



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

H & A OBSERVER and H GROOM APPLICATION FORM

H & A OBSERVER

Name: _____ Address: _____

Ph: _____ Fax: _____

Email Address: _____ Member of _____ Branch _____ Club _____

Are you a Coach? Yes / No (please circle) If yes, at which level do you predominantly coach? C+ B H A

Are you an Examiner? Yes / No (please circle) If yes, at which level? C C+ B

Selected Exam Venue: _____ Exam Date: _____

Do you wish to observe the H Exam A Exam or both the H & A Exams (please circle one)

Date of the Exam _____

APPLICANT'S DECLARATION OF INTEREST: (for Observer 'H' and 'A' applicants only)

I hereby declare that I have instructed the following candidates during the past twelve months:

Candidates Names	Club/Branch	Exam being instructed for

Applicant's signature: _____

Date: _____

Code of Conduct for Observers at H or A Exam:

- It is paramount that the observer protects the privacy of the candidate/s and examiners. Therefore they will not discuss or repeat any comments made during the course of the exam or sum up with anyone other than the examiners without their prior approval and the approval of the candidates.
- During and following the certificate Exam the observer:
 - May be close enough to hear and observe the examiners and candidates.
 - Must not speak to the examiners unless addressed by them.
 - May discuss the exam with the examiners at the conclusion.
 - Must respect the authority of the TD for the duration of the exam.
- Observers failing to comply with these expectations can be asked to cease being an observer.
- Observers may not be a parent or coach of a candidate sitting that exam.
- If a new National Coach is attending as an observer, no other observers are allowed.
- If a National Coach is assisting for the first time, no observers are allowed.

CONDITIONS FOR APPLYING

H & A OBSERVER

1. You must be a current coach preferably teaching at this level.
2. The Technical Delegate will allocate candidates for you to observe at the examination. You may not observe any candidate you are currently teaching.

H GROOM

Name: _____ Address: _____
_____ Ph: _____ Fax: _____
Club: _____ Branch: _____
Selected Exam Venue: _____ Exam Date: _____
Applicant's signature: _____ Date: _____

Applicants are to answer the following questions:

1. Do you coach at Pony Club? YES / NO (please circle one). If yes, at which level? C, C+, B (please circle one).
2. Do you intend to sit the A or H exam in the near future? YES / NO (please circle one).
3. What is the highest Pony Club certificate you currently hold? C+HM BHM Full C+ Full B (please circle one).

Notes:

1. This application form applies only to grooming at the H exam.
2. Grooms will be selected subject to the policy below. Applicants will be notified accordingly.
3. It is preferable that you groom at an H Exam before you intend to sit the H Exam.

NZPCA Policy on Grooming at a 'H' Exam

Candidates will be paired for the H Exam where applicable:

- One H candidate – maximum one groom.
- Two H candidates – maximum two grooms.
- Three or four H candidates – maximum of two grooms.

Code of Conduct for Grooms

- It is paramount that the groom/s protects the privacy of the candidate/s and examiners. Therefore they will not discuss or repeat any comments made during the course of the exam or sum up with anyone other than the examiners without their prior approval and the approval of the candidates.
- During and following the certificate exam the groom / assistant may not speak to the examiners unless addressed by them.
- Grooms must respect the authority of the TD for the duration of the exam.
- Grooms are there to assist the organizer in ensuring the smooth running of the exam by having horses prepared and in place at the right times.

Suggested Dress for Summer Exams:

- Cap, sun block, insect repellent.
- Plain short sleeve open neck shirt/blouse or polo shirt.
- Plain sweat shirt, jersey or wind breaker jacket.
- Tidy dress shorts, jodhpurs, or slacks.
- Sturdy footwear, jodhpur boots or muckers are acceptable.

Suggested Dress for Winter Exams:

- Cap or beanie.
- Shirt/blouse, skivvy, plain sweat shirt, jersey or wind breaker jacket.
- Jodhpurs or slacks.
- Sturdy footwear, jodhpur boots or muckers are acceptable.

Applications for **Grooming** and **Observing** must be lodged with the
NZPCA COACHING OFFICER
28 WORKING DAYS FROM DATE OF EXAM

SEND TO: NZPCA Coaching Officer,
P.O. Box 57107, Mana,
WELLINGTON 5247
Ph/Fax: (04) 233 6226 Email: coachingpony@xtra.co.nz