

ZONE 16 LOAN EQUIPMENT
Zone Equipment Officer CONTACT:
Mark Thorek 0457 528 344

Zone 16 makes equipment available for Clubs to borrow if needed. This equipment is not intended to replace a Club's own equipment, however Zone 16 does recognise that not all clubs are in a position to purchase or maintain the wide range of equipment called upon by the wide variety of pony club activities. Zone 16 equipment is divided into two categories:

- GENERAL LOAN STORES and
- GAMES EQUIPMENT

All Zone 16 Loan Equipment is stored at the Zone's facilities on the Bungendore Showground.

General Loan Stores are available for Clubs to borrow from the Zone Pool for specific events or where it is not feasible for Clubs to hold excess stocks of their own. Stores available are detailed in the attached Zone 16 Equipment Loan Request.

- Note that Zone 16 owns a number of show jumps - however availability of these off site from the Bungendore Showgrounds requires separate transport (a very large truck) and needs to be negotiated separately and well in advance of any intended event. **Generally Zone 16 will only approve the loan of the SJ poles and back-wings with breakaways.** This is mainly due to the fact that none of the Zone trailers are registered for road use.

Games Equipment is available to supplement Club holdings or where new games are introduced and it is not feasible to make excess complex items at a club level.

- Note that the bending race bases and poles are shared with Bungendore Pony Club (BPC) so they may only be available for major events and through mutual agreement. This has always been appreciated by Zone 16 and managed on a cooperative basis, however all clubs should note that other organisations (outside of pony club) also borrow the BPC gear at different times.
- BPC also owns the specific sporting equipment (barrels, flags etc) – often a misconception that it is all Zone 16's. The Zone Equipment Officer can assist in requests where there may be a crossover of equipment between Zone 16 and BPC.
- Note that Zone Games Equipment will not be available 14 days before a major event such as a Zone or State championships. This is to ensure all games equipment is available and in good repair for the major event.

The Zone 16 Equipment Officer is always willing to advise on how to make your own gear and dimensions as the Blue Book can be a bit vague at times. Please do not hesitate to contact Mark for advice in this regard.

Zone events take precedence over all others.

HOW TO ORGANISE AN EQUIPMENT LOAN

1. Contact the Zone's Equipment Officer (ZEO) in the first instance well in advance of your event (recommended at least two months' notice). Please do not assume that no one else will be using the Zone equipment. The ZEO will be able to assist in sorting out what you actually need for your event or in the event of an existing loan of the same equipment you are seeking, the ZEO may be able to suggest alternative sources for your event. Double ups can and do occur – the zone equipment is shared across 14 clubs as well as some non-pony club users who generously add their equipment to the loan pool from time to time. Best Plan – get organised early!
2. Complete a request using the attached Zone 16 Equipment Loan Request at least two (2) weeks prior to your event. Please calculate what is needed for your event, as there is a chance another club will be seeking to use the same equipment over the same period. Note that you may be issued with more than requested of some items to allow for failures (e.g. radios / stopwatches) or to offset any breakages on the day.
3. Arrange a suitable collection date. The ZEO may arrange transfer of smaller items in Canberra – larger and bulky items will require delivery needs to be arranged through Club resources and will usually only occur at the Bungendore facility. Note that none of the Zone trailers are registered for road use.
4. Arrange a suitable return date. Gear is to be returned in a clean and dry condition for storage. In the case of inclement weather, stores return may need to be delayed to allow for drying. In particular the back numbers and bunting must be dry before return to avoid rotting and deterioration.
5. Ensure all stores are accounted for, breakages noted and advised. Things will break as the equipment does not last forever and horse riding can be full on! We need to know what is missing or broken so it can be replaced. For the most part Zone 16 will incur the cost of replacement of broken or damaged equipment. In the event of loss of equipment (including stolen equipment) the ZEO will make a report to the Zone 16 Committee on the circumstances and seek approval for replacement.

