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 1st JUNE 2019
HOST ZONE 10

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 in Zone 10 must send at least one member to attend**.

VENUE:	**Wollondilly Pony Club** **Thirlmere Way** **Tahmoor NSW**
TIME:	**8.45 for 9.00 am start**
COST:	**FREE workshop, morning tea, lunch and afternoon tea will be provided.**

*Please return the form below to the Association Office before **24th May 2019***

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The following persons will be attending the Administration School to be held at the Wollondilly Pony Club on the 1st June 2019 (please attach separate page if needed):

NAME **CLUB** **ZONE**

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