

# PC NCAS Re-Accreditation Form

## Application Details

Name _____	Coach <input type="checkbox"/> Official <input type="checkbox"/>
DOB _____	Sport PONY CLUB
Address _____	Level _____
Suburb/Town _____	Discipline General <input type="checkbox"/> Active Riding <input type="checkbox"/>
State _____	WWC Number _____
Postcode _____	Accreditation Number _____
Phone _____	NCAS Expiry Date _____
Email _____	Affiliated Club _____

### Please enclose with application

- Completed Log Book
- Accreditation Fee of \$15.00
- Signed Code of Ethics
- Copy of First Aid Certificate

### Payments are to be made to the following

EFT Payment Details:  
 BSB: 633-000  
 ACC: 147 906 960  
 Please use your last name and NCAS as a reference

### Send completed PC NCAS Re-Accreditation Forms to PCAWA via:

**Post-** Pony Club Western Australia Inc.  
 303 Cathedral Ave  
 BRIGADOON WA 6069  
 AUSTRALIA

**Email -** [coaching@ponyclubwa.asn.au](mailto:coaching@ponyclubwa.asn.au)

### PCAWA Office use only:

SCP Authorisation Signature:		Date:
Date Reaccreditation complete:		
Invoice attached:		

## PC NCAS Re-Accreditation Points Allocation



As a requirement of the ASC NCAS Pony Club Coaches must attain a certain number of update points over a four-year period to qualify for reaccreditation.

**Update point requirements:**

Level of Accreditation	Points per 4 years	Minimum per year	Points in excess available to carry over
Preliminary	12	2	3
Level 1	24	4	6

**Preliminary Coaches** must attain at least 5 points through practical teaching at a recognised Pony Club activity during the four-year period and at least 3 points must be gained from attendance at a Pony Club Coaching & professional Development Course during the four-year period

**Level 1 Coaches** must attain at least 12 points through practical teaching at a recognised Pony Club activity during the four-year period and at least 6 points must be gained from attendance at a Pony Club Coaching & professional Development Course during the four-year period

ACTIVITY	POINTS
Coaching at an affiliated Pony Club List the total number of days spent coaching.	6
Act as a mentor coach for a coaching applicant for a period of no less than 6 months.	4
Coaching other than at Pony Club on a regular basis i.e. RDA	2
Participate in NCAS refresher training or professional development course, including examiners or coach educator workshop.	6
Attend judges school/course building/technical delegate course (run by PC or EA)	4
Act as a demonstration rider in a coaching/judges course.	3
Write an article in a magazine/newsletter on coaching riding or horse management.	2
Complete TAFE or other recognised equine course at tertiary institution. (If in doubt check with your Pony Club State Association)	10
Attend a train the trainer course (TAFE, EA or private provider run). These courses can be of value even if not directly related to equine topics.	4
Involvement in State/Territory, National or International competitions as a coach (not a competitor).	3
Attend a clinic as a rider or a spectator with an internationally recognised coach or a Level 3 coach. The clinic can be of one or more days and the coach must spend at least 8 hours watching and participating.	4
Examine at Pony Club C Certificate level or a higher level	4
Obtain or renew First Aid qualifications	4



# Coach's Code of Ethics

1. Respect the rights, dignity and worth of every human being.	<ul style="list-style-type: none"> <li>• Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.</li> </ul>
2. Ensure the rider's time spent with you is a positive experience.	<ul style="list-style-type: none"> <li>• All athletes are deserving of equal attention and opportunities.</li> </ul>
3. Treat each rider as an individual.	<ul style="list-style-type: none"> <li>• Respect the talent, developmental stage and goals of each individual athlete.</li> <li>• Help each athlete reach their full potential.</li> </ul>
4. Be fair, considerate and honest with riders.	
5. Be professional and accept responsibility for your actions.	<ul style="list-style-type: none"> <li>• Language, manner, punctuality, preparation and presentation should display high standards.</li> <li>• Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators.</li> <li>• Encourage your athletes to demonstrate the same qualities.</li> </ul>
6. Make a commitment to providing a quality service to your riders.	<ul style="list-style-type: none"> <li>• Maintain or improve your current NCAS accreditation.</li> <li>• Seek continual improvement through performance appraisal and ongoing coach education.</li> <li>• Provide a training program which is planned and sequential.</li> <li>• Maintain appropriate records.</li> </ul>
7. Operate within the rules and spirit of your sport.	<ul style="list-style-type: none"> <li>• The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies, eg. Anti-doping Policy, selection procedures etc.</li> <li>• Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA).</li> </ul>
8. Any physical contact with riders should be:	<ul style="list-style-type: none"> <li>• appropriate to the situation.</li> <li>• necessary for the rider's skill development.</li> </ul>
9. Refrain from any form of personal abuse towards your riders and their ponies. *	<ul style="list-style-type: none"> <li>• This includes verbal, physical and emotional abuse.</li> <li>• Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.</li> </ul>
10. Refrain from any form of harassment towards your riders. *	<ul style="list-style-type: none"> <li>• This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability</li> <li>• You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.</li> </ul>
11. Provide a safe environment for training and competition.	<ul style="list-style-type: none"> <li>• Ensure equipment and facilities meet safety standards.</li> <li>• Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes.</li> </ul>
12. Show concern and caution towards sick and injured riders and ponies.	<ul style="list-style-type: none"> <li>• Provide a modified training program where appropriate.</li> <li>• Allow further participation in training and competition only when appropriate.</li> <li>• Encourage athletes to seek medical advice when required.</li> <li>• Maintain the same interest and support towards sick and injured athletes.</li> </ul>
13. Be a positive role model for your sport and riders.	

\* Please refer to the Harassment-Free Sport Guidelines available from the Australian Sports Commission, for more information on harassment issues.

## Coaches should

- ◆ Be treated with respect and openness.
- ◆ Have access to self-improvement opportunities.
- ◆ Be matched with a level of coaching appropriate to their level of competence.

# Coach's Code of Ethics Agreement Form

for registration or re-registration to the  
National Coaching Accreditation Scheme (NCAS)

**TO: Pony Club Australia Inc**

I, \_\_\_\_\_ of \_\_\_\_\_  
Full Name Address  
\_\_\_\_\_  
Address cont. Telephone contact

am seeking registration/ re-registration please circle) for the following PCA qualification:

\_\_\_\_\_  
Level

***I agree to the following terms:***

1. I agree to abide by the PCA Inc Code of Ethics overleaf.
2. I acknowledge that PCA may take disciplinary action against me, if I breach the code of ethics. (I understand that PCA is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me)
3. I acknowledge that disciplinary action against me may include de-registration from the National Coaching Accreditation Scheme.

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or, if you require more information on harassment issues.

\_\_\_\_\_  
Name Signature Date  
\_\_\_\_\_  
if under 18, parent / guardian Signature Date