

PACKAGE FOR EACH OFFICER SHOULD BE AS FOLLOWS:

CLUB SECRETARIES AND ZONE SECRETARIES

- Minutes Special General Meeting.
- Minutes July Council Meeting.
- June quarterly accounts.

ZONE CHIEF INSTRUCTORS

Same as Club Secretaries with inclusion of the following

- Minutes Zone Chief Instructors July Meeting.

ZONE COUNCILLORS

Same as Club Secretaries.

CLUB CORPORATE MEMBERS

- Minutes Special General Meeting.

CUSTOMER SERVICE HOURS

Due to the large volume of membership renewals being processed, and the limited resources available, the Association will operate on customer service hours of between 10.00am to 3.00pm Monday to Friday. All Clubs and Zones are reminded that in the first instance they should check the website for information on membership, policies and procedures or contact your Club/Zone Secretary. Instructional issues must be directed to your Club, or Zone chief instructor.

SPECIAL NOTICE FOR SECRETARIES

FEES FOR 2015

Affiliation fees for 2015 memberships are \$56.50 for riding members and \$36.50 for non-riding members.

ALL MEMBERS ARE REQUIRED TO COMPLETE A RISK WARNING FORM AT THE TIME OF JOINING OR RENEWING THEIR MEMBERSHIP EACH YEAR (COPY TO BE SENT TO THE STATE OFFICE WITH THE AFFILIATION). All members over the age of 18 must also complete a Child Protection form details in this mail out. The completed forms are to be held by the club in a safe and secure place.

Please note, *date of birth details for all PCANSW members MUST now be provided.* See section on insurance below for details.



The Pony Club Association Of N.S.W.

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Please note the following fees as of the 1st January 2015:

Regional Schools - \$25 per rider total of 18 riders

State Championship entry fees - \$45 per rider (including first aid levy) for all Championships and \$60 per rider entering both the Sporting and Campdraft Championship or \$45 for either one of these Championships

State Camp - \$150 per rider

Clinics/Seminars - \$20 per PCANSW member and \$50 per non-member.

FREE ADMINISTRATION WORKSHOPS FOR 2015

Are you a new Club or Zone Secretary or other Office Bearer? Are you unsure about meeting procedures, the constitution, Codes of Conduct, Working with Children Checks or just where to find information? Zones are reminded that members of the State Executive are available for Administration Schools.

These schools are booked via the office and can cover a range of issues to help Clubs/Zones including – affiliations, transfers, orders, incorporation, meeting procedure, NCAS, grants, insurance, risk management, Work Health & Safety, Member Protection Information Officer (MPIO), Working with Children Check obligations, conflict resolution and many others. Please contact Kerren Britton on 02 4229 8977 or email admin@pcansw.org.au for further details.

INFORMATION FROM THE JULY MEETINGS

Special General Meeting

SGM2/15 That point 14 in Schedule B of the Constitution now reads.

14. APPOINTMENT OF ZONE CHIEF INSTRUCTOR

- 14.1 In the first instance nominations will be called by the Zone Secretary from Old System Level II Examiners, NCAS Level 1, NCAS Preliminary and Old System Level II Instructors. In the event of there being no nominations from the above categories nominations from Old System Level I Examiner and Level I Instructors Certificate holder can be considered.
- 14.2 These nominations shall be called in advance of the meeting at which the election is to take place;
- 14.3 The Zone Secretary will advise those nominated for the position on the agenda for the meeting at which the election is to take place;
- 14.4 Nominees are to be voted on by the Zone Delegates or their proxies or substitute Zone Delegates present at the meeting as instructed by their Clubs;
- 14.5 The successful nominee shall be recommended by the Zone to the Chief Instructors' Committee who may ratify the appointment; and

- 14.6 The appointment will be for a three year term, or part thereof in the event of a casual vacancy.

Motion 2 - as per the agenda

SGM3/15 That point 22 in Schedule A of the Constitution now reads.

22. ELECTION OF SENIOR INSTRUCTOR

- 22.1 The instructors in the Club shall meet and elect a Senior Instructor.
- 22.2 The senior instructor shall be selected from the qualified instructors in the following order.
- 1) Old System (OS) Level II Examiner/Level 1 NCAS Coach
 - 2) OS Level I Examiner/NCAS Prelim Coach
 - 3) OS Level II Instructor
 - 4) OS Level I Instructor
 - 5) PCA NSW Introductory Instructor Certificate
- 22.3 In the event of an instructor holding the qualification but not accepting the position, then the next highest qualified instructor shall be nominated.

