

June 2018

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

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

- Agenda of the July Council Meeting
- State Administrations Workshop/Forum nomination form
- Expression of Interest for A certificate assessment

### **ZONE CHIEF INSTRUCTORS**

Same as Club Secretaries with inclusion of the following

- Agenda ZCI 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 MyPonyClub 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 2018**. The old Myclub database is no longer available and clubs need to affiliate online as part of the new MyPonyClub process.

## **REMINDERS FOR SECRETARIES**

### **FEES FOR 2018**

**Riding Membership** - \$68 per rider

**Non-Riding Membership** - \$40 per person and \$20 for the second non-riding member per family

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 later in this newsletter for details.

**Please note the following other fees for 2018:**

**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.

## **STATE ADMINISTRATION WORKSHOP/FORUM**

After feedback from the recent Members Survey and state meetings the State Executive have scheduled a State Administration Workshop/Forum to be held 4-5<sup>th</sup> August at Valentine Sports Park 235-257 Meurants Lane, Glenwood NSW 2153, the program has yet to be finalised however likely topics may be included - Future and Direction of Pony Club, Constitution, Strategic Planning, New Database System, Writing Grants, Risk Management, Working with Children Check requirements and Child Safe Environments, Member Protection Information Officer, Conflict Resolution, Complaints Handlers Role, Insurance and Incorporation, and an open forum for discussion and questions.

The purpose of this workshops is to assist Club and Zone officials (or anyone who wishes to become one) in the administration of their respective organisations and their dealings with each other and the Association office and discuss the future of Pony Club. **This opportunity is available for two to three representatives from each Zone for the Administration workshop/forum.**

Please note that the Association is paying for shared accommodation for the Friday and Saturday nights of the workshop and will include meals. This will be booked by the Association. Any added accommodation is not included, and must be booked and paid by you. It is requested that the Zone help pay for travel expenses to and from this workshop. Please ensure that all nominations are received by the 20<sup>th</sup> July via the enclosed nomination form.

Zones are still encouraged to host an Administration Workshop as below which will deal with topics more specific to your clubs and zones.



## **FREE ADMINISTRATION WORKSHOPS FOR 2018**

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 hosted by your Zone and are booked via the office. They 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.

## **ACTIVE KIDS REBATE PROGRAM**

Many clubs have activated as a provider for the Active Kids rebate, if your club is not able to access any details and you sent in your club information for the bulk upload last November you may still need to activate the account, this can only be completed by the authorised person (which would be one of the two emails that were sent to the Office of Sport in the bulk upload).

The authorised person should have received an email from Services NSW with the link to activate the account. This will take you to your personal details on Services NSW however there is a drop down linking your personal details to the club details. For those who are still having problems accessing information you can contact Services NSW on 137 788 and ask for an Active Kids specialist who will run you through the activation process.

For those clubs who did not return their information in time you are now able to register as an organisation, Pony Club Association NSW are recognised under the program as a sport so clubs will just need to update their details and confirm that they comply with a number of questions (all of which PCA NSW has policies for).

Parents/guardians of school enrolled children will be able to apply online through Services NSW for a voucher that parents must provide to clubs for verification. The \$100 voucher can be used for registration and participation costs for sport and fitness activities further details on the program can be found [www.sportandrecreation.nsw.gov.au](http://www.sportandrecreation.nsw.gov.au)

## **EXPRESSIONS OF INTEREST FOR A CERTIFICATE ASSESSMENTS**

EOI forms for riders who are ready to be assessed for their A Certificate are due in the office on the 1<sup>st</sup> October 2018, assessment will be scheduled to take place (if enough interest) on a date to be determined during State Camp 6-11 January 2019. All riders to be assessed must submit completed workbooks by the 2<sup>nd</sup> November 2018 as per the nomination form enclosed.

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

Showgirl Equestrian are the new sponsors of the Pony Club NSW Rider Profile of the Month Competition for 2018. Entries for the competition will close on the 15<sup>th</sup> of each month. 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 prize pack from Showgirl Equestrian and have your profile featured in the PCANSW State Newsletter & Equestrian News magazine!



## **STATE CHAMPIONSHIPS**

### **2018 COMBINED STATE CHAMPIONSHIPS**

- 2018 Mounted Games and Team Sporting – Zone 14 Cobargo, 29 September – 1 October
- 2018 One Day Event and Combined Training – Zone 20 Albury, 5-7 October

## **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 2019 State Championships with preferred dates as below:

- 2019 State Showriding & Dressage Championships - 19 - 22 January OR 25 - 28 January NOW ACCEPTING VENUE APPLICATIONS
- 2019 State Sporting, Campdraft & Team Penning Championships - 13 - 15 April NOW ACCEPTING VENUE APPLICATIONS
- 2019 State Showjumping & Jumping Equitation Championships - 6 - 9 July NOW ACCEPTING VENUE APPLICATIONS
- 2019 State Mounted Games & Team Sporting Championships - Dates to be advised NOW ACCEPTING VENUE APPLICATIONS
- 2019 State One Day Event & Combined Training Championships - Dates to be advised NOW ACCEPTING VENUE APPLICATIONS

## **REMINDERS**

### **WORKING WITH CHILDREN CHECKS (WWCC)**

All clubs should now be compliant 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 website for more details [www.pcansw.org.au](http://www.pcansw.org.au).

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.

Clubs 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 <http://www.cjc.justice.nsw.gov.au/> or Voluntas <http://www.volunteering.com.au/voluntas/> for help and free mediation or if mediation is unsuitable a Disputes Tribunal Panel 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 Inexperienced 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 already 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 or contact the office for risk assessment templates and 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 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 and if you have any queries, feedback 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.

*Please note that if clubs/zones use and pay for an instructor who is not on this list they will forfeit Pony Club insurance cover and may be held personally liable in the event of an accident or incident during this instruction.*

## **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 **2018** fee of \$25.00 per rider applies to all Regional Schools and a \$20.00 fee for PCA NSW members and \$50.00 fee for all non PCA NSW members for Specialist Schools with a minimum of 18 attendees. This fee will increase to \$30 per rider in 2019.

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.

## **2018 PARTNERSHIP & ADVERTISING OPPORTUNITIES**

Pony Club NSW seeks to nurture existing partnerships, and form new and exciting relationships. Our 2018 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 2018 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 Management/Grants & Marketing 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 2017. The book features all of the major state events starting with the 2017 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.