



PONY CLUB
NEW SOUTH WALES

Pony Club Association New South Wales Inc

Officiating Volunteer Guidelines

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Pony Club Association of New South Wales Inc

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SUMMARY OF KEY POINTS FROM PCA NSW OFFICIATING VOLUNTEER GUIDELINES

- All Expense Reimbursement Forms are to be completed and returned within twenty eight (28) days of the event. Expenses older than 28 days can only be paid if authorised by a motion of the state executive or Council.
- Volunteers/officials and selectors will fly or be offered extra overnight accommodation to appointed state championships if the distance from their place of origin to the championship venue is more than four hours.
- Pony Club Association New South Wales, will not pay for internet usage.



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1. INTRODUCTION

All members of Pony Club recognise that volunteers are pivotal to the past, present and future of the sport of Pony Club in NSW. We value the time and energy that each volunteer gives to supporting the Pony Club organisation. Volunteers' expertise and knowledge across many areas of Pony Club in NSW has played a major role, in creating many memorable experiences that have ensured the success and enjoyment of Pony Club

The major aim of these guidelines is to outline your rights and responsibilities and for Pony Club Association NSW to articulate how we would like to work with and manage our volunteers.

As a volunteer you remain in full control of your involvement, you are free to vary your involvement, or withdraw altogether.

2. WHAT PONY CLUB ASSOCIATION NSW EXPECTS FROM YOU

➤ **Your commitment**

The extent of your commitment is individually agreed between you and Pony Club Association NSW. If circumstances change, and you feel you should vary your commitment, or even withdraw as a volunteer, please do not hesitate to contact the Pony Club Association NSW Events Administration Coordinator on 02 4229 8977 to discuss this. Do not over commit yourself; we advise that you seriously consider your level of commitment to avoid 'burn-out'.

➤ **Your time**

As with your commitment, you are always in control of your availability. The State Office will contact you to find out your availability for each Championship or event.

➤ **Your enthusiasm**

Your choice to join Pony Club Association NSW in a volunteer capacity is greatly appreciated. As an organisation Pony Club Association NSW will provide you with opportunities for self development, you will have the opportunity to work with other volunteers and meet new people.

➤ **Your discretion**

Organisations such as Pony Club Association NSW receive and hold much personal information. You are asked to respect confidentiality and not to discuss sensitive information outside this organisation. All state executive members and employees are required to sign a confidentiality agreement.

➤ **Your honesty**

While we deeply appreciate your involvement we need to be confident about, and comfortable with, your relationship with Pony Club Association NSW staff, riders and other volunteers.



3. WHAT YOU CAN EXPECT FROM PONY CLUB ASSOCIATION NSW

➤ **Appreciation and respect**

As a not-for-profit organisation Pony Club Association NSW recognises the value and importance of volunteers to assist in the organising and running of events and promotional activities of the organisation. If at any time you feel you have been treated with a lack of respect or understanding by anyone in the organisation please do not hesitate to contact Pony Club Association NSW Member Protection Information Officer (MPIO). (See Appendix – Additional Information for Pony Club Australia Member Protection Policy for which Pony Club Association NSW members are covered).

➤ **Information**

Pony Club Association NSW will keep volunteers updated with the current processes and procedures and advise of any new or existing policy changes.

➤ **Consultation and supervision**

Different tasks require different briefings and different training. We will ensure that you will be adequately briefed in any task you are asked to undertake, and you are encouraged to advise us if you do not feel comfortable with the task.

➤ **Reimbursement of expenses**

Pony Club Association NSW has a policy of reimbursing out of pocket expenses in keeping with the schedule of claimable expenses, (further outlined in 6. Volunteer Expenses). The Expense Reimbursement Form is to be completed and returned within twenty eight (28) days of the event being completed; payment will be made within 14 days of receipt of claims. (Please see sample at 7 Expense Reimbursement Form.)

