

# The Guide to Pony Club Training

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## Our Charitable Purpose

We have three critical strands to our purpose, we exist:

- ▶ To promote and advance the education and understanding of the public and particularly children and young people, in all matters relating to horsemanship and the horse.
- ▶ To encourage the development of sportsmanship, unlocking potential by building resilience, confidence, teamwork and leadership skills.
- ▶ To support and develop the volunteering network to strengthen The Pony Club community and sustain lifelong engagement with equestrianism.

## Our Vision

To provide children and young people with the opportunity to develop a lifelong love of horses through fun, friendship, horsemanship and sport.

## Our Values

- ▶ **Togetherness** – We are one Pony Club, fostering friendship, teamwork and volunteering.
- ▶ **Empathy** – We support every individual to reach their goals. We celebrate success and learn to lose with grace.
- ▶ **Respect** – We treat all people fairly and equally. We celebrate our history and heritage.
- ▶ **Learning** – We grow through learning and education, the development of skills, expertise and the pursuit of excellence.

## The Pony Club Strategy

At The Pony Club we used 2020 as a time to refresh our thinking, look towards the future and understand where we want to be in 5 years' time. Our strategic plan aims to ensure that we not only survive but prosper and flourish by remaining relevant to our Members and volunteers. Our primary ambition is to grow our membership from every walk of life,

becoming increasingly inclusive and diverse. We will look to expand our reach and partner with organisations who align with our ethos.

View The Pony Club Strategy at <https://pages.pcuk.org/strategy>

## Objectives of Pony Club Training

- ▶ To promote and advance the education and understanding of the public and particularly children and young people, in all matters relating to horsemanship and the horse.
- ▶ To encourage the development of sportsmanship, unlocking potential by building resilience, confidence, teamwork and leadership skills.
- ▶ To support and develop the volunteering network to strengthen The Pony Club community and sustain lifelong engagement with equestrianism.
- ▶ To be inclusive and accessible to all children and young people.
- ▶ To be the leading provider of horsemanship education and training for children and young people in the UK
- ▶ To teach children and young people the skills they need for a horse or pony in their care to thrive
- ▶ To ensure responsible horse ownership and management is at the forefront of our riding activities and to embed the mental, physical and emotional requirements of the horse in all training activity

## Objectives of this Guide

To provide a coherent and comprehensive guide to training within the Pony Club for members coaches and organisers both for Branches and Linked Centres.

This guide is current for 2022. It is a collection of all documents relating The Pony Club Training structure.

## How does the Pony Club deliver its objectives?

The Pony Club delivers these training objectives primarily to its members in two settings: Branches and Linked Centres. Furthermore, the Pony Club provides training to its volunteers including parents. <https://pcuk.org/join/volunteering/>

Whether in a Branch or Centre, the same development pathway is in place, providing clear expectations of learning through the comprehensive assessments listed below.

All Members, Coaches, Parents, Officials and Volunteers are required to abide by the Pony Club Codes of Conduct

All must adhere to any Health and Safety requirements

All Coaches must be registered and fully compliant as 'Accredited Coaches' on the Pony Club database 'PELHAM', a coach must be associated with each branch/centre/area that they coach for.

The Pony Club Office are able to add additional Branches/Centre and Areas. The coach will then appear on each coaches list and can be updated by any one of them.

# Rallies

A rally is any kind of Pony Club training provided by a Branch, Centre or Area. If you are thinking of joining The Pony Club and haven't attended a rally before, you may attend one taster rally before joining.

## Pony Club Branch Activities

### Members

#### Turnout

All members must wear a riding hat when mounted (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>). Once it has been checked by a branch official it will be marked with a current tag. Members should wear a Branch or Centre branded clothing, plain coloured jodhpurs or breeches with jodhpur boots or long riding boots, a branch polo shirt or a plain coloured shirt with a tie or stock. Only standard riding or jodhpur boots with a well defined heel may be worn. Wellies, trainers or 'muck boots' are not acceptable. It is not expected that clothing is new, but what is worn should be clean, neat and tidy. A jacket with a plain shirt and Pony Club tie may be worn. Long hair should be tied back in a pony tail. Body Protectors if worn should comply with current safety standards, they are compulsory for taking part in cross country.

#### Jewellery

Jewellery is not allowed, other than medical jewellery, a wristwatch, a wedding ring, a stock pin worn horizontally or a tie clip. In the event of a person being unable to remove permanent jewellery, it must be adequately protected by being covered by a sticking plaster or another appropriate material.

#### Pony/Horse

Very young, inexperienced or unsound horses or ponies are not suitable and may not take part. No horses or ponies under the age of 4 years old and no stallions may attend rallies unless the member has permission from their District Commissioner or Centre Proprietor.

#### Tack

Must be safe and fit for purpose. The first time you attend a rally it is not essential at rally level that the tack is as set out in the sport rule books, but you will be guided for the welfare of your horse or pony to make any necessary adjustments for the future. Stirrups must be of the correct size to suit the rider's boots. They must have 7mm (1/4") clearance on either side

of the boot. Side reins, grass reins and balance support reins can be used at rallies when jumping **less than 50cm**.

### **Spurs**

Are not encouraged, but may only be worn with the agreement of the Coach on the day.

### **Expectations**

Generally you can expect to be in a group of members who are of a similar age or ability, taught by a Pony Club Accredited Coach.

### **Coaches**

Coaches must be fully compliant and 'accredited coaches' on the PELHAM Database.

### **Branch Organisers**

Ensure that rallies are advertised on your website at least seven days before they are due to take place. Ensure that the facilities are risk assessed before use and that the equipment is ready for each rally. Ensure that a coach with suitable knowledge of the rally area is contacted, booked and authorised by the DC. The coach must be a fully up to date Pony Club Accredited coach.

## **Pony Club Centre Activities**

### **Members**

#### **Turnout**

All members must wear a riding hat that is in line with current hat standards when mounted (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>). Hats should be tagged with a Pony Club hat tag if members leave the Centre. Members should wear a Centre branded clothing, plain coloured jodhpurs or breeches with jodhpur boots or long riding boots, a plain coloured shirt with a tie or stock. Only standard riding or jodhpur boots with a well defined heel may be worn. Wellies, trainers or 'muck boots' are not acceptable. It is not expected that clothing is new, but what is worn should be clean, neat and tidy. Long hair should be tied back in a pony tail. Body Protectors if worn should comply with current safety standards, they are compulsory for taking part in cross country.

#### **Jewellery**

Jewellery, other than medical jewellery, a wristwatch, a wedding ring, a stock pin worn horizontally or a tie clip, is not allowed. In the event of a person being unable to remove



permanent jewellery, it must be adequately protected by being covered by a sticking plaster or another appropriate material.

### **Pony/Horse**

Not all activities will involve a pony/horse. When horses are used, the ponies/horses selected should be suitable for the members in the rally.

If a member brings a pony from outside the Centre to attend Centre Activities, that member must be a Centre Plus member. Very young, inexperienced or unsound horses or ponies are not suitable and may not take part. No horses or ponies under the age of 4 years old and no stallions may attend rallies unless the member has permission from their District Commissioner or Centre Proprietor.

### **Tack**

Must be safe and fit for purpose. Stirrups must be of the correct size to suit the rider's boots. They must have 7mm (1/4") clearance on either side of the boot. Stirrup leathers should be the correct length for the rider without the use of twists.

### **Expectations**

You can expect to be taught in a group of other centre members. The sessions will cover a range of Horse Care and Riding topics both ridden and on foot. These sessions will prepare members for activities offered by the Pony Club, such as the Quiz, Horse and Pony Care Competition or Centre Equitation to name a few.

### **Coaches**

Coaches must be fully compliant and 'accredited coaches' on the PELHAM Database.

### **Centre Proprietors**

Organising Centre Activities is the responsibility of the Centre, it is their responsibility to ensure that the activities provided are suitable for the members.

## **Sport-Specific Training**

Each sport has its own achievement badge and these can be found on the website (these can be found here <https://pcuk.org/sport-badges/>)

Sport specific training can take place at any level and tack and turnout should conform with the sports own rules. Exceptions would be that safety must come before all else and if a

piece of tack is used that cannot be used in competition this must be discussed between the coach and member.

## **Training activities organised at Area level (B test and above, Steps to Coaching and CPD)**

### **Member view**

There will be training for older members organised by your Area in preparation for tests above the C+ Test. There may be activities to increase your knowledge around horses and riding. There may be online training on offer from anywhere in the UK.

### **Coach requirements**

All coaches used must be registered on Pelham and fully compliant with the Pony Club Coach requirements. Coaches should be selected based on their expertise in the training area.

### **Organiser – Area Rep**

Training should be advertised well in advance on the Area website and relevant social media pages. The costs are set by the organiser and should not be prohibitive to members.

# Coaches

	Enhanced Disclosure check - Updated every 3 years	Safeguarding certificate - Updated every 3 years	First Aid - updated according to the certificate	CPD - updated every 2 years
Accredited Coach	Yes	Yes	Yes	Yes
Supervised coach*	Yes	Yes	One or Both of these has expired	
Expired Coach	One or Both of these has expired		A coach who does not have a in date Disclosure check and Safeguarding cert cannot be used.	

\* A coach that falls into the Supervised Coach category may be used if they are Supervised by an Accredited Coach, this means being in full sight and sound of them.

**A coach who does not have current Disclosure check and Safeguarding certificate cannot be used.** These coaches are classed as Expired Coaches on our system until the requirements are in place once again.

The information below directs you to where you can access support, should you need help to maintain any of the qualifications:

- **Disclosure Checks:** <https://pcuk.org/disclosure>

- ▶ **Safeguarding Courses:** <https://pcuk.org/safeguardingcourses>
- ▶ **First Aid:** <https://pcuk.org/firstaid>
- ▶ **CPD Courses:** <https://pcuk.org/cpdcourses>

All coaches are covered by the Pony Club Insurance policy when coaching at Pony Club events.

# CPD (Continual Professional Development) – for Coaches

To remain accredited Coaches must attend a Pony Club approved CPD at least every two years. It is encouraged that coaches should **attend more** than this to ensure they are current on all areas that they coach at The Pony Club. CPD must be preapproved and appear on the CPD list on The Pony Club Website. Other Member Body CPD does not count unless it has been approved prior to taking place and appears on the list online.

## Member/Volunteer view

Members who are 16 years and over and volunteers are welcome to attend CPD courses as it can be as beneficial to observe a coaching session to gain more knowledge and observe different training methods and exercises.

## Coach Requirements

Coaches are required to attend a Pony Club Approved CPD at least once in a two year period. Coaches are encouraged to attend CPD **more regularly** than this to develop their skills and improve their knowledge.

## Area Rep

The Area Representative is responsible for the CPD offering in their Area. They should ensure that there is a good range of CPD on offer to support their Coaches and Assessors.

In a two year period, the following courses will be available within the Area or signposted to other suitable courses.

- ▶ Assessor Course for D D+
- ▶ Assessor Course for C
- ▶ Assessor Course for C+
- ▶ Standard setting day for B
- ▶ Standard setting day B+
- ▶ Standard setting day AH
- ▶ Steps to Coaching 1, 2, and 3
- ▶ Soft Skills
- ▶ Health and Safety

- ▶ Skills for teaching Leading Rein riders
- ▶ Skills for teaching at D D+
- ▶ Skills for teaching C and C+
- ▶ Skills for teaching B test and above

The Area Representative is responsible for selecting an appropriately trained and experienced coach to present the CPD course.

A list of all CPD available nationally can be found on the main website here

<https://pcuk.org/coaches/coach-training/cpd-courses/>

## **Organiser – Area / Branch / Centre**

A CPD event can be organised by an Area, Branch or Centre.

If the CPD is not organised by Area, the Area Representative should be made aware of the planned CPD so they can help to advertise the event, give any advice on running the event successfully and ensure the coach delivering the CPD is suitable.

A Pony Club Coaching Conference will be organised annually.

Once a CPD has been organised a CPD Booking Form (<https://pcuk.org/coaches/coach-training/cpd-courses/>) must be emailed to the Pony Club Office.

This allows the CPD to be put on the main website and advertise it to a wider audience. The booking form must be received a minimum of 3 weeks before the date of the CPD. In addition, the CPD can be advertised on Area and Branch Social media platforms.

The Organiser will complete a Record of Attendance. Each attendee should receive a certificate after they have attended. They can show this to their Branch or Centre to get their record updated. The AR will circulate the list of attendees.

A template for this certificate can be sent to the organiser by contacting the Training Team.

# Pony Club Tests

The Pony Club Tests E to A are at the heart of all Pony Club training, both in the UK and globally. The Pony Club Tests enable Members to develop comprehensive knowledge and skills on correct horse care and riding. The highest Test, the A Test, is a sought-after accolade which is recognised worldwide and held by many top-level equestrian professionals.

Test	Age Requirements
E Test	Minimum age 4
D Test	Minimum age 8
D + Test	Minimum age 10
C Test*	Minimum age 11
C + Test*	Minimum age 13
B Test*	Minimum age 14
B + Test	Minimum age 16
AH Test	Minimum age 16
A Test	Minimum age 18

\*Riding and horse care elements can be split and examined separately.

Some of the Pony Club Tests provide direct entry into British Horse Society and British Show jumping Exams, information can be found here <https://pcuk.org/members/training/pony-club-tests/>

Below B Test there is no minimum time that must lapse between tests, or before a failed candidate may retake a test. At B Test and above a period of six weeks must elapse before a failed candidate can retake a failed test. There is also no maximum number of times that a test may be attempted.

