

GUIDELINES FOR THE SELECTION OF MANAGERS / CHAPERONES OF STATE AND AUSTRALIAN 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 Manager / Chaperone should at all times set an exemplary standard in all areas, for the team members to follow.

It is the responsibility of the Team Officials to jointly look out for 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 return home, should be taken after a full discussion and decision made by team officials.

PCAWA Executive has final approval on choice of Manager/Chaperone.

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

SELECTION CRITERIA FOR TEAM MANAGER / CHAPERONE

ESSENTIAL:

Be a current financial member of an affiliated W.A Pony Club (to ensure that Public Liability and Professional Indemnity insurance cover is applicable). Have at least 3 years Pony Club experience.

Uphold the Aims and Objectives of the Pony Club Movement

Hold a current accredited First Aid Certificate

Current Police Clearance

Be capable of carrying out the duties of a Manager / Chaperone in a mature/responsible/reliable manner. Be conversant with the objectives and rules of the tour.

Be aware of the demands and responsibilities of the position and in particular the safety and well-being of team members under their control.

Be able to act with diplomacy

Be able to act as an effective disciplinarian if and when required

Must be of good general health and sign the required Medical Forms

Have excellent communication and organisational skills, and excellent interpersonal skills, and have a good rapport with young people

Be prepared to set an example to the team with dress, including the wearing of the designated team uniform.

At all times be prepared to conduct themselves as a goodwill ambassador for WA, Australia and the Pony Club Movement and insist on good sportsmanship from all team members at all times.

Sign the Code of Conduct

RECOMMENDED THAT:

Have Pony Club Administration experience

DUTIES & RESPONSIBILITIES OF A MANAGER / CHAPERONE

Responsible for issuing and collecting signed Code of Conduct Forms from Team Members, ensuring that Members have read and understood what they are signing.

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

THROUGHOUT ENTIRE TOUR

All essential documents, including insurance, should be retained by the Team Manager/Chaperone who is responsible for the checking in of the team at airports and negotiating to ensure the team is seated together. Confirm all on-going and return team flight bookings at the appropriate times.

PCAWA Team Manager/Chaperones must not consume alcohol during the period they are responsible for Team Members.

Ensure no non-prescription drugs of any kind are carried by team members.

The Team Manager/Chaperone should hold a personal credit card or have ready access to additional funds in the event of an acute emergency with a team member. In some countries, out-patient or short term medical accounts must be paid immediately treatment is received. The receipts are then presented to the insurers for reimbursement when the team returns home.

Ensure that prescription drugs are carried by relevant team members and that if travelling internationally, required authorisations are also held to ensure that no problems are experienced at airport customs.

Be aware of any Team Members' special dietary requirements or medical conditions.

PRIOR TO DEPARTURE

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

Contact the team members prior to departure and ascertain whether any of them have travelled overseas previously, or been away from home for any length of time. Contact with the parents will also assist, and parents greatly appreciate contact with the Team Manager/Chaperone who will be responsible for their child's welfare and safety while they are away from home.

Advise team members of the allowable size and weight of suitcase and cabin bag permitted by national/international carriers. Team members will be responsible for carrying their own luggage to and from transport (often quite a distance) it is important that no unnecessary clothing is packed and most advisable to purchase a suitcase with wheels.

The behaviour expected for team members during the flights, tour and competition should be clearly explained at the beginning of the tour by the Team Manager/Chaperone and enforced at all times. Reference should be made to the Code of Conduct, which all team members are required to read and to sign.

Make self, Coach and all Team members aware of the culture and customs of the country to be visited (if an International tour), particularly where Australian custom may be unsuitable to the host country

Organise and carry a basic first aid kit to cater for the use of the team while on tour.

BOARDING AND DURING FLIGHT

Teams should board and depart flights in official uniforms as advised by Chaperone.

Supervise checking in and control of luggage.

Because of quarantine restrictions, when passing through customs both on outgoing and return flights, ensure riding boots are carefully scrubbed and packed in plastic bags.

Advise team members on Customs regulations and assist with forms to be completed prior to landing.

Ensure that team members have kept enough of the currency of the country of departure to pay this.

All Team Members to present an appropriate thankyou gift to each Host family.

AT ARRIVAL AT HOST COUNTRY

Ensure that team members are wearing their uniforms and keep together during immigration formalities and customs checks.

ON TOUR

Together with all team members, attend all functions, parades and organised events or outings arranged by host families or the host State or Country. Be responsible for and remain with the team at all times.

During social occasions hosted by billets or the host country, ensure that all team members attend and take part in all arranged activities. Attendance is mandatory and no team member is permitted to wander off from the main function or leave the function without reporting to/or seeking permission from the Team Manager/Chaperone.

Arrange the Thank-You speeches by team members at functions. These speeches should be presented by each team member in rotation. The responsibility for any responses to be made by officials should be shared by the Team Officials present

Some advice and supervision by the Team Manager/Chaperone in relation to control of pocket money is important. The tendency is for team members to spend readily in the first few days of a tour and run out of money. Team members should not be permitted to carry large sums of money and parents should be requested not to forward additional pocket money in excess of the recommended allowance, as advised before departure, without the permission and approval of the Team Manager/Chaperone.

Act as a team supervisor at all times and have the ability to mix socially with supervisors from the other teams. Treat all team members with equal consideration and without favouritism.

Keep contact with team members who are billeted with separate hosts and check on appropriate supervision at all times. Intended programmes for free days should be checked with each billet to ensure that appropriate supervision will be in place. If not, alternative arrangements may be necessary.

On many occasions, team members will be split up and will be staying with different host families. Team members should be given any special instructions necessary by the Team Manager/Chaperone prior to the team disbursing to their billets.

Advice on the expectancies and general conduct, including offering of assistance to the host family, courtesy to the hosts, tidy rooms, use of telephone, etc. A phone number of the host family of the Team Manager/Chaperone should also be provided.

Although curfews are not popular, setting a reasonable time for lights out is wise and makes for more rested riders and better performances. Tired riders are not conducive to team harmony.

Host families and transport supplied by host countries should never be kept waiting. Punctuality at all times is important.

Be an effective disciplinarian as required. Be adamant about the need for good manners, courtesy and appropriate conduct by Team Members at all times. Towards the end of each billeting speak to the host family of each of your team members to thank them for their hospitality to your team member and find out if there were any problems. If so, these can be remedied by speaking to the team member concerned. Remind all team members to present an appropriate thank you gift to each host family, and owners of loaned horses.

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).

GUIDELINES FOR THE SELECTION OF COACHES OF STATE AND AUSTRALIAN 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:

Be a current financial member of an affiliated W.A Pony Club.

Uphold the Aims and Objectives of the Pony Club Movement

Hold current PC-NCAS Level 1 Coaching Accreditation.

Be conversant with the objectives and rules of the competition.

Be capable of carrying out the duties of a Coach in a reliable manner.

Be aware of the demands and responsibilities of the position and in particular the safety and well-being of team members under their control.

Be able to act with diplomacy if and when required

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.

Have a good rapport with young people

Current Police Clearance → Working With Children Clearance

Sign the Code of Conduct

Have excellent communication, organisational and social skills

Excellent interpersonal skills

Be prepared to set an example to the team by wearing the designated team uniform.

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.

PONY CLUB ASSOCIATION OF WESTERN AUSTRALIA INC
APPLICATIONS FOR INTERNATIONAL / NATIONAL / STATE
TEAM MANAGER / CHAPERONE

NAME OF CLUB:

NAME OF ZONE:

We hereby nominate the following person for the position of Team Manager/Chaperone:

NAME OF TEAM/EVENT:

NAME OF NOMINEE:

ADDRESS:

EMAIL:.....P/CODE:PHONE:

Signature of Nominee:

Please include a photocopy of current Senior First Aid Certificate and Police Clearance.

ENDORSEMENT OF CLUB

We recommend the above Nominee for the above position

Signature:

(President)

Signature:

(Club Secretary/Club Coach Co-Ordinator)

ENDORSEMENT OF ZONE

We recommend the above Nominee for the above position

Signature:

(President)

Signature:

(Zone Secretary/Zone Coach Co-Ordinator)

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

PONY CLUB ASSOCIATION OF WESTERN AUSTRALIA INC

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

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:

EMAIL:.....P/CODE:PHONE:

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 and Police Clearance.

ENDORSEMENT OF CLUB

We recommend the above Nominee for the above position

Signature:
(President)

Signature:
(Club Secretary/Club Coach Co-Ordinator)

ENDORSEMENT OF ZONE

We recommend the above Nominee for the above position

Signature:
(President)

Signature:
(Zone Secretary/Zone Coach Co-Ordinator)

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

<i>Office Use Only</i>		
Current Member <input type="checkbox"/>	Current First Aid <input type="checkbox"/>	Police Clearance <input type="checkbox"/>

**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 _____