➤ **Performance Appraisals**

Performance Review discussions provide an opportunity for all volunteers to meet with Pony Club Association NSW and discuss their performance and contribution to the organisation over the last 12 months. It is also a time to understand expectations, to set goals for the year ahead, and review personal development options. Effective performance management is about constructive comment and discussion – it is a two way process aimed at building a shared picture between both you and Pony Club Association NSW.

Pony Club Association NSW will conduct performance appraisals at the request of the volunteer. This can be arranged upon discussion by making contact with the Pony Club Association NSW Events Team.

➤ **Recognition**

We will recognise your commitment to Pony Club Association NSW. All state event officials will receive a letter of thanks for their appointments along with their reimbursement of expenses.



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➤ **Development Courses**

NSW will conduct development courses for volunteers to assist in the personal and professional growth of the volunteers.

- Pony Club Association Judges Clinics/Course
- Pony Club Association Course Builder Clinics
- NCAS Instruction and Assessment

4. VOLUNTEER RIGHTS AND RESPONSIBILITIES

➤ **Volunteer Rights**

- To job satisfaction
- To have support and respect from Pony Club Association NSW and co-workers
- To share responsibilities with co-workers
- Not to feel exploited
- To take guidance from someone who is experienced and well informed and has time to invest in giving guidance
- To be involved in decision making
- To receive adequate information and a clear job description
- To training that enables you to do the job well
- To protection, insurance and safety
- To ask for a new assignment when you are ready to move on
- To know who you are accountable to and have clearly defined channels of communication open to you
- To know what tasks you will be expected to perform and to say “no” to tasks you are unable to do

➤ **Volunteer Responsibilities**

- Be sure – you have the time and inclination
- Be convinced – don’t offer your services unless you believe in the value of what you are doing
- Be dependable – do what you agree to do. Don’t make promises you can’t keep. Give notice if, for any reason, you are unable to keep your commitment
- Be a team player – respect the position of the Pony Club Association NSW staff and treat them fairly
- Accept the rules and policies– If you think they should be changed, follow the accepted process
- Be loyal – offer suggestions, but don’t “knock” or be negative - offer constructive criticism
- Be willing to learn – training is essential to any job well done
- Be accepting of change and new procedures
- Welcome supervision – you will do a better job and enjoy it more
- Speak up – ask about things you don’t understand
- State your limitations and expectations
- Be considerate – don’t pressure others into accepting your views or standards
- Provide feedback on the work being done
- Do not over commit yourself



5. PONY CLUB AUSTRALIA MEMBER PROTECTION POLICY

➤ **Purpose of policy**

This Member Protection Policy (the policy) aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse. This policy also ensures that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities. This policy also reflects our support and implementation of the sport industry principles and values outlined in The Essence of Australian Sport – principles of fairness, respect, responsibility and safety.

The policy attachments provide the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, Pony Club Association NSW will take disciplinary action against any person or organisation bound by this policy if they breach it.

➤ **Who it applies to**

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity of Pony Club Association NSW:

- Individuals sitting on committees and sub-committees.
- Employees and volunteers
- Support personnel (e.g. team managers)
- Instructors and their assistants
- Riders/Athletes
- Technical Delegates, Advisory Committee Representatives, Judges, Course Builders and other officials
- Members, including life members
- Parents, guardians, spectators and sponsors to the full extent that is possible

This policy will continue to apply to a person even after they have stopped their association or employment with Pony Club Association NSW if disciplinary action, relating to an allegation of child abuse against that person, has commenced.

