



# NEW ZEALAND PONY CLUBS ASSOCIATION INC.

## Guidelines for Writing Policies and Procedures

---

Before one can develop and implement policies and procedures, one needs to understand what a policy is and what purpose it holds.

A **Policy** is defined as:

*A written statement, which reflects the position and values of the organisation on a given subject, not open to negotiation. It is concerned with the **WHAT** and the **WHY** of a given topic.*

A **Procedure** on the other hand is:

*A written set of instructions conveying the approved and recommended steps for a particular fact or series of facts. It is concerned with **HOW** something is done. In many instances procedures are incorporated into policies.*

Well-written policies can provide clear guidelines by giving structure and direction to the Pony Club. The Resource Manual provides an effective “one shot” means of communicating the Pony Club’s policies to present to its’ committee, members, independent contractors and employees. An extremely useful management tool, the Resource Manual answers questions pertaining to the Pony Club and its operation, and helps to achieve uniformity of action. It guides the Area, Club or Branch in matters requiring fairness, objectivity and consistency in handling situations. The primary goal of the Resource Manual is to COMMUNICATE. Therefore the Resource Manual must be clearly written with realistic time frames set for reviews.

Policies and Procedures should be based on the mission statement, goals and values of a Pony Club. They must be developed in a systematic and orderly manner with the purpose to guide members in the Pony Clubs’ operations. It is of great importance that policies and procedures are easily accessible, user-friendly and easy to read and understand.

Having policies and procedures in place, reduces the use of ‘ad hoc’ papers and memos which are normally difficult to locate. An adequate **System** should also be in place i.e. development, approval, identification, storage and accessibility, distribution and review of policies and procedures. It is important to have a standard format for all policies and procedures and it is normally a good idea to use paper where the Pony Club logo is printed as this implies that the policy document is official and current. Generally policies are brief.

A general format for policies and procedures would include the purpose (why the policy exists), the principles (fundamental intent) and procedures (process for achieving outcome) of the policy. Comprehensive policies include information such as who is covered by the policy, definitions of relevant terms, references to legislation and other policies and even specific responsibilities of the people involved with the policy. Policies should also include reference to a contact person for further information, the issue date of the policy, ideally the date of review and by whom it was developed. Generally *forms* are not attached to policies and procedures, but stored separately.

## **SUGGESTED FORMAT FOR A POLICY**

Below you will find a “suggested” format for the drafting of policies. This is by no means the only format and obviously it should be customised according to the requirements of each Pony Club and policy-topic to be addressed:

**Name of Policy**  
**Purpose**  
**Procedures**  
**Attachments**  
**References**  
**Contact Details**  
**Original Issue Date**  
**Date Last Reviewed**  
**Next Review Date**  
**Reviewed by**  
**Approved By**  
**Number of Policy**

Contact: Executive Officer  
NZPCA  
P.O. Box 8626  
HAVELOCK NORTH  
Ph/Fax (06) 873 5464  
Email: [nzpony@xtra.co.nz](mailto:nzpony@xtra.co.nz)

Attachments: Nil  
Original Issue Date: February 1996  
Date Last Reviewed: October 2006  
Next Review Date: October 2009  
Reviewed by: Review Committee  
Approved by: NZPCA Committee of Management  
Document Number: PP4.01

Please refer to <http://www.nzpca.org/resources>  
for any updates or new developments.