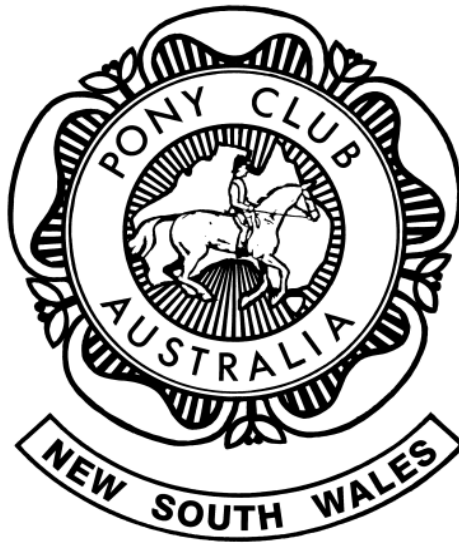


## PONY CLUB MANAGEMENT HANDBOOK

A resource for Clubs and Zones affiliated with Pony Club NSW



Updated January 2015

The Pony Club Association of New South Wales Inc

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*Please note that information was correct at time of printing. Information may be subject to change over the years. Updates to this resource will be provided when required.*

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Copies of most forms can be found on the Associations website under the Club and Zone Management tab or by contacting the State Office at [admin@pcansw.org.au](mailto:admin@pcansw.org.au).



# ***The Pony Club Association Of New South Wales***

## **CLUB MANAGEMENT TOOLS:**

- 1. Position Descriptions**
- 2. Meetings**
- 3. Organisational Tools**
- 4. Risk Management**
- 5. Safety Officer Check List**



# ***The Pony Club Association Of New South Wales***

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## **POSITION DESCRIPTIONS**

### **CLUB LEVEL:**

Please note that all volunteers whether at Club, Zone or State Level must complete Working with Children Declarations and conform to the Child Protection (Working with Children) Act 2012 for full details on the Act and relevant forms please see [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au).

**These descriptions are a tool for clubs to use and are not limited to what is listed here.**

#### ***Club President***

- Preside at all General and Committee Meetings of the Club and preserve order thereat so that the business may be conducted in conformity with normal rules governing meetings;
- Sign all documents which require his signature as official head of the Club and sign all minutes of meetings of the Club after the same are duly confirmed;
- Convene or instruct the Secretary to convene all meetings of the Club or its committee;
- Liaise with community leaders and others with the aim of fostering the aims and objectives of the Club.
- Complete a Working with Children Member Protection Declaration and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers. In the event that there is no Horse Welfare or Safety Officer the president becomes holds these positions by default

#### ***Club Vice-President***

- Assist the President in the execution of his duty and in the leadership of the Club and on behalf of the President, carry out any duties which are assigned to him from time to time;
- Act as President in the absence of that officer and execute his duties and functions on the occasion of his absence.
- Complete a Working with Children Member Protection Declaration or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

#### ***Club Secretary***

- Record and promptly deal with all signed correspondence and submit the same to the committee;
- Keep minutes of meetings of the club and of the committee;
- Give all necessary notice of meetings;
- Keep an accurate list of all club members including birth dates of all members including junior and associate members;
- Prepare affiliation returns for submission to the pony club association secretary (with copies to the zone secretary) together with appropriate remittance to cover affiliation and applicable

insurance premiums at such times as may be prescribed from time to time by the executive of the association and notified to clubs;

- Prepare an annual report for submission to the annual general meeting of the club;
- Carry out such other duties as the committee or a general meeting shall direct;
- Within seven (7) days of the club annual general meeting advise the association secretary and the zone secretary of the names, addresses and telephone and facsimile numbers (if applicable) of all office bearers;
- Notify the association secretary within seven (7) days of any alteration in office bearers for the club;
- Advise members of the availability of merchandise and technical data from the Association and arrange for available supplies for Club members.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

#### ***Club Treasurer***

- Keep a correct account of all moneys received and expended;
- Under no consideration pay, lend or otherwise appropriate any of the funds of the club to any person, purpose or cause whatsoever save when, authorised by a general meeting of the club or the committee;
- After authorisation of payments by a general meeting of the committee sign all cheques drawn on the club's bank account and arrange for the same to be countersigned by the president or secretary;
- Receive all moneys on behalf of the club and as soon as possible after receipt, deposit such moneys to the credit of the club's bank account and have charge of the bank records of the club;
- Present the committee at each meeting with a statement of the club's finances and of the receipts and disbursements since the previous meeting, and accompanied by a current bank statement;
- Present to the Annual General Meeting in each year an Audited Balance Sheet and a Statement of Accounts showing moneys received and expended by the Club during the year.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

#### ***Club Senior Instructor– note this is not an elected position at the AGM***

##### ***The senior instructor is elected by the club instructors***

- To oversee instruction within the club;
- To ensure that there is an instructor or in the event of no instructor being available a responsible club official in charge at all club fixtures;
- To ensure that proficiency certificate study and examinations are held;
- To see that proficiency and instruction certificates are recorded;
- To see that grading records are maintained;
- To prepare programs and rosters for Club Instructors' duties.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration

- number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

***Club Captain – note this is not an elected position at the AGM***

- Clubs may appoint a Club captain who may act as Secretary/co-ordinator for the Instructors in organizing rallies and any other duties as allocated by the Senior Instructor or as decided at committee / Instructors' meetings.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,

***Club Delegate – elected at AGM from the club executive***

- Represents the Club on the Zone Committee,
- Eligible to hold a Zone Executive position,
- Votes on matters at Zone meetings according to their Club's wishes.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011,

***Club Corporate Member***

- Represents the Club at the State Annual General Meeting,
- Votes on matters at the State Annual General Meetings according to their Club's wishes.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011,

***Publicity Officer– note this is not an elected position at the AGM***

- Communicate all major club operations and performances to local media as required,
- Produces club newsletter,
- Maintains club website.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

***Club Safety Officer– note this is not an elected position at the AGM***

- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers,
- Undertake regular safety audits of the pony club grounds and facilities,
- Maintain documentation on safety audits conducted of the pony club grounds and facilities
- Be the first point of contact between local councils/land owners in regard to issues/hazards to be actioned/rectified or managed.
- Report any issues/hazards to be actioned/rectified to the club executive,
- Be the first point of contact for members to report to in regard to accidents/incidents.

- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

Clubs may choose to incorporate this roll with another office bearer's position i.e. as part of the Vice Presidents duties.

***Club Member Protection Information Officer (MPIO) – note this is not an elected position at the AGM***

- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers,
- Provide clear direction on the appropriate manner for members to contact club, zone and state via the associations guidelines,
- Have a sound knowledge the associations constitution and regulations;
- Be the first point of contact for members who want information on the associations rules and regulations,
- Provide support to member when dealing with regulations and complaints handling processes.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

Clubs may choose to incorporate this roll with another office bearer's position i.e. as part of the Vice Presidents duties.

***Canteen Coordinator– note this is not an elected position at the AGM***

- Controls stock and staff associated with the canteen,
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

***Club Volunteers***

- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers,
- Sign the club volunteer register ( unless a club member) and complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club before completing any tasks,
- Follow instructions provided by the club executive or supervisor,
- Follow the Pony Club Association NSW constitution, by-laws and policies at all times,
- Never place yourself or others in danger, be responsible for your own actions,
- Report any incidents/accidents to the Club Safety Officer immediately,
- Always use appropriate safety gear.

## **ZONE LEVEL**

### **Zone President**

- Preside at all General and Committee Meetings of the Zone and preserve order thereat so that the business may be conducted in conformity with normal rules governing meetings;
- Sign all documents which require his signature as official head of the Zone and sign all minutes of meetings of the Zone after the same are duly confirmed;
- Convene or instruct the Secretary to convene all meetings of the Zone or its committee;
- Liaise with community leaders and others with the aim of fostering the aims and objectives of the Zone.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

### **Zone Secretary**

- Record and promptly deal with all signed correspondence and submit the same to the committee;
- The Zone Secretary shall keep accurate records of all proceedings at Zone Meetings,
- Maintain the Register of members,
- Disseminate information received to Clubs in the Zone,
- Record grading's, qualifications or whatever is required to facilitate the organisation of the Zone and co-ordinate Clubs to forward affiliation fees to the Association without delay and prior to stipulated dates.
- The Zone Secretary shall, within seven (7) days after the Zone Annual General Meeting advise the Association Secretary of the names, addresses and telephone numbers applicable) of the Zone Office Bearers and all Club Secretaries within the Zone. Where changes occur in any Office during the year the Zone Secretary must advise the State Office of any such change within seven (7) days of it occurring.
- The Zone Secretary shall liaise with other Zone Secretaries in his appropriate area for the purpose of organisation of Royal Agricultural Show showjumping teams.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

### **Zone Treasurer**

- The Treasurer shall maintain a full and accurate account of the financial situation of the Zone and must make this available at all meetings. He shall present an audited balance sheet and statement of receipts and expenditure at the Annual General Meeting.
- All moneys shall be deposited to the Zone's bank account as soon as practicable following receipt.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.



### **Zone Chief Instructor**

- Oversee and ratify all instructional policy within the zone;
- Conduct instructional schools and coordinate NCAS mentors, NCAS Instructors Schools & Assessments;
- Recommend to the association the appointment of club examiners;
- Examine for K and B certificates within the zone;
- Conduct preliminary examinations for a certificates;
- Ensure that examinations for D, D gold star and C star certificates are conducted;
- Sign all certificates issued in his/her zone with the exception of H and A certificates (all certificates are counter-signed by the examiner.);
- Ensure that certificates gained at each club in his/her zone are recorded;
- Represent his/her zone at chief instructors' committee meetings;
- Check applications for State Championships and State Camp.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

### **Zone Councillor**

Councillors are elected from the Zone Committee to represent the Zone at Council Meetings.

- Councillors assume office at the first Council Meeting following the Zone Annual General Meeting.
- Councillors vote on matters at Council meetings according to their zones wishes.
- A substitute Councillor may, on production of written authority from the Zone Secretary, President or absent Councillors of the Zone, handed to the Chairman of the Council Meeting prior to the commencement, substitute for an absent Zone Councillor and shall assume for such Meeting all rights, privileges and duties vested in the Councillor for whom he is a substitute.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

### **Zone Safety Officer**

- Attend Zone events and act as the Safety Officer on duty to ensure that all safety duties are being complied with by the Host Zone.
- Ensure that a safety audit and/or risk assessment has been conducted.
- Ensure that there is a Horse Welfare Officer and First Aid on hand and briefed.
- Ensure that a Safety Briefing is conducted.

