



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

JOB DESCRIPTION

- TITLE:** Area Coach Co-ordinator
- CRITERIA:** Financial or Life Member of a Club
Attend Area meetings if required
- APPOINTMENT:** Elected at Annual General Meeting of the Area
- TERM OF APPOINTMENT:** One year
- REMUNERATION:** Nil or by arrangement with the Area Committee
- PURPOSE:** To be the Area liaison person for the Coaching and Training Programme and all other Coaching activities within the Area. To liaise with the local Regional Sports Trust.
- KEY TASKS:**
1. To be the Area contact person for the NZPCA Coaching & Training Programme.
 2. To have an up-to-date list of the Area's Branch Head and Club Chief Coaches.
 3. Contact the Regional Sports Trust on appointment and keep them informed on coaching activities within the area.
 4. Support the Coaching Code of Ethics.
 5. To liaise with the Area Delegate, Area Committee, Club Coaches and the District Commissioners in assessing the Coaching needs of the Clubs and Branches in order to prepare the Area's Coaching & Training Programme for the coming year.
 6. If requested, provide contact names and addresses of Club Chief and Branch Head Branch Head and Club Chief Coaches to any Club/Branch facilitating a coaching course.
 7. To liaise with the organisers of courses on the Coaching & Training Programme to enable them to furnish reports as set out in the Memorandum of Understanding (MOU).
 8. Report to the Area committee on all Coaching & Training Programme courses. The Coaching Officer must be notified immediately of any cancelled courses and the funds returned to NZPCA.
 9. Ensure any financial matters relating to the Coaching & Training Programme comply with the financial management plan.
 10. To have an up-to-date list of C+ and B Examiners within the area.
 11. To liaise with the Area Delegate and help coordinate Examiners Clinics within the Area as required and inform existing examiners of upcoming examiners clinics in the Area and in neighbouring Areas. Dates of forthcoming clinics will be advised by the NZPCA. These clinics are rotated within each Zone every four years.
 12. Carry out tasks as delegated by the Area Committee in conjunction with Club Coaches.

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