



**PONY CLUB AUSTRALIA**



## **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.**

**All coaches must attend a Pony Club Coaching & Professional Development Course EVERY 2 YEARS**

Upon receiving notification that your update is due, Victorian coaches are required to:

- Ensure they are a current financial member of JustGo Coaches – Victoria Direct club.
- Ensure they have a current Working With Children's card in their JustGo profile.
- Submit coaching activity sheet.
- Submit signed code of conduct form.

Following verification of the submitted documentation, the PCV office will update your qualifications with the Pony Club Australia JustGo database.

<b>Level of Accreditation</b>	<b>Points per 4 years</b>	<b>Minimum per year</b>	<b>Points in excess available to carry over</b>
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 support 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.

Although it is not compulsory to obtain and maintain first aid qualifications which will attract updating points, Pony Club Victoria strongly encourages all coaches to undertake this training.

## UPDATING POLICY

Preliminary Coaches must attain at least 5 points through practical teaching at a recognised Pony Club activity during the four-year period and attend a Pony Club Coaching & Professional Development Course **EVERY 2 YEARS** 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 attend a Pony Club Coaching & Professional Development Course **EVERY 2 YEARS** during the four-year period.

ACTIVITY	MAXIMUM POINTS ACCRUED
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, HRCav	2
Attend 'in person' coach development experience, including examiners or coach educator workshop.	6
Attend judges school/course building/technical delegate course (Pony Club or EA).	4
Obtain or renew first aid certification.	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, EA 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.	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.	1
Purchase set of PCA New Syllabus Certificate Manuals (provide receipt)	3
Complete on-line course (PCV, PCA, Sport Australia, Play By The Rules, or other approved platform). (1 point per hour - maximum two points per course)	1
Webinars (PCV/PCA or another approved platform). 1 point per hour – maximum two points per course.	1
Complete VicSport/Sport Australia/Play By The Rules Coaching, Child Safe or Integrity courses	3
Obtain PCA Gear Checker Accreditation	6
Participate as a member of a zone DCI/ZA panel (Deputy Chief Instructors/Zone Assistant panel) for no less than 12 months.	2
Obtain role of Club Chief Instructor or Club District Commissioner for no less than 12 months.	2

## COACHES CODE OF ETHICS AGREEMENT

for registration or re-registration as a Pony Club Australia accredited coach.

FULL NAME		PC ID NUMBER	
ADDRESS			
PONY CLUB			
QUALIFICATION			

**I agree to the following terms:**

1. I agree to abide by the PCA Inc Coaches Code of Ethics.
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 complaint 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.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(if under 18, parent / guardian signature)

\_\_\_\_\_  
Date

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# Coaches 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.	

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.