



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

JOB DESCRIPTION

TITLE:	National Coach Representative to Committee of Management
CRITERIA:	National Coach
APPOINTMENT:	NZPCA
TERM OF APPOINTMENT:	On a meeting by meeting basis
REMUNERATION:	Reimbursement of expenses as covered in the National Coaches Contract for Service
PURPOSE:	To advise when required on matters pertaining to: <ul style="list-style-type: none">- Setting and updating certificate record cards- Training Pony Club riders- Training Coaches- Training Examiners
KEY TASKS:	<ol style="list-style-type: none">1. Attendance at Committee of Management meetings will be arranged on a meeting by meeting basis in consultation with the Training Chairperson and President.2. Act as spokesperson for the National and Association Coaches at COM meetings.3. Put forward to Training Committee recommendations from the National and Association Coaches meetings.4. Liaise with the Training Committee when required, on matters pertaining to:<ol style="list-style-type: none">a. The formulation of and/or updating of rules affecting training matters, examinations, equipment etc.b. Writing and/or updating guidelines, forms, coaching programmes etc.5. Be available to answer questions on any matter pertaining to training that may arise at the COM meetings.
Contact:	Executive Officer NZPCA P.O. Box 8626 HAVELOCK NORTH Ph/Fax (06) 873 5464 Email: nzpony@xtra.co.nz
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Please refer to <http://www.nzpca.org/resources> for any updates or new developments.