

## PAID INSTRUCTORS PANEL SCHOOLS – Payment Instructions

Because we have been advised that EA instructors are not covered when instructing pony club members, the Pony Club Association of NSW has implemented a revised system for clubs and zones using member/s of the Paid Instructors Panel (PIP). Our association values the assistance given by those EA coaches who have been approved to be on the Paid Instructors Panel and wishes to continue this relationship. For Clubs, Zones and Instructors to be covered under the Pony Club Association of NSW insurance policies, instructors must be considered as 'employees'. Previously instructors were considered 'independent contractors'. As an 'employee' tax will be deducted from wages, superannuation payment/s made workers compensation insurance coverage for the employee and a group certificate will be issued at the end of each financial year.

The following procedure has been adopted from Tuesday 1<sup>st</sup> April 2003.

1. Clubs/Zones will contact the PIP member as to availability, costs for conducting a school and book the PIP if appropriate.
2. The clubs/zones will contact the PCANSW state office to advise of the booking and the costs associated for the school. The club/zone will be forward prepayment including GST (which is paid to the ATO not the PIP) for the PIP member to the PCANSW state office **no later than fourteen days prior to the school being held**, including breakdown of the payment on the PIP Booking Form.
3. Immediately after the completion of the school, (or its cancellation if appropriate) the club/zone will contact the state office to advise of the school being held or otherwise.
4. After receiving confirmation of the school being held the Association will issue payment to the PIP member. Coaching fees are taxed according to the advice given to the PCANSW state office.
5. At the end of the financial year the instructor will receive a group certificate from the Pony Club Association.

The Association realises the inconvenience this may cause for instructors, clubs and zones. However to ensure that each of the parties involved with any school is covered under the Association insurance policies, the above system must be adopted. Any club/zone or PIP member not following the above system may jeopardize their insurance coverage and position on the Panel in the event of a claim being made.

### PIP BOOKING FORM

CLUB/ZONE: \_\_\_\_\_

DATE/S OF SCHOOL: \_\_\_\_\_

NAME OF INSTRUCTOR: \_\_\_\_\_

COACHES DAILY FEE: \$ \_\_\_\_\_

GST (this amount is paid: \$ \_\_\_\_\_  
by the club and goes directly to the ATO not the instructor

TRAVEL FEE: \$ \_\_\_\_\_

Cheque must include the travel fee  
unless the club/zone is applying for a Travel Grant

TOTAL: \$ \_\_\_\_\_

Payment and booking form to be submitted to the PCA State Office – PO BOX 2085 Wollongong NSW 2500, fourteen days prior to the school being held.

## PAID INSTRUCTORS PANEL as at 13 JANUARY 2017

Payments for schools with members of the Paid Instructors Panel must be sent in fourteen (14) days prior to the school being held to the PCA Office together with a booking cover sheet. Only those listed below are covered by PCA insurance when being paid to give instruction at Pony Club

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<p><b>Ms Gina Haddad</b> P O Box 67 MILTON NSW 2538</p> <p>Mob: 0407 111 955 Eml: aghaddad@bigpond.net.au</p> <p>Discipline: Eventing &amp; General</p>	<p><b>Mrs Miriam Henry</b> P O Box 159 QUIRINDI NSW 2343 Ph: 02 6747 4050 Mob: 0427 474 060 Eml: mkinthehills@hotmail.com Discipline: Eventing/Showjumping/Equitation</p>	<p><b>Ms Christine Johnson</b> 44 Nelson Rd NELSON NSW 2765 Ph: 02 9679 1221 Mob: 0412 405 079 Eml: christine@teamj.com.au</p> <p>Discipline: Jumping &amp; Eventing</p>	<p><b>Mr George Johnson</b> 44 Nelson Rd NELSON NSW 2765 Ph: 02 9679 1221 Mob: 0431 212 661 Eml: georgejohnson8285@hotmail.com</p> <p>Discipline: Jumping</p>	<p><b>Mrs Erica Kelly</b> "Scotia" Gulf Creek Rd COBBADAH NSW 2347 Ph: 02 6783 2221 Mob: 0429 380 107 Eml: ericamjordan@hotmail.com</p> <p>Discipline: SJ &amp; Eventing</p>

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