

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 OF BIRTH: / /
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		
Type of Membership: Riding Member () Social Member () Coach ()		
New Club	<u>SECTION 2</u>	
Reason for requesting Transfer:		
Is this the Club closest to your home?	DATE / /	
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	

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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

TRANSFEEE

Name:	DATE OF BIRTH: / /
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	
Type of Membership: Riding Member () Social Member () Coach ()	
SECTION 2 List the new club transferring to, 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	
New Club	
Reason for requesting Transfer:	
Is this the Club closest to your home?	DATE: / /
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.

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	

THE PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA INC
INTERCLUB TRANSFER GUIDELINES

TRANSFeree: Please fill out all sections marked Transferee and sign and date in the appropriate place, in under 18yrs please have a parent/guardian sign and date this section.

CLUB: Secretary of the New Club needs to fill out this section and sign and date it in the relevant section, and Secretary of the Surrendering Club to also sign and date the relevant section. Each Club should keep a copy for their records.

ZONE: If the Transferee is transferring to a club within the same Zone, the Zone Secretary signs and dates the form where relevant, and ticks the box stating clubs are within the same Zone. If the Transferee is transferring to a Club within a different Zone, the Secretary of the surrendering Zone signs and dates the form, and then the form is forwarded to PCASA.

Please Note: All Pony Club Riding Members & Coaches, including those over 26yrs wishing to transfer to a different club must submit the above form. This form must be completed in full, prior to submitting to PCASA.

PCASA will keep a copy of the completed form in the office

All transfers **must** be applied for on PCASA Official Forms which shall be available from Club & Zone Secretaries as well as the Secretary of the Pony Club Association, and also found on the PCASA website under Forms/Membership.

Members who transfer from one Club to another, regardless of suspension being waived or not, take note of the following – that rider who were members of their previous club for a period of 2 years or more are allowed to take 4 qualifications forward onto their transferred card. To be able to carry forward 4 qualifications onto their transferred card the member must have a minimum of 8 qualifications at their previous club in the preceeding 18 months.

Members who do not meet the above criteria, may take 2 qualifications onto their transferred card.

An application for a new Attendance/Performance Card must be submitted to the PCASA office, with the old card attached.

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).

When the six month suspension period is to apply to any Member on transfer the date from which the suspension shall commence will be from the date recorded on the Application Form by the surrendering Club Secretary.

For the purpose of Transfers of all Members from Club to Club, all Clubs involved in a transfer shall be regarded as if they are fully financial with the Pony Club Association of South Australia, whether they are financial or not.

The Transfer procedure is essential unless the member has been un-financial for a minimum period of twelve months.

For interstate transfers, a letter from the President of the surrendering club will be mandatory if interstate qualifications are to be recognised.