

Steps Courses

The course steps to coaching courses are for older Pony Club members and past members, supporters and parents over 25 years who have sound horse knowledge and are enthusiastic to start coaching at E, D and D+ level. The steps are progressive with each one building on the knowledge gained from the previous course. It is advised that at least a year is left between attending each course so that there is enough time to gain experience and put learnings into practice.

These courses develop participants through discussion, group work and activity. All participants will have the opportunity to coach. The atmosphere is fun, friendly, welcoming and supportive. The emphasis is on drawing together the wide range of experiences that tutors and participants bring and making those experiences available to everyone.

Steps to Coaching 1

Member/Volunteer view

This course is for Pony Club members aged 16 years or over, past members, supporters or parents over 25 years who are enthusiastic to coach at D/D+ level. Pony Club Coaches at any level who want to refresh their ideas and make sure they are in line with best practise are also welcome to attend.

Pony Club C Test level knowledge or equivalent if required. Make sure you bring lunch with you, a notebook and pen and a copy of The Pony Club Manual of Horsemanship. Make sure you dress smartly. Refer to Assessor's Code of Conduct for guidance.

This course focuses on the basic skills needed to begin coaching, including planning riding and horse care sessions and the values underpinning Pony Club Coaching. The morning will be classroom-based and will cover a range of topics including Health and Safety procedures, planning sessions and what makes a good coach. You will then be split into pairs and prepare a presentation on a topic at D/D+ level. You will deliver this short session to the group.

After lunch you will prepare a simple lesson plan for a 15 minute session at D/D+ level. You will be guided by the course tutor and they will support you with the best practise for the level. At the end of the day there will be the opportunity for a group discussion on how you can improve your coaching and progress.

Once you have completed the course, participants who are new to coaching can assist with Pony Club coaching in Branches and Centres under supervision and with a mentor. Each time you practise coaching get your Coaching Experience Logbook signed by your coach, mentor, District Commissioner, Centre Proprietor or Area Representative.

Important Note: You are only covered by The Pony Club insurance when coaching at Pony Club organised training/activities/events and MUST have your own liability insurance for all other coaching.

Coach requirements

Two Tutors are required (B Test Assessor Level or above)

Feedback will be provided to the participants on the day. Make sure that the comments are positive and constructive.

The morning session should be carried out as an interactive group discussion so that by sharing ideas, thoughts and concerns the main objectives of safety awareness and confidence building are achieved. The same objectives will extend into the afternoon and also include practical sessions to start developing the coaches' effectiveness. For the morning, tutors are required to provide the Pony Care topics and bring any props to support the subjects.

While each participant is coaching their session, the tutor will lead a group discussion on good points of the session and solutions to the problems encountered. At the end of the day there should be an opportunity for a participant Q&A and feedback should be given on how participants can improve their coaching and how they can achieve their future coaching goals. Encourage participants to start coaching with a mentor and work towards the Introduction to Coaching Step 2.

Organiser – Area / Branch / Centre

6-12 participants are required. The Tutor: Participant Ratio should be no lower than 1:6. Handouts (which are available on the website <https://pcuk.org/coaches/coach-training/introduction-to-coaching-steps-1-3/>) should be printed out or sent to the participants

The cost is set by the organiser but should be kept as low as possible. Tutor fees and travel expenses are paid by the course organiser.

The organiser is responsible for providing flipchart paper, session planner.

The tutor is responsible for providing Risk Assessment sheets.

Make sure a Risk Assessment is completed before the date and Certificates of Attendance must be sent out to participants within 2 weeks of the date of the course. Feedback forms can be ordered from the Pony Club Office.

Facilities

Warm room, chairs, flipchart and projector and screen (where possible)

Afternoon: Outdoor/Indoor arena, grass field, blocks or cones, poles, jump wings.

Demo riders: 8 riders at D/D+ level, split into 2 groups of 4. Ideally aged 8-10 years old. They will be needed for 2 hours in the afternoon. It is thoughtful to give these riders small thank you presents for their time.

Recommended Timetable and Topics to be covered in discussion during the course:

9.30	Tutor Preparation, risk assessment.
10.00	• Introduction to The Pony Club Manual of Horsemanship • Skills and attributes of a good coach • What makes a good Pony Club rally • Health and Safety Procedures (sample risk assessment & accident forms available to complete) • Safeguarding • How to deal with problems and difficulties • Positive interaction with Parent/Guardian/Trainer spectators • Planning for Pony Club activities/use of resources • Making learning fun with lots of suggestions for games/ideas
11.30	• Split the group into pairs and give each pair a topic on Pony Care at D to D+ level. • Allow 15 minutes to prepare topics in pairs, which they will then present to the rest of the group for 5 minutes maximum. • Positive and constructive feedback should be given to each pair once they have taught their topic. • Before breaking for lunch give each participant a short topic to coach either on the flat or over poles. • Each participant should prepare a lesson plan. For at least 15 minute lesson (using assistants if required), which they will deliver after lunch. Topics to be discussed during morning session: • The values underpinning Pony Club coaching • The correct position to be taught • How to correct basic faults • Safe exercises to be used and the sensible logical progression of these exercises • Jumping position • Distances especially those for smaller ponies and what NOT to build
12.45	Working Lunch
1.20	Demo Riders Arrive
1.30	Discussion on how to move the ride safely

1.45 Coaching Practice Format

- Divide the group in half so that each trainee coach has the same number of participants. Each participant will coach their topic for a minimum of 15 minutes to 4 riders at D to D+ level.
- Lead a group discussion on good points of each session and solutions to problems encountered.
- Positive and constructive feedback should be given to each participant following their session.

3.30 Summary

- Group discussion on how participants could improve on their coaching and how to achieve their future coaching goals.
- Each participant should be presented with a triplicate Certificate of Attendance/Feedback Report completed by the Course Tutor and will complete their name and contact details on this.
- The participant keeps the top copy, returning the second one to their D.C./Centre Proprietor and the third copy to The Pony Club office.
- Encourage participants to practice coaching with a suitable mentor, and complete their Coaching Experience Logbook, to work towards Intro to Coaching Step 2.

Steps to Coaching 2

Member/Volunteer view

This course is for members over 17 years old and more experienced coaches who would like to refresh their ideas.

Pony Club C+ Test or equivalent level of knowledge is required. For Pony Club members, attendance at Step 1 is recommended. Make sure you bring lunch with you, a notebook and pen and a copy of The Pony Club Manual of Horsemanship. Make sure you dress smartly. Refer to the Coach Code of Conduct for guidance.

This course focuses on introducing jumping, rider balance and a balanced jumping position, and working groups in open spaces. The first part of the day will be classroom based, discussing your coaching experiences, problems and queries. This will also be an opportunity to share ideas. You will then plan a 20 minute session to develop the balance of horse and rider on the flat and over a fence from C test upwards. You will then deliver this session and have the opportunity to watch other participants with a discussion on good points of the session and solutions to problems encountered.

Over lunch you will plan your afternoon session (a 20 minute session designed to develop the balance of the rider and security of the lower leg and build up to riding the canter, in a rhythm, in cross country seat). Cross country jumps may be introduced. After lunch you will deliver these sessions in the same format as the morning. There will be time at the end of the day for a question and answer session and a group discussion on how you can improve your coaching in the future. Once you have completed the course you can continue to coach in Pony Club Branches and Centres more independently, keeping in regular contact with a mentor. Ensure you fulfil the necessary requirements as defined in the Coaches section of this Guide.

Important Note: You are only covered by The Pony Club insurance when coaching at Pony Club organised training/activities/events and MUST have your own liability insurance for all other coaching.

Coach requirements

Two Tutors are required (B Test Assessor Level or above)

Feedback will be provided to the participants on the day. Make sure that the comments are positive and constructive.

While each participant is coaching their session, the tutor will lead a group discussion on good points of the session and solutions to the problems encountered. At the end of the day there should

be an opportunity for a participant Q&A and feedback should be given on how participants can improve their coaching and how they can achieve their future coaching goals. Encourage participants to start coaching with a mentor and work towards the Introduction to Coaching Step 3.

