



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy and Procedure for Examiner Clinics

Purpose

To ensure Pony Club Examiners have training to enable them to examine Pony Club certificate candidates by providing examiner clinics in each of the sixteen Pony Club Areas on a four year rotation.

NZPCA Procedure

1. NZPCA will annually fund four, two day Examiner Clinics. Allocation of these clinics will be by Area rotation as per the table below.
2. NZPCA pays the National Coaches fee and travel directly to the National Coach on invoice, at the completion of the clinic.
3. Travel is based on the locality of the nearest National Coach to the venue. If the nearest National Coach was not the facilitator, NZPCA will invoice the host Area for the difference.
4. The Area will be required to pay any internal costs.
5. National Coaches may conduct Examiner Clinics at all levels. Association Coaches may conduct Examiner Clinics up to C+ level.
6. The minimum number of examiners required is 6. The maximum number is 10.
7. Areas are encouraged to advise neighbouring areas when holding C+ and B clinics - to boost numbers if the maximum number is not met. Organisers should consult with the National Coach as they may take more examiners for D, D+ & C level, or, when C+ & B examiners are mainly updating.
8. Up to two C+ or B exam TD's may attend C+ and B Examiner clinics. Observers are not allowed.
9. Examiner Clinics may include one of the following per day:
 - a. D, D+ and/or C Examiners
 - b. C+ Examiners (for new and updating C+ Examiners)
 - c. B Examiners (for upgrading C+ and updating B Examiners)
10. NZPCA will forward a Clinic format sheet and a set of examination questions after receiving the National Coaches Booking Form.
11. NZPCA will pay:
 - a. the National Coaches fee and return travel for **Clinics held over two consecutive days**
 - b. the National Coaches fee and one way travel costs will be paid for a **one day Clinic**. The Area will be required to pay the balance of the travel and any internal costs.
 - c. Areas may hold two - one day Examiner Clinics (as per 11b above).
12. On receipt of Form B – Participants Status Form - the Examiners attending the clinic will receive, their Examining status in writing and, the appropriate badge (if required). The NZPCA will update the C+ and B Examiners Panel database accordingly.
13. The NZPCA will refund the deposit to the Area on the completion of the clinic.

Area Procedure

1. Area's will decide on the clinic type (10 above), the date and venue, appoint an organiser and ask a National Coach to facilitate.
2. Areas must confirm all details with the National Coach using the National Coaches booking form and pay the deposit. A copy of the booking form must be sent to NZPCA (in order for the deposit refunded).
3. NZPCA is to be informed of the details and the confirmed numbers.
4. Organisers must liaise with the National Coach on:
 - a. The number of examiners attending the clinic and whether they are new, updating or upgrading,
 - b. The number of demonstration riders required at the appropriate levels
 - c. The facilities and props required.
 - d. Accommodation and travel arrangements.
5. On completion of a C+ or B Clinic, The Clinic organiser must send the following to NZPCA:
 - a. TR6.20 Form A Course Report Form
 - b. TR6.21 Form B Participants Status Form (must be signed as true and correct by the National Coach)

c. TR6.23 Form C Participants Feedback Form

6. If a clinic is postponed or cancelled without an acceptable reason or within three weeks of its commencement, the deposit will not be refunded unless the National or Association Coach can accommodate another date. (Exceptions will be allowed for weather conditions, illness or transportation problems). A clinic may only be postponed once.

NOTE:

- To remain current, C+ and B Examiners must update or upgrade within a **five year** period.
- It is the responsibility of the Area to ensure their C+ and B examiners remain updated.
- Lapsed B examiners wanting to return to the Examiners panel after 5 years must first complete a C+ level Examiners Clinic. This may include a C+/B clinic held over one weekend.
- For eligibility of examiners see the current 'Rules and Guidelines for NZ Pony Club Certificates'.
- The Area Committee of the Areas hosting clinics must be kept informed of the organisation
- Areas may hold additional Examiner Clinics at their own expense.

Table of Examiners Clinics 2011 to 2020

Zone	Area	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20
1	Auckland				•				•		
	Franklin Thames Valley			•				•			
	Northland	•				•				•	
	Waitemata Rodney		•				•				•
2	Bay of Plenty				•				•		
	Gisborne Wairoa		•				•				•
	King Country			•				•			
	Waikato	•				•				•	
3	Hawke's Bay	•				•				•	
	Manawatu West Coast				•				•		
	Taranaki			•				•			
	Wairarapa Wellington		•				•				•
4	Ashburton South Canterbury NO			•				•			
	Canterbury	•				•				•	
	Marlborough Nelson West Coast				•				•		
	Otago Southland		•				•				

Attachments: Form B – Participants Status Form

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