In the event of two or more instructors holding the same level of qualification, then an election shall be held. All financial instructors are eligible to vote. The position of senior instructor shall be for 12 months, or part thereof in the event of a vacancy.

- 22.4 The Senior Instructor is considered an ex officio member of the Committee referred to in Clause 25 and all sub-committees relative to instructional and competitive matters.

From the Council Meeting

C45/15 That Pony Club Association NSW ratify the changes to the association logo as distributed

C46/15 That the PCA NSW adopt the Nationals Policy on reinstated accreditation for instructors.

Coaches accredited prior to 2008

Coach to

- Complete modules 1.1-1.4
- Attend update clinic – state based
- Teach lesson to the required standard
- Sign code of ethics

Coaches accredited post 2008

Coach to

- Attend update clinic – state based
- Teach lesson to the required standard
- Sign code of ethics

- C47/15 That the PCA NSW Heat Policy be adopted by the Association
- C48/15 That from 1st January 2016 the cancellation date for all State schools and workshops will be one month prior to the date of school or workshop.
- C49/15 That approval be given in principal to combined state championships being held in 2016
- C50/15 That Old System Instructors whose instructor's certificates have lapsed may renew under the following conditions:
 - That they are current financial members
 - That they attend a state run Instructors School
 - That they are assessed by their Zone Chief Instructor
 - That they submit a completed renewal form signed by the relevant people.
- 53/15 That we hold a State Jumping Equitation clinic prior to the November State meetings, 28-29 November.
- C54/15 That for all State Championships (outside of any combined championships) attending zones must provide one volunteer for every five (or part thereof) riders attending.
- C55/15 That we hold a State Eventing Technical Delegate clinic with a date and venue to be confirmed.
- C60/15 That the change of uniform for Gundagai be accepted.
- C61/15 That the reformation of Eumungera be approved.
- C61/15 That approval be granted to Kootingal PC for a Cross Country grant.

STATE CHAMPIONSHIPS

CHANGES TO PAYMENT SYSTEM

Zones are to submit TWO cheque payments with their entries, one Zone cheque to the Pony Club Association of NSW to cover the entry fee only, i.e. \$45.00 per rider. The SECOND Zone cheque is to be made out to the HOST ZONE to cover the stable and camping fees. Both cheques are to be sent, along with the completed entry forms, to the State Office. The State Office will then forward the cheque to the Host Zone along with a copy of all entries. HOST ZONES will be responsible for the refund of scratching's in line with the Association policy.



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SIGNATURES ON NOMINATIONS FORMS

Members are reminded that all forms must be signed in accordance with the Associations rules and that in the event that the Club Secretary is not available then approval should be sought from the Zone and/or State Office for another authorised person to sign on their behalf. Anyone signing should also be a current financial member of the Association. Please note nominations should not be signed by a member's relative without permission (as above) as this may lead to a perception of a conflict of interest.

2016 STATE CHAMPIONSHIPS

- **NSW State Combined Championship** including: Sporting, Campdraft, Team Penning, Mounted Games, Team Sporting & Polocrosse Championships
April 2016 – Quirindi Showground & Racecourse, Quirindi (To Be Confirmed)
- **NSW State Combined Championship** including: Showjumping, Showriding, Dressage, ODE & Combined Training Championships
2nd-9th July 2016 – Bicentennial Equestrian Park, Camden

As per the motion passed at the July 2015 Council meeting the State Executive and Office and planning combined championships as above, the aim is for riders to attend as many of the disciplines as they are eligible for over the week.

Normal state championship procedures and fees will be adhered to however hopefully we will be able to secure reduced camping and stable/yard fees. Each zone with riders participating will need to supply volunteers over the week to ensure the smooth running of the event.

ADMINISTRATION

TRANSFERS

Transfer forms can be found under the Club and Zone Management tab on the website under forms. Members should print these forms and complete the relevant section, then see their present Club Secretary/Official to obtain their release and signature before seeing the new Club Secretary/Official for acceptance and signature. The fully completed form should then be sent via the new Club to the Zone/s listed for their records and then this form to be sent to the State Office. Please note that forms which do not have all of the required information will be sent back to the member for completion. (Clubs and Zones should take copies for their records).

Members must also be aware that it is their responsibility to check with the Club that you wish to transfer to that their books are open and they are accepting members.

INCORPORATION

All Clubs and Zones are reminded that if they are incorporated they must send in an annual return (form A12) to the Department of Fair Trading along with payment. Go to www.fairtrading.nsw.gov.au or phone 133 220 for forms and further information.

REMINDERS

MYCLUB ACCESS EXPIRATIONS

Access to Myclub needs to be renewed using the correct application forms (found under the forms tab on the website) please note that the current access will expire as of the 31st January 2016.

PONY CLUB RULES

The Associations Handbook and all other policies are all available on our website www.pcansw.org.au please make sure that all members are aware of where to find these documents. Members are also reminded that adults are not permitted to ride at pony club unless they are demonstrating an activity or supervising an activity i.e. trail ride, ANZAC day march.

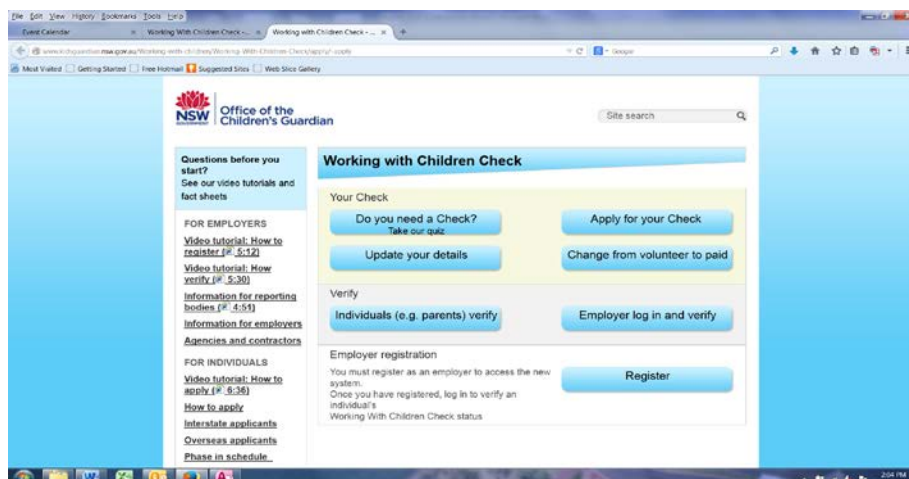
WORKING WITH CHILDREN CHECKS (WWCC)

The phase in schedule for volunteer organisations (which includes Pony Club) will commence **1st April 2015** and all volunteers who are not deemed exempt from the check will need to have provided their WWCC registration number to their Club/Zone for verification by the relevant authorised person.

Club and Zone Responsibilities

Clubs and Zones need to determine which roles will need a Working with Children Check and whether any person filling a role is exempt. The Club/Zone need to appoint (this may be your club secretary or MPIO) at least two (2) authorised representatives to be the contact person/s for the organisation with the Office of Children's Guardian as part of the online registration process as an 'employer'. Once registered all WWCC registration numbers supplied can be verified and in the event of a problem the Office of Children's Guardian will contact you. Please note that as an 'employer' you must verify all WWCC registration numbers for the process to be complete.

When you verify a registration number you need the person's name, date of birth, WWCC registration number or application number. Upon the verification process you will be advised if a person is Cleared to work with children or Barred from working with children. No details of the reason for a person being barred will be given however it is illegal to allow a person who is barred to continue in a role where they are deemed to be working with children. If a club/zone is notified of a barred person please contact the office immediately.



Please note that it is illegal to use a volunteer who has been deemed as needing a Working with Children Check after **31/3/16** (that has not provided their Working with Children Check registration number and been verified) unless they have been classified as exempt by their club/zone. Please ensure that records of all roles including their WWCC number of exemption status are held by the authorised persons within the club/zone as audits will be conducted.

This can be done by using a simple spreadsheet as below:

Name	Date of birth	WWCC/Application number or exemption status	Status	Verified by	Date verified	Expiry date
Joe Blow	1/1/1961	Instructor not a parent WWC1234567V	Cleared	V Slow	24/6/13	24/6/18
Kathy Bay	2/2/1962	Judge	Exempt	F Fast	15/5/13	N/A
Ed Peep	3/3/1963	Canteen	Exempt	V Slow	15/5/13	N/A
Jill Fork	4/4/1964	Dorm parent at camp WWC789124E	Cleared	F Fast	15/8/14	15/5/19

Members/volunteers

Members/volunteers need to check with your club/zone to see if they are deemed as a volunteer who needs a Working with Children Check (they can take the quick quiz on the Office of Children's Guardian's website <http://www.kidsguardian.nsw.gov.au>) once the member determines if they need a check or are exempt they will then need to provide reasons for their exemption or their WWCC registration number in order to work with children.

