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HANDBOOK

Part 1: General Information

Part 2: Club Governance

Part 3: Coaching

Part 4: Competition and Training



PONY CLUB
WESTERN AUSTRALIA



HANDBOOK Revised Edition 2015

Part 2: Club Governance

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Part 2: Club Governance

SECTION 1: RULES AND REGULATIONS

PCAWA CONSTITUTION

Compliance with the PCAWA Constitution is a requirement for all Member Clubs and Individual Members.

It is recommended that a copy of the current PCAWA Constitution is accessible to all Members.

The current PCAWA Constitution can be *downloaded*.

PCAWA BYLAWS

Compliance with the PCAWA Bylaws is a requirement for all Member Clubs and Individual Members.

It is recommended that a copy of the current PCAWA Bylaws is accessible to all Members.

The current PCAWA Bylaws can be *downloaded*.

MEMBER CLUB CONSTITUTION

Your Member Club Constitution is a set of rules for the daily running of your club or group. It details for your members and others the name, objects, methods of management and other conditions under which your club or group operates. All Member Club Constitutions will clearly reflect the Objects of PCAWA and conform to the PCAWA Constitution.

PCAWA can provide a Constitution Model that your Club may use as a guide to create their Club Constitution.

Member Clubs shall provide to the Association a copy of their constituent documents and all amendments to these documents. Member Clubs acknowledge and agree that the Association has power to veto any provision in a Club constitution which, in the Association's opinion, is contrary to the Objects.

Clubs are required to send a copy of Constitution and Certificate of Incorporation to PCAWA to be held on file.

Copies of amended Club Constitutions must be sent to PCAWA to be held on file once approved by the Department of Commerce.

MEMBER CLUB BYLAWS

Following the development of your Member Club Constitution, you will also develop a set of Bylaws that provide more detail on sections of the Constitution. Bylaws are more easily adjusted and have a more operational tone to them. This is where you can include more detail of the policies and procedures that underpin your Constitution and also rules, and procedures specific to your Club.

Part 2: Club Governance

SECTION 2: CLUB ADMINISTRATION

CLUB AFFILIATION

Clubs are required to renew their affiliation with PCAWA each year.

Affiliation and payment is to be completed online via the National Database by January 31st to ensure insurance cover is in place for your Club.

CLUB COMMITTEE CONTACTS

Club Committee Contact details must be updated via the National Database within 28 days of the Club's Annual General Meeting.

Please enter the club contact details for Club Office Bearers and General Committee.

All Club Committee members must be listed on the Club's Annual Strength Return.

All PCAWA mailing lists etc. are based on the information contained in these forms. PCAWA will continue to address mail to the previous year's office bearers on our mailing lists until the Club Committee updates are updated online. The Office also needs to be notified by email of any changes to contact details that occur throughout the year so our records are kept up-to-date.

CLUB OFFICIALS

President

Must be a current financial member of the Club and listed on the Club's Strength Return.

The Club President is responsible for:

- Unless otherwise excused, attending all meetings of the Club and shall preside at all General and Committee Meetings. They shall order the conduct of business in a proper manner.
- Ensuring the Club upholds the Club's Constitution.
- Conducting all business in an unbiased manner.
- Attending all official functions held by the Club, and shall ensure that all members, officials and guests are welcomed and adequately hosted. The President should also be available at all presentation functions.

Secretary

Must be a current financial member of the Club and listed on the Club's Strength Return.

The Club Secretary is responsible for:

- Preparing and distributing the Agenda for all meetings including correspondence in and out, in conjunction with the Club President.
- Attend each Club meeting, keeping accurate minutes of all proceedings and decisions of the Club and of the Committee and distribute accordingly.
- Submission of Member Club Affiliation Form, Committee Notification Form, all Strength Returns and due monies to the PCAWA by required dates.
- Ensure that all entry and application forms and registration information for all competitions, clinics, and schools are circulated to all members, drawing their attention to the relevant closing dates.
- Attending to all inwards and outwards correspondence.
- Maintaining an up-to-date record of Club membership and shall carry out such other duties as the Club, Committee or President may from time to time prescribe.

Treasurer

Must be a current financial member of the Club and listed on the Club's Strength Return.

The Club Treasurer is responsible for:

- Timely payment of all invoices and accounts.
- Maintaining accurate books of account in which shall be entered details of all Club revenue and expenditure.
- Issuing receipts for all fees, subscriptions and other funds paid to the Club.
- Compiling and issuing Balance Sheet and Statement of Revenue and Expenditure duly audited and certified by the Honorary Auditor, which shall be laid before the Annual General Meeting of the Club.
- Attending each general meeting of the Club and at each Committee meeting shall present a summarised statement of revenue and expenditure since the previous meeting.

Club Chief Coach

The Club Chief Coach is appointed by the Club Committee or in accordance with your Club's Constitution.

The Club Chief Coach should have reached 21 years of age and be appointed annually unless the Club's Constitution states otherwise.

The Club Chief Coach must be included on a Strength Return and membership list of a Pony Club currently affiliated with the PCAWA.

They should be an experienced coach with a Pony Club coaching qualification, but this may not always be possible, particularly in a new club. It is very important that the most suitable person is chosen.

The Club Chief Coach is responsible for:

- The club coaching program and the safe implementation of the current PCA Syllabus of Instruction.
- Signing examination application forms and ensuring that the horse/rider combination are competent at the standard and have met the qualification criteria set by the state.
- Ensuring horse/rider combinations have attended three rallies prior to the close of entries for all State Competition and their selection events.
- Convening regular Coaches' meetings and see that all relevant information is circulated.
- Appointing Coaches for each Rally and discuss with them in advance the standard and subject to be taught from the PCA Syllabus of Instruction.
- Arranging the coaching programs for rallies, schools and camps.
- Ensuring that all the necessary facilities and properties are made available for the program planned for each rally or advises the Rally Organiser of requirements.
- Encouraging attendance of coaches at all courses and conferences which are made available.
- Appointing people with specialist knowledge from outside the Club to give instruction in specific subjects.
- Encouraging coaches, potential coaches and parents within the club by means of individual help and encouragement.
- Organising and chairing panels for team selection and arrange the training of club teams.
- Advising on the preparation, training and nomination of riders for Efficiency Certificate Tests.
- Attending Zone Coaching Panel meetings.
- Ensuring rider attendance cards are completed and signed.
- Ensuring a First Aid Officer is appointed for each Rally and that an Incident Report Book (available from PCAWA) is kept by the club and easily accessible.

MEMBER ENROLMENT

Members are required to apply for club membership each year via the National Database.

Members are required to acknowledge the PCAWA Disclaimer online, agree to abide by our Codes of Conduct, fill in medical details and give permission to be photographed at pony club events online at time of joining or renewal.

A member is not considered to be covered by insurance until registration details and online payment is complete.

Members aged 17 years and under as of 1 January have a person responsible over the age of 18 join as an Adult Supporter, Adult Supporter Mounted, Coach, Life Member or Associate Member.

All Club Committee Members MUST be listed on a Club's Strength Return to ensure they are covered by insurance for liability.

Non-financial members are not permitted to ride at rallies.

Please note: PCAWA fees are non-refundable.

MEMBERSHIP CATEGORIES

Ordinary Riding Members:

- Riding members who are under 17 years of age as of 1 January but not be less than two years of age.
- (Minimum age of membership is at an individual discretion.)

Associate Riding Members:

- Riding Members who are aged between the ages of 17 and 24 years as of 1 January.

Members without Ponies:

- Non-Riding Members who are aged between 2 and 24 years as of 1 January who are engaged in instructional, hands on programs.
- Members without Ponies are not insured to be mounted for any activity.

Non-Riding Members:

- Non-Riding Members who are aged between 2 and 24 years as of 1 January who may need to be a member for insurance purposes, i.e. Person Responsible aged between 18 and 25, siblings of members who may be present as spectators at rallies etc.
- Non-Riding Members are not insured to be engaged in instructional, hands on dismounted or mounted programs.

Adult Supporters:

- Non-Riding Members who are aged 25 years or older as of 1 January and are not engaged to coach.

Adult Supporters – Mounted:

- Members who are aged 25 years or older as of 1 January and are not engaged to coach.
- Membership entitles members to participate in open pony club events but not receive instruction at rallies.

Club Life Members:

- Members who are awarded Life Membership to a Club.

Club Coaches:

- Members who are engaged by a Club to coach at rallies in either a paid or voluntary capacity. Coaches may be mounted or dismounted.
- Club Coaches are entitled to participate in open pony club events but not receive instruction at rallies.

DAY MEMBERSHIP

Day Membership is only available for Club Rallies or dismounted phases of Tetrathlon competitions.

Day membership is only available to prospective new members who wish to “try before they buy” at a maximum of two club rallies only. **Day Membership provides Public Liability insurance cover only.**

Day Members must sign a PCAWA Non-Member Disclaimer and pay the prescribed Insurance fee and Day Membership Form must be forwarded to PCAWA within seven days of the rally.

Please note: potential members may ride at a maximum of two rallies as a Day Member. Day Membership provides Public Liability insurance cover only.

MEMBERSHIP CARDS

Membership Cards will be emailed directly to the Member via the National Database.

Members may be required to show their membership card at PCAWA events.

Attendance Record cards will be posted to the club. Attendance Record Cards may be retained by the club to accurately record rally attendances for the year. The record card can be distributed to members at the end of the year or when transferring clubs.

PROCEDURE MEMBER WISHING TO TRANSFER CLUBS

A member wishing to transfer from one club to another during the membership year must first acknowledge that they want to resign from their current Club requesting a transfer through the National Database.

Resignation is acknowledged when the Club Administrator approves the transfer online.

Notification generated by the National Database is sent to the receiving club. The transferring member is given pending status until approved online by the receiving club.

The Club Chief Coach will give the member their Attendance Record Card to take to their new club.

The Transferring Member is not required to pay the PCAWA fee component again; however additional membership fees for the new Club may apply.

In the event of the Club from which the Member wishes to resign refusing to acknowledge the resignation within one month, and the Member has no outstanding accounts with that Club, such member shall have the right to appeal to the Board, which may then act in place of the said Club.

Any member wishing to change clubs at the start of a new Pony Club season is not required to complete a Transfer Form.

PROCEDURE FOR CHANGING CLUB/ZONE UNIFORM COLOURS

Any club wanting to change their current Club or Zone uniform colours as listed in the Handbook, must first seek approval from their club members and the changes must be verified by the club committee before being referred to their Zone.

1. Notice of Motion presented to general committee meeting to change uniform and/or club colours.
2. Apply to Zone to change Club Uniform or Colours, detailing changes requested.
3. Zone forwards Change to Uniform Request Form to the State Coaching Panel for ratification.
4. If approved by State Coaching Panel, State Coaching Panel will present to Board for ratification.
5. State Coaching Panel will advise Club and Zone of ratification of change.

PROCEDURE FOR CHANGING CLUB NAME

Contact PCAWA and your Zone with your intent to change Club Name.

Check your Club Constitution for procedure outlined to make alterations. This will generally be by Special Resolution.

Once the Name Change has been approved by the Membership in the method outlined in your Constitution, this is submitted to the Department of Commerce as per Department process.

Once approved by the Department of Commerce, please send in a copy of the Name Change Certificate to PCAWA.

WORKING WITH CHILDREN REQUIREMENTS

Does your Club comply?

Please check the Working with Children Website or check with PCAWA if you are unsure of how current Working with Children regulations apply to your club:

- <http://www.checkwwc.wa.gov.au/checkwwc>.

Where Working with Children regulations apply to a member, a copy of the card shall be kept by the club and a copy forwarded to PCAWA with the strength return or when a new/updated card is issued.

Not complying with your responsibilities can result in fines of up to \$60,000 and up to five years imprisonment.

A general guideline for Working with Children requirements are as follows:

- Parent Volunteers do not need a WWCC unless staying overnight at a camp.
- All other Club volunteers over the age of 18 require a WWCC.
- All paid coaches require a WWCC.
- Volunteer coaches over the age of 18 who do not have a child under the age of 18 at the Club require a WWCC.
- A parent who is a Volunteer Coach and has a child under the age of 18 at the Club has a parent exemption.
- A parent who is a Volunteer Coach and their child is over the age of 18 needs a WWCC.
- A parent who is a paid Coach needs a WWCC regardless of the age of her child.

Clubs are responsible for keeping up to date records of Working with Children Checks. A record keeping template can be found under Forms & Downloads.

CLUB ACCOUNTS WITH PCAWA

It is important that all clubs provide up to date details of their club treasurer including an email address. This is used by the PCAWA Accounts Officer to email information requested and also invoices and statements. If any of the details change throughout the year please notify us immediately.

- All Club accounts are “30 Days from Date of Invoice”
- Statements will be emailed out at the end of every month to the treasurer
- If any account remains outstanding for more than 30 days a finance charge of \$15.00 is added to the account – this is stated on EVERY invoice that leaves the PCAWA office
- If any Club account is over 60 Days that Club will not be eligible to enter riders in Championship events until the account is cleared.

Payments made to PCAWA

There are a number of methods that payment can be made for accounts:

- The preferred method is EFT to the PCAWA bank account – details of which are printed on every invoice. Make sure you include name of Club and invoice number where applicable.
- Credit Card – either over the phone or by completing details on our remittance advice found at the bottom of all invoices and statements.

AFFILIATION PROCEDURE FOR NEW PONY CLUBS

Establishing a Club

Department of Commerce requirements for incorporating can be *downloaded*:

1. A group of interested persons who wish to establish a new Club will form a committee and where possible appoint office bearers.
2. The ‘Club’ formulate a Constitution (if it has not already done so), which must be acceptable to PCAWA and based on the PCAWA model found on the *PCAWA website*.
3. The ‘Club’ seeks written approval (Memorandum of Understanding) from local Shire/City/lease holder for use of Club Grounds and any other conditions pertaining to use of Grounds.
4. The ‘Club’ sends an Establishment of Club Form to PCAWA along with a copy of the constitution (can be draft) and MOU signed by all parties concerned.
5. Paperwork is presented to the next meeting of the PCAWA Board for consideration.
6. The PCAWA Board then forwards the paperwork to the next meeting of the PCAWA State Coaching Panel.

7. The PCAWA State Coaching Panel arranges an inspection of the Club grounds and facilities for safety and suitability by a Visiting Commissioner/Representative.
 8. The Visiting Commissioner/Representative forwards a written report (Establishment of a Club Visit Form) of their findings to the PCAWA State Coaching Panel.
 9. When the State Coaching Panel are satisfied with the Visiting Commissioner/Representative's findings, the Panel makes a recommendation to the Board to approve the Probationary Affiliation of the Club.
 10. The Club will receive notification of the outcome of their application and if successful will receive an Accident Report Book and also at cost, one copy of the PCAWA Handbook, PCAWA Safety & Comfort of the Horse & Rider (Gear Checking) Manual and Pony Club Australia Syllabus of Instruction.
 11. State Coaching Panel allocates the Club to a Zone giving each party contact details for the other.
 12. The Probationary Club needs to send in Member Club Affiliation Form and appropriate monies to PCAWA to ensure appropriate insurance is in place PRIOR TO ANY MOUNTED ACTIVITY TAKING PLACE.
- PLEASE NOTE: IT IS NOT UNTIL THIS STAGE IS REACHED THAT A CLUB IS COVERED IN ANY WAY BY PCAWA INSURANCE.**
13. Members are required to complete Club membership forms and pay at least the PCAWA Insurance component of their fees to the club BEFORE they ride.
 14. The Probationary Club needs to send in Annual Strength Return and remittance to PCAWA within 28 days of holding their first rally.

Probationary Affiliation

1. Probationary Affiliation shall be for a minimum period of six months from the date of Board approval.
2. The Club must present its request for Club Colours to the Zone it was allocated to. The Zone will then forward an official request for Club Colours to the PCAWA State Coaching Panel.
3. Probationary Clubs may attend Zone Meetings and PCAWA General Meetings as observers.
4. Members and Associates of Probationary Clubs may participate in Club and Zone events, provided they are eligible under the rules and conditions of the events.
5. Probationary Clubs are permitted to compete in PCAWA competitions and State Championship Events, provided they have conducted three rallies over three months, and can provide State Coaching Panel with attendance sign in sheets, rally plans etc., as evidence before close of entries to ensure adherence with pony club aims and objectives prior to full affiliation.
6. Coaches may gain PCAWA Coaching Certificates providing they meet all requirements and are listed and paid for on a Strength Return that has been submitted to the PCAWA.

7. Members and Associates of a Probationary Club are NOT eligible to be examined for any Efficiency Certificates (E, D, D*, C, K, C* etc.) but may work towards these certificates during the probationary period.
8. After the Club has held a minimum of two Rallies in two months following the Board's granting of Probationary Affiliation, the Club shall forward to the PCAWA State Office a completed Application Form for 'First Inspection while on Probation'.
9. The State Office will forward the completed Application Form for 'First Inspection while on Probation' to the next meeting of the State Coaching Panel of the PCAWA.
10. The State Coaching Panel will appoint a PCAWA Visiting Commissioner/Representative to make the First Inspection while on Probation of the Club, which must be held on a normal Working Rally day.
11. The State Office will supply the Visiting Commissioner/Representative or Member of the State Coaching Panel with a copy of the Application for Probationary Affiliation.
12. The PCAWA Visiting Commissioner/Representative will present a completed Report Form to the next meeting of the State Coaching Panel.
13. The PCAWA Visiting Commissioner/Representative will also provide a copy of the completed Report Form to the Club in order to assist the further development of the Club within the Probationary period.

Second Inspection while on Probation

1. The Club writes to the PCAWA State Coaching Panel requesting a Second Inspection, to be held on a Working Rally day, not less than four months after the date of First Inspection while on Probation.
2. The State Coaching Panel will appoint a PCAWA Visiting Commissioner/Representative to make the Second Inspection of the Club, which must be held on a Working Rally day.
3. The State Office will supply the Visiting Commissioner/Representative or Member of the State Coaching Panel with a copy of the Application for Probationary Affiliation, the Club's request for a Second Inspection, and the First Inspection Report Form.
4. The PCAWA Visiting Commissioner/Representative presents a completed Report Form to the next meeting of the State Coaching Panel, who will forward a summary report of their findings to the next meeting of the Board of the PCAWA, together with a recommendation for or against the Board granting the Club Full Affiliation.

Full Affiliation

Once granted by Board, the State Office will advise both the Club and the Club's Zone of Full Affiliation.

Inspections while under Probationary Affiliation

The PCAWA Visiting Commissioner/Representative appointed to inspect the Club will satisfy themselves that:

1. The Club Chief Coach, other Office Bearers and Coaches are conversant with the Pony Club Aims and Objectives.
2. All such persons are prepared to stay with the Club for at least a year.
3. The standard and type of instruction is as set out in the current "Pony Club Australia Syllabus of Instruction". It is desirable that at least two coaches have attended a PCAWA Coaching Course prior to affiliation.
4. The site on which the Rallies are held, and the equipment used, is safe and suitable.
5. The program of events has an adequate number of working Rallies and other activities to show that the Club is acting in accordance with the Aims and Objectives of the Pony Club movement.
6. The proper minutes of meetings and accounts, attendance records of members and their mounts, are being kept.
7. The fees charged by the Club for annual membership are adequate to provide for the annual fees to the Association and the Zone.

Brief Summary of Timeline

1. Club forwards to PCAWA 'Establishment of a Club' Form.
2. Visit is made, report completed on 'Establishment of a Club' Form.
3. Coaches to attend an Orientation to Pony Club or Coaching Course if possible.
4. PCAWA State Coaching Panel presents a recommendation for or against Probationary Affiliation of the Club to the PCAWA Board.
5. Once Probationary Affiliation has been approved, the Probationary Club need to send in Member Club Affiliation Form and remittance to PCAWA PRIOR TO ANY MOUNTED ACTIVITY TAKING PLACE.
6. The Probationary Club needs to send in Annual Strength Return and remittance to PCAWA within 28 days of holding their first rally.
7. Club forwards to PCAWA 'Application for First Inspection while on Probation' Form after holding a minimum of two Working Rallies in two months since the date Probationary Affiliation was granted by Board.
8. Inspection is made, report completed on 'Club Inspection Report', (please circle 'First' on form).
9. Club forwards to PCAWA 'Application for Second Inspection while on Probation' Form not less than six months since the date Probationary Affiliation was granted by Board.
10. Inspection is made, report completed on 'Club Inspection Report', (please circle 'Second' on form).
11. Club forwards 'Application for Full Affiliation' Form to PCAWA.
12. PCAWA State Coaching Panel presents a recommendation for or against Full Affiliation of the Club to the Board.
13. Once granted by Board, the State Office will advise both the Club and the Club's Zone of Full Affiliation.

WINDING UP AN AFFILIATED CLUB

Please talk to PCAWA prior to winding up – we may be able to help!

An Incorporated Association can only wind up on a voluntary basis if it is solvent i.e. it has sufficient assets to pay all of its debts and liabilities; and it resolves by special resolution that it should be wound up voluntarily.

Your Club Constitution outlines the process that must be followed to wind up your club.

Information regarding Department of Commerce obligations can be *downloaded*.

Responsibility to PCAWA

- Inform PCAWA of your intent to wind up.
- Include a copy of the minutes where the Special Resolution was passed at a General Meeting.
- Include a copy of your distribution plan for surplus property and funds for PCAWA to keep on file.

Surplus Property and Funds

If the Club will have surplus property, the members may, by ordinary resolution:

- Authorise and direct the committee to prepare a distribution plan in accordance with the dissolution clause (if any) in the Club's constitution; or
- Give directions to the committee about the distribution of property if there is no dissolution clause in the constitution or if it is impractical.

There are two important legal requirements for all distribution plans:

- An incorporated association is not allowed to distribute any surplus property to its members or former members.
- An incorporated association is required to distribute any surplus property to associations incorporated under the WA Associations Incorporation Act or for charitable purposes.

The distribution plan usually is based on the dissolution clause of the Club's constitution.

The distribution plan may allocate surplus funds to PCAWA specifically to be used for the formation of a new pony club in that locality.

FUNDING OPPORTUNITIES

There are a number of funding opportunities available to Clubs, Zones and Athletes throughout the year. Current funding opportunities and application information are usually advertised on the PCAWA website, the Pony Club Post and the websites listed below. Check with your local Shire for funding opportunities.

PCAWA:

- *PCAWA website - Grants and Funding*
- *PCAWA website - Coaching/Rider education.*

Department of Sport and Recreation:

- *Department of Sport and Recreation website.*

Healthway:

- *Healthway website.*

FORMS AND DOWNLOADS

Please go to Forms & Downloads at the *PCAWA website* to download the following forms:

- Application Form for Establishment of a Club
- Establishment of a Club Visit Form
- Application Form for First Inspection while on Probation
- Application Form for Full Affiliation
- Application Form for Second Inspection while on Probation
- Club Inspection Report
- Change to Uniform Request Form
- Club Agenda Template
- Day Member Remittance Advice
- Minutes of Meetings – Requirements
- PCAWA Member Disclaimer
- PCAWA Non Member Disclaimer
- PCAWA Visual Image Release Form
- Report Form for Club Inspection while on Probation
- Report Form for Establishment of a Club Visit
- Supplementary Strength Return
- Working With Children Record Template.

Part 2: Club Governance

SECTION 3: ZONE ADMINISTRATION

ZONE AFFILIATION

Zones are affiliated automatically with PCAWA each year.

ZONE OFFICE BEARERS CONTACTS

Zone Office Bearers Contact details must be updated online via the National Database within 1 month of the Zone's Annual General Meeting.

All 'Zone Committee members must be listed on the Membership of a Club within that Zone.

ZONE OFFICIALS

President

Must be a current financial member of a Club within the Zone.

The Zone President is responsible for:

- Unless otherwise excused, attending all meetings of the Zone and shall preside at all General and Committee Meetings. They shall order the conduct of business in a proper manner.
- Ensuring the Zone upholds the Zone's Constitution.
- Conducting all business in an unbiased manner.
- Attending all official functions held by the Zone, and shall ensure that all members, officials and guests are welcomed and adequately hosted. The President should also be available at all presentation functions.

Secretary

Must be a current financial member of a Club within the Zone. The Club Secretary is responsible for:

- Preparing and distributing the Agenda for all meetings including correspondence in and out, in conjunction with the Zone President.
- Attend each Zone meeting, keeping accurate minutes of all proceedings and decisions of the Committee and distribute accordingly.
- Submission of Zone Office Bearers Notification Form to the PCAWA by required date.
- Ensure that all entry and application forms and registration information for all competitions, clinics, and schools are circulated to all Zone Member Clubs, drawing their attention to the relevant closing dates.
- Attending to all inwards and outwards correspondence.

- Maintaining an up-to-date record of Zone membership and shall carry out such other duties as the Zone, Committee or President may from time to time prescribe.

Treasurer

Must be a current financial member of a Club within the Zone.

The Zone Treasurer is responsible for:

- Timely payment of all invoices and accounts.
- Maintaining accurate books of account in which shall be entered details of all Zone revenue and expenditure.
- Issuing receipts for all fees, subscriptions and other funds paid to the Zone.
- Compiling and issuing Balance Sheet and Statement of Revenue and Expenditure duly audited and certified by the Honorary Auditor, which shall be laid before the Annual General Meeting of the Zone.
- Attending each general meeting of the zone and at each committee meeting shall present a summarised statement of revenue and expenditure since the previous meeting.

ZONE COACHING PANEL

The Zone Coaching Panel is responsible to the Zone and all recommendations must be presented to and ratified at a Zone Meeting. The Zone Coaching Panel is made up of personnel who are either:

- Club Chief Coach
- Elected by their Zone as Zone Coach Coordinator
- Elected by their Zone as Zone K/C*, A, B & H Coordinators
- A Visiting Commissioner residing in the Zone
- Pony Club-NCAS Coaches
- Pony Club Coaches who have been recommended to the Panel
- Examiners residing in the Zone
- Club K/C* Coordinators.

Role and responsibilities of the Zone Coaching Panel: (See Coaching Handbook)

ZONE COACH COORDINATOR

The Zone Coach Coordinator is nominated by the Club Chief Coaches within the Zone and appointed by the Zone Committee.

The Zone Coach Coordinator must be a person who has knowledge of and supports the Pony Club Aims, Objectives and Ideals. Ideally is a PC NCAS accredited coach.

The Zone Coach Coordinator and Zone Coaching Panel are responsible for coaching matters within their Zone.

Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA.

Role and responsibilities of the Zone Coach Coordinator: (See Coaching Handbook)

ZONE K COORDINATOR

The Zone K Coordinator is nominated by the Club K Coordinator within the Zone and appointed by the Zone Committee.

The Zone K Coordinator must be a person who has a thorough knowledge and understanding of the K Syllabus and to have been a Club K Coordinator. Ideally is a PC NCAS accredited coach.

Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA.

Role and responsibilities of the Zone K Coordinator: (See Coaching Handbook)

ZONE C STAR COORDINATOR

The Zone C Star Coordinator is nominated by the Club C Star Coordinator within the Zone and appointed by the Zone Committee.

The Zone C Star Coordinator must be a person who has a thorough knowledge and understanding of the C Star Syllabus and to have been a Club C Star Coordinator. Ideally is a PC NCAS accredited coach.

Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA.

Role and responsibilities of the Zone C Star Coordinator: (See Coaching Handbook)

Part 2: Club Governance

SECTION 4: INSURANCE & RISK MANAGEMENT

INSURANCE

TYPE	COVERED
PERSONAL ACCIDENT	Category A: All riding members, Adult Supporter Mounted, Coaches and Open Riders. (24/7 extensions applies to all Category A Members engaged in non income earning horse related activities.) Category B: All Adult Supporters, Non Riding members, Members without Ponies and Life Members. Category C: Officials Paid, Volunteers
PUBLIC & PRODUCTS LIABILITY All sums which you shall become legally liable to pay for compensation in respect of Personal Injury or Damage to Property, which happens in the Period of Insurance.	Pony Club Association of Western Australia Incorporated and Affiliated Clubs. All members, day members, open riders, open competition riders, coaches, administrators, voluntary workers, selectors and other officials. All directors, officers, employees, office bearers and Committees. (24/7 extensions applies to all Category A Members engaged in non income earning horse related activities.)
ASSOCIATIONS LIABILITY Specifically designed for not-for-profit groups and associations, this insurance will cover against legal liability for wrongful acts which may be incurred through the conduct of PCAWA activities or the provision of services. This policy also covers alleged circumstances and legal defence costs that may be incurred.	PCAWA including all Committees, Sub Committees and Divisions, Affiliated Associations and Affiliated Clubs.

Certificates of Currency will be emailed directly to Clubs each on receipt of their application for re-affiliation and remittance.

PLEASE NOTE: The above insurance policies DO NOT cover injury to horses and ponies at any time. Members who wish to insure their mount/s to cover death, total permanent disablement, etc. will need to make their own private enquiries with insurers

PROCEDURES FOR CLAIMS

Personal Accident

If you wish to make a claim or notify an incident for Personal Accident please contact PCAWA immediately.

Steps to follow:

1. Send copy of Incident Report Form to PCAWA via mdo@pcawa.com
2. PCAWA will verify your details and contact the Insurance Brokers on your behalf.
3. Insurance Brokers will send you a Claim Form once contacted by PCAWA
4. Lodge the claim form. The Insurance Brokers require the Claim Form to be fully completed and returned within 120 days of your injury. DO NOT wait until treatment is complete before submitting the Claim Form.
5. Lodge additional documentation as required

Liability

If you wish to make a claim or notify an incident for General Liability, Professional Indemnity or Management Liability, please contact our current Insurance Brokers immediately.

Important information relevant to your Claim, please read it carefully and make sure you understand its contents.

1. The Medical Report of page 7 must be completed by the main Doctor, Chiropractor, Physiotherapist or Dentist who is providing treatment for your injury.
2. For Claims under the “LUMP SUM” Net Loss of Income Benefit your Employer must complete the Employer’s Statement on page 6 and forward it directly to our Insurance Brokers. A Return to Work Statement from your Employer is also required before processing can be completed. If you are self-employed, the financial statement on page 6 showing income details must be completed by your Accountant.
3. Please send all receipts for Non-Medicare Medical Expenses. If you are claiming from a Private Health Insurer, please send those statements along with your receipts.
4. Insurers will commence working on your claims immediately however, Claims cannot be settled (entitlements calculated) until all treatment to the injury has been completed, all accounts have been paid and refunds from your Private Health Insurer have been obtained. Claims for Loss of Wages will only be processed once insurers have been provided with a Return to Work date.
5. In most cases, there are varying Excesses on claims for Medical Expenses and an excess of varying periods on claims for loss of earnings. For precise details and information regarding Policy maximums and excesses, please contact mdo@pcawa.com

6. Our Insurance Brokers value your privacy and makes every endeavour to keep your personal details private and secure in accordance with the Privacy Act 1988. For further information on our privacy statement please visit our website at www.gowgates.com.au

Additional benefits are available for registered PC-NCAS L1 Coaches who will now receive Public & Products Liability and also Personal Accident Insurance whilst coaching Financial Riding Members of PCAWA outside of pony club activities and events.

PC-NCAS L1 Coaches who wish to receive these additional benefits must follow the following steps:

Be listed as a Coach on the strength return PCAWA Affiliated Pony Club

Have current PC-NCAS L1 coaching qualifications

Have a current Working with Children Card

Register with PCAWA by submitting the attached Application for Coaches Insurance Form

Ensure that your students are current Financial Riding Members of PCAWA and that you keep a record of their membership details on file.

FORMS & DOWNLOADS

Please go to Insurance or Forms & Downloads at www.pcawa.com to download the following forms:

- Insurance Policy Summary for Clubs
- Insurance Policy Summary for Members
- Insurance Policy Summary for Coaches
- Application for Coaches Insurance Outside of Authorised PC Activities
- Club Incident Report Form
- Member 24/7 Incident Report Form

RISK MANAGEMENT

Risk management is simply identifying, analysing and minimizing risks and developing cost-effective methods of treatment and/or prevention. It may not be possible to have a risk free environment but it is possible to manage those that exist be it financial, legal or physical. Your club should have a documented risk management process in place to:

- Identify potential problems (or hazards);
- Rectify or prevent the problems, on a prioritised basis;
- Provide assistance with managing incidents when they occur;
- Ensure a system of follow up occurs;
- Ensure this process is continuous.

Risk Management Documentation can be found at;

http://www.gowgatessport.com.au/ponyclub/?page_id=773

<http://www.dsr.wa.gov.au/support-and-advice/organisational-development/management-and-planning/risk-management>

PCAWA POLICIES

Please go to Forms & Downloads at the *PCAWA website* to download the following forms:

- Member Protection Policy
- PCAWA Risk Management Policy
- Child Protection Policy
- Social Media Policy
- Social Media Engagement Policy
- Media Policy
- PCAWA Gambling and Wagering Policy
- PCAWA Regional Development Policy
- PCAWA Health Policy (Incorporating Alcohol and Tobacco)
- PCAWA Guidelines for conducting events in Hot Weather
- Anti-Doping Policy
- Position Statement of Photographing/Videoing Children
- Privacy Policy