

December 2018

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

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

- Minutes of the November Council Meeting
- President Report
- Profit & Loss & Balance Sheet
- Championship reports
- Nomination form for Executive Position for March 2019 meeting
- Open Day 2019
- Zone11 Administration Workshop nomination form
- 2018 Year book order form



### **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 and ask them to send in an updated Office Bearers form.**

### **NOTICE FOR SECRETARIES**

#### **CLOSURE OF OFFICE OVER CHRISTMAS BREAK**

The State Office will be closed from Friday 21<sup>st</sup> December 2018 until Wednesday 3<sup>rd</sup> January 2019. 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 2019.



### **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.

### **MYPONYCLUB – NEW MY PONY ACCESS EXPIRATIONS**

Access to MyPonyClub needs to be renewed using the correct application forms (found under the management tab then go to forms on the website) please note that the current access will expire as of the **31st January 2019.**

## REMINDERS FOR SECRETARIES

### FEES FOR 2019

**Riding Membership** - \$75 per rider

**Non-Riding Membership** - \$40 per person and \$20 for the second non-riding member per family

**Regional Schools** - \$30 per rider total of 18 riders

**State Championship** entry fees - \$45 per rider (this includes first aid levy) for all Championships, administration, stable and camping fees will apply for each championship

**State Camp** - \$250 per rider

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

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.

### FREE ADMINISTRATION WORKSHOPS FOR 2019



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 hosted by your Zone and are booked via the office. They 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.

### INCORPORATION

All Clubs and Zones are reminded that if they are incorporated they must send in an annual return (form A12) after their AGM each year 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.

### ACTIVE KIDS REBATE PROGRAM

The NSW Government Office of Sport will again provide a rebate for 2019 through a voucher system to parents/guardians of school enrolled children. The \$100 voucher can be used for registration and participation costs for sport and fitness activities details of the rebate program can be found [www.sportandrecreation.nsw.gov.au](http://www.sportandrecreation.nsw.gov.au). 157 clubs who have registered as Active Kids' providers to date, if your club has not as yet registered you can do so as an individual through Services NSW <https://www.service.nsw.gov.au/active-kids-program-and-service-nsw> or call 137 788 and ask for an Active Kids specialist to help you with the process. You will have to answer a number of questions and provide a copy of our public liability confirmation of cover which can be obtained via the state office. Riders will be able access new vouchers commencing 1<sup>st</sup> January 2019.

## **INFORMATION FROM NOVEMBER MEETINGS**

State Camp Selections were announced at the November meeting, details of selected riders can be found on our website.

C49/18 That PCA NSW fund 40%, up to a maximum of \$2,000 per rider as a grant for all state sanctioned Internationals Championships and Exchanges.

### Zone Chief Instructors & Advisory Committee Recommendations

Showriding and Dressage – the organising committee are very mindful of horse welfare for this event especially in regard to bio-security and will take action accordingly at the championships, please remind riders to ensure that horses are fit and prepared for the conditions and note that the entry process will be slower due to bio-security procedures.

Sporting, Campdraft, Team Penning, Mounted Games and Team Sporting – no changes to races or games for the 2019 championships. Campdraft and Team Penning will only go ahead if cattle are available and that will be dependent on the weather conditions in the next few months, the host zone will confirm cattle availability as soon as possible in 2019.

Showjumping and One Day Event – the organising committee is mindful of horse welfare with this combined event and recommends that riders ensure horses fitness for the event, further information will be circulated to riders to help achieve this as soon as possible.

C55/18 That riders are permitted to wear correctly fitted Roper/Dogger type boots with riding trousers, whenever riding trousers are permitted.

C56/18 That Section 8 Point 36 be altered to;

#### 36. CALCULATION OF SCORES

- For each judge, the mark as a percentage of maximum possible good marks obtainable is then calculated. This percentage is obtained by dividing total good marks of the judge (minus any error of course or test) by maximum possible good marks obtainable and then multiplying by 100 and rounding the result to two decimal digits. This value is then shown as the individual mark for this judge.
- Average percentage for the competitor is obtained by adding together the percentage for each judge and dividing by the number of judges always rounding the result to two decimal digits.
- In order to convert average percentage into penalty points, this must be subtracted from 100 and multiplied by 1.0. The result is the score in penalty points for the test.

