

**Pony Club Tasmania**

Strategic Plan 2018-2021

[](http://ponyclubtas.com.au/Home.aspx)

***A life with horses starts here***

**VISION**

*A life with horses starts here*

**MISSION**

*Encourage young people to ride and to learn to enjoy all kinds of sport concerned with horses and riding.*

**STRATEGIC PRIORITIES**

*This Pony Club Tasmania Strategic Plan 2018-2021 aligns with the Pony Club Australia Strategic Plan 2016-2019.*

**VALUES**

**Participation**

***Opportunities for riders, volunteers, coaches and officials***

**Objective**

To increase, upskill and recognise volunteers, riders, coaches and officials and to offer participation opportunities for all members.

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| **Strategies** | | **Actions** | **Timeframe** | **Who** | **KPIs** |
| 1. Provide instruction and training of a national standard to all members from the very basic to elite levels in all aspects of riding and horsemastership including rider safety and horse welfare. | | * Provide coaching in all levels of the national syllabus of instruction to maintain a high participation of efficiency certificate tests. * Provide mentors and assessors for all levels to assess competency levels of all levels of the syllabus of instruction. * Support PCA in the ongoing review of the Syllabus of Instruction. * Continue to educate all members on workbook assessment. | Ongoing  Ongoing  Ongoing  Ongoing | Clubs  PCT  PCT/ PCA  Clubs | 180 per annum  One per zone per annum |
| 1. Support clubs to deliver instructional rallies. | | * Individual clubs run working rallies, one per month for at least 10 months, * to provide instruction and enjoyment in riding and horsemastership levels. | Ongoing | Clubs | Clubs to deliver a minimum of 10 rallies per year |
| 1. Maintain number of riding members and volunteers | | * Assist Clubs in promoting membership in their area * Survey exiting members | Ongoing  On Exit | Zone/Club | Gather information to assist understanding of why members leave |
| 1. Support riders with a disability. | | * Promote sports connect and liaise with RDA to assist riders with a disability. * Facilitate rallies that enable RDA riders to participate in Pony Club activities. | Ongoing | PCT/ RDA | Support on a needs basis |
| 1. Provide support, recognition and varied, enjoyable experiences in order to increase the number of volunteers and riding members. | | * Introduce annual pony club awards program recognising and rewarding riders, volunteers and coaches. * Promote Award nominations to zones, clubs and riders * Promote the Pony Club Tasmania values as a foundation for all pony club activities. | Ongoing | PCT | Award categories to follow PCA categories; in addition – State annual service awards  Winners will become State’s nominees for National Awards |
| 1. Provide opportunities for selection for International Pony Club competition and Pony Club exchanges. | | * Select and organise State teams and/or individuals to compete in National and International competition in a variety of equestrian disciplines. | Ongoing | PCT | Promote as opportunities become available |
| 1. Conduct state championships. | | * Conduct State Championships for three grades of Eventing, Dressage, Show Jumping and Pony Club Games. * Zones to organise inter-club competition for all levels in Eventing, Dressage, Show Jumping and Games to assess standards eligibility for state competition. * Manage state representation including selection days, nominations, and required reporting. | Annual  As Available | PCT  Zones  PCT | 100 riders to participate in eventing, dressage & show jumping; 60 for games |
| 1. Liaise with member clubs on day to day issues and the PCA office in connection with National and International Competition | * State representatives for interpacific and other international competitions and exchanges as they arise. Junior National and International Pony Club Games, National Senior Games and PCA National Championships. | | Ongoing | PCT | As opportunities become available |

**Education**

***Quality and innovation in learning and development***

**Objective**

To provide coaching in riding and horsemastership and to instil in members the proper care of their horses raising awareness and education in risk management and horse welfare.

