



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
Correspondence to: PO Box 2085 Wollongong NSW 2500

February 2014

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
- Concussion Policy
- Administration School Form for 2014

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 2014 were sent to all Clubs in October, please ensure that this is sent back to the Association office by the 14th 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. New 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 2014

As of 31st December 2013 all Affiliation fees for 2014 memberships are \$55.00 for riding members and \$35.00 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). 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, *date of birth details for all PCANSW members MUST now be provided.* See section on insurance below for details.

As of the 1st January 2014 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.

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 28th March 2014. 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 2014 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.

Confirmation of dates for meeting in 2014 confirmed as follows:

March – Executive Meeting 30th, Advisory and Zone Chief Instructors Meetings 31st March and AGM and Council Meeting 1st April 2014.

July – Executive Meeting 27th, Advisory and Zone Chief Instructors Meetings 28th and Council Meeting 29th July 2014.



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November - Executive Meeting 30th, Advisory and Zone Chief Instructors Meetings 1st December and Council Meeting 2nd December 2014.

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

FREE ADMINISTRATION SCHOOLS FOR 2014

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 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 all 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 2014 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 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 13, Tenterfield – 12th & 13th April**
- - **Dressage Championships, Zone 5, Gunnedah – 26th & 27th April**
- - **Jumping Equitation Championships, Zone 27, Gunning – 17th & 18th May**



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- - **Showjumping Championships, Zone 11, Condobolin, – 5th & 6th July.**
- - **Polocrosse Championships, Zone 26, Camden – 11th, 12th & 13th July**
- - **One Day Event Championships, Host Zone needed, 27th & 28th September**
- - **Mounted Games Championships, Host Zone needed, 4th & 5th October**
- - **Showriding Championships, Zone 7, White Park, Scone – 6th & 7th December**

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

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.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.



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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)

As part of the Associations consultation process the State Office will continue to forward information to all 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.

Pony Club Association NSW Inc. is already committed to the health and safety of all Members and visitors as demonstrated by various policies and procedures throughout the organisation.

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.



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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 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.

All Clubs and Zones need to have a Safety Officer who will complete and retain a Safety Officers Check Lists – Quarterly/Yearly for their venue as well as the Safety Officers Check List(s) for each Events/Rally day. A copy of the Quarterly/Yearly venue check list may be forwarded to either your landlord or local council if relevant.

A Safety Officer will be appointed by host Zones for all State Championships.

Please note the following:

All electrical leads must be tested and tagged to be used at any pony club event or activity, the Club, Zone or State Safety Officer is responsible for the checking of tags as part of their duties. The Safety Officer will conduct a full safety audit at the event and members are requested to comply with any direction in regard to safety breaches by the Safety Officer.

Safety Officers need to hold a safety briefing before each Rally day or Event and post this briefing on the notice board. To assist Safety Officers with this process we have included a template on the website under the Risk Management tab.

Zones Chief Instructors or other Zone officials who sign off on riders attending State Events who are not of a suitable standard, and/or have no outside performance for events like Campdrafting would be held responsible in the event that an accident occurred under the changes to the Work Health and Safety Act.

The Technical Delegate, Advisory Committee, State Executive and office are not in a position to view individual riders, and Club and Zone officials must be aware that when they sign entry forms that are accepting responsibility for the rider's capability to attend these events.

Helmet cameras are not acceptable at Pony Club as they are attached to the rider's helmet and may void the manufactures warranty and the Safety Standard.

For more information about PCBUs, visit workcover.nsw.gov.au and go to 'New legislation 2012'. To read the model Work Health and Safety (WHS) Act, draft model WHS Regulations and priority codes of practice, visit safeworkaustralia.gov.au

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.

MYCLUB AND MYWEBSITE ACCESS EXPIRATIONS

Access to Myclub and Mywebsite 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 2014.

NEWSLETTER



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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.

2014 PARTNERSHIP & ADVERTISING OPPORTUNITIES

Pony Club NSW seeks to nurture existing partnerships, and form new and exciting relationships. Our 2014 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 2014 are requested to notify the Marketing Coordinator Lisa Ferguson by email marketing@pcansw.org.au before the 31st 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 1 March and close on the 28 June 2014. 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 photographic year book for 2013. The book features all of the major state events starting with the 2013 State Camp. We display 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 2013. The Year Books can be purchased by filling in the order form available from our website under the Club & Zone Management/Merchandise tab and returning with payment to the office. Order forms must be received before 4th 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.