



## Junior Sports Policy

Updated May 2011

The purpose of this Junior Sport Policy is to demonstrate how Pony Club Australia facilitates and provides quality equestrian sport experiences for young people in a safe, enjoyable and accountable environment for everyone involved in Pony Club throughout Australia.

As duty of care issues become increasingly important, Pony Club Australia, as a junior sport provider is familiar with, and has policies in place to put into practice, procedures to ensure young people have a positive experience in their sport. The health and welfare of junior participants is central to all Pony Club objectives and include providing:

- safe and supportive environments
- fun experiences
- skill and knowledge development, challenge and the joy of achieving
- access for all to participate
- a clear pathway for development

### PONY CLUB – THE ORGANISATION:

Pony Club is an international youth movement for young people between the ages of 5yrs (some areas even younger) up to and including 25 years of age.

The Aims and Objectives of Pony Club Australia (formally the Australian Pony Club Council) are:

- Coordinating the activities of the Pony Club Associations of each state and territory of Australia.
- Affiliating with the British Horse Society, the Pony Club, Interpacific Committee, the International Prince Philip Mounted Games Committee and other equestrian organisations and any other organisation, membership of which may advance the interests of the Pony Club movement as an equestrian junior sport in Australia.
- Encouraging young people to ride and learn to enjoy all kinds of sport connected with horses and riding.
- To provide instruction in riding and horsemanship and to instil in young people the love and proper care of their horses.

- Promoting the highest ideals of sportsmanship, citizenship and loyalty thereby cultivating strength of character, self discipline and responsibility.

doing all such other things which are incidental or conducive to the attainment of the above purposes

Pony Club has been in operation in Australia for over 70 years and horse sports and competitions have taken place in Australia since the very early days of white settlement.

Membership of Pony Club in Australia is open to all young people with horses and ponies and those wanting to learn about riding and horse management, regardless of their cultural or social background. Pony Club provides a safe, fun and character building environment free from harassment and discrimination and with open and transparent decision making.

Pony Club through its Syllabus of Instruction and Efficiency Standards, delivers a progressive learning program of skills, knowledge and measured competencies ranging from the very basic to elite levels. Pony Club delivers opportunities for fun experiences and competition in a range of equestrian disciplines, catering for all ages and from local levels to National and International experiences for the more elite rider.

Pony Club administrators, coaches, officials and general volunteers adhere to Policies and a Code of Conduct and undertake training in their specific areas. Pony Club governance is open and transparent with policies, rules and guidelines readily available.

Pony Club in Australia provides the foundation for the Olympic Equestrian disciplines other equestrian sports and careers in the equestrian field. Pony Club Australia supports disadvantaged groups working in close liaison with Riding for the Disabled in providing opportunities for young people with disabilities to participate in riding activities, through Project Connect.

Any young person with a pony or horse is encouraged to become involved in Pony Club. Pony Club does it's best to assist and support young people, to learn and enjoy equestrian sport regardless of their socio-economic status, culture or ethnic background in just about every area of Australia.

Pony Club has procedure manuals, a syllabus of instruction and efficiency standards and administration handbooks, which have been developed based on experiences gained over the years. All of these are subject to regular review. Pony Club Australia is in the process of making this information available on its web site which is progressively being expanded and is in the process of developing a National information database. All States and clubs also have web sites; it is planned for all of these sites to be linked to the National database.

A huge effort goes into running Pony Club every year and PCA is very grateful to the tens of thousands of volunteers who make it all possible.

Pony Club is a junior sport and it's framework is designed for junior sport. PCA is constantly evolving and trying to improve. It's framework, procedures and methods will be a little different next year and again every year thereafter.

## GLOSSARY

APCC Australian Pony Club Council (now PCA)

ASC Australian Sports Commission

EA Equestrian Federation of Australia

NCAS National Coaching Accreditation Scheme

PCA Pony Club Australia (formally APCC)

RDA Riding for the Disabled Association

## Long-term Involvement

Pony Club understands that getting young people active is important because it is an integral component of developing a healthy lifestyle through to adulthood. Sport assists in preventing lifestyle diseases and promotes physical, psychological and social well being. The basis of Pony Club is to provide the grass roots of riding instruction to a wide range of young people throughout Australia. Riders age groups start with the extremely young in the "Tiny Tots" led class, which often take place during lunch break and where every child receives a blue ribbon (a prize). Riding is an easy sporting discipline for inexperienced young people to actively participate and enjoy themselves whilst at the same time experiencing the fun of competition against other riders of the same age. As skills and competency develop some riders progress into specialist disciplines while others remain all round rider, it is entirely an individual choice. Initially groups are formed by age and start with 6 years and under riding safely with the pony on a lead rope the more confident youngsters are provided for in a 6 and under un-aided group where riders who are able take part completely independently though usually in a reasonably small enclosed area such as a sand yard and are well supervised. From 6 to 16 sporting groups are divided by each year of age. Then, as physical and mental differences between years narrows, the division becomes 17-20 and 21-25 years. As the riders gain confidence and experience they may choose to take part in a wide range of specialist disciplines including, but not limited to dressage, show jumping, jumping equitation, hunter trials, eventing, mounted games, polocrosse, campdrafting, vaulting etc. There is no pressure on riders to achieve and as they reach around 16 years of age they are encouraged to pass on their knowledge by assisting and/or instructing younger riders or riders of less ability and experience.

Quality experiences in Pony Club as a junior sport provide the entry to a lifelong involvement in equestrian sports for

- enjoyment and recreation with pleasurable social involvement and an interaction with horses
- Fulfilling individual potential and aspirations in equestrian sports and associated professions.

An understanding of what young people look for in sport helps us provide positive experiences which encourage young people to remain active participants throughout their lives.

### 1. Strategies for Long-term Involvement

#### 1.1 Ongoing Participation

#### 1.2 Presenting Sport

#### 1.3 Motivation

1	Issue	Done	To Do	Due Date	Actioned By
1.1	<b>Ongoing Participation</b>				
	Pony Club has a strong emphasis on providing a fun environment, with opportunities for success and encouragement for all.	Yes			Rallies are conducted at least once every month providing a learning experience through formal instruction and games. Friendly and official competition is facilitated during the month.
	Pony Club provides social and appropriate competitive opportunities.	Yes			As above

1	Issue	Done	To Do	Due Date	Actioned By
	Riding members have an input to uniform requirements	Yes			Junior committees put forward ideas.
	Riding members are encouraged to take on roles in administration, coaching and officiating.	Yes			Facilitated through junior committees and coaching accreditation and development depending of efficiency level.
<b>1.2</b>	<b>Presenting Sport</b>				
	Pony Club provides a broad range of options including programs and competition structures to accommodate individual differences, so that all participants have some success.	Yes			Pony Club provides competition in dressage, show jumping, eventing, games and polocrosse (in some areas) for all ages and abilities from riders on a leading rein level up to national and international level competition for elite riders.
	Young people are provided with opportunities so they feel they have been given a fair go.	Yes			Competition is provided for al levels as above
	Activities are provided in locations and at times and durations to suit young people and their parents/carers?	Yes			Because Pony Club requires specific suitable locations and the transport of horses, rallies are held once or twice a month with additional activities such as competition and clinics provided during school holidays or on alternative weekends. .
	Costs for participation are as low as possible.	Yes			This is done principally through a massive volunteer input, some external funding via state governments, sponsorship and fundraising.
<b>1.3</b>	<b>Motivation</b>				
	The first experience for riders is positive.	Yes			Through various means but generally a standard induction procedure and welcome, the "buddy" system is encouraged.
	Young people feel a sense of being wanted in Pony Club.	Yes			Team participation has a higher priority than the individual participation.
	Personnel who have positive attitudes and are good with young people are acknowledged.	Yes			Through annual awards to a club, on state basis and recognition in newsletters.
	Parents/carers are educated on how to encourage and support their children to participate long-term.	Yes			Through an official NCAS recognised Orientation to Pony Club and Coaching course and State administered courses.
	Pony Club offers social opportunities such as mixed groups and competitions and involves young people in organising activities.	Yes			Equestrian sports are all mixed; Pony Club does not differentiate by gender in any activity. Young people are involved through junior committees.
	The opinion of young people as to how their sport should be offered is encouraged.	Yes			Through junior committees.
	Role models are used to motivate riders in Pony Club	Yes			High profile riders are frequently invited to provide coaching and demonstrations to motivate young riders. A separate list can be provided if required. These are very popular activities. As an example, former Olympic rider Brian Schrappe was the National Pony Club Coach for two years, 2001, 2002, visiting all states in both years.

## Getting Young People Involved

All young people are welcomed to Pony Club the only requirement is a love of horses and the desire to ride. Pony Club as a sport provides an opportunity to develop physical, social and emotional abilities as well as the knowledge required to care for horses and therefore should be accessible to all young people who own or wish to become involved with horses. A wide range of knowledge, skills and abilities are developed in Pony Club which transfer to non-sporting careers and Pony Club activities influence social factors such as community pride, identity, leisure and caring for animals.