The **Progressive Awards** can also be worked through, assessed, and awarded in-Branch/Centre when Members meet the award criteria. It is recommended that a different

coach to usual used as the Branch/Centre runs the assessments to give Members an experience of being assessed and to ensure the awards are open and transparent.

We would encourage all Members to be working towards **Pony Club Tests** to help improve their riding and horse care skills. All training towards Pony Club Tests can be organised by your Branch or Centre.



# E Test – Minimum Age 4 years

## General

This is an official voluntary test for young new Members.

It is not necessary to either take or pass this Test before attempting the D Test.

Candidates should be accompanied by a parent or guardian. The Test may be taken on or off the lead rein.

## Objective

To start on the Pony Club Ladder of achievement, together with engaging with the badges.

To improve and enjoy learning about ponies.

To be happy both on and around ponies

To know the basic points of the pony.

## Syllabus

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## Members' View

### Age

Members must be a minimum age of 4 years old

### Turnout

1. Ponies should be well groomed with suitable, safe, well-fitting tack in line with Pony Club rally guidance.
2. All members must wear a riding hat when mounted (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>). Once it has been checked by a branch official it will be marked with a current tag.
3. Riders should dress as for a rally (see Rally Guidance for information)

## Coach View

### How to become an E test assessor

You must:

- ▶ Be a Pony Club Accredited Coach
- ▶ Be an Accredited Coach at the Branch or Centre
- ▶ Read the Assessor's Code of Conduct

### Preparation/resources

Knowledge of the E Test Syllabus

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.

This test can be carried out in groups, with candidates in a 'rally' ride, in a small fenced area of arena.

## DC / Proprietor / Organiser View

### Checklist

- ▶ Identify and publish a date and venue and the member's entry fee
- ▶ Take the entries
- ▶ Order the relevant number of felts and certificates in advance of the test date.
- ▶ Inform the Assessor and Members of the expected timetable. There should be no more than 6 in a group.
- ▶ Inform the Assessor in advance of any information relating to members that will mean reasonable adjustment must be made (<https://pcuk.org/officials/equality-diversity/reasonable-adjustment/>).
- ▶ Ensure a risk assessment has been completed for the venue and have it available to be seen by the Assessor.
- ▶ Any incident or accident must be reported by the Organiser to the District Commissioner or Area Rep, and recorded on Risk Reduce (<https://pcuk.org/officials/health-and-safety/accident-reporting/>)
- ▶ Meet the Assessor and look after them during the day.
- ▶ Welcome the members and introduce them to the Assessor.
- ▶ Update Pelham to reflect E Test passes

## **Facilities**

Riding section: A safe space, such as an arena or a field, where there are few outside influences that might disturb the member and their pony during the test.

Horse Care section: A well behaved pony, tacked up and tied up in a stable, on the yard or by a horsebox or trailer. This section of the test may be examined while the member is on their pony.

## **Fees**

Assessor fees and milage must be agreed in advance by the Organiser.

Member's fees may need to take into account the venue costs as well as the cost of assessors and sundry expenses.

The fee must be paid on entry.

## **Preparation**

This is a very informal test. The members should enjoy the experience, so there should be no formality.

## **Timing**

This test should take no longer than approx. 30mins for a group of members.

## **Certificates and Felts**

A Pale yellow felt is awarded and a certificate

## **PELHAM update**

The organiser or nominated branch official is responsible for updating the test results on Pelham. This should be done within 14 days of the test date.

# D Test – Minimum Age 8 years

## General

The Road Rider Mini Achievement Badge (<https://pcuk.org/media/2qgbwluv/mini-badge-syllabus-road-rider-v21-2-0.pdf>) must be passed before taking the D Test.

## Objective

- ▶ To have a basic understanding of ponies.
- ▶ To achieve confidence in handling and riding a pony.
- ▶ To improve and enjoy learning about ponies.
- ▶ To hold more Mini Achievement Badges. (<https://pcuk.org/mini-achievement-badges/>)

## Syllabus

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## Members' View

### Turnout

Ponies should be well groomed with suitable, safe, well-fitting tack in line with Pony Club rally guidance.

All members must wear a riding hat when mounted (<https://pcuk.org/officials/health-and-safety/dress-and-tack/>). Once it has been checked by a branch official it will be marked with a current tag.

Members should dress as for a rally (see Rally Guidance for information)

## Coach View

### How to become a D test Assessor

- ▶ Attendance at D test Assessor CPD
- ▶ Shadowing of at least 1 D test and 'signed off by a C test or above assessor'
- ▶ Refer to the Assessor's Code of Conduct for information on expectations
- ▶ This can be the first test for many members so it is important to make it a positive experience.

### Preparation/resources

Be very familiar with the requirements of D Test

Paper and clipboard to make notes on members good and weak points.

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.

## **DC / Proprietor / Organiser View**

### **Checklist**

- ▶ Identify and publish a date and venue and the member's entry fee
- ▶ Take the entries
- ▶ Inform the Assessor and Members of the expected timetable. There should be no more than 6 in each group.
- ▶ Inform the Assessor in advance of any information relating to members that will mean reasonable adjustment (<https://pcuk.org/officials/equality-diversity/reasonable-adjustment/>) must be made.
- ▶ Ensure a risk assessment has been completed for the venue and have it available to be seen by the Assessor.
- ▶ Any incident or accident must be reported by the Organiser to the District Commissioner or Area Rep, and recorded on Risk Reduce (<https://pcuk.org/officials/health-and-safety/accident-reporting/>)
- ▶ Meet the Assessor and look after them during the day.
- ▶ Welcome the members and introduce them to the Assessor.
- ▶ Update Pelham to reflect D Test passes

### **Facilities**

#### **Riding section**

This test can be carried out in groups, with members in a 'rally' ride, in a small fenced area or an arena where the members has space to show some trot.

#### **Pony Care section**

- ▶ A well behaved pony, tacked up and tied up in a stable, on the yard or by a horsebox or trailer.
- ▶ A saddle and bridle that fit the pony.
- ▶ A dandy brush and a rubber curry comb

### **Fees**

Assessor fees and milage must be agreed in advance by the Organiser.

Members' fees may need to take into account the venue costs as well as the cost of assessors and sundry expenses. The fee must be paid on entry.

**Timing**

This test should be completed in approx. 45 minutes.

**Assessor**

One D test level Assessor or above is required. They can be an Assessor who also teaches for the Branch or Centre as an Accredited Coach.

**Certificates and Felts**

A Yellow felt and certificate are awarded for passing

**PELHAM update**

The organiser or nominated branch official is responsible for updating the test results on Pelham. This should be done within 14 days of the test date.

# D+ Test – Minimum Age 10 years

## General

### Objective

To be working towards developing a balanced seat independent of the reins

### Syllabus

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## Members' View

Your Centre, Branch or Area will be organising a D+ test at least annually.

Look on your Branch or Centre Web page to see when the next available test is. Most of the parts of the test can be trained for in general rallies put on by the Branch or Centre, but you might need to do some practising of the Horse and Pony Care and theory questions.

This test is more involved than the D Test, but it is designed for you to show the assessor all of your knowledge and how well you ride.

Assessors always want to pass you, so remember that on the test day.

### Turnout

1. Ponies should be well groomed with suitable, safe, well-fitting tack in line with Pony Club rally guidance.
2. All members must wear a riding hat when mounted (<https://pcuk.org/officials/health-and-safety/dress-and-tack/>), once it has been checked by a branch official it will be marked with a current tag.
3. Members should dress as for a rally (see Rally Guidance for information)

## Coach View

### How to become a D+ test Assessor

- ▶ Attendance at D+ test Assessor CPD. Shadowing of at least 1 D+ test and 'signed off' by a C test or above assessor
- ▶ Refer to the Assessor's Code of Conduct for information on expectations
- ▶ It may be the case that you are required to shadow at more than one test depending on what the assessor you are shadowing observes on the day.

## **Preparation/resources**

Be very familiar with the requirements of D+ Test

Paper and clipboard to make notes on candidates good and weak points.

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.

## **DC / Proprietor / Organiser View**

### **Checklist**

- ▶ Identify and publish a date and venue and the member's entry fee
- ▶ Take the entries
- ▶ Inform the Assessor and Members of the expected timetable
- ▶ Inform the Assessor in advance of any information relating to members that will mean reasonable adjustment (<https://pcuk.org/officials/equality-diversity/reasonable-adjustment/>) must be made.
- ▶ Ensure a risk assessment has been completed for the venue and have it available to be seen by the Assessor.
- ▶ Any incident or accident must be reported by the Organiser to the District Commissioner or Area Rep, and recorded on Risk Reduce (<https://pcuk.org/officials/health-and-safety/accident-reporting/>)
- ▶ Meet the Assessor and look after them during the day.
- ▶ Welcome the members and introduce them to the Assessor.
- ▶ Update Pelham to reflect D+ Test passes

### **Facilities**

#### **Riding section**

- ▶ A marked out dressage arena (20mx40m): may be in a level area of a grass field or an outdoor or indoor arena.
- ▶ Two jump wings and at least three poles

#### **Horse Care section**

- ▶ A well behaved pony, tacked up and tied up in a stable, on the yard or by a horsebox or trailer.
- ▶ A saddle, snaffle bridle and numnah which fit the pony
- ▶ A grooming kit with a variety of brushes, including a dandy brush and a hoof pick
- ▶ A variety of rugs, including a turnout rug and a fleece.



**Fees**

Assessor fees and milage must be agreed in advance by the Organiser.

Members' fees may need to take into account the venue costs as well as the cost of assessors and sundry expenses. The fee must be paid on entry.

**Timing**

This test should be completed in 60 minutes per group (max 6)

**Assessor**

One D+ test level Assessor or above is required. They can be an Assessor who also teaches for the Branch or Centre as an Accredited Coach.

**Certificates and Felts**

White felt and certificate for passing

**PELHAM update**

The organiser or nominated branch official is responsible for updating the test results on Pelham. This should be done within 14 days of the test date.

# C Test – Minimum Age 11 years

## General

Before being awarded the C Test Certificate, members must have passed The Pony Club's Road Rider Achievement Badge or the BHS Riding and Road Safety Test.

Before taking the C Test Certificate, members must have passed their D+ Test Certificate.

The C Test can be taken in two sections, Riding and Horse Care, but both must be passed before going on to take the C+ Test.

## Objective

- ▶ To understand the importance of, and to be working towards a secure correct balanced seat, independent of the reins.
- ▶ To understand why a correct seat is important.
- ▶ To apply simple aids correctly.
- ▶ To have a knowledge of the care and working of a pony off grass.
- ▶ To be in control of the pony on the roads and in the countryside. To have a proper regard for country lore

## Syllabus

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## Members' View

Study the syllabus and prepare carefully for each assessment requirement.

Your Centre, Branch or Area will be organising a C test at least annually – look on your Area, Branch or Centre Web page to see when the next available test is.

Ask your Pony Club Coach if you are ready to take the Assessment. Accept their advice if they suggest that you require further training and study to be ready for assessment.

Take advantage of all training available in your Branch or Centre.

Listen to feedback in lessons and use this help you select which areas you need to focus on. Get into the habit of doing things correctly. If you do it whenever you are around a pony, you will get it right in the assessment.

## **Turnout**

1. Horses and ponies should be well groomed and plaited with suitable, safe, well-fitting tack in line with Pony Club rally guidance.
2. All members must wear a riding hat when mounted (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>), once it has been checked by a branch official it will be marked with a current tag.
3. Members should wear a shirt and jacket, Pony Club badge and Pony Club tie or stock. White or beige jodhpurs or breeches, clean long boots or short boots and chaps, blue, brown or black hat or hat cover and gloves. Jacket may be replaced with Branch or Centre branded clothing for the Horse and Pony Care section.

## **Assessor View**

### **How to become a C test Assessor**

- ▶ Experience of assessing at D+ test
- ▶ Attendance at C test Assessor CPD
- ▶ Shadowing of at least 1 C test and 'signed of by a B test or above assessor'
- ▶ It may be the case that you are required to shadow at more than one test depending on what the assessor you are shadowing observes on the day.
- ▶ Refer to the Assessor's Code of Conduct for expectations

### **Preparation/resources**

- ▶ Be very familiar with the requirements of C Test
- ▶ Paper and clipboard to make notes on members good and weak points.
- ▶ Feedback sheets can be found in the Tests and Badges section of Coaching Resources.

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.

## **DC / Proprietor / Organiser View**

### **Checklist**

- ▶ Identify and publish a date and venue and the member's entry fee
- ▶ Take the entries
- ▶ Inform the Assessors and Members of the expected timetable

- ▶ Email the members with the timetable included allowing enough time warm up their horse before they start the test.
- ▶ Ensure by liaising with the District Commissioner that all horses are suitable for all parts of the test.
- ▶ Inform the Assessor in advance of any information relating to members that will mean reasonable adjustment must be made (<https://pcuk.org/officials/equality-diversity/reasonable-adjustment/>).
- ▶ Ensure a risk assessment has been completed for the venue and have it available to be seen by the Assessors.
- ▶ Any incident or accident must be reported by the Organiser to the District Commissioner or Area Rep, and recorded on Risk Reduce (<https://pcuk.org/officials/health-and-safety/accident-reporting/>).
- ▶ Meet the Assessor and look after them during the day.
- ▶ Welcome the members and introduce them to the Assessor.
- ▶ Ensure the assessor gives feedback to each member with their supporter.
- ▶ If an Assessor declares an interest with a member, the Organiser must be in close attendance when the Assessor and Candidate are together, to check that the Test standard is maintained. (check new declaration of interest document)
- ▶ Update Pelham to reflect C Test passes

## **Facilities**

### **Riding Section**

- ▶ A marked out dressage arena (20mx40m)- may be in a level area of a grass field or an outdoor or indoor arena.
- ▶ A field- preferably undulating in places and large enough for individual riding in the open, to include a few show jumping fences and poles.
- ▶ Fences: these must be prepared for the Assessors to check the heights before the test, max. height 70cm. The Show Jumping phase may be ridden on a surface.

### **Horse Care Section**

- ▶ A well behaved pony, tacked up and tied up in a stable, on the yard or by a horsebox or trailer.
- ▶ A grooming kit
- ▶ Some tail bandages
- ▶ A saddle, bridle and martingale, a bit with a curb chain and a flash noseband.
- ▶ Stable and turnout rugs
- ▶ A feed or water bucket

**Fees**

Assessor fees and milage must be agreed in advance by the Organiser.

Members' fees may need to take into account the venue costs as well as the cost of assessors and sundry expenses. The fee must be paid on entry.

**Timing**

Approx. 1 hr per section.

**Assessor**

One C test level Assessor or above is required. The Assessor cannot have prepared the Branch or Centre members for the test. Maximum number of 4 riders in a group.

**Certificates and Felts**

- ▶ Riding section - Grey felt and certificate
- ▶ Horse Care section - Meadow Green felt and certificate
- ▶ Full Test (both sections) - Green felt and certificate

**PELHAM update**

The organiser or nominated branch official is responsible for updating the test results on Pelham. This should be done within 14 days of the test date.

# C+ Test: Care and Riding – Minimum Age 13 years

## General

Riders may be required to change horses or ponies for some flat work.

In exceptional circumstances, with the agreement of the Area Representative, a candidate who is over 16 may take this test without holding previous Pony Club tests.

## Objective

- ▶ To become an educated and practical rider.
- ▶ To ride safely over fences at all paces.
- ▶ To gain practical experience and knowledge of the care of a stabled pony and of a pony at grass.
- ▶ To be capable of riding a well-mannered pony at all Pony Club activities.
- ▶ To ride intelligently and with due regard for others on the roads and in the country, and with a knowledge of pace, distance and discipline when riding alone and in groups.

## Syllabus

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## Members' View

Study the syllabus and prepare carefully for each assessment requirement.

Your Centre, Branch or Area will be organising a C+ test at least annually – Ask your DC or Centre Proprietor when the next available test is. Ask your Pony Club Coach if you are ready to take the Assessment. Accept their advice if they suggest that you require further training and study to be ready for assessment. Take advantage of all training available in your branch. Get into the habit of doing things correctly – live it, don't just learn it. This will really help you to overcome assessment nerves.

The Riding and Horse Care sections can be examined separately. If you pass your Care section, you do not need to pass the riding section before going on to the B Test Horse Care test.

## **Age**

Members must be 13 years old or over on the day of the test

## **Horses**

If possible horses should be ridden in the same tack throughout the test. No horse under the age of 4 years may take part, very green or unsound horses are not suitable and may not take part.

## **Turnout**

1. Horses should be well groomed and plaited with suitable, safe, well fitting tack.
2. All members must wear a riding hat when mounted (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>), once it has been checked by a branch official it will be marked with a current tag.
3. Riders should wear a shirt and jacket, Pony Club badge and Pony Club tie or stock. White or beige jodhpurs or breeches, clean long boots or short boots and chaps, blue, brown or black hat or hat cover (a hat with a fixed peak may not be worn for the cross country phase), gloves. Jacket may be replaced with a Branch or centre sweat shirt for Horse and Pony Care section.
4. A body protector will be required for Cross Country

## **Assessor View**

### **How to become a C+ test Assessor**

- ▶ Experience of assessing at C test
- ▶ Attendance at C+ test Assessor CPD
- ▶ Deep, up to date knowledge of the C+ syllabus
- ▶ Shadowing/observation of at least 1 C+ test accompanying C+ Lead Assessor by arrangement with the Organiser and C+ Lead Assessor
- ▶ It may be the case that you are required to shadow at more than one test depending on what the assessor you are shadowing observes on the day.
- ▶ Refer to the Assessor's Code of Conduct for information on expectations (<https://pcuk.org/coaches/assessor-training/>)

### **Preparation/resources**

- ▶ Be very familiar with the requirements of C+

- ▶ Paper and clipboard to make notes on candidates good and weak points.
- ▶ These notes should be scanned and stored securely on a cloud for 12 months. Paper notes should be destroyed.
- ▶ Optional Feedback sheets can be found in the Tests and Badges section of Coaching Resources.

In order for the assessment is seen to be fair, there are no circumstances where an Assessor may assess any candidates they have trained or prepared for the assessment.

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.

## **Area Rep View**

The Area Rep will maintain an up to date list of current B Test Assessors in their Area. It is from this list ONLY that assessors may lead C+ assessments. Some C+ tests are run by Area or by mixed Branches or Centres. The Area Rep must be involved in the planning of any C+ test in his/her Area.

## **Organiser View**

- ▶ Identify and publish a date and venue and the candidate's entry fee
- ▶ Take the entries
- ▶ Inform the Assessors and Candidates of the expected timetable
- ▶ Email the Candidates with the timetable included allowing enough time to walk the Show Jumping and Cross Country courses, and warm up their horse before they start the test.
- ▶ Ensure by liaising with the District Commissioner that all horses are suitable for all parts of the test and possibly to be ridden other candidates on the flat only.
- ▶ Timing: Each section should take no more than 1 hour for six candidates.
- ▶ Ensure a risk assessment has been completed for the venue and have it available to be seen by the Assessors.
- ▶ Inform the Assessors in advance of any information relating to candidates that will mean reasonable adjustment must be made (<https://pcuk.org/officials/equality-diversity/reasonable-adjustment/>).
- ▶ Any incident or accident must be reported by the Organiser to the District Commissioner or Area Rep, and recorded on Risk Reduce (<https://pcuk.org/officials/health-and-safety/accident-reporting/>).
- ▶ Meet the Assessors and look after them during the day.



- ▶ Welcome the candidates and introduce them to the Assessors.
- ▶ Ensure the assessors give feedback to each candidate with their supporter.
- ▶ If an Assessor declares an interest with a candidate, the Organiser must be in close attendance when the Assessor and Candidate are together, to ensure that the Test standard is maintained.
- ▶ Update Pelham to reflect C+ passes

## **Facilities**

### **Riding section**

1. A marked out dressage arena (20mx40m) - may be in a level area of a grass field or an outdoor or indoor arena.
2. A field - preferably undulating in places and large enough for individual riding-in in the open, to include a show jumping course and some cross country fences. The Show Jumping phase may be ridden on a surface.
3. Fences: these must be prepared for the Assessors to check the heights and distances, etc.
4. Candidates need the opportunity to walk the fences to be aware of the heights and distances before the Test starts.
  - a. Show Jumping: six to eight fences, 80cm maximum including at least one change of direction, a one or two stride combination with a spread in, upright out, at least one other ascending spread and a four or five stride related distance. There should be a cross pole practise fence.
  - b. Cross Country: five or six reasonably straightforward fences of 80cm max. which should include a bank or drop and a change of direction, with room to show a difference between cross country and show jumping speed and technique.

### **Horse & Pony Care section**

- ▶ Loose box(es) with tie ring & string, haynet, water supply, feed bucket, manger or a lorry or trailer in a safe/fenced area, or a safe fenced area with appropriate tie rings
- ▶ Stable tools including skip
- ▶ One or two horses with headcollars and ropes, one of which must load and unload sensibly and safely
- ▶ Complete grooming kit with hoof pick

- ▶ Variety of rugs, travel boots, tail bandage, tail guard, poll guard, knee boots, stable bandages with gangee/fibergee.
- ▶ Saddle and bridle to put on one horse.
- ▶ Farriers tools and hunter shoes
- ▶ Variety of commonly used single and double jointed snaffles, Cheltenham and Dutch gags.
- ▶ Equine first aid equipment for wounds and poultices (Animalintex, non-stick dressing, wound cream/gel, cotton wool, iodine or similar antiseptic, salt, vetwrap)
- ▶ Feed store or other room with feed samples, hay and haylage samples
- ▶ Horsebox or hitched-up trailer for loading.

### **Assessors**

- ▶ Two assessors are required for up to eight candidates, one of which must be a current B Test Assessor, the other can be an Assessor at C+ level or above.
- ▶ A potential C+ Assessor needs to observe the B test Assessor in action, and listen in to the discussion and feedback in order to gain the necessary experience. The B test assessor may suggest that the potential assessor needs more preparation or mentoring or may sign the potential assessor as ready and competent.
- ▶ In exceptional circumstances and after discussion and agreement between the District Commissioner/Organiser and the Area Representative/Area Training Coordinator, a test may proceed with only one B Test Assessor.
- ▶ Candidates may be assessed in one or two groups, but there should be no more than four in a group.

### **Fees**

Assessor fees and milage must be agreed in advance by the Organiser.

Candidates fees must cover the cost of the test, including the venue hire. The entry fee must be paid on in advance.

### **Certificates and Felts**

- ▶ Riding section - Burgundy Felt and certificate
- ▶ Horse Care section - Turquoise Felt and certificate
- ▶ Full Test (both sections) - Pink felt and certificate

### **PELHAM update**

The organiser or nominated branch official is responsible for updating the test results on Pelham this should be done within 14 days of the test date. In the event of a test involving multiple candidates from different Branches and Centres it is the organiser's responsibility to inform the relevant Branches and Centres so Pelham can be updated.

# **B Test: Care and Riding - Minimum age 14 years**

This is the first of the Pony Club Tests which allows holders to gain direct entry into British Horse Society examinations. Further information can be found on The Pony Club website (the BHS is a fellow member of the British Equestrian Federation).

An older member (over the age of 18) may gain direct entry into the B Test at the discretion of the Area Representative and District Commissioner, once a riding assessment has been observed.

## **Objective – Riding**

- ▶ To become an effective rider who knows the reasons for what he or she is doing.
- ▶ To know the Scales of Training.
- ▶ To understand the Scales provide a staircase of training suitable for all horses and ponies.
- ▶ To be able to maintain a horse's way of going.
- ▶ To ride over fences at all paces.
- ▶ To be able to ride well-mannered horses or ponies out hunting, in horse trials, or on an endurance or fun ride.
- ▶ To ride intelligently and with due regard for others in the country, with a knowledge of pace, distance and discipline when riding alone and in groups.

## **Objective – Care**

Know how and be able to manage, work and care for a grass-kept or stabled horse/pony receiving hard feed, and gain practical experience of this. To look after a horse/pony before, during and after a day's hunting or competition.

## **Syllabus**

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## **Members View**

This is the first test that is organised by your Area, not your Branch. Your Area will be organising at least one B test a year – look on your Area website to see when the next available test is. This will help you to plan your training.

Ask your Pony Club Coach if you are ready to take the Assessment. If your coach is not familiar with the requirements of B Test then you might want to talk to a current B Test assessor. Accept their advice if they suggest that you require further training and study to be ready for assessment. Take advantage of all training available in your branch. If there are a group of you training for your B Test your branch will organise training for you. If not contact your Area Representative as there may be other branches running training that you can join in with. There are several B test Preparation training opportunities on line organised by Areas, open to all.

Make sure you are used to talking about how your horse is going, practise debriefing your coach in your lessons. Try to ride a few different horses. This will help to put you at ease when you swap horses on the day. Many Areas run Care training over Zoom. This will help you if you are away from home at college. Get into the habit of doing things correctly – live it, don't just learn it. This will really help you to overcome assessment nerves.

The test sections can be taken separately on separate days. Both Riding and Horse Care sections must be passed before the full B Test can be awarded. Gaining the Care Section makes it possible for you to progress to the Lungeing Test and then on to the AH test. Gaining the full B test makes it possible to progress to the Lungeing Test, B+ and AH test.

In the riding section, you will be required to ride and assess more than one horse. Make sure you have a warm up plan that will give you information about the horse, so you know which areas to talk to the examiner about.

### **Horses**

Candidates are allowed a short amount of time to change tack between the dressage and jumping phases. This should be set up to be as quick as possible, eg a separate bridle or a helper present. Horses **must be suitable** to be ridden by other candidates. No horse under the age of 4 years may take part, inexperienced or unsound horses are not suitable and may not take part. You will change horses at the discretion of the Examiners.

### **Turnout**

1. Horses should be well groomed and plaited with suitable, safe, well fitting tack.
2. All members must wear a riding hat when mounted (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>), once it has been checked by a branch official it will be marked with a current tag.

3. Riders should wear a shirt and jacket, Pony Club badge and Pony Club tie or stock. White or beige jodhpurs or breeches, clean long boots or short boots and chaps, blue, brown or black hat or hat cover (a hat with a fixed peak may not be worn for the cross country phase), gloves. A body protector is compulsory for the cross country section. Jacket may be replaced with a Branch or centre sweat shirt for Horse and Pony Care section.

### Timing

Each phase will last approximately one and a half hours. The test may be taken as a whole or two sections on the same day or on different days.

