

PONY CLUB AUSTRALIA
SYLLABUS OF INSTRUCTION FOR
EFFICIENCY STANDARDS

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**SYLLABUS OF INSTRUCTION FOR
EFFICIENCY STANDARDS**
General Conditions for Efficiency Tests
The expected outcomes are shown in italics.

AGES / CERTIFICATE COLOURS

Minimum ages for Candidates undertaking the Tests, and Certificate colours

| | | |
|---------------------------------|----------|------------|
| D Standard | 7 years | Yellow |
| D* Standard | 9 years | Lime green |
| C Standard | 12 years | Green |
| K Standard | 14 years | Purple |
| C* Standard | 14 years | Pink |
| B Standard – Horse Care | 15 years | Brown |
| B Standard – Riding | 16 years | Red |
| B Standard (Restricted Jumping) | 16 years | White |
| H Standard | 17 years | Orange |
| A Standard | 17 years | Blue |

PRE-REQUISITES:

Standards D, C, C* or K, B - Horsemastership, B - Riding, and A, must be gained in that order, i.e. each is a pre-requisite for the higher standard. There is no pre-requisite for the H Certificate.

EXAMINERS:

An Examiner within a Club may test for D and D*. Each State must have a panel of examiners. Examiners should not test in their own Club unless circumstances, such as excessive distance, make this necessary.

To remain on the Examiners' Panel, Examiners must be active members of a Pony Club and attend current refresher courses conducted by their State. The names of Examiners on the Panel will be reviewed by each State every three years.

EXAMINATION CREDITS:

Any section of a Test passed by the candidate will be held as credit/s until such time as all sections are passed (maximum two years from original practical examination date).

WRITTEN PAPERS:

All written tests **must** be passed prior to the practical examination. For certificates above “C” level written papers **must** be passed before the day of the practical assessment. It is recommended that written papers be taken with enough time to allow supplementary papers to be completed prior to the practical test.

Should candidates have difficulty in expressing themselves in writing for the written paper at any standard, it is permissible for questions to be answered orally, to use a tape recorder, or for an adult to write the answers as directed by the candidate. If an adult writer is used, it is desirable that the person not be a horseperson or be related to the candidate.

Suggested times allowed for completion of written papers are:

| | |
|-------------|---------------|
| C Standard | 30 minutes |
| C* Standard | 1 hour |
| K Standard | 1 hour |
| B Standard | 2 hours |
| H Standard | 2½ to 3 hours |
| A Standard | 2½ to 3 hours |

PASS MARKS FOR WRITTEN PAPERS:

65% for all written papers. Candidates not achieving 65% will be required to sit a supplementary paper.

SUPPLEMENTARY WRITTEN TESTS:

PASS MARK TO BE 65% FOR ALL EXAMINATION PAPERS. Candidates not achieving 65% will be required to sit another paper. Candidates not passing the second paper must reapply at the next intake.

SUPPLEMENTARY TESTS FOR PRACTICAL SECTIONS:

Supplementary testing must be completed as follows:

C, C Star & K min 3 months max 2 years from date of original examination

B, A, H min 6 months max 2 years from date of original examination

Candidates must be assessed to have reached the standard required prior to re-presenting for the practical tests.

Where possible one of the original examiners should be used for the supplementary test in consultation with the State Panel.

Should a candidate fail a Supplementary Test the full Certificate must be retaken.

WORKBOOKS:

Work certificates are required for K Standard and are recommended for C Star, B, A and H. Sheets are available from State Offices/Clubs. It is recommended that candidates keep a record of their own Pony Club experience.

PRESENTATION:

Candidates must wear formal Pony Club uniform for presentation and discipline appropriate uniform for all practical tests.

No jewellery to be worn. (Exception—Medic Alert bracelets)

Presentation of horse—See individual Test.

HORSES:

Horses used by the candidates for practical examinations must be the rider's qualified mount as per state rules.

CERTIFICATE REQUIREMENTS

STANDARD C STAR

Minimum age of Candidate ... 14 years

INTRODUCTION:

This is an alternative Certificate to the K Certificate which bridges the gap between C and B Certificates. Its purpose is to provide an incentive for members who, having achieved C, would value an interim test to check progress and maintain interest.

All work outlined in the Syllabus of Instruction must be covered in its entirety. Work Certificates are designed to facilitate examining and put less pressure on the Candidate on the day of the Practical Test.

STANDARD C STAR CERTIFICATE GUIDELINES:

Candidates should be

- encouraged to ride in a snaffle bit wherever possible. If another bit is used, the candidate must know the name of the bit and understand its action.
 - able to demonstrate active riding skills at a fast pace.
 - developing a correct and more effective seat, independent of the hands and reins when viewed from the front, back and side.
 - riding the pony into a light, steady and even contact working towards accepting the bridle.
 - developing feel through the seat and should not have to look when checking diagonals or leading leg.
 - well established in the forward jumping position with a steady leg position and correct rein contact.
-

PRE-REQUISITES:

D and C Certificates.

EXAMINER:

Refer to section on Examiners on Page 3.

OBJECTIVES:

- To become an active rider with knowledge of the aids and how to apply them correctly and effectively.
- To ride simple cross country and showjumping fences.
- To gain practical experience and knowledge of the care and conditioning of the horse in preparation for a strenuous event.

- To have a thorough knowledge of the Road Rules for horses. To ride safely and sensibly on the roads and in the country.

EXAMINATION FORMAT:

The test will be conducted in six sections:

- Written paper – to be passed prior to practical testing – pass mark 65%
- Presentation. Rider to be in full Pony Club competition Uniform. Horse to be plaited.
- Riding on the flat.
- Jumping.
- Lungeing.
- Horse handling, horse care and general knowledge.

Testing may include subjects covered in D, D* and C Standard.

Candidates must have a degree of knowledge and competency in each element of every section of the Syllabus. A pass mark must be gained in all six sections, even if some supplementary work is necessary.

WRITTEN PAPER:

Approximate time 1 hour.

WORK SHEETS:

Worksheets are to be used in conjunction with the Pony Club Australia Syllabus of Instruction. All work outlined in the Syllabus of Instruction must be covered in its entirety. Worksheets are designed to facilitate examining and put less pressure on the Candidate on the day of the Practical Test.

PRESENTATION:

Candidates must wear formal Pony Club uniform for presentation and discipline appropriate uniform for all practical tests.

Horse and rider as for Pony Club competition (including plaiting).

Gear to be clean and correctly fitted.

Hooves, mane and tail to show evidence of regular care and attention.

RIDING ON THE FLAT:

Mount and dismount from either side. Vault optional.

Using correct mounting procedure, Candidate to mount safely on both near and off side of the horse.

Alter stirrup length on the move.

With reins in one hand Candidate must alter the stirrup length. Foot to be kept in the stirrup at all times.

Ride with reins in one hand.

Demonstrate control of horse on both reins in walk, trot and canter. Reins may be held in either hand.

Work with confidence without stirrups at trot and canter.

Candidate to maintain a balanced position without stirrups at walk, trot and canter.

Demonstrate correct position at walk, trot and canter, independent of the reins.

Candidate to remain balanced in upright seat, without interfering with the horse's mouth.

Sitting trot and rise on correct diagonal from sitting trot.

Candidate to rise on the correct diagonal from sitting trot by feeling the footfalls, without looking down.

Change diagonal smoothly.

While changing trot diagonals the rider should not interfere with the horse's balance or rhythm.

Recognise diagonal and leading leg by feel.

Candidate to recognise the leading leg without looking down.

Recognise that driving aids play a part in establishing and maintaining contact.

Candidate must understand the concept of the forward driving aids, creating the energy that needs to be controlled by the rider with a soft steady rein aid. Thus establishing contact.

Maintain a consistent contact through the reins. The horse must accept the contact at all paces.

Candidate to demonstrate that they can maintain a consistent, steady feel with the horse's mouth. Horse does not need to show a shortening of the frame.

Developing working trot and canter and rhythm at all paces.

Candidate should understand the importance of rhythm for ongoing training. They should be able to demonstrate a steady rhythm and maintain it for short periods.

Ride with accuracy, including performing transitions at markers.

