

Appendices

Appendix 1 – Updating Policy

UPDATE

PONY CLUB AUSTRALIA INC.

NATIONAL COACHING ACCREDITATION SCHEME

UPDATE POINTS FOR RE-ACCREDITATION

PCA requires all accredited NCAS Pony Club Coaches to complete Updating tasks in line with the requirements of the Australian Sports Commission (ASC)

Our policy requires Preliminary Coaches to attain 12 points over a four year period and Level 1 Coaches to attain 24 points over a four year period to remain accredited.

Upon receiving a letter from the ASC advising your Update is due; Coaches are required to send to their Pony Club Association State/Territory office, prior to the stipulated date:

Update Log Books

The name of the Pony Club of which they are a current financial member

A cheque for \$15.00 (incl. GST) made payable to their State or Territory Office being the current applicable renewal fee to the Australian Sports Commission.

Following verification of the Update information, your State/Territory Association office will Log your qualifications with the Australian Sports Commission via Sports Accreditation on Line (SAO).

Level of Accreditation	Points per 4 years	Minimum per year	Points in excess available to carry over
Preliminary	12	2	3
One	24	4	6

Updating activities are those which will help you as a coach to improve your knowledge and skills in the sport and your teaching and communication skills.

The types of activities attracting points are many and varied the examples on the next page will provide you with a good idea of what you can do to earn points. Coaches are encouraged to obtain and maintain First Aid qualifications which will attract updating points.

Appendix 1 – Updating Policy

UPDATE POINTS

Preliminary Coaches must attain at least 5 points through practical teaching at a recognised Pony Club activity during the four year period and at least 3 points must be gained from attendance at a Pony Club Coaching & Professional Development Course during the four year period.

Level 1 Coaches must attain at least 12 points through practical teaching at a recognised Pony Club activity during the four year period and at least 6 points must be gained from attendance at a Pony Club Coaching & Professional Development Course during the four year period.

ACTIVITY	POINTS
Coaching at an affiliated Pony Club. List the total number of days spent coaching	6
Act as a Mentor Coach for a coaching applicant for a period of not less than 6 months	4
Coaching other than at Pony Club, on a regular basis. i.e. RDA	2
Participate in NCAS refresher training or professional development course, including examiners or coach educator workshop	6
Attend judges school/course building/technical delegate course (run by Pony Club or EFA)	4
Obtain or renew First Aid Certificate	4
Act as a demonstration rider in a coaching/judges course	3
Write an article in a magazine/newsletter on coaching riding or horse management	2
Complete TAFE or other recognised equine course at tertiary institution. (If in doubt check with your Pony Club State Association)	10
Attend a train the trainer course (TAFE, EFA or private provider run). These courses can be of value even if not directly related to equine topics	4
Involvement in State/Territory, National or International competitions as a coach (not a competitor).	3
Attend a clinic as a rider or a spectator with an internationally recognised coach or a Level 3 coach. The clinic can be of one or more days and the coach must spend at least 8 hours watching and participating.	4
Examine at Pony Club C Certificate level or a higher level	4

Appendix 2 – Coach’s Code of Ethics**Appendix 2 – Coach’s Code of Ethics****Coach’s Code of Ethics Agreement Form**

for registration or re-registration to the
National Coaching Accreditation Scheme (NCAS)

TO: *Pony Club Australia Inc*

I, _____ of _____
Full Name Address

Address cont. Telephone contact

am seeking registration / re-registration (please circle) for the following PCA
qualification:

Level

I agree to the following terms:

1. I agree to abide by the PCA Inc Code of Ethics overleaf
2. I acknowledge that PCA may take disciplinary action against me, if I breach the code of ethics. (I understand that PCA is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me)
3. I acknowledge that disciplinary action against me may include de-registration from the National Coaching Accreditation Scheme.

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or, if you require more information on harassment issues.

Signature Date

(if under 18, parent / guardian signature) Date

Appendix 2 – Coach's Code of Ethics



Coach's code of ethics



Respect the rights, dignity and worth of every human being.	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.	All athletes are deserving of equal attention and opportunities.
Treat each rider as an individual.	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.	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.	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.	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, eg. 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: appropriate to the situation. necessary for the riders skill development.	
Refrain from any form of personal abuse towards your riders and their ponies. *	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. *	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.	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.	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.