

HANDBOOK

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HANDBOOK
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Part 3: Coaching

SECTION 1: COACHES CODE OF ETHICS

COACHES CODE OF ETHICS



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

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

Coaches should:

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

Part 3: Coaching

SECTION 2: COACHING ADMINISTRATION

CHAIRPERSON STATE COACHING PANEL

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

- The Chairperson is to preside at Panel meetings.
- The Chairperson is to facilitate the flow of information and discussion to ensure the Panel operates effectively.
- The Chairperson is to ensure each Panel member is given the opportunity to participate in discussion and decision making
- The Chairperson is to ensure meetings are properly controlled
- The Chairperson is to support Panel members and ensure they act as a cohesive and respectful team
- The Chairperson is responsible for making sure meetings (with the support of the Secretary and Pony Club WA Sports Administrator) are held regularly, planned effectively, properly recorded and conducted according to the Terms of Reference, Code of Conduct and other relevant policies.
- The Chairperson may from time to time be called upon to represent the Panel and act as a spokesperson.

PCA COACHING ADVISORY COUNCIL

The PCACAC is a representative body, made up of the State Coach Coordinator/Chair of the State Coach Panel/Chief Coach/Chief Instructor or equivalent. The appointments to this council, and the duration of these appointments, are the decision of each Member state. The position is a voluntary role. The candidate is nominated by the State Coaching Panel and ratified by Board.

The role of the PCA Coaching Advisory Council is to provide advice to the PCA Board on the design and implementation of the PCA coaching program.

STATE A & B COORDINATOR

The State A & B Coordinator is nominated by the State Coaching Panel and ratified by Board. Nominee must be an accredited PCANCAS Level 1 Coach.

Pony Club WA Office to liaise with the A, B Coordinator on the number of applications received from A & B candidates.

Role and responsibilities of the State A & B Coordinator:

- Report to State Coaching Panel meeting
- Organise assessment schools
- Appoint coaches
- Ascertain costs
- Liaise with Pony Club WA to send out information to prospective candidates on schools
- Liaise with candidates
- Ensure the practical Assessment is held when required
- Organise practical Assessment
- Arrange venue
- Appoint Assessors

- Arrange Assessment format for the day, copy to Assessors and copy to candidate
- On completion of Assessment, A or B result sheet (one per candidate) to be processed as per Pony Club WA procedures.
- Prepare annual report for Board.

STATE K COORDINATOR

The State K Coordinator is nominated by the State Coaching Panel and ratified by Board. Nominee must be an accredited PCANCAS Level 1 Coach

Role and responsibilities of the State K Coordinator:

- Liaise with Pony Club WA Office on number of candidates in each year
- Organise State K School and practical Assessments
- Appoint specialist coaches, to be advised by the State Coaching Panel as required
- Liaise with Pony Club WA to send out information to all clubs
- Liaise with Zone and Club K Coordinators state-wide
- Referral point for changes to the K Syllabus
- Prepare reports for State Coaching Panel.
- Prepare annual report for Board
- Visit clubs or zones when invited

STATE C* COORDINATOR

The State C* Coordinator is nominated by the State Coaching Panel and ratified by Board. Candidates must be accredited PCANCAS Level 1 Coach

Role and responsibilities of the State C* Coordinator:

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

ZONE COACHING PANEL

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

- Club Chief Coach
- Elected by their Zone as Zone Coach Coordinator
- Elected by their Zone as Zone K/C*, A, & B Coordinators
- Pony Club PCANCAS Coaches
- Pony Club Coaches who have been recommended to the Panel

- Assessors residing in the Zone
- Club K/C* Coordinators.

Role and responsibilities of the Zone Coaching Panel:

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

ZONE COACH COORDINATOR

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

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

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

Must be a current member of Pony Club WA.

