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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

Part 4: Competition and Training

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Part 4: Competition and Training

SECTION 1: TRAINING

DEVELOPMENT SQUAD

In 2010 PCAWA introduced the PCAWA Development Squad.

The PCAWA Development Squad members will be coached in the relevant discipline(s) of Dressage, Show Jumping, Eventing and Games. A series of training sessions will be held through the year in various locations.

A range of Lectures will cover Rider Fitness, Mental Skills, Motivation and Pre-Competition Skills, Feeding the Competition Horse, Training for Fitness, Care of the Horse during and after Competition.

Any member wishing to apply for the development squad should submit an application. All applications from riders 12 years and above will be considered and ongoing assessments will be made during the development program.

Riders at the required levels will need to provide sufficient proof of competence. It is therefore important that documentary evidence of results in Dressage, Show Jumping or Eventing events are kept and submitted when requested.

All riders who are selected for the development squad will be expected to give a fair degree of commitment to the training program

This is a great opportunity for riders who aspire to achieve a higher level. All details and forms available on the *PCAWA website* .

A Development Squad Application Form can be *downloaded*.

Part 4: Competition and Training

SECTION 2: CODES OF CONDUCT

CODES OF CONDUCT

The competitors, the Team Managers, all Club Officials and Parents must abide by the PCAWA Code of Conduct. Breaches of the Code of Conduct may entail disqualification of the individual competitor, or the team.

The use of bad and/or abusive language by a competitor, the Team Manager, any Club Official or parent may entail disqualification from any Pony Club event.

Rider

1. Ride by the rules.
2. Never argue with an official. If you disagree, have your Team Manager approach the Official during a break or after the competition.
3. Control your temper. Verbal abuse of Officials, sledging other competitors, deliberately distracting or provoking an opponent is not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or for your team. Your team's performance will benefit; so will you.
5. Be a good sport. Applaud all good efforts whether they are by your team or other competitors. Treat all participants in your sport, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another competitor.
6. Cooperate with your coach, teammates and opponents. Without them there would be no competition.
7. Participate for your own enjoyment and benefit, not just to please parents and coaches.
8. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parent/Guardian

1. Remember that children participate in sport for their enjoyment.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a compete
6. Remember that children learn by best example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.

9. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Spectator

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young rider for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or riders.
4. Show respect for your team's opponents. Without them there would be no competition.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass riders, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Administrators

1. Involve your people in planning, leadership, evaluation and decision making relating to the activity.
2. Give all young people equal opportunities to participate.
3. Create pathways for young people to participate in sport not just as a player but also as a coach, referee and administrator etc.
4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity of young riders.
5. Provide quality supervision and instruction for junior riders.
6. Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
7. Help instructors and officials highlight appropriate behaviour and skill development, and help improve the standard of instruction and officiating.
8. Ensure everyone involved in junior sport emphasises fair play, and not winning at all costs.
9. Give a code of behaviour sheet to spectators, officials, parents, instructors, riders and the media and encourage them to follow it. Remember you set an example. Your behaviour and comments should be positive and supportive.
10. Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
11. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background and religion.

Officials

1. Compliment and encourage all participants.
2. Be consistent, objective and courteous when making decisions.
3. Condemn non supportive behaviour and promote respect for all opponents.
4. Emphasise the spirit of the competition rather than the errors.
5. Encourage and promote rule changes that will make participation more enjoyable.
6. Be a good sport yourself. Actions speak louder than words.
7. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
8. Remember you set an example. Your behaviour and comments should be positive and supportive.
9. Place the safety and welfare of the participants above all else.
10. Give all you people a 'fair go' regardless of their gender, ability, cultural background or religion.

Part 4: Competition and Training

SECTION 3: STATE COMPETITION

FESTIVAL

The PCAWA Festival is a biennial event that has been running since 1975. The Festival is an opportunity for Pony Clubbers to enjoy a full and varied program of riding and fun. It is a more informal weekend of riding than the Championships and a great opportunity to try something a little bit different.

STATE CHAMPIONSHIPS

The Pony Club Association of Western Australia conducts state wide Championships events annually. The Championship competitions include:

- Dressage
- Eventing
- Novelties
- Prince Philip Mounted Games
- Show Jumping
- Tetrathlon.

Entries are invited from Pony Clubs or Zones for teams of two, three, four or more riders – the number of entries per Club or Zone may differ from year to year according to the venue the number of entries received, the format for the Championships, or other considerations. Zone Runoffs must be completed by the time the Championships Entries close.

DECLARATION FORM – Entries for all Championships will not be accepted without the signed Attendance/Qualification Declaration.

QUALIFICATIONS FOR ZONE AND STATE COMPETITION

To enter in Zone/State/National competition, the horse and rider combination must attend three working rallies of a Pony Club, in the previous 12 months, two of which must have been at the Club which they will be representing. Refer to the specific regulations for competition entry.

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.

Qualifications must be fully gained prior to the Close of Entries to any Zone or Club Selection/Run Off for any State Championship.

The dates on which Associate attend their own Pony Club rallies to help and coach, unpaid, 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.

Rider Criteria

All riders entering any State Championship event MUST meet the following criteria:

- Be current financial members of a Pony Club affiliated with the PCAWA.
- Must be qualified as per State Rules.
- Where there are height restrictions on horses or ponies (e.g. under 14.2h, etc.) height certificates may be required, particularly where the pony or horse may be close to the maximum or minimum height.
- All competitors should be aware of the Rules of the discipline in which they are competing. Rule Books for each discipline are available on the *PCAWA website*.

Age of Rider

For all State Championship events conducted by the Pony Club Association of Western Australia Inc. the age of the rider is taken as at the first day of the Year.

Age of Horse

For all State Championship events conducted by the Pony Club Association of Western Australia Inc. the horse or pony must have attained the age of four years.

Uniform

When competing in a Pony Club Team competition, Pony Club Uniform is required to be worn. When competing in a Zone Team competition, Zone Uniform is required to be worn. When competing in individual events, Pony Club Uniform is required to be worn.

A competitor whose safety helmet comes off his or her head whilst riding in any competition must, on penalty of elimination, replace it before continuing.

Smoking or the consumption of alcohol will not be permitted while Riders are wearing Zone or Pony Club uniform. The penalty may be disqualification of the individual or the team.

Gear Checking

All saddlery must comply with the current PCAWA Gear Checking Manual and any subsequent amendments see the *PCAWA website - Gear Checking*.

Riders must be accompanied by the Team Manager for Gear Checking prior to the start of the competition. Gear Checking is carried out prior to each phase of a competition.

The Team Manager must NOT be riding in any activity on the day. Teams presenting with a rider as their Team Manager will not be accepted.

Substitutions

In the case of injury after the closing date an application for substitution of a team member or horse must be made to the appropriate Discipline Sub-Committee and such applications will be given full consideration. Substitute horse and rider combinations must be appropriately qualified.

Clubs may not substitute a member of a composite team to fill a vacancy in a Club Team once the Draw has been completed. A duly qualified horse and rider combination, not already entered in the competition may be substituted.

Presentations

Presentation ceremonies may be held at the conclusion of an event, or at a scheduled time during a Championship weekend. They may be mounted or unmounted and all competitors will be duly advised on the day of the Championships in this regard.

Unless otherwise advised, all riders are required to attend the Presentation Ceremony, and must be in correct Pony Club or Zone uniform. If a member is not in attendance at the Presentations, the ribbon or other award may be withheld. Should there be a genuine reason for a rider having to leave the event prior to or during the Presentation Ceremony; permission to do so must first be obtained from the organisers.

The PCAWA endeavours to obtain sponsorship for many of the Championship events and it is discourteous to the sponsor and other competitors where a rider does not attend the Presentation Ceremony or leaves before the Ceremony has concluded.

Helpers

Clubs and Zones entering teams of riders must submit the names of the required number of helpers. This helper must be present prior to the start of the event. Where a nominated helper is unavailable on the day, it is the responsibility of the Club or Zone to find a replacement. Failure to attend or to arrange a replacement helper will mean that the team will not be permitted to start. Team helpers should not be the same person as the Team Manager.

The list of helpers and times they need to be available at the competition is sent to Club Secretaries prior to the competition. If a parent of a rider has not received information in this regard before the date of the event, it is up to the parent to contact their Club Secretary.

Swabbing

As from 1 January 2000, the PCAWA has adopted a policy of random swabbing. Swabbing may be carried out at any or all of the annual Championship events in any or all disciplines.

Refunds

Entry Fees are generally only refunded by the PCAWA as follows:

- Where an entry is not accepted by the PCAWA due to the total number of entries received – refund in full.
- Where a Doctor's Certificate or a Veterinary Certificate is provided – refund in full, less administration fee.
- Requests for refunds must be forwarded to PCAWA Office, together with the required Certificate, within seven days following the competition.

Closing Dates

Entries for all Championship events must be made by the Closing Date, which is advised on the entry forms and website. NO LATE ENTRIES WILL BE ACCEPTED.

Overdue Accounts

Any Club or individual who has an outstanding account, over 60 days, with PCAWA will not be permitted to participate in State Championships until such time payment has been received in full.

Dogs at PCAWA Events

As of 2011, NO DOGS will be permitted at any PCAWA State Championship or preliminary event. If dogs are found to be at these events, the rider to whom the dog belongs or is associated will be disqualified.

Use of Portable Yards at Events

Stabling and yards should be of solid construction. The use of electrified tape, strings, ropes or chains, is not permitted at Pony Club Events.

Details of all current year Championship events and rules are available at the *PCAWA website - Disciplines*.

DUTIES OF A TEAM MANAGER FOR ALL DISCIPLINES

- Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA.
- Clubs/Zones are responsible for ensuring their Teams and Team Managers present safely and correctly attired.
- Team Managers/responsible adult from the club must accompany teams when reporting for Gear Check. Teams reporting without one of these people will not be accepted as there is no-one responsible for riders or possible gear changes. This causes unnecessary hold-ups.
- Teams presenting with inappropriately dressed Team Managers/responsible adult from the club will not be accepted for Gear Check until such time as the Team Manager is suitable attired or replaced by a correctly attired person.
- The Team Manager/responsible adult from the club must NOT be riding in any activity on the day.
- Teams presenting with a rider as their Team Manager will not be accepted.
- Gear Checkers cannot be held responsible for delays caused by Teams/Team Managers/responsible adult from the club not presenting correctly or on time.

GEAR CHECKER WILL NOT ADJUST SADDLERY.

NO GEAR MAY BE ALTERED AFTER PASSING THE GEAR CHECKER.

The Team Manager is the ONLY person allowed to lodge a protest on behalf of a team.

Team Managers must:

- Be conversant with the rules for the relevant discipline and have a current copy of the relevant Rule Book, particularly when giving advice to team members.
- Attend briefings where necessary, e.g. Prince Philip Mounted Games.
- Arrange to meet team members at designated time and venue.
- Collect rider numbers at designated time and venue.
- Collect rider numbers/programs/maps.
- Check if there are any scratchings – in case your team will be required earlier than expected.
- Advise team members of any changes to the competition as they become known.
- Ensure that team members have their numbers (if required).
- Ensure that team members have the correct gear and dress for the appropriate discipline or phase of that discipline.
- Ensure that team members are ready in ample time for the Gear Check(s).
- Must be with the team at all Gear Checks, and attend to any adjustments etc. as required by the gear checkers.