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| **Strategies** | **Actions** | **Timeframe** | **Who** | **KPIs** |
| 1. Facilitate opportunities for coaches, officials and administrators to undertake quality training of a national standard. | * Facilitate annual Technical Delegate (TD) Clinic to update TDs and Course Designers to ensure best practice techniques. * Facilitate bi-annual specialist jumping equitation clinic for coaches, judges and pencillers with a NCAS Level II Coach. * Facilitate bi-annual practical course building clinic with accredited course designer. * Continue to train mentors and assessors to ensure they are available for Efficiency Certificate candidates for all levels. * Provide coaches and managers for PCT teams competing in PCA National and International Pony Club competitions. * Senior coaches to attend National Coaching Clinics and bi-annual coaching conference. | Annual  Bi-Annual  Bi-Annual  Annual  Annual/Bi-Annual  Bi-Annual | PCT  PCT  PCT  PCT  PCT  PCT | Maintain/Increase |
| 1. Manage the NCAS Pony Club Coach Accreditation Scheme to increase the number of NCAS qualified coaches. | * Organise training for mentors and assessor to ensure they are available for NCAS coach accreditation. * Facilitate NCAS coach accreditation and re-accreditation clinics according to demand. | Ongoing  Ongoing | PCT  PCT | 5% Increase |
| 1. Provide quality instruction of a uniform national standard | * Conduct one Tom Johnson Memorial Clinic for C standard riders annually in each Zone. * Coaches to visit King Island and Flinders Island on an annual basis and additional if requested as a mentoring role and accreditation as required. | Annually  Bi-annual |  | 50 participants statewide |

**Governance**

***Promote and comply with best practice***

**Objective**

To develop and maintain contemporary governance principles.

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| **Strategies** | **Actions** | **Timeframe** | **Who** | **KPIs** |
| 1. Coordinate the activities of affiliated Pony Clubs in Tasmania in accordance with PCA policies, procedures and guidelines. | * Conduct reviews of all policies. * Ongoing review of PC competition rules and support PCA in review of National rules. | Annual  Ongoing | PCT  PCT | Rolling annual review of PCT policies – 1 per annum  1 Handbook update annually - July |
| 1. Continual improvement of administration practices and procedures. | * Develop position descriptions for paid and voluntary positions. * Undertake a board skills audit. * PCT Board to regularly track progress against strategic plan and report on plan annually to members (annual report). * Develop a succession plan including recruiting more males to the board. | Dec 2018  2019  Nov 2018  June 2018 | PCT | *Positions descriptions developed.*  Board skills audit complete.  Strategic plan reviewed and reported on.  Succession plan in place. |
| 1. Provide an effective and efficient secretarial service. | * Prepare applications for grants funding. * Ongoing review of Handbook. * Organise state association meetings, executive meetings and chief coach meetings. * Day to day administration activities | Ongoing  Ongoing  Ongoing  Ongoing | PCT  PCT  PCT  PCT | Achieve at least same amount of government funding annually. |
| 1. Attend PCA meetings, conferences and workshops. | * 3 State delegates and Chief Instructor delegate to attend PCA AGM and other special meetings as required. * 3 Chief Coaches – one from each zone – to attend bi-annual National Chief Coaches meetings | Annually  Bi-annual | PCT  PCT | Send 3 delegates and one chief coach to PCA AGM and Forum  Send 3 chief coaches to the bi-annual Chief coaches meeting |
| 1. Provide sound financial management and insurance management. | * Clubs to provide audited financial reports annually and PCT to provide support and guidance where appropriate. | Annually | PCT/ Clubs |  |

**Communication**

***Connecting with members and stakeholders***

**Objective**

Effective communication that forges and maintains connections with members and stakeholders, enabling PCT to work efficiently towards its goals.

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| **Strategies** | **Actions** | **Timeframe** | **Who** | **KPIs** |
| 1. Use the full range of communication tools to engage with zones, clubs, members and PCA. | * Ongoing development and maintenance of website. * Maintain a current calendar of training and events on PCT website. * Provide information to members through quarterly newsletters. * Produce an annual report, distribute to zones and clubs, and place on website. | Ongoing | PCT | Consistent and informative communication with members |
| 1. Use social media and direct emails to engage with members, share news and encourage two way exchange of information. | * Greater use of PCT Facebook page and post to page at least three times per week. * Use new national database to engage directly with members, officials and volunteers. |  |  | Increase number of likes on FB page by 5% |
| 1. Develop annual stakeholder forum into a major event for planning, learning and discussion between PCT, zones and clubs. | * Deliver stakeholder forum in September annually. * Financial year changed to **May/June** and AGM held following stakeholder forum. * Support two representatives from King Island and Flinders Island pony clubs to attend forum. * Survey forum participants to determine level of satisfaction with PCT and help inform PCT priorities for coming year. | Annually | PCT | Minimum of two representatives from each club attend forum |
| 1. Maintain effective communication and collaboration with key stakeholders. | * Meet with PCA at least once per year. * Collaborate with Equestrian Tasmania to provide clinics and share officials. | Ongoing  Ongoing | PCT/ PCA  PCT/ET | One meeting per year  Clinics held and shared use of officials |