

## Section 4 - Gear Checking Forms & Templates

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# GEAR EXEMPTION APPLICATION FORM



**PONY CLUB**  
WESTERN AUSTRALIA

The application is 3 parts.

The member must ensure all 3 parts are completed and submit to Pony Club WA State Coaching Panel at [gearchecking@ponyclubwa.asn.au](mailto:gearchecking@ponyclubwa.asn.au) or alternatively post to 303 CATHEDRAL AVE, BRIGADOON WA 6069.

Exemptions expire at 31<sup>st</sup> December of every year, members must re-apply for exemptions for the following year, they do not automatically roll over for the next year of use.

## Part 1 - Member Form: Tell us about your situation

*Completed by you – the member*

<b>Member Name:</b>			
<b>Member Phone:</b>			
<b>Member Email:</b>			
<b>Club:</b>		<b>Zone:</b>	

<b>What does your exemption pertain to?</b> (circle and in a few words identify)	Rider Situation	
	Horse Situation	
	Gear Situation	

<b>This exemption applies to</b> (circle <i>one only</i> )	a) Rally use only	b) Rally and competition use
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<b>This exemption applies to</b> (circle <i>one or more</i> )	[1] Showjumping	[4] Eventing	[7] Hickstead Competition
	[2] Dressage	[5] Active Riding	[8] Hunter Trials
	[3] Show Horse/Pony	[6] Tetrathlon	[9] Vaulting
	[10] Other (please specify) _____		

<b>Gear Check Manual &amp; Rules checked</b> (circle <i>one only</i> )	a) Yes	b) No
<b>If for Vaulting on a Horse – Received lessons with RDA &gt;/=12 months</b>	a) Yes	b) No
<b>If for Vaulting on a Horse – Competed in EA Vaulting Pre-Novice or above</b>	a) Yes	b) No
<b>If for Vaulting on a Horse – Intended competition level in PC</b>		
<p>If there is a rule which prohibits you currently from participating, describe why you think this rule is in place.</p> <p>We want to know that you have an understanding of the reasoning for the rule.</p>		

**Provide Details of your query / request.**

**Additional details and photos can also be added separately**

<b>QUERY/REQUEST:</b>	
<p>Identify the gear in question and reasons for this request.</p> <p>Photos and supporting documentation are encouraged.</p>	

**Part 2: Club Form – Show us that your Club (Chief Coach and President) support your application**

*Completed by your Club Chief Coach*

<b>CLUB CHIEF COACH:</b>			
<b>EMAIL:</b>		<b>PHONE:</b>	
<b>This exemption has been discussed with the member and the Chief Coach</b>	a) Yes	b) No	
<b>This exemption is supported by the Chief Coach</b>	a) Yes	b) No	
<b>Chief Coach's reasoning</b>			
<b>Chief Coach Signature:</b>			

*Chief Coach completes above and then Club President and handed back to the Member*

<b>CLUB PRESIDENT:</b>			
<b>EMAIL:</b>		<b>PHONE:</b>	
<b>This exemption is known about by our Club Committee, and we support the Exemption request.</b>	a) Yes	b) No	
<b>Club President Signature:</b>			

*Once Part 1 and 2 are complete, Member submits all completed and signed documentation to the destination detailed at the top of page 1 of this form.*

### Frequently Asked Questions:

**1. How long does the process take?**

The process depends on your club, and then the time to review by State Coaching Panel. Between 2-week to 2 months, depending on committees and meeting schedules.

**2. What options do I have if I want to ride bitless at pony club rallies?**

As a general rule, bitless is not permitted in any Pony Club WA activity.

However, for extenuating circumstances, an exemption can be granted to a member – upon submission of the above completed form, submission to [gearchecking@ponyclubwa.asn.au](mailto:gearchecking@ponyclubwa.asn.au).

Please note that there are quite a few pieces of tack that offer bitless riding. Some can be very harsh and painful for a horse, when ridden with the wrong hands or wrong fitting.

Therefore, if you want to seek a bitless riding exemption at rallies, the following will be considered:

Dr Cook bitless bridle with sliding chin strap



Side-pull bridle which is a very kind bitless bridle.



If you want to seek a bitless riding exemption at rallies, the following will NOT be considered:

Bosal - typically rope or rawhide noseband.  
Often regarded as an essential part of Western riding.



