

# Pony Club Australia National Coaching Accreditation 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.

### Flexible course delivery

This policy recognizes that coaches can be assessed in a number of ways which will enable people in remote areas or those with time constraints to have access to accreditation.

### 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.

### 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.

### 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.

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 any thing 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

Currently PCA has one NCAS accredited course which is set at C Certificate. A large number of our volunteer coaches and riders are at the D/D\* level. They are the backbone of Pony Club and need to be educated and supported through our Coach Education System. With this in mind the PCA Coaching committee has developed a Preliminary level Course set at D/D\* level which has been approved by the Australian Sports Commission (ASC).

# Training Program General Information and Administration

## Name of the training programs

Approved:

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

**Note:** Level 2 and Level 3 qualifications will be developed once the Preliminary, Level 1 and Mounted Games qualifications have been implemented.

## 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 fees

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.

Fees for these various study modes will therefore vary, depending on fees charged (if any) by the mentor coach, and any course fees that are set by the course provider. Pony Club is a voluntary movement, and as such, fees should be minimised wherever possible. Mentoring would normally be done in conjunction with a club rally.

## Course Coordination

The State Coach has responsibility for coach education in their state. In conjunction with the state/zone coaching panels and administrators they will be responsible for monitoring the quality of training provided to candidates. This may involve, but is not limited to:

- identifying and 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 and/or 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 State Coaching Panel; 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

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. 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 fulfill the requirements of the log book. Assessors may consult with mentor coaches, prior to finalising assessments (particularly where the assessor is not familiar with the candidates coaching skills).

## Entry pre-requisites

There are no entry pre-requisites at Preliminary level due to the flexible delivery nature 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. It is recommended that all candidates entering at Preliminary Level check their knowledge by completing the Preliminary Pony Club Course Worksheets or by applying for RCC and supplying evidence of their knowledge. 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 PC 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 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></ul>

	<ul style="list-style-type: none"> <li>• 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 Coaching Panel.

### 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 Sub committee 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 formal assessment activities 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

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.</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 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 the PCA Syllabus of Instruction</li></ol>
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 assessor. Candidates will be required to;

1. Complete the Preliminary Coach Pony Club Workbook
2. Participate in on going verbal assessment of the course content
3. Demonstrate skills learned during practical 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
- 3) A cheque for \$15.00 (incl. GST) made payable to the ASC, being current applicable renewal fee.

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

	POINTS
▪ 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 EFA)	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
▪ Complete 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, EFA or private provider run).	
▪ 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 a 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

## PCANSW TO NCAS ACCREDITATION

	<b>Level 2 Instructor Level 2 Examiner</b>	<b>Level 1 Instructor Level 1 Examiner</b>	<b>Experienced Horseperson</b>	<b>Inexperienced Horseperson</b>	<b>Ex Pony Club riders C Cert &amp; above</b>
<b>Log Books</b>	☑	☑	☑	☑	☑
<b>Mentors</b>	PL	PL	Each candidate will work with a mentor who will sign the logbook when the candidate has displayed a satisfactory standard of the skill required eg Rein drill (the candidate must be able to efficiently demonstrate correct rein drill from the ground).		
<p style="text-align: center;"><b>Training</b></p> <ul style="list-style-type: none"> <li>▪ Horse Care</li> <li>▪ Horse Handling</li> <li>▪ Riding – Flatwork</li> <li>▪ Riding – Jumping</li> <li>▪ General Knowledge (rules/lesson planning/club administration/risk management)</li> <li>▪ Coach in Action (Group control &amp; Safety/effective communication)</li> </ul>	PL PL PL PL PL  PL	PL PL PL PL PL  PL	PL PL PL PL M  M	M M M M M  M	PL PL PL PL M  M
<b>First Aid</b>	Hold a current Senior First Aid Certificate or evidence of completing Unit 1.3 Risk Management of the Preliminary Coach Workbook.				
<b>Assessments</b>	All NCAS candidates regardless of level of certificate held will be assessed undertaking three practical sessions for D/D* riders; one on the flat, the second over poles and small obstacles, the third a mounted games activity. They may also be assessed on any other competency outlined in the PRELIMINARY Syllabus.				

Key:            PL    Prior Learning  
                   M    Mentor

## FREQUENTLY ASKED QUESTIONS

### 1. Why change to the NCAS Pony Club System?

From the NSW membership survey conducted in 2006 and three Regional Forums during 2007, the majority of comments identified weaknesses in the NSW Instructors Program particularly a lack of consistency across the State.

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 NSW in line with the other Pony Club States/Territory in Australia.

### 2. How old do I have to be to become accredited?

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

### 3. Who will conduct the assessment and when will this be conducted?

Pony Club NSW will appoint assessors and assessments will be conducted on a regular basis.

### 4. What if I fail an assessment?

Candidates have two years from commencing training to complete assessment, this allows for candidates to resit a section or task for which they do not display competency initially.

### 5. What happens after my assessment?

Upon passing your assessment the candidate submits a copy of your completed logbook, signed assessment sheets, signed copy of the Coaches Code of Ethics and payment of \$15 made out to the Australian Sports Commission (ASC).

The ASC will send out an update logbook and coaching card. Pony Club Australia will issue a certificate of recognition.

### 6. How often do I have to renew my accreditation?

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

### 7. What is the cost?

It is expected that the Workbook and Logbook will be in the vicinity of \$25. Upon completion of your assessment a \$15 fee applies for registration to the Australian Sports Commission. Pony Club NSW is considering the cost of the workbook and logbooks with regards to subsidising in some manner.

### 8. I already hold a current NSW Instructors Certificate, do I have to complete NCAS accreditation?

Current NSW Instructors Certificate (Level 1 & 2) will be valid indefinitely provided that the renewal requirements are met. However once the NCAS system is established no further certificates will be issued, including upgrading, under the NSW Instructors Program.