

April 2020

CLUB SECRETARIES AND ZONE SECRETARIES

- Minutes of the Annual General and Council Meeting
- Annual Report – found via website <https://www.pcansw.org.au/management/publications>

ZONE CHIEF INSTRUCTORS

Same as Club Secretaries with inclusion of the following

- Minutes of the Annual General and Zone Chief Instructors Committee Meeting

ZONE COUNCILLORS

Same as Club Secretaries.

CLUB CORPORATE MEMBERS

- Minutes of the Annual General Meeting.

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.

CUSTOMER SERVICE HOURS

Due to the COVID-19 changes 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.

MYPONYCLUB – 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 last year's access has expired as of the **31st January 2020**.

COVID-19 UPDATE

INSURANCE

During the pandemic the insurers are extending the cover, this extension will only be for whilst COVID-19 Health Orders and restrictions are in place for all financial riding pony club members as below:

'If you are a Financial Riding Member you are automatically insured for legal liability in respect of your personal equestrian related activities, provided that you are normally domiciled in Australia or New Zealand. This means you are covered for your use and/or ownership and/or control of a horse(s) and direct participation in other non-income earning horse related activities.'

Please note that in order for this extended cover to apply to our riding members they must comply with normal pony club rules including gear and uniform (approved riding helmets, boots etc.), riders must also comply with normal pony club rules surrounding the discipline including grading etc. any rider who is in breach of the associations rules will not be covered by insurance, full

details of the associations rules and policies can be found

<https://www.pcansw.org.au/policies/pca-handbook>

Riders should contact their Club Senior Instruction to confirm grading and appropriate riding activities to be undertaken.

INSTRUCTION

We have also been in touch with the Minister for Sport to confirm the following in relation to receiving one on one coaching/instruction:

Traveling for purposes of work, attending school or an education institution (where this cannot be done remotely) is listed a reasonable excuse to leave the house within the current Public Health Orders. It may be that the coaches/instructors would be eligible as this includes work done as a volunteer or for a charitable organisation. Again, this is provided that the coach/instructor complies with the Public Health Orders.

In relation to where this instruction can be provided, the Public Health Orders does not include travel to receive instruction as a reasonable excuse to leave home.

Therefore coaches/instructors may travel to riders as this includes work done as a volunteer. It would be up to individuals to determine if they are able to provide instruction and to ensure that they comply with all Public Health Orders, please see [here for more details](#).

SPORTING COVID-19 UPDATES

I am participating in weekly Zoom meetings with the Acting Minister for Sport Dr Geoffrey Lee MP, the Office of Sport and other State Sporting Organisations to keep up to date with any changes to the Public Health Orders and to collate information on the impact that COVID-19 has had on sport. Each sport regardless of their size has been given the opportunity to provide an update on the impact that this pandemic both financially and socially.

The Acting Minister for Sport has confirmed that Active Kids vouchers are non-refundable/transferrable and is working with the sector on how best to provide extra support for families who have not seen the benefit of the voucher already used. One of the options on the table at the moment is for a third voucher to be available dependent on changes to Public Health Orders.

KEEPING CONNECTED

We have launched a few online initiatives for members check out our social media pages for more information details can be found at the bottom of our [website](#)

Pony Club Australia are working on getting riders and instructor certificates online however they have not yet decided on a platform.

Thank you to all clubs, zones and members who have shared their remote activities with us, please keep sharing them to our social media pages or by emailing them to us.

REMINDERS FOR SECRETARIES

FEES FOR 2020

Riding Membership - \$76.50 per rider

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

Regional Schools - \$30 per rider total of 18 riders

State Championship entry fees - \$40 per rider for all Championships, \$15 first aid levy, administration, stable and camping fees will apply for each championship

State Camp - \$250 per rider

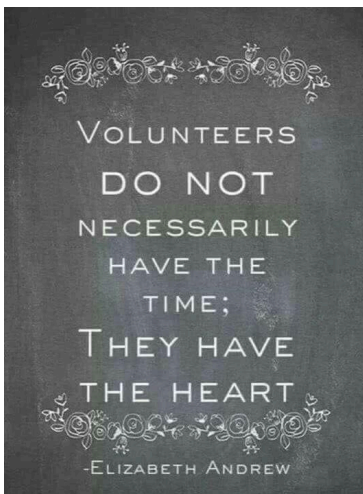
Clinics/Seminars - \$20 per PCANSW member and \$50 per non-member.

