



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

JOB DESCRIPTION

TITLE: NZPCA Chief Examiner

CRITERIA: NZPCA National Coach

TERM OF APPOINTMENT: 1 March – 28/29 February

RENUMERATION: Daily fee and travel as per contract

PURPOSE: To ensure H & A Examinations are conducted at a uniform standard, on a fair basis, in accordance with the Rules and Guidelines for the NZPCA Certificates.

KEY TASKS:

1. Officiate as Chief Examiner at all H & A Examinations organised by the NZPCA.
2. Finalise each exam timetable in conjunction with the NZPCA Coaching & Training Administrator.
3. Supply a course plan or jumping exercises for A riding section.
4. Liaise with co-examiner regarding sections to be examined.
5. Liaise with local organiser regarding the grounds and equipment required.
6. Forward candidates reports to the NZPCA Coaching & Training Administrator within 7 working days of the exam.
7. Provide a written report after each exam to the Training Chairperson.
8. Assist with the training of new examiners.

Contact: Executive Officer
NZPCA
P.O. Box 8626
HAVELOCK NORTH 4157

Ph/Fax (06) 873 5464
Email: nzpony@xtra.co.nz

Original Issue Date: February 1996

Date Last Reviewed: October 2009

Next Review Date: October 2014

Reviewed by: Review Committee

Approved by: NZPCA Committee of Management

Document Number: JD5.10

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