

**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 K

Minimum age of Candidates ... 14 years

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## **K CERTIFICATE GUIDELINES:**

This is an alternative Certificate to C\*, between C & B. It is designed for the active rider, and covers many equestrian aspects not included in other Certificates. The 'K' comprises a compulsory section and a wide variety of optional subjects.

**K Co-ordinator:** A 'K' Co-ordinator will be appointed by the Club or Zone and act as adviser to the candidates in helping them to cover the work, and arrange lectures and demonstrations by experts in the various subjects.

The Co-ordinator should explain to the farrier, horse trainer etc. that the candidate must be proved efficient at the relevant level before the Work Sheet is signed, and also see that Work Sheets are completed, signed by the appropriate person, and presented on time.

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## **SUBJECTS:**

**Compulsory:** Active riding  
Distance ride  
Horse care  
Pony Club service  
Agility  
Horsemastership  
Horse health  
General knowledge.

**Optional:** The candidate must choose at least two subjects from each section.  
The seventh subject may be chosen from any section.

**Section A**  
Showjumping  
Cross country riding  
Riding at a given pace  
Give a show of agility with the horse  
Tent Pegging  
Stock work  
Polo or Polocrosse  
Dressage

- Hunting  
Mounted Games  
Any other approved activity.
- Section B**  
Knots  
Course designing for showjumping  
Course designing for cross country  
Leather work  
Clipping  
Shoeing  
Lungeing  
Float/truck maintenance  
Any other approved non-riding, horse related activity.
- Section C**  
Endurance riding  
Track work  
Carriage Driving / Harness  
Approved project involving horses  
Breaking in  
Mare and foal care  
Showing  
First Aid  
Community work  
Any youth orientated activity with the approval of the  
K Co-ordinator.

**PRE-REQUISITES:**

D and C Certificate.

**EXAMINER:**

Refer section on Examiners on Page 3.

Work certificates must be signed by approved specialists.

**OBJECTIVES:**

- To widen the candidate's experience in various aspects of horsemastership.
- To become an active, efficient rider who is thoughtful for the horse.
- To improve skills in horsemastership, and other horse related activities.

**EXAMINATION FORMAT: (Note: Completed Work Certificates are to be submitted prior to the examination.)**

The test will be conducted in six sections:

- Written paper – to be passed prior to practical testing.
- Presentation of horse and rider.
- Compulsory Riding
- Horsemastership and general knowledge.
- Practical tests.
- Optional subjects not already examined.

*A pass must be gained in all sections, even if some supplementary work is necessary.*

**SUPPLEMENTARY EXAMINATIONS:**

PASS MARK TO BE 65% FOR ALL WRITTEN PAPERS. Candidates not achieving 65% will be required to sit a supplementary paper.

**WRITTEN PAPER:**

Approximate time 1 hour.

**WORK SHEETS:**

Work Sheets to be completed verifying experience in the following categories:

1. Active Riding
2. Distance Ride
3. Horse Care
4. Pony Club Service
5. Chosen Options

**1. Active Riding:**

The candidate must have extensive experience in at least **two** of the options in **Section A**.

In addition to these two options, candidates must complete an “Active Riding” worksheet giving a brief account of the candidate’s experience in other riding sports.

## **2. Distance Ride:**

The candidate must prepare the horse for, and ride in a distance ride of at least 40kms. .

Speed and care of the horse on the ride to be checked by Pony Club Officials, and recorded on a Work Sheet.

Time of the ride not to exceed 4 hours.

## **3. Horse Care:**

The Candidate must have had the care of his/her own horse over a long period, or worked on a farm or horse establishment.

Candidates must include a summary of the daily and regular care noting the seasonal variations etc., also give some idea of the costs involved in keeping a horse.

An account of the Candidate's experience in the care of the horse's feet and shoeing, and own veterinary experiences must be included.

## **4. Pony Club Service:**

Non-ridden activities. For example, working bees, canteen help, junior committee, newsletter editor, fundraising etc.

## **5. Chosen Options**

A worksheet is required for each option.