- Advise team members of any problems with the grounds etc. as they become known.
- Ensure team is ready, correctly presented, in ample time for presentations.
- Be with team members at presentations.

THE ROLE OF TEAM MANAGER IS VITAL TO THE SUCCESS OF THE TEAM

TROPHIES AWARDED AT STATE CHAMPIONSHIPS

Dressage

Zone Teams Challenge	Zone Teams Championship
Kanandah Trophy	Team of 4 Riders
Gingamurrah Trophy	Team of 4 Riders
Wanda Nelson Trophy	Pair Ponies 14.2 & under
Stuart Harkness Trophy	Pair Horses 14.2 & over
Oakover Terena Musical Ride Trophy	Club Teams
Plunkett Trophy Club	Teams of 3 or 4 riders

Eventing

Grade PC 1*

SANS PEUR TROPHY – Donated by Mrs Helen Clements

This trophy is presented to the rider in Grade PC 1* who obtains the lowest number of penalty points over the three phases.

NEVILLE WESTLUND TROPHY – Donated by Hills Zone

This trophy is presented to the rider in Grade PC 1* who obtains the lowest number of penalty points over the Cross Country and Jumping phases.

GRADE PC105

LILA MALLOCH TROPHY – Donated by the late Miss Malloch

This trophy is presented to the PC105 Team with the lowest number of penalty points with any three riders over the three phases.

DR STEVENSON TROPHY – Donated by Dr Stevenson

This trophy is presented to the Grade PC105 Team, which obtains the lowest number of penalty points with any three riders over the Cross Country and Jumping phases. If there is a tie the fourth score will count.

TEAMS DRESSAGE TROPHY – Donated by the Australian Quarter Horse Association. 1973

This trophy is presented to the Grade PC105 Team, which obtains the lowest number of penalty points with any three riders in the Dressage phase. The score of an eliminated rider will not count.

Grade PC95

LINDISFARNE TROPHY – Donated by Mrs Jean Lishman

This trophy will be presented to the Grade PC95 Team with the lowest number of penalty points with any three riders over the three phases.

WEST COASTAL ZONE TROPHY – Donated by the West Coastal Zone

This trophy is presented to the Grade PC95 Team, which obtains the lowest number of penalty points with any three riders over the Cross Country and Jumping phases. If there is a tie the fourth score will count.

TEAMS DRESSAGE TROPHY – Donated by Margaret River Pony Club

This Trophy is presented to the Grade PC95 Team which obtains the lowest number of penalty points in the Dressage phase with any three riders. The score of an eliminated rider will not count.

Grade PC80

SOUTH WEST ZONE TROPHY – Donated by the South West Zone

This trophy will be presented to the Grade PC80 Team with the lowest number of penalty points with any three riders over the three phases.

HILLS ZONE TROPHY – Donated by Hills Zone

This trophy will be presented to the Grade PC80 Team, which obtains the lowest number of penalty points with any three riders over the Cross Country and Jumping phases. If there is a tie the fourth score will count.

HILLS ZONE DRESSAGE TROPHY – Donated by Hills Zone

This Trophy is presented to the Grade PC80 Team, which obtains the lowest number of penalty points in the Dressage phase with any three riders. The score of an eliminated rider will not count.

Novelties

Virbac Australia Trophy Hi-Point Novelty Teams in each division.

City of Swan Pony Club Mount Zone Teams in each division.

Prince Philip Mounted Games

Australian Pony Stud Book Trophy

Junior Division

The Bob Wilkie Perpetual Trophy

Senior Division

Show Jumping Championships

Equitation Jumping Trophy

Donated by Michele Wilkie

Tetrathlon

Ozanne Family Trophy

Metropolitan Zone Trophy

Swan Zone

Equimec Trophy

Hickson Family

PCAWA

Lucy Oorschot Memorial Trophy

McCormack Family

G&M Inglis Trophy

A Grade Teams

B Grade Teams

B Grade Junior Teams

C Grade Senior Teams

C Grade Junior

D Grade Junior

Highest Female combined run/swim points

Highest Team Score – shooting

D Grade Club Teams

Part 4: Competition and Training

SECTION 4: NATIONAL COMPETITION

NATIONAL PONY CLUB CHAMPIONSHIPS

In 1995 the Pony Club Association of New South Wales hosted the first National Championships at Wagga Wagga. It was initiated as a lead up to the Sydney Olympic Games, to be held in 2000, and was given the title of “Towards 2000”. National Championships for both Junior and Senior teams in Dressage, Horse Trials and Show Jumping were staged, and the Prince Philip Games Junior Championships were also held in conjunction with the other disciplines.

The inaugural event was most successful and was followed in 1997 by the Pony Club Association of South Australia, who hosted the “One Step Closer” National Championships.

The Pony Club Association of Victoria hosted the 1999 event, which was titled “The Final Countdown”.

The Pony Club Association of South Australia hosted the Australian Pony Club National Championships, ‘Beyond 2000’ in 2002. It has since been held in WA 2005, QLD 2007, NSW 2009, Victoria 2011 and WA in 2013.

NATIONAL MOUNTED GAMES CHAMPIONSHIPS

During 1995 the Australian Pony Club Council granted permission for a National Championship event to be held for senior riders (not eligible for the National Prince Philip Games Championships). The first National Mounted Games competition was hosted by South Australia in 1996 and the Trophy was named in memory of Mr Allan Hession, who contributed so much to Prince Philip Games.

Since then the event has been held annually.

Part 4: Competition and Training

SECTION 5: INTERNATIONAL COMPETITION

THE INTERPACIFIC EXCHANGE

The idea of an Interpacific Pony Club Exchange originated from a visit in 1960 of Victorian and New South Wales pony Club members to the Pebble Beach Pony Club in California.

This first “exchange” was such a success that the Pony Club Association of Victoria issued an invitation to the United States of America, Canada, New Zealand and all Australian States, to participate in an “exchange” in Victoria in 1961. The USA was always a member of this exchange until their last attendance in 1975. They re-joined the Interpacific Exchange Rally in 1999, when they were hosts.

During this visit the first Interpacific Committee was formed. It was agreed that exchanges should take place every second year.

The Exchange consists of a minimum of two weeks, and a maximum of three weeks during which the participants will tour the host country, visiting various areas and various Pony Clubs. The teams also participate in three competitions and spend many hours in training for the competitions.

One competition is the Horse Trials, a three-phase combined event, consisting of Dressage, Cross Country Jumping and Show Jumping. The teams for this event are scrambled, that is teams are made up of one member from each country. They compete for the “Kangaroo Trophy”.

Another competition is a Teams Show Jumping Event for the “Goodwill Trophy”. The teams from each country compete against each other under Nations Cup Rules.

A third competition is held which is selected by the host country. Events which have been held have included a polocrosse competition, a Tetrathlon and a ride and drive event.

The purpose of this Exchange is summed up in the words of one of the Exchange Founders from the USA.

“The purpose of these Exchanges is to enable children of different countries, bonded together by their common interest, to visit each other, to live, play and work together with the idea of becoming friends, to learn about each other's countries and customs and exchange ideas especially about horses and the various methods of riding, training and caring for them.”

At present the Interpacific Exchange Rally is open to teams of Pony Club riders aged 17 to 21 years (inclusive) representing the countries of Canada, Hong Kong, Australia, Great Britain, Japan, the United States of America and New Zealand. Essentially it is a youth exchange scheme aimed at furthering cordial relationships between the youth of the competing countries. A team usually consists of six riders.

The minimum pre-requisite for selection is the B Efficiency Certificate with proven experience in eventing and show jumping. Nominees for selection will need to have experience on a variety of mounts at top Pony Club level in both fields. The competition, on strange horses, is strong and the selected riders need to be the best available in their field.

Selection

Selection to represent Australia in the Interpacific is the ultimate honour available to Pony Club members. Nominees therefore should display additional talents to their proven horsemanship.

They should be enthusiastic and operative at club level to earn nomination. They will have a proven record of regular attendance at Pony Club Working Rallies.

As representatives of Australian youth, courtesy, deportment and grooming are important.

They will need to be a good ambassador for their State and Country and should be able to speak on behalf of the team (sometimes at short notice).

They should have current knowledge of Pony Club aims and objects and what Pony Club is all about. Candidates should also be expected to have a reasonable knowledge of their own State and Australia, and of the country hosting the Interpacific Exchange Rally.

INTERNATIONAL MOUNTED GAMES

In 1988 Australia was invited to compete in the International Mounted Games competition, which had been contested in previous years by Great Britain, Canada and the United States of America.

The International Mounted Games competition was held in the Southern Hemisphere for the first time in 1994, with the Pony Club Association of Western Australia Inc. hosting the visiting teams for three weeks. The competition was held at Beverley on 27 August 1994, as part of the Beverley Agricultural Show.

With seven States and Territories wishing to nominate riders for the International Teams, and only five riders comprising a team, a roster system has been put in place by the PCA Board. Two States annually are not eligible to nominate a representative in the Australian Team.

Selection

Applicants must demonstrate their ability to ride their own and other ponies. A number of candidates who have demonstrated their riding ability, will be interviewed by the panel of Selectors and the State President.

Must be able to demonstrate to the Selection Panel that they have met the necessary standards of discipline, behaviour, presentation, ambassadorial skills, team spirit and general conduct during their membership of Pony Club.

The successful Candidate and a reserve will be advised of their selection at the conclusion of the weekend.

INTERNATIONAL TETRATHLON EXCHANGE

International Tetrathlon Exchange is held every second year and has been hosted by UK/Ireland, US, and Australia

Tetrathlon is comprised of Riding, Running, Swimming and Shooting, with slight differences in each country. For example, although most countries shoot with air pistols.

The Exchange is open to members aged between 16 and 21 years and consists of both competition and tour activities.

INTERNATIONAL QUIZ

The Annual Quiz Competition is held in Canada and the USA. This event is held every three years at the US Pony Club Festival with all disciplines and States coming together to compete over the week.

In Pony Club Quiz, members compete as teams, without horses or ponies. Quiz tests knowledge, not skills. The Quiz has three parts: a written test, which each competitor does independently; a visual test where competitors identify strange... obscure... or unusual objects of a horsey nature by sight, again individually; and an oral test which may be done either individually or as a team (each team gets to confer before answering). Each individual's scores go toward his/her team's total.

Pony Club Australia Inc. was invited to send a team of four quiz competitors aged 16 years and under 26 years for the first time in 2014.

Part 4: Competition and Training

SECTION 6: SELECTION PROCEDURES

SELECTORS

Guidelines for the Appointment of Selectors

All Selectors must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA

The appointment of suitable selectors is the first step in ensuring fairness in the selection process.

Selectors should hold a recognised current Coaching Accreditation.