### Example Timetable A – 8 Complete Candidates with 2 Assessors

0745	Assessors arrive to walk XC/SJ courses and check care facilities
0800	Candidates 1 – 4 arrive and walk SJ/XC courses
0815	Assessor Meeting
0845	Candidates 1 – 4 Briefing by Lead Assessor
0900	Candidates 1 – 4 Ride
1030	Riding section ends  Tea/coffee for assessors
1045	Candidates 1 – 4 Care
1215	Care Section Ends
1230	Candidates 1 – 4 Results  Candidates 5 – 8 arrive and walk SJ/XC courses
1300	Lunch for Assessors  Candidates 5 – 8 Briefing by Lead Assessor
1330	Candidates 5 – 8 Ride
1500	Riding Section Ends

1515	Candidates 5 – 8 Care
1645	Care Section Ends
1700	Candidates 5 – 8 Results

### **Example Timetable B – 8 Complete Candidates with 4 Assessors**

0845	Assessors arrive to walk XC/SJ courses and check care facilities
0900	Candidates 1 – 8 arrive and walk SJ/XC courses
0915	Assessor Meeting
0945	Candidates 1 – 8 Briefing by Lead Assessor
1000	Candidates 1 – 4 Ride (Assessors A + B)  Candidates 5 – 8 Care (Assessors C + D)
1130	Riding and Care Section End  Tea/coffee for assessors  Candidates 5 – 8 Tack Up
1150	Candidates 1 – 4 Care (Assessors A + B)  Candidates 5 – 8 Ride (Assessors C + D)
1320	Riding and Care Section Ends  Assessor Meeting
1340	Candidates 1 – 8 Results
1400	Lunch for Assessors

### **Expectations**

The examiners are looking for someone who is practical and efficient. They want to feel happy that they could leave their horses with you for a week and you would make sensible decisions in the best interests of the horse.

They expect you to have knowledge of all the points of the syllabus and be able to expand on your answers by drawing on any experience you might have. In the riding, they want to see that your riding does not adversely impact the way the horse is going by being crooked, tight or out of balance for example.

### **Feedback**

A clear debriefing will be given individually in the presence of the organiser, candidate and their representative of the results and the reasons for their decision. Make sure you take time to listen to what the examiners have to say, no matter what the result. The feedback is important to take away to improve yourself as a rider.

### **Result**

The result will be given out on the day once all the tests are completed and the examiners have consulted together. The examiners can only base their result on what they see on the day, so if you are unsuccessful make sure you listen to the reasons why and use that as the starting point for your training.

## **Assessor View**

### **How to become a B test Assessor**

- ▶ Experience of assessing at C+ test
- ▶ Attendance at B test Assessor CPD - must attend one every two years to remain a B Test Assessor
- ▶ Attend a Soft Skills Course
- ▶ Shadowing of at least 2 B test and 'signed off' by a B+, AH or A test assessor.
- ▶ It may be the case that you are required to shadow at more than one test depending on what the assessor you are shadowing observes on the day.
- ▶ Be registered as a Pony Club Accredited Coach on the Pony Club Database
- ▶ Fully conversant with the syllabus, with up to date knowledge of evolving techniques, training, products etc
- ▶ Refer to the Assessor's Code of Conduct for information on expectations

### **Assessor requirements**

- ▶ Be very familiar with the requirements of B Test and the comparison to C+
- ▶ You should particularly watch out for:
  - The approach to the strange horse
  - Whether and how the saddlery is checked
  - The rider's position

- When jumping, whether candidates have a sensible, determined approach and an understanding of the importance of maintaining balance and rhythm throughout.
- ▶ Paper and clipboard to make notes on candidates good and weak points. Bear in mind you should be looking for reasons to pass rather than fail candidates.
- ▶ Feedback sheets can be found in the Tests and Badges section of Coaching Resources.

### **Riding Phase**

- ▶ You must only examine candidates on the subjects and movements that are in the syllabus.
- ▶ Encourage basic answers in all sections by asking simple questions.
- ▶ Changing horses is at your discretion, bearing in mind safety considerations. It is desirable that each candidate rides at least one horse other than their own.
- ▶ This can be done in the open or only in the arena and candidates may jump a small fence on the unknown horse if they wish as long as the examiners have seen the horse jumped by its own rider first.
- ▶ Remember that in all sections it is the rider, not the horse who is being examined.

### **Horse and Pony Care**

- ▶ As many subjects as possible should be tested practically. Candidates are **not** expected to fit a double bridle or exercise bandage at this level.
- ▶ Assess the candidates' approach and handling of a strange horse, whether they are observant and that the practical tasks are carried out in a common-sense, efficient and quiet manner.
- ▶ When answering questions, candidates should show experience and understanding of what they are saying, not just reproduce a parrot-fashion repetition of the Manual.

In order for the assessment to be seen as fair, under no circumstances should an examiner have trained any candidates they are due to examine.

If under exceptional circumstances an examiner is faced with such a candidate, they must declare an interest. The assessor with an interest will not have the ultimate decision on the result of the candidate.

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.



## How to become a B Test Lead Assessor

Lead Assessors are appointed based on their ability to lead a team and act as ambassadors for The Pony Club. They should be:

- ▶ Current AH Assessor or above with minimum qualifications of BHSAI, UKCC Level 2 or Pony Club A Test.
- ▶ Established with sound interpersonal skills
- ▶ Able to work with a variety of personalities
- ▶ Lead a team in a democratic and respectful manner
- ▶ Fully conversant with the Pony Club Test system
- ▶ Shown an aptitude for assessing and supporting candidates in their endeavours
- ▶ The appropriate skill set to deal with difficult situations in a tactful and appropriate manner.
- ▶ More information on appointing Lead Assessors can be found in the Lead Assessor document available from The Pony Club Office.

## Area Rep and Test Co-organiser View

### Checklist

- ▶ Ensure the test dates are organised and published early enough that candidates can start to plan their training (3 months minimum)
- ▶ Inform The Pony Club Office of the test date so an Interval Verifier can be arranged if necessary.
- ▶ Organise the Assessors for the day, make sure they are contacted well in advance. Try to use a variety of assessors so that there are options for anyone trained by an assessor to take their test on a date where their trainer is not assessing.
- ▶ Inform the Assessor in advance of any information relating to candidates that will mean reasonable adjustment must be made. (<https://pcuk.org/officials/equality-diversity/reasonable-adjustment/>)
- ▶ Prepare a programme in accordance with the number of candidates and ensure that this is adhered to. Depending on numbers, candidates may be examined in one or two groups, but no more than four in one group. Make sure all candidates and Assessors are notified of the timetable in advance.
- ▶ Attend on the day, except in exceptional circumstances, when a deputy must be suitably briefed and attend.
- ▶ Ensure that a Risk Assessment has been completed for the venue and it is available for the Assessors.

- ▶ Meet and look after assessors and candidates
- ▶ Ensure that Assessors debrief the candidates and their supporters
- ▶ Report the results to the appropriate District Commissioners and Centre Proprietors.
- ▶ Report any incident or accident to the Area Representative and record it on the Risk Reduce.
- ▶ Make sure through the DC concerned that the horses coming forward for the Test are safe and suitable for all parts of the Test. A young or green horse should not be accepted. Under no circumstances can excuses be made for a horse being unable to perform part of the test.
- ▶ You must inspect the venue in advance, making sure there is enough space for the Riding Phase. If you are unsure if the lay out is suitable, you should seek expert help.

## **Facilities**

### **Riding Phase**

- ▶ Ideally all of the B Test should be taken outdoors. This allows the candidate's ability to ride outdoors in a safe and educated manner to be assessed.
- ▶ A field, preferably undulating and large enough for candidates to gallop their horses. It should include a flat area with a dressage arena (20 x 40m) with appropriate markers. If no suitable area is available in the field, an indoor or outdoor school which is at least 20x40m in size, may be used.
- ▶ Fences, the courses must be completely set and ready for the Assessors and Candidates to inspect so they can check heights and distances.
  - Show jumping – Eight or nine fences, 90cm maximum. The course should have several changes of direction and include: an ascending spread, an upright, a parallel, a one stride combination, spread in upright out, two fences on a related distance, of not less than four strides.
  - Cross Country – Ideally the terrain should show some undulation. There must be sufficient space to allow the riders to show lengthening and shortening of pace. The course should consist of approximately 8 fences, 90cm maximum to include ditches, banks and fences to test the riders control and accuracy.

### **Horse and Pony Care Phase**

- ▶ A suitably equipped stable yard with two stabled horses with head collars and lead ropes.
- ▶ Bedded down loose boxes with tie ring, ring for hay net, manger/feed bucket, water bucket/automatic watering.
- ▶ Stable tools

- ▶ Various types of indoor, outdoor and travel rugs to be fitted.
- ▶ Tail and poll guards to be discussed.
- ▶ Various types of saddles (dressage and jumping saddles), bridles, martingales and boots which can be fitted onto the horses provided.
- ▶ Various types of bits (and a double bridle) for discussion.
- ▶ First Aid Kit and a couple of types of wormer.
- ▶ Gamgee, fibregee, stable bandages
- ▶ Access to a feed room with common types of feed, hay and haylage or have a variety of feed samples available.
- ▶ Selection of farrier's tools and a variety of commonly used shoes and remedial shoes to be discussed.
- ▶ Tack room
- ▶ Access to a Horsebox and or trailer

### **Fees**

The fees for B test in 2022 are: £85 for the whole test, £50 for half the test. Additionally the organiser may charge a venue fee to each candidate to cover the venue expenses.

### **Timing**

Approximately one and a half hours per section.

### **Assessor**

- ▶ Two B Test assessors are required for each section for up to 8 candidates. They must examine the Riding Phase together, but may divide the syllabus of the Horse and Pony Care phase between them, provided each candidate is examined by both examiners.
- ▶ In very exceptional circumstances the Area Representative may allow a Test to proceed with only one examiner.
- ▶ One of the Assessors must be a B Test Lead Assessor.
- ▶ A potential B test Assessor needs to observe the B test Assessor in action and listen in to the discussion and feedback in order to gain the necessary experience. The B test assessor may suggest that the potential assessor needs more preparation or mentoring or may sign the potential assessor as ready and competent.
- ▶ Assessors should have access to a suitable room/area with a table and chairs to meet, eat lunch and complete paperwork in privacy.

### **Certificates and Felts**

- ▶ Riding section only- Beige Felt

- ▶ Horse Care section only- Brown felt
- ▶ Full Test (both sections)- Red felt and certificate awarded

**PELHAM update**

The B Test usually involves multiple candidates from different Branches and Centres, it is the organiser's responsibility to inform the relevant Branches and Centres promptly following the test, so Pelham can be updated.

# Lungeing Test

This test must be passed before taking the B+ or AH Tests. It can be taken after the full B Test or B Test Horse and Pony Care section has been passed.

The test will be organised by your Area Representative. Make sure you contact them if you are interested in taking the Lungeing Test.

## Objective

To be able to work the horse correctly on the lunge.

## Syllabus

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## Member View

### Age

Minimum age 15 years

### Turnout

You should wear a shirt and jacket or Pony Club jumper, Pony Club badge and Pony Club tie or stock. white or beige jodhpurs or breeches, clean long boots or short boots and chaps, blue, brown or black hat or hat cover and gloves (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/> ). Once it has been checked by a branch official it will be marked with a current tag.

### Timing

The test will take one hour per person. This includes putting on a Lungeing Cavesson and side reins appropriately.

### Expectations

You may lunge your own horse, or the lunge horse will be provided for you. The first part of the test involves tacking the horse up correctly for lungeing and the second part involves lungeing the horse.

You are expected to check the fit of the tack and make sure the cavesson and side reins fit the horse. If necessary put on overreach and brushing boots. When you are lungeing the horse, you are working for exercise, so you are not expected to improve the way of going. You should work in walk and trot, use a suitable sized circle and show an appropriate warm up and cool down.

## **Feedback**

You will be given your feedback and result on the day of your test. Use the feedback to structure your future training. Lungeing is tested in the AH and A Tests, so it's important that you continue to improve your knowledge and technique to give yourself the best chance in these exams.

## **Coach View**

### **How to be approved to assess the Lungeing Test**

- ▶ You must be an AH Test Assessor and be familiar with the requirements of the Lungeing Test.
- ▶ Preparation/resources
- ▶ Be very familiar with the requirements of the Lungeing Test
- ▶ Paper and clipboard to make notes on candidates' good and weak points.

## **Area Organiser View**

### **Checklist**

- ▶ Ensure the test dates are published and Assessors booked well in advance.
- ▶ Complete a risk assessment for the venue and have it available for the Assessors.
- ▶ Take entries for the test and then create a timetable for the day. Make sure this is sent out to candidates and Assessors at least a week before the test date.
- ▶ Ensure that certificates and felts are ordered well in advance.

### **Area Training provision**

Area Training may be organised if there is enough interest in taking the Lungeing Test. The Area Training coordinator will select a venue with suitable facilities where the members can use horses provided by the venue or bring their own horse to lunge. Lungeing horses from a centre is preferable as it will give members experience handling different horses which will set them up well for future assessments.

### **Facilities**

1. A lunge area, in an in/outdoor school, safely divided if the other end of the school is being used.
2. A quiet, experienced horse which is balanced on the lunge in all paces.
3. Bridle, saddle, breastplate, brushing and overreach boots, side reins, lunge cavesson, lunge line and lunge whip.

**Fees**

The fee for the Lunging Test in 2022 is £45

**Certificates and Felts**

A pale blue felt and certificate are awarded.

**PELHAM**

The Lungeing Test will involve multiple candidates from different Branches and Centres. It is the organiser's responsibility to inform the relevant Branches and Centres promptly so Pelham can be updated.

# B+ Test: Riding – Minimum Age 16 years

## General

This Test is taken after the Lungeing Test and either before or after AH.

Candidates will be required to ride their own horse and one other horse belonging to another candidate.

It is a requirement that candidates allow their horse to be ridden by other candidates on the flat.

