

# PONY CLUB ASSOCIATION Of SOUTH AUSTRALIA



**PONY CLUB**  
**SOUTH AUSTRALIA**

## **State Office Contact Details**

### **Street Address**

132 Rose Terrace,  
WAYVILLE. SA. 5034

Office Hours: Mon – Fri 10am – 2pm

### **Postal Address**

Pony Club Association of South Australia Inc. 132 Rose Terrace  
WAYVILLE. SA. 5034

Phone: 08 72251805

Fax: 08 72251648

email: [ponyclubsa@gmail.com](mailto:ponyclubsa@gmail.com)

Website: <http://www.ponyclub.asn.au>

Facebook: <https://www.facebook.com/groups/ponyclubassociationofsouthaustralia/>

# AIMS AND OBJECTIVES OF PONY CLUB

To encourage young people to ride and to learn to enjoy all kinds of sports connected with horses and riding.

To provide instruction in riding and horsemanship and to instil in members the proper care of their animals.

To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self discipline in the members.

**The State Association welcomes you to Pony Club**

**The association appreciates the time and effort all Volunteers put into their chosen club.**

**This pack has been put together to assist Clubs to meet association requirements.**

**We hope you will take a little time to consult and familiarise yourself with the content.**

**Please direct any queries to your Zone Committee or the State Office.**



**Sharing Club responsibilities is a good idea. Please share relevant information to ensure delegated responsibilities are carried out effectively.**

**MEMBERS BENEFIT WHEN RELEVANT INFORMATION IS PASSED ON. PLEASE ENSURE YOUR MEMBERS ARE WELL INFORMED.**

**We suggest the following be adopted:**

- Executive Minutes:** These are your lifeline from the State Association. State meetings are held bi-monthly starting in January. All Executive minutes should be presented as Incoming Correspondence at Club meetings. PCASA minutes should be read by the President and Secretary of the Club and relevant information extracted to pass on to Members and Committee.
- Constitution:** PCASA Has a State Constitution, Zone Constitution and Club Constitution. Ensure your club is functioning as per the Constitution and ensure you Constitution remains current. It is suggested the Constitution is reviewed at least every 5 years.
- Rule Book:** The rule book is updated each calendar year. A hard copy is available for purchase from the State office, otherwise it is available on the State website.
- Volunteers:** Recognition of services is important at all levels. Ensure to thank your volunteers.

Accessing Information

**State Website:** <http://www.ponyclub.asn.au>

**Executive Minutes:** Available from the State office, your club Secretary, Zone Secretary or Zone delegates.

**Events:** Available on the State Website. Please ensure you provide details of your events and any relevant material to the state office by the November meeting in the preceding year, so it can be uploaded to the Events page of the website.

**Forms:** All forms are available from the State office or on the State website.

**Queries:** All queries should be directed to your Club, then Zone, then Zone delegates who will take to the State. See flow chart on page 17.

**YEARLY TIMELINE FOR CLUBS.**

JULY	Coaching update clinic State Executive meeting New financial year strength returns
AUGUST	Previous months strength returns due by 7 <sup>th</sup> day (on web page) Notice of Motions for PCASA AGM by the 1 <sup>st</sup> September Nominations if required for State Positions (forms to be sent by State office) and returned by 1 <sup>st</sup> September to State office.
SEPTEMBER	State Executive Meeting Previous months strength returns due by 7 <sup>th</sup> day Delegates names for PCASA AGM required by 14 <sup>th</sup> October
OCTOBER	Previous months strength returns due by 7 <sup>th</sup> day (on web page) AGM proxy delegates names required, (if you have been asked to vote for another club.)
NOVEMBER	State Executive meeting. Previous months strength returns due by 7 <sup>th</sup> day
DECEMBER	Previous months strength returns due by 7 <sup>th</sup> day Chief stewards meeting to be advised.
JANUARY	Previous months strength returns due by 7 <sup>th</sup> day. State Executive meeting
FEBRUARY	Previous months strength returns due by 7 <sup>th</sup> day
MARCH	Previous months strength returns due by 7 <sup>th</sup> day State Executive meeting.
APRIL	Previous months strength returns due by 7 <sup>th</sup> day
MAY	Previous months strength returns due by 7 <sup>th</sup> day State Executive Meeting
JUNE	Previous months strength returns due by 7 <sup>th</sup> day Make preparations for CLUB AGM in July Receive new financial year strength returns Service Awards to State Office Jim Toole Award to State office.

Programs to be distributed and entries for State ODE & State Championship events, as per the dates decided upon each year

## Club Duties and Responsibilities

### To the State Office

- Annual Strength Return: Provided to State office at the end of July
- Strength Returns: Provided to the State office each month
- Affiliation Form: Used for registrations of ODE-Dressage-Show Jumping- Gymkhana- Hacking- Camp drafting and Open Shows.
- Original sheets from the Incident book

### To your Club

- Ensure all Club and Committee members receive and are made aware of relevant information as soon as possible.
- Attend to all club matters as required in a timely manner
- Advise your Zone if your Club is experiencing difficulties
- Advise your Zone and State when there is a change in Committee and provide relevant details
- Attendance/Performance Card Application: For all riding members. Refer to the Rule book for more information.
- Inter club transfers: When a rider or Instructor is transferring to a new club.
- Police Check/DCSI Letter of Clearance for all Volunteers who are working with children
- Efficiency Certificate Applications as required
- Instructor applications as required
- Abide and enforce the Policies as set out in the PCASA Rule book

## General Information

**The Rule book:** will answer many questions you may have, not just rules on riding.

The Rule books covers:

Administration  
 Policy Statements  
 Membership  
 Mounts  
 Competition  
 Saddlery and Accessories  
 International Competition  
 General  
 Instruction and Certificates  
 Achievement Patches  
 Eventing Rules  
 Show Jumping Rules  
 Dressage Rules  
 Mounted Games Rules  
 State Championships  
 EA Bits  
 Fall Checklist  
 Pony Rides as a Fundraiser

## **PONY CLUB MEMBERSHIP**

Membership is for a financial year - from 1 July to 30 June each year.

Refer to the PCASA Rule book Section G3 for more information on membership types.

### **Annual General Meeting**

- State: As per the PCASA Constitution the State AGM will be held in the month of October each year
- Club: As per the PCASA Constitution each club will hold their AGM before the 31st of July each year. All clubs considered affiliated with the PCASA must be financial.
- Zone: As per the PCASA Constitution each Zone will hold their AGM before the 31<sup>st</sup> August each year.

### **Strength Returns**

Annual: PCASA will post or email out in July. Complete in full and return by the specified date.

DO NOT list any person on the Insurance return who has not officially joined the Club.

List active Life Members on Strength Return

Failure to complete full details will delay the processing and could jeopardise insurance.

Full details are a requirement of the Insurance Company.

Insurance paid to the Insurance Company is not redeemable or transferrable to another member.

Monthly: PCASA will post or email out.

Each club MUST email/ post a Monthly return to the State Office regardless of if it has new members or a Nil return.

Complete in full (all details). Name, address, DOB, Member type etc.

Include payment using the "Schedule of Fees" information.

Email the return with a copy of the Internet bank transfer receipt OR Post with a cheque.

Failure to submit new members jeopardises Insurance cover and may implicate negligence by the club.

Active Life Members need to be added to the Strength Return even if they haven't paid fees. Life Members are Members for Life and are covered under the Volunteer Insurance while they remain active within the Club.

**ALL INSURANCE QUERIES MUST BE DIRECTED TO THE PCASA OFFICE**

## **CLUB MANAGEMENT**

Each club should have no less than the following positions:

President

Vice President

Secretary

Treasurer

Chief Instructor and/ or Rally Coordinator

District Commissioner (optional)

(The offices of President and District Commissioner may be combined as may Secretary and Treasurer Offices.)

### **Roles in brief**

#### **President**

The President is ultimately responsible for the club. The role of the President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of its sub-committees.

#### **Vice-President**

In many instances, it is assumed that the Vice-President will become Club President. Thus it is the requirement of the Vice-President to become acquainted with all club activities and the duties of the President in order to prepare for a term in office.

#### **Secretary**

The Club's Secretary controls the club's administrative procedure. He/she is the main link between the Committee and the club's members. Usually the Secretary is the first point of contact an outsider has with the Pony club.

The position of Secretary is one of the most important in any Pony club and the role of the Secretary embraces far more than simply keeping minutes of meetings. The Secretary has details pertaining to club membership, events and team schedules as well as information regarding club meetings.

To fulfil the position effectively, a Secretary should:

- Attend and record minutes of all Committee meetings
- Prepare agendas or assist the President in preparing agendas for meetings
- Send notice of upcoming meetings and circulate previous minutes and reports to the Committee at appointed times or when requested to do so.
- Examine all correspondence, directing it to the Committee members concerned, and replying if necessary. Special attention should be given to all correspondence received from both the Zone committee and State Office.
- Immediately after Club Annual General Meeting notify the State of the newly elected Executive Committee and general Committee via the Annual Strength Return. If there is a special meeting with an election of Committee members notify the Zone and State.
- Supply the Zone with a copy of the Clubs AGM minutes,
- Keep a registrar of members and be well informed as to the method of transferring members from one club to another
- Have a good knowledge of the club's policy and constitution
- Communicate information to the members

**Treasurer**

The Treasurers role is to keep track of all the Clubs money. Debits, credits and cash money. This is a big responsibility as they are in charge of a club's money and are accountable for every cent.

The Treasurers books must be made available to any Committee member on request.

To fulfil the position effectively, a Treasurer should:

- Deposit and withdraw monies as required
- Compile and issue a balance sheet and statement of revenue and expenditure, which shall be laid out before each meeting of the Club.
- Issue all receipts for fees and other monies paid to the Club.
- Liaise with the Secretary on the 1<sup>st</sup> or 2<sup>nd</sup> day of the month of any membership payments for the Strength return

**Chief Instructor and/ or Rally Coordinator**

It is recommended that all clubs have either a Chief Instructor (who must be qualified) or a Rally Coordinator. The guidelines for a club Chief Instructor / Rally Coordinator are:

- to arrange the Coaching program for rallies, schools and camps
- to keep the committee regularly informed on their activities
- to regularly assess progress and grading of riders (Club Chief Instructor)
- to see that all necessary facilities and properties are made available for the program planned for each rally, or advise the rally organiser (committee member) of requirements
- to appoint the coaches for each Rally and discuss with them in advance the standard and subject to be taught from the Syllabus of the Australian Pony Club Council
- to convene coaches' meetings where required and see that all relevant information is circulated
- to encourage attendance by coaches and potential coaches at all courses and conferences which are made available
- to appoint people with specialist knowledge from outside the club to give instruction in special subjects
- to encourage coaches, potential coaches and parents within the club by means of individual help and encouragement
- to organise and chair panels for team selection and arrange the training of club teams
- to advise on the preparation, training and nomination of riders for efficiency tests
- to attend Zone coaching panel meetings

**District Commissioner (optional)**

Manage conflicts and investigate complaints



## Some forms explained

### Performance Card Application

Rule Book section G3.5 and G3.6

This form is for a rider and their horse. Each combination must have a performance card. The Secretary of the Club must apply for a card for each combination within three (3) months of attending their first rally.



Process: Rider completes the form and hands to the Secretary.

The rider is then assessed and graded by the chief Instructor

The Secretary then signs the form confirming financial status and gets it signed by the Club Chief Instructor or Zone Chief Instructor who will grade the combination for Eventing, Show Jumping and dressage where applicable.

Combinations who participate in Mounted games only, or where the rider is too young to compete, need not be graded for eventing, Show Jumping or Dressage, but still need to be graded by the Chief Instructor.

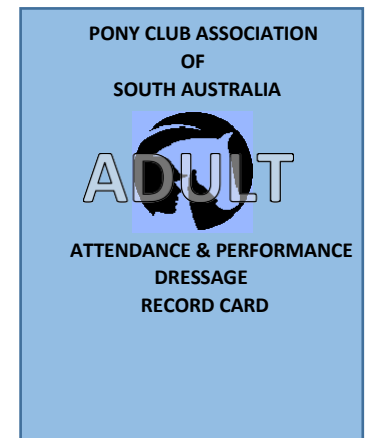
The club Secretary then send the application to the State Office & Card Registrar, where the Card Registrar will allocate a number, issue a card and records the information.

Cards will be sent to the Club Secretary with a general turn around time of two weeks. The card must be signed by the Club President, Secretary and Treasurer.