There is no discrimination in Pony Club. Details relating to ethnicity, colour, body shape or disability are not kept, except when there are special needs. The only records maintained are of members and, where necessary particulars of special needs related to illness or disability. Many riders with some disability ride in Pony Club without feeling any necessity to advise of their condition if it does not greatly interfere with their ability to take part. It is not intended to extend further into the area of providing riding experience for people with a disability as it is well catered for by the Riding for the Disabled Association (RDA). In saying this however through Project Connect Pony Club works in close liaison with RDA.

Body shape has never been identified as being a requirement to ride and compete at any level and men and women compete against each other on an equal basis as it is skill that makes the difference and neither has any advantage over the other.

### 2. Strategies for Getting Young People Involved

- 2.1 Ability
- 2.2 Body Shape
- 2.3 Disability
- 2.4 Ethnicity
- 2.5 Gender and Sexuality
- 2.6 Geographical Location
- 2.7 Indigenous Australians
- 2.8 Socio-economic Status
- 2.9 Equity of Opportunity

2	Issue	Done	To Do	Due date	Actioned By
2.1	<b>Ability</b>				
	Young people are provided with equal opportunity to reach their sporting potential.	Yes			Pony Club has in place a Member Protection Policy which forbids discrimination. All members are encouraged to reach their full potential but not at the expense of safety or enjoyment.
2	<b>Issue</b>				
	The need to win does not override giving young people a fair go.	Yes			All Pony Club activities require riders to be given a fair go and riders with special needs are catered for to ensure they also have a fair go.
	Pony Club providers avoid indicating negative perceptions about young people's ability.	Yes			All Pony Club riders are given positive encouragement regardless of any perceived disability. Providers receive training through the NCAS course Orientation to Pony Club and Coaching and/or State Coaching programs.
2.2	<b>Body Shape</b>				
	Pony Club sport providers avoid creating situations where attention is focussed on the critical appraisal of young people's bodies.	Yes			In Pony Club all riders are encouraged and supported regardless of their body shape. Providers are aware of the sensitivities of young people in this area.
	Rules for uniforms are flexible to cater for all body types.	Yes			In National and International competition traditional uniform is worn but in local situations uniforms are varied to suit body types and climatic conditions.
	Pony Clubs avoid making judgments related to sporting ability or future potential based on body shape.	Yes			Every rider is judged on their specific ability with no reference to body shape.
2.3	<b>Disability</b>				
	Pony Clubs provide opportunities for young people with disabilities to participate in activities.	Yes			Pony Club embraces the philosophy of Project Connect. In conjunction with Riding for the Disabled Association each State has developed a Disability Action Plan.
	Pony Clubs educate and support parents and carers so they encourage and assist their young people with disabilities to participate.	Yes			As ABOVE
	Pony Club Australia supports Pony Clubs to help them include young people with disabilities into programs and services.	Yes			As ABOVE
2.4	<b>Ethnicity</b>				
	Pony Club welcomes any young people with a horse or pony to participate in activities, regardless of ethnicity	Yes			Implemented and reinforced through the Member Protection Policy.
	Do you provide cross-cultural awareness training for junior sport providers?	No			Cultural difference is not an issue in riding as a sport.

2	Issue	Done	To Do	Due date	Actioned By
<b>2.5 Gender and Sexuality</b>					
	Pony Club and Equestrian is a non-sexist sport.	Yes			Boys and girls compete on equal terms in all Pony Club activities.
	Pony Club promotes language and behaviours so as not to demean young people based on gender or sexuality.	Yes			Implemented and reinforced through the Member Protection Policy and the Codes of Conduct.
<b>2.6 Geographical Location</b>					
	Pony Club modifies rules to enable participants from regional and remote areas to make up a team	Yes			Composite teams are made up with members from various clubs or states. In team competitions members from clubs that are unable to make up a team are allowed to compete as individuals.
	Mini-competitions are organised to suit local playing base and conditions.	Yes			This is done by local clubs.
	Pooling of transport and provision of horses is arranged to increase opportunities to travel for competition.	Yes			Horses and Ponies are provided by the host State/Country for National and International Competition. Ie Pony Club Mounted Games and Inter Pacific Exchange.
	Assistance is provided with accommodation and travel for training and competition away from home.	Yes			Billeting is organised and travel subsidised by home states.
	High performance coaching provided in rural and remote communities.	Yes			High performance coaching in equestrian sports is provided by State Associations and through the Equestrian Federation of Australia.
	Communities are encouraged to work together to provide equestrian sport for young people.	Yes			Communities work together developing Pony Club grounds , building Cross Country courses and modifying equipment
<b>2.7 Indigenous Australians</b>					
	Pony Club welcomes indigenous Australians with a horse or pony to participate in activities.	Yes			Implemented and reinforced through the Member Protection Policy.
<b>2.8 Socio-economic Status</b>					
	Pony Club welcomes any young people with a horse or pony to participate in activities, regardless of their socio-economic status.	Yes			Implemented and reinforced through the Member Protection Policy.
	Participation fees are adjusted for young people from low socio-economic areas.	Yes			Implemented by individual clubs
	Requirements to purchase uniforms are minimised.	Yes			Implemented by individual clubs through sale of used uniforms.
	The coordination of assistance for travel to and from rallies and competition is encouraged.	Yes			Implemented by individual clubs

2	Issue	Done	To Do	Due date	Actioned By
2.9	<b>Equity of Opportunity</b>				
	Equal opportunity is provided for all young people to participate.	Yes			Implemented and reinforced through the Member Protection Policy.
	Guidelines for team selection are documented and provided to all involved.	Yes			Monitored by individual States and Clubs, some states have grievance procedures for complaints investigation
	Transparent selection processes are in place for team/ event/special opportunity etc.	Yes			Procedures are documented; some states have grievance procedures for complaints investigation.
	Selection guidelines are monitored.	Yes			Results determine the effectiveness of the decision making.

## Physical Growth and Maturation

Pony Club recognises that physical activity is essential for the normal growth and development of young people and there are potentially harmful effects for young athletes through the impact of intense training. This can adversely affect the dynamics and timing of growth and physical maturation and determining when children are ready for more intense training and competition is a duty of care required of sports leaders.

Pony Club is very conscious of the responsibility to provide a safe and appropriate level of sporting activity and competition. Riders are given every opportunity to advance their skill and ability levels suited to their personal goals, physical and ability development level. At no time are they pushed to take part in activities beyond their confidence or ability levels nor are they unreasonably held back when their skill and physical development level are sufficient for them to graduate to and take part in higher levels. Riders are not pushed towards any particular discipline but tend to gravitate towards those that suit their personal temperament.

Dressage is suited to the quieter riders who are interested in training both horse and rider to high levels. Dressage requires developing specialised classical riding skills requiring refined body co-ordination skills together with intense dedication and determination to train the horse to perform precise movements as and when requested by the rider. Eventing, campdrafting and polocrosse generally suit the riders looking for thrills and excitement because they all involve riding at speed, however Pony Club also provides for those looking for simple riding disciplines and who just want to ride and have fun.

### 3. Strategies for Physical Growth and Maturation

Pony Club through it's Syllabus of Instruction and Efficiency Standards provides a defined skills and knowledge learning program based on age and ability, managed and benchmarked through the provision of annual clinics in every State and Territory, delivered by the National Coach.

- 3.1 Accommodating Physical Growth and Maturation - Training/Practice
- 3.2 Accommodating Physical Growth and Maturation - Competition
- 3.3 Talent Development

3	Issue	Done	To Do	Due Date	Actioned By
3.1	<b>Accommodating Growth and Maturation – Training</b>				
	Training programs are based on individual growth and maturation patterns.	Yes			Through the syllabus of instruction as described in 4.
	Coaches monitor for body changes indicating a growth spurt and take particular care during this time.	Yes			Parents will be advised on recommended action such as changes to equipment or the horse, ie need to move from a pony to a horse.
	Advice given to young riders to help them understand that their individual growth and maturation affects their skill and competition success.	Yes			Provided at rally days and State squads.

