

Pic 1

Information Sheet for DC's and Card Secretaries

The PCAV Club Member Card is the riders PCAV club membership record and establishes that the rider is also registered with the PCAV. The card must be kept up to date and accurately completed.

After the first year of club membership, members are required to keep two cards as their membership record, preferably kept in the official PCAV vinyl cover. Cards required are the current years' card and the previous years' card. Note that the colour changes every year. All other years' cards are to be removed from the cover and filed away by the member.

It is the **members' responsibility** to make sure that their card is up to date and accurately completed before competing. Check with the D.C. to ensure it has been fully completed.

Member Details: The card is issued by PCAV with the members details printed. This is confirmation that the rider has paid in full and registered with the PCAV. If this is not printed on the card it is not a valid club member card.

Check to make sure details are correct and advise the PCAV State Office if anything is incorrect. Only the PCAV office may make changes to this printed section.

The card number must be recorded in the club attendance book.

The riders' Certificate information must also be checked.

Pic 2

The 'Mount' section is where the full name of the pony/horse is written plus, the first initial of that mount. e.g. Trigger (T)

If there is a second Mount with a name beginning with the same first letter, and the first letter is in use, apply 2 Initials to differentiate. e.g. Terror (TE).

If the competition mount name is an extended name such as 'Princeton Son of Pharlap' and the rider calls him Prince, then the Mount should be recorded on the card as -

Prince/Princeton Son of Pharlap (P)

List every mount as it is ridden in the year.

Pic 3

The DC, Club Secretary are both required to sign this members Detail page. **Plus,**

If there is a separate **Card Secretary** write "Card Sec" on the Secretary line and have them sign too. If the Secretary is to also be the Card Secretary, then they need to fill in the Card Secretary details in addition to their Secretary details.

When transferring clubs during the year, a single line should be placed through the old signatures and the new signatures put in as neatly as possible.

If a rider is a **New Member or Transferring Member** then this too must be noted on the card. Circle 'New' or 'Transfer' and put the date they became a member of your club. If a rider is a continuing member of your club, there is no need to fill in the Member Type section.

The **Attendance Record** section is designed to record the members' attendance and mount qualification details.

The number of Rallies that a club has each year should be written at the top of the card.

The rally date must be inserted.

If a member is Absent, the word 'Absent' must be written in full and not the initial 'A'.

Only the designated **initial** of the mount is to be used and should match the Mount details as Pic 3.

If there is **No Rally** in a month, write 'No Rally' on the card. Do not leave it blank.

A member may be **Unmounted** and qualify for attendance subject to some specific PCAV rules. Where a member has complied with the rules, 'Unmounted' must be written in full on the card.

Only the Card Secretary or DC may sign the Attendance Record page.

The same signature or initial as recorded in the Members Details page of the card must be used (see Pic 3). i.e. If a full signature has been recorded on the Members Details page, it must be the full signature everywhere else on the card, not initials.

If there has been Special Attendance Exemption granted by the Zone Representative, circle Yes and make sure the appropriate section is completed. Refer Pic 7 below.

11 RALLIES
Attendance Record
 THE WORD "ABSENT" MUST BE RECORDED IN FULL IF APPLICABLE

Date	Mount	Signature
JULY	Alt T	J.C.L.
JULY		
AUG.	kt S	J.C.L.
AUG.		
SEPT.	5th ABSENT	J. CL.
SEPT.		
OCT.	3rd T	J. CL.
OCT.		
NOV.	7th TE	J. CL.
NOV.		
DEC.	5th TE	J. CL.
DEC.		

Special Exemption: YES / NO
 RECORD SPECIAL ATTENDANCE EXEMPTION OVER PAGE

WALPIKIN SHEPARDSON - 03 9431 6565

Pic 4

Attendance Record
 THE WORD "ABSENT" MUST BE RECORDED IN FULL IF APPLICABLE

Date	Mount	Signature
JAN.	No Rally	
JAN.		
FEB.	UNMOUNTED	J. CL.
FEB.		
MAR.	S	J. CL.
MAR.		
APRIL		
APRIL		
MAY		
MAY		
JUNE		
JUNE		

Special Exemption: YES / NO
 RECORD SPECIAL ATTENDANCE EXEMPTION OVER PAGE

Pic 5

Discipline Gradings: All riders need to be graded on their intended mount (the combination) for competition in the various disciplines with the exception of Games/Novelties.

The date of the grading needs to be entered. If the mount was graded the previous year, the details need to be carried forward with the original date.

All grading's are to be signed by the **current DC only and not the Card Secretary.**

Refer to PCAV Handbook for Grading requirements.

Discipline Gradings
 SHOWJUMPING (SJ)

Date	Mount	Grade	DC Signature
11/7/03	S	C	Mary
10/10/04	T	D	Mary

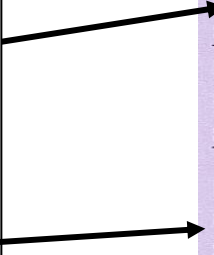
ONE DAY EVENT (ODE)

Date	Mount	Grade	DC Signature
11/7/03	S	3	Mary
10/10/04	T	4	Mary

Pic 6

State Championships Qualifiers: Riders wishing to ride in State Championships must have their qualifying events recorded on the card. This may only be completed by the DC of the Organising Committee at the qualifying event or the Zone Representative of the organising committee's Zone.

Special Attendance Exemption: This section may only be signed off by the members' Zone Representative for riders who satisfy the conditions as specified in the PCAV Handbook.



State Championships Qualifiers

Event _____ Grade _____
 Mount _____ Date _____
 Signed _____

Event _____ Grade _____
 Mount _____ Date _____
 Signed _____

SPECIAL ATTENDANCE EXEMPTION

From _____ to _____
 Reason _____
 Signed _____
 Zone Representative _____

From _____ to _____
 Reason _____
 Signed _____
 Zone Representative _____

From _____ to _____
 Reason _____
 Signed _____
 Zone Representative _____

Pic 7

Correcting Errors On Cards

A neat line is to be drawn through the error with the correction neatly inserted and then initialled. All corrections are to be made by the DC or Card Secretary.

Whiteout is not permitted for corrections.

Grading may not be altered at a competition

Refer the PCAV Handbook for full details

IMPORTANT NOTES

Club Member Cards must be completed correctly for all competitions.

Disqualification will result a competitions if cards are not correct.

Read the PCAV Handbook of By-laws.

PCAV rules require attendance cards to be accurately completed for the rider/horse combination as a part of the eligibility requirements for Pony Club events.

Whilst this document is designed to assist those who are responsible for completing member cards it does not in anyway replace the need for all Club Officials, Parents and Riding Members to be familiar with the PCAV Rules.

If you are unsure on any matter, please contact one of the following for assistance:
 Zone Secretary or Zone President

It is recommended that Clubs share this information with all committee, parents and members.