C57/18 That in the Olympic Disciplines; Dressage, Showjumping, and Eventing, the following wording be added to the Paragraph headed Competition Rules. Eventing Section 8, page 3. Showjumping Section 9, page 7. Dressage Section 10, page 3.

COMPETITION RULES In the event of conflict between association rules and the rules of other equestrian bodies hereafter referred to, precedence will be in the order set out:

- a. The Pony Club Association of NSW
- b. E.A. Rules (current edition)
- c. F.E.I. Rules (current edition)

## *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*

If a discrepancy between the rules of Pony Club NSW and E.A of a technical nature ONLY is discovered, upon recommendation from the relative discipline Advisory Committee the Executive may approve a change to that rule. That change may be updated in the relevant Blue Book Section immediately. This is not to apply to any rules regarding gear or safety. Examples may include a change in scoring systems, refusals, errors of course, update of tests etc. If the Executive is not satisfied the change is of a technical nature the decision is to be held over to next meeting of the State Council.

C62/18 That members of the Paid Instructors Panel be paid directly by the host zone or club.

*Please note that if clubs/zones use and pay for an instructor who is not on this list they will forfeit Pony Club insurance cover and may be held personally liable in the event of an accident or incident during this instruction.*

C63/18 That in state competitions where there are multiple grades per age group that the highest grade for the age group be awarded state champion receiving relevant awards. And the winner of the lower grade / grades also be acknowledged as champion of the age/ grade but receive an award (yet to be determined) stating they were the champion of that grade / age.

C66/18 That balance support reins with elastic be allowed for use in Pony Club Association NSW as an alternative option to the existing grass reins.

*Balanced Support reins are a normal set of riding reins with Billet hooks to connect to the approved pony club bit. They have a second rein (elasticised support rein) on each side that is connected to the main reins via a buckle, the other end is connected to the D Ring at each side of the saddle. The elastic support rein should lie slack when the rider has a contact on the reins. The support rein will take over the contact if the pony tries to pull the reins from the riders' hands, naps, tries to put its head down to buck etc. Balance reins should not be used for jumping under any circumstances.*

All other motions were either withdrawn or lost.

### **2019 NATIONAL CHAMPIONSHIPS**

Hosted by NSW to be held at the Sydney International Equestrian Centre on the 7th - 13th October 2019.

Applications for the Long List are now formally open please complete the Application for Long List form in the downloads section of our website under the Events tab, nominations are due by the 1 March 2019 and updates forms will need to be submitted by the 19 July 2019 for selections.

<http://www.pcansw.org.au/events/national-events>

There are a number of national training opportunities listed on the website, successful riders will be contacted to confirm their places for these training weekends. These training weekends are not compulsory however selectors will be on hand at each weekend.

*Please ensure that all riders submit their applications for the long list by the due date as selections will only be made from riders who have nominated and are on the Long Lists.*

### **RIDER PROFILE OF THE MONTH COMPETITION**

Equestrian News Magazine are the new sponsors of the Pony Club NSW Rider Profile of the Month Competition for 2019. Entries for the competition will close on the 15<sup>th</sup> of each month. To enter, visit the Competitions page on the Pony Club NSW website and email your answers to [marketing@pcansw.org.au](mailto:marketing@pcansw.org.au) to be in the running to win a prize pack from Equestrian News Magazine, GiddyupGirl and Equine Pure Delights and have your profile featured in the PCANSW State Newsletter & Equestrian News magazine!

## STATE CHAMPIONSHIPS

### **2019 COMBINED STATE CHAMPIONSHIPS**

- 2019 Showriding and Dressage – Zone 15 Murwillumbah 24-27 January
- 2019 Sporting, Campdraft, Team Penning, Mounted Games and Team Sporting – Zone 7 Merriwa 13-17 April
- 2019 Showjumping and One Day Event– Zone 7 Denman 6-9 July

Please note that these events are being held together to ensure that riders wishing to be considered for 2019 Nationals Selections have the opportunity to enter a state championship prior to the cut-off date for updates to the long list riders.

