The Pony Club Association of N.S.W.

7/25 Victoria Street, Wollongong NSW 2500
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Correspondence to: PO Box 2085 Wollongong NSW 2500 Australia

FREE ADMINISTRATION WORKSHOP

SATURDAY 14TH MAY 2016
HOST ZONE 9

The purpose of these workshops is to assist Club and Zone officials and instructors (or anyone who wishes to become one) in the administration of their respective organisations and their dealings with each other and the Association office. Any person may attend who is involved with Pony Club as a member or volunteer.

Topics include: Risk Management, Work Health & Safety, Instructors Schools, Regional Schools, NCAS Pony Club Program, Duties of the Club Senior Instructor and Zone Chief Instructor, Responsibilities of Instructors, Role of the Secretary, President and Treasurer, the State Office (affiliations, orders, transfers, meetings etc), Insurance and Incorporation, State Camp, National Championships, State Championships, Writing Grants, Conflict and Dispute Resolution, Working with Children Check obligations, Risk Management and an open forum for discussion and questions. **All Clubs are encouraged to send at least one member to attend**.

VENUE: **Panthers Port Macquarie, Renaissance Room**
1 Bay Street
Port Macquarie NSW 2444

TIME: **9:00 am for a 9.30am start**

COST: **FREE**

Please return the form below to the Association Office before 2nd May 2016

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The following persons will be attending the Administration School to be held at the Panthers Port Macquarie, 1 Bay St Port Macquarie NSW 2444, on 14 May 2016 (please attach separate page if needed):

NAME **CLUB** **ZONE**

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