ALL CLUBS PLEASE NOTE:

- Activities such as an ODE where many attractive items are provided, and where returns occur over different time periods at the event, can often result in items being forgotten in pockets or bags or being dropped off on the day at “any old table”. Having a dedicated returns person on your list of volunteers at your event can help avoid these occurrences and help ensure that all “attractive items” (read radios in particular) are properly accounted for on the day at your event and therefore properly returned to the Zone.
- In returning borrowed First Aid Gear, you must advise where first aid gear has been used to help in maintaining stocks – make sure you get the “cold packs” out of your freezer after your event as many do forget this particular item.
- Make sure you have backup batteries if borrowing the radios. Zone will supply the equipment in working order, but the Zone is not responsible for the maintenance of the equipment in working order during YOUR event.

ZONE 16 EQUIPMENT LOAN REQUEST

Complete and submit this Equipment Loan Request at least two (2) weeks prior to your event. Please calculate what is needed for your event, as there is a chance another club will be seeking to use the same equipment over the same period. Note that you may be issued with more than needed of some items to allow for failures (e.g. radios / stopwatches) or to offset any breakages on the day.

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Best Plan – get organised early!

CLUB	NAME OF CONTACT:			
	CONTACT EMAIL:			
	CONTACT PHONE:			
EVENT	DATE:			
	LOCATION:			
ITEM	Quantity required	ISSUED	RETURNED	Notes
STOPWATCHES (22 available)				
RADIOS (28 available)				
BACK NUMBERS (150 available)				
PA SYSTEM				
PA SYSTEM BOX				
Remote receiver				
Microphone				
Speakers (2)				
Stands (2)				

ZOE CONTACT:

Mark Thorek, mobile 0457 528 344 (call or text)

LOAN EQUIPMENT	QTY	Quantity required	ISSUED	RETURNED	Notes
First Aid - horses	set				
First Aid - people	set				
Toasters	4				
Plastic baskets - camp					
Feed Drums (44gal)	4				
Water buckets 8 litre	12				
First Aid Sign	1				
Starter Timers (ODE)	4				
Folders	lge Qty				
Line marker	1				
Spot marker	1				
Wheelbarrows	4				
Folding chairs	12				
Folding small tables	6				
Umbrellas - showriding cloth lge	5				
Umbrellas - showriding cloth sml	1				
Umbrellas - showriding plastic	3				
Polocrosse Racquets					Contact Ted Lamb
Polocrosse balls					Contact Ted Lamb
SJ Bells	2				
SJ Back wings	12				
SJ Breakaways	12				
Vaulting Horse	1				
Tent pegging poles	8				
Tent pegging targets	Qty				
Dressage Arenas - posts, caps, chain	3				
Dressage Markers - Cone	3 sets				
Dressage Arena numbers	1 to 6				
Plain Cones	30				
SJ Cones 1-12 & ABC	2 sets				

MOUNTED GAMES EQUIPMENT

LOAN EQUIPMENT	QTY	Quantity required	ISSUED	RETURNED	Notes
Balloon boards					
Balloon canes					
Balloon strips					
Bandages – Tack					
Base Hi-Lo					
Batons					
Bending poles & bases					
Bottles					
Brushes – Tack					

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LOAN EQUIPMENT	QTY	Quantity required	ISSUED	RETURNED	Notes
Bucket – large					
Bunting					
Coin boxes – Tack					
Coins – Tack					
Cones – Hi-Lo					
Cones (halves) Flag					
Cones (large) Windsor Castle					
Containers Pyramid					
Drums - Tack					
Dubbin - Tack					
Fish					
Fish Rack					
Flags – cane					
Flags – starter & lane judges					
Hockey sticks					
Horseball goals					
Hurdle (large)					
Hurdle (small)					
Motorcycle tyre					
Mail box stands					
Mail letters					
MG Hat covers (15=3 sets)					
Mugs					
Nets – Hi-Lo					
Plain bending poles					
Poles – Hi-Lo					
Poles with hooks – Ring Race					
Pony club letters					
Pony club T/T bars					
Ring race bases					
Ring race pole					
Rings					
Ropes					
Rubbish bins					
Sack					
Socks (sewn)					
Spiller poles					
Spiller sets					
Sponges – Tack					
Stepping stones					
T Bar 4 hook					
Tack boxes					
Tennis balls					
Tyre, pole and net					
Windsor castle tops					
Wooden blocks					

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