Horses should be fit, suitable for other riders to use and go quietly in a double bridle.

## Objective

Riders will be able to:

- ▶ Ride horses in harmony and balance.
- ▶ Be an effective rider on the flat, in show jumping and across country, showing balance and security of position (as described in Pony Club Publications).
- ▶ Assess horses' way of going on the flat and over show jumps and cross country fences up to 1 metre.
- ▶ Discuss plans to develop horses' training.

## Syllabus

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## Members View

Once you have passed your B Test you can start to work towards the B+ test.

This test will be organised by your Area. If you are interested in taking it, make sure you contact your Area Representative. If there are a large number of interested members they may be able to put on specific training.

To prepare for the test, make sure you have ridden a variety of horses and you have a plan to assess them. Make sure you practise talking about how your horse is going. This will make the discussion easier on the assessment day. Practise riding in double reins if you aren't used to using them. This could be as simple as attaching a second pair of reins to a snaffle bit so you get used to the feeling and controlling the tension in each rein. If your



horse isn't used to wearing a double bridle, give them plenty of time to get used to it to give yourself the best chance on the test day.

In the Theory section make sure you know your distances for poles and jumps in feet or metres, aids for movements and your scales of training. When you answer a question use any experience you may have to add to your answer. This will show the examiner that you have applied the theory in practise.

### **Age**

Members must be at least 16 before taking this test

### **Horses**

Horses should arrive wearing a double bridle for the first section of the test.

There will be a 15 minute break to allow you to change from the double bridle into tack suitable for jumping and riding on the flat, if candidates wish to.

Horses must be suitable to be ridden by other candidates. No horse under the age of 4 years may take part. Very green or unsound horses are not suitable and may not take part.

You will be allowed to work your horse in quietly for fifteen minutes before the start of the test.

If there is a reason why your horse cannot wear a double bridle, you may bring a different horse to work in the double bridle. In this situation you must have a helper who can prepare and warm up the second horse, so it is immediately ready to be ridden, and to put the first horse away.

You will change horses during the flatwork at the discretion of the examiners. The horses will only be jumped by their rider and not by other candidates.

### **Turnout**

1. Horses should be well groomed and plaited with suitable, safe, well fitting tack.
2. All members must wear a riding hat when mounted (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>), once it has been checked by a branch official it will be marked with a current tag.
3. Riders should wear a shirt and jacket, Pony Club badge and Pony Club tie or stock. White or beige jodhpurs or breeches, clean long boots or short boots and chaps,

blue, brown or black hat or hat cover (a hat with a fixed peak may not be worn for the cross country phase), gloves. A body protector is compulsory for the cross country phase.

### **Timing**

The Riding Phase lasts approximately 2hrs 45mins for four candidates. The Theory phase takes approx. 30 minutes.

### **Expectations**

This is a riding only test, there is no horse care section. The assessors want to see that you can ride in a double bridle correctly and that you do not negatively influence the horses you ride. You are not expected to improve the horses you ride on the day, but you should have a sensible plan for work that would improve them in the future.

In the theory section you should use your experience with different horses to back up the syllabus points.

### **Feedback**

A clear debrief will be given to you and your supporter in the presence of the organiser. You are encouraged to ask questions so that the debrief becomes a constructive, positive experience regardless of the result. No matter the result on the day, this feedback will give you a basis for your training going forward.

### **Result**

The result will be given on the day once the assessors have consulted together. Their decisions are final.

## **Assessor View**

### **How to become a B+ Assessor**

- ▶ Experience Assessing at B Test
- ▶ Attendance at a B+ Assessor CPD every two years
- ▶ Shadowing at two B+ Tests and signed off by an AH or A Test Assessor.
- ▶ Refer to the Assessor's Code of Conduct for information on expectations
- ▶ It may be the case that you are required to shadow at more than one test depending on what the assessor you are shadowing observes on the day.

## **Preparation/resources**

- ▶ Be very familiar with the requirements of B+ Test. Read both the B and A riding syllabi shortly before assessing so that your questions do not exceed or fall below that of B+.
- ▶ Paper and clipboard to make notes on candidates good and weak points. Make provisional assessments after each section, bearing in mind that you should be looking for reasons to pass rather than fail candidates.
- ▶ These notes should be retained for four months following the test.
- ▶ Feedback sheets can be found in the Tests and Badges section of Coaching Resources.

In order for the assessment to be seen as fair, if an Assessor has trained any candidate they may not assess the candidate for a minimum for three months.

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.

Candidates must only be assessed on the subjects and movements that are in the syllabus.. Encourage answers in all sections by asking open questions.

On the flat you are looking for competent handling of two reins, showing ability to use either the curb or bridle rein independently, considering the training of the horse. Their position will show balance and security. They will demonstrate some or all of the movements listed in the syllabus.

During discussion they will show knowledge and understanding of the correct paces and horses' way of going and of the movements stated in the syllabus. They must be able to plan and discuss progressive work to improve the horse's rhythm, suppleness and contact.

In the jumping phase they should show a balanced and effective position, resulting in fluent turns and a rhythmic approach to fences. They will then discuss the horses' strengths and weaknesses and offer plans to improve these aspects.

In the theory section, the candidates should demonstrate understanding of why school movements and lateral exercises can improve a horse's way of going. They will talk about polework and the requirements from the horse for a variety of fences in both show jumping and cross country. They will explain the principles of course walking. Enhancing speed and pace across country will be discussed.

## Area Rep/ Area Test Co-organiser View

### Checklist

- ▶ A Risk Assessment should be carried out and filled in prior to the exam day, allow time should any adjustments need to be made.
- ▶ The organiser must prepare the timetable for the number of candidates attending and be responsible for time keeping of the day and share the timetable with the Assessors and candidates by email in advance of the test: please provide adaptable branded template for two four and six candidates
- ▶ Email the Candidates with the timetable including allowing enough time to walk the Show Jumping and Cross Country courses, and to work their horses in quietly for fifteen minutes before the test if they wish.
- ▶ Make sure through the DC/ Centre Proprietor concerned that the horses coming forward for the test are safe and suitable for all parts of the test. A young or very green horse should not be accepted. Under no circumstances can excuses be made for a horse being unable to perform part of the test. The changing of horses is at the Assessors discretion, bearing in mind considerations of safety. This will be done in the open.
- ▶ Inform the Assessor in advance of any information relating to candidates that will mean reasonable adjustment must be made. (<https://pcuk.org/officials/equality-diversity/reasonable-adjustment/>)
- ▶ Ensure that certificates and felts have been ordered in good time.
- ▶ Attend on the day, except in exceptional circumstances, where a deputy must be suitably briefed.
- ▶ On the day meet and look after assessors and candidates
- ▶ Ensure the Assessors debrief candidates and their supporters.
- ▶ Report the results to the appropriate Area Representative.
- ▶ In the event of an accident or incident record it on the Risk Reduce (<https://pcuk.org/officials/health-and-safety/accident-reporting/>)

### Area Training provision

The Area will organise training for the test, however if there are a number of candidates from the same branch taking the test, training may be organised in branch and should be open to other branch members. If there is currently no plan for training in your area and you have candidates wishing to take the B+ Test, contact your Area Representative and they will be able to help you find suitable trainers or find other interested members and make training available.

## **Facilities**

1. The facilities must be inspected in advance, making sure there is adequate space for the riding phase. If you are unsure of the suitability of the layout, you should seek expert help.
2. A field, preferably undulating and large enough for candidates to gallop their horses. It should include a flat area with a dressage arena (20 x 40m) with appropriate markers. If no suitable area is available in the field, an indoor or outdoor school may be used.
3. Fences - the courses must be completely set and ready for the Examiners and Candidates to inspect so they can check heights and distances.
  - a. Show jumping – Eight or nine fences, 1m maximum. The course should have several changes of direction and include: an ascending spread, an upright, a parallel, a one stride combination, spread in upright out, two fences on a related distance, of not less than four strides.
  - b. Cross Country – If possible, the terrain should show some undulation. There must be sufficient space to allow the riders to show lengthening and shortening of pace. If possible, the course should consist of approximately 8 fences, 95cm maximum to include ditches, banks and skinny fences to test the riders' control and accuracy.

Theory: Somewhere large enough to sit four candidates and two Assessors far enough apart so the two groups do not disturb each other. Ideally one or two warm rooms in inclement weather or possibly two adjoining horse boxes.

## **Fees**

The fee for 2022 is £85.

## **Timing**

The Riding Phase lasts approximately 2 hrs 45 mins for four candidates. The Theory phase takes approx. 30 mins One assessor will examine the flat theory and the other will examine the jumping theory.

## **Assessor**

- ▶ Two Assessors must be appointed in advance, one A Test Riding Assessor and one Lead B Test Assessor.

- ▶ Two Assessors are required for every four candidates. They will assess the Riding Phase together, but will divide the syllabus of the Theory phase between them, so each Candidate is examined by both Assessors. The maximum number they may assess on one day is 8 candidates.
- ▶ In very exceptional circumstances the Area Representative may allow a Test to proceed with only one Assessor.
- ▶ Under no circumstances should an Assessor have recently trained any of the candidates, they are due to assess. If under exceptional circumstances an Assessor is faced with such a candidate they must declare an interest to the Organiser.
- ▶ When first meeting the candidates, the senior assessor should set them at ease and explain briefly how the test will be run.

### **Certificates and Felts**

Pale purple felt and certificate awarded

### **PELHAM update**

The B+ will involve multiple candidates from different Branches and Centres. It is the organiser's responsibility to inform the relevant Branches and Centres promptly so Pelham can be updated.

# AH Test – Care- Minimum Age 16 years

The Pony Club 'AH' Test stands alone as the highest Test of Horsemastership available in The Pony Club.

It is a pre-requisite for the 'A' Test Riding.

Candidates must be 16 years or over although at least 17 years is recommended.

Candidates may hold either the full 'B' Test and the Lungeing Test, or the Horse and Pony Care Section of the B test plus the Lungeing Test in order to apply to take the AH test.

You must be nominated for the AH by your DC or Centre Proprietor on the **AH Nomination form**. They will need to know that you have prepared appropriately for the AH Test.

Those candidates who have only attained 'B' Test Horse and Pony Care and the Lungeing Test will be allowed to attempt 'AH' subject to a satisfactory riding assessment being carried out by an 'AH' Test Examiner appointed by the Area Representative.

## Objectives

The candidates should:

- ▶ Show a wide experience of caring for and handling different types of horses and ponies.
- ▶ Have the experience and knowledge to be able to look after two fit competition horses, a fit competition pony, a recuperating horse, an elderly retired horse and a mare and foal turned out.
- ▶ Be able to ride and lead for exercise.
- ▶ Support practical work shown with logical theory relevant to the individual horses.
- ▶ Carry out practical work swiftly and safely showing familiarity with the tasks.
- ▶ Be able to lunge fresh, fit, and possibly naughty horses as a form of exercise.
- ▶ Understand how the systems of the horse affect daily care in fit and resting horses.
- ▶ Recognise the symptoms of ailments and the problems that may arise from these, and be able to undertake suitable action.
- ▶ Understand the implications when breeding from a mare.
- ▶ Be aware of modern practices; all theory must be grounded, and candidates must be able to apply their knowledge to the horses supplied during the exam.
- ▶ The assessor will expect the candidate to show normal daily competence in their answers, but also the ability to observe any unusual behaviour or problem and to suggest a sensible solution.

## **Syllabus**

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## **Members View**

Once you have passed your B Test you can begin to work towards your AH.

A lot of the skills need to be gained over time so it isn't advised to cram for the test.

You want to think of the training as an opportunity to expand your knowledge to help you understand and look after your horses better, rather than specifically training for an exam.

The first thing to do is look at your feedback from the B Test and see which areas were highlighted as needing work. Then look at the AH syllabus and make sure you understand which areas you will need to know about. The lunging is a major part of the test so make sure you get lots of practise lunging different horses in the equipment you would use for the test. The AH Lungeing section is a step up from the Lungeing Test. You are required to lunge a fit horse for exercise so you need to show you can work the horse on the lunge, not just lunge safely.

It is a good idea to get lots of practical experience in the lead up to the test. This could involve spending time on a professional yard, spending a day with a vet, farrier or equine dentist or spending time at a stud. You could go and visit shows and horse sales with someone knowledgeable to look at a variety of horses and their conformation. There are many online courses now available from the Pony Club, vets, feed companies, equestrian organisations, etc, that can assist your self-directed study. There may also be the opportunity to attend a mock AH test or even help at an AH Test. This will give you an idea of how the test is run before you take it yourself.

Make sure you look at different methods of managing horses, especially in areas that are currently being researched such as feeding, saddlery and pasture management.

You will work in pairs for the test, but you are expected to show your individual knowledge. Depending on the number of candidates you may need to do part of the day on your own. You can take the whole test on one day, or a section at a time.

Make sure you bring drinks and lunch. The day is long so you need to make sure you have enough energy to make it to the end.



## **Area training**

Most training for AH is organised by the Area. Area Training should be well publicised on the Area website and circulated to Branches and Centres in your Area.

If you are interested in training you should look on your Area website to see when the training dates are planned for. If your Area does not currently have any training running, see if a neighbouring Area is running any or look online, as many Areas have started to run training online. If there are a few of you looking to take your AH Test in one Branch or Centre - training can be done in your Branch or Centre, but it should be publicised so there is the opportunity for other members to attend. Online training may be available organised in other Areas.

## **Age**

Members must be at least 16 before taking this test

## **Turnout**

Riders should wear a shirt, Pony Club badge and Pony Club tie or stock, white or beige jodhpurs or breeches, clean long boots or short boots and chaps and a jacket or Pony Club Jumper. A blue, brown or black hat or hat cover and gloves will be required whenever leading a horse. The test will be outside so make sure you have suitable clothes with you for different temperatures and weather conditions. All members must wear a riding hat when lunging (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>), once it has been checked by a branch official it will be marked with a current tag.

## **Timing**

The test is divided into eight equal sections, each forty minutes long. There will be a five minute gap between each section to allow you time to move to the new area. There will be a break for lunch after the first four sections.

## **Expectations**

Make sure all your work follows safe procedures to maintain the welfare and safety of the horse and yourself. You are expected to show common sense, be forward thinking, confident and positive in all that you do.

If you would like a question clarified, ask the assessor to repeat it and don't worry if you don't know the answer you don't need 100% to pass. Equally don't panic if your partner on the day seems to know everything, you will be assessed on the points on the syllabus, not against them.

## **Feedback and Results**

You will be given your result at the end of the day. You will also receive written feedback. It can be helpful to have someone with you for the debrief so you can make the most of the comments you are given.

If a Candidate passes all sections on one day they will be awarded AH with Distinction

## **Rules**

There is no limit to the number of times that the AH Test may be taken and there is no minimum amount of time that has to go by before a candidate may retake. However evidence of further training will be necessary for the completion of a new Nomination Form.

## **Assessor View**

### **How to become an AH Assessor**

- ▶ Experienced Assessing at B Test Level
- ▶ Probation at a minimum of 3 AH Tests
- ▶ It may be the case that you are required to shadow at more than 3 tests depending on what the assessor you are shadowing observes on the day.
- ▶ Attend an AH CPD day organised by The Pony Club Office.
- ▶ Refer to the Assessor's Code of Conduct for information on expectations (<https://pcuk.org/coaches/assessor-training/>)

### **Preparation/resources**

- ▶ Be very familiar with the requirements of the AH Test, especially the sections that you will be assessing.
- ▶ Paper and clipboard to make notes on candidates good and weak points. Feedback sheets can be found in the Tests and Badges section of Coaching Resources.

In order for the assessment to be seen as fair, if an Assessor has trained any candidate in the previous 4 weeks, you must declare an interest before the start of the exam. The assessor with an interest will not have the ultimate decision on the result of the candidate.

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.

## **Area Organiser View**

Entries are taken online by the Area. The candidate should agree with their District Commissioner/ Centre Proprietor that they are ready to take the test before entering using

the AH Nomination Form. Candidates may take the test in sections which means that the timetable may be complicated to put together.

The candidates work in pairs, but it is best practice to change the pairs during the day in case there is a loud candidate paired with a more nervous candidate.

### **Checklist**

- ▶ Contact potential Assessors well before the test.
- ▶ Order certificates and felts. These are ordered from the Pony Club Office. It is useful to have one or two Distinction and Honours certificates and felts so if a candidate achieves this it can be awarded on the day. If a candidate doesn't pass the whole test, there is a section pass sheet which is available from the office.
- ▶ Create a timetable of the day and inform the Assessors of the sections they will be assessing.
- ▶ Inform the candidate of the timetable a week before the test.
- ▶ Arrange hot/cold drinks, possibly biscuits and a simple lunch for the assessors.

### **Facilities**

1. A yard with enough parking for candidates and assessors.
2. A warm room with a few chairs for the assessors and candidates, these rooms must be separate.
3. A minimum of four stables, an outdoor/ indoor school a safe area to ride and lead and flat hard standing to use for trotting up.
4. Four or five horses, (possibly more depending on how many candidates are lunging). One must be a mare. The horses should be generally well behaved. Perfect horses are not required, but horses that are unsettled and do not stand to be handled will increase the time taken to examine and the effort required by candidates and assessors.

### **Section A**

1. A track or drive that is wide enough to accommodate two horses and long enough that a trot can be seen.
2. Two stables side by side
3. A mobile mounting block

4. Two compatible horses that are used to being ridden and led
5. The ridden horse should accept a leg up and be accustomed to being ridden by different riders. This horse should be tacked up and wear brushing and knee boots.
6. The led horse should be able to be tied outside to a tying ring positioned near the stable. This horse should wear a snaffle bridle, brushing and knee boots.
7. Both horses may need rugs in inclement weather.

### **Section A PM**

1. One shod horse in stable yard
2. Farriers tools and current remedial shoes, varying studs
3. Grooming kit, including a strapping pad or wisp
4. Clipping and trimming tools
5. Well equipped tack room

### **Section B**

1. A lunge area in an in/outdoor school, safely divided if the other end of the school is being used.
2. Two horses tacked up in a saddle or breastplate and roller, bridle, cavesson and brushing and perhaps overreach boots. Side reins must be available but not attached. A lunge line and lunge whip.
3. The number of sessions a horse may be lunged will depend on the age and fitness of the horse. Each candidate will lunge for approximately twenty minutes and is expected to show the ability to lunge a fresh horse. Therefore, a horse tired from previous lunge sessions may not allow the candidates to show their ability.

### **Section B PM**

1. A nearby field to discuss
2. One mare in a stable

### **Section C**

1. A horse in a stable, a snaffle bridle

2. A flat, hard surface suitable for trotting up in hand

### **Section C PM**

1. One horse in a stable
2. Feed room with adequate feed samples, hay barn and haylage is possible

### **Section D**

1. Two horses in two stables, preferably adjacent
2. A choice of tack for cross country, boots and exercise bandages
3. Dressage saddle, double bridle and working bandages
4. The bridles must be adjustable to fit the horses provided. The saddles should not fit perfectly.

### **Section D PM**

1. One horse in stable
2. Access to first aid equipment and bandages
3. Examples of two different wormers

### **Assessor**

1. If all sections of the AH test are to be assessed on one day, 5 Assessors are required for a full test of eight candidate (one Assessor per section and a Lead Assessor).
2. All exam days must have a Lead Assessor to oversee the whole exam, to help if there are any problems and to ensure the test standard is maintained.
3. Each section is examined by one assessor. The assessor may examine more than one section during the day.

### **Fees**

Fees for 2022 are £160 for the full test, £60 per section. Assessors need to provide payment details and mileage to the organiser for payment.

### **Certificates and Felts**

- ▶ Full AH Test - Orange Felt and certificate
- ▶ Full AH Test with Honours - Salmon Pink Felt and certificate

**PELHAM update**

The AH Test will involve multiple candidates from different Branches and Centres, it is the organiser's responsibility to inform the relevant Branches and Centres promptly so Pelham can be updated.

# A Test: Riding - Minimum Age 18 years

The A Test is the highest award of The Pony Club. It provides a comprehensive assessment of riding, horsemanship and training of young horses.

Candidates must have passed B+, Lungeing and AH Tests.

These Tests will have provided a staircase of knowledge and progression to underpin the work and riding that will be observed.

This progression will have been supported by further training and practice with different coaches and with varied horses, as well as undertaking a wide range of reading, to give the breadth of knowledge required for this test.

## Objective

The candidates should be able to:

- ▶ Show a secure, correct, balanced seat on the flat and over fences.
- ▶ Improve all horses they work, including young, awkward or refusing horses.
- ▶ Be able to support the practical work shown with logical theory relevant to the individual horses.
- ▶ Give the assessors confidence that a horse left with the candidate would improve in its way of going.

## Syllabus

Available on the website <https://pcuk.org/members/training/test-syllabuses/>

## Member View

This test is highest test in The Pony Club and is reflective of the training and experiences you have had throughout your Pony Club journey.

Training for this test should be progressive after taking the B+ Test. Look at your feedback and use this as your starting point. Ride a variety of horses and practise talking about their way of going.

## Mentor Support

The A Test Mentors are a group of people who have recently passed their A Test and have offered to support current members on their journey. The mentors are spread around the

country and have a variety of backgrounds. Their contact details are available on The Pony Club website to answer any questions or offer advice on training.

### **Area training**

Area training may be organised if there is a group of candidates interested in taking the test. You should contact your Area Representative or Area Training Coordinator to let them know you're interested in training for the test. If there aren't enough candidates, they may be able to put you in contact with a suitable trainer or give you advice on experience you may need to gain to give you the best chance of succeeding.

### **National training**

You should register your interest to take your A test by emailing [training@pcuk.org](mailto:training@pcuk.org)

Some training will be arranged at test venues centrally. These days will cover the whole A Test and the running of the day and you will receive training from an A Test Assessor and a trainer from the centre.

You will have the opportunity to ride horses that may be used for the assessment. These days also allow you to meet other A Test candidates who may be taking their test on the same day as you.

### **Age**

Members must be at least 18 before taking this test

### **Turnout**

All members must wear a riding hat when mounted and lungeing (guidance on current hat standards can be found here <https://pcuk.org/officials/health-and-safety/dress-and-tack/>), once it has been checked by a branch official it will be marked with a current tag. Riders should wear a shirt and jacket, Pony Club badge and Pony Club tie or stock. White or beige jodhpurs or breeches, clean long boots or short boots and chaps, blue, brown or black hat or hat cover (a hat with a fixed peak may not be worn for the cross country phase), gloves. Jacket may be removed if warm, but your shoulders must be covered. A body protector is compulsory for the cross country phase. Make sure you bring your own dressage and jumping sticks and spurs.

### **Timing**

The test takes all day. There will be an exam briefing at 8:45am. The Dressage riding section will take place first and will take 1 hour 15 minutes and the Jumping section takes one and a half hours. The lungeing and young horse section takes 45 minutes.



## **Expectations**

On the day you will ride six horses, three in the dressage riding section, at least one of which will be in a double bridle. Three will be ridden in the jumping section, one on the flat and over a few jumps, one around a course of show jumps and one over the cross country fences.

The Lungeing section is a step up from the AH Test. You are expected to work the horse for improvement on the lunge. This means you will need to assess the horse's way of going in the same way you would when riding and relate your feedback to the Scales of Training.

You are expected to assess the age and conformation of each horse before you ride. This will give you valuable information about the sort of ride you are expecting from that horse. Make sure you have a plan for your assessment so you can gain as much information as possible in the time you have and start to improve the horse's way of going. Then you will be able to make relevant observations and plans in the discussion with the assessors.

The Assessors are looking for a rider that would be able to improve a horse left with them for training. For this reason the horses will represent a variety of horses you may come across and be asked to ride. If your riding in anyway negatively impacts the horse's way of going, for example crookedness or tightness it is likely you will be unsuccessful on the day.

## **Feedback & Results**

There will be **no** feedback and results given on the day. The feedback with your result will be sent to you by email within 14 working days after your test.

If you are successful, your certificate and felt will follow in the post. If you have been unsuccessful this feedback will be useful in preparing you and focusing your training for your retake.

The test may not be retaken for six weeks to allow candidates time to develop their skills.

However, evidence of further training will be necessary for the completion of a new Nomination Form.

## **Assessor View**

### **How to become an A Test Assessor**

- ▶ Experienced at examining AH and B+ Test Level
- ▶ Probation at a minimum of 3 A Tests
- ▶ It may be the case that you are required to shadow at more than 3 tests depending on what the assessor you are shadowing observes on the day.

- ▶ Attendance of an A Test Assessor CPD
- ▶ Refer to the Assessor's Code of Conduct for information on expectations (<https://pcuk.org/coaches/assessor-training/>)

### **Preparation/resources**

- ▶ Be very familiar with the requirements of the A Test
- ▶ Paper and clipboard to make notes on candidates' good and weak points.
- ▶ Before the exam you will receive a timetable of the day, a list of candidates, comments sheets to make notes on throughout the day and feedback sheets to write feedback for the candidates. These notes must be kept for four months after the exam date.

In order for the assessment to be seen as fair, if an Assessor has trained any candidate in the previous 4 weeks, you must declare an interest before the start of the exam. The assessor with an interest will not have the ultimate decision on the result of the candidate.

Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising.

### **Fees**

The fees for 2022 are £220 for the full test, £180 for the riding sections, £100 for the lungeing and training of the young horse sections.

### **PELHAM**

A test results are uploaded onto Pelham by the Pony Club Office

# Supporting Tests to Pony Club Test Framework

## Road Rider Badges & Test

There are 3 levels of Pony Club Road Rider awards:

- ▶ **Road Rider Mini Achievement Badge** – this must be taken before the D test
- ▶ **Road Rider Achievement Badge** – must be taken before a member can receive their C test certificate.

## Coaching Courses

### Steps Courses

These sessions are designed to give older Pony Club members the skills they need to start coaching in branches and centres. They are progressive with each one building on the knowledge gained from the previous course. It is advised that at least a year is left between attending each course so that there is enough time to gain experience and put learnings into practice.

These courses develop participants through discussion, group work and activity. All participants will have the opportunity to coach. The atmosphere is fun, friendly, welcoming and supportive. The emphasis is on drawing together the wide range of experiences that tutors and participants bring and making those experiences available to everyone.

## Steps to Coaching 1

### Member/Volunteer view

This course is for Pony Club members aged 16 years or over, past members, supporters or parents over 25 years who are enthusiastic to teach at D/D+ level. Pony Club Coaches at any level who want to refresh their ideas and make sure they are in line with best practise are also welcome to attend.

Pony Club C Test level knowledge or equivalent if required. Make sure you bring lunch with you, a notebook and pen and a copy of The Pony Club Manual of Horsemanship. Make sure you dress smartly. Refer to Assessor's Code of Conduct for guidance.

This course focuses on the basic skills needed to begin coaching, including planning riding and horse care sessions and the values underpinning Pony Club Coaching. The morning will be classroom-based and will cover a range of topics including Health and Safety procedures, planning sessions and what makes a good coach. You will then be split into pairs and prepare a presentation on a topic at D/D+ level. You will deliver this short session to the group.

