ACCREDITED VOLUNTEER GUIDE

VERSION 1.1

Established in 1974, welcome to one of the
largest equestrian communities in Queensland

Contents

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www.facebook.com/mudgeerabaponyclub

page 2

1 Let us know you want to become accredited

If you are interested in becoming accredited,

please fill out the EOI form at

www.mudgeerabaponyclub.com/accreditedvolunteer

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p a g e 3

2 Working with children check

- You must have a working with children check (**BlueCard**) for ALL accredited volunteer activities.

2.1 If you already have a BlueCard

- Proceed to section 1.3

2.2 Apply for a FREE BlueCard

2.2.1 Create an account

- Visit **https://my.bluecard.qld.gov.au/account/registration/privacy-notice** and create an account

- Note your account number (NOTE: the account number is *not* your BlueCard)

- Email your account number to **info@mudgeerabaponyclub.com** . The chief instructor will then link your account number to the club.
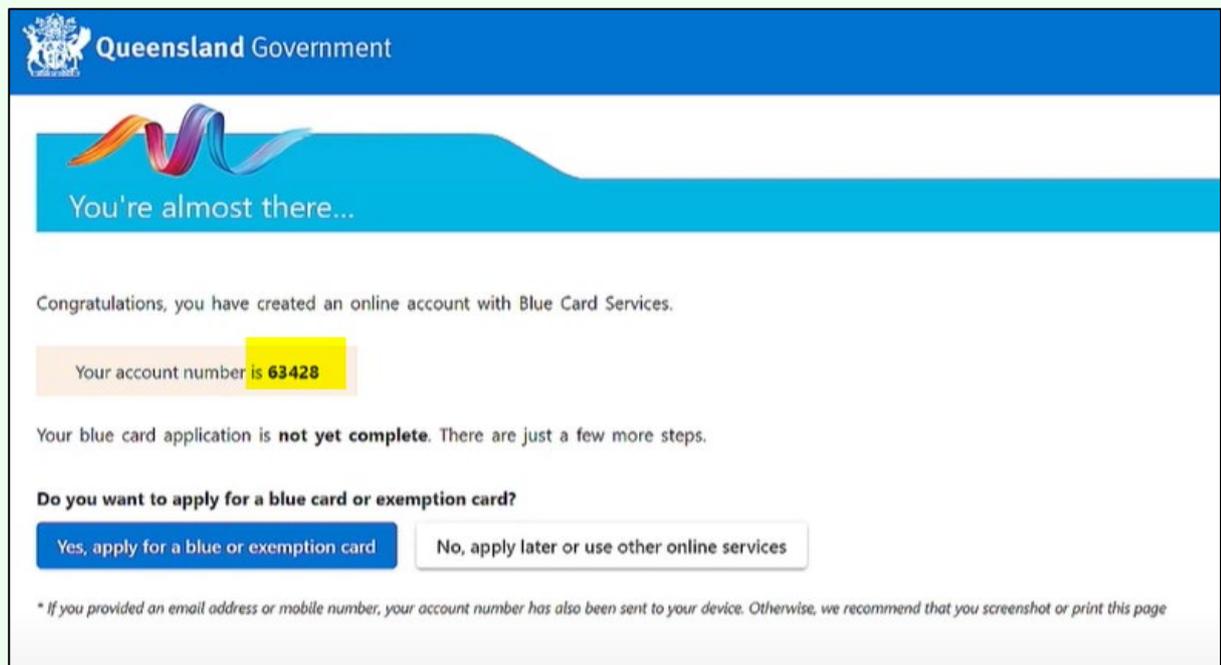
2.2.2 Apply for your BlueCard online

- Once the chief instructor has linked your account to the club, you will get an email or text message from BlueCard advising you of same.

- You may now log back into your account and proceed with your application.

- This is the link where you can start the process: **https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply**

2.3 Link your blueward to your JustGo pony club profile

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p a g e 4

- You must list your working with children check as a credential on your pony club online account.

2.3.1 Log into Just Go

- This is the account you used to sign up to pony club
- Visit **https://pca.justgo.com/**
- Click on '**my profile**'
- Click on the '**credentials**' tab
- Click '**add credentials**'
- Search '**Working with children**' and complete the questions
- Click '**save**' in the top right-hand corner

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p a g e 5

3 Gear-Checker

Steps To Become An Accredited Gear Checker:

1

Read the Gear Checker Manual:

Learn the detailed procedures and guidelines.