Selectors should have at least three years' Pony Club experience at Club level or above.

Selectors must have a thorough knowledge of the rules and conditions of the discipline and the competition for which they are to select riders.

Selectors must not have a personal association with any of the candidates. This includes parent, guardian or other close relation of the candidate.

Each Discipline Committee to appoint their own Selectors, in accordance with the above criteria, and the Selectors so appointed must be endorsed by the PCAWA Board.

On some occasions it may be appropriate to add to the selection panel a person who is not a current financial Pony Club member, but who has a high profile within the sport and who is held in high regard by the equestrian community. In this instance, the person should be nominated by the discipline Committee, and approved by the Board.

The Discipline Committee to advise the Selectors in writing, at least seven days prior to the selection day, of the date, time and venue. At the same time, all Selectors should be provided with a copy of the relevant sections of the PCAWA 'Guidelines for Selectors'.

The procedures of the Selection Panel are confidential and matters discussed during the process should not be disclosed to any other person (including the discipline Committee).

The decisions of the Selection Panel should preferably be unanimous, but if after discussion a unanimous decision cannot be reached then a simple majority will suffice.

Guidelines for Selectors

Selectors should peruse the 'Guidelines for Selectors' prior to the selection day and any queries which they may have should be directed to the Discipline Committee, or the Board of the PCAWA.

The Coordinator of Selectors and/or Sub-Committee will provide all Selectors with a check list sheet and point scoring system setting out all areas of assessment. Additionally, if requested, Selectors should be provided with background information, such as rules for the competition, or other relevant details which may assist the selection process.

Selectors should arrive at the venue at least 30 minutes prior to the scheduled commencement time. A Chairman of Selectors shall be elected on the day by the Panel of Selectors.

Selectors should be dressed appropriately (i.e. as for a Pony Club rally, with a neat and tidy appearance, with safe footwear). The PCAWA expects that all candidates for selection should be dressed in correct Pony Club uniform, and selectors must be prepared to set an example in this regard.

Selectors should take the following into account in making their decisions:

- Selection in a State or National Team is the ultimate honour available to 'Pony Clubbers' throughout Australia. Apart from the candidates' riding ability, they must be true 'Pony Clubbers' – still active and involved in their Club.
- They must be a fitting ambassador to represent Western Australia and/or Australia on the National or International scene.
- Candidates must demonstrate talents other than their horsemanship – they must be active, enthusiastic and cooperative at Club level.
- As guests of a host State or Country they are often entertained by civic dignitaries and should display interest in, and good general knowledge of their own State or Australia, and the host State or Country and be able to communicate with their elders as well as their peers.
- They should have acceptable general social behaviour and ability to get on with fellow team members.
- Their standard of dress, speech, table manners and general conduct should be taken into consideration. They will need to be able to cope with unexpected situations without showing undue stress or excitement.
- Candidates, if selected, may be asked to speak at various functions, and should be able to do so in an appropriate manner.
- Candidates should be honest, reliable and have the ability to mix with all manner of people – courteous to those in authority, with a willingness to accept decisions made by team officials.
- Candidates should be prepared to proudly wear the State or Australian uniform.
- Candidates should show strength of character, in particular the ability to resist peer pressure in relation to alcohol, smoking, illegal drugs and unseemly behaviour.
- While teams from other States and/or countries may not have similar guidelines, Candidates will need to be informed that they will be expected to accept the code of conduct imposed by the PCAWA and conduct themselves with dignity and control at all times.
- Selectors should receive a copy of each completed application form for all Candidates, prior to the selection day.
- If the selection process involves choosing a Training Squad, from which members of the Team will be selected, Selectors must be prepared to attend the majority of training days, so that all Candidates can be observed in a number of different situations, and they can be judged against all of the selection criteria.

The above criteria are equally as important as riding skills. A good ambassador with average riding skills is considered a better choice than an above average rider who cannot be relied upon to behave in an appropriate manner.

Selectors choosing members for a State Training Squad may not be able to assess all of the above, however when members of a State Team are being selected their participation and behaviour at Training Sessions can be taken into account.

CANDIDATES

Guidelines for Candidates Seeking Selection

Dates for selection days, and the criteria for selection (age groups, Certificates required, performance levels, etc.) are circulated to all PCAWA Members/Member Clubs and will be placed on the PCAWA website.

Read the selection criteria carefully, to ensure that you are eligible for selection. This applies particularly to the standard for the competition. If you have any queries, contact your Club Secretary or Chief Coach in the first instance.

Ensure that application forms are correctly completed, and that all the necessary signatures are obtained in time to meet the closing date.

If the selection criteria indicate that you may be interviewed as part of the selection process, ensure that you have revised your knowledge of Pony Club in WA (if an International event, Pony Club in Australia) and that you have some knowledge of your State and Australia generally. If you are being considered for selection as an International representative, some information on the country hosting the event will also be helpful.

Candidates should bear in mind that Selectors will be taking the following into account:

- Candidates must be a current financial member of a Pony Club affiliated with the Pony Club Association of Western Australia Inc.
- Selection as an International representative or in a State or National Team is the ultimate honour available to 'Pony Clubbers' throughout Australia. Apart from the candidates' riding ability, they must be true 'Pony Clubbers' – still active and involved in their Club.
- They must be a fitting ambassador to represent Western Australia and/or Australia on the National or International scene.
- Candidates must demonstrate talents other than their horsemanship – they must be active, enthusiastic and cooperative at Club level.
- As guests of a host State or Country they are often entertained by civic dignitaries and should display interest in, and good general knowledge of their own State or Australia, and the host State or Country and be able to communicate with their elders as well as their peers.
- They should have acceptable general social behaviour and ability to get on with fellow team members.

