

Pony Club NSW Secretary's Handbook

***The Pony Club Association of
New South Wales Inc***



***Information for
Secretaries***

www.pcansw.org.au



What is Inside this Booklet?

What is the role of the Secretary?	4
Check List for Secretaries	5
Affiliations	6
Transfers	6
Office Bearers	7
Orders	7
Queries	7
Meetings	7
Administration Schools	7
Incorporation	7
Keith Lowe Awards	7
Entries and Applications	8
- State Championships	8
- Inter-State, National & International Championships	8
- State Camp	8
- Regional Schools	9
Paid Instructors Panel	9
Camps	9
Instructing at Pony Club - NCAS Pony Club	10
Grants	11
Insurance	11
Online Services - Myclub, Mywebsite	12
Communication in Pony Club - Website, Newsletter	13
Frequently Asked Questions	14
General Problems with Administration to Avoid	15

This booklet takes you through some of the responsibilities of the Secretary and provides guidance on how to complete them.

Any questions, please contact the previous Club Secretary, the Zone Secretary or the State Office on **(02) 4229 8977**

Welcome to Pony Club NSW

WHAT IS PONY CLUB?

The Pony Club Association of New South Wales is the controlling body for Pony Clubs in New South Wales where young people can ride and learn all disciplines of equestrian sports. The Association co-ordinates, develops and promotes Pony Club in New South Wales and is committed to providing a high standard of instruction for its members.

Objects of Pony Club NSW:

- To encourage young people to ride and learn to enjoy all kinds of sport connected with horses and riding,
- To provide instruction on riding and horsemanship and to instill in the members the proper care of their animals,
- To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

STATE OFFICE DETAILS

Executive Director:	Kerren Britton
Administration Assistant:	Teena Murdoch
State Coaching Director:	Jane Frankum
Marketing Coordinator:	Lisa Ferguson
Postal Address:	PO Box 2085, WOLLONGONG NSW 2500
Office Hours:	9am - 5pm Monday to Friday
Phone:	(02) 4229 8977
Fax:	(02) 4229 8966
Website:	www.pcansw.org.au
E-Mail:	admin@pcansw.org.au

WHAT DOES THE STATE OFFICE DO?

The State Office is the administrative, as well as marketing and sponsorship, focal point of the organisation and handles the following matters:

- processing member affiliations and transfers;
- fulfilling orders for merchandise;
- administering insurance claims;
- organising State Championships and State Camp
- organising Regional and Instructors Schools;
- processing Instructors Certificates;
- keeping record of all Club/Zone/State Office Bearers;
- preparing agendas and minutes for meetings;
- preparing the State Newsletter;
- updating the State Website;
- handling financial records & GST;
- all state level marketing and sponsorship functions;
- dealing with all other enquiries and general matters.

FURTHER INFORMATION

All Clubs should have a copy of the current Association Handbook (Blue Book). This has all the rules for Pony Club. This is available from the Association office for \$40 (including GST). Amendments are available every few years. It can also be downloaded from the Website: www.pcansw.org.au

**FOR MORE INFORMATION SEE THE PONY CLUB NSW HANDBOOK
– SECTION 14 NOTES FOR CLUB SECRETARIES.**

What Is the Role of the Secretary?

A good secretary is essential for any well managed, functioning Club. In the hands of the secretary are all of the records, files, and details that are important for the smooth operation of the Club. A secretary needs to be prompt, neat, and efficient.

The role of Secretary is to ensure that appropriate administrative support is provided to the President and committee of the Pony Club. The Secretary is the primary administration officer of the committee and provides the link between the committee, members and outside agencies. The Secretary needs to be organised and it is highly recommended that they have access to the Internet. Dissemination of information and meeting deadlines are important aspects of the job.

Duties include:

MEMBERSHIP

- Process applications for membership
- Maintain list of Club membership including birth dates of all members
- Prepare affiliation returns and payments to State Office

GENERAL

- Receive, record, action and submit all correctly signed correspondence
- Advise State and Zone Secretaries of names, addresses and contact details of all office bearers (within 7 days of AGM)
- Co-ordinate entries for Zone and State events
- MyClub / MyWebsite access from Pony Club NSW
- Hold all the books and records of the Club
- Carry out such other duties as the Committee, or a General Meeting, shall direct;
- Advise members of the availability of merchandise and technical data from the Association and arrange for available supplies for Club members
- Maintain files of legal documents such as constitutions, leases and titles
- Keep an accurate list of all club members including birth dates of all junior and associate members
- Prepare affiliation returns for submission to the pony club association secretary (with copies to the zone secretary) together with appropriate remittance to cover affiliation and applicable insurance premiums at such times as may be prescribed from time to time by the executive of the association and notified to clubs
- Prepare an annual report for submission to the annual general meeting of the club
- Within seven (7) days of the club annual general meeting advise the association secretary and the zone secretary of the names, addresses and telephone and facsimile numbers (if applicable) of all office bearers;
- Notify the association secretary within seven (7) days of any alteration in office bearers for the club
- Advise members of the availability of merchandise and technical data from the Association and arrange for available supplies for Club members.
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

MEETINGS

- Prepare the agenda in consultation with the Committee
- Send out adequate notice of meetings include the venue, time, date, together with a meeting agenda enclose the minutes of the previous meeting if they have not already been sent
- Record attendance at meetings
- Record and maintain minutes of meetings of the Club and of the Committee
- Keep minutes of meetings of the club and of the committee;
- Give all necessary notice of meetings



CHECKLIST FOR SECRETARIES

Do you maintain records of membership applications/renewals each year?	<input type="checkbox"/>
Do all financial members complete a risk warning form in each year?	<input type="checkbox"/>
Are affiliations forwarded to the State Office within five days of being received? Or are you utilising the MyClub online service?	<input type="checkbox"/>
Does the club committee meet on a regular basis?	<input type="checkbox"/>
Do you give correct notice of meetings to the committee and members?	<input type="checkbox"/>
Are meeting proceedings held in accordance with the constitution?	<input type="checkbox"/>
Are formal agenda's set for meetings?	<input type="checkbox"/>
Are minutes of meetings recorded, distributed and properly approved?	<input type="checkbox"/>
Do you maintain an up to date copy of the PCA Handbook?	<input type="checkbox"/>
Have all members 18 years and over completed a Prohibited Employment Declaration as per the Child Protection Act?	<input type="checkbox"/>
Is a register of completed Prohibited Employment Declaration forms maintained and kept in a secure place?	<input type="checkbox"/>
Do you maintain a record of officials/workers at events? i.e. instructors, judges, canteen staff	<input type="checkbox"/>
Do you maintain a stock of merchandise? And have an effective ordering system in place?	<input type="checkbox"/>
Do you update your club members with the information received in the Mail Out Packages from the State Office? i.e. reproduce the information in the Club Newsletter or website	<input type="checkbox"/>
Do you send your Office Bearers form into the State Office at the start of each year?	<input type="checkbox"/>
Do you send news items to the State Office for inclusion in the State Newsletter or on the website?	<input type="checkbox"/>
Do you upload your Club's calendar online? If you are unable to do so yourself, have you contacted the State Office to assist?	<input type="checkbox"/>

Hints for Meetings:

Taking Minutes When taking the Minutes of the meeting, the Secretary should:

- follow the order of the agenda - this can be varied to suit a particular situation
- list those present along with apologies given
- state the main issues, points of view put forward, and decisions made
- make sure the full texts of motions are recorded
- list accounts for payment approved, reports received, main points of answers required for correspondence, etc
- be alert to take extra notes that may be needed by the Chairperson

Between meetings, the Secretary should:

- type up the Minutes as soon as possible after the meeting in a professional manner
- circulate the Minutes to all Committee members as soon as possible (ideally within a week, to inform those who were absent and to remind those who have to complete particular tasks)
- from the Minutes, note points of action that need to be followed up in the coming weeks; having an 'action by' column down the side of the page can be useful
- make sure all important arrangements are confirmed in writing with copies made and filed; typed reports of important telephone conversations are also recommended
- make minutes of meetings accessible upon request by members

Membership

AFFILIATIONS

Every time a member joins your Club you must send an affiliation fee to the State Office for this person.

The fees for 2014 are: (including GST)

- **\$55 for a Riding Member**
- **\$35 for a Non-Riding member**

Please refer to the website for confirmation of current fees.

An **Affiliation Return Book** is available from the State Office free of charge. All memberships must be sent on these official forms with an accompanying cheque payment as well as the signed Risk Warning. The forms are in triplicate – **Original** to be mailed to the State office, **Pink** copy to the Zone Secretary and **Blue** copy to be retained by the Club.

