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2016

HANDBOOK

Part 1: General Information

Part 2: Club Governance

Part 3: Coaching

Part 4: Competition and Training



PONY CLUB
WESTERN AUSTRALIA



HANDBOOK Revised Edition 2016

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Part 3: Coaching

SECTION 1: COACHES CODE OF ETHICS

COACHES CODE OF ETHICS

 <h2>COACHES CODE OF ETHICS</h2>	
Respect the rights, dignity and worth of every human being.	<ul style="list-style-type: none"> • Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.
Ensure the rider's time spent with you is a positive experience.	<ul style="list-style-type: none"> • All athletes are deserving of equal attention and opportunities.
Treat each rider as an individual.	<ul style="list-style-type: none"> • Respect the talent, developmental stage and goals of each individual athlete. • Help each athlete reach their full potential.
Be fair, considerate and honest with riders.	
Be professional and accept responsibility for your actions.	<ul style="list-style-type: none"> • Language, manner, punctuality, preparation and presentation should display high standards. • Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators. • Encourage your athletes to demonstrate the same qualities.
Make a commitment to providing a quality service to your riders.	<ul style="list-style-type: none"> • Maintain or improve your current NCAS accreditation. • Seek continual improvement through performance appraisal and ongoing coach education. • Provide a training program which is planned and sequential. • Maintain appropriate records.
Operate within the rules and spirit of your sport.	<ul style="list-style-type: none"> • 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, e.g. Anti-Doping Policy, selection procedures etc. • Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA).
Any physical contact with riders should be:	<ul style="list-style-type: none"> • appropriate to the situation. • necessary for the riders skill development.
Refrain from any form of personal abuse towards your riders and their ponies.*	<ul style="list-style-type: none"> • This includes verbal, physical and emotional abuse. • Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.
Refrain from any form of harassment towards your riders.*	<ul style="list-style-type: none"> • This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability. • 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.
Provide a safe environment for training and competition.	<ul style="list-style-type: none"> • Ensure equipment and facilities meet safety standards. • Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes.
Show concern and caution towards sick and injured riders and ponies.	<ul style="list-style-type: none"> • Provide a modified training program where appropriate. • Allow further participation in training and competition only when appropriate. • Encourage athletes to seek medical advice when required. • Maintain the same interest and support towards sick and injured athletes.
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.

Part 3: Coaching

SECTION 2: COACHING ADMINISTRATION

NATIONAL COACHING PANEL

The National Coaching Panel is made up of delegates from each State's Coaching Panel.

The delegates meet four times a year to discuss national programs, coach accreditation and other coaching initiatives.

STATE DIRECTOR OF COACHING

The State Director of Coaching may be appointed by the Board on the recommendation of the State Coaching Panel. The Director shall be responsible for the policy and direction of Coaching throughout the Association subject to the approval of the Board. They shall be assisted by the State Coaching Panel.

STATE A, B & H COORDINATOR

The A, B & H Coordinator of Efficiency Certificates is nominated by the State Coaching Panel and ratified by board.

PCAWA Office to liaise with the A, B & H Coordinator on the number of applications received from A, B & H candidates.

Role and responsibilities of the State A, B & H Coordinator:

- Report to State Coaching Panel meeting
- Organise assessment schools
- Appoint coaches
- Ascertain costs
- Liaise with PCAWA to send out information to prospective candidates on schools
- Liaise with candidates
- Ensure the practical exam is held when required
- Organise practical exam
- Arrange venue
- Appoint examiners
- Arrange examination format for the day, copy to examiners and copy to candidate
- Complete paperwork and arrange with PCAWA to send out efficiency certificates to candidate
- Prepare annual report for Board.

STATE K COORDINATOR

The State K Coordinator is a voluntary role. The candidate is nominated by the State Coaching Panel and ratified by Board. Nominee must be an accredited Level 1 Coach or equivalent.

Role and responsibilities of the State K Coordinator:

- Liaise with PCAWA Office on number of candidates in each year
- Organise State K School and practical exams
- Appoint specialist coaches, to be advised by the State Coaching Panel (Farrier, Stockman, Polo Cross Player/Coach and Trainer Pacer/Galloper)
- Liaise with PCAWA to send out information to all clubs
- Liaise with Zone and Club K Coordinators state-wide
- Referral point for changes to the K Syllabus
- Prepare reports for State Coaching Panel.
- Prepare annual report for Board
- Visit clubs or zones when invited

STATE C STAR COORDINATOR

The State C Star Coordinator is a voluntary role. The candidate is nominated by the State Coaching Panel and ratified by Board. Candidates must be accredited Level 1 Coach or equivalent.

Role and responsibilities of the State C Star Coordinator:

- Liaise with PCAWA Office on number of candidates in each year.
- Organise State C Star Schools and C Star Practical exams.
- Liaise with PCAWA to send out information to all clubs.
- Liaise with Zone and Club C Star Coordinators state-wide.
- Referral point for changes to the C Star Syllabus.
- Prepare reports for State Coaching Panel.
- Prepare annual report for Board.
- Visit Clubs or Zones when invited.

STATE C COORDINATOR

The State C Coordinator is a voluntary role. The candidate is nominated by the State Coaching Panel and ratified by Board. Candidate must be an accredited PCAWA C Examiner.

Role and responsibilities of the State C Coordinator:

- Organise Zone C Schools
- Liaise with PCAWA to send out information to all clubs.
- Liaise with State Coaching Panel on a regular basis.
- Liaise with Club C Coordinators state wide.
- Referral point for changes to the C Syllabus and Examination Requirements.
- Prepare reports for State Coaching Panel.
- Prepare annual report for Board.
- Visit clubs or zones when invited.

State A, B, H, K, C Star and C Coordinators must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA.

ZONE COACHING PANEL

The Zone Coaching Panel is responsible to the Zone and all recommendations must be presented to and ratified at a Zone Meeting. The Zone Coaching Panel is made up of personnel who are either:

- Club Chief Coach
- Elected by their Zone as Zone Coach Coordinator
- Elected by their Zone as Zone K/C*, A, B & H Coordinators
- A Visiting Commissioner residing in the Zone
- Pony Club-NCAS Coaches
- Pony Club Coaches who have been recommended to the Panel
- Examiners residing in the Zone
- Club K/C* Coordinators.

Role and responsibilities of the Zone Coaching Panel:

- Implementing uniformity and coordination of instruction and examination throughout their Zone
- Arranging the training of Zone teams and appointments of Team Managers
- Organising the Zone camps and schools, including instructors' schools.