➤ **Codes of conduct**

Pony Club Association NSW requires every individual and organisation bound by this policy to:

- Be ethical, fair and honest in all their dealings with other people and Pony Club Association NSW
- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations
- Always place the safety and welfare of children above other considerations
- Comply with Pony Club Association NSW constitution, rules and policies including this member protection policy
- Operate within the rules and spirit of the sport
- Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws



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- Be responsible and accountable for their conduct
- Abide by the relevant Role-Specific Codes of Conduct outlined in Part D of this policy and the Child Protection and Zero Tolerance Policy
 - Coaches/Managers/Team Officials
 - Official
 - Rider/Athlete
 - Administrator
 - Board Member
 - Parent/Guardian
 - Spectator

Role of State Championship Officials

- Treat all complaints and matters with sensitivity, listen and do not dismiss
- Deal with the matter if it comes under the jurisdiction of championship officials
- Provide contact details of the TD or MPIO if the matter cannot be resolved or they want to take the matter further

➤ **Allegations of Sexual Abuse**

- An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity
- It is not the responsibility of anyone working in a paid or unpaid capacity to decide whether or not child abuse has taken place, however, there is a responsibility to act on any concerns by reporting these allegations to the appropriate authorities
- This is outlined on page 6 under section 7.1 of the Member Protection Policy and also in attachment C4. This document can be found at www.pcansw.org.au

6. VOLUNTEER EXPENSES

As Pony Club Association NSW is a community based organisation it is very important that we use members funds wisely. We need your help in managing our budgets so that we can spend wisely when working out travelling options for all officials.

Pony Club Association New South Wales requests that all expense claims be lodged within 28 days of event. Expenses older than 28 days can only be paid if authorised by a motion of the state executive or Council. This rule has been implemented to assist Pony Club Association NSW in managing its overall expenses in conducting State Championships. As we are responsible for managing Members funds, we need to ensure all financial matters are settled in a timely fashion.

The following sets out the Pony Club Association NSW preferred practice for officiating volunteers at events in the interests of safety and cost effectiveness.

➤ **Travel**

- Volunteers/officials and selectors may fly or be provided with extra overnight accommodation to appointed state championships if the distance from their place of origin to the championship venue is more than four hours



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- Pony Club Association NSW travel policy is to source group bookings, these may not always seem to be the cheapest flights available, but in unforeseen circumstances last minute changes can be made without huge penalties, in most instances this outweighs the costs associated with cancellation fees and name changes. (Regional airlines have a 50% cancellation fee on all fares used in this price range)
- To achieve the most cost effective fares on airline tickets Pony Club Association NSW requires a minimum of six weeks prior notification of travel requisites
- Volunteers will be given flight time options so as to best suit their availability to travel on the day of the event or in some cases the day before the commencement of the event. We ask that responses to these options be returned within the required timeframes given
- Volunteers are permitted a 15kg baggage allowance, the airline may state differing baggage allowances however the additional allowance is to assist in the transportation of event equipment to and from the venue
- Volunteers whose place of origin is less than four hours from the venue or who are granted permission to drive will be reimbursed for travel expenses at a rate set by the state council (currently \$0.48 per kilometre). Distance is measured on the basis of calculations on www.whereis.com (see 7 Expense Reimbursement Form)
- As with most things there are always going to be exceptions where volunteers for a variety of reasons may want to drive to an event. In the case where a volunteer would like to drive rather than fly they should contact the Pony Club Association NSW Events Manager to request an exemption to drive and talk through the reasons for this request. The request for exemption must be put to Pony Club Association NSW no later than six weeks prior to the event
- Pony Club Association NSW prefers that volunteers driving further than the four hour distance, carpooling with other officials or selectors. All requests to drive will be reviewed on a case by case basis
- The Pony Club Association NSW Events team will liaise with volunteers in regards to transporting event equipment to and from the venue

➤ **Hire vehicles**

- If a hire vehicle is required, Pony Club Association NSW will arrange this through our preferred supplier
- Pony Club Association NSW will also arrange and purchase insurance for the hire vehicle
- Volunteers picking up a hire vehicle will be required to provide their licence on pick up of the vehicle, if additional drivers are required and they will not be with the primary driver on pick up of the vehicle they will be required to provide Pony Club Association NSW with a copy of their drivers licence prior to the event
- Any traffic infringements incurred including any administration fees charged by the hire company will be the responsibility of the driver

