

Section 5

AUSTRALIAN AND TASMANIAN REPRESENTATION

5.1 REPRESENTATION OPPORTUNITIES	2
5.1.1 International Representation.....	2
5.1.2 National Representation	2
5.2 INTERNATIONAL EXCHANGES	2
5.2.1 The Inter Pacific Exchange	2
5.2.2 International Mounted Games	2
5.3 MINIMUM REPRESENTATION REQUIREMENTS	3
5.3.1 Selection Requirements	3
5.3.2 Applicants' Criteria	3
5.4 GUIDELINES FOR APPLICATIONS FOR INTERNATIONAL EXCHANGES	3
5.4.1 Goals of International Exchanges.....	3
5.4.2 Nomination Procedure.....	3
5.5 INTERNATIONAL PACIFIC EXCHANGE GUIDELINES	4
5.5.1 Selection Requirements	4
5.5.2 Applicants.....	4
5.5.3 Selection Procedures	4
5.6 INTERNATIONAL MOUNTED GAMES EXCHANGE GUIDELINES	4
5.6.1 Selection Requirements	4
5.6.2 Selection Procedures	5
5.7 NATIONAL REPRESENTATION	5
5.7.1 Prince Philip Mounted Games.....	5
5.7.2 Selection Requirements	5
5.7.3 Selection Procedures all Mounted Games Competitions	5
5.7.4 PCA National Championships – other disciplines	6
5.7.5 Nomination Procedure.....	6
5.7.6 Qualifications for National Championships - a. Dressage, b.Eventing.....	6
5.7.6 Qualifications for National Championships - c. Show Jumping, d Tetrathlon	7
5.8 NATIONAL COMPETITION GUIDELINES FOR APPLICANTS	7
5.8.1 Goals of National Representation.....	7
5.8.2 Selection Procedure for National Championships with horses	7
5.9 SELECTION PANEL	7
5.10 FUNDING	7
5.11 REFEREES GUIDELINES FOR INTERNATIONAL AND NATIONAL VISITS AND COMPETITIONS	8
5.11.1 Referees and References	8
5.12 TEAM COACHES AND MANAGER	8
5.13 FUNDING FOR COACHES AND MANAGER	8
Appendix 5.1 Team Manager	9
Appendix 5.2 Team Coach	10

Section 5

Australian and Tasmanian Representation

5.1 REPRESENTATION OPPORTUNITIES

There are several opportunities for riders to be able to represent their State or Country within pony club – see below.

5.1.1 International Representation

International includes:

- a. The Inter Pacific Exchange
- b. The International Mounted Games
- c. Other occasional invited International visits.

5.1.2 National Representation

National include:

- a. The Prince Philip Mounted Games for Junior Riders
- b. Senior Mounted Games
- c. PCA National Championships which include Dressage, Showjumping, Eventing and **Tetrathlon**.

5.2 INTERNATIONAL EXCHANGES

5.2.1 The Inter Pacific Exchange

The Inter Pacific Exchange is a biennial event involving Pony Club teams from countries in the Pacific Basin. Teams which have taken part in the past are Australia, Britain, Canada, Far East, Hong Kong, Japan, New Zealand and the USA.

The host nation will arrange a series of non-riding social functions, as well as the competitive riding activities.

The competitive aspect of the Exchange is the Nations' Cup Showjumping, involving teams of riders from each of the participating nations, and a One Day Event.

The teams for the ODE are formed by taking one rider from each participating nation to make "scrambled" teams for this competition.

The Australian team will be under the direction and supervision of a Team Manager and Team Coach, who will be appointed by Pony Club Australia

The Australian team consists of one rider from each state/territory selected on a rotational roster.

Selection to represent Australia in the Inter Pacific Exchange is the ultimate honour for a pony clubber.

Information on PCA Code of Conduct requirements and overseas travel arrangements can be found on www.ponyclubaustralia.com.au

5.2.2 International Mounted Games

The International Mounted Games are governed by the rules as set out by the International Committee and are hosted each year on a rotational system of the countries involved, which are Great Britain, USA, Canada and Australia. Tasmania may nominate a rider for its rostered allocation years.

Information on PCA Code of Conduct requirements and overseas travel arrangements can be found on www.ponyclubaustralia.com.au

5.3 MINIMUM REPRESENTATION REQUIREMENTS

5.3.1 Selection Requirements

To be considered for selection for any pony club team, members must meet the following requirements:

- a. Shall be a current financial pony club member,
- b. Have attended at least 3 working rallies in the last 12 months,
- c. Shall hold their C certificate and for the Inter Pacific Exchange minimum requirement is B certificate
- d. Have a good knowledge of the pony club movement together with its organisation in Tasmania and Australia,
- e. Shall be able to finance their fares and uniforms, and be willing to travel overseas/to compete,
- f. Shall meet all qualification standards by selection date,
- g. Shall complete 'Play by the Rules' and read and sign the PCT Code of Conduct,
- h. Shall adhere to the PCT Social Media Policy,
- i. Shall adhere to uniform requirements as set down in Section 6.7
- j. Shall be prepared to attend team meetings and training sessions if made available,
- k. Be aware that a contribution may be needed to assist with coach/manager expenses
- l. Shall pay the deposit to the PCT on selection into a National Team.

5.3.2 Applicants' Criteria

Nominating Clubs are to ensure that applicants fulfil the following criteria:

- a. They must be a good PC member;
- b. Capable of acting as a good ambassador for their state and country;
- c. Mix well at social functions, have good communication skills and the ability to resist peer pressure;
- d. Neat and clean appearance when wearing either official or casual clothes;
- e. Respect for authority;
- h. Have an ability to get on with their fellow team members and fit in well into a travelling team environment;
- i. Resist the use of abusive and unacceptable language;
- j. Be capable of coping with unexpected situations without exhibiting undue stress or excitement.

5.4 GUIDELINES FOR APPLICATIONS FOR INTERNATIONAL EXCHANGES

5.4.1 Goals of International Exchanges

Before nominating, riders should have an understanding of the goals of International Exchanges which are:

- a. to make new friends, to learn about people, customs and culture from other countries
- b. to facilitate horse related fun and competition.

It should be considered an educational experience.

5.4.2 Nomination Procedure

Nomination form 10.5.1 to be completed by the rider and forwarded to their together with a completed code of conduct form & play by the rules certificate. The DC or President to complete their confidential report on form 10.5.5, and ensure both forms reach the PCT Administrator by the nomination closing date together with details of:

- a. applicant's experience, involvement in, and service to Pony Club;
- b. performances in the discipline/s of the particular competition over the last two years;
- c. experience in riding several different and unfamiliar horses over at least a twelve month period and in the disciplines in which they are seeking selection;

5.5 INTERNATIONAL PACIFIC EXCHANGE GUIDELINES

5.5.1 Selection Requirements

To be considered for selection to the Inter Pacific Exchange, pony club members must meet the following extra requirements:

- a. Be under 21 years of age on 1st January in the year of the competition but as near to the maximum age limit as possible.
- b. Shall hold their B Certificate
- c. The Tasmanian representative shall write a report of their trip and send to the PCT and PCA, and make themselves available to all Pony Clubs for an account of the trip, instructing etc. after their return.

5.5.2 Applicants

Applicants should be mindful of their own presentation and be prepared to:

- a. lend their own horse and to ride a number of unknown horses;
- b. show above average riding skill;
- c. show a good knowledge of the discipline/s and rules in which they are seeking selection;
- d. prepares and delivers a short impromptu talk on a subject selected by the selectors and a thank you speech;
- f. be interviewed, where candidates will be expected to show a good knowledge of, and answer questions on, any of the following:
 - i. General knowledge of their own country and particularly their own state – Government (Prime Minister and State Premiers), climate, population, geography, tourist attractions, primary products, industries and exports in their State and in their particular area, trading partners, multicultural aspects etc.;
 - ii. The rider's own interests, family profession – farm or whatever;
 - iii. Cultural differences within Australia including indigenous people;
 - iv. The customs and geography of the host country;
 - v. Pony Club.

5.5.3 Selection Procedures

- a. Riders must be prepared to attend a selection day.
- b. A programme of the day should be prepared and forwarded to all Inter Pacific candidates and Selectors in good time. Riders will be advised the dressage test which will be used.
- c. Dressage: Riders to ride one or two different horses show their warm-up and ride part of the dressage test to save time.
- d. Showjumping: Selectors to have a show jumping course set up. Riders to walk and ride the course and give an assessment. Candidates to ride a different horse to the one previously ridden and after the ride, to assess good and bad points of the round.
- e. Interview: Each selector to organise questions on a different topic from the suggestions in Section 5.5.2f.
- f. A previous IPE candidate can be asked to address the candidates and tell their experiences.

5.6 INTERNATIONAL MOUNTED GAMES EXCHANGE GUIDELINES

5.6.1 Selection Requirements

To be considered for selection to the International Mounted Games Team, a pony club member must meet the following extra requirements to 5.7.2.

- a. be under 16 years of age on 1st January in the year of the competition but as near to the maximum age limit as possible;

- b. have had experience in riding several different and unfamiliar horses over at least a twelve month period.