MyClub Affiliations may also be completed by those Clubs with access, clubs are required to enter details onto Myclub section of website for the month and at the end of each month the office will forward an invoice for all Myclub memberships. A copy of the invoice, all Risk Warnings relating to the invoice and payment should be sent within 7 days of the Club receiving this invoice.

Members, namely those aged 25 or above, only need to join as **riding members** if there is any chance that they will actually mount a horse. (Please note that this should be for instructional purposes only)

All **Office Bearers and Instructors** must be financial members of the club.

The membership year runs from **1 January – 31 December**. Fees received during the year will only be valid until 31 December in that year. You may send fees in December for the following year, but please make a note on the form as to which year the fees are for.

Risk Warning and Privacy forms: All financial members are required to complete a Risk Warning & Privacy form at the time of joining or renewing their membership each year

Risk Warning and Privacy Booklets are available from the State Office free of charge (one for Under 18 years and one for Over 18 years). The forms are in triplicate – **Original** to be included with the members affiliation to the State Office, **Yellow** to the member and the **Blue** copy to be retained by the Club.

What happens next?

Memberships should be sent to the State Office **within 5 days** of the member joining and paying the fee to the Club. *Please note that as soon as members pay the fee to your Club and complete the paperwork they are covered by insurance, however they will need a receipt to prove this should an accident occur before the Association receives their payment.*

Once the Office processes memberships you will be sent a **receipt** showing all members paid for on that cheque. Please check this carefully to ensure that it is correct. If an incorrect amount of money is sent the receipt shows this as a Balance Owing or a Credit Amount. A letter will be sent to the Club for all balances owing and membership cards or orders will be delayed until such times as the correct amount is received in the office.

Included with the receipt will be **membership cards** for each of the financial members listed that had a completed risk warning and privacy form included with the affiliation and whom do not require a transfer. Membership cards will be issued only for those members whom the Office receives a risk warning form and transfer if applicable.

TRANSFERS A person who has been a member of a Club during the preceding 5 years must obtain a transfer from the original Club before joining another, irrespective of lapse of membership. An Official transfer form (available on the Associations website) must be completed. The **original copy** is forwarded to the Secretary of the Club to which the member is transferring, a **duplicate copy** is forwarded to the Zone Secretary (for recording and sending on to the State Office) and the original Club retains a **triplicate copy**.

There is a 30-day non-competitive period from the date of request for the transfer whereby the member shall not represent either Club. This does not apply if the member has moved address.

Administrative Matters

OFFICE BEARERS

Office Bearers forms for the following year are sent in October to all Clubs and Zones. It is vitally important that as soon as your Annual General Meeting is held the office is notified of new office bearers for the year. This allows the office to keep accurate records and to send information to the correct people. If the contact details of Office Bearers change it is important that the State Office is informed.

ORDERS

The State Office stocks a wide variety of merchandise including books, certificates, badges, emblems, check list cards, performance cards, polo shirts, caps, ties, badges, forms etc. An order form is available from the State Office or from the website under the Club and Zone Management tab. Please note, **all orders require pre-payment**. Receipts are printed for all orders and sent to the Club.

QUERIES

The office handles all queries, some of which are not really Pony Club related such as hire of ponies, learning to ride etc. People who contact the Office wishing to join a Pony Club are given the phone number of the Club Secretary closest to them. In relation to rules, the information given is taken direct from the Handbook. Anything that the Office staff cannot answer is referred to the relevant Executive member.

MEETINGS

Executive, Zone Chief Instructors and Council meetings are held three times a year - at the end of **March, July and November**. The Annual General Meeting of the Association is held in March each year. Meetings are held at a venue determined by the Council on an annual basis.

All **Notices of Motion** must be sent to the State Office at least 50 clear days prior to the meeting. Notices of Motion for the Council meeting must come from Zones and for the AGM must come from Clubs. Agendas are sent out one month prior to the meetings. Minutes are sent to each Club and Zone after the meeting. It is important to take note of Motions passed as these may affect rules, etc.

INCORPORATION

The Association strongly recommends that all Clubs and Zones become incorporated under the **Associations Incorporations Act**. The Association has prepared an Incorporation Kit that sets out the procedures and includes a copy of the forms required. This is available for purchase through the Association as per the Orders process outlined above.

Incorporation is strongly recommended to protect present and future Office Bearers, as well as members, from any personal liability claims that may arise. It may also become legally mandatory in the future.

Clubs must send in an **Annual Statement** to the Department of Fair Trading each year with payment. Confirmation must be sent to the State Office once the Annual Statement has been sent (a copy of the receipt from Department of Fair Trading is sufficient).

KEITH LOWE ASSOCIATE AWARD

The Pony Club Associate Award (Keith Lowe Award) may be awarded to an Associate Member of a Pony Club affiliated with the Pony Club Association of NSW, who has given practical assistance and outstanding service to his or her Club. The member is required to be at least 17 years and under 25 years of age.

The application form is forwarded in the April Mail out each year. Applications close 30th June. A decision is made by a Committee at the July meetings and successful applicants are notified by mail.

ADMINISTRATION SCHOOLS

The State Association will conduct an Administration School once per year within a Zone as requested. All Zones may apply for such a school. Topics covered include Club and Zone administration, Instructors Schools and Certificates, Incorporation and Insurance, role of Office Bearers, the State Office, State and National Championships, State Camp, Proficiency Certificates, etc. If any Zone is interested in hosting an Administration school please contact the State Office.

Entries and Applications

STATE CHAMPIONSHIPS

Schedules are available on the website for Club Secretaries, Zone Secretaries and Zone Chief Instructors (ZCI) approximately 3 months prior to each Championship. The **closing date is 6 weeks prior to the event**. Schedules include entry forms by age group and details such as events and rules.

State Championships are held at roughly the same times each year. These are:

January	State Camp
April	Sporting and Campdrafting , Dressage
May	Jumping Equitation
July	Showjumping, Polocrosse
October	Mounted Games, One Day Event
December	Show Riding

Entry Process:

The **Club Secretary** is responsible for forwarding entries (including a Championship nomination form, grading card *if required* and payment), to the **Zone** who will then check the standard of the entrant and forward these to the State Office. The Club Secretary must verify that the entrant has attended at least 3 instructional days in the preceding 12 months and is a current financial member.

Zones to then forward entries to State with a two separate **Zone cheques**. One for all entry fees made out to Pony Club Association NSW and a separate cheque for stable and camping fees to be made out to the Host Zone.

Once received by the Association, an Entries Listing is then sent to each **Zone Secretary** and **ZCI** to check for correctness. The Office does not notify each individual competitor of their acceptance, it is the responsibility of the Zone Officials to do this.

NB: All applicants **must be financial** at the time of entry. For events held early in the year such as State Camp, it is recommended that affiliations be sent to the Office in December for these people.

Scratching's

The Office **MUST** be notified of scratching's, **in writing**, by the ZCI as soon as possible. Refunds are only given where a vet certificate or doctor's certificate is supplied and are the responsibility of the host zone. Any change of horse requires a vet certificate, grading card (*for Showjumping and Eventing*) and the approval of the ZCI. Substitute horses must be owned by a member of the rider's Club. Stable/Camping fees are refundable where scratching's are notified no later than 14 days prior to the event and are the responsibility of the host zone. Entry fees will be refunded upon production of a doctors or veterinarian certificate.

INTER-STATE, NATIONAL AND INTERNATIONAL CHAMPIONSHIPS

NSW members may attend **Inter-State Championships** that are held in all disciplines. Entry forms are sent to ZCI and Zone Secretaries.

National Championships for Pony Club are held approximately every two years and are hosted by a different State each time. Information and applications forms are sent out to all Club Secretaries, Zone Secretaries and ZCI's.

The **International Mounted Games** is held every year. The **Inter-Pacific Rally** is held every two years. Information and application forms are sent to all ZCI and Zone Secretaries.

STATE CAMP

The camp is held each year in January for the top 15 riders in the State in the disciplines of Dressage, Showjumping, Eventing and Mounted Games and 10 riders in Horsemanship. This is currently held at the Sydney International Equestrian Centre, Horsley Park with accommodation onsite.

Application forms are sent in August to all Club Secretaries, Zone Secretaries and Zone Chief Instructors (ZCI). Applications close 1 November each year. It is important that full details are provided on the application form in order for the selectors to make an informed decision

REGIONAL SCHOOLS

Regional Schools are for riders of above average ability in their chosen discipline. Each Zone has the opportunity to apply for Regional Schools each year in the disciplines of Dressage, Showjumping, Eventing, Jumping Equitation or Mounted Games.

