

Swan Zone Junior Committee Toolkit Committee of 2026



Overview: Swan Zone Junior Committee

Section A

The Swan Zone Junior Committee is a youth-led leadership and peer mentorship initiative, established in 2025 to strengthen youth voice across Swan Zone Pony Club, clubs.

Swan Zone is made up of representations of five pony clubs in the Swan zone region and recognise the importance of actively involving young members in decision-making, event planning and leadership development. The SWAN ZONE JUNIOR COMMITTEE has been created to ensure young people are not only represented, but are also supported to develop the skills, confidence and understanding required to contribute positively to Pony Club and the wider equestrian community.

The Swan Zone Junior Committee aim to:

- Represent the views and perspectives of young people across Swan Zone clubs
- Provide opportunities for young members to build confidence, leadership and communication skills
- Support young people to advocate respectfully for themselves and others
- Develop an understanding of committee processes and shared decision-making
- Promote Pony Club values, including respect, teamwork, sportsmanship and fair play
- Encourage responsible behaviour, including positive digital citizenship and respectful communication

The Swan Zone Junior Committee is made up of young people from the five clubs across the Swan Zone. These young people were invited to apply for a position on the committee and had to demonstrate the values and qualities required to represent their peers, their club and Pony Club.

Successful applicants participated in a team building and committee training residential held from 17–18 January 2026 at Swan Valley Outdoor Centre. During the residential, Junior Committee members worked collaboratively in both small and large groups, developing teamwork, problem-solving and leadership skills. They explored committee roles, identified individual strengths, and worked through real-life scenarios to develop practical and respectful responses.

The outcomes of this residential form the foundation of the SWAN ZONE JUNIOR COMMITTEE Toolkit.

Purpose: Swan Zone Junior Committee

The Pony Club Australia Member Protection Policy sets out clear expectations that all members are treated with respect, dignity and fairness, and are protected from bullying, harassment, discrimination, victimisation and exclusion.

In line with this policy, the Swan Zone Junior Committee exists to give young people across Swan Zone Pony Clubs a voice and meaningful opportunities to lead, learn and contribute in a safe and supportive environment.

The Swan Zone Junior Committee supports young members to build confidence, leadership and communication skills, while learning how to represent others respectfully and responsibly and contribute positively to Pony Club and Swan Zone.

Members of the Swan Zone Junior Committee are expected to always uphold Pony Club values, including respect, responsibility, teamwork and sportsmanship. These values apply at meetings, events and in all communication, including online spaces connected to Pony Club or Swan Zone.

The Swan Zone Junior Committee is committed to creating a safe, inclusive and supportive environment where:

- Young people feel respected, heard and valued
- Everyone is treated with respect, dignity and fairness
- Different abilities, needs and situations are understood and respected
- Quiet voices are valued alongside confident voices
- Members feel safe to ask questions, make mistakes and learn

This reflects the principles of the Convention on the Rights of the Child, which recognise the importance of listening to young people and supporting their right to participate in decisions that affect them.

The Swan Zone Junior Committee also promotes positive digital citizenship. Members are expected to communicate respectfully, avoid exclusion, gossip or negative commentary, and understand that online behaviour is held to the same standards as face-to-face behaviour.

Swan Zone Junior Committee – Guide

Welcome to the Swan Zone Junior Committee.

Being on the Swan Zone Junior Committee means you help represent the views of young people, share ideas and support positive change within Swan Zone. You were chosen because you demonstrated the Pony Club values and qualities needed to represent the views of young people in your club and across Swan Zone.

You do not need to know everything. Asking questions, listening to others and working as a team are all part of learning and being an effective committee member.

This guide will help you understand your role on the Swan Zone Junior Committee how the committee works, what is expected of you, and where to go for support.

A1. Pony Club Values

All Junior Committee members are expected to act in line with Pony Club values:

- **Respect** – treating others kindly and fairly
- **Responsibility** – being reliable and doing what you agree to do
- **Teamwork** – working together and supporting each other
- **Sportsmanship** – being positive, fair and respectful, even when you disagree

These values apply at meetings, events, online communication and whenever you represent your club or Swan Zone.

