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Dear Midland Zone Clubs,

RE: RIDER CERTIFICATE KIT

Keeping rider certificates up to date can be a tricky process!! Here is a guide on how to best maintain rider efficiency certificates at your club.

Certificates are:

E Standard	Less than 7 years- Pale Blue disc.
D Standard	7 years – Yellow disc.
D Star	9 years – Lime disc
C Standard	12 years – Green disc. Pre-requisite = D certificate. (Reminder -- Riders who have passed their 14th birthday and been pony club members for more than two years <u>must have obtained their C before competing at state level.</u>)
C Star	14 years – Pink disc. Pre-requisite = C certificate.
K Standard	14 years - Purple disc. Pre-requisite = C certificate.
B Standard	Pre Requisite -either C*or K Certificate. The "B" Certificate may be taken in two sections: 1. Horse care can be taken from the age of 15 - Brown disc. 2. Practical riding, lungeing and jumping sections may be taken at 16 years -Red disc.
B Standard (Restricted Jumping)	16 years – White Disc.
A Standard	17 Years – Blue Disc. Pre Requisite = B certificate.
H Standard	17 years- Orange Disc. Pre Requisite = NIL.

Hopefully this information helps to get your Club better organized for rider Certificates. Riders wishing to do the C* & above, please email me at chalmers.nicole.n@edumail.vic.gov.au for more information.

Regards

Nicki Chalmers

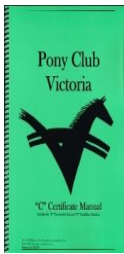
WHY CERTIFICATES?

The certificates at pony club are designed to encourage clubs to cover all aspects of the pony club curriculum and give riders a structured approach to increasing their knowledge and skills required to safely and confidently ride, handle and care for their horses.

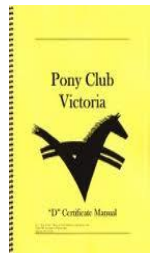
Getting Started

1. Appoint a Certificate Coordinator/s. Their role will be to ensure riders are up to date with all the Certificates, organize examinations and complete relevant paperwork for riders wishing to go onto the further Certificates that cannot be done at Club level.
2. Go through the list of members at your Club and sort out the riders and what certificates they actually hold.
3. Check riders PCAV cards. Do the certificates in the cards correspond with the current certificates that the riders hold? If not, email membership@ponyclubvic.org.au with the riders **NAME, CLUB & CARD NUMBER**. PCAV will then send out a sticker with all the relevant details to go in the member card and update the database.
4. Go back through the list of members and work out the rider's ages. Cross-reference with what certificates they actually hold and what they should have/be working on (see page 1 for certificate ages). Note: take into account ability and readiness for a certificate ie riders who begin riding &/or PC later may not be ready to sit certificates at the base age. These ages are just the "minimum". Riders who are too young to sit a certificate can still get the books and be in the group learning with the other riders. This then makes the transition to actually completing the certificate a lot smoother.
5. Put riders into horse mastership groups for rallies – by certificate! During theory lessons, riders can then work together on the appropriate material and every rider is at the same level. It may suit your club to do theory at the start of each rally. Encouraging ALL riders to purchase the appropriate books is helpful.
6. Now you have the list together, the riders can start the workbooks!

***When riders transfer from another Club, check what certificates they have. Do they need to work on the next certificate?



Workbooks



Riders are able to purchase workbooks directly from PCAV. However, it may be an idea for the certificate coordinator to purchase these in bulk and distribute to ensure members do actually get their books promptly. They can also keep track of new members requiring books or members who have completed a certificate and require the next book.

1. The E certificate manuals are \$15 from PCAV. This does not include p&h, and the E certificate rider certificate and disc. If you charge \$20, this will help cover these costs.
2. The D/D* are \$20 from PCAV. This does not include p&h, and the D/D* rider certificate and disc. If you charge \$25, this will help cover these costs.
3. The C Cert workbook is \$20 from PCAV. This does not include p&h and fees involved with the rider sitting the test as this is examined at Zone level (\$25). If you charge \$50, all this is covered, and the rider does not have to pay any more fees when they are booked in to be examined. It also saves the club from having to chase up payment for the rider for when they sit the test.
4. C*/K manuals are \$25 each, so charging \$30 will help cover costs. There is an examination fee involved also, however as these certificates take a longer period of time to cover, it may be best to charge participants the appropriate fees for assessment as it arises.

When new riders join your Club your club it is a good idea to add \$15/\$20 onto your membership fees, and include the E or D/D* book as part of the membership package.

E/D/D* Certificates

How to get started on riders who need to complete the E/D/D* Certificates:

These certificates are examined internally within the club.

1. Do some work with the riders at rallies in their Theory class and ensure that they have covered and have knowledge in all areas required for examination. Their workbooks need to be completed. This could be a combination of working through them at rallies as well as doing it at home. Have the rider complete all the necessary pages in the book **BEFORE** they sit the test.

2. There are sections in the book that the riders details need to be added to, so that the examiner knows to whom the book belongs. Ensure all these details are complete.
3. At the back of each section are the details needed for the instructor to work with the rider on the day of the examination. The RIDER needs to complete the **RIDER ASSESSMENT** column. This is where the rider advises if there are any areas where they lack confidence
4. **Examination:**

When the riders are ready to be examined, set a couple of hours aside at a rally. The riders can complete this with an instructor or another relevant person within the club. The instructor needs to complete the competency sections, and add in any notes they feel necessary.

Once the rider has passed, they can receive the D Certificate and Badge (to be purchased from PCAV). Email the rider details to the PCAV, membership@ponyclubvic.org.au, and the riders details can be updated on the PCAV website. The PCAV will send a sticker in the mail to update the riders PCAV card. They are then ready to move on to the next certificate!