Volunteers Clubs are reminded that ALL MEMBERS AND VOLUNTEERS 18 years of age and over must sign the current Member Protection Declaration form regardless of whether the member has provided a current Working with Children Check registration number. These forms may be found on our web site www.pcansw.org.au under the forms tab.

If you have any questions in regard to these procedures you can organise an FREE Administration Workshop through your Zone or contact the Office of Children's Guardian for one of their workshops.

MEMBER PROTECTION INFORMATION OFFICER (MPIO)

An MPIO is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern. They can also provide information and advice to sport administrators and complaint handlers with regard to the Member Protection Policy of that sport. MPIO's are generally impartial they don't mediate or investigate complaints. They may reside in a club, the state association or a national sports organisation.



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The MPIO can play a key role in ensuring your sport is safe, fair and inclusive. MPIO's do this through ensuring club people and administrators know their rights and responsibilities and ensuring policy's that focus on member protection are being implemented. Such policies may include but are not limited to the complaints policy and procedures, child protection policies, harassment and discrimination policies for full details on the Associations policies please see the policy tab on our website www.pcansw.org.au

There is a FREE online course to help MPIO's and full details can be found on the link above. The Australian Sports Commission (ASC) also has a FREE Complaint Handlers Course which may be helpful for Clubs and Zones details also available on the ASC website http://www.ausport.gov.au/supporting/integrity_in_sport

Play By The Rules <http://www.playbytherules.net.au> also have some great FREE online modules that will help Clubs and Zones.

CONFLICT RESOLUTION

There are very clear and defined regulations in regard to disputes within Pony Club (see the PCA NSW Hand Book and Member Protection Policy). Clubs and Zones should appoint a Member Protection Information Office (MPIO) to help members with any queries and information in regard to rules, regulations and advise on how to deal with complaints.

Any conflict should be handled at the lowest level within Pony Club as possible i.e. the channel of communication should be **Member → Club → Zone → State**. In accordance with the Australian Sports Commission Member Protection Policy (which the Association has adopted) conflicts or complaints may be dealt with informally or formally and all complaints should be dealt with promptly, seriously, sensitively and confidentiality.

All queries and or disputes should be referred in the first instance to the Club Secretary or President. If the matter cannot be successfully resolved at this level, further submissions should be made in writing to the Zone Secretary or President. If the matter cannot be successfully resolved at Zone level then, and only then, should a submission be made in writing to the State Office. Any complaint referred directly to either PCA or a government body such as Australian Sports Commission and Communities of Sports and Recreation CANNOT be dealt with by Pony Club Association NSW.

All policies in relation to Codes of Behaviour and our Member Protection Policy as well as a number of other policies can be found on our web site under the Policies tab then go to the general policies. PCA NSW follows the Australian Sports Commission and Communities of Sports and Recreation guidelines and the Association takes these matters seriously

ASSOCIATIONS POLICIES AND PROCEDURES

All members are reminded that upon joining Pony Club Association NSW they accept the Associations, Constitution, By-laws, Code of Conduct, Membership Protection Policy and All other policies that the Association adopts from time to time. Any member who breaches any of the rules of Pony club including the Code of Conduct may face disciplinary action. Full details of these policies and procedures can be found on the Associations website under the policy tab.



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Please remember that all Club, Zone and State Office Bearers are volunteers and should be treated with respect at all times. These volunteers take on positions in order to ensure that Pony Club continues as an organisation for your children and while they are open to feedback, members should always be considerate and treat others as they would like to be treated.

WORK HEALTH AND SAFETY ACT (WHS)

Pony Club Association NSW adopted the Safe Work Australia, Guide to Managing Risk When New and Inexperienced Persons Interact with Horses, to ensure the safety of our new and/or inexperienced members. Pony Club Association NSW will continue to work with WorkCover and Safe Work Australia during the development of a Code of Practise for the industry.

Pony Club have developed an Induction and Safe Work Procedure document for clubs to give to new members. This document should be used as a guide for clubs to provide onsite inductions for these members. All new members should be made aware of the Associations Rules (Blue Book), the Riding Handbook and other suitable reading materials such as Horse Safe – A Complete Guide to Equine Safety by Jane Myers available through <http://www.publish.csiro.au/pid/5130.htm>

As part of the Associations consultation process the State Office will continue to forward information to all members, Clubs and Zones, outlining Pony Club's responsibilities under the Work Health and Safety Act, please keep an eye on the Associations website for updates. If you have any queries or ideas that you would like to share please do not hesitate to contact the state office.

