

A Life With Horses Starts Here.

Pony Club Australia is the national governing body for Pony Club in Australia

Community • Innovation • Integrity • Accessibility • Kindness • Horse Welfare



19 May 2026

ROLE DESCRIPTION: DISCIPLINE SUB-COMMITTEE

MEMBER

Pony Club is committed to protecting Children from harm. We require all applicants who wish to work or volunteer with Pony Club to undergo our screening processes prior to appointment.

Reports To:

- Discipline Sub-Committee Chair

Purpose

The Discipline Committee Member contributes to the effective management, development and promotion of the discipline on behalf of the organisation. Committee members work collaboratively to support participation pathways, rule development, event delivery, education, safety, integrity and strategic growth of the discipline. The role helps ensure the discipline operates in accordance with organisational policies, governance requirements, competition rules and the values of Pony Club Australia.

Role Responsibilities

Governance and Committee Participation

- Attend and actively participate in scheduled committee meetings.
- Contribute constructively to discussions and decision-making.
- Support implementation of the committee Terms of Reference and strategic objectives.



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- Maintain confidentiality and manage conflicts of interest appropriately.
- Act in the best interests of the organisation and discipline at all times.
- Support good governance, integrity and child safe practices.

Discipline Development

- Assist in the development and review of discipline rules, policies, guidelines and procedures.
- Contribute ideas and initiatives that improve participation, education and member engagement.
- Support the development of participation and performance pathways within the discipline.
- Encourage safe, inclusive and positive participation opportunities.

Events and Technical Support

- Assist with planning and oversight of discipline events, championships or clinics.
- Support the sourcing and development of officials, coaches, volunteers and technical personnel.
- Provide technical advice and practical support where required.
- Promote consistency and fairness in competition delivery and scoring processes.

Communication and Representation

- Act as a positive ambassador for the discipline and the organisation.
- Engage respectfully with clubs, zones, members, officials and stakeholders.

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- Assist with communication of discipline updates, rule changes and educational resources.
- Represent the committee professionally and in alignment with organisational values.

Risk, Safety and Integrity

Promote compliance with organisational policies including:

- Safeguarding Children and Young People
- Codes of Conduct
- National Integrity Framework policies
- Member Protection and Welfare requirements
- Safety and risk management procedures
- Assist in identifying and addressing discipline-related risks and operational issues.

Skills and Attributes

The ideal committee member will demonstrate:

- Knowledge and passion for the discipline.
- Good communication and teamwork skills.
- Reliability, professionalism and integrity.
- Ability to contribute positively within a committee environment.
- Sound judgement and problem-solving ability.
- Organisational and administrative skills.

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- Commitment to inclusion, safety and member wellbeing.

Education & Training

Required

- [National Integrity Framework](#)
- [Safeguarding Children and Young People in Sport Induction](#)

Recommended

- [Annual Update](#)

Essential Skills & Requirements

Required

- Must hold or be willing to apply for a current “working with children” check.
- Must have completed or be willing to undertake [National Integrity Framework course](#).
- Must have completed or be willing to undertake [Safeguarding Children and Young People in Sport Induction](#)

Code of Conduct

The Committee Member agrees to:

- Operate within the rules and good spirit of Pony Club.
- Behave ethically, respectfully and professionally.



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- Foster a collaborative and inclusive committee culture.
- Support transparent decision-making and accountability.
- Uphold the reputation and values of the organisation at all times.
- To be familiar with and adhere to all PCA rules, policies, regulations and codes of conduct and all competition and event rules.

End Of Event Hand Over

Updating key documents

At the end of each year a key activity of the Committee Members will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the Chief Executive Officer.

Time Commitment

- A willingness to undertake this role for a period of 2yrs with the capacity to continue with the role for a further 2 terms of 2yrs.
- Attendance at regular committee meetings (online and/or in person).
- Participation in working groups or projects as required.
- Availability to assist with discipline events and committee activities throughout the year.

Term of Engagement

Two-year term with the capacity to be reappointed for a further 2 terms of 2yrs (6yrs in total).

Remuneration



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This position is undertaken on a voluntary basis.

Agreement

I,, hereby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed:

Date:

Signed: (Chair)

Date:

