

## Pony Club WA Eventing Technical Delegate Payment Procedures

ATO Statement by Supplier form to be completed by ALL officials (Trainee or Accredited) in January and submitted to [accounts@ponyclubwa.asn.au](mailto:accounts@ponyclubwa.asn.au) All payments to be agreed prior to official engagement.

OFFICIAL ROLE	FEE	WHO PAYS	FORMS	SEND TO	DUE
<b>Pony Club WA Technical Delegate – Club/Zone Events</b>	\$500	Pony Club WA Eventing TD Levies	Technical Delegate Report & Checklist Pony Club WA Officials Payment Form	<a href="mailto:eventing@pcawa.com">eventing@pcawa.com</a> <a href="mailto:sports@pcawa.com">sports@pcawa.com</a> <a href="mailto:accounts@pcawa.com">accounts@pcawa.com</a>	14 Days post event
	Accommodation and Meals	Host Club/Zone to book and pay for prior to the event.	N/A	N/A	N/A
	Travel Expenses as agreed.	Host Club/Zone	TD Invoices the Club/Zone direct.	TD either Emails invoice to OC prior to event or hands to OC when they arrive at the venue.	TD <b>must</b> be paid before leaving the venue.
<b>Pony Club WA TRAINEE Technical Delegate – Training at Club/Zone Events</b> <i>(Trainees must be officially engaged as approved by the State Eventing Committee)</i>	Travel Expenses as agreed.	Pony Club WA Eventing TD Levies	Pony Club WA Officials Payment Form	<a href="mailto:eventing@pcawa.com">eventing@pcawa.com</a> <a href="mailto:sports@pcawa.com">sports@pcawa.com</a> <a href="mailto:accounts@pcawa.com">accounts@pcawa.com</a>	14 Days post event
<b>Pony Club WA TRAINEE Technical Delegate – Assessment Event (Acting as Official TD)</b>	\$500	Pony Club WA Eventing TD Levies	Technical Delegate Report & Checklist Pony Club WA Officials Payment Form	<a href="mailto:eventing@pcawa.com">eventing@pcawa.com</a> <a href="mailto:sports@pcawa.com">sports@pcawa.com</a> <a href="mailto:accounts@pcawa.com">accounts@pcawa.com</a>	14 Days post event
	Accommodation and Meals	Host Club/Zone to book and pay for prior to the event.	N/A	N/A	N/A
	Travel Expenses	Host Club/Zone	TD Invoices the Club/Zone direct.	TD either Emails invoice to OC prior to event or hands to OC when they arrive at the venue.	TD <b>must</b> be paid before leaving the venue
<b>Pony Club WA ASSESSING Technical Delegate</b>	\$500	Pony Club WA Eventing TD Levies	Technical Delegate Report & Checklist Pony Club WA Officials Payment Form	<a href="mailto:eventing@pcawa.com">eventing@pcawa.com</a> <a href="mailto:sports@pcawa.com">sports@pcawa.com</a> <a href="mailto:accounts@pcawa.com">accounts@pcawa.com</a>	14 Days post event
	Accommodation and Meals	Host Club/Zone to book and pay for prior to the event.	N/A	N/A	N/A
	Travel Expenses	Host Club/Zone	TD Invoices the Club/Zone direct.	TD either Emails invoice to OC prior to event or hands to OC when they arrive at the venue.	TD <b>must</b> be paid before leaving the venue

<b>Course Designer</b>	Set by individual Course Designers and with club prior to engagement. <i>Taking into consideration time, equipment supplied and used.</i> + Negotiated Mileage* and out of pocket expenses**	Host Zone / Club	CD Arranges payment with Club.
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