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) please note if members renew online themselves directly, they do not need to complete a hard copy risk warning as this is now part of the online process.

All members over the age of 18 must either submit a valid Working with Children Check registration number for verification or if exempt complete a Child Protection form available online <https://www.pcansw.org.au/policies/working-with-children-check> 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.

FREE ADMINISTRATION WORKSHOPS FOR 2020



Are you a new Club or Zone Secretary or another 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 are 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 for further details.

The Association is looking into online delivery of these workshops and will hopefully have an update for members shortly.

INCORPORATION

All Clubs and Zones are reminded that if they are incorporated, they must send in an annual return (form A12, Tier 2) after their AGM each year to the Department of Fair Trading along with payment. Go to www.fairtrading.nsw.gov.au or phone 133 220 for forms and further information.

ACTIVE KIDS REBATE PROGRAM

The NSW Government Office of Sport have again provided a rebate for 2020 through a voucher system to parents/guardians of school enrolled children. The \$100 voucher can be used for registration and participation costs for sport and fitness activities details of the rebate program can be found www.sportandrecreation.nsw.gov.au. A second voucher is due for release July 2020.

Most PCA NSW clubs have registered as Active Kids' providers which is great for our members, if your club has not as yet registered you can do so as an individual through Services NSW <https://www.service.nsw.gov.au/active-kids-program-and-service-nsw> or call 137 788 and ask for an Active Kids specialist to help you with the process.

You will have to answer a number of questions and provide a copy of our public liability confirmation of cover which can be obtained on the PCANSW website, under Management, then Insurance: <http://www.pcansw.org.au/management/insurance> . Riders will be able access new vouchers commencing 1st January 2020.

Did you know that there are Active Kids toolkits and logos that clubs can use to highlight that they are Active Kids providers contact Active Kids via email to access the logos etc. branding@sport.nsw.gov.au

RIDER PROFILE OF THE MONTH COMPETITION

Equestrian News Magazine are the sponsors of the Pony Club NSW Rider Profile of the Month Competition for 2020. Entries for the competition will close on the 15th of each month. To enter, visit the Competitions page on the Pony Club NSW website and email your answers to marketing@pcansw.org.au to be in the running to win a prize pack from Equestrian News Magazine, a \$200 GiddyupGirl Voucher, a bucket of Equine Pure Delights and have your profile featured in the PCANSW State Newsletter & Equestrian News magazine!

INFORMATION FROM MARCH MEETINGS

FROM THE ANNUAL GENERAL MEETING

AGM7/20 That the affiliation fees for 2021 be \$80.00 for Riding Members and \$40.00 for Non-Riding Members, second adult Non-Riding member per family \$20.00.

4. MEMBERSHIP

4.1 MINIMUM NUMBER OF MEMBERS

The Association must have at least 5 Members.

4.2 CATEGORIES OF MEMBERS

Members of the Association shall fall into one of the following categories:

- (a) Life Members;
- (b) Zones;
- (c) Clubs;
- (d) Individual Members; An Individual Member is entitled to any benefits of Membership prescribed to apply to Individual Members in the By-Laws.
Junior Members are under 17 years of age in the relevant Membership year.

Associate members are between 17 and 25 years of age in the relevant membership year.

Senior members are over 25 years of age in the relevant membership year.

(e) such new or other categories of members as may be established by the Executive. Any new category of member established by the Executive must not be granted voting rights without the approval of the Association in general meeting.

4.3 ADMISSION TO MEMBERSHIP

Subject to clause 4.2, a person will become a Member, and the Executive Committee will direct the Executive Officer to record their name in the register of Members kept by the Association, only upon meeting the criteria applicable to the relevant category of membership set out in this Constitution and/or the By-Laws and provided the person has signed an application in which they undertake to:

(a) be bound by this Constitution and the By-laws of the Association (including By-laws specific to the relevant category of membership) and the PCA constitution;

(b) pay the fees and subscriptions determined by Council to apply to the relevant membership category; and

(c) support the Association in the encouragement and promotion of the purposes.