A2. Your Role as a Swan Zone Junior Committee Member

As a Swan Zone Junior Committee member, you are expected to:

- Represent others not just yourself or your friends
- Share ideas and listen to others
- Attend meetings where possible
- Communicate respectfully and kindly
- Ask for help if you are unsure
- Support others and help include everyone
- Speak up if something does not feel right, especially around animal welfare

I understand that:

- I am not expected to know everything
- I do not have to do everything on my own
- I do not have to speak all the time
- Everyone contributes in different ways

A3. Code of Conduct Agreement

As a Swan Zone Junior Committee member, I agree to:

- Treat everyone with kindness, respect and fairness
- Follow Pony Club values at all times
- Behave appropriately at meetings, events and online
- Support a safe and inclusive environment

I understand that bullying, exclusion, gossiping, discrimination or negative behaviour is not acceptable.

A4. Online Behaviour Agreement

I agree to:

- Communicate kindly and respectfully online
- Avoid mean, rude or hurtful comments
- Not talk negatively about others, clubs or events
- Not create group chats to exclude others
- Not take or share photos of others without permission
- Respect privacy and personal information

Before posting or sending a message, I will ask:

- Is it kind?
- Is it respectful?
- Would I say this in a meeting?

Reflect and write down any thoughts or questions you may have that you would like answers too.

Notes:

A5. Swan Zone Junior Committee Commitment

I understand that being a Swan Zone Junior Committee member means:

- Following Pony Club values
- Treating others with respect
- Represent others not just myself or my friends
- Behaving appropriately online and offline
- Supporting a safe and inclusive environment

Name: _____

Signature: _____

Date: _____

Parent / Guardian Acknowledgement

I acknowledge that I have read and discussed this Junior Committee Guide and Code of Conduct with my child.

Name: _____

Signature: _____

Date: _____

The Tool kit

Section B

Welcome to the Swan Zone Junior Committee.

Being part of the Junior Committee means having a voice, representing other young people and helping make Pony Club a positive, fun and inclusive place for everyone.

This toolkit has been created by young people, for young people. It will help you understand your role, build confidence, work as a team and deal with challenges respectfully and responsibly.

B1. Committee Roles Explained

You may take on one or more roles:

- Chair / Leader (🦁 Lion) – keeps meetings on track, guides discussion and includes everyone
- Secretary / Note-taker (🦉 Owl) – listens carefully and records ideas, notes and actions
- Event Planner (🐜 Ant) – helps organise activities, plans tasks and follows things through
- General Member (🐬 Dolphin) – shares ideas, communicates with others and supports decisions
- Support Role (🐕 Dog) – helps include others and keeps the group positive

Roles may change depending on the activity or meeting.

What Committee sign are you?

<p style="text-align: center;">LION The Leader</p> <p>Strengths</p> <ul style="list-style-type: none"> • Confident • Speaks up • Takes charge • Makes decisions <p>On a committee</p> <ul style="list-style-type: none"> • Chairs meetings • Represents the group • Helps keep things moving <p>Watch out for</p> <ul style="list-style-type: none"> • Talking over others • Forgetting to listen 	<p style="text-align: center;">DOLPHIN The Communicator</p> <p>Strengths</p> <ul style="list-style-type: none"> • Loyal • Supportive • Trustworthy • Encouraging <p>On a committee</p> <ul style="list-style-type: none"> • Helps others • Supports new members • Keeps the group positive <p>Watch out for</p> <ul style="list-style-type: none"> • Not speaking up enough • Putting others first too often 	<p style="text-align: center;">DOG The Team Player</p> <p>Strengths</p> <ul style="list-style-type: none"> • Loyal • Supportive • Trustworthy • Encouraging <p>On a committee</p> <ul style="list-style-type: none"> • Helps others • Supports new members • Keeps the group positive <p>Watch out for</p> <ul style="list-style-type: none"> • Not speaking up enough • Putting others first too often
<p style="text-align: center;">OWL The Thinker</p> <p>Strengths</p> <ul style="list-style-type: none"> • Wise • Thoughtful • Calm • Thinks before speaking <p>On a committee</p> <ul style="list-style-type: none"> • Helps solve problems • Thinks things through • Gives good advice <p>Watch out for</p> <ul style="list-style-type: none"> • Staying too quiet • Overthinking 	<p style="text-align: center;">ANT The Doer</p> <p>Strengths</p> <ul style="list-style-type: none"> • Reliable • Organised • Hard-working • Gets things done <p>On a committee</p> <ul style="list-style-type: none"> • Helps plan events • Follows through on tasks • Supports the team <p>Watch out for</p> <ul style="list-style-type: none"> • Taking on too much • Not asking for help 	<p>My committee sign is:</p> <p>-----</p> <p>One strength I bring:</p> <p>-----</p> <p>-----</p> <p>Something I want to work on:</p> <p>-----</p> <p>-----</p> <p>-----</p>