Notes:

Whilst it is not compulsory for riders to sit their D*, it is a great way to test the rider's knowledge, and prepare them for higher Certificates.

Riders who have finished the E/D/D* certificates can keep their books for further reference. They are a great learning tool, and guide to help them for the C certificate!

*Getting riders to the next level:
C Certificates*

Now - to get riders onto the next level – the C Certificate.

The next certificate is the C. This certificate is examined at Zone level. Riders must be a minimum of 12 years. However, riders who have been at Pony Club for 2 or more years, and are 14 years of age or over, must hold this certificate to ride at State level competitions.

WHAT?

The C Certificate marks the transition from beginner to intermediate level rider.

It covers a basic level of horse care knowledge and the skills considered necessary to properly care for their own horse kept at grass and to know when to seek expert advice. It requires sufficient riding skills to be able to competently ride a quiet well schooled horse that is familiar to the rider, with

control showing a degree of skill at walk, trot, canter and gallop and to competently jump a course of small show jumps (45-70cm) and play a range of mounted games.

C certificate does not cover issues related to training for competition or any of the concerns related to care of the competition horse. These are covered in other more senior certificates.

HOW?

It usually takes ***at least a year*** for C candidates to cover the C Certificate syllabus adequately.

Riders are required to present for all ridden phases of their C test on a pony club qualified mount. That is, they must have 2 qualifying rally attendances on the horse or horses and have these correctly recorded on their pony club card.

PLEASE SEE THE ATTACHED C CERTIFICATE INFORMATION SHEET.

MORE INFORMATION:

If you have any queries, questions or require some assistance for any certificate matters, please don't hesitate to contact MZ Examining Secretary Nicki Chalmers
email: chalmers.nicole.n@edumail.vic.gov.au.



C Certificate Information

PLACE A COPY OF THIS INFORMATION UP IN YOUR CLUBROOMS AND ENSURE ALL RIDERS WORKING ON THEIR C CERTIFICATE ARE PROVIDED WITH A COPY FOR THEIR REFERENCE.

Minimum age: 12 years

Pre-Requisites: D Certificate

Mount: Candidates must have 2 rallies on the horse they wish to attain their certificate on.

State & National Competitions:

Riders who have been in pony club for more than two years and are aged 14 years and over must have attained their C certificate in order to compete at any state or national competition.

Worksheets:

Candidates are required to have a C certificate pack. This contains a manual and a set of worksheets. Inside the worksheets there is a checklist also. The syllabus is to be covered by clubs at rallies and as candidates demonstrate their competence in each area. The checklist is then signed and dated.

Candidates must complete the worksheets using the manual as a guide. Worksheets must be completed and handed in by the nomination date. The worksheets are reasonably lengthy, so it is important that sufficient time is taken to complete them and they should not be left until the last minute. It is expected that every question is answered and care taken to read each question carefully. It is appreciated if DC's or Certificate co-ordinators have a quick flick through the worksheets before posting to ensure **all** questions are answered.

Dates & Nomination Procedure:

Midland Zone has two certificate examination periods each year. Ridden examinations are at the beginning of April and August each year unless the dates fall on a weekend of importance such as public holidays, Zone/State events etc. These dates will always be on the Zone calendar at the beginning of the year. **Clubs should then include the dates on their club calendars and distribute it to all members.**

If nominees know they will not be available on the weekend of ridden examinations, they should not nominate at that time. They should also be prepared to travel away from their own club for examination.

Nominations are due several weeks before the ridden examinations & dates are provided on the Zone calendar also. In order to nominate, the DC must complete the nomination form (available from the

Certificate section on Midland Zone website) and send to the Zone Examining Secretary with the applicable fee and worksheets by the due date.

LATE NOMINATIONS OR WORKBOOKS WILL NOT BE ACCEPTED.

What happens once nominations are in?

After nominations close, the final number of candidates will be known which means an appropriate number of examiners can be booked for the group. Like any other official in pony club, they are difficult to find at the last minute! Furthermore, the location of candidates nominating for the round will determine a reasonably central venue. Candidates need to be prepared to travel as examiners cannot be sent out to individual clubs, particularly where there are only a couple of candidates. There may be the rare occasion where two separate venues may be required, for example, to accommodate for larger groups of riders at separate ends of the Zone.

It is important that nominations are received in time so that the organisation of the day can be completed as early as possible and candidates can be notified in advance. Furthermore, each workbook needs to be corrected before the day of the ridden examination which takes considerable time, particularly if there are a large number of nominees.

Expectations on the day & what to bring:

Riders must present in full pony club uniform. They will require their up-to-date pony club card and must wear their medical armband for all activities on the day. All gear should be well fitted and evidence of care shown. Horses should be well groomed, but not necessarily clean to the skin (particularly in cooler weather).

Parents /adult supporters need to be available on the day to help examiners with equipment etc. as required throughout the day so that the day proceeds as efficiently as possible.

Candidates are also required to bring along a correct fitting rug for their horse, full grooming kit, hay net/bag, travel bandages (just one will suffice) & tail bandage for the horsemastership components. Active Riding: candidates need to be organised and prepared to demonstrate their chosen active riding component. Most clubs have basic games equipment. Any other special equipment required needs to be bought along by the candidate.

Candidates must also ensure they have hay, bucket for water etc for their horse during the day.

At times, for a great variety of reasons, some candidates may be required to do a supplementary exam in one or more areas where they have been unable to successfully demonstrate the required competency on the particular examination day. This should not be taken as failure, but as an opportunity to demonstrate their skills at a more appropriate time.

At the completion of the day, candidates who have met the standards in all areas will be awarded their certificate and disc.