Role and responsibilities of the Zone Coach Coordinator:

- Encouraging Club Coaches to become accredited
- Coordinating Coaching Schools for Coaches, Parents and Members (over 14 years) to be held within the Zone
- Keeping up to date with coaching matters within their Zone by convening and chairing Zone Coaching Panel meetings and assisting the Zone Coaching Panel in implementing uniformity and ordination of coaching and Assessments within the Zone
- Keeping in close contact with each Club Chief Coach, Club and Zone K Coordinator, C Assessors etc. in their Zone
- Liaising between State Coaching Panel and Zone and is recommended to attend State Coaching Panel meetings at least once per year as an observer, to bring up any problems of a coaching nature within the Zone
- Zone written report on coaching matters to be submitted to State Coaching Panel after each Zone quarterly meeting
- Report to and attend Zone meetings
- Liaise with the Club C*, K & B Coordinator
- Organise C* & K Assessment Schools
- Coordinate C* & K Proficiency Assessments
- Assist with organisation of Zone Camps
- Liaise with A & B Candidates in the Zone and with the State A & B Coordinator if necessary
- Make Club visits and carry out Club inspections with State Coaching Panel if requested
- Review Coaches Workbooks where necessary and ensure application forms are completed correctly and contain all required information, before forwarding to Pony Club WA

ZONE K COORDINATOR

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

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

Must be a current member of Pony Club WA.

Role and responsibilities of the Zone K Coordinator:

- Liaise with the Club K Coordinator
- Convene meetings and arrange a yearly program to include at least one K School and practical Assessment
- Report to and attend Zone Coaching Panel meetings
- Liaise with Zone Coach Coordinator
- Report to and attend Zone meetings
- Be responsible for keeping up to date with changes to the K Syllabus
- Attend State K Schools organised by the Pony Club WA State K Coordinator
- Accept application forms and fees for practical Assessments from Club K Coordinator
- Forms accepted from candidates who have fulfilled all prerequisites
- Responsible for arranging the practical Assessment, deciding which subjects will be assessed on the day/s of the Assessment
- Appoint the Assessors
- Notify Clubs of date and venue of practical Assessment
- Arrange for Journal & Written Paper to be handed in and marked two weeks prior to practical Assessment
- Appoint an approved person as Chief Assessor (see role of Chief Assessor)
- On completion of Assessment, K result sheet (one per candidate) to be processed as per Pony Club WA procedures.

ZONE C* COORDINATOR

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

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

Must be a current member of Pony Club WA.

Role and responsibilities of the Zone C* Coordinator:

- Liaise with the Club C* Coordinator
- Convene meetings and arrange a yearly program to include at least one C* School and practical Assessment
- Report to and attend Zone Coaching Panel meetings
- Liaise with Zone Coach Coordinator
- Report to and attend Zone meetings
- Be responsible for keeping up to date with changes to the C* Syllabus

- Attend State C* Schools organised by the Pony Club WA State C* Coordinator
- Accept application forms and fees for practical Assessments from Club C* Coordinator
- Forms accepted from candidates who have fulfilled all prerequisites
- Responsible for arranging the practical Assessment
- Appoint the Assessors
- Notify Clubs of date and venue of practical Assessment
- Arrange for Journal & Written Paper to be handed in and marked two weeks prior to practical Assessment
- Appoint an approved person as Chief Assessor (see role of Chief Assessor)
- On completion of Assessment, C* result sheet (one per candidate) to be processed as per Pony Club WA procedures.

CLUB CHIEF COACH

The Club Chief Coach *must be a current member of Pony Club WA.*

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

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

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

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

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

Role and responsibilities of the Club Chief Coach:

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

- Ensure rider attendance is recorded
- Ensure a First Aid Officer is appointed for each Rally and that an Accident Record Book is kept by the Club and easily accessible or on-line procedures are readily available.

CLUB COACHES

Every Club Coach *must be a current member of Pony Club WA* or registered as a Day/Visiting Coach.

Club Coaches should be 16 years of age and over.

Club Coaches are encouraged to obtain PCANCAS Coaching Qualifications.

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

Role and responsibilities of the Club Coach:

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

CLUB K COORDINATOR

The Club K Coordinator *must be a current member of Pony Club WA*.

Role and responsibilities of the Club K Coordinator:

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

CLUB C* COORDINATOR

The Club C* Coordinator *must be a current member of Pony Club WA*.

Role and responsibilities of the Club C* Coordinator:

- Works closely with the Club Chief Coach and the Zone C* Coordinator.
- Acts as an adviser to the candidate.
- Is responsible for ensuring that the prerequisites are covered and that the workbook is complete and signed, before the candidate attempts the Assessment.

