



PONY CLUB ASSOCIATION OF WESTERN AUSTRALIA INC

HANDBOOK



2010

EDITION

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ALL ABOUT PONY CLUB

The Pony Club, through its activities, is a worldwide youth organisation for those interested in horses, ponies and riding and is the largest association of riders in the world.

It is a voluntary youth organisation which exists to promote the physical, mental and spiritual development of young people, encouraging in them an awareness of responsibility, sportsmanship and citizenship.

The Pony Club differs from other youth movements because the horse is used as the main centre of interest around which to cultivate strength of character and self-discipline.

The OBJECT of the Pony Club is to encourage young people to learn to enjoy all kinds of sport connected with horses and riding and to provide instruction in riding and to instill in members the proper care of their animals.

In our dealings with the riders, in order of importance place:

FIRST	The SAFETY of the riders
SECOND	The COMFORT of the pony
THIRD	The ENJOYMENT of the rider & the TRAINING of their character
FOURTH	The PROGRESS of the rider

AIMS & OBJECTIVES

- To encourage young people to ride and to learn to enjoy all approved kinds of sport connected with horses and riding
- To provide instruction in riding and horsemastership and to instill in members the proper care of their animals
- To promote the highest ideals of fellowship, citizenship and loyalty, and to cultivate strength of character and self-discipline



MEMBERSHIP

- Is open to young people 25 years of age and under.
- Membership terminates at the end of the year in which a Member reaches the age of 25 years.
- Ordinary Members consist of young people who have not attained the age of 17 years.
- Associate Members are those young people who are 17 years and over and 25 years and under.

THE PONY CLUB AND OUTSIDE CONTACTS

The Pony Club, through its activities and the manner in which they are run, sets an example of sportsmanship and citizenship to its members. It can provide the means and encouragement for young people during the last few years of their membership, and after, to put something back into their Club in a voluntary capacity.

Contact with other youth organisations and clubs is valuable to all concerned and can usefully be fostered by Clubs on a local basis.

THE PONY CLUB - WHAT IT DOES

- It provides an environment in which a young rider can find knowledge and mutual friendship with other riders.
- It encourages participation by providing all members with the opportunity to be involved in riding activities, regardless of their riding ability or the quality of their mounts.
- The safety, happiness and enjoyment of its members are of prime concern.
- The need for young people to use their leisure time constructively is fulfilled as a great deal of time is involved in owning and caring for a horse and pony.
- It is also a social club - bringing together boys and girls of all ages with a common interest.
- A Working Rally is the backbone of the Pony Club Movement.
- Other activities may include camps, trail rides, lectures and films, visits to places of interest, demonstrations, polo, polocrosse, tent pegging, harness driving and vaulting.
- After completion and examination of the required standards taken from the PCA Syllabus of Instruction, efficiency certificates are awarded by the PCAWA to encourage interest and improvement in the knowledge of its members.
- Competitions are held at Club, Inter-Club, Zone, Inter-Zone, State, National and International level. These are arranged as team events; therefore team spirit and sportsmanship are encouraged, rather than individual competition.

POLICY POSITION STATEMENTS

PCAWA acknowledges that the health and safety of all participants is always the first priority.

The development of a various policies is an essential outcome of a risk assessment evaluation for any sporting club or association, including PCAWA.

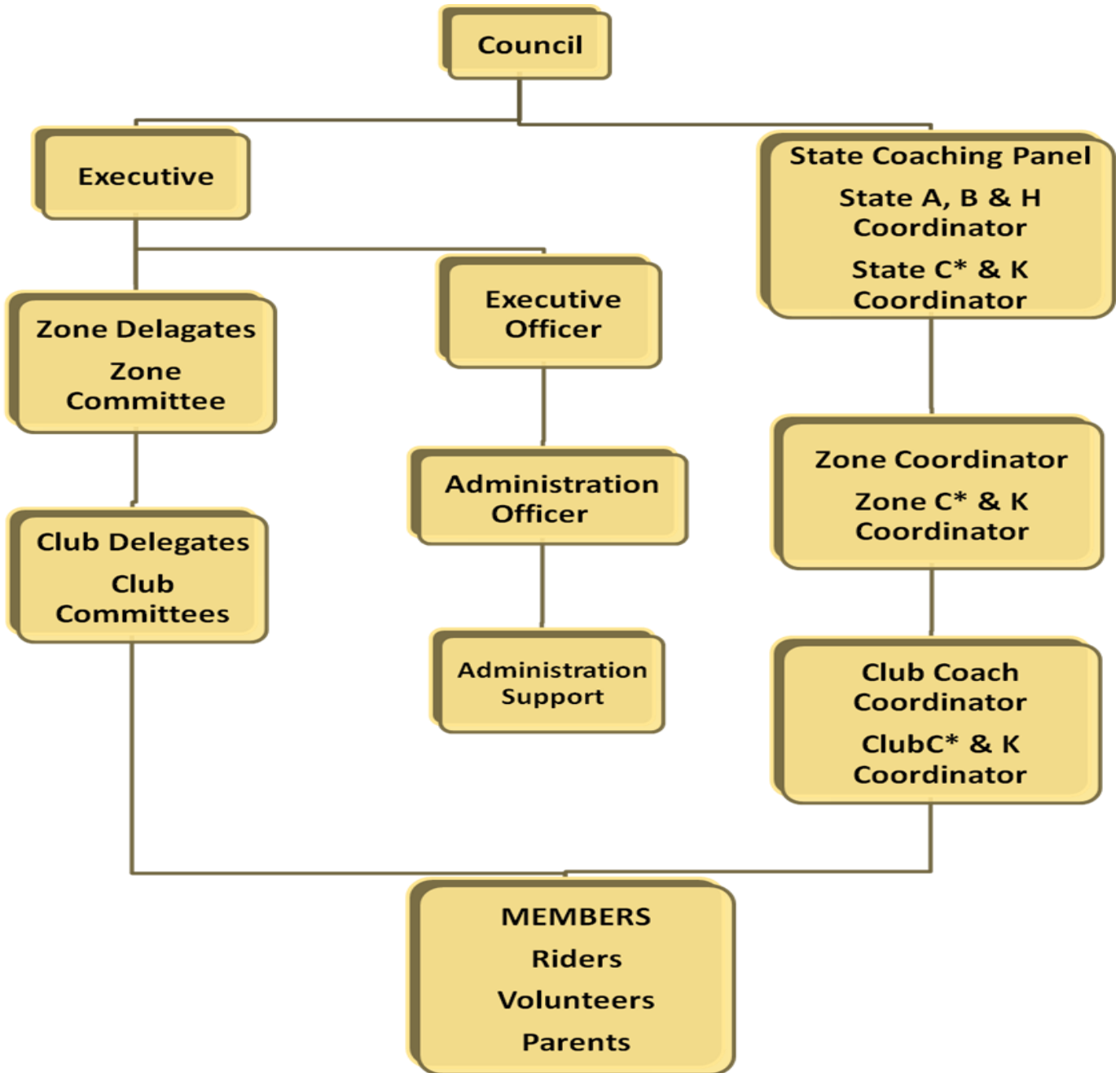
PCAWA have developed the following policies all of which are available on our website www.pcawa.com;

Health, Privacy, Child Protection, Member Protection, Codes of Conduct, Working with Children, Complaint Handling Procedures and Photography Policies.

We require our affiliated clubs to abide by PCAWA rules and policies without discretion.

The PCAWA Constitution, Policies and all relevant documents and forms are available on our website www.pcawa.com

PCAWA ORGANISATIONAL CHART



COUNCIL

The Council of PCAWA consists of the President, two Vice Presidents, Treasurer, Director of Coaching Panel or the State Coaching Panel Representative, Immediate Past President (for the first year only of this position) and two Representatives (Councillors) from each Zone.

The President, Vice-Presidents, Treasurer and Director of Coaching or State Coaching Panel representative shall each have one vote. The President shall have a casting vote also. The Immediate Past President shall have no vote. Each Zone shall have one vote.

If Representatives (Councillors) from the same Zone are unable to decide between them which one shall vote on behalf of their Zone, the Chairperson shall decide.

Any Office Bearer, the Treasurer, Zone or State Coaching Panel representative who is unable to attend a meeting may appoint a nominee to attend and vote in their place. The name of such nominee must be advised to a member of the Executive in writing prior to the commencement of such meeting.

If a Member of the Executive is also a Zone Representative they are entitled to only one vote.

The members of the Council shall retire each year, but shall be eligible for re-election. Only persons aged 18 years and over may be a member of the Council. All members of the Council shall be current financial members of a Pony Club affiliated with the Association.

PCAWA Annual General Meeting and Special General Meetings please refer to Clause 18 of the PCAWA Constitution available at www.pcawa.com.

EXECUTIVE

The Executive consists of:

- The President
- The Vice-Presidents
- The Treasurer
- The Immediate Past President for the first twelve months after they are replaced as President. (non-voting)
- The Director of Coaching or the Representative of the State Coaching Panel

The Executive meets monthly and is responsible for the day to day running of the PCAWA.

IN ACCORDANCE WITH CLAUSE 10.4 OF THE PCAWA CONSTITUTION, NOMINEES NEED NOT HOLD ANY EXECUTIVE POSITION IN A CLUB OR ZONE AT THE TIME OF THEIR NOMINATION BUT MUST HAVE HELD AN EXECUTIVE POSITION IN A CLUB OR ZONE AND SHALL BE NOMINATED BY A CLUB. IN ACCORDANCE WITH CLAUSE 12.1 NO PERSON WHOSE MAIN SOURCE OF INCOME IS FROM LETTING OUT HORSES, INSTRUCTING IN EQUESTRIAN OR DEALING IN HORSES SHALL BE ELIGIBLE TO OCCUPY AN OFFICE WITHIN THE EXECUTIVE. PLEASE REFER TO OUR CONSTITUTION FOR MORE DETAIL

STATE COACHING PANEL

The State Coaching Panel is **NOT** a sub-committee. It is a Constituted Panel elected in accordance with the Association's Constitution and is responsible to Council.

The Panel shall be responsible for the policy and direction of Coaching throughout the Association, subject to the approval of Council.

The Panel shall also be responsible for the examination of Coaches, the issuing of certificates, arrangement of Schools for potential Coaches, arranging for examining and issuing of certificates to Coaches, the inspection of potential new Club's facilities, and all other matters that may be relevant to Coaching for members of the Association.

Membership of the State Coaching Panel shall be confirmed by Council annually at the Annual General Meeting. The Panel may appoint from time to time such additional opted members as it sees fit. Such members will not be eligible to vote at Panel meetings.

Level 1 Accreditation or equivalent is a prerequisite for membership to the State Coaching Panel

Panel members are Coach Educators and are required to be actively involved at Club, Zone or State level. They are appointed for a period of three years. Zones may nominate suitable candidates to the Panel.

The panel shall be responsible for the policy and direction of the Coaching throughout the PCAWA, subject to approval of Council.

The Panel is responsible for:

- The Implementation of the Pony Club Australia Syllabus
- The education and appointment of PC-NCAS Coaches & Potential Coaches
- Appointment of Examiners to the Examiners Panel
- Inspection of potential new Club's facilities
- Member's Efficiency Certificates and all tests
- All members of the State Coaching Panel have one vote, with the Chairperson having a casting vote also.

ROLE & RESPONSIBILITIES OF THE STATE COACHING PANEL

- Meets at regular intervals to formulate coaching and training policies and to report and make recommendations to Council. A quorum of the State Coaching Panel shall be one more than half the number of members of the Panel.
- Appoints as required a coordinator for PC NCAS, 'A', 'B' & 'H', 'C★' & 'K', 'C', Landcare and Bush Skills, Road Safety, Vaulting. Assists in the organisation of 'C★' examinations.
- Responsible for the issuing and recording of Efficiency Certificates and all other Tests.
- Responsible for the election, education and promotion of Coaches, Examiners and Visiting Commissioners.
- Records and issues Certificates to Pony Club Coaches once ratified by Council.
- Reviews annually list of Coaches, Examiners and Visiting Commissioners to ensure that they are current members of a club.
- Organises schools for Coaches at all levels, also revision seminars/schools for Examiners and Visiting Commissioners to ensure these people are kept up to date with the current teachings of the PCA Syllabus of instruction and its guidelines.
- Gives guidance to Zone Coach coordinator and receives their reports at least twice a year. Zone Coach coordinator are invited to attend the State Coaching Panel meetings as observers.
- Nominates a State Coaching Delegate to attend PCA Coaching Panel meetings.
- Nominates a State Coaching Panel member to Executive.
- Appoints a representative to liaise with the W.A. Department of Sport and Recreation.
- Continually reviews all matters pertaining to coaches/coaching within the State.
- Notes the election of Club Coach Coordinator, Zone Coach Coordinator, Zone 'C★', 'K' & 'B' Coordinator.
- Review books and Videos as reference material for Coaches and Certificate levels.
- Revises and updates the Coaching section of the Handbook.
- Revises and updates the Safety & Comfort of the Horse and Rider Gear Checking Manual.
- Revises/reviews the PCA Syllabus in cooperation with other States. When issued all record cards, guidelines are updated.
- Coordinates Interpacific Selection.
- Organises on request Orientation to Pony Club and Coaching schools.

VISITING COMMISSIONERS

This is a voluntary appointment. Club Coaches may nominate suitable people, with their consent, to fill the positions of Visiting Commissioners.

PROCEDURE

Nomination form to be approved at club level and signed by the Club's Coach coordinator, the Club President and/or Club Secretary. Nomination to go to a Zone Coaching Panel meeting and if approved, the nomination is presented to the Zone Council and from there to the PCAWA State Coaching Panel.

When the need arises, Visiting Commissioners will be reimbursed by PCAWA for authorised out-of-pocket expenses.

QUALIFICATIONS

- Must be a current member of the PCAWA.
- Must be a holder of PC - NCAS Level 1.
- Have a thorough knowledge of Pony Club Administration.
- Believe in, and uphold, the Pony Club Aims and Objectives.
- Have a good public relations image.
- Must have completed an approved (DSR) Course Presenters Course/hold current workplace qualifications i.e. School Teacher/Lecturer etc
- Assist a Visiting Commissioner to conduct an Orientation to Coaching / PC - NCAS Level 1 course.

ROLE & RESPONSIBILITIES OF VISITING COMMISSIONERS

- Visit Clubs for inspection.
- Visit Probationary Clubs before affiliation.
- Visit Clubs on request.
- Conduct Orientation to Pony Club courses and other Coaching courses.
- With Zone Coach coordinator, Zone Coaching Panel and Club Coach Coordinator plan the future coaching programs and policies to be followed in the Zone.
- Assess coaches for Pony Club - NCAS Level 1.
- Attend State Coaching Panel meetings as an Observer (minimum of two per year)

***When Visiting Commissioners visit Clubs,
ALL travelling expenses and meals must be covered by **that club**.***

STATE 'A', 'B' & 'H' COORDINATOR

The 'A', 'B' and 'H' coordinator of Efficiency Certificates is nominated by the State Coaching Panel and ratified by Council.

ROLE & RESPONSIBILITIES OF THE STATE 'A', 'B' & 'H' COORDINATOR

PCAWA headquarters to liaise with the 'A', 'B' and 'H' coordinator on the number of applications received from 'A', 'B' and "H' candidates.

- Report to State Coaching Panel meeting.
- Organise assessment schools.
- Appoint coaches.
- Ascertain costs.
- Liaise with PCAWA to send out information to prospective candidates on schools.
- Liaise with candidates.
- Submit report to quarterly PCAWA Council Meetings.
- The written paper and practical test is held when required.
- Organise written paper.
- Organise practical test.
- Arrange venue.
- Appoint examiners.
- Arrange examination format for the day, copy to examiners and copy to candidate.
- Complete paperwork and arrange with PCAWA to send out efficiency certificates to candidate.

STATE 'K' COORDINATOR

The State 'K' coordinator is a voluntary role. The candidate is nominated by the State Coaching Panel and ratified by Council. Nominee must be an accredited Level 1 Coach or equivalent.