3	Issue	Done	To Do	Due Date	Actioned By
	Parents/carers are offered education on issues related to growth and maturation of their children				Advised at rally days or through delivery of recognised NCAS training modules and State coaching programs.
	Coaches monitor for signs of poor nutrition in horses and provide advice.	Yes			Education in care for the horse or pony is an important part of Pony Club Activity. Enjoyment, success and safe participation in competition can rarely be achieved without such knowledge and application.
<b>3.2</b>	<b>Accommodating Growth and Maturation – Competition</b>				
	Focus is placed on personal improvement not comparison against others' performances.	Yes			Feedback and progress is highlighted through Efficiency Standards
	Groupings are based on skill level, rather than chronological age for training purposes	Yes			Competition is grouped based on ages of riders and horse gradings.
	Handicapping is used in competition to cater for a variety of reasons.	Yes			Handicapping in competition based on Pony Club rules
	Boys and girls ride together at all times.	Yes			Boys and girls ride together in all equestrian activities based on competition/rally rules, generally age, physical maturation has very little impact on equestrian sport.
<b>3.2</b>	<b>Talent Development</b>				
	Focus is on maintaining participation whatever the growth and maturation to allow individuals to achieve their potential.	Yes			Through the syllabus of instruction as described in 4
	Talent development is at the discretion of the parent or the individual rider.	Yes			Riders are encouraged to progress through instruction at rallies
	Pony Club riders have opportunities to experience different activities so that a wide base of equestrian skills are developed.	Yes			Through the syllabus of instruction as described in 4

## SPORT PATHWAYS

As mentioned in earlier sections Pony Club offers a wide range of disciplines of varying degrees of difficulty, which we believe, cater for all riders of all ages and abilities. All clubs, zones, regions and states have suitable talent identification programs.

At a club level riders are grouped at rally days in ability groups for the purposes of coaching riding skills. As the riders develop their skill levels they are advanced up through small competition within their club. Riders can also ask to be allowed to ride in another group if they feel they have the ability or can go down a level if they don't feel confident in the group they are in, this is not unusual particularly when a rider has a new horse because he/she has outgrown his/her pony. These decisions are made depending on the situation after consideration by club officials, generally the coaching panel. Zones, which are a group of local clubs, hold zone competitions for most disciplines and select zone or state teams to attend regional and state championships. There are also programs involving the identification and selection of riders to attend training camps and to receive coaching by higher level coaches. The intensity of the selection process is relevant to the membership of each particular State. Pony Club is very much a family sport as the majority of riders depend on parents/carers to transport both them and their horse to pony club activities. Parents are usually very aware of the potential of their children and of course the ability of their horses and what is required to provide the best opportunity to compete at the aspired level. Most young riders who hope to attain the elite levels in equestrian sport move to specialised professional coaching. Pony Club provides the foundation from which 99% of elite equestrian athletes emanate. Specialised professional coaching is provided by EA NCAS accredited specialist coaches. Usually, this level of coaching can not be catered for by Pony Club on a regular basis, however high level coaches and elite equestrian sportsmen and women are invited to pony clubs on special occasions. Elite coaching requires hours and hours of one on one coaching which can not be catered for through Pony Club because of sheer numbers. EA Specialist coaches in their specific disciplines are best placed to advise riders of the most appropriate training and competitions to attend to further their ambitions. However riders aspiring to elite levels who attend private tuition frequently continue to enjoy the Pony Club environment and attend rallies. Many of these riders also enjoy coaching ordinary pony club riders at rallies passing on the benefit of their knowledge and experience and they are well accepted by the ordinary pony club rider. This also serves as encouragement to ordinary riders to aspire to higher levels. Pony Club gives all riders regardless of their level of ability, the opportunity to ride and compete at whatever level they wish to and are capable of handling.

Pony Club is very proud that it offers riders who do not wish to become heavily involved in competition the opportunity to enjoy the sport of riding and learning how to care for their horses in a pressure free environment and to ride and compete at whatever level they wish. Often riders who initially do not want competition and continue to ride socially change their minds at a later date and become involved with competition and the opportunity to represent their club, state or country in intrastate, national or even international competition.

Pony Club recognises the years up to 25 are a time of tremendous development for young people on all levels - physically, psychologically, emotionally and socially. The Pony Club Syllabus of Instruction provides for a measurable, progressive development of equestrian knowledge and skills in young people by providing for.

- identifiable stages of development
- different levels of ability
- different rates in gaining skills
- different interests of young people in equestrian sport.

Coaches, through the Syllabus of Instruction, manage the experiences available to young people so that activities and challenges are offered in a planned and sequential manner.

## 4. Strategies for Sport Pathways

Pony Club through its Syllabus of Instruction and Efficiency Standards provides a defined skills and knowledge learning program based on age and ability, managed and benchmarked through the provision of annual clinics in every State and Territory, delivered by the National Coach.

4	Issue	Done	To Do	Due Date	Actioned By
4	<b>Strategies for Developing Sport Pathways</b>				
	The Pony Club provides a framework of stages to allow a progression of development.	Yes			The Pony Club Syllabus of Instruction and Efficiency Standards.
	Each stage contains the overall objectives and the structure and delivery of training/practice and assessment. Competition is available at all times.	Yes			As above, rally experiences and competition to put the skills into practice.
	Modifications to activities are available to cater for the developmental level, competitive level, gender mix or social needs of participant.	Yes			Done through normal Pony Club activities.
	Pony Club has procedures for implementing, evaluating and improving progressive learning for young people.	Yes			Through the Syllabus of Instruction and Efficiency Standards.
	Coaching clinics and talent identification and development programs are provided.	Yes			States and Zones use elite equestrian personalities to present clinics and assist with talent identification on a regular basis.
	Talented young people are supported within the Pony Club framework.	Yes			Financial assistance and special coaching is provided to International Representatives by the PCA. Individual States and Clubs provide more local support. Pony Club members wishing to continue and progress at the elite level after Pony Club do so through the specific disciplines of the Equestrian Federation of Australia and other Equestrian sporting organisations.

**Table 1. Progression in Pony Club as a Junior Sport**

Pony Club members are encouraged to achieve the following competency standards, with the objective for every Pony Club rider being achievement at least C Standard. At this level the rider will have the knowledge and skill to ride safely and to care for their pony effectively. The assessment is based on practical examination for all standards. Written examination papers are introduced at C Standard. For all theory tests, arrangements are made for candidates with special needs to complete the theory tests orally rather than written.

Certificate Level	Minimum Age for undertaking Test	Requirements	Special Considerations.	Objectives
D Standard Practical test only, no theory test	8 years	Reasonable control of their ponies.	Some help may be given, such as allowing ponies to work in company. Many games are suitable for teaching if taken at an appropriate pace	To gain confidence in riding and handling and caring for a pony. To be keen to learn and improve
D star Standard Practical test only, no theory test	10 years	Must have control of their ponies and show a more secure and correct position for flat work and jumping	This level is an extra activity for any member wishing to fill in the years from 10 to 12. Not a prerequisite for C level	To work towards a balanced seat and independence of the reins. To improve the rider's control of the pony. To have an elementary knowledge of the care of the pony.

Certificate Level	Minimum Age for undertaking Test	Requirements	Special Considerations.	Objectives
<p>C Standard.</p> <p>Practical test and a theory test of 30 min duration. In most States this level is a qualification requirement for Intrastate/National/International competition representation.</p>	12 years	D Certificate a prerequisite. Must be able to maintain a consistent contact through the reins. Ideally the concept of “feel” through the seat should be introduced here; The forward jumping position/s with a steady lower leg should be established.	If a bit other than a snaffle is used must know the name and understand it’s action. In checking diagonals or leading canter leg the candidate may drop the eyes to look at the shoulders. Riders should be encouraged to hold on to the mane or a neck strap over the jump.	To attain a balanced seat, independent of the reins on the flat and over small fences. Show control of the pony at all paces. Demonstrate a knowledge of horsemastership as outlined in the syllabus.
<p>K Standard</p> <p>Practical test and a theory test of 45 min duration.</p>	14 years	C Certificate a prerequisite. The rider must demonstrate a range of active riding skills and riding at a fast pace. Comprises a compulsory section and a wide variety of optional subjects.	<p>This Standard is an alternative to C star and is between C &amp; B. Designed for the more active rider who doesn’t necessarily wish to progress to the more serious requirements of higher tests but covers many equestrian aspects not included in other Certificates.</p> <p>Additional awards of Bronze, Silver and Gold are available as an encouragement to these riders to continue to achieve.</p>	To widen the rider’s experience in various aspects of horsemastership. To become an active, efficient rider who is thoughtful for the horse. To improve skills in horsemastership, and other horse related activities.

