

THE HORSE RIDING CLUBS ASSOCIATION of VICTORIA INC.**LEVEL ASSESSMENT SUB-COMMITTEE
GUIDELINES****1. OBJECTIVES**

- 1.1. To provide and maintain fair and clear definitions of each of the HRC AV Assessment Levels.
- 1.2. To ensure that Level Assessment standards are maintained and remain equitable across all Levels, Level Assessors and locations.
- 1.3. In relation to 3b of the HRC AV Guidelines for Sub-Committees, any Member may sit on this Sub-Committee, however, a minimum of one (1), preferably two (2) Official Level Assessors must sit on the Sub-Committee.

2. DUTIES

- 2.1. To maintain and exemplify each category of Level Assessment as currently defined in the Level Assessment Rules.
- 2.2. To set and/or amend, as appropriate, all examination/refresher papers, to mark said papers and advise examinees of results. A copy of all examination papers is to be held on file by the HRC AV. A summary of results of examinations is to be presented to the HRC AV after each examination session.
- 2.3. To organise Level Assessor Examinations at suitable and varied geographical locations frequently enough, preferably at least once a year, to encourage Members to become Level Assessors.
- 2.4. To organise Level Assessor Training and Refresher Sessions, at least once a year in each appropriate geographical area and provide written instruction, so that all Members wishing to become Level Assessors have adequate opportunity to learn what is required of a Level Assessor and to ensure the opportunity of current Level Assessors to meet the criteria to remain on the Official listing.
- 2.5. To address specific questions/problems relating to Level Assessment, as they arise from the Executive Committee, Member Clubs or Members.