ZONE COACH COORDINATOR

The Zone Coach Coordinator is nominated by the Club Chief Coaches within the Zone and appointed by the Zone Committee.

The Zone Coach Coordinator must be a person who has knowledge of and supports the Pony Club Aims, Objectives and Ideals. Ideally is a PC NCAS accredited coach.

The Zone Coach Coordinator and Zone Coaching Panel are responsible for coaching matters within their Zone.

Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA.

Role and responsibilities of the Zone Coach Coordinator:

- Encouraging Club Coaches to become accredited
- Coordinating Coaching Schools for Coaches, Parents and Members (over 14 years) to be held within the Zone
- Keeping up to date with coaching matters within their Zone by convening and chairing Zone Coaching Panel meetings and assisting the Zone Coaching Panel in implementing uniformity and ordination of coaching and examinations within the Zone
- Keeping in close contact with each Club Chief Coach, Club and Zone K Coordinator, C Examiners etc. in their Zone
- Liaising between State Coaching Panel and Zone by attending State Coaching Panel meetings at least once per year, to bring up any problems of a coaching nature within the Zone
- Zone written report on coaching matters to be submitted to State Coaching Panel after each Zone quarterly meeting
- Report to and attend Zone meetings
- Liaise with the Club C Star, K & B Coordinator
- Organise C Star & K Assessment Schools
- Coordinate C Star & K Efficiency Examinations
- Assist with organisation of Zone Camps
- Liaise with A, B & H Candidates in the Zone and with the State A, B & H Coordinator if necessary
- Make Club visits and carry out Club inspections with Visiting Commissioners if requested
- Review Coaches Workbooks where necessary and ensure application forms are completed correctly and contain all required information, before forwarding to PCAWA
- Verify completion of all three Landcare and Bush Skills record books.

ZONE K COORDINATOR

The Zone K Coordinator is nominated by the Club K Coordinator within the Zone and appointed by the Zone Committee.

The Zone K Coordinator must be a person who has a thorough knowledge and understanding of the K Syllabus and to have been a Club K Coordinator. Ideally is a PC NCAS accredited coach.

Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA.

Role and responsibilities of the Zone K Coordinator:

- Liaise with the Club K Coordinator
- Convene meetings and arrange a yearly program to include at least one K School and practical test
- Report to and attend Zone Coaching Panel meetings
- Liaise with Zone Coach Coordinator
- Report to and attend Zone meetings
- Be responsible for keeping up to date with changes to the K Syllabus
- Attend State K Schools organised by the PCAWA State K Coordinator
- Accept application forms and fees for practical exams from Club K Coordinator (fee set by the Zone)
- Forms accepted from candidates who have fulfilled all prerequisites
- Responsible for arranging the practical examination, deciding which subjects will be examined on the day/s of the test
- Appoint the examiners
- Notify Clubs of date and venue of practical test
- Arrange for work book to be handed in and marked two weeks prior to practical exam
- Appoint an approved person as Chief Examiner (see role of Chief Examiner)
- On completion of examination, K result sheet (one per candidate) to be forwarded to PCAWA, noting subjects passed for listing on the reverse of the K Efficiency Certificate issued by PCAWA.

ZONE C STAR COORDINATOR

The Zone C Star Coordinator is nominated by the Club C Star Coordinator within the Zone and appointed by the Zone Committee.

The Zone C Star Coordinator must be a person who has a thorough knowledge and understanding of the C Star Syllabus and to have been a Club C Star Coordinator. Ideally is a PC NCAS accredited coach.

Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA.

Role and responsibilities of the Zone C Star Coordinator:

- Liaise with the Club C Star Coordinator
- Convene meetings and arrange a yearly program to include at least one C Star School and practical test
- Report to and attend Zone Coaching Panel meetings
- Liaise with Zone Coach Coordinator
- Report to and attend Zone meetings
- Be responsible for keeping up to date with changes to the C Star Syllabus
- Attend State C Star Schools organised by the PCAWA State C Star Coordinator
- Accept application forms and fees for practical exams from Club C Star Coordinator (fee set by the Zone)
- Forms accepted from candidates who have fulfilled all prerequisites
- Responsible for arranging the practical examination
- Appoint the examiners
- Notify Clubs of date and venue of practical test
- Arrange for work books to be handed in and marked two weeks prior to practical exam
- Appoint an approved person as Chief Examiner (see role of Chief Examiner)
- On completion of examination, C Star result sheet (one per candidate) to be forwarded to PCAWA, noting subjects passed for listing on the reverse of the C Star Efficiency Certificate issued by PCAWA.

CLUB CHIEF COACH

The Club Chief Coach must be included on a Strength Return and Membership List of a Pony Club Currently Affiliated with the PCAWA.

The Club Chief Coach should have reached 21 years of age and be appointed annually by the Club Committee unless the Club's Constitution states otherwise.

They should be an experienced coach with, or working towards, a Pony Club Coaching qualification, but this may not always be possible, particularly in a new club. It is very important that the most suitable person is chosen.

The Club Chief Coach is responsible for the club coaching program and the safe implementation of the current PCA Syllabus of Instruction.

When signing examination application forms the Club Chief Coach is responsible for ensuring that the horse(s)/rider combination are competent at the standard required meet with state qualification requirements.

All State Competition(s) and their selection events require the Club Chief Coach to ensure the horse/rider combination has attended three rallies prior to the close of entries and the horse(s)/rider combination are competent to compete at the standard required.

Role and responsibilities of the Club Chief Coach:

- Convene regular Coaches' meetings with Club Coaches and see that all relevant information is circulated
- Appoint Coaches for each Rally and discuss with them in advance the standard and subject to be taught from the PCA Syllabus of Instruction
- Arrange the coaching programs for Club Rallies, Schools and Camps
- See that all the necessary facilities and properties are made available for the program planned for each Rally or advises the Rally Organiser of requirements
- Encourage attendance by Coaches at all courses and conferences which are made available
- Appoint people with specialist knowledge from outside the Club to give instruction in specific subjects
- Encourage Coaches, Potential Coaches and Parents within the Club by means of individual help and encouragement
- Organise and chair panels for team selection and arrange the training of club teams
- Advise on the preparation, training and nomination of riders for Efficiency Certificate Tests
- Attend Zone Coaching Panel meetings or appoint delegate
- Ensure rider attendance cards are completed and signed
- Ensure a First Aid Officer is appointed for each Rally and that an Accident Record Book is kept by the club and easily accessible.

CLUB COACHES

Every Club Coach must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA or registered as a Day/Visiting Coach.

Club Coaches should be 16 years of age and over.

