



## NEW ZEALAND PONY CLUBS ASSOCIATION INC.

### JOB DESCRIPTION

TITLE:	Area Equestrian Coaches Training Programme (ECTP) Co-ordinator
CRITERIA:	Financial or Life Member of a Club Attend Area meetings as required
APPOINTMENT:	Elected at an Area Annual General Meeting
TERM OF APPOINTMENT:	One year
REMUNERATION:	As per the Area Financial Management Policy Area may grant an honorarium at its discretion
PURPOSE:	To be the Area liaison person for the Equestrian Coaches Training Programme activities within the Area
KEY TASKS:	<ol style="list-style-type: none"><li>1. To promote and encourage the ECTP within the Area.</li><li>2. To be the Area contact person for NZPCA Coaching &amp; Training Administrator.</li><li>3. To liaise with the NZPCA Coaching &amp; Training Administrator.</li><li>4. To liaise with the Area Delegate on ECTP activities within the area.</li><li>5. To liaise with Club coordinators if appointed and pass on applicable information.</li><li>6. To maintain an up-to-date list of Coaches on the programme and their progress. This information will be forwarded from the NZPCA Coaching &amp; Training Administrator.</li><li>7. Have an up to date copy of the Area Co-ordinators resource book.</li><li>8. To pass on the following information where there are no Club Coordinators:<ul style="list-style-type: none"><li>• Inform District Commissioners and Branch President of Coaches in their Club on the Programme.</li><li>• Inform District Commissioners and Branch President when a Coach in their Club is ready for assessment and assist in the organisation of the assessment.</li></ul></li><li>9. If applicable, assist to arrange workshops to encourage the progress of Coaches on the programme – in conjunction with neighbouring areas if necessary.</li><li>10. Liaise with the ECTP coaches taking D/C level courses and assessments, in relation to their moderation procedure.</li><li>11. To ensure all reports are sent to the NZPCA Coaching &amp; Training Administrator.</li><li>12. Present an ECTP report at the Area AGM.</li></ol>
TITLE:	Club Equestrian Coaches Training Programme (ECTP) Co-ordinator
CRITERIA:	Financial or Life Member of a Club Attend club meetings as required
APPOINTMENT:	Elected at a Club Annual General Meeting (optional)
TERM OF APPOINTMENT:	One year
REMUNERATION:	As per the Club's Financial Management Policy Club may grant an honorarium at its discretion
PURPOSE:	To be Club liaison person for Equestrian Coaches Training Programme activities

KEY TASKS:

1. To promote and encourage the ECTP within the Club.
2. To be Club contact person for the Area ECTP coordinator.
3. To liaise with the Area ECTP coordinator and NZPCA Coaching & Training Administrator.
4. To maintain an up-to-date list of Club Coaches on the programme and their progress. This information will be forwarded from the NZPCA Coaching & Training Administrator. or Area Coordinator.
5. To inform the District Commissioner and Branch President of Coaches in their Club on the programme.
6. To inform District Commissioners and Branch Presidents when a Coach in their Club is ready for assessment and assist in the organisation of the assessment, in liaison with the Area ECTP co-ordinator.
7. If applicable, assist to arrange workshops to encourage the progress of Coaches on the programme – in conjunction with neighbouring clubs if necessary.
8. To ensure all reports are sent to the NZPCA Coaching & Training Administrator.
9. Present an ECTP report to the Club AGM and send a copy to the Area ECTP Coordinator.

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