



PCA Minimum Medical Standards
VARIATION CONSENT
APPLICATION GUIDE



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Pony Club Australia Minimum Medical Standards

As you are aware, Pony Club Australia (PCA) and the National Safety Committee introduced the Minimum Medical Standards (MMS) for Pony Club® activities, effective 1 July 2022.

To assist club, zones, and event organisers to provide the highest standards of safety to our riders, a Variation Consent Application process was introduced to assist those facing difficulties achieving the minimum standards, and to provide an opportunity to demonstrate their risk management process to still provide the safest possible environment for all our riders.

PLEASE NOTE: To have your event approved by your zone, you will need to provide proof that you are meeting the category of the MMS identified for your event, or an approved Variation Consent. As zone approval needs to be submitted six weeks prior to your event, please ensure you start planning your medical and emergency needs as early as possible.

The Variation Consent Application Form

The form can be accessed from within the MMS document on the PCA website or at <https://form.jotform.com/221788376024057>.

In completing the form, you will need to provide details of:

- the applicant,
- the club,
- the event,
- proof of how you have attempted to achieve the required standard of medical service for the category your event meets in the MMS, and
- details pertaining to your proposed alternative medical and emergency plan.

The form is very straight forward, but there are some tips along the way, so keep this document handy while you are completing the form.

Completing the Variation Consent Application Form

1. Enter your details:
 - a. First name
 - b. Last name
 - c. Email
 - d. Club/Zone name
 - e. State
2. Enter the event details:
 - a. Name of event
 - b. Start date of the event
 - c. End date of the event
 - d. Each competition/discipline and the number of riders competing
3. Enter the category your event falls under in the PCA MMS:
 - a. Refer to the PCA MMS located here on the PCA website.
 - b. Always refer to the online version to ensure you are using the most up-to-date version.
 - c. If you have any difficulties in identifying your category, please email safety@ponyclubvic.org.au and we shall seek clarification on your behalf.
4. Provide proof of the steps you have taken to achieve the standard of medical service as identified above:
 - a. In the text box provided, please provide details of the medical providers that you approached and the outcome of your request.
 - b. PCV has developed a Medical Service Providers document to assist you, it can be accessed at <insert link>
 - c. The assessors will require proof of this, so at the end of the form, you can upload additional documents, please provide copies of your quotes, email replies etc, that supports your attempts.
5. Identify the barriers you encountered in trying to achieve that standard:
 - a. The documents you upload for the above, may also provide evidence to the barriers you encountered.
 - b. In the text box provided details of the barriers you encountered and how they have resulted in you requiring a variation to your medical and emergency plan for your event.

6. Provide your alternate medical and emergency plan:
 - a. You can provide the details of your alternative plan for your entire event under Session 1 if that meets your needs.
 - b. You can break the details of your alternative plan for your event across (up to) 4 Sessions if that makes it easier.
 - c. It will greatly assist the assessors if you can upload any supporting documents when you get to the end of the form.
7. As this application needs to be completed and approved before you submit your event to your zone for approval, you will need to upload the draft schedule for your event.
8. Provide the distance to the nearest hospital in kilometres, and including:
 - a. an uploaded aerial map of the event grounds,
 - b. an uploaded map showing the distance to the nearest hospital, and the local area,
 - c. information on the emergency services available at that hospital.
9. There is a final text box for you to provide any other relevant information, followed by a final area to upload the documents mentioned in step 4 and 5 above, please any other documentation that you feel will help your application.

The Assessment Process

Once you are happy with your application, press submit, and your application will be received by PCA and PCV where the assessment process will begin.

Should enough information be available, we envisage that the assessment process should take no more than 10 working days.

This may take longer if the assessors are required to seek further information.

Should you have any questions about the process, please contact PCV on safety@ponyclubvic.org.au.