➤ **Accommodation**

- Accommodation wherever possible will be within a 20-25 minute drive to the event venue
- Accommodation may be on a share basis



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- If an event is in excess of three nights Pony Club Association NSW will attempt to secure accommodation with cooking facilities
- At all state championships, draws are structured so that finals are completed by mid-afternoon on the final day to allow officials, selectors and competing team's time to travel home safely Therefore accommodation is not provided on the after the completion of the finals, unless it is unsafe for officials to travel. Additional accommodation costs will be reimbursed upon request once confirmation has been received regarding the delay with the event

➤ **Meals**

- Meals will be supplied by the organisers wherever possible - lunches are provided for officials at the state championships, and breakfast will be included with the accommodation booking
- A meal allowance will be reimbursed for any meals that are not provided, up to a daily total and upon inclusion of receipts - see 7. Expense Reimbursement Form
- If you have any special dietary requirements, please ensure you notify Pony Club Association NSW two weeks prior to the championship i.e. gluten free, lactose intolerance, etc.

➤ **Other Expenses**

- If there is an urgent need to replace any equipment or supplies during the course of a championship, this will be at the discretion of the Technical Delegate. Approval must be sought from the Pony Club Association NSW Executive member on duty at the championship. The expense will be reimbursed by Pony Club Association NSW via the Expense Reimbursement Form with receipts
- Pony Club Association New South Wales will not cover any internet usage costs incurred by volunteers



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7. EXPENSE REIMBURSEMENT FORM - OFFICIALS

Name: _____

Address: _____

Email: _____

REASON FOR REIMBURSEMENT

Event: _____ Location: _____

Position: _____ Date(s): _____

EXPENSE	DETAILS	AMOUNT
Travel	From: _____ To: _____ and: _____ TOTAL: _____ kms @\$0.48/km	\$ _____
Meals up to \$30/night* <i>Not applicable if breakfast is provided at accommodation and/or lunch at venue</i>	Meal allowance x _____	\$ _____
Other*		\$ _____
		\$ _____
	TOTAL	\$ _____

***Receipts must be attached**

BANK ACCOUNT DETAILS

BSB No: _____ Account No: _____

Name of Account: _____

I acknowledge that the information obtained in this form is true and correct as of the date mentioned.

Signed _____ Date _____

Claims for reimbursement **will only** be considered if **received within 28days** of the conclusion of the event.

Please return to marketing@pcansw.org.au



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8. RESPONSIBILITIES, POWERS AND DUTIES OF TECHNICAL DELEGATE (TD)

8.1. GENERAL RESPONSIBILITIES

- 8.1.1. To generally supervise the championship on behalf of Pony Club Association NSW and report to the Pony Club Association NSW Event Manager within 2 weeks of the completion of the championship
- 8.1.2. To conduct the championship in accordance with the relevant Championship Section approved by Pony Club Association NSW. Ensure the ground/arena(s) and facilities comply with Work Health & Safety and Rules of Pony Club and all championship regulations included in the Handbook
- 8.1.3. To ensure that each competing rider/team fulfils its obligations under the championship rules and does not gain an unfair or improper advantage over its rivals, either because of a failure to observe the rules or by any other action which the TD deems to be undesirable in the interest of fair competition
- 8.1.4. The TD shall be the final arbiter in all matters of contention arising during a championship, except that the TD does not have the power to consider any protest arising from a decision of an allocated judge during the competition
- 8.1.5. The TD should not intrude on the duties of the Hosting Zones Organising Committee as outlined in the Hand Book, however there should be close liaison between the TD and the Host Zone Organising Committee Chair
- 8.1.6. The TD shall provide advice and assistance to Team Managers, Judges, Advisory Committee members, Gear Stewards and championship officials as necessary
- 8.1.7. The TD is responsible for overseeing all records in relation to the championship
- 8.1.8. Present the championship briefing to Team Managers meeting prior to the start of the championship
- 8.1.9. Ensure that any championship forms presented at the briefing of managers are processed
- 8.1.10. Allocate Gear Stewards, Jump Judges, Stewards and other volunteers to grounds/arenas duties as necessary
- 8.1.11. Ensure that Work Health and Safety requirements are met
- 8.1.12. Liaise with the Advisory Committee, Officials and Judges
- 8.1.13. Liaise with, train and mentor the Deputy Technical Delegate