Certificate Level	Minimum Age for undertaking Test	Requirements	Special Considerations.	Objectives
<b>C star Standard</b>  Practical test and a theory test of 60 min duration. (15 min riding theory, 45 min same as for K Standard)	14 years	C Certificate a prerequisite. The rider must be able to demonstrate active riding skills at a fast pace. Should be developing a correct and therefore stronger seat, independent of the hands and reins. Should be riding into and even contact and developing feel through the seat. Should be well established in the forward jumping position with a steady leg position and correct rein contact.	This is an alternative to K Standard if so desired and designed to cater for the rider wishing to progress to higher level tests.	To become an active rider with knowledge of the aids and how to apply them correctly and effectively. To ride simple cross-country and show jumping fences. To gain practical experience and knowledge of the care and conditioning of the horse in preparation for a strenuous event. To have a thorough knowledge of the Road Rules for horses and to ride safely and sensibly on the roads and in the country.
<b>B Standard</b>  Practical test and a theory test of 2 hour duration.	16 years	Pre requisite either C star of K Certificate. Candidates must appreciate that the improvement in the horse's balance and performance is entirely dependent on the improvement in the rider's seat and the co-ordination of the aids. Automatically, with the strengthening of the rider's seat, will come an increase in ability to ride the horse up to steady contact to the bit. Through this the rider will come to influence the quality of the horse's movements. The ability to do this, even to a degree, is a basic requirement for this standard. Jump a variety of fences and combinations maximum height of 1m. and minimum of 0.85m.	Examiners should not expect perfection at this standard, however the candidate should understand what is being attempted. He/she should have sufficient 'feel' to realise what is and what is not being achieved and have an idea of how to set about improving the work. It is permissible to hold the pommel to correct the position in the sitting trot.	To become a competent, all-round rider, who knows the reasons for what he/she is doing and is able to assess results. To ride over different types of fences at specified paces. To be capable of riding and jumping any well-mannered horse or pony, and commenting on its way of moving.. To be capable of joining in any suitable Pony Club activities of interest to the rider, eg. Eventing, hunting, trekking, gymkhanas etc; and looking after the horse before, during and after the day's activity. To gain knowledge and practical experience of the care and conditioning of horses and to be able to look after a stabled horse. To ride intelligently and with due regard for others on the roads and in the country, with a knowledge of pace and distance.

Certificate Level	Minimum Age for undertaking Test	Requirements	Special Considerations.	Objectives
<p><b>B Standard (Restricted Jumping)</b></p> <p>Practical test and a theory test of 2 hour duration.</p>	16 years	<p>The candidate must demonstrate proficiency in all of the flat riding requirements for B Standard. However the candidate is only required to jump a horse over a minimum height of 0.60 m. and be able to ride across country, including up and down steep terrain.</p>	To cater for the candidate who is not confident riding over larger fences.	The same as for B Standard for flat riding but with a lower proficiency level in jumping.
<p><b>H Standard</b></p> <p>Practical test and a theory test of 2hr 30 min to 3 hours duration.</p>	17 years	<p>Three years in Pony Club must be allowed for preparation. The candidate must have experience in:</p> <ul style="list-style-type: none"> <li>• Horse care, including shoeing and veterinary experience</li> <li>• Pony Club service</li> <li>• Lunging</li> <li>• Breaking and schooling a young horse</li> <li>• Breeds and registration requirements</li> <li>• Designs for yards and stables.</li> </ul>	The H standard is a horsemastership test and centres of this aspect of work so that is suited to the non-rider as well as the rider.	The test is intended to afford keen older riders with a worthwhile certificate for efficiency in horse management.

Certificate Level	Minimum Age for undertaking Test	Requirements	Special Considerations.	Objectives
<p>A Standard</p> <p>Practical test and a theory test of 2hr 30 min to 3 hours duration.</p>	<p>17 years</p>	<p>Pre requisite B Standard. Must be capable of riding at least Elementary Dressage standard. Practical demonstration of knowledge, both in the stables and on the horse. Demonstrate a natural, correct basic riding position at all times. Correct and precise application of the aids.</p> <p>To be an educated horseman/horsewoman able to ride with confidence, style and polish on the flat and over fences.</p> <p>To understand the principles of training, including young horses, as taught in Pony Club and be able to put these principles into practice.</p> <p>To be capable of riding and jumping horses of all temperaments and stages of training and of assessing a horse's potential and how it could be schooled to improve ride and performance.</p> <p>To gain wide knowledge of the care and conditioning of horses.</p> <p>To have a sound knowledge of the organisation and running of Pony Club Australia and the candidate's own State Association.</p>	<p>The preparation for the 'A' Standard should be progressive and continuous. It is a standard for the serious and dedicated rider who is prepared to devote thought, time and effort into improving his/her riding and knowledge of training a young horse. The years between 'B' and 'A' Standard must be spent in conscious preparation. Intense or 'crash' courses seldom result in success.</p>	<p>The 'A' standard is the highest award of the Pony Club and requires demonstrated proficiency in horsemanship and comprehensive knowledge of horsemastership which can only exist in well trained and experienced riders. The A candidate and his/her horse should be that of a partnership working in harmony.</p> <p>A rider who demonstrates proficiency at this standard is riding at an elite level and is well prepared for employment in the horse industry should this be an objective.</p>

## Forming Links

Pony Club recognises that consultation and co-operation are essential for effective and efficient junior sport participation and that a number of agencies have responsibilities for organising and conducting sport including sporting organisations, schools, commercial and non-profit providers, government (local, state and federal), and non-government agencies. All of these are partners in junior sport and their cooperation and goodwill is vital to the successful delivery of junior sport. Consultation and cooperation provide many benefits including

- identifying gaps and overlaps in delivery and resolving cooperative approaches to them
- consistency in the provision of junior sport with regard to age groupings, competition rules etc
- sharing sports resources.

Equestrian sport in itself has many wide and varied disciplines such as dressage, show jumping, eventing, hacking, western riding, campdrafting, barrel racing and many more. Skill and knowledge in all equestrian disciplines come from the same base principles, in riding it is balanced and independent seat, in horse care the same principles apply regardless of whether the horse is a Melbourne Cup winner or a child's pet pony. All of these basic principles are taught in Pony Club. As riders mature they take the knowledge and skill acquired in Pony Club with them when they move on to specialised disciplines and elite riding standards. Speak to any of the top riders be they, Olympic gold medal winners, champion dressage and show riders, jockeys, horse trainers, you will find 99% of these people began riding training with their local Pony Club. Teaching the basic principles of riding and horsemastership (horse care) and introduction to competition has been the role of Pony Club for over 70 years. Pony Club has provided and continues to provide an efficient, effective and firm foundation on which all other equestrian disciplines build.

The EA as the over-arching body of "English riding" has in some states commenced inter school competition and in some states the EA working towards establishing, or has already established, riding as a recognised sport with some schools, membership of the EA is a pre requisite and instruction is delivered by professional instructors. Pony Club Australia applauds this move by the EA, but as a voluntary organisation, Pony Club is not in a position to fill or further develop this role. Riding as a school based sport is very expensive and is generally only provided through private schools although it is open for State Schools to participate. Simple economics and logistics will preclude a large number of junior riders from participating in riding as a school sport. Because the cost of Pony Club membership and participation is kept to a minimum through the work of volunteers and coaching is delivered at weekends when the majority of parents can be in attendance, riding as a sport is accessible to all junior riders through Pony Club Australia.

Several Pony Club riders are involved in Interschool Competitions, however these are generally an annual event and not an ongoing development of junior sport. Pony Club supports a number of Interschool events through the use of Pony Club facilities, equipment, personnel and rules. Pony Club was very involved with and assisted in the formation and introduction of Interschool riding competition when it started in Queensland.

Pony Club is presently talking with the EA with a view to improving relations and communication and clarifying pathways for junior riders to progress to riding in elite squads in the EA.

Through Project Connect Pony Club is forming links with Riding for the Disabled which includes sharing facilities and coaches.

## 5 Forming Links

5	Issue	Done	To Do	Due Date	Actioned By
5.1	<b>Gaps and Overlaps</b>				
	Have you recommended establishing committees of local stakeholders to determine young people's needs and how to most efficiently fulfil them?	NA			Not appropriate for Pony Club as an established youth organisation, any young person in the community is welcome to join Pony Club.
	Have you considered the club and school competition programs and how these can best be provided for young people?	NA			Riding is a very specialised sport with specific requirements, it is not a sport that can be easily taught in the normal school environment. If schools wish to run riding activities Pony Club will assist and already does assist in some states.
	Do you promote the provision of junior sport by all stakeholders in coordinated and cooperative programs?	Yes			As appropriate at State level
	Do you recognise groups that have established strong community links and benefited junior sport?	Yes			As appropriate
5.2	<b>Achieving Consistency</b>				
	Are the types of activities, rules, formats, and modifications for junior sport consistent across all providers and if they are not have you procedures in place for making them consistent?	Yes			Pony Club activities, rules, guidelines etc. are the consistent nationally using the same approved Manuals and guidelines, obviously some modification is required for differing climatic conditions.
	Have you evaluated inconsistencies in the criteria used for competition groupings across providers and planned and implemented procedures for overcoming these?	Yes			Pony Club competition rules are consistent Nationally, and are generally EA rules modified where necessary, principally for the safety of young people, ie for speed, height of jumps etc. Where disciplines, not recognised by the EA, are included at Pony Club the rules of the appropriate adult organisation are adopted and modified appropriately.
	Do you hold regular meetings to maintain good communication among stakeholders?	Yes			Zone meetings are held on a regular monthly basis, State meetings are held generally 3 or 4 times per year and National meetings are held twice per year.
5.3	<b>Sharing Resources</b>				
	Do you promote the sharing of resources across organisations (eg other sports, schools) so that young people benefit in more and better opportunities to participate in sport?	Yes			Equipment and grounds are shared with other equestrian disciplines where practical. RDA share facilities in some States. Pony Clubs support schools in running equestrian activities on request. Many Pony Clubs have their grounds within a local showground where equipment and maintenance are shared with the local show society.

