

PONY CLUB SECRETARIES – ADMINISTRATION

WHAT DOES THE PONY CLUB SECRETARY NEED TO DO?

The closing date for correctly completed PC Camp registrations is **Tuesday 3 March 2010**. Each individual Pony Club Secretary must forward **ALL** the 5 forms, (registration, checklist, volunteer, agreement and permission form) to the Zone 16 PC Camp Secretary with **ONE** cheque from their Pony Club for the **TOTAL COST** of their Pony Club's camp registrations.

Registrations should be forwarded to:

Secretary Zone 16 Camp
Mrs Toni Cuthbertson
PO Box 6120
QUEANBEYAN NSW 2620

Each individual Pony Club is also **required** to nominate:

- Troop Leaders
- Instructors
- Named volunteers for Saturday 17 April last day clean up (they will be required to stay after the initial cleanup to ensure last minute jobs are complete estimated time 3pm)
- **Optional** - Named volunteers as helpers for the duration of the PC Camp and a preference of a job

WHAT HELP DO I NEED TO ARRANGE?

Pony Clubs will be rostered on for one whole day for ALL duties (this commences from start of entertainment after dinner through to cleaning up after the next evening meal)

Smaller clubs will be combined.

Details will be given to Pony Clubs once registrations are received.

All Clubs need to give 2 names of helpers for the last day cleanup crew.

EACH CLUB MUST NOMINATE INSTRUCTORS AND AT LEAST TWO TROOP LEADERS FOR THE DURATION OF THE CAMP.

PONY CLUBS THAT DO NOT PROVIDE THE REQUIRED HELP WILL NOT BE ALLOWED TO REGISTER THEIR RIDERS FOR THE PC CAMP

Please ensure that all details are completed on the form and that the Senior Instructor has signed the form as accurate and made notes if required before submitting to Zone.

It is strongly recommended that each club run a briefing session on Camp needs for members attending. This is particularly important for people who may be attending for the first time.

Subjects that need to be covered are

Gear, Rostered Day On duties, Dorm Mum's & Dad's, role of Troop leader, feed

Our goal is to ensure that every rider attending Camp has a happy and rewarding experience, growing skills in a safe and supportive environment.