- Their standard of dress, speech, table manners and general conduct should be taken into consideration. They will need to be able to cope with unexpected situations without showing undue stress or excitement.
- Candidates, if selected, may be asked to speak at various functions, and should be able to do so in an appropriate manner.
- Candidates should be honest, reliable and have the ability to mix with all manner of people – courteous to those in authority, with a willingness to accept decisions made by team officials.
- Candidates should be prepared to proudly wear the State or Australian uniform.
- Candidates should show strength of character, in particular the ability to resist peer pressure in relation to alcohol, smoking, illegal drugs and unseemly behaviour.
- While teams from other States and/or countries may not have similar guidelines, Candidates are required to sign and accept the Code of Conduct imposed by the PCAWA and must therefore conduct themselves with dignity and control at all times.
- Selectors have been advised that the above criteria are equally as important as riding skills. A good ambassador with average riding skills is considered a better choice than an above average rider who cannot be relied upon to behave in an appropriate manner.

SELECTION OF STATE TRAINING SQUADS AND TEAMS

Summary information regarding the selection of Training Squads and Teams follows. Further information and application forms will be available from the *PCAWA website*, and will also be distributed to Clubs.

State Training Squad Selection

Candidates:

- Must complete the required application form which will be available on www.pcawa.com and sent to all Clubs.
- Must meet the prescribed competition standard as a horse and rider combination prior to the closing date for applications for Training Squad. (Standards will be set out in the application form).
- Must have attended a minimum of three working rallies as a horse and rider combination, with the horse on which they wish to be considered for selection, at their own Pony Club in the twelve months prior to the closing date for applications for Training Squad.
- Must hold a minimum of the C Efficiency Certificate prior to the closing date for applications for Training Squad.
- Must have a basic knowledge of the Pony Club Aims and Objectives and be an enthusiastic and cooperative Club member who will make a good ambassador for their State and/or Country.

- Must be available for qualifying days and/or selection days and training days and abide by all decisions. Exemptions may be granted by the Selectors in the case of illness of rider or injury to the horse.
- Must have included a signed Code of Conduct form with their application form.

National Team Selection

The PCAWA Office or relevant Discipline Committee shall advise in writing, all members of the Training Squad and members of the Selection Panel, the date, venue and time for the selection of Team Members. Such notice shall be provided to all Training Squad members and the Selection Panel no less than seven days prior to the selection day.

Must have complied with the reasonable requests of the Team Coach, Team Manager and Selectors during their membership of the Training Squad.

Must have provided the necessary results from competitions, and have attained the required percentages, in which they have participated during their membership of the Training Squad. Exemptions may be granted by the Selectors in the case of illness of rider or injury to the horse.

Must have demonstrated to the Team Coach, Team Manager and the Selectors that they have met the necessary standards during the Training period to justify their selection as a Team Member. This includes discipline, behaviour, presentation ambassadorial skills, team spirit and general conduct.

Must hold a minimum of the C Efficiency Certificate prior to the closing date for applications for Team Selection if 16 years or under.

Must hold a minimum of the C* or K Efficiency Certificate prior to the closing date for applications for Team Selection if 17 years or over.

Training Squad Selection – Prince Philip Mounted Games

Candidates:

- Must complete the required application form which will be available on www.pcawa.com and sent to all Clubs.
- Must have attended a minimum of three working rallies (not necessarily as a horse and rider combination) at their own Pony Club in the 12 months prior to the closing date for applications.
- Must hold a minimum of the C Efficiency Certificate prior to the closing date for applications for Training Squad.
- Must have a basic knowledge of the Pony Club Aims and Objectives and be an enthusiastic and cooperative Club member who will make a good ambassador for their State and/or Country.
- Must be available for qualifying, training, and/or selection days and abide by all decisions. Exemptions may be granted by the Selectors in the case of illness of rider.
- Ideally, should have been a member of a Prince Philip Games team at Club level, and experience as a team member in Prince Philip Games at the Pony Club Championships will be highly regarded, but is not essential.

- Must have included a signed Code of Conduct form with their application form.

Team Selection for Mounted Games

The Discipline Committee shall advise in writing, all members of the Training Squad and members of the Selection Panel, the date, venue and time for the selection of Team Members. Such notice shall be provided to all Training Squad members and the Selection Panel no less than seven days prior to the selection day.

Must have complied with the reasonable requests of the Team Coach, Team Manager and Selectors during their membership of the Training Squad.

Must have demonstrated to the Team Coach, Team Manager and the Selectors that they have met the necessary standards during the Training period to justify their selection as a Team Member. This includes discipline, behaviour, presentation, ambassadorial skills, team spirit and general conduct.

Must hold a minimum of the C* or K Efficiency Certificate prior to the closing date for applications for Team Selection if 16 years or over.

The selection of the International Mounted Games representative is usually held in conjunction with the Selection Day for the Prince Philip Games Training Squad.

Applicants must demonstrate their ability to ride their own and other ponies. A number of candidates who have demonstrated their riding ability, will be interviewed by the panel of Selectors and the State President.

Must be able to demonstrate to the Selection Panel that they have met the necessary standards of discipline, behaviour, presentation, ambassadorial skills, team spirit and general conduct during their membership of Pony Club.

The successful Candidate and a reserve will be advised of their selection at the conclusion of the weekend.

APPEAL PROCEDURE

If in the opinion of any Candidate or any Selector the selection process was unfair, or was not carried out in accordance with the criteria outlined when called for applications, the following will apply:

Appeals against team selection decisions must be made in writing within five days of the selection and be submitted to the Executive Officer of the PCAWA.