Pre Championship Technical Delegate Responsibilities

8.2. General Duties

- 8.2.1. Study the relevant section of the Pony Club Association NSW Handbook
- 8.2.2. Ascertain from Pony Club Association NSW the names and contact details of Officials and Host Association

8.3. Liaison with the Pony Club Association NSW Events Team

- 8.3.1. Pony Club Association NSW Event Team will provide the TD with contact information for appointed officials, transport and accommodation arrangements and necessary forms in the specified timeframe
- 8.3.2. A detailed email will be sent from Pony Club Association NSW two weeks prior to the championship confirming accommodation and transport details
- 8.3.3. Organise the collection of championship equipment



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8.4. Liaison with the Team Managers, Deputy Technical Delegate, Judges and Advisory Committee and State Executive/s present

- 8.4.1. Ensure that they have been advised of their appointment
- 8.4.2. Ascertain their expected arrival time for the championship
- 8.4.3. Determine a time and place for pre-championship briefing meeting

8.5. Liaison with Host Zone and First Aid Attendants

- 8.5.1. Ensure that a suitable area has been provided for Microchip scanning and isolation area available relating to Hendra vaccinations
- 8.5.2. Ensure that First Aid Attendants have arrived
- 8.5.3. Ensure that medical and first aid facilities are available for riders/teams
- 8.5.4. Ensure that ice for injuries is available for all riders/teams and ascertain from where it will be available during the championship
- 8.5.5. Ensure that the Host Zone has provisions for all Judges and officials for refreshments
- 8.5.6. Ensure that there are suitable facilities for riders and their families for camping including toilets, power etc.
- 8.5.7. Check that a Safety Checklist and Risk Assessment has been completed by the Host Zone Safety Officer
- 8.5.8. Check that suitable facilities are available for the Championship Office, Team Managers Meeting Room and a small private meeting room for Advisory Committee and State Executive/s present

8.6. Preparation of Pre-Championship Briefing Papers

- 8.6.1. Managers' meeting briefing should be prepared prior to the championship
- 8.6.2. Allocate Officials for Gear Stewards, Judges and Advisory Committee Members. Allocate Jump Judges, Line Stewards will be provided either by the State Office or by each team

Technical Delegate Responsibilities during the Championship

8.7. Arrival at the Championship

- 8.7.1. The TD should arrive in the host city/town prior to the commencement of the championship in good time to check the facilities, grounds and arena(s) with the Pony Club Association NSW Host Zone representative, to ensure that all the championship arrangement at the venue are in order
- 8.8. Conduct the Managers' briefing prior to the start of the championship following the Pony Club Association NSW template
- 8.9. Liaise with the Team Managers
- 8.10. Liaise with Interstate Team Manager to discuss NSW expectations from visiting members
- 8.11. Liaise with the Deputy Technical Delegate
- 8.12. Liaise with Gear Stewards, Judges, State Executive and Advisory Committee Officials

8.13. Score Sheets

- 8.13.1. Score sheets for each rider/class will be provided by the State Office
- 8.13.2. Distribute score sheets for each rider/team to the Team Manager



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- 8.13.3. Liaise with the Host Zone to ensure all score sheets are taken to the scorer in a timely manner
- 8.13.4. Provide support to the Scorer in the event of any discrepancies