ROLE & RESPONSIBILITIES OF THE STATE 'K' COORDINATOR

- Liaise with PCAWA headquarters on number of candidates in each year.
- Organise State 'K' School and Practical Exams
- Appoint specialist coaches, to be advised by the State Coaching Panel.
(Farrier, Stockman, Polo Cross Player/Coach and Trainer Pacer/Gallopers)
- Liaise with PCAWA to send out information to all clubs.
- Organise 'K' written paper forward to Zone 'K' coordinator on request.
- Liaise with person responsible (appointed by the State Coaching Panel) for setting and marking the written paper.
- Liaise with Zone and Club 'K' coordinator state wide.
- Referral point for changes to the 'K' Syllabus.
- Prepare annual report for Council.
- Visit clubs or zones when invited.
- Prepare reports for State Coaching Panel

STATE 'C★' COORDINATOR

The State "C★" coordinator is a voluntary role and. The candidate is nominated by the State Coaching Panel and ratified by Council. Candidates must be accredited Level 1 Coach or equivalent

ROLE & RESPONSIBILITIES OF THE STATE 'C★' COORDINATOR

- Liaise with PCAWA headquarters on number of candidates in each year.
- Organise State 'C★' School and 'C★' Practical exams.
- Liaise with PCAWA to send out information to all clubs.
- Organise 'C★' written paper, forward to Zone 'C★' coordinator on request.
- Liaise with person responsible (appointed by the State Coaching Panel) for setting and marking the written paper.
- Liaise with Zone and Club 'C★' Coordinator statewide.
- Referral point for changes to the 'C★' Syllabus.
- Prepare annual report for Council.
- Prepare reports for State Coaching Panel.
- Visit Clubs or Zones when invited.

STATE 'C' COORDINATOR

The State 'C' coordinator is a voluntary role. The candidate is nominated by the State Coaching Panel and ratified by Council. Candidate must be an accredited PCAWA C Examiner

ROLE & RESPONSIBILITIES OF THE STATE 'C' COORDINATOR

- Organise Zone 'C' Schools
- Liaise with PCAWA to send out information to all clubs.
- Liaise with State Coaching Panel on a regular basis.
- Liaise with Club 'C' coordinator state wide.
- Referral point for changes to the 'C' Syllabus and Examination Requirements.
- Prepare annual report for Council.
- Visit clubs or zones when invited.

Visiting Commissioners, 'A', 'B', 'H', 'K', 'C★' and 'C' coordinator Must be included on the Annual Strength Returns and Membership List of a Pony Club currently affiliated with the PCAWA

SUB-COMMITTEES

Council has the power to form Sub-Committees for various purposes.

All Sub-Committees meet as required to coordinate all rules, tests and conditions for their respective discipline within the Pony Club Association of Western Australia Inc.

It is important to remember that Sub-Committees are not autonomous; they are part of the overall Pony Club movement, which in Australia is governed by the Australian Pony Club Council. Decisions made by Sub-Committees must therefore be in accordance with Pony Club rules and regulations.

If a Sub-Committee wishes to make any changes to existing Pony Club policy, it needs to be borne in mind that such a change will not only impact on its own discipline, but on every other discipline and every Pony Club member. This is one of the reasons for the requirement that Sub-Committees decisions cannot be effective until ratified by Council.

Each Sub-Committee is responsible for coordinating their discipline Championships, the appointment of selectors, selection and training of State Squads and individual International representatives for their respective disciplines. Representatives, elected by the Dressage, Eventing and Show Jumping Sub-Committees shall form a Selection Panel, when required, to choose an Inter-pacific representative.

All Sub-Committees are appointed annually by Council at the Annual General Meeting. The Sub-Committees have the power to opt (with the approval of Council) but at no time may the opted members outnumber those appointed. Council may appoint additional members to a Sub-Committee. Sub-Committees must provide a written report to every quarterly Council meeting on their activities.

All members of Sub-Committees have one vote on their respective Sub-Committees, with the Chairperson having a casting vote also.

No Zone shall be represented by more than one quarter of the members of a Sub-Committee, unless no other nominations are received. 'A' quorum of any Sub-Committee shall be one more than half the number of members of the Sub-Committee.

Zones may nominate up to four (4) representatives to each Sub-Committee. The nominee listed first on the Zone's nomination form will become a member of that Sub-Committee. The total members of a sub-committee should not exceed in number the number of Zones. Should there be insufficient nominations; each Sub-Committee will then be able to opt additional members, to a maximum number (the same as the number of Zones).

Should there be more nominees than vacancies on a Sub-Committee after each Zone's preferential nominee has been appointed, the PCAWA will forward a ballot paper to each person nominated and these nominees will elect the remaining representatives to that Sub-Committee, from the nominations provided by the Zones.

The elections will be held in accordance with the PCAWA Constitution.

Nominees from Zones do not need to be a member of that Zone, but must be a current financial member of a Club affiliated with the PCAWA. Zones are also requested to nominate representatives to Sub-Committees where those representatives have a particular interest in, or knowledge of, the discipline concerned and those representatives must be willing to participate on the Sub-Committee by attending meetings and undertaking allocated tasks.

Copies of Minutes of all Sub-Committees must be forwarded to PCAWA Headquarters, within fourteen days of the date of the meeting, where they will be kept on file. **The decisions of Sub-Committees must be approved and ratified by Council.**

The Chairpersons of the Sub-Committees may be invited to attend Executive Meetings as Observers.

ROLE & RESPONSIBILITIES OF THE SUB-COMMITTEES

- Coordinating the rules, tests and conditions for all PCAWA Discipline competitions.
- Ensuring all members of the Sub-Committee are aware of the current EFA & FEI Rules for each discipline and informing Members of any amendments relevant to Pony Club competition.
- Maintaining lists of appropriate Judges for Pony Club disciplines and for encouraging Judges to become accredited.
- Coordinating the selection of representatives for National and International competition in each discipline.
- Coordinating each discipline State Championship

Other Sub-Committees may be convened from time to time, as required. For example, in alternate years, a Taskforce Sub-Committee may be convened to coordinate arrangements for the National Championships usually comprising of representatives from the Sub-Committees of the disciplines involved, plus other invited representatives, according to areas of expertise (e.g. fundraising, etc).

THE ZONE & ZONE OFFICIALS

The Zone comprises representatives from each Club within the Zone. Each Club carries one vote, in accordance with the Zone Constitution.

THE ZONE PRESIDENT

As a member of the Zone Executive, the President has a special role promoting the objectives of the Zone,

i.e.: ***To Coordinate Clubs and assist them to carry out the objects of the Association...***

The Zone President, through contact with Clubs in the Zone and through proceedings of the Zone Committee, establishes the strengths, weaknesses and views of the Clubs within the Zone.

Where the President is not the Zone Representative (Councilor) to Council, the President should make their knowledge, experience and 'feel' of views of the Zone available to the Zone Representative (Councilor). Far too often a Zone Representative (Councilor) needs to comment or take action on matters for which they have not had a specific "briefing" from their Zone Committee. Consultation with the Zone President (and Vice President where appropriate) can often assist a Zone Representative (Councilor) in their important role and function.

THE ZONE SECRETARY

The Zone Secretary is responsible for:

- Preparing the Agenda for each Zone meeting (in conjunction with the Zone President).
- Attending each Zone meeting, keeping accurate minutes of all proceedings and decisions of the Zone and of the Committee, and circulating them to the Clubs as soon as possible after each Zone meeting.
- Ensure that all Entry and Application Forms and Registration Information for all Competition, Clinics, and Schools are circulated to all Clubs in the Zone, drawing their attention to the relevant Closing Dates.
- The Secretary shall attend to all inwards and outwards correspondence.
- Keeping Clubs within the Zone up-to-date with all Zone happenings.

The Zone Secretary must work in close liaison with the Zone President, Zone Representative (Councilor) and other Zone Officials, for efficient and effective administration of the Zone.

ZONE REPRESENTATIVES TO COUNCIL

Election of Zone Representatives to Council - (Councillors):

The Zone Representatives (Councillors) shall be elected by the committee of each Zone at an appropriate time and the names forwarded to the Association prior to the date of the Annual General Meeting or handed in at that meeting.

Councillors should remain active and enthusiastic in their Zone and, prior to each meeting of Council; make themselves familiar with the issues raised in the Minutes of the previous Council meeting. They should obtain the opinion of their Zone and attend the meeting fully prepared to make a firm commitment on that opinion.

Zone Representatives (Councillors) need not hold any executive position in a Club at the time of their nomination. They must be knowledgeable and actively involved in Pony Club and be a current financial member of a Pony Club affiliated with the Pony Club Association of Western Australia.

ROLE & RESPONSIBILITIES OF THE ZONE REPRESENTATIVES (COUNCILLORS)

- Be conversant with all facets of Pony Club
- Attend Zone meetings
- Be prepared to vote on issues as resolved by their Zone (one vote per Zone)
- Attend Quarterly Council Meetings
- Read Minutes carefully and report back to Zones in writing the happenings and issues from the previous Council Meeting (Zone Delegates Report)

ZONE COACHING PANEL

The Zone Coaching Panel is responsible to the Zone and all recommendations must be presented to and ratified at a Zone Meeting.

The Zone Coaching Panel is made up of personnel who are either:

- Club Coach Coordinates
- Elected by their Zone as Zone Coach 'C'
- Elected by their Zone as Zone 'K' / 'C★', 'A', 'B' & 'H' Coordinator
- A Visiting Commissioner residing in the Zone
- Pony Club-NCAS Coaches
- Pony Club Coaches who have been recommended to the Panel
- Examiners residing in the Zone.
- Club 'K' / 'C★' Coordinator

ROLE & RESPONSIBILITIES OF THE ZONE COACHING PANEL

- Implementing uniformity and coordination of instruction and examination throughout their Zone.
- Arranging the training of Zone teams and appointments of Team Managers.
- Organising the Zone camps and schools, including instructors' schools.

ZONE COACH COORDINATOR

The Zone Coach coordinator is nominated by the Club Coach coordinator within the Zone and appointed by the Zone Committee.

The Zone Coach coordinator must be a person who has knowledge of and supports the Pony Club Aims, Objectives and Ideals. IDEALLY is an accredited Pony Club - NCAS or PCAWA accredited coach or equivalent.

The Zone Coach coordinator is responsible for coaching matters within their Zone.

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

ROLE & RESPONSIBILITIES OF THE ZONE COACH COORDINATOR

- Encourage Club Coaches to become accredited.
- Coordinate Orientation to Coaching Schools for Coaches, Parents and Members (over 14yrs) to be held within the Zone
- Be responsible for keeping up to date with coaching matters within their Zone by convening and chairing Zone Coaching Panel meetings and assisting the Zone Coaching Panel in implementing uniformity and ordination of coaching and examinations within the Zone.
- Keep in close contact with each Club Coach coordinator, Club and Zone 'K' coordinator, 'C' Examiners etc., in their Zone.
- Liaise between State Coaching Panel and Zone by attending State Coaching Panel meetings at least once per year, to bring up any problems of a coaching nature within the Zone.
- Zone written report on Coaching matters to be submitted to State Coaching Panel after each Zone quarterly meeting.
- Report to and attend Zone meetings.
- Organise examinations for 'C' certificate tests when called upon to do so.
- Liaise with the Club 'C★', 'K' & 'B' Coordinator.
- Organise 'C★' & 'K' Assessment Schools
- Ordinate 'C★' & 'K' Efficiency Examinations
- Coordinate the training of Zone Teams.
- Assist with organisation of Zone Camps.
- Liaise with A, 'B' & 'H' Candidates in the Zone and with the State 'A', 'B' & 'H' Coordinator if necessary.
- Make Club visits and carry out club inspections with Visiting Commissioners if requested
- Review Coaches' Workbooks where necessary and ensure application forms are completed correctly and contain all required information, before forwarding to PCAWA
- Verify completion of all three Landcare and Bush Skills record books.

ZONE 'K' COORDINATOR

The Zone 'K' coordinator is nominated by the Club 'K' coordinator within the Zone and appointed by the Zone Committee.

The Zone 'K' coordinator must be a person who has a thorough knowledge and understanding of the 'K' Syllabus and to have been a Club 'K' coordinator. Ideally is an accredited Pony Club NCAS or PCAWA Accredited Coach.

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

ROLE & RESPONSIBILITIES OF THE ZONE 'K' COORDINATOR

- Liaise with the Club 'K' coordinator.
- Convene meetings and arrange a yearly program to include at least one 'K' School and practical test.
- Report to and attend Zone Coaching Panel meetings.
- Liaise with Zone Coach coordinator.
- Report to and attend Zone meetings
- Be responsible for keeping up to date with changes to the 'K' Syllabus.
- Attend the 'K' School which is held annually and is organised by the PCAWA State 'K' coordinator.
- Accept application forms and fees for practical exams from Club 'K' coordinator (fee set by the Zone).
- Forms accepted from candidates who have fulfilled all pre-requisites.
- Apply to PCAWA State 'K' Coordinator for a written paper for the test.
- Responsible for arranging the practical examination, deciding which subjects will be examined on the day/s of the test.
- Appoint the examiners.
- Notify Clubs of date and venue of written paper and practical test.
- Arrange for work sheet files to be handed in at time of the written paper, (if possible).
- Organise for work sheet files to be marked.
- Appoint an approved person as Chief Examiner (see role of Chief Examiner)
- On completion of examination, 'K' result sheet (one per candidate) to be forwarded to PCAWA, noting subjects passed for listing on the reverse of the 'K' Efficiency Certificate issued by PCAWA.

ZONE “C★” COORDINATOR

The Zone “C★” coordinator is nominated by the Club “C★” coordinator within the Zone and appointed by the Zone Committee.

The Zone “C★” coordinator must be a person who has a thorough knowledge and understanding of the “C★” Syllabus and to have been a Club “C★” coordinator. Ideally is an accredited Pony Club NCAS or PCAWA Accredited Coach.

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

ROLE & RESPONSIBILITIES OF THE ZONE ‘C★’ COORDINATOR

- Liaise with the Club “C★” coordinator.
- Convene meetings and arrange a yearly program to include at least one ‘C★’ School and practical test.
- Report to and attend Zone Coaching Panel meetings.
- Liaise with Zone Coach coordinator.
- Report to and attend Zone meetings
- Be responsible for keeping up to date with changes to the ‘C★’ Syllabus.
- Attend the ‘C★’ School which is held annually and is organised by the PCAWA State ‘C★’ Coordinator.
- Accept application forms and fees for practical exams from Club ‘C★’ coordinator (fee set by the Zone).
- Forms accepted from candidates who have fulfilled all pre-requisites.
- Apply to PCAWA State ‘C★’ Coordinator for a written paper for the test.
- Responsible for arranging the practical examination.
- Appoint the examiners.
- Notify Clubs of date and venue of written paper and practical test.
- Arrange for work sheet files to be handed in at time of the written paper, (if possible).
- Organise for work sheet files to be marked.
- Appoint an approved person as Chief Examiner (see role of Chief Examiner)
- On completion of examination, ‘C★’ result sheet (one per candidate) to be forwarded to PCAWA, noting subjects passed for listing on the reverse of the ‘C★’ Efficiency Certificate issued by PCAWA.

THE CLUBS & CLUB OFFICIALS

PRESIDENT

The President shall, unless otherwise excused, attend all meetings of the Club and shall preside at all General and Committee Meetings. They shall order the conduct of business in a proper manner.

The President shall ensure the Club upholds the Constitution.

The President shall conduct all business in an unbiased manner.

The President shall attend all official functions held by the Club, and shall ensure that all members, sponsors, judges are welcomed and adequately hosted. The President should also be available at all presentation functions.

SECRETARY

The Club Secretary is responsible for:

- Preparing the Agenda for all meetings, in conjunction with the Club President.
- Attend each Club meeting, keeping accurate minutes of all proceedings and decisions of the Club and of the Committee.
- Timely submission of all Strength Returns and due monies to the PCAWA.
- Ensure that all Entry and Application Forms and Registration Information for all Competition, Clinics, and Schools are circulated to all members, drawing their attention to the relevant Closing Dates.
- The Secretary shall attend to all inwards and outwards correspondence.
- The Secretary shall maintain an up to date record of Club membership and shall carry out such other duties as the Club, Committee or President may from time to time prescribe.

TREASURER

The Treasurer shall maintain accurate books of account in which shall be entered details of all Club revenue and expenditure.

The Treasurer shall issue receipts for all fees, subscriptions and other funds paid to the Club.

The Treasurer shall compile and issue a Balance Sheet and Statement of Revenue and Expenditure duly audited and certified by the Honorary Auditor, which shall be laid before the Annual General Meeting of the Club.

The Treasurer shall attend each general meeting of the Club and at each Committee meeting shall present a summarised statement of revenue and expenditure since the previous meeting.

