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 Australia

FREE ADMINISTRATION WORKSHOP

Sunday 18th April 2021
HOST ZONE 14

The purpose of these workshops is to assist Club and Zone officials and instructors (or anyone who wishes to become one) in the administration of their respective organisations and their dealings with each other and the Association office. Any person may attend who is involved with Pony Club as a member or volunteer.

Topics include: Omnisport database training, Risk Management, Work Health & Safety, Instructors Schools, Regional Schools, NCAS Pony Club Program, Duties of the Club Senior Instructor and Zone Chief Instructor, Responsibilities of Instructors, Role of the Secretary, President and Treasurer, the State Office (affiliations, orders, transfers, meetings etc), Insurance and Incorporation, State Camp, National Championships, State Championships, Writing Grants, Conflict and Dispute Resolution, Working with Children Check obligations, Risk Management and an open forum for discussion and questions. **All Zone 14, Clubs are to send at least two members to attend**.

VENUE: **The Bodalla Hotel**
73-77 Princes Hwy
Bodalla NSW 2545

TIME: **8.45 am for a 9.00am start**

COST: **$25pp for catering including morning tea and lunch.**

Please return the form below to the Association Office before 9th April 2021

✂----------

The following persons will be attending the Administration School to be held at The Bodalla Motel, 73-77 Princess Hwy, Bodalla 2545, 18th April 2021 (please attach separate page if needed):

NAME **CLUB** **ZONE**

_____

_____

_____

_____

_____

_____

_____