

# Organising Rallies & Tests

## ORGANISING A RALLY

Some reminders of things to do and who needs to be there

In advance:

- Date – these are often chosen for the coming year at an autumn Committee Meeting, so that dates can be sent out to Members before the end of the year to help them plan, and before subscriptions are due.
- Venue – Risk assessment (H&S Officer), grid reference, catering, loos, parking, equipment/props/equestrian facilities,
- Coaches – Can be found on the Coaches Database and the Recommended Coach list
- [http://www.pcuk.org/index.php/training/coaching/visiting\\_coaches/](http://www.pcuk.org/index.php/training/coaching/visiting_coaches/).  
Confirm their fee for the day.
- First Aiders - preferably not those with small children. Ensure there are enough First Aiders for the amount of rides, particularly if they are spread far apart in the field or on a cross country course. Check the latest H&S rules for level of First Aid required. Provide First Aid kits (often in belt bags) and tabards so that the First Aiders are instantly recognisable. The Coach / Coaches cannot be the First Aiders.
- Child Protection Officer – this may be the DC
- Helpers - catering for coaches, checking loos regularly, moving equipment to the venue and on the day
- Equipment – may need to be hired and / or taken to the venue from where it is stored, for instance Show Jumps & dressage markers. Which disciplines are being coached? Do you need games equipment, space markers, books, feed samples, bandages etc
- Rides and a programme of learning – arrange who will take applications for the rally – DC, Rally Organiser and /or Chief Instructor – and who will make up the rides. Plan what each ride will do over a series of rallies and camps. This makes it easier to plan for when to hold Efficiency Tests and which Achievement badges to work towards, and to give clear

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information to the coaches so the learning is progressive and fun rather than repetitive.

- Timetable – can be just start and finish times at the early stages. If a staggered rally, times will need to be posted on the Branch website or sent out to each Member once confirmed.

At least a week before:

- Make up the rides and times if necessary – if it is to be a rally with staggered times rather than arrive at 11.00am and finish at 3.00pm
- Confirm the timetable
- Contact the coaches. They need to know where they are going, when they start and finish, if they need to bring their own lunch or it will be provided, who is in their ride and what you would like them to do with the ride so they can make a lesson plan and bring any necessary props or equipment.

The information they need about their riders is:

Name, age, Test held and when passed

Medical or other issues that may affect them and the rest of the ride. For example Dyslexia, Asthma, Diabetes, hard of hearing, recently joined from another Branch or Centre, first rally etc

How long they have had their pony, any issues at last rally / competition

For example 'Jo is 15, has held C+ Test for 12 months and has been riding Pippin, a 15.1hh, 12yo TB x Highland Schoolmaster for 18 months. His main interests are Eventing and Tetrathlon. He has been back riding for a month after spraining his left ankle. His ankle was injured in a fall when jumping at a rally - weakness in left leg, still undergoing physiotherapy, nervous following fall etc'

Ask coaches to bring an invoice and / or have a receipt book at the rally

On the day:

Risk Assessment – refresh the one previously done by H&S Officer

Equipment / props – ensure all are accessible to the coaches and they know what you are taking so they know what to take

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Loos – check they are clean etc

Catering facilities – check the helpers, that they know how many they are catering for and whether it is coffee or lunch etc

Communication – ensure the coaches have your mobile number. If mobile signal is patchy, ensure there is an accessible land line and / or walkie talkies

Ensure the DC, Rally Organiser and /or Chief Instructor spends time watching each ride during the day to monitor how the coaches are doing, whether any changes need to be made to the rides etc

Take with you:

Member files - for coaches to complete feedback forms after rally

Risk assessment, including post code and grid reference

Accident and concussion forms

Hat tags

Cheque book and receipt book

Hole punch

Hair nets / hair bobbles

First aid kits for human and horse

Copies of the Manual, Branch sweat shirts etc

Radios / walkie talkies if necessary

## **EFFICIENCY TESTS**

Book dates for all Tests well ahead so Members, parents, Assessors and Coaches have time to plan and a programme can be worked out to train towards the Test/Assessment

Date – may need to work around

- School/College/University exams, term/semester dates
- Area and other competitions
- The weather as all Tests from D+ upwards take place outside

Venue – risk assessment to be carried out dependant on Test level and type.

Assessors – number of and level is Test dependant

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Equipment / facilities – some specific to each Test level, but all need:

- Parking for Assessors and Members with ponies
- Somewhere comfortable, clean, warm and with power for Assessors to meet, for the briefing of Members and as a First Aid room/space
- First aid kit and first aid kits
- Certificates and felts, and copies of the Efficiency Test cards of the level higher than is being assessed, to be given to successful candidates along with their certificates & felts
- Feedback sheets for the AR – dependant on level, these may be ones produced by the Training Committee or by the DC / AR / Assessor
- Equipment for the Care sessions – ask the Assessors if they are bringing any necessary equipment, and if not, the Test cards are quite clear about what needs to be there. Use simple, clean grooming kits, with a hoof pick, dandy brush, body brush and metal curry comb as a minimum.

Take:

Member files - for coaches to complete feedback forms after the Assessment

Accident forms

Hat tags

Cheque book and receipt book

Hole punch

Hair nets / hair bobbles / ties and badges

First aid kits for human and horse

Plaiting kit

Copies of the Manual, Branch sweat shirts etc

Certificates and felts

Copies of the Efficiency Test cards of the levels above and below the Test being assessed

## E Test

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This can be done at a rally rather than at a special Test day, on or off the Lead Rein. Each Member should have an adult helper with them for both the Riding and Care sections. It is a voluntary Test and does not need to be taken or passed before D Test

## **D Test**

This Test can be assessed by one Assessor and should take about half an hour for each group of 4

Members need to have passed the Mini Road Rider Achievement badge before taking the D Test

The Test can be taken in an indoor or outdoor school, and Members need to be able to walk and trot independently off the Lead Rein.

