

**New Zealand Pony Clubs Association Inc.  
Resource Manual - Summary of Contents**

Code	Item	Next Review	Resp.	COM	Nats	Area Secs	Club Secs	Web	Comment
<b>Section 1 - Organisation</b>									
Org1.01	Mission Statement	Oct-14	RC	P	P	P	P	P	
Org1.02	Vision Statement	Oct-14	RC	P	P	P	P	P	
Org1.03	Organisation/Coaching Chart	Oct-14	RC	P	P	P	P	P	Updated October 2009
Org1.04	Branch Membership Form	Oct-14	EO	P	P	P	P	P	
Org1.05	Perpetual membership Form	Oct-14	EO	P	P	P	P	P	
Org1.06	Fair Play Sport Charter	Oct-14	RC	P	P	P	P	P	
Org1.07	SPARC SportsMark	Oct-14	RC	P	P	P	P	P	
Org1.08	Winning Woman Charter	Oct-14	RC	P	P	P	P	P	
Org1.09	Area Boundaries	Oct-14	EO	P	P	P	P	P	
Org1.10	Area Colours and Statistics	Oct-14	EO	P	P	P	P	P	Updated February 2010
Org1.11	Club Colours	Oct-14	EO	P	P	P	P	P	
Org1.12	Public Liability Insurance	Feb/Annually	RC	P	P	P	P	P	
Org1.13	Privacy Act 1993	Oct-14	RC	P	P	P	P	P	
Org1.14	How to become an Incorporated Society	Oct-14	EO	P	P	P	P	P	
Org1.15	NZPCA Strategic Plan	Feb-10	RC	P	P	P	P	P	
Org1.16	NZPCA Annual Plan	Feb-10	RC	P					
Org1.17	Calendar of Events 2008-2009	Jun/Annually	EO	P	P	P	P	P	Updated October 2009
Org1.18	Accident Record Report Form	Oct-14	RC	P	P	P	P	P	Updated October 2009
Org1.19	Application form to Host Conference	Oct-14	RC	P	P	P	P	P	
Org 1.20	Supply Centre - Order Form	Feb/Jun/Oct	EO	P	P	P	P		<a href="http://www.nzpca.org/new/nzpca/shop/">_http://www.nzpca.org/new/nzpca/shop/</a>
<b>Section 2 - Codes and Compliance</b>									
CC2.01	Code of Dress - Coaches, Examiners and Exam Technical Delegates	Oct-14	TR	P	P	P	P	P	
CC2.02	Code of Conduct - Administrators, Officials, Coaches & Riders	Oct-14	RC	P	P	P	P	P	
CC2.03	FEI Code of Conduct for the Welfare of the Horse	Oct-14	RC	P	P	P	P	P	
<b>Section 3 - Databases</b>									
Db3.01	Committee of Management	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.02	National Coaches	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.03	Area Personnel	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.04	District Commissioners	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.05	Club Secretaries	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.06	Branch Secretaries	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.07	Chief Club & Branch Head Coach	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.08	C+ and B Examiners	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.09	Exam TD's	Jun/Annually	EO	P	P	P	P		Updated October 2009
Db3.10	Horse Trials TD Panel	Jun/Annually	EO	P	P	P	P		Updated October 2009
<b>Section 4 - Policies and Procedures</b>									
PP4.01	Guidelines to Writing Policies and Procedures	Oct-14	RC	P	P	P	P	P	
PP4.02	Reviewing Policies, Procedures, Job Descriptions and other Resource Material	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.03	Rule Changes	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.03a	Rules Changes Form	Oct-14	RC	P					Updated October 2009
PP4.04	Standing Orders for Conduct of Meeting	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.04a	Standing Orders for Conduct of Meeting - Appendix 5	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.05	Animal Anti Doping	Oct-14	RC	P	P	P	P		Under Review
PP4.06	Minimum Standards for Veterinary Standards at Horse Trials	Oct-14	HT	P	P	P	P	P	
PP4.07	Competitor Anti Doping	Oct-14	RC	P	P	P	P	P	
PP4.08	Harassment Free Sport	Oct-15	RC	P	P	P	P	P	Updated February 2010
PP4.09	Procedure on Disciplining Members	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.10	COM Communication	Oct-14	RC	P	P	P	P		Under Review
PP4.11	Financial Management of the NZPCA	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.12	Financial Management - Area, Club & Branch	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.13	Riders with a Disability	Oct-14	TR	P	P	P	P	P	

Code	Item	Next Review	Resp.	COM	Nats	Area Secs	Club Secs	Web	Comment
PP4.14	Managing the Website	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.15	Overseas Event Invitations	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.16	NZPCA Championship Trophies	Oct-14	RC	P	P	P	P		Under Review
PP4.17	National Coaches Uniform	Oct-14	TR	P					Under Review
PP4.18	Conducting H & A Exams	Oct-14	TR	P	P	P	P	P	Updated October 2009
PP4.19	Examiner Clinics	Jun-12	TR	P	P	P	P	P	Updated February 2010
PP4.20	D - B Certificate Examination Fees	Oct-14	TR	P	P	P	P	P	Updated February 2009
PP4.21	Refunding H & A Exam Fees	Oct-14	TR	P	P	P	P	P	Updated October 2009
PP4.22	Appointing a National and Association Coaches	Oct-14	RC	P					Under Review
PP4.23	Show Jumping Championship Style prize	Oct-14	RC	P	P	P	P	P	Updated October 2009
PP4.24	NZPCA Insurance Form on Borrowed Horses	Oct-14	RC	P					
PP4.25	School Sports Awards and Colours	Oct-14	RC	P	P	P	P	P	
PP4.26	Selecting and Fitting an Equestrian Riding Helmet	Oct-14	RC	P	P	P	P	P	Updated June 2009
PP4.27	Appointment, Reviewing and upgrading Championship HT TD's	Oct-10	HT	P	P	P	P	P	
PP4.27a	Assistant & Championship HT TD Nomination Form	Oct-10	HT	P	P	P	P		
PP4.28	International Travel for PC Teams to NZ	Oct-14	RC	P	P	P	P	P	
PP4.29	PC Teams Returning to NZ	Oct-14	RC	P	P	P	P	P	
PP4.30	Use & Consumption of Alcohol at Pony Club Events	Oct-15	RC	P	P	P	P	P	New Policy released February 2010
<b>Section 5 - Job Descriptions</b>									
JD5.01	NZPCA President	Oct-10	RC	P	P	P	P	P	
JD5.02	NZPCA Vice President	Oct-10	RC	P	P	P	P	P	Reviewed only October 2009
JD5.03	NZPCA Immediate Past President	Oct-10	RC	P	P	P	P	P	
JD5.04	NZPCA Treasurer	Oct-10	RC	P	P	P	P	P	
JD5.05	NZPCA COM Committee Chairpersons	Oct-14	RC	P	P	P	P	P	Updated October 2009
JD5.06	NZPCA Photo Librarian	Oct-10	RC	P	P	P	P	P	
JD5.07	NZPCA Administration Webmaster	Oct-10	RC	P	P	P	P	P	
JD5.08	NZPCA Disciplines Webmaster	Oct-10	RC	P	P	P	P	P	
JD5.09	NZPCA Training Webmaster	Oct-10	RC	P	P	P	P	P	
JD5.10	NZPCA Chief Examiner	Oct-14	TR	P	P	P	P	P	Updated October 2009
JD5.11	NZPCA National and Association Coach	Oct-10	TR	P	P	P	P		Under Review
JD5.12	National Coaches Representative to COM	Oct-10	TR	P	P	P	P	P	
JD5.13	D - B Level Examiners	Oct-10	TR	P	P	P	P	P	
JD5.14	NZPCA Championship Technical Delegate for Horse Trials	Oct-10	HT	P	P	P	P	P	
JD5.15	NZPCA Cross Country Course Consultant	Oct-10	HT	P	P	P	P	P	
JD5.16	NZPCA Delegate to ESNZ Discipline Meetings	Oct-10	RC	P	P	P	P	P	
JD5.17	Examination Technical Delegate	Oct-14	TR	P	P	P	P	P	Updated October 2009
JD5.18	Area Delegate to COM	Oct-10	RC	P	P	P	P	P	
JD5.19	Area President	Oct-10	RC	P	P	P	P	P	
JD5.20	Area Secretary	Oct-10	RC	P	P	P	P	P	
JD5.21	Area Treasurer	Oct-10	RC	P	P	P	P	P	
JD5.22	Area Coach Co-ordinator	Oct-14	RC	P	P	P	P	P	Updated October 2009
JD5.23	Area and Club ECTP Co-ordinator	Oct-14	RC	P	P	P	P	P	Updated October 2009
JD5.24	Area Website Co-ordinator	Oct-14	RC	P	P	P	P	P	Updated October 2009
JD5.25	Area O Certificate Co-ordinator	Oct-14	RC	P	P	P	P	P	Updated October 2009
JD5.26	Club District Commissioner	Oct-10	RC	P	P	P	P	P	
JD5.27	Club President	Oct-10	RC	P	P	P	P	P	
JD5.28	Club Secretary	Oct-10	RC	P	P	P	P	P	
JD5.29	Club Treasurer	Oct-10	RC	P	P	P	P	P	
JD5.30	Club Chief Coach	Oct-10	RC	P	P	P	P	P	
JD5.31	Branch President	Oct-10	RC	P	P	P	P	P	
JD5.32	Branch Secretary	Oct-10	RC	P	P	P	P	P	
JD5.33	Branch Treasurer	Oct-10	RC	P	P	P	P	P	
JD5.34	Branch Head Coach	Oct-10	RC	P	P	P	P	P	

Code	Item	Next Review	Resp.	COM	Nats	Area Secs	Club Secs	Web	Comment
<b>Section 6 - Training</b>									
TR6.01	NZPCA - Coaching Chart	Oct-14	TR	P	P	P	P	P	
TR6.02	Guidelines and Requirements for Hosting H & A Certificate Exams	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.03	Assessment Guidelines for B, H and A Candidates	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.04	A Certificate Application Form	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.05	H Certificate Application Form	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.06	H & A Certificate Assessment Form	Oct-14	TR	P					Updated October 2009