The Board, will convene an Appeal Meeting to be attended by the Chair, a maximum of three of the Selectors present at the Selection Day including the Chairman of Selectors, and the Candidate appealing (Appellant) against the decision. Such meeting must be convened as soon as possible but not later than 28 days following of receipt of the Appeal.

Notice of the Appeal Meeting must be in writing and must be forwarded to the Appellant making the appeal at least seven days prior to the meeting. The notice to state the date, time and venue for the meeting.

If the Appellant is a junior they must be accompanied by a parent or guardian, or a member of the Board of their own Pony Club. If the Appellant is an Associate, over the age of 18, they may be accompanied by any of the above.

Any relevant documentation, statements by witnesses should be presented to the meeting.

The appellant will be advised of the decision of the Appeal Committee, either immediately following the meeting, or, should further investigation or consultation be required, no later than 14 days after the date of the meeting. The advice in the first instance may be verbal, however written confirmation will also be provided.

The matters discussed during an Appeals procedure shall remain confidential to those in attendance. The decision(s) taken by the Appeals Committee should preferably be unanimous, but if after discussion a unanimous decision cannot be reached then a two-thirds majority will suffice. The records of the meeting shall reflect only the numbers of votes cast. Votes may be by show of hands, or any member of the Appeals Committee may move a motion that a vote be taken by secret ballot.

Should the Appellant not accept the decision of the Appeal Hearing, they may Appeal to Court of Arbitration for Sport.

SELECTION OF MANAGERS STATE/NATIONAL TEAMS

Selection Criteria

Essential:

- Be a current financial member of a PCAWA affiliated Club.
- Have at least three years Pony Club experience.
- Uphold the Aims and Objectives of the Pony Club Movement.
- Hold a current accredited First Aid Certificate.
- Current Police Clearance and Working with Children Card.
- Be capable of carrying out the duties of a Manager/Manager in a mature/responsible/reliable manner. Be conversant with the objectives and rules of the tour.
- Be aware of the demands and responsibilities of the position and in particular the safety and well-being of team members under their control.
- Be able to act with diplomacy.
- Be able to act as an effective disciplinarian if and when required.
- Must be of good general health and sign the required Medical Forms.

- Have excellent communication and organisational skills, and excellent interpersonal skills, and have a good rapport with young people.
- Be prepared to set an example to the team with dress, including the wearing of the designated team uniform.
- At all times be prepared to conduct themselves as a goodwill ambassador for WA, Australia and the Pony Club Movement and insist on good sportsmanship from all team members at all times.
- Sign the Code of Conduct.

Recommended that:

Have Pony Club Administration experience.

Duties and Responsibilities of a Manager

Responsible for issuing and collecting signed Code of Conduct Forms from Team Members, ensuring that Members have read and understood what they are signing.

Be conversant with State/National Anti-Harassment, Member Protection, Drug, Alcohol and Smoke Free Policies.

Throughout entire tour:

- All essential documents, including insurance, should be retained by the Team Manager who is responsible for the checking in of the team at airports and negotiating to ensure the team is seated together. Confirm all ongoing and return team flight bookings at the appropriate times.
- PCAWA Team Managers must not consume alcohol during the period they are responsible for Team Members.
- Ensure no non-prescription drugs of any kind are carried by team members.
- The Team Manager should hold a personal credit card or have ready access to additional funds in the event of an acute emergency with a team member. In some countries, out-patient or short term medical accounts must be paid immediately treatment is received. The receipts are then presented to the insurers for reimbursement when the team returns home.
- Ensure that prescription drugs are carried by relevant team members and that if travelling internationally, required authorisations are also held to ensure that no problems are experienced at airport customs.
- Be aware of any Team Members' special dietary requirements or medical conditions.

Prior to departure:

- In conjunction with the Team Coach, the Team Manager should arrange team meetings before and during the tour.
- Contact the team members prior to departure and ascertain whether any of them have travelled overseas previously, or been away from home for any length of time. Contact with the parents will also assist, and parents greatly appreciate contact with the Team Manager who will be responsible for their child's welfare and safety while they are away from home.

- Advise team members of the allowable size and weight of suitcase and cabin bag permitted by national/international carriers. Team members will be responsible for carrying their own luggage to and from transport (often quite a distance) it is important that no unnecessary clothing is packed and most advisable to purchase a suitcase with wheels.
- The behaviour expected for team members during the flights, tour and competition should be clearly explained at the beginning of the tour by the Team Manager and enforced at all times. Reference should be made to the Code of Conduct, which all team members are required to read and to sign.
- Make self, Coach and all Team members aware of the culture and customs of the country to be visited (if an International tour), particularly where Australian custom may be unsuitable to the host country.
- Organise and carry a basic first aid kit to cater for the use of the team while on tour.

Boarding and during flight:

- Teams should board and depart flights in official walking out uniforms. The Team Manager may like to suggest that team members carry their tracksuits in cabin bags so that they may change for comfort during long flights.
- Supervise checking in and control of luggage.
- Because of quarantine restrictions, when passing through customs both on outgoing and return flights, ensure riding boots are carefully scrubbed and packed in plastic bags.
- Advise team members on Customs regulations and assist with forms to be completed prior to landing.
- Organise the payment of Departure Tax at Airports (if required). Ensure that team members have kept enough of the currency of the country of departure to pay this.
- All Team Members to present an appropriate thankyou gift to each Host family.

At arrival at host state/country:

Ensure that team members are wearing their walking out uniforms and keep together during immigration formalities and customs checks.