Each year the financial status must be updated on all cards once subscriptions are paid.

Attendance rallies must be completed and signed as per the Rule book Section 3.6.

# How to fill out the Attendance & Performance Card Application



PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA INC  
APPLICATION FOR PONY CLUB ATTENDANCE/PERFORMANCE CARD

**Section 1**TICK BOX FOR CARD REQUIRED

- NEW COMBINATION ( ) PC Members UNDER 26 YEARS  
 ( ) PC Member 26 YEARS & OVER  
 REPLACEMENT ( ) Upgrade from Non Graded Card  
 ( ) Lost Card  
 REPLACEMENT \* ( ) Full Card - Attach a Copy of full card \*  
 CLUB TRANSFER \* ( ) Attach a copy of your current Card & Completed Transfer Form \*
- ALTERED CARDS \*  
 ( ) Change of Name \*  
 ( ) Change of Address \*  
 ( ) Update to PC Member 26 YEARS & OVER\*

\*Chief Instructors Signature is NOT required provided a copy of current card and no change of grading has been made

CLUB: **Section 2** \_\_\_\_\_

RIDERS DETAILS PLEASE PRINT CLEARLY

SURNAME: **Section 3** \_\_\_\_\_ FIRST NAME/S: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ MALE ( ) FEMALE ( ) PH: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_ P/CODE \_\_\_\_\_

HORSE DETAILS PLEASE PRINT CLEARLY

NAME: **Section 4** \_\_\_\_\_

BRANDS OR DISTINGUISHING MARKS: \_\_\_\_\_

SEX: GELDING ( ) MARE ( ) (Stallions & Rigs NOT Permitted at P.C.)

COLOUR: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ hh YEAR BORN: \_\_\_\_\_ AGE: \_\_\_\_\_

GRADING **Section 5** TO BE FILLED OUT BY CHIEF INSTRUCTOR ONLY

NON-GRADED CARD: ( ) (For rider only wishing to do games, hacking and riders on lead or too young to jump)  
RIDERS ARE NOT PERMITTED TO JUMP WITH A NON-GRADED CARD EXCEPT UNDER INSTRUCTION

ONLY TICK ONE GRADE

EVENTING GRADE: 5 ( ) 4 ( ) 3 ( ) 2 ( ) 1 ( )

ONLY TICK ONE GRADE

SHOWJUMPING GRADE: E ( ) D ( ) C ( ) B ( ) A ( )

ONLY TICK ONE GRADE

DRESSAGE GRADE: Preparatory ( ) Preliminary ( ) Novice ( ) Elementary ( )  
 Medium ( ) Advanced ( )

This combination was assessed and graded on: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ CHIEF INSTRUCTOR  
 SIGNATURE: NAME: \_\_\_\_\_

RIDERS SIGNATURE (If over 18 years): **Section 6** \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

This combination is currently financial with the club stated.

SECRETARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY	DATE RECEIVED	____/____/____	CARD NUMBER	_____	EVENTING POINTS	_____
CARD REGISTRAR	DATE EMAILED	____/____/____	NON-GRADED	_____	SHOWJUMPING POINTS	_____
	DATE POSTED	____/____/____		_____	DRESSAGE POINTS	_____

## Section 11

### TICK BOX FOR CARD REQUIRED

- |                     |  |  |
|---------------------|--|--|
| NEW COMBINATION ( ) | PC Members UNDER 26 YEARS                                      | ALTERED CARDS *                          |
| ( )                 | PC Member 26 YEARS & OVER                                      | ( ) Change of Name *                     |
| REPLACEMENT ( )     | Upgrade from Non Graded Card                                   | ( ) Change of Address *                  |
| ( )                 | Lost Card  | ( ) Update to PC Member 26 YEARS & OVER* |
| REPLACEMENT * ( )   | Full Card - Attach a Copy of full card *                       |  |
| CLUB TRANSFER * ( ) | Attach a copy of your current Card & Completed Transfer Form * |  |

\*Chief Instructors Signature is NOT required provided a copy of current card and no change of grading has been made

New Combination -	PC Members UNDER 26 YEARS	(X)
-	PC Members 26 YEARS & OVER	Mark one only

Replacement -	Upgrade from Non Graded Card	(X)
-	Lost Card	Mark one Only

Both of these sections above require your Chief Instructors Signature in the Grading section of the form. (Section 5)

Replacement*	-	Full Card – Attach a Copy of full card*
Club Transfer*	-	Attach a Copy of your current Card & Completed Transfer form*

Altered Cards*	-	Change of Name* (Please write previous name in (____) next to new name.)
	-	Change of Address*
	-	Update to PC Member 26 YEARS & OVER*

**\*Chief Instructors Signature is NOT required provided a copy of the current card is attached and no change of grading has been made.**

## Section 2

CLUB: \_\_\_\_\_ Remember to put in the Club Name

I know this is self-explanatory but it gets left out on a lot of application.

## Section 3

### RIDERS DETAILS

### PLEASE PRINT CLEARLY

SURNAME: \_\_\_\_\_ FIRST NAME/S: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ MALE ( ) FEMALE ( ) PH: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_ P/CODE \_\_\_\_\_

**Please make sure this section is printed clearly. Make sure the DOB is correct.**

## Section 4

### HORSE DETAILS

PLEASE PRINT CLEARLY

NAME: \_\_\_\_\_

BRANDS OR DISTINGUISHING MARKS: \_\_\_\_\_

SEX: GELDING ( ) MARE ( ) (Stallions & Rigs NOT Permitted at P.C.)

COLOUR: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ hh YEAR BORN: \_\_\_\_\_ AGE: \_\_\_\_\_

Please make sure this section is printed clearly. A lot of horse name have unusual spelling.

### Brands or Distinguishing Marks

**OR** This means one or the other, **not both**. If the horse has a brand then use it. If the horse does not have a brand the use distinguishing marks.

Sex - Don't forget to mark one.

Colour - e.g. Black, Bay, Brown, Chestnut, Grey, Buckskin, Palomino, Pinto - (What colour-Black/White, Chestnut/White?) & all the other ones.

Height - Please make sure you don't use fractions e.g.  $\frac{1}{2}$ ,  $\frac{1}{4}$  or .5  
Use only example format e.g. 14hh, 14.1hh, 14.2hh, 14.3hh or 15hh

## Section 5

### GRADING

TO BE FILLED OUT BY CHIEF INSTRUCTOR ONLY

NON-GRADED CARD: ( ) (For rider only wishing to do games, hacking and riders on lead or too young to jump)

RIDERS ARE NOT PERMITTED TO JUMP WITH A NON-GRADED CARD EXCEPT UNDER INSTRUCTION

EVENTING GRADE: 5 ( ) 4 ( ) ONLY TICK ONE GRADE 3 ( ) 2 ( ) 1 ( )

SHOWJUMPING GRADE: E ( ) D ( ) ONLY TICK ONE GRADE C ( ) B ( ) A ( )

DRESSAGE GRADE: Preparatory ( ) Preliminary ( ) Novice ( ) Elementary ( )  
Medium ( ) Advanced ( )

This combination was assessed and graded on: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CHIEF INSTRUCTOR SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_

This section must only be filled out by your Chief Instructor.

The **Chief** Instructor can mark Non-Graded Card  
**Or Mark one only of each Eventing, Showjumping and Dressage Grade.**

This section require your Chief Instructors Signature.

If your club does not have a Chief Instructor you can ask another club if their Chief Instructor can grade for your club, **as long as you let your Zone Chief Instructor/Committee know what is going on** or You can ask your Zone Chief Instructor to grade for your club.

---

### Section 6

RIDERS SIGNATURE (If over 18 years): \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

This combination is currently financial with the club stated.

SECRETARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

Rider, if 18 years & over **or** Parent if rider is under 18 years to sign and date.

---

The Club Secretary is to check the form and make sure it is filled out correctly making sure it is easy to read and no information is missing.

The Club Secretary needs to check that the rider applying for a card is a currently financial member of your club.

The Club Secretary needs to sign and date the form.

When emailing the form it should be a PDF file and A4 size. It is hard to read if it is a small box in the middle of the page or has dark shadows over it because you have taken a photo of it with the light behind you. Always check it before you send it.

If emailing the form send to:

[ponyclubsa@gmail.com](mailto:ponyclubsa@gmail.com) & [lmh63@outlook.com](mailto:lmh63@outlook.com)

or post to:

PCASA  
132 Rose Terrace  
Wayville SA 5034

All applications must be on the current form marked 2018/2019 on the bottom left corner and filled out correctly as the instructions stated above or the application will be returned to you for correction which will add time before you receive the cards.

A copy of the form is on the next page.

PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA INC  
**APPLICATION FOR PONY CLUB ATTENDANCE/PERFORMANCE CARD**

**TICK BOX FOR CARD REQUIRED**

NEW COMBINATION ( ) PC Members UNDER 26 YEARS ALTERED CARDS \*  
 ( ) PC Member 26 YEARS & OVER ( ) Change of Name \*  
 REPLACEMENT ( ) Upgrade from Non Graded Card ( ) Change of Address \*  
 ( ) Lost Card ( ) Update to PC Member 26 YEARS & OVER\*  
 REPLACEMENT \* ( ) Full Card - Attach a Copy of full card \*  
 CLUB TRANSFER \* ( ) Attach a copy of your current Card & Completed Transfer Form \*

**\*Chief Instructors Signature is NOT required provided a copy of current card and no change of grading has been made**

CLUB: \_\_\_\_\_

**RIDERS DETAILS**

**PLEASE PRINT CLEARLY**

SURNAME: \_\_\_\_\_ FIRST NAME/S: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ MALE ( ) FEMALE ( ) PH: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_ P/CODE \_\_\_\_\_

**HORSE DETAILS**

**PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_

BRANDS OR DISTINGUISHING MARKS: \_\_\_\_\_

SEX: GELDING ( ) MARE ( ) (Stallions & Rigs NOT Permitted at P.C.)

COLOUR: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ hh YEAR BORN: \_\_\_\_\_ AGE: \_\_\_\_\_

**GRADING**

**TO BE FILLED OUT BY CHIEF INSTRUCTOR ONLY**

**NON-GRADED CARD:** ( ) (For rider only wishing to do games, hacking and riders on lead or too young to jump)

**RIDERS ARE NOT PERMITTED TO JUMP WITH A NON-GRADED CARD EXCEPT UNDER INSTRUCTION**

**ONLY TICK ONE GRADE**

EVENTING GRADE: 5 ( ) 4 ( ) 3 ( ) 2 ( ) 1 ( )

**ONLY TICK ONE GRADE**

SHOWJUMPING GRADE: E ( ) D ( ) C ( ) B ( ) A ( )

**ONLY TICK ONE GRADE**

DRESSAGE GRADE: Preparatory ( ) Preliminary ( ) Novice ( ) Elementary ( )  
 Medium ( ) Advanced ( )

*This combination was assessed and graded on:* \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CHIEF INSTRUCTOR SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_

RIDERS SIGNATURE (If over 18 years): \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**This combination is currently financial with the club stated.**

SECRETARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY	DATE RECEIVED	/ /	CARD NUMBER		EVENTING POINTS	
CARD REGISTRAR	DATE EMAILED	/ /	NON-GRADED		SHOWJUMPING POINTS	
	DATE POSTED	/ /			DRESSAGE POINTS	

**Application to transfer** Rule Book Section G3.7

This form is used when a rider or Coach wishes to transfer to another club.

Process: Transfer form completed in full by rider/ Coach. New Club Secretary signs the form first, and then the Surrendering club signs.  
The surrendering Clubs Zone signs at the meeting and then sends a copy to State Office, when approved by the Executive Council, the State Office sends a copy of form to new & surrendering clubs

**Event Affiliation Form**

This form is used when a club is holding an event whether a Steward is required or not. These forms **MUST** be in the office before the November meeting so stewards can be allocated if needed and the event can be put on the web page.

Type of Event: Open Show, Gymkhana, ODE, Show Jumping, Dressage, Hacking Show, Campdrafting

Process: Complete the form. Send to State Office before the November meeting A Steward will be appointed if required.  
An ODE Pack will be forwarded if required.

**Checklist and clearance for fall of rider**


This form is used when a rider parts company with their mount.


Any 'YES' response on the checklist will require the rider to be checked by a Doctor before continuing with the activity. The treating Doctor is to sign a clearance to ride if he/she deems the rider to be clear of concussion.

**Helmet Tags**


Until 31<sup>st</sup> December 2019 riders need a helmet tag or helmet card.


By 1<sup>st</sup> January 2020 only helmet tags accepted


Red 31/12/2019 

Blue 31/12/2020 

White 31/12/2021

Yellow 31/12/2022 

Green 31/12/2023 

Purple 31/12/2024 

**ACRONYMS**

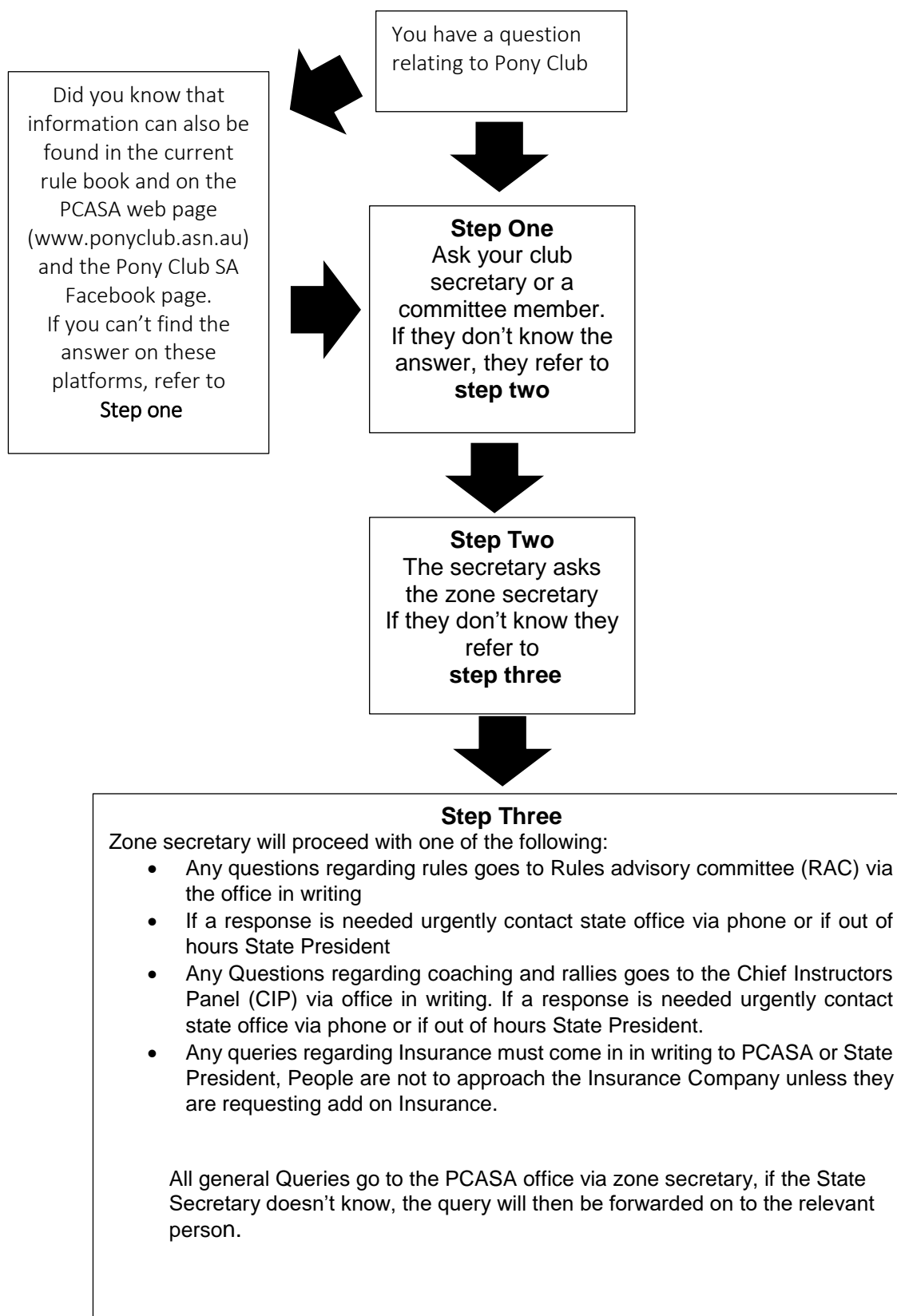
AGM – Annual General Meeting

DOB – Date of Birth

PCASA – Pony Club Association of South Australia



## What to do when you have a question relating to Pony Club.



If the process is followed, then more information will be shared through zone and club secretaries.

## How to become a Pony Club Coach

The starting level in pony club coaching is the NCAS Preliminary coach. This is ideally suited to coaching beginner riders at D and D\* efficiency certificate level. The course covers basic lessons and how to give them, where to stand, how to say what you want to say, rider safety, gear checking, lesson formats and reviews.

### **Step One**

If interested in becoming a Pony Club coach, you get an application form from the PCASA office or off the PCASA web page (application to start Preliminary coach training)

Once you have filled this in send in to the PCASA office along with \$30 and the PCASA secretary will send you a set of 2 books (an information book and a work book).

Some clubs are happy to pay this fee to encourage prospective coaches.

### **Step Two**

Attend a Preliminary coach Training day. These are advertised on the web page and occur around the state. Your club or Zone can request a coach's clinic by contacting the Chief Instructors Panel or the Training Coordinator. These days are to cover a lot of the material in your books and to have some practical sessions so you can see how to do different tasks.

### **Step Three**

Work through your work book with a mentor who will sign sections that you are competent in. A list of PC mentors is on the PC website, or you may seek help from a qualified NCAS Level 1 coach.

Recognition of current competence (RCC) is available for some other qualifications people might have for example member who have a "C" efficiency certificate may get RCC depending on length of time and involvement with PC.

### **Step Four**

Attend and participate in a Practice teaching day. You will be given the opportunity to plan and give some lessons, you will be given comprehensive feedback on this day and told if they believe you are ready for Assessment. You can attend as many of these days as you like, until you feel comfortable to move on to the Assessment day.

### **Step Five**

Attend an Assessment day and teach a flatwork, jumping and games lesson. The lessons are in a shortened version (20 mins) and each candidate has time to prepare and have their lesson plans checked prior to presenting their lessons to a maximum of 4 riders. A payment of \$15 is required on Assessment day, this helps cover the cost of your certificate ect.

### **Step Six**

You will be told on the day if you are successful or need to do some more work, with feedback given on the lessons presented. New coaches are not expected to be perfect, but it is essential that the lesson is safe and under good control and what you teach is correct.

Shortly after the Assessment day you will be issued with a certificate and coaching card to keep a record of your coaching activities.

NB: Steps 1-4 can be done in any order.

**Who can take part in which pony club events, and what is required?**

<b>EVENT</b>	<b>PONY CLUB MEMBERS ONLY</b>	<b>EA MEMBERS</b>	<b>PCASA ORANGE CARD MEMBERS</b>	<b>GENERAL PUBLIC</b>
<b>GYMKHANA HACKING &amp; NOVELTIES ONLY</b>	YES	Yes with EA waiver	NO	Yes day participation fee + waiver <b>No jumping</b>
<b>SHOW JUMPING</b>	Yes – financial, graded	Yes – EA waiver – must have own classes/prizes	NO	NO – unless purchase separate insurance policy – approx. \$1500.00
<b>DRESSAGE</b>	Yes – financial graded	Yes – EA waiver, own classes etc	NO	NO
<b>EVENTING</b>	Yes – financial, graded	Yes – EA waiver – must have own classes/prizes	Yes – must have own classes/prizes	NO
<b>CLINIC (Club/Zone) State Funded</b>	Yes – financial (graded if jumping)	NO Unless not filled by Pony Club members	NO	NO
<b>CLUB RALLY</b>	Yes financial	Day rally waiver and fee <b>Up to Max of 3 times</b>	NO	Day rally waiver and fee <b>Up to Max of 3 times</b>
<b>TRAINING DAYS/ OPEN CLINICS (pony club members first option before EA members)</b>	Yes – Financial, graded	Yes with EA waiver <b>(pony club members first option before EA members)</b>	NO	NO

Riders who are not members of Pony Club or EA who have their own Insurance need to fill in the LIABILITY DECLARATION FORM.

## Clubs wanting to run schools for Riders, Coaches and/or Officials