5	Issue	Done	To Do	Due Date	Actioned By
	Do you have in place processes which help groups to effectively share resources without too many concerns (eg resource agreements)?	Yes			Some formal agreements are in place with other equestrian disciplines. There is a Joint Action Plan between Pony Club Australia and Riding for Disabled, developed as part of Project Connect.
	Have you investigated sharing insurance and maintenance costs as a major benefit of sharing resources?	Yes			Insurance is negotiated on a National basis for the majority of States, to the mutual benefit of all.
	Do you recognise and reward groups which share their resources?	NA			Mutual support is the reward
	Have you considered possible sponsorship conflict when you plan sharing resources?	NA			Sponsorship is very small in equestrian sports, however when resources, or venues are shared the organising bodies are mindful of any possible sponsorship conflict.
<b>5.4</b>	<b>Forming links with other organisations</b>				
	Do you identify and liaise with other organisations (eg schools) and establish how you could work together to benefit young people?	NA			As explained before riding is a very specialised sport and it is difficult for this to be brought into the normal school curriculum
	Do you promote, support and recognise strong links across organisations and groups providing junior sport?	NA			Again because riding is very specialised it is very difficult to link in with other sports than riding. Pony Club is in the main the junior sport section of equestrian sport, feeding into all of the equestrian disciplines.
	Do you coordinate your program with schools and other organisations to avoid clashes?	Yes			Events are co-ordinated where possible.
	Do you have a key contact for liaising with other organisations?	Yes			Pony Club works in with the EA and RDA
	Do you evaluate your links, provide this information to other organisations and work towards improving?	NA			Not really applicable to riding.

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## People Making it Happen

Pony Club is an amateur junior sport with the majority (95%) of administrators, coaches, judges and officials being volunteers. Pony Club in Australia has a huge number of people involved including;

- over 65,000 members
- in almost 1000 clubs
- organised into over 90 areas called Zones
- over 6,300 trained coaches
- over 20,000 officials who have received training as judges, course builders, gear check stewards etc
- At least another 20,000 members, their relatives and friends who help out assisting with course building, preparing grounds for use, acting as stewards or marshals, running competition days, canteens and the myriad of other jobs essential for the functioning of Pony Club.

Because of the constant turnover in membership of a junior sporting organisation Pony Club is continually running training courses for coaches, judges and other officials who are needed to make Pony Club happen. Pony Club relies on the generosity of all these people who give their time freely, their reward is the satisfaction of seeing young people develop and enjoy the sport of riding and developing knowledge of how to care for their horses. In some cases out of pocket expenses are paid but as a general rule these do not fully reimburse for actual money spent. Many of these people came through pony club themselves and want to ensure other young people have the opportunity to enjoy the Pony Club experience as much as they did. They do it for the love of the sport and to ensure young people have the opportunity to enjoy riding and to receive instruction on the care and training of their horses.

Pony Club is very proud of the way it helps young people develop into outstanding young citizens who make a great contribution to the community of Australia.

Pony Club understands that participants in junior sport potentially come into contact with, and are influenced by, a diverse range of people including

- young people
- parents and carers
- teachers
- coaches
- officials (Judges, Course Builders/Stewards etc)
- administrators
- other volunteers.

These people are an important resource in junior sport because they provide the necessary infrastructure for its delivery. They also determine the social atmosphere of sport. The importance of their contribution cannot be underestimated because of the close relationship between the quality of leadership found in sport and the quality of the sport experience for young people.

## 6. Strategies for People Making it Happen

6.1 Young People

6.2 Parents and Carers

6.3 School Teachers

6.4 Coaches

- Communication
- Setting an Example
- Developing a Coaching Philosophy

6.5 Officials

6.6 Administrators

- Management
- Working with Volunteers
- Training Personnel
- Leadership Succession

6.7 Volunteers

## 6 People Making it Happen

6	Issue	Done	To Do	Due Date	Actioned By
6.1	Young People				
	Do you encourage distribution of the Players Code of Behaviour?	Yes			The Code of Conduct is on Pony Club web sites, printed in handbooks and included in induction procedures.
	Have you promoted the inclusion of young people in decisions and delivery of their sport?	Yes			Individual clubs all have Junior Committees as a method of input to central committees, There is no age restriction for committee membership.
	Do you encourage involving young people in volunteer roles?	Yes			The culture of Pony Club is inclusion and all riding members assist in volunteer roles as part of general training. For example setting up courses, dressage arenas, games equipment and generally assisting packing up equipment at the end of the day..

6	Issue	Done	To Do	Due Date	Actioned By
	Do you see that the behaviour of young people is monitored and action is taken if physical or verbal abuse is apparent?	Yes			Members are supervised and any bad behaviour is not tolerated it is either dealt with on the spot or is reported and investigated. If necessary disciplinary action is taken
	Do you encourage young people to always play fair and to acknowledge the performance and contribution of others?	Yes			Developing good sportsmanship is one of the objectives of Pony Club and a supportive team environment is one of the major cultures in Pony Club Australia.
<b>Parents and carers</b>					
	Does every parent receive a copy of the Code of Behaviour for Parents?	Yes			The Code of Conduct is on Pony Club web sites, printed in handbooks and included in induction procedures
	Are parents and carers encouraged to take an active role in their young people' sport?	Yes			Pony Club could not function without the active involvement of parents and carers.
	Have you made it clear to parents/carers that fun, friendship and personal achievement is more important than winning?	Yes			Again this is part of the culture in Pony Club but there are times when some parents find this difficult to realise.
	Are parents encouraged to be involved in planning and running junior sport?	Yes			Pony Club could not function without the involvement of parents and carers.
	Are parents and carers acknowledged for the important role they play in junior sport?	Yes			Generally this is done in an informal way but in the majority of cases the success/achievements of the children is recognition in itself, Parents play an important role in assisting their children to prepare for a competition of test day.
	Do you request that parents/carers send protective equipment with their young people for safe participation?	Yes			There are strict rules with regard to protective equipment for riding that all riders must abide by..
<b>6.3 School Teachers</b>					
	Do you provide materials to be given to teachers to promote and support sport for young people?	Yes			Riding is not generally a sport that can be "played" at school because it requires horses to be transported and this is time consuming. Some schools run inter schools riding competition and Pony Club assists with running these on request.
	Do you assist in updating teachers' knowledge and skills?	NA			If coaching is required by a school an accredited coach will be made available. Riding skill and knowledge can only be taught by a specialist.
	Do you encourage the recognition of teachers who promote and contribute to your sport?	NA			

6	Issue	Done	To Do	Due Date	Actioned By
6.4	<b>Coaches</b>				
	Have your coaches been given a copy of the Code of Behaviour for Coaches?	Yes			The NCAS Accreditation System requires all coaches to sign a Code of Conduct.
	Do you educate your coaches about the roles you expect them to provide for young people?	Yes			All coaches are aware of Pony Club and riding principles and rules applicable to specific disciplines.
	Do you encourage coaches to give praise, positive feedback, reinforcement and encouragement so young people enjoy participating?	Yes			Positive feedback and encouragement is all part of the NCAS Accreditation.
	Are your coaches educated in how to counsel young people and resolve conflicts when needed?	Yes			Conflict between riders is rare, riding is a non contact sport. However if conflict does occur it is dealt with by an appropriate person.
	Have you stipulated that your coaches display high standards of behaviour, at all times acting as a role model?	Yes			This is a basic principle of Pony Club and is part of NCAS Accreditation and State based training.
	Do your coaches develop team respect and work well with others (eg officials) to show young people how they should behave?	Yes			Pony Club coaches are held in high regard and are respected by all members of Pony Club.
	Do your coaches use inclusive and respectful language?	Yes			Again this is a basic principle of Pony Club and part of NCAS Accreditation and State based training.
	Do you suggest coaches have a mentor and back-up person to assist them?	Yes			This all depends on the situation, all trainee coaches have a mentor and examiners work as assistants to trained examiners before being granted qualification.
	Do you encourage your coaches to undertake comprehensive training and updating in coaching methods and safety procedures?	Yes			This is a State Coaching requirement and is part of the NCAS Accreditation system.
	<b>Officials</b>				
	Have officials been given a copy of the Code of Behaviour for Officials?	Yes			The Code of Conduct is on Pony Club web sites, printed in handbooks and included in induction procedures.
	Do your officials inspect facilities, equipment etc for safety?	Yes			This is a major component of all rally days and Pony Club competition and is part of the Risk Management Policy.

