



# Pony Club Australia

## Australian Teams

### Pre- Travel Documentation Kit

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*Acknowledging the financial support of the Australian Sports Commission*



**Australian Government**  
**Australian Sports Commission**



# Team Members

1 \_\_\_\_\_ State \_\_\_\_\_

2 \_\_\_\_\_ State \_\_\_\_\_

3 \_\_\_\_\_ State \_\_\_\_\_

4 \_\_\_\_\_ State \_\_\_\_\_

5 \_\_\_\_\_ State \_\_\_\_\_

Coach \_\_\_\_\_ State \_\_\_\_\_

Chaperone \_\_\_\_\_ State \_\_\_\_\_

## Checklist of Administration Tasks for Team Members

1. Prepare your own travel kit of travel documents & policy information.
2. Note below which forms need to be returned to the PCA National Office and note the return date
3. Tick each box as tasks are done

Download these documents from [www.ponyclubaustralia.com.au](http://www.ponyclubaustralia.com.au) or contact Pony Club Australia office.

- Member Protection Policy - Part A Member Protection Policy
- Member Protection Policy - Part B Codes of Conduct
- Member Protection Policy - Part C Child Protection
- Member Protection Policy - Part D Complaints & Handling
- Member Protection Policy - Part E Reporting Templates
- Anti-Doping Policy
- Junior Sports Policy
- Alcohol & Tobacco Policy
- Australian Team Manager/Chaperone Information
- Australian Team Riders Information

### Forms to be returned to Pony Club Australia office by \_\_\_\_\_

- Member Protection Policy - Working with Children (Coach & Team Manager/Chaperone)
- Member Protection Policy -Code of Conduct Statement of Compliance
- Medical Examination
- Passport Information
- Letter of Indemnity (Rider)
- Letter of Release (Coach/Chaperone)
- Member Protection Policy -Code of Conduct Statement of Compliance
- Uniform Sizing
- Rider Profile
- Travel Insurance Form if required by Travel Agent (to be advised by PCA Office)





**Guidelines for Medical Examination:**

All Riders, the Coach and Team Manager/Chaperone are required to undergo a Medical/Fitness Examination with their regular family Doctor as soon as possible to establish that they are fit, both physically and mentally to travel, tour and take part in equestrian competition (riders) or supervise a group of riders for up to 3 weeks (Coach/Chaperone)

A person undertaking this responsibility must be physically fit and without any pre existing health problems that could affect the way in which he/she is able to carry out the activities during the tour and competition.

Please request your Doctor to fill out and sign the form below and return it to the Pony Club Australia office.



**MEDICAL EXAMINATION**

Name of Competition \_\_\_\_\_

Date of Competition \_\_\_\_\_

I have examined (insert rider name) \_\_\_\_\_

and found him/her to be medically, physically and mentally fit to undertake the activities involved.

Listed prescription drugs which are expected to be taken on the abovementioned competition

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctors Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

or Surgery Stamp:

Signature \_\_\_\_\_ Date \_\_\_\_\_





## PASSPORT INFORMATION

Please attach a photocopy of the first page of your Passport – with Passport number and your name. This is important in case of a stolen or lost document while the team is away.

FULL NAME ON PASSPORT \_\_\_\_\_

PASSPORT NUMBER \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_

PLACE OF ISSUE \_\_\_\_\_





# LETTER OF INDEMNITY

(Riders)

Name of Competition \_\_\_\_\_

Date of Competition \_\_\_\_\_

Team Member Name \_\_\_\_\_

In the event I require emergency medical or dental treatment whilst taking part in a Pony Club activity as described, I hereby authorize the Team Chaperone (or in his/her absence the Team Coach) to obtain such medical or dental treatment as they in their absolute discretion think necessary after consulting with a medical or dental practitioner. This authority extends to all medical and dental treatment including the giving of anaesthetic where necessary. I will not hold Pony Club Australia Inc., its Officers, the Event organizers or Team Officials responsible for any accident or sickness suffered by the above named Team Member during the period of the above described competition.

Rider Name (Block Letters).....Signature .....