4.4 LIFE MEMBERS

(a) Life Membership is the highest honour which can be bestowed by the Association for longstanding and valued service to Pony Club in the State.

(b) On the nomination of the Executive, any individual may be elected as a Life Member at any AGM by special resolution, subject to clauses 4.3, and 4.4(d).

(c) Honorary Life Membership may be granted to natural persons for outstanding service to the Association over a period in excess of Ten (10) years. Nomination for Life Membership shall be made to the Secretary/Executive Officer and be signed by at least Five (5) Councillors. b) On receipt of such nomination, the Executive of the Association will consider it and if approved by a two-thirds majority of the Executive will recommend such appointment to the next Annual General Meeting of the Association as special business.

(d) The by-laws will set out:

(i) current Life Members;

(iii) the privileges and benefits of Life Membership.

(f) Subject to clause 4.3, at the time of adoption of this Constitution, the Life Members of the Association shall be those persons currently recognised by the Association as Life Members.

4.5 CLUBS

(a) Subject to clause 4.3 and 4.5(b), at the time of adoption of this Constitution, the Clubs of the Association shall be those incorporated entities recognised by the Association as Clubs.

The Pony Club Association Of N.S.W.

Phone: (02) 42298977 Fax: (02) 42298966 Email: admin@pcansw.org.au

Correspondence to: PO Box 2085 Wollongong NSW 2500

(b) Where an applicant for Club Membership is not incorporated but otherwise meets the criteria for that membership, the Council may recognise that entity as a Club. Where the Council do recognise an entity as a Club under this clause, that entity must incorporate within 12 months of recognition otherwise its Membership lapses.

(c) Clubs will:

- (i) be incorporated and have purposes that align with the Association's purposes and do all that is reasonably necessary to enable the Association's purposes to be achieved;
- (ii) effectively promulgate and enforce this Constitution;
- (iii) at all times act for and on behalf of the interests of the Association, the Members and Pony Club;
- (iv) be responsible and accountable to the Association for fulfilling its respective obligations under the Association's strategic plan as revised from time to time;
- (v) provide the Association with copies of its audited accounts, annual report and associated documents if requested;
- (vi) provide the Association with copies of its business plans and budgets from time to time and within 14 days of request by the Executive Committee;
- (vii) be bound by this Constitution;
- (viii) act in good faith and loyalty to maintain and enhance the Association and Pony Club, its standards, quality and reputation for the collective and mutual benefit of the Members and Pony Club;
- (ix) at all times operate with, and promote, mutual trust and confidence between the Association and the Members, promoting the economic and sporting success, strength and stability of each other and work cooperatively with each other in the pursuit of the Purposes;
- (x) maintain a database of all Individual Members registered with it in accordance with this Constitution and provide a copy to the Association upon request from time to time by the Executive Committee in such means as may be required;
- (xi) not do or permit to be done any act or anything which might adversely affect or derogate from the standards, quality and reputation of Pony Club and its maintenance and development.

(d) Each Club must:

- (i) advise the Association as soon as practicable of any serious administrative, operational or financial difficulties the Club is having;
- (ii) assist the Association in investigating those issues; and
- (iii) cooperate with the Association in addressing those issues in whatever manner, including by allowing the Association to appoint an administrator to conduct and manage the club's business and affairs, or to allow the Association itself to conduct itself all or part of the business or affairs of the Club and on such conditions as the Association considers appropriate. The Association is not obliged to act under this clause.

4.6 ZONES

(a) Unless otherwise determined by resolution of the Council, only an incorporated association may become a Zone.

(b) Zone Membership status may be granted by the Council on such terms and conditions as they may see fit following formal application for such status accompanied by an up-to-date copy of the applicant's constituent documents and such other information as may be required by the Directors.

(c) Zone membership may be suspended or cancelled by the Council.

