

Club Name

Contact Person**Position**

Contact Phone Number **Email**

Date of Visit

General Safety issues	YES	NO
• Does your club share the grounds with other user groups ie Adult riders/Football/etc If Yes, please specify with whom.....		
• Does your club own the grounds? If NO, please specify your tenancy arrangements.....		
• Do you have an emergency response plan in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have emergency procedures posted?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a list of emergency contact numbers readily available?	<input type="checkbox"/>	<input type="checkbox"/>
• Are members, officials etc aware of emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you advise the local ambulance service when the club is holding events?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the club have a policy for postponing/cancelling events for inclement weather such as storms/lightning/hot or humid weather?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the committee maintain documents of inspections made of pony club grounds and facilities?	<input type="checkbox"/>	<input type="checkbox"/>
• Has your club developed and implemented steps that integrate and prevent risk in all activities?	<input type="checkbox"/>	<input type="checkbox"/>
• Are your officials aware of the rider fall policies and forms?	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Are the grounds in good order?	YES	NO
• Are they level and generally in good condition? <i>(no serious potholes/hidden holes/rubbish)</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the gates in operating condition? <i>(To be closed when any event is being conducted)</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the fencing enclosing the grounds in good order?	<input type="checkbox"/>	<input type="checkbox"/>
• Have unsuitable areas been cordoned off and sign posted as such?	<input type="checkbox"/>	<input type="checkbox"/>
• Are procedures in place to manage hazards?	<input type="checkbox"/>	<input type="checkbox"/>

Brief description of grounds area available

Are car parking arrangements marked out and adequate?	YES	NO
• Adequate room for trailers/trucks?	<input type="checkbox"/>	<input type="checkbox"/>
• Access for emergency vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Is pedestrian access safe?	YES	NO
• Access to/from parking area?	<input type="checkbox"/>	<input type="checkbox"/>
• Ground conditions safe? <i>(level, and free from tripping hazards)</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Is sign posting adequate? <i>(including 'risk' warnings)</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Are areas safe for all classes of persons expected to attend the event? <i>(young children, elderly, disabled)?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are there safe and secure holding or tie arrangements provided for horses?	YES	NO
• Horses kept separate from car park area?	<input type="checkbox"/>	<input type="checkbox"/>
• Safe rider access to holding or tie up areas?	<input type="checkbox"/>	<input type="checkbox"/>
•		
Have fall, trip, snag and bump hazards been eliminated or controlled?	YES	NO
• Activity equipment is safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
• Has any unsafe equipment been identified & marked as such? <i>(unsafe for use, out of order, do not start, caution etc)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Brief description of equipment available

Are there proper facilities to deal with an injury or medical emergency?	Yes	No
• Do you have a first aid kit for humans?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a first aid kit for horses?	<input type="checkbox"/>	<input type="checkbox"/>
• Are first aid kits regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
• Are first aid kits kept in a secure place?	<input type="checkbox"/>	<input type="checkbox"/>
• Is a Level 2 First Aid attendant rostered for duty at pony club events/rallies?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a designated First Aid post with rest room (or shelter)?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a means of contacting the local hospital/ambulance/doctor/vet/police)	<input type="checkbox"/>	<input type="checkbox"/>
• Is the first aid post clearly signposted and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there an accident report book for recording any incidents occurring?	<input type="checkbox"/>	<input type="checkbox"/>
• Is a copy of completed accidents reports sent to the PCAV Office?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a copy of the Cross Country Fall Report Form?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a copy of the Rider Fall Release Form?	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Are buildings/structures in good repair, stable and safe to occupy? **Yes No**

Comments

Canteen and Clubhouse safe and Hygienic? **Yes No**

- *Does the club have a specific kitchen/canteen area?*

- *Does the club have primary utilities, ie electricity/gas/water? Please circle all that apply*

- *Does the club require additional amenities for better canteen/kitchen operation ie fridge/bbq/stove/power/water
Please specify.....*

