



# ***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*

October 2014

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

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

- Agenda for the November Council Meeting
- 2015 State Administration Workshop application form
- Zone 16 Administration Workshop application form
- Working with Children Check – Sport, Clubs and Coaches brochure
- Spirited – Australia's Horse Story
- Club and Zone Office Bearers forms
- Myclub access application form
- Paid Instructors Panel booking form

### **ZONE CHIEF INSTRUCTORS**

Same as club secretary with the addition of:

- Agenda for the November meeting of the Zone Chief Instructors Committee
- 2015 ZCI Seminar application form

### **ZONE COUNCILLORS**

- Same as club secretary

**If you are no longer the Club Secretary could you please ensure that this package is passed on to the new Secretary immediately and asks them to send in a completed Office Bearers form for 2014.**

**These forms are 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.

## **REMINDERS FOR SECRETARIES**

### **FEES FOR 2015**

**Affiliation fees for 2015 memberships are \$56.50 for riding members and \$36.50 for non riding members.**



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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 2014:

**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.

### **STATE ADMINISTRATION WORKSHOP AND ZONE CHIEF INSTRUCTORS SEMINAR**

It was decided at the July meeting that an Administration Workshop be held in conjunction with the ZCI Seminar on the 21-21st February 2015.

The ZCI Seminar be open to all ZCI's or their representative and the Administration Workshop be open to a maximum of two (2) representatives from each Zone i.e. Zone delegates, Zone/Club presidents. If necessary a ballot will be conducted for these two (2) positions.

Pony Club will organise and pay for accommodation and meals for the three days, Zones are encouraged to support delegates with travel arrangements to attend.

Topics to be discussed at the Administration workshop will include Working with Children Check obligations and Child Safety in Sport, Work Health & Safety obligations, Conflict Resolution and Complaint Handling, Corporate Governance and your responsibilities as a club executive/official, Writing Great Grants, Role of the secretary, president, treasurer etc., Managing Meetings, State Office (affiliations, transfers, orders, championship entries etc.).

### **FREE ADMINISTRATION WORKSHOPS FOR 2015**

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.



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## 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 scratching's in line with the Association policy.

### **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 ZONES REQUIRED**

Zones are reminded that all applications to host a 2015 State Championship Event must be submitted on the State application form (found on the web site under the Events tab). Zones are requested to submit applications for all 2015 events for the November 2014 meetings so that further sponsorship can be secured.

Dates and host details for State Championship Events for 2015 are as follows:

- Sporting & Campdraft Championships - **HOST ZONE NEEDED** - 11-12th April 2015
- Dressage Championships - **HOST ZONE NEEDED** - 18-19th April 2015
- Jumping Equitation Championships – Zone 26, Clarendon - 16-17th May 2015
- Showjumping Championships – Zone 8, Warialda - 4-5th July 2015
- Polocrosse Championships - **HOST ZONE NEEDED** - 10-12th July 2015
- One Day Event Championships - **HOST ZONE NEEDED** - 12-13th September 2015
- Mounted Games Championships - **HOST ZONE NEEDED** - 10-11th October 2015
- Showriding Championships - **HOST ZONE NEEDED** - 5- 6th December 2015

## ADMINISTRATION

### **TRANSFERS**

Transfer forms can be found under the Club and Zone Management tab on the State 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. Members, who have



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changed Clubs without the correct transfer forms being sent to the state office, are not eligible to attend any State Championship.

## 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](http://www.fairtrading.nsw.gov.au) or phone 133 220 for forms and further information.

## REMINDERS

### WORKING WITH CHILDREN CHECKS (WWCC)

The phase in schedule for volunteer organisations (which includes Pony Club) will commence 1<sup>st</sup> April 2015 and all volunteers who are not deemed exempt from the check will need to have provided their WWCC registration number to their Club/Zone for **verification** by the relevant authorised person.

#### Club and Zone Responsibilities

Clubs and Zones will need to determine which roles will need a Working with Children Check and whether any person filling a role is exempt. The Club/Zone will need to appoint (this may be your club secretary or MPIO) at least two (2) authorised representatives to be the contact person/s for the organisation with the Office of Children's Guardian and register online as an 'employer' so that all WWCC registration numbers supplied can be verified. Please note that as an 'employer' you must verify all WWCC registration numbers for the process to be complete.

When you verify a registration number you will need the person's name, date of birth, WWCC registration number or application number. Upon the verification process you will be advised if a person is Cleared to work with children or Barred from working with children. No details of the reason for a person being barred will be given however it is illegal to allow a person who is barred to continue in a role where they are deemed to be working with children. If a club/zone is notified of a barred person please contact the office immediately.

The screenshot shows the NSW Office of the Children's Guardian website. The main heading is 'Working with Children Check'. Under 'Your Check', there are buttons for 'Do you need a Check? Take our quiz', 'Apply for your Check', 'Update your details', and 'Change from volunteer to paid'. Under 'Verify', there are buttons for 'Individuals (e.g. parents) verify' and 'Employer log in and verify'. Under 'Employer registration', there is a 'Register' button. The sidebar contains links for 'FOR EMPLOYERS' (Video tutorial: How to register, Video tutorial: How to verify, Information for reporting bodies, Information for employers, Agencies and contractors) and 'FOR INDIVIDUALS' (Video tutorial: How to apply, How to apply, Interstate applicants, Overseas applicants, Phase in schedule).



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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.

This 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

### Members/volunteers

Members/volunteers need to check with your club/zone to see if they are deemed as a volunteer who needs a Working with Children Check (they can take the quick quiz on the Office of Children's Guardian's website <http://www.kidsguardian.nsw.gov.au>) once the member determines if they need a check or are exempt they will then need to provide reasons for their exemption or their WWCC registration number in order to work with children.

Volunteers Clubs are reminded that ALL MEMBERS AND VOLUNTEERS over 18 years of age and over must sign the current Member Protection Declaration form regardless of whether the member has provided a current Working with Children Check registration number. These forms may be found on our web site [www.pacnsw.org.au](http://www.pacnsw.org.au) under the forms tab.

If you have any questions in regard to these procedures you can organise an FREE Administration Workshop through your Zone or contact the Office of Children's Guardian for one of their workshops.

### **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



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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](http://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](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.

### **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.



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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 recently 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.

Pony Club Association NSW Inc. is 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.

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 have approved a Risk Management Policy and 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 (unless it is documented there is no paper trail to follow so don't forget to document it and keep it on file at your Club/Zone).

### **SAFETY OFFICER**

All Clubs and Zones must have a Safety Officer, if one is not appointed by the club committee, then the club President is deemed to hold the position of safety Officer. The safety officer must complete and retain a Safety Officers Check Lists –Yearly for their regular pony club grounds. A copy of this check list must be sent to the Office along with your Office Bearers form. In addition



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the safety officer should conduct a safety check for each Event/Rally day. A copy of the Yearly venue check list may also be forwarded to either your landlord or local council (whichever is relevant) and may be helpful when asking for repairs etc. to be made.

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 authorised 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 the 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.

### **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 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 2014 access expired as of the 31st January 2015.

### **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 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 tab for more information.