(d) The By-laws may set out:

- (i) the categories of Zone Membership which exist;
- (ii) the criteria to be met by each category of Zone Member; and
- (iii) the privileges and benefits of each category of Zone Member.

4.7 CLUB AND ZONE CONSTITUTIONS

(a) Each Club and Zone shall take all steps necessary to ensure its constitution (and any amendments) conforms, to this Constitution.

(b) Any subsequent amendments to a Club or Zone's constitution shall be subject to the approval of the Association.

(c) The Executive of the Association shall approve, as soon as is practical, any subsequent amendments to a Club or Zone's constitution as may be submitted by a Club or Zone provided the amendments conform to this Constitution.

(d) If the documents do not conform to this Constitution, the Club or Zone shall, without delay, take all steps necessary to address the inconsistency so that the documents conform to this Constitution.

(e) For the avoidance of doubt, if any inconsistency remains between the Club or Zone's constitution and this Constitution, this Constitution shall prevail to the extent of that inconsistency.

(f) Each Club and Zone acknowledges that the Association may develop and implement By-Laws which may set out:

- (i) the Membership criteria (of the Association) to be met by the Club or Zone; and
- (ii) the privileges and benefits of Club and Zone membership.

4.8 GENERAL

(a) The Association must keep and maintain a register of all members in which shall be entered such information as is required under the Act from time to time. Having regard to privacy considerations, an extract of the register, excluding the address of any life member, individual member or Director shall be available for inspection (but not copying) by members, upon reasonable request.

(b) No member whose membership ceases has any claim against the Association or the Members of the Executive for damages or otherwise arising from cessation or termination of membership.

(c) A right, privilege or obligation of a member by reason of their membership of the Association is not capable of being transferred or transmitted to another member. No member shall, or purport to, assign the rights comprising or associated with membership to any other person and any attempt to do so shall be void.

(d) Members must treat all staff, contractors, guests and representatives of the Association and all other Members with respect and courtesy at all times.

(e) Members must not act in a manner unbecoming of a member or prejudicial to the Purposes and/or interests of the Association or Pony Club.

4.9 LIMITED LIABILITY

Members have no liability except as set out in clause 27.

4.10 EFFECT OF MEMBERSHIP AND MEMBERSHIP VOTING RIGHTS

(a) Members acknowledge and agree that:

- (i) this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and the By-laws;
- (ii) they shall comply with and observe this Constitution and the By-laws and any determination, resolution or policy which may be made or passed by the Council or any duly authorised committee;
- (iii) by submitting to this Constitution and the By-laws they are subject to the jurisdiction of the Association;
- (iv) this Constitution is made in pursuit of a common purpose, namely the mutual and collective benefit of the Association, the Members and Pony Club;
- (v) this Constitution and By-laws are necessary and reasonable for promoting the Purposes and particularly the advancement and protection of Pony Club; and
- (vi) they are entitled to all benefits, advantages, privileges and services of Association membership.

(b) A Club is a voting member of the Association. A Club must from time to time nominate one of its financial members as its representative (Club Voting Representative) who shall have the right to attend and debate and vote at a General Meeting for and on behalf of the Club. All nominations for a Club Voting Representative must be in writing and lodged with the Secretary/Executive Officer at least one (1) month prior to a General Meeting of the Association.

(c) Individual members may attend and debate but not vote at AGM/SGM of the Association.

(d) A voting member of the Association has the right:

- (i) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by this Constitution;
- (ii) to submit items of business for consideration at a general meeting;
- (iii) to attend and be heard at general meetings;
- (iv) to vote at a general meeting;
- (v) to have access to the minutes of the general meetings and other documents of the Association; and
- (vi) subject to clause 4.8(a), to inspect the register of members.

AGM6/20 That the change to the State Constitution Item clause 4.1 to 4.10 inclusive as above.

FROM THE MARCH COUNCIL MEETING

Election 2020 State Executive Committee.

