



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

## APPLICATION FOR PONY CLUB WORKSHOP FOR 2014

A Number of successful FREE Pony Club Workshops were held in 2012 and 2013 and the State Council once again voted at the November 2013 meeting to continue to run these FREE schools for Zones in 2014.

Requirements for specialist schools are as follows:-

Things to be considered before organizing a venue.

- To have the venue within an hour's drive to nearest airport. Have someone available to transport course presenter to and from the airport.
- Number of people interested in attending the course to be around 10 before applying for the school.

### Administration School:

- To liaise with the PCA NSW Executive Officer.
- Conference room/classroom with tables and chairs.
- Electricity
- Data projector
- White Board
- Air Conditioning
- Catering available.

### Topics which may be covered:

- 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,
- NCAS Pony Club program,
- Duties of the Club Senior Instructor and the Zone Chief Instructor,
- Responsibilities of coaches,
- 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 WORKSHOP FOR 2014

Zone .....wish to apply for the following Specialist School.

*Please tick below (or number in order of preference if wishing to apply for more than one)*

† **Pony Club 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,
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Venue: .....

Address .....

Contact Name .....

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

Zone Secretary/Chief Instructors Signature:.....