Committee Teamwork – Why Balance Matters

Every committee needs different personalities and strengths.

Everyone on the committee brings something different, remember no style is better than another, balance is what makes a strong team.

Sometimes you'll lead.

Sometimes you'll support.

Sometimes you'll listen.

That's teamwork.

- Leaders help guide decisions and keep the group moving forward
- Communicators connect people and make sure everyone feels included
- Team Players support others and build trust within the group
- Thinkers solve problems and help the group make good choices
- Doers organise tasks and keep things running smoothly

If everyone was the same, the committee wouldn't work well.

Balance makes teams stronger. You don't have to be loud to be a leader

You've got this in the bag !



Speaking Up & Getting Support

You can share ideas by:

- Speaking up in meetings
- Sharing in small groups
- Writing ideas down
- Talking one-on-one with a leader

Sharing ideas may include bringing forward feedback or ideas from other young people in your club.

Remember: Quiet voices matter.

If something feels uncomfortable:

- Stay calm
- Step away if needed
- Do not argue
- Speak to a Swan Zone Junior Committee leader or Swan Zone adult committee member

It's ok to ask for help

B2. Dealing With Difficult Situations – Scenario Cards

These scenarios are designed to help Junior Committee members think through challenging situations in a safe and confident way. Your role is to stay respectful, keep yourself safe and get adult support when needed.

Scenario Card 1 – Angry Parent

A parent is angry and rude because their child's class is running late.

Safe Response:

- Stay calm and polite
- Do not argue or explain delays
- Get an adult supporter

Suggested Statements:

"I'm sorry you're feeling frustrated. I'll get an adult to help."

"I'm sorry this is upsetting. Let me get someone who can help."

Add your own statement:

Scenario Card 2 – Aggressive Behaviour Towards a Pony

You see a rider or parent hitting their pony in the warm-up area.

Safe Response:

- Do not approach the person
- Do not confront or argue
- Report immediately to swan zone senior committee/junior swan zone leader.

Suggested words (to an adult): "I'm concerned about a pony being treated unsafely. Can you please help?"

Key message: This is not a Junior Committee member's role to manage directly.

Who is the swan zone senior committee member from your pony club.

Scenario Card 3 – Parent Shouting at Their Child

A parent is shouting at their child near the arena.

Safe Response:

- Do not intervene
- Do not confront the parent
- Report concerns to a responsible adult

Suggested Statement (to an adult): "I'm worried about what I saw near the arena. Can you please help?"

Key message: Junior Committee members must keep themselves safe.

Add your own statement:

Scenario Card 4 – Someone Is Rude or Aggressive to You

Someone speaks rudely or aggressively to you while you are helping at an event.

Safe Response:

- Stay calm
- Step away if needed
- Get an adult supporter

Suggested Statements (choose one):

"I'm sorry you're upset. I'll get an adult to help."

"I'll get an adult to help."

Add your own statement:

Scenario Card 5 – People Being Mean or Unkind

Someone makes mean comments or jokes about another member.

Safe Response:

- Don't join in
- Step away if needed
- Be respectful
- Report ongoing behaviour to an adult if needed

Suggested Statements (optional):

"That's not kind, I don't think it is appropriate"

Add your own statement:

Scenario Card 6 – Gossip or Talking About Others

People are talking about another member behind their back.

Safe Response:

- Don't participate
- Encourage respectful communication
- Raise concerns with a leader if it continues

Suggested Statements (optional):

"Let's keep this respectful."

Add your own statement:

Scenario Card 7 – People Not Listening

A quieter member isn't being listened to during a meeting.