Hackamore - it operates on a leverage system and can exert very strong pressure on the nose and jaw.



Rope bridle - head collars made from the same material are not recommended as these can self-tighten if caught.

A Nurtural bitless bridle with crossed straps under the jaw. Said to hug the face but it is very difficult for the rider to give a release, as a reward, from the crossed straps in a timely fashion.



### 3. What options do I have if I want to ride bitless at pony club competitions or training days?

To compete or attend training days, you will need to ride in a bit. If this is something you can do, you will need to find a bit to ride in that is compliant with your chosen discipline rules. There are no bitless exemptions available in training day or competition riding in pony club. Only exemptions for rallies under coach supervision.

#### What Not to Do:

1. Purchase new gear before checking that it's allowable in the rules. It costs nothing to read the rules, costs plenty for buying a piece of gear that is not permitted. Consult the rules, talk with your PC coach and ensure whatever you buy is ideally compliant first.
2. Send an application that is too brief and fails to explain and pictify your gear and situation. Every rider and horse have unique situations, your explanation helps us to understand. Provide us with clear explanations of why you want an exemption. You may be asked some questions to clarify and you may be asked to sit in on one of the panel meetings so we can understand your situation better also.
3. Apply for an exemption simply because you want to ride the same gear as your coach or someone famous. They have years of experience; training and many items of gear are best only in expert hands. Leave it at that.
4. Apply for an exemption simply because you have found a cool new gadget or piece of gear. Bits are repeat offenders. Feel free to contact GCAP and bring new gear to our attention. We love hearing about new gear. We will discuss it. However not all gear is suitable for the pony club setting. Our experience has been that gadgets and tools are not necessarily a replacement for careful systematic training and education of the horse and rider.
5. Send completed forms, the night before a competition. Your application will not be processed in time for you to compete. Submit an application and allow up to 4 full weeks. You will be given an ETA on submission, to assist with your training and competition schedule.



# PONY CLUB WA MEDICAL ARMBAND

<u>CONTACT DETAILS</u>	<u>PERSONAL DETAILS</u>
Next of Kin:	Name of usual Doctor:
Relationship:	Address:
Address:	Telephone
Telephone:	
Mobile:	<u>RIDER INFORMATION</u>
	Name:
<u>VEHICLE INFORMATION</u>	Date of Birth:
Make:	
Model:	Address:
Colour:	
Registration:	Telephone No:
	Mobile:

FOLD

FOLD

## Pony Club Western Australia Inc.

PREVIOUS MEDICAL HISTORY (circle correct answer)					
<b>Head Injury</b>	YES	NO	<b>Neck Injury</b>	YES	NO
<b>Eye Injury</b>	YES	NO	<b>Diabetes</b>	YES	NO
<b>Epilepsy</b>	YES	NO	<b>Hypertension</b>	YES	NO
<b>Asthma</b>	YES	NO	<b>Heart Disease</b>	YES	NO
<b>Lung Disease</b>	YES	NO	<b>Other</b>	YES	NO
<b>DO YOU WEAR EYE GLASSES?</b>	YES	NO	<b>DO YOU WEAR CONTACT LENSES?</b>	YES	NO
<b>DO YOU HAVE ANY ALLERGIES?</b>	YES	NO	IF YES, WHAT TO		
<b>ARE YOU CURRENTLY TAKING ANY MEDICATION?</b>			YES	NO	
<b>If yes, please list:</b>					

