

National Mounted Games State Coach - Position Description

Position Details

Position Title:	National Mounted Games State Coach – Senior and Junior Team
Position Status:	Volunteer (Appointed)
Position Selection:	Appointed by State Council
Position Term:	One Year consecutive reappointments can be made.
Position Location:	Off Site
Reimbursement:	\$200/day for Team Training Days is available to assist with covering costs associated with volunteering your time as the NMG State Coach Travel will be reimbursed @ 30c/km on submission of a reimbursement form
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 PCAV 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.

www.ponyclubvic.org.au

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Position Summary

To prepare and train the Victorian Senior and Junior Mounted Games Teams for Competition.
To assist with the presentation and supervision of the teams while at the competition.

Organisational Relationships

Reports to:	State Council
Direct reports:	NMG Sub Committee
Internal Liaisons:	Executive Officer, State Coaching Director, Finance Coordinator
External Liaisons:	Club Officials

Qualifications & Skills (Selection Criteria)

Desirable

- Drivers Licence

Required

- Current NCAS Equestrian Coaching qualification, Mounted Games experience preferred
- 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 State Coach will be 25 years or over from the first of January in the year of the competition
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Duties

General

- Be familiar with the “Rider Memorandum of Understanding” including its requirements and implications for team members.
- Be familiar with the Position Description for the Team Manager



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- Be familiar with and comply with the PCV Code of Conduct
- Attend all pre and post event meetings, functions, ceremonies and outings
- Consult with and support the team manager in the administration of his/her duties
- Ensure team members understand their commitment to the team
- Monitor the morale of the team by offering support and encouragement
- Familiarise yourself with the history, background and location of each team member
- Familiarise yourself with any travel, work or school commitments affecting any team members and where possible, compromise
- Maintain regular contact with team members
- Exercise a “duty of care” at all times
- In consultation with the team manager develop a risk management plan for training sessions and the event
- Be available for consultation with PCV, team manager and team members and their parent/guardian

Specific Duties

Team Preparation

- Conduct a safety check on all saddlery prior to any mounted activity
- Establish a regular skills and personal fitness training schedule, and make it available to the riders’ regular coach
- Monitor the progress and effectiveness of the training routine
- Implement regular team meetings
- Foster a truly inclusive “team spirit”
- Advise all team members of the rules relating to the event
- Encourage and seek input from suitably qualified person/s
- Encourage input from team members

Event

- Liaise daily with the team manager
- Ensure all team members wear approved saddlery and safety gear, adhering to Games competition rules
- Determine the event riding order
- Familiarise yourself with any rules and procedures specific to the event
- Advise team members and team manager of changes in rules
- Advise team members and team manager of any scheduling changes
- Be aware of and make adjustments for any rider health limitations
- Support and encourage team members

Administration:

- Provide your contact details to all team members and their parents/guardians
- Keep and maintain an attendance register of squad / team members attendance at scheduled trainings and events.
- Together with the team manager, assist team members to organise the completion of pre event formalities including:

Training commitments

- Assist team members to complete post event formalities including:
Debriefing session



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- Provide the PCV National Mounted Games Committee and the team manager 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:
 - Team results
 - Overall results
 - Performance analysis
 - Team morale
 - Communication
 - Grievances, incidents or disciplinary action
 - Event organisation
 - Conduct of team members and support staff
 - Accommodation
 - Travel
 - Financial statement
 - Event programme
 - Attach photographs and names of team members

Debriefing:

- With the team manager, debrief team members at the conclusion of the event
- Conduct an individual performance review for each team member with the team manager

Discipline

- Refer to PCV “Team Member Disciplinary Procedures”
- The team 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 team manager
- 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

- The team coach is expected to be available to attend all meetings, functions, ceremonies, outings and events pertaining to their office during the time of their appointment

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- The team coach will prepare a training schedule. This will be organised by the coach and run by either the team coach or a nominated member from his/her panel of coaches

Expenses/Entitlements

\$200/day is available to assist with covering costs associated with volunteering your time.

Reimbursements:

- Travel to be reimbursed at 30c/km
- There will be no per diem to attend the Pony Club Australia National Championships. However, you will be provided with travel and accommodation to attend the event.

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: