



Tenterfield Pony Club

School Horse Sports Day

Friday 31st October 2025

Tenterfield Showground

Cost: \$20.00 per rider

Tenterfield Pony Club would like to extend an invitation for your school to attend our School Horse Sports Day, to be held on Friday 31st October 2025, at the Tenterfield Showground. The event is organised and run by Tenterfield Pony Club and will run under PCANSW Insurance.

Please find enclosed a program and nomination forms. **Nominations should be submitted by Friday 24th October as a whole school team** via:

Email – tenterfieldponyclub@gmail.com

Entries may be paid in cash on the day of the event, or by direct debit as a team. Nomination forms and medical forms must be submitted prior to aid in organisation. **Principals must sign the nomination form for students to represent the school, and individual schools must organise the teacher and instructor ratios.** This is not the responsibility of Tenterfield Pony Club. This event will be run under the guidelines for the Safe Conduct of Sport and Physical Activity in Schools and the Pony Club Association of NSW Regulations.

The team manager will be responsible for all queries involving riders, ensuring riders are gear checked (before ring and sporting events), rider suitability checks are undertaken, riders and helpers are organised for events. The committee reserves the right to suspend further competition if a horse is deemed unsuitable for the child or a danger to other riders.

All competitors must be **current financial members of a Pony Club** and provide proof of membership (copy of receipt from Justgo) to accompany entry form.

A 1:8 teacher to student ratio is required.

A 1:8 qualified instructor to student ratio is also required. A copy of Accompanying Instructors' qualifications must be submitted with entries. Qualified Instructors may endorse helpers with extensive horse experience to help meet the ratio. Details must be provided.

All Team Managers and Accompanying Instructors must attend a meeting at 8am outside the announcer's box for a briefing.

The Lions club will be running food van, and a drinks/ice-cream van will also be operational.

Please note: Any camping arrangements are to be undertaken privately through the Tenterfield Showground prior to, or on arrival (0499885386).

Please do not contact the pony club for such enquiries.

Kind Regards,
Ms Olivia Parker
School Horse Sports Co-ordinator
Tenterfield Pony Club
0427753872 (private mobile)



Tenterfield High School

Horse Sports Day

Friday 31st October 2025

Tenterfield Showground

Cost: \$20.00 per rider

Entries close: Friday 24th October 2025

The Lions club will be running food van, and a drinks/ice-cream van will also be operational throughout the day.

8:00am - Team Managers & Accompanying Instructors Meeting at secretaries' office (notify of scratching's, discuss gear check procedures, ensure instructor qualifications and endorsements submitted and check roster to organise their helpers)

8:30am – Accompanying and endorsed instructors conduct gear checks at trucks/stables. Complete & sign off paperwork then escort school teams to the bottom ring unmounted. Hand paperwork in to designated gear steward and marshal in the bottom ring.

9:00am – Mounting & March Past (Safety notices announced whilst everyone is present)

Hack Classes, Riding Classes, Pleasure Hack and Handler Classes - Boys and Girls compete together in age groups.

Sporting Events – Western Pole Bend, Flag Race, Straight Barrel Race, Clover Leaf, Running Tee, Keyhole. Boys and Girls compete together in age groups.

Age Groups (age turning this year)

8 years	9 years	10 years
11 years	12 years	13 years
14 years	15 years	16 years and over

A short break will be announced after ring events for gear changes and sporting setup. Team managers please ensure nominated helpers are organised and ready to set up and run events as per roster when required.

Accompanying Instructors to recheck gear and hand in completed paperwork before rider's marshal UNMOUNTED in bottom ring.

Please read Conditions for Competitors

NB: All competitors must be entered through their school and will only be accepted if appropriate paperwork (entry form and medical notes) are fully completed with entry fees having been paid in full.

