



# THE PONY CLUB ASSOCIATION OF N.S.W. Inc.

## APPLICATION FOR FREE PONY CLUB ADMINISTRATION WORKSHOP FOR 2018

A Number of successful FREE Pony Club Workshops have been held since in 2012 and the State Council once again voted to continue to run these FREE schools for Zones in 2018.

Requirements for Administration Workshops are as follows:-

Things to be considered before organizing a venue.

- To have the venue is suitable for the workshop that can provide catering for those attending.
- Number of people interested in attending the course the minimum number is 10, participants can be from your zone or nearby zones.

### **Host Zones will need to:**

- Liaise with the PCA NSW Executive Officer.
- Provide a conference room/classroom/clubhouse with tables and chairs.
- Electricity
- Air conditioning (preferred but not essential)
- Provide a Data projector if one not available please inform the office
- Catering available for morning tea and lunch.

### **Topics which may be covered:**

- Dispute resolution,
- Complaint Handling,
- Managing Meetings,
- Grant writing,
- Regional schools,
- Role of the secretary, president and treasurer, succession planning and the constitution
- The State Office (affiliations, transfers, orders, championship entries, etc.),
- Insurance and incorporation,
- Instructors schools,
- NCAS Pony Club program,
- Duties of the Club Senior Instructor and the Zone Chief Instructor, and succession planning,
- Responsibilities of coaches/instructors,
- State Camp,
- National Championships,
- State Championships,
- Proficiency certificates,

Please complete the attached application form indicating the proposed dates, the topics that you would like covered and forward this form with a refundable deposit to secure your Pony Club Workshop.

Regards

Kerren Britton  
Executive Officer

# THE PONY CLUB ASSOCIATION OF N.S.W. Inc.

## APPLICATION

For

### PONY CLUB ADMINISTRATION WORKSHOP FOR 2018

Zone .....wish to apply for an Administration Workshop.

† **Pony Club Administration Workshop**

**Dates:** for Pony Club Workshop in order of preference. (It is important that this is completed)

1.....

2.....

3.....

Topics to be covered (please tick or circle):

- Dispute resolution,
- Complaint Handling,
- Managing Meetings,
- Grant writing,
- Regional schools,
- Role of the secretary, president and treasurer,
- The State Office (affiliations, transfers, orders, championship entries, etc.),
- Insurance and incorporation,
- Instructors schools,
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- Duties of the Club Senior Instructor and the Zone Chief Instructor,
- Responsibilities of coaches,
- State Camp,
- National Championships,
- State Championships,
- Proficiency certificates,

Venue: .....

Address .....

Contact Name .....

Phone: ..... Email .....

Zone President/Secretary Signature.....