After lunch you will prepare a simple lesson plan for a 15 minute session at D/D+ level. You will be guided by the course tutor and they will support you with the best practise for the level. At the end of the day there will be the opportunity for a group discussion on how you can improve your coaching and progress.

Once you have completed the course, participants who are new to coaching can assist with Pony Club coaching in Branches and Centres under supervision and with a mentor. Each time you practise coaching get your Coaching Experience Log Book signed by your coach, mentor, District Commissioner, Centre Proprietor or Area Representative.

## **Coach requirements**

Two Tutors are required (B Test Assessor Level or above)

Feedback will be provided to the participants on the day. Make sure that the comments are positive and constructive.

The morning session should be carried out as an interactive group discussion so that by sharing ideas, thoughts and concerns the main objectives of safety awareness and confidence building are achieved. The same objectives will extend into the afternoon and also include practical sessions to start developing the coaches' effectiveness. For the morning, tutors are required to provide the Pony Care topics and bring any props to support the subjects.

While each participant is coaching their session, the tutor will lead a group discussion on good points of the session and solutions to the problems encountered. At the end of the day there should be an opportunity for a participant Q&A and feedback should be given on how participants can improve their coaching and how they can achieve their future coaching goals. Encourage participants to start coaching with a mentor and work towards the Introduction to Coaching Step 2.

## Organiser – Area / Branch / Centre

6-12 participants are required. The Tutor: Participant Ratio should be no lower than 1:6.

Handouts (which are available on the website <https://pcuk.org/coaches/coach-training/introduction-to-coaching-steps-1-3/>) should be printed out or sent to the participants

The cost is set by the organiser but should be kept as low as possible. Tutor fees and travel expenses are paid by the course organiser.

The organiser is responsible for providing flipchart paper, session planner.

The tutor is responsible for providing Risk Assessment sheets.

Make sure a Risk Assessment is completed before the date and Certificates of Attendance must be sent out to participants within 2 weeks of the date of the course. Feedback forms can be ordered from the Pony Club Office.

### Facilities

Warm room, chairs, flipchart and projector and screen (where possible)

Afternoon: Outdoor/Indoor arena, grass field, blocks or cones, poles, jump wings.

Demo riders: 8 riders at D/D+ level, split into 2 groups of 4. Ideally aged 8-10 years old. They will be needed for 2 hours in the afternoon. It is thoughtful to give these riders small thank you presents for their time.

### Recommended Timetable and Topics to be covered in discussion during the course:

9.30	Tutor Preparation, risk assessment.
10.00	<ul style="list-style-type: none"><li>▶ Introduction to Manual of Horsemanship &amp; Instructor's Handbook</li><li>▶ Skills and attributes of a good coach</li><li>▶ What makes a good Pony Club rally</li><li>▶ Health and Safety Procedures (sample risk assessment &amp; accident forms available to complete)</li><li>▶ Safeguarding</li><li>▶ How to deal with problems and difficulties</li><li>▶ Positive interaction with Parent/Guardian/Trainer spectators</li><li>▶ Planning for Pony Club activities/use of resources</li><li>▶ Making learning fun with lots of suggestions for games/ideas</li></ul>

11.30	<ul style="list-style-type: none"> <li>▶ Split the group into pairs and give each pair a topic on Pony Care at D to D+ level.</li> <li>▶ Allow 15 minutes to prepare topics in pairs, which they will then present to the rest of the group for 5 minutes maximum.</li> <li>▶ Positive and constructive feedback should be given to each pair once they have taught their topic.</li> <li>▶ Before breaking for lunch give each participant a short topic to teach either on the flat or over poles.</li> <li>▶ Each participant should prepare a lesson plan. For at least 15 minute lesson (using assistants if required), which they will deliver after lunch.</li> </ul> <p>Topics to be discussed during morning session:</p> <ul style="list-style-type: none"> <li>▶ The values underpinning Pony Club coaching</li> <li>▶ The correct position to be taught</li> <li>▶ How to correct basic faults</li> <li>▶ Safe exercises to be used and the sensible logical progression of these exercises</li> <li>▶ Jumping position</li> <li>▶ Distances especially those for smaller ponies and what NOT to build</li> </ul>
12.45	Working Lunch
1.20	Demo Riders Arrive
1.30	Discussion on how to move the ride safely
1.45	<p>Coaching Practice Format</p> <ul style="list-style-type: none"> <li>▶ Divide the group in half so that each trainee coach has the same number of participants. Each participant will teach their topic for a minimum of 15 minutes to 4 riders at D to D+ level.</li> <li>▶ Lead a group discussion on good points of each session and solutions to problems encountered.</li> <li>▶ Positive and constructive feedback should be given to each participant following their session.</li> </ul>
3.30	Summary

	<ul style="list-style-type: none"> <li>▶ Group discussion on how participants could improve on their coaching and how to achieve their future coaching goals.</li> <li>▶ Each participant should be presented with a triplicate Certificate of Attendance/Feedback Report completed by the Course Tutor and will complete their name and contact details on this.</li> <li>▶ The participant keeps the top copy, returning the second one to their D.C./Centre Proprietor and the third copy to The Pony Club office.</li> <li>▶ Encourage participants to practice coaching with a suitable mentor, and complete their Coaching Experience log book, to work towards Intro to Coaching Step 2.</li> </ul>
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## Steps to Coaching 2

### Member/Volunteer view

This course is for younger coaches, over 17 years old and more experienced coaches who would like to refresh their ideas.

Pony Club C+ Test or equivalent level of knowledge is required. For Pony Club members, attendance at Step 1 is recommended. Make sure you bring lunch with you, a notebook and pen and a copy of The Pony Club Manual of Horsemanship. Make sure you dress smartly. Refer to Assessor's Code of Conduct for guidance.

This course focuses on introducing jumping, rider balance and a balanced jumping position, and working groups in open spaces. The first part of the day will be classroom based, discussing your coaching experiences, problems and queries. This will also be an opportunity to share ideas. You will then plan a 20 minute session to develop the balance of horse and rider on the flat and over a fence from C test upwards. You will then deliver this session and have the opportunity to watch other participants with a discussion on good points of the session and solutions to problems encountered.

Over lunch you will plan your afternoon session (a 20 minute session designed to develop the balance of the rider and security of the lower leg and build up to riding the canter, in a rhythm, in cross country seat). Cross country jumps may be introduced. After lunch you will deliver these sessions in the same format as the morning. There will be time at the end of

the day for a question and answer session and a group discussion on how you can improve your coaching in the future.

Once you have completed the course you can continue to coach in Pony Club Branches and Centres more independently, keeping in regular contact with a mentor. Ensure you fulfil the necessary requirements as defined in the Coaches section of this Guide.

## **Coach requirements**

Two Tutors are required (B Test Assessor Level or above)

Feedback will be provided to the participants on the day. Make sure that the comments are positive and constructive.

While each participant is coaching their session, the tutor will lead a group discussion on good points of the session and solutions to the problems encountered. At the end of the day there should be an opportunity for a participant Q&A and feedback should be given on how participants can improve their coaching and how they can achieve their future coaching goals. Encourage participants to start coaching with a mentor and work towards the Introduction to Coaching Step 3.

## **Organiser – Area / Branch / Centre**

6-12 participants from one or more Areas. Any Pony Club Members must bring their Coaching Experience Logbook to provide evidence that they have been actively coaching since attending Step 1. The Tutor: Participant Ratio is 1:6 should be no lower than 1:6.

Handouts are available on the website and can be printed by the organiser/tutor or emailed to participants in advance. Make sure a Risk Assessment is completed for the venue well in advance of the course date. Ensure that Certificates of Attendance are sent to the participants within 2 weeks of the course date. Feedback forms can be obtained from the Pony Club Office with sufficient notice.

The cost is set by the organiser but should be kept as low as possible. Tutor fees and travel expenses are paid by the course organiser.

### **Facilities**

Warm room, chairs, flipchart, projector and screen (where possible)

2 hours late morning: Outdoor arena or field, with jumps



Afternoon 1 ½ hours: Field or very large outdoor arena, with a small selection of cross country jumps of relevant standard to coaches attending. Cross country fences, if portable, must be appropriately anchored.

Demo riders: 4/8 riders at C/C+ level (2 groups of 4) for the morning session and a further 4/8 (can be the same riders) for the afternoon. It is thoughtful to give these riders small thank you presents for their time.

**Recommended Timetable and Topics to be covered in discussion during the course:**

9.30	Tutor Preparation, risk assessment, participants arrive.
9.45	<ul style="list-style-type: none"> <li>▶ Discuss participants' coaching experiences, problems and queries.</li> <li>▶ Share ideas (flipchart bullet points).</li> </ul>
11.00	<ul style="list-style-type: none"> <li>▶ Participants to plan a 20 minute session to <b>develop the balance of horse and rider on the flat and over a fence</b> from C Test level upwards.</li> <li>▶ • If there is time, they should work in groups to plan follow on sessions.</li> </ul>
11.15	Coffee break and discuss lesson topic  <b>Demo riders arrive</b>
11.00	Coaching Practice Format <ul style="list-style-type: none"> <li>▶ Divide the group in half so that each Coach Tutor has the same numbers of participants, and one group of riders.</li> <li>▶ Each participant will coach their topic for a minimum of 20 minutes to 4 riders at C to C+ level.</li> <li>▶ Lead a group discussion on good points of session and solutions to problems encountered.</li> <li>▶ • Positive and constructive feedback should be given to each participant following their session.</li> </ul>
13.00	Working lunch: <ul style="list-style-type: none"> <li>▶ Participants to plan for a 20 minute session to develop the balance of the rider and security of the lower leg and build up to riding the canter, in a rhythm, in cross country seat. Cross country jumps to be introduced according to coach / rider / horse level.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ If there is time, they should work in groups to plan follow on sessions</li> </ul>
14.00	<ul style="list-style-type: none"> <li>▶ Theory on how to develop a secure, yet supple, cross country seat.</li> <li>▶ Discuss correct rider / horse cross country equipment, and care of the horse following a cross country session.</li> </ul>
14.00	<p>Coaching Practice – Format as for the morning (11.30)</p> <p>As for the morning sessions, each participant to coach one group for 20 minutes</p>
16.00	<ul style="list-style-type: none"> <li>▶ Participant Q&amp;As.</li> <li>▶ Group discussion on how participants could improve on their coaching and how to achieve their future coaching goals.</li> <li>▶ Completion of Attendance/Feedback Report.</li> <li>▶ Encourage participants to practice coaching with a suitable mentor, and complete their Coaching Experience log book, to work towards Intro to Coaching Cross Country - Step 3.</li> </ul>

## Steps to Coaching 3

### Member/Volunteer view

This course is for younger coaches, over 18 years old, who have completed Steps 1 and 2, any Pony Club Coach who would like to coach cross country or more experienced coaches who would like a coaching practise refresher. The focus of this course is on the safety requirements for cross country coaching and how to best prepare riders to tackle cross country challenges safely and effectively.

The Pony Club B Test or above, or equivalent level of knowledge is required. Pony Club Members must have their Coaching experience log books signed by their DC or Centre Proprietor to verify that they have been actively coaching sessions, including jumping, before applying. Make sure you bring lunch with you, a notebook and pen and a copy of The Pony Club Manual of Horsemanship. Make sure you dress smartly, refer to Assessor's Code of Conduct for guidance.

The first part of the day will be a discussion around the participants' coaching experiences, problems and queries regarding organising and/or coaching cross country. This will be an

opportunity to discuss safety concerns and to share ideas for sessions. The rest of the day will give you the opportunity to coach twice. You will plan a 20 minute cross country session for C Test. You will be able to observe the other sessions and have the opportunity for discussion at lunch around good practise and areas to improve on. Over lunch you will also discuss the strengths and weaknesses of the riders and their horses/ponies and how to develop a positive afternoon session.

Once you have completed the course you can continue to coach in Pony Club Branches and Centres more independently, keeping in regular contact with a mentor when you begin to coach cross country. Ensure you fulfil the necessary requirements as defined in the Coaches section of this Guide. Attend as much CPD as possible to enable your coaching skills to develop.

## **Coach requirements**

Two Tutors (B Test Assessor Level or above)

Feedback will be provided to the participants on the day. Make sure that the comments are positive and constructive.

While each participant is coaching their session, the tutor will lead a group discussion on good points of the session and solutions to the problems encountered. At the end of the day there should be an opportunity for a participant Q&A and feedback should be given on how participants can improve their coaching and how they can achieve their future coaching goals.

## **Organiser – Area / Branch / Centre**

The Tutor: Participant Ratio should be no lower than 1:6. The participants on the course can come from one or more Areas. If any participants are Pony Club Members, they must have their Coaching Experience logbook signed by their DC/Centre Proprietor before applying. This is to verify that they have been actively coaching, including jumping, since attending Step 2.

Handouts are available on the website. These can be printed out in advance by the organiser or tutor or they can be sent to participants in advance of the course date. Make sure a Risk Assessment is completed for the venue well in advance of the course date. Ensure that Certificates of Attendance are sent to the participants within 2 weeks of the

course date. Feedback forms can be obtained from the Pony Club Office with sufficient notice.

The cost is set by the organiser but should be kept as low as possible. Tutor fees and travel expenses are paid by the course organiser.

### Facilities

Warm room, chairs, flipchart

1 ¾ hours late morning: Field with cross country fences appropriate to rider ability (75-90cms) or large arena and jumps to simulate cross country challenges. If portable, the fences must be appropriately anchored.

