

PAID INSTRUCTORS PANEL SCHOOLS – Payment Instructions

Changes were made to the procedures for booking instructors on the Paid Instructors Panel at the 2018 November Council meeting which come into effect immediately – C62/18 That members of the Paid Instructors Panel be paid directly by the host zone or club.

Clubs and Zones now negotiate and pay fees with members of the PIP directly, clubs and zones should inform the state office of scheduled bookings so that they are covered under the association's insurance.

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.

PIP BOOKING FORM

CLUB/ZONE: _____

DATE/S OF SCHOOL: _____

NAME OF INSTRUCTOR: _____

COACHES DAILY FEE: \$ _____

TRAVEL FEE: \$ _____

Cheque must include the travel fee

unless the club/zone is applying for a Travel Grant from the State Office in which case the grant form must be submitted to the office for payment to the instructor.

TOTAL: \$ _____

Payment and booking to be organised directly with Instructor however a copy of this form should be submitted to the PCA State Office – PO BOX 2085 Wollongong NSW 2500, email admin@pcansw.org.au fourteen days prior to the school being held for the activity to be covered by pony club insurance.