

## **NCAS Preliminary Pony Club Coaching (PPCC) Qualification**

**Note PPCC is a pre-requisite for NCAS Pony Club Level 1**

### **Accreditation Process**

There are 6 stages to achieving and maintaining your PPCC.

#### **1. Purchase PCA NCAS Preliminary Books from Pony Club WA**

These books consist of:

- Syllabus and Coaching Notes
- Workbook and Coaching Practice Log
- In addition, the books/documents listed in the compulsory reading list (borrow, download or buy)

#### **2. Complete the Workbook**

Some units will require the assistance of a mentor or by including any **Recognition of Current Competencies (RCC)** evidence. See **Appendix A** for the full details of the evidence required and what units are formally assessed - it is important to read the notes at the end of the matrix. In addition ensure that the following documents are included:

- complete the 13 lessons plans
- include an Incident Report Form
- have signed the coaches Code of Ethics
- include a copy of Working With Children Check (WWCC) if held
- include a copy of Senior First Aid Certificate (if held - it is NOT a pre-requisite).

#### **3. Submit for review to the State Coaching Panel (SCP) prior to practical assessment the following documents:**

- completed Workbook & Coaching Practice Log
- the additional documentation listed in section 2
- **PC NCAS Preliminary Assessment Application Form**

Note the SCP meet once a month, normally the 3rd Monday of the month.

#### **4. Practical Assessment (in person or by video)**

Prior to the Assessment the candidate must:

- liaise with the SCP re suitable dates/venues etc
- organise D/D\* Demo Riders (minimum of 4) for the Assessment
- submit 4 Lesson Plans covering Flatwork, Poles/Small Jumps, Games and Horsecare to be used on the day. Candidates may be asked to conduct all or part of these lessons
- **arrange for the Assessment fee to be paid on the day (or submitted with the video) - see Pony Club WA Coaching & Officiating Fees**
- complete Practical Coach & Assessment Details (page 45) Note the completed Workbook & Coaching Practice Log will be returned to the candidate before the Assessment

On the Assessment day the Assessor will:

- complete Practical Coaching Assessment pages whilst observing the candidate conduct their lessons as per Lesson Plans
- the Assessor will provide feedback after each Practical Lesson
- the Assessor will complete the Assessment Outcomes Page, sign-off sheets and the Assessor's section of the **PC NCAS Preliminary Assessment Application Form**

#### **5. NCAS Accreditation**

Once the Workbook & Coaching Practice Log has been satisfactorily completed and the candidate deemed competent after the Practical Assessment, then the candidate must:

- forward the completed **PC NCAS Preliminary Assessment Application Form**
- and a cheque payable or EFT payment to Pony Club WA for \$15

Pony Club WA will:

- enter the coach's details on the PCA Database
- forward a congratulations letter, Certificate and NCAS card to the successful coach.

### Maintaining NCAS Accreditation

Coaches are required to accumulate "update" points over 4-year period and be current members of a Pony Club WA or PCA registered pony club to maintain their status, re-sign the Coaches Code of Ethics and submit the Updating Fee

Updating activities are those which will help a coach to improve his/her knowledge and skills in the sport, and teaching and communication skills.

Level of Accreditation	Points per 4 years	Minimum points per year	Excess Points permitted to carry	Required Activities over 4 years
Preliminary	12	2	3	5 points from practical PC coaching 3 points from PC Coaching & Development Course
Level 1	24	4	6	12 points from practical PC coaching 6 points from PC Coaching & Development Course

More information on maintaining NCAS Accreditation and details of update points can be found in the separate **Maintaining NCAS Accreditation** document.

The following forms/documents can be found on the Pony Club WA website:

- **Coach's Code of Ethics**
- **Coaching Activity Sheet**

**Preliminary Pony Club Coach - Evidence Required and Pony Club WA Assessor Units**

Module	Unit	Worksheets	Mentor	RCC	Pony Club WA Assessor	Notes
1. Coaching	1.1 Coaching in Equestrian Sports	Yes				
	1.2 The Role of the Coach	Yes		Yes		ASC on line Community Coaching course
	1.3 Risk Management	Yes		Yes		ASC on line Community Coaching course MUST complete Incident Report Form (real incident or fictitious)
	1.4 Coaching Children	Yes		Yes		ASC on line Community Coaching course
	1.5 Planning	Yes				Must complete 13 lesson plans; examples of lesson plans are on the Pony Club WA website
	1.6 - 1.8 Coach in Action	Yes		Yes	Yes	ASC on line Community Coaching course These units are also assessed by the Pony Club WA Assessor as part of the 3 lessons
2. Horse Care	2.1 Horse Care	Yes	Yes	Yes		
	2.2 Points, Colours & Markings	Yes		Yes		
	2.3 Grooming and Hosing	Yes	Yes	Yes		
	2.4 Care of the Feet	Yes	Yes	Yes		
	2.5 Health, Condition & Routine Health Care	Yes	Yes	Yes		
	2.6 Saddlery, Tack and Equipment	Yes	Yes	Yes		
	2.7 Rugs	Yes	Yes	Yes		
	2.8 Feeding	Yes	Yes	Yes		
3. Riding	3.1 Gear Checking	Yes	Yes	Yes	Yes	Must be assessed on Gear Checking a group of riders
	3.2 Mounting, Dismounting, Holding the Reins, Rider Position	Yes	Yes	Yes	Yes	Must be assessed of this as part of the 3 lessons.
	3.3 Control of the Pony, Aids, Warming Up and Cooling Down	Yes	Yes	Yes	Yes	Must be assessed on this as part of the 3 lessons.
	3.4 Diagonals & Leading Legs	Yes	Yes	Yes	Yes	Must be assessed on this as part of the 3 lessons.
	3.5 Poles & Small Jumps	Yes	Yes	Yes	Yes	Must be assessed giving a lesson on Poles & Small Jumps
	3.6 Simple Mounted Games	Yes	Yes	Yes	Yes	Must be assessed giving a lesson on Simple Mounted Games
	3.7 Road Rules	Yes	Yes	Yes	Yes	
	3.8 Floating	Yes	Yes	Yes	Yes	

Notes:

- For some units you will only need to complete Worksheets
- For some units you will need to complete worksheets and demonstrate your skills and knowledge to a mentor
- ASC on line Community Coaching course is FREE and takes approximately 4 hours to complete
- A Mentor must have the skills, knowledge and experience at or beyond the requirements of the PPCC qualification. They do NOT need to be a member of Pony Club e.g. for the unit on Feet you could use your farrier. Two prospective coaches can mentor each other.
- Providing the evidence used to demonstrate **Recognition of Current Competencies (RCC)** is authentic, relevant, reliable and sufficient, current (i.e. normally within the last 4 years), valid and related to industry standards then you do NOT need to complete the worksheets and do NOT need to have a mentor sign off
- However regardless of the completed Workbook & Coaching Practice Log and/or any RCC **you will need to be formally assessed by a Pony Club WA assessor** (in person or by video) for the units indicated in the table above.