



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

JOB DESCRIPTION

- TITLE:** Examination Technical Delegate
- CRITERIA:** Financial or Life Member of a Club.
Sound knowledge of the exams as applicable.
- APPOINTMENT OF TD:** H & A Examination – Appointed by NZPCA.
B Examination - Area Delegate to COM or their appointee.
C+ Examination – Appointed by District Commissioner.
- RENUMERATION:** Travel according to the Financial Management Policy of the NZPCA / ACB.
- PURPOSE:** To ensure the facilities and the standards of the examinations are appropriate.
To mediate between examiners, candidates, parents and coaches.
- KEY TASKS:** For all Exams:
1. Check all facilities are suitable for the examination. This must be done well in advance of the candidates and examiners being in attendance. Check height of fences as per certificate rule book.
 2. Be available for the candidates to report to at least 30 minutes before the examination is due to start. Collect record cards and give to examiners.
 3. Give details to the examiner of any disability the candidate may have.
 4. Receive any declared interest from the examiners.
 5. The Technical Delegate should be close at hand throughout the examination to hear questions and answers between the examiner and candidate; and if necessary, intervene where an obvious misunderstanding develops between examiner/candidate.
 6. The Technical Delegate is a liaison officer between all parties and mediates between examiners, candidates, parents and coaches.
 7. Ensure that the questions and work asked of the candidates are within the scope of the test. In case of doubt, discuss this with the examiners at the conclusion of the phase. Such discussion is to take place before the results are given out and not in the presence of the candidates.
 8. Ensure that the time for each phase is adhered to, unless there is some specific reason for departure from it.
 9. Be present when results are given to the candidates, who may have their parents and coaches present if desired. Be present during any ensuing discussion.
 10. Be available for discussion at the conclusion of the examination with examiners, candidates, parents and coaches, the District Commissioner or Club representative.
- For C+ and B Exams:
- Report on the day to the District Commissioner and to the Club as required.
- For H & A Exams:
- Ensure Observers act according to their role.
 - Following the exam, prepare a report on the form provided and submit to the NZPCA Coaching & Training Administrator within the required time frame.

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