



Becoming an accredited volunteer 2025

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**If you are interested in becoming accredited,
please fill out the EOI form at
www.mudgeerabaponyclub.com/accreditedvolunteer**

1 Working with children check

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

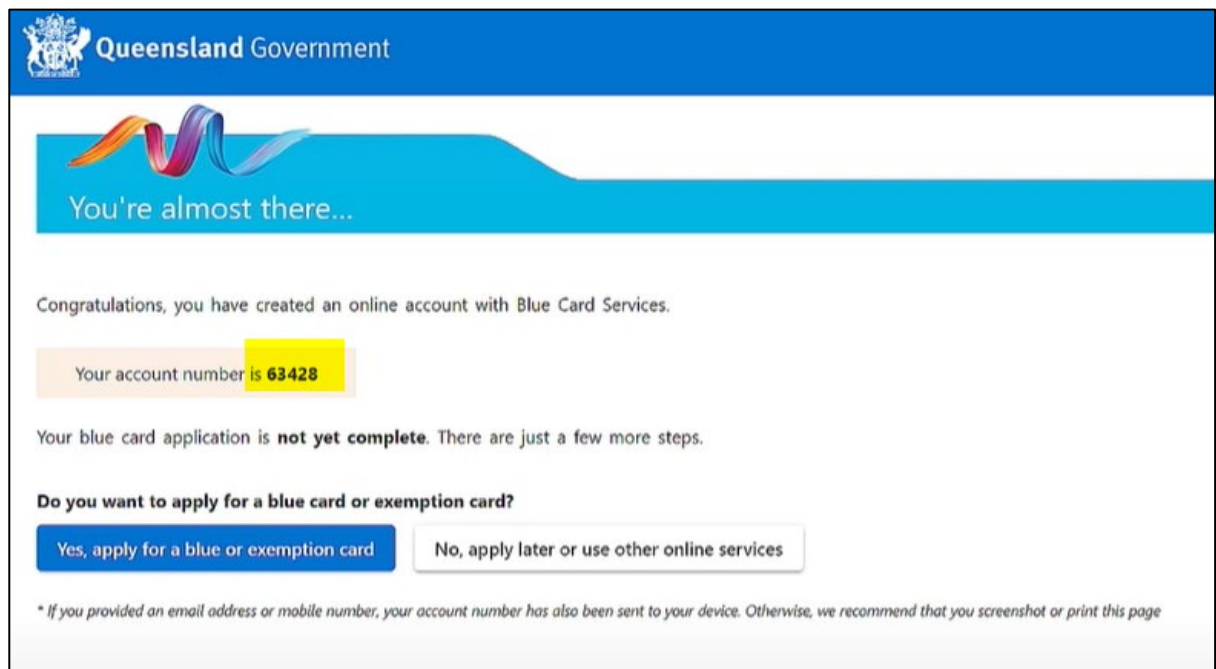
1.1 If you already have a BlueCard

Proceed to section 1.3

1.2 Apply for a FREE BlueCard

1.2.1 Create an account

- Visit * and create an account
- Note your account number (NOTE: the account number is *not* your BlueCard)
- Email your account number to *. The chief instructor will then link your account number to the club.



The screenshot shows the Queensland Government Blue Card Services website. At the top is the Queensland Government logo and name. Below is a blue banner with a colorful wavy line and the text "You're almost there...". The main content area has a white background and says "Congratulations, you have created an online account with Blue Card Services." Below this, it states "Your account number is 63428" with the number highlighted in a yellow box. It then says "Your blue card application is **not yet complete**. There are just a few more steps." Below this is a question "Do you want to apply for a blue card or exemption card?" with two buttons: "Yes, apply for a blue or exemption card" (blue) and "No, apply later or use other online services" (white). At the bottom, there is a small asterisked note: "* If you provided an email address or mobile number, your account number has also been sent to your device. Otherwise, we recommend that you screenshot or print this page".

1.2.2 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>



1.3 Link your blueward to your JustGo pony club profile

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

1.3.1 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

The screenshot shows the 'MY PROFILE' page of a JustGo pony club account. The top navigation bar includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. The user is logged in as 'LAUREN JONES'. The 'MY PROFILE' section has tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. The 'CREDENTIALS' tab is selected, showing a list of active, pending, and expired credentials. A '+ Add Credentials' button is visible. The 'MY CLUBS' section on the right lists 'MUDGEERABA', 'QLD/ZONE 02', and 'PONY CLUB QUEENSLAND'. The 'Family' section on the left lists 'Adult Member (Riding)' and 'Joshua Dwyer Adult Member (Riding)'.

Relevant	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response	Inactive Pending Conditions				
★	Showjumping Judge (PbG) Official Qualifications ACTIVE Starts 01/06/2025 Ends 31/05/2028	371363	★	Jumping Equitation Judge (Probationary) Official Qualifications ACTIVE Starts 31/05/2025 Ends 30/05/2028	371106	★	PCA National Preliminary Coach Coach Qualifications ACTIVE Starts 16/11/2024 Ends 15/11/2028	368313	★	WWC Working with Children check Safeguarding ACTIVE Starts 30/11/2024 Ends 30/11/2027	362661



2 Become a gear-checker

Steps To Become An Accredited Gear Checker:

1 Read the Gear Checker Manual: Learn the detailed procedures and guidelines. <u>DOWNLOAD MANUAL</u>	2 Familiarise Yourself with the National Gear Rules: Understand the rules to ensure safety and compliance. <u>DOWNLOAD RULES</u>	3 Watch the Gear Checker Guide Webinar: Gain insights and practical tips. <u>WATCH WEBINAR</u>	4 Complete the Online Assessment: Test your knowledge and understanding. <u>ACCESS ASSESSMENT</u>	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.
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This accreditation can be pursued independently, making it a valuable stand-alone certification for any volunteer.

