



## ***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

February 2015

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

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

- Agenda for Pony Club Association NSW Annual General Meeting.
- Proxy voting forms – please carefully read and return within timeframes noted on the bottom of the form.
- Agenda for March Council Meeting.
- Accommodation information for State Meetings.
- Executive Committee nominations.
- Volunteer of the Year Award nomination forms.
- Keith Lowe Award nomination forms.
- Junior Service Award nomination forms.
- Pony Club Year Book order form

#### **ZONE CHIEF INSTRUCTORS**

Same as Club Secretaries with inclusion of the following

- Agenda for Zone Chief Instructors Annual General Meeting.
- Agenda for Zone Chief Instructors March Meeting.

#### **ZONE COUNCILLORS**

Same as Club Secretaries.

#### **CLUB CORPORATE MEMBERS**

- Agenda for Pony Club Association NSW Annual General Meeting.
- Proxy voting form.

**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 2015 were sent to all Clubs in October, please ensure that this is sent back to the Association office by the 13<sup>th</sup> March following the Club or Zone AGM. Please call if you require another form. Remember these forms are important as they provide us with a list of your current Office Bearers especially your Club Corporate Members and State Councilors for voting purposes.**

#### **CUSTOMER SERVICE HOURS**

Due to the large volume of membership renewals required to be processed, and the limited resources available, the Association will operate on reduced customer service hours. Office 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.



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### **SPECIAL NOTICE FOR SECRETARIES**

We hope that you all had a great Christmas and New Year and that you are ready for the year ahead.

#### **FEES FOR 2015**

As of 31<sup>st</sup> December 2014 all Affiliation fees for 2015 memberships are \$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.

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.

#### **OTHER 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.

#### **CALENDAR OF EVENTS**

Zones are reminded to forward their Zone Calendar of events to the State Office being mindful of the new policy circulated in the December 2010 mail out.

### **INFORMATION FOR MARCH STATE MEETINGS**

- All Office Bearers must be financial members of their respective Clubs, details of Zone Councillors and Club Corporate members will be on hand at the AGM to be checked off and any unfinancial member will not be eligible to attend the meeting. This will also be enforced for all Clubs and Zones who have not submitted their updated Office Bearers forms.
- All Proxy voting forms need to be received at the Association office at least 96 hours before the scheduled commencement of the AGM i.e. by 9am Friday 27<sup>th</sup> March 2015. Forms arriving after this time or which are handed in at the meeting will not be valid.
- Please note that the venue of the State Meetings for the 2015 will again be the Campbelltown Catholic Club, 20-22 Camden Road Campbelltown NSW 2560 (Ph) 02 4622 3711. Accommodation details can also be found in this mail out.



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Confirmation of dates for meeting in 2015 confirmed as follows:

**February** – ZCI Seminar and Administration Workshop, 21-22 February 2015

**March** – Executive Meeting 29<sup>th</sup>, Advisory and Zone Chief Instructors Meetings 30<sup>th</sup> March and AGM and Council Meeting 31<sup>st</sup> March 2015.

**July** – Executive Meeting 26<sup>th</sup>, Advisory and Zone Chief Instructors Meetings 27<sup>th</sup> and Council Meeting 28<sup>th</sup> July 2015.

**November** - Executive Meeting 29<sup>th</sup>, Advisory and Zone Chief Instructors Meetings 30<sup>th</sup> November and Council Meeting 1<sup>st</sup> December 2015.

For full details and a copy of the Council Minutes please check the web site under the Publications tab.

### **FREE ADMINISTRATION SCHOOLS 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 are booked via the office and will cover a range of issues to help Clubs/Zones including – affiliations, transfers, orders, incorporation, meeting procedure, NCAS, grants, insurance, risk management, 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.

### **UNIFORM REGULATIONS**

All members are reminded of the Uniform Regulations especially in regard to the correct coloured jodhpurs. See section 9 pages 7 – 5 to 7-7 of the hand book for the full details however the section in regard to jodhpurs reads – “fawn or oatmeal jodhpurs” for all events other than sporting events where “riding trousers may be worn in fawn, bone or oatmeal” this does not include Mounted Games. Please note that any riders not suitably attired for State Events will not be permitted to compete.

Reminder in regard to what jewellery is acceptable while mounted and it was decided that the regulations in regard to jewellery be printed in all schedules to remind riders of the regulations.