On tour:

- Together with all team members, attend all functions, parades and organised events or outings arranged by host families or the host State or Country. Be responsible for and remain with the team at all times.
- During social occasions hosted by billets or the host country, ensure that all team members attend and take part in all arranged activities. Attendance is mandatory and no team member is permitted to wander off from the main function or leave the function without reporting to/or seeking permission from the Team Manager.
- Arrange the thankyou speeches by team members at functions. These speeches should be presented by each team member in rotation. The responsibility for any responses to be made by officials should be shared by the Team Officials present
- Some advice and supervision by the Team Manager in relation to control of pocket money is important. The tendency is for team members to spend readily in the first few days of a tour and run out of money. Team members should not be permitted to carry large sums of

money and parents should be requested not to forward additional pocket money in excess of the recommended allowance, as advised before departure, without the permission and approval of the Team Manager.

- Act as a team supervisor at all times and have the ability to mix socially with supervisors from the other teams. Treat all team members with equal consideration and without favouritism.
- Keep contact with team members who are billeted with separate hosts and check on appropriate supervision at all times. Intended programs for free days should be checked with each billet to ensure that appropriate supervision will be in place. If not, alternative arrangements may be necessary.
- On many occasions, team members will be split up and will be staying with different host families. Team members should be given any special instructions necessary by the Team Manager prior to the team disbursing to their billets.
- Advice on the expectancies and general conduct, including offering of assistance to the host family, courtesy to the hosts, tidy rooms, use of telephone, etc. A phone number of the host family of the Team Manager should also be provided.
- Although curfews are not popular, setting a reasonable time for lights out is wise and makes for more rested riders and better performances. Tired riders are not conducive to team harmony.
- Host families and transport supplied by host countries should never be kept waiting. Punctuality at all times is important.
- Be an effective disciplinarian as required. Be adamant about the need for good manners, courtesy and appropriate conduct by Team Members at all times. Towards the end of each billeting speak to the host family of each of your team members to thank them for their hospitality to your team member and find out if there were any problems. If so, these can be remedied by speaking to the team member concerned. Remind all team members to present an appropriate thank you gift to each host family, and owners of loaned horses.

At arrival home:

- Present a written report, to relevant PCAWA Sub-Committee.
- Supply written report to PCAWA Board (State/National and International Competition Teams) and PCA (National Teams).

SELECTION OF COACHES: STATE/NATIONAL TEAMS

Selection Criteria

Essential:

- Be a current financial member of an affiliated WA Pony Club.
- Uphold the Aims and Objectives of the Pony Club Movement.
- Hold current PC-NCAS Level 1 Coaching Accreditation.
- Be conversant with the objectives and rules of the competition.

- Be capable of carrying out the duties of a Coach in a reliable manner.
- Be aware of the demands and responsibilities of the position and in particular the safety and well-being of team members under their control.
- Be able to act with diplomacy if and when required.
- Be able to act as an effective disciplinarian if and when required.
- Must be of good general health and sign the required Medical Form. Applicants for the position of Australian Team Coach may be required to provide a Certificate of Fitness from a Doctor.
- Have a good rapport with young people.
- Current Police Clearance and Working with Children Clearance.
- Sign the Code of Conduct.
- Have excellent communication, organisational and social skills.
- Excellent interpersonal skills.
- Be prepared to set an example to the team by wearing the designated team uniform.
- At all times be prepared to conduct themselves as a goodwill ambassador of WA, Australia and the Pony Club Movement and insist on good sportsmanship from all team members at all times.

Duties and Responsibilities of a Team Coach

- Arrange appropriate training/coaching school(s) prior to departure (or competition). Be responsible for the control and conduct of any coaching session(s), including horses, equipment, dates, times, venues, etc. Check that suitable accommodation is available for horses and riders (if required) and that adequate supervision will be in place at all times.
- Advise the team members of any training or fitness programmes to be undertaken prior to the tour and keep in regular contact with team members to check on the progress of these programs.
- In conjunction with the Team Manager, the Coach should arrange team meetings before and during the tour.
- PCAWA Team Coaches must not consume alcohol during the period for which they are responsible for Team Members.
- Be reasonable with demands on the riders. Take into consideration the maturity of the rider(s) and condition of the horse(s) when scheduling the practice sessions. Treat all team members with equal consideration and without favouritism. Remember that children participate for fun and enjoyment and that winning is only part of their motivation.
- Be responsible for safety and fitness checks for riders, equipment and horses at coaching schools and prior to any official competition.
- Together with all team members, attend all functions, parades and organised events or outings arranged by host families or the host State or Country.
- The Team Officials present should share the responsibility for any responses or speeches to be made by officials at any function.

- The role of the Coach is to also act in a supportive role to the Team Manager in the supervision of the team. A supervising adult must be with team members at all times, including free days. No team member should be permitted to leave the group or a billet's home unaccompanied, at any time.
- The Coach must liaise with the Team Manager to plan supervision of team members prior to making any private arrangements.
- It is the responsibility of the Team Officials to jointly look to the welfare and good conduct of the team. The control and behaviour of the State or Australian Team should at no time be influenced by what is permitted by the supervisors of any other State or Country or the conduct of any other team.
- Any major decisions affecting the team as a whole, or a particular team member (including arrangements for a team member to be returned home) should be taken after a full discussion and decision made by all team officials.
- Be conversant with the State/National Anti-Harassment, Member Protection, Smoke, Drug Free and Alcohol Policies.

FORMS AND DOWNLOADS

Please go to Forms & Downloads at the *PCAWA website* to download the following forms:

- Applications for State/National Team Manager
- Applications for State/National Team Coach