6	Issue	Done	To Do	Due Date	Actioned By
	Do your officials provide rule education as well as rule management for your young people?	Yes			This is part of rally day instruction and a component of the Syllabus of Instruction, Efficiency Standards.
	Do your officials acknowledge participants when they demonstrate good behaviour?	Yes			This is normal procedure.
	Are your officials fair, consistent, and positive in their interactions?	Yes			Pony Club maintains fair, consistent and positive interactions in order to achieve the objectives of Pony Club.
	Do your officials control negative reaction and comments from spectators?	Yes			Pony Club does not have a huge spectator component, most people are there with a job to do, however should there be any incident this would be reported and dealt with appropriately in accordance with the Member Protection Policy..
	Do your officials set a good example through their actions and words?	Yes			All officials are required to have high standards.
	Do officials know what is expected of them, and keep up to date with the latest trends and safety practices?	Yes			There are specific briefings of officials at Cross Country and Games competitions. Normal Rally procedures are detailed in club handbooks and the Risk Management Policy.
<b>6.6</b>	<b>Administrators</b>				
	Have you modified the Codes of Behaviour for your sport, and distributed them to all the appropriate people including administrators?	Yes			The Codes of behaviour have been modified for specific roles such as Chaperones or Coaches travelling with teams.
	Do you monitor that everybody is keeping to the guidelines in the Codes of Behaviour?	Yes			This is done at State level.
	Do you plan and monitor risk management, making sure all policies are communicated and actioned?	Yes		The goal is for a National reporting system to be in place by 2007	Risk management in all respects is recognised as a major responsibility for all administrators and is monitored through the accident reporting system and State delegates report on the adoption of Policies. Pony Club Australia is in the process of investigating the introduction of a National system for reporting (Belle-View).
	Do you recruit volunteers, and then recognise their input?	Yes			Done at club level
	Do you encourage the identification of parent/carer skills, their use where appropriate, and the acknowledgment of their help?	Yes			Pony Club could not function without the support of volunteers.

6	Issue	Done	To Do	Due Date	Actioned By
	Do administrators acknowledge and support personnel who are good with young people?	Yes			This is all part of Pony Club culture.
	Do you encourage partnerships to maximise the contribution of others (eg parents and schools)?	Yes			Pony Club could not function without the support of parents, schools have a very minor involvement in Pony Club because of the needs of the sport.
	Do you promote opportunities so volunteers know how they could assist?	Yes			There are endless opportunities for volunteers to assist.
	Have you emphasised the benefit of extending participation to include volunteering opportunities?	Yes			Pony Club could not function without volunteers.
	Do you establish links with high schools and train students to assist primary school students?	NA			This is not appropriate for riding particularly from a safety aspect.
	Do you support volunteers by providing training, resources, mentoring and opportunities to build partnerships?	Yes			The majority of officials in Pony Club are volunteers and coaching and mentoring is ongoing because of the turnover of members in a junior sport.
	Do you encourage the training of personnel and back-up personnel where possible?	Yes			As above
	Do you have documented procedures for training new personnel?	Yes			Procedures are detailed in rulebooks and Pony Club handbooks, they are also available on web sites.
	Do you document content, delivery, and completion of training?	Yes			Done at State level but will be on a National level if the Belle Vue system is implemented.
	Do you encourage all personnel to enhance their skills through training, accreditation and updating?	Yes			This is done on a National basis through the National Coach visiting all States and on a State basis by qualified State personnel. Updating is a requirement of the NCAS and State Coaching systems.
	Do you offer training organised to maximise the number of people who will undertake it?	Yes			This is done at the State level
	Do you encourage young people to take leadership roles?	Yes			Young people are encouraged to take on coaching roles after they reach a certain level of proficiency.
	Do you have a mentoring scheme for your personnel?	Yes			At the National level delegates are mentored by a peer state delegate. Mentors are appointed in various roles at State and club level.
	Do you recognise the work of leaders in publications and at functions?	Yes			Done at State level in newsletters and on web sites.

6	Issue	Done	To Do	Due Date	Actioned By
6.7	<b>Volunteers</b>				
	Do you give your volunteers the Codes of Behaviour for all roles undertaken?	Yes			The Code of Conduct is on Pony Club web sites, printed in handbooks and included in induction procedures.
	Do your volunteers take up opportunities to increase their knowledge and skills?	Yes			Pony Club could not function without volunteers. Risk management requirements in particular are drawn to their attention. Where appropriate they are encouraged to take positions as administrators and/or instructors.
	Do you encourage your volunteers to act as mentors for others?	Yes			Volunteers with appropriate knowledge skills and experience are encouraged to mentor others.
	Do you offer opportunities for volunteers to build partnerships with other volunteers?	Yes			Pony Club offers opportunities for partnerships. Volunteers in Pony Club build partnerships particularly with the organising and running of inter club, intra state and inter state competition. Chief Instructors build inter state partnerships in the regular review of the Syllabus of instruction and in establishing a national benchmark for the higher level certificate standards.

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## Quality Coaching

Pony Club is very conscious of the need for quality coaching and for a uniform standard in junior sport. To facilitate the availability of quality coaching to a uniform national standard for all members no matter where they live in Australia Pony Club has a National Coach who travels to every state and the Northern Territory and conducts clinics with coaches, trainee coaches and administrators to ensure instruction is of the required national standard. Every state has a State Chief Instructors Panel which supervises the updating and upgrading of coaching standards and is responsible for the accreditation of new coaches each year. As with every sport elite competitors will eventually have to relocate to where the higher level specialist coaches are located if they wish to compete seriously at elite level. State Coaching accreditation systems and the NCAS system requires coaches to attend a specific number of hours attending refresher clinics every 3 years as part of re accreditation, Pony Club organises these clinics and refresher courses for non NCAS coaches which they are required to attend at least once in every 3 years. In the larger states Regional seminars are held in various centres every year for coaches to attend to update and upgrade their coaching skills. Coaches at all levels are encouraged and assisted to upgrade their ability and knowledge on a continuing basis. Coaches within the clubs are voluntary but we use professional coaches are used to run specialist coaching clinics and schools for riders aspiring to elite level.

Pony Club through its comprehensive system for accrediting instructors and its recognition of the NCAS Coaching accreditation system understands the learning process and that the developmental stages in this process are necessary for quality junior sport experiences. Young people have preferences for how they like to learn, and their preferences might change depending on the type of task and their prior experiences. Some might like to watch, listen and experiment, and others may like to try an activity first and refine their learning through feedback.

Young people typically learn more than one thing at a time. In the process of learning physical skills, young people also learn what behaviour is expected, how to work with others, and where they excel. The Pony Club Syllabus of Instruction supports this.

The State systems of accrediting instructors and the NCAS Coaching Accreditation system recognises that people in leadership roles should plan for each session and the season ahead. Planning should address not only what is presented but how it will be presented to optimise learning, safety and enjoyment.

### 7 Strategies for Quality Coaching

- 7.1 Planning
- 7.2 Coaching Sports Skills
- 7.3 Coaching Sports Behaviours

7	Issue	Done	To Do	Due Date	Actioned By
7.1	<b>Planning</b>				
	When planning sessions or season programs are modifications made according to the development of participants (eg skill level, knowledge)?	Yes			This is done through the Syllabus of Instruction
	Does planning accommodate the motivations and expectations of the young people themselves?	Yes			This is done through the Syllabus of Instruction
	Are cultural backgrounds and special needs of participants considered?	Yes			Special needs of participants are taken into consideration. Cultural backgrounds are not normally an issue in the Pony Club environment but if something does arise it is addressed in consultation with parents.
	Are learning goals set in relation to movement skills, knowledge and understanding?	Yes			This is done through the Syllabus of Instruction.
	Do you include a focus on etiquette and standards of behaviour?	Yes			Etiquette and standards of dress and behaviour have strict standards in Pony Club.
	Has an overall management plan (use of space, time, equipment and facilities) been prepared?	Yes			This is done through programming for rallies and competition to cater for the number of participants.
	Are there fun elements in all activities?	Yes			Subject to safety considerations, enjoyment and having fun whilst riding is one of the Objectives of Pony Club.
	Are sessions evaluated and changes made for improvement?	Yes			This is done by individual coaches at rallies and various levels of instruction and competition to enable everyone to participate and achieve.
7.2	<b>Coaching Sports Skills</b>				
	Are instructions simple and clear and delivered using language appropriate to participants?	Yes			This is done as part of the State instructors training and through the NCAS Coaching accreditation.
	Do sport providers maintain a positive manner at all times?	Yes			This is done as part of the State instructors training and through the NCAS Coaching accreditation.
	Have strategies been provided for expediting management tasks so that more time can be involved in practice?	Yes			Pony Club activities include practical riding and practical horse management. As progress is made through the instructional syllabus time is also spent on theory. All riders are required to assist with setting up equipment as part of character development.