8.14. Results

- 8.14.1. Update results via the Scorer to board/area provided by Host Zone
- 8.14.2. Ensure all results are posted in a timely manner, ensure all riders are advised when the results are posted and hear any protests
- 8.14.3. Provide daily results to Team Managers/competitors
- 8.14.4. Ensure that the Scorer emails final results to Pony Club Association NSW marketing@pcansw.org.au

8.15. Presentation Ceremony

- 8.15.1. Ensure all presenters and dignitaries are briefed and present for the ceremony.
- 8.15.2. Ensure a head count is made of all zones present
- 8.15.3. Ensure a table is available at the presentation location and place on it the trophies, ribbons and championship awards
- 8.15.4. Ensure PA and microphone is set up and ready by the host zone. Ensure presentation ceremony commences promptly to allow officials and riders/teams to travel home as quickly as possible

Following the Championship

- 8.16. Assist with the pack up and organise the return of equipment provided by Pony Club Association NSW
- 8.17. Complete the TD's Report and sent to marketing@pcansw.org.au no later than two weeks after the event
- 8.18. Complete Officials Reimbursement form and send to marketing@pcansw.org.au no later than two weeks after the event
- 8.19. Ensure that all original paperwork associated with the championship is returned to the Pony Club Association NSW office at the completion of the championship

9. RESPONSIBILITIES, POWERS AND DUTIES OF DEPUTY TECHNICAL DELEGATE (TD)

- 9.1. The responsibilities and duties of Deputy Technical Delegate are:
 - 9.1.1. Attend the Team Managers briefing conducted by the Technical Delegate
 - 9.1.2. Liaise with TD and Host Zone representative;
 - 9.1.3. Fill the role of TD when the TD requires breaks throughout the Championship
 - 9.1.4. Assist the TD in allocating Gear Stewards, Jump Judges, Judges and Advisory Committee members duties
 - 9.1.5. Arrange for collection of official score sheets to be returned to the Scorer
 - 9.1.6. Supply relevant information to the TD to enable championship report to be completed accurately



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Pre-Championship Deputy Technical Delegate Responsibilities

9.2. General Duties:

- 9.2.1. Study the relevant section of the PCA NSW Handbook in detail
- 9.2.2. Ascertain from Pony Club Association NSW the names and contact details of Officials and Host Zone

9.3. Liaison with the Pony Club Association NSW Events Team

- 9.3.1. Pony Club Association NSW Event Team will provide you with information regarding contact information for appointed officials, transport and accommodation arrangements and necessary forms in the specified timeframe
- 9.3.2. Liaison with the TD, State Executive present and Advisory Committee members
- 9.3.3. Ensure that they have been advised of their appointment
- 9.3.4. Ascertain their expected arrival time for the championship
- 9.3.5. Determine a time and place for pre championship briefing meeting

Deputy Technical Delegate Responsibilities during the Championship

9.4. Arrival at the Championship

- 9.4.1. The DTD should arrive in the host city prior to the commencement of the championship in good time to check the facilities grounds and arena(s) with the TD and Pony Club Association NSW State Executive on Duty to ensure that all the championship arrangement at the venue are in order
- 9.5. Liaison with the TD
- 9.6. Liaison with Advisory Committee members

9.7. Score Sheets

- 9.7.1. Assist in providing scorer sheets for each rider/team

9.8. Results

- 9.8.1. Update results via the Scorer to board/area provided by Host Zone
- 9.8.2. Provide daily results to Team Managers/competitors
- 9.8.3. Ensure that the scorer emails final results to Pony Club Association NSW marketing@pcansw.org.au

Following the Championship

- 9.9. In conjunction with the TD pack up and organise the return of equipment provided by Pony Club Association NSW
- 9.10. Aid the completion of the TD Report and send to marketing@pcansw.org.au no later than two weeks after the event
- 9.11. Complete Officials Reimbursement form and send to marketing@pcansw.org.au no later than two weeks after the event
- 9.12. Ensure that all paperwork is returned to the Pony Club Association NSW office at the completion of the championship



