

June 2017

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

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

- Agenda July Council Meeting.
- Free Administration Workshop forms

### **ZONE CHIEF INSTRUCTORS**

Same as Club Secretaries with inclusion of the following

- Agenda 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 an updated Office Bearers form.**

## **NOTICE FOR SECRETARIES**

### **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.

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

Access to My Pony/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 2017**.

Please note the following fees for 2017:

**Regional Schools** - \$25 per rider total of 18 riders

**State Championship** entry fees - \$45 per rider (including first aid levy) for all Championships

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

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

### **FREE ADMINISTRATION WORKSHOPS FOR 2017**

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.

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

Showgirl Equestrian are the new sponsors of the Pony Club NSW Rider Profile of the Month Competition for 2017. Entries for the competition will close on the final day of each month, with the first competition due to close on Friday 30<sup>th</sup> June. 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 prizepack from Showgirl Equestrian and have your profile featured in the PCANSW State Newsletter & Equestrian News magazine!



## **STATE CHAMPIONSHIPS**

### **2017 COMBINED STATE CHAMPIONSHIPS**

As per the July 2016 Council meeting we will once again holding Combined State Championships in 2017 these Combined State Championships the championships have been further split to ensure rider and horse safety and the details as below:

28<sup>th</sup> September – 2<sup>nd</sup> October 2017 Bungendore Combined Championships

- 28 September – bump in
- 29 September – Mounted Games
- 30 September – Mounted Games
- 1 October – Team Sporting
- 2 October – Team Sporting & bump out

October 2017 Harden Combined Championships

- 6 October – bump in
- 7 October – One Day Event & Combined Training Dressage Showjumping if possible
- 8 October – One Day Event – balance of Showjumping and Eventing & bump out

### **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 2018 State Championships for the scheduled dates:

Combined April – Sporting, Campdraft and Team Penning	14-29 April 2018
Combined July – Showriding, Showjumping, Dressage & Jumping Equitation –	7-13 July 2018
Combined September/October – MG & Team Sporting	29 September – 1 October
Combined October – One Day Event & Combined Training	5-7 October 2018

## REMINDERS

### PONY CLUB NSW VOLUNTEER AWARDS

The 2017 Pony Club NSW Volunteer Award Nominations are now open for Volunteer of the Year, Keith Lowe Award, Junior Service Award and Club of the Year. Nominations will close on the 25<sup>th</sup> June.

Award Nominations received for the NSW Awards will also be considered for the Pony Club Australia National Awards being presented at the National Championships in Toowoomba. The National Awards include Best achievement by a rider under 17 years, Best achievement by a rider 17-25 years, Pony Club Alumnus, Coach of the Year, Volunteer of the Year, Club of the Year.

### 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 clubs 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, see spreadsheet below:

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

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.

Club 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 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 if mediation is unsuitable a Disputes Tribunal 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 Inexperience 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 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.

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.

## 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 2017 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.

## **2017 PARTNERSHIP & ADVERTISING OPPORTUNITIES**

Pony Club NSW seeks to nurture existing partnerships, and form new and exciting relationships. Our 2017 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 2017 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 2016. The book features all of the major state events starting with the 2016 State Camp. Included are the reports, results and photographs from our State Championships and the Pony Club Australia Prince Phillip Mounted Games 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.