Safe Response:

- Encourage inclusion
- Support respectful discussion
- Raise it with a leader if needed

Suggested Statements (optional):

"I think they were still speaking."

Add your own statement:

Scenario Card 8 – You Feel Unsafe or Unsure

You feel uncomfortable or unsure how to handle a situation.

Safe Response:

- Trust your instincts
- Step away
- Get adult support immediately

Suggested Statements (optional):

"Let me get an adult to help."

Add your own statement:

Scenario Card 9 – Inappropriate Messages in a Private Group Chat

You see mean, rude, exclusionary or inappropriate messages in a private group chat (for example WhatsApp or Snapchat).

Safe Response:

- Do not reply or join in
- Take a screenshot if appropriate
- Leave the group if you feel uncomfortable
- Report it to a trusted adult

Suggested words (optional):

"I'm not comfortable with this. I'm going to leave."

Key message:

Online behaviour is the same as in-person behaviour. Junior Committee members are not expected to manage this alone. Its important to be a responsible digital citizen.

Add your own statement:

Remember

Being part of the Swan Zone Junior Committee does not mean you have to handle difficult situations on your own.

Your role is to stay respectful, keep yourself safe and get adult support when needed. It is okay to step away and ask for help.

B3. Planning & Action Tool

The Who, What, Why, Where and When

When planning an activity or event, ask:

- **What** is the idea?
What are we planning to do?
- **Why** are we doing it?
What is the purpose or goal?
- **Who** is responsible?
Who is helping and who is the main contact?
- **Where** will it happen?
Where is the activity or event taking place?
- **When** does it need to happen?
When does it start and what needs to be done by when?

Working together and sharing tasks makes planning easier and fairer.

Your Planning Page- Give it a go

What (idea): _____

Why (purpose): _____

Who (responsible / helpers): _____

Where (location): _____

When (date / timeline): _____

What's next? _____

Working together makes planning easier.

B4. Meeting To-Do List (Swan Zone Junior Committee)

Before the meeting

- Check the meeting date, time and location
- Read the agenda (if provided)
- Think about any ideas you want to share
- Think about ideas others have asked you to raise
- Write down questions you may have

During the meeting

- Listen respectfully to others
- Share ideas if you feel comfortable
- Take short notes or dot points
- Ask questions if something is unclear.

After the meeting

- Check what actions or tasks you are helping with
- Ask who to talk to if you need help
- Make a note of the next meeting

Please remember, as a Swan Zone Junior Committee member:

Being involved in the committee is about learning, growing and supporting each other.

You are not expected to be confident all the time, and you do not have to manage things on your own.

B5. Looking After Yourself & Others

- It is okay to feel nervous
- It is okay to make mistakes and learn as you go
- It is okay to ask for support
- Respect different needs and confidence levels
- Look out for others and include everyone
- Be kind, brave and thoughtful

B6. Recognition & Growth

Being part of the Junior Committee helps you develop:

- Leadership
- Communication
- Teamwork
- Confidence
- Problem-solving skills

Leadership looks different for everyone, including listening, supporting others and working behind the scenes.

Your involvement may also be recognised through awards, references or future leadership opportunities.

Support and Contacts

If you need help, support or advice, speak to:

- A Swan Zone junior Committee leader
- A Swan Zone committee member

Swan Zone Committee email: swanzone25@gmail.com

Swan Zone Junior Committee email: juniorswanzone@gmail.com

Swan Zone president:

Morag Gemmell: woodridge.equestrian@yahoo.com

Swan Zone Committee member:

Jazmin Anderson: jazmin.anderson96@hotmail.com

Swan Zone Junior Peer leader:

Sadie Gemmell gemmellsadie@gmail.com

Swan Zone Junior Peer leader:

Chenin Hislop: cheninlilly@gmail.com

If you are unsure who to contact, speak to any trusted adult connected to Swan Zone.

Being selected for the Swan Zone Junior Committee recognises the positive values you bring to Pony Club.

Thank you for the time, care and commitment you bring to representing young people in Swan Zone.

The Tools

Section C

The tools below are here to support you as you grow in your role. You can change them or create your own versions.

Before each meeting, an agenda is shared. This is your chance to let the group know if there is something you would like to discuss or an idea you want to bring to the meeting.