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10. RESPONSIBILITIES, POWERS AND DUTIES OF ADVISORY COMMITTEE

10.1. General Responsibilities

- 10.2. Attend the championship
- 10.3. Attend the pre championship briefing conducted by the TD
- 10.4. Liaise with the TD and Deputy Technical Delegate
- 10.5. Assist with the Fitness Check as required
- 10.6. Be responsible for the providing support as necessary to the Host Zone or TD
- 10.7. Arrange for score sheets to be returned to the TD

Prior to arrival at the Championships

- 10.8. Respond to all communications that may be directed to you by the TD or Pony Club Association NSW prior to your departure
- 10.9. Please let Pony Club Association NSW and TD know as to the estimate time of your arrival

Arrival at the Championships

- 10.10. Contact the TD and Deputy TD to make them aware of your arrival
- 10.11. Check the grounds/arenas, technical equipment and facilities
- 10.12. Perform any specific duty that may be asked by the TD or DTD and report immediately any concerns
- 10.13. If not already received, ask for a copy of the championship draw
- 10.14. Attend the pre championship Team Managers meeting

Before a competition

- 10.15. Check whether the judges and other officials have arrived
- 10.16. Attend and help as necessary the TD and DTD or Gear Stewards during Fitness and Gear Checking
- 10.17. Make sure that all riders entering the grounds/arenas before starting the competition are properly numbered and dressed

During a competition

- 10.18. Prevent any unauthorised entry onto the ground or arena
- 10.19. Ensure all injuries from your area are recorded by the First Aid Providers as evidence is required to make insurance claims

After the competition

- 10.20. Tidy up your delegated area to ensure a smooth transition for the next Advisory Committee member and judges to use it
- 10.21. Make sure paperwork is completed accurately and returned to the TD's Office area

11. RESPONSIBILITIES, POWERS AND DUTIES OF PONY CLUB ASSOCIATION NSW EXECUTIVE MEMBER ON DUTY

A Pony Club Association NSW Executive Member will be in attendance for the duration of a State Championship



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The responsibilities and duties of the Pony Club Association NSW Executive Member are to:

- 11.1.1. Assist the TD in the overall running of the championships
- 11.1.2. Oversee the event and act as a point of contact if an issue arises
- 11.1.3. Assist with Fitness Check as required
- 11.1.4. Answer any questions relating to Pony Club Association NSW that the TD may not be able to answer
- 11.1.5. Attend the pre championship briefing conducted by the TD
- 11.1.6. Attend the Team Managers meeting and provide any required updates on behalf of Pony Club Association NSW
- 11.1.7. Liaise with the TD on an ongoing basis throughout the championship
- 11.1.8. Be present and be actively involved in any judicial matters
- 11.1.9. Be directly responsible for all member protection issues
- 11.1.10. In consultation with the Safety Office and TD consult on any WH&S matters should they arise
- 11.1.11. Liaise with host zone regarding the presentation ceremony
- 11.2. The Executive Member is to support the TD in their role at the Championships, but not to act as administration officer or Technical Delegate

12. RESPONSIBILITIES, POWERS AND DUTIES OF CHIEF GEAR STEWARD

12.1. General Responsibilities

- 12.2. Attend the championship
- 12.3. Attend the Team Managers briefing conducted by the TD
- 12.4. Conduct briefing at Team Managers briefing if necessary
- 12.5. Liaise with the TD and Deputy Technical Delegate
- 12.6. Brief the Host Zone Gear Check Stewards prior to gear check
- 12.7. Rule on any gear if referred to you

Prior to arrival at the Championships

- 12.8. Respond to all communications that may be directed to you by the TD or Pony Club Association NSW prior to your departure
- 12.9. Advise Pony Club Association NSW and TD as to the estimate time of your arrival