CLUB COACH COORDINATOR / NOMINATED COACHING COMMITTEE MEMBER

The Club Coach coordinator is nominated by the **active** coaches in the club and appointed by the Club Committee

The Club Coach coordinator should have reached 21 years of age and be elected annually unless the Club's Constitution states otherwise.

Must be included on the Annual Strength Returns and Membership List of a Pony Club Currently Affiliated with the PCAWA

ROLE & RESPONSIBILITIES OF THE CLUB COACH COORDINATOR

- The Club Coach coordinator should be an experienced coach with a Pony Club Coaching qualification, but this may not always be possible, particularly in a new club. It is very important that the most suitable person is chosen.
- Ideally we should appoint a volunteer, who will find the time to attend schools and keep abreast with changes, a person with character to hold together a club in a happy and profitable way.
- The successful Coach coordinator is the back-bone of the club; therefore the Club officials have a responsibility to choose the right person.
- An enthusiastic Coach coordinator is very evident in a well run Club. Both riders and their parents respond to an enthusiastic approach. They should be prepared to encourage even the slightest improvement in a member's ability to manage their horse, especially the more diffident rider.
- They should delegate authority where justified and in particular involve as many parents as possible in activities of the Club.
- No person who is financially interested in hiring horses, or who instructs in equitation for a personal profit, or whose **main** income is from dealing in horses, shall be eligible as Club Coach Coordinator except in special circumstances which the Club Committee, and in its absolute discretion shall decide.

****** Where Club Coach Coordinator is nominated assume
nominated coaching committee member is same person******

ROLE & RESPONSIBILITIES OF A NOMINATED COACHING COMMITTEE MEMBER

- The Club Coach Coordinator is responsible for the club coaching program and the safe implementation of the current PCA Syllabus of Instruction.
- The C.C is responsible for ensuring that the horse/s/ Rider/s combination are competent to compete at the standard and have attended 3 rallies when signing examination application forms and competition entries.
- Convene regular Coaches' meetings and see that all relevant information is circulated.
- Appoint the Coaches for each Rally and discuss with them in advance the standard and subject to be taught from the PCA Syllabus of Instruction.
- Arrange the coaching programs for Rallies, Schools and Camps.
- See that all the necessary facilities and properties are made available for the program planned for each Rally or advises the Rally Organiser of requirements.
- Encourage attendance by Coaches at all courses and conferences which are made available.
- Appoint people with specialist knowledge from outside the Club to give instruction in specific subjects.
- Encourage Coaches, Potential Coaches and Parents within the Club by means of individual help and encouragement.
- Organise and chair panels for team selection and arrange the training of club teams.
- Advise on the preparation, training and nomination of riders for Efficiency Tests.
- Attend Zone Coaching Panel meetings.
- Invite a Visiting Commissioner or Zone Coach coordinator to visit their club annually.
- Ensure rider membership cards are completed and signed.
- Ensure a Health and Safety Officer is appointed for each Rally and an Accident Record Book is kept.

CLUB COACHES

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

ROLE & RESPONSIBILITIES OF CLUB COACHES

- To assist the Club Coach coordinator/ coaching committee to provide instruction from the PCA Syllabus of Instruction.
- Under the direction of the Club Coach coordinator/ coaching committee, safely implement the PCA Syllabus of Instruction.
- Attend Club coaches' meetings when convened.

QUALIFICATIONS

Persons 18 years of age and over who should, but need not, hold a recognised Pony Club coaching qualification.

THE CLUB 'K' COORDINATOR

The Club 'K' coordinator is nominated by the active coaches in the club and appointed by the Club Committee.

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

ROLE & RESPONSIBILITIES OF THE CLUB 'K' COORDINATOR

- Works closely with the Club Coach coordinator and the Zone 'K' coordinator.
- Ensures that the following are obtained from the PCAWA:-
 - 'K' record card.
 - 'K' guidelines.
 - 'K' work sheet file.
- Act as an adviser to the candidate in helping them to cover their work and arrange lectures and demonstrations with experts.
- Regularly reviews the progress of the candidates, their work sheet files and the options they choose to cover.
- Is responsible for ensuring that the pre-requisites and chosen options are covered and that the work sheet file is complete and signed, **before** the candidate attempts the examination.
- With the Club Coach Coordinator is responsible for recommending the candidate for testing and to be reasonably sure the candidate will pass to avoid disappointment.
- When the candidates are ready to be examined, the 'K' coordinator obtains the application forms from the PCAWA Handbook. Ensures the candidate fills in the form, returning the completed form to the Zone Coach coordinator and enclosing the applicable fee made payable to their zone.
- Attend Zone Coaching Panel meetings.

THE CLUB 'C★' COORDINATOR

The Club C ★ Coordinator is nominated by the active coaches in the Club and appointed by the Club Committee.

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

ROLE & RESPONSIBILITIES OF THE CLUB C ★ COORDINATOR

- Works closely with the Club Coach Coordinator and Zone Coach Coordinator.
- Ensure that the following are obtained from the PCAWA:
 - 'C★' record card.
 - 'C★' guidelines.
 - 'C★' work sheet files.
- Act as an adviser to the candidates, helping them to cover their work and arrange lectures and coaching with experts at 'C★' level.
- With the Club Coach Coordinator is responsible for recommending candidates for testing and to be reasonably sure the candidate will pass to avoid disappointment.
- When the candidates are ready to be examined, the 'C★' coordinator obtains the application forms from the PCAWA Handbook. Ensures the candidate fills in the form, returning the completed form to the Zone Coach coordinator and enclosing the applicable fee made payable to their zone.
- Is responsible for insuring that the work sheet file contains the requirements for 'C★' level prior to the time of the written paper.
- Issues a letter of recommendation to the Zone Coach Coordinator.
- Attend Zone Coaching Panel meetings.

LANDCARE AND BUSH SKILLS

These awards are designed to increase knowledge of all Landcare matters amongst pony club members who have a unique opportunity to appreciate their surroundings while riding their horses and ponies. The program aims to create and establish an enduring interest in wildlife and Landcare and to do it with as much fun as possible so that knowledge is almost unconsciously absorbed.

CLUB LANDCARE AND BUSH SKILLS COORDINATOR

The Landcare coordinator need not be a club coach: a parent or grandparent may like to take on the role. The role needs someone who cares for the land and the future of the environment. The appointed person to liaise with the Club Coach Coordinator and State Landcare coordinator.

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

ROLE & RESPONSIBILITIES OF THE LANDCARE AND BUSH SKILL COORDINATOR

- Establish in your club the number of riders interested in this award.
- Apply to PCAWA for the Landcare and Bush Skills Books (3), which will be posted to you on receipt of application. 'A' set of books is required for each rider. The books are self explanatory.
- When all three books are complete, the Zone Coach coordinator will verify completion of all three, before the candidate can apply to PCAWA for the Landcare and Bush Skills Certificate and Badge.

CERTIFICATE AND BADGE

The Certificate and Badge are awarded after completion of all three books of the Landcare Bush Skills program.

The Club Coach coordinator forwards the completed books (3) for verification by the Zone Coach coordinator, the application form must be completed, signed by the Zone Coach coordinator, verifying the work and forwarded to the PCAWA for the final Certificate and Badge.

Completion of all three Landcare and Bush Skills books is acceptable as an Option for the 'K' efficiency Certificate.

ROAD SAFETY

The Club Road Safety coordinator is nominated by the active coaches in the Club and appointed by the Club Committee.

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

ROLE & RESPONSIBILITIES OF THE ROAD SAFETY COORDINATOR

- Works closely with the Club Coach coordinator /coaching committee.
- Acts as an adviser to the candidates, helping them to cover their work and arrange lectures and coaching with experts in road safety.
- Arrange the testing of candidates.

RALLIES

Coaching is a compulsory part of Pony Club Rallies.

Rallies provide an environment in which a young rider can find knowledge and mutual friendship with other riders.

It cannot be too strongly stressed the 'WORKING RALLY' IS THE BACKBONE OF THE PONY CLUB. One of the main objectives of the Club is to encourage and improve horsemanship and horsemastership in its members. It is by such rallies, the Aims and Objectives of the Pony Club Movement are best carried out.

WORKING RALLIES

A **WORKING RALLY** is a rally to which all financial members are eligible to attend and where coaching from the Pony Club Australia of Syllabus of Instruction is given – e.g. Flatwork, Horsemastership, General knowledge and active riding i.e. Jumping, Games.

IF YOUR CLUB IS PERMITTING NON-FINANCIAL MEMBERS TO RIDE AT RALLIES OR TAKE PART IN ANY PONY CLUB ACTIVITY, THEN YOUR CLUB SHOULD BE LIABLE FOR DAMAGES RESULTING FROM AN ACCIDENT.

Rally dates shall be arranged by the Club Committee and no person shall hold a rally or coach at a rally unless authorised by the Club Committee and the Club Coach coordinator. The Club Coach coordinator is responsible for the club coaching program and the safe implementation of the current PCA Syllabus of Instruction.

Camps consisting of one or more days' duration will be counted as ONE WORKING RALLY ONLY.

If a State Training Day takes place on a normal Club Rally day, then the rider attending the Training Day may be granted a Working Rally. Only one State Training Day per year may be claimed as a Working Rally.

UNMOUNTED RALLIES

UNMOUNTED RALLIES are of great value and may be devoted to Horsemastership and lectures. At these lectures practical experience can be given in grooming, feeding, horse ailments and their treatments, fitting and care of saddlery, stable management and other aspects of horse care.

Landcare and Vaulting may also be included.

Clubs may arrange a visit to: Veterinary Hospital, Stable, Race Course and any other place of interest available.

Unmounted rallies shall not be included as qualification (**horse/rider combination**) for competition.

VISITING MEMBERS

A member may be a visiting member of another Club affiliated with the Association. 'A' visiting member **shall not represent** the Club they visit, and may not be a visiting rider more than twice in any calendar year.

Prior arrangements of a visiting member to attend a rally at another club must be made by each of the Club Coach coordinator. Contact must not be made by the Parent or Guardian of the visiting member. Club Coach Coordinator has a Duty of Care and all relevant information is to be passed on.

Attendance cards must be signed by the Club visited by the rider.

RALLY ORGANISER

A Rally Organiser may be appointed to assist with and delegate general duties on rally days.

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

SUGGESTED DUTIES PRIOR TO RALLY DAYS

- Obtain program from Coach Coordinator.
- Check equipment required.
- Check canteen staff available.
- Place rubbish bins.
- Check water outlets for horses.
- Check PA system and audio-visual equipment if required.

SUGGESTED DUTIES FOR DAY OF RALLY

- Open grounds and club room.
- In the absence of the Club President - welcome - especially new riders and parents.
- Ensure program is posted on the notice board.
- Take and record roll call if required.
- Remind coaches to keep riders to time.

ANNUAL STRENGTH RETURN

Annual and Supplementary Strength Return Forms are sent out to all Club Secretaries at the beginning of each year.

The ANNUAL STRENGTH RETURN is based on membership in the current year. The initial Strength Return Form is due after the 31st January annually and no later than **FOUR WEEKS AFTER YOUR CLUB'S JOINING DAY** each year. Until a Strength Return has been received by the PCAWA, members are not insured and the Club is not affiliated.

SUPPLEMENTARY STRENGTH RETURN Forms are to be completed and returned, together with appropriate fees, as new members join your Club, after your initial Annual Strength Return has been forwarded to PCAWA Headquarters. We suggest that these supplementary forms are completed and returned on a particular date each month (i.e. your monthly Club meeting) so these details are not overlooked.

IT IS ESSENTIAL TO NOTE THAT THE PCAWA PUBLIC LIABILITY POLICY IS BASED ON THE DETAILS SUPPLIED IN THESE FORMS. IF 'A' MEMBER IS NOT LISTED, THEN THEY ARE NOT NECESSARILY COVERED BY INSURANCE.

PERSON RESPONSIBLE

This is a requirement as from February 1, 2001. For each Riding Member under 18 years of age, Clubs must list the name of a person who will be responsible for that Riding Member and their mount during the current year. This 'Person Responsible' MUST also be a current financial member of your Club, and *Must be included* on your Annual Strength Return form.

The PCAWA is unable to accept the membership of a Riding Member under the age of 18 years until a 'Person Responsible' is named.

OUTLINE OF STRENGTH RETURN SYSTEM

1. Complete all forms in duplicate (or photocopy). The original is returned to the PCAWA and a copy is retained by the Club for its records. Additional copies of the forms are available from the PCAWA website.
2. As members pay their fees, complete the Strength Return, noting the number of the rider's Membership Card.
3. As members pay their fees, complete and hand them their PCAWA Membership Card.
4. **No later than 4 weeks** after your Club's enrolment day, complete and return the Strength Return Form together with fees payable.
5. Should new members join after enrolment day, complete supplementary Membership Lists and Strength Return Form and return to the PCAWA together with additional fees.
6. New Members **MUST BE** advised to PCAWA Headquarters within one month of joining - ensure that your Club regularly forwards supplementary strength returns and supplementary membership lists.

PCAWA MEMBERSHIP CATEGORIES

- Riding Member
- Non Riding Member / Life Members
- Mounted Coach
- Members without Ponies

PCAWA FEE STRUCTURE

NATIONAL LEVY

This levy is used to defray costs of sending representative/s of the PCAWA as a member of the State Team to participate in the Pony Club National Championships

STEWARDS LEVY

This levy is used to subsidise the cost of training new Stewards. The training of new Officials is imperative to the continued success of Pony Club.

INSURANCE:

Insurance is COMPULSORY

A combined premium covers Public Liability and Personal Accident for every riding member, Professional Indemnity for Instructors, Directors' & Officers Insurance for Club Office Bearers and Personal Accident for all Voluntary Workers.

The annual premium is set from time to time by the PCAWA and is payable for EVERYONE in the Club.

Please ensure that all your Adult Helpers and Supporters are included and their names are listed on the Membership Form.

FURTHER INFORMATION: ASSOCIATIONS LIABILITY

This insurance is compulsory for all Clubs.

It indemnifies Directors and Officers personally in respect of claims made against them and advised to the Insurer during the period of insurance by reason of wrongful acts (as defined in the Policy) whenever or wherever committed by them in their capacity as Directors and Officers of the Club.

The Premium payable is indicated on the Strength Return form and is calculated annually.

LIFE MEMBERS

Please note that if your club has Life Members who are active at Club, Zone or State level it is a requirement that these Life Members are covered by insurance. Please ensure that these Members are included on the Club's Annual Strength Return as Non-Riding Members.

COACHES

Please note that your Coaches must be listed, together with the Certificates held by each (if any). It is also essential that you indicate whether these Coaches are paid or unpaid. If you have paid Coaches, then your Club is liable for Workers' Compensation insurance. This must be arranged directly by the Club.

Please also list specialist coaches, e.g., Prince Philip Games Coach, Dressage Coach etc, if they are not already included as a Club Coach.

CORRESPONDENCE

Upon payment of the Club Annual Subscription Fee (which is set by the PCAWA Council from time to time) all correspondence will be forwarded to your Club Secretary. Copies of all quarterly Council Minutes also forwarded to all Visiting Commissioners.

Additional copies of correspondence to the Club President and/or others, is optional and is available on payment of an additional subscription fee per person per annum. All PCAWA correspondence is forwarded to people on this mailing list (except Strength Return form and Championship entry forms etc).

Zone Secretaries receive copies of Council News (including Council Minutes) and other correspondence pertaining to Zone affairs.

Please note that the Subscription covers the period from the date of receipt of the fee, until the date of the PCAWA Annual General Meeting in the following year.

MEMBERSHIP CARDS

Please ensure that each financial riding member of your Club receives a current PCAWA Membership Card and record the number of the card allocated to each member on the Membership List.

These PCAWA Membership Cards may be requested at Gear Check at most Pony Club events, and without this card a member may not be permitted to compete. These cards should be filled in at each competition (dressage, show jumping and eventing) and each Rally (own Club or Visited Club).

The number of cards forwarded to your Club is based on the membership of your Club in the previous year, however should you require additional cards; they are available from the PCAWA office.