Date.....

Parent/Guardian Name (Block Letters).....Signature .....

Date.....

Witness Name (Block Letters).....Signature .....

Date.....

Parent/Guardian Address .....

Phone: Home.....Business.....Mobile.....

Email.....





# COACH & CHAPERONE/TEAM MANAGER

## RELEASE FORM

I, *(insert name)* \_\_\_\_\_ have read the document concerning the terms and conditions of my appointment as Coach/Team Manager for the Pony Club Australia Team competing at

Name of Competition \_\_\_\_\_

Date of Competition \_\_\_\_\_

I also understand and accept the necessity to fully supporting the other appointed Team Official in his/her duties.

I undertake to furnish Pony Club Australia Inc. with a full report of the tour and the nominated Team members. I understand that this is a Pony Club Australia Inc. Tour/Competition and that my report must be comprehensive, factual and explicit without leaving out any incidents of concern and is to be posted direct to Pony Club Australia as soon as possible, following the conclusion of the tour. I agree to furnish Pony Club Australia with copies of all documentation, programmes, touring itineraries and other relevant material applying to the tour and as supplied by the host country.

I certify that I am an insured current member of \_\_\_\_\_ Pony Club which is affiliated with the Pony Club Association of my home State. I am insured under the following categories: **Riding Member, Instructor with Professional Indemnity Cover, Non Riding Adult Member** (cross out as not applicable).

I will conscientiously endeavor to carry out the requirements of my appointed position and adhere to the rules and regulations as set down by Pony Club Australia for international tours/competitions. I will do all in my power to ensure the success of the abovementioned competition and to represent the Pony Club Australia as a worthy ambassador.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_





# Pony Club Australia

## Uniform Measuring Guide

A "triple check" system to aid in purchasing uniforms that fit the first time, using 3 methods:

1. Your old clothes
2. Your measurements
3. A sizing chart

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Height \_\_\_\_\_ (cm) Weight \_\_\_\_\_ (kg)

### Tops – Polo:

1 . Do you have a favourite polo top that you wear, that fits well? Record the size and the brand name \_\_\_\_\_

2. Lay out your favourite polo top flat on a table. Measure from one side to the other under the arms i.e. at your chest height. Just measure one side either front or back only.  
\_\_\_\_\_ cm

3. Measure completely all around your chest \_\_\_\_\_ cm.

### Tops –Track Suit

4 . Do you have a favourite track suit top that you wear, that fits well? Record the size and the brand name \_\_\_\_\_

5. Lay out your favourite track suit top flat on a table. Measure from one side to the other under the arms i.e. at your chest height. Just measure one side either front or back only.  
\_\_\_\_\_ cm

### Pants – Track Suit

6 . Do you have a favourite track suit pant that you wear, that fits well? Record the size and the brand name \_\_\_\_\_

7. Lay out your favourite track suit pant flat on a table. Measure from one side to the other across the waist (no stretching) \_\_\_\_\_ cm/ Down inner leg from crutch \_\_\_\_\_ cm

8. Measure around your waist \_\_\_\_\_ cm and now hips \_\_\_\_\_ cm

### Select your size

Using the size chart on the next page (for tops) and the other information recorded above, select your most appropriate size for

Polo top \_\_\_\_\_ Track suit top (will be larger than polo) \_\_\_\_\_

Track suit pant \_\_\_\_\_

The store staff will also take into account any brand name differences in size fittings using all of the information provided







# RIDER PROFILE

**\*\* submit with passport style photo (jpeg.)**

<b>Personal Information</b>	
Full Name	
Club	
Residence	
Birthplace	
<b>Sport Information</b>	
Name of Coach	
Preferred Discipline/ Events	
When and where did you begin this sport?	
Why this sport?	
<b>International/National Debut</b>	
Location	
Competition	
Year	
<b>General Information</b>	
Ambitions	
Awards and honours	
Pony Club Efficiency level	
Hero/Idol	
Hobbies	
Horses	

**International Results**

Discipline	Competition	Year	Event	Result

**Australian Results**

Discipline	Competition	Year	Event	Result