Worksheets for Section A options must include a full account of a day spent at the sport—from the beginning to the end of the day. Experiences and care and preparation of the horse should be noted and verified.

## **PRESENTATION:**

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

Gear must be clean and correctly fitted.

The horse must be groomed, but not necessarily clean to the skin, especially in cold weather.

Hooves should show evidence of regular care and attention. No jewellery to be worn (Medic-Alert bracelet excepted).

## **COMPULSORY RIDING:**

A snaffle bit **MUST** be used. A running martingale is permitted. The horse should trot and canter calmly on either rein.

Show some fast work with the horse well controlled and be able to do this using a whip, polo stick or the like.

Tests to show the rider's agility, such as mounting without stirrups, or bareback, and dismounting or mounting at the trot or canter.

*The Candidate must prove that he/she is capable and effective at fast paces and at least moderately agile.*

### **Lead one horse from another:**

Ride a horse and lead another at walk and trot.

- be able to change horse from one side to the other safely.
- know the safety considerations for leading a saddled horse
- know the road rules applicable to led horses.

*Led horse must be wearing a bridle. Hold the led horse's reins in the hand nearest to him about halfway down the reins. Hold the ridden horse's reins in the other hand. The led horse should have his head level with the rider's knee.*

### **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):**

#### **Paddock:**

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.*

### **OPTIONAL SUBJECTS:**

The Candidate must choose seven of the following subjects, a minimum of two from each Section, in which to become proficient. The chosen subjects must be notified to the “K” Coordinator and Work Sheets completed and signed by the relevant person.

#### **Section A:**

***Note: Candidates in this section must show a balanced and secure seat appropriate to the selected option, and be in control of the horse at all times.***

- Showjumping:*** The candidate must
  - complete a minimum of three 90 cm courses*
  - be conversant with Pony Club, E.F.A. and F.E.I, rules of showjumping.*
- Cross Country Riding:*** The candidate must
  - complete a minimum of two O.D.E's cross country courses at 90 cm*
  - be conversant with Pony Club, E.F.A. and F.E.I, rules of competition.*

- c. ***Ride at a given pace:*** The candidate must
- be able to ride at 220, 300, 350, 400 and 450 metres per minute.
- d. ***Show of agility with the horse:*** The candidate may choose their own activity and must
- show considerable ability, for example ride bareback at varied paces, vaulting, gymnastics on horseback, bareback jumping, etc.
- e. ***Tent Pegging:*** The candidate must
- be able to show proficiency with the lance
  - have taken part in a Tent Pegging competition
  - know the rules of the competition.
- f. ***Stock Work / Campdrafting:*** The candidate must
- have had extensive experience in handling mobs of sheep, cattle or horses, on horseback
  - be able to use a stockwhip.
- OR**
- participate in at least three campdrafting competitions
  - be conversant with ACA rules.
- g. ***Polo or Polocrosse:*** The candidate must
- be able to show proficiency with a stick and ball
  - have some game experience
  - know the rules of the chosen game.
- h. ***Dressage:*** The candidate must
- have reached E.F.A. Preliminary or equivalent Pony Club standard
  - have competed in at least five tests and have gained at least 55% of the marks, under approved judges. (Eventing dressage is not acceptable.)
- i. ***Hunting:*** The candidate must
- have taken part in at least three meets
  - know etiquette and customs.
- j. ***Mounted games:*** The candidate must
- have competed in a team
  - be able to demonstrate vaulting
  - be conversant with the rules for chosen games.
- k. ***Any other approved ridden activity*** with the approval of the K Co-ordinator. For example, side saddle, tetrathlon, western, novelties/sporting events, etc. The candidate must
- be proficient at the activity chosen
  - be conversant with the rules for their chosen ridden activity.

