



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy and Procedure for Overseas Event Invitations (excluding the Inter Pacific Exchange)

Purpose

To offer members the opportunity to compete at Pony Club competitions overseas and to further promote international goodwill, friendship and understanding.

Procedures

Composition of Teams

1. For teams of one to four members - one person will be appointed as Manager/Chaperone/Coach.
2. For teams of five or more members - two people may be appointed as Manager/Chaperone and Coach.
3. The number of NZPCA travelling team members will be determined by the invitation in the first instance.

When invitations are received

1. There must be at least six months notification on invitations. Invitations will not be accepted if they are received within a six month time frame.
2. On receipt of an invitation the EO will immediately inform the President and Chairperson of the sub committee concerned. The President will inform COM members if the invitation is not covered by a sub committee.
3. The sub committee Chairperson will consult with the sub committee and inform the President of their recommendation within the given time frame if the time frame doesn't allow the decision to be made at a COM meeting.
4. For accepted invitations, application forms for team members, manager/chaperone or coach will be developed. The application forms will identify the requirements and procedures.
5. Details of the invitation, along with criteria, the application forms, code of conduct and indemnity forms will be sent to Area Secretaries, advertised on the NZPCA website and information will be included in the Notice to Clubs (if the time frame allows.)
6. Selectors will be the Chairperson of the discipline concerned (or their nominee) and two people nominated by the COM. Selectors will inform the COM of their decision. The President will form a committee if the invitation falls outside a discipline sub committee.
7. Selections will be on paper and in consultation with referees and Area Delegates concerned. If a selection is to be held in any other manner, the selection costs will be borne by applicants.
8. Training sessions for team members, if deemed necessary will be at the members expenses unless sponsorship or grants are received for the team.
9. Once selected, the manager/chaperone/coach will assume responsibility for the team and work with and keep the sub committee chairperson and the EO informed of all arrangements.
10. A code of conduct and indemnity form will form part of the initial application process for riding team members and the Coach, Chaperone/Team Manager. These must be signed by all applicants to make their application valid.
11. The manager/chaperone/coach will give a written report to the NZPCA within a requested time frame.

Riders Application form to include

- Requirements of the invitation.
- Criteria for applying.
- Riders name, age, address, phone, email, highest certificate held. Years in Pony Club.
- Names and contact details of applicants Branch and Club, DC, Head and Chief Coach.
- Name of two Referees and their contact details.
- Information about themselves.
- Area, Club and Branch representation.
- Previous overseas travel.
- Reason for applying.
- Reference from Head/Chief Coach or District Commissioner.
- Information regarding the applicant being able to ride different horses, team player, ambassador.

Included with the application form will be the Code of Conduct and Indemnity forms which must be filled in and sent back with the application form.

Manager/Chaperone/Coach application form to include

- Requirements of the invitation.
- Criteria for applying.
- Name, age (if under 25 years), address, phone, email, involvement in and years in Pony Club.
- Names and contact details of applicants Branch and Club, DC, Head and Chief Coach.
- Name of two Referees and their contact details.
- Information about themselves.

- Previous experience.
- Previous overseas travel.
- Languages spoken – if applicable.
- Reason for applying.
- Reference from Head/Chief Coach or District Commissioner.
- Team player, ambassador as applicable above.

Included with the application form will be the Code of Conduct and Indemnity forms which must be filled in and sent back with the application form.

Criteria for selection:

Selectors will take into account:

- The skills of the nominee to meet the requirements of the occasion
- The suitability of the nominees as ambassadors for New Zealand and Pony Club
- The ability to mix and be team players

Costs

- The costs for team members, Manager/Chaperone and/or Coach will be on a user pays basis (excluding NZPCA contribution). Costs include uniform, all internal and external travel, insurance, meals, gifts, training, etc
- The relevant Sub Committee / COM or team member may seek sponsorship, or apply for grants to cover any costs of the trip. The sub committee chairperson must be kept informed of all sponsorship and grant applications.

NZPCA contribution

- \$4,200.00 will be budgeted annually, i.e. for a maximum of 14 people. (14 people @ \$300)
- \$644.00 will be budgeted annually to cover 10 pens, 6 lapel pins and 6 badges. (14 people @ \$46.00)
- Saddle blankets, hat covers, ties all of which must be returned.

NZPCA recommended team uniform:

Casual wear: White polo shirt NZPCA logo on front and discipline printed on back
 Black dress shorts/track pants/skirts
 Black shoes & socks or pantyhose if applicable.

Dress wear: Black blazer/Riding jacket with NZPCA logo
 White shirt
 Black, grey or fawn trousers or skirts if applicable.

The purchase of the uniform will be the responsibility of the team/managers. This will be done in consultation with all team members.

Attachments: No attachments

References: No references listed.

Contact: Executive Officer
 NZPCA
 P.O. Box 8626
 HAVELOCK NORTH

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Please refer to <http://www.nzpca.org/resources> for any updates or new developments.