

October 2020

PACKAGE FOR EACH OFFICER SHOULD BE AS FOLLOWS:

CLUB SECRETARIES AND ZONE SECRETARIES

- Agenda for the November Council Meeting
- Club/Zone Affiliation form
- Club Office Bearer Form
- Free Administration Workshop booking form for 2021
- PIP booking form
- MyPonyClub application form – current access lapses 31st January 2021
- PCA NSW Member Protection Declaration form
- Safety Officers Checklist

ZONE CHIEF INSTRUCTORS

Same as Club Secretaries with inclusion of the following

- Agenda November ZCI Meeting

ZONE COUNCILLORS

Same as Club and Zone Secretaries

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 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.

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 the current access will expire as of the **31st January 2021**.

As per **motion C28/20** That commencing 2021 PCA NSW affiliations and renewals only be available online and payable by credit/debit card all clubs must have an authorised access holder and complete an audit of current membership to ensure that members have valid email addresses for 2021 renewals to be processed.

Each club may have two authorised access holders and forms can be found under the management tab – forms on our website <https://www.pcansw.org.au/management/forms> the office will be contacting all clubs who do not have an authorised access holder in the next few weeks.

Clubs and Zones will need to update their bank account and contact details and update their fees prior 2021 for renewals to be processed, contact the office for support with this process.

REMINDERS FOR SECRETARIES

FEES FOR 2021

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 - \$45 per rider (this includes first aid levy) for all Championships, 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.

2021 Memberships will be online only payable by credit/debit card, members must read the online risk warning form and confirm their acceptance of risk prior to finalisation of payment. All members 18 years and over must also complete a Child Protection declaration (form enclosed in this mail out) with completed forms to be held by the club. PCA NSW recommends that all members 18 years and over hold current Working with Children Checks which have been verified by the Club (see WWCC section below).

Please note, *date of birth details for all PCANSW members MUST now be provided.* See section on insurance below for details.

2021 STATE CAMP AND CHAMPIONSHIPS DATES

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|---|------------------------------|
| State Camp | 10-15 January |
| Dressage Championship | 23-24 January |
| Tetrathlon & Formal Gymkhana Championship | 5-7 March |
| Pony Club day at RAS | 6 April (26 March – 6 April) |
| Combined Championships Sporting & Campdraft | 3 (SP) – 4 (CD) April |
| State ODE | 1-2 May |
| State Equitation | 15-16 May |
| State Showjumping Championships | 3-4 Jul |
| MG & TS | 18 - 19 (MG) 20 (TS) Sep |
| Pony Club Nationals (VIC) | 26 Sep - 2 Oct |
| Showriding Championship | 23-24 Oct |

Zones are urged to submit Applications to Host using the forms found on our website <https://www.pcansw.org.au/events/state-interstate-events>

RESUMPTION OF SPORT UNDER COVID SAFETY GUIDELINES

PCA NSW clubs and zones can conduct all activities under the current NSW Health and Office of Sport guidelines. All clubs and zones must have completed a return to sport risk assessment and Covid Safety Plan and submitted the same to the State Office prior to holding their activities and events.

Example risk assessments, Covid Safety Plans and Covid-19 Self-declaration forms can be found on our website <https://www.pcansw.org.au/management/risk-management> to help clubs. Example risk assessment have now been updated so that they do not solely focus on Covid safe practices, however they do not take into consideration all activities that may be conducted at pony club and

clubs should include all risks and what risk mitigation strategies relating to their venue and the activities they will be conducting.

Clubs and zones also need to monitor the NSW Health website and incorporate any recommendations, restrictions etc. into their risk assessments and Covid Safety plans as listed <https://www.nsw.gov.au/covid-19/latest-news-and-updates>

This is a great time to reach out to your members/parents to help with risk assessments, Covid Safety Plans as many of your members/parents will already be dealing with similar issues in their workplace. Clubs and Zone must appoint a Covid Safety Coordinator, this position is not instructional, so it is another good role to offer to non-instructor parents.

