etc, are to be used as required to ensure they are kept rodent and moth free. Member's possessions (ie; equipment, tack, feed) are stored at the owner's risk.

### **Worming**

All Agistee's are required to worm on the same day to keep the herd as safe as possible from all types of worms and we operate a worming program that includes protection against encysted cyathostomes.

Our horses are wormed quarterly with Equest Plus Tape and an Ivermectin or Oxfendazole based wormer on rotation (currently using Strategy T). Information regarding wormers can be obtained from our Agistment Coordinator and worming dates are advised well in advance.

Used wormers are to be placed into the provided containers, with the relevant horses name written on the empty package or plunger for proof of worming on the due day and is checked by the Vaccinations Coordinator.

Failure to worm on the allocated day will result in the Agistment Regulations being breached and action may be taken for repeat breaches of this requirement.

### **Water and power usage**

Washing of horse floats is not allowed, with the exception of washing out manure/urine and taps must not be left running when horses are being washed. Leaking taps and/or damaged water pipes/troughs etc must be reported to the Committee or Grounds Co-ordinator urgently to help reduce the cost of wasted water as water usage is one of our most costly expenditure items.

The use of club power by agisting members is restricted to horses being clipped, farrier work or by a vet. Electricity is a high cost item to the club and items such as mobile phones and other devices should not be charged at the clubs expense.

### **Horse Care**

Hooves need to be trimmed or shod regularly as required to be kept in a healthy condition. Horses must be fed an evening meal daily throughout the year and during winter morning feeding may also be required to ensure horses maintain a healthy weight and do not become overly aggressive due to hunger. Our lease requires that we maintain a reasonable grass cover at all times, therefore during periods of drought additional feeding may also be required.

Horse's teeth need to be maintained at least once a year or on vet's advice.

The Chief Instructor or appointed Horse Health Care Officer has responsibility for horse health issues and should be contacted in the event that a member has a concern in relation to their own or another agisted horse. Sick or poorly horses may be quarantined or the owner requested to provide additional feed/care to their horse.

Instructors are required to check horse health and gear at musters.

### **Non-agisting members**

Non-agisting members must be shown respect and must be permitted to ride/exercise their horse without interference. Non-agisting members are required to adhere to set ground rules and they must pay the required fee for the right to ride on the grounds outside of musters, open days and other events. Any concerns held in relation to a non-agisting members behaviour should be made directly to the Club Secretary. When a non-agisting member accesses the grounds, a Horse Health Declaration (HHD) must be completed and signed upon each visit.

### **Paddock and Arena usage and lockup requirements.**

Paddock area's will be closed for riding or grazing from time to time to allow area's to be rested or prior to events or due to ground conditions, as advised by Committee. All members must abide by the closure announcements. No horse is to be left in arenas or the canteen area and gates are to be kept shut unless otherwise advised.

Horses must be locked away 1 hour prior to musters/points days and by 5pm the day before major events or as advised.

If all horses are required to be locked away for a period of time and any agister disagrees, their horse can be removed by the owner until the lockup period is over. Agistment charges are still applicable.

## **Termination of agistment by Committee**

Agistment may be terminated at the discretion of the Management Committee should an agisting member fail to adhere to these Agistment Regulations or as follows:

1. Horse is removed from the grounds for longer than 30 days without prior committee notification and agreement.
2. Horse behaviour is dangerous and unacceptable towards members (particularly children)
3. Member does not abide by the HPC and/or PCAQ harassment policies or bylaws. All members are to act in accordance with PCA Code of Conduct at all times on pony club grounds and at pony club events.
4. Member acts in a manner which endangers or intimidates others.

The process for appeal against termination of agistment, or cancellation of membership is outlined in our general Bylaws.

## **Horse and member behaviour Info**

Our grounds are a shared paddock (with both mares and geldings) many of whom can be unpredictable. Our agisting families are likewise a mix of people from different cultures and backgrounds. Agisters are expected to be tolerant of each other and to ensure that they share the grounds equally. The committee will not tolerate or weigh into personal grievances or petty squabbles between agisters.

### **Dominate Horse:**

Horses have a pecking order of dominance in a herd and the alpha horse can boss other horses around especially at feed time or if they take a particular interest in one horse. Care is required at all times especially around feed yards and when entering/exiting feed yards.

### **Geldings:**

When stallions get gelded after they have bred they do lose the urge to mate but they don't forget. When mares come into season late gelded stallions still remember and they may try to mount. You can call these geldings "proud cut" as they keep that stallion look, eg: thick jowls, solid build.

### **Mares in Season:**

It is natural for mares to come into season a few times a year. They can also come on when introduced to a new gelding. Some mares can be very bossy when in season. A mare in season often hangs around the boys and winks and urinates or sprays a lot as this stimulates the boy. It can last from 4 days to weeks depending on the mare.

### **Issues management:**

- Aggression at feed time: Lock the aggressive horse up prior to feeding your horse, or put your horse in a feed yard before you bring his/her feed out of the shed.
- Aggression on grounds when riding: Lock the aggressive horse up prior to riding or ride in an arena.
- Mare in season, being aggressive and gelding is mounting: Mare is to be locked up until she is out of season.
- Dangerous horse incident: Advise committee of the incident in writing, for investigation and resolution.



**Incident reporting:**

If rider has a fall from a horse or is injured on the ground, whether at a muster, pony club held event or general riding, an incident report must be lodged online with PCA.

Visit: [form.jotform.com/PonyClubAust/pca-incident-reporting-system](https://form.jotform.com/PonyClubAust/pca-incident-reporting-system)