



# New Zealand Pony Clubs Association Inc.

## Foreword

The 'Pony Club Resource Manual' has been produced by the Committee of Management (COM) to assist Area and Club Committees with the administration of Pony Club. Each Club and Area committee has been provided with a Resource Manual.

The Manuals were introduced in the administration workshops at the 2007 conference as a resource and to gauge feedback on the content with very positive results. It is COM's intention that each Branch will be equipped with a Resource Manual in the near future. Further details will be provided in the October 2007 NTC's.

It is important to appoint a Resource Manual Custodian (RMC), someone to be in charge of keeping the Resource Manual up-to-date with the latest information. The RMC could be the Area or Club Secretary but need not necessarily be – refer JD's 5.20 and 5.28. The Resource Manual is to be made available at each committee meeting including the annual general meeting. All resources, apart from the databases, are able to be copied.

### Updating of the Manuals

From time to time COM will review the documents and any changes will be listed in the Notice to Clubs and on the website. The updated information can then be downloaded from the NZPCA website <http://www.nzpca.org/resources>

Updated information will not be sent out in hard copy. Only the items listed under the website column will be available from the website. Items such as annual and other application forms such as overseas tours will be put on the website as and when required.

The RMC will be responsible for downloading the updates from the website to file in the manual accordingly. The procedure for updating documents will be as follows:

1. Notification of updates will be by way of email and the February, July and October 'Notices to Clubs'.
2. The RMC is to access the 'updates' on the resource page to copy the updated documents.
3. All updated documents are to be filed in the Resource Manual – with all outdated **documents removed and destroyed.**
4. The RMC is to record the update on the 'Resource Manual Update Recording Sheet' in the front of the Manual.
5. We suggest that this is done ASAP after the initial notification.

### Databases

Section 3 – Databases have been included so key personnel such as DC's and Secretaries can access other personnel within their area. Contact details are confidential and are not to be made public. Databases are printed on 30 June each year.

### The Lion Foundation Event Management Manual

In January 2006, the COM arranged for each Area and Club Committee to receive a 'Lion Foundation Event Management Manual' to assist Areas and Clubs with their event planning, risk management, funding processes, marketing and communication. The updating of the Lion Foundation Event Management Manual will be undertaken by the authors of the manual as and when required. This is another very valuable administrative tool and is also to be made available at each committee meeting including the annual general meeting.

**Both manuals are the property of the Club or Area and the RMC must ensure they are at each meeting and are accessible at other times. The RMC must return the Manuals to the Secretary if they resign.**

For any queries, please contact the Executive Officer [nzpony@xtra.co.nz](mailto:nzpony@xtra.co.nz)