7	Issue	Done	To Do	Due Date	Actioned By
	Are young people as active as possible during sessions?	Yes			Riding involves a wide range of physical activity ranging from exercise through grooming the horse to active riding as required in games.
	Is instruction for a specific skill kept to a minimum before participants are allowed to practice it?	Yes			This is done but safety is of prime consideration in the majority of tasks. The very young learner rider experiences pony club activities whilst on a pony on a leading rein.
	Are complex skills broken into tasks so that young people learn easily?	Yes			Riding as a whole is very complex, the rider required to concentrate on their position and the aids given to the horse as well as knowing what aids to give for what movement or pace. Coaches work on one or two aspects at a time.
	Are suggestions available to the coach on how to adapt a teaching strategy to best match the context in which the skill will be used?	Yes			The majority of coaches are competent riders themselves and work with each other to discuss strategies for achieving objectives.
	Are there directions on how activities can be made more challenging as skills develop?	Yes			This is done as part of the State instructors training and through the National Coaching scheme as well as discussion at State Chief Instructor meetings and informal discussion between coaches.
	Is feedback immediate, constructive and specific?	Yes			Yes this is done in an upwards direction from club to zone to State and where appropriate discussed at State Chief Instructor meetings and also addressed through the NCAS coaching accreditation scheme.
	Are participants questioned to see if instruction has been understood?	Yes			This is done at the end of each lesson.
	Is training provided on strategies for teaching skills?	Yes			This is done as an important part of Pony Club instruction and philosophy and all instructors encourage these qualities. This is also pursued through the National Coach, State coaching schemes and the NCAS accreditation scheme.

7.3 Coaching Sports Behaviours					
	Do coaches encourage fair play, self-control, cooperation, teamwork and team spirit?	Yes			This is done through the National Coach and the NCAS accreditation scheme.
	Do coaches help young people develop respect for the ability of others and for the judgement of officials, selectors and opposing coaches?	Yes			This is done through codes of conduct, Pony Club rules and NCAS accreditation scheme
	Are anti-social behaviours such as cheating, aggression, 'put-downs' and winning at all costs discouraged?	Yes			Any anti-social behaviour, cheating, aggression is dealt with through codes of conduct, rules etc and is reported to Officials. Serious breaches are the subject of discipline following investigation.
	Are healthy behaviours promoted (eg active lifestyles)?	Yes			Owning a horse or pony requires physical activity on a daily basis, feeding, watering, grooming and general care and maintenance of their horse or pony and their living quarters.
	Are young people helped to build their self-confidence?	Yes			Maximum encouragement is given in pony club to help build self confidence.
	Are participants grouped so that everyone has the chance of success?	Yes			Groups at rally days are arranged according to skill levels and Pony Club competition is graded to accommodate all riders from riding on a leading rein to elite.
	Is the sport experience fun for everyone?	Yes			Riders, parents and other volunteers obtain lots of satisfaction and enjoyment from Pony Club because everyone can participate.

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## Making Sport Safe

Pony Club is very proud of its safety record. Since Pony Club began teaching young people to ride and handle horses in a safety has always been of highest priority at all levels of coaching and in all activities associated with Pony Club. The safety of the person being coached, be it a young rider or rider of any age, and the safety of the coach giving the lesson is the first priority. The combination of the weight and strength of a big horse or even the smallest pony requires safety and safety techniques to be the first thing taught. Pony Club is very aware of the dangers of asking young riders to attempt to perform above their ability level whilst at the same time allowing them to challenge themselves by reaching out to try higher levels of competition and participation. There is a fine line between holding young riders back and over facing them and Pony Club instructors work very hard to find the correct balance. A high level of importance is also placed on the maintenance and safety of equipment and facilities and grounds. Pony Club is also aware of its responsibility so far as the health, safety and welfare of both riders and horses and these are taught at a very early stage through the syllabus of instruction and implemented through policies.

Pony Club recognises it has a legal duty of care to not expose young people to risk in any aspect of providing the sports experience. Pony Club has exercises due care and attention and has rules and policies in place to ensure inspection by qualified experts with regard to the safety of equipment; grounds and facilities including cross country courses and show jumping courses. Written policies are in place prohibiting the use of drugs by riders and the use of prohibited substances for horses in competition. Emergency procedures are documented in competition rules. All riders are constantly reminded to be vigilant.

### 8. Strategies for Making Sport Safe

- 8.1 Facilities and Equipment
- 8.2 The Environment
- 8.3 Training and Competition
- 8.4 Infectious Diseases
- 8.5 Medical Conditions
- 8.6 Drugs
- 8.7 Weight Control
- 8.8 Dealing with Emergencies

8	Issue	Done	To Do	Due Date	Actioned BY
8.1	<b>Facilities and Equipment</b>				
	Procedures are in place for checking facilities to make sure there are no foreseeable risks.	Yes			Clubs appoint a person as Safety Officer with responsibility for checking facilities at rallies and competition, which includes car parking and where horses are tethered.
	Established standards for safety equipment needed in your sport is adhered to.	Yes			National Safety standards exist so far as rider helmets are concerned, other rider and horse equipment is covered in Pony Club policies and rules. Jumping equipment and cross-country fence construction are also governed by strict rules. Safety is paramount in all Pony Club activities.
	Care and maintenance of protective equipment.	N.A			Mandatory rules apply in Pony Club with regard to protective equipment for riders such as approved standard helmets, and appropriate footwear. It is the responsibility of every rider to provide and wear the required protective equipment for rider and horse. It would be unsafe for protective equipment not to be personal property.
	Procedures are in place to ensure protective equipment is checked for correct fit and that it is functioning properly.	Yes			Protective equipment is rigorously checked for correct fit and wear and tear before commencement of any Pony Club activity.
	Coaches, administrators and other disciplines are role models for the wearing safety equipment so young people follow by example.	Yes			The same rules with regard to protective equipment apply to coaches and administrators and the majority of other equestrian disciplines
8.2	<b>The Environment</b>				
	Guidelines for what to do in adverse weather (wind, cold, heat, rain) about cancelling or postponing training or competition.	Yes			In cases of extreme weather conditions cancellation, course modification is at the discretion of the organisers. Guidelines exist in the Racing Industry and Pony Club follows these. Pony Club has a "Sun Smart" policy.
	Coaches remind young people to drink water before and after training or competition and at selected times when performing or practicing.	Yes			This is done as a duty of care for the coaches and officials.

8	Issue	Done	To Do	Due Date	Actioned BY
	There is a policy of “No hat – No play”, and children are made aware of the need to avoid UV exposure with cover up clothes and hats.	Yes			Riders are made aware of the need to avoid undue UV exposure. Most clubs supply UV creams.
	Shades in hot weather for young people sitting out while training or competition is in progress.	NA			The welfare of the horse is part of the Pony Club code of Pony Club code of conduct and riders are reminded to seek shade in hot weather, usually the shade of trees or horse floats.
	Parents/carers are required to provide their children with approved safety equipment.	Yes			Correct safety equipment is mandatory for riding at Pony Club. The majority of Pony Club activities have canteen facilities and particularly drinks are available.
<b>8.3</b>	<b>Training and Competition</b>				
	Safe training practices are covered in the education given to coaches.	Yes			All Pony Club coaches are required to go through an approved accreditation process, a significant proportion being NCAS. All accreditation includes safety as a principle feature. NCAS require a Workplace Level 2 certificate or equivalent.
	Do all people working with young people understand that children are not just small adults and there are times during growth when soft tissues and bones are vulnerable to injury through overuse or trauma?	Yes			Injury through overuse or trauma during growth is not generally an issue in Pony Club as riding is not an impact sport, however due care and attention is paid to this issue.
	Have your coaches sufficient knowledge about adapting training loads to individual needs?	Yes			Yes this is addressed through the Pony Club Syllabus of Instruction.
	Do your coaches understand the detrimental effects of overload on young people, both physically and psychologically?	Yes			Yes coaches are well aware of this and Pony Club programs emphasise having fun in a safe environment.
	Managing risk is a priority in Pony Club.	Yes			In Pony Club equipment is checked for safety as a priority.
	Rules and guidelines for protecting young people when travelling and staying away from home are in existence and adhered to.	Yes			Appointment as coach or chaperone for Pony Club teams travelling away from home is dependant on the signing of a code of conduct and production of a satisfactory Police Check. (Crim-Track)

8	Issue	Done	To Do	Due Date	Actioned BY
8.4	<b>Infectious Diseases</b>				
	Information on practices related to blood spills and check for understanding and implementation.	NA			Riding is a non contact sport and blood spills are not generally a contact issue, however coaches are well aware of requirements around blood spills.
	Do you request young people to label their personal belongings such as drink bottles and towels, and let them know why they must not share them with other young people?	NA			Personal belongings in Pony Club activities are not placed in general locker room type facilities.
8.5	<b>Medical Conditions</b>				
	Do you have a pre-participation questionnaire for providing information on special needs of young people and the implications of these for participation and what to do in an emergency?	Yes			Special needs details are requested on membership application forms. Medic alerts bracelets are a requirement for riding in Cross-Country competition in most states.
	Do you check that parents/carers of young people complete a pre-participation questionnaire?	Yes			Normal procedure
	Do you have procedures in place to maintain privacy of the information in questionnaires?	Yes			Records are held in confidence and in accordance with Privacy Information legislation.
	Do coaches have current first aid qualifications and know what to do for individual young people with special needs?	Yes			Workplace level 2 Certificate is a requirement for NCAS accreditation.
8.6	<b>Preventing Drug Use</b>				
	Do you educate your young people that it is best not to use drugs because it is detrimental to performance as well as their health?	Yes			Pony Club has adapted the ASC Anti Drug policy. Use of performance enhancing drugs by riders in Pony Club would be of no advantage to riders nevertheless Pony Club does not tolerate the use of such drugs.
	Do you actively discourage smoking, binge drinking of alcohol and other drug use?	Yes			Pony Club has strict rules with regard to alcohol consumption; smoking is actively discouraged, as is the use of recreational drugs.