Regional Schools are organised by the State Coaching Director, currently Jane Frankum. The ZCI is solely responsible for booking a regional school through the State office. A refundable deposit of \$550.00 plus a \$450 rider fee is required at least **fourteen days before** the Regional School. Zones are responsible for collecting fees from riders.

There are two categories of regional schools:

Junior Regional Schools are conducted by the Association's State Coaches. To be eligible, participants must:

- i) be at least 10 years of age,
- ii) have attained their "D Star" Certificate or above,
- iii) be regular Pony Club members and be recommended by their Club Senior Instructor and ZCI.
- iv) Riders must be graded for Showjumping and Eventing.

Senior Regional Schools are conducted by Level III NCAS Coaches in the Olympic disciplines and an approved coach in the non-Olympic disciplines. To be eligible, participants must:

- i) be at least 13 years of age,
- ii) have attained their "C" Certificate,
- iii) be regular Pony Club members and be recommended by their Club Senior Instructor and ZCI, iv) be better than average in the particular discipline, and
- v) come mounted on a horse suitable to receive advanced instruction.

PAID INSTRUCTORS PANEL

If your club would like to use an instructor from the Paid Instructors Panel (PIP) the following procedure must be followed. For Clubs, Zones and Instructors to be covered under the Pony Club Association of NSW insurance policies, instructors must be considered as 'employees'. As an 'employee' tax will be deducted from wages, superannuation payment/s made, workers compensation insurance coverage for the employee and a group certificate will be issued at the end of each financial year.

1. Clubs/Zones contact the PIP member to find out about availability, costs for conducting a school (including GST) and book the Instructor if appropriate.
2. The clubs/zones will contact the State Office to advise of the booking and the costs associated for the school. The club/zone must forward the payment for the PIP member (including GST) to the State Office no later than **fourteen days before** the clinic/school is held. This is to be submitted with the PIP Booking Form, which is available on the website.
3. Immediately after the completion of the school, (or its cancellation if appropriate) the club/zone will contact the state office to advise of the school being held or otherwise.
4. After receiving confirmation of the school being held the Association will issue payment to the PIP member.

CAMPS

The Pony Club Association offers financial assistance to Clubs and Zones conducting camps by paying the travel expenses for one instructor from the Paid Instructors Panel (of the Club/Zones choice) to attend.

The club/zone organizing the camp will be responsible for the following: -

- The coaching fees + GST, this is payable to the State Office at least 14 days prior to the camp
- The coaches' accommodation
- Supply all the coaches' meals
- Organising and booking of the coach directly with the coach
- Organising and booking of travel arrangements directly with the coach

The application form is available from the Pony Club NSW website under the **Club and Zone Management** tab, then **Grants** Menu.

NCAS Coaching Scheme

A new coaching system was implemented in 2009, the National Coaching Accreditation Scheme (NCAS) for Pony Club.

Prospective coaches from the absolute beginner to the more experienced can work through the course at their own pace depending on their level of experience and access to assistance. There are no entry pre-requisites at Preliminary level due to the flexible delivery nature of the course. Any experienced rider or Pony Club parent is likely to have already developed the fundamental knowledge of the sport, riding and horse care through their practical experience at Pony Club.

It is recommended that all candidates entering at Preliminary Level check their knowledge by completing the Preliminary Pony Club Course Worksheets. Parents and riders new to equestrian sport can participate in the first three modules of the course which will provide them with a good grounding in horse care, riding and Pony Club.

The Pony Club qualifications are sequential in nature. It is therefore a pre-requisite that participants have achieved the previous level of accreditation prior to enrolling in the next level:

Accreditation Level	Pre-requisites to commence training
Preliminary PC Coach	<ul style="list-style-type: none">• Knowledge to the standard of the Preliminary Pony Club Course Workbook• Financial member of Pony Club NSW• 18 years of age to qualify, but can commence training at 16 years.
Level 1 PC Coach	<ul style="list-style-type: none">• Financial member of Pony Club NSW• Preliminary Level Pony Club Coach Accreditation• 18 years of age to qualify. Training may commence earlier.
Mounted Games PC Coach	<ul style="list-style-type: none">• Financial member of Pony Club NSW• Preliminary Pony Club Coach Accreditation and completion of Modules 1, 2 and 3 Topics 1-3 excluding jumping & flatwork of Level 1 Pony Club Coach Accreditation• 18 years of age to qualify, but can commence training at 16 years.