## Section B

- a. **Knots:** The candidate must
- demonstrate five knots and their uses in horse and stable management
  - splice a rope
  - backsplice or whip the end.
- b. **Course Designing for Showjumping:** The candidate must
- have assisted a recognised Course Designer on at least three occasions. The account of the work to appear on the Work Sheets, and be signed by the Course Designer.
  - have assisted at Pony Club
  - be conversant with the rules which apply to course designing
  - have knowledge of distance and related fences etc
  - have an awareness of safety
- c. **Course Designing for Cross Country:** as for showjumping.
- d. **Leather Work:** The candidate must
- be able to cut out and stitch leather and do simple repairs
  - make a leather object
- e. **Clipping:** The candidate must
- prepare and clip a horse
  - know the after care of the clipped horse
  - demonstrate use of clippers and the care thereof
  - know types of clip patterns and their application.
- f. **Shoeing:** Candidate to provide the horse. Under supervision of a farrier the candidate must
- remove a shoe
  - trim the foot
  - refit a shoe.
- g. **Lungeing:** The candidate must  
Know principles, benefits, and potential dangers of lungeing.  
Gloves, suitable footwear and an approved helmet to be worn.

Know correct equipment required for horse and handler.

*Horse to be turned out as for presentation, with correct, well fitting and well cared for equipment. Snaffle bridle to be used including reins correctly secured but no noseband. Correctly fitted lunge cavesson with jowl strap and rings. Saddle, including stirrups correctly secured. Boots or bandages must be used. Lunge whip to be of the correct length and in good condition. Lunge rein to be of suitable length and thickness.*

Understand safe practices to be adopted when lungeing. Demonstrate control of horse at walk, trot, and halt on command.

*Candidate to:*

- *start horse off correctly*
- *demonstrate a warm up phase*
- *demonstrate the work session*
- *cool down.*

**h. *Float/Truck Maintenance:*** The Candidate must be conversant with:

- tyre type and pressure (including spare), condition of bearings,
- condition of floor and ramp
- lights
- coupling/hitch
- be able to check braking system
- ventilation
- State towing rules.

**i. *Any other approved, non-riding, horse related activity*** with the approval of the K Co-ordinator.

## **Section C**

**a. *Endurance Riding:*** The candidate must have

- trained a horse for, and ridden in, an official endurance ride of 80kms
- know the rules for endurance riding
- be responsible for the preparation, including feed programmes, training, and care of the horse both during and after the ride.

**b. *Track Work:*** The candidate must

- ride a racehorse, or drive a trotter/pacer during track work
- have acquired sufficient ability to be of use to the trainer. *Note: The track work must be carried out under the direction of a licensed trainer.*

**c. *Carriage Driving / Harness:*** The candidate must

- harness a horse and vehicle
- demonstrate driving skills
- be able to care for harness and equipment
- be familiar with safety requirements

**d. *A Project:*** The candidate must

- complete a project on any subject involving horses, for example, pottery, painting, carpentry, history, etc.

- e. Breaking in:* The candidate must
- assist a horse breaker at work. Although the candidate is not required to actually break in a horse, he/she must be able to give a clear picture of how this is carried out.
- f. Mare and Foal:* The candidate must have experience in
- the care of a mare before and after foaling
  - the foal's first handling
  - the care of the foal for the first year.
- g. Showing:* The candidate must
- prepare and present for the show ring for both led and ridden classes
  - have competed in a minimum of three official shows.
- h. First aid:* The candidate must
- hold a current First Aid Certificate to appropriate State standard.
- i. Community Service:* Need not be with horses, for example, reading to the blind, mowing lawns for the elderly, assisting at Riding for the Disabled, etc. The candidate must
- participate in the activity for a period of at least six months
- j. Any youth orientated activity* — with the approval of the K Co-ordinator.

When the K Certificate is awarded, the options passed are to be recorded on the back of the Certificate.

### **BRONZE, SILVER AND GOLD ENDORSEMENTS:**

A candidate wishing to continue with K type work may do so by adding further options at a later date.

One further option will be rewarded with a Bronze endorsement.

Two further options, from two different sections with a Silver endorsement.

Three further options from three different sections, a Gold endorsement.

Note: One endorsement may be awarded for 80% or more being awarded for Work Sheet presentation.