8	Issue	Done	To Do	Due Date	Actioned BY
8.7	<b>Weight Control</b>				
	If lightweight is a concern in your sport, do you offer advice to young people on healthy eating to keep weight at a desirable level?	NA			Lightweight does not appear to be an issue in riding as a person needs to be reasonably strong and active to participate in the sport. However if lack of weight was considered an issue the person would be counselled.
8.8	<b>Dealing with Emergencies</b>				
	Do you encourage all sports providers working with young people to have current first aid training?	Yes			A qualified first aid officer or doctor is always present at Pony Club activities.
	Do you check that first aid kits and rescue equipment are available at training and competitions?	Yes			Fully maintained first aid kits are available at Pony Club rally grounds. Pony Club riders are encouraged to carry an appropriate First Aid Kit with them for themselves and their horse at all times. These must be presented for inspection during efficiency testing as part of the ongoing education of riders. It is a requirement on some occasions that an ambulance is in attendance.
	Do you provide written procedures for dealing with emergencies and check they are being implemented?	Yes			These are detailed in competition rules.
	Do sport providers tell you when an emergency has occurred so that procedures can be changed if needed?	Yes			These situations are monitored and necessary action taken by an appointed official (technical delegate)
	Do you keep records of emergencies and contribute to the national database of injuries kept by SMA?	Yes			Accident report forms are completed as part of the Pony Club Insurance scheme and information coordinated by individual states.

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## The Law and Sport

Pony Club has worked hard over the years to ensure it complies with both State and Federal legislative requirements as they are introduced, developed and amended. This is a very challenging area for a sport which has 60,000 members throughout Australia and is run and administered by volunteers. All States comply with their particular State legislation and Federal legislation where this applies, however it is believed that Pony Club meets and in some instances exceeds all legislative requirements. Pony Club is very conscious of its duty of care.

The majority of people connected with Pony Club has or have had children and or grandchildren taking part as riding members and therefore Pony Club is always very conscious of the importance of taking great care of the young riders. Pony Club does not discriminate in any way other than to group and grade riders to ability and competency levels for the purposes of safety and to ensure young riders are in a group in which they can compete and enjoy themselves. Males and females compete against each other throughout Pony Club as they do in all equestrian disciplines.

Harassment or discrimination, of any kind, is not tolerated in Pony Club. Pony Club adapted the Anti Harassment Policy in 2001 and this was rolled out to States, this policy was superseded with the recently adapted Member Protection Policy and procedures which have also been rolled out to all states. This has included the appointment of Member Protection Officers, by the States and the PCA. Pony Club has also adopted other necessary policies including the Anti Doping Policy. Young members are advised that Member Protection Officers are available to them if they find themselves in an uncomfortable situation and wish to talk to someone in confidence. They are also advised that trained coaches, officials and administrators of all levels are also available should they feel more comfortable talking to them. As a youth organisation Pony Club is constantly alert to the possibility of child abuse and in all States with child protection legislation the necessary procedures have been put in place for Pony Club and for the States without specific child protection legislation Pony Club has introduced mandatory police checks for officials accompanying teams. Parents are encouraged to remain with their children at Pony Club. Most clubs insist that if children have no parent at Pony Club they must have a responsible adult with them. As a further means of ensuring child protection Pony Club has introduced and adopted a code of behaviour, which is agreed to by all members when they renew or join each year.

Pony Club understands that in order to protect the welfare of young people in sport, organisations must be aware of the relevant legal issues and put safeguards in place. This is necessary to protect both junior members and the organisation. Legislation relevant to the safety and welfare of participants in junior sport covers

- discrimination
- child protection
- drugs
- health and safety
- privacy.

All of this legislation emphasises the serious obligations undertaken by any person or organisation taking responsibility for the care and/or coaching of children.

The community and the courts have a high expectation that officers of organisations and members of management committees are aware of their legal obligations and taking steps to ensure compliance.

## 9. Strategies for Meeting Legal Obligations

- 9.1 Discrimination and Sexual Harassment
- 9.2 Child Protection
- 9.3 Drugs in Sport
- 9.4 OHS Risk Management
- 9.5 Privacy

## 9 The Law and Sport

9	Issue	Done	To Do	Due Date	Actioned By
9.1	<b>Discrimination and Sexual Harassment</b>				
	Have you prepared your policy on how to prevent discrimination and sexual harassment?	Yes			Pony Club adapted the Anti Harassment and Discrimination Policy in April 2000 and this was rolled out to all States. This policy was updated with the adoption of the Member Protection Policy in 2004 which has also been rolled out to all States.
	Do you offer training to all people working with children?	Yes			Coaches receive training through the NCAS system or specific state systems. Policies and guidelines are in place for officials.
	Do you have a mechanism for recording who has been trained and the date of training?	Yes			Individual States and Clubs maintain training records. There is a national database for NCAS qualified coaches.
	Do you check that young people and their parents are informed of their legal rights?	Yes			All states have detailed policies and procedures available for parents.
	Do you check that records are kept of any complaints received, and the action taken?	Yes			Complaints are handled through Member Protection Officers. All records are held in confidence.
	Are you able to recommend someone to offer mediation and counselling in abuse situations?	Yes			In cases where an appointed Member Protection Officer is unable to deal with the complaint the State Government Sporting organisation is contacted for assistance.

9	Issue	Done	To Do	Due Date	Actioned By
9.2	<b>Child Protection</b>				
	Do you have a mechanism for informing everyone of appropriate standards of behaviour?	Yes			Codes of conduct as designed by the ASC are adopted by all states.
	Do you have a process for screening applicants for positions working with children?	Yes			This is done according to legislation applicable in each individual state.
	Have you made everyone aware of their duty of care to young people with regard to reporting any suspected abuse? How are you doing this, verbally or in writing?	Yes			This is done through the Member Protection Policy, complaints are accepted verbally depending on the situation however most complaints are requested in writing.
	Do you have a mechanism for dealing with complaints quickly?	Yes			Member Protection Officers are available for direct contact by any person with a grievance.
	Have you appointed a Harassment/Child Protection Contact Officer and let everyone know who this person is and how they contact him/her?	Yes			These are Member Protection Officers
	Have you developed a strategy for handling complaints (eg who is to deal with the complaint, what authorities will be informed)?	Yes			The Member Protection Officer handles all of this.
9.3	<b>Drugs in Sport</b>				
	Do you circulate a policy on banned drugs and the consequences of taking them?	Yes			Policies exist catering for this and these are available in handbook form or generally on an Internet site.
	Do you have a process for how people in your sport can confidentially seek advice?	Yes			Member Protection Officers are available.
9.4	<b>OHS Risk Management</b>				
	Do you check that hazard audits are conducted by sports providers and risk management plans are prepared?	Yes			There is regular inspection of rally grounds, jumping and games equipment and all courses involving jumping. Technical Delegates are appointed for competitions and reports are made depending on the level of competition.
	Do you have a mechanism for informing people such as coaches and officials of their duties in regard to OHS?	Yes			This is done primarily by Instructor training and through the NCAS system of normal Pony Club policies or individual state legislation.

9	Issue	Done	To Do	Due Date	Actioned By
	Do you have a person for people to contact when they have an OHS problem? Does this person follow through and resolve the problem?	Yes			This would depend on the specific problem but an appropriate committee member such as the safety officer would be available.
9.5	<b>Privacy</b>				
	Have you disseminated the ASC's guide on privacy?	No		30 June 2007	PCA adheres to Privacy Legislation and each individual state adheres to their specific Privacy legislation. Policies have been adapted in some states, others are in the process of developing policies.
	Do you meet the requirements for privacy protection?	Yes			Yes privacy protection requirements are met both by the PCA and individual States.
	Do you seek written approval from parents/guardians before using any young person's visual or audio material in any public medium?	Not applicable in Pony Club			Personal visual or audio material is not used in Pony Club.