President	Mr Gary Hamer
Vice President/s	Mr Lance Syme
	Mrs Amanda Wunderlich
Treasurer	Mrs Carole Hodges
Chairman of Chief Instructors	Mrs Sarah Woodhouse
Representative from ZCI Committee	Ms Fiona Pennell
Council Representative	Mrs Hilary Fletcher
	Mrs Clare Martin

MOTIONS

C14/20 That Club access for MyPonyClub is permitted for 2 nominated people per club at any one time.

C15/20 That Associate Riders be allowed to compete in E grade show jumping.

Objective

1. Graded jumping was introduced into pony club in N.S.W. during 1980. Grading the combination of horse and rider for showjumping has enabled children of all ages to compete at a standard which suits their ability. Before graded jumping, many children were unable to participate because the size of courses was well beyond their capability. There are **6** grades for juniors (i.e. Under 17yrs) — Championship, A, B, C, D, E and Introductory grade and **5** grades for associates — Championship, A, B, C, **D and E grade**. Riders may be graded on more than 1 horse and a separate grading card is issued for each combination. Points are accumulated separately for each combination. With the exception of Introductory Grade, once the combination has been graded, they progress through the grades by accumulating points in competition. When they reach the required number of points they go up to the next grade. Introductory Grade to be Graded to E grade following How to Grade section below.

E Grade riders - (Maximum starting height 45cms and width 50cm for 1st round of competition). The most important thing for E grade in addition to the above is that the riders can control his/her pony at the canter (even though they will often trot around the course) as ponies will often canter after a jump.

C16/20

Dates for 2021

State Camp	10-15 January
Combined Championship DR, SR	23-26 (DR) January
Executive, ZCI, AGM & Council meetings	28 (Ex) 29 (ZCI) 30 (C) March
Easter weekend	2 – 5 April
Combined Championships SP, CD, TP	10 (SP) – 11 (DC) – 12 (TP) April
Pony Club day at RAS	6 April (26 March – 6 April)
School holidays	1 - 19 April
Executive meeting	17 May
PCA NSW Delegates to National meetings	9-10 May
School holidays	28 June - 12 July
Showjumping & JE	3 - 4 (SJ) 5 - 6 (JE) July
Executive, ZCI & Council meetings	25 (Ex) 26 (ZCI) 27 (C) July
Executive meeting	12 September
Combined Championships ODE & CT	24-25 (ODE)26-27(CT) September
Combined Championships MG & TS to keep this on the long weekend	1-2 (MG) 3- 4 (TS) October
School holidays	17 Sept – 5 October
Executive, ZCI & Council meetings	28 (Ex), 29 (ZCI), 30 9(C) Nov

C17/20 Ratification of the request by Eugowra Pony Club to transfer from Zone 11 to Zone 3

C18/20 Ratification that Moonan Pony Club Zone 7 is in recess

C19/20 Ratification that Baradine Pony Club Zone 5 is in recess

C20/20 Ratification of the Whistle Blower Policy

For – 29 Against: 5 Skipped: 2 (carried)

Note

PCANSW acknowledge the incorrect version of the Whistle-blower Policy was distributed prior to it being voted on. As a result, that item of business even though passed will be added to the Agenda of the next council meeting for review.

STATE CHAMPIONSHIPS

Dates for 2020

- State Camp - 5-10 January 2020 - Sydney International Equestrian Centre – postponed to July
- State Dressage and Showriding Championship - Murwillumbah, Zone 15 – postponed to July
- State Sporting, Campdraft, Team Penning Championship – cancelled with new dates yet to be determined
- State Showjumping and Jumping Equitation Championship – Bowral, Zone 10
 - Saturday 4th & Sunday 5th July - State Showjumping Championship
 - Monday 6th & Tuesday 7th July - State Jumping Equitation Championship
- State Dressage and Showriding Championship - Murwillumbah, Zone 15
 - Friday 10th & Saturday 11th July - State Showriding Championship
 - Sunday 12th July- State Dressage Championship.
- State Camp – 14-18th July 2020 - Sydney International Equestrian Centre
- State Mounted Games and Team Sporting Championship – Bungendore, Zone 16
 - Saturday 3rd & Sunday 4th October - State Mounted Games Championship
 - Monday 5th & Tuesday 6th October - Team Sporting Championship
- State One Day Event and Combined Training Championship – Harden, Zone 2
 - Thursday 8th & Friday 9th October - State One Day Event Championship
 - Saturday 10th & Sunday 11th October - State Combined Training Championship

The State Executive Committee will review updates from the Office of Sport and the NSW Government to determine what will happen with the events scheduled for July soon, however at this stage we aim to go ahead with these dates. Please keep an eye out on our website and social media pages for updates once a determination has been made.

