

## Pony Club Australia National Coaching Accreditation Scheme

### BRIEF INFORMATION ABOUT NSW PONY CLUB AND THE NCAS INSTRUCTORS SCHEME.

#### **1. Why NSW Pony Club changed to the NCAS System**

From the NSW membership survey conducted in 2006 and three Regional Forums during 2007, the majority of comments identified weaknesses in the Instruction given at a lot of NSW Pony Clubs particularly a lack of consistency across the State. The assessing of instructors was found to be most inconsistent.

The NCAS Pony Club system has been identified as able to provide flexible delivery, National recognition, standardised instruction, assessment and qualifications and is in line with coaching practices of over 70 other sports. Coaches will benefit through updating their knowledge regularly and it will bring all states/territories in line.

#### **2. Age for accreditation.**

Candidates must be 18 years of age at the time of assessment; training can commence from 16 years of age.

#### **3. Who conduct the assessment of the instructors and when.**

The State Coaching Director appoints the assessors.

Assessments will be conducted on a regular basis. Each zone can apply to conduct an Assessment weekend.

If your zone does not have the numbers to hold an assessment anyone from outside zones being current financial members of PCANSW are eligible once they have completed their log book to apply to attend any assessment in the zone that has a vacancy. This is to be done through the State Office.

#### **4. The procedure of preparing and sitting the assessment.**

- Firstly you need to purchase a log book and syllabus book from the PCANSW office.
- You then need to start working through the log book either by yourself or with other members of your club or zone at organised day or night session.
- You will need to work through the practical sections with a registered mentor. Mentors are listed in zone order on [www.pcansw.org.au](http://www.pcansw.org.au)
- You must complete the log book and have all areas needing to be signed to be looked at and signed by a mentor.
- During the time of you completing your log book you should be in touch with your Zone Chief Instructor letting them know your progress. Then they will be able to book an assessment through State Office. Only the ZCI can book an assessment.
- On completion of your log book you then send it to your Zone Chief instructor who will then send all the log books from your zone together to State Office where they will be checked.
- Your name should appear on the list with the application for an assessment.
- You will receive information i.e. Tasks, timetable, Candidates notes from PCANSW via your assessment coordinator.
- You will be advised which day you need to attend to do your assessment. At the assessment you are required to teach three tasks. One flat work, one jumping related task and one games task. Plus do a thorough gear check.

#### **5. If you do not pass the assessment.**

Candidates have two years from commencing training to complete assessment, this allows for candidates to re-sit a section or task for which they do not display competency initially. A period of two weeks must pass before resitting.

#### **6. After the assessment.**

Upon passing your assessment the candidate completes and submits a copy of pages 15, 43, 45 of the logbook to their Zone Chief Instructor, Assessment coordinator or the Pony Club Assessor to send into the State Office.

This is then processed and you will receive a certificate and registration card from the ASC.

The ASC will send out a coaching card. Pony Club Australia will issue the certificate of attainment.

#### **7. NCAS accreditation renewal.**

Every four years, refer to Appendix 1. Updating Policy for details

#### **8. Costs involved.**

It is expected that the Workbook and Logbook will be in the vicinity of \$33. Pony Club NSW pays for your registration with the Australian Sports Commission.

#### **9. If you have an old system NSWPCA Instructors certificate.**

Current NSW Instructors Certificate (Level 1 & 2) (old system) will be valid indefinitely provided that the renewal requirements are met. Now that the NCAS system is in place no further "old System" certificates will be issued, including upgrading, under the NSW Instructors Program.

Anyone now wishing to hold an instructors certificate needs to complete the NCAS Preliminary Certificate.

### **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 run 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. They would then demonstrate the required skills in front of an appointed, recognized assessor and provide copies of other accreditation to the State Office with log books before being assessed.

### 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 and assess themselves against the learning outcomes at their leisure prior to the final assessment and provide copies of other accreditation to the State Office with log books before being assessed.

Some of the areas that can be recognized are;

- Recent completion of another training scheme (recent usually means within the previous 4 years). These schemes could include anything from PCA Efficiency Certificates to other recognized coaching courses.
- On the job learning in the equestrian industry – life experiences
- The individual learning at their own pace using educational material

RPL for current Level 1 EA Coaches for the Pony Club Preliminary Course:

MODULE 1 RPL pages 16-22, please completed pages 23-25 as they are more Pony Club specific.