# PONY CLUB WA CLUB RALLIES

## GEAR CHECKING SHEET

RIDER:			HORSE:				DATE:	
RIDER		Points Rallies	COMMENTS		BRIDLE		Points Rallies	COMMENTS
Helmet	ASA correct standard Fitted correctly				Bridle	Fit, Stitching		
Hair	Tied Back, Hairnet				Bridle	Keepers, Runners		
Jewelry	To be removed/taped				Bridle Leather	Clean/Supple		
Shirt & Tie	Colour/long sleeves				Bridle Synthetic	Clean		
Polo Shirt / XC Shirt / PP Games Shirt / Rugby Shirt					Bit	Suitability Correct fit CLEAN		
Jumper	V-neck /logo size				Noseband	Correct fit Clean		
Badge	Position				Grass Reins	Fitted Correctly Length		
Jodhpurs/Breeches Riding Trousers	Colour							
Boots	Sole OK, Long / Short				Reins	Length, Safety		
Gloves	Fit, Condition							
Spurs / Spur Ends	Correctly fitted							
Whip	Appropriate length Handle Loop / Flap				Buckles Billets	Stitching / Safety		
Body Protector	Correct Fit							
Chaps /Gaiters/ Chapettes								
<b>TOTAL POINTS</b>					<b>TOTAL POINTS</b>			
HORSE		Points Rallies	COMMENTS		SADDLE		Points Rallies	COMMENTS
Age					Saddle Cloth	Fit Clean		
Condition					Saddle	Fit Clean		
Body	Clean, well groomed				Stirrup Bar	Down		
Under Body	Clean				Stirrup Leathers	Stitching Turnings		
Head	Clean, well groomed				Stirrup Irons	Size		
Mane	Clean, brushed				Toe Stoppers	Size / Fit		
Tail False Tail	Clean, brushed No metal parts				Girth	Correctly attached		
Eyes / Nostrils / Dock	No Discharge / Clean Clean				Girth Straps	Stitching, Safe		
Hooves Shod/Trimmed	Cleaned out Condition				Martingale	Fit, Stoppers		
Bandages	Padding, Tape				Breast Plate	Fit, Clean		
Boots	Clean, well fitting				Crupper	Fit, Clean		
<b>TOTAL POINTS</b>					<b>TOTAL POINTS</b>			

# PONY CLUB WA DRESSAGE GEAR CHECKING SHEET

**GEAR CHECKER:**

	Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2hh/Und Rider 53kg & Load	Mount 4 yrs & over. Condition	Groomed, Neat & tidy, plaited	Bridle - Noseband, Snaffle Bit	Saddle/Girth/Leathers/Stirrup	Saddle Cloth/Numnah, Breastplate, Crupper
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							

	Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2hh/Und Rider 53kg & Load	Mount 4 yrs & over. Condition	Groomed, Neat & tidy, plaited	Bridle, Noseband, Snaffle Bit	Saddle/Girth/Leathers/Stirrup	Saddle Cloth/Numnah, Breastplate, Crupper
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							

# PONY CLUB WA MUSICAL RIDE & FANCY DRESS

## GEAR CHECKING SHEET

**GEAR CHECKER:**

	Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2hh/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Groomed, Neat & tidy, nlaited	Bridle, Noseband, Snaffle Bit	Saddle/Girth/Leathers/St irruns	Saddle Cloth/Numnah, Breastplate, Crummer
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1								
Rider 2								
Rider 3								
Rider 4								
Rider 5								
Rider 6								
Rider 7								
Rider 8								
Rider 9								
Rider 10								
Rider 11								
Rider 12								
Rider 13								
Rider 14								
Rider 15								
Rider 16								
Un-mounted								
Un-mounted								
Un-mounted								
Un-mounted								

  

	Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2hh/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Groomed, Neat & tidy, nlaited	Bridle, Noseband, Snaffle Bit	Saddle/Girth/Leathers/St irruns	Saddle Cloth/Numnah, Breastplate, Crummer
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1								
Rider 2								
Rider 3								
Rider 4								
Rider 5								
Rider 6								
Rider 7								
Rider 8								
Rider 9								
Rider 10								
Rider 11								
Rider 12								
Rider 13								
Rider 14								
Rider 15								
Rider 16								
Un-mounted								
Un-mounted								
Un-mounted								
Un-mounted								

# PONY CLUB WA EVENTING DRESSAGE GEAR CHECKING SHEET

**GEAR CHECKER:**

<b>GRADE</b>	Rider: Helmet, Uniform, Boots Number	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Groomed, Neat & tidy, plaited	Bridle, Noseband, Snaffle Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							

# PONY CLUB WA EVENTING CROSS COUNTRY

## GEAR CHECKING SHEET

**GEAR CHECKER:**

<b>GRADE</b>	Rider: Helmet, Uniform, Boots	Medical Armband, Bib Number	Body Protector (compulsory)	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	Martingale, Boots, Bandages
<b>TEAM</b>										
Team Manager										
Time Checked										
Rider 1	Bib No:									
Rider 2	Bib No									
Rider 3	Bib No									
Rider 4	Bib No									
<b>TEAM</b>										
Team Manager										
Time Checked										
Rider 1	Bib No:									
Rider 2	Bib No									
Rider 3	Bib No									
Rider 4	Bib No									
<b>TEAM</b>										
Team Manager										
Time Checked										
Rider 1	Bib No:									
Rider 2	Bib No									
Rider 3	Bib No									
Rider 4	Bib No									
<b>TEAM</b>										
Team Manager										
Time Checked										
Rider 1	Bib No:									
Rider 2	Bib No									
Rider 3	Bib No									
Rider 4	Bib No									

# PONY CLUB WA EVENTING SHOW JUMPING

## GEAR CHECKING SHEET

**GEAR CHECKER:**

<b>GRADE</b>	Rider: Helmet, Uniform, Boots Number	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	Martingale, Boots, Bandages
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							

<b>GRADE</b>	Rider: Helmet, Uniform, Boots Number	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	Martingale, Boots, Bandages
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	No:							
Rider 2	No:							
Rider 3	No:							
Rider 4	No:							

# PONY CLUB WA SHOWJUMPING GEAR CHECKING SHEET

**GEAR CHECKER:**

<b>CLASS</b>		Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	Martingale, Boots, Bandages
<b>TEAM</b>									
Team Manager									
Time Checked									
Rider 1	No:								
Rider 2	No:								
Rider 3	No:								
Rider 4	No:								
<b>TEAM</b>									
Team Manager									
Time Checked									
Rider 1	No:								
Rider 2	No:								
Rider 3	No:								
Rider 4	No:								
<b>TEAM</b>									
Team Manager									
Time Checked									
Rider 1	No:								
Rider 2	No:								
Rider 3	No:								
Rider 4	No:								

  

<b>CLASS</b>		Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle Cloth/Numnah, Breastplate, Crupper	Saddle Blanket, Breastplate, Crupper	. Martingale, Boots, Bandages
<b>TEAM</b>									
Team Manager									
Time Checked									
Rider 1	No:								
Rider 2	No:								
Rider 3	No:								
Rider 4	No:								
<b>TEAM</b>									
Team Manager									
Time Checked									
Rider 1	No:								
Rider 2	No:								
Rider 3	No:								
Rider 4	No:								
<b>TEAM</b>									
Team Manager									
Time Checked									
Rider 1	No:								
Rider 2	No:								
Rider 3	No:								
Rider 4	No:								



# PONY CLUB WA TETRATHLON CROSS COUNTRY

## GEAR CHECKING SHEET

**GEAR CHECKER:**

GRADE	Rider: Helmet, Uniform, Boots Medical Armband, Bib Number, Body Protector (compulsory)	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	Martingale, Boots, Bandages
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	Bib No:							
Rider 2	Bib No:							
Rider 3	Bib No:							
Rider 4	Bib No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	Bib No:							
Rider 2	Bib No:							
Rider 3	Bib No:							
Rider 4	Bib No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	Bib No:							
Rider 2	Bib No:							
Rider 3	Bib No:							
Rider 4	Bib No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	Bib No:							
Rider 2	Bib No:							
Rider 3	Bib No:							
Rider 4	Bib No:							
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1	Bib No:							
Rider 2	Bib No:							
Rider 3	Bib No:							
Rider 4	Bib No:							

# PONY CLUB WA PRINCE PHILIP MOUNTED GAMES

## GEAR CHECKING SHEET

**GEAR CHECKER:**

OPEN JUNIOR DIVISION	Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	Martingale, Boots, Bandages
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1								
Rider 2:								
Rider 3								
Rider 4								
Rider 5								
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1								
Rider 2								
Rider 3								
Rider 4								
Rider 5								

  

OPEN JUNIOR DIVISION	Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	. Martingale, Boots, Bandages
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1								
Rider 2								
Rider 3								
Rider 4								
Rider 5								
<b>TEAM</b>								
Team Manager								
Time Checked								
Rider 1								
Rider 2								
Rider 3								
Rider 4								
Rider 5								

# PONY CLUB WA NOVELTIES GEAR CHECKING SHEET

**GEAR CHECKER:**

<b>AGE GROUP</b>		Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	Martingale, Boots, Bandages
<b>12/UND</b>									
<b>13-16YRS</b>									
<b>17YRS &amp; O</b>									
<b>TEAM</b>									
Team Manager									
Time Checked									
Rider 1	CLUB:								
Rider 2	CLUB:								
Rider 3	CLUB:								
<b>AGE GROUP</b>		Rider: Helmet, Uniform, Boots	Whip, Spurs, Jewellery	Pony 12.2h/Und Rider 53kg & Und	Mount 4 yrs & over. Condition	Bridle, Noseband, Bit	Saddle/Girth/Leathers/Stirrups	Saddle Cloth/Numnah, Breastplate, Crupper	Martingale, Boots, Bandages
<b>12/UND</b>									
<b>13-16YRS</b>									
<b>17YRS &amp; O</b>									
<b>TEAM</b>									
Team Manager									
Time Checked									
Rider 1	CLUB:								
Rider 2	CLUB:								
Rider 3	CLUB:								

# PONY CLUB WA PONY CLUB MOUNT

## GEAR CHECKING SHEET

**GEAR CHECKER:**

<b>AGE GROUP</b>		Rider: Helmet, Uniform, Boots		Whip, Spurs, Jewellery		Pony 12.2h/Und Rider 53kg & Und		Mount 4 yrs & over. Condition		Bridle, Noseband, Bit		Saddle/Girth/Leathers/Stirrups		Saddle Cloth/Numnah, Breastplate, Crupper		Martingale, Boots, Bandages	
<b>12/UND</b>																	
<b>13-16YRS</b>																	
<b>17YRS &amp; O</b>																	
<b>TEAM</b>																	
Team Manager																	
Time Checked																	
Rider 1	CLUB:																
Rider 2	CLUB:																
Rider 3	CLUB:																
<b>AGE GROUP</b>		Rider: Helmet, Uniform, Boots		Whip, Spurs, Jewellery		Pony 12.2h/Und Rider 53kg & Und		Mount 4 yrs & over. Condition		Bridle, Noseband, Bit		Saddle/Girth/Leathers/Stirrups		Saddle Cloth/Numnah, Breastplate, Crupper		Martingale, Boots, Bandages	
<b>12/UND</b>																	
<b>13-16YRS</b>																	
<b>17YRS &amp; O</b>																	
<b>TEAM</b>																	
Team Manager																	
Time Checked																	
Rider 1	CLUB:																
Rider 2	CLUB:																
Rider 3	CLUB:																

# GEAR CHECKER ACCREDITATION PRACTICAL ASSESSMENT SHEET

Date: \_\_\_\_\_

Candidate Name		Club		Zone	
Address				Postcode	
Phone (Home)		Phone (mobile)			
Email					
Assessor Name					
Venue		Event			
(conducted by SCP Authorised Assessor at a Pony Club Competition or Club Rally Day minimum 10 riders)					

GEAR CHECKER PRESENTATION		RATING Y or N	ASSESSOR COMMENTS
a	Neat & Workmanlike		
b	Closed in footwear		
c	No or minimal jewellery		
d	Sun Smart / Headwear		
GEAR CHECKERS MANNER & SAFETY		RATING C or NYC	ASSESSOR COMMENTS
a	Demonstrate professional approach to riders and horses		
b	Demonstrate efficient method of gear checking		
c	Demonstrate good knowledge & understanding of Gear checking Requirements of Event (s)		
d	Demonstrate ability to recognise issues and deal with appropriately		
e	Demonstrate clear explanations of problems to riders / team managers / parents		
f	Demonstrate clear understanding of how to record issues and what happens to forms		
g	Understand process of dealing with difficult issues i.e. abusive behaviour		
PERSONAL PREPARATION		RATING C or NYC	ASSESSOR COMMENTS
a	Adequate equipment available <i>e.g. stirrup block, elastic bands, electrical tape, scissors</i>		
b	Access to current GC Manual and event rules		
c	Gear Check Report forms, Précis Sheets, pens, clipboard		
OVERALL ASSESSMENT RESULT			
ASSESSOR'S SIGNATURE			

# GEAR CHECKING ACCREDITATION LOG BOOK

Part 1: Fill this out to get your accreditation

Part 2: Fill this out to keep a record of your gear checking and activities to keep your accreditation

Part 3: Contains information about how to become a presenter or assessor for gear checking in Pony Club WA

Accreditation provides gear checkers with confidence through training, to undertake Gear Checking duties at Pony Club rallies or events and promote Safety of the Rider and Comfort of the horse throughout pony club with the knowledge of the Gear Checking Manual i.e. where to find specific requirements for each discipline, how it can be used at rallies etc.

## IMPORTANCE OF ACCREDITATION

- Accreditation enables standardization of the gear checking process conducted throughout Pony Club WA.
- Ensures riders receive quality and consistent gear checking
- Gear checkers promote safety and comfort of the horse and rider
- Allows Gear Checkers to confidently transfer Gear Checking Knowledge and requirements on to all members of association from club to state competition level

## CRITERIA FOR ACCREDITATION

- Be on the current Strength Return of a Pony Club affiliated with the Pony Club WA
- Be aged 18 years and over
- Hold a current WWC
- Fulfill accreditation and assessment process (point 3)

## WHAT YOU NEED TO DO TO BECOME ACCREDITED

- Demonstrate basic gear checking knowledge via (at least one of the below)
  - Attend a BASIC GEAR CHECKING CLINIC – either delivered in person (1-day clinic) or via online webinars as prepared by GCAP.
  - Submit RPL such that you can demonstrate knowledge of content presented at the basic clinic. RPL is suitable for those who have gained the necessary skills, knowledge and experience of gear checking at Pony Club. It is a way of shortcutting the training process, but it is not a way of shortcutting the assessment process. To be granted RPL, candidates must provide evidence of their knowledge, using copies of current coaching or relevant officiating certificates / qualifications, Record of Gear Checking Form, or record what gear checking they have been doing along with a letter detailing their request for RPL to GCAP [gearchecking@ponyclubwa.asn.au](mailto:gearchecking@ponyclubwa.asn.au)
- Record a minimum of 5 hours Gear Checking at Pony Club Rallies and other Pony Club Competitions on “Record of Gear Checking” Form (at the back of this Appendix). These Hours can be back dated up to 12 months prior to Assessment day by providing a summary of any completed “Gear Check Report” Form stating the Issues and how they were resolved.

- c. Attend a Gear Check Accreditation Clinic and complete all of the following:
- i. Clinic Attendance either delivered in person (1-day clinic) or via online webinars as prepared by GCAP.
  - ii. Practical Assessment (must pass)  
  
Candidate assumes the role of gear checker at the clinic for a set period of time  
Candidate must gear check minimum of 5 riders, preferably 10  
Copy of practical assessment sheet available for candidates to view what they will be assessed on  
Flexible options for remote and club members on application.
  - iii. Written Assessment (must pass – 50% or higher)  
  
Open Book, quiz-style paper, set by Pony Club WA (not necessarily the assessor)  
Mixture of yes/no, multiple choice and short answer questions  
Must be done under supervision  
Time allocated of 60 minutes  
Consideration given to members for extra time on application  
Flexible options for remote and club members on application.
- d. Submit information or the completed logbook (or a copy of) showing that you are a member, over 18yrs, hold a WWC card.

Accredited Gear Checkers will be issued with Pony Club WA Gear Checkers Badge and certificate and listed on the Pony Club WA Accredited Gear Checkers List.

To remain current will need to submit update requirements every three years. See Part 2.

To become a gear checking clinic presenter or assessor – see Part 3

**PART 1: GEAR CHECKING ACCREDITATION**

Candidate to send a copy of logbook, with items in Part 1 to: GCAP at [gearchecking@ponyclubwa.asn.au](mailto:gearchecking@ponyclubwa.asn.au) or post to Pony Club WA

**1. MEET CRITERIA FOR ACCREDITATION**

Candidate to fill the below table out:

<b>Candidate Name</b>			
<b>Contact Phone Number</b>		<b>AGE</b>	
<b>Email Address</b>			
<b>Club to which you are a member</b>			
<b>Membership Number</b>			
<b>Working with Children Permit # and expiry</b>			

**2. DEMONSTRATE BASIC KNOWLEDGE OF GEAR CHECKING**

Candidate to fill the below table out:

<b>Pony Club WA Gear Check Clinic attendance.</b> A copy of your certificate of attendance is recommended.	Date: Venue:
Completed <u>5</u> hours of Gear Checking. Completed in this logbook. (After you are accredited, maintain your record of hours in <u>Part 2</u> of this logbook).	Yes / No

**3. DEMONSTRATE BASIC KNOWLEDGE OF OFFICIATING**

Candidate to fill the below table out:

Date completed the " <u>Community Officiating General Principles</u> "	
Certificate Number:	
You can do this course free, online 24/7. Simply go to the following website, create a login and indicate that you are an OFFICIAL to access courses for OFFICIALS <a href="https://learning.ausport.gov.au/Auth/Login">https://learning.ausport.gov.au/Auth/Login</a> Please attach a copy of your certificate with this logbook when submitting for accreditation.	