DOWNLOAD MANUAL

2

Familiarise Yourself with the National Gear Rules:

Understand the rules to ensure safety and compliance.

DOWNLOAD RULES

3

Watch the Gear Checker Guide Webinar:

Gain insights and practical tips.

WATCH WEBINAR

4

Complete the Online Assessment:

Test your knowledge and understanding.

ACCESS ASSESSMENT

5

Practical Skills Sign-off:

Work with a Level 1 Pony Club® coach to demonstrate and validate your skills. The credential will be added to your JustGo profile by your state Pony Club® office.

This accreditation can be pursued independently, making it a valuable stand-alone certification for any volunteer.

Image source: Pony Club Australia website

3.1 Prerequisites:

- Current pony club member
- Working with children check - see Section 2 of this Guide

3.2 Download the resources

- Go to **https://ponyclubaustralia.com.au/education-accreditation/officials/**
- Download the '**gear checker manual**'
- Download the '**national gear rules**'

3.3 Watch the webinar

- **Link to webinar** *HINT: you can watch it in x1.5 or x 2 speed*

3.4 Complete the online assessment

- **Link to online assessment**
- Enter your assessor as **Sally Wiseman,** mphc.chiefinstructor@gmail.com

3.5 Observe two gear checks

- When a rally is coming up, reach out to the chief instructor to ask if you can shadow their gear checking
- You can see what events are coming up at **www.mudgeerabaponyclub.com/events**
- You must **shadow on two occasions**

3.6 Be supervised for two gear checks

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p a g e 6

- Once you have observed twice, reach out to the chief instructor ahead of a rally to ask if you can be observed while gear checking
- You **must be observed on two occasions**

3.7 Practical assessment

- Now you have shadowed twice, been observed twice, you can now be assessed.
- Reach out to the chief instructor ahead of a rally and ask if you can be assessed
- You may be assessed by someone the club approves, which may include a Level 1 or Preliminary coach.

3.8 List your gear checker qualification on your JustGo pony club profile

- You must list your gear checker accreditation as a **credential** on your pony club online account.
- Visit **https://pca.justgo.com/** and login to your account
- Click on '**my profile**'
- Click on the '**credentials'** tab
- Click '**add credentials**'
- Search '**PCA gear checker accreditation**' and complete the questions
- Click '**save'** in the top right-hand corner

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p a g e 7

4 Preliminary Coach

4.1 Prerequisites:

1. Current pony club member
2. Working with children check – see Section 2 of this Guide
3. Completed (or are actively working towards concurrently) the gear checker accreditation – see Section 3 of the Guide

4.2 Complete the Australian Sports Commission online courses

4.2.1 Community Coaching Essential Skills Course

- Link to the **Community Coaching Essential Skills Course**
- Make sure you save the completion certificate at the end

4.2.2 Safeguarding Children and Young People in Sport Induction Course

- Complete the **Safeguarding Children and Young People in Sport Induction course** (this is a login page, you will need to create an account)
- Make sure you save the completion certificate at the end

4.3 Add the ASC online courses as credentials

- You must list your Community Coaching Essential Skills Course & Safeguarding Children and Young People in Sport Induction Course as credentials on your pony club online account.
- Login to Just Go. This is the account you used to sign up to pony club
- Visit **https://pca.justgo.com/**
- Click on '**my profile**'
- Click on the '**credentials'** tab
- Click '**add credentials**'
- Search '**ASC-Safeguarding Children and Young People in Sport Induction**' and upload your certificates
- Click '**save'** in the top right-hand corner
- Repeat for ' **PCA National Coach CPD – ASC Community Coaching Essential Skills**'

4.4 Access the Preliminary Coach Manual

- To be able to sit the written and practical assessment, you will need to read and understand the PCA syllabus

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p a g e 8

- The manuals can only be purchased in hard copy from PCA

4.4.1 OPTION 1 - Borrowing the club's manual

- The club has a manual you can borrow for upto 3 weeks to read and do your online written exam.

- **Email the secretary or chief instructor** if you would like to use the club's.

- You would need to complete your written assessment during the time you have the workbook.

4.4.2 OPTION 2 - Ordering your own to keep

- It really is a great resource and most instructors find value in keeping their own.

- Login to your Just Go account

- Click the 'shop' tab at the very top of the website.

- In the search bar, type the word 'preliminary'

- Add '**Preliminary Coach Manual**' to cart - it is $54

- View cart & check out.