Image source: Pony Club Australia website

- Prerequisites:
 - Current pony club member
 - Working with children check - see section 1

2.1 Download the resources

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

2.2 Watch the webinar

- [Link to webinar](#) *HINT: you can watch it in x1.5 or x 2 speed*

2.3 Complete the online assessment

- [Link to online assessment](#)
- Enter your assessor as **Sally Wiseman, mphc.chiefinstructor@gmail.com**

2.4 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**

2.5 Be supervised for two gear checks

- 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**



2.6 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.

2.7 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.

2.7.1 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 'PCA gear checker accreditation' and complete the questions
- Click 'save' in the top right-hand corner

The screenshot shows the 'MY PROFILE' page on the JustGo platform. The user is logged in as LAUREN JONES. The 'CREDENTIALS' tab is active, showing a list of qualifications. The list includes:

Relevant	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response	Inactive Pending Conditions
371363	Showjumping Judge (PbG) Official Qualifications ACTIVE Starts 01/06/2025 Ends 31/05/2028	371106	Jumping Equitation Judge (Probationary) Official Qualifications ACTIVE Starts 31/05/2025 Ends 30/05/2028	368313	PCA National Preliminary Coach Coach Qualifications ACTIVE Starts 16/11/2024 Ends 15/11/2028	362661	WWC Working with Children check Safeguarding ACTIVE Starts 30/11/2024 Ends 30/11/2027



3 Become a preliminary coach

- Prerequisites:
 - Current pony club member
 - working with children check – see section 1
 - completed (or are actively working towards concurrently) the gear checker accreditation – see section 2

3.1 Complete the Australian Sports Commission online courses

3.1.1 Community Coaching Essential Skills Course

- Link to the [Community Coaching Essential Skills Course](#)
- Make sure you save the completion certificate at the end

3.1.2 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

3.2 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.

3.2.1 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 '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'

3.3 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
- The manuals can only be purchased in hard copy from PCA



3.3.1 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.

3.3.2 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.

3.4 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

3.5 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.

3.6 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.**

3.7 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.

3.8 Add preliminary coach to your credentials

- You must list your PCA Preliminary Coach credential on your pony club online account.

3.8.1 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 '**PCA National Preliminary Coach**' and upload your certificates
- Click '**save**' in the top right-hand corner



4 Become a level 1 coach

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

4.1 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

4.2 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.

4.3 Access the Level 1 Coach Manual

4.3.1 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.

4.3.2 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
- View cart & check out.



4.4 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

4.5 Complete mentoring

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

4.6 Attend in-person assessment

- Assessments generally only happen once a year.
- 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 Become a show jumping judge (Gymkhana Level)

- Prerequisites:
 - Current pony club member
 - working with children check – see section 1
 - completed (or are actively working towards concurrently) the gear checker accreditation – see section 2
- What you can then judge
 - You can then **judge gymkhana-level show jumping – not ‘official showjumping’ competitions**

5.1 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/>

5.2 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.

5.3 Complete the show jumping 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’ gymkhana judge and PCQ may list this as a credential on your Just Go.

5.4 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



5.5 Send your signed shadowing forms to PCQ

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

5.6 Add the credential to your Just Go

- You must list your PCA Preliminary Coach credential on your pony club online account.
- Please note PCQ may prefer to do this for you when they approve you

5.6.1 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 'Showjumping Judge (PbG)' and provide details
- Click 'save' in the top right-hand corner



6 Become a show jumping judge (Official Level)

- Prerequisites:
 - Current pony club member
 - **working with children** check – see section 1
 - completed (or are actively working towards concurrently) the **gear checker accreditation** – see section 2
 - current **show jumping gymkhana level judge** – see section 5

6.1 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.

6.2 Complete the show jumping judge official level written exam

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

6.3 Complete the show jumping judge official level practical exam

- This will be done at the seminar as well
- At this point, you should be a 'probationary' official judge and PCQ may list this as a credential on your Just Go.

6.4 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

6.5 Send your signed shadowing forms to PCQ

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

6.6 Add the credential to your Just Go

- You must list your PCA Preliminary Coach credential on your pony club online account.
- Please note PCQ may prefer to do this for you when they approve you



6.6.1 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 '**Showjumping Judge (PbG)**' and provide details
- Click '**save**' in the top right-hand corner



7 Become an accredited show jumping course builder

- Prerequisites:
 - Current pony club member
 - **working with children** check – see section 1

7.1 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/>

7.2 Attend a PCQ course builder school

- 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 course builder written exam

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

7.4 Complete the course builder practical exam

- 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.

7.5 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**

7.6 Add the credential to your Just Go

- You must list your PCA Preliminary Coach credential on your pony club online account.
- Please note PCQ may prefer to do this for you when they approve you



7.6.1 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 '**Couse Builder**' and provide details
- Click '**save**' in the top right-hand corner