- *Do you have fire extinguishers with easy access in case of emergency?*

- *Is there access to drinking water?*

- *Do canteen/kitchen attendants have Food handling certificates?*

Comments

General Club Management **Yes No**

- *Is your club incorporated?*

- *Does your club provide the required updates to Consumer Affairs annually?*

- *Do you maintain regular contact with members? ie via newsletter, email etc.*

- *Do you provide training for workers? ie canteen staff, pencilers, etc*

- *Are PCAV rules and regulations for events followed?*

- *Does your club follow the PCAV policies on Alcohol, Anti Harassment, Anti Doping (Horse & rider), Child Protection, Privacy, Facebook, Social Media*

- *Does your club follow the PCAV policies on Codes of Conduct for **everybody**.*

- *Are the Codes of Conduct displayed or on the membership form?*

- *Does your club follow the PCAV policies on Smoke Free?*

- *Is smoking not permitted indoors, near riding areas, or by instructors?*

- *Is their smoke free signage?*

- *Does your club follow the PCAV policies on Sunsmart?*

- *Is there sunscreen available?*

- *Does the club adjust activities around heat in the middle of the day?*

- *Does the club apply for a temporary license for functions?*

- *Do adults refrain from drinking during rallies and events?*

- *Does your club have a Facebook/social media page? (Note we recommend you have a closed or secret group for security)*

- *Do you have an appointed moderator/administrator to monitor the club social media account?
(Note the administrator and members should be updated regularly to remove members not returning to the club)*

Comments

Checklist for Pony Club Safety

Club Secretary	Yes	No
• Do you have a membership form for riders and parents that include a code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you maintain records of membership applications/renewals each year?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you process your membership on-line in PCAV database?	<input type="checkbox"/>	<input type="checkbox"/>
• Does your club have a trusted official for membership database or website?	<input type="checkbox"/>	<input type="checkbox"/>
• Does your club have an email address?	<input type="checkbox"/>	<input type="checkbox"/>
• Are affiliations forwarded to the State office within five days of being received?	<input type="checkbox"/>	<input type="checkbox"/>
• Are meeting proceedings held in accordance with the constitution?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you give correct notice of meetings to the committee and members?	<input type="checkbox"/>	<input type="checkbox"/>
• Are formal agenda's set for meetings?	<input type="checkbox"/>	<input type="checkbox"/>
• Are minutes of meetings recorded, distributed and properly approved?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you maintain an up to date copy of the PCAV Rules?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the club committee meet on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you supplied a list of instructors to the PCAV for Coaching Updates/NCAS	<input type="checkbox"/>	<input type="checkbox"/>
• Do you maintain a record of officials/workers/volunteers at events and rallies? ie coaches, judges parents and siblings	<input type="checkbox"/>	<input type="checkbox"/>
• Has the club recorded the WWCC details of all applicable members and supporters over 18 years old?		

Comments

Club Treasurer	Yes	No
• Are the clubs financial transactions accurately recorded?	<input type="checkbox"/>	<input type="checkbox"/>
• Is a financial report presented at each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
• Are your accounts checked independently in each financial year prior to being presented at the clubs Annual General Meeting? NB auditing is not mandatory at club level but we recommend getting someone independent to look over the financial records	<input type="checkbox"/>	<input type="checkbox"/>
• Is all income receipted?	<input type="checkbox"/>	<input type="checkbox"/>
• Is expenditure authorised through an identified process?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have suitable banking arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have multiple signatures for withdrawals on your club accounts?	<input type="checkbox"/>	<input type="checkbox"/>