Club Coaches are encouraged to obtain NCAS PC Coaching Qualifications.

All Club Coaches over the age of 18 must have a current Working with Children Card unless parent exemption apply.

Role and responsibilities of the Club Coach:

- To assist the Club Chief Coach to provide instruction from the PCA Syllabus of Instruction
- Under direction from the Club Chief Coach safely implement the PCA Syllabus of Instruction
- Attend Club Coaches meetings when convened
- Report on progress of riders to Club Chief Coach.

CLUB K COORDINATOR

The Club K Coordinator must be included on a Strength Return and Membership List of a Pony Club Currently Affiliated with the PCAWA.

Role and responsibilities of the Club K Coordinator:

- Works closely with the Club Chief Coach, Zone K Coordinator and State K Coordinator.
- Acts as an adviser to the candidate in helping them to cover their work and arrange lectures and demonstrations with experts.
- Regularly reviews the progress of the candidates, their workbook and the options they choose to cover to ensure they are correctly filled out.
- Is responsible for ensuring that the prerequisites and chosen options are covered and that the workbook and option worksheets are complete and signed, before the candidate attempts the examination.
- With the Club Chief Coach is responsible for recommending the candidate for testing and to be reasonably sure the candidate will pass to avoid disappointment.
- When the candidates are ready to be examined, the K Coordinator obtains the application forms from the PCAWA website. Ensures the candidate fills in the form, returning the completed form to the Zone Coach Coordinator and enclosing the applicable fee made payable to their zone.
- Attend Zone Coaching Panel meetings.

CLUB C STAR COORDINATOR

The Club C Star Coordinator must be included on a Strength Return and Membership List of a Pony Club Currently Affiliated with the PCAWA.

Role and responsibilities of the Club C Star Coordinator:

- Works closely with the Club Chief Coach and the Zone C* Coordinator.
- Acts as an adviser to the candidate.
- Is responsible for ensuring that the prerequisites are covered and that the workbook is complete and signed, before the candidate attempts the examination.
- With the Club Chief Coach is responsible for recommending the candidate for testing and to be reasonably sure the candidate will pass to avoid disappointment.
- When the candidates are ready to be examined, the C Star Coordinator obtains the application forms from the PCAWA website. Ensures the candidate fills in the form, returning the completed form to the Zone Coach Coordinator and enclosing the applicable fee made payable to their zone.
- Attends Zone Coaching Panel meetings.

CLUB LANDCARE COORDINATOR

The Landcare Coordinator need not be a club coach, they can be a parent or grandparent who would like to teach pony club members about the environment but must be included on the Club's Annual Strength Returns and Membership List.

Role and responsibilities of the Landcare and Bush Skill Coordinator:

- Establish the number of riders in the Club interested in this award
- Purchase Landcare Workbooks from PCAWA
- When all three books are complete, notify PCAWA of the names and ages of each rider and apply to PCAWA for the Landcare and Bush Skills Certificates and Badges.

Part 3: Coaching

SECTION 3: RALLIES

THE WORKING RALLY

THE 'WORKING RALLY' IS THE BACKBONE OF THE PONY CLUB.

One of the main objectives of the Club is to encourage and improve horsemanship and horsemastership in its members. It is by such rallies, the Aims and Objectives of the Pony Club Movement are best carried out.

A WORKING RALLY is a rally to which all financial members are eligible to attend and where coaching from the current Pony Club Australia Syllabus of Instruction is given – e.g. Flatwork, Horsemastership, General knowledge and Active Riding, i.e. Jumping, Games

Both horse and rider must be present for a minimum of four hours at a Working Rally to qualify as a horse and rider combination. A maximum of two horses/ponies may be ridden at a working rally and the rider must participate in at least one ridden session on each horse to count as a qualification.

The dates on which Associate Members attend their own Pony Club rallies to help and coach, unpaid should be recorded as rallies attended, provided that the qualifying mount(s) are known to the Club Chief Coach to be competent at Pony Club activities.

Rally dates shall be arranged by the Club Committee and no person shall hold a rally or coach at a rally unless authorised by the Club Committee and the Club Chief Coach. The Club Chief Coach is responsible for the club coaching program and the safe implementation of the current PCA Syllabus of Instruction.

Camps consisting of one or more days' duration will be counted as ONE WORKING RALLY ONLY.

If a State Training Day takes place on a normal Club Rally day, then the rider attending the Training Day may be granted a Working Rally. Only one State Training Day per year may be claimed as a Working Rally. State Training Days are defined as State Squad Days as acknowledged by the relevant Discipline Committee and generated by Nationals, State Coaching Schools for B/C*/K candidates.

UNMOUNTED RALLIES are of great value and may be devoted to horsemastership and lectures. At these lectures practical experience can be given in grooming, feeding, horse ailments and their treatments, fitting and care of saddlery, stable management and other aspects of horse care.

Landcare and Vaulting may also be included.

Clubs may arrange a visit to: veterinary hospital, stable, race course and any other place of interest available.

Unmounted rallies, shall not be included as qualification (horse/rider combination) for competition.

VISITING MEMBERS

A member may be a visiting member of another Club affiliated with the Association. A visiting member shall not represent the Club they visit, and may not be a visiting rider more than twice in any calendar year unless participating in the Sister Club program.

Prior arrangements of a visiting member to attend a rally at another club must be made by each of the Club Chief Coaches. **Contact must not be made by the Parent or Guardian of the visiting member.** Club Chief Coaches have a Duty of Care and all relevant information is to be passed on.

Attendance cards must be signed by the Club visited by the rider.

RALLY ORGANISER

A Rally Organiser may be appointed to assist with and delegate general duties on rally days.

Must be included on the Annual Strength Return and Membership List of a Pony Club currently affiliated with the PCAWA.

Roles and responsibilities of the Rally Organiser:

- Obtain program from Club Chief Coach
- Check equipment required
- Check canteen staff available
- Place rubbish bins
- Check water outlets for horses
- Check PA system and audio-visual equipment if required
- Open grounds and club room
- In the absence of the Club President – welcome – especially new riders and parents
- Ensure program is posted on the noticeboard with name of First Aid Officer on duty
- Ensure members sign the attendance register
- Remind coaches to keep riders to time

FIRST AID

Aims:

- Promote a safe environment
- Preserve life
- Prevent injury or illness from becoming worse
- Help promote recovery
- Provide comfort to the ill or injured.

All clubs must have easily accessible and well equipped first aid boxes for rider and horse. The contents to be checked on a regular basis and replacements made when necessary.

All coaches should have a basic knowledge of first aid. It is recommended that Nationally Accredited coaches must have a current Senior First Aid Certificate or better.