Candidate to recognise the importance of accuracy in riding figures and transitions. Know that it is the rider's body that should be in line with the marker when a movement or transition is performed.

Walk, trot and canter a given number of strides.

Candidate to be able to feel and count the strides at all paces. They must demonstrate intervals of 5 and 7 at both paces.

Ride at a given pace, not exceeding 450 metres per minute, with horse staying calm throughout.

Candidate to demonstrate riding at 220, 350, 400 and 450 metres per minute. Horse to remain in a balanced steady outline. Rider to remain in a balanced position.

Know the aids for, and be able to carry out the following movements:

Circles to 10 m at walk; 15 m at trot; and 20 m at canter.

Serpentines.

Lengthened strides at trot.

Change of leg at canter through trot.

Candidate

- *must explain the aids for a circle and demonstrate how to ride a 10m circle at walk, 15 m circle at trot and a 20m circle at canter in a 20 x 60m arena.*
- *to demonstrate how to ride a 3 loop serpentine in a 20m x 60m arena.*
- *to demonstrate a few lengthened strides at trot while maintaining balance and rhythm in the trot.*
- *to demonstrate a change of canter lead through trot. Maintaining rhythm and balance throughout*

Turn on the forehand - be able to show the beginnings of moving off the leg not necessarily from the halt.

Candidate to ride a turn on the forehand on both reins. Horse to remain calm and show definite walk strides.

Correct use of a dressage whip.

Candidate

- *to hold the whip in either hand, depending on the rein the horse is travelling on - whip to be held across the thigh and used behind the leg as necessary.*
- *must change the whip from hand to hand without upsetting the horse's balance.*

Lead a horse from another horse while mounted at walk.

Candidate must

- *ensure led horse is wearing a bridle*
- *hold the ridden horse's reins in the other hand*
- *led horse should have his head level with the rider's knee*
- *demonstrate leading in both directions*

JUMPING:

Jump fences to maximum height 85 cm, minimum height 70 cm.

Demonstrate an established and secure jumping position.

Candidate must stay in a balanced position between and over the fences.

Demonstrate correct rein contact (including short and long releases)
Candidate to demonstrate an independence of the reins whilst in jumping position. Including the release over the fence.

Ride correctly over trot poles and cavalletti.
Candidate to maintain a steady rhythm in the approach and over the cavaletti and to understand the benefits of the exercise.

Walk the course, and ride various types of cross country fences.
Candidates to walk and/or discuss the correct approach to riding a variety of fences including an uphill approach, downhill approach, drop fence, ditch and water obstacles and understand how terrain and weather conditions can effect cross country jumps and distances.

Walk the course, and ride a showjumping course, including a combination.
Candidate

- *to walk and analyse the course described in section one*
- *must be able to jump a simple course of obstacles up to 85cm - course to include an upright and spread obstacle and a double combination*
- *should be able to maintain a steady rhythm throughout.*

LUNGEING:

Know reasons for lungeing
Candidate to outline four reasons

Lunge an experienced, quiet horse at walk and trot.

Identify and use the correct equipment for lungeing for both horse and handler.

- *Fit gear correctly. Lungeing cavesson, lunge rein and whip must be used.*
- *Candidate may use a lungeing roller, side reins not permitted.*
- *Recommended that the horse has leg protection.*

State safety factors for both horse and handler.

Candidate to

- *demonstrate correct use and control of lunge whip and rein at all times when lungeing and leading the horse.*
- *recognise the need for a safe enclosed work area with sound footing*
- *wear suitable footwear, approved helmet and gloves*
- *control and handle the lunge rein*
- *give clear and consistent commands.*
- *control the horse on a large circle with even contact on the rein in both directions.*
- *halt horse to command*
- *work horse equally well in both directions.*

HORSE HANDLING (C Star and K):

Handle a horse safely and efficiently on the ground

Candidate to approach the horse from the shoulder and demonstrate a calm firm manner

Demonstrate how to hold a horse for a veterinarian or farrier

Handler must stand on the same side as person working on horse.

Lead a horse through a gateway, saddled and unsaddled

Horse should be lead straight through the gateway. Gate should be securely open so as not to swing closed on horse, Stirrups must be up

Handle a horse's legs safely.