***ENQUIRIES TO: Ms Olivia Parker, Tenterfield Pony Club
Mobile: 0427753872 (private) OR
tenterfieldponyclub@gmail.com***

**Please note: Any camping arrangements are to be undertaken privately through the Tenterfield Showground prior to, or on arrival (0499885386).
Please do not contact the pony club for such enquiries.**



Tenterfield High School

Horse Sports Day

Conditions of Entry

- 1.** All entries must be submitted no later than Friday 24th October 2025 with the MEDICAL INFORMATION SHEET. Nomination fees \$20 are non-refundable (except in the event of cancellation).
- 2.** One team entry form per school will be accepted – entries must be collated by the school and sent together. Cheques made payable to Tenterfield Pony Club.
- 3.** Schools must provide proof of rider pony club membership (blue card/receipt from Justgo) with entries.
- 4.** Schools are responsible for the completion of 'WWCC' for all staff and their school volunteers.
- 5.** Entry form to be signed by School Principal – you are representing your school.
- 6.** It is the responsibility of the parent to exercise a duty of care, ensuring their child is mounted on a suitable horse and is competent to compete safely. All children are to ride unattended.
- 7.** Age will be “age competitor turns this year” as of 31st December 2025.
- 9.** Minimum age - 8 Years as of 31st December 2025.
- 9.** Schools may enter any number of students as long as teacher and instructor ratios are satisfied.
- 10.** One horse – one rider on the day.
- 11.** Girls and Boys will ride together in each age group (8yrs, 9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs & 16+yrs).
- 12.** The competition will be run under NSW Pony Club Association rules and regulations. However, the committee has the right to alter or amend the order of events or substitute an event at their discretion.
- 13.** All riders must wear Pony Club approved helmet and smooth soled elastic sided boots at all times whilst mounted and around horses. Any competitor not complying with this ruling will be asked to leave the ring and will not be permitted to compete.
- 14.** The uniform on the day will be beige jodhpurs or cream stockman cut trousers, smooth soled elastic sided boots, safety helmet, school jumper/vest, shirt and tie. No jackets, blazers or gaiters are to be worn.
- 15.** School sport shirts and dogger-style boots may be worn during sporting events only.
- 16.** Gear check will be conducted by ACCOMPANYING & ENDORSED INSTRUCTORS and REGISTERS SIGNED, before ring events and sporting events. All saddlery must be Pony Club approved and safe - CONDITIONS OF ENTRY. If gear is changed during the day, another gear check must be completed by their team manager, before entering the next event.
- 17.** Only 'Dummy Spurs' can be used for ring events. Rowel spurs permitted for sporting events.
- 18.** Team managers/parents are required for collecting all riders/horses from marshalling area after an event.
- 10.** Parents are not to follow riders around the sporting events. We ask that parents remain outside the ring. All riders must be competent and should not require assistance.
- 20.** NO DOGS, STALLIONS OR SMOKING ALLOWED ON GROUNDS.

- 21.** Each competing school MUST provide the name of at least two (2) workers other than the DOE team manager to assist on the day per 8 riders. These workers are required to help with either stewarding an age group, a morning event and/or running a sporting event.
- 22.** Disputes must be lodged in writing, by the Team Manager, to the Secretary within 15 minutes of the completion of the event. A fee of \$50.00 must be lodged simultaneously and will be forfeited if the protest is dismissed.
- 23.** The committee reserves the right to alter, delete or vary the event on the day.
- 24.** Points will be awarded as follows: 1st - 8 points, 2nd - 6 points, 3rd - 4 points, 4th - 2 points. Ribbons will be awarded for 1st – 5th.
- 25.** Unmounted presentation in full uniform will follow at the end of the day's competition (sports shirts accepted). Location to be advised on the day.
- 26.** Trophies are awarded for Highest Point Score School, and March Past.
- 27.** All School Permission Notes, signed by parents/guardian, to attend Tenterfield Pony Club School Horse Sports should be kept by your school.
- 28.** Nomination and Medical Forms: To be completed, collated by your school and returned by Friday 24th October 2025 via email.
- 29.** In the case of any accident where there is a risk of concussion, a first aid officer will be on the grounds all day, the Tenterfield Ambulance will have been notified of the running of our event, they will be called, if required. The rider will receive medical attention and need medical clearance to continue riding in the competition, failing this, they will be withdrawn from competition. All injury/accident reports will be forwarded to individual schools and the Zone 13 Pony Club Secretary.



Tenterfield Pony Club

School Horse Sports Day

Team Manager Responsibilities

Ensure all Nomination Forms, Medical information, Fees, Horse Health Declarations and photocopy of PCA membership (Payment receipt from Justgo) have been submitted on time.

Notify the Horse Sports Co-ordinator of scratching's as soon as possible.

