

INDEX OF FORMS FOR PCT USE

These forms are divided into the relevant sections they refer to. There is a line under each different document containing forms. Some are single forms; some have several on one document.

See Directions for using and printing at the end of this doc.

10.2 GENERAL FORMS

10.2.1C	Club Office Bearer's Details Notification	
10.2.1Z	Zone Office Bearer's Details Notification	
10.2.2S	State Council Office Bearer's Nomination	
<u>10.2.2Z</u>	<u>Zone Office Bearer's Nomination</u>	<u>Jan 2015</u>
10.2.3	Health Statement & Consent	
10.2.4	Accident / Injury / Incident Report	
10.2.5	Lease	
10.2.6	Member Service Award Nomination	
<u>10.2.7</u>	<u>Seniors Volunteer Service Award Nomination</u>	<u>Jan 2015</u>
<u>10.2.8</u>	<u>Day Attendance – PCA</u>	<u>Jan 2015</u>
<u>10.2.9</u>	<u>Insurance & Affiliation Return</u>	<u>Jan 2015</u>
<u>10.2.11</u>	<u>Member Waiver – Disclaimer Statement</u>	<u>Jan 2015</u>

10.4 TESTING AND COACHING FORMS

<u>10.4.1</u>	<u>Test Nomination</u>	<u>Jan 2015</u>
<u>10.4.2</u>	<u>NCAS Registration or Re-reg & Sign-off</u>	<u>Jul 2015</u>
<u>10.4.3</u>	<u>Coaching Activity Sheet</u>	<u>Jan 2015</u>
<u>10.4.4</u>	<u>Official Panel Application</u>	<u>Jul 2015</u>

10.5 NOMINATION FORMS for STATE and INTERNATIONAL REPRESENTATION for RIDERS/ COACHES/ MANAGERS

10.5.1	Rider – Nomination for State or International Selection	
10.5.2	State Coach – Nomination for State	
10.5.3	State Chaperone / Manager – Nomination for State	
10.5.4	Club Official's Confidential Report on Candidate	
10.5.5	Chaperone/Coach's Personal Report on team riders	
10.5.6	Rider's Code of Conduct for team & sign-off	July 2015

10.6.1 Club Gear Check List

Nov 2011

10.7 DRESSAGE and JUMPING CHAMPIONSHIP ENTRY FORMS and SCORE SHEETS

10 7 1	Dressage Rider Championship Entry	
10 7 2	Dressage Team Championship Entry	
10 7 3	Dressage Quadrille & Musical Ride Championship Entry	
<u>10 7 6D</u>	<u>Payment Summary & DC's dec for Dsg Champs</u>	<u>Jan 2015</u>
10 7 4	Jumping Rider Championship Entry	
10 7 5	Jumping Team Championship Entry	
<u>10 7 6D</u>	<u>Payment Summary & DC's dec for Jpg Champs</u>	<u>Jan 2015</u>
<u>10.7.7</u>	<u>Quadrille dsg test</u>	<u>Jan 2015</u>
<u>10.7.8</u>	<u>Musical Ride Score Sheet</u>	<u>Jan 2015</u>
<u>10.7.9</u>	<u>JE Scoresheet 2012</u>	<u>Jan 2015</u>
<u>10.7.10</u>	<u>SJ Scoresheet</u>	<u>Jan 2015</u>
<u>10.7.11</u>	<u>Participation certificates x 2</u>	<u>Jan 2015</u>

10.8 EVENTING/TRIALS CHAMPIONSHIP ENTRY FORMS & SCORE SHEETS

10.8.1	Rider – Trials	
10.8.2	Club Teams – Eventing – Grades 1 & 2,	
10.8.3	Club Teams – Eventing – Grade 3	
<u>10.8.4</u>	<u>Payment Summary for Eventing Champs (Trials)</u>	<u>Jan 2015</u>
<u>10.8.5</u>	<u>Eventing Competitor Query Form</u>	<u>Jan 2015</u>
<u>10.8.9</u>	<u>Dispensation Request</u>	<u>Feb 2015</u>
<u>10.8.10</u>	<u>XC Scoresheet</u>	<u>April 2015</u>

10.7 & .8 TECHNICAL DELEGATE FORMS

10.7.12 TD Report forms – Dressage

10.7.13 TD Report forms – Jumping

10.8.6 TD Report forms – Eventing

10.8.7 Eventing TD's Application Form Jan 2015

10.9 GAMES SCHEDULE AND ENTRY FORM

Jan 2015

DIRECTIONS FOR COMPLETING AND PRINTING PCAT FORMS

To use any of the forms download the Word version of the one you need from the website and open it.

If there is more than one form on the document and you only require one of them, DELETE all the others so leaving only the one/s you need.

ALWAYS LEAVE THE ONE YOU WANT ON THE DOCUMENT YOU HAVE OPENED. DO NOT COPY it to another document because the margins/spaces will not be the same and it will not fit onto one page as is intended with all these forms.

Preferably fill in all the required details on your computer and return via EMAIL if possible, as in many cases it saves a lot of retyping and makes sure names and email addresses are correct. It is also easier to pass on to selectors or whoever has to deal with them later.

Delete answers not applicable e.g. YES or NO, when given a choice **or** highlight in a different colour font.

Where you are required to fill in names, addresses, etc, OVERTYPE the lines, i.e. remove them and fill in your own words in their place. Make sure that all the info fits onto one page, unless you intend to add extra info on another page as suggested in a couple of places. If so, do this on a second page, but leave the main part of the form all on the front page.

If your completed form spills over to another page remove any excess lines not being used or reduce space sizes if possible.

Once completed, check again that all requested parts are filled in before emailing away.

Send to the designated person, coordinator, entry secretary or whomever it instructs you to do at the time.

If you are asked to post it, complete your answers before printing off, but make sure it fits onto **one** page.

If hand written please WRITE ANSWERS IN CAPITALS. Be sure to write names especially CLEARLY.

If you have to print off that document for someone else to hand write, first view the preview to see that all the lines fit and it is on one page only.

If that appears OK ignore the message you will get that says '*The margins are set outside the printable area of the page. Do you want to continue*'. Click Yes. It will be OK.

If it doesn't fit, shorten them or remove any unwanted line somewhere. Or maybe you can reduce the font or the size of a space between lines.
