



# GUIDELINES FOR THE SELECTION OF COACHES OF STATE, NATIONAL & INTERNATIONAL PONY CLUB TEAMS



**Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA**

The Australian Sports Commission recommends that each member of a State or National team be imbued with the idea that through their words and actions he/she is a **SPORTS AMBASSADOR** who will be regarded by foreign nationals as a reflection of the attitudes and behaviour of all Australian youth.

The tone of a National or International sports tour is set by its leader/s. It is therefore important that the Coach should at all times set an exemplary standard in all areas, for the team members to follow.

**PCAWA Executive has final approval on choice of Coaches.**

**Team Officials are the sole arbitrators of the Team and all Team Members for the entirety of the Tour.**

## **SELECTION CRITERIA FOR TEAM COACH**

### **ESSENTIAL:**

- Must be a current financial member of an affiliated W.A Pony Club.
- Must hold current PC-NCAS Level 1 Coaching Accreditation.
- Must hold a current National Police Clearance
- Must have a Current Working With Children Clearance
- Must not have a child participating in the team
- Must uphold the Aims and Objectives of the Pony Club Movement
- Must be conversant with the objectives and rules of the competition.
- Must be capable of carrying out the duties of a Coach in a reliable manner.
- Must be aware of the demands and responsibilities of the position and in particular the safety and well-being of team members under their control.
- Must be able to act with diplomacy if and when required
- Must be able to act as an effective disciplinarian if and when required
- Must be of good general health and sign the required Medical Form. Applicants for the position of Australian Team Coach may be required to provide a Certificate of Fitness from a Doctor.
- Must have a good rapport with young people
- Must sign the Code of Conducts
- Must have excellent communication, organisational, social & interpersonal skills
- Must be prepared to set an example to the team by wearing the designated team uniform.
- Must at all times be prepared to conduct themselves as a goodwill ambassador of WA, Australia and the Pony Club Movement and insist on good sportsmanship from all team members at all times.

## **DUTIES & RESPONSIBILITIES OF A TEAM COACH**

Arrange appropriate training/coaching school/s prior to departure (or competition). Be responsible for the control and conduct of any coaching session/s, including horses, equipment, dates, times, venues, etc. Check that suitable accommodation is available for horses and riders (if required) and that adequate supervision will be in place at all times.

Advise the team members of any training or fitness programmes to be undertaken prior to the tour and keep in regular contact with team members to check on the progress of these programmes.

In conjunction with the Team Manager/Chaperone, the Coach should arrange team meetings before and during the tour.

PCAWA Team Coaches must not consume alcohol during the period for which they are responsible for Team Members.

Be reasonable with demands on the riders. Take into consideration the maturity of the rider/s and condition of the horse/s when scheduling the practice sessions. Treat all team members with equal consideration and without favouritism. Remember that children participate for fun and enjoyment and that winning is only part of their motivation.

Be responsible for safety and fitness checks for riders, equipment and horses at coaching schools and prior to any official competition.

Together with all team members, attend all functions, parades and organised events or outings arranged by host families or the host State or Country.

The Team Officials present should share the responsibility for any responses or speeches to be made by officials at any function

The role of the Coach is to also act in a supportive role to the Team Manager/ Chaperone in the supervision of the team. A supervising adult must be with team members at all times, including free days. No team member should be permitted to leave the group or a billet's home unaccompanied, at any time.

The Coach must liaise with the Team Manager/Chaperone to plan supervision of team members prior to making any private arrangements.

It is the responsibility of the Team Officials to jointly look to the welfare and good conduct of the team. The control and behaviour of the State or Australian Team should at no time be influenced by what is permitted by the supervisors of any other State or Country or the conduct of any other team.

Any major decisions affecting the team as a whole, or a particular team member (including arrangements for a team member to be returned home) should be taken after a full discussion and decision made by all team officials

Be conversant with the State/National Anti-Harassment, Smoke Free, Drug Free and Alcohol Policies.

### **AT ARRIVAL HOME**

Present a written report, to relevant PCAWA Sub-Committee.

Supply written report to PCAWA (National and International Competition Teams) and PCA (International Teams).

**PONY CLUB ASSOCIATION OF WESTERN AUSTRALIA INC**

**APPLICATIONS FOR INTERNATIONAL / NATIONAL / STATE  
TEAM COACH**

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NAME OF CLUB: \_\_\_\_\_ NAME OF ZONE: \_\_\_\_\_

We hereby nominate the following person for the position of Team Coach:

NAME OF TEAM/EVENT: \_\_\_\_\_

NAME OF NOMINEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

P/CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_

The Nominee must hold a current PC-NCAS Level 1 Coaching Accreditation.

Date of obtaining PC-NCAS Level 1: \_\_\_\_\_

**Please include a photocopy of current Senior First Aid Certificate, current Police Clearance & current Working with Children Clearance.**

**ENDORSEMENT OF CLUB**

We recommend the above Nominee for the above position

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Club President**

**Club Secretary/Club Coach Coordinator**

**ENDORSEMENT OF ZONE**

We recommend the above Nominee for the above position

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Zone President**

**Zone Secretary/Club Coach Coordinator**

**PLEASE ATTACH A RESUME OF NOMINEE'S EXPERIENCE AND INVOLVEMENT WITH THE PONY CLUB  
MOVEMENT**

**Office Use Only**

Current Member  Current First Aid  Police Clearance  WWC

**PART B: CODE OF CONDUCT**

**OFFICIALS**

1. Compliment and encourage all participants.
2. Be consistent, objective and courteous when making decisions.
3. Condemn unsupporting behavior and promote respect for all opponents.
4. Emphasize the spirit of the competition rather than the errors.
5. Encourage and promote rule changes that will make participation more enjoyable.
6. Be a good sport yourself. Actions speak louder than words.
7. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
8. Remember you set an example. Your behavior and comments should be positive and supportive.
9. Place the safety and welfare of the participants above all else.
10. Give all you people a 'fair go' regardless of their gender, ability, cultural background or religion.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**PONY CLUB AUSTRALIA INC.  
NATIONAL/INTERNATIONAL RIDERS, COACHES, MANAGERS AND OR CHAPERONES**

**CODE OF CONDUCT**

**PREAMBLE**

The prime objective of National and International Competitions is the meeting, exchange of views and better understanding between Pony Club members from Countries taking part and the broadening of the scope of the Pony Club movement. Good sportsmanship, team spirit and the ability to cheerfully participate in all activities planned by the host Country or the host family is of paramount importance when representing the Pony Club of Australia Inc.

1. All riders, coaches, managers and or chaperones representing Pony Club Australia (PCA) in Australia or overseas must comply with PCA Policies including the Member Protection Policy, the Anti Doping Policy and the attached Alcohol and Smoking Policies for International riders, coaches, managers and or chaperones.
  
2. Disciplinary action may be taken against a person who is found in breach of any of the Policies and or Codes of Conduct may also result in disqualification of the individual rider or the team.

Date: \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_