



The Pony Club Association of N.S.W.

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Pony Club Association of NSW Inc **Eligibility Criteria to join the Paid Instructors Panel**

Criteria:-

- Hold an Equestrian Australia NCAS Level One Accreditation or higher.
- Have had a lot of experience coaching groups of riders (especially young riders).
- To be over 18 years of age.
- To be agreeable to work within PCA NSW guidelines, rules and regulations.
- Hold a current NSW Working with Children Check registration number.
- The applicant coach must liaise with the PCA NSW Office admin@pcansw.org.au as to when they can be observed teaching a group by PCA NSW officials.

Once your application has been received by PCANSW the Coaching Coordinator will contact you to organise for two Officials from PCA NSW to view you instructing. Your application will be presented to the Zone Chief Instructors Committee at its next meeting to be ratified (meetings held in March, July & November). If there are no objections you will be placed on the Paid Instructors Panel List for 12 months probationary period during which feedback reports will be provided by clubs/zones utilising your coaching services. A review will be undertaken at the end of this period after considering feedback and you may be then offered full membership of the Paid Instructors Panel.

Documents to accompany application form:

- NSW Working with Children Check – Employee Registration number and expiry date please see the Commission for Children and Young People website for application details – <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/apply/-apply>
- Resume
- A copy of your coaching qualifications.

If you are successful you will:-

- Need to State your current coaching fees.
- You will need to complete Tax File Declaration.
- PCA NSW provides Superannuation cover or choice of cover.
- Pay the Paid Instructors fee of \$150 for three years.

**APPLICATION TO JOIN THE
PAID INSTRUCTORS PANEL
OF THE PONY CLUB ASSOCIATION OF NSW**

Please complete your full details so that we can ensure that we have your correct address, phone number etc:

NAME: Mr / Mrs / Miss / Ms _____

ADDRESS: _____

PHONE NUMBERS: Home _____

Work _____

Mobile _____

FAX NUMBER: _____

E-MAIL: _____

Working with Children Check Registration Number _____

WWCC expiry date: _____ **DOB:** _____

Level & type of accreditation: Attach a copy of your Equestrian Australia Level ONE Certificate.

Please provide details of your coaching experience (both individual & group):

Please state your daily coaching fees: \$ _____

Please supply three dates you would be available to have Pony Club Officials observe you teaching a group of riders under the age of 25 in the discipline/s you are applying.

Date One: _____ **Venue:** _____

Date Two: _____ **Venue:** _____

Date Three: _____ **Venue:** _____

I agree to abide by the guidelines, rules and regulations of the Pony Club Association of NSW Inc and I am over the age of 18 years.

Applicant's signature: _____

Please complete and attach the following:

- **Resume**
- **A copy of your coaching qualifications**
- **Any other documentation to support your application**

*Please return this form and attachments to the Pony Club Association of NSW,
PO BOX 2085 Wollongong NSW 2500. Thank you.*

Office Use Only – Coach has been observed teaching by two (2) PCA NSW appointed officials:

Name of Official: _____ **Date Observed:** _____

Name of Official: _____ **Date Observed:** _____

Observation forms to be attached.