Below is an example of a meeting agenda and the kinds of things that are usually included.

C1. Meeting Agenda Template

Swan Zone Junior Committee Meeting Agenda

Date:

Time:

Location / Online:

Who is attending/apologies

Chair Secretary Event Planner Members Adult support

1. Welcome & Check-in

(How is everyone feeling today?)

2. Minutes arising from previous meeting

(this is where you would go over task set from the last meeting and give a brief update on progress)

What we are talking about today (agenda items)

-
-

Actions

AOB

Date of next meeting

Close

Showjumping/Dressage event check list

Showjumping / Dressage Event Checklist

This checklist helps break a big event into smaller, manageable jobs. Tasks can be shared between the Junior Committee and adult support.

As soon as the event is confirmed

- Event date decided
- Event officials booked (medics, judges, course designer, gear checker, canteen)
- Equipment hire booked if required (eg dressage arenas)
- Club equipment checked
- Club clean-up date booked
- Sponsors organised (prizes etc)
- Prizes ordered / embroidery arranged
- Rosettes and ribbons counted and ordered if needed

4 weeks or more before the event

- Entry Information Pack completed
- Entry platform set up
- Entries opened
- Ribbon / rosette order placed

Event week

- Ribbons and prizes collected
- Sponsor banners collected
- Rugs collected from embroidery
- Entries closed
- Draw completed and posted
- Stable allocation completed and posted
- Helper duty list prepared and shared
- Canteen stocked

Day before the event

Outside jobs

- SJ course and warm-up set
- Dressage warm-up marked
- Dressage arenas and letters set
- Gear check table and judge tables set
- Shade marquees set up
- Tables and chairs cleaned

Office jobs

- Printing (draws, score sheets, sign-in sheets)
- Pens prepared
- Event files organised
- Radios charged

Day of the event

- Check riders and helpers in
- Ensure helpers know their roles
- Collect score sheets
- Collate and post results
- Announce results and thank sponsors

End of event

- Farewell officials and organise payments
- Pack away arenas and equipment
- Clean manure from arenas and walkways
- Check stables
- Tidy office and files
- Turn off and store radios

Who Needs What in Their Files

(This helps everyone feel prepared and confident in their role.)

- Marshals for both SJ & DR - rider draw, yellow vest, pen, radio
- Showjumping Judge - riders draw, pen, radio, stopwatch, bell
- Showjumping penciller - Showjumping Score sheets, Pens
- Course Designer - Rider Draw, pen, course maps if you have been sent
- Dressage Judge - Rider Draw, Dressage Tests, Pen, Radio
- Dressage Penciller - Dressage Tests, Pens
- gear check - Gear check manual for disciplines, rider draw, pen, radio, orange vest
- Event Organiser - rider draw list, radio
- Ambulance / First aid - radio, rider draw list, PCA incident QR code

C 3. Reflection & Feedback Template *(Post-Event or Meeting)*

Reflection helps us learn from our experiences. It allows us to think about what worked well and what could be improved next time. If we don't take time to reflect, we can miss important learning and may repeat the same mistakes. Reflecting helps us build confidence, understand ourselves better, and make better choices in the future. It is an important skill that supports learning, teamwork, and leadership.

Before you start

How did you feel about this activity?

Confident Proud Okay Unsure Nervous

Reflection Sheet

Activity / Event: _____ Date: _____

1. What did you do?

2. What worked well?

3. What didn't work so well?

4. What could you do differently next time?

How do you feel about this now?

Confident Proud Okay Unsure Nervous

C4. Support & Important Contacts

It is important to know who you can talk to if you need help, have a question, or feel unsure about something. Asking for support is always okay.

Who can help?

Junior Committee Leader:

Name: _____

Contact: _____

Adult Support Person:

Name: _____

Contact: _____

Pony Club WA

Name: _____

Contact: _____

Event Contact:

Name: _____

Contact: _____

My Own contact

Name: _____

Contact: _____

Name: _____

Contact: _____

Name: _____

Contact: _____

Notes: Date:



Ov





We are the future leaders and educators. Our voices, views, and ideas matter. Together, we can make a difference today.

Swan Zone Junior Committee