



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

Office 7, 25 Victoria Street Wollongong NSW 2500

Phone: (02) 42298977 Fax: (02) 42298966 Email: [admin@pcansw.org.au](mailto:admin@pcansw.org.au)

Correspondence to: PO Box 2085 Wollongong NSW 2500

December 2014

## **PACKAGE FOR EACH OFFICER SHOULD BE AS FOLLOWS:**

### **CLUB SECRETARIES AND ZONE SECRETARIES**

- Minutes of the November Council Meeting
- President Report
- January to October accounts Profit & Loss & Balance Sheet
- Mounted Games Championship Report
- One Day Event Championship Report
- National Junior Mounted Games Championship Report
- Nomination form for Executive Position for March 2015 meetings
- Proxy Voting forms
- Open Day 2015
- Hazard Near Miss Form and Prevention Action Report
- PCA Accident – Incident Report
- PCA NSW site specific induction
- WHS Club Induction Policy
- Handbook Section 16 – Show Riding (Blue Book)

### **ZONE CHIEF INSTRUCTORS**

Same as Club Secretaries with inclusion of the following

- Minutes of the November ZCI Meeting
- Chairman of Chief Instructors report

### **ZONE COUNCILLORS**

- Minutes of the November Council Meeting and Treasurers Report

*If you are no longer the Club Secretary could you please ensure that this package is passed on to the new Secretary immediately.*

Office Bearers forms for 2014 were sent to all Clubs in October (if you do not have a form they can be found under forms on the website), please ensure that these are completed and sent back to the Association office following your Club or Zone AGM (forms available on website under the Club and Zone Management tab then go to Zone and Club Resources and the forms tab). All clubs are now required to provide a copy of their yearly Safety Checklist with their Office Bearers forms.

A reminder that all clubs are required to hold their AGM prior to the 31<sup>st</sup> December and all zones are required to hold their AGM prior to the AGM of the association (no later than 21<sup>st</sup> March 2015).



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## **SPECIAL NOTICE FOR SECRETARIES** **CLOSURE OF OFFICE OVER CHRISTMAS BREAK**

The State Office will be closed from Thursday 18<sup>th</sup> December until Monday 5<sup>th</sup> January 2015. The State Executive and staff at the State Office would like to wish everyone a happy Christmas and we look forward to another busy year ahead in 2015.

### **CUSTOMER SERVICE HOURS**

Customer service hours are 10.00am to 3.00pm Monday to Friday. Members, 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 Secretary. Instructional issues should be directed to your Club, or Zone instructor.

### ***FEES FOR 2014***

As at the 31<sup>st</sup> December 2014 all affiliation fees for 2015 memberships will be \$56.50 for riding members and \$36.50 for non-riding members.

Please note that hard copy affiliations should be forwarded to the office within seven days of receipt of memberships and Myclub affiliations sent within seven days of receipt of the Myclub invoice. All affiliations should be accompanied by signed Risk Warnings and payment.

All Club Life Members must also be submitted on the appropriate forms and paid for by the club to retain their Life Membership status.

*Members nominating for State Camp and Sydney Royal Show will need to organise their 2015 membership PRIOR TO 18<sup>th</sup> December in order for their nomination to be considered.*

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). Any member over the age of 18 must also complete a Child Protection form details in this mail out. These forms are to be held by the club in a safe and secure place.

Please note accurate date of birth details for all PCANSW members **MUST** now be provided incorrect information may result in problems in processing any insurance claims. See section on insurance below for details.



As of the 1<sup>st</sup> January 2015 all there will also be an increase to the following fees:

**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.



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### **STATE ADMINISTRATION WORKSHOP AND ZONE CHIEF INSTRUCTORS SEMINAR**

It was decided at the July meeting that an Administration Workshop be held in conjunction with the ZCI Seminar on the 21-22nd February 2015.

**If you have not submitted your nomination forms please do so immediately so that numbers can be finalised.**

The ZCI Seminar be open to all ZCI's or their representative and the Administration Workshop be open to a maximum of two (2) representatives from each Zone i.e. Zone delegates, Zone/Club presidents. If necessary a ballot will be conducted for these two (2) positions.

Pony Club will organise and pay for accommodation and meals for the three days, Zones are encouraged to support delegates with travel arrangements to attend.