Arrival at the Championships

- 12.10. Contact the TD and Deputy TD to make them aware of your arrival
- 12.11. Check the designated grounds/arenas to be used for Gear Checking
- 12.12. Confirm with Host Zone that a suitable number of assistants have been allocated for Gear Checking
- 12.13. Attend Team Managers meeting to answer any questions on Gear check
- 12.14. Perform any specific duty that may be asked by the TD or DTD and report immediately any concerns
- 12.15. Check the time of start of Gear check as per the championship draw

Before the competition

- 12.16. Arrive at designated Gear Check area on time with suitable equipment needed for your duties
- 12.17. Have on hand a copy of the draw including riders back numbers for checking



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- 12.18. Provide guidance and support to Host Zone Gear Check Stewards regarding riders uniform and equipment when presented at Gear Check

During a competition

- 12.19. Prevent any unauthorised entry onto the ground or arena
- 12.20. Gear check all riders including Interstate teams and zone officials if mounted
- 12.21. Ensure all injuries from your area are recorded by the First Aid Providers as evidence is required to make insurance claims

13. RESPONSIBILITIES, POWERS AND DUTIES OF MICROCHIP SCANNING PERSON/S

13.1. General Responsibilities

- 13.2. Attend the championship /event /state camp
- 13.3. Liaise with the Host Zone Contact and State Office
- 13.4. Brief the Host Zone Microchip Scanning team prior to commencement of scanning
- 13.5. Rule on any discrepancies with the scanning process
- 13.6. Inspect the area set aside for scanning, particularly for Bio security hazards
- 13.7. Ensure all other access to the grounds are closed and or monitored
- 13.8. Ensure the travelling horse statements are collected and filed
- 13.9. Ensure the horse ID forms are completed and cross checked against the microchip
- 13.10. Ensure suitable signage is displayed to direct the flow of arrivals
- 13.11. Ensure after hours advise for late arrivals including emergency mobile numbers

Prior to arrival at the Championships

- 13.12. Respond to all communications that may be directed to you by the TD or Pony Club Association NSW prior to your departure
- 13.13. Advise Pony Club Association NSW and TD as to your estimate time of your arrival
- 13.14. Ensure the Bio security equipment and scanners are on hand

Arrival at the Championships

- 13.15. Arrive in plenty of time for scheduled Microchip scanning duties
- 13.16. Contact the Host Zone representative, TD and Deputy TD to make them aware of your arrival
- 13.17. Check the designated grounds/arenas to be used for Scanning arrangements
- 13.18. Confirm with Host Zone that a suitable number of assistants have been allocated for scanning
- 13.19. Perform any specific duty that may be asked by the TD or DTD and report immediately any concerns

Before the competition

- 13.20. Arrive at designated scanning area on time with suitable equipment needed for your duties
- 13.21. Have on hand a copy of the relevant vaccination certificates including riders back numbers for checking



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13.22. Assist at the fitness check to ensure all horses have been scanned

During a competition

13.23. If requires prevent any unauthorised entry onto the ground or arena

13.24. If required ensure all injuries from your area are recorded by the First Aid Providers as evidence is required to make insurance claims

14. CLOTHES AND EQUIPMENT FOR OFFICIALS

14.1. Officials must wear clothing appropriate to the event as directed by Pony Club Association NSW

14.1.1. Do not wear clothing that represents an association other than Pony Club

14.1.2. If it is cold, dress to keep yourself warm

14.1.3. Wear comfortable, closed in shoes

14.1.4. Have correct Bio security equipment on hand

APPENDIX

Additional Information

Pony Australia Member Protection Policy - see <http://www.ponyclubaustralia.com.au/> under Resources > Policies

Pony Club Association NSW Member Protection Information Officer: Kerrie Eyding

Required Officiating Forms to be returned to Pony Club Association NSW

1. Officiating Acceptance and Confidentiality Agreement Form
2. Working with Children Check (Member Protection Declaration)
3. Personal Medical History Form