Candidate to pick up and hold the horse's front and back leg as if for shoeing

Tie a horse up securely and safely.

Use a knot other than a quick release, e.g., bowline, round turn and two half hitches.

HORSE CARE (C Star and K):

Paddockng:

Explain how to do a regular check of a horse and paddock and know what to look for while doing this.

Candidate must

- *recognise if the horse is exhibiting unusual behaviour.*
- *check the paddock for any fence damage, unusual weeds, debris and excessive manure.*
- *make sure water supply is clean and adequate.*

Explain how to care for and work a grass fed horse

Recognise that pastures change in nutritional value with the seasons and that the horse may need to be supplemented with hay or hard feed at certain times, depending on its workload.

Recognise poisonous plants and weeds in candidate's local area.

Candidate to name three poisonous plants or weeds from their area

Feeding, Watering, Conditioning:

Tie hay net up correctly.

Candidate to

- *tie up hay net so it is secure and will not be get too low and allow horse to get feet tangled when it is empty*
- *tie to something solid with a quick release knot*
- *turn net so the knot is underneath to prevent the horse untying it when eating*

Understand principles of feeding and watering.

Explain at least eight rules of feeding and how they affect the horse. Candidate must state that feed must be fed by weight not volume when working out a ration.

Recognise good quality and poor quality hay.

Candidate should know about, the colour, smell and texture of each

Recognise and name the following and explain their uses:—

Barley, bran, chaff, linseed, lucerne, oats, pellets, rice, molasses, and salt.

Candidate to be shown an example of each. They must identify it and state how and why it is fed

Understand feeding in relation to the type of work the horse is doing.

Candidate to have knowledge of feed in relation to work. As the workload increases so must the type of food the horse is fed. The type of feed is also related to the type of work the horse is asked to do.

Outline a programme to bring a horse back in to work after a long spell,.

Candidate must know that this is done gradually with the feed increasing gradually as the workload increases. Should also include care of teeth, feet and drenching.

Outline a programme to get a horse fit to compete in active competition

Candidate to outline a programme for their chosen discipline e.g., eventing, campdrafting, games.

Explain the importance of the warm up and cool down when exercising or training the horse

Candidate to explain the importance of both for the horse's physical and mental well being.

Outline a programme to let a horse down prior to spelling

Candidate to explain that this must be done gradually. Decrease feed and work and remove rugs gradually over a period. Attend to teeth, feet and worming.

Grooming, Trimming, Clipping:

Groom efficiently and effectively. Care of mane and tail.

Candidate to demonstrate grooming routine including use of dandy brush, body brush and curry comb. Picking out the feet and brushing mane and tail

Plait for competition

Candidate to demonstrate how to plait one mane plait. Elastic bands may be used.

Identify and name different types of clipping patterns and the reasons they are used

Candidate to identify the following clips. Full, Belly, Trace, Hunting and Blanket

Explain how to prepare a horse for clipping and how to care for it once it is clipped

Candidate must know horse should be washed and dry prior to clipping. It should have extra rugs to make up for the hair removed.

Care of Feet and Shoeing:

Name and explain the function/use of the following farrier's tools.

Candidate

- *to name and explain the use of the following tools; Hammer, buffer, rasp, drawing knife, pincers, hoof cutters and clencher.*
- *should also indicate the features of a horse shoe nail and how it would be used.*

Recognise and explain the features of a correctly shod foot

Candidate to

- *explain the shoes on their own horse and why it is shod that way.*
- *understand that the shoe must fit the hoof, clenches should be even and not too low on the foot. Hoof should not be rasped excessively*

Explain how to take off a shoe naming the tools used at each step

Candidate to hold the horse's leg correctly and demonstrate, without actually removing the shoe, the stages of removing a shoe with the correct tool at each stage.

Explain the structure of the horse's foot

Candidate to identify the following; heel, bulbs of heel, cleft and point of frog, bars, wall, toe and white line, and coronet band.

Stabling:

Explain how to care for the horse stabled for a short period of time

Candidate to

- *recognise the importance of bulk feed and concentrates*
- *outline a stable routine, including mucking out and turning out*
- *describe different types of bedding and their care.*

Transport of horses:

Explain what parts of the float or truck need regular maintenance.

