

THE PONY CLUB ASSOCIATION OF NEW SOUTH WALES INC.

PONY CLUB INSTRUCTORS RENEWAL FORM **Applicable for period 1/7/2019 to 30/6/2023**

No new Instructors Certificates will be issued all those wishing to become new Club Instructors must complete NCAS Assessments please see your ZCI or the Coaching Coordinator for further information.

Instructors Certificate Levels

Club Instructor Level 1 – generally instruct members at D, D*, C & C* Certificate level
Club Instructor Level 2 – may instruct riders to K, B, H & A Certificate level
Club Examiner Level 1 – may examine riders for D and D* Certificates only
Club Examiner Level 2 – may examine riders for D, D*, C and C* Certificates

Renewal of Certificate

After expiry of a four-year term the applicant is required to have attended a minimum of TWO full days of Instructors Schools during the preceding three years, including appropriate first aid lectures conducted by qualified persons. Discipline specific schools are allowed for the renewal of Certificates provided that they are conducted by instructors approved by the Association (but not Regional Schools).

Appointment of Club Examiners

The Zone Chief Instructor is responsible for examining and appointing Level 1 Examiners who may examine for D and D Gold Star Certificates. A Probationary Instructor obtaining a Level 1 Instructors Certificate cannot become a Level 1 Examiner for a period of three years. Level 2 Examiners may examine for D, D Star, C and C Star Certificates. There is no limit to the number of Examiners allowed in a Club. Club Examiners Certificates are not transferable from Club to Club.

Cancellation of Certificate

Lapse of membership with a Club and failure to pay insurance premiums will automatically void certificate. Certificates will be become void if the member becomes a “professional” and accepts remuneration.

Gear Check Certificates

The Association has introduced a Gear Check Certificate this certificate is designed for Pony Club Members eighteen years and over who have an interest in helping out at Rally Days, competitions, camps etc. as gear checkers. This is an open book exam and the Zone Chief Instructor is responsible for organizing the training and exams for this certificate, minimum age 18 years. A copy of member's assessment for is to be attached with application for this certificate.

Note: The rules for all approved / appropriate gear and uniform are available from the PCA NSW Rule Book (the Blue Book)

Introductory Instructors Certificates

The Associations has introduced an Introductory Instructors Certificate to provide a certificate at the introductory level for interested persons to become Pony Club Instructors and to provide basic instruction in riding and horsemanship and to understand the safety aspects of managing a group of riders at all levels of competence. This will include, and open book exam and the Zone Chief Instructor is responsible for organizing the training and exams for this certificate, minimum age 17 years. A copy of member's assessment for is to be attached with application for this certificate.

INSTRUCTORS CERTIFICATE RENEWAL FORM

NAME:

ADDRESS:

PHONE: (H) FAX: E-MAIL

I am a financial and insured member of Pony Club in Zone

INSTRUCTORS SCHOOLS ATTENDED IN THE PRECEDING FOUR YEARS

EXACT DATE	NO. OF DAYS	VENUE	ORGANISER OF SCHOOL	INSTRUCTOR/S CONDUCTING SCHOOL

FIRST AID LECTURES ATTENDED

VENUE	DATE	LECTURER

I understand the requirements of attendances at Instructors Schools as set out above and the necessity of my membership and insurance remaining paid up. I certify that I am not a Professional as laid down by The Pony Club Association of NSW and do not receive any remuneration whatsoever for riding instruction and that the above listed schools attended are true and correct.

SIGNED (applicant)

Date.....

This is an application for the renewal of the following Instructor Certificate:

Club Instructors Certificate – Level 1 / Level 2

Club Examiners Certificate – Level 1 / Level 2

Deputy Zone Chief Instructors Certificate

Zone Chief Instructors Certificate

Introductory Instructors Certificate

Other Certificates:

Gear Check Certificate

Recommended by Pony Club in Zone

SIGNED (Secretary of Pony Club) Date

SIGNED (Zone Chief Instructor) Date

Please return this form to: PCANSW, PO Box 2085 Wollongong NSW 2500

Phone: (02) 4229 8977 Fax: (02) 4229 8966

OFFICE USE ONLY: Certificate Number..... Date of Issue