The Pony Club Association of N.S.W.

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Correspondence to: PO Box 2085 Wollongong NSW 2500 Australia

FREE ADMINISTRATION WORKSHOP

SATURDAY 17 FEBRUARY 2018
HOST ZONE 27

The purpose of these workshops is to assist Club and Zone officials and instructors (or anyone who wishes to become one) in the administration of their respective organisations and their dealings with each other and the Association office. Any person may attend who is involved with Pony Club as a member or volunteer.

Topics include: Risk Management, Work Health & Safety, Instructors Schools, Regional Schools, NCAS Pony Club Program, Duties of the Club Senior Instructor and Zone Chief Instructor, Responsibilities of Instructors, Role of the Secretary, President and Treasurer, the State Office (affiliations, orders, transfers, meetings etc.), Insurance and Incorporation, State Camp, National Championships, State Championships, Writing Grants, Conflict and Dispute Resolution, Working with Children Check obligations, Risk Management and an open forum for discussion and questions. **All Clubs are to send at least one member to attend**.

VENUE:	**Goulburn Pony Club** **Corner of Park and Farm Road** **Goulburn NSW 2580**
TIME:	**9.30 am sharp**
COST:	**FREE workshop, morning tea will be provided and there will be a small charge for lunch which will be provided by Zone 27.**

Please return the form below to the Association Office before 9 February 2018

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The following persons will be attending the Administration School to be held at the Goulburn Pony Club, Corner of Park and Farm Road, Goulburn, NSW 2580 on the 9 February 2018 (please attach separate page if needed):

NAME **CLUB** **ZONE**

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