Topics to be discussed at the Administration workshop will include Working with Children Check obligations and Child Safety in Sport, Work Health & Safety obligations, Conflict Resolution and Complaint Handling, Corporate Governance and your responsibilities as a club executive/official, Writing Great Grants, Role of the secretary, president, treasurer etc., Managing Meetings, State Office (affiliations, transfers, orders, championship entries etc.).

### **FREE ADMINISTRATION WORKSHOPS FOR 2015**

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

These schools to be held at your Zone 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](mailto:admin@pcansw.org.au) for further details.

### **IMPORTANT INFORMATION FROM NOVEMBER COUNCIL MEETING**

C63/14 That for 2015 Mounted Games Championship Ride and Lead be replaced by Pyramid and Spillers be replaced by Stepping Stones

The full list of games to be:

Tack Shop	Balloon Race	Sword Race
Old Sock Race	Hurdle Race	Five Flag
Rope Race	Postman	Pyramid
Stepping Stones		

C64/14 That for Showjumping an Introductory grade, for independent riders, with a maximum starting height of 30cm and width of 40cm may be allowed, at the discretion of the Zone Chief Instructor or Club Senior Instructor at a Zone or Club competition. No grading points are to be allocated for these competitions.



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- C65/14 That only black or brown riding boots be worn at Pony Club
- C69/14 That the dates for Mounted Games and One Day Event Championships in 2015 be
- |               |                             |
|---------------|-----------------------------|
| Mounted Games | 10-11 <sup>th</sup> October |
| One Day Event | 17-18 <sup>th</sup> October |
- C70/14 That the scoring for State Showriding be completed on paper as well as via tablets and the cloud system
- C71/14 That the Induction Policy and Club/Zone volunteer's and parents induction form be adopted.
- C72/14 That the 2015 State Showriding Championship be hosted by Zone 11 at Parkes.
- C73/14 That the 2015 State Dressage Championship be hosted by Zone 10 at Bi-centennial Park, Camden
- Note due to the grounds not being available this date will need to be changed.*
- C74/14 That the 2015 State Sporting and Campdraft Championship be hosted by Zone 4 at Coonamble.
- C75/14 That the Association accept and note that Barmedman PC is in recess
- C76/14 That the Association accepts that change of name of Forster and District PC to Wallanbah River & District PC.
- C77/14 That the Association accepts the new club Panura PC
- C78/14 That the Association accepts the variance to Zone 3 uniform with the tie to be plain maroon and the saddle blanket being royal blue with white trim and a maroon corner bearing a white 3.
- C79/14 That the Association accepts that change of name of N.E.G.S PC to Martins Gully PC.
- C80/14 That the Association approves the application for a Cross Country Course grant from Zone 14 Milton PC payable upon completion of course.

Following recent feedback and comments the State Executive have changed the requirements for the Advanced Horseman section of State Camp to a minimum of C\* certificate to allow more members the opportunity to apply for this section.



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## STATE CHAMPIONSHIPS

### **HANDBOOK SECTION 16 – SHOW RIDING (BLUE BOOK)**

Section 16 has been approved at the recent Council meetings and is now available in the Association Handbook (Blue Book), Section 16 – Show Riding. This can be found under the Policy section on our website.

### **HOST ZONES REQUIRED**

Zones are reminded that all applications to host a 2015 State Championship Event must be submitted on the application form (found on the web site under the Events tab) at least two weeks before the next State Meeting. **Zones are requested to submit applications for all 2015 championships as soon as possible.**

Dates and host details for State Championship Events for 2015 are as follows:

- **Sporting & Campdraft Championships-Zone 4, Coonamble Showground-11-12th April 2015**
- **Dressage Championships – Zone 10, Camden – 2015 DATES TBC**
- **Jumping Equitation Championships – Zone 26, Clarendon - 16-17th May 2015**
- **Showjumping Championships – Zone 8, Warialda - 4-5th July 2015**
- **Mounted Games Championships - **HOST ZONE NEEDED** - 10-11th October 2015**
- **One Day Event Championships - **HOST ZONE NEEDED** - 17-18th October 2015**
- **Showriding Championships – Zone 11, Parkes - 5- 6th December 2015**

## ADMINISTRATION

### **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](http://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 2014 access expires as of the 31st January 2015.