- With the Club Chief Coach is responsible for recommending the candidate for Assessment and to be reasonably sure the candidate will pass to avoid disappointment.
- When the candidates are ready to be assessed, the C* Coordinator obtains the application forms from the PONY CLUB WA website. Ensures the candidate fills in the form, returning the completed form to the Zone Coach Coordinator.
- Attends Zone Coaching Panel meetings.

Part 3: Coaching

SECTION 3: RALLIES

THE WORKING RALLY

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

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

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

The Working Rally Definition can be located on the Pony Club WA website.

VISITING MEMBERS

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

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

Attendance is to be confirmed to the Member's Club

RALLY ORGANISER

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

The Rally Organiser *must be a current member of Pony Club WA.*

Roles and responsibilities of the Rally Organiser:

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

FIRST AID

Aims:

- Promote a safe environment
- Preserve life
- Prevent injury or illness from becoming worse

- Help promote recovery
- Provide comfort to the ill or injured.

All clubs must have easily accessible and well equipped first aid boxes for rider and horse. Suggest items are outlined by PCA. <https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/PCA-First-Aid-JUN-2022.png> The contents to be checked on a regular basis and replacements made when necessary.

It is recommended that all coaches should have a basic knowledge of first aid and highly recommended to have a current **Senior First Aid Certificate**.

A qualified and identifiable person must be appointed to be responsible for administering first aid at all Rallies and other Pony Club activities as per the PCA minimum Medical Standards for Pony Club policy. <https://ponyclubaustralia.com.au/about-us/resources/>

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

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

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

When an accident occurs:

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

All falls and accidents must be recorded in the appropriate manner on a current PONY CLUB WA Incident Report Form and submitted to PONY CLUB WA within 14 days of the incident or online via the Pony Club Australia Incident Report System.

This is located on the Pony Club Australia website.



HOW DO I REPORT AN INCIDENT OR NEAR MISS?



1

ACCESS THE FORM

Scan the QR code on your device or visit form.jotform.com/PonyClubAust/pca-incident-reporting-system

2

FILL IN THE FORM & SUBMIT

This form can be filled in online or in the field & submitted once re-connected. It can also be saved & finished later

3

RELEVANT ORGANISATIONS NOTIFIED

Pony Club Australia & the relevant state are notified of the submission which is then reviewed

4

ACTION

If regular incidents or near misses are identified in a high-risk activity or area, steps can be taken to make the environment a safer place for everyone

A LIFE WITH HORSES STARTS HERE

Visit ponyclubaustralia.com.au

** This poster is current at 11.11.2022 - <https://ponyclubaustralia.com.au/incident-reporting/>*

Part 3: Coaching

SECTION 4: COACHING QUALIFICATIONS

WHY BECOME ACCREDITED?

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

NATIONAL COACHING ACCREDITATION SCHEME (NCAS)

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

PCANCAS PONY CLUB ACCREDITATION

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

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

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

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

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

Level 1 – this is at C/C*/K standard.

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

PCANCAS PRELIMINARY COACHING ACCREDITATION

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

How to become a PC NCAS Preliminary Coach - Accreditation Process

For the complete step by step procedure please refer to the PCANCAS Preliminary Coaching guidelines for Pony Club WA on the website.

1. Resources Required

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

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

- Candidate to ensure Code of Ethics has been signed.

3. Practical Assessment Day

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

4. NCAS Accreditation

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

PCANCAS PONY CLUB LEVEL 1 ACCREDITATION

Have previously obtained NCAS Pony Club Preliminary Coaching accreditation or equivalent

How to become a PC NCAS Level 1 Coach - Accreditation Process

For the complete step by step procedure please refer to the “PCANCAS Level 1 Coaching guidelines for Pony Club WA” on the Pony Club WA website.

MAINTAINING NCAS ACCREDITATION

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

Ways to accumulate your points are available on PONY CLUB WA and PCA websites.

Download and Update Sheet from PONY CLUB WA website (Reaccreditation).

Submit your Update Sheet detailing your accumulated points to the State Coaching Panel, along with the required fee to update your PCANCAS accreditation.

You will receive an acknowledgment letter from PONY CLUB WA to state your accreditation has been updated.

RECOGNISED PRIOR LEARNING (RPL)

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

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

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

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

PONY CLUB WA State Coaching Panel will then evaluate the evidence and will either:

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

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

Equivalency Recognition

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

For more information about RPL please contact the State Coaching Panel via email – coaching@ponyclubwa.asn.au .

Part 3: Coaching

SECTION 5: ASSESSMENTS

APPOINTMENT OF EXAMINERS FOR PROFICIENCY CERTIFICATES

Examiners list is reviewed every three years.

E Standard Assessor

- To be currently coaching at Pony Club Rallies at E and D level.
- To be appointed by the Club Chief Coach.
- To attend coaching schools.
- To be familiar with the current PCA Syllabus of Instruction.
- Assessors may be from within the Club or from another Club.
- Must be a current member of Pony Club WA.

D Standard Assessor

- To be currently coaching at Pony Club Rallies at D and D* level.
- To be appointed by the Club Chief Coach.
- To attend coaching schools.
- To be familiar with the current PCA Syllabus of Instruction.
- Assessors may be from within the Club or from another Club.
- Must be a current member of Pony Club WA.

D* Standard Assessor

- To be currently coaching at Pony Club Rallies at D* and C Level.
- To have produced candidates to D* Proficiency standard.
- To be appointed by the Club Chief Coach.
- To attend coaching schools.
- To be familiar with the current PCA Syllabus of Instruction.
- Assessors may be from within the Club or from another Club.
- Must be a current member of Pony Club WA.

C Standard Assessor

- To possess a current Pony Club PCANCAS Level 1 Accreditation.
- Nominated from Club and Zone to State Coaching Panel to Board.
- To have produced candidates to C Proficiency standards.
- To attend coaching schools and Assessors seminars.
- To be familiar with the current PCA Syllabus of Instruction
- Must be a current member of Pony Club WA

The appointment as C Assessor Application Form can be located on the Pony Club WA website.

C*/K Standard Assessor

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

- Nominated from Club to Zone to Coaching Panel to Board.
- To be currently coaching at Pony Club Rallies.
- To have produced candidates to C and C*/K Proficiency Standards.
- To attend coaching schools and Assessors seminars.
- To be familiar with the current PCA Syllabus of Instruction.
- Must be a current member of Pony Club WA.

Chief Assessor for C*/K Certificate

- Must be a current member of Pony Club WA.
- The Chief Assessor must be selected from those on the current C*/K Assessor List.
- The Chief Assessor for C*/K is appointed by the Zone Coach Co-Coordinator/Zone C*/K Coordinator for the day of the Assessment.
- The Chief Assessor for C*/K may also be an Assessor on the day of the Assessment. They are the referral point and mediator for questions of procedure or any controversy arising out of the Assessment, take responsibility for any decision made and overall supervision of the Assessment.
- The Chief Assessor must be available to all other Assessors for advice if called upon.
- The Chief Assessor to countersign result sheets and to be processed as per Pony Club WA procedures.
- The Zone Coach Coordinator/Zone C*/K Coordinator may consult with the Chief Assessor regarding the need for extra specialist Assessors to assist on the day.
- The Zone Coach Coordinator/Zone C*/K Coordinator will consult with the Chief Assessor in respect of the Assessment format, timetable and number of candidates.

The appointment as C*/K Assessor Application Form can be located on the Pony Club WA website.

B Standard Assessor

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

A Standard Assessor

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

Part 3: Coaching

SECTION 6: RECOMMENDED FEES

COACHING & OFFICIATING RECOMMENDED FEES

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

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

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

Officiating recommended fees are available on the Pony Club WA website.

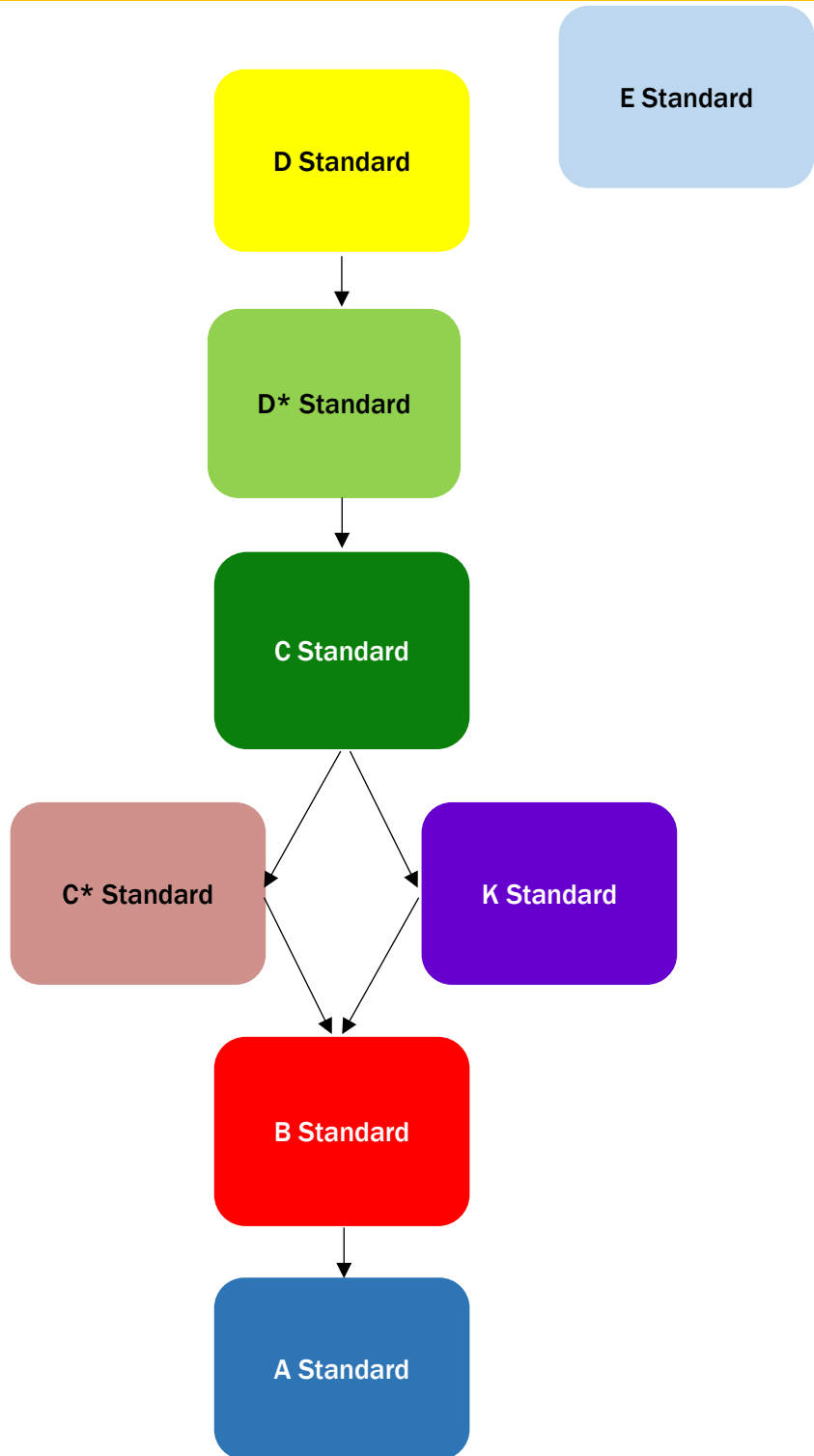
Part 3: Coaching

SECTION 7: PROFICIENCY CERTIFICATES

PCA PROFICIENCY CERTIFICATES FLOWCHART



- E Proficiency Certificate
- D Proficiency Certificate
- D* Proficiency Certificate
- C Proficiency Certificate
- C* Proficiency Certificate
- K Proficiency Certificate
- B Std Proficiency Certificate
- A Std Proficiency Certificate



PCA PROFICIENCY STANDARDS

The Pony Club Australia Syllabus of Instruction sets out in detail the requirements of each Proficiency Assessment and is available via ponyclubwa.asn.au or ponyclubaustralia.com.au Proficiency Certificate Levels: E, D, D*, C, C* or K, B, and A, must be gained in that order, i.e. each is a prerequisite for the higher standard, except E which is an optional Certificate.

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

PROCEDURE FOR PROFICIENCY CERTIFICATE EXAMINATIONS

Candidates must wear formal Pony Club uniform for Certificate Assessments.

Horse must be presented as per Assessment requirements.

