

June 2020

**PACKAGE FOR EACH OFFICER SHOULD BE AS FOLLOWS:**

**CLUB SECRETARIES AND ZONE SECRETARIES**

- Agenda for July Council Meeting
- EOI to attend the Zoom information session prior to meeting survey release
- 2019 Annual Report

**ZONE CHIEF INSTRUCTORS**

Same as Club Secretaries with inclusion of the following

- Agenda for the July ZCI Meeting
- 2019 Annual Report

**ZONE COUNCILLORS**

- 2019 Annual Report
- Agenda for July Council Meeting
- Draft Whistleblower Policy

**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 2020**.

We encourage clubs to sign up and ensure that all members have a current email address attached to their membership. Clubs can also update rider certificates and other information via the online database.

Members are encouraged to keep their contact details current and to add or update horses owned etc. so that they are available for clubs, zones and ultimately state championships event management.

**REMINDERS FOR SECRETARIES**

**FEES FOR 2020**

**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.

ALL MEMBERS ARE REQUIRED TO COMPLETE A RISK WARNING FORM AT THE TIME OF JOINING OR RENEWING THEIR MEMBERSHIP EACH YEAR (copy to be sent to the state office with payments or can be completed when members renew directly online). All members over the age of 18 must also complete a Child Protection form details in this mail out. The completed forms are to be held by the club in a safe and secure place.

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

## RESUMPTION OF SPORT

Phase 2 (Level B AIS) restrictions commenced on Saturday 13<sup>th</sup> June 2020 allowing groups of 20 for club rally/training days, full details, sample risk assessments, Covid Safety Plans and Coronavirus Self-declaration forms can be found on our website <https://www.pcansw.org.au/management/risk-management> to help clubs. Phase 3 (Level C AIS) will commence on the 1<sup>st</sup> July 2020 in this phase clubs and zones may return to full competition and the 'New Normal' pony club activities.

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 these issues in their workplace. Clubs and Zone need to appoint Covid Safety Coordinators, this position is not instructional so it is a good role to offer to non-instructor parents.

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.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 2020

Are you a new Club or Zone Secretary or another Office Bearer? Are you unsure about meeting procedures, codes of conduct or just where to find information? Zones are reminded that members of the State Executive are available for Administration Schools.

These schools to be hosted by your Zone and are booked via the office. They can cover a range of issues to help Clubs/Zones including – affiliations, 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](mailto:admin@pcansw.org.au) for further details.

## **INCORPORATION**

All Clubs and Zones are reminded that if they are incorporated, they 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](http://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 2020 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). over 157 clubs have registered as Active Kids' providers to date which is a great response to the initiative.

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 1<sup>st</sup> January 2020.

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](mailto: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 2020. Entries for the competition will close on the 15<sup>th</sup> of each month. To enter, visit the Competitions page on the Pony Club NSW website and email your answers to [marketing@pcansw.org.au](mailto: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](http://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 a number of 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)



AND ALWAYS CHECK THE GIRTH BEFORE YOU MOVE OFF

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 1<sup>st</sup> February 2017. The impact on Pony Club should be minimal as we were already using the Guide which was in effect prior to 1<sup>st</sup> 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. Don't forget to submit your yearly Safety Checklist as well as completing induction forms and horse and riders' assessments for new horses, all these forms can be found on our website under the Risk Management tab.*

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](http://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](http://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 **2020** 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](mailto: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](mailto:marketing@pcansw.org.au) with a number of high resolution photos for the chance to be featured.

## **2020/21 PARTNERSHIP & ADVERTISING OPPORTUNITIES**

Pony Club NSW seeks to nurture existing partnerships and form new and exciting relationships. Our 2020/21 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 2020 are requested to notify the Marketing Coordinator Rachel Ratini by email [marketing@pcansw.org.au](mailto: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 of 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.

#### **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 of 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.

#### **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.