

Section 6 –Accreditation Process & Forms

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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			

Pony Club WA

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

- a. Demonstrate basic gear checking knowledge via (at least one of the below)
 - i. Attend a BASIC GEAR CHECKING CLINIC – either delivered in person (1-day clinic) or via online webinars as prepared by GCAP.
 - ii. 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
- b. 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 or post to Pony Club WA

1. MEET CRITERIA FOR ACCREDITATION

Candidate to fill the below table out:

Candidate Name			
Contact Phone Number		Age	
Email Address			
Club to which you are a member			
Membership Number			
Working with Children Permit # and expiry			

2. DEMONSTRATE BASIC KNOWLEDGE OF GEAR CHECKING

Candidate to fill the below table out:

Pony Club WA Gear Check Clinic attendance. <i>A copy of your certificate of attendance is recommended.</i>	Date: Venue:
Completed 5 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 "Community Officiating General Principles"	
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 https://learning.ausport.gov.au/Auth/Login 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:

Completed an Open Book Written or Oral Assessment	Date:	
	Venue:	
	Assessor:	
	Signature:	
Completed a Practical Assessment	Date:	
	Venue	
	Assessor	
	Signature	

5. COMPLETE 5 HOURS OF GEAR CHECKING AT EITHER RALLIES OR COMPETITIONS

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 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 #			
Complete minimum of 1 activity below to show you are active:			
<p>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.</p>	<p>Yes / No</p>		
<p>2. If you are an Accredited Gear Checker, you were appointed to be the AGC for any Pony Club WA competition, list events:</p> <p>List minimum 1 event, up to 3 events.</p> <p>Be sure that events listed here, are different to those in Item 2 below.</p>	Date:	Venue:	Event:
<p>3. If you are an approved ASSESSOR, list dates where you have assessed candidates:</p> <p>List minimum 1 event, up to 3 events.</p>	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 Pony Club WA State Coaching School</p> <p>Attach attendance certificate (see page below to attach)</p>	<input type="checkbox"/>												
<p><u>Date and Venue</u> of any Pony Club WA Gear Check Clinic 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 Pony Club WA Gear Check Clinic that you presented</p> <p>Date: _____</p> <p>Venue: _____</p>	<input type="checkbox"/>												
<p><u>Date and Venue</u> of the Pony Club WA State Championship 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 AGC for any Pony Club WA competition, 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 or 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 or 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.