

# PONY CLUB ASSOCIATION Of SOUTH AUSTRALIA



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

## **State Office Contact Details**

### **Street Address**

Unit 3, 23A King William Rd,  
UNLEY, SA 5061

Office Hours: Mon – Fri 10am – 2pm

### **Postal Address**

Pony Club Association of South Australia Inc. Unit 3, 23A King William Rd.,  
Unley SA 5061

Phone: 08 70016749

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 people of all ages 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.**

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**RACING  
SA**



**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 Executive Council meetings are held bi-monthly starting in January and Mini Executive Council meetings are held via zoom in the other months. All Executive Council & Mini Executive Council minutes should be presented as Incoming Correspondence at Club meetings.  
PCASA Executive Council & Mini Executive Council 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 your 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 to view and/or download from the State website.
- Volunteers:** Recognition of services is important at all levels. Ensure to thank your volunteers. Service pins can be awarded to volunteers for 5,10,15,12,25 & 50 yrs of service. Clubs nominate members every in even years for presentation at Gala Dinner.

Accessing Information

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

- Executive Council 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. There is an **Event Nomination form** – found under forms section on 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 22.

## YEARLY TIMELINE FOR CLUBS.

JULY	State Executive Council meeting New financial year Annual Returns & July <a href="#">ALL Payments Details</a> Report
AUGUST	Previous months <b>All Payments Details</b> Report due by 7 <sup>th</sup> day (on web page) Notice of Motions for PCASA AGM to be received by state office at least 28days before AGM Nominations if required for State Positions (forms to be sent by State office) to be received by state office at least 28days before AGM Mini Executive Council Meeting
SEPTEMBER	State Executive Council Meeting All Payments Details Report due by 7 <sup>th</sup> day Delegates names for PCASA AGM required at least 7 days prior to AGM
OCTOBER	All Payments Details Report 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.) To be given to State secretary prior to the start of the AGM. Mini Executive Council Meeting
NOVEMBER	State Executive Council meeting. All Payments Details Report due by 7 <sup>th</sup> day PCASA Gala Awards Night (to be held bi-yearly in even years)
DECEMBER	All Payments Details Report due by 7 <sup>th</sup> day Chief Technical Delegates meeting to be advised.
JANUARY	All Payments Details Report due by 7 <sup>th</sup> day. State Executive Council meeting
FEBRUARY	All Payments Details Report due by 7 <sup>th</sup> day Mini Executive Council Meeting
MARCH	All Payments Details Report due by 7 <sup>th</sup> day State Executive Council meeting.
APRIL	All Payments Details Report due by 7 <sup>th</sup> day Mini Executive Council Meeting
MAY	All Payments Details Report due by 7 <sup>th</sup> day Clubs to set membership fees before 1 <sup>st</sup> June & change database accordingly State Executive Council Meeting
JUNE	All Payments Details Report due by 7 <sup>th</sup> day Make preparations for CLUB AGM in July Receive new financial year Annual Return Forms Service Award nominations to State Office  Jim Toole Award nominations via zone to State office by 15 <sup>th</sup> October. Bi-Annual in even year as presented at the Gala night Mini Executive Council Meeting.

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 Return: Provided to State office at the end of July
- **All Payments Details** Report: Provided to the State office each month
- Day Participation Remittance/Invoice: Provided to State Office when accessed.
- Affiliation Form: Used for registrations of ODE-Dressage-Show Jumping- Gymkhana Hacking- Camp drafting and Open Shows.

### 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.
- Working with children clubs to be registered with DHS and have their volunteers registered and keep interrogation certificates.
- 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 See current **PCA National Gear Rules**  
International Competition  
General  
Instruction and Certificates  
Achievement Patches  
Eventing Rules  
Show Jumping Rules  
Dressage Rules  
Mounted Games Rules  
State Championships  
Fall Checklist  
Pony Rides as a Fundraiser

## **PONY CLUB MEMBERSHIP**

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

**All** membership is completed via the PCA JustGo Database

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.

### **Reporting Membership**

Annual Return: PCASA will post or email out in June. 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.

Renew all Life Members via the JustGo Database

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: At the end of each month, the “**ALL Payments Details**” Report must be extracted and set to PCASA, regardless if there is new members or a Nil report.

When members pay their fees online, funds are automatically dispersed to the member's Club, Zone, PCASA & PCA.

It is up to Clubs to ensure their membership, and prospective Members understand the renewal/joining process. See page 9

Active Life Members still need to have their “social (non riding membership)” if not riding paid via JustGo

**ALL INSURANCE QUERIES MUST BE DIRECTED TO THE PCASA OFFICE WHO WILL PASS ON TO PCA.**

## **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 or President and Chief Instructor may be combined as may Secretary and Treasurer Offices.)

\*\*some positions may be filled by the same person

### **Roles in brief**

#### **President**

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 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.

- Ensure that all fees are up to date in JustGo Issue all receipts for any fees or other monies paid to the Club. Clubs must **not** add extra categories to JustGo, if discounts are required contact JustGo at support@ponyclubaustralia.com.au
- 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 "ALL PAYMENT DETAILS" report.
- Secretary & Treasurer roles can be combined if a Club requires.

### 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

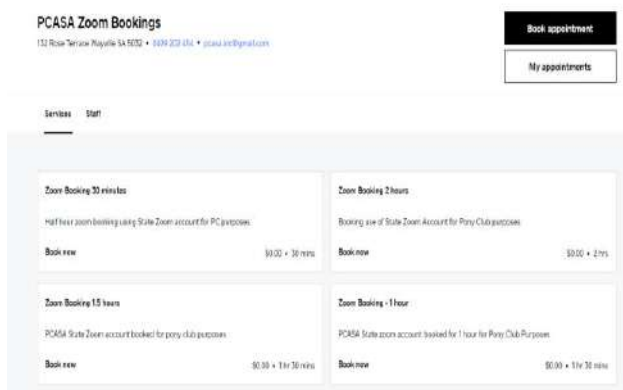
### District Commissioner (optional)

Manage conflicts and investigate complaints

### ZOOM

PCASA has a Zoom account that is available for Clubs to use free of charge. There is a booking system to ensure there are no double up's with bookings.

Go to [pczoombookings.square.site](https://pczoombookings.square.site)



Click on "Book Appointment"

From the available "appointments" select the length of time you wish to book the Zoom meeting for, click continue.

The calendar will appear with available dates. Select the date you wish to book, and then the timeslot you require – **if a timeslot is not displayed, then it is already booked.**

In the next section enter the best contact mobile and email address. In the First name section, enter your Club name, and in the Last name section enter the contact name.

In Appointment Notes, please indicate if you wish to have the meeting recorded.

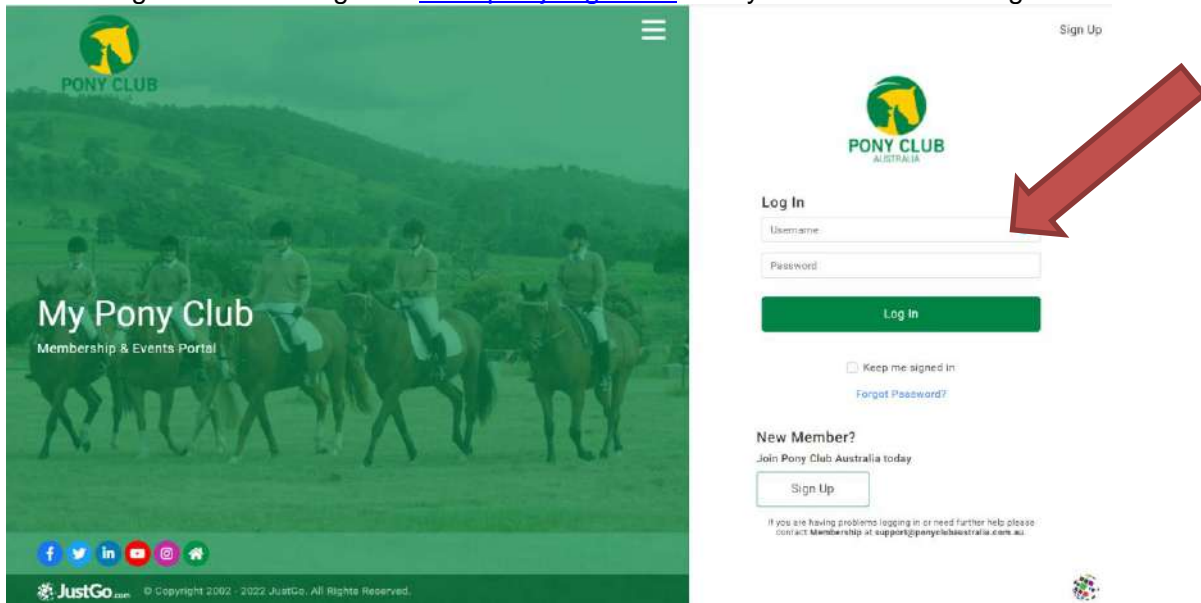
You will then receive an sms or email advising your booking has been accepted, and then you will receive a calendar invite from pcasa.inc with your Zoom meeting details to share with those who you wish to attend your meeting.

## Renewing Membership, joining for the first time & Rally Participation

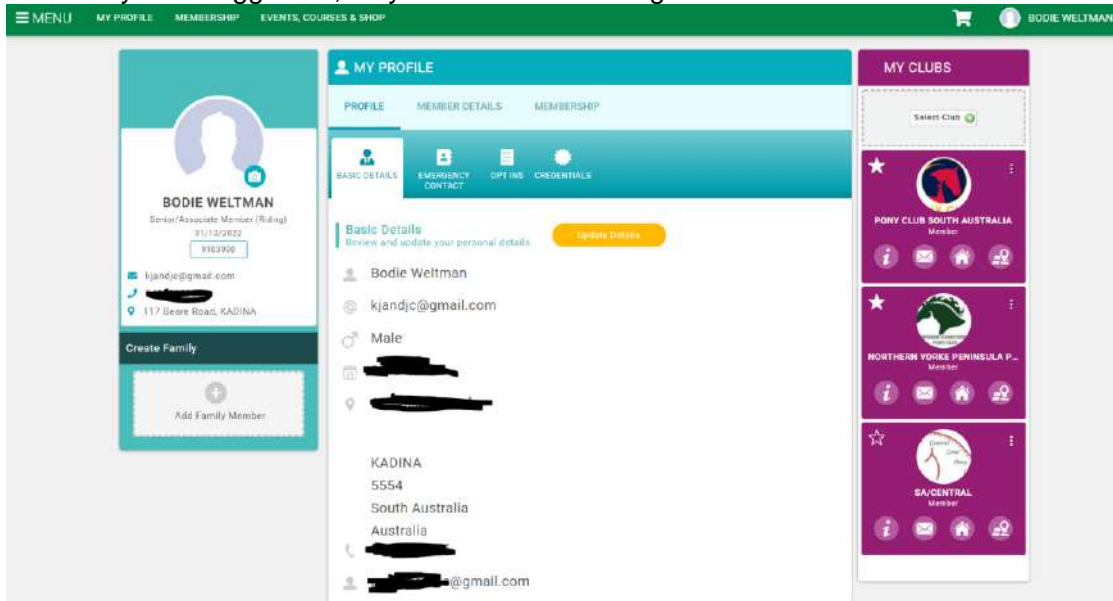
All current members (and some past members) will have a unique User Name for the PCA JustGo Database. At the end of each financial year a list of these usernames will be issued to Club Admins by PCASA Database Management.

If Members do not know their password, it can be reset for them – all members should have their own (or their parent/guardian's) email address associated with their username in the database – as the database is where all resources are ordered from for Coaching and Efficiency Learning/Testing.

A renewing member will log onto [www.pca.justgo.com](http://www.pca.justgo.com) – they will see the following screen:



Once they have logged on, they will see the following screen



From here they will click on “Membership (located in the top green banner, and then they will click on their current Club Membership, and then “renew or Add your membership” from there they will be able to pick the membership relevant to their age, and then process Credit card Payment – there is no Paypal function – payment is direct Credit Card payment with the fees passed onto the members. Social Membership is also known as Non-Riding membership.

For someone new joining – instead of Logging on they will click on New Member – Join Pony Club Today – SIGN UP – they enter name, and personal details, and then select the club they wish to join. Their membership is not final until the Club has approved it, so no need to worry about random members joining – an email will be sent to Club Admins notifying of a new member.

Rally Participation riders will select – “South Australia Direct” as the club they wish to join.

## 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.

Green Card  
Riders under 26yrs  
For qualifications &  
All Graded Disciplines  
or  
Pale Green for Non-  
Graded Combinations

Yellow Card  
Riders 26yrs & over  
For qualifications &  
All Graded Disciplines  
Or  
Cream for Non-Graded  
Combinations

**Blue dressage cards are phased out,**  
when new or replacement cards are applied for the dressage grading will be on the Green/Yellow/Orange/White card



PCASA Orange Card holders will need to have their cards changed to reflect Show Jumping & Dressage Grades if wanting to take part in these competitions

Please see chart on page 27 for full inclusions for white & Orange Card Holders

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 assessed for a 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 turnaround 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.

Riders do not need every rally attendance recorded on the performance card, but rather enough to show they are qualified.

