

## **MORE INFORMATION ABOUT THE NATIONAL PONY CLUB NCAS SCHEME**

### **National Coaching Accreditation Scheme (NCAS)**

The NCAS is an initiative of the Australian Sports Commission (ASC). The NCAS is a progressive coach education program offering courses at various levels. Over 70 sports participate in the NCAS. It is recommended that all coaches become accredited through the NCAS. Coaches who are accredited through the NCAS are recognised by national and state sporting organisations and the ASC.

### **Structure of the NCAS**

The NCAS has a flexible approach that allows each national sporting organisation to determine the number of levels in their coach accreditation pathway. NCAS training programs include the following components:

- coaching general principles – generic principles of coaching and athletic performance that apply to all sports
- sport-specific – skills, techniques, strategies and scientific approaches to the particular sport
- coaching practice – practical coaching and application of coaching principles.

NCAS courses utilise competency based training principles. This includes:

- competency standards that specify the levels of knowledge and skill required
- flexibility in education training delivery
- equitable access to the program and equitable training methods
- assessment that measures the identified competencies
- a mixture of theory and practical training
- currency – coaches must update their accreditation at least every 4 years

### **NCAS Pony Club**

The course structure and delivery methods make the system even more attractive in the Pony Club environment. Changes in the areas of flexible delivery, competency based assessment and mentoring will allow the courses to be delivered in a variety of ways. 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.

### **Course delivery**

Can be done in a variety of ways:

- Attending a PCANSW State run NCAS Instructors course organised by your Zone. You may also attend these courses in other zones. (Courses listed on [www.pcansw.org.au](http://www.pcansw.org.au) calendar).
- Clubs and Zones can organise group days or evenings to work through the Log book together with the help of the Club Mentors.
- Speak to your Club Senior Instructor or Zone Chief Instructor for other ways used to prepare for the assessment. Attend State Instructor schools or Mentor schools organised by your Zone Chief Instructor.

### **There is no longer a pre requisite to have a Senior First Aid Certificate.**

The relevant section of the Coaches Workbook can be completed to show compliance, however it is recommended that all clubs have at least one person who has completed a Senior First Aid Certificate to ensure the safety of your members.

### **Competency Based Assessment**

This policy recognizes that people gain knowledge and skills in a variety of ways, by formal training or life and work experience. The Candidate must provide evidence that they have the skills and knowledge for the competencies they are claiming. I.e. EA NCAS Level One certificate or higher. The need to provide copies of their accreditation to the State Office before being assessed. All candidates will be assessed, those with RPL only need to be assessed they do not have to complete the log book.

### **Recognition of Current Competency (RCC)**

This was formerly called Recognition of Prior Learning (RPL) and is an understanding that people gain skills and knowledge in many ways. In a formal course setting a candidate may feel that they can already perform some of the learning outcomes to the required standard. RCC allows them to identify the skills required. They will only have to complete the final assessment and provide copies of other accreditation to the State Office. If a EA NCAS Level One or higher certificate is held they only have to complete the assessment and not the log book.

# Training Program General Information and Administration

## Name of the training programs and level of accreditation

Approved:

- Preliminary Pony Club Coach
- Level 1 Pony Club Coach
- Mounted Games Pony Club Coach

**Note:** Level 2 and Level 3 qualifications and are in the development stage.

## Training program

The Pony Club qualification is not based around a single course. Candidates must undertake a range of training to prepare themselves for the assessment activity. Coaches may:

- work with a mentor coach
- undertake independent study
- attend courses either on a specific topic from the logbook or a longer course that covers a range or all of the topics.

Pony Club is a voluntary movement, and as such, no fees for mentoring should be paid. Mentoring would normally be done in conjunction with an organised day or club rally day.

## Course Coordination

The State Coach has responsibility for coach education in their state. This may involve, but is not limited to:

- supporting mentors for candidates to work with
- conducting workshops on one or more topics from the curriculum
- assisting candidates to find ways to complete the requirements of the logbook
- directing candidates to appropriate texts, videos and other learning materials for independent study
- assessing candidates
- developing a pool of qualified assessors.

## Presenter qualifications:

**A State Instructors School** must be presented by a member of the State Coaches Panel and selected for that school by the State Coaching Director.

- Coaches on the State Coaches panel are all EA NCAS accredited.
- have excellent presentation skills and have completed presenter training courses with the ASC.
- have a thorough knowledge of Pony Club administration
- believe in and uphold the Pony Club Aims and Objectives.

