





# *The Pony Club Association Of N.S.W*

**P.O. Box 2085 Wollongong, 2500**

**Ph: 0242 298 977**

**Fax: 0242 298 966**

## **HOW TO USE THE PCA NCAS UPDATE SHEET**

The Update Sheet enables you to keep a record and have verified the updating activities that you attended.

The Update Sheet is also evidence of your experience and on-going education.

When you attend an approved updating activity complete the Update Sheet as shown.

1. State the date of attendance
2. Record the activity
3. Record the location of the activity
4. Record the number of hours spent doing this activity
5. Record the number of points achieved by doing this activity
6. Obtain the signature of the coordinator, presenter or club senior instructor.

For further information contact The Pony Club of NSW head office on 02 4229 8977 or send an email to [coach@pcansw.org.au](mailto:coach@pcansw.org.au)