### **WORKING WITH CHILDREN CHECKS (WWCC)**

The phase in schedule for volunteer organisations (which includes Pony Club) will commence 1<sup>st</sup> 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 will need to determine which roles will need a Working with Children Check and whether any person filling a role is exempt. The Club/Zone will 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 and register online as an 'employer' so that



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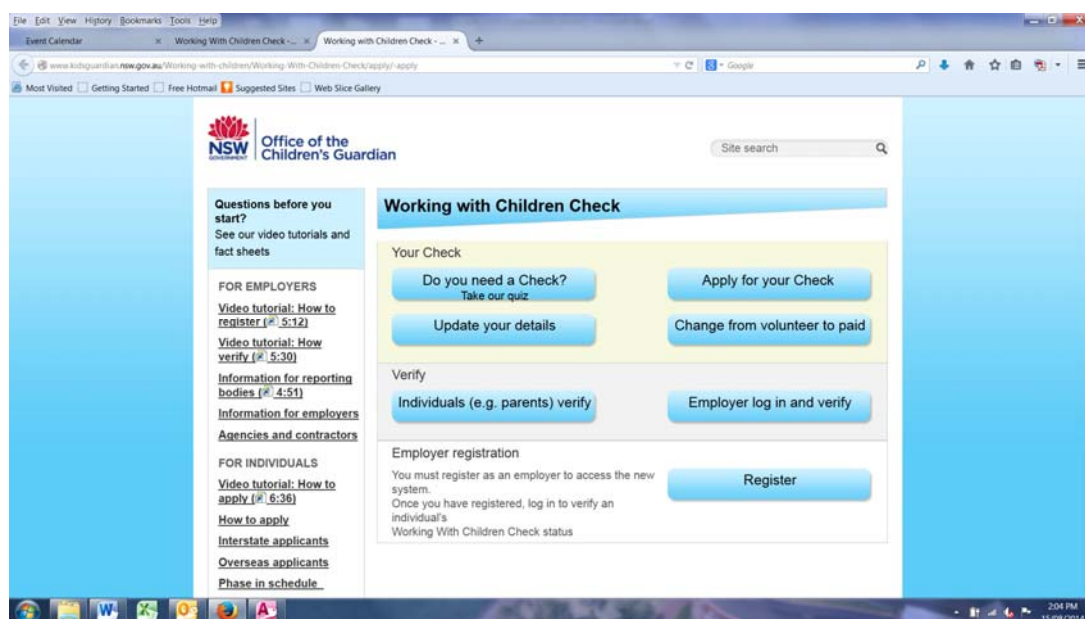
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all WWCC registration numbers supplied can be verified. Please note that as an 'employer' you must verify all WWCC registration numbers for the process to be complete.

When you verify a registration number you will 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 utilise 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



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## 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 over 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.pacnsw.org.au](http://www.pacnsw.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 and zones, the state association or a national sports organisation.

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.pacansw.org.au](http://www.pacansw.org.au)

All Club and/or Zone MPIO's must complete the (free) online course full details can be found on the link below. 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](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.

## **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 (WH&S)**

Pony Club Association NSW recently 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 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. 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](http://www.pcansw.org.au) under the coaching tab. Please note that payments from clubs for instruction must be received in the office at least two (2) weeks before instruction and must include GST i.e. instructors payment \$500 payment to office \$550.





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### **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](mailto:coach@pcansw.org.au).

**Invoices for the above will be sent to Zones along with confirmation of dates for these schools. Zones are reminded that a roll of participants should be forwarded to the State Office directly after the completion of each school.**

### **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](mailto:marketing@pcansw.org.au) before the 31<sup>st</sup> March 2015.

The Executive suggests that Clubs and Zones use their registration days in 2015 for the Open Day Initiative. Any fundraising that is done on Club grounds will be covered by insurance as long as the fundraising initiative is minuted by the Club prior to the event, any person riding is a financial Riding member and that details are supplied to the State Office in writing or via email. If you are in doubt as to whether your event will be covered please contact the office preferably via email at [admin@pcansw.org.au](mailto:admin@pcansw.org.au) so that this can be confirmed through the insurers.

### **WEBSITE**

Our new look Pony Club Association of NSW website was launched in November. 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.