

# HANDBOOK

Part 1: General Information

**Part 2: Club Governance**

Part 3: Coaching

Part 4: Competition and Training



**PONY CLUB**  
WESTERN AUSTRALIA

HANDBOOK

Part 2: Club Governance

<b>SECTION 1: RULES AND REGULATIONS .....</b>	<b>2</b>
Pony Club WA Constitution .....	3
Pony Club WA Policies .....	3
Member Club Constitution .....	3
Member Club Bylaws.....	3
<b>SECTION 2: CLUB ADMINISTRATION .....</b>	<b>4</b>
Club Affiliation.....	5
Club Committee Contacts.....	5
Club Officials.....	5
President .....	5
Secretary .....	5
Treasurer .....	6
Club Chief Coach .....	6
Member Enrolment.....	7
Membership Categories .....	7
Coaches Membership.....	7
Officials Membership .....	8
Memberships .....	8
Procedure Member wishing to Transfer Clubs .....	10
Procedure for Changing Club/Zone Uniform Colours .....	10
Procedure for Changing Club Name.....	10
Working with Children Requirements.....	10
Club Accounts with Pony Club WA.....	11
Payments made to Pony Club WA.....	11
Affiliation Procedure for New Pony Clubs.....	12
Establishing a Club.....	12
Probationary Affiliation.....	12

Second Inspection while on Probation .....	13
Full Affiliation .....	13
Inspections while under Probationary Affiliation .....	14
Brief Summary of Timeline.....	14
Winding Up an Affiliated Club .....	15
Responsibility to Pony Club WA.....	15
Surplus Property and Funds .....	15
Funding Opportunities .....	15
<b>SECTION 3: ZONE ADMINISTRATION .....</b>	<b>16</b>
Zone Affiliation .....	17
Zone office bearers contacts .....	17
Zone Officials .....	17
President .....	17
Secretary .....	17
Treasurer .....	17
Zone Coaching Panel .....	18
Zone Coach Coordinator.....	18
Zone K Coordinator .....	18
Zone C* Coordinator .....	19
<b>SECTION 4: INSURANCE &amp; RISK MANAGEMENT .....</b>	<b>20</b>
Insurance .....	21
Procedures for Claims .....	22
Personal Accident.....	22
Liability .....	22
Risk Management.....	23
Pony Club WA Policies.....	23

## **Part 2: Club Governance**

### **SECTION 1: RULES AND REGULATIONS**

## **PONY CLUB WA CONSTITUTION**

---

Compliance with the Pony Club WA Constitution is a requirement for all Member Clubs and Individual Members.

It is recommended that a copy of the current Pony Club WA Constitution is accessible to all Members.

The current Pony Club WA Constitution can be downloaded from the Pony Club WA website.

## **PONY CLUB WA POLICIES**

---

Compliance with the Pony Club WA and Pony Club Australia policies and rules is a requirement for all Member Clubs and Individual Members.

It is recommended that a copy of the current Pony Club WA Bylaws is accessible to all Members.

The current Pony Club WA Bylaws can be downloaded from the WA website.

## **MEMBER CLUB CONSTITUTION**

---

Your Member Club Constitution is a set of rules for the daily running of your club. 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 Pony Club WA and conform to the Pony Club WA Constitution.

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

Member Clubs must provide to the Association a copy of their constitution and all amendments. 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 Pony Club WA to be held on file.

Amending your constitution requires 75% of members voting to approve the changes (see your constitution for details on how) and sending the changes to the Department of Commerce.

Copies of amended Club Constitutions must be sent to Pony Club WA 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, (or rules and policies) that provide more detail on running and managing your club. 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 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 Pony Club WA each year.

Affiliation and payment are to be completed online via the National Member Portal by January 31<sup>st</sup> 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 Pony Club WA mailing lists etc. are based on the information contained on the member portal. Pony Club WA will continue to address mail to the previous year's office bearers on our mailing lists until the Club Committee updates are updated online. Should contact details change, these must be updated online as soon as possible, as all correspondence is based on your online records.

## CLUB OFFICIALS

---

### President

Must be a current financial member of the Club.

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.

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, and due monies to the Pony Club WA 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 Committee may from time to time prescribe.

## **Treasurer**

Must be a current financial member of the Club.

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 tabled at the Annual General Meeting of the Club.
- Attending each general meeting of the Club and at each Committee meeting 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 be appointed annually unless the Club's Constitution states otherwise.

The Club Chief Coach must be a member of a Pony Club currently affiliated with Pony Club WA.

They should be an experienced coach with a Pony Club coaching qualification

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.
- 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 a First Aid Officer is appointed for each Rally.

## MEMBER ENROLMENT

---

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

Members are required to acknowledge the Pony Club WA 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 must have a person responsible over the age of 18 join as a Club Supporter or hold a mounted membership. This requirement is to ensure the adult is covered by insurance.

It is strongly advised that any person involved with handling horses or ponies is a member, either a mounted membership or a club supporter to ensure insurance coverage is maintained.

All Club Committee Members MUST be listed on the member portal to ensure they are covered by insurance for liability.

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

Please note: Pony Club WA fees are non-refundable.

## MEMBERSHIP CATEGORIES

---

### Coaches Membership

#### UNPAID COACH

- State Level
- For coaches who are not paid except for re-imbursments of expenses (i.e., lunch, the actual cost of fuel, the actual cost of accommodation etc.)
- PA and PL insurance (for unqualified and Preliminary coaches - only while at an approved Pony Club WA activity. Level 1 coaches 24/7 PA. See insurance documentation for full details)
- Can coach at any club or Pony Club WA activity
- Accreditation levels: unqualified, Preliminary, Level 1

#### PAID COACH

- State Level
- For coaches who are paid any amount above the reasonable cost of re-imbusement
- PA and PL insurance (for unqualified and Preliminary coaches - only while at an approved Pony Club WA activity. Level 1 coaches 24/7 PA. See insurance documentation for full details)
- Can coach at any club or Pony Club WA activity
- Accreditation levels: unqualified, Preliminary, Level 1

## **Officials Membership**

### **OFFICIALS**

- State Level
- Includes all official accreditations (Gear Checker, TD, photographer etc.)
- Includes PL and PA insurance while engaged in Pony Club activities

## **Memberships**

### **SUPPORTER MEMBER**

- Club Level
- Compulsory membership for at least 1 parent/guardian of each child riding member
- PL insurance, additionally, if volunteering, PA insurance while at Pony Club activities

### **READY2RIDE MEMBER**

- New
- Club level
- Aged 10 and under as at 1<sup>st</sup> January
- PA and PL insurance
- Rallies, trail rides, camps, non-competitive activities, low level competitions such as gymkhana, pony rings. Not for Dressage, Eventing, Games, Showjumping, Tetrathlon, Show, Vaulting, Polocrosse
- Optional for clubs to adopt
- Coaches must use the provided Ready2Ride resources for rallies

### **JUNIOR MEMBER**

- No changes
- Club level
- Aged 16 and under as at the 1 January
- Access to all Pony Club activities and competitions
- PA and PL insurance

### **SENIOR MEMBER**

- No changes
- Club level
- Aged 17 to 24 as at the 1<sup>st</sup> January
- Access to all Pony Club activities and competitions
- Club level
- PA and PL insurance

### **ADULT MEMBER**

- No changes
- Club level

- Optional for clubs to offer
- Aged 25+ as at 1<sup>st</sup> January
- Access to Pony Club activities and competitions, where offered by a club
- PA and PL insurance

#### **TOP-UP MEMBER**

- No change
- State Level
- Aged 18+ as at 1 January
- EA members – Open events only.
- No PA or PL insurance
- Must be a member of EA

#### **OPEN RIDER MEMBER**

- No changes
- State Level
- aged 18+ as at 1<sup>st</sup> January
- Open events only
- P/L and P/A insurance

#### **COME AND TRY**

- Club Level
- Day Membership
- Rallies only
- Optional for clubs to offer
- Must be purchased online
- Can be offset against the purchase of an annual membership as an incentive to become an annual member
- **Prospective members can 'try-out' each club 2 times only**, then need to join as a member. No rally attendance recorded. Come and Try Membership needs to be purchased for each club tried out and pay any club fees
- Existing members can utilise Come and Try membership for visiting rallies without restriction. Must join each 'visited club' as a Come and Try member and pay any club fees. Attendances can be recorded
- **P/L insurance only, no P/A insurance.** (Note: P/A insurance for existing members visiting a club is covered under their existing annual membership)

## **PROCEDURE MEMBER WISHING TO TRANSFER CLUBS**

---

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

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 Transferring Member is not required to pay the Pony Club WA 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 Pony Club WA CEO, who may then act in place of the said Club.

## **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 Pony Club WA and your Zone with your intent to change Club Name.

Check your Club Constitution for procedure outlined to make alterations. This will 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 Pony Club WA.

## **WORKING WITH CHILDREN REQUIREMENTS**

---

Does your Club comply?

Please check the Working with Children Website or check with Pony Club WA 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 Pony Club WA 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.

All persons who work with children at Pony Club MUST either be exempt or have a valid WWC Check. All persons working with children are required to have their status recorded even if exempt.

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

- Parents of children under 18 who work with children do not need a WWCC unless staying overnight at a camp.
- All other Club volunteers over the age of 18 who work with children require a WWCC.
- All paid coaches require a WWCC unless a parent exemption applies - this exemption only applies at the child's club.
- 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 Coach and has a child under the age of 18 at the Club has a parent exemption.
- A parent who is a Coach and their child is over the age of 18 needs a WWCC.

Clubs are responsible for keeping up to date records of Working with Children Checks. A record keeping template can be found on the Pony Club WA website.

## **CLUB ACCOUNTS WITH PONY CLUB WA**

---

It is important that all clubs provide up to date details of their club treasurer including an email address. This is used by the Pony Club WA Accounts Officer to email information requested and 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 Pony Club WA 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 Pony Club WA**

There are two methods that payment can be made for accounts:

- The preferred method is EFT to the Pony Club WA 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 Pony Club WA and based on the Pony Club WA model found on the *Pony Club WA website*.
3. The 'Club' seeks written approval from local Shire/City/lease holder for use of Club Grounds and any other conditions relating to use of Grounds.
4. The 'Club' sends an Establishment of Club Form to Pony Club WA along with a copy of the constitution (can be draft) and approval signed by all parties concerned.
5. Paperwork is presented to the next meeting of the Pony Club WA Board for consideration.
6. The Pony Club WA Board then forwards the paperwork to the next meeting of the Pony Club WA State Coaching Panel.
7. The Pony Club WA 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 Pony Club WA 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 further information.
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 Pony Club WA 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 Pony Club WA INSURANCE.**

13. Members are required to become members of the club and Pony Club WA BEFORE they ride.

## 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 Pony Club WA State Coaching Panel.
3. Probationary Clubs may attend Zone Meetings and Pony Club WA 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 Pony Club WA 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 Pony Club WA Coaching Certificates providing they meet all requirements.
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 Pony Club WA 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 Pony Club WA.
10. The State Coaching Panel will appoint a Pony Club WA 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 Pony Club WA Visiting Commissioner/Representative will present a completed Report Form to the next meeting of the State Coaching Panel.
13. The Pony Club WA Visiting Commissioner/Representative will also provide a copy of the completed Report Form to the Club to assist the further development of the Club within the Probationary period.

## **Second Inspection while on Probation**

1. The Club writes to the Pony Club WA 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 Pony Club WA 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 Pony Club WA 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 Pony Club WA, 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 Pony Club WA 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 Pony Club WA 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 Pony Club WA '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. Pony Club WA State Coaching Panel presents a recommendation for or against Probationary Affiliation of the Club to the Pony Club WA Board.
5. Once Probationary Affiliation has been approved, the Probationary Club need to send in Member Club Affiliation Form and remittance to Pony Club WA PRIOR TO ANY MOUNTED ACTIVITY TAKING PLACE.
6. The Probationary Club needs to send in Annual Strength Return and remittance to Pony Club WA within 28 days of holding their first rally.
7. Club forwards to Pony Club WA '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 Pony Club WA '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 Pony Club WA.
12. Pony Club WA 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 Pony Club WA 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 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 Pony Club WA

- Inform Pony Club WA 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 Pony Club WA 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

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 and with similar purposes.

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

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

## FUNDING OPPORTUNITIES

---

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

Pony Club WA: *Pony Club WA website*

Department of Local Government, Sport and Culture: *Department of Sport and Recreation website.*

Healthway: *Healthway website.*

## **Part 2: Club Governance**

### **SECTION 3: ZONE ADMINISTRATION**

## **ZONE AFFILIATION**

---

Zones are affiliated automatically with Pony Club WA each year.

## **ZONE OFFICE BEARERS CONTACTS**

---

Zone Office Bearers Contact details must be updated online via the National Member Portal 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 Pony Club WA 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\*, B & A 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 Part 3: Coaching)

## **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 Membership List of a Pony Club currently affiliated with Pony Club WA.

Role and responsibilities of the Zone Coach Coordinator: (See Part 3: Coaching)

## **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 Membership List of a Pony Club currently affiliated with the Pony Club WA.

Role and responsibilities of the Zone K Coordinator: (See Part 3: Coaching)

## **ZONE C\* COORDINATOR**

---

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

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

*Must be included* on the Membership List of a Pony Club currently affiliated with the Pony Club WA.

Role and responsibilities of the Zone C\* Coordinator: (See Part 3: Coaching )

## **Part 2: Club Governance**

### **SECTION 4: INSURANCE & RISK MANAGEMENT**

# INSURANCE

TYPE	COVERED
<p>PERSONAL ACCIDENT</p>	<p>Category A: All riding members, Adult Supporter Mounted, Coaches and Open Riders.</p> <p>(24/7 extensions applies to all Category A Members engaged in non-income earning horse related activities.)</p> <p>Category B: All Adult Supporters, Non-Riding members, Members without Ponies and Life Members.</p> <p>Category C: Officials Paid, Volunteers</p>
<p>PUBLIC &amp; PRODUCTS LIABILITY</p> <p>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.</p>	<p>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.</p> <p>(24/7 extensions applies to all Category A Members engaged in non-income earning horse related activities.)</p>
<p>ASSOCIATIONS LIABILITY</p> <p>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 Pony Club WA activities or the provision of services. This policy also covers alleged circumstances and legal defence costs that may be incurred.</p>	<p>Pony Club WA including all Committees, Sub Committees and Divisions, Affiliated Associations and Affiliated Clubs.</p>

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 Pony Club WA immediately.

Steps to follow:

1. Ensure an incident report form is completed online
2. Contact state Pony Club WA office to obtain current contact details of the insurer either via [membership@ponyclubwa.asn.au](mailto:membership@ponyclubwa.asn.au) or by phone
3. Once you have made direct contact with the insurer, they will send you a Claim Form and the insurer will verify your details with Pony Club WA

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. 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.

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.

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 [membership@ponyclubwa.asn.au](mailto:membership@ponyclubwa.asn.au)

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 their website at [www.gowgates.com.au](http://www.gowgates.com.au)

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

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

Be a coaching member registered on the Pony Club Member Portal

Have current PC-NCAS L1 coaching qualifications

Have a current Working with Children Card

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



## **RISK MANAGEMENT**

---

Risk management is simply identifying, analysing, and minimising 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;
- Help 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; <https://ponyclub.gowgatessport.com.au/>

## **PONY CLUB WA POLICIES**

---

Please go to Club Resources and Policy Documents at the *Pony Club WA website* to download any policies or forms.