

COACH ACCREDITATION RE-REGISTRATION POLICY

What is Coach Re-registration?

Accreditation re-registration is a policy that requires Pony Club Australia NCAS Coaches to undertake a prescribed amount of continued education. All NCAS coaches registered with the Australian Sports Commission are required to undertake a prescribed amount of continued education. So it is with the Pony Club Australia NCAS coaches that re-registration is to demonstrate continuing participation and development of the coach. Re-registration is required to retain any rights as a PCA NCAS coach.

Why should PCA NCAS Coaches Re-register?

Re-registration is part of the continuing education of coaches. Its purpose is:

- a. to extend the knowledge and skills of coaches
- b. to provide an avenue for post education servicing
- c. to ensure that coaches are up to date with the latest techniques, coaching methods, safety issues and injury prevention information.

How Much Updating is Required?

****ALL NCAS COACHES MUST ATTEND A PONY CLUB COACHING AND PROFESSIONAL DEVELOPMENT COURSE EVERY 2 YEARS****

1. Re-registration is to be completed within the 4 years of accreditation
2. Each level of accreditation has its own requirements. The re-registration requirements progressively increase from Preliminary to Level 1.

| Level – PRELIMINARY | Level – ONE |
|---|--|
| 6 Points per 2 years . 2 points minimum per year . 3 points in excess available to carry over | 12 Points per 2 years . 4 points minimum per year . 6 points in excess available to carry over |

Re-registration Procedure

- 1 All coaches will receive a Re-registration application form and Log Activity Record' from PCAQ.
- 2 During the 4 year period Coaches will be required to keep an accurate record of their involvement in Coaching and other associated activities. The re-registration Log Activity Record must be presented to PCAQ Office for verification.
- 3 On completion, the re-registration application form and log activity record must be lodged with PCAQ NCAS Co-ordinator for review and endorsement of re-registration.
- 4 PCAQ Office is responsible for re-registration/re-accreditation of coaches.

What happens if a coach does not re-register?

Coaches who do not complete the required number of re-registration points within the 4 year period will no longer be recognised as an accredited Coach and be removed from the current register. Noncurrent Coaches will need to apply for Re-entry into the National Coach Accreditation Scheme, by following the re-registration procedure,

Further information contact:

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UPDATE POINTS

Preliminary Coaches must attain at least 5 points through practical teaching at a recognised Pony Club activity during the 4 year period and attend a Pony Club Coaching & Professional Development Course **every 2 years** during the four year period.

Level One Coaches must attain at least 12 points through practical teaching at a recognised Pony Club activity during the 4 year period and attend a Pony Club Coaching & Professional Development Course **every 2 years** during the four year period.

| ACTIVITY | POINTS |
|--|---------------|
| Coaching at an affiliated Pony Club. List eh number of days spent coaching | 6 |
| Act as a Mentor coach for a coaching applicant for a period of not less than 6 Months. | 4 |
| Coaching other than at Pony Club, on a regular basis i.e. RDA | 2 |
| Participate in NCAS refresher training or professional development course, Including examiners or coach educator workshop | 6 |
| Attend judges school/course building/technical course (run by Pony Club or EA) | 4 |
| Obtain or renew First Aid Certificate | 4 |
| Act as a demonstration rider in a coaching/judges course | 3 |
| Write an article in a magazine/newsletter on coaching riding or horse management | 2 |
| Complete TAFE or other recognised equine course at tertiary institution 10 (If in doubt check with PCAQ NCAS Coordinator) | |
| Attend a train the trainer course (TAFE, EA or private provider run). course can be of value even if not directly related to equine topics. | These 4 |
| Involvement in State, National or International Competitions as a coach (not a competitor) | (not a 3 |
| Attend a clinic as riders or a spectator with an internationally recognised coach or a Level 3 coach. The clinic can be of one or more days and the coach must spend at least 8 hours watch and participating. | 4 |
| Examine at Pony Club C Certificate level or a higher level | 4 |

Application for Re-registration as a PCA NCAS Coach

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- a. to extend the knowledge and skills of coaches
- b. to provide an avenue for post education servicing
- c. to ensure that coaches are up to date with the latest techniques, coaching methods, safety issues and injury prevention information.

How Much Updating is Required?

1. Re-registration must be completed within the 4 years of accreditation.
2. Each level of accreditation has its own requirements. The re-registration requirements progressively increase from Preliminary to Level 1.

Re-registration Procedure

1. All coaches will receive a 'Re-registration application form and Log Activity Record' from PCAQ.
2. During the 4 year period Coaches will be required to keep an accurate record of their involvement in Coaching and other associated activities. The re-registration Log Activity Record must be presented to PCAQ Office for verification.
3. On completion, the re-registration application form and log activity record must be lodged with PCAQ NCAS Co-ordinator for review and endorsement of re-registration.
4. PCAQ Office is responsible for re-registration/ re-accreditation of coaches and PCA National Data Base.

What happens if a coach does not re-register?

Coaches who do not complete the required number of re-registration points within the 4 year period will no longer be recognised as an accredited Coach and be removed from the current register. Noncurrent Coaches will need to apply for Re-entry into the National Coach Accreditation Scheme, by following the re-registration procedure,

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1 Details

First Name:

Postal Address:

Last Name:

Suburb/Town:

Pony Club:

State: Postcode:

2 Other Information

Home Telephone: ()

Work Telephone:

Facsimile:

Mobile Telephone:

Email:

Date of Birth: / /

3 Qualification Information

Please indicate re-registering category:

Preliminary

Level One

Coaching (4 year registration)

6 Declaration

I acknowledge and agree that:

I agree to abide by the PCA Coaches Code of Ethics below:

I acknowledge that disciplinary action against me may include de-registration from the PCA National Coaching Scheme & National Coach Accreditation Scheme (NCAS).

I acknowledge that PCAQ may take disciplinary actions against me, if I breach the code of ethics. (I understand that PCAQ providers are required in accordance with the principles of natural justice, in the event of an allegation against me).

Signature:

Date: / /

7 PCAQ Authorisation (PCAQ Office USE)

On behalf of PCAQ I re-register the above person as a PCA NCAS Coach. I certify that the re-registration assessment was conducted correctly and the applicant has completed all re-registration assessment requirements as per the PCA Re-registration policy.

Signature:

Date: / /

PCAQ OFFICE USE ONLY

AC Approved..... Database..... Certificate..... Membership#..... Qual #.....