How to fill out the  
Attendance & Performance Card  
Application

<p>PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA Inc.</p>  <p>ATTENDANCE &amp; PERFORMANCE Rally, Eventing, Showjumping &amp; Dressage Card</p>	<p>PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA Inc.</p>  <p>ATTENDANCE &amp; PERFORMANCE Rally, Eventing, Showjumping &amp; Dressage Card</p> <p>NON-GRADED</p>
<p>PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA Inc.</p>  <p>ADULT ATTENDANCE &amp; PERFORMANCE Rally, Eventing, Showjumping &amp; Dressage Card</p>	<p>PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA Inc.</p>  <p>ADULT ATTENDANCE &amp; PERFORMANCE Rally, Eventing, Showjumping &amp; Dressage Card</p> <p>NON-GRADED</p>



## SECTION 4

\*Please make sure this section is printed clearly.

### **HORSE DETAILS** A lot of horse names have unusual spelling.

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

BRANDS: \_\_\_\_\_ **Not Both**  
**OR** DISTINGUISHING MARKS: \_\_\_\_\_

**Don't forget to mark one.**

SEX:  GELDING  MARE STALLIONS & RIGS ARE **NOT** PERMITTED AT PONY CLUB

COLOUR: \_\_\_\_\_ \*e.g. Black, Bay, Brown, chestnut, Grey, Buckskin, Palomino  
Pinto & all the other colour combinations (Black/White,  
Chestnut/White?)

HEIGHT: \_\_\_\_\_ hh \*Please make sure you don't use fractions e.g. 1/2, 1/4 or .5  
Use only example format e.g. 14hh, 14.1hh, 14.2hh, 14.3hh or 15hh

YEAR BORN: \_\_\_\_\_ AGE: \_\_\_\_\_ \*Only write the YEAR BORN & AGE, Not the DOB.

## SECTION 5

### **GRADING**

#### **TO BE FILLED OUT BY THE CLUBS or ZONE CHIEF INSTRUCTOR ONLY**

NON-GRADED CARD:  For rider only wishing to do games, hacking & riders on lead.

\*Combinations may only jump when under direct instruction by a qualified coach / instructor.

\*All grades on this card will be marked N/R

#### **ONLY TICK ONE GRADE**

EVENTING GRADE:  6  5  4  3  2  1

#### **ONLY TICK ONE GRADE**

SHOWJUMPING GRADE:  F  E  D  C  B  A

#### **ONLY TICK ONE GRADE**

DRESSAGE GRADE:  Preparatory  Preliminary  Novice  
 Dressage Graded Card Only  Elementary  Medium   
Advanced

\*For riders only requiring a Dressage Grade

\*This card is for Riders that only wish to compete in Dressage. Eventing & Showjumping will be N/G.

This combination was assessed and grade by the following Chief Instructor:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

## SECTION 6

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

Riders Signature if 18 years or over: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

Parents Signature if under 18 years: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

This combination is currently financial with the club stated.

Secretary / Card Secretary

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

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

**The Club Secretary/Card Secretary must sign, print their name and date the form.**

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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.

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If emailing the form send to:

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

or post to:

PCASA  
Unit 3, 23A King William Rd,  
UNLEY 5061

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All applications must be on the current form marked 2024 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.

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

**TICK BOX FOR CARD REQUIRED**

**New Combination**

PC Member Under 26 years                       PC Member 26 Years & Over

**Replacement Card**

Upgrade from Non-Graded Card     Full Card – Attach a Copy of full Card\*     Lost Card

**Altered Cards**

Change of Name\* Include Previous Name     Change of Address     Update to PC Member 26 Years & Over\*

**Club Transfer**

Attach a copy of your current Card\* & Completed Transfer Form after approved by PCASA Executive Council

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

**CLUB:** \_\_\_\_\_ **DATE CARD REQUIRED:**    /    /

**RIDERS DETAILS**

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

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_     MALE     FEMALE    PHONE: \_\_\_\_\_

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

**HORSE DETAILS**

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

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

SEX:     GELDING     MARE                      STALLIONS & RIGS ARE **NOT** PERMITTED AT PONY CLUB

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

**GRADING**                      **TO BE FILLED OUT BY THE CLUBS or ZONE CHIEF INSTRUCTOR ONLY**

**NON-GRADED CARD:**     For rider only wishing to do games, hacking & riders on lead.

**\*Combinations may only jump when under direct instruction by a qualified coach / instructor.**

**ONLY TICK ONE GRADE**

**EVENTING GRADE:**     6     5     4     3     2     1

**ONLY TICK ONE GRADE**

**SHOWJUMPING GRADE:**     F     E     D     C     B     A

**ONLY TICK ONE GRADE**

**DRESSAGE GRADE:**                       Preparatory                       Preliminary                       Novice  
 Dressage Graded Card Only     Elementary                       Medium                       Advanced

\*For riders only requiring a Dressage Grade

**This combination was assessed and grade by the following Chief Instructor:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Riders Signature if 18 years or over: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parents Signature if under 18 years: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**This combination is currently financial with the club stated. Secretary / Card Secretary**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please sent card Applications to both:** ponyclubsa@gmail.com & lmh63@outlook.com

**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 the rider/ Coach/Social Non-Riding Member. 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, and will process the transfer in the Database (not to be done at a club level)

**THE PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA INC**  
**APPLICATION TO TRANSFER**

**PLEASE READ THE ENCLOSED SHEET CAREFULLY BEFORE COMPLETING THIS FORM.**

**RIDING MEMBERS / COACHES ONLY NEED TO APPLY.**

**TRANSFeree SECTION 1**

Name:	DATE: / /
Address:	POST CODE:
Current Club	DATE JOINED / /
Length at current Club:	Length at previous Club:
PCASA State Member YES ( ) NO ( )	DATE JOINED / /
Length of PCASA Membership	
Reason for requesting Transfer: <b><u>SECTION 2</u></b>	
Is this the Club closest to your home?	
Signature of Transferee or Parent/Guardian (if under 18years)	
IF UNDER 18 – PARENT GUARDIAN NAME	

**CLUB SECTION 3**

The new Club Hereby accepts the applicant into their membership YES ( ) NO ( )	
Name & Signature of New Club Secretary	DATE: / /
Name & Signature of Surrendering Club Secretary	DATE: / /

**ZONE SECTION 4**

Is Member transferring to a Club within the Same Zone	YES ( ) NO ( )
If No – Date of receipt of Receiving Zone	/ /
Placed before Zone Meeting on / /	Name of Zone Secretary:
Signature of Zone Secretary	Date / /
If No – Date of receipt of Surrendering Zone	/ /
Placed before Zone Meeting on / /	Name of Zone Secretary:
Signature of Zone Secretary	Date / /

**PLEASE NOTE**

**WHEN TRANSFERRING FOR ANY REASON OTHER THAN CHANGE OF ABODE FOR RIDER OR HORSE, THE RIDER WILL BE INELIGIBLE FOR TEAM COMPETITION AT STATE CHAMPIONSHIPS FOR 6 MONTHS (REFERRED TO AS A SUSPENSION).**

## OFFICE USE ONLY **SECTION 5**

This application was received at PCASA Headquarters on	Date / /
This application was placed before the Executive on	Date / /
The application to transfer was	Approved ( ) Not Approved ( )
Signed by Member of Senior Executive	Date: / /
Name of Senior Executive Member	

### THE PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA INC

#### APPLICATION TO TRANSFER

PLEASE READ THE ENCLOSED SHEET CAREFULLY BEFORE COMPLETING THIS FORM. RIDING MEMBERS / COACHES ONLY  
NEED TO APPLY.

#### **SECTION 1**

Self explanatory – transferee is the member who is changing clubs

Current Club – is club you are leaving, Date joined that club

PCASA State member – this section is if you have an orange PCASA card then select YES, if not then NO – and the date joined

#### **TRANSFeree**

Name:	DATE: / /
Address:	POST CODE:
Current Club	DATE JOINED / /
Length at current Club:	Length at previous Club:
PCASA State Member YES ( ) NO ( )	DATE JOINED / /
Length of PCASA Membership	

#### **SECTION 2**

List the reason for transferring to your new club (moved house/agistment etc)

If transferring member is under 18, then a parent/guardian must sign the transfer

Reason for requesting Transfer:

Is this the Club closest to your home?

Signature of Transferee or Parent/Guardian (if under 18years)

IF UNDER 18 – PARENT GUARDIAN NAME

#### **SECTION 3**

The transfer form is given to the new Club and after agreeing to the transfer, signed and dated by the Club Secretary. And then approved by the receiving Zone – if changing zones (**Section 4**)

Then the form is given to the Club the member is leaving to have the form signed and dated by the Club Secretary

Please see the guidelines/PCASA rulebook for processing a transfer

#### **CLUB**

The new Club Hereby accepts the applicant into their membership YES ( ) NO ( )	
Name & Signature of New Club Secretary	DATE: / /
Name & Signature of Surrendering Club Secretary	DATE: / /

#### **SECTION 4**

The completed form is then presented at the next meeting of the surrendering or existing Zone – if the new club is within the same zone as the club the member is leaving select **YES**, and fill in the meeting

details.

If Not complete the relevant details.

### **ZONE**

Is Member transferring to a Club within the Same Zone	YES ( ) NO ( )
If No – Date of receipt of Receiving Zone	/ /
Placed before Zone Meeting on	/ / Name of Zone Secretary:
Signature of Zone Secretary	Date / /
If No – Date of receipt of Surrendering Zone	/ /
Placed before Zone Meeting on	/ / Name of Zone Secretary:
Signature of Zone Secretary	Date / /

### **PLEASE NOTE**

**WHEN TRANSFERRING FOR ANY REASON OTHER THAN CHANGE OF ABODE FOR RIDER OR HORSE, THE RIDER WILL BE INELIGIBLE FOR CLUB TEAM COMPETITION AT STATE CHAMPIONSHIPS FOR 6 MONTHS (REFERRED TO AS A SUSPENSION).**

### **SECTION 5**

The transfer form is sent to PCASA Head Office to be tabled at the next Executive Meeting after being completed by the member, new Club, outgoing Club and Zone.

Database Management will then process the Transfer in the database completing the Transfer Process.

The Member is to arrange through their new club a card application for a new card, and send their old card/s for each combination to PCASA so that new clubs with the new club details can be issued with points and gradings carried across.

The new card will have the same card number for each combination, will just reflect the New Club details, and any address changes if the member has moved house.

### **OFFICE USE ONLY**

This application was received at PCASA Headquarters on	Date / /
This application was placed before the Executive on	Date / /
The application to transfer was	Approved ( ) Not Approved ( )
Signed by Member of Senior Executive	Date: / /
Name of Senior Executive Member	

## Event Nomination Form

This form is used when a club is holding an event whether a Technical Delegate is required or not.

These forms **MUST** be in the office before the November meeting so Technical Delegates can be allocated if needed and the event can be put on the web page. All programs that are published on any social media platform must be proof read and watermarked prior to distribution/publication.

Type of Event: Open Show, Gymkhana, ODE, Show Jumping, Dressage, Hacking Show, Campdrafting, Clinic, open rally, (if a Technical Delegate is required they will be appointed by a nominated member of the PCASA executive council).

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

### SOUTH AUSTRALIA INC

Unit 3, 23A King William Rd, UNLEY, SA 5061

Phone 08 70016749 Email [ponyclubsa@gmail.com](mailto:ponyclubsa@gmail.com)

### PCASA Event Form

This form is to be sent to PCASA for all events to be promoted on the PCASA website

Name of Club/Zone			
Address			
Date of Event		Name of Event	
Event Secretary		Contact Number	
Postal Address			
Email Address			
Venue of Event			
Type of Event (please circle)	Horse Trials/ODE Dressage Archery Other (please specify)	Gymkhana Hacking Show Open Show	Show Jumping Campdrafting Training Day/Clinic
Classes to be run (hacking, grades, games etc)			
Prizes to be given (if any)			

Please note before your program/schedule/entry forms can be published on any media platform, they must be forwarded to [pcasa.programs@gmail.com](mailto:pcasa.programs@gmail.com) for proof reading.

Ambulance to be in attendance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
St Johns Volunteers to be in attendance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Pony Club® Technical Delegate required	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you had your dates approved at a Zone Level	<input type="checkbox"/> YES	<input type="checkbox"/> NO

#### OFFICE USE ONLY

Date of receipt by PCASA	___ / ___ / ____
Technical Delegate Appointed (if required)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Steward Name _____	Date appointed ___ / ___ / ____
Club advised of steward & where to find ODE Pack	<input type="checkbox"/> YES <input type="checkbox"/> NO
Event placed on PCASA website	<input type="checkbox"/> YES <input type="checkbox"/> NO
Program Proof Read	<input type="checkbox"/> YES <input type="checkbox"/> NO

Things to remember when putting together a program/event that is going to be published, on any form of media.

1. Programs/flyers/entry forms should always be in word or publisher format and sent to proof reader at [pcasa.programs@gmail.com](mailto:pcasa.programs@gmail.com))
2. Make sure that you monitor your email to answer any queries relating to the program from the proof reader – after all questions/queries have been resolved, there is a 48 hour turnaround for return and placed on PCASA website
3. All programs need an event date, contact person, and number/email
4. If allowing EA riders mention the PCA waiver form to be filled in always include the form (or link) with the entry forms (ODE levy for EA riders is \$15:00)
5. Show Jumping – riders can only jump the height they are graded at and one grade above – for height based events see PCASA rule book. Non PCASA riders they may only compete at height based events eg Freshman's on completion of PCA waiver & payment of fee.
6. Dressage – riders can only ride the level graded at and one above
7. Make sure there is reference to the event being run under PCASA rules and where to find the rules
8. Disclaimer – ensure the correct disclaimer is used – do not amend it

**“Neither the organising committee of any event to which these rules apply nor the Pony Club Association of South Australia Inc. accepts any liability for any accident, damage, injury to horses, owners, riders, grounds, spectators or any other persons.”**

9. Dressage competitions - all riders MUST have PC card with dressage grading.(except EA riders)
10. Rallies where non pc members attend under rally participation must have instructors – and this must be displayed on the program that instructors are available, and must be made available
11. If unsure if your event information needs to be proof read – send it anyway, you just never know.


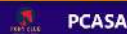



### **Checklist and clearance for fall of rider**

All incidents are to be done online through the PCA portal, - <https://ponyclubaustralia.com.au/Incident-Reporting/>

### **Helmet Tags**

Helmet tags supplied and applied by club official.

If a Helmet was

<b>Purchased in</b>	<b>Colour Tag</b>		<b>Expiry Date</b>
2020	Green		31/12/2025
2021	Orange		31/12/2026
2022	Purple		31/12/2027
2023	White		31/12/2028
2024	Blue		31/12/2029
2025	Red		31/12/2030
2026	Yellow		31/12/2031

Continuing Colours per year as above

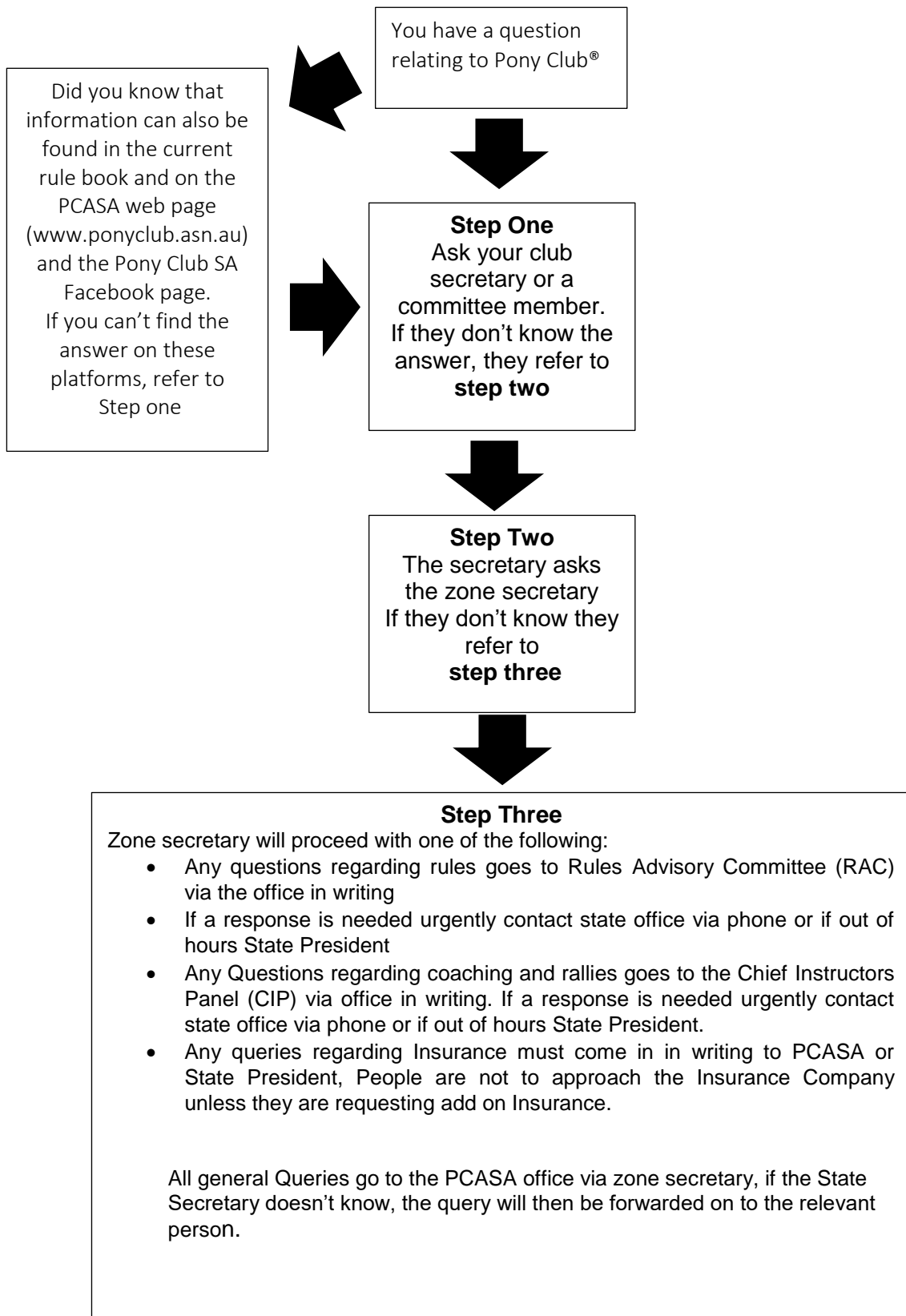
### **ACRONYMS**

AGM – Annual General Meeting

DOB – Date of Birth

PCASA – Pony Club Association of South Australia

## What to do when you have a question or query 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

If you are interested in becoming a coach, there is a lot of information on both the PCA and the PCASA website. All Pony Club® coaches must:

- Be a financial member of a club.
- Be 18 years old to be accredited. Training can commence from 16 years old.
- Have a current Working with Children check (WWC) applicable to your state.
- Complete the Australian Sports Commission (ASC) Community Coaching Essentials course (link is on the PCA website in the Coaches section) and update the certificate to their JustGo profile. This is a free online course which will take approximately 3 hours to complete and has a lot of helpful information about coaching.
- Complete the Gear Checker Accreditation module which is also available on the PCA website in the Coaches section. This is a free course consisting of a Manual, a link to the National Gear Rules, a webinar and a short, written test which is done online, or can be printed and written, then sent to an assessor. You will then have a practical assessment with an assessor observing you conducting gear checks on 3 combinations.

You can start with PC Foundation Coach, or NCAS Preliminary Coach, depending on your level of knowledge and confidence as to which you choose. The courses cover 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.

### **FOUNDATION COACH**

The entry level Pony Club Foundation Coach is not a compulsory qualification but can be used as RPL towards the Preliminary Coaching qualification level. Coaches can purchase the Foundation Coach manual through JustGo (log into your profile and click on Shop) and can run through the online webinar series or work through the manual with a mentor (check with your club or zone Chief Instructor or the State Office for a contact). Foundation Coaches are required to complete 10 hours of mentored teaching at a club and can fill in their coaching hours in the Practice Log. They then sit the written and practical assessments with a Level 1 Coach.

### **PRELIMINARY COACH**

#### **Step 1**

The manual is available to order from Pony Club Australia on the JustGo shop, which must be completed along with 20 hours of mentored practice and a practical assessment. Notify the Training Officer [ann.olsen@bigpond.com](mailto:ann.olsen@bigpond.com) to receive the Preliminary Coach workbook and receive support from the state association with your coaching journey.

#### **Step 2**

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 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 3**

Work through your workbook with a mentor who will sign off sections as you demonstrate your competency. A list of PC mentors is on the PCASA website, or you may seek help from a qualified NCAS Level 1 coach.