A qualified and identifiable person must be appointed to be responsible for administering first aid at all Rallies and other Pony Club activities.

This person should have access to a telephone and important telephone numbers should be prominently displayed.

The person chosen to be responsible for First Aid should have a plan of action and be able to:

- Assess the situation quickly
- Identify the nature of the illness or injury as far as possible
- Manage the casualty promptly and appropriately
- Arrange for ambulance to attend if necessary
- Stay with the casualty until recovered or handed over to a health professional/ambulance officers
- Give further help if requested.

When an accident occurs:

- Keep calm
- Halt the ride
- If riding, dismount and hand over own horse
- Send someone for the First Aid officer
- Send someone to catch the loose horse if any
- Ask someone to take charge of the other riders
- Check for danger to yourself and other riders
- Quietly approach the injured rider
- Tell them to remain still and reassure
- Check for bleeding and pain.

NB: All falls and accidents must be recorded in the appropriate manner on a current PCAWA Incident Report Form and submitted to PCAWA within 14 days of the incident.

Part 3: Coaching

SECTION 4: COACHING QUALIFICATIONS

WHY BECOME ACCREDITED?

Becoming an accredited coach is an important step in ensuring that you are providing a quality service to the participants you are working with.

NATIONAL COACHING ACCREDITATION SCHEME (NCAS)

The NCAS is an initiative of the Australian Sports Commission (ASC). It sets general guidelines for the development of course structures and pathways for recognition of coaching qualifications. It is a progressive coach education program offering courses at various levels. Coaches who are accredited through NCAS are recognised by national and state sporting organisations and the ASC. Currently over 70 sports participate.

NCAS PONY CLUB ACCREDITATION

The Pony Club Australia course structure and delivery methods make the system very attractive in the Pony Club environment. Prospective coaches from the absolute beginner to the more experienced can work through the course at their own pace depending on their level of experience and access to assistance. It recognises acquired knowledge and practical coaching experience through recognition of current competency (RCC).

Adoption of policies relating to flexible delivery, competency based assessment and mentoring allow the courses to be delivered in a variety of ways.

- Flexible course delivery
- Competency Based Assessment
- Recognition of Current Competency (RCC).

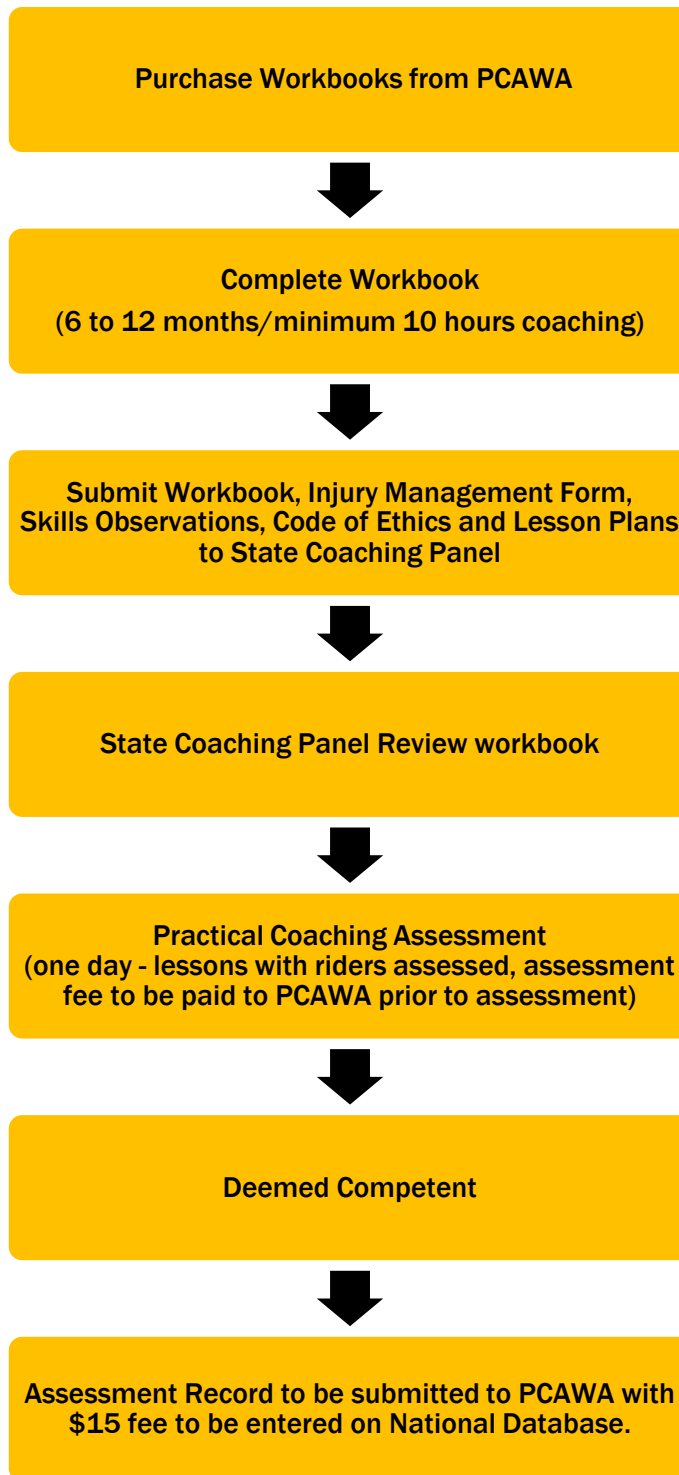
PCA currently has two courses accredited under the NCAS which are sequential in nature:

Preliminary – this is the entry level to the PCA NCAS System set at D/D* standard and is a prerequisite for Level 1

Level 1 – this is at C/C*/K standard.

(Mounted Games Specialist) Coaches undertaking the specialist qualification of Mounted Games Coach must have already completed the Preliminary Pony Club Coach qualification and Modules 1, 2 and Module 3 topics 3.1 to 3.5 of the Level 1 Pony Club coach prior to qualification as a specialist Mounted Games Coach.

PCA NCAS COACHING ACCREDITATION FLOWCHART



PCA NCAS PRELIMINARY COACHING ACCREDITATION

NCAS PC Preliminary Coaching Accreditation is a prerequisite for NCAS PC Level 1.

How to become a PC NCAS Preliminary Coach

1. Purchase PCA NCAS Preliminary Books from PCAWA

- Syllabus and Coaching Notes.
- Workbook Practice Log.

2. Complete the workbook, with assistance from Coach Mentors

- Section Two: Worksheets (Unit 1.4 to Unit 2.8).
- Section Two: Injury Management Form – a copy of one used whilst coaching at a rally.
- Section Two: Skills Observations (Unit 3.1 to 3.8 signed off by mentor coach).
- Section Three: Lesson Plans including a summary of your evaluation of the lessons you conducted, i.e. whether they went to plan and if not why, and what you would do differently next time!

3. Submit completed workbook for review to State Coaching Panel prior to Practical Assessment

- Candidate to ensure Code of Ethics has been signed.

4. Practical Assessment Day

- Candidate to Liaise with State Coaching Panel re suitable dates/venue etc. for Practical Assessment Day.
- Assessment fee to be paid to PCAWA prior to Practical Assessment Day.
- Candidate will complete Practical Coach and Assessment Details (page 45 of workbook).
- Candidate to organise D/D* Demo Riders for the assessment (minimum of four).
- Candidate to Submit Lesson Plans – one Flatwork, one Jumping, one Games Lesson and a horsecare to be used on the day. Candidate may be asked to conduct all or part of these lessons.
- Assessor will complete Practical Coaching Assessment pages whilst observing candidate conduct the three lessons as per their Lesson Plans.
- Assessor will provide feedback with candidate after each Practical Lesson.
- Assessor will complete the Assessment Outcomes Page and sign-off sheets.

5. NCAS Accreditation

- Once Practical Assessment and Workbook successfully completed, candidate to pay \$15 fee to PCAWA.
- PCAWA Office will enter your details onto the PCA national database.
- You will receive a NCAS Card and letter from State Coaching Panel acknowledging your NCAS status.

NCAS PONY CLUB LEVEL 1 ACCREDITATION

Have previously obtained NCAS Pony Club Preliminary Coaching accreditation or equivalent

How to become a PC NCAS Level 1 Coach

1. Purchase PCA NCAS Level 1 Books from PCAWA

- Syllabus and Coaching Notes.
- Workbook Practice Log.

2. Complete the workbook, with assistance from Coach Mentors

- Section Two: Worksheets (Unit 1.1 to Unit 2.5).
- Section Two: Skills Observations (Unit 2.7 to 3.10 signed off by mentor coach).
- Code of Ethics signed (page 101 of workbook).

3. Submit completed workbook for review to State Coaching Panel prior to Practical Assessment

- Code of Ethics has been signed (page 103).

4. Practical Assessment Day

- Candidate to Liaise with State Coaching Panel re suitable dates/venue etc. for Practical Assessment Day.
- Assessment fee to be paid to PCAWA prior to Practical Assessment Day.
- Candidate will complete Practical Coach and Assessment Details (page 45 of workbook).
- Candidate to organise C/C* Demo Riders for the assessment (minimum of four).
- Candidate to submit Lesson Plans – one Flatwork, one Jumping, one Games Lesson and a horse care to be used on the day. Candidate may be asked to conduct all or part of these lessons.
- Assessor will complete Practical Coaching Assessment whilst observing candidate conduct the three lessons as per their Lesson Plans (samples on pages 40-45 of workbook).
- Assessor will complete the Assessment Outcomes (page 97) and sign-off sheets (pages).
- Assessor will provide feedback with candidate after each Practical Lesson.
- Assessor will complete the Assessment Outcomes Page and sign-off sheets.

5. NCAS Accreditation Update to Level 1 Status

- Once Practical Assessment and Workbook successfully completed, candidate to pay \$15 fee to PCAWA.
- PCAWA Office will enter your details onto the PCA national database.

- You will receive a NCAS Card and letter from State Coaching Panel acknowledging your NCAS status.

MAINTAINING NCAS ACCREDITATION

Candidates will be required to accumulate “Update” points over four-year period and be current members of a PCAWA or PCA registered pony club to maintain their status.

Ways to accumulate your points are available on PCAWA and PCA websites.

Download and Update Sheet from PCAWA website: Coaching/NCAS.

Submit your Update Sheet detailing your accumulated points to State Coaching Panel, along with your \$15 fee to update NCAS.

You will receive an acknowledgment letter from PCAWA to state your accreditation has been updated.

RECOGNISED PRIOR LEARNING

Recognition of Prior Learning (RPL) is an assessment process available that involves the assessment of a candidate’s prior learning to determine credit towards one or more units of competency in a qualification.

Prior learning is a broad concept and includes both formal, informal and non-formal learning – for example: work experience; life experience; accredited and non-accredited training courses; awards and recognition received from workplaces and other equestrian organisations; benchmarks/standards achieved.

The RPL process maps and evaluates a candidate’s prior learning against the learning outcomes in the units of competency. As the NCAS Pony Club qualifications are not solely course based, candidate’s prior learning can be recognised in one of two ways:

- By providing a portfolio of evidence of formal coaching qualifications from another equestrian organisations; or
- Candidates with life skills, work experience or other formal training can assess the skills they have with the learning outcomes of the course and decide how much formal training they need prior to assessment.

PCAWA State Coaching Panel will then evaluate the evidence and will either:

- Grant module credits on the sufficiency of the evidence supplied
- Request additional evidence from the candidate
- Decline to grant credit and offer the student options to address any gaps in evidence.

All candidates must demonstrate the formal coaching assessment activities (as outlined in the spreadsheet showing breakdown of learning outcomes) as these are designed to determine the ultimate competence of the candidate in the Pony Club environment.

Equivalency Recognition

A Pony Club certificate held from overseas that equates to an Australian qualification in full may be considered for equivalency recognition. Coaching qualifications from other sources will require applicants to submit their qualification and detailed information on the course and its learning outcomes to the PCA Instructional Sub-Committee for consideration.

For more information about RPL please contact State Coaching Panel via email coaching@pcawa.com.

FORMS AND DOWNLOADS

The following forms/documents can be *downloaded*:

- Accreditation – PCA/EA Reciprocal Qualifications
- Accreditation Procedures – Level 1 and Preliminary
- Accreditation Updating Activity Sheet
- Application to become a Registered Coach
- Coach Code of Ethics
- NCAS Information Pack
- NCAS Level 1 PC Coach RPL Requirements
- NCAS Preliminary PC Coach RPL Requirements
- PCAWA Coaching and Officiating Recommended Fees.

Part 3: Coaching

SECTION 5: EXAMINERS

APPOINTMENT OF EXAMINERS FOR EFFICIENCY CERTIFICATES

Examiners list is reviewed every three years.