1 ½ hours afternoon: An enclosed, undulating field with a variety of cross country jumps appropriate to rider ability (75-90cms). Cross country fences, if portable, must be appropriately anchored.

Demo riders: 8 riders at C/C+ level (2 groups of 4) for the morning session and a further 8 (or the same riders if they are happy to stay on) for the afternoon. Suitably mounted and correctly equipped for cross country.

### Recommended Timetable and Topics to be covered in discussion during the course:

9.30	Tutor Preparation, risk assessment, participants arrive.
10.00	<ul style="list-style-type: none"> <li>▶ Discuss participants' coaching experiences, problems and queries regarding organising and/or coaching cross country</li> <li>▶ Share ideas (flipchart bullet points).</li> <li>▶ Discuss risk assessment, checking facilities and horse/rider equipment</li> </ul>
11.00	<ul style="list-style-type: none"> <li>▶ Participants to plan a 20-minute cross country session for C Test level upwards.</li> <li>▶ Suggested session topics (dependent on facilities).             <ul style="list-style-type: none"> <li>○ Understanding the gears for cross country.</li> <li>○ Jumping bounces</li> <li>○ Jumping angled rails</li> <li>○ Riding related distances</li> <li>○ Riding combinations on straight/curving lines.</li> <li>○ Introducing corners.</li> <li>○ Introducing water.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Introducing skinnies</li> </ul> <p>Demo Riders Arrive</p>
11.15	Participants meet demo riders and discuss and check tack/equipment with coach tutor so that any adjustments can be made before session starts.
11.30	<p>Coaching Practice Format</p> <ul style="list-style-type: none"> <li>▶ Divide the group in half so that each Coach Tutor has the same number of participants, and one group of riders.</li> <li>▶ Each participant will coach their topic for a minimum of 20 minutes</li> <li>▶ Lead a group discussion with other participants in your group on good points of session and solutions to problems encountered.</li> <li>▶ Positive and constructive feedback should be given to each participant following their session.</li> </ul>
13.00	<p>Working lunch:</p> <ul style="list-style-type: none"> <li>▶ Discussion on the strengths and weaknesses of the riders and their ponies/horses and how to develop a positive afternoon session.</li> <li>▶ Plan for the afternoon sessions, developing the skills needed to coach a cross country session for a group of riders.</li> </ul>
14.00	<p>Coaching Practice Format</p> <ul style="list-style-type: none"> <li>▶ Divide the group in half so that each Coach Tutor has the same number of participants, and one group of riders.</li> <li>▶ Each participant will coach a different part of the session, revisiting the morning's skills and lessons, riding a simple course as individuals, providing positive and constructive feedback to the riders.</li> <li>▶ Lead a group discussion with other participants in your group on good points of the session and solutions to problems encountered.</li> <li>▶ Positive and constructive feedback should be given to each participant following their session.</li> </ul>
16.00	<ul style="list-style-type: none"> <li>▶ Participant Q&amp;As.</li> <li>▶ Group discussion on how participants could improve on their coaching and how to achieve their future coaching goals.</li> </ul>

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|  | ▶ Completion of Attendance/Feedback Report. |
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## Pony Club Coaching Certificate (PCCC)

The Pony Club Coaching certificate (PCCC) is a formal, nationally recognised coaching qualification that is regulated by 1<sup>st</sup>4Sport. Successful completion of these courses and assessments gain the coach a Certificate in Equestrian Coaching (General Riding). The Pony Club runs these centrally and at 3 levels.

The qualification levels make it easier to identify the right coach for the right job from recreational enjoyment of equestrian sports to winning performance at the Olympics.

The benefits of gaining this qualification as an equestrian coach include:

- ▶ Effective, up to date 'athlete-centred' coaching skills.
- ▶ A clearer pathway of opportunities for your personal and career development.
- ▶ Access to best practice coaching standards and new coaching ideas developed across the UK by top sports coaches.
- ▶ A greater understanding of high-quality world class coaching.
- ▶ Access to expert advice and support on all aspects of coaching.
- ▶ The satisfaction of helping your riders to achieve their goals.
- ▶ Encouragement to be the best coach that you can be.

## What does each level involve?

### Level 1 - Assistant Coach

The Level 1 coach assists more qualified coaches to deliver aspects of coaching sessions under direct supervision. You will learn about safe working environments and the health and safety regulations of riding and coaching. You will also learn how to prepare for a coaching session and the skills needed to coach.

#### Entry Requirements

- ▶ Minimum age – 16 years
- ▶ Knowledge of basic care of horses
- ▶ To be able to competently tack up and walk, trot and canter, including over ground poles
- ▶ Attended a 'face2face' safeguarding workshop that is approved by The Pony Club

- ▶ Hold a current First Aid Certificate, minimum 1 day emergency First Aid at Work. However it is advised that if the coach wishes to progress to level 2 that they attended a minimum of the 2 day BHS first course or 3 day emergency first aid at work
- ▶ Further requirements are detailed on the website <https://pcuk.org/coaches/coach-training/the-pony-club-coaching-certificate-pccc/>

## Level 2 – Coach

The Level 2 coach trains coaches to prepare, deliver and review coaching sessions. The technical equestrian knowledge required is around B Test level, and this coach will be able to plan a short series of linked lessons, e.g. for Camp or similar. You will cover the practical and theoretical aspects of planning, delivering and evaluating sessions. Applicants must have previous coaching experience.

### Entry Requirements

- ▶ Minimum age -17 years (however must be at least 18 years at time of assessments)
- ▶ Attained PCCC Level 1 or have evidence of coaching on a regular basis for a minimum of 12 months. This should include coaching groups.
- ▶ Have a minimum of the BHS 2 day First Aid course or First Aid at work.
- ▶ Have attended a Face2face PC Approved Safeguarding course.
- ▶ Further requirements are detailed on the website <https://pcuk.org/coaches/coach-training/the-pony-club-coaching-certificate-pccc/>

## Level 3 - Advanced Coach

The Level 3 coach trains coaches to plan, implement, analyse and revise annual coaching programmes This coach has a technical knowledge at around A Test level. This coach could also “mentor” Level 2 coaches who need support.

The qualification is designed for those who wish to become involved in equestrian as a head/programme coach, and to have responsibility for the ongoing development of participants. It is a qualification for those coaches who have already completed the Level 2 Certificate in Equestrian Coaching, or equivalent. It is directed at learners who have an interest in equestrian coaching.

### Entry Requirements

- ▶ Successful completion of PCCC Level 2
- ▶ Recommendation from a Level 3 or above coach

- ▶ Full entry requirements available from PC HQ on request

In depth details for each level available here [https://www.1st4sportqualifications.com/landing-page/our\\_qualifications/](https://www.1st4sportqualifications.com/landing-page/our_qualifications/)



# Achievement Badges

## Overview

There are badges available in over forty bite-size subjects on horse care along with additional badges focusing on general countryside knowledge and rider wellbeing. They are a popular, interactive way of engaging with Members, improving knowledge, and providing recognition. Members who are successful are awarded an embroidered circular badge. These can be sewn on to Pony Club sweatshirts.

- ▶ Mini - these are aimed at younger members (8 years and under), training up to D level. They are smaller than the other badges and have a purple border. They are an introduction to the topics covered in the Achievement badges and can be a fun addition to rallies.
- ▶ Achievement - these are aimed at junior members at D+ to C+ level. They have a navy blue border
- ▶ Advanced Achievement - these are for our senior members (over 11 years) and cover topics required for C+ and other work at a slightly higher level. They have a gold border.

The Gold Certificate and Badge can be awarded to Pony Club Members who achieve twenty-one Achievement Badges. The Mini Gold Certificate and Badge can be awarded to Pony Club Members who achieve fourteen Mini Achievement Badges.

## Multi Badges

### Blue Cross

A Blue Cross Equine Welfare Merit Badge and Certificate can be awarded to Members who complete ten welfare and care related Achievement Badges.

The ten badges which enable Members to access this award are:

Bandaging & Rugs, Care of the Horse's Foot, Feeding, First Aid (Equine), Handling & Grooming, Lorinery, Mucking Out, Perfect Paddock, Saddlery, Shoeing

There is a Mini Blue Cross badge that is awarded when members have achieved the ten badges:

Horse Clothing, Care of the Foot, Feed your Pony, Pony Health, Leading and Handling, Tack Cleaning, Saddlery, Mucking Out, Basic Needs of Ponies in Summer and Winter, Pony Behaviour.

You can access a Blue Cross Equine Welfare Badge tracker to give to each member working towards their badge so that they can track their progress: <https://pages.pcuk.org/officials>

## Sport specific badges

This range of Badges focuses on each of The Pony Club's competitive sports – Dressage, Endurance, Eventing, Mounted Games, Polo, Polocrosse, Pony Racing, Show Jumping and Tetrathlon.

These are similar to the Achievement Badges and there are two levels of badge for each sport:

- ▶ **Intro to [Sport] badge** – aimed at younger / less experienced Members who are just starting out getting to know the sport. These Badges will help them understand the fundamentals that will enable them to have a go at participating in a session.
- ▶ **[Sport] badge** - aimed at slightly older / more experienced Members who are competing / ready to compete in the sport. These Badges will help them to understand the rules of the sport and what is expected of the horse and rider in order to be successful in a competition, with the emphasis on good position and training.

These are a fantastic way to introduce a new equestrian sport and are useful for camps or rallies.

We have a workbook available for each Pony Club Sport to help you to support Members with learning about what each involves. To access visit: <https://pages.pcuk.org/officials>

## Assessment of Pony Club Tests and Badges

If you are a Pony Club Accredited Coach or a Supervised Coach, you can work through all the **Achievement Badges and Mini Achievement Badges** with Members and award each badge once you feel Members have learned the syllabus and had some practical application.

Badges can either be awarded after a series of linked Pony Club sessions, or it may be that a badge can be awarded in one day if the session is specifically focussed on the badge and covers the whole syllabus.

# Progressive Awards

These are optional stepping stones to encourage continual learning and can be used between the Efficiency tests (D, D+, C and C+). They are taken at four levels; Bronze, Silver, Gold and Platinum. The Progressive Awards are not compulsory; however, they can be useful for in-house planning and assessment to ensure riders are up to the next Efficiency Test standard. Each Award is split into three sections to make sure that all topics are covered thoroughly, and progression can be tracked.

Progressive Award cards, as well as sample questions and assessing sheets for each level, can be found here: <https://pcuk.org/progressivetests>

As a Linked Riding Centre or Branch, you can purchase certificates and fabric rectangular badges from The Pony Club Shop to provide recognition for these awards.

## **Bronze – upon completion members will be ready to sit the D Test**

Members start to learn to handle ponies and become more confident around them, learn to have control when riding off the lead rein and make controlled transitions.

## **Silver – upon completion members will be ready to sit the D+ Test**

Members learn to become more involved in looking after ponies, work towards developing a balanced seat independent of the reins and understand elementary aids and how to apply them.

## **Gold – upon completion members will be ready to sit the C Test.**

Members learn how to look after a grass kept and stable kept pony and know country lore. In the riding section members learn how to behave when riding on the roads and in the countryside, to be in control of the pony in all paces and over jumps and work towards an effective and balanced seat on the flat and over jumps.

## **Platinum – upon completion members will be ready to sit the C+ Test**

Members learn how to look after grass kept and stabled horses as well and having knowledge of equine first aid and care of the injured horse. In the riding section members will be able to ride at all paces over fences and varying terrain and have knowledge of pace, distance and discipline to ride intelligently and safely in a group or alone. Members will also be able to ride safely on the public highway.

## **Coaches**

These awards can be a great way to structure sessions and help with training between tests. They don't need a formal assessment, they can be assessed in lessons or Pony Club sessions. The Awards are a good way of progressing riders who don't perform well in a test situation. The criteria can be assessed in lessons. Once the member is competent and has completed the skill a few times they can be signed off. If they aren't competent then that skill can be assessed on a different day.

## **Organiser**

No specific facilities are required other than normal riding facilities that have been risk assessed. The Awards can be signed off by the member's regular coach, so there is no need for an outside Assessor.

## **Codes of Conduct**

Codes of Conduct can be used to guide the behaviours of Members, parents, coaches and volunteers in order to ensure the culture of your Pony Club is welcoming, inclusive and respectful. By embedding codes of conduct within your Pony Club, all stakeholders have a clear description of the values, beliefs and purpose of the club which then fosters an environment of trust and ethical behaviour. The Pony Club has a range of ready-made Codes of Conduct available which can be adopted and displayed to support you with creating the best possible atmosphere. They are available here: <https://pcuk.org/policies>

# Risk Assessment

Risk assessments must be carried out and recorded for all activities before they go ahead. It should consider all areas, not just the riding area. Guidelines for the completion of risk assessments and templates are available on the Pony Club website:

<https://pcuk.org/riskassessments>

Risk Assessments must be reviewed on an annual basis as a minimum, or whenever anything significant changes to do with that risk assessment. I.e. new facilities added to your venue would mean the risk assessment must be amended. Best practice would be to do a regular check against each risk assessment (i.e. fortnightly) and sign and date each review.

# Accident Reporting

All Pony Club Branches and Linked Riding Centres, including event locations, must record accident and injury information for Pony Club Members, parents/guardians, officials, volunteers, coaches, and members of the public injured during Pony Club activities. An accident is an unplanned or uncontrolled event resulting in injury or damage.

The type of record and report made depends upon the nature of the incident and the injuries sustained. Further information can be found at: <https://pcuk.org/accidentreporting>