#### **Step 4**

Attend and participate in a Practice Teaching Day. You will be given the opportunity to plan and give some lessons, be given comprehensive feedback on the day and be advised if 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 5**

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 etc.

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.

## **LEVEL 1 COACH**

Currently the most advanced Pony Club coaching qualification, set to coach up to C\*/B certificate riders. Preliminary Coach accreditation is a pre-requisite for this course.

## Performance Card Grading Check List

**Grading must be done by the club/zone chief Instructor. If a Chief Instructor is not available then a Level 1 Pony club coach may be invited by the club to grade combinations at a Pony Club rally where the combination being graded is working with other riders, so they can be observed working in a group.**

Date: .....Club:.....

Riders Name: .....Age:.....

Horses Name: .....Age:.....

Chief Instructors name & Level.....

### **Non-Graded card**

#### **Led rein:**

**Pony/horse needs to be quiet & easily controlled by handler.**

**Handler needs to walk near rider to steady them if they lose their balance.**

	Yes/No
Able to hold on using a monkey strap at walk & trot	
Steer and stop with assistance.	
Ride through cones in a pattern on both reins.	

### **Non-Graded card**

#### **Off the lead:**

**Riders off the lead need to be able to control their pony/horse in a group. Be able to stop, start and turn. Canter is optional.**

	Yes/No
Able to walk in arena/yard	
Able to trot in arena/yard	
Able to canter in arena/yard	
Able to trot confidently, accurately, and safely through bending poles	

**When grading a combination for jumping the qualified coach doing the assessing must observe the combination doing a minimum of 6 fences at trot and canter, the rider must be balanced and in control at all times.**

**Some may be jumped in both directions to reduce the number of fences needing to be built.**

Grade 6/F	Grade 5/E	Grade 4/D	Grade 3/C	Grade 2/B	Grade 1/A
35cm	50cm	65cm	85cm	95cm	1.05m

	Yes/No
Be able to use a neck strap in lower grades 5&6, F&E. Recommended for all grades.	
Have control over pace and line.	
Negotiate a small course of at least 8 jumping efforts to the height of the second round (for showjumping) of the grade under consideration, in a well-controlled manner.	
For Eventing: Negotiate at least 8 jumping efforts of Cross Country type obstacles, maintaining control over line and pace, at the height of the grade under consideration. If clubs don't have CC fences, then rustic looking SJ if possible.	

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

If any activity which is restricted to club/zone members only is then opened to others it should be opened to all Pony Club members prior to opening to EA etc.

**IF YOU ARE HOLDING A FUNDRAISING ACTIVITY IF IT ISN'T LISTED ABOVE IT WILL USUALLY FALL UNDER SAME PARTICIPATION GUIDELINES AS A RALLY.**

**RALLY Participation** – can be used up to a maximum of 3 times at any club in South Australia, as long as the rider has not been financial in Pony Club® for a minimum of 2 years.

<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 PCA waiver	YES	Yes PCA day participation fee + waiver (see pg 27 for fee details)
<b>SHOW JUMPING</b>	Yes – financial, graded	Yes – PCA waiver – must have own classes/prizes	YES Must have Card showing SJ grade.	Only non-graded competition days, PCA participation fee waiver (not derby days) (see pg 27 for fee details)
<b>DRESSAGE</b>	Yes – financial graded	Yes – PCA waiver, own classes etc	YES Must have Card showing Dressage grade.	NO
<b>EVENTING</b>	Yes – financial, graded	Yes – PCA waiver – must have own classes/prizes	Yes – must have own classes/prizes & eventing grade card	NO
<b>CLINIC (Club/Zone) State Funded</b>	Yes – financial (graded if jumping)	NO	NO	NO
<b>CLUB RALLY</b>	Yes financial	As Rally fee via JustGo <b>Up to Max of 3 times</b>	Day rally waiver and fee via JustGo <b>Up to Max of 3 times</b>	Day rally waiver and fee via JustGo <b>Up to Max of 3 times</b>
<b>CLUB/ZONE CAMPS</b>	Yes financial	Day rally waiver and fee <u>FOR EACH DAY</u> <b>Up to Max of 3 times</b>	Day rally waiver & fee <u>FOR EACH DAY</u> <b>Up to Max of 3 times</b>	Day rally waiver & fee <u>FOR EACH DAY</u> <b>Up to Max of 3 times</b>
<b>TRAINING DAYS/ OPEN CLINICS (pony club members first option before EA &amp; PCASA Adult members)</b>	Yes – Financial, graded	Yes with EA waiver <b>(pony club members first option before EA members)</b>	YES Financial Members of Clubs To be given first option before PCASA Orange Card Members	NO

## **Day Participant Waiver and Liability Declaration**

**When Clubs run events where non-Pony Club members can compete the follow steps MUST be followed.**

- 1. Make sure all Non-members sign the Day participant waiver and liability declaration.**

**Clubs to keep the waivers in a secured place, in case they are needed, in event a claim is made.**

- 2. Collect the fee of \$16- \$11 PCA, \$5 PCASA, this is sent to PCASA.**
- 3. Club fills in the Participation Invoice and send in to the PCASA office along with the money owed.**

**THIS IS NOT TO BE CONFUSED WITH RALLY PARTICIPATION,  
WHICH IS  
DONE VIA THE JUSTGO DATABASE.**

## Pony Club Australia (PCA)

### Day Participant Waiver and Liability Declaration

*Participants in events organised by PCA Clubs, who are not current financial members of a PCA Club, or who cannot prove current PCA membership, are deemed to be registered “Day Participants” of the event.*

*Protection is afforded to the Day Participant under the PCA Public Liability policy, only whilst attending and/or participating in PCA approved activities organised and/or run by the PCA Club at that event, where they are liable for causing bodily injury or property damage to others, excluding whilst travelling to and from such event. By completing this form, you agree to abide by the Rules & Conditions of the PCA and any Rules of the event. **An insurance contribution fee of \$11 per activity/event is payable for Day Participants***

I, the Day Participant, hereby agree with the Organiser/s that I am by this agreement entitled to participate in the Activity on the terms and conditions set out in this document.

The Organiser/s enter into this agreement on their own account and also as agent for the Associate/s in respect of each acknowledgement, consent, declaration, release and indemnity expressed in this agreement to be given by me to, or made by me in favour of, an Associate (jointly or in an individual capacity).