Organiser – Area / Branch / Centre

6-12 participants from one or more Areas. Any Pony Club Members must bring their Coaching Experience Logbook to provide evidence that they have been actively coaching since attending Step 1.

The Tutor: Participant Ratio is 1:6.

Handouts are available on the website and can be printed by the organiser/tutor or emailed to participants in advance. Make sure a Risk Assessment is completed for the venue well in advance of the course date. Ensure that Certificates of Attendance are sent to the participants within 2 weeks of the course date.

The cost is set by the organiser but should be kept as low as possible. Tutor fees and travel expenses are paid by the course organiser.

Facilities

Warm room, chairs, flipchart, projector and screen (where possible)

2 hours late morning: Outdoor arena or field, with jumps

Afternoon 1 ½ hours: Field or very large outdoor arena, with a small selection of cross country jumps of relevant standard to coaches attending. Cross country fences, if portable, must be appropriately anchored.

Demo riders: 4/8 riders at C/C+ level (2 groups of 4) for the morning session and a further 4/8 (can be the same riders) for the afternoon. It is thoughtful to give these riders small thank you presents for their time.

Recommended Timetable and Topics to be covered in discussion during the course:

9.30	Tutor Preparation, risk assessment, participants arrive.
9.45	- Discuss participants' coaching experiences, problems and queries. - Share ideas (flipchart bullet points).
11.00	- Participants to plan a 20 minute session to develop the balance of horse and rider on the flat and over a fence from C Test level upwards. • If there is time, they should work in groups to plan follow on sessions.
11.15	Coffee break and discuss lesson topic Demo riders arrive
11.00	Coaching Practice Format - Divide the group in half so that each Coach Tutor has the same numbers of participants, and one group of riders. - Each participant will coach their topic for a minimum of 20 minutes to 4 riders at C to C+ level. - Lead a group discussion on good points of session and solutions to problems encountered. • Positive and constructive feedback should be given to each participant following their session.
13.00	Working lunch: - Participants to plan for a 20 minute session to develop the balance of the rider and security of the lower leg and build up to riding the canter, in a rhythm, in cross country seat. Cross country jumps to be introduced according to coach / rider / horse level. - If there is time, they should work in groups to plan follow on sessions
14.00	- Theory on how to develop a secure, yet supple, cross country seat. - Discuss correct rider / horse cross country equipment, and care of the horse following a cross country session.

14.00 Coaching Practice – Format as for the morning (11.30)

As for the morning sessions, each participant to coach one group for 20 minutes

- 16.00
- Participant Q&As.
 - Group discussion on how participants could improve on their coaching and how to achieve their future coaching goals.
 - Completion of Attendance/Feedback Report.
 - Encourage participants to practice coaching with a suitable mentor, and complete their Coaching Experience Logbook, to work towards Intro to Coaching Cross Country - Step 3.

Steps to Coaching 3

Member/Volunteer view

This course is for members, over 18 years old, who have completed Steps 1 and 2, any Pony Club Coach who would like to coach cross country or more experienced coaches who would like a coaching practise refresher. The focus of this course is on the safety requirements for cross country coaching and how to best prepare riders to tackle cross country challenges safely and effectively. The Pony Club B Test or above, or equivalent level of knowledge is required. Pony Club Members must have their Coaching Experience Logbook signed by their DC or Centre Proprietor to verify that they have been actively coaching sessions, including jumping, before applying. Make sure you bring lunch with you, a notebook and pen and a copy of The Pony Club Manual of Horsemanship. Make sure you dress smartly, refer to the Coach Code of Conduct for guidance. The first part of the day will be a discussion around the participants' coaching experiences and queries regarding organising and/or coaching cross country. This will be an opportunity to discuss safety concerns and to share ideas for sessions. The rest of the day will give you the opportunity to coach twice. You will plan a 20-minute cross country session for C Test. You will be able to observe the other sessions and have the opportunity for discussion at lunch around good practise and areas to improve on. Over lunch you will also discuss the strengths and weaknesses of the riders and their horses/ponies and how to develop a positive afternoon session. Once you have completed the course you can continue to coach in Pony Club Branches and Centres more independently, keeping in regular contact with a mentor when you begin to coach cross country. Ensure you fulfil the necessary requirements as defined in the Coaches section of this Guide. Attend as much CPD as possible to enable your coaching skills to develop.

Important Note: You are only covered by The Pony Club insurance when coaching at Pony Club organised training/activities/events and MUST have your own liability insurance for all other coaching.

Coach requirements

Two Tutors (B Test Assessor Level or above)

Feedback will be provided to the participants on the day. Make sure that the comments are positive and constructive.

While each participant is coaching their session, the tutor will lead a group discussion on good points of the session and solutions to the problems encountered. At the end of the day there should be an opportunity for a participant Q&A and feedback should be given on how participants can improve their coaching and how they can achieve their future coaching goals.

Organiser – Area / Branch / Centre

The Tutor: Participant Ratio should be no lower than 1:6. The participants on the course can come from one or more Areas. If any participants are Pony Club Members, they must have their Coaching Experience Logbook signed by their DC/Centre Proprietor before applying. This is to verify that they have been actively coaching, including jumping, since attending Step 2.

Handouts are available from the website. These can be printed out in advance by the organiser or tutor or they can be sent to participants in advance of the course date. Make sure a Risk

Assessment is completed for the venue well in advance of the course date. Ensure that Certificates of Attendance are sent to the participants within 2 weeks of the course date.

The cost is set by the organiser but should be kept as low as possible. Tutor fees and travel expenses are paid by the course organiser.

Facilities

Warm room, chairs, flipchart

1 ¾ hours late morning: Field with cross country fences appropriate to rider ability (75-90cms) or large arena and jumps to simulate cross country challenges. If portable, the fences must be appropriately anchored.

1 ½ hours afternoon: An enclosed, undulating field with a variety of cross country jumps appropriate to rider ability (75-90cms). Cross country fences, if portable, must be appropriately anchored.

Demo riders: 8 riders at C/C+ level (2 groups of 4) for the morning session and a further 8 (or the same riders if they are happy to stay on) for the afternoon. Suitably mounted and correctly equipped for cross country.

Recommended Timetable and Topics to be covered in discussion during the course:

9.30	Tutor Preparation, risk assessment, participants arrive.
10.00	• Discuss participants' coaching experiences and queries regarding organising and/or coaching cross country • Share ideas (flipchart bullet points). • Discuss risk assessment, checking facilities and horse/rider equipment
11.00	• Participants to plan a 20-minute cross country session for C Test level upwards. • Suggested session topics (dependent on facilities). I. Understanding the gears for cross country. II. Jumping bounces III. Jumping angled rails IV. Riding related distances V. Riding combinations on straight/curving lines. VI. Introducing corners. VII. Introducing water. VIII. Introducing skinnies
Demo Riders Arrive	
11.15	Participants meet demo riders and discuss and check tack/equipment with coach tutor so that any adjustments can be made before session starts.
11.30	Coaching Practice Format • Divide the group in half so that each Coach Tutor has the same number of participants, and one group of riders. • Each participant will coach their topic for a minimum of 20 minutes • Lead a group discussion with other participants in your group on good points of session and solutions to problems encountered. • Positive and constructive feedback should be given to each participant following their session.
13.00	Working lunch: • Discussion on the strengths and weaknesses of the riders and their ponies/horses and how to develop a positive afternoon session. • Plan for the afternoon sessions, developing the skills needed to coach a cross country session for a group of riders.
14.00	Coaching Practice Format • Divide the group in half so that each Coach Tutor has the same number of participants, and one group of riders.

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- Each participant will coach a different part of the session, revisiting the morning's skills and lessons, riding a simple course as individuals, providing positive and constructive feedback to the riders.
 - Lead a group discussion with other participants in your group on good points of the session and solutions to problems encountered.
 - Positive and constructive feedback should be given to each participant following their session.
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16.00

- Participant Q&As.
- Group discussion on how participants could improve on their coaching and how to achieve their future coaching goals.
- Completion of Attendance/Feedback Report.