4.5 Complete the online exam

- The answers are within the Preliminary Coach Manual.

- Go to **https://ponyclubaustralia.com.au/education-accreditation/coaches/**, scroll to preliminary coach section and click the relevant link

- Or the direct link is: **https://form.jotform.com/PonyClubAust/Preliminary_Coach**

- Your mentor is **Sally Wiseman** and email is **mphc.chiefinstructor@gmail.com**

4.6 Step 6 - attend an instructor preschool

- PCQ require all preliminary coaches to attend an in-person seminar/school for instructors.

- They are not run frequently, maybe at most twice a year.

- Speak to your chief instructor or secretary to find out when the next school is taking place.

4.7 Complete 10 hours of mentored experience

- Make sure you are part of our **instructor facebook chat**. If you are not please email the chief instructor to be added.

- When the chief instructor asks if anyone is available to coach a rally, let them know you would like to do your mentoring hours at that rally day and they will pop you on the roster. You will **need to keep a record of our hours, signed by your mentor.**

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4.8 In-person assessment

- Once you have done all of the above, you are ready of assessment.

- The assessment days are run at the same vents as the pre-schools. They happen at most once or twice a year.

4.9 Add the credential to your Just Go

- PCQ will generally add this credential to your Just Go Account.

- **If they do not, please contact Pony Club Queensland**

4.9.1 How to check if the credential has been added

- Log into Just Go **https://pca.justgo.com/**

- Click on '**my profile**'

- Click on the '**credentials**' tab

- You should have the credential displayed

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5 Level 1 Coach

5.1 Prerequisites

1. Current pony club member
2. Working with children check – see section 1
3. Gear checker accreditation – see section 2
4. Preliminary coach for 12 months – see section 3

5.2 Make sure your preliminary coach credential is active

- You may only become a Level 1 coach if you have had an active Preliminary Coach accreditation for 12 months.

- Log into Just Go

- Click your profile

- Click the credentials tab and ensure preliminary coach is active.

- If not, email your chief instructor to discuss

5.3 Step 4 - ensure you are an accredited Gear Checker

- Ensure your gear checker accreditation is up to date and registered as a credential on your Just Go account (see steps at 4.1).

- If it is not please let us know by reply email and we will send you further information.

5.4 Access the Level 1 Coach Manual

5.4.1 OPTION 1 - Borrowing the club's manual

- The club has a manual you can borrow for upto 3 weeks to read and do your online written exam.

- **Email the secretary or chief instructor** if you would like to use the club's.

- You would need to complete your written assessment during the time you have the workbook.

5.4.2 OPTION 2 - Ordering your own to keep

- It really is a great resource and most instructors find value in keeping their own.

- Login to your Just Go account

- Click the 'shop' tab at the very top of the website.

- In the search bar, type the word 'preliminary'

- Add '**Level 1 Coaching Manual** ' to cart - it is $59

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p a g e 11

- View cart & check out.

5.5 Complete the online written tests

- The answers are within the Level 1 Coach Manual.

- Go to **https://ponyclubaustralia.com.au/education-accreditation/coaches/**, scroll to Level 1 coach section and click the plus sign

- There are 5 online written units you must complete:

- **Complete the Required Unit Assessments:**
    - **Unit 1:** Coaching Pony Club Riders Written Assessment
    - **Unit 2:** Horse Management Written Assessment
    - **Unit 3:** Health Written Assessment
    - **Unit 4:** Horse Behaviour & Training Written Assessment
    - **Unit 5:** Teaching Riding Skills Written Assessment

- The assessor is **Rachel Lornie** and the email is **rachel.lornie@gmail.com**

5.6 Complete mentoring

- Please liaise with the chief instructor regarding mentoring for your Level 1s, so they can prepare you for your in-person assessment.

5.7 Attend in-person assessment

- Assessments generally only happen once a year.

- You will need to take with you copies of **3 x 45 minute lesson plans** you have developed for the assessor to review. The lesson plans should be for:

    1. Flatwork
    2. Jumping
    3. Equitation

- Make sure you have filled out the EOI at **www.mudgeerabaponyclub.com/accreditedvolunteers** so you can be contacted when an assessment day is taking place

5.8 Add the credential to your Just Go

- PCQ will generally add this credential to your Just Go Account.

- **If they do not, please contact Pony Club Queensland**

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5.8.1 How to check if the credential has been added

- Log into Just Go **https://pca.justgo.com/**

- Click on '**my profile**'

- Click on the '**credentials'** tab

- You should have the credential displayed

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p a g e 13

6 Show jumping judge - Gymkhana Level
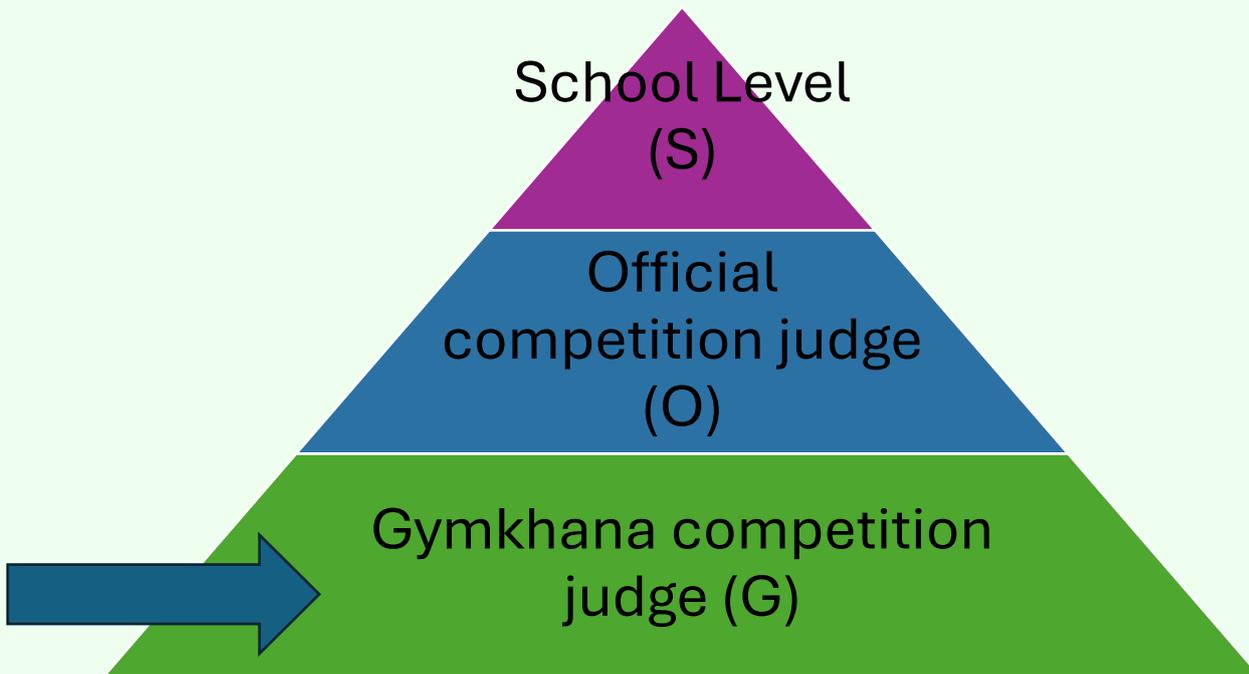
6.1 Prerequisites:

1. Current pony club member

2. working with children check – see section 1

3. completed (or are actively working towards concurrently) the gear checker accreditation – see section 2

6.2 Download the rules

- Download the **general rules** at **https://ponyclubqld.com.au/general-rules/**

- Download the **show jumping rules** at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**

- Download the **gymkhana rules** at **https://ponyclubqld.com.au/disciplines/formal-gymkhana-sporting-duplicate/**

6.3 Attend a PCQ show jumping judge seminar

- These usually only happen once a year, sometimes twice. Speak to your secretary or chief instructor about when the next is to be held.

6.4 Complete the show jumping judge written exam

- This will be given to you and marked at the seminar

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- The seminar organisers will usually add the 'gymkhana probationary judge' to your Just Go credentials
- At this point, you should be a 'probationary' gymkhana judge and PCQ may list this as a credential on your Just Go.

6.5 Shadow judge at 4 x show jumping events

- Download the '**gymkhana probationary forms judges**' document at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**
- Review upcoming events on the Zone 2 Calendar and **email the event organiser** to see if you can shadow at any event that might suit you. Check what is coming up here: **https://zone2ponyclubs.org/**
- Once you have shadowed at the event, get the judge you were with to sign your probationary form document.
- You will need to do this at 4 events
- The events can be show jumping events or gymkhana show jumping

6.6 Send your signed shadowing forms to PCQ

- You may like to send by post or a scanned copy via email

6.7 Add the credential to your Just Go

- PCQ will generally add this creditial to your Just Go Account.
- **If they do not, please contact Pony Club Queensland**

6.7.1 How to check if the credential has been added

- Log into Just Go **https://pca.justgo.com/**
- Click on '**my profile**'
- Click on the '**credentials'** tab
- You should have '**Showjumping Judge (PbG)**' displayed

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7 Show jumping judge - Official Level

School level
(S)

Official
competition judge
(O)

Gymkhana competition
judge (G)
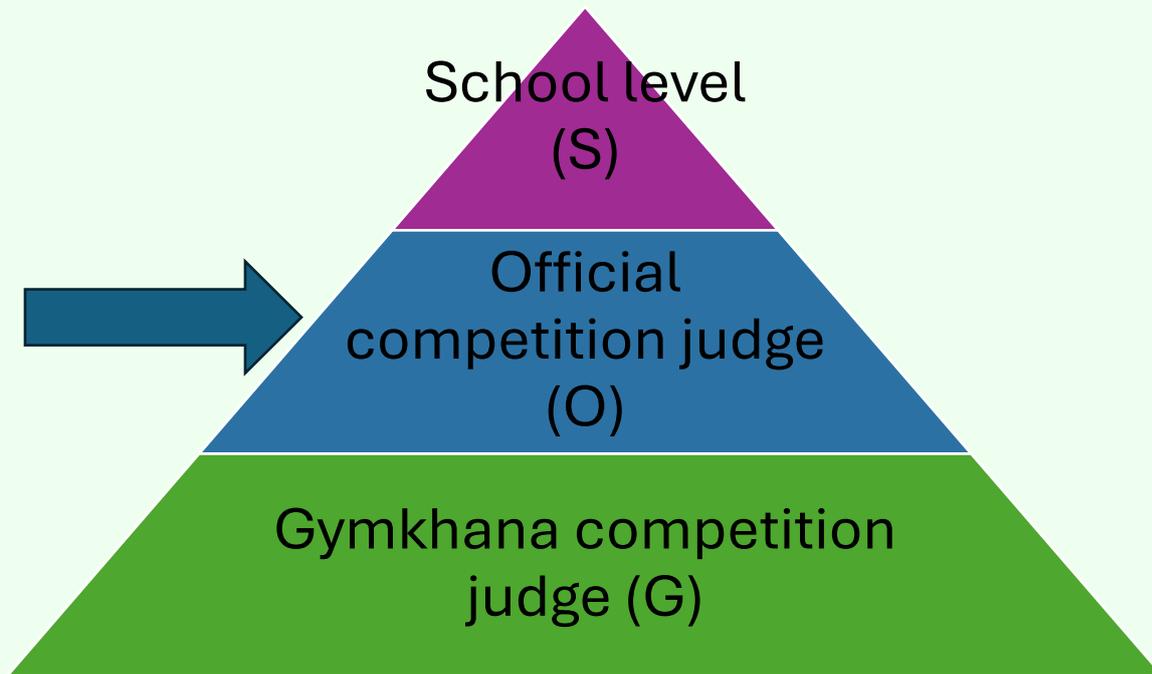
7.1 Prerequisites:

1. current pony club member
2. **working with children** check – see section 1
3. current **show jumping gymkhana level judge** – see section 6
4. have **judged at 2 gymkhanas** (after being completely signed off)

7.1.1 Recommended

- completed (or are actively working towards concurrently) the **gear checker accreditation** – see section 2

7.2 Attend a PCQ show jumping judge seminar

- These usually only happen once a year, sometimes twice. Speak to your secretary or chief instructor about when the next is to be held.

7.3 Complete the show jumping judge official level written exam

- This will be given to you and marked at the seminar

7.4 Complete the show jumping judge official level practical exam

- This will be done at the seminar as well

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p a g e 16

- At this point, you should be a 'probationary' official judge and PCQ may list this as a credential on your Just Go.

7.5 Shadow judge at 2 x official show jumping events

- Download the '**PCQ official probationary forms judges**' document at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**

- Review upcoming events on the Zone 2 Calendar and **email the event organiser** to see if you can shadow at any event that might suit you. Check what is coming up here: **https://zone2ponyclubs.org/**

- Once you have shadowed at the event, get the judge you were with to sign your probationary form document.