*“The only jewellery permitted to be worn by riders when mounted are studs in the ears and wristwatches (medical alerts are permitted). Rings, if worn, must be taped.”*

### **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 scratchings in line with the Association policy.

#### **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) before the next State Meetings in



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March. Zones are requested to submit applications for all 2015 events as soon as possible so that further sponsorship can be secured.

### **Dates and host details for State Championship Events for 2014 are as follows:**

- Sporting & Campdraft Championships, Zone 4, Coonamble Showground, Coonamble - *11-12th April*
- **Dressage Championships, Host Zone needed – Zone 10, Bong Bong Racecourse, Bowral - 18-19th April**, note change of venue
- Jumping Equitation Championship, Zone 26, Hawkesbury Showground, Clarendon - *16-17th May*
- Showjumping Championship, Zone 8, Warialda Showground, Warialda - *4-5th July*
- **Mounted Games Championship, Host Zone needed - 10-11th October**
- **ODE Championship, Host zone needed - 17-18th October**
- Showriding Championship, Zone 11, Parkes - *5-6th December*

The dates for 2016 will be announced at the March meetings and we would appreciate all nominations for host zones by the July 2015 meetings.

### **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](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 current access will expire as of the 31st January 2015.

#### **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 and activity or supervising and activity i.e. trail ride, ANZAC day march.



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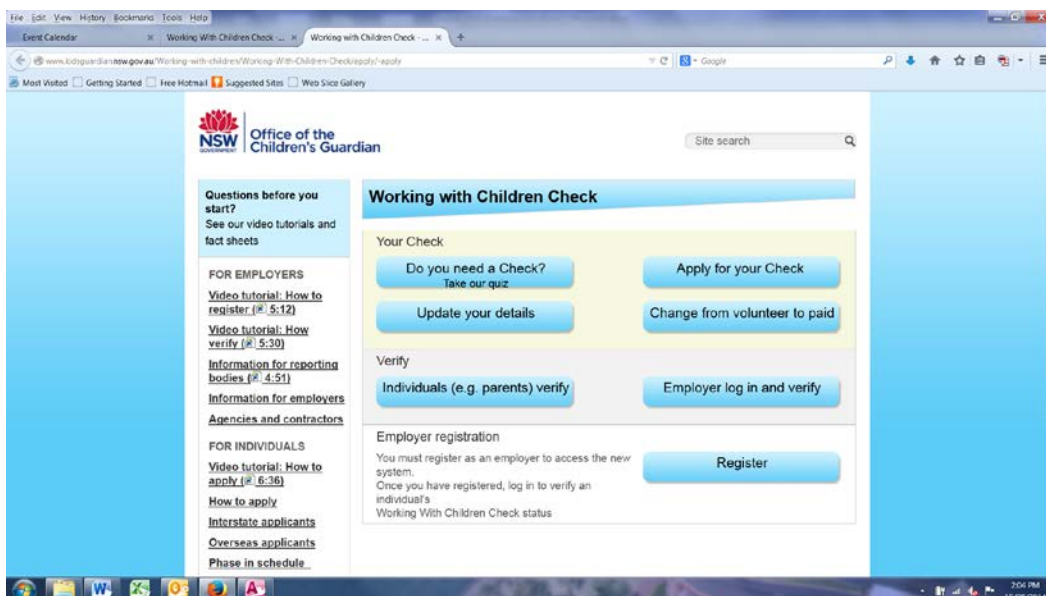
### WORKING WITH CHILDREN CHECKS (WWCC)

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 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 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.



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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 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, 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.pacnsw.org.au](http://www.pacnsw.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](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.



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### **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.

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 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





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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.

### **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.**

### **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.





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### **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](mailto:marketing@pcansw.org.au) before the 31<sup>st</sup> March 2014. Please visit our website under the Club & Zone Management/Management Resource/Marketing Your Club tab for more information.

### **AWARDS**

Each year the Pony Club Association of NSW wishes to recognise and appreciate our Volunteers, Junior and Associate members whose efforts have significantly assisted the running and development of Pony Club within their Club and/or Zone. Volunteer of the Year, Keith Lowe Award and Junior Service Award nominations open on the 2 March and close on the 29 June 2015. One member from each zone receives;

- Acknowledgement on the website Honour Roll
- 1 x Mitavite Gift Certificates for an Xtra-Cool feed bag
- 1 x HorseWyse magazine

Visit our website to download the nomination forms under the Club and Zone Management/Competitions & Awards tab.

### **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. Orders must be received before 3<sup>rd</sup> April. 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.

### **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.