GENERAL

All mailing lists and details of Club Secretaries, etc, are based on the information contained in these forms. Your early completion and return of these documents greatly assists in the preparation and circulation of this information to all Clubs. **The PCAWA will continue to address mail to those office bearers on our mailing lists, until your Club advises otherwise - please advise any changes of names and/or addresses as soon as possible.**

IF YOUR CLUB IS PERMITTING NON-FINANCIAL MEMBERS TO RIDE AT RALLIES, OR TAKE PART IN ANY PONY CLUB ACTIVITY, THEN YOUR CLUB COULD BE LIABLE FOR ANY DAMAGES RESULTING FROM AN ACCIDENT.

In the past, Clubs have permitted potential Pony Club members to ride at one, two or even more Rallies, to 'find out if they like Pony Club'. This practice **MUST NOT** be continued.

Unless a rider has paid the insurance premium part of the membership fee, they are not covered for insurance and therefore **NO PERSON WILL BE PERMITTED TO RIDE until they have paid the insurance premium.**

Even with families who may find it difficult to pay the full membership fees for several members, on enrolment day, they must pay the insurance premium before being able to ride.

Should a rider have a serious accident, resulting in a claim for perhaps millions of dollars in damages, the insurance company will be checking our records, and those of your Club.

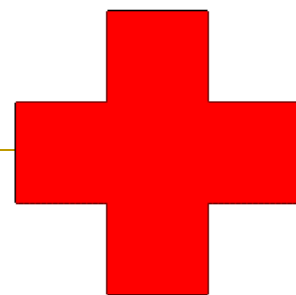
If you have any queries regarding any part of these forms, please don't hesitate to contact the PCAWA Executive Officer, on (08) 9296 1500 or write to PCAWA, 303 Cathedral Avenue, Brigadoon, WA 6069 or email **office@pcawa.com**.

CLUB MEMBERSHIP APPLICATION FORMS

It is recommended that Clubs provide Application Forms for completion by Members upon enrolment.

Each enrolling member is also required to complete a PCAWA Member Disclaimer and PCAWA Medical and Consent Form.

FIRST AID



AIMS OF FIRST AID

- Promote a safe environment
- Preserve life
- Prevent injury or illness from becoming worse
- Help promote recovery
- Provide comfort to the ill or injured

All clubs must have easily accessible and well equipped first aid boxes for rider and horse. The contents to be checked on a regular basis and replacements made when necessary.

All coaches should have a basic knowledge of first aid: Nationally Accredited coaches must have a current Senior First Aid Certificate or better.

A qualified and identifiable person must be appointed to be responsible for administering first aid at all Rallies and other Pony Club activities.

This person should have access to a telephone and important telephone numbers should be prominently displayed.

- Ambulance
- Doctor
- Nearest Hospital

The person chosen to be responsible for First Aid should have a plan of action and be able to:

- Assess the situation quickly
- Identify the nature of the illness or injury as far as possible
- Manage the casualty promptly and appropriately
- Arrange for emergency service to attend if necessary
- Stay with the casualty until recovered or handed over to a health professional
- Give further help if requested
- Follow the principles of **DR ABC**

D for *Danger*

R for *Response*

A for *Airway*

B for *Breathing*

C for *Circulation*

FIRST AID HINTS FOR COACHES

When an accident occurs:

- *Keep calm*
- *Halt the ride*
- *If riding, dismount and hand over own horse*
- *Send someone for the First Aid officer*
- *Send someone to catch the loose horse if any*
- *Ask someone to take charge of the other riders*
- *Quietly approach the injured rider*
- *Tell them to remain still and reassure*
- *Check for bleeding and pain.*

NB: All incidents must be recorded in the appropriate manner on the current forms.

REMEMBER!!

For ALL Emergency situations you can call an ambulance by dialing

000 on land lines/public phones OR 112 from mobile phones

YOUR ACTIONS CAN MAKE A DIFFERENCE!

INSURANCE COVER FOR CLUBS & INDIVIDUAL MEMBERS

TYPE	COVERED
PERSONAL ACCIDENT	Category A: All riding members. Category B: All voluntary workers, Club Officials, Directors, Non riding members, members without ponies and Life Members
BROADFORM LIABILITY	PCAWA, all Affiliated Pony Clubs, all Authorised Pony Club Grounds, All Pony Club Activities, All Pony Club Directors, Officials, Employees, Members, Volunteers and Landowners
PERSONAL INDEMNITY	PCAWA, all Affiliated Pony Clubs, all Authorised Pony Club Grounds, All Pony Club Activities, All Pony Club Directors, Officials, Employees, Members, Volunteers and Landowners
ASSOCIATION LIABILITY	PCAWA including all Zones, Affiliated Clubs, Financial members and paid instructors/coaches

PLEASE NOTE: The above insurance policies DO NOT cover injury to horses and ponies at any time. Members who wish to insure their mount/s to cover death, total permanent disablement, etc will need to make their own private enquiries with insurers

For a full schedule of insurance please refer to our website

RISK MANAGEMENT

Risk Management is designed to assist Committees in protecting the property under their care and safety and the health of persons who use the facilities.

In spite of care taken, losses cannot be totally eliminated, although they can be kept to a minimum by an understanding of the hazards and proper safety measures.

PUBLIC LIABILITY

We have all read in the daily papers of accident due to the negligence of one party, and another party suffering property damage and/or personal injury as a result. In view of the pain and suffering involved to the individual and large court awards being made, it is essential that accidents in this area be controlled and kept to a minimum.

WHAT THE LAW REQUIRES

The Golden Rule “love thy neighbour” in law terms becomes; “thou shall not injure thy neighbour”.

Who then in law is “my neighbor”?

The answer seems to be: “persons, who are so closely and directly affected by my act, which I ought reasonably to have them in contemplation when I am directing my mind to the acts (or omissions) which are called in question”. (A RULING IN DONOGHUE VERSUS STEVENSON, 1932).

The above legal judgment still broadly applies in liability matters. Any person, who suffers loss or injury, may have a right of legal action based on the Branch or Members’ lack of reasonable care to anticipate the hazard causing the loss.

RECOMMENDED ACTION

The recommended approach is to adopt sensible standards of preparation for an event and then to measure against those standards by a system of planned self-assessment, using the checklist method.

Although some items discovered might be trivial any steps taken to reduce the risk of the most common claim types will also have good prospects of saving personal injuries and possible fatality.

The law of liability is so broad that it is not possible to supply anywhere near a complete checklist and the items below are a guide as to a few of the types of hazards to look for:

This guide should be used in conjunction with Risk Management Procedure’s already implemented by your Pony Club.

Please refer to our website for Risk Management Documents

MEMBER PROTECTION OFFICER

SELECTION CRITERIA

It is recommended that MPO's represent all levels of the organisation. If there is only one MPO, it is preferred that he or she is not in a senior authority or management position. An MPO can be a riding or non-riding member, a coach or a coach coordinator. They should be trusted and capable of being relied on to have the best interest of the harassed person at heart. That is, the MPO should be a person who is not likely to discourage genuine complaints because of conflicting loyalties to the person alleging harassment, the alleged perpetrator/s or the PCA/PCAWA.

The MPO does not have to be someone with high educational qualifications. The right personal qualities are more important. The technical knowledge needed for the role can be gained through training which should be offered to anyone taking on this role.

To be suitable for appointment as an MPO, a person:

- Must have integrity, be trustworthy and discreet;
- Should be dependable, easily accessible and approachable;
- Should have good listening skills; be non-judgmental, supportive, patient, and sensitive;
- Should be able to communicate openly and honestly with a broad cross-section of people; and
- Must support the organisation's Anti-Harassment policy completely.

Although the approach to an MPO can be described as an 'informal' method of resolution of harassment problems, MPO's still need the support of their organisations in carrying out this role. They must be formally recognised, their identity publicised and they must be trained and given time to carry out their duties properly.

The President and Executive retain the right to retract the appointment of an MPO if he or she knowingly and deliberately takes action that is contrary to:

- The wishes of the complainant
- The PCA/PCAWA's policy on harassment, or
- The principles of practice of the PCA/PCAWA's complaint resolution procedures.

QUALITIES OF AN EFFECTIVE MPO

The ideal MPO should be:

- Empathic
- Trustworthy & Honest
- Approachable
- Caring
- A good listener
- Calm (especially when the complainant is not)
- Logical
- Knowledgeable and experienced (to come up with valuable solutions)
- Equipped with a sense of humour (when required/if necessary)
- Patient
- Non-judgmental (and won't bring pre-conceived ideas to bear on the problem)
- Respectful (treating all people as equals)
- Supportive (and so will take the problem seriously)
- Relied on to maintain complete confidentiality

WHY BECOME AN ACCREDITED COACH?

Quite simply, coaches *deserve* to be accredited. They're committed to sport; they voluntarily give of their time and share valuable experiences while contributing to the sporting and personal development of their athletes.

Through the Australian Pony Club Council, the Pony Club Association of Western Australia has been granted accreditation to conduct the NCAS Programme, which is a National scheme, run in conjunction with the Australian Coaching Council.

The PCAWA does not have the authority to vary the requirements, and all candidates must comply with the regulations laid down. Exemptions from various Topics in the courses may apply, for example if a Coaching Principles Certificate, a Certificate of Equine Management, British Horse Society qualifications, etc have already been attained.

Written confirmation of these qualifications must be presented to the PCAWA when applying to undertake the Level 1 courses. If you have any queries about previous qualifications, please contact PCAWA Headquarters.

Satisfactory completion of these Courses will enable a coach to confidently teach riders at C Certificate level at Pony Club.

Accreditation Level	Pre-requisites to commence training
Preliminary Pony Club Coach	<ol style="list-style-type: none"> 1. Knowledge to the standard of the Preliminary Pony Club Course Workbook 2. Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc. 3. 18 years of age to qualify, but can commence training at 16 years
Level 1 Pony Club Coach	<ol style="list-style-type: none"> 1. Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc. 2. Preliminary Level Pony Club Coach Accreditation 3. 18 years of age to qualify. Training may commence earlier
Level 2 Pony Club Coach <i>(yet to be developed)</i>	<ol style="list-style-type: none"> 1. Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc. 2. Level 1 Pony Club Coach Accreditation
Level 3 Pony Club Coach <i>(yet to be developed)</i>	<ol style="list-style-type: none"> 1. Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc. 2. Level 2 Pony Club Coach Accreditation
Mounted Games Pony Club Coach	<ol style="list-style-type: none"> 1. Financial member of a Pony Club, affiliated through their State Association with the Pony Club Australia Inc. 2. Preliminary Pony Club Coach Accreditation and completion of Modules 1, 2 and 3 Topics 1 -3 excluding jumping, flatwork of Level 1 Pony Club Coach Accreditation 3. 18 years of age to qualify, but can commence training at 16 years

IMPORTANCE OF ACCREDITATION:

- Coaches *deserve* to be recognised for their efforts.
- Athletes *deserve* to receive qualified instruction.
- Guarantees increased knowledge.
- Improves knowledge and standard of coaching
- Increases the level of performance at all levels.

PROCEDURE TO BECOME AN ACCREDITED PC-NCAS PRELIMINARY COACH

There are no 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.

The following outline the Coaching outcomes of the PC-NCAS Preliminary Coach Accreditation

Module	Coaching Outcomes
1. Role of the Coach	<ol style="list-style-type: none"> 1. Undertake the varied roles of a Pony Club coach 2. Work effectively with parents, officials and administrators 3. Develop and implement a personal coaching philosophy 4. Outline the coach's ethical responsibilities
2. Planning and Reviewing	<ol style="list-style-type: none"> 1. Plan a series of lessons for D/D* level riders 2. Review effectiveness of plans
3. Risk Management	<ol style="list-style-type: none"> 1. Apply the principles of risk management to minimise injuries to people and horses 2. Outline the legal responsibilities of the coach 3. Implement minor incident management procedures
4. The Coach in Action	<ol style="list-style-type: none"> 1. Demonstrate effective group organisation 2. Ensure the safety of riders and horses during the session. 3. Manage group behaviour 4. Conduct coaching sessions to teach basic skills 5. Demonstrate effective communication strategies
5. Rider Development	<ol style="list-style-type: none"> 1. Plan and implement activities and lessons that consider the physical, social and emotional development of riders 2. Cater for the individual differences of riders.
6. Horse Care	<ol style="list-style-type: none"> 1. Teach riders the D and D* horse care skills as outlined in the PCA Syllabus of Instruction. 2. Provide advice to riders and their parents with regard to horse selection and care in accordance with PCA Syllabus of Instruction.
7. Riding Flatwork	<ol style="list-style-type: none"> 1. Teach riders the D and D* riding skills as outlined in the PCA Syllabus of Instruction. 2. Teach rider exercises, agility, school figures and the use of the arena to D/D* standard. Including a Mounted Games activity.
8. Riding Jumping	<ol style="list-style-type: none"> 1. Teach riders to ride over trot poles and small jumps as outlined in the D and D* PCA Syllabus of Instruction

PC-NCAS Preliminary Coaching must be completed before Level 1 can be attained.

PROCEDURE TO BECOME AN ACCREDITED PC-NCAS LEVEL 1 COACH

To attain a Level 1 Coaching Certificate a candidate must:

- Hold a PCA NCAS Preliminary Coaching Certificate
- Complete 100% attendance at
 - A PC NCAS Level 1 Part 1 Course
 - A PC NCAS Level 1 Part 2 Course
- have a Log Book signed and inspected
- be assessed while coaching C Level Pony Club riders, on the flat and over jumps and in horsemanship, preferably at the coach's own Pony Club
- attain a 80% pass mark in a short, multiple choice questionnaire
- have a record of six months' coaching at Pony Club.
- hold a current Senior First Aid Certificate

ELIGIBILITY

To be eligible to undertake the NCAS Level 1 Courses, a candidate must

- Hold a current PC-NCAS Preliminary Coach Accreditation
- Be aged 18 years or over on completion of the course.
- Be a member of a Pony Club affiliated with the PCAWA.
A candidate cannot undertake the Pony Club NCAS Level 1 courses unless they are a current financial member of a Pony Club in Western Australia, which is affiliated with the PCAWA. Such membership also ensures that a candidate is covered for insurance (including public liability) while they are attending the various sessions of the course.
- Have coached or be coaching at a Pony Club for a minimum of six months.
In order to gain Pony Club NCAS Level 1 Accreditation, a candidate must complete six months of coaching at a Pony Club. This can be completed prior to, during, or after taking part in the Level 1 Accreditation, but the Certificate cannot be awarded until this requirement has been fulfilled.
- Candidates must have read the relevant reference material
The following reference materials are compulsory:
 - Australian Pony Club Council Syllabus of Instruction (current version)
 - New Zealand Pony Club Manual of Instruction, No's 1, 2 and 3
 - British Horse Society Manual of Horsemanship

Additional reference materials are optional:

- APCC Manual of Instruction to C Level (K Irving)
- Australian Coaching Council "Beginning Coaching"
- "Ride Safely" (PCAWA publication)
- Rule Books for Pony Club competition
- PCAWA Gear Checking Manual

Other reference materials are recommended and a list of these is contained in the Syllabus for the Level 1 - Pony Club Part Two Course.

COURSE FEES

The Course Fee is set from time to time. The Course Fee will include the cost of the Course Syllabus and Log Book, which are compulsory. The fee may vary if a candidate wishes to attend the course in sessions due to additional administration costs.

ATTENDANCE REQUIREMENT

Candidates must complete 100% of both the Pony Club Part One and Part Two Courses, completed within 18 months (or be granted exemptions from certain topics [see above]).

All components of the Part One Course must be completed before any components of the Part Two can be undertaken and Part Two must be completed within 18 months of completing Part One.

CANDIDATE ASSESSMENT - Assessment is undertaken in three ways;

Log Book

Each section of the completed Log Book, which will include an assessment of the candidate's ability during demonstrations, will be signed by a mentor coach, or a recognised supervisor.

The Log Book will also include a record of the six coaching sessions undertaken by the Candidate, to be signed by the Club Coach Coordinator, or other Pony Club Official. The completed Log Book will be inspected by the Course Presenter

Practical

Applicant Coaches will be assessed while coaching C Level Pony Club members, on the flat, over jumps and horsemastership, either at their own Pony Club or by special arrangement with the State Coaching Panel (eg for coaches in remote areas it may be possible to arrange a video assessment).

The Assessors (2) will be qualified people (Pony Club or EFA NCAS Level 1 or equivalent or above) appointed by the State Coaching Panel, one of which must be a Visiting Commissioner.

If a candidate is not assessed as satisfactory they may be re-assessed at a later date, however such re-assessment must be undertaken within twelve months of the date of the original assessment.

Theory

A short, written evaluation at C Level will be conducted.

