



Werribee Pony Club

Signing In Procedure

How to sign in at rallies

Here are the steps you should familiarise yourself with....

1. Rider attends the Sign In desk located in the Club Rooms
2. Rider identifies themselves and if required, makes necessary payment for the Rally and Insurance cost
3. Rider receives receipt for cash (where payment is made)
4. Rider receives Name Tag to be worn at all times on the day
5. Rider prepares to saddle up (if not already) and returns to Club Rooms with his/her mount
6. Rider will be Gear Checked at 9:30am by Aimee (Secretary), or Maya
7. Rider receives "GREEN" sticker which must be placed on Name Tag
8. When all riders assembled, groups will be advised. NOTE: You must sign in to be in a riding group and have received your name tag!
9. Riders will be asked to join their groups and be led by Instructor
10. Riders are not permitted to change groups without discussing this with the DC, Wayne.
11. Morning rides will commence at 10am sharp and conclude at 12:15pm
12. Lunch shall be from 12:15pm until 12:50pm
13. "Girth" check must occur before afternoon rides commence and a second "GREEN" sticker is issued. Be prepared for "girth" check from 12:45pm.
14. Afternoon rides commence at 1pm sharp and conclude between 3pm and 3:30pm

IMPORTANT: From December 2006, all members will receive their Pony Club Card and will be responsible for bringing this to **EVERY** rally. You **must** present your Pony Club Card in order to be able to Ride. Your card will be returned to you at the end of the day when you return your Name Tag.

