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

*Phone: (02) 42298977 Fax: (02)42298966 Email: admin@pcansw.org.au*
*Correspondence to: PO Box 2085 Wollongong NSW 2500 Australia*


## FREE ADMINISTRATION WORKSHOP

**SATURDAY 12 MAY 2018**
**HOST ZONE 9**

The purpose of these workshops is to assist Club and Zone officials and instructors (or anyone who wishes to become one) in the administration of their respective organisations and their dealings with each other and the Association office. Any person may attend who is involved with Pony Club as a member or volunteer.

Topics include: Risk Management, Work Health & Safety, Instructors Schools, Regional Schools, NCAS Pony Club Program, Duties of the Club Senior Instructor and Zone Chief Instructor, Responsibilities of Instructors, Role of the Secretary, President and Treasurer, the State Office (affiliations, orders, transfers, meetings etc.), Insurance and Incorporation, State Camp, National Championships, State Championships, Writing Grants, Conflict and Dispute Resolution, Working with Children Check obligations, Risk Management and an open forum for discussion and questions. **All Clubs in Zone 9 must send at least one member to attend**.

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| **VENUE:** | **Lou's Conference Centre**<br>**Belgrave Street**<br>**Kempsey NSW 2440** |
| **TIME:** | **9.00 am sharp** |
| **COST:** | **FREE workshop, morning tea, lunch and afternoon tea will be provided at a charge of $20 per person to be collected on the day.** |

*Please return the form below to the Association Office before 4 May 2018*

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The following persons will be attending the Administration School to be held at the Lou's Conference Centre, Belgrave Street, Kempsey 2440 on the 12 May 2018 (please attach separate page if needed):

**NAME** **CLUB** **ZONE**

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