- Candidates must achieve the minimum pass mark of 80%
- Candidates attaining 75% - 79% may be examined orally on the day to try to bring their mark up to 80%
- Candidates not achieving 75% will be asked to re-submit the paper within one month of the course for re-assessment

The following outline the Coaching outcomes of the PC-NCAS Level 1 Accreditation

Module	Coaching Outcomes
1. Planning and Reviewing	<ol style="list-style-type: none"> 1. Plan a series of lessons for C/C* level riders 2. Review effectiveness of plans
2. Group Management	<ol style="list-style-type: none"> 1. Demonstrate effective group organisation 2. Manage group behaviour 3. Develop supportive relationships with riders
3. Horse Care	<ol style="list-style-type: none"> 1. Teach riders the C & C* Horse Care skills as outlined in the PCA Syllabus of Instruction 2. Provide advice to riders and their parents with regard to horse selection and care in accordance with the PCA Syllabus of Instruction
4. Riding Flatwork	<ol style="list-style-type: none"> 1. Teach riders the C & C* riding skills as outlined in the PCA Syllabus of Instruction 2. Teach rider exercises, agility, school figures and the use of the arena to the C" standard.
5. Riding Jumping	<ol style="list-style-type: none"> 1. Teach the forward position, strides distances and gymnastic jumping to C" standard 2. Teach show jumping and cross country to C* standard
6. Lungeing	<ol style="list-style-type: none"> 1. Describe the correct equipment for safe lungeing of a horse and explain the reasons for its use 2. Teach riders how to correctly fit lungeing equipment 3. Teach riders the basic techniques of lungeing a quiet horse

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 anything 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

Please apply through the PCAWA State Coaching Panel who will consider your request for RCC.

At the time of applying for RCC the following requirements need to be met-

- ✓ To be listed on a clubs strength return
- ✓ To be currently coaching at Pony Club at 'C' Level – minimum six rallies.
- ✓ To attend NCAS Pony Club Courses.
- ✓ To have a current copy of APCC Syllabus of Instruction and be co servant with it.
- ✓ To have read the relevant material
- ✓ To hold a current First Aid Certificate
- ✓ To complete an application form and forward with any relevant fees to the State Coaching Panel.
- ✓ Will be required to sign a copy of the Coaches Code of Ethics and Code of Practice.

UPDATE POINTS FOR RE-ACCREDITATION

The PCA requires all accredited NCAS Pony Club Level 1 Coaches to complete updating tasks in line with the requirements of the Australian Sports Commission (ASC).

Our policy requires all coaches to attain **24 points over a four year period** to remain accredited.

Upon receiving a letter from the ACC advising your Update is due; Coaches are required to send to their Pony Club Association State/Territory office, prior to the stipulated date:

- Update (Yellow) Log Books
- A photocopy of their First Aid Certificate
- The name of the Pony Club of which they are a current financial member
- A cheque for the fee current at the time of updates made payable to the Australian Sports Commission, being 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 ASC.

LEVEL OF ACCREDITATION	POINTS PER FOUR (4) YEARS	MINIMUM PER YEAR	POINTS IN EXCESS AVAIL. TO CARRY OVER
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 overleaf will provide you with a good idea of what you can do to earn points.

UPDATE POINTS

At least 12 points must be gained 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 Pony Club Coaching and Professional Development Courses during the four year period.

ACTIVITY	POINTS
Regular coaching at an affiliated Pony Club – per year (It is not necessary to specify each coaching day in your logbook)	6
Coaching other than at Pony Club, on a regular basis.	2
Participate in NCAS training or refresher course for Level 1 or higher (including examiners or coach educator workshop.)	6
Attend judges school/course building/technical delegate course run (by an approved association . [i.e. Pony Club 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 Education Provider] (These courses can be of value even if not directly related to equine topics)	4
Involvement in State, 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 highest level.	4
Renew First Aid Certificate	6
Act as a Mentor Coach for a coaching applicant for a period of not less than 6 months	4
Participate in NCAS refresher training or professional development course for Level 1 or higher, including examiners or coach educator workshop	6

In addition a current First Aid Certificate must be maintained.

POTENTIAL COACHES

Clubs should encourage all Potential Coaches to attend applicable PCAWA coaching courses. Potential Coaches are interested people who wish to help with coaching the members and should be encouraged under the guidance of the Club Coach coordinator and nominated by them to attend Coaching Courses.

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

- Make every effort to attend courses approved by PCAWA.
- Under the direction of the Club Coach coordinator safely implement the PCA Syllabus of Instruction.

CLUB ASSOCIATES

Associates of Clubs are encouraged to assist with coaching within their Club. They may be nominated for Coaching Schools by the Club Coach coordinator, where eligible. Coaching Certificates can be awarded to eligible candidates aged 18 years and over.

ASSOCIATES – PARENTS AND OTHERS (OUTSIDE HELP)

Clubs are encouraged to seek the assistance of knowledgeable people from professional, trade and recreational bodies to instruct members of their club:- i.e.. Veterinarian, Farrier, Saddler, Mounted Police. Sporting bodies such as polo, polocrosse, trotting and turf clubs, trainers and various stud farms may also be included.

APPOINTMENT OF EXAMINERS

FOR 'D' | 'D★' | 'C' | 'C★' | 'K' | 'B' | 'H' | 'A' EFFICIENCY CERTIFICATES

- EXAMINERS LIST REVIEWED EVERY THREE YEARS
- EXAMINERS MUST BE CURRENT FINANCIAL MEMBERS OF 'A'
- PONY CLUB CURRENTLY AFFILIATED

D	<p>To be currently coaching at Pony Club Rallies at 'D' and 'D★' level.</p> <p>To be appointed by Pony Club Coaches from the Club.</p> <p>To attend coaching schools.</p> <p>To be familiar with the PCA Syllabus of Instruction</p> <p>Examiners may be from within the Club or from another Club.</p> <p>To be listed on Club or another Pony Club's Strength Return.</p>
D★	<p>To be currently coaching at Pony Club Rallies at 'D' and C Level.</p> <p>To have produced candidates to 'D' Efficiency standard.</p> <p>To be appointed by Pony Club coaches from the Club.</p> <p>To attend coaching schools.</p> <p>To be familiar with the PCA Syllabus of Instruction</p> <p>Examiners may be from within the Club or from another Club.</p> <p>To be listed on Club or another Pony Club's Strength Return.</p>
C	<p>To possess a current PONY CLUB NCAS Level 1 Accreditation.</p> <p>Nominated from Club and Zone to State Coaching Panel to Council.</p> <p>To be currently coaching at Pony Club Rallies.</p> <p>To have produced candidates to 'C' Efficiency standards.</p> <p>To attend coaching schools and examiners seminars.</p> <p>To be familiar with the PCA Syllabus of Instruction</p> <p>To be listed on Club or another Pony Club's Strength Return.</p>

Continues on next page

<p>C ★</p>	<p>To possess a current PONY CLUB NCAS Level 1 Accreditation.</p> <p>Nominated from Club to Zone to Coaching Panel to Council.</p> <p>To be currently coaching at Pony Club Rallies</p> <p>To have produced candidates to 'C' and 'C ★' Efficiency Standards.</p> <p>To attend coaching schools and examiners seminars.</p> <p>To be familiar with the PCA Syllabus of Instruction.</p> <p>To be listed on club or another Pony Club's Strength Return.</p>
<p>K</p>	<p>To possess a current Pony Club NCAS Level 1 Accreditation or be approved specialist in their area of expertise (approved by the Zone Coaches Panel.)</p>
<p>B</p>	<p>To be working within the PCAWA, Coaching 'B' standard at Club, Zone or State level.</p> <p>Must be familiar with the PCA Syllabus of Instruction.</p> <p>Be accredited to examine at 'C ★' level</p> <p>Possess a current Pony Club NCAS Level 1 or EFA NCAS Level 1 Accreditation.</p> <p>Be recommended to State Coaching Panel.</p> <p>To have attended 'B' schools at Zone and State Level.</p> <p>To have attended two State Examinations and worked with the Chief Examiners.</p> <p>Set a 'B' written paper and submit to the State A, 'B' and 'H' coordinator and State Coaching Panel for approval. To be on a PCAWA Strength Return.</p>
<p>H and A</p>	<p>Be working within PCAWA at Zone and State level.</p> <p>Must be familiar with the PCA Syllabus of Instruction.</p> <p>Possess a current EFA NCAS Level 11 or 111 or may be a specialist e.g. Horsemastership, Show Jumping (recognised coach or judge) Crosscountry (recognised coach) Dressage (recognised coach or Judge).</p> <p>Must be recommended to State Coaching Panel.</p> <p>To have attended two 'A' and 'H' Schools or worked with a qualified coach.</p> <p>To have attended one State examination and worked with the Chief Examiner.</p> <p>Set an 'A' written paper and submit to the State 'A', 'B' and 'H' coordinator and State Coaching Panel for approval.</p> <p>To be on a PCAWA Strength Return</p>

CHIEF EXAMINER FOR 'K' CERTIFICATE

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

A Chief Examiner must be a member and on clubs strength return. The Chief Examiner for the 'K' Efficiency Certificate must be on the PCAWA Official Examiners List.

The Chief Examiner is appointed by the Zone 'K' coordinator for the day of examination.

The Zone 'K' coordinator may consult the Chief Examiner and the Zone Coach coordinator regarding selection of additional examiners, examination format and time table (may be over several days or weekends), also in determining the number of candidates. The Chief Examiner may also be an examiner on the day of examination.

The Chief Examiner is the referral point and mediator for questions of procedure or any controversy arising out of the examination, takes responsibility for any decision made and overall supervision of the examination.

The Chief Examiner must be available to examiners for advice if called upon.

The Chief Examiner to countersign result sheets which are then forwarded to the PCAWA Headquarters for preparation of certificates.

CHIEF EXAMINER FOR C★ CERTIFICATE

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

The Chief Examiner must be selected from those on the current 'C★' Examiners' List.

The Chief Examiner for 'C★' is appointed by the Zone Coach Coordinator/Zone 'C★' Coordinator for the day of the examination.

The Chief Examiner for 'C★' may also be an examiner on the day of the examination. They are the referral point and mediator for questions of procedure or any controversy arising out of the examination, take responsibility for any decision made and overall supervision of the examination.

The Chief Examiner must be available to examiners for advice if called upon.

The Chief Examiner to countersign result sheets which are then forwarded to PCAWA Headquarters for preparation of certificates.

The Zone Coach Coordinator/Zone 'C★' Coordinator may consult with the Chief Examiner regarding the need for extra specialist examiners to assist on the day.

The Zone Coach Coordinator/Zone 'C★' Coordinator will consult with the Chief Examiner in respect of the examination format, timetable and number of candidates.

PCAWA COACHING & OFFICIATING RECOMMENDED FEES

Fees must be negotiated prior to visit taking place

PCAWA has approved the following Fees

VISITING COMMISSIONERS \$150.00 per day plus Mileage and out of pocket expenses.

To be paid by PCAWA if on PCAWA business & subject to approval

'C' EXAMINERS \$30.00 per Candidate or a minimum fee of \$100.00 per examiner plus mileage and out of pocket expenses.

Paid by the Club

'C★' & 'K' EXAMINERS \$150.00 per examiner plus and out of pocket expenses.

Paid by the Zone

'A' , 'B' & 'H' EXAMINERS All fees paid by PCAWA

Paid by PCAWA

LEVEL 1 PRESENTERS \$300.00 per day per presenter for a full day or \$150.00 per Presenter for a half day plus mileage and out of pocket expenses.

PRELIM and/or LEVEL 1 ASSESSORS \$150.00 per day plus mileage and out of pocket expenses.

Fee also applicable to video assessments.

Paid by PCAWA

LUNGING SCHOOL \$300.00 per day per presenter or \$150.00 per half day per presenter plus mileage and out of pocket expenses. May be paid by PCAWA if funding available. Host responsible for accommodation and refreshments

Visiting Coaches: Paid by the Club

PRELIMINARY COACHING SCHOOL PRESENTERS Minimum \$300.00 per Presenter paid by Zone. Milage and out of pocket expense paid by PCAWA

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**COACHING THE COACHES
PRESENTERS**

\$300.00 per day per presenter or \$150.00 per half day per presenter plus mileage and out of pocket expenses plus accommodation and meals. Fee paid by host club/zone. Presenter fees may be paid by PCAWA if funding is available.

**GEAR CHECKING SCHOOL
PRESENTERS**

\$300.00 per day per presenter or \$150.00 per half day per presenter plus mileage and out of pocket expenses. Fees paid by host club/zone.

Individually negotiated, plus mileage, meals and accommodation, if required.

INSPECTIONS

Mileage, meals and accommodation, if required.

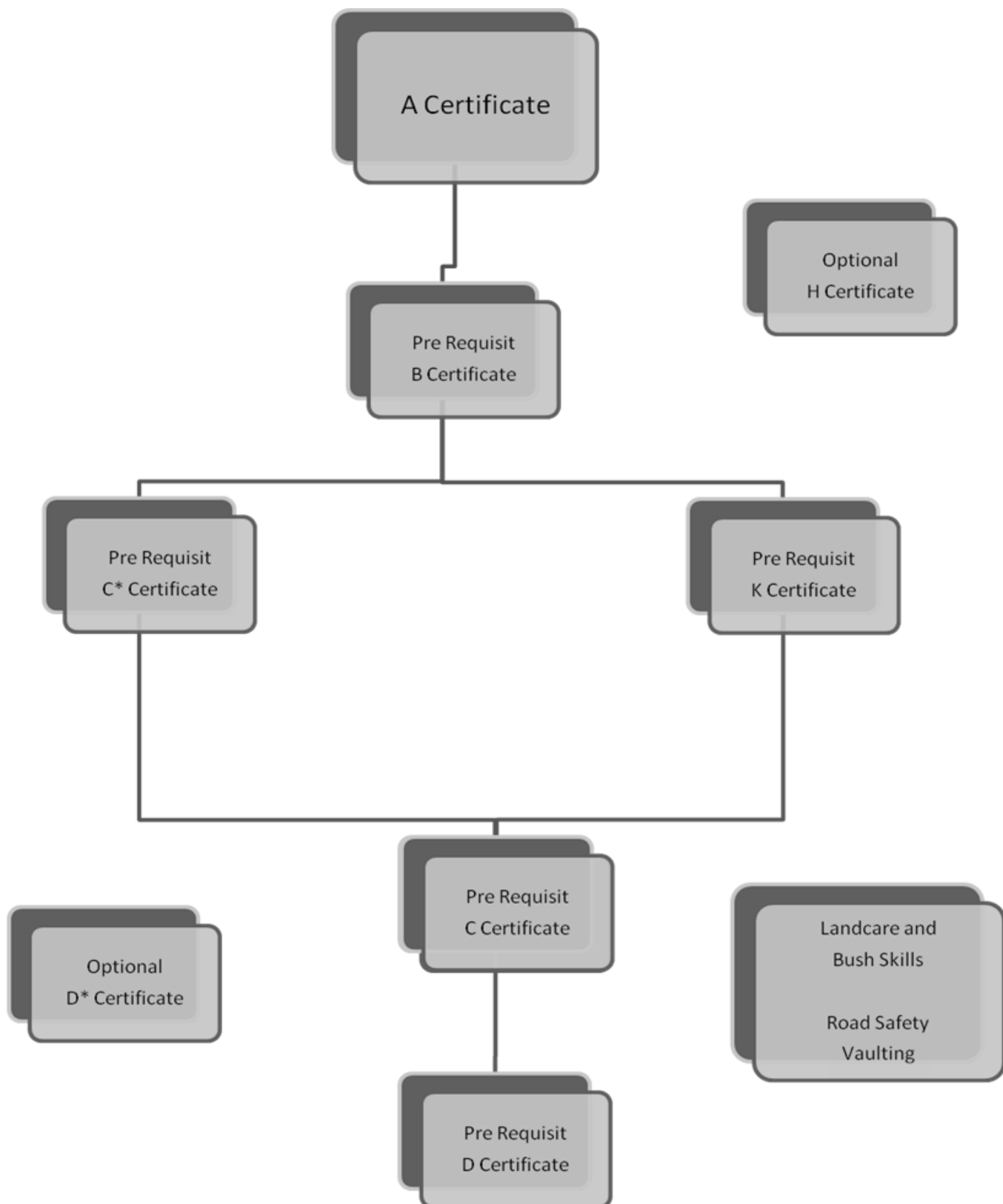
Paid by PCAWA

MILEAGE

50 cents per Km (each way),

Any claims for expenses should be made on the Claim Form available on the website. Claims should be handed to the Club Secretary, or Organiser of the activity, or sent direct to the PCAWA if relevant.

CERTIFICATE FLOW CHART



CERTIFICATE PROCEDURES

For **'D' 'D★' 'C' 'C★', 'K' 'B' 'H' & 'A'**

EFFICIENCY CERTIFICATE EXAMINATIONS

- D** Practical tests are arranged by the Club Coach coordinator. The Examiner on the day, appointed by Club Coach coordinator from the Coaches within their own club or from another Club (see page 3 of the PCA Syllabus).

D Certificate test and report forms are included in this section and to be returned to PCAWA. Certificates are obtained from PCAWA.

- D★** Practical tests are arranged by the Club Coach coordinator. The Examiner on the day, appointed by Club Coach coordinator may be from the Coaches within their own club or from another Club (see page 3 of the PCA Syllabus).

D★ test and report forms are included in this section and to be returned to PCAWA. Certificates are obtained from PCAWA.

- C** Practical tests are arranged by the Club Coach coordinator. The Examiner on the day must be on the current PCAWA official C Examiners list. The Examiner sets and marks the written paper. Candidates must sit and pass the written paper before attempting the practical test.

Candidates may go to another Club or Zone to be examined with the approval from their Club Coach coordinator and the Club conducting the test.

Examiner sheets, report form and certificates are provided only to the C Examiner by the PCAWA.

- C★** Practical tests are arranged by the Zone C Star coordinator. Applications to be made to Zone Coach coordinator by the Club Coach coordinator.

Applicants must sit and pass a written paper before attempting the practical test (Work sheet files are available from PCAWA.)

The Examiners, minimum of two (2) on the day must be on the current PCAWA official C★ Examiners list.

C★ Efficiency test should be held when required in the zone. Candidates may go to another Zone to be Examined with the approval from their Club Coach coordinator and Zone Coach coordinator and the Zone Coach coordinator conducting the test.

Examiner Sheets and Report Forms are provided to the Zone 'C★' coordinator. The certificates are provided by PCAWA to the Chief C★ Examiner for signing.

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K Practical tests are arranged by the Zone 'K' coordinator. Applications to be made to the Zone 'K' coordinator by the Club 'K' coordinator.

Applicant must sit a written paper and pass and present a work sheet file to 'K' standard before attempting the practical test. (Work sheet files are available from PCAWA.)

The Chief Examiner must be on the PCAWA Officials Examiners list.

Additional 'K' Examiners, specialists in their field, may be appointed, to test the selected options.

K efficiency tests should be conducted when required in the Zone. Candidates may go to another zone for examination, with the approval from their club and the Zone 'K' coordinator and the Zone conducting the test.

Early 'K' Option may be arranged (see 'K' Guidelines).

A B 'H' 'A' efficiency tests are arranged by the State 'A' 'H' 'B' coordinator.

B Application forms can be obtained in this section pages

H

Applicants must sit a written paper and pass before attempting the practical test.

Applicants will be contacted directly by PCAWA advising them of assessment schools, clinics etc. and dates of practical examination.

PRACTICAL TEST FOR 'C★' & 'K' EFFICIENCY CERTIFICATES

In 2004 the State Coaching Panel introduced State 'C★' & 'K' Efficiency Certificate practical exams to be held in July and November of each year to enable riders at 'C★' / 'K' standard who are unable to be examined in their own Zone because of lack of resources or numbers of riders.

The State 'C★' / 'K' coordinator will call for expressions of interest from clubs who have riders wishing to sit their 'C★' / 'K' Efficiency Certificate in that year. In order to ensure candidates are ready for their practical exam it is essential that they are assessed by their Club Coach coordinator or by a 'C★' / 'K' Examiner/Coach. Written papers and practical examining days will be organised and riders will be contacted re the Date, Venue, Cost etc. Work Sheet files are required for both certificates.

Please use the C★/K application forms contained in Section VI – the fee to be by PCAWA.

Riders can still choose to be examined in their own Zone, organised by their 'C★' /K Zone coordinator.

ROAD SAFETY CERTIFICATE

This certificate is tested in three parts :

1. FIELD TEST
2. THEORY TEST
3. ROAD TEST

The three parts will be taken consecutively on the same day, and it will be necessary to obtain the operation of the Police Branch.

VAULTING

Vaulting is best described as gymnastic on a moving horse. It is an ideal introduction for a child to the horse. There are generally between eight and ten children to a vaulting class. The ages vary from 5 years to 21 years. This makes it an ideal discipline for Pony Club.

Vaulters develop good balance and ordination and can commence working on a barrel apparatus before moving onto the horse. This makes it suitable for members without their own horse. Vaulters develop team spirit among themselves and become close friends with the team horse, especially as they start training in freestyle where they help support and depend on each other.

There are three stages promoted through the PCAWA.

Stage One This level requires a standard barrel apparatus only.

At this level vaulters sit for an oral theory exam and practical test consisting of compulsory and freestyle exercises. This level can be taught by your existing parent helpers and coaches from a basic manual at your own club.

Oral Test : Basic vaulting knowledge.

Practical Test : Barrel only

Stage Two This level will require involvement of both the barrel and the horse. Vaulters wanting to obtain this level would need to have greater knowledge in the areas of Horsemastership, Gymnastics and Safety.

Theory Paper : Horsemastership, Safety, Vaulting.

Practical Test : Gymnastics, Safety, Barrel and Horse.

Stage Three At this level the vaulter should have a comprehensive knowledge of basic gymnastics, safety and horsemastership. They will be competing at canter for compulsory exercises and attempting some freestyle movements on the horse.

(K - Option) Theory Paper : Horsemastership, Safety, Vaulting.

Practical Test : Gymnastics, Safety on the Horse.

'K' OPTION

The 'K' **Option** standard is the Vaulting Association Bronze Bar and this will be issued to all candidates passing this level. 'A' score of 5.00 or higher for all compulsory exercises on the horse is the accepted level.

There are two further levels -

- Silver Bar - where an average score of 7.00 must be attained.
- Gold Bar - where an average score of above 8.5 must be attained for three consecutive competitions.

CLUB VAULTING COACH COORDINATOR

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

ROLE & RESPONSIBILITIES OF THE VAULTING COACH COORDINATOR

- Works closely with the Club Coach Coordinator and Club 'K' Coordinator.
- Assist the Club Coach Coordinator to provide vaulting coaching.
- Implement vaulting from the basic vaulting manual available from the PCAWA.
- Apply for certificates from PCAWA.

VAULTING CERTIFICATE

The Vaulting Award is examined in three stages:

1. BRONZE BAR

- Practical Test: Barrel only
- Oral/Verbal Test: Basic Vaulting Knowledge

2. SILVER BAR

- Practical Test: Gymnastics, Safety, Barrel and Horse
- Theory Paper: Horsemastership, Safety, Vaulting

3. GOLD BAR

- Practical Test: Gymnastics, Safety on Horse
- Theory Paper: Horsemastership, Safety and Vaulting

AWARDS

VETSEARCH AWARD

The following Questionnaire is to be used as a guide when selecting a Nominee for the Citizenship Award:

1. Has your nominee been a member of the Club for at least three years, and attended Rallies as regularly as circumstances permitted over a reasonably long period?
2. Has he/she upheld the aims and objects of the Pony Club Movement?
3. In what way has he/she been an outstanding member who has been helpful, etc?
 - (a) with the conduct and smooth running of the Club at Rallies
 - (b) at working bees etc.
 - (c) with moving and erecting of equipment of Rally days
 - (d) in assisting, advising and encouraging other Pony Club members and generally helpful in all the functions of the Club

THE VETSEARCH INTERNATIONAL CITIZENSHIP AWARD

The Vetsearch International Citizenship Award commenced in 1994 is was awarded to an Associate Member of a Pony Club affiliated with the Pony Club Association of Western Australia who has given constant and practical services to his or her Club.

The Associate Members must have been a member of a Pony Club for at least three years, and if a change is made to another Club, a recommendation from the previous Club *Must be included* on the Nomination Form.

To be considered worthy of this award, the Associate must have always been HELPFUL and THOUGHTFUL for others, and genuinely interested in seeing that the **AIMS AND OBJECTS** of the Pony Club Movement are upheld in the Club of which he or she is a member. The Award may only be made once to an Associate.

Riding ability and participation in teams, is irrelevant, and is not a determining factor when nominating an Associate Member for the Award.

The Club Committee shall decide whether or not an Associate Member is to be recommended to the Zone Committee for approval. Only one nominee per Club per year may be submitted.

THE VETSEARCH INTERNATIONAL CITIZENSHIP AWARD IS THE HIGHEST HONOUR FOR SERVICE AND ONLY ASSOCIATE MEMBERS WHO HAVE GIVEN OUTSTANDING SERVICE SHOULD BE CONSIDERED

Nominations will be presented to the PCAWA Council annually for consideration, and the applications close early in June of each year (for presentation at the June Council Meeting). These nominations are then considered by Council Delegates, and are accepted or rejected at the September Council Meeting.

Successful Nominees are then notified by the PCAWA of their Award, which is presented on a suitable occasion. All recipients of this Award must attend the Presentation Ceremony; otherwise the Award may be withheld.

Nominations for the PCAWA Citizenship Award are accepted and awarded annually. Nomination form is available on our website.

PCAWA "SERVICE" CERTIFICATE

Nominations for the PCAWA Service certificate are accepted and awarded annually. Nomination forms are available on the website.

A member of the Pony Club(s) or Sub-Committee must recommend the Candidate for the award of "S" Certificate through the completion of the nomination. The completed form must then be presented to a meeting of the appropriate Zone for discussion and acceptance.

The form, duly signed and dated, must then be reviewed by the Executive of the PCAWA. Upon acceptance by the Executive the application form will then be forwarded to the PCAWA Council for ratification and signing by the President.

It is very doubtful that a person who is under 21 years of age will be awarded an "S" Certificate as the criteria of outstanding and supportive contributions to Pony Club ideals over a number of years would under most circumstances be met by a more mature age person.

The service can be at Club, Zone or Association level and may be:

- Assisting Coaching, where a Coaching Certificate is not held. For example:-

Assisting coaching the very young or beginner riders

- Assisting coaching in horse sports such as:-

Polo, Polocrosse, Western Riding, Endurance, Harness Driving, Tent Pegging, Vaulting, etc

- Assisting instructing in trade skills such as:-

Farriery, Leather work, Saddlery, Rope making, knots, splicing & related skills, Stock work, Landcare and Bush skills

- Other Services such as:-

Organiser of Championship Events, Administration at all levels, Canteen, Swap Shop, Library duties etc, First Aid (Humans), Fund raising Organizer, Chief Judge/Chief, Steward of Championship Events, Organizer of Rally days, Road Safety Organizer, etc.

- Assisting Coach/Manager:

Prince Philip Mounted Games Team(s), Show Jumping, Club & Zone Teams, Eventing Teams, Interpacific Coaches, Tetrathlon, Dressage etc.

- Other Special Areas, such as:-

Gear checking, Course building/designing, etc.

PCAWA ACCREDITED GEAR CHECKERS

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

Criteria for becoming a PCAWA Accredited Gear Checker:

- Be on the current Strength Return of a Pony Club affiliated with the PCAWA
- Be aged 18 years and over
- Be actively involved at either Club, Zone, or State activities
- Have completed a 'Safety and Comfort of the Horse & Rider Clinic.
- Have completed 10 hours of Gear Checking in a minimum of 3 activities, comprising 3 hours maximum at Club Level and 7 hours in at least 2 different disciplines (Show Jumping, Dressage, Cross Country, Tetrathlon, Novelties, Prince Philip Mounted Games, Pony Club Mount, Polocrosse).

These hours can be backdated 12 months prior to attending a "Safety and Comfort of the Horse and Rider Clinic"

- Complete the Gear Checkers Report Form for each occasion and record any problems and how you dealt with them – these to be returned to the Gear Checking Sub-Committee, State Coaching Panel, PCAWA, Cathedral Avenue, Brigadoon, WA 6069 after each occasion.
- Complete the Record of Gear Checking Appointments Card for each occasion and have it signed by the Organiser/Official for the day.
- To be assessed while completing a practical Gear Checking Session.
- Complete a written paper with reference to the current Gear Checking Manual.

PROCEDURE FOR CHANGING CLUB COLOURS

**NO CLUB WILL BE PERMITTED TO HAVE THE SAME COLOURS
AS ANOTHER CLUB IN THE SAME ZONE.**

CLUB COLOUR CHANGE

Any club wanting to change their current Club Colours must first seek approval from their club members and the changes must be verified by the club committee before being referred to their Zone.

The club notifies their proposed club colour changes at a Zone meeting. Once agreed on the change/s the Zone will then forward an Official request to the PCAWA Council for endorsement.

PROBATIONARY CLUBS

New clubs when first discussing uniform colours must first seek approval from their club members and to be verified by the club committee before being referred to their zone.

The club notifies their proposed club colours at a Zone meeting. Once agreed by the Zone an official request will be made to the PCAWA Council for endorsement.

The process for the approval of uniform colours for Probationary Clubs is detailed in the process for Affiliation with the PCAWA in this Handbook.

NEW PONY CLUBS

Want to become affiliated with PCAWA?? Here's how....

PROCEDURE IN BECOMING AFFILIATED WITH THE PCAWA INC

PART ONE – ESTABLISHING A CLUB

- (a) Makes inquiries to the PCAWA regarding Affiliation. The Club will receive a copy of this Affiliation Process free of charge.
- (b) Club notifies the PCAWA that they wish to proceed with Affiliation Process. The Club will receive a copy of the PCAWA Handbook, PCAWA Safety & Comfort of the Horse & Rider (Gear Checking) Manual and Pony Club Australia Syllabus of Instruction (at cost).
- (c) Establishes Club (appoints office bearers, committee etc) if it has not already done so.
- (d) Formulates Constitution (if it has not already done so), which must be acceptable to PCAWA and based on the PCAWA and Department of Consumer and Employer Protection Models found on the websites www.pcawa.com and www.docep.wa.gov.au
- (e) Club seeks written approval from local Shire/City for use of Club Grounds and any other conditions pertaining to use of Grounds.
- (f) The Club applies to the PCAWA on the form provided in the PCAWA Handbook for 'Establishment of a Club.'
- (g) This Form is provided to the next meeting of the PCAWA Executive for receipt.
- (h) The PCAWA Executive then forwards the Form to the next meeting of the PCAWA State Coaching Panel.
- (i) The PCAWA State Coaching Panel arranges the first inspection of the Club (required by Insurance). 'A' part membership will be charged for each of the riders and this will be deducted from the full membership when affiliation is achieved.
- (j) The Inspector forwards a written report (Establishment of a Club Visit Form) of their findings to the PCAWA Executive and the PCAWA State Coaching Panel.
- (k) When both the Executive and the Panel are satisfied with the Inspector's findings, the Panel makes a recommendation to the next PCAWA Council Meeting (quarterly meetings) to approve the Probationary Affiliation of the Club.
- (l) PCAWA Council allocates the Club to a Zone at the same meeting where Probationary Affiliation is approved. Both Club and the PCAWA Executive will forward their preferences for the Club's Zone allocation to this Council Meeting. Council will make the ultimate appointment.
- (m) Upon Probationary Affiliation approval being granted, the PCAWA will advise the Club and the Zone of the granting of Probationary Affiliation, also giving each party contact details for the other.
- (n) The PCAWA will then supply the Club with Strength Return forms and Membership Cards stamped 'Probationary'. These forms must be duly completed and returned, with monies due, to the PCAWA **prior to any mounted activity taking place.**
- (o) Upon receipt of the completed Strength Returns and due monies, the PCAWA will arrange all insurance for the Club, including Public Liability. **PLEASE NOTE: IT IS NOT UNTIL THIS STAGE IS REACHED IS ANY CLUB COVERED BY PCAWA INSURANCE IN ANY WAY.**

PART TWO – PROBATIONARY AFFILIATION

- (a) The Club must present its request for Club Colours to the Zone it was allocated to by the PCAWA Council. The Zone will then forward an official request for Club Colours to the PCAWA Council for endorsement.
- (b) Probationary Affiliation shall be for a period of **not less** than six months from the date of Council approval. Please note, this may be longer dependent on the timings of Council Meetings etc.
- (c) Probationary Clubs may attend Zone Meetings and Association Conferences as observers.
- (d) Members and Associates of Probationary Clubs may participate in Club and Zone events, provided they are eligible under the rules and conditions of the events.
- (e) Probationary Clubs may compete in PCAWA competitions and the STATE CHAMPIONSHIPS, PROVIDED their Club is **FULLY** affiliated BEFORE entries close.
- (f) Coaches may gain PCAWA Coaching Certificates providing they meet all requirements and are listed and paid for on a Strength Return that has been submitted to the PCAWA.
- (g) Members and Associates of a Probationary Club are NOT eligible to gain any Efficiency Certificates (D, D*, C, K, 'C★' etc.) but work towards these certificates during the probationary period will be recorded for future accreditation.