The Care session can be done in the school if preferred rather than moving everyone between sections. The Members need to be able to put on a headcollar and tie up a pony, and recognise a dandy brush and rubber curry comb. Although they may be keen to show how to use it, they do not need to show how to use a dandy brush until D+.

Use an Assessor who is used to working with the younger Members and really knows the standard of the Test. If possible, use someone who has attended a D& D+ Assessor Training Workshop (compulsory for new assessors from 2017).

## **D+ Test**

This Test can be assessed by one Assessor. Ensure the groups are not too big or the Test will take too long for the Members. Better, for instance, to have two groups of 4 for an hour than one group of 8 for two hours.

Members need to have passed the D Test.

The Test should be taken outside as Members need to ride up and down a hill. You will need an area marked out to do the flat work – walk with and without stirrups, trot & canter – a hill to ride up and down, and a pole plus, at least, two stands and three poles, to make an inviting small fence of approximately 50 – 60cm. The fence should be placed on a level area, not on a hill, and jumped from trot and canter.

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If preferred, the flat work and jumping can take place in a school, but the Members must be seen riding in an open space and up and down a hill.

For the Care section, the Member can tack up, groom and lead their own or their friend's pony. If possible see them catch and turn out a pony to ensure this is done safely, or as long as you see them put on a headcollar, they can pretend to catch and turn out each other.

There is now training for D & D+ Assessors, this is compulsory for new assessors from 2017. Use this link to find more information:

[http://www.pcuk.org/index.php/training/training\\_standardised\\_training\\_courses/assessor\\_training/](http://www.pcuk.org/index.php/training/training_standardised_training_courses/assessor_training/)

## **C Test**

This Test can be assessed by one Assessor. As above, it is better for the Members, ponies and Assessors to have small groups for a shorter time than large groups for a long time. C Test Riding or Care with 4 Members takes about 45 minutes.

If there are two assessors and 8 Members, one can assess the Riding and one the Care.

Example timetable –

9.30 – everyone arrives and sets up

10.00 - Group 1 rides whilst Group 2 does the Care.

10.45 - Group 1 untacks and group 2 tacks up

11.00 - Group 1 does the Care section and Group 2 rides

11.45 - the Assessors confer whilst the Members have a drink and a biscuit and get their ponies ready to go home

12 noon the results and certificates are given out

Members need to hold the D+ Test and the Road Rider Achievement Badge, or the BHS Riding & Road Safety Test.

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The Test should take place outside in an open space as Members need to show 'Independent work in the open'. Provide some poles a short course (maximum of five fences) of inviting fences around 70 – 75cm

For the Care session, it is great if there is a small yard or at least a loose box, but it is possible to assess C Test without one if necessary. They can tack up their own pony, and ensure there is at least one there with a martingale and flash noseband so this can be discussed with all the Members. If none of the ponies wears a bit with a curb chain, provide one so that they can all show they know how to do it up correctly, even if it isn't on a pony.

## **C+ Test**

Use two Assessors and assess the Members in groups of 4. At least one of the Assessors should be a B Test Assessor and at least one must be from outwith the Branch. If only one Assessor is used for any reason the Assessor must be both a B Assessor **and** from outwith the Branch. Experience has shown that it is better if at all possible to have two Assessors. The Assessors should assess the Riding together and the Care can be split, but both Assessors should see all candidates. If your Branch is short of candidates at this level, contact local Branches and Centres, your Area Rep and / or Area Training co coordinator to see if there are any C+ Tests running in your Area that your Members can join. Conversely if you are running a Test with spare places, do let all the people around you know as they may be happy to fill the places.

Approximate timing is as follows:

Riding – allow 1¼ hours for 4 Members and two assessors

Care – allow 30 minutes with each Assessor, and 5 minutes to change over, so an hour and 5 minutes. This allows 10 minutes tack up time if you have 8 Members and 4 assessors.

The Test is taken outside

For the Riding you will need

- A marked out dressage arena for the flat work
- A short, inviting show jumping course of five fences at around 80 – 85cm, including a two stride double – ensure the second element is an upright

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- A variety of XC fences around 75 – 80cm, including at least one fence on a hill

For the Care, it is great to use a small yard so that there is a feed room and / or barn, loose box and a lorry or trailer. It is possible to assess the loading without using a pony, if the Members load each other. The Test card sets out clearly the equipment that is needed

## **B, B+ and the Coaching Certificate**

These **tests** are organised by the Area Rep. Members at B & B+ Test are assessed in groups of 4. Lungeing Test and Coaching Certificate may be assessed with varying number of candidates.

## **A Tests and AH Tests**

These tests are organised by the Training Department within The Pony Club Office

Nomination forms, training days and Test dates for these Tests can be found using these links:

[http://www.pcuk.org/index.php/dcs\\_information/dc\\_guides\\_handbooks/dcs\\_training/](http://www.pcuk.org/index.php/dcs_information/dc_guides_handbooks/dcs_training/)

[http://www.pcuk.org/index.php/training/training\\_test\\_training\\_for\\_Members/](http://www.pcuk.org/index.php/training/training_test_training_for_Members/)