The Tasmanian representative shall write a report of their trip and send to the PCT and PCA, and make themselves available to all Pony Clubs for an account of the trip, coaching etc. after their return.

5.6.2 Selection Procedures

See clause 5.7.3.

If possible the selection will be on the same day as the National Prince Philip Mounted Games selection, but this may not be possible.

5.7 NATIONAL REPRESENTATION

National Championships are conducted bi-annually for all disciplines, and annually for Junior Mounted Games.

5.7.1 Prince Philip Mounted Games

There are five riders in the national team. A reserve is named but is not part of the team, and does not travel with the team.

Competition for the Junior Team is held every year rotating around the states.

Competition for the Senior Team is held biennially in conjunction with the PCA National Championships.

When the games are held in conjunction with the PCA National Championships, all riders will be required to compete on their own horses.

5.7.2 Selection Requirements

To be considered for selection to the Tasmanian National Mounted Games Team, pony club members must meet the following requirements:

- a. Juniors be under 16 years of age on 1st January in the year of the competition.
- b. Seniors be under 25 years of age on 1st January in the year of the competition.
- c. should display exceptional games ability, i.e. ride with speed and accuracy, correct faults quickly;
- d. shall be able to vault;
- e. stays calm when things go wrong;
- f. show thought for their mount and their team members. Encourage and help team members;
- g. is physically very fit;
- h. is willing to attend a training camp prior to commencement of the tour;
- i. shall pay a deposit of \$1000 immediately on selection. This deposit is used to purchase uniforms, pay airfares and accommodation on the rider's behalf. Balance of funds not used will be refunded;

5.7.3 Selection Procedure for all Mounted Games Competitions

Following the closing of nominations, the PCT will advise the candidates of the venue, date and time of the selection day.

- a. Applicants will be required to attend a selection day with their mounts, where they will be expected to ride each other's horses. This is usually held on Anzac Day.
- b. The games scheduled for the Prince Philip Cup that year will be circulated prior to the day if known.
- c. Each rider is expected to bring along a FIT, SAFE, and SUITABLY EXPERIENCED games pony which they must be prepared to swap after each set of games as directed by the selectors.

- d. The following is a format for selection:
 - i. Each rider is given a number which selectors use for their score sheets.
 - ii. Approximately 10 to 15 games will be played, selected from the national list by the nominated coach, who will organise the equipment.
 - iii. Selectors may pick a short list after a certain number of games have been run depending on the numbers, standard and quality of the riders. This will be done with thought and consideration for the rider.
 - iv. All international candidates named in the squad will be interviewed. An interview is not needed for the state team. See 5.5.2 f or subjects.
- e. The riders will be told what is happening after they finish riding.
- f. A squad, or it may be only the five team riders and a reserve, will be selected, all of which are expected to attend training sessions. Extra International candidates may be included if deemed necessary.
- g. Training sessions will be limited to keep down the cost of participation. A weekend or a few days may be included. International candidates which are included in the state squad will not be announced until after the National Games, if the time frame permits.
- h. Final decision to be made by selectors in liaison with Coach and Manager.

5.7.4 PCA National Championships – other disciplines

These are held every 2 years. Six riders may be selected for both junior and senior teams *in* Dressage, Showjumping Eventing, and Tetrathlon. Reserves may be named but are not part of the team, and do not travel with the team.

To be considered for selection to the Tasmanian Team, pony club members shall meet the following requirements.

- a. Juniors be under 17 years of age on 1st January in the year of the competition
- b. Seniors be under 25 *years* of age on 1st January in the year of the competition
- c. Pay a \$20 nomination fee when nominating
- d. Shall pay a deposit of \$1500 immediately on selection. This deposit is used to purchase uniforms, and other expenses as required by the organising state on the riders' behalf. Balance of funds not used will be refunded.

5.7.5 Nomination Procedure

Nomination form 10.5.1 to be completed by the rider and forwarded to their DC. The DC or President to complete their confidential report on form 10.5.4, and ensure both forms reaches the State secretary by the nomination closing date together with details of:

- a. applicant's experience, involvement in, and service to Pony Club;
- b. performances in the discipline/s of the particular competition over the last two years;
- c. experience in riding several different and unfamiliar horses over at least a twelve month period for Games.

5.7.6 Qualifications for National Championships

a. Dressage

- i. Pure dressage test only to count as qualifiers (i.e. ODE dressage test do not count).
- ii. Both seniors and juniors need to compete at state champs.
- iii. Senior riders shall have Elementary qualifying tests.
- iv. Junior riders are encouraged to have Elementary experience but high Novice will be considered.

b. Eventing

- i. Riders must be regularly competing at grade 1 or EA equivalent and compete at the State Horse Trials.
- ii. Dressage – Riders must be working at elementary level.
- iii. Riders must be competing at 1.10 minimum (EA standard) for seniors and at 1.04 minimum (EA Standard) for juniors.

c. Show Jumping

- i. Seniors must be regularly competing at 1.10 minimum EA Standard;
- ii. Juniors must be regularly competing at 1.04 but preference will be given to those competing and qualifying at a higher level;
- iii. Both juniors and seniors to be jumping grade 1 at State Show Jumping Championships.

d. Tetrathlon

Please contact the PCT Administrator for more information.

5.8 NATIONAL COMPETITION GUIDELINES FOR APPLICANTS

5.8.1 Goals of National Representation

- a. Before nominating, riders should have an understanding of the goals of National Competition:
- b. To make new friends, to learn about people, customs and culture from other states
- c. To facilitate horse related fun and competition.
- d. To be considered an educational experience

5.8.2 Selection Procedure for National Championships with horses

- a. Selectors will observe them at every opportunity before they meet to make the final selections;
- b. Selectors will attend the State Championships to confer on riders, horses and teams;
- c. The selections will be finalised soon after the final PCT championship if convenient and announced ASAP.

5.9 SELECTION PANEL

Selection Panels should ideally consist of five members unless the PCT Council approves a change. The Selection panel should consist of - one representative nominated by the CC Panel, one person from each zone and one selected from the PCT Executive and all should be familiar with the selection requirements and criteria above.

Selectors should not be related to any of the applicants, or have any direct connection, such as personal coach.

The references and nomination forms of all candidates shall be distributed to all selectors prior to selection day.

Selectors may confer with any respective coaches.

Each selector should be given a check list and points scoring system setting out all areas of assessment which should assist the final selection of the Team Member and Reserve.

Following the closing of applications, the Selection Panel may compile a short list.

5.10 FUNDING

The Representative Fund is contributed to by a levy from all members to assist Tasmanians selected in an Australian or State team.

The PCT guarantees minimum funding for various international and interstate visits as follows:

For International Exchanges:

- \$1500 for long distance overseas exchanges
- \$1000 for nearer overseas visits.
- \$500 for Australian tours

For the Prince Philip Mounted Games and the Senior Games team:

- \$300 each if in WA, NT or Qld;
- \$200 each if in NSW, & SA.
- \$100 each if in Vic

- Nil if held in Tasmania.

For National Championships (interstate with own horse):

- This will be decided by the PCT Councillors and announced before each championship.

5.11 REFEREES' GUIDELINES FOR INTERNATIONAL AND NATIONAL VISITS AND COMPETITIONS

5.11.1 Referees and References

Character references and/or statements of recommendation are required from the DC or President of the applicants own club for all state teams on form 10.5.4;

Referees are requested to comment on the following aspects of the applicant's character as part of a team:

- Dress standards – neat, clean and acceptable at all times.
- Honesty, reliability, speech standards and general conduct to be taken into consideration.
- Ability to get on with peer group and adults,
- Willingness to conform to those in authority and their decisions and to wear uniform as required.
- Strength of character, in particular the ability to resist peer pressure.
- Is the applicant quietly diplomatic, and able to cope with the unexpected situations without exhibiting undue stress or excitement?
- Be known to conduct themselves with dignity and self control at all times including in mixed company. Known not to display any rough or boisterous behaviour.

References should be forwarded by the referee direct to the Selector Coordinator, preferably by email, before closing of nominations.

They will remain confidential to the selectors, and will not be available to the candidates unless specified so by the referee.

5.12 TEAM COACHES AND MANAGER

A coach and a manager shall be appointed for all state teams. Nominations shall be made to the PCT Administrator on form 10.5.2 for coaches and 10.5.3 for managers, which can be found in Section 10 on the website. They may be appointed by Council, but if time prevents this, the Executive to decide.

They shall be registered for “Working with Children” which can be done online at www.justice.tas.gov.au/working_with_children. The registration number shall be listed on the nomination form when nominating.

Coach/s should have at least PC Level 1 accreditation.

The team coach and manager may purchase the state uniform at their own cost, but is not compulsory, however they must be appropriately attired at all times.

Coach and Manager shall stay at venue with teams and be available to riders if required

Coach to have copies of and be familiar with current PCT, PCA National and EA rule books

5.13 FUNDING FOR COACHES AND MANAGER

The team coach and a manager will be covered 100% for travel expenses, accommodation plus a maximum of \$200 for related expenses incurred during the pre event training schedules. This will be reviewed each year.

