

# Courses taken by National Coaches

## Coaches Courses:

Designed to help Coaches with their 'teaching' of Pony Club members. All courses have components of watching, evaluating lessons being given and giving lessons to Pony Club riders of the level.

- D D to D+. Basic 'what it's all about' course
- C C level and revision of D level
- C+ C+ level and revision of C level
- B B level and revision of C+ level
- H H level and revision of B horse management
- A A riding and revision of B riding

\*All two day courses are ten hours duration and qualify for the Equestrian Coaches Training Programme (ECTP). Two day courses need not be held on consecutive days.

\*Minimum age 15 years.

\*Numbers: Maximum 10-12 [negotiable].

\*NOTE: All courses should be taken in sequence.

## Examiners Clinics:

Designed to help Examiners with 'Examining techniques' and examining to the level required. At C+ and higher, a Technical Delegate [TD] is required for exams and TD training is advised.

Examiners clinics may consist of either of the following.

- Exam techniques (for new and updating examiners at all levels.)
- D, D+ and/or C examiners clinic
- C+ examiners (for new and updating C+ examiners.)
- B examiners (for upgrading C+ and updating B examiners.)

Two day Examiners clinics may be a combination of any of the above.

The NZPCA funds four, two day Examiners Clinics annually on an Area rotational system.

For more information on Examiner clinics, please contact the Coaching Officer (contact details over page). Ref to PP4.19

## Assessors' Courses:

For Coaches assessing riders for B, H and A Certificates

## Equestrian Coaches Training Programme [ECTP]

\*Introductory seminar/course for D level.

\*Workshops for coaches wanting help in completing the written components and practical assessments

\*Assessments for all levels.

\*Assessor training courses.

## Specialised Coaches Courses:

\*Coaches specialising in dressage/ jumping/ XC etc.

\*Lecture/demonstration/coaches seminars.

\*Larger numbers may be taken. [These courses do not qualify for the ECTP].

\*Hours and fees by arrangement.

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***FEES: It is strongly recommended that Clubs assist their Coaches by paying their course fees!***

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## Rider courses:

\*For riders of all levels.

\*Dressage, Show Jumping, Show Hunter, Cross Country, Games, Horse Management, Young Horses, preparation for Certificates.

\*You name it - we teach it!

\*Hours and fees by arrangement.

## Parents Courses:

\*Any aspect of Pony Club activities, day or evening.

\*Hours and fee by arrangement.

## Annual Coaching & Training Programme:

It is advisable, when planning for courses in advance, that this booking form be completed to ensure the National Coaches are booked and later confirmed.

# Requirements

## Facilities and equipment:

\*Open flat area to work in.

\*Arena 20 x 40m or 20 x 60m. Poles on the ground will suffice for higher levels. Confined Arena for younger riders. Letters accordingly.

\*Show jumps and cross country fences as per level and type of course.

\*Yards or tie up rails for horses.

\*If required, lunging area, stable.

\*Indoor room big enough to conduct discussions, with seating, tea/coffee facilities and toilet.

## Accommodation:

Please confirm with the National coach accommodation requirements and meals.

## Coaches:

\*Dress as for a rally, warm clothes essential.

\*Bring applicable NZPCA Manuals 1, 2, 3.

\*Rule books where applicable.

\*Coaches Record Card.

\*Seat, notebook/pen, rainwear, lunch.

\*Props as required for HM lessons.

## Demonstration Riders:

\*Riders must be of a level suited to the course.

\*Co-operative temperament/attitude in both rider and horse.

\*Wear Pony Club uniform, bring Record Cards.

\*Bring extra warm clothing, rainwear, parka, lunch.

\*Horses need halter and rope for tying up, cover.

**Usually six demonstration riders** are required, check requirements with the National/ Association Coach.

**Coordinator required** for riders on the day.

**Riders to be given** start and approx. finish times and advised what is expected of them.

## CONFIRMATION OF BOOKING

### Procedure:

**Step 1:** Make contact with the National Coach and check that the proposed date of your course is free in their diary.

**Step 2:** Complete the 'Confirmation of Booking' form below and send to the National Coach with the deposit. (All courses including examiner clinics require a deposit)

**Step 3:** Send to the National Coach, as soon as all course arrangements have been finalised, the full details of the course (including directions on how to get to the venue) so they have time to do their course preparation. (**Note:** Confirmation when payment of invoice is to be made, travel details and accommodation/meal requirements will need to be obtained from the National Coach prior to their arrival).

## NATIONAL COACH BOOKING FORM:

Area: \_\_\_\_\_

Club/Branch Pony Club: \_\_\_\_\_

Organiser's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Type of course(s): \_\_\_\_\_

Level of Course: \_\_\_\_\_

Proposed Venue: \_\_\_\_\_

Course Date(s): \_\_\_\_\_

Start/finish Times: \_\_\_\_\_

Numbers Attending: \_\_\_\_\_

Deposit Enclosed (@ \$100 / day): \$ \_\_\_\_\_

Accommodation: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Fees (as at 1<sup>st</sup> March 2007):

Unless otherwise stated:-

National Coach Fee: \$320.00 per day (GST excl.)  
\$200.00 half day fee

Car Travel: 55c/km (GST excl) as at 1<sup>st</sup> March 2007.

Air Travel: Air NZ Flexi Saver fare or equivalent

### Deposit:

On receipt of the Booking Form and deposit, ask the National Coach to send written confirmation of their costs inclusive GST. (*Note: Fees may be negotiated when concurrent courses are run in neighbouring Areas as travel expenses can be shared.*)

**To secure a booking**, a verbal agreement is to be made as soon as possible after a course has been decided, with a **written agreement 3 months prior** to the commencement of the course. **A deposit of \$100/day (GST excl) is to be paid 6 weeks prior** to the commencement of the course. (*Note this applies to Examiner Clinics also.*)

### Cancellation of a Course:

**NO refund of deposit** if course is cancelled within 3 weeks of first day of course, if the National Coach cannot accommodate another date. Exceptions will be made for weather conditions, illness or transportation problems. A course may be postponed only once.

### Course Payment:

Payment for a course is normally made after the course has been held. No payment is to be made without a proper invoice being submitted by the facilitator which must include a date, name and address of contractor providing the service, details of services provided, details of any ancillary expenses incurred and a GST number if the facilitator is GST registered. (*Note: a National Coach may require their account to be paid prior to departure*). Areas are responsible for paying the facilitator/s fees and expenses. For examiner clinics, Area is to seek reimbursement from the NZPCA in accordance with the Policy for Examiners Clinics.

### Details of Course:

Course details should include:

- \* Venue and date(s) of the course
- \* Maximum number of participants
- \* Type and level of course

### Course Attendees:

It is recommended that Clubs assist their Coaches by paying all or part of their course expenses, i.e. course registration fees, travel and accommodation expenses.

New Zealand Pony Clubs Association Inc



### National Coaches

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### NZPCA Coaching Officer

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**NATIONAL COACHES ARE AVAILABLE TO TAKE COURSES/CLINICS/SEMINARS FOR:**

|   |                |                           |
|---|----------------|---------------------------|
| <b>Coaches</b>                                      | <b>Riders</b>  | <b>Examiners</b>          |
| <b>Assessors</b>                                    | <b>Parents</b> | <b>Specialist Courses</b> |
| <b>Equestrian Coaches Training Programme (ECTP)</b> |                |                           |