



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. The NZPCA will fund four, two day Examiners Clinics annually. Allocation of these Clinics will be on an Area rotational system. (Refer to table below).
2. The NZPCA will pay the National Coaches fee and travel (based on the locality of the nearest National Coach) directly to the National Coach on completion of the clinic. The Area will be required to pay any internal costs.
3. National Coaches may conduct Examiner Clinics at all levels. Association Coaches may conduct Examiner Clinics at D, C and C+ level only.
4. The minimum number of examiners required is 6. The maximum number is 10. 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 & C level, or, when C+ & B examiners are mainly updating.
5. To remain current, C+ and B Examiners must update or upgrade within a five year period.
6. Up to two C+ or B exam TD's may attend C+ and B Examiners clinics. No Observers may attend.
7. Examiners clinics may consist of either of the following.
 - o Exam techniques (for new and updating examiners at all levels)
 - o D and/or C examiners clinic
 - o C+ examiners (for new and updating C+ examiners)
 - o B examiners (for upgrading C+ and updating B examiners)
8. Two day Examiners clinics may be a combination of any of the above.
9. **Two consecutive days:** The NZPCA will pay the National Coaches fee and return travel.
10. **One day clinic:** The NZPCA will pay the National Coach's fee and one way travel costs. The Area will be required to pay the balance of the travel and any internal costs. Areas may hold 2 one day Examiner Clinics on different weekends.
11. On receipt of Form B – Participants Status Form - the Coaching Officer will confirm in writing to the Examiners, their Examining status and, if required, issue the appropriate badge. The NZPCA will update the C+ and B Examiners Panel database accordingly.
12. The NZPCA will refund the deposit to the Area on the completion of the clinic.

Area Procedure

1. Organise the level of the clinic, date, and venue, appoint an organiser and ask a National Coach to facilitate.
2. Inform the Coaching Officer with these details and confirmed numbers.
3. Confirm with the National Coach the type of clinic (as above), date, venue and organiser, using the National Coaches booking form and pay the deposit. Send a copy of the booking form to the Coaching Officer in order to have the deposit refunded.
4. Organiser must liaise with the National Coach on:
 - (i) The number of examiners attending the clinic and whether they are new, updating or upgrading,
 - (ii) The number of demonstration riders required and level,
 - (iii) The facilities and props required.
5. On completion of a C+ or B clinic, the National Coach will forward the completed Form B – Participants Status Form - to the Coaching Officer.
6. If a course is postponed or cancelled without an acceptable reason or within three weeks of the clinic, the deposit may 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 course may only be postponed once.

NOTE:

- 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'.
- Area Delegates of the Area's holding clinics must be kept informed at all times.
- Areas may hold additional Examiner Clinics at their own expense or may include **one** only (within the 4 year cycle) as part of the Coaching & Training Programme – 'Officials' category.

Schedule of Examiners Clinics 2007 to 2018

Zone	Area	'07	'08	'09	'10	'11	'12	'13	'14	'15	'16	'17	'18
1	Auckland				•				•				•
1	Franklin Thames Valley			•				•				•	
1	Northland	•				•				•			
1	Waitemata Rodney		•				•				•		
2	Bay of Plenty				•				•				•
2	Gisborne Wairoa		•				•				•		
2	King Country			•				•				•	
2	Waikato	•				•				•			
3	Hawke's Bay	•				•				•			
3	Manawatu West Coast				•				•				•
3	Taranaki			•				•				•	
3	Wairarapa Wellington		•				•				•		
4	Ashburton South Canterbury NO			•				•				•	
4	Canterbury	•				•				•			
4	Marlborough Nelson West Coast				•				•				•
4	Otago Southland		•				•				•		

Attachments: Form B – Participants Status - Refer to (TR6.21 NZPCA Coaching & Training Programme – Form B)

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