Coaches and Managers may apply for \$500 gratuity. Approval dependent on PCT current financial ability.

Appendix 5.1 Team Manager

A Manager shall:

- be a member of a pony club either as a financial member or volunteer.
- operate within the rules of the Pony Club Tasmania
- have a National police clearance
- agree to abide by the PCT Member Protection Policy which includes anti-harassment and discrimination and code of conduct policies.
- comply with the PCT drug free policies at any time during the period they are responsible for their team members.
- display and promote the highest ideals of sportsmanship and professional behaviour and support the PCT movement in a positive manner
- be professional in their actions – language, presentation, manner and punctuality should reflect high standards.
- provide their contact details to all team members and their parents/guardians
- have a close working relationship with the team coach and be familiar with their role and duties. Both should liaise at all times, keeping each other informed in all matters to do with the team.
- consult with and support the team coach in the administration of their duties.

A Team Manager's Duties are to:

- maintain a 'duty of care' towards team members and an accountability for the management of the team
- make immediate contact with PCT treasurer re finances and air fare bookings etc. All travel arrangements for the team are made by the PCT treasurer.
- work through the **PCT administrator** and the PCT treasurer and organise the ordering of uniforms
- keep the **PCT administrator** informed in all matters to do with the team.
- inform PCT insurance officer dates for proposed team practices, camps etc.
- familiarise them self with any travel, work or school commitments affecting any team members and where possible, compromise
- keep every rider /family informed in all matters to do with the team – organise meetings for all team members, thus providing a valuable opportunity for riders and their families to meet other team members, foster a truly inclusive "team spirit", gain information and ask questions.
- attend all pre and post event meetings, functions, ceremonies and outings
- ensure team members understand their commitment to the team
- make sure that every rider reads, understands and signs the 'Code of Conduct' form, and completes 'Play by the Rules'
- in consultation with the team coach develop a risk management plan for training sessions and the event
- explain to team members their responsibilities for membership in the team – expectations regarding behaviour, team commitment, sporting attitude, horse care, etc.
- monitor the morale of the team by offering support and encouragement
- maintain a safe environment for others
- maintain strict impartiality and resolve conflicts fairly and promptly through established procedures
- maintain concise copies of all documentation. On return hand to PCAT Secretary to file.
- fill in the 'report form' 10.5.6 within 3 weeks of return and return to the PCAT secretary, together with a written report.
- report to include:

i. Team results	ii. Overall results
iii. Team morale	iv. Communication
v. Grievances, incidents or disciplinary action	vi. Event organisation
vii. Conduct of team member	viii. Accommodation
ix. Travel	x. Financial statement
xi. Event programme	xii. Attach photographs and names of team members

Appendix 5.2 Team Coach

A Coach shall:

- be a member of a pony club either as a financial member or volunteer.
- operate within the rules of the Pony Club Tasmania
- have a minimum of PCA NCAS Level 1 accreditation
- demonstrate ability to competently and inclusively instruct riders in the relevant equestrian discipline
- have a comprehensive knowledge of the rules and procedures pertaining to the event
- have a National police clearance
- agree to abide by the PCT Member Protection Policy which includes anti-harassment and discrimination and code of conduct policies.
- comply with the PCT drug free policies at any time during the period they are responsible for their team members.
- display and promote the highest ideals of sportsmanship and professional behaviour and support the PCT movement in a positive manner
- be professional in their actions – language, presentation, manner and punctuality should reflect high standards.
- provide their contact details to all team members and their parents/guardians
- have a close working relationship with the team manager and be familiar with their role and duties. Both should liaise at all times, keeping each other informed in all matters to do with the team.
- consult with and support the team manager in the administration of their duties.

A Team Coach's Duties are to:

- Pre Competition Training is not compulsory, but may be arranged in consultation with the selected team members.
- If mutually agreed, prepare a training schedule prior to the event.
- ensure team members understand their commitment to the team
- monitor the morale of the team by offering support and encouragement
- in consultation with the team manager develop a risk management plan for training sessions and the event
- maintain regular contact with team members
- conduct a safety check on all gear prior to any mounted activity at the event
- familiarise themselves with the competition venue, inspect the riding area and walk courses etc with team members
- maintain a 'duty of care' towards team members and an accountability for the management of the team
- maintain a safe environment for others
- show concern and caution towards others
- maintain strict impartiality and resolve conflicts fairly and promptly through established procedures
- ensure all team members wear approved saddlery and safety gear, adhering to the competition rules
- with the team manager, debrief team members at the conclusion of the event.