How do you become a coach?

- 1) Purchase the workbook and logbook from the State Office - \$25 for the set.
- 2) Complete the books in your own time.
- 3) Contact a Mentor from the Mentor list available from the Pony Club NSW website.
- 4) Arrange to meet your mentor and have them sign off on your competencies in the workbooks
- 5) Once all competencies have been sign off, contact your Zone Chief Instructor to see when the next Coach Assessment day is.

NCAS Train the Coach Schools are conducted by one of the Association's State Coaches. All Zones have the opportunity to have at least one of these schools per year. The ZCI may also conduct similar Schools.

Instructors Schools are organised by the State Coaching Director, currently Jane Frankum. Zones must apply to host such a school which is the sole responsibility of the ZCI.

Schools conducted by the State Coaches are listed on the Pony Club NSW website, www.pcansw.org.au



GRANTS

A number of Grants are available with details available on the website under the **Club and Zone Management** tab, then **Grants** Menu. Grants include: -

- Sport & Recreation Participation Program - NSW Department of Sports and Recreation.
- Sport & Recreation Athletes Development Program - NSW Department of Sports and Recreation.
- Sport & Recreation Facility Grant Program - NSW Department of Sports and Recreation.
- Community Builders - Community Builders NSW Government.
- FaHCSIA Grants - Australian Government.
- Local Sporting Champions Program—Australian Sports Commission.
- PCANSW Camp Assistance Grant - Pony Club Association of NSW
- PCANSW Cross Country Course Grant - Pony Club Associations of NSW

There are a number of private organisations that supply grants including local Councils, Building Societies and Banks.



INSURANCE

Pony Club NSW presently has all its insurances through the broker, Elkington Bishop Molineaux (EBM) Insurance Brokers. Briefly, the policies are as follows:

1. Public Liability - \$20,000,000
2. Professional Indemnity - \$2,000,000
3. Personal Accident - this is to cover for expenses over and above the normal medical insurance and in the case of employed persons, a sum towards loss of wages. There is a list of injuries for which specific sums are paid.

Insurance claim forms are available from the Office. All claims are filed through the Office - therefore any correspondence comes through the Office and is recorded. All queries are answered either directly or upon referral with EBM. If possible no Club is to deal direct with EBM so that the Association is familiar with the advice being given to member.

Certificates of Currency cannot be issued until the Club is financial for that year, i.e. some affiliations must have been sent in.

Certificates of Currency for Public Liability are forwarded by the State Office upon request provided clubs are financial.

Online Services

MyClub is a complete online membership management system for clubs. This facility can be used for affiliations. It allows you to enter affiliations online, as they occur, and then the Club will be issued an invoice on the 1st working day of each month for members made financial in the prior month. Clubs are required to submit payment and risk warning forms for each person listed on the invoice within seven (7) days of the date on the invoice. Access to MyClub is limited to one per club. To gain access you must complete the MyClub Application form available on the website under the **Club and Zone Management** tab, then **Forms** Menu. A user ID and password is then issued.

MyClub Advantages:

- Makes it easier for you to keep records
- Gives you greater time to send in affiliation monies
- Is a lot less hassle then continually sending in affiliations to the Office.

MyClub also provides the club with a series of tools that makes the job of Secretary much easier. These tools include:

- The ability to send an email (HTML format or text) to all members
- Download a list of the club members to excel for a mail merge.
- Update which members have paid state affiliations
- Export a list of other clubs within their sport for promotional mail outs of events that the club is hosting

MyWebsite offers websites for affiliated clubs and Zones. The site is more than just 'space on a server' but includes tools to enable even moderately technical users to create websites that are easy to maintain, and easy to use.

While many clubs and Zones have setup websites, quite often they fall into 'disrepair' after the initial enthusiasm disappears, or the person with the technical skills, hardware and software decides to move on, leaving a static site and dwindling readers. MyWebsite requires no specialist hardware or software as all the management software resides on the webserver. There is an online editor (it has a passing resemblance to Microsoft Word), an image library, calendar and a series of pre-set templates that can be used. The only requirement is that for editing, it is **strongly** recommended to use a Windows PC with Internet Explorer version 5.5 or later.

MyWebsite is available to all Affiliated Clubs and Zones for a small fee each year. This service is not available for organisations that wish to just use space on the webserver for the hosting of an existing website.

Access to MyWebsite is limited to one per club. To set up your website you must complete the MyWebsite Application form available on the website under the **Club and Zone Management** tab, then **Forms** Menu. A user ID and password is then issued. Please note that a fee of \$20 per year applies for this service.

Important points to remember about affiliations

- Print clearly
- Include all address details including postcode
- Fill in date of birth for all members including seniors as required for insurance purposes
- Indicate whether male or female
- Check the affiliation fees if you are unsure
- Check your totals before writing the cheque
- Ensure that you are sending mail to the correct address:
PO BOX 2085 Wollongong 2500
- Make sure you have enclosed all risk warning and privacy forms

Communication in Pony Club

Channels of communication are from:

Member → Club → Zone → State

The Office is happy to answer any administrative questions of Club officials however, questions of an **instructional nature** should be referred to the ZCI who should then contact the office if they cannot answer the question. Any grievances within Clubs must be sorted out at Club or Zone level, **the Office will NOT** become involved in individual differences. Individual members should always contact their club in the first instance with any queries or refer to the website.

NEWSLETTER

The state compiled newsletter is distributed electronically to members on a quarterly basis; **March, June, September and December**. The newsletter features; latest news, notice and reminders, state championship reports, horse nutrition and health articles, coaches corner, careers in equine, member competitions and much more. It is also available on the website under the **Publications** tab.

It is the Clubs responsibility to ensure that the Association has all members email addresses. Email lists should be forwarded to marketing@pcansw.org.au.

A bi-monthly e-newsletter, known as **Pon E News**, is also produced to coincide with the mail out providing a quick update on the latest news in Pony Club.

MAIL-OUTS

Packages are distributed to; Club and Zone Secretaries, ZCI's and Zone Councilors on a bi-monthly basis; **February, April, June, August, October and December**. The February and April mail outs are also sent to Club Corporate members as they contain information regarding the AGM.

Information contained includes; state meeting agendas and minutes, state championship entry forms, clinic/ specialist school booking forms, award nomination forms and more.

It is extremely **important that this information is not overlooked and that it is distributed to members**. The Office often receives complaints from members that they did not know that a particular competition or school was being held. Whilst we endeavor to include all information in the newsletter, or website, matters often arise between that can only be distributed through these Mail Outs.

A cover page listing the mail out contents is included, please check this and contact the Office if anything has been mistakenly omitted. The cover page is also included on the website under the **Publications** tab.

Often companies sponsor Pony Club to insert a flyer into a mail out, so from time to time you may see information about horse feed, ribbons, etc. Please support the businesses that support us.

PCA WEBSITE – www.pcansw.org.au

The State Association **Website** is regularly updated with news items, notices, reminders, etc. On the website you can find:

- Club and Zone Contacts
- Calendar of Events
- Coaching Resources; NCAS, Mentors List, Schools
- Paid Instructors Panel List and Booking Form
- Club and Zone Management Resources on Running Your Club
- Forms
- Merchandise
- Insurance
- State Championship Schedules
- State Championship Results
- Policies
- PCANSW Handbook
- Code of Conduct
- Fact Sheets
- Meeting Agendas and Minutes
- State Newsletter
- Classifieds
- And Much, Much More

The first place to look when you need any forms should be the website, if its not there let the Office know. The website is being continually updated, suggestions from clubs and zones are always appreciated.

HEAD TO THE WEBSITE FOR INFORMATION ON POLICIES, PROCEDURES, LATEST NEWS, CHAMPIONSHIPS, MEMBER COMPETITIONS, MEMBER AWARDS AND MORE.

Frequently Asked Questions

Who can join Pony Club and what are the different types of Memberships?

Membership is open to anyone who is not considered a 'professional' under the Association rules.

- **Junior** members are under 17 years,
- **Associate** members are 17 and under 25 years and
- **Senior** members are over 25 years of age. (please note that all members are now required to supply Date of birth information).

Only Junior and Associate members are allowed to compete or receive instruction.

How old do I have to be?

