



The Pony Club Association of N.S.W.

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FREE ADMINISTRATION WORKSHOP

Sunday 14th March 2021

HOST ZONE 3

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 3, Clubs are to send at least two members to attend.**

VENUE: The Ambassador Motel

174 Bathurst Road

Orange NSW 2800

TIME: 8.45 am for a 9.00am start

COST: Catering provided (small charge for non-Zone 3 attendees)

Please return the form below to the Association Office before 5th March 2021



The following persons will be attending the Administration School to be held at The Ambassador Motel, 174 Bathurst Road, Orange 2800 on 14th March 2021 (please attach separate page if needed):

NAME

CLUB

ZONE
