

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

**CLUB SECRETARIES AND ZONE SECRETARIES**

- Agenda of July Council Meeting.

**ZONE CHIEF INSTRUCTORS**

Same as Club Secretaries with inclusion of the following

- Agenda of Zone Chief Instructors July Meeting.

**ZONE COUNCILLORS**

Same as Club Secretaries.

**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 a completed Office Bearers form for 2016.**

**These were sent to all Clubs in October, and are required to be completed and sent back to the Association office 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 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.

**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 close on the 25 June 2016 and will be presented prior to the Council meeting. One member from each zone receives;

- Acknowledgement on the website Honour Roll
- Engraved Glass Trophy
- Certificate

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



## *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

### **SPECIAL NOTICE FOR SECRETARIES**

#### **FEES FOR 2016**

Affiliation fees for 2016 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 the following fees as of the 1<sup>st</sup> January 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** - \$250 per rider

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

*Membership fees will also increase in 2017 with the exact amount to be confirmed at the July Council meeting.*

#### **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.**



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### **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.

### **STATE CHAMPIONSHIPS**

#### **2016 COMBINED STATE CHAMPIONSHIPS**

As per the July 2015 Council meeting we will be trialling Combined State Championships in 2016 the April Combined State Championship at Quirindi have now been successfully completed please see the associations website and Facebook page for information and photos from this event.

Entries have closed for the July Combined State Championship at Camden with riders being notified of their acceptance. Dates for the Championship are as follows:

- 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 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

Come along and cheer on all of our rider's, spectator entry is free.

#### **SPONSORSHIP OPPORTUNITIES AT CHAMPIONSHIPS**

If you or someone you know would like to sponsor the Combined State Championship at Camden please contact the office for full details on packages available.

Zones are encouraged to submit applications to host State Championships in the usual way however if we do not receive any applications from Zones by the July 2016 meeting for 2017 Championships we may once again look at holding Combined Championships.

#### **2017 CHAMPIONSHIPS HOSTS WANTED**

Nominations for either individual or combined championships are due at the July meeting dates for combined championships for 2017 have been scheduled for:

- April – 8<sup>th</sup> to 13<sup>th</sup> April 2017
- July – 2<sup>nd</sup> to 9<sup>th</sup> July 2017



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If Zones wish to host individual championships please contact the office for dates.

### 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.

### NATIONALS AND LONG LISTS

Pony Club Association Queensland will be hosting National in Toowoomba 16th to 23rd September 2017 Long List application forms and cut-off dates will be posted on the Associations website after the completion of the July Combined Championship.

### REMINDERS

#### 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.

#### WORKING WITH CHILDREN CHECKS (WWCC)

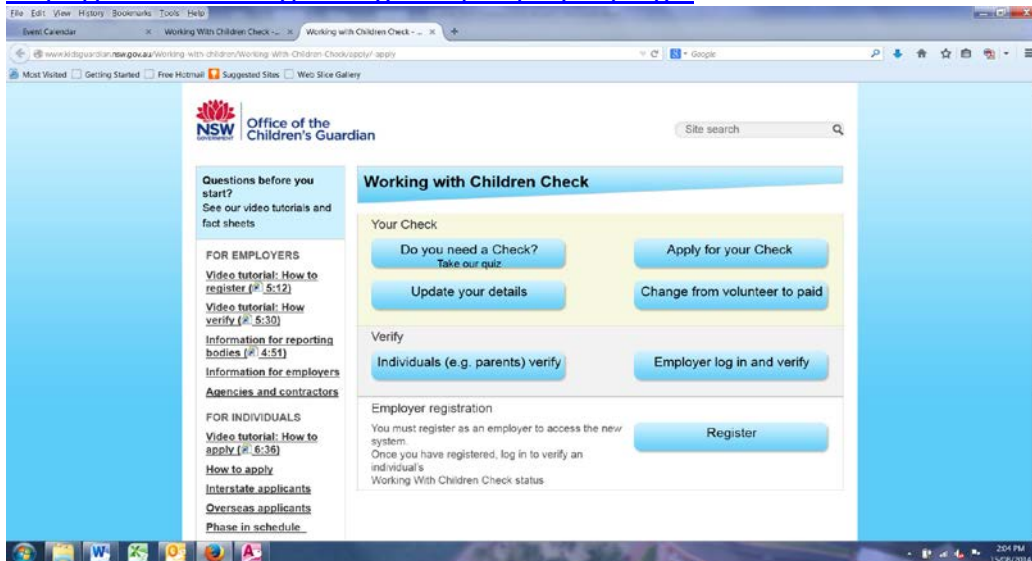
Has your club completed a member risk assessment to check to see who needs a Working with Children Check registration number?? Does your club have access to the Working with Children Check verification system? Clubs and Zone must remember to **verify** member's registration numbers to complete the WWCC process. In the event that a person is subsequently banned from working with children the Office of Children's Guardian will contact all organisations who have 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.

### **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 2017.

### **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 each year using the Myclub access application form (found under the management tab then go to forms on the website) please note that the current access has expired as of the 31st January 2016 which will be why you cannot access your clubs details.

### **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.



**PONY CLUB**  
NEW SOUTH WALES

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### **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 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 INIATIVES**

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



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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.