

Ride to Time Zone/Club Coach - Position Description

Position Details

Position Title:	Ride to Time Zone/Club Coach
Position Status:	Volunteer (Appointed)
Position Selection:	Appointed by State Council
Position Term:	One Year consecutive reappointments can be made.
Position Location:	Off Site
Reimbursement:	\$100/day for Zone Training Days is available to assist with covering costs associated with volunteering your time as the Ride to Time Zone/Club Coach Travel will be reimbursed @ \$.50/km

Position review date: Annually or as required.

Our Vision

To be the leading youth organisation promoting through the love of horses, the highest standards of horsemastership, riding skills and personal development.

About Pony Club

Over 200 Pony Clubs around Victoria are represented by the Pony Club Association of Victoria Inc. (PCAV). Clubs are divided into one of ten regional Zones. All Clubs and Zones are autonomous, self governing and self supporting. Riding members of Pony Club Victoria are 25 years or younger and of any riding ability. Membership of a Pony Club Victoria Club includes personal accident and public liability cover.

Clubs are the foundation of Pony Club Victoria. Our members enjoy the benefits of being part of a Club where new and old friends share their passion for riding and horses. Our Clubs depend upon the enthusiasm and dedication of adult supporters who administrate and instruct making Pony Club a real family affair! Many lifetime friendships are fostered in this social environment.

Learning is a major focus of the PCV and is not simply limited to riding skills. Promoting the highest ideals of sportsmanship, citizenship and loyalty as well as instilling in members the proper care of their animals are major aims of instruction at Pony Club. Our organisation prides itself on producing not simply good riders but knowledgeable horse people. Efficiency certificates are awarded to riders to acknowledge increasing levels of horsemastership.

Ultimately Pony Club strives to encourage young people to ride and enjoy all manner of approved sports connected with horses and riding, introducing members to a broad range of activities from conventional disciplines of competition to more recreational types of horse activities; the endeavour is to be your best. Members may also be nominated for Service Awards which acknowledge contributions to the Pony Club movement.

Best of all Pony Club offers something for all members, a friendly Club environment, instruction in horsemastership to launch a possible career in the equine industry and sound riding skills for enjoyment of riding pursuits or preparation for competition at the highest levels of the sport.

Position Summary

To assist with Zone qualifiers, as required, preceding the State Final.

To liaise between key stakeholders.

Organisational Relationships

Reports to: State Council

Direct reports: State Coaching Director

Internal Liaisons: Executive Officer, State Coaching Director, Finance Coordinator

External Liaisons: Club Officials, Zone Officials, Assorted Victorian Race Courses

Qualifications & Skills (Selection Criteria)

Desirable

- Drivers Licence

Required

- Current NCAS Equestrian Coaching qualification or Industry specific based qualification, Ride to Time Coach Training
- Current PCV Coach Membership
- Hold a current Working With Children Check
- Conversant with PCV Aims and Objectives and the current PCV Rules.
- A comprehensive knowledge of the rules and procedures pertaining to the Event/s
- A comprehensive knowledge of all Team Preparation items
- Demonstrated ability to competently and inclusively instruct riders in the relevant equestrian discipline
- Excellent organisational skills
- Demonstrated understanding of the consultative process
- Team oriented, Conciliatory, Respectful of boundaries
- A demonstrated ability to relate well to others
- Display and promote the highest ideals of sportsmanship and professional behaviour and support the PCV movement in a positive manner
- The Zone/Club Coach will be 18 years or over from the first of January in the year of the competition

Duties

General

- Be familiar with and comply with the PCV Code of Conduct
- Consult with and support the Zones in the administration of their duties
- Exercise a “duty of care” at all times
- Develop a risk management plan for training sessions and the event
- Be available for consultation with PCV, Zones, Riders and their parent/guardian

Specific Duties

Zone Qualifiers

- Conduct a safety check on all saddlery prior to any mounted activity
- Monitor the progress and effectiveness of the training routine
- Foster a truly inclusive “team spirit”
- Advise all members of the rules relating to the event
- Encourage and seek input from suitably qualified person/s
- Encourage input from members
- May be required to coordinate Zone finals
- May be required to attend Zone finals
- May be required to assist State RTT Coach at State Final or with lead up events/organisation

Administration:

- Together with the team manager, assist team members to organise the completion of pre event formalities including:
 - Coordinate ordering of merchandise
 - Entry forms, media forms, rider profiles, photographs for media and marketing

Training commitments

- Assist team members to complete post event formalities including:
Debriefing session
- Provide the PCV Office with a copy of all information sent to team members
- Ensure incident/accident reports are completed as necessary
- Produce a detailed report one month post event that details:
Overall results
Performance analysis
Team morale
Communication
Grievances, incidents or disciplinary action
Event organisation
Conduct of team members and support staff
Financial statement
Event programme
Provide links to media coverage, etc for further publicity of RTT event

Debriefing:

- With the State Coaching Director, debrief at the conclusion of the event
- Conduct a performance review for riders and support personnel

Discipline

- Refer to PCV “Team Member Disciplinary Procedures”
- The State coach may be removed from his/her position for conduct prejudicial to the aims and objectives of the PCV and inappropriate behaviour. Refer to “Disciplinary Procedures”.

Crisis Situation

- Refer to PCV “Crisis Plan Procedure”

Prohibited

- Major decisions/actions affecting the team members must not be made alone, but in consultation and agreement with the State Coaching Director
- The use of illegal/prohibited drugs is strictly forbidden; this includes alcohol for team members under 18 years
- PCV has a no smoking policy whilst representing PCV at training sessions or at the event
- Support staff will not drink alcohol whilst representing PCV at training sessions or at the event
- When transporting PCV team members in private vehicles, the driver must hold a full driving license and be over the age of 21 years

Insurance Cover

- Insurance cover is provided under the Pony Club Association of Victoria Inc Insurance Policy and detailed in Insurance Policy , available on the PCV website www.ponyclubvic.org.au.

Time Commitment

- Attendance at induction/training for coaches = 5 hours
- Coaching at Zone qualifiers (as requested) = 5 hours
- Coordinate and attend Zone finals (as requested) = 8 hours
- Attendance at State Final (as requested) = 8 hours
- Advertising and media = 5 hours

Expenses/Entitlements

\$100/day is available to assist with covering costs associated with volunteering your time.

Travel will be reimbursed @ \$.50/km.

Codes of Conduct

- PCV State Coaches must comply with the PCV Codes of Conduct which can be found on the web site www.ponyclubvic.org.au go to Resources/Codes of Conduct

Position Acceptance

I have read and understood the conditions of this position, including the Codes of Conduct and accept the position as described.

Signed:.....Date:

Print name:

Position Approval

Approved by: Executive Officer on behalf of State Council

Signed:.....Date:.....

Print name: