



Pony Club Australia Ltd  
ACN 090 080 265  
PO Box 7128  
Brighton, Vic, 3186  
T: (03) 95965390  
E:info@ponyclubaustralia.com.au  
W:www.ponyclubaustralia.com.au

## Nominations to PCA National Committees

The reorganisation of national advisory committees is intended to access skills and expertise from across Pony Club and beyond, to enable PCA to meet the requirements of its members and deliver on its Strategic Plan. PCA would also like to reduce the demands on volunteers and enable committee members to contribute within their area of knowledge and interest.

### PCA Coaching Advisory Council

The PCACAC is a representative body, made up of the State Coach Coordinator/Chair of the State Coach Panel/Chief Coach/Chief Instructor or equivalent. The appointments to this council, and the duration of these appointments, are the decision of each Member state.

Could states please advise the name of the appointment to this committee by Friday 6<sup>th</sup> September?

### PCA Education and Development Committee

This is a skills-based, independent committee that will have a strategic focus on PCA's education and development program for riders, coaches and officials. It will liaise with the Coaching Advisory Council and Youth Advisory Council in relevant areas.

The skills matrix of the Education and Development Committee includes, initially:

- Education – design and delivery of secondary and tertiary programs
- Psychology
- Coaching of diverse equestrian sports
- Communication and engagement
- On line learning and development platforms
- Workplace safety
- Human resource management

Additional skills may be added based on Pony Club programs, risks and feedback. PCA welcomes suggestions for additional skills from Member states.

PCA is seeking expressions of interest for the Education and Development Committee. Pony Club membership is not essential. PCA will advertise these vacancies next week through social media, Sport Australia and to PCA members. Applications will close on 20<sup>th</sup> September.

### PCA Youth Advisory Council

Sport Australia promotes the facilitation of a greater voice of young people in sport and the PCA Youth Advisory Council is a response to this requirement. This committee is also intended to be a development opportunity for future leaders in Pony Club.

PCA is seeking expressions of interest for the Youth Advisory Council and will advertise these vacancies next week through social media and to PCA members. Applications will close on 20<sup>th</sup> September. PCA welcomes suggestions of suitable candidates from Member States.

The draft terms of reference for the three committees is attached. These will be finalised once the committees are operational.

The Australian Government through Sport Australia recognises Pony Club Australia to develop Pony Club in Australia





Pony Club Australia Ltd  
ACN 090 080 265  
PO Box 7128  
Brighton, Vic, 3186  
T: (03) 95965390  
E:info@ponyclubaustralia.com.au  
W:www.ponyclubaustralia.com.au

## PCA Coaching Advisory Council – Terms of Reference

### Role

The role of the PCA Coaching Advisory Council is to provide advice to the PCA Board on the design and implementation of the PCA coaching program.

### Membership and Term

The PCACAC will be made up of one representative of each state, nominated by that state. The person should have the state leadership role for coaching, such as the Chair of the Coach/Instructor panel, Chief Coach/Instructor, State Coach Coordinator or equivalent. The term of appointment is determined by the term of office held at state level.

The PCACAC will elect its own Chair and Secretary.

### Responsibilities

- The design and delivery of PCA Coaching.
- The development of national examination standards and consistent processes for accreditation.
- Maintaining a current register of all PCA accredited coaches.
- Coordinating continuing education programs and workshops for PCA coaches.
- Ensuring that the PCANCAS standards of coaching are maintained and reviewed on a regular basis.
- Development of initiatives to share best practice coaching tools and encourage innovation across Australia.
- Programs to increase the number of coaches in Pony Club.
- Consideration of matters referred to it by the PCA Board.

### Meetings

The PCACAC will meet at least 4 times per year by teleconference.

Minutes of the meetings will be provided to the PCA Board.



Pony Club Australia Ltd  
ACN 090 080 265  
PO Box 7128  
Brighton, Vic, 3186  
T: (03) 95965390  
E:info@ponyclubaustralia.com.au  
W:www.ponyclubaustralia.com.au

## PCA Education and Development Committee – Terms of Reference

### Role

The role of the PCA Education and Development Committee is to develop strategies, policies and programs for coach and official education, rider syllabus and leadership.

### Membership and Term

Members will be selected according to specialist skills and knowledge that collectively include;

- Education – design and delivery of secondary and tertiary programs
- Psychology
- Coaching of diverse equestrian sports
- Communication and engagement
- On line learning and development platforms
- Workplace safety

The committee will consist of 8 members.

Members will be appointed for a 3 year term.

Members can be reappointed and can serve a maximum of 3 terms.

Pony Club membership is not a prerequisite.

The PCAEDC will elect its own Chair.

The PCA CEO will provide administrative support to the committee.

### Responsibilities

- Development of education and engagement strategies that ensure that Pony Club has capability and practices to meet member, community and government expectations.
- Benchmarking Pony Club coach, official and participant education against national and international sporting organisations.
- Identification of technology solutions to deliver education across a dispersed geography and to a time-poor, volunteer workforce.
- Consideration of matters referred to it by the PCA Board.

### Meetings

The PCAEDC will meet 4 times per year. Two meetings in person and two by teleconference. Additional meetings will be held if required.

Minutes of the meetings will be provided to the PCA Board.

The Australian Government through Sport Australia recognises Pony Club Australia to develop Pony Club in Australia





Pony Club Australia Ltd  
ACN 090 080 265  
PO Box 7128  
Brighton, Vic, 3186  
T: (03) 95965390  
E:info@ponyclubaustralia.com.au  
W:www.ponyclubaustralia.com.au

## PCA Youth Advisory Council – Terms of Reference

### Role

The PCA Youth Advisory Council is a consultative forum for PCA to engage with its riding members on matters including the PCA Syllabus, leadership programs and relevant PCA policies. The PCAYAC is also a training ground for future Pony Club leaders.

### Membership and Term

The PCAYAC will have 8 members.

Members will be aged 16 – 28 years.

Applications will be sought by expressions of interest.

Members will be selected to ensure a diversity of backgrounds, gender and location.

The PCAYAC will elect its own chair. This person will have leadership credentials such as participation in the PCA Women Leaders in Sport program.

The term of appointment to the committee will be 2 years. An individual can serve a maximum of 3 terms.

The PCA CEO will provide administrative support to the committee.

### Responsibilities

- Provide ideas and feedback on matters referred to it by the PCA Board
- Identify and discuss improvements and initiatives that will enhance the Pony Club offering to riding members
- Seek to address impediments to the positive experience for riding members of Pony Club
- Propose new programs such as new horse sports, international experiences, leadership education

### Meetings

The PCAYAC will meet three times per year by video or audio web conference.

Minutes of the meetings will be provided to the PCA Board.