



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy for Appointing, Reviewing and Upgrading Horse Trial Technical Delegates

Purpose

To put in place an appointment, review and upgrading procedure for Pony Club members wishing to become a Horse Trials Technical Delegate.

NZPCA has four levels of Technical Delegate:

1. Assistant Horse Trials Technical Delegate (AHTTD)
2. Horse Trials Technical Delegate (HTTD)
3. Assistant Championship Horse Trials Technical Delegate (Assistant CHTD)
4. Championship Horse Trials Technical Delegate (CHTD)

1. Assistant Horse Trials Technical Delegate

To become a HTTD, the TD must first be trained. While a TD is being trained to be a Pony Club HTTD, they will be known as an AHTTD. As soon as their name has been included on the NZPCA HTTD Panel database as an AHTTD, they can commence their training under the guidance of a trained HTTD.

2. Horse Trials Technical Delegate

Procedure to become a Horse Trials Technical Delegate

- i. Areas are to write to NZPCA with names of applicants who wish to become an AHTTD with contact details.
- ii. If an applicant is currently a National or International TD on the ESNZ Officials list, the Area can nominate (in writing) them to be included on the NZPCA HTTD Panel database without having to undertake further training.
- iii. On the completion of criteria (ii) below, the AHTTD will obtain 2 references pertaining to their performance from two HTTD's and submit them to their Regions' CHTD. The Regions' CHTD will send these reports to the Area recommending that the person become a HTTD.
- iv. On receipt of the recommendation from the Region's CHTD, the Area will write to NZPCA confirming that the Assistant has completed the relevant criteria. (Note: the 2 references are to accompany the letter.)
- v. On receipt of the letter from the Area, the NZPCA HT Chairperson will confirm their appointment and inform the Executive Officer to update the NZPCA Horse Trials TD panel accordingly which will be confirmed at the next full COM meeting.
- vi. To remain on the panel, the Horse Trials TD must officiate at Area, Club and Branch events on a regular basis and attend a designated NZPCA/ESNZ HT Technical Delegate Seminar every two years.

Criteria to become a Horse Trials Technical Delegate

- i. The applicant must be on the NZPCA HTTD Panel database listed as an AHTTD.
- ii. The applicants must complete, under the guidance and supervision of a HTTD, a minimum of 6 ODE's, 2 of which must be above training level, including 1 Area Trial and/or one pre-novice level ESNZ Eventing Horse Trial and will assume the title of 'AHTTD' during this training period. (Note: no AHTTD is able to TD an event without the presence of a HTTD).
- iii. The Assistant HTTD will attend a designated NZPCA/ESNZ HTTD Seminar during their training period, ie. one seminar every two years.

3. Assistant Championship Horse Trials Technical Delegate

Procedure to become an Assistant Championship Horse Trials Technical Delegate

- i. Prior to being nominated by the Area, the applicant must have completed criteria (ii) below.
- ii. The applicant will obtain 2 references pertaining to their performance. At least one to be from a CHTD and submit them to their Region's CHTD. The Region's CHTD will send these reports to the Area recommending that the applicant is ready to be nominated to become an Assistant CHTD.
- iii. Upon receipt of the nomination from the Area (Area to furnish the nomination on the appropriate form (PP4 27a), the Committee of Management will make the appointment in consultation with the respective Area in each region.
- iv. The term of the appointment will be for a period of three years.

Criteria to become an Assistant Championship Horse Trials Technical Delegate

- i. The applicant must either be a current NZPCA HTTD or an ESNZ National TD.
- ii. The applicant must have officiated at a minimum of 6 open events including 2 NZPCA Area Trials and / or two ESNZ Eventing Pre Novice Horse Trials.
- iii. The applicant must be prepared to:
 - Attend seminars to upskill as determined by the NZPCA
 - TD on a regular basis at events both inside and outside their Area
 - Assist the CHTD with seminars within their Region

4. Championship Horse Trials Technical Delegate

For the purposes of appointing and reviewing the Championship Horse Trials TD panel, the Areas have been divided into eight regions; five North Island and three South Island: One Assistant Championship and one Championship TD will be appointed per Region.

- Region 1 Northland and Waitemata Rodney
- Region 2 Auckland, Franklin Thames Valley and Waikato
- Region 3 King Country, Bay of Plenty, and Gisborne Wairoa
- Region 4 Taranaki and Manawatu West Coast
- Region 5 Hawke's Bay and Wairarapa Wellington
- Region 6 Marlborough Nelson West Coast
- Region 7 Canterbury and Ashburton South Canterbury North Otago
- Region 8 Otago Southland

Procedure to become a Championship Horse Trials TD

- i. The Committee of Management will make these appointments in consultation with the respective Area in each Region upon receipt of the application on the correct application form.
- ii. The term of the appointment will be for a period up to three years, thereafter, annual reviews will be carried out by the NZPCA HT Chairperson.

Criteria to become a Championship Horse Trials Technical Delegate

- i. The applicant must have been an Assistant CHTD.
- ii. Applicants must be prepared to:
 - Attend a National TD seminar every two years.
 - Travel to events outside their Area to TD on a regular basis.
 - Assist the Area Committee with facilitating TD seminars within their Region.

Attachments: PP4.27a Assistant & Championship HTTD Nomination Form

References: NZPCA Horse Trial Rule Book

Contact: Executive Officer
NZPCA
P.O. Box 8626
HAVELOCK NORTH 4157
Ph/Fax (06) 873 5464
Email: nzpony@xtra.co.nz

Original Issue Date: June 2004

Date Last Reviewed: October 2008

Next Review Date: October 2010

Reviewed by: Review Committee

Approved by: Committee of Management

Document Number: PP4.27