E Standard Examiner

- To be currently coaching at Pony Club Rallies at E and D level.
- To be appointed by the Club Chief Coach.
- To attend coaching schools.
- To be familiar with the current PCA Syllabus of Instruction.
- Examiners may be from within the Club or from another Club.
- To be listed on the Strength Return of a PCAWA Affiliated Club.

D Standard Examiner

- To be currently coaching at Pony Club Rallies at D and D* level.
- To be appointed by the Club Chief Coach.
- To attend coaching schools.
- To be familiar with the current PCA Syllabus of Instruction.
- Examiners may be from within the Club or from another Club.
- To be listed on the Strength Return of a PCAWA Affiliated Club.

D* Standard Examiner

- To be currently coaching at Pony Club Rallies at D Star and C Level.
- To have produced candidates to D Star Efficiency standard.
- To be appointed by the Club Chief Coach.
- To attend coaching schools.
- To be familiar with the current PCA Syllabus of Instruction.
- Examiners may be from within the Club or from another Club.
- To be listed on the Strength Return of a PCAWA Affiliated Club.

C Standard Examiner

- To possess a current Pony Club NCAS Level 1 Accreditation.
- Nominated from Club and Zone to State Coaching Panel to Board.
- To have produced candidates to C Efficiency standards.
- To attend coaching schools and examiners seminars.
- To be familiar with the current PCA Syllabus of Instruction
- To be listed on the Strength Return of a PCAWA Affiliated Club.

C Star Standard Examiner

- To possess a current Pony Club NCAS Level 1 Accreditation.
- Nominated from Club to Zone to Coaching Panel to Board.
- To be currently coaching at Pony Club Rallies.
- To have produced candidates to C and C Star Efficiency Standards.
- To attend coaching schools and examiners seminars.
- To be familiar with the current PCA Syllabus of Instruction.
- To be listed on the Strength Return of a PCAWA Affiliated Club

Chief Examiner for C* Certificate

- Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with PCAWA.
- The Chief Examiner must be selected from those on the current C* Examiners' List.
- The Chief Examiner for C* is appointed by the Zone Coach Co-Coordinator/Zone C* Coordinator for the day of the examination.
- The Chief Examiner for C* may also be an examiner on the day of the examination. They are the referral point and mediator for questions of procedure or any controversy arising out of the examination, take responsibility for any decision made and overall supervision of the examination.
- The Chief Examiner must be available to examiners for advice if called upon.
- The Chief Examiner to countersign result sheets which are then forwarded to PCAWA Office for preparation of certificates.
- The Zone Coach Coordinator/Zone C* Coordinator may consult with the Chief Examiner regarding the need for extra specialist examiners to assist on the day.
- The Zone Coach Coordinator/Zone C* Coordinator will consult with the Chief Examiner in respect of the examination format, timetable and number of candidates.

K Standard Examiner

To possess a current Pony Club NCAS Level 1 Accreditation or be approved specialist in their area of expertise (approved by the Zone Coaches Panel).

Chief Examiner for K Certificate

- Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with PCAWA.
- The Chief Examiner for the K Efficiency Certificate must be on the PCAWA Official Examiners List.
- The Chief Examiner is appointed by the Zone K Coordinator for the day of examination.
- The Zone K Coordinator may consult the Chief Examiner and the Zone Coach Coordinator regarding selection of additional examiners, examination format and timetable (may be over several days or weekends), also in determining the number of candidates. The Chief Examiner may also be an examiner on the day of examination.
- The Chief Examiner is the referral point and mediator for questions of procedure or any controversy arising out of the examination, takes responsibility for any decision made and overall supervision of the examination.
- The Chief Examiner must be available to examiners for advice if called upon.
- The Chief Examiner to countersign result sheets which are then forwarded to the PCAWA Office for preparation of certificates.

B Standard Examiner

- Should be working within PCAWA, Coaching B standard at Club, Zone or State level OR be recommended by State B Coordinator and ratified by State Coaching Panel.
- Must be familiar with the current PCA Syllabus of Instruction.
- Possess a current Pony Club NCAS Level 1 or EFA NCAS Level 1 Accreditation.
- To have attended B schools at Zone and State Level.

H/A Standard Examiner

- Should be working within PCAWA, Coaching B standard at Club, Zone or State level OR be recommended by State H/A Coordinator and ratified by State Coaching Panel.
- Must be familiar with the current PCA Syllabus of Instruction.
- Possess a current EFA NCAS Level 2 or 3 or may be a specialist, e.g. Horsemastership, Showjumping (recognised coach or judge) Cross-country (recognised coach) Dressage (recognised coach or Judge).
- To have attended two A and H Schools or worked with a qualified coach.

FORMS AND DOWNLOADS

The following forms/documents can be *downloaded*:

- Appointment as C Examiner Application Form
- Appointment as C* Examiner Application Form

Part 3: Coaching

SECTION 6: RECOMMENDED FEES

COACHING & OFFICIATING RECOMMENDED FEES

Any claims for expenses should be made on the Claim Form available on the website.

Club/Zone Officiating - claims should be handed to the Club Secretary or event organiser of the activity and payment is to be made on the day.

State Appointed Officiating - claims to be ratified by State Coaching Panel and submitted to PCAWA for payment.

OFFICIAL ROLE	PURPOSE	FEE	WHO PAYS
PCAWA Visiting Commissioners	Club Visits or Inspections	\$150.00 per day per Visiting Commissioner + Mileage and out of pocket expenses (i.e. accommodation, meals)	If on approved PCAWA business to be paid by State Coaching Panel
PCAWA Efficiency Test Examiners Maximum 6 candidates per Examiner	A, B & H	Variable depending on examiners	\$100 paid by candidates; balance subsidised by State Coaching Panel
	C* & K	PCAWA Examiners \$150.00 per day per examiner + Mileage and out of pocket expenses (i.e. accommodation, meals)	All fees paid by Clubs organiser- Club, Zone or SCP (State Exam only) Club/Zone/SCP to determine candidate contribution.
	C	PCAWA Examiners \$100.00 per day per examiner + Mileage and out of pocket expenses (i.e. accommodation, meals)	All fees paid by Clubs or Zones. Club/Zone to determine candidate contribution.
	D*, D & E	Predetermined by Club/Examiner	Club
"Coaching the Coaches" School Presenters <i>Healthway funding can be applied for to cover coaching costs for schools prior to event.</i> <i>Forms available on website under coaching</i> 1) Club/Zone to complete Part A to apply 2) Send application to coaching@pcawa.com to be allocated funding 3) On approval from SCP hold school, pay presenter. 4) Complete Part B for reimbursement 5) Club/Zone to send acquittal to coaching@pcawa.com to have allocated funding reimbursed.	NCAS PC Prelim schools	PCAWA Approved Coaches \$300.00 per day per presenter minimum \$150.00 per half day per presenter + Mileage and out of pocket expenses (i.e. accommodation, meals)	All fees paid on the day by host Zone/Club <i>If Healthway funding has been approved prior by SCP, then Club/Zone reimbursement will be received on receipt of Part B (acquittal)</i>
	Gear Check Schools	PCAWA Accredited Gear Checkers \$300.00 per day per presenter or \$150.00 per half day per presenter + Mileage and out of pocket expenses (i.e. accommodation, meals)	All fees paid on the day by host Zone/Club <i>If Healthway funding has been approved prior by SCP, then Club/Zone reimbursement will be received on receipt of Part B (acquittal)</i>

