

PAID INSTRUCTORS PANEL 2007-2010

As at 29 October 2009

| NAME | Phone | Mobile | EMAIL | DISCIPLINE |
|----------------------|--------------|--------------|--|--------------------|
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| Tina Winchester | | 0422 582511 | | General |

PAID INSTRUCTORS PANEL SCHOOLS – Payment Instructions

Because we have been advised that EFA instructors are not covered when instructing pony club members, the Pony Club Association of NSW has implemented a revised system for clubs and zones using member/s of the Paid Instructors Panel (PIP). Our association values the assistance given by those EFA coaches who have been approved to be on the Paid Instructors Panel and wishes to continue this relationship. For Clubs, Zones and Instructors to be covered under the Pony Club Association of NSW insurance policies, instructors must be considered as 'employees'. Previously instructors were considered 'independent contractors'. As an 'employee' tax will be deducted from wages, superannuation payment/s made, workers compensation insurance coverage for the employee and a group certificate will be issued at the end of each financial year.

The following procedure has been adopted from Tuesday 1st April 2003.

1. Clubs/Zones will contact the PIP member as to availability, costs for conducting a school and book the PIP if appropriate.
2. The clubs/zones will contact the PCANSW state office to advise of the booking and the costs associated for the school. The club/zone will be forward prepayment including GST for the PIP member to the PCANSW state office no later than fourteen days prior to the school being held, including breakdown of the payment on the PIP Booking Form.
3. Immediately after the completion of the school, (or its cancellation if appropriate) the club/zone will contact the state office to advise of the school being held or otherwise.
4. After receiving confirmation of the school being held the Association will issue payment to the PIP member. Coaching fees are taxed according to the advice given to the PCANSW state office.
5. At the end of the financial year the instructor will receive a group certificate from the Pony Club Association.

The Association realises the inconvenience this may cause for instructors, clubs and zones. However to ensure that each of the parties involved with any school is covered under the Association insurance policies, the above system must be adopted. Any club/zone or PIP member not following the above system may jeopardize their insurance coverage in the event of a claim being made.

PIP BOOKING FORM

CLUB/ZONE: _____

DATE/S OF SCHOOL: _____

NAME OF INSTRUCTOR: _____

COACHES DAILY FEE: \$ _____

GST PAYABLE: \$ _____

TRAVEL FEE: \$ _____

TOTAL: \$ _____

Payment and booking form to be submitted to the PCA State Office – PO BOX 2085 Wollongong NSW 2500, fourteen days prior to the school being held.