

Audit check list for Pony Clubs

Criteria	Yes	Needs to be actioned
Sign in book		
Attendance Book		
Rule book easily accessible by members		
Incident book		
Polices where members can access them easily. (on display)		
Minutes once approved in a folder for members to read.		
First aid kit with supplies in date		
Car parking		
Float parking		
Gear check (using stirrup block)		
Polices being abided by e.g. sun smart, smoking		
Fire Extinguisher		
Fire blanket if stove		
Rally Coordinator/Chief Instructor-name on display		
First aid person- name on display		
Cards filled in correctly e.g. financial status, grades		
Helmet card		
Members pic number		