The Pony Club Association of N.S.W.

7/25 Victoria Street, Wollongong NSW 2500
Phone: (02) 42298977 Fax: (02)42298966 Email: admin@pcansw.org.au
Correspondence to: PO Box 2085 Wollongong NSW 2500 Australia

FREE ADMINISTRATION WORKSHOP

Sunday 17th January 2021
HOST ZONE 25

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 Clubs are to send at least one member to attend**.

VENUE: **Maitland City Bowling Club**
14 Arthur Street
Rutherford NSW 2320

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

COST: **Catering available for purchase**

Please return the form below to the Association Office before 11th January 2021

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The following persons will be attending the Administration School to be held at the Maitland City Bowling Club, Sunday 17th January 2021 (please attach separate page if needed):

NAME **CLUB** **ZONE**

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