Ensuring a teacher/instructor prepared to accept duty of care for students does not exceed a ratio of 1:8. (Accompanying Instructors must possess a minimum PCA Instructors Introductory or Level 1 Certificate, NCAS Level 1, or equivalent NSWIA Bronze. Helpers with extensive horse experience may be endorsed on the day to assist in meeting this ratio).

Team Managers must ensure that all pieces of each rider's equipment will pass a Pony Club Gear Check. This will be conducted twice throughout the day. Once before morning marshal (March Past) and again before students enter the ring for sporting. In the event of a rider replacing or changing gear they must be rechecked. Several spot inspections will be done and if any part of a rider's equipment fails such an inspection, that rider will not be permitted to participate. Should you not be familiar with PCA gear requirements, please refer to www.pcansw.org.au. A head gear check steward will also be available if advice is required. See attached gear check guidelines.

All competitors must be mounted on a horse that suits their riding ability and must abide by all Pony Club rules. Failure to comply will result in rider being asked to dismount and/or disqualification from the event. Horse must be of a suitable temperament to compete in the events on the day and in the company of other horses. Any horse known to kick must have a red ribbon tied in its tail.

Assessing suitability of horses to rider's skill ability of each rider competing in each event – decision made with the assistance of Accompanying and Endorsed Instructors.

Team Managers for each school have a duty of care to their students and are responsible for student supervision and behaviour. Any enquiries to the office should be made through the Team manager only. The Team Manager must be available at all times and are to report to the Office when called to mediate enquires, injuries etc. All Team Managers are to read Team Manager responsibilities sheet.

Ensure all riders are in the correct age group and arrive to events on time.

Ensure helpers are available to help run events. The school should provide the name of workers, other than team manager to assist on the day. They are required to report to the office at the start of the day.

Schools are responsible for the completion of "Working With Children Clearance" for staff and their school volunteers.

All Team Managers must be approved by their school Principal.

All nominations must be approved by the Team Manager appointed by that school.

Disputes and protests- the Team Manager must present appeals in writing within 15 minutes of results being posted, together with a fee of \$50.00 (refunded only if the protest is upheld), to the Secretary's Office. The dispute will be referred to the appropriate Head Steward and dispute committee. When the dispute has been answered the Team Manager will be called to the Secretary's Office to receive a reply. The committee's decision is final.

Team Managers are totally responsible for the conduct of their riders. Stewards will marshal riders to their events and reserve the right to stand down any rider whose conduct is inappropriate.

The Team Manager is the only person to attend the Secretary's Office for any information, results, complaints, queries, etc. of any nature during the event. Information will not be given to the competitor, parent or guardian.

Presentation of point scores will be held at the end of the day. We would like team managers to encourage riders to stay in full uniform for the presentation.

Ensure parents do not follow riders around the sporting events. We ask that parents remain outside the ring. All riders must be competent and should not require assistance.

Where possible, students under 12 years of age should be accompanied to toilets and canteen by a responsible adult.

Ensure Horse Health Declarations are completed and submitted for each horse involved.

FAQ

Q) Whose insurance will the day run under?

A) The event will run under the insurance of PCANSW.

Q) Do riders need to be current Pony Club members?

A) Yes – the event is run by the Tenterfield Pony Club and as such all competitors must provide proof of current financial membership to club upon entry.

Q) Who needs to accompany the riders?

A) Teachers – We must maintain a ratio of 1:8 teachers to riders on the day.

Instructors: We require a ratio of 1:8 instructors to riders on the day. Qualified instructors must provide evidence of their certification. People with extensive horse experience may be endorsed to perform the role on the day, including gear checks, supervision and the assessment of horse/rider combination suitability. Details to be provided on entry form.

Helpers: Each school must provide helpers to assist in the running of the day. Details to be provided on entry forms. 2 helpers per 8 riders.

Q) What is the gear check process?

A) 1. Instructors/endorsed helpers conduct gear checks at stables/trucks before marshalling for March Past. Paperwork signed off for each rider. Marshal UNMOUNTED at the marshalling area for mounting.

2. Second gear check conducted at stables/trucks prior to sporting. Paperwork signed for each rider. Marshal UNMOUNTED in the marshalling area for mounting.
Must recheck gear if any changes made throughout the day.

Q) Are dogs permitted on the day?

A) No – NSW Department of Education policy does not permit dogs on site.

