

February 2016

**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.
- 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.

**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.

**REMINDERS FOR SECRETARIES**

**FEES FOR 2016**

Affiliation fees for memberships are \$58.00 for riding members and \$38.00 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.

Please note the following fees for 2016:

**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 2016**

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.



**I'm responsible for what? Organise an Administration Workshop to find out just what your duties are.**

### **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.

### **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 18<sup>th</sup> March 2016. 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. The Association has a Corporate Priority Guest Reward number of PC151311 for a 10% discount on all rooms at Rydges.

## **STATE CHAMPIONSHIPS**

### **2016 COMBINED STATE CHAMPIONSHIPS**

As per the July 2015 Council meeting we will be trialling Combined State Championships in 2016 these Combined State Championships will be held in April and July with details as below:

April 2016 to be held at Quirindi Pony Club Grounds – fees will apply for each championship as normal i.e. \$45 per championship and camping will be \$20 per night per family/vehicle, with yards \$25 per night per yard or \$120 for the duration. Payments will all be made to Pony Club Association NSW.

- Bump in no earlier than Friday 8 April 2016
- Bump in Saturday 9 April 2016
- Sporting – Sunday 10 April 2016
- Campdraft – Monday 11 April 2016
- Team Penning – Tuesday 12 April 2016
- Mounted Games - Wednesday 13 April 2016
- Mounted Games – Thursday 14 April 2016
- Team Sporting – Friday 15 April 2016
- Polocrosse – Saturday 16 April 2016
- Polocrosse – Sunday 17 April 2016
- Bump out – Sunday 17 April 2016

July 2016 to be held at Bi-Centennial Park, Camden - fees will apply for each championship as normal i.e. \$45 per championship and camping will be \$20 per night per family/vehicle for unpowered site and \$30 per night per family/vehicle for a powered site, with yards \$30 per night per yard or \$120 per yard for the duration or \$60 per night for stable or \$200 per stable for the duration (only 200 available). Payments will all be made to Pony Club Association NSW.

- Bump in no earlier than noon Thursday 30 June 2016
- Bump in Friday 1 July 2016
- Showjumping – Saturday 2 July 2016
- Showjumping – Sunday 3 July 2016
- Showriding – Monday 4 July 2016
- Showriding – Tuesday 5 July 2016
- Jumping Equitation – Wednesday 6 July 2016
- Jumping Equitation – Thursday 7 July 2016
- Dressage – Friday 8 July 2016
- Dressage only, Combined Training Dressage (& Showjumping if possible) and ODE Dressage – Saturday 9 July 2016
- Combined Training and ODE Showjumping and ODE Cross County – Sunday 10 July 2016
- Bump out – Sunday 10 July 2016 except with permission



**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.

**REMINDERS**

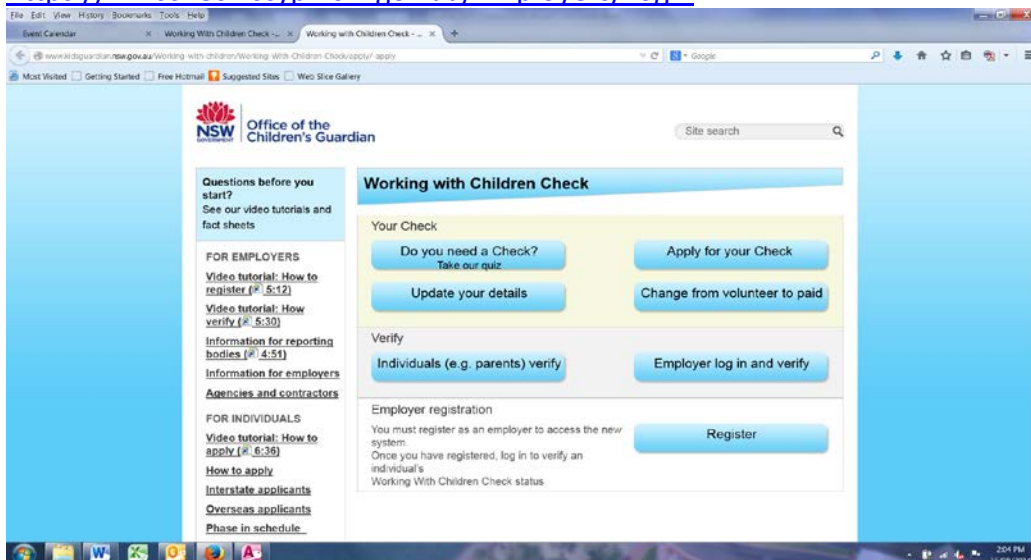
**WORKING WITH CHILDREN CHECKS (WWCC)**

Has your club completed a member risk assessment to check to see who needs a Working with Children Check registration number?? Does your club have access to the Working with Children Check verification system? Clubs and Zone must remember to **verify** member’s registration numbers to complete the process. In the event that a person is subsequently banned from working with children the Office of Children’s Guardian will contact everyone who has verified this person to advise them that they must stop using this person as a volunteer.

The risk assessment 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

Clubs must be ready to verify any member who supplies a WWCC registration number <https://wwccheck.cyp.nsw.gov.au/Employers/Login>



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.

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.

### **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. 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 for help and free mediation - <http://www.cjc.justice.nsw.gov.au/> or an Independent Investigator should be appointed under D3 of the Member Protection Policy.

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 have 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 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.

## **MYCLUB ACCESS EXPIRATIONS**

Access to Myclub 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 2016.

## **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 that payments from clubs for instruction must be received in the office at least four (4) 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 four weeks before the school is booked for.





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

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Phone: (02) 42298977 Fax: (02) 42298966 Email: [admin@pcansw.org.au](mailto:admin@pcansw.org.au)  
Correspondence to: PO Box 2085 Wollongong NSW 2500*

The 2016 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).

**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.

### **2016 PARTNERSHIP & ADVERTISING OPPORTUNITIES**

Pony Club NSW seeks to nurture existing partnerships, and form new and exciting relationships. Our 2016 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 2016 are requested to notify the Marketing Coordinator Leanna Haines by email [marketing@pcansw.org.au](mailto: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 2015. The book features all of the major state events starting with the 2015 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.

### **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.