OFFICIAL ROLE	PURPOSE	FEE	WHO PAYS
"Coaching the Coaches" School Presenters Cont.	Lungeing, Flatwork, Jumping Schools	PCAWA Approved Coaches \$300.00 per day per presenter or \$150.00 per half day per presenter + Mileage and out of pocket expenses (i.e. accommodation, meals)	All fees paid on the day by host Zone/Club <i>If Healthway funding has been approved prior by SCP, then Club/Zone reimbursement will be received on receipt of Part B (acquittal)</i>
NCAS Pony Club Level 1 Coaching Schools	PC NCAS Level 1	PCAWA Approved Coaches \$300.00 per day per presenter minimum \$150.00 per half day per presenter + Mileage and out of pocket expenses (i.e. accommodation, meals)	\$50 to be paid to PCAWA by each candidate prior to school, balance paid by State Coaching Panel.
PC NCAS Assessors	PC NCAS Prelim & Level 1	PCAWA Approved Assessors \$150 per day + Mileage and out of pocket expenses (i.e. accommodation, meals) NOTE: Video Assessments attract same fees i.e. \$150 per assessment	\$50 to be paid to PCAWA by each candidate prior to assessment, balance paid by State Coaching Panel.

MILEAGE: 50 cents per kilometre (each way)

FORMS AND DOWNLOADS

The following forms/documents can be *downloaded*:

- Claim for Out of Pocket Expenses

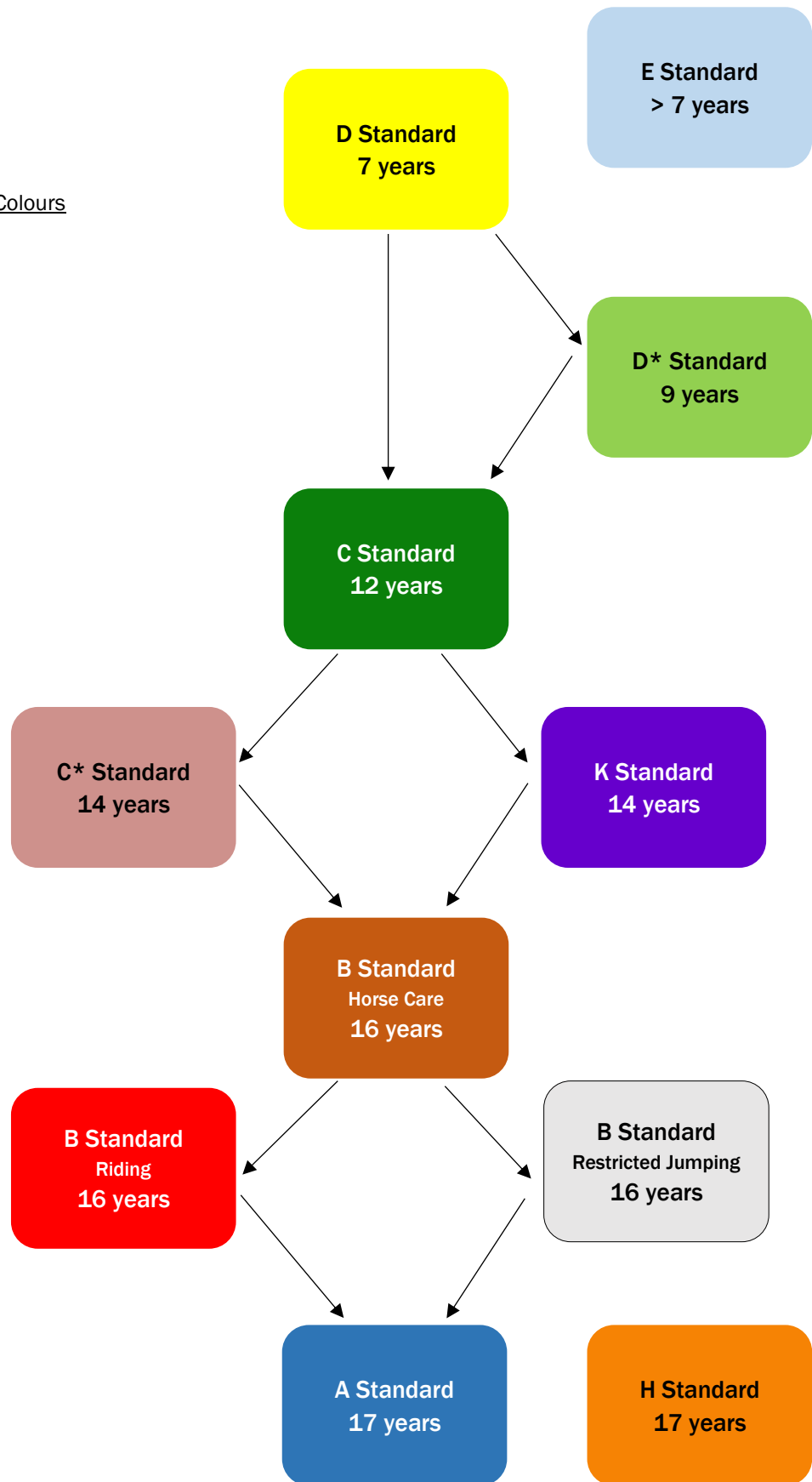
Part 3: Coaching

SECTION 7: EFFICIENCY CERTIFICATES

PCA EFFICIENCY CERTIFICATES FLOWCHART

Efficiency Certificate Colours

- E Efficiency Certificate
- D Efficiency Certificate
- D* Efficiency Certificate
- C Efficiency Certificate
- C* Efficiency Certificate
- K Efficiency Certificate
- B Std (Horse Care) Efficiency Certificate
- B Std (Riding) Efficiency Certificate
- B Std (Rest. Jumping) Efficiency Certificate
- A Std Efficiency Certificate
- H Std Efficiency Certificate



PCA EFFICIENCY STANDARDS

The Pony Club Australia Syllabus of Instruction sets out in detail the requirements of each Efficiency Test and is available online or from PCAWA Office or PCA National office. Efficiency Certificate Levels: E, D, D*, C, C* or K, B, and A, must be gained in that order, i.e. each is a prerequisite for the higher standard, except E & D* which are option Certificates. There is no prerequisite for the H Certificate.