PART THREE – FIRST INSPECTION WHILE IN PROBATION

Please note, Part Three occurs simultaneously with Part Two of this process.

- (a) After the Club has held a **minimum** of two Rallies in two months (following the Council's granting of Probationary Affiliation), the Club shall forward to the PCAWA Executive Officer a completed Application First Inspection while in Probation.
- (b) The Executive Officer will forward the original Application for Probationary Affiliation to the next meeting of the State Coaching Panel of the PCAWA.
- (c) The State Coaching Panel will appoint a PCAWA Visiting Commissioner to make the First Inspection of the Club, which must be held on a normal Working Rally day.
- (d) The Executive Officer will supply the Visiting Commissioner or Member of the State Coaching Panel with a copy of the Application for Probationary Affiliation.
- (e) The PCAWA Representative presents a completed Report Form to the next meeting of the State Coaching Panel, who will forward a summary report of their findings to the next meeting of the Council of the PCAWA.
- (f) The PCAWA Representative will also provide a copy of the completed Report Form to the Club in order to assist the further development of the Club within the Probationary period.

PART FOUR – SECOND INSPECTION WHILE IN PROBATION

- (a) The Club writes to the PCAWA State Coaching Panel requesting a Second Inspection, to be held on a normal Working Rally day, **not less** than four months after the date of First Inspection while in Probation.
- (b) The Executive Officer will forward the original Application for Probationary Affiliation to the next meeting of the State Coaching Panel of the PCAWA.
- (c) The State Coaching Panel will appoint a PCAWA Visiting Commissioner to make the Second Inspection of the Club, which must be held on a normal Working Rally day.
- (d) The Executive Officer will supply the Visiting Commissioner or Member of the State Coaching Panel with a copy of the Application for Probationary Affiliation, the Club's request for a Second Inspection, and the First Inspection Report Form.
- (e) The PCAWA Representative presents a completed Report Form to the next meeting of the State Coaching Panel, who will forward a summary report of their findings to the next meeting of the Council of the PCAWA, together with a recommendation for or against Council granting the Club Full Affiliation.
- (f) At this time the PCAWA State Coaching Panel will forward written correspondence to the Club stating the date that of the Council Meeting that the Council will be considering granting of Full Affiliation.

PART FIVE – FULL AFFILIATION

Once granted by Council, the Executive Officer will advise both the Club and the Club's Zone of Full Affiliation.

The Club will be sent Membership Cards to replace those stamped 'Probationary'.

APPENDIX A: INSPECTIONS

The PCAWA Representative appointed to inspect the Club will satisfy themselves that:

The Club Coach Coordinator, other Office Bearers and Coaches are conversant with the Pony Club Aims and Objectives.

All such persons are prepared to stay with the Club for at least a year.

The standard and type of instruction is as set out in the current "Pony Club Australia Syllabus of Instruction". It is desirable that at least two coaches have attended a PCAWA Coaching Course prior to affiliation.

The site on which the rallies are held, and the equipment used, is safe and suitable.

The program of events has an adequate number of working rallies and other activities to show that the motives of the Club are in accordance with the aims and objectives of the Pony Club movement.

The proper minutes of meetings and accounts, attendance records of members and their mounts, will be, or are being, kept.

The fees charged by the Club for Annual Subscription are adequate to provide for the annual fees to the Association and the Zone, and to meet the financial requirements of the Club.

BRIEF SUMMARY OF TIMELINE

Club forwards to PCAWA 'Establishment of a Club' Form

Visit is made, report completed on 'Establishment of a Club Visit' Form

Orientation to pony club and coaching course

PCAWA State Coaching Panel presents a recommendation for or against Probationary Affiliation of the Club to the PCAWA Council.

Club forwards to PCAWA 'Application for First Inspection while in Probation' Form after a minimum of two Working Rallies in two months since the date Probationary Affiliation was granted by Council. (Please circle 'First' or 'Second' on form)

Inspection is made, report completed on 'Club Inspection Report', (please circle 'First' or 'Second' on form)

Club forwards to PCAWA 'Application for Second Inspection while in Probation' Form not less than six months since the date Probationary Affiliation was granted by Council. (Please circle 'First' or 'Second' on form)

Inspection is made, report completed on 'Club Inspection Report', (please circle 'First' or 'Second' on form)

Club forwards 'Application for Full Affiliation'

PCAWA State Coaching Panel presents a recommendation for or against Full Affiliation of the Club to the PCAWA Council.

Please refer to the website for all relevant forms.

CLUBS IN RECESS

In accordance with the Constitution of the PCAWA, Clubs may apply for a period of Voluntary Suspension (Recess) for a period not exceeding two years.

Although there is no minimum number of members which are required to constitute a Pony Club, there may be an insufficient number of adults in a local district who are prepared to operate a Pony Club for riders. Such a Club may apply for a period of Voluntary Suspension (Recess), which under normal circumstances is granted by the Council of the PCAWA.

When a Club is in voluntary suspension (recess), the following applies:

- No membership fees are payable, or refundable, from the date of voluntary suspension
- There is NO INSURANCE COVER for any Club activities while a Club is in Voluntary Recess. At the commencement of Voluntary Suspension (Recess), however will need to remit a Premium to the PCAWA Insurer's which will cover them for any Claims that may be made during the period of Voluntary Recess, where the claimable incident (i.e. accident) occurred at a time where the Club was active. Premium cost will vary, details from PCAWA.
- From 2004, Clubs commencing Voluntary Recess are required to pay the amount of \$75.00 premium to cover the Club for Directors and Officers Liability with the PCAWA Insurers. This amount may change from time to time.
- Club members cannot undertake Examinations for any level of Efficiency Certificate
- Club Coaches cannot apply for, or be granted any coaching accreditation until the Club is reconstituted after being in recess.
- Club members are not eligible to compete in any PCAWA Championship or qualifying competition.
- Club members may join another Pony Club, but if they do they cease to be a member of the Club in recess.
- The PCAWA will forward one copy of all correspondence to a representative of the Club in voluntary suspension, for a period of two years

AT ANY TIME DURING THIS PERIOD OF VOLUNTARY SUSPENSION (RECESS), THE CLUB MAY APPLY TO THE PCAWA FOR THE LIFTING OF THIS SUSPENSION, AT WHICH TIME AND IF APPROVED BY THE COUNCIL OF THE PCAWA, ALL RIGHTS AND PRIVILEGES OF AFFILIATION WITH THE PCAWA ARE REINSTATED, AS SOON AS ALL MEMBERSHIP AND OTHER FEES WHICH WOULD NORMALLY BE DUE AND PAYABLE HAVE BEEN RECEIVED BY PCAWA HEADQUARTERS.

Although it is not compulsory, it is recommended that Clubs in voluntary suspension (recess) advise PCAWA Headquarters of the details of any bank accounts which are held by that Club, the names, addresses and signatories on those accounts, and the balance of such accounts. These details can then be kept on record and are available should the Club reform.

It is also recommended that at the conclusion of the maximum period of voluntary suspension (recess) of two years, the Club forwards the balance of any bank accounts to the PCAWA, who will keep this amount in trust on behalf of the Club, until such time as the Club reforms, or is dissolved, at which time the funds held in trust by the PCAWA can be disbursed according to the Club's constitution.

Any queries regarding voluntary suspension should be directed to the Executive Officer of the PCAWA.

FUNDING OPPORTUNITIES FOR CLUBS & ZONES

THE PCAWA CANNOT GUARANTEE THAT FUNDING OPPORTUNITIES WILL BE ONGOING, HOWEVER BELOW ARE A CURRENT LIST OF FUNDING ORGANISATION AVAILABLE. PRIOR TO MAKING AN APPLICATION, PLEASE CHECK WITH PCAWA IN RESPECT TO THE CURRENT STATUS OF FUNDING PROGRAMS.

OUR COMMUNITY

www.ourcommunity.com.au

DEPARTMENT OF SPORT & RECREATION

www.dsr.wa.gov.au

HEALTHWAY

www.healthway.wa.gov.au

FUNDING FOR COUNTRY CLUBS

www.dsr.wa.gov.au

QUALIFICATIONS FOR ZONE AND STATE COMPETITION

To enter in many of the Pony Club Competitions, the horse and rider combination must attend three working rallies of a Pony Club, in the previous twelve (12) months, two of which must have been at the Club which they will be representing. Refer to the specific regulations for competition entry.

Both horse and rider must be present for a minimum of 4 hours at a Working Rally to qualify as a horse and rider combination. A maximum of two horses/ponies may be ridden at a working rally and the rider must participate in at least one ridden session on each horse to count as a qualification.

Qualifications must be fully gained prior to the Close of Entries to any Zone or Club Selection/Run Off for any State Championship.

The dates on which Associate attend their own Pony Club rallies to help and coach, unpaid, be recorded as rallies attended, provided that the qualifying mount/s are known to the Club Coach Coordinator to be competent at Pony Club activities.

Amendment: PCAWA Council 26/11/04

DISCIPLINES

DRESSAGE

Dressage (a French term meaning "training") is one of the three Olympic equestrian disciplines. It is a program of creating suppleness, balancing and obedience work that prepares a horse for future pleasure-riding or competition. It is the basic schooling of every riding horse. Under the guise of "flat work", it is what eventer/jumper trainers do with their horses when they are not schooling over fences. Competition is open to virtually every kind and size of horse and any age of rider.

In dressage training, the natural movements a horse can make on his own, free in the pasture, are repeated as exercises. These range from simple patterns and circles at the walk, trot and canter to movements in extreme collection, such as the piaffe.

In competition, horses perform tests reflect the movements used in schooling and so, assess the horse's correct progress towards the goals of suppleness, balance and obedience.

EVENTING

Eventing is a sport for the all-round horse and rider in which the combination completes three phases:

- Dressage
- Cross Country Riding & Jumping
- Show Jumping

The PCAWA conducts the State Eventing Championships annually. Zones or Clubs are invited to host the event for a two year period. At the State Eventing Championships Grade 'A' Plus, Grade 'A' and Grade 'B' will be run in order of Dressage, Cross Country and Jumping. The order of cross country and jumping for Grade C is at the organiser's discretion. The best three scores will be counted to make the team total.

NOVELTIES

The Novelties Sub-Committee will advise annually the events to be contested at the Championships. All events are for Zone Teams of three riders in the following age groups:

- 12 Years and Under
- 13-16 Years
- 17 Years and Over

Zones must conduct a Selection Day where members compete as individuals, with the fastest riders on the day being selected for Zone Teams.

Novelty Events for each year can be found on the PCAWA website www.pcawa.com under Dates for your Diary

PRINCE PHILLIP MOUNTED GAMES

The Prince Philip Mounted Games provides the Pony Club with a competition requiring courage, determination and all-round riding ability on the part of the rider, and careful and systematic training of the pony. The objective is to encourage a higher standard of riding throughout Pony Club and to stimulate among the future generation a greater interest in riding as a sport and recreation.

The Mounted Games were first introduced into the PCAWA program in 1965, and the event was held at the Perth Royal Show. The Games were run under the Rules provided by The Pony Club, UK. Club Teams of five riders from each of the 8 Zones competed in a Semi Final, with the finalists competing for the Championship.

In 1974 His Royal Highness Prince Philip visited Western Australia and gave his permission for the PCAWA to use his name for the Western Australian Competition. During 1985 permission was sought to use the title "Prince Philip Mounted Games" for the Pony Club games competitions conducted in Australia. This permission was granted in 1986.

At the same time, HRH also donated a perpetual trophy for Junior Mounted Games National competition. The National Junior Prince Philip Games is now an annual event.

SHOW JUMPING

Show Jumping is a comparatively recent development in the 3000 year history of men riding horses.

Hunting is generally thought to be the first form of competition jumping. Usually the hunters were raced over the flat, but as jumping became more accepted, so the hunters were tested over a few obstacles before the actual race began.

In the 1880's competitions for show jumping horses were organised as far afield as Dublin, Paris and Russia and in the following decade the sport became popular in Britain.

Within a few years 'leaping' classes were introduced to agricultural shows.

The 1900 Olympic Games in Paris included three jumping competitions, High Jump, Long Jump and Prize Jumping.

The first International Horse Show was held in London in 1907 and five years later equestrian events became part of the Olympic Games, though only Army officers were permitted to ride. The Federation Equestre International (FEI) was formed in 1921 from which all show jumping rules are adapted.

TETRATHLON

Based on the Olympic Modern Pentathlon, which consists of five phases, riding, running, shooting, fencing and swimming. The Pony Club competition excludes fencing because of the complexity and time involved.

It is a challenging competition, which combines sound practical horsemanship and general athletic ability and it is very popular with Pony Club members.

STATE CHAMPIONSHIPS

The Pony Club Association of Western Australia conducts State-wide Championships events annually. The Championship competitions include, but are not limited to:

- Dressage
- Eventing
- Novelties
- Prince Philip Games
- Show Jumping
- Tetrathlon
- Polocrosse

Entries are invited from Pony Clubs or Zones for teams of two, three, four or more riders – the number of entries per Club or Zone may differ from year to year according to the venue the number of entries received, the format for the Championships, or other considerations. Zone Runoffs must be completed by the time the Championships Entries close.

DECLARATION FORM – Entries for all Championships will not be accepted without the signed Attendance/Qualification Declaration.

RIDER CRITERIA

All riders entering any State Championship event MUST meet the following criteria:

- Be current financial members of a Pony Club affiliated with the PCAWA
- The Horse and Rider Combination MUST have attended three working rallies of a Pony Club, two of which must have been at the Club which they will be representing on the day.
- All Working Rally qualifications must have been completed in the twelve months immediately preceding the closing date for entries (i.e. from closing date to closing date).*(See Section VI)*
- Where there are height restrictions on horses or ponies (e.g. under 14.2h, etc) height certificates may be required, particularly where the pony or horse may be close to the maximum or minimum height.
- All competitors should be aware of the Rules of the discipline in which they are competing. Rule Books for each discipline can be obtained from the PCAWA Headquarters or via the PCAWA Website www.pcawa.com

AGE OF RIDER

For all State Championship events conducted by the Pony Club Association of Western Australia Inc the age of the rider is taken as at the first day of the Year. Not for eventing. See new eventing rule. It is as of the year they turn the correct age.

AGE OF HORSE

For all State Championship events conducted by the Pony Club Association of Western Australia Inc the horse or pony must have attained the age of four (4) years.

UNIFORM

When competing in a Pony Club Team competition, Pony Club Uniform is required to be worn. When competing in a Zone Team competition, Zone Uniform is required to be worn. When competing in individual events, Pony Club Uniform is required to be worn.

A competitor whose safety helmet comes off his or her head whilst riding in any competition must, on penalty of elimination, replace it before continuing.

Smoking or the consumption of alcohol will not be permitted while Riders are wearing Zone or Pony Club uniform. The penalty may be disqualification of the individual or the team.

GEAR CHECKING

All saddlery must comply with the current PCAWA Safety and Comfort of the Horse and Rider Incorporating the Gear Checking Manual and any subsequent amendments (available from PCAWA Headquarters). Riders should be aware of the requirements for each discipline.

Riders must be accompanied by the Team Manager for Gear Checking prior to the start of the competition. Gear Checking is carried out prior to each phase of a competition.

The Team Manager must NOT be riding in any activity on the day. Teams presenting with a rider as their Team Manager will not be accepted.

SUBSTITUTIONS

In the case of injury after the closing date an application for substitution of a team member or horse must be made to the appropriate Discipline Sub-Committee and such applications will be given full consideration. Substitute horse and rider combinations must be appropriately qualified.