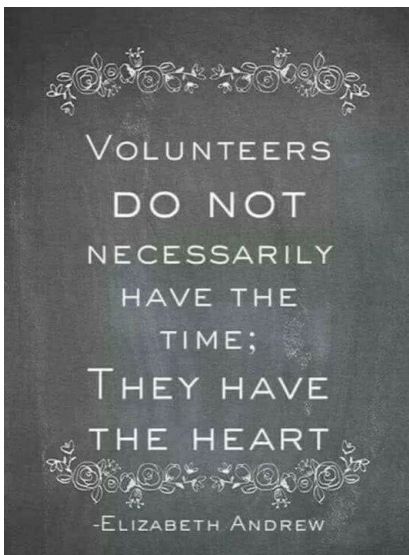
NSW Health and their authorised representatives will be checking on community sporting clubs to ensure that they have Covid Safety Plans (hard copy available at the activity/event) and that members are following all Covid safe practices including: staying home if unwell, social distancing, good hand washing hygiene and the wearing of face masks when social distancing is not possible. PCA NSW highly recommends that everyone attending PCA NSW activities and events wear a face mask when not riding.

Details on the role can be found on the Sport Australia website link below:

https://www.sportaus.gov.au/return-to-sport# covid-19_safety_coordinator

<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>

FREE ADMINISTRATION WORKSHOPS FOR 2021



Are you a new Club or Zone President, Secretary, or another Office Bearer? Are you unsure about meeting procedures, codes of conduct or just where to find information? Host a Free Administration Workshop in 2021 to find out.

These workshops are to be booked by a Zone by completing the form and sending it to the office. Workshops can cover a range of issues to help Clubs/Zones including – using the online database, 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.

INCORPORATION

All Clubs and Zones are reminded that they must be incorporated each year as part of their affiliation process with PCA NSW. Clubs and Zone must send in an annual return (form A12) 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 will again provide a rebate for 2021 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](http://www.sportandrecreation.nsw.gov.au).

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 2021.

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 2021. 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, GiddyupGirl and Equine Pure Delights and have your profile featured in the PCANSW State Newsletter & Equestrian News magazine!

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' 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.

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.

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

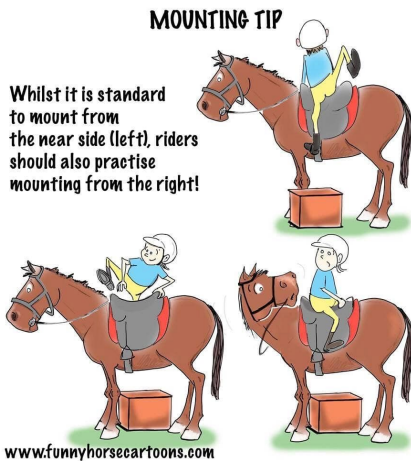
All members are reminded that upon joining Pony Club Association NSW they accept the Associations, Constitution, By-laws, Code of Conduct, Membership Protection Policy and All other policies that the Association adopts from time to time. Any member who breaches any of the rules of Pony club including 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 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. Do not forget to submit your risk assessments prior to activities and yearly Safety Checklist. You can also find Club induction forms and horse and riders' assessments for new horses, along with a variety of forms on our website under the Risk Management tab <https://www.pcansw.org.au/management/risk-management>.



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 **2021** fee of \$30.00 per rider 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 (Wednesday 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.

2021/22 PARTNERSHIP & ADVERTISING OPPORTUNITIES

Pony Club NSW seeks to nurture existing partnerships and form new and exciting relationships. Our 2021/22 Partnership & Advertising Opportunities are now available. Please visit our website under the Media/Partnership tab for more information.

OPEN DAY INITIATIVES

Clubs and Zones wishing to hold an Open Day Initiative in 2021 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. We are currently working on a Special 2020 Covid addition and will be in contact with Clubs and Zones requesting your input shortly.

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 the Latest Pony Club news.



The Pony Club Association Of N.S.W.

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Correspondence to: PO Box 2085 Wollongong NSW 2500*

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.