MODULE 2 RPL whole section i.e. pages 26-35.

MODULE 3 RPL whole section i.e. pages 36-42.

LESSON PLANS Provide 1 Lesson plan for 1 x flat topic, 1 x jumping topic, 1 x games topic from the list on page 57. You may use a lesson plan from Pony Club NCAS log books on the same or similar topic as long as this lesson plan is aimed at D – D\* certificate level riders.

All instructions must present completed lesson plans and complete the practical assessment organised by your Zone Chief Instructor.

RPL for Pony Club Level 1 Accreditation is:

MODULE 1 RPL pages 16-18. Please complete page 19.

MODULE 2 RPL whole section – although PLEASE familiarise yourself with Pony Club Specific rules regarding gear requirements.

MODULE 3 RPL whole section.

Games specific module for Level 1 must be completed in full.

For the practical assessment day you will need to supply a written lesson plan for 1 x flat topic, 1 x jumping topic, 1 x theory topic for C certificate level riders.

You must also include a copy of your EA certificate of current coaching card to be used as evidence to be sent in to the State Office with Pony Club NCAS log books prior to being assessed.

## **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.

### **Integrated or Separate Coaching Principles component**

Relevant units from the ASC's Coaching Principles courses have been utilised throughout Pony Club's accreditation levels. Coaches who have completed a Coaching Principles course through an external agency will have developed underpinning knowledge towards a Pony Club qualification; however this knowledge will be assessed in an applied way in order to gain a Pony Club qualification.

### **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**

Where workshops are conducted, presenters

- must be an accredited coach at the same level (or higher) as the course being presented and be approved by the (PCANSW & State Coach ) and
- must have excellent presentation skills and preferably completed a presenter training course.
- have a thorough knowledge of Pony Club administration
- believe in and uphold the Pony Club Aims and Objectives.

OR

- For specialist presenters only - have qualifications in the area that they are presenting in (e.g. farrier, vet

etc.))

### Assessor qualifications

Members of the State Coaching Panel or their appointees will conduct assessments of the practical coaching component and check the completed candidate workbook.

### 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.

### 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.

### **Recognition of Prior Learning**

As the Pony Club qualifications are not solely course based, candidate's prior learning can be recognised at any time. This can be achieved in one of two ways;

1. by providing evidence of formal coaching qualification from another equestrian organisation
2. 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

**All candidates must complete the log book and formal assessment day** as these are designed to determine the ultimate competence of the candidate in the Pony Club environment.

### **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**

<b>Module</b>	<b>Coaching Outcomes</b>
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	<ol style="list-style-type: none"> <li>1. Plan and implement activities and lessons that consider the physical, social and</li> </ol>

Development	emotional development of riders 2. Cater for the individual differences of riders.
6. Horse Care	1. Teach riders the D and D* horse care skills as outlined in the PCA Syllabus of Instruction & PCA NSW Riding Manual.. 2. Provide advice to riders and their parents with regard to horse selection and care in accordance with PCA Syllabus of Instruction.
7. Riding – Flat work	1. Teach riders the D and D* riding skills as outlined in the PCA Syllabus of Instruction. 2. Teach rider exercises, agility, school figures and the use of the arena to D/D* standard
8. Riding - Jumping	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

#### Level 1 Coach Overview

Module	Coaching Outcomes
1. Planning and Reviewing	1. Plan a series of lessons for C/C* level riders 2. Review effectiveness of plans
2. Group Management	1. Demonstrate effective group organisation 2. Manage group behaviour 3. Develop supportive relationships with riders
3. Horse Care	1. Teach riders the C & C* Horse Care skills as outlined in the PCA Syllabus of Instruction 2. Provide advice to riders and their parents with regard to horse selection and care in accordance with the PCA Syllabus of Instruction
4. Riding – Flat work	1. Teach riders the C & C* riding skills as outlined in the PCA Syllabus of Instruction 2. Teach rider exercises, agility, school figures and the use of the arena to the C'' standard
5. Riding - Jumping	1. Teach the forward position, strides distances and gymnastic jumping to C'' standard 2. Teach show jumping and cross country to C* standard
6. Lungeing	1. Describe the correct equipment for safe lungeing of a horse and explain the reasons for its use

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|  | <ol style="list-style-type: none"> <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> |
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### 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.

<b>ACTIVITY</b>	<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).