#### Definitions

- (a) **Affiliate Member** means an Affiliate Member as defined in the PCA Constitution, being a pony club, Zone or association registered with a Member Branch and admitted to PCA in accordance with clause 5.5 of the PCA Constitution and the Policies.
- (b) **Activity/Activities** includes performing, participating or spectating in any capacity, including as a Member, in any activity provided, authorised and/or recognised by PCA or any of its Member Branch or Affiliate Members (including online and/or at home).
- (c) **Organiser/s** means the organiser of the Activity and includes PCA, the Member Branch and Affiliate Member.
- (d) **Associate/s** means Associate/s of the Organiser/s, being employees, volunteers, committees, coaches, officials, medical personnel, Members, sponsors, promoters, advertisers, owners and lessees of premises on which Activities are held, underwriters and consultants.
- (e) **Claim** means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising including but not limited to negligence or under the Australian Consumer Law.
- (f) **Member** means a member of PCA in accordance with clause 5 of the PCA Constitution.
- (g) **Member Branch** means the Pony Club Association of New South Wales, the Pony Club Association of Queensland, Pony Club Western Australia, the Pony Club Association of South Australia, the Pony Club Association of Victoria, Pony Club Tasmania and the Pony Club Association of the Northern Territory.
- (h) **Reckless Conduct** means the supplier is aware, or should reasonably have been aware, of a significant risk that the conduct could result in personal injury to another person; and engages in conduct despite the risk and without adequate justification.

#### Acknowledgement of risks and consent

- 1.1 I acknowledge that the Activity is a dangerous recreational activity and that by engaging in the Activity I am exposed to certain risks and dangers and am under certain obligations as follows:
- (a) that I may be seriously injured (including suffering a spinal injury, brain or head injury, fractures, soft tissue injury, illness and mental anguish and emotional disturbance) and may be killed;

- (b) horses may act in a sudden and unpredictable manner, and the Organiser/s and Associate/s do not make any representations or warranties as to how a horse may act;
- (c) that I have considered all of the risks involved, including those risks associated with any pre-existing health condition, injuries or disabilities I may have;
- (d) that the venue conditions may be hazardous and may vary without warning or predictability;
- (e) that I will wear an approved helmet at all times while participating in the Activity in accordance with the relevant PCA Rules and/or as requested by the Organiser/s or Associate/s;
- (f) any misconduct (as determined by the Organiser/s or Associate/s or a delegated authority, at their discretion) or refusal by me to follow any direction of the Organiser/s or Associate/s, may result in my disqualification from the Activity and the forfeiting of all fees paid in relation to the Activity;
- (g) that the Organiser/s, Associate/s or their representatives in charge of meetings in respect of the Activity are frequently obliged to make decisions under pressure of time/events;
- (h) that there may be no or inadequate facilities for treatment or transport of me if I am injured;
- (i) that I have an obligation to myself and to others to act safely and within the Constitution, rules, regulations, policies, guidelines and codes of conduct of PCA and the Member Branches and any other rules, regulations, policies, guidelines and codes of conduct relevant to the Activity;
- (j) the Organiser/s and the Associate/s do not make any warranty that the services at the venue or the design of any course or training facilities will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied;
- (k) to the extent that any warranty is implied it is excluded to the full extent permitted by law; and
- (l) that I have voluntarily read and understood this warning and accept and assume the inherent risks in participating in the Activity.

1.2 I consent to the Organiser/s and Associate/s using technology to film, record and/or photograph me during Activities (whether physical or virtual/online). I have no proprietary interest in the images. I authorise and consent to the Organiser/s and Associate/s using such images, my name and information about my participation in the Activities to promote the Activities. I release the Organiser/s and Associate/s from any Claim arising from the Organiser/s and Associate/s use of technology including but not limited to defamation and/or an invasion of privacy.

### **Medical**

- 2.1 I declare that I am and must continue to be medically and physically fit and able to participate in the Activity. I will immediately notify the Organiser/s and/or Associate/s if I feel unsafe or unwell in any way, or if there is any change to my fitness and ability to participate, and will immediately cease to participate in the Activity. I understand and accept that the Organiser/s and Associate/s will continue to rely upon this declaration as evidence of my fitness and ability to participate in the Activity.
- 2.2 I agree that the Organiser/s and/or Associate/s may at their absolute discretion deny me eligibility to undertake the Activity if they consider I am not medically, mentally and/or physically fit and able to participate (or continue to participate) in the Activity without unreasonable risk to myself or others. The Organiser/s and Associate/s are in no way liable if they choose not to exercise their discretion under this clause.
- 2.3 I understand and acknowledge the dangers associated with the consumption of alcohol, any banned substance or mind-altering drug before or during any Activity. I accept full responsibility for injury associated with the consumption of alcohol, any banned substance or mind-altering drug.
- 2.4 I agree to report any accidents and injuries I suffer during any Activity provided by the Organiser/s to the Organiser/s before I leave any relevant venue.

- 2.5 I agree that if required, the Organiser/s and/or Associate/s may arrange medical or hospital treatment (including ambulance transportation) for me. I authorise such actions being taken and agree to meet all costs associated with such action.
- 2.6 I acknowledge that Organiser/s of Activities may collect, use and disclose health information in accordance with the *Privacy Act 1988* (Cth) and any additional State/Territory privacy legislation.
- 2.7 I consent to Organiser/s of Activities collecting, using and disclosing my personal information (including health information) for the purposes of eligibility to participate in the Activities and for the purposes of communicating with relevant health service providers regarding eligibility or if an incident occurs for treatment and incident management and insurance purposes, in accordance with the *Privacy Act 1988* (Cth) and any additional State/Territory privacy legislation.
- 2.8 I acknowledge that it is my responsibility to arrange personal accident insurance coverage if I am not an Individual Member.

### **Waiver**

- 3.1 In agreeing to participate in any way in the Activity, the Day Participant, his/her personal representatives, heirs and next of kin hereby releases, waives, discharges and covenants not to sue the proprietors of the Organiser/s and the Associate/s with respect to any and all injury, disability or death, whether caused by the negligence of the Organiser/s and/or the Associate/s, a breach of a contract or otherwise.
- 3.2 By signing this Day Participant Declaration, you agree that the liability of the Organiser/s and/or the Associate/s in relation to the recreational services (as that term is defined in section 139A of the *Competition and Consumer Act 2010*) for any:
- i) death;
  - ii) physical or mental injury (including the aggravation, acceleration or recurrence of such an injury);
  - iii) the contraction, aggravation, or acceleration of a disease;
  - iv) the coming into existence, the aggravation, acceleration or recurrence of any other condition, circumstance, occurrence, activity, form of behaviour, course of conduct or state of affairs, that is or may be harmful or disadvantageous to you or the community; or that may result in harm or disadvantage to you or the community;

that may be suffered by you (or a person for whom or on whose behalf you are acquiring the services) resulting from the supply of recreational services is excluded and the application of any express or implied term that any services will be provided with due care and skill or fit for any specific purpose is hereby excluded.

*Note: The change to your rights does not apply to a significant personal injury suffered by you that is caused by the Reckless Conduct of the supplier of the recreational services.*

### **Indemnity and release**

Every Day Participant (Non-Member) must complete this form.

4.1  I understand that as a day participant who completes this form, I am covered under PCA public liability insurance for this event, however I am not covered for PCA personal accident insurance unless I become a riding member of Pony Club Australia.

5.1 In consideration of the acceptance of me as a participant in the Activity, I agree to indemnify and keep indemnified to the full extent permitted by law, the Organiser/s and the Associate/s and each of them in the following manner:

- (a) I participate in the Activity at my sole risk and responsibility;
- (b) I accept the venue where the Activity is held as it stands with all or any defects hidden or exposed;
- (c) I indemnify and hold harmless the Organiser/s and the Associate/s, their respective servants, agents, officials and competitors against any Claims which may be made by me or on my behalf for or in respect of or arising out of my death or any injury caused to me whether caused by negligence, breach of contract or otherwise;
- (d) I agree to release to the full extent permitted by law the Organiser/s and the Associate/s from all liability to me for any Claim that arises as a result of any act, matter or thing done, permitted or omitted to be done, by me or which is in any way connected with my presence at or involvement in the Activity.

5.2 A term of this release and indemnity will not apply where the term contravenes the law of the relevant jurisdiction under which any legal action is legitimately taken however such terms are severable and do not invalidate the remaining terms.

### **Compliance**

6.1 I acknowledge, understand and agree that it is a condition of my participation in the Activity that I agree to be bound by, and subject to, the PCA Constitution, rules, regulations, guidelines, policies, codes of conduct and jurisdiction of PCA and the Member Branches and any other rules, regulations, guidelines, policies and codes of conduct relevant to the Activity as amended from time to time. Copies of the PCA and Member Branch constitutions, rules, regulations, guidelines, policies and codes of conduct are available online.

### **Execution**

7.1 I, the Day Participant, agree to participate in \_\_\_\_\_ [Activity] on \_\_\_\_\_ [Date].

7.2 I, the Day Participant, state that I have read and understood this Day Participant Declaration (including the risk warning, indemnity, release and waiver) and agree to the terms and conditions as stated.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My emergency contact for the Activity is \_\_\_\_\_ and they can be contacted on \_\_\_\_\_.

### ***Third party indemnity where participant is under 18 years of age***

I \_\_\_\_\_, being the parent or guardian of the Day Participant, hereby acknowledge:

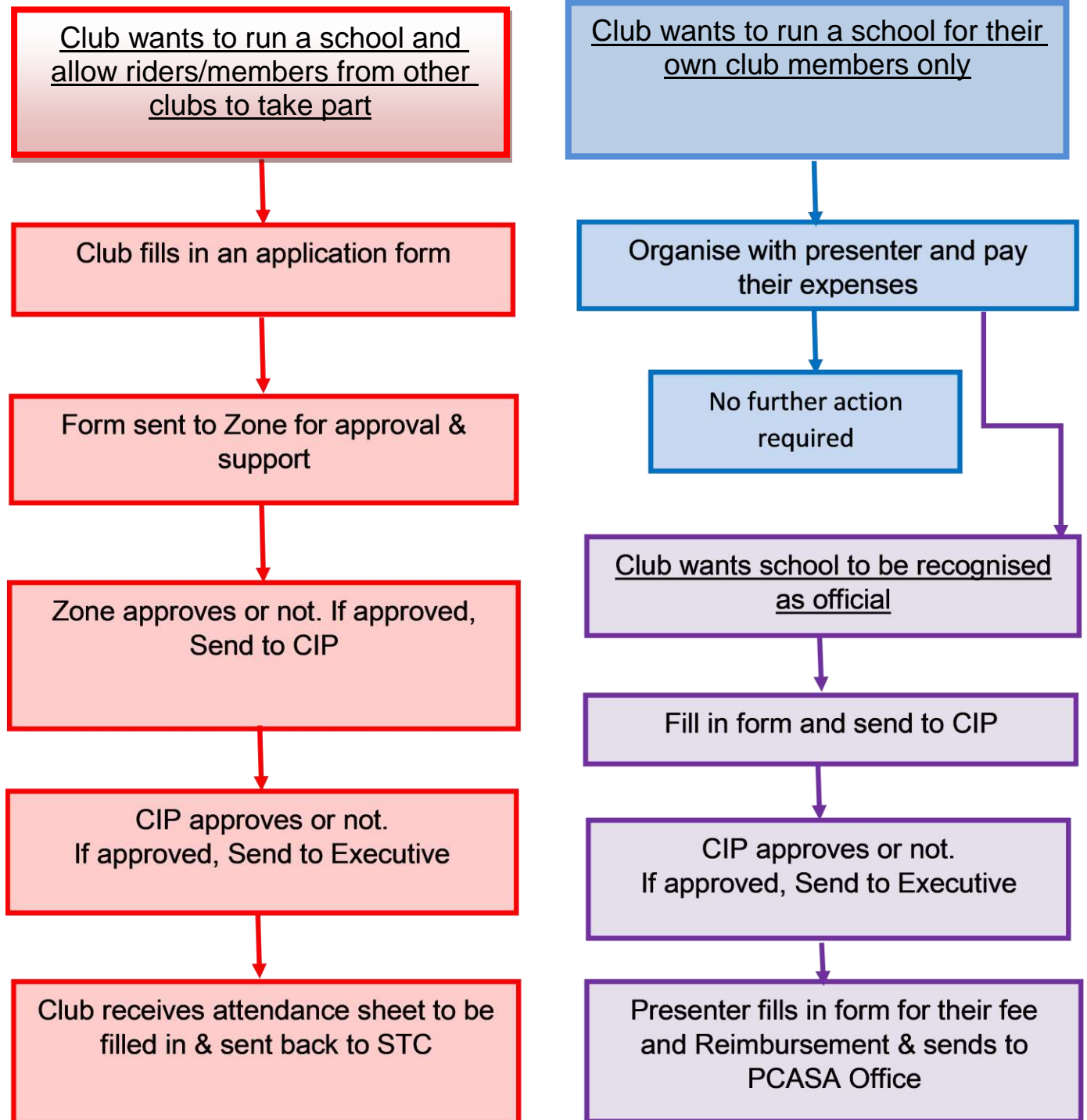
- a) I have read the whole of this document and understand it;
- b) I consent to the Day Participant participating in the Activity;
- c) I am aware of the risks, dangers and obligations set out above;
- d) I acknowledge that the Day Participant is bound by and subject to the rules, regulations, guidelines, policies and codes of conduct of PCA.

In consideration of the Day Participant being accepted as a participant in the Activity I hereby indemnify and release the Organiser/s and the Associate/s in the same manner and to the same effect as if I was the Day Participant and agree to personally accept all terms and conditions and obligations set out in this declaration.

AGREEMENT ON BEHALF OF ONE PARENT OR GUARDIAN IS AGREEMENT ON BEHALF OF ALL PARENTS AND/OR GUARDIANS OF THE ENTRANT.

Parent/guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



Pony Club Association of SA may at times approach Clubs/Zones to host a Coaching Training/Assessment Weekend. These weekends will then be open to all members of PCASA Clubs