### ***If Zone has their own grounds***

- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers,
- Undertake regular safety audits of the pony club grounds and facilities within the zone,
- Maintain documentation on safety audits conducted of the pony club grounds and facilities within the zone.
- Be the first point of contact between local councils/land owners in regard to issues/hazards to be actioned/rectified or managed.
- Report any issues/hazards to be actioned/rectified to the zone executive,

- Be the first point of contact for clubs to report to in regard to accidents/incidents.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

Zones may choose to incorporate this roll with another office bearer's position i.e. as part of the President/Vice Presidents or other delegate's official duties.

### ***Zone Member Protection Information Officer (MPIO)***

- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers,
- Has completed and passed the online MPIO course through Play by the Rules and attending a face to face workshop.
- Provide clear direction on the appropriate manner for members to contact club, zone and state via the associations guidelines,
- Have a sound knowledge the associations constitution and regulations;
- Be the first point of contact for members who want information on the associations rules and regulations,
- Provide support to member when dealing with regulations and complaints handling processes.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,
- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.

Zones may choose to incorporate this roll with another office bearer's position i.e. as part of the Vice Presidents duties.

### ***Zone Volunteers***

- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers,
- Sign the club volunteer register and complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club before completing any tasks,
- Follow instructions provided by the club executive or supervisor,
- Follow the Pony Club Association NSW constitution, by-laws and policies at all times,
- Never place yourself or others in danger, be responsible for your own actions,
- Report any incidents/accidents to the Zone Safety Officer immediately,
- Always use appropriate safety gear.

### ***CLUB AND ZONE:***

### ***Committee Role and Responsibility***

The committee has a responsibility to manage the organisation on behalf of the members.

The committee should:

- Be aware of the changes to the Work Health & Safety Act 2011 and the impact on workers/volunteers.
- Conduct both short and long-term planning of activities so that the aims and objectives of the organisation are fulfilled,
- Develop bi-laws to ensure the effective running of the club,

- Provide information to all members on where to obtain information on the Associations and Club/Zone Policies and Procedures,
- Conduct inductions for all new members and keep the paperwork in a safe place.
- Provide all members with contact details for Club/Zone Member Protection Information Officers (MPIO) and Safety Officers,
- Plan and implement activities and calendar of event to ensure that all members have a chance to experience a diverse range of pony club activities,
- Obtain resources and ensure that all financial and legal matters are properly managed
- Represent the recommendations of members,
- Regularly communicate with, and provide information to members about the running of the organisation,
- Make recommendation in regard to motions to council to improve the pony club experience for their members,
- Provide detailed written records to a newly elected committee to facilitate transition into their roles,
- Ensure that all members of the committee act as leadership role models,
- Committee members should act in good faith and in the interests of the organisation and its members,
- Committee members should divide the workload of the committee to ensure the smooth running of the committee.
- Maintain volunteers register at all events including ensuring all Working with Children Check forms have been completed,
- Ensure that copies of all club or zone by-laws, policies and procedures are available at all times to all members.
- Complete a Working with Children Member Protection Declaration if you are over 18 years of age and working with children and/or register online for a Working With Children Registration number and provide this to your club secretary each year,

## **EXAMPLES OF MEMORANDUM OF UNDERSTANDING'S**

### **President/Chairperson**

The President is the principle leader of the \_\_\_\_\_ Pony Club and has overall responsibility for the \_\_\_\_\_ Pony Club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

#### **Responsible To:**

The President is elected by the \_\_\_\_\_ Pony Club members and is responsible for representing the views of the \_\_\_\_\_ Pony Club members.

#### **Responsibilities and Duties:**

The President/Chairperson should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the Club at local, regional, state and national levels
- Act as a facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

#### **Knowledge and Skills Required:**

The President/Chairperson is someone who:

- Can communicate effectively
- Is well informed of all Club activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all Club members

#### **Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required as the President/Chairperson of \_\_\_\_\_ Pony Club is \_\_\_\_\_ hours per week.

*(The time commitment required as the President/Chairperson of a Club varies greatly from Club to Club. Smaller Clubs may require a President to spend only ½ hour – 1 hour per week, while larger Clubs may require 2 – 3 hours per week on Presidential duties.)*

The President is appointed for a \_\_\_\_\_ term.

## Secretary

The Secretary is the chief administration officer of the \_\_\_\_\_ Pony Club. This person provides the coordinating link between members, the management committee and outside agencies.

### Responsible To

The secretary is directly responsible to the President of \_\_\_\_\_ Pony Club and the members of \_\_\_\_\_ Pony Club.

### Responsibilities and Duties

The Secretary should:

- Prepare the agenda for Club meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for Club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the Club/group AGM
- Take the minutes of meetings
- Write up and distribute the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of your Club liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter riders in competitions; communicate information between Association and Club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the Club committee.

### Knowledge and Skills Required

The Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution

### Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Secretary of \_\_\_\_\_ Pony Club is \_\_\_\_\_ hours per week.

*The time commitment required as the Secretary of a Club/group varies greatly from Club to Club. Smaller Clubs may require a Secretary to spend only ½ hour – 1 hour per week, while larger Clubs may require 2 – 3 hours per week on Secretarial duties.*

The Secretary is appointed for a \_\_\_\_\_ period.

## **Treasurer**

The Treasurer is the chief financial management officer for the \_\_\_\_\_ Pony Club.

### **Responsible To**

The Treasurer is directly responsible to the President of \_\_\_\_\_ Pony Club and members of \_\_\_\_\_ Pony Club.

### **Responsibilities and Duties**

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the Club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills
- Prepare GST and other tax returns (if necessary)
- Identify fundraising opportunities ie government grants, sponsorship

### **Knowledge and Skills Required**

The Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit

### **Estimated Time Commitment Required**

The estimated time commitment required as the Treasurer of \_\_\_\_\_ Pony Club is \_\_\_\_\_ hours per week.

*The time commitment required as the Treasurer of a Club/group varies greatly from Club/group to Club/group. Smaller Clubs may require a Treasurer to spend only ½ hour – 1 hour per week, while larger Clubs may require 2 – 3 hours per week on Club/group related duties.*

The Treasurer is appointed for a \_\_\_\_\_ period.



# ***The Pony Club Association Of New South Wales***

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## **MEETINGS**

### **TYPES**

There are several different types of meetings that an organisation may conduct and they are commonly outlined in the constitution. The basic types of meetings are:

#### **General meetings including Annual General Meetings (AGM), and Special or Extraordinary General meetings**

These meetings are open to all Senior & Associate financial members 18 years and over. General meetings are normally conducted annually but occasionally may be held to deal with specific issues (e.g. when a vital matter arises and needs urgent discussion by the whole club). The constitution specifies how, when and why annual and extraordinary meetings should be held and other conditions such as those associated with items of business (e.g. introducing a motion). AGMs provide the opportunity to present annual reports and statements (including financial statements), the purpose of which is to indicate activities for the previous 12 months or other suitable time frame. Election of officers and changes to the constitution are also carried out at the AGM.

#### **Management or Executive Committee meetings**

Both usually meet monthly. These may involve only elected or appointed decision makers. Non-profit organisations are authorised by their constitution to form a smaller executive committee to function on behalf of its management committee. The executive committee is always a standing committee. It may review or prepare management committee meeting agendas to ensure all matters coming before that committee are relevant and appropriate. It may also interpret management committee policies to volunteers, oversee policy implementation, and refer questions to other committees or to the full management committee. It reports its activities at each management committee meeting.

#### **Sub-committee meetings**

These meetings are held to focus on a specific problem or task (e.g. marketing, facilities). Each subcommittee should regularly present a report on its activities to the management committee. Progress reports presented at meetings are an important device for keeping members informed of each other's activities. Subcommittees do not always have decision-making power. In this case, decision making occurs at management committee meetings based on the findings and recommendations of subcommittees.

## **RESOLUTIONS**

### **What is a resolution?**

A resolution is a decision of a meeting. There are two types of resolutions. An ordinary resolution requires a simple majority of those voting in order to be passed. Most decisions at a general meeting are made by ordinary resolution.

A special resolution requires a three-quarters majority. The Act specifies certain notice requirements that must be satisfied in order to pass a special resolution.



### What decisions should be made by special resolution?

The Act requires that certain decisions be made by way of a special resolution. A special resolution is always required for:

- changing the association's name,
- changing the association's rules,
- changing the association's objects,
- amalgamating with another incorporated association,
- voluntarily winding up or cancelling the association and distributing property, and
- Applying for registration as a co-operative or a company.

The rules of the association may indicate other situations that require a special resolution.

### How is a special resolution passed?

A special resolution must be passed at a general meeting in the following manner:

- written notice must be given to members specifying the intention to propose the resolution as a special resolution at least 21 days prior to the date of the general meeting,
- the notice must set out the proposed resolution,
- a quorum must be present at the meeting, and
- At least three-quarters of those members voting must vote in favour of the resolution for it to be passed. The votes must be in person at the general meeting or by proxy, if allowed by the rules.

A declaration by the person chairing the meeting that the resolution has been carried as a special resolution is taken to be evidence of that fact unless, during the meeting at which the resolution is submitted, a poll is demanded (see below).

If it is not possible or practicable for a resolution to be passed as described above (e.g. if the association wishes to put the special resolution to members by way of a postal ballot) a request may be made to the Registry of Co-operatives & Associations for permission to pass the resolution in a manner that suits the situation of the association.

### What majority do you need for resolutions?

An ordinary resolution requires a simple majority (i.e. 51%) of those voting in order to be passed. A special resolution requires at least a 75% majority of those voting in order to be passed. The votes must be in person at the general meeting or by proxy, if allowed under the rules.

**Note:** This does not mean it is the required majority of all voting members.

For example, if an association has 100 members entitled to vote and only 50 members attend the meeting or give a proxy, then an ordinary resolution will be passed if 26 members vote in favour of it. A special resolution would be passed if 38 members vote in favour of the special resolution.

## **VOTING**

The rules of the association specify the eligibility of members in relation to voting. The rules specify whether proxy voting is allowed and where appropriate, any requirements, restrictions and procedures relating to proxy voting.

Unless the rules provide otherwise, a resolution put to the vote of the meeting will be decided by a show of hands. However a poll may be demanded by three or more members or as specified in the association's rules.

#### *Poll or Secret Ballot*

A poll or secret ballot is a method of voting on a motion where votes are cast in writing.

At any meeting where a special resolution is submitted to the members a poll may be demanded:

- by at least 3 members of the association present in person or, where proxies are allowed by proxy, or
- Where the rules of the association make provision for the manner in which a poll may be demanded - in accordance with the rules.

A declaration by the person chairing the meeting as to the result of a poll taken pursuant to a demand as referred to above is normally sufficient evidence of the matter so declared.

#### *Proxies*

The rules of the association specify whether members are entitled to vote by proxy at general meetings. A proxy is a person authorised to vote on behalf of another person. The term 'proxy' is also used to denote the document appointing that person. Normally proxy votes are cast only in the event of a poll, that is, not on a show of hands.

Each Senior and Associate financial member is entitled to appoint another eligible member as proxy by notice given to the chairman of the meeting. The notice appointing the proxy is to be in the form attached to the rules.

On a show of hands a member holding proxies on behalf of a number of other members is counted as recording only one vote, even though that person may hold the proxies of other members. However, on a poll each of the votes is counted.

### **SECRETS TO AN EFFECTIVE MEETING**

- Write an agenda and ensure all Committee members have the agenda well before the meeting.
- Ensure all relevant information is sent with the agenda to properly explain or support agenda items.
- Indicate time frames on each agenda item.
- Set a closing date for agenda items and stick to it – if items are late inform committee members that they will be included in the next meeting agenda.
- Set a closing date for the receipt of correspondence before a meeting and ensure that all correspondence is signed in accordance with the Associations policies and Code of Conduct.
- Encourage all motions to be presented in written format these could be printed and circulated with the agenda.

- Start meetings on time.
- Set tone of meeting from the outset – advise members if they need to raise their hand or stand to speak through the chair.
- Ensure members are always polite and courteous at all times.
- Control but not hinder discussion and ensure all members get an opportunity to have their opinion heard.
- Don't allow discussions to become ineffective by recounts of history or personal jibes keep members talking positively about whether a proposed motion will enhance the Club's main mission.
- Don't allow discussions to get out of hand become acrimonious.
- Keep accurate short minutes of the meeting, which clearly show what actions are to be taken after the meeting, who is responsible to ensure it happens and by what date.
- Circulate minutes to all committee members within a week of the meeting.
- Ensure all decisions affecting your membership; subcommittees or people outside of your committee are informed of the changes.

## **MEETING AGENDA TEMPLATE FOR AGM**

### **AGENDA**

***(Insert Name of Club/Association)* ANNUAL GENERAL MEETING**

***(Insert Time, Date & Venue)***

- Opening of Meeting
- Apologies
- Confirmation of Minutes of previous Annual General Meeting
- Presentation of Annual Report
- Adoption of Annual Report
- Presentation of Treasurer's statement
- Election of New Executive and appointment of Auditor
- Vote of thanks to outgoing Executive
- Determination of Annual Membership Fee
- Notice of Motion
- Urgent general business
- Closure

## **MEETING AGENDA TEMPLATE FOR MANAGEMENT OR EXECUTIVE MEETING**

### **AGENDA**

***(Insert Name of Club)* MEETING**

***(Insert Time, Date & Venue)***

- Welcome
- Apologies
- Confirmation of Minutes of previous Meeting
- Matters arising from the Minutes
- Inward and Outward Correspondence
- Reports
  - President
  - Financial
  - Committee Reports in order of need for discussion
- Special Projects
- General Business
- Closure and date of next meeting



# ***The Pony Club Association Of New South Wales***

PO Box 2085  
WOLLONGONG NSW 2500  
Ph: 02 42298977  
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ABN: 50 890 419 366

## **ORGANISATION OF YOUR CLUB**

### **CALENDAR**

A clubs calendar of events is an important management tool. Events should be scheduled such as to allow sufficient time for notification to members and the public to attend. Time will vary according to the type of event being held such as an annual Gymkhana, Camp, Meeting or Rally day. It is recommended that calendar of events for the full forthcoming year be set in November or December of the year prior, where possible. This still allows extra events to be added but helps to avoid 'clashing' of events.

### **BY LAWS**

Considering that clubs vary greatly in their demographics (membership numbers, age average of members, skill levels, geographic location, facilities etc.) it is not possible for the Pony Club handbook to cover every scenario. Therefore, it is recommended that club and zone committees formulate written policies and procedures called by-laws that suit their needs for issues not covered in the handbook. A record of these written policies and procedures is to be kept by the club and made available to all members.

**By-laws must never contravene, contradict or alter the intent, of PCANSW rules or the clubs *Rules of Incorporation*, also known as the 'constitution or the associations bi-laws'.**

Issues for consideration as by-laws may be attendance requirements, uniform/attire at rallies, members arriving late and leaving early at rallies, adult supporter participation requirements for equipment/canteen, pack up and set up, ground management issues, agistment, club awards etc.

Once ratified by the committee, by-laws are rules that all members must abide by. They are rules that apply outside of the *Statement of Purposes and Rules of Incorporation* but are automatically authorised by the rules of incorporation as a legitimate part of administration.

The advantages of by-laws:

- By-laws bring committee decisions out of the minutes into a practical and manageable format that is readily available to all members as a by-laws book/document.
- New members can easily learn what the standards of the club are as the information is easily transferable.
- By-laws can be changed as required, without going through the arduous process of changing the rules of incorporation.

### **INCORPORATION**

*What is it?*

Incorporation creates a legal entity that is separate to the individual members. Members of unincorporated bodies face the possibility of being sued as individuals. Incorporation provides a certain amount of limited liability for members, as long as they follow accepted business and community standards. Incorporation is voluntary.

Incorporation also allows the association to:

- Continue regardless of changes to membership,
- Enter into and enforce contracts, including the power to hold, acquire and deal with property, and
- Sue or be sued.

### ***Obligations of Incorporated Association***

#### **The committee**

An incorporated association must have a committee. This committee is responsible for managing the association and appointing the public officer.

#### **The public officer**

The public officer is responsible for lodging documents and is the primary contact, with the Department of Fair Trading, in your organisation. When the position of public officer becomes vacant, the committee must appoint a new public officer and notify Fair Trading of these changes within 14 days. The public officer must also notify Fair Trading of any change to their address within 14 days.

### ***Association rules***

Every incorporated association must have documented rules. Upon affiliation with the Pony Club Association of NSW Inc, each club adopts the same constitution, as set out in the PCA Handbook, Section 2, Schedule A.

To change the rules, a special resolution must be passed by members of the association. The public officer must lodge with Fair Trading any change to the rules within one month of the special resolution being passed in order for them to take effect.

### ***Annual general meetings***

An annual general meeting (AGM) must be held in each calendar year after the end of the financial year and prior to the last day in December. Audited financial accounts must be presented to the members at each AGM.

Within one month of the AGM, the public officer must provide Fair Trading with an annual statement that includes a copy of the financial reports. If you need an extension of time to hold your AGM or to lodge the annual statement, you must apply to Fair Trading for permission.

### ***Record keeping***

The committee is responsible for making sure these records are kept:

- Minutes of all meetings
- A register of all members
- A register of all committee members and
- Financial records.
- If a member of the association wants to inspect these records, they can do so as may be provided by the association's rules. The rules specify that members may do so at any reasonable hour, upon request.

### **Registry of Co-operatives & Associations**

PO Box 22

Bathurst NSW 2795

Tel: 1800 502 042  
Fax: 6333 1444  
Email: [registryinquiries@oft.commerce.nsw.gov.au](mailto:registryinquiries@oft.commerce.nsw.gov.au)

### ***Best Practice Procedures for Clubs and Zones***

It is the responsibility of the Club or Zone Committee to ensure that all volunteers are aware of the Associations Constitution and Regulations and Policies especially in regard to Induction, Risk Management and safety. All new members must be supplied with the Induction Policy and sign off on the site specific induction form.

Clubs and Zones should appoint a Safety Officer and a Member Protection Information Officer (MPIO) and all members and volunteers should have be aware of these appointments and be provided contact details for these officers.

All members/volunteers should be made aware of the Associations Induction Policy, Risk Management, Member Protection Policy, Cody of Conduct, Media Policy, Sun Safe Policy, Alcohol & Tobacco Policy, Complaints Handling Procedures, Child Protection and Zero Tolerance, Policy, Horse Welfare Policy Hendra Virus Policy, Concussion Policy, Photography Policy, Media and Social Policy and the correct protocol for contact within Pony Club. Full details of these policies and procedures can be found on the Associations website under the Policies tab.

#### Events/Activities

The Safety Officer should give a safety briefing at the start of all Pony Club events and activities:

- Welcome new members and visitors
- Identify any areas that are out of bounds
- Identify who and where the first aid person is located
- Identify the evacuation point in the event of danger
- Identify who is the official in charge for the day
- Any other information that is relevant

The Club or Zone Committee and/or the Safety Officer should conduct a brief safety audit at the start of all Club/Zone events and activities and retain copies of the checklist on hand for future reference. Further information on Risk Management is provided later in this document.

#### Volunteers

All volunteers should be directed to sign a Volunteer/Attendance book clearly noting the activities that they are volunteering to help with. Volunteers must be supervised at all times and should follow the same procedures for working with children as all members over the age of 16 years and sign the relevant working with children volunteer declarations. Once these procedures have been followed volunteers are then covered by the Associations insurance.

#### Motions/request for changes

From time to time members may feel that a rule or regulation needs to change however in order for changes to occur the correct protocol should be followed. Full details of the correct protocol can be found on the Associations website however in general contact should be from member to club, club to zone and zone to state.

Clubs/Zone are also responsible for retaining a complete set of any Club/Zone specific By-laws for any motions which solely affect each Club/Zone these By-laws should be readily available for all members access and updated on a regular basis.

From time to time Clubs and Zones may wish to change their uniform and the correct protocol for this process is as follows:

- Change of uniform request from a Club should be submitted in writing to the Zone Secretary for distribution to all Clubs within the Zone. Notification should clearly state the proposed colours for the uniform and where possible supply a sample of the proposed uniform provided. Clubs should be reminded that the proposed colours may not be the exactly the same as another Club within that Zone.

The request should be added to the next Zone meeting agenda and discussed by all Clubs and Club delegates advised of how to vote on the request at the scheduled meeting.

- Change to uniform request from a Zone should be submitted in writing to the Association Secretary for distribution to all Zones. Notification should clearly state the proposed colours for the uniform and where possible supply a sample of the proposed uniform provided. Zones should be reminded that the proposed colours may not be the exactly the same as another Zone.

The request should be added to the next State meeting agenda and discussed by all Zones and Zone delegates advised of how to vote on the request at the scheduled meeting.

#### Club/Zone forms.

Each year Clubs and Zones are requested to supply an update of their Office Bearers to the State Office via the relevant forms which are usually distributed in the bi-monthly mail out in October of the previous year. Copies of these forms are available on the Associations website for download at any time. Details from these forms are updated to the Associations database and website and are essential for all correspondence from the State Office. Office Bearers must be financial members of the Club/Zone that they are nominated for to hold a position and be covered by the Associations insurance.

#### Myclub

Access for Myclub is for one year only and renewals fall due on the 31<sup>st</sup> January each year. Access is given to one (1) trusted Club/Zone official only as this trusted official will have access to member's information. Trusted officials should not disclose their user ID and password to other members.

#### Reimbursement of out of pocket expenses or honorariums

While members may not be paid to hold a position Clubs/Zones may choose to pay either out of pocket expenses or an honorarium to members of Club/Zone committees. If a Club/Zone opts to pay out of pocket expenses receipts should be submitted to justify the claims. If a Club/Zone opts to pay an honorarium then careful consideration must be given to amount of the honorarium to provide full transparency to members.

#### Paid Instructors Panel

Clubs and Zones have the opportunity to organise instruction from those members listed on the Paid Instructors Panel, please note that only those instructors noted on this list may be paid for



instruction at Pony Club. Any deviation from this may result in the instructor not being covered by Pony Club insurance and by sanctions being imposed on the relevant Club/Zone.

Clubs/Zones should contact the instructor to confirm their fees for instruction and discuss travel payments, once an agreement has been made the Club/Zone should submit a Paid Instructors Panel form along with payment for both the instructors fee (including GST) and travel to the State Office no less than 14 days prior to the date of instruction. Upon completion of instruction the Club/Zone Secretary should contact the State Office to confirm that instruction took place.

Camp travel grants are available to Club/Zones conduction camps by paying the travel expenses for one instructor from the Paid Instructors Panel (of the Club/Zones own choosing) to attend.

The club/zone organising the camp is responsible for: -

- The coaching fees + GST, this is payable to the State Office at least 14 days prior to the camp on the appropriate application form.
- The coach's accommodation
- Suppling meals for the coach
- Organising and booking the coach
- Organising and booking of travel arrangements with the coach

Full details and forms can be found on the Associations website under the coaching or grants tabs.



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### **RISK MANAGEMENT**

Risk management is a procedure to reduce potential legal liability. It is a proactive system which attempts to address potential problem areas before they actually lead to reactively defending legal proceedings. The aim is a safer environment and "legally safer" operational procedures. Education of all people involved, their acceptance of the importance of risk management, and open communication of ideas is vital to a risk management plan's success.

The following are only general guidelines, and in all cases a risk management plan must be specific to the particular sport, facility or program.

#### **Coaches**

Coaches are in a position of expertise and knowledge, and have duties to properly instruct, supervise and to warn. Coaches should:

- properly supervise activities (additional care may be necessary where a participant is young, inexperienced, or known to be awkward, aggressive or easily fatigued);
- properly instruct (including demonstration) on techniques of the sport;
- teach the rules of the sport especially those necessary for safety;
- Give appropriate warnings on the risk of particular activities. (This is important for the young or inexperienced);

- teach any activity which requires an increase in skills levels, strength, or conditioning progressively;
- never encourage an injured participant to continue riding;
- ensure injured participants get medical treatment as soon as possible;
- discourage violent actions (inform participants that actions on-field can lead to civil action off field);
- ensure that counselling and information is available on the dangers of drug use;
- keep themselves up to date with current practices in their sport;
- Keep records of their instruction and training techniques.

### Judges

A new area of potential legal liability relates to judges' performance of their functions. In implementing risk management, they should:

- Uphold the rules of the sport;
- "send off" violent participants;
- Ensure that if the require safety equipment is used, e.g. Approved helmet and boots.
- Enforce rules designed to stop dangerous play and infectious diseases.

### Facilities and grounds control

A person or entity with control of premises or grounds is responsible for ensuring that such venues are safe. Some measures that can be taken are:

- If involved in the design of sports facilities, ensure safety is considered;
- Building, facility and equipment inspection plans (e.g. Checking sports areas are safe by means of padding, correct surfaces, fencing and proper lighting);
- Roofing should be repaired to prevent leaks which could cause someone to slip;
- Seating must be checked to ensure safe (e.g. No, sharp edges);
- If an organisation owns or leases a facility or premises and some other organisation wants to use that facility, ensure a facility use agreement imposing safety and insurance obligations on the user is in place;
- If in control of dangerous facilities (e.g. Cross country courses) ensure there is adequate security preventing entry when there is no supervision;
- Ensure security plans are in place particularly in sports where the crowd may have a tendency for unruly or violent behaviour;
- Consider the safety of spectators through the use of protective barriers and screens;
- Warnings must be visible and specific. (Consider signs in languages other than English).

### Equipment

- Equipment must be properly assembled and maintained;
- Implement a regular system for inspection of sports equipment. Records should be kept of when inspected and by whom;
- Make sure equipment warranties are satisfied;
- Ensure major repairs are carried out by the relevant experts;
- Consider the layout of equipment carefully;
- Users should be instructed on the correct way to use equipment.

### Pony Club Grounds

- Grounds should be regularly checked for potential hazards that could cause injury (e.g. broken glass, sprinkler heads) and remove the hazard before play is permitted. This obligation to remove dangers also applies to other areas.

### Miscellaneous

- A sport's rule should be designed with safety in mind, particularly to safety equipment;
- General supervision plans should be effected and tested;
- Medical staff be on hand at events, or be available if required. In sports facilities numbers for ambulance, hospital and nearby available doctors should be detailed near telephones for easy reference;
- Transport plans supervised and safe transport may be required where sports teams are involved;
- Infectious diseases policies (e.g. "blood bin") should be developed. First aid kits should always contain surgical gloves for use when handling bleeding people;
- A doping (or drugs) policy should be implemented. An insurance policy may exclude a claim relating to the use of non-medically prescribed drugs. If a coach or organisation is used for providing steroids to an athlete they will have to pay any damages awarded themselves;
- React promptly to the cause of an accident. Accident reports should be made, including details of the people involved, witnesses and what action was taken afterwards to correct the situation (if possible). Whenever an accident occurs inform your insurance company or broker (this may be required by your policy);
- Educate and train staff to perform their roles effectively and safely (may include resuscitation and general first aid courses). Also keep up to date with industry advances by attending seminars and training programs;
- Develop checklists for maintenance routines (equipment, grounds and facility). It is not enough however just to set up a checklist it must be implemented.

### Risk Management and Administrators

Committee members and administrators of sporting organisation owe certain legal duties to the organisation and its members. These duties are similar to those owned by company directors. Those duties require them to act competently, honestly, in good faith and in what they consider to be the best interests of the organisation. If they fail any of those duties, they may be liable to compensate members of the organisation or third parties who suffer loss as a result of that failure. In terms of their management of an organisation administrators should ensure that:

- Their organisation is incorporated under the relevant Associations Incorporation Act if an association, or the Corporations Law if a company;
- Compliance with all legislative requirements (e.g. Reporting, lodging and accounting requirements);
- The constitution is clearly drafted with clear purposes. If safety is a purpose of the organisation it should be expressly stated in the rules;
- The constitution is regularly reviewed and if necessary amended to ensure the constitution evolves with the activities of the organisation or external developments which may affect the organisation;
- The Committee is fully and regularly informed, by written report if necessary, on the activities of the organisation (and so can make informed decisions);
- The working environment for employees is safe (OH&S requirements are met);
- They recognise and respond to concerns about the impact of the organisation's activities on participants, members, the organisation itself, the public and the sport, for example, discrimination, infectious diseases, pregnancy, smoking or doping policies; and
- Insurance is appropriate to the organisation's activities and current and that the insurer's requirements regarding notification of potential claims are met.

This list is not exhaustive and is intended only to provide examples for administrators.

While the law now affects the conduct of sports greater than ever before, don't see this as a negative, but as a positive reason to take the initiative to implement safe practices and risk management programs. There can be a great sense of achievement in knowing that you are satisfying your legal, moral and ethical duties by providing good, safe and effective sporting services. It really is all about good business.

### *Analysing and Evaluating Risks*

After you have identified all the risks the following tables will help you to evaluate the likelihood of the risks occurring and what the consequences will be if something in the table does happen.

For example, If one of the risks is a rider taking a fall this would fall under **A** for likelihood, as it would occur about twice throughout the year, and **E** for impact, because most accidents in the club are minor ones. This would make it a number three risk on table 3.

**Table 1: Likelihood Scale**

Rating	LIKELIHOOD The potential for problems to occur in a year
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, unlikely over a ten year period

**Table 2: Potential Impact**

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
A	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
B	MAJOR: Most objectives threatened, or one severely affected
C	MODERATE: Some objectives affected, considerable effort to rectify
D	MINOR: Easily remedied, with some effort the objectives can be achieved
E	NEGLIGIBLE: Very small impact, rectified by normal processes

**Table 3: Risk Priority Scale**  
**IMPACT**

**A                      B                      C                      D                      E**

LIKELIHOOD

A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	<b>Minor (4)</b>
C	Extreme (1)	Major (2)	Major (2)	Medium (3)	<b>Minor (4)</b>
D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

**Key:**

<b>1</b>	Extreme risks that are likely to arise and have <b>potentially</b> serious consequences requiring urgent attention
<b>2</b>	Major risks that are likely to arise and have <b>potentially</b> serious consequences requiring urgent attention or investigation
<b>3</b>	Medium risks that are likely to arise <b>or</b> risks that have serious consequences requiring attention
<b>4</b>	Minor risks and low consequences that maybe managed by routine procedures
<b>5</b>	Use this to note a risk that does not apply to your organisation

AFTER COMPLETING A TABLE LIKE THIS YOU WILL BE ABLE TO EVALUATE YOUR RISKS AND SEE WHICH ONES REQUIRE ATTENTION AND WHICH ARE MORE LIKELY TO OCCUR.



# The Pony Club Association Of New South Wales

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## CHECKLIST FOR PONY CLUB SAFETY

GENERAL SAFETY ISSUES	YES	NO
Have you appointed a Safety officer?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Safety officer make regular inspections of pony club grounds and facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Are any issues/hazards identified by the safety officer actioned/rectified or managed?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an emergency response plan in place?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have emergency procedures posted?	<input type="checkbox"/>	<input type="checkbox"/>
Are members, officials etc aware of emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a list of emergency contact numbers readily available?	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise the local ambulance service when the club is holding events?	<input type="checkbox"/>	<input type="checkbox"/>
Does the club have a policy for postponing/cancelling events for inclement weather such as storms/lightening/hot or humid weather?	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety officer maintain documents of inspections made of pony club grounds and facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is professional advice sought when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Has your club developed and implemented steps that integrate and prevent risk in all activities?	<input type="checkbox"/>	<input type="checkbox"/>

ARE THE GROUNDS IN GOOD ORDER?	YES	NO
Are they level? <i>(no serious potholes/hidden holes)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are they dry? <i>(no wet or boggy patches)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are they clear of any rubbish or junk that could present problems?	<input type="checkbox"/>	<input type="checkbox"/>
Are the grounds trimmed? <i>(no long grass, overhanging branches or trees)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are the gates in operating condition? <i>(To be closed when any event is being conducted)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fencing enclosing the grounds in good order?	<input type="checkbox"/>	<input type="checkbox"/>
Have unsuitable areas been cordoned off and sign posted as such?	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to manage hazards?	<input type="checkbox"/>	<input type="checkbox"/>

Are car parking arrangements marked out and adequate?	YES	NO
Is there an area clearly marked as a 'Horse Free Zone'?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate room for trailers/trucks?	<input type="checkbox"/>	<input type="checkbox"/>
Access for emergency vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Marshal's assigned to direct traffic control?	<input type="checkbox"/>	<input type="checkbox"/>
Footpaths left clear for pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>

Is pedestrian access safe?	YES	NO
Access to/from parking area?	<input type="checkbox"/>	<input type="checkbox"/>
Ground conditions safe? <i>(level, dry and free from tripping hazards)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is sign posting adequate? <i>(including 'risk' warnings)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are areas safe for all classes of persons expected to attend the event? <i>(young children, elderly, disabled)?</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Are there safe and secure holding or tie arrangements provided for horses?</b>	<b>YES</b>	<b>NO</b>
Horses kept separate from car park area?	<input type="checkbox"/>	<input type="checkbox"/>
Safe rider access to holding or tie up areas?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Have fall, trip, snag and bump hazards been eliminated or controlled?</b>	<b>YES</b>	<b>NO</b>
Electric power cables buried or arranged overhead?	<input type="checkbox"/>	<input type="checkbox"/>
Hoses etc buried or arranged overhead?	<input type="checkbox"/>	<input type="checkbox"/>
Activity equipment is safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
Has any unsafe equipment been identified & marked as such? ( <i>unsafe for use, out of order, do not start, caution etc</i> )	<input type="checkbox"/>	<input type="checkbox"/>

<b>Are there proper facilities to deal with an injury or medical emergency?</b>	<b>YES</b>	<b>NO</b>
Do you have a first aid kit for humans?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a first aid kit for horses?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid kits regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid kits kept in a secure place?	<input type="checkbox"/>	<input type="checkbox"/>
Is a First Aid attendant rostered for duty at pony club events?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated First Aid post with rest room (or shelter)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means of contacting the local hospital/ambulance/doctor/vet/police)	<input type="checkbox"/>	<input type="checkbox"/>
Is the first aid post clearly signposted and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an accident report book for recording any incidents occurring?	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of completed accidents reports sent to the PCA office?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Are buildings/structures in good repair, stable and safe to occupy?</b>	<b>YES</b>	<b>NO</b>
Are the approaches (ramps, steps etc) firm, clean and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails in safe working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Have hazards recognised from previous events been corrected (loose boards, slippery floors, inadequate guard rails etc)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any loose iron or projections liable to injure or cause damage?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Canteen and Clubhouse safe and Hygienic?</b>	<b>YES</b>	<b>NO</b>
Is a policy of 'No Smoking' observed in kitchen/food preparation areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are shelves/storage adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Are desks, chairs, tables etc in safe and appropriate condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting and heating appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Is Hygiene maintained in food preparation and storage? ( <i>Dispose of items passed use by date, clean benches, clean utensils</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate air circulation throughout any building?	<input type="checkbox"/>	<input type="checkbox"/>
Is the floor clean and surface even? ( <i>no oil/grease, cracks, holes etc</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Are adults supervising if minors are in canteen/kitchen?	<input type="checkbox"/>	<input type="checkbox"/>
Are all areas clear of cables and hoses?	<input type="checkbox"/>	<input type="checkbox"/>
Are gas bottles and hazardous substances clearly labelled and stored appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
Is rubbish stored in bins and removed regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are the facilities pollution free?	<input type="checkbox"/>	<input type="checkbox"/>

Are non-slip mats provided in shower areas?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have fire extinguishers with easy access in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers maintained/tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Is there access to drinking water?	<input type="checkbox"/>	<input type="checkbox"/>
Are 'use by' dates of foodstuffs regularly checked and action taken if necessary?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Club Secretary</b>	<b>YES</b>	<b>NO</b>
Do you maintain records of membership applications/renewals each year?	<input type="checkbox"/>	<input type="checkbox"/>
Do all financial members complete a risk warning form in each year?	<input type="checkbox"/>	<input type="checkbox"/>
Are affiliations forwarded to the State office within five days of being received?	<input type="checkbox"/>	<input type="checkbox"/>
Are meeting proceedings held in accordance with the constitution?	<input type="checkbox"/>	<input type="checkbox"/>
Do you give correct notice of meetings to the committee and members?	<input type="checkbox"/>	<input type="checkbox"/>
Are formal agenda's set for meetings?	<input type="checkbox"/>	<input type="checkbox"/>
Are minutes of meetings recorded, distributed and properly approved?	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain an up to date copy of the PCA Handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Does the club committee meet on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Have each of the members 18 years & over completed a Prohibited Employment Declaration as per the Child Protection Act?	<input type="checkbox"/>	<input type="checkbox"/>
Is a register of completed Prohibited Employment Declaration forms maintained and kept in a secure place?	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain a record of officials/workers at events? I.e. instructors, judges, canteen staff	<input type="checkbox"/>	<input type="checkbox"/>

<b>Club Treasurer</b>	<b>YES</b>	<b>NO</b>
Are the clubs financial transactions accurately recorded?	<input type="checkbox"/>	<input type="checkbox"/>
Is all income receipted?	<input type="checkbox"/>	<input type="checkbox"/>
Are cash and cheque payments distinguished?	<input type="checkbox"/>	<input type="checkbox"/>
Is a financial report presented at each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Is expenditure authorised through an identified process?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have suitable banking arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have multiple signatures for withdrawals on your club accounts?	<input type="checkbox"/>	<input type="checkbox"/>
Has the club appointed an auditor?	<input type="checkbox"/>	<input type="checkbox"/>
Are your accounts audited in each financial year prior to being presented at the club's Annual General Meeting?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Senior Instructor</b>	<b>YES</b>	<b>NO</b>
Do you maintain records of proficiency certificates gained by members?	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain records of instructors' certificates gained by members?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have gear checks on rally days?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have gear checks at gymkhanas?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have gear checks at zone events?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have gear checks at camps etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have gear checks prior to each riding session? Eg beginning of the day, after lunch break	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain records of schools attended by instructors?	<input type="checkbox"/>	<input type="checkbox"/>
Do instructors attend regular instructors' schools to refresh/re-accreditate?	<input type="checkbox"/>	<input type="checkbox"/>



Are lessons modified for riders' ability?	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment used for the purpose for which it was designed?	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment checked for faults and maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment in accordance with recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
Are instructors aware of any pre-existing medical conditions of riders such as asthma or diabetes?	<input type="checkbox"/>	<input type="checkbox"/>
Are instructors aware of medication, which riders may require such as Ventolin etc?	<input type="checkbox"/>	<input type="checkbox"/>
Are riders graded for jumping?	<input type="checkbox"/>	<input type="checkbox"/>
Are riders' gradings regularly reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Do riders helmets and other equipment conform with PCA regulations	<input type="checkbox"/>	<input type="checkbox"/>
Are riders advised to replace helmets after a heavy impact?	<input type="checkbox"/>	<input type="checkbox"/>
Is any equipment, worn by riders, correctly fitted? I.e. back protectors	<input type="checkbox"/>	<input type="checkbox"/>
Are instructors/official dressed appropriately for the conditions i.e. sunscreen, hat, clothing, sunglasses?	<input type="checkbox"/>	<input type="checkbox"/>

<b>General Club Management</b>	<b>YES</b>	<b>NO</b>
Is your club incorporated?	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain regular contact with members? I.e. via newsletter, email etc	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide training for workers? I.e. canteen staff, pencilers, etc	<input type="checkbox"/>	<input type="checkbox"/>
Are PCA rules and regulations for events followed?	<input type="checkbox"/>	<input type="checkbox"/>
Does your club follow the PCA policies on Alcohol, Anti Harassment, Anti Doping (Horse & rider), Child Protection, Codes of Behaviour, Privacy, Smoke Free and Sunsmart?	<input type="checkbox"/>	<input type="checkbox"/>

**The emphasis must always be on avoiding situations of risk. All clubs/zones and event officials have an ongoing responsibility to identify and remedy possible risks through dangerous situations and practices before they result in loss or injury.**



## ***The Pony Club Association Of New South Wales***

### **HOW TO PROMOTE YOUR CLUB**

1. How to get publicity
2. Essential Guide to the perfect Media Release
3. Is your story Newsworthy?
4. Useful media contacts
5. Templates/Samples



# ***The Pony Club Association Of New South Wales***

PO Box 2085  
WOLLONGONG NSW 2500  
Ph: 02 42298977  
Fax: 02 42298966  
ABN: 50 890 419 366

## **HOW TO PROMOTE YOUR CLUB/ZONE**

Publicity is free promotion for your sports club, most commonly obtained through the media. When done well, it can bring many benefits to your club. However be aware that you have no control over what form the publicity takes.

### ***How to get publicity***

#### **Get to know local media**

Get to know the local journalists who write the sports sections for the free newspapers or report for the radio stations. Find out what they're interested in covering and how you can give them the information. Check their deadlines and requirements.

#### **Attract attention**

The media is more likely to publish or broadcast news or human-interest stories that will appeal to their audience. Check the local papers and listen to the radio to find out what types of articles interest the editors, readers and listeners. Work out ways to make your information more interesting. Find an angle that will attract attention. Examples are: three sets of twins in one team, a celebrity is opening your fundraiser or your sport attracts singles keen to socialise.

#### **Send media releases**

Media releases are the standard way of providing information to the media. Journalists and news rooms receive hundreds of media releases every day.

## **ESSENTIAL GUIDE TO THE PERFECT MEDIA RELEASE**

By Catriona Dixon - journalist, The Daily Telegraph, taken from NSW Department of Sport and Recreation's website: [http://www.dsr.nsw.gov.au/sportsclubs/ryc\\_market.asp](http://www.dsr.nsw.gov.au/sportsclubs/ryc_market.asp)

### **Presentation**

- Must be typed on letterhead
- Identify it as a media release on the top left
- Date it top right
- Use a catchy headline
- Use one side of the paper only and keep to one page when possible
- Check for spelling and typos

### **Information**

- Who, what, when, why, where and how?
- Short paragraphs. Clear sentences. Use layman's terms
- Your first paragraph is short and punchy. It is the story in a nutshell
- Provide news angles (i.e. focus on what is news – check your local paper for ideas.)
- Use present tense and active language

- Include important facts and statistics but don't overload
- Use quotes to support your release
- Have someone proof your release

### **Contacts**

- Provide a contact telephone, mobile, fax and email for more information
- Make sure the contact person is available and returns calls promptly

### **The media**

- Identify the media you are targeting
- Take time to find out how they prefer to receive information (email/phone/fax) and what their deadlines are
- Don't be pushy, instead willingly provide information and be prepared to assist the journalist in their pursuit of a story
- Follow up your release with a short phone call: "Just wanted to ensure you received our release and let you know we are available to help you in any way possible"
- Develop a relationship with the journalists you regularly deal with.

### **IS YOUR STORY NEWSWORTHY?**

News can be defined as *"Newsworthy information about recent events or happenings, especially as reported by news media"*. But what makes news newsworthy?

There is a list of five factors, detailed below, which are considered when deciding if a story is newsworthy. When an editor needs to decide whether to run with a particular story, s/he will ask how well the story meets each of these criteria.

#### **Timing**

The word news means exactly that - things which are new. Topics which are current are good news. Make sure you get your release, results and photos out to the media as soon as possible. For example, if your release is about your One Day Event you should have your release, results and photos sent out within a day or two of the event.

#### **Significance**

The number of people affected by the story is important. A plane crash in which hundreds of people died is more significant than a car accident injury one person.

#### **Proximity**

Stories which happen near to us have more significance. The closer the story to home, the more newsworthy it is. Note that proximity doesn't have to mean geographical distance. Stories from countries with which we have a particular bond or similarity have the same effect. For example, Australians would be expected to relate more to a story from a distant Western nation than a story from a much closer Asian country.

#### **Prominence**

Famous people get more coverage just because they are famous. If you break your arm it won't make the news, but if the Queen of England breaks her arm it's big news. If you have a famous rider visiting your Club/Zone make sure you tell the media!

This also works for the type of competition, or the success which club/zone members have. If a member in your club wins their Age Champion at a State Championships, the media is more likely to be interested and run a story, then if they won a ribbon at a fun gymkhana.

### **Human Interest**

Human interest stories are a bit of a special case. They often disregard the main rules of newsworthiness; for example, they don't date as quickly, they need not affect a large number of people, and it may not matter where in the world the story takes place.

Human interest stories appeal to emotion. They aim to evoke responses such as amusement or sadness. Television news programmes often place a humorous or quirky story at the end of the show to finish on a feel-good note. Newspapers often have a dedicated area for offbeat or interesting items.

### **News Ideas:**

News will come from a range of people and situations within your Club. For example:

- When rider/s are selected for State, National or International event.
- Upcoming Club/Zone Events (for local media)
- When an athlete, official or volunteer achieves long service recognition.
- When an athlete, official or volunteer is rewarded for safety, courtesy or service.
- When a new initiative is implemented.
- When an association is extended or new piece of equipment acquired.
- When an athlete, official or volunteer is promoted i.e. an umpire is accredited, a volunteer is elected to the board, or an athlete receives state/national selection.
- When a record is broken i.e. membership numbers.
- When you host an unusual or important visitor or event.
- When you provide help in an emergency.
- When you participate in an exhibition or parade.
- When you hold an open day.
- When you receive sponsorship or grant.

### **USEFUL MEDIA CONTACTS:**

Remember to add these people to Media List:

- Send them your Media Release on up-coming major events (i.e. Zone Jamborees) and follow up stories and photos!
- And don't forget to add [marketing@pcansw.org.au](mailto:marketing@pcansw.org.au) to your list.

**Horse Deals:** [gallery@horsesdeals.com](mailto:gallery@horsesdeals.com)

**Cyberhorse/The Virtual Equestrian:** [ailish@cyberhorse.net.au](mailto:ailish@cyberhorse.net.au)

**Horsetalk NZ:** [info@horsetalk.co.nz](mailto:info@horsetalk.co.nz)

**Horseyard:** [editor@horseyard.com.au](mailto:editor@horseyard.com.au)

**The Land:** [horses.theland@ruralpress.com](mailto:horses.theland@ruralpress.com)

**“Saddle Up” feature:** [theland.saddleup@bigpond.com](mailto:theland.saddleup@bigpond.com)

- Send in high resolution photos of your events along with captions for publication in the Land.

**Horse Down Under Magazine:** Tara Gordon [tara@horsedownunder.com.au](mailto:tara@horsedownunder.com.au)

- Horse Down Under has a Pony Club feature in every issue. Send Tara up to 1500 story and high resolution photos to feature in the magazine

**Handy Links:**

Our Community Photo Bank: <http://www.ourcommunity.com.au/marketing/photobank/>

Our Community Media Help:

[http://www.ourcommunity.com.au/marketing/marketing\\_article.jsp?articleId=1424](http://www.ourcommunity.com.au/marketing/marketing_article.jsp?articleId=1424)

**If you need assistance with media releases please contact the Pony Club NSW Marketing Coordinator on (02) 4229 8977 or [marketing@pcansw.org.au](mailto:marketing@pcansw.org.au) .**

Please see the following templates and sample releases to help you when writing your own releases. They are also accessible on your resource CD.

## ***LETTERHEAD***

**MEDIA RELEASE**

**DATE**

**HEAD LINE HERE THAT IS SHORT AND CATCHY**

**What:** Name of event

**When:** Date and times

**Where:** Location/include address and brief parking info

**Who:** How many people/what age/flag any star performers in here

**Story lines:**

- List four or so story ideas in here. Keep them very brief and simple.
- Use bullet points.
- 
- 

**Contact:**

Include your name, position, telephone, mobile, fax and email here.

**MEDIA RELEASE**

**April 1, 2005**

**YOUNG SWIMMERS TO SHINE ATSYDNEY**  
**AGE CHAMPIONSHIPS**

**What:** Sydney Age Swimming Championships

**When:** Saturday, April 17-Sunday, April 18

Heats 9am -12pm. Finals 7-9pm

**Where:** Sydney Olympic Park Aquatic Centre, Homebush

Media parking available on application.

**Who:** More than 500 junior swim stars including national open team representative Molly Thornton and eight-time national age group record breaker Charlie Dixon.

**Story lines:**

- Molly Thornton will juggle her commitments with the national team and her higher school certificate studies to contest the meet which launched her career.
- Charlie Dixon is bidding to become the most prolific record-breaker for his age in Sydney swimming history at the championships eyeing nine 14-year-old marks.
- Two sets of twins – John and Dale Brown and Tim and David Rents – will face each other in the open 100m freestyle – the first event of the program.
- Disabled schoolgirl Jane Smith makes her swimming comeback after a car accident three years ago left her in a wheelchair.

**Contact:**

**Joan Smith, Greenfields ASC publicity officer**

**Phone: (02) 9999 9999 Mobile: 0409 999 999**

**Email: smithj@greenfieldsasc.com.au**



*Greenfields Amateur Swimming Club est 1965*

MEDIA RELEASE  
2005

April 1,

**GREENFIELDS WINS FIVE FROM NINE**

Greenfields Amateur Swimming Club claimed five gold medals and two State records to be crowned "Club of the Meet" at the Northern Districts Relay Championships at Homebush last night.

The club, led by captain and Olympic hopeful Charlie Dixon, notched an impressive five victories from nine races to secure its best ever result at the teams event at the Sydney Olympic Park Aquatic Centre.

Victory came in the men's under 12, under 14, open 4x100m freestyle relay events and the women's under 16 and under 18 4x100m medley relay.

The men's open team of Dixon, Finn McCredie, Nicholas Dunlop and Charlie George kicked off the meet in style shaving 0.56 seconds off the NSW record with their swim of 3:43.02.

Also in form was the under 12 team of Josh Wattie, Bill Dunst, Jamie and Cameron Pirro who better their state mark by 0.2 seconds with their time of 4:04.56.

"Winning was catching. The open team won and everyone was pumped up," Dixon said.

"The team spirit was incredible and it was so great to have so many supporters from the club, including our coach Ron Roberts, there cheering us on. Greenfields has never done so well. Our hard work over the past year has paid off."

**Winning teams for Greenfields were:**

**Men's Open** 4x100m freestyle: Charlie Dixon, Finn McCredie, Nicholas Dunlop and Charlie George, 3:43.02

**Under 14:** Josh Wattie, Bill Dunst, Jamie and Cameron Pirro, 4:02.00

**Under 12:** Daniel Watch, Paul Jons, David Reggie, Bill Slim 4:04.56

**Women's under 16 medley:** Annalise Billard, Rachael Hounder, Jenny Bob, Katie Kurl. 4:08.12

**Under 18 medley:** Vera Lio, Quincy Flint, Carly Jones, Qui Tan. 3:56.02

FOR MORE INFORMATION

**Joan Smith, Greenfields ASC publicity officer**

**Phone: (02) 9999 999 Mobile: 0409 999 999**

**Email: [smithj@greenfieldsasc.com.au](mailto:smithj@greenfieldsasc.com.au)**

**MEDIA RELEASE**  
**07/07/09**

**Only Days to Go until the Pony Club Australia National Championships Begin**

Over 230 riders from all across Australia have begun or about to set out on their journey to the Sydney International Equestrian Centre, Horsley Park to compete at the Pony Club Australia National Championships, being held from 12 – 18 July.

Riders will compete across the equestrian disciplines of Dressage, Eventing, Showjumping and Mounted Games. Each discipline will be divided into two events; a junior event for riders under 17 years of age, and an Associate event for riders 17 to 25 years of age.

This is a great opportunity to see up-coming riders compete to be the National Champion in their discipline. There will be plenty of equestrian action to watch each day, along with the chance to grab a bargain when shopping in the trade stalls, which will be in operation throughout the week, including saddlery, giftware, and more!

The Program for the week:

Activities commence at 9am each day and should run through till 4pm.

- **Monday 13 July** -- Competitors participate in warm up competitions.
- **Tuesday 14 July** – Official competition commences for Show jumping and Dressage Competitors.
- **Wednesday 15 July** – Official competition commences for Eventing (Dressage) and continues for Dressage and Show jumping competitors. Opening Ceremony at 10am in the Main Arena.
- **Thursday 16 July** - Cross Country phase of Eventing and from 1pm Junior Mounted Games.

- **Friday 17 July** – Final competitions for Dressage, Show jumping and Eventing.  
- Fiona Carruthers, author of "The Horse in Australia", will be on site for a booking signing at 1pm.
- **Saturday 18 July** – Pas De Deux competition, Associate Mounted Games Competition and final presentation at 1pm.

A number of past Olympic and elite riders began their riding career in Pony Club and competed at Championships like these. For Example, the Silver medal winning Eventing team consisted of four former Australian Pony Club Members; Shane Rose (NSW), Megan Jones (SA) Sonja Johnson and Clayton Fredricks (WA).

**For more information:**

**Lisa Ferguson**, Marketing Coordinator, Pony Club NSW,

**Phone:** (02) 4229 8977. 0413 235 102 **Email:** [marketing@pcansw.org.au](mailto:marketing@pcansw.org.au)



12-18 July: 31

[www.ponyclubnationals.org.au](http://www.ponyclubnationals.org.au)

*Hosted by The Pony Club Association of N.S.W Inc.*

**MEDIA RELEASE**

**NEW SOUTH WALES DOMINATES AT THE AUSTRALIAN PONY CLUB CHAMPIONSHIPS**

New South Wales competitors shone at the Pony Club Australia National Championships where they competed against 230 riders from across Australia at the Sydney International Equestrian Centre, Horsley Park, from 12 – 18 July.

Competition was fierce, as the best riders from each State competed across the equestrian disciplines of Dressage, Eventing, Showjumping and Mounted Games. Each discipline was divided into two events; a junior event for riders under 17 years of age, and an Associate event for riders 17 to 25 years of age.

The New South Wales team collected nearly all National Champion awards which were up for grabs, along with most of the Champion Team awards. New South

Wales was honoured with the Roger Braham OAM Perpetual Trophy as the Champion State.

A commendable mention goes to **Grant Judd**, who won the Associate Show Jumping National Champion title for the 3<sup>rd</sup> time on the same horse "Redshot". Grant first won the title at the 2005 National Championships in Perth, and maintained his position at the following National Championships in Toowoomba in 2007 and now here in Sydney. Grant has plans to hold on to his title at the next National Championships in two years time.

"We could not have asked for a more pleasing result. All of our New South Wales riders represented the State to the best of their ability and we were very lucky to collect so many Champion awards. We are very proud of our NSW riders and look forward to challenging the other States at the 2011 National Championships in Victoria," said Jenny Amadio, Event Organiser and Executive Director of Pony Club NSW.

"We would like to congratulate all riders who competed this week, along with their team officials and supporters, as they displayed high levels of sportsmanship and horsemanship. The Event, like all Pony Club Events, was focused on giving the riders an opportunity to meet other like-minded individuals, and I am sure that many friendships were formed which will last for lifetimes," said Mrs Amadio.

The Championships are held every two years, with a different State playing host. This will be the second time that Pony Club NSW has hosted the Championships since their inception in 1995, where they were held in Wagga Wagga. The Championships were introduced just after Sydney was granted the Olympic Games to assist and encourage all Pony Club members to strive for their Olympic Dreams.

### Results:

#### **Individual Champions**

Junior Dressage Champion – **Sancha Bulter** (NSW - Wilberforce)

Associate Dressage Champion – **Harriet Gruen** (NSW – Hall)

Junior Show Jumping Champion – **Craig Matthews** (NSW - Bega)

Associate Show Jumping Champion – **Grant Judd** (NSW - West Wyalong)

Junior Eventing Champion – **Emily Gray** (Western Australia)

Associate Eventing Champion – **Megan Bryant** (NSW - Cowra)

#### **Champion Teams:**

Junior Mounted Games - **New South Wales**

**Rhys Farmer** – Muswellbrook

**Gareth Farmer** – Muswellbrook

**Brendan Luther** – Oberon

**Lauren Slater** – Wamboin

**Patrick Ryan** – Murrumbateman

Junior Dressage - **New South Wales**

**Sancha Butler**, "Goldshaft Moonshadow",  
Wilberforce

**Alison Gill**, "Bamborough Epic", Geary's Gap

**Candice McIntyre**, "Farleigh Zebedee", Wyong

**Natasha Anjoul**, "Rothwell Highclere", Dural

Junior Show Jumping - **New South Wales**

**Craig Matthews**, "Rupert's Little Brother",  
Bega

**Cassandra Looveer**, "JFK", Ryde

**Shannon Turner**, "Sym Fairmont", Illawarra

**Jake Hunter**, "Imperial Express" Singleton

Junior Eventing Team - **Western Australia**

**Emily Gray**, "Trentlyn Joel", Narrogin

**Makayla Wood**, "Just Corona", Riverside Park

**Fraser Bower**, "Mr Exuberant" Eastern Hills

**Anna Swan**, "Brady Bunch" Esperance

Associate Mounted Games – **New South Wales**

**Patrick Fitzsimmons** – Yass

**Ben Luther** – Oberon

**Katie Slater** – Wamboin

**Matt Dillon** – Oakville

**Shaun Thompson** – Muswellbrook

Associate Dressage - **New South Wales**

**Harriet Gruen**, "Wallaroo Tallow", Hall

**Megan Bryant**, "Talinga Cavalier", Cowra

**Sarah Munro**, "Castello", Toronto

**Jodie Newall**, "Danse Avec Moi L", Hall

Associate Show Jumping - **New South Wales**

**Grant Judd**, "RedShot" West Wyalong

**Melissa Jasprizza**, "Reinsman", Cowra

**Dana Seaton**, "Warrobil Indiana", Awaba

**Ben Blay**, "Ryles", Gundagai.

Associate Eventing Team – **Queensland**

**Kirstie Fossett**, "Mystic Magic", Alton Downs

**Emma Howard**, "Cullendore Tr", Jilcoy

**Soigne Jackson**, "Gold", West Wyalong

**John Thomson**, "Captain Nemo", Gungahlin

Detail results are accessible from [www.ponyclubnationals.org.au](http://www.ponyclubnationals.org.au).

<Ends>

**For more information:**

# THE LAND

Li  
Pl

Saddleup

theland.saddleup@bigpond.com

(02) 6548 7272

## PHOTOS – How to get a top shot...

Remember, you don't have to be a professional to take great photos. Here are a few tips to make things easier for you and help ensure your photos are published.

Most digital cameras will take the photos you require. Remember, if the details below mean nothing to you, most digital photos taken straight from the camera will be fine. That means - do not alter, correct or manipulate colour settings or sizes in any way. We can crop and improve photos if it is necessary.

Digital photos should be:

- around one megabyte(1MB) in size or larger.
- JPG's are our preferred form and RGB is our preferred colour format (however CMYK is not a problem)
- photos must be attached as individual files to the email. If sending more than six photos send two separate emails marked 1 of 2 and 2 of 2.

When composing a photo:

- do not include more than three people in a photo
- check what's in the background
- remove sunglasses so we can see the subject's face
- in bright sunlight a flash may be needed to illuminate faces under hats
- check where the sun is and where shadows fall
- try different angles and styles with each photo – close-ups, social shots, sporting action, full horse body shots...
- if it's a full body shot of the horse we need to see its legs, tail and head
- close-ups of horse and rider are attractive
- check your camera speed for action shots to avoid blurring
- it's nice to see the ears forward on the horse, sometimes you might need an assistant standing behind you to get the horse's attention.



**LEFT:** Anastasia Martin, 10, "The Echo", Merriwa, and The Echo Rebecca won the Handler Class at the 2008 ASH State Youth Show.

## CAPTIONS

Every photo needs a caption – a descriptive phrase detailing all the people and horses pictured in the photo. Make sure each photo attached to your email is numbered or labeled – list these in your email alongside the appropriate caption. Keep your captions simple and include:

- a person's full name (no nick-names please and check spelling)
- their property name (if applicable) and/or their town or the locality they live.
- the club they belong to (if applicable)
- if possible - the ages of anyone under 18
- the name of the event
- any horse's names
- what (if any) awards the horse or rider had received

## BRIEF ACCOUNT

Tell us about your event. We need to know:

- the name of your event
- when and where it was held
- the club or association hosting the event
- a contact name, email address and contact phone number
- news and results from the event

**Please email all photos and details as soon as possible after your event to:**  
[theland.saddleup@bigpond.com](mailto:theland.saddleup@bigpond.com)



# ***The Pony Club Association Of New South Wales***

## **HANDBOOKS**

- 1. Member Induction Kit template**
- 2. New Members Handbook**
- 3. Secretary's Handbook**

## MEMBER INDUCTION KIT TEMPLATE

*This is a resource for Clubs and Zone to utilise:*

It can be difficult for new members and their parents to understanding everything that is involved in Pony Club, from what uniform to wear when to how to enter competitions to rally day structures. This document is for Clubs to use as a template for an information kit they can give to new members. The information in this document can be tailored to each club. [Please access the word document containing this Kit on your resource CD or can be downloaded from the website so you can make changes applicable to the way your Club runs.](#)

### 1. Club Information:

Contact Names and Numbers:

President:

Secretary:

Treasurer:

Chief Instructor:

Postal Address [PO Box.....](#)

Club Grounds: [Showground....](#)

### 2. Pony Club Structure

Pony Club NSW divides clubs into Zones. A number of Zones join together to form an Area. Our pony club is part of Zone [\[Y\]](#), which is part of Area [\[YY\]](#).

In Zone [\[Y\]](#) there are [\[Y\]](#) pony clubs. They include: *(insert names of clubs)*. Both the Club and the Zone have a President, Secretary, Treasurer and Chief Instructor.

### 3. Fees

Joining Fee: (subject to amendment annually).

1 rider	\$.....00 <i>(insert your club's</i>
2 riders (same family)	\$.....00 <i>fees and membership</i>
3 " " "	\$.....00 <i>structure)</i>

This fee includes the Pony Club NSW affiliation and insurance fees. [\[YYY Pony Club\]](#) requires all Riding members under 17 years to join with a parent/guardian as a member. This parent/guardian must be on the grounds at all times when the junior members are in attendance. *(alter as appropriate to your club)*. Voting right is one vote each per associate (17 years & above) and Senior financial members.

Other Fees: *(e.g. delete or add where appropriate)*

**Grounds fees** are payable on every day you attend and this fee includes a cost for grounds and an instruction fee.

### 4. Uniform:

#### **Competition Uniform (Formal Uniform)**

- Fawn jodhpurs – available at Saddleries
- [\[Colour\]](#) long-sleeved shirt (**not** polo shirt) – available from [\[shop\]](#)
- [\[Colour\]](#) tie – available from [\[Shop\]](#)
- [\[Colour\]](#) woolen jumper – available from [\[shop/club\]](#)
- Club saddle cloth – available from [\[Shop/Club\]](#)

#### **Rally Uniform (Informal Uniform) -**

Same as competition, except Polo shirt may be substituted for Long-sleeved shirt and tie.

#### ***What to wear when?***

Rally days: Informal or Formal uniform [\(alter as appropriate for your club\)](#)

Gymkhanas: Formal uniform

Zone Competitions: Formal uniform

State competition: Zone uniform

Regional Schools: Formal uniform

You may be able to get some items second hand through the club.

### 5. Rally Days



**a) When are they held?**

Pony Club rally days are held on the **1<sup>st</sup> and 3<sup>rd</sup> Sunday** of every month, even through the school holidays (except Christmas holidays).

**b) Who Can Come to Rally Day:**

You must be a financial member of the Pony Club Association of NSW. **A responsible adult must accompany each child Rally Day.** *(alter as appropriate for your club)* Only Pony Club riding members are permitted to ride at rallies (senior riding members over 25 years, are only permitted to ride with the Chief instructors approval for instruction or demonstration only). Riders are also not permitted to ride others members' horses at the rally without the permission of the horse owners, parents and chief instructor.

**c) Times:**

09:30 am – 3:30 pm (approximately)

**d) How The Day Runs:**

**Generally 2 sessions are held in the morning with a break for morning tea 11:15.** Lunch is around 1:00pm and there is one session after lunch. **Times are indicative times and can vary on the day.** *(alter to suit your clubs rally day program)*

All parents and riders assist with packing up equipment, show jumps etc, at conclusion of rally BEFORE leaving the ground.

Note at all times you stay with your allocated group and walk your horse between lessons.

**e) What happens on a Rally day?:**

There are lots of different activities that you may participate in at rally day including showjumping, dressage, cross country, troop drill, mounted games, sporting, polocrosse, horse care and theory.

*(alter to suit your clubs rally day program)*

- Riders must present themselves for gear check at 9:30am in troop lines in front of the clubhouse.
- All riders must remain unmounted until gear checked by a club official and advised to mount. If you ride to pony club you must dismount as soon as you arrive.
- When all riders have been checked, they will be organised into groups for their first session.
- Size and composition of groups depends on many factors including – which members are present, which instructors are available, what activities are organised. Generally riders of similar ability and/or age are grouped together.
- You must get your attendance card signed by the Secretary. You must stay the whole day for it to be signed. This is your responsibility and it will not be signed retrospectively.

**f) Wet Weather Policy:**

Rally day will usually go ahead with theory work if mounted activities are impractical. If in doubt please contact one of your committee members for clarification. Please listen to [Local radio station] for cancellations.

**g) What the Rider Should Wear:**

- Well fitting approved helmet AS/NZS 3838, ENS 1384, ASTM F 1163 standard accreditation designed for equestrian use.
- Reasonably smooth soled, elastic sided riding boots which meet the requirements in the Handbook.
- Jodhpurs and Club Polo Shirt (Informal uniform)

**h) What You Should Bring:**

Foods for your horse, bucket for water, secure headstall and lead rope, and a rug in winter. Tack should meet Pony Club criteria, be well fitting and in good condition. You may need to check the suitability of your equipment (especially bits) before coming to rally day.

**i) Lunch:** *(alter to suit your clubs rally day program)*

A canteen runs every rally day providing cooked food for lunch at a reasonable cost, morning tea, cordial, tea and coffee. All members are to help out in the canteen during the year. *(change to reflect your procedure)*

**j) Parking** *(alter to suit your clubs rally day program)*

Car parking is provided at the Clubhouse. It is a requirement of Pony Club NSW that a horse free parking area be provided - therefore no horses are to be tied up on the vehicle side of the hitching rails or to floats/trucks. You are not to ride your horse in the parking areas.

**k) Include notes on Horse yards or specific parking instructions relevant to your club.**

## **6. Competitions**

During the year there will be many competitions held which members can attend. The main type of pony club competition is the gymkhana.

The gymkhana is an opportunity for all riders to go out and compete against other riders, from other clubs. Gymkhanas usually have ring events (hacking), sporting and jumping. They are a great way for riders to get experience in competitions and build up confidence. While horses/ponies need to be plaited and presented for gymkhanas, do not let this deter you, as help is always available if you are unsure of what to do.

Entry to any competition is always completed in the same way. A couple of weeks before the competition an entry sheet is available in the club house. You need to register the rider and horse on the sheet. If the riders are not

registered before the closing date, they will not be entered. If you are not at a rally day to enter, you can always email your entry to the club email address. *(Change to reflect your clubs procedure)*

## **7. Workers/Volunteers**

As you can well appreciate pony clubs are only successful with the assistance of the parents of the riders. We would all love to sit each rally day and simply watch our own child. Unfortunately, if everyone in the club took this stance, especially our instructors, nothing would be done and none of the children would get to ride. Therefore, it is particularly important that every parent of every rider pitches in, **every** rally day and does their bit to assist in the running of pony club. Rally day jobs include;

- Helping in the canteen
- Cooking the BBQ
- Assisting to put out equipment
- Putting equipment away
- Packing up the club house after lunch
- Assisting instructors especially with activities like sporting (putting flags out, timekeeping) and jumping (picking up poles when they are knocked).

## **7. Conduct of Riders**

Pony Club is a youth organisation therefore policies of:

- No Alcohol
- No Smoking
- No Swearing

apply to adults and children. Please visit [www.pcansw.org.au](http://www.pcansw.org.au) to view these policies.

### When Mounted:

1. Please arrive on time. Late arrivals are disruptive and may result in being left out of a session.



2. Be considerate of each other and especially of less experienced and younger riders when riding near them.
3. Walk at all times unless specifically advised otherwise by an instructor.
4. You may not leave a lesson without asking permission from the instructor.
5. The instructor appreciates it if you thank them at the end of the lesson.
6. You must only ride where and when advised by an instructor – definitely not around the clubhouse or the car parks.

#### Unmounted:

1. Horses are easily spooked and everyone who comes to pony club needs to be sensible around horses. Small children should be supervised at all times and are not to sit/climb on any of the railings or jumping equipment.
2. No dogs are allowed. (dependent on rules of facility otherwise all dogs must be on a leash)
3. If a parent wishes to discuss an aspect of a lesson with an instructor, please wait until the end of the lesson.
4. Children should be courteous and co-operative and be keen to learn and have fun. Parents should remember that Pony Club operates for the benefit of the children

#### **8. Pony Club Rules**

Safety of horse and rider is paramount in pony club. Hence there are strict rules governing most aspects of membership. These rules are designed to prevent accidents and injuries. It is in your interests to acquaint yourself with the rules as soon as possible. If in doubt, please ask a committee member or refer to the “Blue Book” (available on the PCA website [www.pcansw.org.au](http://www.pcansw.org.au)).

#### **9. Communication: - *(change where necessary)***

**NEWSLETTER** - The Club publishes a monthly newsletter, which keeps members informed of club activities, dates of rallies and all relevant club news. Space is also available if parents wish to advertise to buy/sell ponies, equipment etc. The newsletter is generally forwarded to members each month.

**WEBSITE** - The Clubs Website is updated regularly. It contains Newsletter items and valuable information including, the names and phone numbers of the committee, and other members, changes to this year’s calendar and any additional new dates. The Website is also used to tell you of up and coming working bees and changes that you need to know about. It also has the results of our riders who have been out competing, and includes the program for our coming Ribbon days and other soon to be held events. Nominations can be made and Results can be submitted on-line through the website ([insert address](#)).

**MEETINGS** - are held on pony club grounds and all associate and adult members are encouraged to attend. Please view your newsletter for these details.

#### **10. Awards/Point Score System**

Details on trophies, presentation, attendance, point score – (Insert appropriate details)



# ***The Pony Club Association Of New South Wales***

## **COMMONLY USED FORMS**

### **1. APPLICATION FORMS:**

- a. Membership Application Form
- b. MyClub Access Form
- c. Transfers
- d. Site specific Induction Form
- e. Championship Nomination Form
- f. Championship Horse ID Form

### **2. Scoresheets**

- a. Cross Country Master Jump Sheet
- b. Cross Country Master Time Sheet
- c. Showjumping Score Sheet
- d. Jumping Equitation Score Sheet

### **3. OTHER FORMS**

- a. Lease Form
- b. Merchandise Order Form
- c. Office Bearers Form
- d. Prohibited Person's Declaration
- e. Emergency Plan and Contacts
- f. Accident/Incident Report
- g. Paid Instructors Panel Form and list of Instructors. (subject to change from year to year)