**To date we have not received any applications for a host venue for 2019 Jumping Equitation or Combined Training please submit applications for consideration as soon as possible.**

### **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. 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.

### **HOST VENUES REQUIRED**

Zones are encouraged to nominate venues for the 2020 State Championships dates for 2020 have not as yet been set and the State Executive would like feedback on how you feel state championships should proceed in the future.

## **REMINDERS**

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

All clubs should now be complainant with the Working with Children Check regulations and registered as an 'employer/organisation' in order to verify their 'employees/volunteers'. A club's status must be reviewed every year and clubs need to complete a risk assessment on anyone 18 years and above to ensure that they are compliant with the Act, website for more details [www.pcansw.org.au](http://www.pcansw.org.au).

It is **illegal** to use a volunteer who has been deemed as needing a Working with Children Check 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.

It is also **illegal** to utilise a volunteer who has been banned under the Working with Children Check registration system which is why it is so important for clubs to be registered as 'employers' and for clubs to verify members so that they can be contacted in the event that a volunteer has been banned.

Clubs must also remember that their Child Safety obligations do not end with Working with Children Checks, clubs need to be mindful of having Child Safe policies and practices, Play by the Rules have some terrific online courses and resources for clubs please see their website for full details - <https://www.playbytherules.net.au/>

### **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



Officer (MPIO) to help members with any queries and information in regard to rules, regulations and advise on how to deal with complaints. In all cases 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/Zone Secretary or President. Complaints should be handled in line with the Member Protection Policy and either referred to an outside mediator, contact Community Justice Centres <http://www.cjc.justice.nsw.gov.au/> or Voluntas <http://www.volunteering.com.au/voluntas/> for help and free mediation or if mediation is unsuitable a Disputes Tribunal Panel may be formed by contacting solicitors from the Australian & New Zealand Sports Law Association (ANZSLA) who list solicitors who are willing to participate on a panel usually pro bono please see their website for details <http://anzsla.com/content/sports-tribunal-referral-list>

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.

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)**



As you would all be aware the Code of Practice 'Managing Risk When New and Inexperienced Riders or Handlers Interact With Horses In The Workplace' came into effect as at 1<sup>st</sup> February 2017. The impact on Pony Club should be minimal as we were already using the Guide which was in effect prior to 1<sup>st</sup> February. You can download the Code of Practice from either WorkSafe NSW or our website under the <http://www.pcansw.org.au/management/work-health-safety> tab.

*You may also like to check out the Risk Management tab for further information or contact the office for risk assessment templates and information. Don't forget to submit your yearly Safety Checklist as well as completing induction forms and horse and riders' assessments for new horses, all these forms can be found on our website under the Risk Management tab.*

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 and if you have any queries, feedback 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.

## **PONY CLUB RULES**

The Associations Handbook and all other policies are all available on our website [www.pcansw.org.au](http://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.

## **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 the change to the procedure as per C62/18 That members of the Paid Instructors Panel be paid directly by the host zone or club. Clubs should still complete the booking form and submit it as notification of the instruction to the office however they may pay those listed on the panel directly.

*Please note that if clubs/zones use and pay for an instructor who is not on this list they will forfeit Pony Club insurance cover and may be held personally liable in the event of an accident or incident during this instruction.*

## **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 four weeks before the school is booked for.

The 2019 fee of \$30.00 per rider applies to all Regional Schools and a \$20.00 fee for 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).

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

## **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.

## **2019 PARTNERSHIP & ADVERTISING OPPORTUNITIES**

Pony Club NSW seeks to nurture existing partnerships and form new and exciting relationships.

Our 2019 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 2019 are requested to notify the Marketing Coordinator Rachel Ratini by email [marketing@pcansw.org.au](mailto:marketing@pcansw.org.au). Please visit our website under the Management/Grants & Marketing 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 2018. The book features all of the major state events starting with the 2018 State Camp. Included are the reports, results and photographs from our State Championships and the Pony Club Australia National Championships. 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 allow up to 21 days for delivery.

The Year Book is a 60-page, hard cover, colour book, 33.5cm wide and 27cm high. Past Year Books are also for sale just specify the year.

## **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.

## **SOCIAL MEDIA**

Stay up to date with news from PCANSW through our various social media platforms- Facebook, Instagram and Twitter. If you have a story to share regarding your club or Zone, please "tag" us or share them to our page.

## **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.