Clubs may not substitute a member of a composite team to fill a vacancy in a Club Team once the Draw has been completed. 'A' duly qualified horse and rider combination, not already entered in the competition may be substituted.

PRESENTATIONS

Presentation ceremonies may be held at the conclusion of an event, or at a scheduled time during a Championship weekend. They may be mounted or unmounted and all competitors will be duly advised on the day of the Championships in this regard.

Unless otherwise advised, all riders are required to attend the Presentation Ceremony, and must be in correct Pony Club or Zone uniform. If a member is not in attendance at the Presentations, the ribbon or other award may be withheld. Should there be a genuine reason for a rider having to leave the event prior to or during the Presentation Ceremony; permission to do so must first be obtained from the Organisers.

The PCAWA endeavours to obtain sponsorship for many of the Championship events and it is discourteous to the sponsor and other competitors where a rider does not attend the Presentation Ceremony or leaves before the Ceremony has concluded.

HELPERS

Clubs and Zones entering teams of riders must submit the names of the required number of helpers. This helper must be present prior to the start of the event. Where a nominated helper is unavailable on the day, it is the responsibility of the Club or Zone to find a replacement. Failure to attend or to arrange a replacement helper will mean that the team will not be permitted to start. Team helpers should not be the same person as the Team Manager.

The list of helpers and times they need to be available at the competition is sent to Club Secretaries prior to the competition. If a parent of a rider has not received information in this regard before the date of the event, it is up to the parent to contact their Club Secretary.

CODE OF CONDUCT

The competitors, the Team Managers, all Club Officials and Parents must abide by the PCAWA Code of Conduct. Breaches of the Code of Conduct may entail disqualification of the individual competitor, or the team. Tell them where they are in detail or put them in after this lot as they aren't long. Good to remind people

The use of bad and/or abusive language by a competitor, the Team Manager, any Club Official or parent may entail disqualification from any Pony Club event.

SWABBING

As from January 1, 2000, the PCAWA has adopted a policy of random swabbing. Swabbing may be carried out at any or all of the annual Championship events in any or all disciplines.

REFUNDS

Entry Fees are generally only refunded by the PCAWA as follows:

- Where an entry is not accepted by the PCAWA due to the total number of entries received – refund in full
- Where a Doctor's Certificate or a Veterinary Certificate is provided – refund in full, less administration fee.
- Requests for refunds must be forwarded to PCAWA Headquarters, together with the required Certificate, within 7 days following the competition.

CLOSING DATES

Entries for all Championship events must be made by the Closing Date, which is advised on the entry forms and website. **NO LATE ENTRIES WILL BE ACCEPTED.**

Details of all current year Championship events and rules is available on our website

DEVELOPMENT SQUAD

In 2010 PCAWA introduced the PCAWA Development Squad and we currently have in excess of 60 members on the quad

The PCAWA Development Squad members will be coached in the relevant discipline/s of Dressage, Show Jumping, Eventing and Games. 'A' series of training sessions will be held through the year in various locations.

A range of Lectures will cover Rider Fitness, Mental Skills, Motivation and Pre-Competition Skills, Feeding the Competition Horse, Training for Fitness, Care of the Horse during and after Competition,

Any member wishing to apply for the development squad should submit an application. All applications from riders 12 years and above will be considered and on-going assessments will be made during the development program.

Riders at the required levels will need to provide sufficient proof of competence. It is therefore important that documentary evidence of results in Dressage, Show Jumping or Eventing events are kept and submitted when requested.

All riders who are selected for the development squad will be expected to give a fair degree of commitment to the training program

This is a great opportunity for riders who aspire to achieve a higher level. All details and forms available on www.pcawa.com

NATIONAL PONY CLUB CHAMPIONSHIPS

In 1995 the Pony Club Association of New South Wales hosted the first National Championships at Wagga Wagga. It was initiated as a lead up to the Sydney Olympic Games, to be held in 2000, and was given the title of "Towards 2000". National Championships for both Junior and Senior teams in Dressage, Horse Trials and Show Jumping were staged, and the Prince Philip Games Junior Championships were also held in conjunction with the other disciplines.

The inaugural event was most successful and was followed in 1997 by the Pony Club Association of South Australia, who hosted the "One Step Closer" National Championships.

The Pony Club Association of Victoria hosted the 1999 event, which was titled "The Final Countdown".

The Pony Club Association of South Australia hosted the Australian Pony Club National Championships, 'Beyond 2000' in 2002. It has since been held in WA 2005, QLD 2007, NSW 2009, Victoria 2010 and will be held in WA in 2013.

NATIONAL MOUNTED GAMES CHAMPIONSHIPS

During 1995 the Australian Pony Club Council granted permission for a National Championship event to be held for senior riders (not eligible for the National Prince Philip Games Championships). The first National Mounted Games competition was hosted by South Australia in 1996 and the Trophy was named in memory of Mr Allan Hession, who contributed so much to Prince Philip Games.

Since then the event has been held annually.

THE INTERPACIFIC EXCHANGE

At present the Interpacific Exchange Rally is open to teams of Pony Club riders aged 17 to 21 years (inclusive) representing the countries of Canada, Hong Kong, Australia, Great Britain, Japan, the United States of America and New Zealand. Essentially it is a youth exchange scheme aimed at furthering cordial relationships between the youth of the competing countries. 'A' team usually consists of six riders.

THE COMPETITION

The competition is held over two main events: the Nations Cup Show Jumping and the ODE (Horse Trials). For the show jumping the riders compete as teams representing their home countries, for the Horse Trials all riders are mixed into scrambled teams. All the mounts for the exchange are supplied by the host country, and all riders, including the hosts, are riding mounts allocated by a ballot system.

THE AUSTRALIAN TEAM

The Australian Team comprises a minimum of five and a maximum of seven riders from the six States and the Northern Territory Pony Club Associations (the number of riders to be invited is at the host country's discretion. The minimum pre-requisite for selection is the 'B' Efficiency Certificate with proven experience in eventing and show jumping. Nominees for selection will need to have experience on a variety of mounts at top Pony Club level in both fields. The competition, on strange horses, is strong and the selected riders need to be the best available in their field.

SELECTION

Selection to represent Australia in the Interpacific is the ultimate honour available to Pony Club members. Nominees therefore should display additional talents to their proven horsemanship.

They should be enthusiastic and operative at club level to earn nomination. They will have a proven record of regular attendance at Pony Club Working Rallies.

As representatives of Australian youth, courtesy, deportment and grooming are important.

They will need to be a good ambassador for their State and Country and should be able to speak on behalf of the team (sometimes at short notice).

They should have current knowledge of Pony Club aims and objects and what Pony Club is all about. Candidates should also be expected to have a reasonable knowledge of their own State and Australia, and of the country hosting the Interpacific Exchange Rally.

HISTORICAL BACKGROUND OF INTERPACIFIC EXCHANGE

The idea of an Interpacific Pony Club Exchange originated from a visit in 1960 of Victorian and New South Wales pony Club members to the Pebble Beach Pony Club in California.

This first "exchange" was such a success that the Pony Club Association of Victoria issued an invitation to the United States of America, Canada, New Zealand and all Australian States, to participate in an "exchange" in Victoria in 1961. The USA was always a member of this exchange until their last attendance in 1975. They rejoined the Interpacific Exchange Rally in 1999, when they were hosts.

During this visit the first Interpacific Committee was formed. It was agreed that exchanges should take place every second year.

Exchanges have since been organised as follows: The Exchange consists of a minimum of two weeks, and a maximum of three weeks during which the participants will tour the host country, visiting various areas

and various Pony Clubs. The teams also participate in three competitions and spend many hours in training for the competitions.

One competition is the Horse Trials, a three-phase combined event, consisting of Dressage, Cross Country Jumping and Show Jumping. The teams for this event are scrambled, that is teams are made up of one member from each country. They compete for the "Kangaroo Trophy".

Another competition is a Teams Show Jumping Event for the "Goodwill Trophy". The teams from each country compete against each other under Nations Cup Rules.

A third competition is held which is selected by the host country. Events which have been held have included a polocrosse competition, a tetrathlon and a ride and drive event.

The purpose of this Exchange is summed up in the words of one of the Exchange Founders from the USA.

"The purpose of these Exchanges is to enable children of different countries, bonded together by their common interest, to visit each other, to live, play and work together with the idea of becoming friends, to learn about each other's countries and customs and exchange ideas especially about horses and the various methods of riding, training and caring for them."

INTERNATIONAL MOUNTED GAMES

In 1988 Australia was invited to compete in the International Mounted Games competition, which had been contested in previous years by Great Britain, Canada and the United States of America.

The International Mounted Games competition was held in the Southern Hemisphere for the first time in 1994, with the Pony Club Association of Western Australia Inc hosting the visiting teams for three weeks. The competition was held at Beverley on August 27th 1994, as part of the Beverley Agricultural Show.

With seven States and Territories wishing to nominate riders for the International Teams, and only five riders comprising a team, a roster system has been put in place by the Australian Pony Club Council. Two States annually are not eligible to nominate a representative in the Australian Team.

ZONES AND CLUBS – 2011

(* IN RECESS: (P) PROBATIONARY)

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
AVON ZONE	Navy Blue	White	Navy Blue	Navy/White
<i>Avon Valley</i>	Teal Blue	White	Navy/Teal	Navy
<i>*Bakers Hill</i>	Navy Blue	Light Blue	Navy Blue	Navy/White
<i>Beverley</i>	Gold	White	Blue	Blue/Gold 6ths
<i>South Midlands</i>	Jade	White	Black	Jade/Black
<i>Toodyay</i>	Maroon	Gold	Maroon	Maroon/Gold
<i>York</i>	Bottle Green	White	Bottle Green	Green/White
ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
CENTRAL ZONE	Light Green/Yellow Trim	Gold	Light Green	Light Green
<i>Darkan</i>	Red	White	Navy Blue	Red/Navy Blue
<i>Lake Grace</i>	Royal Blue	White	Royal Blue	Royal Blue
<i>Narrogin</i>	Navy Blue	Lemon	Navy Blue	Lemon
<i>Newdegate</i>	Maroon	White	Black	Maroon/White Qtrs
<i>Pingelly</i>	Black	White	Red	Red
<i>Wagin</i>	Emerald Green	White	Green/Black/Gold Stripe	Emerald Green/Gold

(* IN RECESS: (P) PROBATIONARY)

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
EASTERN ZONE	Bottle Green	White	Green	Green/White
<i>Bonnie Rock</i>	Bottle Green/Gold Band	White	Bottle Green	Green/Gold
<i>Bruce Rock</i>	Black (Red Arm Bands)	White	Red/Black	Red
<i>*Dampier Wheatbelt</i>	Black	White	Black	Black
<i>Kellerberrin</i>	Royal Blue/White Bands	White	Royal Blue	Royal Blue/White

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
GREAT SOUTHERN ZONE	Grey	White	Red	Red/Grey Qtrs
<i>Albany</i>	Gold	White	Black	Gold/Black
<i>Denmark</i>	Maroon	Lemon	Navy	Maroon/Navy
<i>Katanning</i>	Saxe Blue/Black/Gold Bands	Pale Blue	Junior Navy	Blue/Gold/Black
<i>King River</i>	Royal Blue	White	Royal Blue	Royal Blue/White
<i>Kojonup</i>	Emerald Green	White	Green	White
<i>(P)Mount Manypeaks</i>	Black	White	Silver	Black/Silver
<i>West Plantagenet</i>	Red	White	Red	Red

(* IN RECESS: (P) PROBATIONARY)

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
HILLS ZONE	Gold	White	Yellow	Green/Gold
<i>Balkuling</i>	Red	White	Black	Red or Black
<i>Darlington</i>	Grey	Red	Black	Red, Black, Grey
<i>Eastern Hills</i>	Black	White	Black	Black
<i>Gidgegannup</i>	Red, White/Green bands	White	Bottle Green	Bottle Green
<i>Walliston</i>	Dark Blue	White	Dark Blue	Blue/White
<i>Wooroloo</i>	Maroon/Gold Trim	Yellow	Maroon	Maroon/Yellow

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
METROPOLITAN ZONE	Royal Blue	White	Black	Royal Blue
<i>Darling Range</i>	Dark Brown	Yellow	Dark Brown	Dark Brown/Yellow
<i>Gosnells</i>	Maroon	Blue	Maroon	Maroon/Blue
<i>Kelmscott</i>	Teal Blue	White	Gold	Teal Blue/Gold
<i>Orange Grove</i>	Green	Gold	Green	Green/Gold Qtrs
<i>Riverside Park</i>	Light Blue	White	Navy Blue	Navy Blue
<i>Wallangarra</i>	Poppy Red	White	Dark Green	Poppy Red/White

(* IN RECESS: (P) PROBATIONARY)

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
MIDLANDS ZONE	Light Blue	White	Navy	Light Blue/Navy Qtrs
<i>Bindoon Range</i>	Grey	White	Red/Gold	Red/Gold/Black
<i>Central Midlands</i>	Maroon	White	Maroon	Marron/White Qtrs
ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
NORTHERN ZONE	Black	White	Black	Black/White
<i>Carnarvon</i>	Tan	White	Bright Yellow	Tan/Yellow
<i>Exmouth</i>	Royal Blue/White Trim	White	Blue	Blue/White Qtrs
<i>Moonyoonooka</i>	Chocolate Brown	Lemon	Brown	Brown
<i>Spalding</i>	Gold	White	Gold	Gold/Black
<i>Walkaway</i>	Navy Blue	White	Navy Blue	Navy Blue
ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
NORTH WEST ZONE	Orange	White	Orange	Orange
<i>Karratha/King Bay</i>	Brown	Beige/Brown	Brown	Brown
<i>Port Hedland</i>	Navy Blue	White	Navy Blue	Navy Blue

(* IN RECESS: (P) PROBATIONARY)

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
SOUTH EASTERN ZONE	Maroon	White	Maroon	Maroon/Gold
<i>Esperance</i>	Bottle Green	White	Maroon	Bottle Green/Maroon
(P) <i>Goldfields</i>	Black	Light Blue	Black	Black/Light Blue
<i>Kalgoorlie</i>	Gold	White	Gold	Gold
<i>Munglinup</i>	Navy Blue	Pale Blue	Red	Navy Blue/White

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
SOUTH WEST ZONE	Red	White	Red	Red/White Quarters
<i>Blackwood</i>	Navy Blue/Gold Trim	White	Blue	Blue/Gold Qtrs
<i>Bunbury</i>	Royal Blue/White Bands	White	R.Blue/White Stripes	Blue/White Qtrs
<i>Busselton</i>	Maroon	White	Maroon	Maroon
<i>Capel</i>	Chocolate Brown	White	Brown	Choc Brown/White
<i>Collie</i>	Black	Lemon	Black	Blue
<i>Dardanup</i>	Emerald/Royal Blue Stripe	White	Emerald/Royal Stripe	Emerald/Royal Qtrs
<i>Margaret River</i>	Bottle Green	Yellow/Gold	Bottle Green/Gold Stripe	Bottle Green/Gold
<i>Mayanup</i>	Bottle Green	White	Bottle Green	Green/Red Quarters
<i>Warren</i>	Navy	Yellow	Light Blue	
<i>Wellington Districts</i>	Gold	White	Brown	Gold & Brown

(* IN RECESS: (P) PROBATIONARY)

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
SWAN ZONE	Maroon	White	Black	Black/maroon Qtrs
<i>Horsemen's</i>	Gold	Pale Yellow	Dark Green	Dark Green/Gold
<i>Swan Valley</i>	Saxe Blue	Navy Blue	Light Blue	Light/Dark Blue Qtrs
<i>Wanneroo</i>	Bottle Green	White	Gold	Green/Gold

ZONE CLUB	JUMPER	SHIRT	TIE	CAP COVER
WEST COASTAL ZONE	Tan	White	Tan	Tan/White Qtrs
<i>Baldivis</i>	Red	White	Red	Red/White Qtrs
<i>Log Fence</i>	Cinnamon	Pale Yellow	Brown	Not Selected
<i>Murray</i>	Teal Blue	Pale Blue	Navy Blue	Teal Blue
<i>Peel Metropolitan</i>	Black	White	Red	Black/Red Qtrs
<i>Pinjarra</i>	Navy Blue	White	Red	Not Selected
<i>Serpentine</i>	Hunter Green	White	Green	Green/White Qtrs
<i>Wandi</i>	Maroon	White	Sky Blue	Maroon/Sky Blue Qtrs