Insurance covers members from the age of 2 however each club sets its own minimum age depending on the resources available. Only members under the age of 25 have the opportunity to receive riding instruction and participate in competitions.

Do I have to own a horse?

Ownership of a horse or pony is not required for membership, but arrangements for obtaining a suitable mount must be made on an individual basis. Stallions and rigs are unsuitable mounts for Pony Club activities.

What if I don't have a pony, what if I have a horse?

It doesn't matter, so long as the mount is suitable according to Pony Club policy. The word "pony" in Pony Club comes from the British Pony Club and was originally used to refer to the size of the rider, not to the size of the horse

What should the rider wear?

Safety is paramount in Pony Club therefore each member is required to wear the following at all times, whilst mounted:

- Well fitting approved helmet AS/NZS 3838, ASTM F1163 or EN 1384 standard accreditation , designed for equestrian use.
- Smooth soled elastic sided riding boots

Please check for any rule changes when advising rider's of which boots/gaiters/long boots they can wear.

What do I do if the Club's affiliation or risk warning booklet has run out?

Complete a copy of the Merchandise Order Form and submit it to the State office. A new booklet will be supplied to you free of charge.

What if the club wants to conduct a trail ride or other event off the club grounds?

The club must pass a motion at the Club Meeting that such an event is to be an authorised Pony Club activity. Written notification must be submitted to the State Office that this event is to occur including the event date, venue/proposed route of trail ride and approximate number of attendees. The State Office will keep this on file in case of an insurance claim. This process needs only to be completed if the activity is going off the club's grounds.

What if a member asks for the rules of a certain competition?

Refer them to the Handbook, which is available for purchase or accessible online. The handbook outlines the rules for all events at held at Pony Club. Your club should also maintain an up to date copy of the handbook on file.

Frequently Asked Questions

Last year I could access MyClub or MyWebsite but this year I can't, what's happened?

All clubs access to MyClub and MyWebsite expires on the 31st of January each year. You need to complete an application form each year and send it to the State Office.

Our Club is incorporated, what must we do each year?

It is a requirement of Incorporation that immediately following the AGM the Secretary must send their Annual return to the Department of Fair Trading along with payment. For more information go to www.fairtrading.nsw.gov.au or call 133 220.

We just had our AGM but our Committee hasn't changed. Do I still need to send in an Office Bearers form?

Yes. It is of vital importance that as soon as a Clubs' Annual General Meeting is held the Office is notified of the Office Bearers for the year, even if there is no change. This allows the Office to keep accurate records and to send information to the correct people. The office bearer forms for Clubs and Zones are available on the website.

We want to give new members the best start in Pony Club by giving the most helpful information possible. Is there a template we can use?

Yes. Pony Club NSW has created a document for Clubs to use as a template for an information kit they can give to new members to provide them with essential information and to welcome them to Pony Club.

The template is available on the website under the **Club & Zone Management** tab, then the **Pony Club Management Resource** menu.

The owner of the property where our Pony Club meets wants their name on the Insurance Certificate. Are they covered even if they are not specifically listed? How do we get a certificate of Insurance with their name on it?

All Land owners are covered on the Insurance Policy. If you specifically need a name listed, please contact the State Office via written request and we will organise this with the Insurance Brokers. Please allow a 2 week turnaround for this to be obtained.

GENERAL PROBLEMS ENCOUNTERED WITH ADMINISTRATION

Common mistakes clubs/zones should avoid:

- Members ringing the office direct and not going through the correct channels of communication
- Secretaries sending incorrect money with their affiliations
- Club and Zone Secretaries not distributing information to their members
- Club and Zone Secretaries not processing transfer forms
- Members not being financial for Championships, Sydney Royal etc.
- Mail being sent to the old office address
- Officials requesting orders to be sent without pre-payment
- A different name being used on the affiliation form to that on championship entry forms or Instructors applications, e.g. Robert and Bob, Patricia and Trish, William and Bill
- Clubs not sending in Office Bearers forms when their AGM is held. These must be sent in even if there is no change to the Club Executive
- Members, or Office Bearers, changing address and not notifying the State Office. As such, mail outs or the newsletter are sent to the wrong address and the Office receives complaints that it was not received
- Risk Warning & Privacy forms not being sent with affiliations

Make new friends,
learn new skills and
most importantly of all
have fun in Pony Club! !



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