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

E Proficiency Certificate

- Pale Blue

Assessments are arranged by the Club Chief Coach. The Assessor on the day is appointed by the Club Chief Coach from the PCANCAS Accredited Coaches within their own Club or from another Club.

E Certificate Assessment results are to be processed as per Pony Club WA procedures. Certificates and discs will be sent to the Clubs for presentation.

The following documents can be located on the Pony Club WA website:

- E Certificate Assessment Report
- E Assessment Marking Sheet

D Proficiency Certificate

- Yellow.

Assessments are arranged by the Club Chief Coach. The Assessor on the day is appointed by the Club Chief Coach from the PCANCAS Accredited Coaches within their own Club or from another Club.

D Certificate Assessment results are to be processed as per Pony Club WA procedures. Certificates and discs will be sent to the Clubs for presentation.

The following documents can be located on the Pony Club WA website:

- D Certificate Assessment Report
- D Assessment Marking Sheet

D* Proficiency Certificate

- Lime Green.

Assessments are arranged by the Club Chief Coach. The Assessor on the day is appointed by the Club Chief Coach from the PCANCAS Accredited Coaches within their own Club or from another Club.

D* Certificate Assessment results are to be processed as per Pony Club WA procedures. Certificates and discs will be sent to the Clubs for presentation.

The following documents can be located on the Pony Club WA website:

- D* Certificate Assessment Report
- D* Assessment Marking Sheet

C Proficiency Certificate

- Green.

Assessments are arranged by the Club Chief Coach following the Pony Club WA assessment process. The Examiner on the day must be on the current Pony Club WA official C Assessors list.

Candidates must submit their completed “C Application to be assessed” at least four weeks prior to the assessment.

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

C Certificate Assessment results are to be processed as per Pony Club WA procedures. Certificates and discs will be sent to the Clubs for presentation.

The following documents can be located on the Pony Club WA website:

- Proficiency C Assessment Guideline Letter to Clubs
- C Certificate Assessment Process
- C Certificate Application to be Assessed
- C Assessment Report Form
- C Assessment Marking Sheets

C*Proficiency Certificate

- Pink.

Assessments are arranged by the Zone C* Coordinator following the Pony Club WA assessment process. Applications to be made to Zone Coach Coordinator by the Club Chief Coach.

Candidates must submit their completed “C* Application to be assessed” at least four weeks prior to the assessment.

The Assessors, minimum of two on the day must be from the current Pony Club WA official C* Assessors list.

C* Proficiency assessment should be held when required in the zone. Candidates may go to another Zone to be assessed with the approval from their Club Chief Coach and Zone Coach Coordinator.

C* Certificate Assessment results are to be processed as per Pony Club WA procedures. Certificates and discs will be sent to the Clubs for presentation.

The following documents can be located on the Pony Club WA website:

- C* Certificate Assessment Process
- C* Assessment Application to be Assessed
- C* Assessment Report Form
- C* Assessment Marking Sheets

K Proficiency Certificate

- Purple.

Assessments are arranged by the Zone K Coordinator following the Pony Club WA assessment process. Applications to be made to the Zone K Coordinator by the Club K Coordinator.

Candidates must submit completed “K Application to be assessed” at least four weeks prior to the assessment.

The Chief Examiner must be on the Pony Club WA Officials Assessment list.

Additional K Examiners, specialists in their field, may be appointed by the State Coaching Panel, to assess the additional components.

K Proficiency Assessments should be conducted when required in the Zone. Candidates may go to another zone for assessment, with the approval from their Club and the Zone K Coordinator.

K Certificate Assessment results are to be processed as per Pony Club WA procedures. Certificates and discs will be sent to the Clubs for presentation.

The following documents can be located on the Pony Club WA website:

- K Certificate Assessment Process
- K Assessment Application to be Assessed
- K Assessment Report Form
- K Assessment Marking Sheets

A & B Proficiency Certificate

- B Standard– Red.
- A Standard – Blue.

Members must apply to become an A & B Candidate with Pony Club WA.

Candidates will be contacted directly by Pony Club WA advising them of clinic and assessment dates.

The following documents can be located on the Pony Club WA website:

- A Candidate Registration Form
- A Assessment Application Form
- A Option Assessment Sheets
- B Candidate Registration Form
- B Assessment Application Form

A copy of the PCA Syllabus of Instruction can be located on the Pony Club Australia website.