

## PCANCAS Preliminary Coaching Accreditation

Be at least 18 years of age to receive the Accreditation but can be 16 years of age to register

Note: This accreditation is a pre-requisite for PCANCAS Level 1

### Accreditation Process

#### 1. Resources Required

- Purchase the Preliminary Coaching Manual 2021 from PCA through JustGo
- Download the workbook from Pony Club WA website. Link <https://www.ponyclubwa.asn.au/wp-content/uploads/2022/01/PCANCAS-Prelim-Workbook-May-2021.pdf> or can be done online.
- PCA Rider Manuals (E, D & D\*) be familiar with
- Complete the ASC Community Coaching Essentials online course. Link <https://www.ausport.gov.au/coaching/community/education/community-coaching-essential-skills>
- Complete the ASC Safeguarding Children and Young People in Sport Induction online course. Link [https://elearning.sportintegrity.gov.au/blocks/androgogic\\_catalogue/index.php?c1=Courses](https://elearning.sportintegrity.gov.au/blocks/androgogic_catalogue/index.php?c1=Courses)
- Complete the ASC National Integrity Framework online course. Link [https://elearning.sportintegrity.gov.au/blocks/androgogic\\_catalogue/index.php?c1=Courses](https://elearning.sportintegrity.gov.au/blocks/androgogic_catalogue/index.php?c1=Courses)
- Complete Gear Checker Accreditation. Refer to PCA Website. Link <https://ponyclubaustralia.com.au/pcancas/>
- Complete, recommended but not mandatory, Preliminary Coaching Moodle via the PCA Academy.
- A Mentor - PCANCAS Level 1. Evidence you have undertaken at least 10 hours of mentored coaching, supervised and signed-off by your mentor.

#### 2. Complete the Workbook and ensure the following documents have been included and completed. Recognition of Prior Learning will be considered upon written application.

- Proof of current PCA Membership
- Copy of your Working with Children Check
- Copy of your completed ASC Community Coaching Essentials Course, Safeguarding Children and Young People in Sport and National Integrity Framework Course Certificates
- Copy of your PCA Gear Checker Accreditation
- Signed mentor statement that Units 1-6 have been completed (as per the form in Unit 6 of workbook)
- Copy of completed Preliminary Coach Practice Log

- Signed Coach's Code of Conduct
- Copy of First Aid Certificate (NOT a pre-requisite)

### 3. Submit for review to the Pony Club WA State Coaching Panel

- PCA NCAS Preliminary Assessment Application Form Link <https://www.ponyclubwa.asn.au/coaches-and-officials/>
- 2 or 3 possible assessment dates
- State Coaching Panel will assign Assessors and confirm date

### 4. Practical Assessment in person or video at Club rally, Zone or State Assessment Day, Club grounds or private property by arrangement

#### Prior to the Assessment the candidate to

- Submit to Assessors
  - a. Workbook
  - b. Four lesson plans of at least 30 minutes duration. (Riding on the flat, Poles and/or small obstacles, Mounted games/novelties/sporting and Groundwork) Choose lessons from the following as listed on page 26 & 27 of the Workbook Manual

#### Flat Riding

1. Teach riders to ride in the upright seat with the focus to include the two straight lines of the rider position.
2. Teach riders to turn correctly onto the centreline, maintaining straightness and track left or right at the end. (This can relate to a dressage test)
3. Teach riders to ride 20m circles in walk and trot showing the correct measurements of the tangent points (measurements to be included in the lesson plan)
4. Teach riders the correct trot diagonal and how to change diagonals (with the riders showing a clear understanding of the reason for doing this)
5. Teach riders how to hold the reins in an independent hold and how to shorten and lengthen the reins (this can relate to a dressage test)
6. Teach riders to ride a transition from walk to trot and trot to walk (must include explanation of aids).

#### Jumping (any jumps with height no greater than 60cm)

1. Teach riders the forward and two point seat in walk and trot (Include the straight line of the rider position, jumping equipment not necessary in this task).
2. Teach riders to negotiate a line over three poles in walk and in trot (Distances must be included in your lesson).

3. Teach riders a jumping exercise that progresses from a single pole, then three poles and finally a small jump.
4. Teach the riders to use the mane release or neck strap when negotiating a line of poles or a small jump.
5. Teach the riders the importance of riding a corner, the approach, the take-off, the landing and the departure when negotiating a small jump.

### **Mounted games / Sporting**

1. Teach the riders to safely lead their horses at walk and trot (as for rider in action).
2. Teach the riders to bridge their reins and to ride with one hand (as needed in a mounted game)
3. Teach riders to safely vault off their horse at halt and walk as needed in a mounted game.
4. Teach riders to carry a cane/ polo/ polocrosse stick and use it in a correct and safe way in walk and, if time permits, trot.
5. Teach riders the rules and then how to ride the bending race (riders should be taught the measurements)
6. Teach riders the rules and then how to ride the flag race.

### **Equitation Science groundwork (to be conducted with one rider only)**

1. Explain how pressure and release works.
2. Teach Position one and two for groundwork.
3. Teach stop, step back and slow from the ground

- Liaise with Assessors venue and time etc
- Organise D & D\* riders (at least 3) for your assessment. Ground work can be done with a single rider
- Discuss Assessment Fee and payment

### **On day of Assessment**

- You should bring your own equipment relevant to your lesson plans, such as a whiteboard, laminated pictures, tape measure or whatever else is needed.
- Have available a safe riding area with safe equipment
- You will be required to demonstrate all of the performance criteria and you must demonstrate the performance criteria consistently throughout each of the four lessons. Although subject to the discretion of the assessors, you should have no more than one assessment of NYC (Not Yet Competent) per section on the assessment sheet, per each of the four practical lessons.
- Upon completion the Assessors will complete the sign-off form in your workbook (take a copy) and return your workbook with your completed Practical Assessment sheets.

### **Post Assessment**

- Assessors will complete the PCANCAS Preliminary Assessment Application Form and return to State Coaching Panel along with copy of Candidates sign-off form.
- Candidate will be invoiced the cost of Assessment (plus Assessors mileage etc)
- Pony Club WA will enter coach's details on the PCA JustGo Database
- Forward a congratulation letter and Certificate.

#### 5. Maintaining PCANCAS Accreditation

- Coaches are required to accumulate "update" Continuing Professional Development points over 4-year period and be current members of a PCA or PCA registered pony club to maintain their status.
- Coaches will be advised by PCA (this is automatic if your profile is current and correct on JustGo) when Accreditation is due for renewal.
- Complete the online Accreditation Renewal. Link [https://form.jotform.com/PonyClubAust/cpd\\_points\\_coaches](https://form.jotform.com/PonyClubAust/cpd_points_coaches)
- Updating activities are those which will help a coach to improve his/her knowledge and skills in the sport, teaching and communication skills. Below is the table outlining point requirements

Level of Accreditation	Points per 4 years	Miniumum points per year	Excess points permitted to be carry	Required activities over 4 years
Preliminary	12	2	3	5 points from practical coaching 3 points from PC coaching & development courses
Level 1	24	4	6	12 points from practical coaching 6 points from PC coaching & development courses

- CPD Activity Points Overview details where and how many points are applicable to each activity  
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