Comments

District Commissioner/Senior Instructor	Yes	No
• How many riding members do you have? Junior.....Associate.....		
• How many groups of riders at your club?.....		
• How many riders per group on average?.....		
• Do you maintain records of certificates gained by members?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you maintain records of instructor's certificates gained by members?	<input type="checkbox"/>	<input type="checkbox"/>
• Are all your instructors either Working with Children Checked or exempt?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have gear checks on rally days?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have gear checks at events?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a rally planner?	<input type="checkbox"/>	<input type="checkbox"/>
• What disciplines are offered? Pls circle all that apply Dressage Showjumping Cross Country.....Games Theory Other (pls specify)		
• Do you maintain records of schools attended by instructors?	<input type="checkbox"/>	<input type="checkbox"/>
• Do instructors attend regular instructor's schools to refresh/reaccreditate?	<input type="checkbox"/>	<input type="checkbox"/>
• Are lessons modified for riders' ability? Please explain how your club does this?.....	<input type="checkbox"/>	<input type="checkbox"/>
• Is equipment used for the purpose for which it was designed?	<input type="checkbox"/>	<input type="checkbox"/>
• Is equipment checked for faults and maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>
• Are instructors aware of any pre-existing medical conditions of riders such as asthma or diabetes? Please explain how your club does this?.....	<input type="checkbox"/>	<input type="checkbox"/>
• Are instructors aware of medication, which riders may require such as Ventolin etc? Please explain how your club does this?.....	<input type="checkbox"/>	<input type="checkbox"/>
• Are riders graded for jumping?	<input type="checkbox"/>	<input type="checkbox"/>
• Are riders grades regularly reviewed? Please explain how your club does this?.....	<input type="checkbox"/>	<input type="checkbox"/>
• Are riders be working towards their next certificates as per the PCA Syllabus of Instruction? Please explain how our club does this.....		
• There is already a gear check question should be part of gear check routine.		
• Are riders advised to replace helmets after a heavy impact?	<input type="checkbox"/>	<input type="checkbox"/>
• Are instructors/official dressed appropriately for the conditions ie sunscreen, hat, clothing, shoes, sunglasses?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have any riders with a disability?	<input type="checkbox"/>	<input type="checkbox"/>
• If you were approached by a potential member who had a disability, who would you contact to have the rider assessed?	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Pony Club Safety

- Are instructors aware of Sports CONNECT and procedures and exemptions for riders with a disability?
- Have all of your coaches completed online coach membership with PCAV?
- Have all of your coaches presented their WWCC for the club to record?
- How many instructors have attended a State Training Clinic in the last 12 months? ____
- How many instructors have attended a Zone Training Clinic in the last 12 months? ____
- How many instructors have / have not successfully completed the NCAS Preliminary Coaching Accreditation? ____
- How many instructors have / have not successfully completed the NCAS Level 1 Coaching Accreditation? ____

Comments

Conduct of Rally

(Procedure, variety, lessons suited to capabilities of riders, attitude and approach of coaches and riders)

General remarks and summary of visit

(Appearance of horse and riders, fit and appearance of gear, any other constructive remarks)

The emphasis must always be on helping the committee achieve a happy, safe and fun environment for the riders. The DCI visit should be fun and be of assistance to the club. It is our job to help the committee achieve this goal in a caring and educated manner.

The DCI visit is not a watchdog visit.

Thank you.

DCI/ZA VISIT

CLUB SATISFACTION SURVEY

For the club to complete and return to PCV at 73-75 Mackie Rd, Mulgrave. Vic. 3170

Club Name

Club Contact

Contact Phone Number**Email**.....

Date of Visit

DCI / ZA Name

	Poor	Average	Good
• How would you rate the Club Visit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Was the Club Visitor prompt in their attendance?	No <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>
• Was the visit informative?	No <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>
• Did the Club Visitor offer constructive solutions for the areas of weakness in the club?	No <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>
• Did your committee learn anything from the visit?	No <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>
• Does the zone provide adequate training and assistance for the operations of a club? If no, please state	No <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>
• Would you like a visit undertaken next year?	No <input type="checkbox"/>		Yes <input type="checkbox"/>
• How many hours did the visit take?	_____	hrs	
• What area of improvement is the club working on?			
• Does your committee have additional issues you would like assistance from another source? Please specify.	No <input type="checkbox"/>		Yes <input type="checkbox"/>
• Would you like this information kept confidential?	No <input type="checkbox"/>		Yes <input type="checkbox"/>
• Do you require specific assistance from the Zone or PCV State office in any area of your club function? Please specify:	No		YES

Comments

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