**4. COMPLETE GEAR CHECKING ASSESSMENTS**

Do not fill out the table below; this is completed by an SCP/GCAP representative:

<b>Completed an Open Book Written or Oral Assessment</b>	<b>Date:</b>	
	<b>Venue:</b>	
	<b>Assessor:</b>	
	<b>Signature:</b>	
<b>Completed a Practical Assessment</b>	<b>Date:</b>	
	<b>Venue</b>	
	<b>Assessor</b>	
	<b>Signature</b>	





**Certificate of Attendance –  
*Pony Club WA Gear Check Clinic***

ATTACH CERTIFICATE / COPY HERE

**Certificate of Completion –  
NOAS Introductory Level – Officiating – General Principles**

ATTACH CERTIFICATE / COPY HERE

**PART 2: MAINTAINING YOUR GEAR CHECKING ACCREDITATION**

Accreditation lasts 3 years from the time of ratification from State Coaching Panel.

Complete Part 2 once every 3 years in order to maintain your Accreditation.

Candidate to send Part 2 (or copies) with items 1 and 2 (below) completed, and any required certificates / records of gear checking to: GCAP at email [gearchecking@ponyclubwa.asn.au](mailto:gearchecking@ponyclubwa.asn.au) or post logbook to Pony Club WA.

**ITEM 1: SHOW THAT YOU ARE ACTIVE IN PONY CLUB WA**

Candidate to fill the below table out:

Club to which you are a member			
Membership number			
Working with Children Permit #			
<b>Complete minimum of 1 activity below to show you are active:</b>			
1. Complete 5 hrs of gear checking per year, 10 hrs over 3 years. At either rallies or competitions. Attach completed record of gear checking.	Yes / No		
2. If you are an Accredited Gear Checker, you were appointed to be the AGC for any Pony Club WA competition, list events:  List minimum 1 event, up to 3 events.  Be sure that events listed here, are different to those in Item 2 below.	Date:	Venue:	Event:
3. If you are an approved ASSESSOR, list dates where you have assessed candidates:  List minimum 1 event, up to 3 events.	Date:	Venue:	Assessment Conducted:

**ITEM 2: SHOW THAT YOU ARE UP TO DATE ON CURRENT RULES AND PROCESSES IN GEAR CHECKING IN PONY CLUB WA**

Candidate to fill the below table out:

Complete minimum of 1 activity below to show you are active:	tick												
<p>Attend the <b>Pony Club WA State Coaching School</b></p> <p>Attach attendance certificate (see page below to attach)</p>	<input type="checkbox"/>												
<p><u>Date and Venue</u> of <b>any Pony Club WA Gear Check Clinic</b> that you attended after accreditation</p> <p>Attach attendance certificate (see page below to attach)</p> <p>Date: _____</p> <p>Venue: _____</p>	<input type="checkbox"/>												
<p><u>Date and Venue</u> of the <b>Pony Club WA Gear Check Clinic</b> that you presented</p> <p>Date: _____</p> <p>Venue: _____</p>	<input type="checkbox"/>												
<p><u>Date and Venue</u> of the <b>Pony Club WA State Championship</b> that you were appointed as Chief Gear Checker:</p> <p>Date: _____</p> <p>Venue: _____</p> <p>The role of Chief Gear Checker is appointed by the Discipline Committee, SCP or GCAP. Once engaged, the Chief Gear Checker will work with the event organizer to be available to conduct briefings on gear checking to either volunteer gear checkers, team manager or other relevant parties at the event. Chief Gear Checkers must submit a report to both the Discipline Committee and GCAP summarizing how gear checking went and areas for improvement in gear checking at the event. Without this report, recognition will not be granted for this item.</p>	<input type="checkbox"/>												
<p>If you are an Accredited Gear Checker, you were appointed to be the <b>AGC for any Pony Club WA competition</b>, list events:</p> <p>List minimum 1 event, up to 3 events. Please list different events here, than listed in Item 1.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Date:</th> <th style="width: 25%;">Venue:</th> <th style="width: 50%;">Event:</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date:	Venue:	Event:										<input type="checkbox"/>
Date:	Venue:	Event:											



**Certificate of Attendance –  
*Pony Club WA Gear Check Clinic***

ATTACH CERTIFICATE / COPY HERE

**Certificate of Attendance –  
*Pony Club WA State Coaching School***

ATTACH CERTIFICATE / COPY HERE



### **PART 3: BECOMING A GEAR CHECKING CLINIC PRESENTER OR ASSESSOR**

#### **To become a presenter for Gear Checking, in Pony Club WA:**

Benefits of being a presenter:

- Be part of a movement positively promoting rule changes
- Promote and help improve knowledge about safety and horse welfare
- Promote the Pony Club ethos that has prepared riders for the future
- Share your passion and experience for gear checking
- Be remunerated for your time (presenters fee is applicable)
- Meet amazing pony club members around WA
- See and travel around our beautiful state
- Choose the clinics that you want to present at, GCAP come to you with offers to present
- Presentation material is prepared for you.
- Presentation mediums available i.e. horse skulls, dilly box etc
- Receive support from the Pony Club WA Admin team

Submit an application to GCAP or State Coaching Panel via [coaching@ponyclubwa.asn.au](mailto:coaching@ponyclubwa.asn.au) or [gearchecking@ponyclubwa.asn.au](mailto:gearchecking@ponyclubwa.asn.au) with the following supporting documents:

1. Copy of your Certificate as an Accredited Gear Checker
2. Explanation and demonstration that you have competency as a presenter (have one of the below):
  - a. Already be a Pony Club WA coaching clinic presenter
  - b. Already work or have experience presenting to groups
  - c. Attend a presenter or trainers' course. An example could be the Presenter training course presented by DSR. Another example could be the Cert IV in Training and Assessment
3. List two clinics that you have shadowed a Pony Club WA approved clinic presenter/s in gear checking
4. A letter of recommendation from the presenter of your second shadow clinic, verifying that you have in the second clinic successfully and competently presented at least 40% of the clinic and are a suitable presenter for future clinics.

You do not need to be an assessor, to also be a presenter. You do not need to be a presenter, to be an assessor. However, the two roles can complement each other.

#### **To become an assessor for Gear Checking, in Pony Club WA:**

Benefits of being an assessor:

- Help members take that last step towards getting accredited
- Provide mentorship and advice for members in their assessment
- Choose your assessment appointments, GCAP comes to you with assessments to consider
- Meet and interact with wonderful people around WA
- Travel around the state
- Remuneration can be negotiated, so you can opt to volunteer as an assessor, or request reimbursement/remuneration
- Assessment material is prepared for you, you just assess the candidates
- Receive support from the Pony Club WA Admin team

Submit an application to GCAP or State Coaching Panel via [coaching@ponyclubwa.asn.au](mailto:coaching@ponyclubwa.asn.au) or [gearchecking@ponyclubwa.asn.au](mailto:gearchecking@ponyclubwa.asn.au) with the following supporting documents:

1. Copy of your Certificate as an Accredited Gear Checker
2. Explanation and demonstration that you have competency as an assessor (have one of the below):
  - a. Already be a Pony Club WA coaching assessor (of coaches)
  - b. Already be a Pony Club WA coaching assessor (of riders for their efficiency certificates)
  - c. Already work or have experience assessing candidates for competencies.
  - d. Attend a presenter or trainers' course. An example could be the Presenter training course presented by DSR. Another example could be the Cert IV in Training and Assessment.
3. List as a minimum one assessment day or appointment, that you have shadowed a Pony Club WA approved assessor in gear checking (practical or written assessments).
4. A letter of recommendation from the assessor that you shadowed, verifying that you are a suitable assessor for written, practical or both gear checking assessment forms.

You do not need to be an assessor, to also be a presenter. You do not need to be a presenter, to be an assessor. However, the two roles can complement each other.