ONLINE ENTRIES FOR STATE EVENTS

State Entries will now be processed through the My Pony Club system, so the first step for riders or parents is to ensure they have the log in details for their My Pony Club profile. The process for entering a State Events has put more responsibility back onto the riders, however riders will still need to be verified by their Club Instructors and Secretary and Zone Chief Instructor. This will be a simple spreadsheet sent to the Zone after the close of entries (much the same as the summary emails that would be sent out previously). For a full overview on how to enter State Events, please see the document “Entering State Events Online” in the downloads section under Events – State and Interstate Events on the website.

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 club's 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, website for more details 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.

The Office of Children's Guardian have extended the expiry date on WWCC registrations falling due during COVID-19 lockdown for a further six (6) months please see their website for updates <https://www.kidsguardian.nsw.gov.au/about-us/covid-19-response>

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 regarding disputes within Pony Club (see the PCA NSW Handbook and Member Protection Policy). Clubs and Zones should appoint a Member Protection Information Officer (MPIO) to help members with any queries and information regarding rules, regulations and advice 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**, this is in accordance with the Australian Sports Commission guidelines.

Club and Zone MPIO's should have as a minimum completed the free online MPIO course <https://www.playbytherules.net.au/online-courses> now is a great time to make sure that your club is compliant.

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 confidentially.

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 several 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 always be treated with respect. 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 1st February 2017. The impact on Pony Club should be minimal as we were already using the Guide which was in effect prior to 1st 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. Don't forget to submit your yearly Safety

Checklist as well as completing induction forms and horse and riders' assessments for new horses, all these forms can be found on our website under the Risk Management tab.

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 please make sure that all members are aware of where to find these documents.

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 under the coaching tab.

Please note the change to the procedure as per C62/18 That members of the Paid Instructors Panel be paid directly by the host zone or club. Clubs should still complete the booking form and submit it as notification of the instruction to the office however they may pay those listed on the panel directly.

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 **2020** fee of \$30.00 per rider (\$540) 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 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.

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. If you have a news story or event

summary you would like to submit to the newsletter, please email it through to marketing@pcansw.org.au with a number of high resolution photos for the chance to be featured.

2020/21 PARTNERSHIP & ADVERTISING OPPORTUNITIES

Pony Club NSW seeks to nurture existing partnerships and form new and exciting relationships. Our 2020/21 Partnership & Advertising Opportunities are now available. Please visit our website under the Media/Partnership tab for more information.

HYGAIN ZONE SPONSORSHIP COMPETITION

Hygain have generously come on board once again as the Official Feed Partner of Pony Club NSW. Part of this sponsorship includes the opportunity for two of our zones to receive event sponsorship for 2020. Applications are open now, and can be found here <https://www.surveymonkey.com/r/J6D5PC2>

This must be a zone event (not a club event), held in 2020.

OPEN DAY INITIATIVES

Clubs and Zones wishing to hold an Open Day Initiative in 2020 are requested to notify the Marketing Coordinator Rachel Ratini by email marketing@pcansw.org.au. Please visit our website under the Management/Grants & Marketing tab for more information.

PONY CLUB NSW YEARBOOK

The Pony Club Association of NSW has produced a high-quality photographic yearbook of the highlights for 2019. The book features all the major state events starting with the 2019 State Camp. Included are the reports, results and photographs from our State Championships and the Pony Club Australia National Championships. The Yearbooks 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 Yearbook 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.

SOCIAL MEDIA

Stay up to date with news from PCANSW through our various social media platforms- Facebook, Instagram and Twitter. If you have a story to share regarding your club or Zone, please "tag" us or share them to our page.

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.