

December 2021

PACKAGE FOR EACH OFFICER SHOULD BE AS FOLLOWS:

CLUB SECRETARIES AND ZONE SECRETARIES

- Minutes of the November Council Meeting
- Presidents Report
- Profit & Loss and Balance Sheet to October 2021
- Nomination form for Executive Committee positions for 2022 for March 2022 meeting
- Open Day 2022
- Free Administration Workshop booking form for 2022
- MyPonyClub application form – current access lapses 31st January 2022

ZONE CHIEF INSTRUCTORS

Same as Club Secretaries with inclusion of the following

- Minutes of November ZCI Meeting
- Chairman of Chief Instructors report

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.



NOTICE FOR SECRETARIES
CLOSURE OF OFFICE OVER CHRISTMAS BREAK

The State Office will be closed with our last day 21st December 2021 and returning 4th January 2022. The State Executive and staff at the State Office would like to wish everyone a happy Christmas and we look forward to another busy year ahead in 2022.

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 of January 2022.**

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 2022 renewals to be processed.

Each club may have five 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 2022 for renewals to be processed, contact the office for support with this process.

REMINDERS FOR SECRETARIES

FEES FOR 2022

Riding Membership - \$80.00 (inclusive of PCA fee) per rider

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

Come & Try Membership - \$30 per person deducted from full fee if the person becomes a full member.

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

State Championship entry fees - \$40 per rider fee, First Aid fee \$15 per rider for all Championships, administration, stable and camping fees will apply for each championship and will be included in the schedule.

State Camp - \$250 per rider

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

2022 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.

2022 STATE MEETINGS, CAMP AND CHAMPIONSHIPS DATES

State Camp	9-14 th January 2022
Tetrathlon and Formal Gymkhana Championship	4-6 March 2022
ZCI, AGM and Council Meetings	28-29 March 2022
Sporting, Campdraft, Team Penning Championships	9-11 April 2022
RAS Pony Club Day	19 April 2022
One Day Event & Combined Training Championships	30 April – 1 May 2022
Jumping Equitation Championship	21-22 May 2022
Showjumping Championship	9-10 July 2022
ZCI and Council Meetings	25-26 July 2022
Mounted Games and Team Sporting Championships	24-25 September 2022
Showriding Championships	22-23 October 2022
ZCI and Council Meetings	28-29 November 2022

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

FROM THE NOVEMBER COUNCIL MEETING

C41/21 That Pony Club NSW offers two instructors' schemes:

- 1. The current PCA NCAS scheme (implemented from 2021); and,**
- 2. A revised Pony Club NSW Instructors Scheme, to be developed and adopted upon completion.**

The existing coaches under the PCA NSW Old System and NSW Introductory certificate holders will automatically transfer over to the equivalent level in the revised Pony Club NSW Instructors Scheme.

For - 25 Against- 4 Invalid Votes - 2 (Carried)

1. APPLICATIONS to host State Championships

- Zone 2 – State One Day Event and Combined Training Championship 30 April-1 May 2022 - Approved
- Zone 7 – State Tetrathlon and Formal Gymkhana 4th – 6th March 2022 - Approved
- Zone 13 – State Showriding Championships 22nd – 23rd October - Approved
- Zone 16 – State Mounted Games and Team Sporting 24-25 September 2022 - Approved

C42/21 Motion 1

Zone 2 – Section 8.

Current Rule

Timepieces are permitted to be worn by rider's C grade and upwards.

Amend To

Timepieces are permitted to be worn by all graded riders.

Rationale

Zone 2 and Harden Pony Club run several One Day Events each year and this year hosted the Pony Club NSW State ODE.

One of the observations of the State ODE TD James Leva was that 'several riders in lower grades rode way too fast,' teaching riders about speed was recommended, it was also recommend that 'allowing riders to wear watches as per open eventing' could help prevent this excessive speed.

Use of the watch will help teach riders what the correct and safe speeds are and how they are best ridden.

Watches are allowed in all grades in open eventing & interschools, and this change will bring Pony Club into line with these organisations again helping riders with consistency and safety.

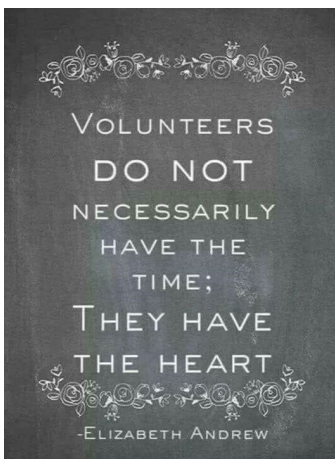
Zone 2 and Harden Pony Club supports and proposes this change as we regularly have the same issues of riders in younger grades riding too fast and this is a way to help educate them

to reduce their speed. Riding too fast not only presents a danger to the fast rider but to other riders on course and we feel this will help increase overall safety in the cross-country phase of our event and all similar events at Pony Club NSW.

The council approved this motion through consensus.

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 2022

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 2022 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 2022 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.

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 2022.

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

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 è Club è Zone è 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.

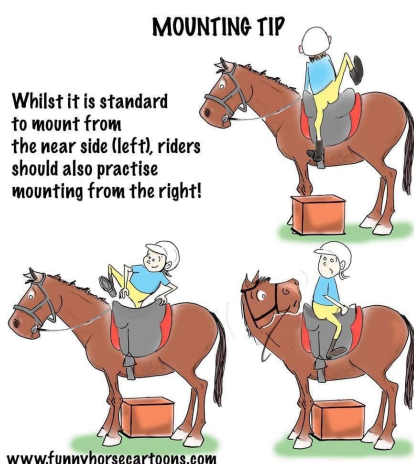
To help Clubs and Zones ensure their compliance under the changes to the Act Pony Club Association NSW is offering FREE Administration Workshops to Zones – please see your Zone to organise an Administration Workshop.

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 **2022** 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.

2022/23 PARTNERSHIP & ADVERTISING OPPORTUNITIES

Pony Club NSW seeks to nurture existing partnerships and form new and exciting relationships. Our 2022/23 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 2022 are requested to notify the Marketing Coordinator by email marketing@pcansw.org.au. Please visit our website under the Management/Grants & Marketing tab for more information.

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.

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.





The Pony Club Association Of N.S.W.

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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.