The Pony Club structure encourages Riding Members to prepare for and take tests which enables them to learn progressively about horse and pony care (horsemastership) and riding (horsemanship). The tests are designed for the member to progress from one standard of learning to the next with certain objectives in mind. Although some requirements of each test may vary slightly from country to country because of geographic location, local activities or climatic conditions, the tests are based on a worldwide policy.

PROCEDURE FOR EFFICIENCY CERTIFICATE EXAMINATIONS

Candidates must wear formal Pony Club uniform for Certificate Examinations.

Horse must be presented as per Exam requirements.

Horse and rider combinations for practical assessment must be qualified as per State Rules.

E Efficiency Certificate

- Minimum age less than 7 years – Pale Blue.

Practical tests are arranged by the Club Chief Coach. The Examiner on the day, appointed by Club Chief Coach from the Coaches within their own club or from another Club.

E Certificate Exam results are to be returned to PCAWA and Certificates and discs are then sent to the Clubs for presentation.

D Efficiency Certificate

- Minimum age 7 years – Yellow.

Practical tests are arranged by the Club Chief Coach. The Examiner on the day, appointed by Club Chief Coach from the Coaches within their own club or from another Club.

D Certificate Exam results are to be returned to PCAWA and Certificates and discs are then sent to the Clubs for presentation.

D Star Efficiency Certificate

- Minimum age 9 years – Lime Green.

Practical tests are arranged by the Club Chief Coach. The Examiner on the day, appointed by Club Chief Coach from the Coaches within their own club or from another Club.

D Star Certificate Exam results are to be returned to PCAWA and Certificates and discs are then sent to the Clubs for presentation.

C Efficiency Certificate

- Minimum age 12 years – Green.

Practical tests are arranged by the Club Chief Coach. The Examiner on the day must be on the current PCAWA official C Examiners list. The Examiner marks the workbook. Candidates must complete the written workbook before attempting the practical test.

Candidates may go to another Club or Zone to be examined with the approval from their Club Chief Coach and the Club conducting the test.

C Certificate Exam results are to be returned to PCAWA and Certificates and discs are then sent to the Clubs for presentation.

C Star Efficiency Certificate

- Minimum age 14 years – Pink.

Practical tests are arranged by the Zone C Star Coordinator. Applications to be made to Zone Coach Coordinator by the Club Chief Coach.

Applicants must submit their completed work books at least two weeks prior to the practical exam.

The Examiners, minimum of two on the day must be on the current PCAWA official C Star Examiners list.

C Star Efficiency test should be held when required in the zone. Candidates may go to another Zone to be examined with the approval from their Club Chief Coach and Zone Coach Coordinator.

C Star Certificate Exam results are to be returned to PCAWA and Certificates and discs are then sent to the Clubs for presentation.

K Efficiency Certificate

- Minimum age 14 years – Purple.

Applications to be made to the Zone K Coordinator by the Club K Coordinator.

Applicant must submit completed K Workbooks at least two weeks prior to practical exam.

The Chief Examiner must be on the PCAWA Officials Examiners list.

Additional K Examiners, specialists in their field, may be appointed, to test the selected options.

K efficiency tests should be conducted when required in the Zone. Candidates may go to another zone for examination, with the approval from their club and the Zone K Coordinator.

K Certificate Exam results are to be returned to PCAWA and Certificates and discs are then sent to the Clubs for presentation.

A/B/H Efficiency Certificate

- B Standard Horse Care – minimum age 15 years – Brown.
- B Standard Riding – minimum age 16 years – Red.
- B Standard (Restricted Jumping) – minimum age 16 years – White.
- H Standard – minimum age 17 years – Orange.
- A Standard – minimum age 17 years – Blue.

Members must apply to become an A/B/H Candidate with PCAWA.

Applicants will be contacted directly by PCAWA advising them of assessment schools, clinics etc. and dates of practical examination.

LANDCARE AND BUSH SKILL CERTIFICATES

Objectives:

- To increase knowledge of all Landcare matters amongst our members.
- To use the unique opportunity of riding in order to appreciate the surroundings.
- To create and establish an abiding interest in wildlife and the care of the land.
- To provide enjoyment while learning and in this way it is hoped the knowledge will be almost unconsciously absorbed.

Club Landcare and Bush Skills Coordinator

- Clubs to appoint a Landcare Coordinator.
- The Landcare Coordinator need not be a club coach, they can be a parent or grandparent who would like to teach pony club members about the environment but must be on the strength return of a PCAWA Affiliated Club.
- The role needs someone who cares for the land and the future of the environment.
- The appointed person to liaise with the Club Chief Coach and State Landcare Coordinator, State Coaching Panel.

Completing the Landcare program

- Purchase Landcare Workbooks from PCAWA. A book is required for each rider.
- The books are self-explanatory with questions, answers and award certificates
- There is no set age limit. If a member is capable of reading the material, they should be encouraged to participate.
- Depending upon the age of the riders and the numbers in the group, the time allocated at each rally is 30 to 45 minutes.
- After rally 3, the riders who have completed all of the requirements listed are given their books back to revise for their examination at the 4th rally.
- Invite your Club President or other Club Official prior to rally 4 to examine the riders.
- When all three books are complete, the coordinator notifies PCAWA of the names and ages of each rider and applies to PCAWA for the Landcare and Bush Skills Certificates and Badges.

The award fills the gap between E and C, especially for members who join Pony Club when very young.

FORMS AND DOWNLOADS

The following forms/documents can be *downloaded*:

- A Candidate Registration Form
- A Exam Application Form
- A Option Assessment Sheets
- B Candidate Registration Form
- B Exam Application Form
- C Efficiency Certificate Worksheets
- C Exam Guideline Letter to Clubs
- C Examiners Report Form
- C Test Marking Sheets
- C* & K Guidelines
- C* Exam Application Form
- C* Examiners Report Form
- C* Marking Sheets
- C*& K Worksheets
- D Certificate Examiners Report
- D Test Marking Sheet
- D* Certificate Examiners Report
- D* Test Marking Sheet
- E Certificate Examiners Report
- E Test Marking Sheet
- H Candidate Registration Form
- PCA Syllabus.