Q) Are students permitted to ride in dogger-style boots?

A) Smooth soled, elastic sided boots must be worn for morning ring events. Dogger-style boots, moleskin jeans and polo shirts may be worn for sporting events.



Tenterfield Pony Club School Horse Sports Day

School Team Entry Form

Friday 31st October 2025

Entries Submitted Friday 24th October 2025



- ~ Please submit only one Team Entry Form per school. Use second page if required.
- ~ Payment needs to be made to Tenterfield Pony Club by bank transfer, cheque or cash on the day.
- ~ After Hours Name and mobile contact is mandatory for the purpose of notification in case of postponement due to wet weather.
- ~ Please collate and summarise school entries and forward with appropriate entry requirements to Tenterfield Pony Club via **email: tenterfieldponyclub@gmail.com**

Name: First & Last	DOB	Age (at 31/12/2025)	Gender (M/F)	Medical Note Attached (Y/N)	Medical Action Plan Attached (Where required)	Entry Fee \$20.00 Paid (Tick)	Proof of Pony Club membership provided	Marshal Gear Check (used on the day)	Sporting Gear Check (Used on the day)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

School Name: _____ Phone: _____

After Hours Contact: _____ Phone: _____

Team Manager (Teacher): _____ (must accompany riders on the day)

Accompanying instructor(s): _____
Pony Club Instructor (yes / no) or Endorsed Helper (yes/no) Pony Club Instructor (yes / no) or Endorsed Helper (yes/no)

EITHER TEAM MANAGER OR ACCOMPANYING INSTRUCTOR SHOULD HAVE RELEVANT PCA QUALIFICATION OR EQUIVALENT. MUST NOT EXCEED 1:8 RATIO OF INSTRUCTORS TO RIDERS. COPY OF QUALIFICATION MUST BE PROVIDED. WHERE INSTRUCTORS ARE UNAVAILABLE, HELPERS WITH EXTENSIVE HORSE EXPERIENCE MAY BE ENDORSED ON THE DAY.

Team Manager please tick - I confirm that:	
<input type="checkbox"/>	the ratio of 1:8 qualified OR endorsed instructors has been met
<input type="checkbox"/>	a copy of instructor's qualification has been provided (or endorsement)
<input type="checkbox"/>	proof of pony club membership has been provided for each competitor (blue card/Justgo)
<input type="checkbox"/>	the ratio of 1:8 teachers to students' ratio has not been exceeded
<input type="checkbox"/>	medical information sheets have been completed
<input type="checkbox"/>	personalised Medical Action Plans (where required) have been provided

Helper: _____
Pony Club Instructor (yes / no) or Endorsed Helper (yes/no)

Helper: _____
Pony Club Instructor (yes / no) or Endorsed Helper (yes/no)

Helper: _____
Pony Club Instructor (yes / no) or Endorsed Helper (yes/no)

Helper: _____
Pony Club Instructor (yes / no) or Endorsed Helper (yes/no)

Principal's Name: _____

Principal's Signature: _____

MEDICAL INFORMATION SHEET

For the safety of your child, it is important that you complete the following medical information sheet and return it to your school. Entries will not be accepted without a medical information sheet. All medical information sheets will be passed on to the First Aid officer at the event and destroyed at the completion of the event.

MEDICAL INFORMATION

Name of Student.....**DOB**.....

Name of School student attends.....

Please supply and relevant information such as current medication, allergies, reactions etc.

(e.g., asthmatic - in case of attack give Ventolin - 2 puffs, wait ten minutes administer again if necessary)

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.....
.....

Name, address & phone number of family Doctor

.....
.....

Student Medicare Number.....

Date of last tetanus vaccination.....

Do you contribute to the NSW ambulance scheme? Yes / No

In the event of accident or illness I authorise the obtaining on my behalf such medical assistance as my child/ward may require. I also authorise the administering of appropriate treatment/medication including the administering of anaesthetic if this is deemed necessary by the attending Medical Officer.

Medical Action Plans

If your child has a personalised Medical Action Plan, a copy must be submitted with the nomination form. This will be used by the First Aid officer and destroyed at the end of the day. Any medication that may be required according to the Medical Action Plan (e.g., EpiPen) must be provided to First Aid officer at the beginning of the day.

Details of the parent/guardian responsible for the student on the day:

Name: Phone Number:

Signed: