

INDUCTION for Pony Club Association of South Australia Volunteers at State events



Name _____ Date of commencement _____

This is a check list to be used as a guide for the induction of all new volunteers. It must be signed and a record kept.

	Sign in register
	Pony Club SA policies & procedures – where to find them
	Are signatures required on any documents?
	Job descriptions explained
	Any Personal Protection Equipment needed?
	How to work safely, incl. using special equipment provided, manual handling, SOP's Prevention of accidents
	How to report an accident/incident
	Emergency procedures ▪ Fire evacuation and assembly points ▪ Horse related Incident responses ▪ Emergency plans
	Workplace Hazards ▪ What to do if a hazard is identified ▪ Standard operating procedures ▪ Safety Data Sheet location
	First Aid – location of kits and who first aider is
	Working with Children check completed yes no

Signature of person doing induction: _____ Date _____

Signature of person being inducted: _____ Date _____



This policy outlines the club procedures for safe transport after club rallies, special events, functions and other club-related activities where alcohol may be consumed. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club rallies, special events, functions and other activities.

- Upholds the reputation of our club and partners.

- Understands the risks associated with alcohol use and driving, and our role in minimising risk.

2. RATIONALE

Ensuring members, visitors and guests getting to and from club rallies, activities and events safely is an important part of being a responsible, healthy club.

Accordingly, the following safe transport policy shall apply for all functions undertaken by the club that involve the consumption of alcohol.

Sporting clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

3. GENERAL

PRINCIPLES Our club recognises that:

Drink driving is one of the main causes of road deaths in Australia.

- Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.

- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely.

- Alcohol and drugs affect pedestrians and drivers' abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence.

Safety and care of riders and teams is our first priority.

4. TRANSPORT FOR CLUB ACTIVITIES

This safe transport policy applies for all activities undertaken by the club that involve the serving and/or consumption of alcohol.



Our club will:

- Promote strategies that encourage members to plan how they'll get home safely before they go out e.g. a designated driver
- Print safe transport messages on relevant club activity and event invitations or flyers.
- Ensure the MC for events or club committee members advise attendees that the club is a Good Sports accredited club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.

CONDUCT EXPECTATIONS

Whilst engaging in club activities, members, volunteers and visitors will:

- Adhere to the Alcohol and Anti-doping Policy
- Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption.
- Encourage and assist others to use good judgment regarding alcohol consumption. Make alternative transport arrangements to get to and from the activity safely.
- Share a ride (where available) with friends.
- Consider arranging overnight accommodation.

5. PROMOTING THIS

POLICY Our club will:

- Educate members, volunteers and guests about our policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via our website, displayed in our clubrooms, announcements during events and functions.

6. POLICY REVIEW

This policy will be reviewed bi-annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SIGNATURES:

Signed: _____
Club President

Signed: _____
Club Secretary

Date: _____

Date: _____

Next policy review date is **July 2025**

ENQUIRIES REGARDING OUR POLICY:

CONTACT:

PHONE:

Signing off:

President...  Print name... Ann Olsen

Date: 01/01/2025 Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated