

## **NOTES FOR CLUB SECRETARIES – ZONE 9 PONY CLUB ASSOCIATION**

Make sure the Corporate Member of the club has completed the Proxy voting form with ALL appropriate signatures and return to the State Council Delegate (Usually the Zone Chief Instructor) prior to the State AGM in March – must be registered with PCA 96 hours prior to the AGM date.

Notify the State Office and the Zone Secretary of the change of executive following the club's AGM. Should the executive change for any reasons (e.g. someone may leave the district) notify the Zone and State immediately.

Make sure when sending the affiliation forms to the State Office that all the relevant information is completed, including the Risk Warning forms.

When sending the affiliations, send the zone levies to the Zone Secretary at the same time. The zone levy for Riding members under 25 is \$5.00 for 2008. No zone levy for adults.

Remember at the beginning of each year – if you have Life Members – it is the responsibility of the club to see that such membership is paid to the PCA, even if the Life Member is not a regular at the club. Life Membership means just that. No need to pay Zone Levy for Life Members as at November meeting 2004.

Membership form – Risk Warning form (every year) – Child Protection form(once only) – should all be signed at the same time. Copies of Risk warning forms are to be forwarded to State Office.

### Transfers

If the member is transferring from another club – transfer certificates must be obtained from that club – for all members transferring. A person who has been a member of another club during the preceding 5 years either as a Junior, Associate or Senior need to obtain a transfer from the club or from the former club before joining another. They should apply to the club for a transfer at least 30 days prior to the date they wish to begin membership of another club. A Junior or Associate shall not represent the club during this 30 day period. There is a 30 day non-competitive period dated from the date of request for the transfer. That club is required to send one copy to their Zone Secretary who records the details and then forwards the copy to the State Office. Unfortunately this is not always followed up by the vacated club. Unless this is done, the State Office will not send out the membership card – until they receive it from the previous club. A transfer is binding for 12 months except at the discretion of the Pony Club Council. If a request for transfer is made because of a change of address of the applicant then they may compete immediately for the new Pony Club. The 30 day waiting period is not applicable.

New members must be affiliated before they may enter the ring. They must have the proper helmet and boots – passed at a gear check.

It is a good idea to have an information sheet to give the new members setting out any particular by-laws your club might have.

Distribute a club calendar to all members, showing closing dates where applicable. Be sure to have the closing dates a week or so earlier than those for Zone and State events. That way you have plenty of time to get them off and there will not be any problem with riders missing out. Please remember closing dates are there for a reason so save an embarrassing situation and have your entries in on time.

Advise members what merchandise the club might have for sale, either second-hand or new saddlecloths, jumpers, ties etc. Also any instruction booklets which can be purchased through the club from the State Office. Price lists are always available from the PCA.

It is a good idea to make a list of membership which is easily accessible, rather than having to refer to the membership forms for telephone numbers etc, when it is necessary to notify the members of cancellations, workers rosters for championships, or any other thing that may be urgent.

Always have membership forms (all required forms) available at rally days in case a new member should turn up.

Ensure all members are aware of closing dates for Zone and State Fixtures. A photocopy of their current performance card is required at both Championships. All nomination forms to be filled out correctly (i.e. Date of Birth, Grade, Worker's name etc) and correct entry monies to be included.

**For Zone events the Camping and Stabling fees are NOT to be included in with entry** however, for **State events it is necessary to forward camping and stabling along with nomination to the Zone Chief Instructor prior to the State closing date. Late entries will not be accepted.** You can appreciate the amount of paperwork involved in Zone and State events so please save any embarrassment and make sure your entries are in before the closing date.

Please ensure all members nominating for a Zone event are aware of the ruling re the Mounted Presentation at the conclusion of the event. It is mandatory that all riders participate in the Mounted Presentation otherwise there will be a \$50.00 fine imposed upon the offending club. Exemption from the Presentation requires a written request to be sent to the Zone Secretary one week prior to the Championship.

In the case of riders scratching from a Zone event a refund will be forwarded to the club once a Vet /Doctor certificate has been forwarded to the Zone Secretary and Request for Refund form completed. A rider is also entitled to a refund if they scratch prior to the closing date, however please be sure to contact the Zone Secretary ASAP. Remember also to contact Zone Secretary of any changes i.e. horse, late scratchings as soon as possible. Refunds are to be requested in writing on the appropriate form which can be found on the zone website and will be tabled at the next zone meeting.

Please ensure all correspondence is taken to your meetings. Nomination forms, programs, information from State PCA and Zone. This includes emails. In November you will receive, from Zone, a nomination form for the following years Zone Executive. Please be sure to take it to your meeting and discuss the nomination positions. The executive, as you know, are the people who are at the helm and your input as a club is very important.

It is also a good idea to photocopy the programs you receive for any Interclub /Ribbon/Trophy Day, Zone Championship and also State Championship so your members have access to them. Makes it a lot easier on you if they have their own copy.

When you are planning your Gymkhana, Ribbon/Trophy day be sure to get your program done and sent out at least one month to six weeks prior to the event. One weeks notice is not enough especially when the weekends are so busy. Programs can be sent to Courtney Hodges for the Zone website. Court's email is

[zone9web@hotmail.com](mailto:zone9web@hotmail.com)

All Jumping and Dressage results should be forwarded to the Zone Chief Instructor as soon as possible following the event. In the case of jumping you can just send the actual jump score sheets.

Check your mailbox and emails regularly. With the emails it is a good idea to try and check every few days. Please don't leave it for weeks as mailboxes fill up with Junk Mail and it makes it very difficult for the important stuff to come through.

If your club is hosting a **Zone event** it is imperative that you, yourself, as the Secretary and other Executive members attend the Zone meeting prior to the event.

All programs will be available for members on the zone website

[www.zone9ponyclub.org.au](http://www.zone9ponyclub.org.au) however, all entries are to go to club secretaries and a club cheque is to be sent with entries to Zone Secretary please. No personal cheques are to be sent to Zone. Entries can be emailed to Zone Secretary [debznwayne@aapt.net.au](mailto:debznwayne@aapt.net.au) and originals and cheque then posted.

There is a lot to be done prior to a Zone event and it is up to the host club to arrange the following for

### **Sporting /Campdrafting Championships**

Cattle- You will be notified ASAP by the Zone Secretary the entry number for the drafts (in each age group). It is a good idea to have already lined the cattle up and then just confirm the actual number required. Please keep a record of cartage costs and inform Zone Treasurer for payment to be made.

Judges- Usually the one judge is used for all Age Groups. You will need to check the need for a horse for the judge. Most times they bring their own. It is best to ask though.

All gear for Sporting to be supplied by the host club. The Zone has a Laser timer which is available to be used and other clubs in the Zone have either Laser or Electronic

Timers. Please contact these clubs in advance to arrange to borrow them. Wingham, Forster & District. When running the sporting it is a good idea to have 2 lanes for the Flag race as this saves time. You may also have the area to be able to run 2 Bend lanes. 4 Lanes are required for the finals of Flag, Bend and 3 Mug.

### **High and Mighty**

Three rings are required usually and so 3 judges and a Course Designer need to be arranged by the host club.. As equitation is included in the program it is necessary and important that the judges are familiar with this. Usually 2 rings are used for Equitation.

Enough wings and poles for three rings and practice fences.

### **Mounted Games**

The necessary equipment required for all events as set on the program.

The Arena and Marshalling area to be the size as indicated in the Blue Book.

### **ODE**

Usually held at Nan Glen and hosted by Coffs Harbour.

Dressage Draw is done by Zone with those riders living closer generally given the earlier times.

### **Jamboree**

The main zone event of the year.

Judges are to be organized by the Host club.

Ensure sufficient stabling and camping area for 150-180 horses, riders and their families.

Enough area for 3 dressage arenas as well as 3 rings and a jumping arena.

Remind competitors it is a two day event and they are required to be there or the duration. In the past there have been instances where riders have nominated and ridden the first day and not returned for the second.

As for all Zone events there is a Mounted presentation (Weather permitting) and it is compulsory for all riders to participate in the Mounted Parade. Exemption from the parade will be granted only to those riders who have a valid reason and have lodged a written request to the Zone Secretary one week prior to the event. In the event of a lame or injured horse the rider is expected to participate unmounted. Please ensure all

members are aware of this rule as a \$50.00 fine (per rider) will be imposed on any club who has any riders absent from the presentation. The Team Manager will be given a list of riders prior to commencement of the parade and this list will be collected.

Prior to all Zone Championships there is a Team Managers meeting. For the Jamboree this is usually held on the Friday night. This is a good time to sort out any problems or if you have any questions. Problems may include a child needing a pair or a rider being needed for a Team of 4. Also please inform Zone Secretary of any scratchings that you know about ASAP. Please don't leave it until the Team Managers meeting, if you know a week or so before.

### **Hacking & Dressage**

In the past Hacking has been held on the Saturday and Dressage on Sunday. Due to the large number of nominations this may change.

3 Judges are required for Hacking and in 2006 we had 5 judges for the Dressage.

As for the other Zone championships.

### **GENERAL INFORMATION FOR ZONE CHAMPIONSHIPS**

First –Aid- In some areas of Zone 9 this needs to be done a few months in advance to ensure there is someone qualified to be in attendance at all Zone events.

Ribbons and trophies- are ordered and supplied by Zone; however it is the host club who order the Trophies. It was decided that it is best to try and put some money back into their town.

The Zone Secretary will send you a list of the trophies required prior to the event.

A workers roster is done by the Zone Secretary for all Zone events and sent out to all clubs prior to the event. All clubs are responsible to ensure their members attending are aware they will be expected to work for a few hours, either out in the ring or in the Canteen. If for any reason a worker is not where he/ she should be at the rostered time, their child may be eliminated. It is up to each club to replace any worker who does not show up with another member of their club. Please remind all competitors they need to nominate a worker. This includes Associate riders. It is also a good idea that the Team Manager is exactly that and not a nominated worker. Clubs are encouraged to use an Instructor for Team Manager whenever possible.

Stabling- Camping and Stabling is **not** to be paid with entries please. Needs to be collected the weekend of the event. Delegation may be given to Team Managers from each club to collect same and given to the caretaker or host club. In some cases the

Caretaker may come around and collect payment from each camp. Competitors will be notified at the event re collection of same.

Parents are **not** to phone the Zone Secretary individually please. If contact needs to be made this should be done through the Club Secretary only.

### **Zone Grading Days - Showjumping**

All riders who wish to compete in jumping competitions within Zone 9 are required to be officially graded by the Zone Grading Panel. The panel consists of 3 people – the ZCI, Joan Fitzalan and 2 others who are elected at the AGM. Ron Porter and Deb Kelly were elected for 2008. There are 3 days held in the Zone allowing all members the opportunity to attend. Should a horse and rider become a New Combination after the Grading Days then the Club Senior Instructor should grade them, however, the following year they must attend a Grading Day.

Last but not least... Please if you are not sure about something I am only phone call away or email so do not hesitate to ask.

Deb Kelly  
Zone 9 Secretary