



### **LITTLE HORSE SHOE POLICY**

#### **AIM:**

NECA wishes to implement a uniform standard and guidelines for the Little Horse Shoe Qualification (LH) in Namibia. The Aim is that each coach, applicant and Club have a common set of rules with clear cost implications.

#### **POLICY:**

The following rules are to be applied by all members of NECA in Namibia when training/grooming young riders towards obtaining their LH1, LH2 and LH3.

1. Each young rider has to go through the process of obtaining LH1 before he/she can attempt LH2 and in turn LH3.
  - a. For the LH1 and LH2, the examining coach must be a NECA registered coach other than the rider's own coach. The exam can be offered at the respective, NAMEF registered club premises and outside the realm of an official graded or practice show.
  - b. The examiner for LH3 must be a NECA registered Level 2 coach. Further, the LH3 Exam has to be offered in conjunction with a NAMEF graded or NAMEF sanctioned practice show at a NAMEF registered club.
  - c. ALL LH exams must be applied for as per LH Application set out in paragraph 2.
2. Before an instructor/coach wishes to complete any competency testing for the LH, he/she shall first apply to NECA by completing the application and following these steps.
  - a. The form hereto attached shall include that name of young rider, date and place where the competency test will take place and the coach/instructor who will act as the tester.
  - b. NECA will sign off the application and send it back to the coach and in the case of the LH3 show organiser, who in turn will forward same to the coach/instructor hosting the testing.
  - c. Once the application has been signed off by NECA, NECA will invoice the instructor whose client is taking the exam or the show organiser (in the event of the LH being offered at a graded show).
  - d. The Fee for the LH exam to be determined on an annual basis and payable before the actual LH exam is taken, is made up of the following:
    - i. A fee for the host/organiser
    - ii. A fee for the examining coach
    - iii. A fee for the pins/certificates/admin
  - e. In the case of the LH exam being hosted at an official graded show, the show organiser/club will be invoiced for iii only, and will be expected to pay the examining coach according to the officials' fees set out by NAMEF. The LH application fee plus any entry, medical or ground fees are thus payable to the show organiser as per show schedule by the closing date for the show in question.
  - f. In the case of the LH1 & 2 being offered at the club premises outside the realm of an official or ungraded NAMEF sanctioned show, NECA will invoice the rider's coach/es for the full amount and in turn remunerate the examining coach and the organising coach in line with the NAMEF fees structure.
3. The Coach/Instructor acting examiner shall complete the application form after the test and forward same to NECA, who in turn will update the LH Spreadsheet before forwarding the completed application form and the updated spreadsheet to the NAMEF grading secretary.

#### **Disciplinary action:**

Any contravention of the above policy may lead to disciplinary action by NECA and/or NAMEF.