Must include, brakes, lights, floor, ramp, tyres, hitch and ball, breeching bar or safety chain.

Outline safety procedures that must be followed when loading and unloading a horse.

Candidate to explain the loading procedure and outline safety aspects to be observed. Including;

- *horse must not be tied up while the ramp is being raised or lowered.*

- *the person raising or lowering the ramp to stand to the side not directly behind the ramp or horse.*
- *if travelling one horse it should be loaded on the high or right hand side of the float.*

Load and unload a quiet horse with assistance, paying particular attention to the safety of both horse and handler.

Candidate to demonstrate the above criteria when loading a quiet horse.

Health, Ailments, Injuries:

Produce their own practical veterinary kit and equipment for emergency use.

Discuss how each item in the kit is used

Candidate to have a basic Horse First Aid Kit. Must include cotton wool, elastic bandages, scissors, antiseptic spray or cream. Some form of bandage pad or combine dressing such as gamgee.

Demonstrate a bandage for injury.

Describe when they would call a Veterinarian and what equipment they would have ready.

Candidate should know the signs of a healthy horse so they can describe any symptoms to the Veterinarian.

Discuss the normal temperature, pulse and respiration of a horse at rest.

Candidate should know the three readings of a healthy horse at rest and how to take each

Describe a healthy horse.

Candidate must be able to describe a healthy horse, including eyes, alertness, condition, coat, legs, appetite. Type and quantity of manure.

Describe the symptoms of a sick horse

Candidate should be able to describe the opposite symptoms for each of the above healthy signs.

Describe a horse in good and poor condition

Candidate to recognise that condition relates to more than just a fat stomach. Coat, eyes and muscles are also important.

Describe how to control worms, bots and other parasites both internally and externally

Candidate must explain a worming programme depending on how their horse is kept and understand about paddock care such as harrowing, manure pick up and a paddock rotation.

Describe the action of a lame horse.

Candidate to explain that a lame horse does not move with a regular gait. In more severe cases it uses its head and neck to try and keep weight off the injured leg.

Describe how to treat deep wounds and skin disorders.

Candidate to explain how to apply pressure to a wound to stop bleeding. The candidate should have a knowledge of skin disorders such as mud fever, ring worm and greasy heel.

Discuss vaccinations that a horse should have.

Candidate to explain how and when they are given and must include tetanus and strangles and any regional ones of importance.

Outline the care of a horse's teeth.

Candidate to outline how often and why a horse's teeth need attention. Explain the symptoms a horse would show if its teeth need attention.

Age a horse by its teeth up to eight years. Estimate the age after eight years.

Candidate to tell the age of three different horses by their teeth.

Knowledge of the treatment of: greasy heel, seedy toe, laminitis, cold, colic, strangles.

Candidate to explain the treatment of the above including following veterinary advice.

Saddlery and Equipment:

Fit the following correctly;

- saddle
- snaffle bridle
- cavesson , hannovarian , dropped and grackle nosebands
- running martingale
- stockman's or hunting and elastic breastplates

Candidates should know that checking the fit of a saddle should be done without a saddle blanket. They should recognise that the saddle must be clear of the wither and should not pinch the shoulder.

Candidate must demonstrate that the saddlery they are using fits their horse correctly and know how to fit the items described above.

Identify and explain the function of bits in every day use.

Candidate should identify and know the action of a single and double jointed snaffle, a half moon snaffle, a Dutch gag, a curb bit such as a Kimblewick or Pelham

Demonstrate or explain how to care for and clean saddlery, rugs, grooming equipment.

Candidate to

- *explain how they care for their saddlery. Should include method of removing sweat and grime and a recognition of when it requires oiling.*
- *explain how to clean the rugs they use on their horse.*
- *produce their grooming kit and explain how to clean it*

Fit leg protection for exercise

Candidate to demonstrate how to

- *fit front and back exercise boots and bell boots.*
- *apply and stitch an exercise bandage, must include a pad.*

GENERAL KNOWLEDGE (C Star and K):

Outline the structure of Pony Club at Club, Zone, State and National level.

Candidate to explain this structure.