To help Clubs and Zones ensure their compliance under the changes to the Act Pony Club Association NSW is offering FREE Administration Workshops to Zones – please see your Zone to organise an Administration Workshop.

Club and Zone Executive, Zone Chief Instructors, Safety Officers and other adults supervising have always had a duty of care to the young people participating in Pony Club and this law formalises this duty of care. Club and Zone Executive, Zone Chief Instructors and other adults supervising young people who work wholly within the policies and requirements of the Association are already compliant with the requirements under the Act.

As part of Pony Clubs commitment to the development of further policies and procedures to assist Clubs and Zones implement the paperwork required under the Act, the State Office have approved a Risk Management Policy and has already added a number of forms, check lists and other information to the Associations website (under the Risk Management tab) to help volunteers with risk management and the documentation process (unless it is documented there is no paper trail to follow so don't forget to document it and keep it on file at your Club/Zone).

PAID INSTRUCTORS AT PONY CLUB

Zones and Clubs are reminded that only those instructors listed on the Paid Instructor Panel list are permitted to be paid for giving instruction at Pony Club. A list of the current PIP can be obtained from the state office or be found on the web site www.pcansw.org.au under the coaching tab. Please note that payments from clubs for instruction must be received in the office



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at least two (2) weeks before instruction and must include GST i.e. instructors payment \$500 payment to office \$550.

NCAS SCHOOLS, SPECIALIST AND REGIONAL SCHOOLS

Zones are reminded that there is a \$550.00 refundable deposit fee for all schools. This fee is refunded once the school has been completed. Cancellations of schools and NCAS assessments will incur this fee unless postponed or cancelled within the required time frame i.e. the last working day two weeks before the school is booked for.

The 2015 fee of \$25.00 per rider applies to all Regional Schools and \$20.00 fee PCA NSW members and \$50.00 fee for all non PCA NSW members for Specialist Schools with a minimum of 18 attendees. This fee is due when booking the school and should be sent as a separate cheque to the refundable deposit. Schools can only be booked through ZCI's and forms can be obtained by contacting Jane Frankum on 02 4229 8977 (Tuesday's only) or emailing coach@pcansw.org.au.

Zones are reminded that a roll of participants should be forwarded to the State Office directly after the completion of each school.

GRANTS

Details on a number of grants which are available to Clubs and Zones can be found on the website under the Club and Zone Management tab then go to grants.

NEWSLETTER

Pony Club NSW distributes four newsletters (March, June, September and December) via an online publication that is emailed out to our subscribers. If you haven't subscribed already, visit our website, select 'Subscribe' under the Media/Newsletter tab.

2015 PARTNERSHIP & ADVERTISING OPPORTUNITIES

Pony Club NSW seeks to nurture existing partnerships, and form new and exciting relationships. Our 2015 Partnership & Advertising Opportunities are now available. Please visit our website under the Media/Partnership tab for more information.

OPEN DAY INITIATIVES

Clubs and Zones wishing to hold an Open Day Initiative in 2015 are requested to notify the Marketing Coordinator Leanna Haines by email marketing@pcansw.org.au. Please visit our website under the Club & Zone Management/Management Resource/Marketing Your Club tab for more information.

PONY CLUB NSW YEAR BOOK

The Pony Club Association of NSW has produced a high quality photographic year book of the highlights for 2014. The book features all of the major state events starting with the 2014 State Camp. Included are the reports, results and photographs from our State Championships and the Pony Club Australia National Championships. We also include twelve Pony Club profiles from the Horseland Club of the Month winners for 2014. The Year Books can be purchased for \$50 by filling in the order form available from our website under the Club & Zone Management/Merchandise tab and returning with payment to the office. Books will be ordered in one bulk order, please



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allow up to 21 days for delivery. The Year Book is a 60 page, hard cover, colour book, 33.5cm wide and 27cm high.

WEBSITE

Our new look Pony Club Association of NSW website was launched in November 2014. The website is the best place to go to find all relevant information on Club Management, Coaching and Events and all of the Latest Pony Club news.

ONLINE STORE

Have you seen our new Online Store? Purchase all your Pony Club merchandise and apparel here through a safe and secure online payment system.