- **You will need to do this at 4 events**

- The events can be show jumping events or gymkhana show jumping

7.6 Send your signed shadowing forms to PCQ

- You may like to send by post or a scanned copy via email

7.7 Add the credential to your Just Go

- PCQ will generally add this credential to your Just Go Account.

- **If they do not, please contact Pony Club Queensland**

7.7.1 How to check if the credential has been added

- Log into Just Go **https://pca.justgo.com/**

- Click on '**my profile**'

- Click on the '**credentials'** tab

- You should have the credential displayed

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8 Jumping Equitation Judge

NOTE: There is only 1 level of Jumping Equitation Judge

8.1 Prerequisites:

1. Current pony club member

2. working with children check – see section 1

3. completed (or actively working towards concurrently) Show Jumping Judge Gymkhana Level

8.1.1 Recommended

- completed (or are actively working towards concurrently) the gear checker accreditation – see section 2

8.2 Download the rules

- Download the **general rules** at **https://ponyclubqld.com.au/general-rules/**

- Download the **show jumping rules** at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**

- Download the **jumping equitation rules** at **https://ponyclubqld.com.au/disciplines/formal-gymkhana-sporting-duplicate/**

8.3 Attend a PCQ jumping equitation judge seminar

- These usually only happen once a year, sometimes twice. Speak to your secretary or chief instructor about when the next is to be held.

8.4 Complete the jumping equitation judge written exam

- This will be given to you and marked at the seminar

- The seminar organisers will usually add the 'gymkhana probationary judge' to your Just Go credentials

- At this point, you should be a 'probationary' JE judge and PCQ may list this as a credential on your Just Go.

8.5 Shadow judge at 2 x jumping equitation jumping events

- Download the '**jumping equitation probationary forms judges**' document at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**

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page 18

- Review upcoming events on the Zone 2 Calendar and **email the event organiser** to see if you can shadow at any event that might suit you. Check what is coming up here: **https://zone2ponyclubs.org/**

- Once you have shadowed at the event, get the judge you were with to sign your probationary form document.

- You will need to do this at 4 events

- The events can be show jumping events or gymkhana show jumping

8.6 Send your signed shadowing forms to PCQ

- You may like to send by post or a scanned copy via email

8.7 Add the credential to your Just Go

- PCQ will generally add this creditial to your Just Go Account.

- **If they do not, please contact Pony Club Queensland**

8.7.1 How to check if the credential has been added

- Log into Just Go **https://pca.justgo.com/**

- Click on '**my profile**'

- Click on the '**credentials**' tab

- You should have '**Showjumping Judge (PbG)**' displayed

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9 Show jumping course builder - Gymkhana level
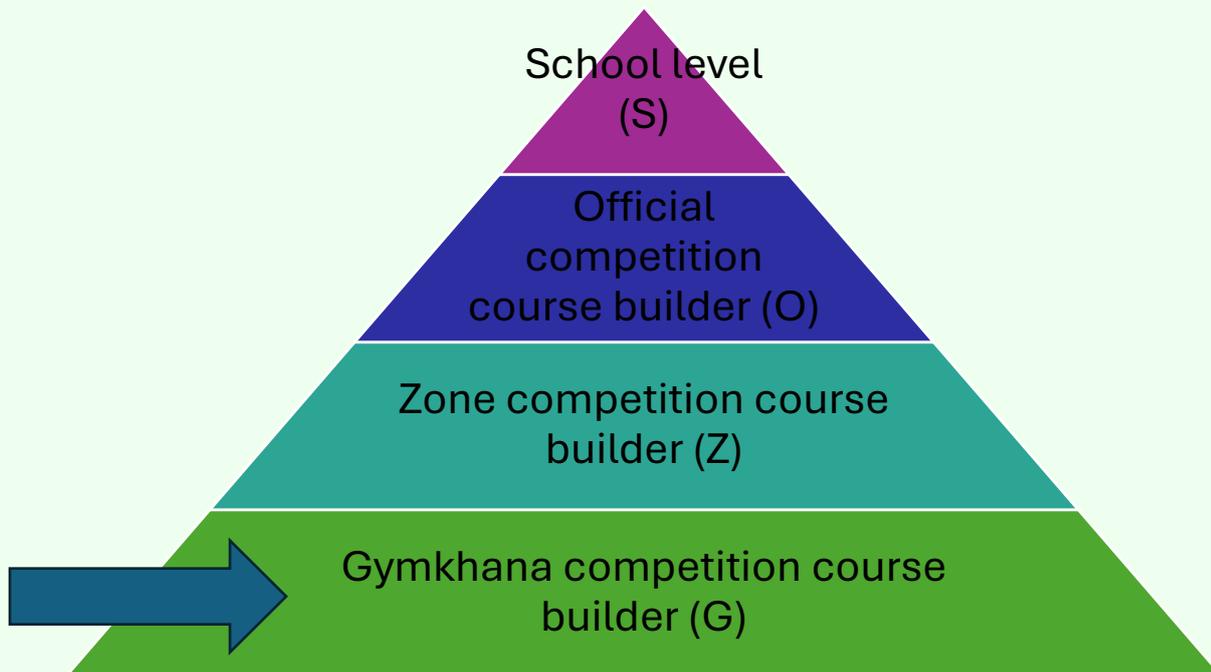
9.1 Prerequisites:

1. Current pony club member
2. **working with children** check – see section 1

9.2 Download the rules

- Download the **general rules** at **https://ponyclubqld.com.au/general-rules/**
- Download the **show jumping rules** at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**
- Download the **gymkhana rules** at **https://ponyclubqld.com.au/disciplines/formal-gymkhana-sporting-duplicate/**

9.3 Attend a PCQ course builder school for Gymkhana level

- These usually only happen once a year, sometimes twice. Speak to your secretary or chief instructor about when the next is to be held.

9.4 Complete the course builder written exam for Gymkhana level

- This will be given to you and marked at the course building school

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9.5 Complete the course builder practical exam for Gymkhana level

- At the end of the day you will build a course and given feedback
- At this point, you should be a 'probationary' course builder and PCQ may list this as a credential on your Just Go.

9.6 Complete two builds at events

- Download the '**PCQ probationary forms course builder'** document at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**
- Review upcoming events on the Zone 2 Calendar and **email the event organiser** to see if you can shadow at any event that might suit you. Check what is coming up here: **https://zone2ponyclubs.org/**
- Once you have designed and built a course at an event, get the TD to sign off your form
- **You will need to do this at 2 events**

9.7 Add the credential to your Just Go

- PCQ will generally add this credential to your Just Go Account.
- **If they do not, please contact Pony Club Queensland**

9.7.1 How to check if the credential has been added

- Log into Just Go **https://pca.justgo.com/**
- Click on '**my profile**'
- Click on the '**credentials'** tab
- You should have the credential displayed

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10 Show jumping course builder – Zone Level

School level (S)

Official competition course builder (O)

Zone competition course builder (Z)

Gymkhana competition course builder (G)
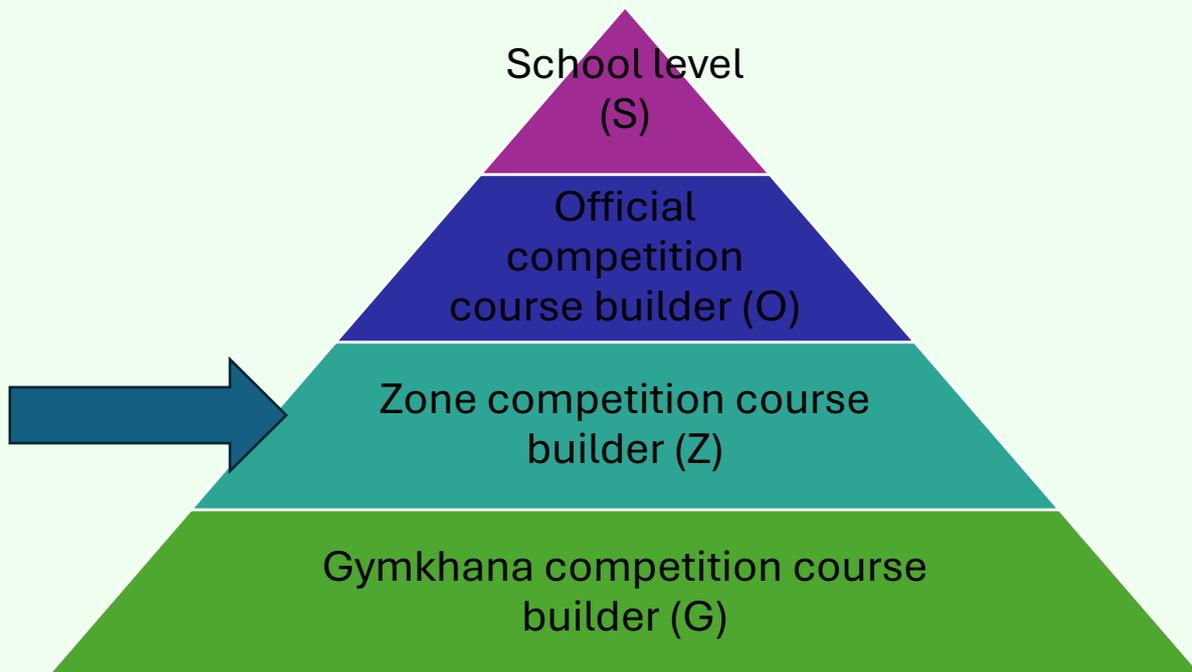
10.1 Prerequisites:

1. current pony club member
2. **working with children** check – see section 1
3. current **show jumping gymkhana level course builder**
4. have **built at 2 gymkhanas** (after being completely signed off)

10.2 Download the rules

- Download the **general rules** at **https://ponyclubqld.com.au/general-rules/**
- Download the **show jumping rules** at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**
- Download the **gymkhana rules** at **https://ponyclubqld.com.au/disciplines/formal-gymkhana-sporting-duplicate/**

10.3 Attend a PCQ course builder school at Official level

- These usually only happen once a year, sometimes twice. Speak to your secretary or chief instructor about when the next is to be held.

10.4 Complete the course builder written exam at Official level

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p a g e 22

- This will be given to you and marked at the course building school

10.5 Complete the course builder practical exam at Official level

- At the end of the day you will build a course and given feedback
- At this point, you should be a 'probationary' course builder and PCQ may list this as a credential on your Just Go.

10.6 Complete two builds at Official class events

- Download the '**PCQ probationary forms course builder'** document at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**
- Review upcoming events on the Zone 2 Calendar and **email the event organiser** to see if you can shadow at any event that might suit you. Check what is coming up here: **https://zone2ponyclubs.org/**
- Once you have designed and built a course at an event, get the TD to sign off your form
- **You will need to do this at 2 events**

10.7 Add the credential to your Just Go

- PCQ will generally add this credential to your Just Go Account.
- **If they do not, please contact Pony Club Queensland**

10.7.1 How to check if the credential has been added

- Log into Just Go **https://pca.justgo.com/**
- Click on '**my profile**'
- Click on the '**credentials'** tab
- You should have the credential displayed

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11 Show jumping course builder – Official Level

11.1 Prerequisites:

1. current pony club member
2. **working with children** check – see section 1
3. current **show jumping zone level course builder**
4. have **built at 2 zone events** (after being completely signed off)

11.2 Download the rules

- Download the **general rules** at **https://ponyclubqld.com.au/general-rules/**
- Download the **show jumping rules** at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**
- Download the **gymkhana rules** at **https://ponyclubqld.com.au/disciplines/formal-gymkhana-sporting-duplicate/**

11.3 Attend a PCQ course builder school at Zone level

- These usually only happen once a year, sometimes twice. Speak to your secretary or chief instructor about when the next is to be held.

11.4 Complete the course builder written exam at Zone level

- This will be given to you and marked at the course building school

11.5 Complete the course builder practical exam at Zone level

- At the end of the day you will build a course and given feedback
- At this point, you should be a 'probationary' course builder and PCQ may list this as a credential on your Just Go.

11.6 Complete two builds at Zone class events

- Download the '**PCQ probationary forms course builder'** document at **https://ponyclubqld.com.au/disciplines/showjumping-jumping-equitation/**
- Review upcoming events on the Zone 2 Calendar and **email the event organiser** to see if you can shadow at any event that might suit you. Check what is coming up here: **https://zone2ponyclubs.org/**

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p a g e 24

- Once you have designed and built a course at an event, get the TD to sign off your form

- **You will need to do this at 2 events**

11.7 Add the credential to your Just Go

- PCQ will generally add this credential to your Just Go Account.

- **If they do not, please contact Pony Club Queensland**

11.7.1 How to check if the credential has been added

- Log into Just Go **https://pca.justgo.com/**

- Click on '**my profile**'

- Click on the '**credentials'** tab

- You should have the credential displayed

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12 Version history

VERSION	DATE	CHANGE
1.0	2025	
2.0	30 January 2026	• Item 5.6 updated to include lesson plans • Item 7, official SJ judge, added • Item 8, 9 & 10, official and zone builders, JE judge, added

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p a g e 26