TR6.07	H & A Observer and H Groom Application Form	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.08	H & A Certificate Candidates Feedback Form	Oct-14	TR	P					Updated October 2009
TR6.09	H & A Certificate Exam TD Report Form	Oct-14	TR	P					Updated October 2009
TR6.10	H & A Examination Expenses Form	Oct-14	TR	P					Updated October 2009
TR6.11	Pony Club Achiever Award Information	Oct/Annually	TR	P	P	P			Updated October 2009
TR6.12	O Certificate Information	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.13	Bronze O Application Form	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.14	Silver O Application Form	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.15	Gold O Application Form	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.16	Coaching & Training Programme - Checklist for Course Organisers	Feb/Annually	TR	P	P	P	P	P	Updated June 2009
TR6.17	Coaching & Training Programme - 2010 Application Guidelines	Jun/Annually	TR	P	P	P			Updated June 2009
TR6.18	Coaching & Training Programme - 2010 Application Form	Jun/Annually	TR	P		P			Updated June 2009
TR6.18a	Coaching & Training Programme - Course Costs Working Paper	Jun/Annually	TR	P		P			Updated June 2009
TR6.19	NZPCA Coaching & Training Programme – 2009 MOU	Oct/Annually	TR	P		P			Updated June 2009
TR6.19a	NZPCA Coaching & Training Programme – 2009 Schedule of Courses	Feb/Annually	TR	P	P	P	P	P	Updated June 2009
TR6.20	NZPCA Coaching & Training Programme – 2010 Form A	Oct/Annually	TR	P		P		P	Updated February 2010
TR6.21	NZPCA Coaching & Training Programme – 2010 Form B	Oct/Annually	TR	P		P		P	Updated February 2010
TR6.22	NZPCA Coaching & Training Programme – 2010 Form C	Oct/Annually	TR	P		P		P	Updated February 2010
TR6.23	NZPCA Coaching & Training Programme – 2009 Schedule of Payments	Feb/Annually	TR	P		P			Updated June 2009
TR6.24	ECTP Synopsis	Oct-14	TR	P	P	P	P	P	
TR6.25	ECTP D Application Form	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.26	ECTP C Application Form	Oct-14	TR	P					Updated October 2009
TR6.27	ECTP C+ Application Form	Oct-14	TR	P					Updated October 2009
TR6.28	ECTP B Application Form	Oct-14	TR	P					Updated October 2009
TR6.29	ECTP H Application Form	Oct-14	TR	P					Updated October 2009
TR6.30	ECTP A Application Form	Oct-14	TR	P					Updated October 2009
TR6.31	ECTP Coaches Module Application Form	Oct-14	TR	P	P	P	P	P	Updated October 2009
TR6.32	ECTP Coaches and Assessors	Jun/Annually	TR	P	P	P	P	P	Updated February 2010
TR6.32a	ECTP Coaches and Assessors - Fees	Jun/Annually	TR	P	P	P	P	P	Updated June 2009
TR6.33	National Coaches Booking Form	Oct-14	TR	P	P	P	P	P	Updated June 2009
TR6.34	Riders Without Horses Programme Information	Oct-14	TR	P	P	P	P	P	
TR 6.35	North and South Island Coaches Clinics - Nomination Form	Feb/Annually	TR	P	P	P	P	P	
TR6.36	North and South Island Coaches Clinics - Information Form	Feb/Annually	TR	P	P	P	P	P	
TR6.37	NZPCA Cross Crediting and RPL Requirements	Oct-14	TR	P	P	P	P	P	Released October 2008
<b>Section 7 - Horse Trials</b>									
HT7.01	Horse Trials Gear Inspection Checklist	Oct-14	HT	P	P	P	P	P	Updated October 2009
HT7.02	Guidelines for 'O' Fences	Oct-14	HT	P	P	P	P	P	Appendix I - NZPCA HT Rule Book
HT7.03	Spare								
HT7.04	Chief/Assistant Cross Country Judges - Briefing Sheet	Oct-14	HT	P	P	P	P	P	
HT7.05	Horse Trials TD Checklist	Oct-14	HT	P	P	P	P	P	Updated October 2009
<b>Section 8 - Dressage</b>									
DR8.01	Dressage Gear Inspection Checklist	Oct-14	DR	P	P	P	P	P	Updated October 2009
DR8.02	Guidelines for Dressage TD's	Oct-14	DR	P	P	P	P	P	Updated October 2009
DR8.03	A Guide to Becoming a Dressage Judge	Oct-14	DR	P	P	P	P	P	Updated October 2009
DR8.04	Organising a Dressage Competition	Oct-14	DR	P	P	P	P	P	Updated October 2009