Zone Instructors Schools:

- Presented by the Zone Chief Instructor or someone organised and recommended by the ZCI.
- For specialist presenters only - have qualifications in the area that they are presenting in (e.g. farrier, vet etc.)

## Assessors:

- Members of the State Coaching Panel, EA NCAS accredited.
- Pony Club assessors who are PCANSW NCAS Level One or more and have attended assessor workshops.

## Mentors

Mentors will be available to assist candidates to fulfil the requirements of the log book. Mentors will be responsible for signing off candidate workbooks. This may be done at a workshop, at a rally, or by individual arrangement with a mentor. Mentor's should ensure that the candidate is competent prior to signing the logbook. Mentors must be listed on the PCANSW website mentors list. Mentors are selected by the ZCI and do not have to be members of Pony Club. The ZCI is responsible for sending the mentors name and details to PCANSW.

## Assessment Entry pre-requisites

- Candidates must be current financial members of their Pony Club State branch.
- 18 years of age to be eligible to be assessed but 16 years to start training of the course.
- Any experienced rider or Pony Club parent is likely to have already developed foundation knowledge of the sport,

riding and horse care skills through their practical experience at Pony Club.

- Parents and riders new to equestrian sport can participate in the first three modules of the course which will provide them with a good grounding in horse care, riding and pony club.
- The Pony Club qualifications are sequential in nature. It is therefore a pre-requisite that participants have achieved the previous level of accreditation prior to enrolling in the next level. In addition, the following table outlines any specific pre-requisites for each level.

Accreditation Level	Pre-requisites to commence training
Preliminary PCA NCAS Coach	<ul style="list-style-type: none"> <li>• Knowledge to the standard of the Preliminary Pony Club Course Workbook</li> <li>• Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc.</li> <li>• 18 years of age to qualify, but can commence training at 16 years.</li> </ul>
Level 1 PCA NCAS Coach	<ul style="list-style-type: none"> <li>• Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc.</li> <li>• Hold a Preliminary Level Pony Club Coach Accreditation</li> <li>• 18 years of age to qualify. Training may commence earlier.</li> </ul>
Mounted Games PC Coach	<ul style="list-style-type: none"> <li>• Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc.</li> <li>• Preliminary Pony Club Coach Accreditation and completion of Modules 1, 2 and 3 Topics 1-3 excluding jumping &amp; flatwork of Level 1 Pony Club Coach Accreditation</li> <li>• 18 years of age to qualify, but can commence training at 16 years.</li> </ul>

### Completion period for accreditation courses

Coaches must complete their training (including assessment) within 2 years of commencement. Any requests for extension must be made in writing to the State Office.

### Coach's Code of Ethics

PCA endorses and requires all accredited coaches to sign-on to the ASC's Coaches Code of Ethics contained in the Preliminary and Level One Pony Club Coach Workbooks. In cases where coaches have been found to breach the code, a written report will be made to the respective State/Territory Association Chief Instructor's Panel with all relevant information. Following examination of the alleged breach, the coach will be informed within 30 days of the disciplinary decision made by the panel. Subsequent breaches will be referred to the PCA Instructional Subcommittee for recommendation as to action to be taken. The PCA can recommend to the ASC that a coach's accreditation be withdrawn.

### Enrolment Pre-requisites – Age of entry into training program

Candidates can commence training at 16 years of age but must be 18 years of age or over at the completion of the course. They must be a financial member of a Pony Club, affiliated through their State Association, with Pony Club Australia Inc.

### Updating

All levels of coaching accreditation are current for a four year period. To re-accredit, coaches must undertake a range of updating activities. See attached updating policy at Appendix 1.

# Training Program Syllabus

## Preliminary Coach Overview

Module	Coaching Outcomes
1. Role of the Coach	<ol style="list-style-type: none"><li>1. Undertake the varied roles of a Pony Club coach</li><li>2. Work effectively with parents, officials and administrators</li><li>3. Develop and implement a personal coaching philosophy</li><li>4. Outline the coach's ethical responsibilities</li></ol>
2. Planning and Reviewing	<ol style="list-style-type: none"><li>1. Plan a series of lessons for D/D* level riders</li><li>2. Review effectiveness of plans</li></ol>
3. Risk Management	<ol style="list-style-type: none"><li>1. Apply the principles of risk management to minimise injuries to people and horses</li><li>2. Outline the legal responsibilities of the coach</li><li>3. Implement minor incident management procedures</li></ol>
4. The Coach in Action	<ol style="list-style-type: none"><li>1. Demonstrate effective group organisation</li><li>2. Ensure the safety of riders and horses during the session.</li><li>3. Manage group behaviour</li><li>4. Conduct coaching sessions to teach basic skills</li><li>5. Demonstrate effective communication strategies</li></ol>
5. Rider Development	<ol style="list-style-type: none"><li>1. Plan and implement activities and lessons that consider the physical, social and emotional development of riders</li><li>2. Cater for the individual differences of riders.</li></ol>
6. Horse Care	<ol style="list-style-type: none"><li>1. Teach riders the D and D* horse care skills as outlined in the PCA Syllabus of Instruction &amp; PCA NSW Riding Manual..</li><li>2. Provide advice to riders and their parents with regard to horse selection and care in accordance with PCA Syllabus of Instruction.</li></ol>
7. Riding – Flat work	<ol style="list-style-type: none"><li>1. Teach riders the D and D* riding skills as outlined in the PCA Syllabus of Instruction.</li><li>2. Teach rider exercises, agility, school figures and the use of the arena to D/D* standard</li></ol>
8. Riding - Jumping	<ol style="list-style-type: none"><li>1. Teach riders the forward seat, to ride over trot poles and small jumps as outlined in the D and D* PCA Syllabus of Instruction</li></ol>

## Level 1 Coach Overview

Module	Coaching Outcomes
1. Planning and Reviewing	<ol style="list-style-type: none"><li>1. Plan a series of lessons for C/C* level riders</li><li>2. Review effectiveness of plans</li></ol>
2. Group Management	<ol style="list-style-type: none"><li>1. Demonstrate effective group organisation</li><li>2. Manage group behaviour</li><li>3. Develop supportive relationships with riders</li></ol>
3. Horse Care	<ol style="list-style-type: none"><li>1. Teach riders the C &amp; C* Horse Care skills as outlined in the PCA Syllabus of Instruction</li><li>2. Provide advice to riders and their parents with regard to horse selection and care in accordance with</li></ol>

	the PCA Syllabus of Instruction
4. Riding – Flat work	<ol style="list-style-type: none"> <li>1. Teach riders the C &amp; C* riding skills as outlined in the PCA Syllabus of Instruction</li> <li>2. Teach rider exercises, agility, school figures and the use of the arena to the C” standard</li> </ol>
5. Riding - Jumping	<ol style="list-style-type: none"> <li>1. Teach the forward position, strides distances and gymnastic jumping to C” standard</li> <li>2. Teach show jumping and cross country to C* standard</li> </ol>
6. Lungeing	<ol style="list-style-type: none"> <li>1. Describe the correct equipment for safe lungeing of a horse and explain the reasons for its use</li> <li>2. Teach riders how to correctly fit lungeing equipment</li> <li>3. Teach riders the basic techniques of lungeing a quiet horse</li> </ol>

### **Workbook**

The workbook is designed to follow the syllabus and course content to help the candidate prepare for assessment. It can also be used as an ongoing reference tool. The course is designed to be flexible. The candidate can work at their own pace by using the material provided, attending workshops or working with a mentor coach.

### **Course time frame**

The time taken to complete the course will vary depending on the previous experience of the candidate. It will require:

- reading and research
- course attendance or work with a mentor coach
- practical assessment
- hands on experience in the field

### **Assessment**

This will be undertaken by a State or Territory approved assessors. Candidates will be required to;

1. Complete the Preliminary Coach Pony Club Log book
3. Demonstrate skills learned during practical assessment sessions

## Appendix 1: Updating Policy

### 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:

- 1) Update Log Books
- 2) The name of the Pony Club of which they are a current financial member

Following verification of the Update information, your State/Territory Association office will forward a completed NCAS Update Registration Form to the Pony Club Australia for processing and forwarding to the Australian Sports Commission.

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. During each update period coaches must provide evidence of completing the Sports Safety and the Law component of the most current Edition of the ASC beginning Coaching Manual.

#### 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**

	<b>POINTS</b>
Complete a PCANSW State coaches Instructors school.	10
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 PC or EA)	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
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 accredited private provider). 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 an EA 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
Obtain or renew First Aid qualifications	4

All NCAS candidates regardless of level of certificate held will be assessed undertaking three practical sessions for D/D\* riders; one task on the flat, the second task jumping related, the third a mounted games activity. They may also be assessed on any other competency outlined in the PRELIMINARY Syllabus.

Each candidate will work with a mentor who will sign the logbook when the candidate has displayed a satisfactory standard of the skill required e.g. Saddling a horse. (The candidate must be able to efficiently demonstrate correct method or saddling a horse).

